

**BRIMLEY EDUCATIONAL SUPPORT  
PERSONNEL/NMEA**

**MASTER AGREEMENT**

**July 1, 2014– June 30, 2017**

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## **ARTICLE 1 - MODIFICATION**

- (a) This agreement shall be in effect July 1, 2014 and shall remain in effect until June 30, 2017.
- (b) If either party shall desire to change, modify, or terminate this agreement, it shall give written notice to the other party at least sixty (60) days prior to any expiration date.
- (c) The giving of notice in Article I, item (b) shall constitute an obligation upon both parties to negotiate in good faith all questions at issue with the intent of reaching an agreement prior to the anniversary date.

## **ARTICLE 2 - RECOGNITION, UNION SECURITY AND DUES**

**Section 1.** The Brimley Area Schools hereinafter "Employer", hereby recognizes the Northern Michigan Education Support Personnel Association/Brimley Education Support Personnel Association as the sole and exclusive bargaining representative for the purpose of and as defined in the Public Employment Relations Act, as amended, for all full time and regular part-time personnel:

1)Custodial/Maintenance, 2) Food Service Personnel, 3) Aides, 4) Technical Aides, 5) Transportation Employees, 6) Secretarial/Clerical, but excluding: Superintendent, Principals, Business Manager, State and Federal Program Coordinator/Grant Writer, Nurse, Technology Coordinator, Bookkeeper, teachers, and substitutes.

Unless otherwise indicated, use of the term "bargaining unit member" when used hereinafter in this agreement, shall refer to all members of the above defined bargaining unit. Within the various classifications of bargaining unit members covered herein, there shall be the following categories:

DIVISION A: Full-time employees for a period of 12-months.

DIVISION B: Employees who work less than 12 months for a full day.

DIVISION C: Employees who work 12 months, less than a full day.

DIVISION D: Employees who work less than 12 months, less than a full day.

All Educational Support Personnel shall be classified for wages and salaries and shall be paid in accordance with listed classes. Additional benefits shall be determined by the employee classification.

## **Section 2 – Dues Deduction**

- A. The Board shall also make payroll deductions upon written authorization from the employees for tax sheltered annuities, savings bonds, credit unions, and the Memorial Scholarship Fund. Charitable donations or any other plans or programs will be jointly approved by the Association and Board. Such moneys shall be deducted and forwarded on a bi-weekly basis only if the amount is twenty-five (\$25) or more.

## **ARTICLE 3 - BOARD RIGHTS AND RESPONSIBILITIES**

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, but not in conflict with the conditions of this Agreement, the right to:
1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the employer.
  2. To assign and direct work of all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing.
  3. Direct the working forces, including the right to hire, right to evaluate all personnel, promote, suspend and discharge employees for just cause, transfer employees, assign work or extra duties to employees, determine the size of the work force and to lay off and recall employees.
  4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
  5. Adopt reasonable rules and regulations.
  6. Determine their qualifications and the conditions of continued employment.
  7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
  8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.

9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision.

#### **ARTICLE 4 – HEALTH**

The District will reimburse employees annually for bus driver's physicals if the employee uses their own physician, however, the District may direct bus drivers to complete their bus driver physicals with a physician or clinic selected by the District with the total cost of the physical paid by the District.

#### **ARTICLE 5 - SENIORITY - VACANCY/TRANSFERS**

- (A) In all cases of promotion, demotion, transfer, lay-off and recall, due consideration will be given to the following factors:
  1. length of service
  2. ability to perform the work available – which may include competency test, previous BESP evaluations, or interview.
  3. physical fitness
- (B) If factors 2 and 3 are relatively equal, length of service will govern. If factors 2 and 3 are not relatively equal, length of service will not govern.
- (C) Seniority shall be computed on length of service in classification, from the first date of employment as a bargaining unit member.
- (D) A seniority list of all bargaining unit members will be provided to the Union and posted each year by September 30. The Employer will assume the responsibility of keeping said list current.
- (E) An employee shall lose his/her seniority if:
  1. The employee retires, resigns, or is discharged for just cause.
  2. An employee transfers to a non-bargaining unit position for more than six (6) months.
  3. If following a layoff, the employee fails to return to report for work within five (5) calendar days, excluding Saturday, Sunday and holidays from the date the notice was sent to the employees last known address.
  4. If the employee is absent from work for three (3) consecutive working days without notifying the Employer prior to or within such three (3) day period of a justifiable

reason for such absence if it was possible for such notice to be given.

5. The employee accepts employment elsewhere while on a leave of absence or does not return to work immediately following the termination of a leave of absence.
6. The employee is laid off for a continuous period of twenty-four (24) or more consecutive months.
7. The employee is off work on Workers' Compensation for a continuous period of twenty-four (24) or more consecutive months.

(F) New Employees

1. New employees shall be on probation for a period of sixty (60) working days. In the event that the employee suffers a loss of time exceeding his/her length of service in the position during the probationary period, the sixty (60) day period shall start anew upon his/her return to the position.
2. Seniority rights shall not accrue while on probation; however, all employees who complete their probationary periods in the future shall be given credit from their first day of continuous employment for all seniority purposes.
3. New Employees: The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, however, their retention as employees shall be strictly within the discretion of the employer.

(G) An employee transferring to another position shall be on a temporary probation subject to an evaluation by his/her immediate supervisor in relation to the ability to perform the work involved. Such temporary probation shall not exceed thirty (30) working days nor affect the benefits previously earned. If it is the determination of the Employer that the employee's performance during the thirty day trial period is unsatisfactory in the new position, the employee shall revert to his/her former position and notice and reasons shall be given to the employee in writing, with a copy to the Union.

An employee has thirty (30) working days from date of transfer in which to decide if he/she wishes to continue in their new position. The employee shall have the right to revert to his/her former position during the thirty (30) working day temporary probationary period.

(H) REGULAR VACANCIES: Vacancy Defined - A vacancy shall be defined as a newly created position or present position that is not filled that the Board wishes to fill. All vacancies shall be posted in a conspicuous place in each building of the district for a period of ten (10) workdays. Such posting shall contain the following information:

A copy of such posting shall be given to the president of the ESP Association. All vacancies or newly created positions shall be posted immediately after said openings occur.

- |                     |                       |                         |
|---------------------|-----------------------|-------------------------|
| 1. Type of Work     | 4. Division           | 7. Starting Date        |
| 2. Location of Work | 5. Rate of Pay        | 8. Minimum Requirements |
| 3. Classification   | 6. Hours to be Worked | 9. Job Description      |

Determination of who will fill regular vacancies shall be made in accordance with Article V, Sections A, B, and C.

- (I) The employer shall send the ESP Association President the names of all internal applicants and the selected candidate.

## **ARTICLE 6 - GRIEVANCE PROCEDURE**

### **A. DEFINITIONS:**

1. A "grievance" is a claim based upon an event or condition which effects the conditions or circumstances under which an employee works allegedly caused by misinterpretation or inequitable application of the established law, or the terms of the Agreement.
2. A "party of interest" is the person or persons making the claim and any person or persons who might be required to take action, or against whom action might be taken in order to resolve this problem.
3. The term "days" when used in this section shall, except where otherwise indicated, mean working school days.
4. The term "employee" may include any individual employee, or group of employees who are certified and/or who are members of the bargaining unit.

### **B. Purpose**

The primary purpose of the Procedure set forth in this section is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration.

### **C. Structure:**

- 1 There shall be one or more Association Representatives for each school building to be selected in a manner determined by the Association. The Association will notify in writing each September the names of its grievance committee.
2. The building principal, or a person designated by the board, shall be the administrative representative when the particular grievance arises in the building.
3. The Board hereby designates as its representative the Superintendent of Schools when the

particular grievance arises in more than one building.

D. Grievance Procedure:

Level One:

In the event that an employee believes there is a basis for a grievance, the employee shall first discuss the alleged grievance with his/her supervisor either personally or accompanied by his/her Association representative. The grievance must be filed within fifteen (15) work days of the violation, misinterpretation or misapplication, or within fifteen (15) work days of the discovery thereof.

If as a result of the informal discussion with the building supervisor, a grievance still exists, the employee may invoke the formal grievance procedure through the Association on a form provided by the Association representative in each building. A copy of the grievance form shall be delivered to the supervisor. If the grievance involves more than one school building, it may be filed with the superintendent or a representative designated by him/her.

Level Two:

Within five (5) work days of receipt of the written grievance, the supervisor shall meet with the Association in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievance in writing within five (5) work days of such meeting and shall furnish a copy thereof to the Association representative and BESP president.

Level Three:

If the Association is not satisfied with the disposition of the grievance or if no disposition has been made within five (5) work days of such meeting (or ten (10) work days from date of filing, whichever shall be later), the grievance shall be transmitted to the superintendent. Within ten (10) work days, the superintendent or his/her designee shall meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) work days of such meeting and shall furnish a copy thereof to the Association representative and the BESP president.

Level Four:

If the Association is not satisfied with the disposition of the grievance at Level three, it may within twenty (20) days after the decision of the Superintendent or their designated agent refer the matter for mediation to the Michigan Employment Relations Commission, in writing, and request the appointment of a mediator to hear the grievance.

The mediator shall render their recommendation for resolving the grievance within 3 days of the hearing date.



Level Five:

If the grievance is not resolved by the mediator or if the employee is not satisfied with the disposition of the grievance by the mediator, or if no disposition has been made within five (5) calendar days of such meeting, the grievance shall be transmitted to the Board by filing a written copy thereof with the President of the Board. The Board, no later than its next regular meeting shall meet with the employee on the grievance, review such grievance, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than five (5) calendar days thereafter. A copy of such disposition shall be furnished to the employee.

Level Six:

If the decision of the Board is unsatisfactory to the Association, the Association may, within ten (10) days of receipt of the Board's Level Four answer, file for arbitration with the American Arbitration Association (AAA) and the Superintendent will be notified with a copy of the filing notice within 5 days. Failure to notify the Superintendent or to file for arbitration within the aforementioned time limits shall deem the grievance settled and not subject to arbitration.

The Association shall initiate the process of arbitration. The arbitrator shall be selected with the rules and policies of the American Arbitration Association.

The authority of the arbitrator shall be limited by the definition of a grievance as aforementioned in this Article. In making his/her decision, the arbitrator cannot modify, detract from, add too or alter any provisions of this Agreement. The arbitrator shall be bound by the principles of law relating to the interpretation of contracts as followed by courts of competent jurisdiction.

The arbitrator shall be requested to issue his/her award within thirty (30) days after the close of the hearing. The decision of the arbitrator shall be final and binding on both parties.

Any costs and expenses for the arbitrator shall be borne equally between the Board and the Association. Witness fees, preparation costs, presentation costs and other such expenses for each individual party shall be at the expense of the respective individual parties.

During testimony before the arbitrator it is hereby understood, a reasonable number of employees shall be allowed to testify during their assigned working hours without loss of pay.

If either party desires a verbatim record of the testimony and proceedings, the requesting party shall cause a record to be made, pay the cost of the record and shall made available, at no cost, to the other party and the arbitrator.

Nothing contained herein precludes the parties from mutually agreeing to use the Expedited Arbitration process.

#### E. MISCELLANEOUS

1. A grievance shall be submitted in writing stating the nature of the grievance and the article and section of the agreement allegedly violated, the remedy requested and signed by the employee if a solution is not reached after an informal discussion with the principal. A grievance shall be filed on a form mutually agreed to. Attached is Appendix C.
  2. In the event time limits for an appeal by the Association to the next step are not observed, the grievance shall be considered abandoned.
  3. Failure to answer a grievance at any level within the period stated will automatically move the grievance to the next level.
  4. Either or both parties may grant, in writing, a waiver of any and all time limits.
  5. Back pay adjustments shall be limited to the amount of earnings actually lost, with deduction of all sums earned, or which by the exercise of reasonable diligence could have been earned during the back pay period.
- F. The sole remedy available to any employee for any alleged breach of this agreement of any alleged violation of his rights hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any employee of any legal right which he presently has, provided that if an employee elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.
- G. Discipline of employees will be subject to the grievance procedure set forth in this agreement.

#### **ARTICLE 7 - EMPLOYEE RIGHTS AND PROTECTION**

- A. Nothing contained within this agreement shall be construed to deny or restrict to any employee rights he/she may have under the Michigan School Laws or the applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- B. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any disciplinary action or discrimination with respect to the employment of any employee. The private and personal life of any employee is not within the appropriate concern or attention of the Board except to the extent it affects the employee's job performance or the reputation of the school

district.

- C. No employee covered by the terms of this agreement shall be disciplined (including warnings, reprimands, suspensions, reductions in rank or occupational advantage, discharges, or other actions of a disciplinary nature) without just cause. In the case of alleged theft, possession of drugs or intoxicants, serious misconducts, reckless disregard for self and others while on duty, employee may immediately be suspended with pay pending investigation of charges and disposition. Any such discipline, including adverse evaluation of employee performance resulting in disciplinary action shall be subject to the grievance procedure hereinafter set forth, including arbitration. The specific grounds forming the basis for disciplinary action will be made available to the employee and Union in writing.
- D. The severity of the discipline administered shall be reasonably related to the seriousness of the offense and the service record of the employee. Members may be disciplined in the following fashion:
- |                         |                                     |
|-------------------------|-------------------------------------|
| 1 <sup>st</sup> offense | Verbal Warning                      |
| 2 <sup>nd</sup> offense | Written Warning                     |
| 3 <sup>rd</sup> offense | One day suspension without pay      |
| 4 <sup>th</sup> offense | Up to a week suspension without pay |
| 5 <sup>th</sup> offense | Dismissal                           |
- E. An employee shall be entitled to have present a representative of the Association during any meeting which leads or may lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Union is present. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised by the Employer of the right to representation under this provision of the Agreement.
- F. An employee will have the right to review the contents of all records, excluding initial references, of the district pertaining to said employee originating after initial employment and to have a representative of the Association accompany him/her in such review. Other examination of the employee's files shall be limited to qualified supervisory personnel. Such review shall be conducted as soon as practicable after an appointment is made with the District.
- G. No material of an adverse or disciplinary nature shall be placed in an employee's personnel file without the employee having had the opportunity to review it. No complaint will be acted upon unless it is reduced to writing and signed by the complainant. The employee shall affix his/her signature upon reviewing any such materials. The employee's signature shall only signify awareness of the material, not acceptance of it. The employee shall have the right to attach a statement of dissent or explanation to any such materials placed in his/her personnel file.

- H. **USE OF PAST RECORD** - In imposing any discipline or discharge on a current charge, the employer will not take into account any prior infractions which occurred more than two (2) years previously provided that specific conduct which warranted the discipline has not been repeated.

Upon employee request, records of disciplinary actions/interim evaluation ratings shall be removed from an employee's file twenty-four (24) months following the date on which the action was taken or the rating issued providing no new disciplinary action/interim evaluation rating has occurred during such twenty-four (24) month period.

- I. If a freedom of information act (FOIA) request is received for an employee's personnel file or personnel file information, the employee will be notified of the request when it is received by an administrator. If the employee indicates that he/she will challenge whether the information is disclosable under the FOIA, the Board will take the maximum time permitted by the FOIA before it responds to the FOIA request.
- J. After the probationary period, employees will be evaluated at least once every three years.

The Elementary, Middle/High School Principals and Superintendent shall evaluate the employees under their direct supervision, or who may work primarily in their area of coverage.

The written evaluation shall be completed and signed by the administrator. The administrator will discuss the evaluation with the employee. Evaluations shall be the sole responsibility of the Administration. Administration shall not appoint or assign employee evaluations to a bargaining unit member.

The evaluation form shall contain a section for employee response to the evaluation.

A copy of the evaluation shall be given to the employee and a copy shall be placed in the member's personnel file.

## **ARTICLE 8 - TRANSFERS**

Any employee transferred during a work day to a higher position shall receive such higher rate of pay for the time worked at such occupation.

Any employee transferred to a lower rated position during a work day shall be paid for all the hours worked on that day at the rate of pay which he/she commenced work, provided however, employees who volunteer for assignment to a position with a lower rate shall receive the lower rate of pay.

## **ARTICLE 9 - OVERTIME**

- A. One and one-half times the employee's rate of pay shall be paid for all time worked in excess of forty (40) hours per week. Employees working more than eight hours in a day will not have their normal regular schedule of weekly hours reduced by the Employer for the purpose of avoiding overtime pay.
- B. Hours worked on holidays shall also be paid at the rate of time and one half the regular rate of pay. Time and one-half shall be paid for all work on Sunday; a minimum of two (2) hours shall be allowed for Sunday work with the exception of the boiler check which will be for two (2) hours minimum at the rate of time and one-half.
- C. No overtime shall be allowed unless given prior approval by the superintendent.
- D. Custodial, Custodial/Maintenance, Maintenance/Custodial, Custodial/Building/Grounds, Mechanic and food service work which must be performed when requested by the superintendent for groups at times other than when workers are normally scheduled shall be reimbursed at his/her regular rate of pay. A minimum of two (2) hours will be allowed for all such work. When such work results in the employee working in excess of forty (40) hours in any week, such excess portion shall be reimbursed at one and one-half (1 1/2) the employee's regular rate.
- E. Employees may be granted time off with pay rather than receiving overtime pay. All hours granted as time off with pay for hours worked in excess of forty (40) hours in a work week are to be considered as compensatory time and scheduled as one and one-half (1 1/2) hours for each overtime hour worked. An employee may not accrue more than 40 hours of compensatory time. The use of compensatory time must be arranged by mutual agreement between the employee and the supervisor. An employee who has accrued compensatory time shall upon termination of employment, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee receives such payment.
- F. Effective September 1, 2002, employees reporting for duty at the District's request for work which is outside of and not contiguous with their scheduled work period, shall be guaranteed two (2) hours pay at the rate of time and one-half their regular rate of pay.

**ARTICLE 10 - VACATIONS**

A. Bargaining unit members working twelve (12) months per year, shall receive paid vacation at the rate of:

After 1st and 2nd year            ten (10) days  
After 3 years                        fifteen (15) days

1 day per year for every year over 15 years - up to maximum of 20

2) Scheduling

Vacations must be arranged in advance with the immediate supervisor, and will be scheduled during the year considering both the wishes of the employee and the efficient operation of the school system.

1. Vacation only applies to 12-month employees.
2. Vacation time is earned on the employee's anniversary date.
3. Employees who quit, retire, resign, or are laid off will have their vacation prorated from their anniversary date.
4. In the event more than one employee applies for vacation for the same period as another employee applied for vacation and it is not possible to grant both vacation requests, then the employee who first applied will be the one approved but approval shall also be based upon rotation.

**ARTICLE 11 - HOLIDAYS**

A. Twelve Month Employees

Twelve month employees will be eligible for the following holidays:

Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
New Year's Day                        New Year's Eve  
Christmas Day                         Christmas Eve  
Memorial Day  
4<sup>th</sup> of July

B. Restrictions

To receive holiday pay the employee must be in pay status before and the day after the holiday. If the holiday falls on a Saturday, then the preceding Friday shall be the Holiday; if the holiday falls on a Sunday, then the Monday following shall be the Holiday.

C. School Year Employees

School year employees will be eligible for the following holidays:

Labor Day	
Memorial Day	½ day before Thanksgiving
Thanksgiving Day	(12:45 dismissal - cooks when jobs are completed)
Day after Thanksgiving	New Year's Day
1/2 day before Christmas	

D. If the school calendar includes opening day of deer hunting season or Good Friday as days off employees will receive these days as holidays.

**ARTICLE 12 - LEAVE**

- A. Employees working less than 200 days per year shall receive (10) days sick leave at the beginning of the school year, accumulative to a maximum of (120) days. Any employee who has accumulated 120 or more days may redeem any leave days earned in that year that remain at the end of the school year at the rate of \$35 per day.
- B. Employees working 200 days or more per year shall receive (12) days sick leave at the beginning of the school year, accumulative to a maximum of (120) days. Any employee who has accumulated 120 or more days may redeem any leave days earned in that year that remain at the end of the school year at the rate of \$35 per day.
- C. Upon retirement ½ of accumulated sick leave will be paid at current rate of pay up to a maximum of \$1,100. An employee must have a minimum of ten years service in the Brimley Area Schools to be eligible.

In the event of the employee's death, all benefits due the employee shall be paid to his/her designated beneficiary.

D. Sick leave may be used for personal illness or injury, including all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery. A maximum of five (5) days per year may be used for illness in the immediate family. For emergency

illness within the immediate family, additional sick days may be granted at the discretion of the Superintendent. Immediate family shall be defined as husband, wife, children, father, mother, father-in-law, mother-in-law, grandfather, grandmother, grandchildren, brother, sister, brother-in-law, sister-in-law, or any other relative or non-relative living and making his/her home in the Employee's household.

- E. Employees shall be granted up to (3) three days deducted from sick leave for a death in the immediate family. (Immediate family shall be defined as in (C) above.) Two (2) additional days (personal or sick days) may be granted by the Superintendent upon request.

Sick leave days may be used by the employee for worthwhile educational experiences. Use of such days requires advance approval of the Superintendent.

Each employee shall receive notification of his/her current number of accumulated sick leave days on their payroll check.

The Board or Administration may request an employee absent from duty on account of personal illness to present a certificate or statement from his/her physician concerning said personal illness.

Upon exhausting all accumulated sick leave days, the employee shall be placed on an unpaid leave of absence for up to one year from commencement of such unpaid leave. Extensions of said leave beyond the first year shall be at the discretion of the Board.

In the event of catastrophic or long term illness, Support Staff employees shall have the right to donate sick leave hours to another support staff employee with the Superintendent's approval.

- F. **PERSONAL DAYS** - Each employee will be granted three (3) personal days per year, to be taken at the discretion of the employee. These days will not be deducted from the sick leave day allotment. An employee will give written notice at least forty-eight (48) hours in advance to the Superintendent. It is understood that such leave shall not be taken on the first or the last day of the school year, nor on the first day preceding or following a vacation or holiday. Exceptions may be made for extenuating circumstances at the discretion of the Superintendent. Unused personal days shall accrue as sick leave days.

- G. A bargaining unit member who is absent due to an injury which is compensable under Worker's Compensation may use his/her accumulated sick leave on a proportional basis, to supplement the benefit received from Worker's Compensation, such that the amount of expendable income the bargaining unit receives from Worker's Compensation and sick leave does not exceed the amount of expendable income the bargaining unit member would have received from his/her regular salary amount according to his/her placement on the salary schedule at the time of injury. The obligation of the Employer is only for the proportional amount necessary to supplement the maximum benefit provided to the bargaining unit member from Worker's Compensation until the bargaining unit member's accumulated sick leave is exhausted or the bargaining unit member is able to return to work, whichever happens first. Should this supplemental payment be found to be subject to the coordination requirements of Worker's Compensation, such that the amount of the Worker's Compensation benefit is reduced, the bargaining unit member shall not be allowed the use of sick leave and shall receive only the Worker's Compensation benefit



provided by the Statute.

The Board will continue to provide all fringe benefits for any bargaining unit member receiving worker's compensation benefits until the end of the school year.

H. ASSOCIATION DAYS - At the beginning of every school year, the Association shall be credited with a total of seven (7) days to be used by officers or local agents of the Association. The agents are approved by the Association's President. A copy of the appointees shall be made available to the Superintendent no later than the second Friday after school commences. Association days are not cumulative.

1. A bargaining unit member elected to a state office in the Association shall be given release time not chargeable to the Association release time with pay to attend related meetings and activities necessary to fulfill the obligations of that office.
2. The Association will reimburse the school district for released time for an individual serving as a state officer in MEA or serving on an MEA Committee.

I. UNPAID LEAVE OF ABSENCE - Following the probationary period, a bargaining unit member may request, and upon approval of the Board, be granted a leave of absence without pay, not to exceed one (1) year, subject to the following conditions:

1. Child care leave will be granted upon written request by the employee.
2. The employee will notify the Board at the earliest opportunity.
3. The employee may elect the option of using vacation credit upon commencement of the leave. (The balance of time on leave shall be without pay.)
4. Upon return from leave, the Association member may be returned to the position he/she held at the time the leave of absence was granted, or to a similar position to which his/her seniority entitles him.
5. Seniority shall not accrue during the leave.

J. Any employee who requests and is granted an unpaid leave of absence, for reasons other than those already stated in this agreement shall be restored to their former position or equivalent position as stated in this paragraph.

Any bargaining unit member who requests an unpaid leave of absence, inclusive of the FMLA (Family Medical Leave Act) and such leave is extended or renewed, shall return from a leave of absence to their former position if it is vacant and available. Such member shall have preference for subbing assignments, i.e. Employee granted leave for 3 months, returns after 3 months and returns to original position, same employee applies for another leave, returns to former position only if it is vacant and is available but will receive preference subbing.

## **ARTICLE 13 - HOURS**

- A. Work for employees in Divisions A, and B, including secretaries and aides, shall be scheduled on an eight (8) hour day, five (5) days, forty (40) hour per week basis; provided however any new technical aide and/or aide hired after 12-17-1997 will not be guaranteed an 8 hour day, five day, forty (40) hour week. During the June-August period when school is not in session for students, employees may with the approval of the Superintendent work four (4) days a week, ten (10) hours a day. Employees requesting such schedule shall do so in writing to their superintendent. Preferences for such schedule shall be based on seniority.
- B. Each employee who works eight (8) hours per day with the exception of bus drivers, shall receive one fifteen minute rest period during the first half of the work day and one fifteen minute rest period during the second half of the work day. Each employee covered by the Agreement who works four or more hours per day shall receive one fifteen minute rest period per day.
- C. Any employee who works seven or more hours per day (except bus drivers) shall receive a paid lunch period of thirty (30) minutes per day scheduled by the immediate supervisor.
- D. An employee shall not be required to substitute for a classroom teacher without proper certification.
- E. An employee will not be required to internal substitute.

## **ARTICLE 14 - NON DISCRIMINATION**

The Employer and the Union agree that there shall be no discrimination against any employee because of race, color, marital status, religious belief, sex, age, or national origin, physical characteristics or disability.

## **ARTICLE 15 – AMENDMENT**

This agreement is complete in writing and shall not be amended, changed, altered or qualified except by an instrument in writing duly signed by the parties signatory hereto.

**A. SCHOOL IMPROVEMENT PLAN (SIP)**

When employees are participating in School Improvement Plans (SIP) as provided in Public Act 197 of 1989, Section 15.1919 (919b) MAS; the following will apply:

1. Participation by the employee is voluntary.
2. Participation or non-participation shall not be used as a criterion for evaluation, discipline or discharge.
3. In the event there is insufficient or no voluntary participation on the part of the employees, the association will assign a sufficient number of employees to serve on the committee in order to fully comply with the act as required by law.

**B. SITE-BASE DECISION MAKING (SBD) as per PA 503**

Site-base Committee decisions that require a deviation from the Agreement will be permitted only after a properly executed letter of agreement between the Association and the Board.

1. Participation by the employee is voluntary.
2. Participation or non-participation shall not be used as a criterion for evaluation, discipline or discharge.
3. In the event there is insufficient or no voluntary participation on the part of the employees, the Association will assign a sufficient number of employees to serve on the committee in order to fully comply with the act as required by law.

**ARTICLE 16 - TRAVEL**

- A. The Board of Education will reimburse all support employees for necessary travel expenses incurred in the performance of duty associated with the operation of a school. The reimbursement rate for use of private cars shall be at the Board adopted rate per mile, or IRS level, whichever is greater. At such time as the Board of Education increases the mileage allowance, such increase shall cover all affected auxiliary employees.
- B. One day trips for support employees must be submitted to the Superintendent and approved in advance of the trip. Overnight and longer trips must be submitted through regular channels to the Superintendent of Schools and approved in advance of the trip.

- C. Reimbursement for expenses incurred on such trips will be made on the basis of an approved requisition from the actual receipts that have been attached by the employee. A report of the trip must be submitted with the statement of the cost. Employees may request expense money in advance to pay for the cost of such trips, provided that excess money advanced shall be repaid to the district promptly upon return from the trip. Meals will be reimbursed with receipts up to a total of \$30 per day.
- D. Bargaining unit members attending classes, training or conference during the regular work week shall be compensated at their regular daily rate of pay.

Bargaining unit members attending required classes, training or conferences scheduled on non- regular work days shall be compensated at their regular daily rate of pay.

## **ARTICLE 17 - LAYOFFS**

- A. Anything in this contract or the exhibits attached notwithstanding, the Employer shall have the right to lay off employees without pay, either temporarily or permanently for the purpose of reducing the work force due to decrease in work or curtailment of service or reduction of the financial resources of the district, provided any such layoff and recall therefrom shall be subject to the provisions of Article V.
- B. Notification - No bargaining unit member shall be laid off unless said bargaining unit member shall have been notified of said layoff at least thirty (30) calendar days prior to the effective date of the layoff. Such notification shall be in writing with a copy to the Association president.
- C. Layoff - In the event of a layoff or reduction of hours, probationary and temporary employees within the classification to be reduced shall be laid off or reduced in hours first. Thereafter, seniority employees within the classification, which is being reduced, will be laid off in accordance with their seniority, with those employees having the least seniority being laid off or reduced in hours first. Exceptions may, by mutual agreement of the unit and the employer, be made in the order of layoff.

If a vacancy exists, any seniority employee being laid off or reduced in hours in accordance with this section shall be given an opportunity to fill any vacancy in any other classification provided the employee is qualified and willing to take such employment.

Any seniority employee being laid off or reduced in hours in accordance with this Article shall be given the first opportunity to fill any substitute position in any classification provided the employee is qualified and willing to take such employment.

- D. Recall - Laid off bargaining unit members shall be recalled in order of seniority, with the most senior being recalled first, to any position they are qualified for subject to the terms of Article V.

Notice of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The notice shall state time and date on which the bargaining unit member is to report back to work. It shall be the responsibility of the bargaining member to keep the employer notified of his/her current mailing address. A recalled member shall be given five (5) calendar days to report to work, excluding Saturday, Sunday and holidays from the receipt of the notice.

- E. A laid off bargaining unit member who fails to report to work in accordance with Section D above shall be considered to have voluntarily quit or abandoned his/her employment with the district, thereby terminating all recall or other rights provided in this Agreement.

## **ARTICLE 18 - JURY DUTY**

Employees who are called for jury duty shall forward their checks to school and shall not suffer a loss in wages.

## **ARTICLE 19 – MISCELLANEOUS**

- A. The employer shall provide copies of the Master Agreement to all bargaining unit members within thirty (30) days of ratification of this Agreement.
- B. Employees shall be paid for regularly scheduled days which are canceled due to an act of God and are not required to be rescheduled to maintain the District's receipt of full state aid payments.
- C. The employer shall provide cooks, custodians, kitchen aide, and dishwasher, three (3) sets of uniforms per year and a uniform cleaning allowance of \$100 to be paid by September 30.

Employees shall be responsible for the laundering, care and maintenance of their uniforms. Uniforms furnished by the employer shall not be worn by employees when off duty.

Employer shall provide playground aides and crossing guards with an annual allowance in the sum of \$100 for outerwear to be paid to the employee by November 30.

- D. The Board will reimburse current teacher aides for testing fees required to be considered highly qualified under NCLB legislation. This shall apply only to the first test taken.
- E. The Board will reimburse current employees for the cost of fingerprinting.

## **ARTICLE 20 - FOOD SERVICE**

Food service personnel shall be paid for 24 hours when they work to get ready to start school, and 16 hours to close up the kitchen for the year after school is dismissed for the year.

## **ARTICLE 21 - BUS DRIVERS**

The rates listed in salary shall apply to regular bus drivers employed by the Brimley Area Board of Education.

When employees are required by the District to attend training/in-service, the employee shall be reimbursed for the appropriate meal(s) and receive the Board approved mileage rate (IRS).

- (A) Bus drivers shall be paid at the rate as set forth in Appendix B of this Agreement for each hour driven for a minimum of three (3) hours per day. Part-time bus drivers minimum shall be one and one-half (1 ½) hours per day.
- (B) Drivers agree to keep the interior of the bus clean, to gas the bus, to perform safety checks before runs, and to bring the bus to the place specified by the appropriate supervisor for oil changes, lubrication and repairs. Drivers further agree to keep records and complete all reports required by the appropriate supervisor. Drivers agree to report any mechanical failure or any other item which would interfere with the efficient and safe operation to the appropriate supervisor immediately. Such reports shall be filled out in duplicate with a copy given to the employee after it is received and signed by the appropriate supervisor. The filing of the report shall constitute the fulfillment of the employee's responsibility.
- (C) School bus drivers will receive ten (\$10) per hour for extra-curricular trips.

Bus drivers on extra-curricular trips exceeding four (4) hours will be reimbursed for meals up to the Board rate. It shall be the driver's responsibility to request payment and provide receipts.

- (D) A bus driver who reports to work on a day that his normal run will not be operating due to a deviation in the school day, will be compensated at his/her regular rate of pay as if they performed the run, however, he/she may be assigned to perform other duties for the District at their normal rate of pay.

### **(E) 1. SPECIAL RUNS**

Drivers will be selected on a rotation basis. Regular bus drivers will be given first refusal rights on rotation basis provided they sign up for special trips on the sign up list.

A job offered and refused is same as job accepted and employee moves to bottom of rotation list. If two trips are planned on same day, most senior employee up for rotation may submit first.

When no driver signs up for the special run and the District determines that there is a need to have a bus driven for the special run, the employees with the least seniority may be required to drive. However, if the driver with the least seniority is not available, or is driving on another run, or is on an approved leave, or cannot be contacted, or for other acceptable reasons is not available to drive, the next less senior driver shall be required to drive the special run, provided, however, the Association President will be notified and notification will be posted in the bus facility.

Board shall have the ability to transport up to 6 students; however, once 7 students are to be transported, a school bus along with a school bus driver will be used.

- Exception will be made for the U.P. Golf Finals

The Board shall have the ability to solicit non union volunteers for all athletic runs. Athletic runs driven by association/union drivers must be paid contract wages.

## (E) 2. SUBSTITUTES FOR REGULAR DRIVERS

Drivers will be selected from regular employees on a rotational basis. Regular employees will be considered for all sub runs that do not interfere with the hours of their regular assignments.

A job offered and refused is same as job accepted and employee moves to bottom of rotation list. If two trips are planned on same day, more senior employee up for rotation may submit first.

- (F) All overnight trips outside the district the driver will be selected in rotation by seniority, by the Director of Transportation or his designee, from a list of those drivers who are willing to make overnight trips at all times. This seniority list and trip record will be continuous.
- (G) Drivers agree to abide by rules and regulations as determined by the Board of Education and/or the administration, which have a bearing on the safe, efficient, economical school transportation system.
- (H) Drivers agree to keep their Commercial Driver's License valid and to participate fully in Bus Driver Training Programs as stipulated by the Michigan Transportation Code, as soon after they are hired as possible.
- (I) Call outs and sub runs will be paid a minimum of one and one-half (1 1/2) hours at regular rates. The noon run will be paid a minimum of one and one-half (1 1/2) hours at regular rates.

- (J) Bus drivers who keep their buses at their residence shall receive fifty dollars (\$50) to cover the cost of electricity. Effective September 1, 2002 Bus drivers who keep their buses at their residence shall receive seventy-five dollars (\$75) to cover the cost of electricity.
- (K) E.1. through I are valid as long as no overtime results upon acceptance of the special or substitute run. If overtime results, the driver is skipped and the rotation basis is followed. If no driver can be found from those that do not result in overtime, then the rotation basis shall be followed even though overtime results.
- (L) Transportation Employees will be provided a jacket to be worn to and from work and while on duty for the District.

## **ARTICLE 22 - CONTRACTED RATE**

Extra runs (Sports, Class trips, Community Organizations, etc.) These shall all be paid at the contracted rate of pay and shall not be eligible to be used to accrue overtime. Sports assignments (Ticket takers, Clock, Scorer, etc.) are to be paid at a contracted rate and may not be used to accrue to overtime.

## **ARTICLE 23 - JOB DESCRIPTIONS**

For each classification, job descriptions will be reviewed within 60 days after ratification of this agreement. Said descriptions shall be developed by the Employer with input from the Association and may be revised from time to time as the needs of the District change, but in no event more than annually (exceptions may be made for extenuating circumstances as mutually agreed to by the parties). The descriptions shall be distributed to all current bargaining unit members and to all new bargaining unit members when hired by the District. The descriptions will include at a minimum:

1. Job Title and Description
2. Minimum Requirements
3. Required tasks and responsibilities

## **ARTICLE 24 - SHIFT DIFFERENTIAL**

Employees in the classification of Custodial/Maintenance, Maintenance/Custodial, and Custodial/Building/Grounds who commence work on or after 3:00 p.m., shall receive in addition to their regular pay, forty-five (45) cents per hour for all hours worked on a shift. Shift differential shall not be used in computing any payments for hours not worked.

With the understanding this applies to individuals who commence work on or after 3:00 p.m. as already stated in Article 25.



## **ARTICLE 25 - EMERGENCY FINANCIAL MANAGER**

An Emergency Financial Manager appointed by law may reject, modify, or terminate the collective bargaining agreement as provided by law.

This clause is included in this agreement because it is legally required by state law. The parties did not agree to this provision. By signing this agreement, the union does not agree or acknowledge that this provision is binding either on the union or on the employer. The union reserves all rights to assert that this clause is unenforceable.

## **ARTICLE 26 - INSURANCE BENEFITS**

The following benefits are made available by the Board to the members:

The Board shall provide, to the employee, for a full twelve month period for the employee's entire family, the following MESSA PAK program. When appropriate, MESSA care and Medicare premiums will be paid on behalf of eligible employees, spouses, or dependents. Employees electing health insurance shall receive the benefits listed in Plan A.

### **PLAN A: EMPLOYEES ELECTING HEALTH COVERAGE**

#### **MESSA Choices II**

For all employees receiving health insurance, over the summer the school will pay the health insurance premiums for June, July, and August (July and August only in 2014). The employee shall reimburse the school district their share of the summer premiums. This shall be deducted from the pay during the months worked, on a pro-rated basis. Employees wishing to pay the summer premiums in advance, may do so.

\*The state mandated Health Insurance Caps shall be in place beginning July 1, 2014.

\*Employees will be provided MESSA Choices II for both PAK A and PAK B with a \$500/\$1000 deductible: \$20 Office visit; Prescription Co-Pay: \$10 generic and \$20 non-generic.

\*Effective January 1, 2015 members will have the option to switch to MESSA ABC Plan 1. The cost including pre-funding will be subject to the Health Insurance Caps for the whole fiscal year.

\*For those selecting the Health Saving Account (HSA) the HSA will be pre-funded on a quarterly basis.

\*The Board will completely fund the HSA for a member if a medical emergency occurs

\*In the event an employee or his dependents medically requires that the HSA be utilized prior to the scheduled Board payments, the Board agrees to fund the entire annual HSA amount to that

individuals account. If the teacher separates from the employment prior to the reimbursement of the Board's HSA payments, any remaining funds owed to the Board will be deducted from any monies owed to the teacher.

LTD	66.7% \$3,000 Max 90 Calendar Days Modified Fill Alcoholism/Drug - 2 yr. Mental/Nervous - 2 yr. Social Security offset - family Minimum payout 5% Pre-existing condition waiver Maternity Coverage/Rehabilitation - standard Freeze on offsets
Delta Dental	Auto + 008 (100:90/90/90:\$1,500)
Negotiated Life	\$50,000 AD & D
Vision	VSP-3 Plus

**PLAN B: EMPLOYEES NOT ELECTING HEALTH INSURANCE**

LTD	Same as Plan A
Delta Dental	Auto + 008 rider (100:90/90/90:\$1500)
Negotiated Life	\$50,000 AD & D
Vision	VSP-3 Plus

Where applicable internal and external coordination of benefits (COB) will be included for all bargaining unit members and their eligible dependents as defined by MESSA.

Bargaining unit members not electing health insurance coverage shall have available the amount of \$4,500. The member may choose to purchase any of the MESSA Variable Options and/or Michigan Education Association Financial Services (MEA Financial Services) Annuities with this amount. Any amounts exceeding the Employer subsidy shall be payroll deducted. An open enrollment period shall be provided whenever premium subsidy amounts change for the groups. The Board shall adopt and maintain a qualified Section 125 Plan for the purpose of IRS compliance.

Insurance benefits are pro-rated upon the total number of days worked in the school calendar, and 40 hours per week.

**APPENDIX A – SALARY SCHEDULE**

2014-2015      2% increase  
 2015-2016      2% increase  
 2016-2017      2% increase

	step	factor	2013/2014	2014/2015	2015/2016	2016/2017
<b>SECRETARIES</b>						
	1	1.00	\$11.38	\$11.61	\$11.84	\$12.08
	2	1.08	\$12.29	\$12.54	\$12.79	\$13.04
	3	1.16	\$13.20	\$13.46	\$13.73	\$14.01
	4	1.24	\$14.11	\$14.39	\$14.68	\$14.97
	5	1.32	\$15.02	\$15.32	\$15.63	\$15.94
<b>AIDES</b>						
	1	1.00	\$9.45	\$9.64	\$9.83	\$10.03
	2	1.09	\$10.30	\$10.51	\$10.72	\$10.93
	3	1.18	\$11.15	\$11.37	\$11.60	\$11.83
	4	1.27	\$12.00	\$12.24	\$12.48	\$12.73
	5	1.37	\$12.95	\$13.21	\$13.47	\$13.74
<b>TECHNICAL AIDES</b>						
	1	1.00	\$11.32	\$11.55	\$11.78	\$12.01
	2	1.01	\$12.34	\$12.59	\$12.84	\$13.10
	3	1.18	\$13.36	\$13.63	\$13.90	\$14.18
	4	1.27	\$14.38	\$14.67	\$14.96	\$15.26
	5	1.31	\$14.83	\$15.13	\$15.43	\$15.74
<b>ASST. COOK</b>						
	1	1.00	\$9.45	\$9.64	\$9.83	\$10.03
	2	1.10	\$10.40	\$10.61	\$10.82	\$11.04
	3	1.27	\$12.00	\$12.24	\$12.48	\$12.73
	4	1.40	\$13.23	\$13.49	\$13.76	\$14.04
	5	1.54	\$14.55	\$14.84	\$15.14	\$15.44
<b>CUSTODIAL</b>						
	1	1.00	\$9.45	\$9.64	\$9.83	\$10.03
	2	1.10	\$10.40	\$10.61	\$10.82	\$11.04
	3	1.20	\$11.34	\$11.57	\$11.80	\$12.03
	4	1.30	\$12.29	\$12.54	\$12.79	\$13.04
	5	1.40	\$13.23	\$13.49	\$13.76	\$14.04

**BUS DRIVERS A**

1	1.00	\$18.18	\$18.54	\$18.91	\$19.29
2	1.13	\$20.54	\$20.95	\$21.37	\$21.80
3	1.26	\$22.91	\$23.37	\$23.84	\$24.31
4	1.39	\$25.27	\$25.78	\$26.29	\$26.82
5	1.52	\$27.63	\$28.18	\$28.75	\$29.32

Bus Drivers hired after Oct 1994 shall be paid on the schedule identified as Bus driver (b)

**BUS DRIVER B**

1	1.00	\$16.82	\$17.16	\$17.50	\$17.85
2	1.05	\$17.66	\$18.01	\$18.37	\$18.74
3	1.10	\$18.50	\$18.87	\$19.25	\$19.63
4	1.15	\$19.34	\$19.73	\$20.12	\$20.52
5	1.20	\$20.18	\$20.58	\$21.00	\$21.42

Bus Drivers who are receiving full fringe benefits as of September 1, 1994 shall continue to receive such benefits. All other Driver's benefits shall be pro-rated.

**APPENDIX B - LONGEVITY**

Employees shall earn longevity payments in accordance with the following schedule.

Payments shall be made by separate payroll check the last payroll of the month in the employees anniversary month

Employees laid off shall have longevity pay prorated according to days worked.

**YEARS**

upon completion of the 5th, 6th and 7th years	\$350.00
upon completion of the 8th, 9th and 10th years	\$550.00
upon completion of the 12th,113th,14th and 15th years	\$750.00
upon completion of the 16th and every year after that	\$950.00

**APPENDIX C  
GRIEVANCE REPORT FORM  
Brimley Educational Support Personnel**

Grievance No. \_\_\_\_\_  
Name of Grievant \_\_\_\_\_ Department \_\_\_\_\_ Building \_\_\_\_\_ Date filed \_\_\_\_\_

**STEP I  
Preparation for Submission of Written Grievance**

A. Has this grievance been discussed orally with the appropriate administrator? Yes\_\_ No\_\_

B. 1. Date cause of grievance occurred \_\_\_\_\_

2. Discovery date of grievance \_\_\_\_\_

C. 1. Statement of grievance(s) \_\_\_\_\_

\_\_\_\_\_

2. Section of express term(s) of the Agreement allegedly violated:

\_\_\_\_\_

3. Remedy sought \_\_\_\_\_

\_\_\_\_\_

D. Date presented to the principal/department head \_\_\_\_\_

Disposition by principal/department head \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of principal/department head - Date

E. Date received by grievant and/or Association \_\_\_\_\_

Position of grievant and Association \_\_\_\_\_

\_\_\_\_\_

Signature of Grievant/Date: \_\_\_\_\_

(If additional space is needed in reporting C1 & C2 of Step I, attach an additional sheet).

STEP II

A. Date received by the Superintendent \_\_\_\_\_

B. Disposition by the Superintendent \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

C. Date received by grievant and/or Association \_\_\_\_\_

D. Position of grievant and/or Association \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP III**

A. Date received by the Mediator \_\_\_\_\_

B. Disposition by the Mediator \_\_\_\_\_

C. Date received by grievant and/or Association \_\_\_\_\_

D. Position of grievant and/or Association \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STEP IV

A. Date receive by the Board of Education \_\_\_\_\_

B. Disposition by the Board of Education \_\_\_\_\_

C. Date received by grievant and/or Association \_\_\_\_\_

D. Position of grievant and/or Association \_\_\_\_\_

Signature –Board of Education \_\_\_\_\_ Date \_\_\_\_\_

STEP V

A. Date submitted to arbitration \_\_\_\_\_

Disposition and award of arbitrator \_\_\_\_\_

\_\_\_\_\_

Signature of Arbitrator \_\_\_\_\_ Date \_\_\_\_\_

**ARTICLE 27 - DURATION**

This Agreement shall remain in full force and effect until June 30, 2017 or until a new Agreement is negotiated and ratified.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS.

BRIMLEY PUBLIC SCHOOLS

BRIMLEY EDUCATIONAL SUPPORT  
PERSONNEL ASSOCIATION/NMEA

by \_\_\_\_\_

by \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

NMEA President

\_\_\_\_\_

Date: \_\_\_\_\_

NMEA Staff

\_\_\_\_\_

Date: \_\_\_\_\_