

AGREEMENT

BETWEEN

**BOARD OF EDUCATION
ESCANABA AREA PUBLIC SCHOOLS**



AND

GENERAL TEAMSTERS LOCAL UNION NO. 406

JULY 01, 2019 THROUGH JUNE 30, 2022

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AGREEMENT

THIS AGREEMENT, effective July 01, 2019, is by and between the BOARD OF EDUCATION, ESCANABA AREA PUBLIC SCHOOLS, Escanaba, Michigan, hereinafter called the "Employer", and GENERAL TEAMSTERS LOCAL NO. 406, affiliated with the International Brotherhood of Teamsters, hereinafter called the "Union".

The parties pledge themselves to cooperate fully to the end that harmonious relations may be maintained at all times and to promote efficient operation of the various divisions. The parties further agree to promote safety, cleanliness and to cooperate fully in personnel and public relations

**ARTICLE ONE
NON-DISCRIMINATION**

The Escanaba Area Public School District does not discriminate on the basis of race, color, national origin, gender, age or disability.

No employee will be discriminated against because of his/her membership or lack of membership in the Union or his/her activity as an officer or duly authorized representative thereof. No preferences, privileges or advantages shall be given or extended to any employee because he/she is a member or not a member of the Union.

**ARTICLE TWO
RECOGNITION**

A. The Employer agrees to recognize the General Teamsters Local Union No. 406 as the sole and exclusive representative for the purpose of collective bargaining with respect to wages, benefits, monthly and weekly and daily hours of work and working conditions for all employees covered by the following classifications.

B. The bargaining unit classifications shall be classified into four divisions as follows:

- | | |
|--------------|--|
| DIVISION I | Custodians, Maintenance, and Maintenance Helper |
| DIVISION II | Cooks, Assistant Cooks & Stock and Delivery |
| DIVISION III | Business Office Coordinator, Secretaries, and Clerks |
| DIVISION IV | Drivers and Mechanic |

- C. Recognition will be extended to all full and part-time employees, but not to substitute employees.

**ARTICLE THREE
MANAGEMENT RIGHTS**

The Union agrees that the Employer is vested exclusively with the management of the Escanaba Area Public Schools.

The Employer, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, without limitations, 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. Further, all rights which ordinarily vest in and are exercised by employers, except such as are specifically relinquished herein, are reserved to and remain vested in the Employer, including but without limiting the generality of the foregoing, the right:

- A. to manage its affairs efficiently and economically, including the determination of quantity and quality of service to be rendered, the control of materials, tools and equipment to be used and the discontinuance of any services, material or methods of operation;
- B. to introduce new equipment methods, machinery, or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- C. to determine the size of the work force and increase or decrease its size;
- D. to hire, assign, lay off, and discharge employees, to reduce the work week, or the work day or effect reduction in hours worked by combining layoffs and reductions in work week or work day, to set hours of employment and to set times during the work day of all shifts;
- E. to direct the work force, assign work and determine the number of employees assigned to operations;
- F. to establish, change, combine or discontinue job classifications and prescribe and assign new job duties, content and classification; to establish the number of people needed or used in all classification.
- G. to make rules and regulations not inconsistent with the terms hereof.
- H. to utilize summer youth programs and other grant programs as long as permanent bargaining unit employees are not displaced.
- I. The employer agrees to honor all terms and conditions of this Agreement. The exercise of the foregoing powers, rights, authority, duties and responsibilities of

the employer, the adoptions of policies, rules, regulations and practices, in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

**ARTICLE FOUR
UNION MEMBERSHIP**

- A. Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.

- B. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit, and not only for members in the Union. This Agreement has been executed by the Employer after it has satisfied itself that the Union is the choice of a majority of the employees in the bargaining unit.

The Employer shall submit the names of all new employees to the Union within thirty (30) days from date of hire.

- C. Employees who are off work for an entire month or months may apply for an Honorable Withdrawal Card Request to suspend dues deductions during their absence. Employees must submit completed forms to the Teamsters Escanaba office located at 2013 First Avenue North, Escanaba, Michigan 49829. Employees will notify the General Teamsters Local Union No. 406 at (906) 786-2743 upon return to active employment from withdrawal.

**ARTICLE FIVE
STEWARDS**

The employer agrees to recognize one (1) Steward, and, in their absence, one (1) alternate Steward in each division. Reasonable time off will be arranged in order to process grievances in accordance with the grievance procedure.

Reasonable time off without loss of pay will be arranged in order to process grievances in accordance with the Grievance Procedure. The Employer agrees to recognize a bargaining committee of four (4) Stewards for the purposes of meeting with the Employer representatives, without loss of pay, to negotiate new and modified agreements. An additional two (2) hours preparation time for each scheduled negotiation session will be approved, without loss of pay, for the bargaining committee.

In each year of the Agreement, Stewards will be granted three (3) days (24 hours) of dock time to conduct Union business. The Union will notify the Employer five (5) days in advance of the date the steward is needed. Union business will not interfere with the conduct of School District business. The Union shall compensate the steward their regular rate of pay for time spent on Union business.

ARTICLE SIX
SUMMER CUSTODIAL/MAINTENANCE EMPLOYEES

The parties recognize that it is necessary to employ summer custodial/maintenance workers at times. Nine (9) month bargaining unit employees will be offered open summer positions before the position is offered to a sub. School year employees hired under this Article will receive the hourly rate as shown below.

Hourly rate - \$0.25 above minimum wage

ARTICLE SEVEN
PROBATIONARY EMPLOYEES

- A. A new employee working under the provisions of this Agreement shall be employed on a sixty (60) working day probationary period, during which time he/she can be discharged without recourse. If the employee is retained beyond the sixty (60) working day period, he/she shall be placed on the regular seniority list from his/her first day of hire.

- B. In the first fiscal year of regular employment, all benefits for which an employee is eligible - including but not limited to - sick leave, personal leave, floating holidays, and vacation time will be prorated to June 30 in the fiscal year of hire on the basis of the number of days worked by the employee in that year in relation to the number of regularly scheduled work days for other employees in comparable positions.

ARTICLE EIGHT
SENIORITY

A. Definitions:

Overall Seniority shall be defined as the continuous length of service in the Escanaba Public School District as a member of the bargaining unit commencing with the employee's last date of hire. The parties agree however that continuous length of service with the District commencing with the employee's last date of hire shall be determined to calculate benefits.

Division seniority shall be defined as the cumulative length of service in a particular Division. If a position includes job duties from multiple classifications, the employee will accrue seniority in only one division which will be the division where the greatest amount of time is spent. An example of this is the Bus Garage Attendant position, which is primarily responsible for parking buses but includes some general cleaning. Seniority will be accrued in the Division IV.

Seniority shall accrue commencing with the date of regular employment, including the probationary period and part-time employment. In the event that more than one individual bargaining unit member has the same date of hire, the position on the seniority list shall be determined by draw.

The Employer shall add to the list submitted by the Union, the names of all new employees hired since the last list was submitted and delete the names of employees who are no longer employed.

B. Seniority Outside of the Bargaining Unit:

Bargaining unit members who accept a position with the District outside of the bargaining unit shall have their seniority frozen at the level at which they leave the bargaining unit, and shall not accrue seniority while serving in a non-bargaining unit position. Such employees can only return to the bargaining unit by applying for a vacant posted bargaining unit position, which shall be filled consistent with the terms of this Agreement.

C. Accrual of Seniority While On Leave:

An employee will continue to accrue seniority while on a workers' compensation leave, seniority will not continue to accrue on other unpaid leaves of absence beyond ninety (90) days.

D. Accrual of Seniority in a Temporary Position:

An employee who applies for, and is accepted to fill a temporary position in another division will accrue divisional seniority in the temporary position for the time worked in that capacity provided he/she accumulated at least 30 days.

E. Loss of Seniority:

In the event of layoff or an approved unpaid leave a member shall be removed from the seniority list three (3) years after the layoff or leave. In the event an employee has accumulated less than three years seniority, then removal from the list will occur to equate to that accumulated length of service. Example: 7 months of service had been accrued = Removal after 7 months of layoff.

**ARTICLE NINE
PROMOTIONS & VACANCIES**

A. The parties recognize that job opportunity security should increase in proportion to a person's qualifications, past job performance, and length of service as a worker. It is agreed therefore, that the following procedure shall be followed when filling vacancies within a division. In the interest of achieving stability of service within each school/department, the District may extend the time period for utilizing subs in the event a vacancy occurs at a critical time of the year, when a transfer might cause interruption of the quality/level of service. Transfers to a new assignment as a result of a vacancy will optimally occur in August or in December/January. Should the district elect to extend the time period as provided for above, the employee eligible for the transfer will retroactively receive the higher rate of pay and any additional benefits the transfer would allow him or her.

1. The position will be posted for five (5) days.
2. The posting will list the minimum qualifications for the position.
3. Employees who believe that they can meet the minimum qualifications will sign their names on a list to be submitted to the superintendent within five (5) days.
4. The superintendent will review the list of candidates.
5. If a test is deemed necessary to determine qualifications, it will be administered on an equal and uniform basis. If there are any disputes over the test results, the employee may elect to serve a thirty (30) day trial period. The question of ability and fitness for the work shall be determined by the Employer at the end of such trial period.

6. If two (2) or more candidates are reasonably equal in qualifications, the most senior will be offered the job. Employees currently working within the Division will be given first preference and employees who held a previous position within the Division will be given preference over employees in other Divisions.
7. If the employee does not qualify, he/she will be notified and returned to his/her former position, and the next senior candidate will be given the opportunity to fill the position.

When a job in the bargaining unit is temporarily open because of extended illness, approved leave time or suspension, etc., that the Board wishes to fill, the job need not be posted until the regular employee is absent for a period of fifteen (15) working days provided that the employee off work is expected to be absent at least 15 more working days.

- B. The positions of Maintenance, Maintenance Helper, and Business Office Coordinator shall not be determined solely by seniority, but shall be awarded to employees who have demonstrated their ability in the past to perform the assigned task they are applying for with a minimum amount of training, and who have been tested and/or hold certification of training in their particular field of endeavor. The determination of the applicant's skills shall rest with the superintendent or his designee.
- C. There shall be no change in bus driver assignments the first ten (10) school days.
- D. New bus runs shall be offered to senior drivers who will not increase their hours to over forty (40) per week.
- E. Job descriptions shall be developed by the Employer and reviewed by the Union and may be revised from time to time if the needs of the district change. The job descriptions will be published and will be made available to the employees.
- F. Employees who are currently filling two (2) part-time positions will be given reference to accept any increase in the position of his/her choosing if and when one of the part-time positions currently held is increased to a full time position.
- G. Wage Placement. Employees selected for a higher paid classification shall be placed at the next highest step that affords an increase. Employees who elect to

apply and are selected for a lower paid classification shall be placed on the same seniority step as his/her current position.

- H. In order for a Permanent Bus Driver to be eligible for Regular and Free Trips, they must have a total of one (1) year permanent driving experience or have a total of one thousand (1000) hours over the last two (2) years as a current substitute bus driver. Drivers not meeting the requirements for Regular and Free Trips as listed above would only be eligible for Local Field Trips. In the event a driver has not driven within the last three (3) years, then she/he must re-qualify with the conditions outlined above.
- I. By mutual agreement the parties may waive the five (5) day posting period for an agreed upon shortened posting period.
- J. Division IV: When bus driver vacancies are filled by employees from the division, the five (5) day posting period will be waived and a one (1) day group bid will be conducted. Drivers awarded vacancies according to seniority will have up to a three (3) day trial period during which he/she may return to their original route. Should a driver elect to return to their original route, the above procedure will be repeated until all vacancies are filled.

ARTICLE TEN TRANSFERS

An employee temporarily transferred to a higher rated position in an emergency, such as for sickness, vacations, etc., shall receive the higher rate of pay of his same step of the higher classification; and, if transferred to a lower rated position, for the convenience of the Employer, shall receive his or her regular pay.

ARTICLE ELEVEN GRIEVANCE PROCEDURE

- A. Definition of a Grievance: A claim by an employee, group of employees, or the Union that there has been a violation, misapplication, or misinterpretation of the terms of the Agreement shall be deemed a grievance under this contract and will be subject to the grievance procedure as provided herein.

Timelines described herein may be extended by mutual agreement of the parties. Working days shall not include Saturdays, Sundays or holidays.

B. Grievance Procedure:

Step 1

(Verbal) The employee shall first discuss the matter within five (5) working days of the event being grieved or having knowledge thereof, with their immediate supervisor with the object of resolving the matter informally. The supervisor will give his answer (verbally) within five (5) working days.

Step 2

In the event that the employee is not satisfied with the supervisor's informal answer at Step 1, within 5 working days from the employer's Step 1 response, the employee may file a written grievance containing the following information:

1. The name of the aggrieved employee or employees;
2. The description of the act giving rise to the grievance;
3. The specific Articles or sections of the Agreement allegedly violated;
4. The remedy requested to resolve the grievance.

A meeting will be held with the employee, the division Steward, and the employee's immediate supervisor within ten (10) working days of the receipt of the grievance. The supervisor will submit a written answer to the grievant within five (5) working days.

Step 3

If the grievance is not resolved at Step 2, within five (5) working days from the employer's Step 2 response, the employee may request a meeting with the division Steward, the Union business representative, and if necessary, the employee involved, and the Superintendent and/or his designee. The meeting will be held within ten (10) working days after the request is made.

The parties agree to exchange all pertinent information regarding the grievance. The Union has the right to forward the grievance after the Superintendent's answer in Step 3 to its internal review board for further evaluation and will inform the Superintendent of the Union's intent within forty-five (45) calendar days of the Superintendent's response.

Step 4 - Arbitration

1. If the dispute remains unresolved after completion of the foregoing procedure, the Union may, within forty-five (45) calendar days after receipt of the Superintendent's response, at Step 3, with a written notice to the Employer, submit the grievance to an impartial arbitrator selected from the Federal Mediation and Conciliation Services under and in accordance with their rules and regulations.
2. The decision of the arbitrator shall be final and binding on all parties.
3. The arbitrator shall have no power to, delete from, alter, or modify the terms of this Agreement nor shall he have the power to substitute his judgment for the judgment of the Board.
4. The arbitrator shall be requested to submit his decision on the matter within thirty (30) days after conclusion of the hearing.
5. The fees of the arbitrator shall be shared equally by both parties. All other expenses shall be borne by the party incurring the expense.
6. Employees necessary to implement due process in this grievance procedure shall not suffer a loss of pay while attending necessary meetings.
7. In all cases of discharge the Union may file the grievance at Step 3.
8. Individuals may not arbitrate a grievance.

ARTICLE TWELVE DISCIPLINE/DISCHARGE

An employee discharged or suspended after the probationary period, who considers such action without good cause, may present a grievance within five (5) work days of such action as provided in Article Eleven. Any discharge or suspension not protested within five (5) work days shall be considered final.

No regular employee shall be disciplined (including warnings, reprimands, suspensions, reduction in rank, discharged, or other actions of a disciplinary nature) without just cause. Discipline of personnel under the provisions of this Agreement will be conducted in accordance with the basic concepts of due process. Nothing shall preclude the skipping of steps based on the severity of the offense.

Any such discipline shall be progressive in nature except in cases such as theft, possession of illegal drugs or intoxicants, being under the influence of any illegal drug/intoxicant that impairs the employee's ability to work, serious misconduct, criminal conduct, and reckless disregard of self or others while on duty. A copy of the written disciplinary action given the employee will be given the Union.

In the event that a complaint is made against an employee, the name(s) of the person(s) making the complaint may be furnished, to the extent permitted by law, to the employee, including dates, times, etc.

If the employer requests a meeting with an employee for the purpose of issuing a disciplinary action, the employer shall notify the employee, prior to the meeting and in writing, of the employee's right to union representation. If the need for disciplinary action becomes evident during a meeting, the meeting shall be adjourned and the notice of right to representation shall be issued before continuing the meeting. In neither case shall the time necessary to secure representation exceed two working days.

Written documentation of reprimands (oral or written) shall remain in the employee's personnel file indefinitely. However, reprimands shall not be used as part of the progressive discipline process beyond thirty-six (36) months.

The Union will receive copies of any disciplinary action against their members, unless exempted by policy and/or law.

A Bargaining Unit Member shall have the right to review the contents of their respective personnel file, and to have a Union representative present at such review. The Bargaining Unit Member may submit a written notation within ten (10) days regarding any material and the same shall be attached to the material in question. If the Bargaining Unit Member believes the material placed, or to be placed, in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown, through the grievance procedure, whereupon the material shall be corrected. If a Bargaining Unit Member is requested to sign material to be placed in his/her file, such signature thereon shall be understood to indicate his/her awareness of the material but, in no instance, shall said signature be interpreted to mean agreement with the material's content.

Employee Assistance:

The parties recognize that drug abuse, to the extent defined by law, and alcoholism are illnesses and shall be treated as such pursuant to the application of the terms and conditions of this Agreement.

Employees with drug and/or alcohol problems are encouraged to seek rehabilitation before such conditions adversely affect their employment. An employee shall not be disciplined merely for seeking treatment.

ARTICLE THIRTEEN LAYOFF AND RECALL

- A. An employee whose job is eliminated, or whose hours are reduced by one (1) hour or more per day, may utilize the following procedure to bump to a position to attempt to maintain current hours, provided that Division IV employees whose runs have been reduced or eliminated shall continue to bump according to present practice solely within their Division as outlined in Article 28, C, #9, prior to utilizing the bumping procedure herein. The employer will request volunteers for layoff, within the classification subject to reduction prior to the layoff, of any regular bargaining unit employee. The district shall provide notice of layoff to the least senior employee within the job classification affected by the reduction, provided a more senior employee within the classification is qualified as defined in "B" below (Qualifications) to perform the duties of the position remaining. The employee may:
1. Accept a layoff, or in lieu in layoff shall be permitted to bump in the following order:
 2. Bump a less senior employee within the same Division to attempt to maintain current hours, provided the employee holds the minimum qualifications, is capable of doing the work as expected by passing a test, or by past successful performance doing the same/similar work, and has more overall seniority than the employee being bumped as determined by the Employer. If the affected employee is unable to bump based on the conditions outlined in this section, then the employee may go to the next step.

3. Bump to a formerly held classification within another Division to attempt to maintain current hours, provided, however, the employee holds the minimum qualifications, is capable of doing the work as expected by passing a test, or by past successful performance doing the same/similar work, and has more overall seniority than the employee being bumped as determined by the Employer. If the affected employee is unable to bump based on the conditions outlined in this section, then the employee may go to the next step.
 4. Once there are no available positions that would maintain current hours remaining within the Division or a previously held classification within another Division, the employee may bump a less senior employee in another Division, provided the employee holds the minimum qualifications, is capable of doing the work as expected by passing a test, or by past successful performance doing the same/similar work, and has more overall seniority than the employee being bumped as determined by the Employer.
- B. Qualifications shall include demonstrated skills based on testing and/or by past successful performance doing the same or similar work within the past three (3) years. Testing of the employee may be required along with a review of essential skills as listed on the job description compared to the employee's demonstrated abilities.

The positions of Maintenance, Maintenance Helper, and Business Office Coordinator shall not be determined solely by seniority, but shall be awarded to employees who have demonstrated their ability in the past to perform the assigned task they are applying for with a minimum amount of training, and who have been tested and/or hold certification of training in their particular field of endeavor. The determination of the applicant's skills shall rest with the superintendent or his designee.

In the event that the employer elects to eliminate an entire Division, the Employer agrees to provide the Union and affected employees, thirty (30) days' notice. The parties will meet within ten (10) days of said notice, unless extended by mutual agreement, to discuss the matter. The Employer agrees to consider the employee's ability and skills and will permit laid off employees to bump into another Division in accordance with the bumping procedure outlined in this Article if capable of performing the job with orientation as determined by the Employer.

The District may reserve the right to utilize subs to minimize disruption at critical times during the year when bumping might cause a disruption in the quality/level of service. Bumping should optimally occur in August or December. Should the district elect to extend the time period as provided for above, the employee eligible for the transfer will retroactively receive the higher rate of pay and any additional benefits the transfer would allow him or her.

- C. When vacancies occur, recall will be to the employee's former position within his/her Division or former Division in inverse order of layoff, or to a classification for which the employee is qualified, in accordance with Article 9. Employees accepting a lower position in lieu of layoff will retain the right to return to the position from which they were laid off for one (1) year and will thereafter be given preference over other bargaining unit employees should a vacancy occur in the said position during the recall period. Notice of recall shall be sent to the employees at their last known addresses by certified mail with return receipt requested. If an employee fails to report for work within five (5) working days from receipt of notice of recall or by the date the recall notice is returned to the District as undeliverable, he/she shall be considered to have voluntarily terminated his/her employment. It shall be the employee's responsibility to keep the Employer informed of his/her current address.
- D. Use As Subs During Layoff: The parties agree that bargaining unit employees on layoff status will be utilized as subs, in order of overall seniority, prior to utilizing external substitutes, provided they are qualified for the work. This provision is not subject to the Grievance Procedure.
- E. Layoff or job termination - A two (2) week notice shall be given by the Employer to all regular employees in question. The employee shall also give a two (2) week notice to the Employer when he or she is thinking of leaving.
- F. Employees laid off upon expiration of their recall period (this does not apply to employees discharged for cause) shall be remunerated at 75% of their regular rate of pay for their accumulated sick leave. Request for remuneration shall be made by the employee in writing and presented to the business office. Upon receipt of this payment, the employee shall be considered to have terminated his/her employment.

Laid off employees may additionally have the OPTION of cashing out up to 75% of their regular rate of pay for their accumulated sick leave, or any portion thereof, upon layoff or during their recall period. If an employee receives such reimbursement, however, and is subsequently recalled within the recall period, the employee, upon recall,

1. shall continue to accumulate and use sick leave as earned upon return; and,
2. shall be limited upon subsequent layoff/termination (not including discharge for just cause disciplinary reasons) or "permanent layoff" (the conclusion of consecutive 3 year recall period in which s/he was not recalled), to additional reimbursement equal to the difference between what s/he previously elected to be reimbursed and the TOTAL allowable amount as outlined in Article 18.

Any laid off employee shall retain their recall rights for three (3) years, or the length of their seniority, whichever is less.

ARTICLE FOURTEEN OVERTIME

- A. Any employee working in excess of forty (40) hours per week, shall be paid at the rate of time and one-half (1-1/2) the regular rate of pay for such excess time.
- B. Hours worked on Sundays and legal holidays shall be paid double (2X) the hourly rate of pay.
- C. No overtime shall be allowed unless given approval by the Supervisor or Principal of that building.
- D. For Division IV, district trips, see salary schedule. Item (A) above does not apply until an employee has met one of the following conditions:
 1. The driver has actually worked in excess of 40 regular driving hours in one week (regular driving hours exclude extra/field trip hours).
 2. If the driver has not worked in excess of 40 regular driving hours in one week (regular driving hours exclude extra/field trip hours), the driver shall be paid at the extra trip rate for hours in excess of their regular driving hours, until the driver has driven for 40 hours in that week.
For purposes of illustration the following examples are cited:

- a. The driver drives for 40 regular hours. In this case, the driver will be paid at 1.5 times the extra trip rate for all extra trip hours in that week.
 - b. The driver drives for 35 regular hours. In this case, the driver shall be paid the extra trip rate for up to 5 hours, after which all extra trip hours shall be paid at 1.5 times the extra trip rate.
- E. Employees who are called and returned to work on other than their regular shift will be called in order of their building seniority and will be paid not less than two (2) hours at the appropriate premium rate called for in this Article.
- F. There will be no call out time for bus drivers on the two (2) allotted snow days.
- G. The trip board is intended for regular nine (9) month permanent bus drivers to enhance their wages. Mechanics are allowed to take trips only when no one else is available, and it doesn't interfere with their regular hours.

**ARTICLE FIFTEEN
HOLIDAYS**

Regular employees, shall be paid at their regular rate for the following days according to their division.

- A. When employees are assigned to attend a conference, seminar or workshop, they will be paid as if worked a regular, full day. The employer will pay registration fees, travel costs, lodging, and meal expenses if necessary.
- B. Division I, II, III and IV: One (1) day set aside by the school calendar for the opening of deer season, if it falls on a weekday, will be a paid holiday.
- C. Division I and Full Year Employees of Division III and IV: Fourth of July, Labor Day, Thanksgiving Day and the day following, Good Friday, Memorial Day, the work day preceding Christmas Day, Christmas Day, the work day preceding New Year's Day, New Year's Day, or days celebrated therefore.
- D. Division II and School-Year Employees of Division III and Division IV: Labor Day, Thanksgiving Day, and the day following, Good Friday, Memorial Day, or days celebrated therefore.

- E. Paid “floating holidays” shall be granted as follows:
 School year (9 month) employees will be granted 2 floating holidays.
 School year (exceeding 9 months 11 days) employees – 3 floating holidays
 Full year employees – 3 floating holidays

Floating holidays may be taken with advance notice to his/her supervisor to attain approval. Employee will make efforts to ensure time off is taken when his/her absence is least disruptive to the operation of the District. Employees may use floating holidays on days during which school is not in session. Floating holidays shall not be carried over to the next year, and if not used, shall be paid out at 100% of the employee’s regular rate of pay.

One additional floating holiday will be granted to the food service employees (cook, cook helper, and stock and delivery positions) who work eighty-five percent (85%) of the total amount of hours of the summer feeding program.

**ARTICLE SIXTEEN
 VACATIONS**

Employees shall be entitled to vacation at their regular rate of pay and shall receive payment for each week of vacation in an amount equal to their earnings received for a regular week of work.

Full Year Employees - Division I, III, & Division IV – Mechanic I

- One thru ten years.....13 days
- Eleven thru twenty years.....18 days
- Over twenty years.....23 days

Nine (9) and Ten (10) month employees hired prior to July 1, 2012 will retain the vacation days per year they had as of June 30, 2012.

Nine (9) and Ten (10) month employees hired on or after July 1, 2012 will not earn vacation time.

Commencing on June 30th, 2013 of each year and then accordingly each June 30, the normal maximum carryover will be five (5) days. Additional time may be granted with permission from the immediate supervisor.

Vacation time may not be taken during the two (2) weeks prior to the beginning of school and first (1st) week of school for students. Extenuating circumstances will be considered on a case-by-case basis by the immediate supervisor.

Schedules shall be established by the Employer and shall take into consideration the requests of the employees. Vacation days can be taken consecutively.

ARTICLE SEVENTEEN
SICK LEAVE

- A. Full year employees shall be granted twelve (12) days for sick leave each year such days to accumulate to one hundred ten (110) days. Sick leave allotments shall be calculated based on time worked.
- B. School year employees shall be granted nine days (9) days for sick leave each year, such days to accumulate to eighty-two (82-1/2) days. Sick leave allotments shall be calculated based on time worked.
- C. Employees who work more than 9 months and 11 days shall be granted ten (10) days for sick leave each year, such days to accumulate to ninety one and one half (91-1/2) days. Sick leave allotments shall be calculated based on time worked.
- D. The Employer may require a doctor's certificate covering any illness.
- E. In the case of an extended illness or disability of an employee extending beyond accumulated sick leave, the employee shall be granted a six (6) month sick leave without pay beyond the accumulated sick leave period, with an additional six (6) month period of sick leave without pay to be granted if the employee presents a doctor's certificate indicating the employee should be able to return to work within the six (6) month period. Additional six (6) month periods up to two (2) years will be granted with Board approval. Employees must use all accrued sick, personal, compensatory, and vacation time prior to being granted sick leave without pay.
- F. The use of sick time will not be permitted for second jobs.
- G. The employee is to personally notify the supervisor, if so employed, of his/her inability to work because of illness, death or urgent personal business. Notification as early as possible is desirable so that a substitute can be obtained.

FMLA

Employees eligible for the FMLA will be required to utilize paid sick and personal leave during their FMLA leave time. Any time remaining after exhaustion of paid sick and personal leave time, shall be unpaid time for up to twelve (12) weeks under FMLA. FMLA will not be used to expand an employee's contractual rights and benefits which meet or exceed the basic requirements of the FMLA.

An employee on his/her own volition, who fails to return to work after FMLA, shall reimburse the employer paid insurance premiums.

Employees may retain five (5) sick and/or personal leave days as they utilize FMLA benefits.

ARTICLE EIGHTEEN ABSENCE & PERSONAL LEAVE

Employees shall be allowed to absent themselves, with pay, for the following reasons:

- A. Use of sick leave for personal illness or death will be granted for husband, wife, children, parents, grandparents, grandchildren, or live-in relatives. In addition, sick leave up to 10 days will be allowed for illness or death of the following relative: son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, step-mother and step-father and step-children. Extenuating circumstances will be considered on a case by case basis.
- B. In addition to the prescribed sick leave, each employee shall be allowed an additional two days per year for personal business with advance notice to his/her supervisor to attain prior approval. Employees may use personal business days on days during which school is not in session.

In the event of any anticipated absence, employee shall notify his/her supervisor. A brief reason for absence must be given for all personal leave day requests. Such personal business leave shall not be accumulative, and are subject to approval by the supervisor.

Such personal business leave must be applied for on forms to be approved by the immediate supervisor. In the event of an emergency, notify your Supervisor.

- C. When required by legal authority to appear in a court of law regarding a school-related matter (other than personal) the employee must notify his/her supervisor in order to be eligible to be paid for that day. When on jury duty the Employer shall pay the difference between juror's pay and regular rate of employee. Such days shall not be deductible from sick leave accumulations.
- D. “Act of God” Days. On a declared “Act of God” day which exceeds three (3) days, all twelve (12) month employees shall have the option of (1) working their regular hours with pay and receiving compensatory time; (2) taking the day off without pay; or (3) not working and utilizing a personal business day or vacation day. Division I employees shall continue to be allowed to work hours other than their normal shift as per current practice.

Compensatory time earned under this Section must be taken in the fiscal year earned.

- E. Personal Leave Time Without Pay (Dock Time) – Upon the exhaustion of other leave time (sick leave, vacation, personal business) an employee may request personal leave without pay (dock time). Employee requests for leave time without pay, “dock days” shall be at the sole discretion of the superintendent, and if granted, shall not set a precedent.

Unused personal leave days will be paid at the rate of one-half of normal daily rate, not to exceed fifty dollars (\$50.00) per day, for days unused at June 30.

ARTICLE NINETEEN RETIREMENT

The Union and the Employer agree that the guidelines set forth by the Michigan Public School Employee Retirement System will govern all retirement.

The Employer will continue to pay their share of the cost of the retirement benefit to the Michigan Public School Employees Retirement System.

ARTICLE TWENTY TERMINAL LEAVE PAYMENTS

A terminal leave payment of seventy-five percent (75%) of the accumulated portion of sick leave based on the regular rate of pay of the employee will be paid upon termination under the following condition.

The employee must have been employed for twenty (20) years in the school district OR have attained the age of sixty (60) beginning with the current school year OR qualify for the 80 option. (Age + years employed by the Escanaba Area School District = 80) In either case, the heirs of the employee will be paid in the event of the death of the employee. Terminal leave payments will not be made to any employee discharged for cause.

Employees planning to terminate their service must give written notification of such plans to the business office by March 1st of the year PREVIOUS to termination in order to receive seventy-five percent (75%) of their accumulated sick leave. In the event notice is not given by March 1st, the employee will receive such remuneration within the next twelve (12) month period following his or her termination.

Terminal leave benefits do not apply to any employee hired after November 11, 1999.

ARTICLE TWENTY-ONE DISABILITY

An employee 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 employee receives from Worker's Compensation and sick leave does not exceed the amount of gross income the employee would have received for his/her regular salary amount according to his/her placement on the salary schedule at the time of the injury. The obligation of the Employer is only for the proportional amount necessary to supplement the maximum benefit provided to the employee from Worker's Compensation until the employee's accumulated sick leave is exhausted or the employee is able to return to work, whichever happens first. When sick leave is exhausted, fringe benefits will also cease and become the responsibility of the employee. Any job related injury must be reported immediately to the Business Office on forms available from the immediate supervisor and/or the office of the principal.

ARTICLE TWENTY-TWO HOURS

- A. It is hereby recognized that an eight (8) hour day, exclusive of a thirty (30) minute unpaid lunch break, five (5) days, forty (40) hours, Monday through Friday, shall constitute a work week. Mechanics may, with approval of the supervisor, work four (4) ten (10) hour days, exclusive of a thirty (30) minute unpaid lunch break,

during the summer. Second (2nd) shift Custodians shall receive a twenty (20) minute paid break as a shift differential for working said shift.

- B. Division III - The work period for Secretaries will be seven and one-half (7-1/2) hours per day, exclusive of a thirty (30) minute unpaid lunch break, thirty-seven and one-half (37-1/2) hours per week, five (5) days per week, Monday through Friday.
- C. Work hours are to be specified in posting of jobs, and should not be split shift unless specified in posting as such.

**ARTICLE TWENTY-THREE
MILEAGE REIMBURSEMENT**

Any school employee using his or her car for school purposes, when authorized by supervisor and/or administrator, shall be remunerated at the prevailing IRS rate.

**ARTICLE TWENTY-FOUR
HEALTH**

- A. The Employer may at any time require a medical examination (Yearly for all Drivers and Cooks) if such appears advisable. Such examination is to be made by a physician, designated and paid for by the Employer. Due to the safety-sensitive nature of the job, Division IV employees may be required to obtain a physician's statement that authorizes a return to work following any illness-related absence longer than three (3) consecutive days.
- B. The cost of Hepatitis B vaccination, if required, shall be paid by the Employer unless covered by insurance.
- C. Members will be notified, where appropriate and consistent with state or federal law, of a student's serious communicable disease. The district shall provide in-service training where appropriate to employees who must come into contact with students having such communicable diseases.
- D. Division II (Cooks, Cook Helper, Stock & Delivery) will maintain certifications / training as required by state and federal laws.

**ARTICLE TWENTY-FIVE
WAGES**

2019-2020, steps and \$0.05 raise, all classifications and steps

2020-2021, steps and \$0.05 raise, all classifications and steps

2021-2022, steps and \$0.10 raise, all classifications and steps

Division I-Custodial/Maintenance 2019-2020

Hired before 7/1/2012

Step	Custodian I	Custodian II	Custodian III	Maintenance	Maintenance Helper
1	\$13.59	\$14.14	\$14.32	\$15.57	\$14.95
2	\$13.94	\$14.50	\$14.72	\$15.92	\$15.32
3-4	\$14.50	\$15.26	\$15.73	\$17.21	\$16.47
5-7	\$14.78	\$15.56	\$16.04	\$17.55	\$16.80
8-11	\$14.92	\$15.71	\$16.19	\$17.71	\$16.95
12-16	\$15.06	\$15.85	\$16.34	\$17.88	\$17.11
17-21	\$15.21	\$16.00	\$16.50	\$18.05	\$17.28
22-26	\$15.35	\$16.15	\$16.65	\$18.22	\$17.44
27+	\$15.49	\$16.30	\$16.80	\$18.39	\$17.60

Hired After 7/1/2012

Step	Custodian I	Custodian II	Custodian III	Maintenance	Maintenance Helper
1	\$11.61	\$12.11	\$12.61	\$14.05	\$13.33
2	\$12.17	\$12.67	\$13.17	\$14.73	\$13.95
3	\$12.76	\$13.26	\$13.76	\$15.45	\$14.61
4	\$13.38	\$13.88	\$14.38	\$16.20	\$15.29
5	\$13.77	\$14.27	\$14.77	\$16.99	\$15.88
6-7	\$14.17	\$14.67	\$15.17	\$17.55	\$16.36
8-11	\$14.58	\$15.08	\$15.58	\$17.71	\$16.65
12-16	\$15.06	\$15.56	\$16.06	\$17.88	\$16.97
17-21	\$15.21	\$15.71	\$16.21	\$18.05	\$17.13
22-26	\$15.35	\$15.85	\$16.35	\$18.22	\$17.29
27+	\$15.49	\$15.99	\$16.49	\$18.39	\$17.44

Division II-Cook Helper/Cook/Stock & Delivery 2019-2020

Hired before 7/1/2012

Step	Cook Helper	Cook	Stock and Delivery
1	\$11.55	\$12.40	\$15.36
2	\$11.91	\$12.82	\$15.76
3-4	\$12.27	\$13.22	\$16.58
5-7	\$12.51	\$13.48	\$16.90
8-11	\$12.63	\$13.60	\$17.07
12-16	\$12.74	\$13.73	\$17.23
17-21	\$12.86	\$13.86	\$17.39
22-26	\$12.98	\$13.99	\$17.55
27+	\$13.10	\$14.12	\$17.71

Hired After 7/1/2012

Step	Cook Helper	Cook	Stock and Delivery
1	\$10.43	\$11.20	\$14.15
2	\$10.73	\$11.52	\$14.56
3	\$11.04	\$11.86	\$14.99
4	\$11.36	\$12.20	\$15.42
5	\$11.69	\$12.56	\$15.88
6-7	\$12.03	\$12.92	\$16.34
8-11	\$12.38	\$13.30	\$16.82
12-16	\$12.74	\$13.73	\$17.23
17-21	\$12.86	\$13.86	\$17.39
22-26	\$12.98	\$13.99	\$17.55
27+	\$13.10	\$14.12	\$17.71

Division III-Clerk/Secretary/Administrative Secretary 2019-2020

Hired before 7/1/2012

Step	Clerk	Secretary	Business Office Coordinator
1	\$14.64	\$14.69	\$14.94
2	\$14.83	\$15.10	\$15.68

3-4	\$15.29	\$15.73	\$16.32
5-7	\$15.59	\$16.04	\$16.64
8-11	\$15.74	\$16.19	\$16.80
12-16	\$15.89	\$16.34	\$16.96
17-21	\$16.03	\$16.50	\$17.12
22-26	\$16.18	\$16.65	\$17.28
27+	\$16.33	\$16.80	\$17.43

Hired After 7/1/2012

Step	Clerk	Secretary	Business Office Coordinator
1	\$12.51	\$12.56	\$12.76
2	\$12.87	\$13.04	\$13.39
3	\$13.24	\$13.67	\$14.03
4	\$13.63	\$14.34	\$14.71
5	\$14.29	\$15.03	\$15.42
6-7	\$14.98	\$15.76	\$16.17
8-11	\$15.72	\$16.07	\$16.48
12-16	\$15.89	\$16.34	\$16.96
17-21	\$16.03	\$16.50	\$17.12
22-26	\$16.18	\$16.65	\$17.28
27+	\$16.33	\$16.80	\$17.43

Division IV-Bus Driver and Mechanic 2019-2020

Hired before 7/1/2012

Step	Bus Driver	Mechanic
1	\$17.19	\$16.05
2	\$17.19	\$16.41
3-4	\$17.19	\$17.75
5-7	\$17.53	\$18.10
8-11	\$17.69	\$18.27
12-16	\$17.86	\$18.44
17-21	\$18.03	\$18.62
22-26	\$18.20	\$18.79
27+	\$18.37	\$18.96

Hired After 7/1/2012

Step	Bus Driver	Mechanic
1	\$14.67	\$15.40
2	\$15.09	\$15.83
3	\$15.38	\$16.22
4	\$15.69	\$16.98
5	\$15.99	\$17.75
6-7	\$16.78	\$18.10
8-11	\$17.19	\$18.27
12-16	\$17.86	\$18.44
17-21	\$18.03	\$18.62
22-26	\$18.20	\$18.79
27+	\$18.37	\$18.96

TRIPS OTHER THAN REGULARLY SCHEDULED RUNS:

Salary shall be at an hourly rate of pay for all drivers, such rate being \$15.45 per hour beginning July 1, 2009 plus one-half hour for cleaning and gassing, and one additional hour if trailer is used.

**ARTICLE TWENTY-SIX
INSURANCE PROTECTION**

To be eligible for insurance, the employee must work a minimum of 30 hours per week. The employee will select and the Board will provide one of four options:

Option 1: MESSA(s) Choices with a \$500/\$1000 In-Network / \$1000/\$2000 Out-of-Network deductible, with a Co-Payment option of \$20 Office Visit/\$25 Urgent Care/\$50 Emergency Room; and with a Saver RX for prescription drugs for the contract period for the employee's entire family; provided, however, that the employee shall pay any and all deductibles required in such insurance plan or coverage. This insurance will be at the PAK rate. When appropriate, Medicare premiums will be paid on behalf of eligible spouses or their dependents. The employee will have the option of the Board prefunding all or part of the deductible amount into a Flexible Spending Account (FSA) pre-tax.

Option 2: MESSA(s) ABC Plan 1 with a \$1300/\$2600 deductible (\$1350/\$2700 beginning January 01, 2018) with an ABC RX for prescription drugs for the contract period for the employee's entire family; provided that the employee shall pay any and all deductibles required in such insurance plan or coverage. This insurance will

be at the PAK rate. The employee will have the option of the Board prefunding all or part of the deductible amount in a Health Savings Account (HAS) pre-tax.

Option 3: MESSA(s) Choices with a \$1000/\$2000 In-Network / \$2000/\$4000 Out-of-Network deductible, 20% Coinsurance, with a Co-Payment option of \$20 Office Visit/\$25 Urgent Care/\$50 Emergency Room; and with a Saver RX mail for prescription drugs for the contract period for the employee's entire family; provided, however, that the employee shall pay any and all deductibles required in such insurance plan or coverage. This insurance will be at the PAK rate. When appropriate, Medicare premiums will be paid on behalf of eligible spouses or their dependents. The employee will have the option of the Board prefunding all or part of the deductible amount into a Flexible Spending Account (FSA) pre-tax.

Option 4: MESSA(s) ABC Plan 2 with a \$2000/\$4000 deductible; 20% Coinsurance with an ABC RX for prescription drugs for the contract period for the employee's entire family; provided that the employee shall pay any and all deductibles required in such insurance plan or coverage. This insurance will be at the PAK rate. The employee will have the option of the Board prefunding all or part of the deductible amount in a Health Savings Account (HSA) pre-tax.

The parties agree that new MESSA plans and premiums will be reviewed as soon as possible after being published for possible inclusion as plan options. Plan options will be limited to four (4).

For employees opting to switch plans, this change shall be selected during "Open Enrollment" in the fall and the employee will continue under their current plan until the start of the calendar year (January 1st). It is understood that members utilizing the ABC Plan will use a Health Savings Account (HSA) rather than a Flexible Spending Account (FSA) as per I.R.S. regulations.

Employees terminating their employment before December 31st will reimburse the District the unpaid portion of prepaid funding towards the employee's Health Savings Account (HSA).

Employees who choose to take health care coverage shall contribute 20% towards the payment of the medical insurance costs (health) under a qualified 125 Plan of the Internal Revenue Code. The Board reserves the right to implement a * "statutory insurance cap" with regard to health insurance; or to vote to pay no more than 80% of medical benefit plans, as per Michigan P.A. 152 of 2011.

*Should the Board implement the “statutory insurance cap” the Board will use the tiered caps as determined by the State Treasurer for the medical benefit plan coverage year as defined in P.A. 152 of 2011.

The Board will provide dental services provided by MESSA/Delta Dental, with orthodontic rider (0-7), calling for payment up to 80% of dental charges. The Board shall pay 80% of the premium, with the employee paying 20% of the premium.

The Board will provide continuous coverage for MESSA Vision Care Plan 3 each school year. The Board shall pay 80% of the premium, with the employee paying 20% of the premium.

Employee contributions shall be subject to the District Section 125 plan.

Life Insurance. The Board shall provide a \$65,000 Life Insurance Policy for each Teamsters member. (Provided by MESSA with AD&D Rider.) Any bargaining unit member retiring after July 1, 1990, will be entitled to the same life insurance benefits, paid by the Board, as the employees covered under this Agreement. Retirees after July 1, 1990, are entitled to the same coverage up to the age of seventy (70) paid by the Board. Employees hired after July 1, 2009, shall not be entitled to retiree life insurance.

**ARTICLE TWENTY-SEVEN
ANNUITY**

A. Any bargaining unit member who qualifies for medical benefits (those working 30 hours or more) and wish to utilize a tax deferred plan or receive cash-in-lieu of benefits shall be paid as follows:

	Opt for no health	Two-party	Single
Full year	\$400 per month	\$25 per month	\$160 per month
School year	\$300 per month	N/A	\$85 per month

Bargaining unit members who work 20-29 hours per week get a benefit stipend of \$175 per month x 9 months per year for a total of \$1575. This benefit stipend would not be extended to any newly hired employees after July 1, 2012.

B. Hold Harmless Clause with Respect to Annuity Options: If any additional tax liability is imposed as a result of the Board making an annuity option available, the individual employee shall be responsible for his or her additional taxes plus

any interest or penalties due; and, the employer shall be responsible for its share of the taxes due plus any interest or penalties due. The employer contribution shall be submitted by separate check paid directly to the annuity company on forms provided by the annuity company, as directed in written form by the employee. In the event of an individual employee's failure or refusal to make any payments as required above, the Board shall be held harmless and indemnified with respect to any additional taxes due plus interest and penalties, if any, arising from such employee's nonpayment. Such representation of the Board shall be undertaken by legal counsel reasonably acceptable to the Board.

**ARTICLE TWENTY-EIGHT
RULES, CONDUCT AND POLICY**

A. DIVISION I - Custodians and Maintenance

1. For nonprofit functions such as PTO, Scouts, 4-H, etc., a minimum of five dollars (\$5.00) shall be paid the employee to open and close the building only. If cleaning is required after the meeting, the employee shall be paid at the rate of time and one-half (1-1/2) of his or her regular rate, unless the time is already part of the employee's regular shift.
2. For all activities other than those included in Item #1, the overtime rate shall apply. This also applies to other school systems using our facilities such as the renting of the football field.
3. Coveralls to be furnished to employees classified as Mechanics, and Division I Maintenance classification. Rubber overshoes and coveralls shall be furnished to Division I employees engaged in roofing.
4. Custodians who set up/take down election equipment shall be compensated twenty-five dollars (\$25.00) for all elections.
5. In the event of outside use of the schools, and a custodian or maintenance employee is required to be present, the Employer agrees to offer overtime by seniority to in-school bargaining unit employees first.
6. The Employer will provide \$15,000 insurance on employee's tools that are required to be used during the performance of job-related work.

B. DIVISION II - Cooks

1. Cooks who work the "pasty day" fund raiser shall be compensated at one and one-half (1-1/2) times their normal rate for hours worked during the fund raising day.
2. In the event of outside use of the schools' kitchens, and a cook or cook's helper is required to be present, the Employer agrees to offer overtime by seniority to in-school bargaining unit employees first.

C. DIVISION IV - Drivers, Mechanic

1. Since the Board must pay the substitute driver, the regular driver foregoes his pay for that portion of his regular run he will miss, when he takes a district trip. In the event a district trip is cancelled with insufficient notice to allow the regular driver to perform his/her run, then the driver will receive the pay for his regular run.
2. Additional Compensation: An allowance of three quarter (3/4) hour per day in addition to the regular driving time shall be made for the purpose of servicing and cleaning the bus, checking gas, oil and tires, mechanical failure, hazardous road conditions, delivery and return of the bus from service trips and daily records.
3. Employment: The candidate must know how to control children. The position is to be given to the individual with the best qualifications as to recommendations and physical fitness. He must present a certificate of health, be at least 18 years of age, and a holder of a valid Class B Michigan Commercial Driver's License with passenger and air brake and school bus endorsements. The CDL is to be obtained and kept current by the driver. Renewal licenses are to be paid for by the Board of Education.

If the employee loses their CDL endorsement, they must immediately notify the Employer. Such employee will be suspended from work without pay. The Employer retains the right to assign the employee to any vacant, non-driving work assignment for thirty (30) days.

Employees will have up to thirty (30) days to have their CDL reinstated, and, if the employee meets all other conditions and requirements for employment as a bus driver, they will be allowed back to work in their formerly held position.

4. **Use/Pay Out of Vacation:** Vacation days can be utilized in 1/3 increments over the school year or may be paid out in one lump sum at the end of the school year.
5. **Absence:** The regular driver is to personally notify the bus supervisor, if so employed, or his/her inability to drive because of illness, death or urgent personal business. Notification as early as possible is desirable so that a substitute driver can be obtained. The obtaining of the substitute shall be the responsibility of the bus supervisor.
6. **Bus Assignment:** The assignment of busses to their respective routes will be the responsibility of the bus supervisor, if so employed. New busses will be assigned to routes where most needed. The driver already assigned to that route receiving the new bus will be the driver of the new bus, regardless of seniority. No changes of drivers from one route to another route because they desire a new or better bus is to be allowed.
7. **Safety Glasses:** The board agrees to provide mechanics and maintenance employees working in areas or classifications requiring eye protection, with safety glasses. Employees requiring prescription glasses shall pay for their own examination.
8. **Routes:** Daily routes are to be established by the bus supervisor, if so employed, and approved by the Board of Education. Each driver will be so routed as to provide as close to a four (4) hour minimum daily schedule as is practical.
9. **Reduction in Hours:** (Means an employee has had his\her hours reduced). In the event of a reduction in the work hours, an employee may claim seniority over other employees for the purpose of maintaining his or her normal work schedule, provided he/she has greater seniority.

The District must initiate the reduction in the employee's work hours before that employee can bump onto another bus route; and, then only the driver affected by the reduction may initiate the bumping procedure.

Since all runs are increased in fifteen (15) minutes increments, any gains of a particular run of more than fifteen (15) minutes in a year, or from year to year, will be re-bid when that run gains over the fifteen (15) minute minimum.

The District and the Union acknowledge that, due to various reasons, students will be added and removed from all bus routes throughout the school year. These changes will cause the driving time to vary and fluctuate to a certain degree during the year. It is the joint decision that fluctuations under fifteen (15) minutes will not necessarily be cause for the district to reduce the employee's hours and start the bidding or bumping process.

The employee and the District must first attempt to restore the lost hours through the bidding some other extra bus run. This process will occur before the employee attempts to restore lost hours by bumping onto another bus route. It will be the District's decision, not the driver's, where additional "extra runs" (Voc-Ed., ISD, etc.) are placed on the driver's route.

10. Field Trips: A field trip shall be considered as any trip taken within the school district during school time (9:00 A.M. to 3:30 P.M) on any given school day including trips to Fayette State Park and Wells State Park. DATA transportation may be used when the trip is paid for by other than district funds.

Whenever possible, field trips will be posted for drivers to preview. Interested drivers will indicate their desire to perform the field trip by signing on the posting.

When feasible, the driver will be selected by seniority and the number of previously taken field trips, in an effort to equalize the extra driving opportunities. The availability of the driver and the location of the school involved may need to be considered when drivers are selected. In any case, the field trip will be recorded on a chart specifically used to track the number of field trips a driver has taken providing a means to equalize the number of field trips taken by each driver.

11. Extra Trips: For all outside-district trips, the driver will be selected in rotation by seniority by the bus supervisor from a list compiled of those drivers who are willing to make trips at all times. The selection of equipment for extra trips shall be the responsibility of the bus supervisor and only the best equipment available shall be used. Specific policies will be set up by the athletic director and building administrators pertaining to what is expected of students and chaperones regarding behavior, seating, etc.

For trips that exceed one hundred fifty (150) miles, one-way, and taken Monday through Thursday, or in the case where equipment/instruments need to also be transported, exceeding the space available on the bus, and the bus pulling the trailer is not an option, the district reserves the right to use non-district transportation. For trips to events where fewer than sixteen (16) students are participating, the district reserves the right to use non-school vehicle(s) or have the coach drive the school vehicle.

12. Free Trips: Free trips will be recorded on a chart specifically used to track the number of free trips a driver has taken providing a means to equalize the number of free trips taken by each driver. Drivers will be selected for free trips based on the number of free trips already taken, with priority given to the driver with the least number of trips. In the event of a tie, the trip will be given to the driver with the higher seniority. In the event that drivers have worked for less than the current school year in their position, free trips will be awarded on the recording chart based on a prorated formula (total number of free trips divided by drivers on the free trip list).

13. When a driver with at Voc-Education run is off for the day or part of the day, the Employer agrees to let a regular driver that doesn't have a full eight (8) hours to fill in time with the absent drivers Voc-Education run in order to get as close to a forty (40) hour week without going over forty (40) hours in a week. Drivers with under forty (40) hours per week would be assigned to replace an absent driver's Voc-Education run by seniority provided it doesn't interfere with his/her own run.

14. Mechanic's Shirts: The district shall provide one uniform for the Mechanic I and II employees for every weekday.

15. Employer agrees to codify all Division IV bus rules.

**ARTICLE TWENTY-NINE
MISCELLANEOUS**

A. Special Conferences

The Employer and representative(s) of the Union shall meet as may be required upon the request of either party. The moving party shall submit an agenda for the issue(s) to be discussed.

B. Educational Incentives

The Employer shall pay seventy-five percent (75%) of tuition costs for job related college courses approved by the Superintendent.

C. Attendance at Conferences

If the employee requests to attend a conference, seminar or workshop, the Employer may grant such time off without pay and/or if approved, the employee may use vacation time and/or paid personal time.

**ARTICLE THIRTY
AMENDMENTS**

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.

**ARTICLE THIRTY-ONE
SEVERABILITY**

If any provisions of this Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provision or application shall be deemed null and void and the parties shall enter into negotiations with respect to the impact of such change(s). All other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this agreement and govern the relationship of the parties hereunder.

**ARTICLE THIRTY-TWO
EMERGENCY FINANCIAL MANAGER**

Pursuant to P.A. 4 of 2011, the Board and Union shall follow the state guidelines regarding the appointment of an emergency financial manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining agreement as provided in Public Act 4 of 2011.

**ARTICLE THIRTY-THREE
TERMINATION**

This Agreement shall be in effect July 01, 2019, unless otherwise stated in this Agreement and shall remain in effect until June 30, 2022, inclusive and from year to year thereafter.

If either party shall desire to change, modify or terminate this Agreement, it shall give written notice of such desire to the other party at least sixty (60) days prior to the expiration date.

The giving of notice in Article One, item (b) shall constitute an obligation upon both parties to negotiate in good faith all question at issue with the intent of reaching an agreement prior to the anniversary date.


SIGNATORIES

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed this 1st day of July, 2019 at Escanaba, Michigan.

Board of Education
Escanaba Area Public School District



Dan Flynn, Board President



Dr. Coby W. Fletcher, Superintendent

General Teamsters Local Union No. 406



Anthony LaPlant, Business Representative



Ellis P. Wood, Secretary-Treasurer
Principal Officer