

AGREEMENT
BETWEEN
THE GIBRALTAR SCHOOL DISTRICT
AND
THE GIBRALTAR CUSTODIAL/MAINTENANCE
ASSOCIATION MEA/NEA

July 1, 2018 to June 30, 2021

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AGREEMENT

This Agreement is entered into by and between the Board of Education of the Gibraltar School District, Wayne County, Michigan, hereinafter called the "Board" or the "Employer" and the Gibraltar Custodial - Maintenance Association/MEA herein called the "Union".

ARTICLE 1 RECOGNITION

The Board recognizes the Union as certified by Michigan Employment Relations Commission in Case No. D85-1-2217, as the sole and exclusive bargaining representative for all custodial and maintenance employees, including master mechanic and lunch truck driver, employed by the Gibraltar School District; but excluding probationary and temporary employees, office clerical employees, supervisors, foreman, and all other employees.

All reference to employees in this Agreement designates both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 2 RIGHTS OF THE BOARD

The Board retains the sole right and shall have the right to manage and conduct its obligations in accordance with the laws of the State of Michigan subject only to the condition that it shall not do so in any manner which constitutes an express violation of the Agreement.

The Union recognizes the Employer's right to manage its affairs and direct its work force and within the existing framework of the Statutes of the State of Michigan to maintain the School District in the County of Wayne as efficiently and at the lowest cost consistent with fair labor standards.

ARTICLE 3
PAYROLL DEDUCTIONS

Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the salary of any such bargaining unit member and make appropriate remittance for MEAFS/MEA-sponsored programs (tax-deferred annuities, auto insurance, homeowner's insurance, etc.), credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by Gibraltar CMA/MEA and Employer.

ARTICLE 4
REPRESENTATION

The Union will furnish in writing the names of the Union officers no later than July of each year and within a reasonable time thereafter should there be any changes.

The Employer shall recognize up to three (3) employees designated to handle problems and communications with the Employer. Said employees shall be the local union officials who may file and present grievances. The Local Union President or a Steward may, upon receiving approval from the Supt's designated representative, investigate and present grievances to the employer without loss of time or pay. Should it become necessary for an employee to leave his work place in order to investigate a grievance, said employee shall obtain prior permission from the supervisor and give the name of the employee he is going to see. Said employee shall notify the Supervisor upon his return to work. This provision should not be abused by any employee and normally investigations shall be conducted outside business hours.

Should the Union representatives be required to attend any meetings with the administration during working hours, said Union representatives shall be released from work responsibilities without loss of pay.

The Union shall be provided ten (10) days release time for use by the Union President or designee to be used for Union purposes. The Union shall arrange use of such days forty-eight (48) hours in advance with the Superintendent or designee.

**ARTICLE 5
DISCRIMINATION**

The Board and the Union will not discriminate against any employee with respect to hours, wages, terms or conditions of employment by reason of this membership or not-membership or participation or not-participation in the activities of the Union.

The Union agrees to continue to admit persons to membership without discrimination on the basis of race, creed, color, sex, national origin or age.

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

**ARTICLE 6
SPECIAL CONFERENCES**

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

ARTICLE 7 GRIEVANCE AND ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement shall be settled in the following manner:

Any employee having a grievance shall first take up the matter with his immediate supervisor informally within ten (10) working days following the alleged contract violation or it shall be considered invalid. The Union Steward may be present, if so requested by the employee. The Supervisor shall have a maximum of ten (10) working days to resolve the issue.

The Union shall have the right to initiate a grievance on its behalf at the second step of this grievance procedure for disagreements which cannot be resolved by the individual employee procedure.

STEP 1. In the event the grievance is not resolved informally, the grievance shall be signed by the employee and union representative and presented in writing specifying the Article and Section of the Agreement from which the alleged grievance arises, to the immediate Supervisor of Maintenance within ten (10) working days following the Supervisor's informal disposition or lack of same. The Supervisor shall attempt to adjust the matter and shall respond to the representative or employee in writing within ten (10) working days.

STEP 2. If the grievance still remains unresolved it shall be presented by the Union Representative or Union Grievance Committee to the Superintendent of Schools or his/ her designee in writing as in Step 1 within seven (7) working days after response of the Supervisor is due. Either party may request and shall be granted a meeting at Step 2. The grievant, grievance committee and representative of MEA may attend meetings at Step 2. The superintendent or his/her designee shall attempt to adjust the matter and shall respond in writing to the Union Steward, Union Representative, or Grievance Committee, with a copy of the response to the Local President within fifteen (15) working days.

STEP 3. If the grievance is still unsettled, the Union may, within fifteen (15) working days after the Superintendent's response is due, by written notice to the other party, request arbitration. The parties shall attempt to mutually agree upon the arbitrator within fifteen (15) calendar days after notice has been received. If the parties are unable to mutually agree upon an arbitrator within fifteen (15) calendar

days, the arbitrator shall be selected in accordance with the rules of the A.A.A. (American Arbitration Association). Expenses for the arbitrator's service and the proceedings shall be borne 60% by the losing party and 40% by the prevailing party; however, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, provided it pays for the record. Copies shall be made available to the other party provided the other party bears half the cost.

The Arbitrator will not have the power to add to, subtract from, change, or amend any of the terms of this contract, but shall concern himself only with the interpretations and application of the terms of this Agreement; nor will he insert his judgment for that of the Employer. If the Arbitrator's decision is within the scope of his authority, it will be binding on the union, its members and the employee or employees involved and the Employer.

The Arbitrator must render his decision on the matter before him not later than thirty (30) calendar days from the final day of the hearing (s). Upon mutual agreement of the parties, an arbitrator may issue his decision verbally, immediately following conclusion of the hearing(s).

The time limits of this procedure may be extended by mutual consent in writing. No decision on or adjustment of a grievance shall be contrary to any provision of this agreement.

Failure at any step of this procedure by the Employer to communicate the decision of a grievance within the specified time limit shall permit the lodging of an appeal at the next step of this procedure. Failure to file a grievance or appeal a decision at any step within the specified time limit shall be deemed a withdrawal of the grievance and it shall not be reinstated.

ARTICLE 8 DISCIPLINE & DISCHARGE

The employer shall not discipline or discharge any employee without just cause.

Discipline shall be defined as any oral or written reprimand, oral or written warning, or suspension. With the exception of oral discipline or discharge proceedings the Board will include in the written disciplinary document the following:

"You are hereby notified that you have the right to consult with your Union Representative relative to this disciplinary action and object via the grievance procedure."

In the event of written disciplinary action, the employee shall sign the document acknowledging only that he has read and received said document.

Acknowledging that discipline is a constructive tool to improve behavior of an employee the Board will proceed in the following manner in its dispensing of discipline:

- a) Issue an oral warning.
- b) Issue a written warning.
- c) Issue suspension without pay as follows:
First suspension -- three (3) days.
Second suspension -- five (5) days.
If behavior is not corrected, more severe suspensions may occur or the employee may be discharged.
- d) Prior to any discharge, the Board shall suspend the employee for five (5) days without pay unless the misbehavior warrants discharge.

Nothing herein shall prevent the Board from commencing discipline at any appropriate step should circumstances warrant. Disciplinary records more than two (2) years old will not be considered in new instances of discipline unless required by law.

The employer shall notify the employee of their right to have a Union representative present at any meeting which may lead to discipline. The employee may have a Union representative present at any meeting at which discipline is dispensed.

Discharge. When an employee's behavior or work performance warrants discharge the employee and his representative will be notified in writing that the employee has been discharged at the time of discharge. The Union shall have the right to take up a discharge as a grievance at the second step in the grievance procedure, and the matter shall be handled in accordance with that procedure through the arbitration step if deemed necessary by either party.

Any employee found to be unjustly discharged shall be reinstated with full compensation and recoverable benefits for all lost time, if determined so by the settlement or the Arbitrator.

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his regular rate, unless overtime was involved in the case.

ARTICLE 9
PROBATIONARY EMPLOYEES / NEW EMPLOYEES

New employees hired shall be considered as probationary employees until the completion of ninety (90) calendar days of employment. The purpose of the probationary period is to allow management time to evaluate their ability to become a permanent employee. When an employee completes the probationary period, he shall be entered on the seniority list of the unit from the first date of employment in the classification covered by the bargaining unit. There shall be no seniority among probationary employees.

During the probationary period, probationary employees shall not be members of the bargaining unit and with the exception of the New Employee Wage Schedule listed in Appendix A, shall not receive any of the benefits or have access to the grievance procedure provided by this Agreement. All fringe benefits (health insurance, dental, vision, and life insurance) shall begin on the 91st day of work.

ARTICLE 10
SENIORITY

1. Seniority shall be on a school district-wide basis within the bargaining unit and defined as dating from the first day worked in classification covered by this bargaining unit subject to certain provisions subsequently outlined i.e. probationary employees, promotions out of the bargaining unit, etc.

In the event of conflicts arising due to identical employment starting dates ranking shall occur by the last four digits of the respective Social Security numbers, the one with the higher number being a higher seniority rank. For example:

Employee #1	9-1-76	SS# 367-20-6000
Employee #2	9-1-76	SS# 558-30-5999

2. Seniority shall be a required principle in determining promotions. Ability and job experience shall also be considered. If ability and job experience are equal, seniority shall be the deciding factor.

3. Seniority shall be granted for time spent away from the job on involuntary service with the United States Armed Services.
4. An employee returning from service with the Armed Forces of our country within ninety (90) days of honorable discharge date shall be granted the privilege of exercising his seniority within the bargaining unit.
5. Seniority ranking shall be brought up to date once a year with mutual agreement of both administration and union and a copy sent to each employee.
6. If an employee is transferred or promoted to a position under the Employer not included in the bargaining unit, he shall be given a trial period of up to ninety (90) calendar days, during which time he shall be entitled to transfer back to his former job status and location. If the employee fails to return to the bargaining unit within 90 calendar days, the employee's seniority within the Custodial/Maintenance bargaining unit shall be frozen from the day the employee left the department and shall remain frozen until such time as the employee:
 - a) Returns to the bargaining unit or,
 - b) Is no longer employed by the district.

Upon a transferred employee's return to the Custodial/Maintenance department, the employee shall be entitled to bumping rights within the department to any position their frozen seniority affords them under #9 of this article.

Only members of the Gibraltar Custodial/Maintenance Association/MEA shall accumulate seniority within the custodial/maintenance department.

7. An employee shall lose his/her seniority for the following reasons:
 - a) He/she quits.
 - b) He/she is discharged for just cause.
 - c) He/she is absent for three (3) days without notifying the appropriate administrator.
 - d) He/she fails to return from a Board authorized leave-of-absence on the date specified.

- e) He/she is laid off for a period of two years.
- 8. The seniority of an employee shall not be lost because of an approved absence.
- 9. An employee who is bumped by another employee with greater seniority shall have the right to select the highest position in the bargaining unit for which he/she is qualified by seniority, provided that no employee may displace another employee in a different job classification regardless of seniority, unless he himself is qualified to perform the duties of that classification.
- 10. There shall be no seniority among probationary employees. Upon completion of probationary period by formal Board hiring as defined in Article 9 the employee shall be entered on the seniority list of the bargaining unit and shall rank for seniority from the first (1st) day of employment in the classification covered by the bargaining unit.
- 11. The President of the Union and two (2) stewards shall be assigned regular, full-time positions, provided work is available and they can perform the work. Full-time shall mean a regular forty-hour position.

Any job assignment scheduled for less than forty (40) hours per week shall be offered to the least senior employee working, and if said employee refuses, he or she shall be allowed to request being placed on layoff status, and the most senior person on layoff shall be recalled.

- 12. The parties do hereby agree to the following execution of right of seniority and will hereby consider it policy.

District-wide seniority will prevail at each work site within each classification when pertaining to Job Preference.

ARTICLE 11
LAYOFF - RECALL

1. The word "layoff" means a reduction in working force.
2. If it becomes necessary for a layoff, seasonal or part-time employees will be laid off first, then probationary employees will be laid off. Seniority employees will be laid off last according to seniority as covered in Article 10. Any seniority employee laid off shall be given a notice of layoff no less than two weeks prior to the effective date of layoff.
3. If an employee is laid off due to a reduction in the work force, he/she may be granted pay in lieu of any vacation days he has earned.
4. When the working force is increased after layoff, employees will be recalled according to seniority as covered in Article 10. Notice of recall to work shall be sent to the employee, at his/her address of record on file at the Board Office, by registered or certified mail. It is the responsibility of the employee to keep the Board informed of his/her correct address.
5. If an employee fails to report for work within ten (10) working days from date of mailing of Notice of Recall, the employee shall be considered to have resigned. Extension may be granted by the Employer in proper cases. In every case of recall and in the case of an extension of time for an employee, the Board may require a complete physical examination at Board expense, prior to such recall or extension.
6. Laid-off seniority employees shall have first right to any seasonal or part-time employment opportunities. Wages and benefits for such employment shall be as contained in this Article.
 - a) Any laid-off seniority employee performing seasonal or part-time employment and having worked more than thirty (30) consecutive days shall be reinstated on Blue-Cross/Blue-Shield for the period of continued employment.
 - b) Any laid-off seniority employee called back for vacation or sick leave fill in shall be paid at his/her appropriate step of that classification he/she temporarily fills.

- c) Any laid-off seniority employee called back for part-time or temporary help shall accumulate vacation days accruing at the rate of 1/12th of vacation per month of part-time or temporary work (or fraction) thereof. This formula should be applied to the amount of vacation to which the employee would have been entitled on the basis of his/her seniority the following July 1 had he/she not been laid off.
- d) Any laid-off seniority employee called back for part-time or temporary work shall have access to the grievance procedure.
- e) Any laid-off seniority employee shall accumulate seniority when called back to part-time or temporary help.
- f) Any laid-off seniority employee performing seasonal/part-time work shall be entitled to all holiday compensation consistent with Article 20, Section 4, providing the employee worked the work day before and after the holiday. The holiday shall be counted toward the thirty (30) consecutive days pursuant to Section 6.a. above.

7. **VOLUNTARY LAYOFF**

Whenever a reduction of personnel is necessary, the following additional procedure will be implemented to offer seniority personnel an opportunity to accept layoff on a voluntary basis. The number of participants on voluntary layoff shall not exceed the number of positions on layoff.

- a) Any participant on voluntary layoff under this agreement shall continue to accrue seniority for the school year for which the layoff was affected.
- b) Any bargaining unit member that wishes to participate in the voluntary layoff shall notify the Employer and the Union in writing no later than ten (10) working days after notification by the employer. No member will be considered for this program who has not so indicated in writing. Voluntary layoffs are only available to members not otherwise laid off.
- c) Consideration for participation in this program shall be on a seniority basis with the most senior members being given the voluntary layoff first.

- d) Except for the manner in which the member became laid off, the laid off member shall be treated as any other member on layoff except as specifically stated in this section.
- e) Should the member who is on voluntary layoff refuse a position during the period of voluntary layoff, then that member shall be automatically placed on a layoff leave for the remainder of the term and shall return from the layoff-leave as any other person on leave returns at the end of the term. Members on layoff-leave shall continue to accrue seniority for the remainder of the term. Once recalled from layoff and a layoff-leave status, unemployment eligibility ceases.
- f) Applications for participation in the voluntary layoff must be renewed in writing every four (4) months.
- g) After four (4) months of voluntary layoff, a member may return to the position he/she previously held, providing that the position is still available. If that position is no longer available, then that member shall have the right to bump a less senior member.

ARTICLE 12 RETIREMENT

Employees who retire while under contract who have served the District successfully for a period of:

15 - 20 years of service = \$25.00 per year
20+ years of service = \$45.00 per year.

In lieu of the above stated payment, an employee who retires before his 65th birthday with 30 or more years of service will receive a lump sum payment of \$2,000 on the next regularly scheduled payroll.

The employee must be eligible to retire under the MPSERS system for retirement to qualify for either incentive.

ARTICLE 13
BULLETIN BOARD

The Board will provide each building a bulletin board on which the Union shall have access for posting notices of the following types:

- a) Notices of Union recreational and social events
- b) Notices of Union elections.
- c) Notices of Union meetings.
- d) Notices of results of Union elections.

Except as permitted above, there shall be no distribution or posting by employees or by the Union or its members or representatives, of any pamphlets or advertising for a political matter of the local district or related matters.

ARTICLE 14
FUNERAL LEAVE

In the event of death in the immediate family of an employee, the employee shall be entitled to leave without loss of pay for a period not to exceed three (3) days, if the funeral is held within 300 miles of the school district for the purpose of preparing for and/or attending the funeral.

- a) If the funeral services are held between 300-500 miles from the school district, one (1) additional day shall be allowed or a total of four (4) days without loss of pay.
- b) If the funeral services are held beyond a distance of 500 miles, two (2) additional days shall be allowed or a total of five (5) days without loss of pay.
- c) The immediate family of an employee is defined as follows: spouse, children, parents, step children, parents-in-law, step parents, grandchildren, grandparents, brother, sister, sister-in-law, brother-in-law, son-in-law, daughter-in-law, and other live-in dependents. Step children/parents only applies to current spouse.

ARTICLE 15 ABSENCE LEAVE

Absence Days. At the beginning of every fiscal year, each Custodial/Maintenance employee hired before July 1, 2015 shall be credited with six (6) days to be used for the employee's illness/injury and four (4) days for personal business, if he/she has one (1) year of continuous employment prior to the beginning of the fiscal year, otherwise the days will be prorated. Employees hired after July 1, 2015 shall receive three (3) days to be used for illness/injury and two (2) days for personal business. Employee may bank up to fifteen (15) sick days to be used for personal illness or injury only in future years. Any unused personal business days can be carried over as sick days. Annually, the employee may sell back any unused absence days at a rate of \$37.50 per day.

The day immediately prior to a regularly scheduled school holiday or vacation day and the day immediately following a regularly scheduled school holiday or vacation day, or two consecutive days before or after a weekend shall not be used for Personal Business Days. Employees shall provide forty-eight (48) hours notice if they intend to utilize a personal business day except in the case of an emergency.

Short-term disability leave benefits beyond the first ten (10) days (modify fill) shall be provided by an income protection insurance policy which shall be maintained by the School Board. This policy shall include the following benefits:

- a) Full premium paid by the School District for income protection insurance policy.
- b) Coverage to start effective the eleventh (11th) consecutive day of sickness.
- c) Benefits to be 70% of base salary at time of sickness for the first year, and 60% of the base salary thereafter to a maximum of \$2,500/month but not beyond the age stipulated by the current insurance contract.

To avoid misuse of the provisions of this Article, employees may be required to provide a doctor's certification of illness or injury, if requested, after three (3) consecutive days of absence for illness or injury, should their attendance record be in question.

All employees while under the income protection policy as defined in Section 1 of this article shall be entitled to all employee benefits listed in Article 30 for two (2) years.

ARTICLE 16
PERSONAL LEAVE OF ABSENCE

A. PERSONAL LEAVE OF ABSENCE

1. Upon written request, an employee having completed one year of service may be granted up to one (1) year leave of absence without loss of seniority by the Board of Education or its designee.
2. The Board may grant an extension of such leave, but the extension itself and the duration thereof will be the prerogative of the Board and will be based on the evidence submitted to establish the necessity of such extension.
3. All such leaves shall be without pay or benefits unless covered under FMLA.
4. All employees returning to employment from such a leave shall receive all pay raises and benefits including seniority applicable during the period of absence
5. Reinstatement shall be granted to the employee's former job which he/she held at the time the leave commenced; or if the job is no longer in existence, to a job to which the employee could bump, in accordance with his seniority.
6. During the period of time that the bargaining unit member has elected a Personal Leave of Absence, the Board may temporarily fill the vacancy created, in accordance with Article 23, Section 2.

B. FAMILY MEDICAL LEAVE

The Board will provide family medical leave as mandated by the federal Family Medical Leave Act. This leave is without pay but with benefits for up to twelve (12) weeks within a twelve (12) month period.

**ARTICLE 17
LEAVES - JURY DUTY**

1. All school employees who are called to jury duty shall notify the Superintendent as soon as notice is received. Employees shall request the Court to defer jury duty whenever possible to the summer months. The Superintendent will confirm and support such requests when necessary.
2. Employees who cannot obtain a deferment or whose employment extends through the summer months shall be released for jury duty. Such employees shall receive the difference between his/her regular daily wages and pay received for jury duty on those days when juries are in session by Court Rule or local custom.
3. Upon submission of a subpoena, an employee required to appear in Court either as principal or witness in a third party case shall suffer no loss of pay or leave days.
4. Abuses will be mutually investigated.

**ARTICLE 18
HOLIDAYS**

The following days shall constitute paid holidays for which each seniority employees hired before July 1, 2015 will receive time off with pay subject to the conditions to this Article for the number of hours in the employee's normal work day, not to exceed eight (8) hours. Probationary, seasonal, or part-time employees shall not be entitled to holiday pay.

Friday prior to Labor Day	Day before New Year's
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Friday following Thanksgiving Day	Memorial Day
Day before Christmas	Independence Day
Christmas Day	Winter Break Day

Employees hired after July 1, 2015 will not work the above days and not receive pay other than the holidays as follows. For these days, these employees will receive time off with pay subject to this Article for the number of hours in the employee's normal work day, not to exceed eight (8) hours as follows:

Friday Prior to Labor Day	New Year's Eve (Add in 2019-20)
Labor Day	New Year's Day
Thanksgiving Day	Good Friday (Add in 2020-21)
Friday Following Thanksgiving	Memorial Day
Christmas Eve	Independence Day
Christmas Day	Winter Break Day (Add in 2020-21)

In the event that any of the designated holidays fall other than during the regular work week, the following rules shall apply:

1. Should the holiday fall on Saturday, Friday shall be considered the holiday. For the Tuesday-Saturday employee, should the holiday fall on Sunday, Saturday shall be considered the holiday.
2. Should the holiday fall on Sunday, Monday shall be considered the holiday. For the Tuesday-Saturday employee, should the holiday fall on Monday, Tuesday shall be considered the holiday.
3. Both 1 and 2 above are subject to the provision that no day when school is in session shall ever be considered a holiday. In the event either 1 or 2 would result in placing observance of the holiday on a day when school is in session, then the following would apply:

Employees shall receive either an extra day's pay or be given the equivalent amount of release time as determined by the administration. Released time shall be taken only at times designated by the administration. The administration shall consider the wishes of the employees in this matter, to the extent of polling the employees and discussing the matter with the representatives of the Union, but the final decision will rest with the administration.

4. All regular employees will be paid for the above holidays provided they work on the scheduled work days previous to and following the holiday, unless vacation or sick leave is taken or just cause can be established for not reporting to work.

ARTICLE 19 VACATIONS

1. Seniority employees whose job assignment extends over the full year, twelve (12) months, shall be entitled to vacation with full pay. Employees whose job

assignments are probationary, seasonal, or substitute, are not eligible for a paid vacation. Employees hired prior to July 1, 2015 must use ten (10) vacation days during Winter Recess, or spring break, or summer break. Vacation pay will be based on the regular weekly pay of the employee exclusive of overtime.

2. In the first year of employment all regular employees shall accrue one (1) day of vacation per full month of employment to a maximum of ten (10) days to be taken the following fiscal year after completing the probationary period. After completing one (1) year of service, seniority employees shall receive two (2) weeks vacation in the succeeding fiscal year.

3. Employees hired after July 1, 2015 shall receive vacation in the same manner as above except as follows:

90 calendar days to two years – Maximum 5 vacation days per year (one day earned per two months worked after ninety days)	
Third year through fifth year	10 days
Sixth year through eighth year	12 days
Ninth year	15 days

Employee must work 2/3 of the year to get credit for the year.

ADDITIONAL VACATIONS

4. Commencing with the 4th vacation entitlement, each regular employee shall be entitled to two weeks plus one day of vacation. Commencing with the 5th vacation entitlement each regular employee shall be entitled to two (2) weeks, plus two (2) days vacation, to a maximum of twenty-two (22) days for each regular employee hired prior to January 1981. Employees hired between January 1981 and February 1, 2002 shall receive a maximum of twenty-one (21) days. Employees hired between January 1, 2003 and December 31, 2009 shall receive a maximum of twenty (20) days. The maximum number of days for any employee hired after January 1, 2010 shall be fifteen (15) days.

5. Any employee who leaves the employment of the Employer during the year as a result of dismissal with just cause shall forfeit all vacation rights.

6. If an employee is laid off, voluntarily quits, is on Worker's Compensation Leave or retires, he/she shall receive unused vacation credit. A recalled employee who received such credit at the time of layoff will have credit deducted.

7. Any employee eligible for vacation who misses work during the year due to Leave of Absence shall be entitled to only a prorated vacation with pay during the next vacation period on the following basis:

- Total 1 month absence - 90% of vacation pay
- Total 2 month absence - 80% of vacation pay
- Total 3 month absence - 60% of vacation pay
- Total 4 month absence - 50% of vacation pay
- Total 5 month absence - 40% of vacation pay
- Total 6 month absence - 30% of vacation pay
- Total 7 month absence - 20% of vacation pay
- Over 7 months absence - 0% of vacation pay

8. Any employee eligible for vacation who misses work during the year due to sickness or injury covered by the short-term disability plan shall continue to accrue full vacation entitlement for up to six (6) months of such absence. For absences between six months one day up to one year, the employee shall accrue fifty percent (50%) of his/her vacation entitlement with no entitlement thereafter.
9. The vacation year shall be from July 1 to June 30. Vacations will be granted during the year as suitable considering both the wishes of the employee to the extent possible and the efficient operation of the department concerned.
10. Employees will submit vacation requests for the next school year by July 1, provided the district calendar has been published and the Director of Maintenance has provided employees with their vacation allotment. The vacation schedule shall be established on the basis of seniority and job classification at each work site by the Director of Maintenance. Once the schedule is set, the Director of Maintenance shall meet with all employees on a building basis to address problems with vacation schedules. Employees may submit vacation change requests after June 1st, but at least one (1) month in advance. Except in emergencies, the schedule shall be adhered to by the parties.
11. Vacation days shall not be cumulative. If earned vacation is not made available by the administration during the vacation period, the employee shall have the option of receiving vacation pay or a vacation as approved by the Superintendent.

**ARTICLE 20
ACT OF GOD DAYS**

Employees covered by this Agreement will not be penalized or docked due to an Act of God day. All employees will be required to work on Act of God days. If an employee is unable to report, they may use a personal business day or sick day.

**ARTICLE 21
JOB PREFERENCE**

1. a. If a permanent vacancy or a new job occurs in the bargaining unit and if the Board determines to fill such position, the position shall be posted on the bulletin board for a period of five (5) working days during which period, seniority employees may make a written application for such job to the department supervisor. The posting notice will contain location and shift. Notice of applications from members of the bargaining unit shall be furnished to the Local President. Employees failing to submit a written application within the five (5) working day posting period shall be considered as having refused to apply for such vacancy.

Prior to leaving on vacation, an employee must notify the Director of Maintenance in writing with a copy to the Superintendent, or his designee, of their interest in receiving any job postings and a phone number where they can be reached. The District shall be responsible for notifying members of job postings during any other absences covered under the contract.

- b. Such vacancy shall be filled on the basis of applicants meeting minimum ability and job experience requirements and when these are equal, seniority shall prevail. Notice of successful applicant will be given to employee and Local President upon awarding of the position. Should no written job application be received during the five (5) working day posting period, the Board may fill the vacancy by hiring a new employee.
- c. The successful applicant to a classification not previously held in accordance with the procedure set forth above shall undergo a trial period of ninety (90) calendar days. If it is found that such employee does not meet the requirements or responsibilities of the position to which he has been appointed during the trial period, then such employee shall be notified in writing of the deficiencies and shall be restored to his former position. The employer in such case shall have the right to require the employee to remain on the job

until such time as the job is again posted and filled but not in excess of 30 calendar days. If the employee's former position has been discontinued, he shall bump back to the former classification or lower classification in accordance with the seniority provisions of this contract. During the trial period, the successful applicant will receive the rate of pay for the job he is performing.

2. a. In the event of temporary openings thirty (30) calendar days or more due to leave of absence for health, maternity or personal reasons, or District needs, and if the Board determines to fill such job, it will be available for temporary bidding in accordance with the following procedures:
 - b. The job will be posted for temporary bids for a five (5) working day period of time. Seniority employees of the bargaining unit interested in applying for a posted temporary opening must do so in writing to the Department Supervisor within the five (5) working day posting period. At the conclusion of that period, the vacancy shall be temporarily filled by the most senior applicant meeting the minimum ability and job experience requirements.
 - c. The successful applicant will fill the temporary opening until such time as the employee originally assigned to the job returns from the authorized absence. At the time of such return, the successful applicant for the temporary opening will be replaced by the original employee on the job and the successful applicant will return to the job that he or she was performing prior to the time that the opening occurred and will not have any right to remain on the job he or she filled on a temporary basis.
 - d. It is understood that for the interim period including the five (5) working day posting period and as a replacement for the successful applicant, the school district may assign the least senior qualified employee to fill vacancy occurring.
 - e. Other temporary openings occurring shall be filled by assignment of the least senior qualified employee or a temporary substitute.
3. **TRAINEE POSITIONS.** The parties acknowledge that certain job functions within the bargaining unit call for the application of certain skills such as Maintenance Persons, Head Mechanic-Maintenance Person, or the Assistant Mechanics. Whenever the Board has need to fill such a position, a trainee position may be created. Such Trainees must meet certain basic requirements

such as scoring minimum requirements (60 percentile or better or an equivalent score under other systems such as raw score) on a mechanical aptitude test, or job related test to be administered by the Board and show minimum ability and job experience requirements. When test scores meet requirements and minimum ability and job experience requirements are equal, the senior applicant shall be granted the training position. The Board will notify applicants of the time and place of testing at least five (5) working days prior to the administration of tests. The Trainee will be evaluated every three months by the Director of Maintenance by means of observation and interview if deemed necessary by the Director. When evaluated to be sufficiently trained but no sooner than 6 months or longer than 18 months the Trainee will advance to the regular classification held when made Trainee according to seniority.

4. Any position in the bargaining unit having a major change in scheduled hours of three (3) or more hours at one time will be handled as follows:
 - a) If an employee currently holds this position, he/she will be given the option of:
 1. Accepting the scheduled hours change and retaining his/her position.
 2. Bumping back into the work force where his/her seniority will take him/her in accordance with Article 10.
 - b) If the employee holding the position chooses to bump back into the work force, this position will become a permanent opening in the bargaining unit and will be bid as such in accordance with Article 23.
5. All transfers or reassignments of job locations will be instituted when and if there is a mutual consent between both the Employer and the Union.

If and when an emergency situation arises requiring an employee to be temporarily reassigned to a different job location, the Board will temporarily relocate employees(s) starting with the least senior employee in the unit. It is further agreed that the definition of emergency situation does not include avoiding overtime or in lieu of paying overtime.

ARTICLE 22 OVERTIME

1. All hours worked in excess of eight (8) hours in any one work day shall be considered overtime and paid at the rate of time and one-half. Overtime shall be assigned to employees by job classification on as equitable a basis as possible. Whenever building use occurs during non-school hours and a custodian is not on duty, those persons using the building will not perform chores normally regarded to be custodial work performed by members of this bargaining unit; when overtime is assigned at least one of the employees assigned will, if possible, be from the regular staff of that building.
2. When an employee is asked to work overtime on an activity sponsored by an outside group, the employee's first responsibility shall be to be available for such assistance as the group may require. Any work assignment given to the employee shall take into consideration this primary responsibility. (Work assignments shall be issued at the time the overtime is assigned, however, shall be subject to change by management when necessary and any disputes arising from work assignments may be channeled through the regular grievance procedure).
3. Maintenance and custodial employees called back after completing their work day shall be guaranteed a minimum of one and one-half (1 1/2) work hours plus time worked. This applies only to an emergency call back for a specific job. When an employee is called into work under this provision he shall be required to perform only those duties for which he was called, and shall not be required to stay on the job beyond completion of those duties.
4. The maintenance of all overtime hours and records shall be the responsibility of the Director of Maintenance. These records will be based on reports submitted by the head custodians with each payroll to the maintenance department office. Overtime hour records shall be kept as follows:
 - a) All overtime hours will be marked as actual hours worked and paid to the employee earning them on the basis of the overtime compensation rate i.e., time and one-half or double time.
 - b) All overtime will first be offered to the regular seniority employees. In the event no regular seniority employee accepts the overtime assignment, probationary employees may be used to fill the overtime

assignment. This does not preclude the employment of substitutes after regular seniority and probationary employees have been contacted.

- c) Refusal of overtime will be credited to an employee as overtime worked, unless sick, on the basis of the overtime compensation rate i.e., time and one-half or double time.
- d) Overtime lists agreeable to both parties will be posted in appropriate buildings on July 1 of each year. These lists will be updated on the the 10th and 25th of each month. One list shall be for all maintenance and custodial personnel and the other for bus mechanics. Personnel will appear only on one list.
- e) Maintenance employees working on a job during regular hours shall be entitled to work overtime on this specific job if requested by the Director of Maintenance if it amounts to four (4) hours or less, regardless of his status on the overtime list.
- f) A call-in list of employees' phone numbers will be on file at the Board Office for the purpose of calling employees to fill overtime jobs when the employees are not already at work. It will only be necessary to call these specific number-proceeding on to the next eligible employee if the first employee called is not available.
- g) The Maintenance Trainee shall be entered on the maintenance overtime list however; he will be eligible for overtime only when more than one (1) maintenance man is required. In other words, maintenance overtime will be granted only to Maintenance Person unless more than one (1) person is required in which case the Trainee's position on the overtime list will be considered.
- h) The Head Mechanic - Maintenance Person shall not be eligible for overtime in the maintenance area unless no other Maintenance Person qualified to perform the work responds to the overtime request.
- i) The lunch truck driver shall be treated as grounds person for purposes of overtime.
- j) Overtime hours for all new employees shall be equal to the average number of overtime hours for all bargaining unit employees on the date

the employee becomes eligible to accept overtime (after the probationary period).

5. Compensation for work performed on Sunday shall be at the rate of double time (X2). Compensation for work performed on Holidays shall be at the rate of double time (X2) plus holiday pay. For all bargaining unit members, compensation for work performed on Saturday shall be at time and one-half (X1½).
6. Overtime for scheduled activities, such as weekend use of buildings which is known in advance, should be arranged and employees concerned notified, no later than 24 hours prior to reporting time.
7. Alarm Calls and Building Inspections –
At the discretion of the Director of Maintenance, alarm calls shall be handled by either the Director of Maintenance or the most senior custodian in the affected building or facility, if available. If the senior custodian is unavailable, the assignment shall be offered to the remaining custodians assigned to that building in seniority order. When no building custodian is available for alarm calls or when weekend or holiday building inspections are required, this work shall be done by maintenance in accordance with the overtime provisions in this article. The employee assigned will be credited with one and one-half (1 ½) hours work time for each call. A building check form will be developed by administration with input from the union. The building check form must be completed for each building check or alarm call and submitted to the Director of Maintenance on the next regular work day scheduled after the alarm call or building inspection. Payments for this work will be included in the next regular pay.

ARTICLE 23 FLEX TIME

The parties agree to a program known as flex time allowing custodial and maintenance employees to occasionally reschedule a portion of all of their shift hours as specified below:

- a) Flex time may be scheduled upon request and approval of the Director of Maintenance and/or Building Principal. In the absence of the Director of Maintenance, the Finance Manager may approve flex time. Such request shall be made at least forty-eight (48) hours in advance of the desired schedule change.

- b) Flex time will be scheduled during the following periods:
 - 1) Monday through Thursday - between the closing and opening of the specific work facility.
 - 2) Friday - After school till Monday prior to start of school. Such hours will be at the straight time rate and are not to be considered as overtime under provisions of Article 24.5.
- c) Flex time may not be taken for hours when school is in session or when activities are scheduled in the building affected. Normally, all regularly scheduled employees will be present for scheduled activities subject to the discretion of the Director of Maintenance.
- d) The Administration and the Union will meet each year to review the program. This article is not subject to the grievance procedure.

ARTICLE 24
NO STRIKE OR LOCKOUT CLAUSE

The parties recognize that strikes (as defined by P.A. 336 of 1947, as amended, of Michigan Public Employees Relations Act) are contrary to law and public policy. The Employer and the Employees subscribe to the principle that differences should be resolved by good-faith bargaining in keeping with the highest standards of Municipal government without interruption of essential governmental services. Accordingly, the Union agrees that during the term of this Agreement, it shall not direct, instigate, participate in, encourage, or support any such strike of any interference with the operation of the school district.

No lockout of employees shall be instituted by the Employer during the term of this Agreement.

**ARTICLE 25
SAFETY APPAREL**

The Board may require its employees to wear any safety equipment necessary to insure safety to its employees at all times. Failure to comply shall constitute reasonable cause for discipline up to and including discharge. Such equipment shall be purchased by the Board.

**ARTICLE 26
SAFETY COMMITTEE**

The Board and Union shall jointly establish a safety committee for the purpose of advising the Board of possible safety hazards with recommendations on correction. The resolution of these recommendations shall rest with the Board. The committee shall be made up of 2 members of management and 2 members of the union and the Committee shall meet as needed.

**ARTICLE 27
TEMPORARY EMPLOYEES**

The Board shall have the right to employ temporary seasonal employees when regular school is not in session. This will not result in reduction of hours of regular employees or positions. In addition, substitute employees may be employed to fill in for any absences.

**ARTICLE 28
LUNCH AND REST PERIODS**

Employees shall be permitted a 30 minute paid lunch period during their 8 hour shift, but cannot be taken at the beginning or end of the shift. In addition, rest periods of 15 minutes may be taken in the middle of each half of the 8 hour shift. Employees shall not be permitted to leave the premises during the lunch or rest periods without prior approval of the Supervisor of Custodians and Maintenance. In the event of emergency operations affecting the health, safety, and welfare of the school district, the scheduling of lunch and rest periods may be aborted or rearranged by the Supervisor of Custodians and Maintenance.

**ARTICLE 29
MISCELLANEOUS**

Work Uniforms:

By August 15 every year, the district will provide each member of the bargaining unit with five (5) work uniform shirts. The style and color of said work uniform shirts shall be mutually agreed upon between the parties. Uniforms shall be worn in a presentable condition whenever the employee is on duty.

Medical Examination:

The school district shall pay for medical examinations required by the Board, retaining the right to designate a doctor of its choice when in its opinion this is deemed necessary.

The Union president shall appoint its representative on the district's Facilities Sub-Committee and Finance Committee. There shall be no district paid release time.

Absence from Work

Early notification of absences is helpful to all parties in the smooth operation of the District. For expected absences, notification shall be given at least twenty-four (24) hours in advance whenever possible. For unexpected absences, unless there is an emergency, Day Shift employees will provide notice of absence by texting the Director of Operations by 9:00 p.m. the evening prior and Afternoon Shift employees will provide notice of absence by texting the Director of Operations by 12:00 p.m. that day. In the event of emergency, notice should be provided as soon as possible. The Director of Operations will acknowledge the text confirming the absence.

**ARTICLE 30
INSURANCES**

HEALTH

Eligible employees covered by this Agreement may participate in the group health insurance plan provided by the employer. Employees hired prior to July 1, 2013 can choose between:

MESSA Choices with the Saver RX drug card, \$500/\$1000 \$20/\$25/\$50; or

MESSA ABC Plan 1. The District will contribute \$1062.50 for single and \$2125 for two person/full family effective January 1, 2018 toward the Health Savings Account

(this contribution is also subject to the 80/20 share). This contribution is based upon IRS limits of \$1350/\$2700 for the HSA deductible. If the IRS changes these limits, the District will adjust its contribution so that the difference is \$500/\$1000 ($\$1062.50 \times 80\% = \850 which is \$500 less than \$1350 deductible and $\$2125 \times 80\% = 1700$ which is \$1000 less than the \$2700 deductible).

The District will fully fund the deductible up front and set up payroll deduction for employees for the difference between the District's contribution and the deductible amount.

All employees hired after July 1, 2013 shall receive the ABC Plan 1 only as listed above.

Employees hired after June 1, 2016 will receive ABC plan 1 single subscriber only. The District will contribute \$1350 beginning effective January 1, 2018 toward the Health Savings Account (this contribution is also subject to the 80/20 share).

The District shall pay eighty percent (80%) of the health care premium and deductible for the health plan and the Employee shall pay twenty per cent (20%) of the health care premium and the District paid deductible, where applicable. These contributions shall be made on a tax free basis.

The parties agree to reopen the health coverage if it is impacted by the Affordable Care Act.

Any employee who elects not to be covered by the medical insurance provided by the school district may, upon the presentation of an Affidavit of Coverage by the employee's spouse that medical insurance is being provided through alternate sources, may receive cash in lieu payment of \$2,000 for each year the employee elects not to receive hospital insurance coverage and presents an Affidavit of Alternate Coverage.

LIFE

Seniority employees, who are classed as full-time employees (40 hours per week) shall be entitled to term life insurance coverage of \$50,000 upon formal application for the coverage by the employee. Employees who are retiring from the District may purchase term life insurance coverage of \$10,000 through the District plan.

DENTAL

Seniority employees who are classified as full-time employees (40 hours per week), shall be provided, at no cost to the employee, a dental program by a reputable company comparable to Delta Dental 80-80-80 with an orthodontic rider 0-1 (50%).

VISION

Seniority employees, who are classed as full-time employees (40 hours per week), shall be provided at Board expense, a vision plan offered by a reputable company in this field of underwriting, comparable to MESSA Plan 1.

ARTICLE 31 WORK WEEK

1. All positions with the exception of the grounds positions, shall be Monday through Friday forty (40) hour positions.
2. The two grounds positions will reflect a fall and spring rotating schedule (7am to 3pm). One position will be Monday-Friday and one position will be Tuesday-Saturday. The two employees will alternate between positions during the Fall and Spring. (Employee A works Monday-Friday one week and then Tuesday-Saturday the following week.) This rotation will begin the 3rd Tuesday in August and end on the 1st Saturday in November. It will begin again on the 3rd Tuesday in March and end the 1st Saturday in June. When not on the rotating schedule, the positions will be Monday-Friday (7am to 3pm).
3. All of these positions are eight (8) hours per day.
4. Summer Work Schedule
 - a) During the summer months, the work hours per day may be modified in order to allow for a four (4) day, ten (10) hour per day workweek. The 4-day work week will begin the last Monday in June and end the last Friday in July. All buildings will be open Monday through Friday and each building will choose a volunteer or the least senior employee to work Tuesday through Friday each week.

- b) All ten (10) hour vacation, personal and sick days used will be counted as 1.25 days for each absence. The only exception to this will be the week of July 4th when employees return to 8 hour work days. The Fourth of July holiday will be an 8 hour paid holiday. Vacation, personal and sick leave days will count as eight (8) hour days during this week.
- c) No grievances will be supported by the Association or filed by employees with regard to failure to pay overtime for more than eight (8) hours of work on a given day and/or the four (4) day schedule rather than a five (5) day schedule.

Any time worked over the ten (10) hours per day shall be paid as overtime provided it is at the direction of the Director of Maintenance.

**ARTICLE 32
TERMINATION OF AGREEMENT**

This Agreement shall remain in full force and effect until June 30, 2021. Negotiations for a successor agreement shall begin not later than sixty (60) days prior to the expiration date.

**Board of Education of the
Gibraltar School District**

**Gibraltar Custodial/Maintenance
Association/MEA**

Superintendent

President

Board President

Vice President

Board Secretary

MEA Representative

Date

Date

**APPENDIX A
WAGE SCHEDULE
Hired Before July 1, 2015**

JOB TITLE	2017-18	2018-19	2019-20	2020-21
MAINTENANCE				
HVAC/Maintenance	\$20.37	\$20.98	\$21.37	\$21.80
Maintenance	\$19.53	\$20.10	\$20.50	\$20.91
Head Mechanic	\$20.06	\$20.65	\$21.05	\$21.47
Grounds	\$18.51	\$18.87	\$19.25	\$19.64
Lunch Truck/Grounds	\$18.51	\$18.87	\$19.25	\$19.64
CUSTODIAL				
Head Custodian CHS	\$19.17	\$19.54	\$19.93	\$20.33
Head Custodian SMS	\$18.87	\$19.24	\$19.63	\$20.02
Head Custodian Elem	\$18.71	\$19.08	\$19.46	\$19.85
Afternoon Custodian	\$15.76	\$16.08	\$16.40	\$16.73

**WAGE SCHEDULE
Hired After July 1, 2015**

JOB TITLE	2017-18	2018-19	2019-20	2020-21
MAINTENANCE				
HVAC/Maintenance	\$18.25	\$19.13	\$19.92	\$20.71
Maintenance	\$16.25	\$17.50	\$18.85	\$19.86
Head Mechanic	\$17.75	\$18.50	\$19.45	\$20.40
Mechanic	\$17.10	\$17.59	\$17.91	\$18.36
Grounds	\$15.50	\$16.00	\$16.32	\$17.68
Lunch Truck/Grounds	\$15.50	\$16.00	\$16.32	\$17.68
CUSTODIAL				
Head Custodian CHS	\$14.00	\$15.25	\$16.25	\$17.25
Head Custodian SMS	\$13.75	\$15.00	\$16.00	\$17.00
Head Custodian Elem	\$13.50	\$14.75	\$15.75	\$16.75
Afternoon Custodian	\$12.00	\$13.25	\$14.00	\$15.00

Beginning July 1, 2018, new employees hired as afternoon custodians will be paid at 95% of current rate for their first year, 97.5% of current rate for second year, and paid at 100% of current rate for third year. Employees must work 2/3 of the year (July 1 to June 30) to get credit for the year.

- In order to be qualified for a mechanic opening, an employee must be either state or ASE (Automotive Service Excellence) certified.
- Each employee classified as Maintenance Person will receive a yearly tool allowance of \$390. In addition, the District will replace tools that a Maintenance Person uses and breaks while in the course of performing his job assignment for the school district.
- Shift differentials – Employees working on the afternoon and midnight shifts shall receive a shift differential of \$0.20 and \$0.25 respectively when duties on these shifts are assigned and worked.
- Employees required to drive personal vehicles on school business shall be paid mileage at the IRS rate.