

# AGREEMENT

Between

IONIA PUBLIC SCHOOLS'  
BOARD OF EDUCATION

and

IESPA-MEA/NEA

2008-2009

and

2009-2010

and

2010 - 2011

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## ARTICLE 1

### AGREEMENT

This Agreement is made and entered into by and between the Board of Education of the Ionia Public Schools, hereinafter called the "Board" and the Michigan Education Association, hereinafter called the "Union". In accordance with its constitution, MEA does hereby authorize the Ionia Educational Support Personnel Association as its local agent.

## ARTICLE 2

### RECOGNITION

The Board hereby recognizes the Union as the sole and exclusive bargaining representative, as defined in Public Act 379, 1965, for all full-time and regular part-time paraeducators, secretarial/clerical employees, mechanic and assistant mechanic, but excluding: bus drivers, transportation secretary, substitutes, supervisory, administrative personnel, the secretary to the Superintendent, head bookkeeper, head payroll clerk, Assistant Payroll Secretary, Business Manager, Assistant Payroll Clerk, Secretary to the Assistant Superintendent and Special Education Director, Assistant Bookkeeper, Food Service Bookkeeper, Community Representatives and other positions within the Central Administration Offices which are secretarial/clerical and financial in nature, Director of Transportation, and all other employees. The term employee when used hereinafter in the Agreement shall refer to all employees represented by the Union in the bargaining or negotiating unit as above defined and references to female employees shall include male employees.

Substitute employees are those who are used to replace an absent employee on leave of absence (paid or unpaid), vacation, or during periods in which vacancies (up to 60 calendar days) are being filled.

## ARTICLE 3

### AUTHORITY OF BOARD

The Board, on its own behalf and on behalf of the electors of the school District, hereby retains and reserves unto itself, subject to the collective bargaining rights of its employees with respect to wages, hours and other terms and conditions of employment as expressed in Act 379 of the Michigan Public Acts of 1965, and to the limitations described in the specific and express terms of this Collective Bargaining Agreement, 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, the right:

- (a) To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees while they are on duty;
- (b) To hire all employees, and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their discipline, demotion or discharge, and to promote and transfer all such employees;
- (c) To make such reasonable rules and regulations, not in conflict with this Agreement, as it may

from time to time deem best for the purpose of maintaining order, safety, and/or effective operation of the District's properties and facilities, and after advance notice hereof to the Union and the employees, to require compliance therewith;

- (d) To determine the number and location of specific work assignments, the equipment and procedures to be used, the schedule of duties for each work assignment, and to determine the starting and quitting time and the number of hours to be worked on each shift.

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

#### ARTICLE 4

#### EMPLOYEE RIGHTS

##### A. Non-Discrimination

1. The Board agrees that every employee shall have the right freely to organize, join, and support the Union for the purpose of engaging in collective bargaining. The Board agrees that it will not directly, or indirectly, discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the laws of Michigan, or the Constitutions of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of her membership in the Union; her participation in any activities of the Union or collective negotiations with the Board, her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.
2. Nothing contained within this Agreement shall be construed to deny or restrict to any employee rights she may have under the Michigan General School Laws or the applicable laws and regulations.
3. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, political activities, color, national origin, age, sex, or marital status.

##### B. Discipline

1. No seniored employee shall be disciplined without just cause. Any such discipline shall be subject to the grievance procedure. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing.
2. An employee shall be entitled to have present a representative of the Union during any

meeting which 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. Such representation must be made within five (5) work days of the request. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised by the Board of the right to representation under this provision of the Agreement.

C. Files and Records

1. An employee will have the right to review the contents of her personnel records excluding initial references, of the district pertaining to the employee originating after initial employment and to have a representative of the Union accompany her in such review.
2. No material, including but not limited to, student, parental, or school personnel complaints originating after initial employment will be placed in an employee's personnel file unless the employee has had an opportunity to review the material. Complaints against the employee shall be put in writing with names of the complainants, administrative action taken, and remedy clearly stated. The employee may submit a written notation regarding any material, including complaints, and the same shall be attached to the materials in question. Any employee's signature on materials indicates awareness of and not necessarily agreement with the material.

ARTICLE 5

UNION RIGHTS

The Union shall have, in addition to other rights expressly set forth or provided by statutes, the following rights:

A. Special Conferences

Special conferences for important matters will be arranged between the Union President and the designated representative of the Board upon the request of either party. Such meetings shall be between at least two representatives of the Union and two representatives of the Board.

B. Bulletin Boards and School Mails

The Union shall be provided with bulletin boards, or sections thereof, for the purpose of posting Union materials. The Union shall also have the right to use the school mails to distribute Union material.

C. Use of Facilities and Equipment

The Union shall have the right to use school facilities for meetings and school equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment when such equipment is not otherwise in use. The Union shall pay for the cost of all materials and supplies incident to such use and shall be responsible for proper operation of all such equipment.

D. State and National Union Representatives

Duly authorized representatives of the state and national levels of the Union shall be permitted to transact official Union business on school property provided that this shall not interfere with nor interrupt normal school operations.

E. Union Representation

There shall be ten (10) stewards for the purpose of employee representation. There shall be one steward per building and one (1) from the bus garage. Stewards shall be regular employees of the bargaining unit. The Union shall furnish in writing, to the Board, the names of Stewards upon their election or appointment. Within reasonable time limits, stewards, during working hours, without loss of time or pay, may represent employees and investigate and present grievances to the Board. Should it become necessary for a Steward to leave her place of work in order to represent an employee or investigate a grievance, the steward shall notify her supervisor and give the name of the employee she is going to see. The Steward shall notify the supervisor upon her return to work.

F. Relevant Information

The Board agrees to furnish, in the form in which it is available in the records of the district, to the Union in response to reasonable written request from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations, as required by law and other information necessary to contract administration and collective bargaining. Costs of materials for duplication of such information and other reasonable costs shall be borne by the Union if documented and requested by the Superintendent.

G. The Employer shall provide, at no cost to the Union, up to a total of twenty (20) working days per year of released time to attend a function of the Union, such as conferences, training sessions, and conventions. No more than three (3) unit members at any one time may utilize such released time.

## ARTICLE 6

### AGENCY SHOP

- A. The payment of Union dues or service fees through payroll deduction is required as a condition of employment under this Agreement. The Board shall accordingly payroll deduct dues and service fees pursuant to the authority set forth in M.C.L.A. 408.477.
- B. The Union agrees to indemnify and save the Board, each individual Board Member, and all administrators harmless against any and all claims, demands, costs, suits, or other forms of liability, and all court or administrative agency costs that might arise out of, or by reason of action taken by the Board for the purpose of complying with Paragraph A. of this Article, provided that this compliance was demanded by the Union in writing, and that the Union provides the legal counsel.

## ARTICLE 7

## PAYROLL DEDUCTIONS

- A. Upon written authorization from the employee, the Board shall deduct from the wages/salary of the employee and make appropriate remittance for voluntary contributions to NEA-PAC, MEA-PAC, annuities (including MEA Financial Services) and variable options (including MESSA), credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Union and the Board.
- B. The authorized deduction of dues and service fees shall be made from a regular paycheck each month - September through June. The Board agrees to promptly remit to the Union all monies so deducted accompanied by an alphabetized list of employees from whom deductions have been made. In cases when a deduction is made that duplicates a payment that an employee has already made to the Union, or in any other situation where a refund is demanded by an Employee, said refunds are not the responsibility of the Board.
- C. The Union shall indemnify and save the district harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the employer or in reliance upon signed authorization cards or lists furnished to the employer by the Union for the purpose of payroll deduction of dues.

## ARTICLE 8

### GRIEVANCE PROCEDURE

- A. Definition: A claim or complaint by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the provisions of the agreement.
- B. General Conditions

A written grievance shall be filed on the form in Appendix C.

Any written grievance not filed in accordance with the requirements of this article shall be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

The term days as used in Article 8 (Grievance Procedure) shall be defined as days on which the district's Central Office is open and will specifically exclude the holidays set forth for 12 month bargaining unit employees Article II. Time limits provided in this Article shall be strictly observed but may be extended by mutual written agreement.

Grievances shall be signed by the grievant(s) or the local union President.

Grievances not within the power of the immediate supervisor to resolve may be entered at formal Level Two (2) of the procedure.

- C. Hearing Levels



### Level 1

When a cause for complaint occurs, the affected employee(s) shall request a meeting with her immediate supervisor within fifteen (15) days from the date of the alleged occurrence of the event upon which the complaint is based in an effort to resolve the complaint. The Union may be notified and a representative thereof present with the employee at such meeting. If the employee is not satisfied with the result(s) of the meeting, she may formalize the complaint in writing as provided hereunder. If a complaint is not resolved in the informal conference between the affected employee(s) and her immediate supervisor, the complaint may be formalized as a grievance. It shall be submitted, in writing to the Superintendent or his designee, within five (5) days of the meeting with the supervisor and the employee. A copy of the grievance shall be sent to the Union and the immediate supervisor.

### Level 2

Within seven (7) days after the grievance has been submitted to the Superintendent, the Superintendent or designee shall meet with the Union on the grievance. The Superintendent or designee, within five (5) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Union and the grievant(s).

### Level 3

If the grievance is not resolved to the Union's satisfaction the Union may file a demand to arbitrate with the American Arbitration Association within ten (10) days of the answer at Level 2 or the date the answer was due. No individual employee shall have the right to pursue a grievance to arbitration under this clause without the approval of the Union in writing. The arbitrator shall have no power to alter, add to or subtract from the terms of this agreement. The fees and expenses of the arbitrator shall be shared equally by the parties. The decision of the arbitrator shall be final and binding upon the parties.

Arrangements will be made for the release of Union witnesses without a loss of pay.

- D. For the purpose of assisting an employee or the Union in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the Board shall permit an employee and/or a Union representative access to and the right to inspect and acquire copies of her personnel file and any other files or records of the Board which pertain to the employee or any issue in the proceeding in question. Confidential letters of reference secured from sources outside the school system shall be excluded from inspection.

## ARTICLE 9

### EMPLOYEE PROTECTION

- A. Any case of assault by a student upon an employee, while on the Board's property or acting in the line of duty, shall be promptly reported to the Board. Should the Board determine that such a course is necessary, then legal counsel shall be provided to advise the individual of her rights and obligations with respect to such assault and shall promptly render reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- B. In case of an assault by a student on an employee acting in the line of duty, causing damage to the

employee's personal property, the Board shall make an equitable financial reimbursement for the repair or replacement of such property up to two hundred fifty dollars (\$250.00), unless such loss is covered by insurance or any other source.

## ARTICLE 10

### PAID LEAVE

#### A. General Conditions/Illness and Disability Leaves

1. Accumulated sick leave will be noted on the payroll check documentation.
2. Sick leave days will be earned at the rate of .05 times the number of hours paid biweekly. Unused sick leave shall accumulate to 190 days maximum.
3. Sick leave days may be utilized by an employee for the following:
  - (a) Personal Illness or Disability - The employee may use all or any portion of her leave to recover from her own illness or disability.
  - (b) Up to five (5) days per year may be used for illness in the immediate family. Immediate family is defined as spouse, children, parents, and in addition, others living in the household. In addition, the employee may choose to use his/her personal leave days as outlined in Section C of this Article.

Any employee who has used the above referenced five (5) days, the two (2) personal days under Article 10 (c) and any available vacation time under Article 12, may request the used of additional accumulated sick leave days. The request is to be directed to the Superintendent in writing and must include a brief statement explaining the basis for the request, a preliminary estimate on the number of days being requested and the dates involved. The additional days are intended to only apply to situations involving the immediate family members named above where critical care needs are involved. Critical care situations include by way of example, situations involving hospitalization, hospice care where the person is terminally ill or chronic illnesses. Each request will be evaluated on a case-by-case basis. The denial of additional days is not subject to the grievance procedure. The Superintendent will notify the Association president that a request was made and whether the request was approved or denied. The identity of the individual and the nature of the request will not be disclosed.

- (c) For medical appointments for the employee or the employee's immediate family (spouse, children, parents and in addition, others living in the household). In addition, the employee may choose to use his/her personal leave days as outlined in Section C of this Article.
4. Any employee who is absent due to an injury compensable under Michigan Worker's Compensation Law will be paid the difference between the benefits received under the

Michigan Worker's Compensation Law and her regular weekly straight time earnings. Such difference will be deducted from the employee's accumulated sick leave credits on a pro rata basis until the accumulated sick leave credit has been exhausted. Upon exhaustion of accumulated sick leave days, the employee shall receive only the amount provided by Worker's Compensation.

5. The Board reserves the right to require a physician's statement prior to an employee's return to work from sick leave for three (3) days or more or at other times when there is reasonable cause to suspect abuse.

#### B. Jury Duty

In the event an employee is summoned for jury duty or to serve as a witness in a judicial or administrative proceeding, a leave of absence shall be granted for that purpose, provided the employee presents the court order, subpoena, or summons (if one is issued) to the immediate supervisor as far as possible in advance. The employee shall be at work at all reasonable times when not serving in such capacity.

The regular pay of the employee shall be continued during such periods provided the employee signs over any checks received (excluding mileage.) The continuation of wages will not apply where the employee is serving as an adverse witness to the Board.

#### C. Personal Leave

Employees may be granted two (2) days per year, not to be deducted from accumulated sick leave for activities that cannot be done on weekends or after work. Except in emergency situations, requests for such leave shall be submitted to the Superintendent or his designee at least forty-eight (48) hours prior to use. Requests for such leave must be accompanied by a written statement explaining the reason for such leave request. It is expressly understood by way of illustration, that such days shall not be used for the following:

- (1) recreational pursuits
- (2) seeking other employment
- (3) to extend weekends, holidays or vacation periods.

Unused personal leave shall be added to the employee's sick leave accumulation at the end of the year.

#### D. Funeral/Bereavement Leave

1. An employee shall be allowed at her request up to five (5) work days per incident, with pay, as Funeral and Bereavement Leave for a death of spouse, son or daughter, brother or sister, brother-in-law or sister-in-law, parent or parents of spouse and grandchild. The time shall not be deducted from Sick Leave.
2. An employee shall be allowed, at her request, up to five (5) work days per year with pay as Funeral or Bereavement Leave deducted from Sick Leave, for a death of a member of the immediate family (definition of the immediate family: grandparents, or a dependent in the immediate family).
3. At her request an employee shall be allowed one (1) work day per year with pay as Funeral Leave to be deducted from her accumulated Sick Leave for a death of a relative

not defined in (1) or (2) above, or a close friend or Union member.

4. Unused funeral/bereavement leave shall not accumulate.
- E. Authorized paid leave time under Article 10 will be granted in increments of not less than fifteen (15) minutes.
- F. Any employee who has perfect attendance for the year will receive a stipend equal to a day's pay.  
Perfect attendance is defined as missing no scheduled work time on sick or personal leave days.  
Employees hired during the school year who are eligible will receive a prorated portion of the daily wage provided he/she was employed at least ninety (90) days during the fiscal year.

## ARTICLE II

### HOLIDAYS

- A. Paid holidays for bargaining unit employees shall be as follows:

1. Twelve month employees:

New Years Day  
Good Friday (if school is dismissed)  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas Day  
New Years Eve

2. School year employees:

New Years Day  
Good Friday (if school is dismissed)  
Memorial Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas Day  
New Years Eve

In the event Good Friday is scheduled as a day of instruction (in whole or in part), an alternate day will be established during spring break.

- B. Employees will be paid for said holidays at their current rate based on their regularly scheduled work day.

- C. Should a holiday fall on a Saturday, Friday shall be considered as the holiday. Should a holiday fall on a Sunday, Monday shall be considered as the holiday.
- D. Unless an absence is approved by the Superintendent or Director of Finance, an employee must work the day before and following paid holidays in order to be eligible for holiday pay.

## ARTICLE 12

### VACATIONS

- A. Twelve (12) month employees will earn credit toward vacation pay in accordance with the following schedule:
  - 1. Period of probationary employment - none
  - 2. An employee who has been with the Ionia Public Schools less than one (1) year shall be allowed five-sixths (5/6) of one (1) working day for each calendar month of employment prior to July 1 of the first fiscal year worked.
  - 3. After one (1) year of full-time equated employment - ten (10) days per year.
  - 4. After five (5) years of full-time equated employment - fifteen (15) days per year.
  - 5. After ten (10) years of full-time equated employment - twenty (20) days per year.
- B. For the purpose of computing vacation leave credits, all employees shall be considered as having a common anniversary date of June 30 of each year.
- C. Employees who have not worked a full twelve (12) months by June 30 of any year shall be granted a pro rata portion of vacation in accordance with the schedule in Section A above.
- D. Employees will be paid for said vacation days at their current rate based on their regularly scheduled work day.
- E. Requests for vacation days must be received at least ten (10) working days prior to the requested date of vacation. Vacations shall be scheduled by the Superintendent or his designee. Where more than one (1) request for vacation is received for the same time period, seniority shall govern.
- F. Vacations will be granted at such times as will cause minimal disruption of District services.
- G. Vacations may not be accumulated from year to year or be waived in lieu of pay.
- H. Should a holiday occur during an approved vacation, the vacation will be extended accordingly.
- I. If an employee becomes ill and is under the care of a duly-licensed physician (in which event illness must be certified) during her vacation, her unused vacation days may be rescheduled.

## ARTICLE 13

## UNPAID LEAVES

### A. General Conditions

1. Leaves of absence without pay or benefits for a period of up to one (1) year in duration shall be granted upon written request from an employee without loss or accumulation of seniority for any of the purposes of section B. There will be no renewal or extensions of leaves of absences after the one (1) year expiration date.
2. Requests for leaves of absence shall include the reason for the leave, along with notification of the beginning and ending dates of said leave.
3. An employee returning from a leave of absence shall be reinstated to the position and classification she held when the leave began, or a like and similar position. At least thirty (30) days prior to the date a leave is scheduled to expire, an employee shall notify the Board of her intent to return to work. Employees may request early termination of such leaves and the Board shall make reasonable attempts to reinstate the employee as soon as possible.
4. An employee failing to return from leave of absence at the date stipulated on the leave request form shall be considered terminated from employment with the Board.
5. An unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to any bargaining unit member in accordance with the Family and Medical Leave Act (FMLA) for any of the following purposes:
  - (a) The birth or placement for adoption or foster care of a child from the date of birth or placement;
  - (b) Because of a serious health condition of a bargaining unit member's spouse, child or parent;
  - (c) Because of the bargaining unit member's own serious health condition.

To be eligible for a leave of absence, the bargaining unit member must meet the eligibility requirements set forth in the FMLA and FMLA regulations.

Where permitted by the FMLA, an employee shall have the option to take FMLA leave on an intermittent or reduced schedule. Where permitted by the FMLA, the Board may require an employee to substitute paid vacation leave, personal leave and/or sick leave for FMLA unpaid leave.

In accordance with the FMLA, the Board shall continue group health plan benefits during FMLA leaves. This shall not be construed as a waiver of the Board's right to recoup premium payments from employees where permitted by the FMLA or as an agreement to provide benefits greater than what would have been provided if the employee was not on FMLA leave.

FMLA leave of absence shall be subject to and administered in accordance with the FMLA and FMLA Regulations. Limitations found under Section 108 of the FMLA "special rules concerning employees of local educational agencies" shall apply. The

Board reserves all rights granted to school districts under the FMLA, such as but not limited to, the right to substitute paid leave for unpaid FMLA leave, to require medical verification of illness, to require a certificate of fitness as a condition for the bargaining unit member's return to work and to require the twelve (12) weeks of FMLA leave to be aggregated in accordance with the FMLA for bargaining unit members who are married.

If the reason for the FMLA leave is foreseeable, the bargaining unit member must provide at least thirty (30) days advance notice of the FMLA leave. All other notices must be provided as soon as it becomes practical.

All other provisions of the FMLA shall apply. This section shall be interpreted consistent with the definitions contained in the FMLA. This section shall not provide employees with any greater rights or benefits than required by the FMLA. To the extent required by the FMLA, an eligible bargaining unit member shall be granted leave and other rights specified by the law.

When leave is taken by an eligible bargaining unit member under the FMLA, the Board shall likewise enjoy and reserve all rights afforded it by the law, whether or not the same are specifically enumerated in this Agreement. The parties intend that the provisions of the FMLA, including Board and eligible bargaining unit member rights and responsibilities, shall be supplementary to this Agreement and shall prevail over the terms of this Agreement to the extent of any conflict or inconsistency.

Furthermore, the Board reserves all rights granted by the FMLA even if not specifically set forth above.

B. Unpaid leaves of absence may be taken for the following purposes:

1. Military Leave - A military leave of absence shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, an employee shall be placed in the same or similar position. Employees returning from such leave must provide sufficient proof of discharge. Such leave shall last for the duration of the military service plus forty-five (45) days. Such leave shall be without accumulation of seniority or increment credit.
2. Parental/Child Care - A leave of absence shall be granted to any employee for the purpose of child care. Said leave shall commence upon request of the employee. A pregnant employee may commence said child care leave at her option. Likewise, she may terminate the leave anytime after the birth of the child provided that she is physically able to perform her work responsibilities. In the event of the death of the object child of the leave, the leave of absence may be terminated upon request of the employee.
3. Education - An employee shall be granted a leave of absence for the purpose of continuing formal education. Leaves under this provision shall be limited to a total of one (1) year within a five year period.
4. Home Conditions - An employee shall be granted a leave of absence for illness in the immediate family or matters of an urgent family nature. Request for successive leaves under these provisions require the approval of the Board.
5. Illness or disability of the employee (including Workers Compensation).

## **ARTICLE 14**

### **SENIORITY**

- A. Seniority shall be defined as the length of continuous service within the bargaining unit within the following divisions.

Accumulation of seniority will begin on the employee's most recent date of hire in the division. In the event that more than one individual has the same starting date of work, position on the seniority list shall be determined by casting lots.

Employees transferring between divisions will have their seniority frozen in their former division and the employee will be placed at the bottom of their new division seniority list unless the employee has frozen seniority with the new division.

The following seniority divisions will be maintained:

Secretaries

Vocational Education Paraeducators

Special Education (including Special Education In-school Suspension), Paraeducators, and Bus Paraeducators

Title I Paraeducators (including General Education In-school Suspension), Playground, Lunchroom Paraeducators, and High School Attendance Clerk

Library Paraeducators

Mechanics

- B. Probationary employees shall have no seniority until the completion of a forty-five (45) work day probationary period at which time their seniority shall revert to their first day of work.

The discipline and discharge of probationary employees is not subject to the grievance procedure.

- C. The Board shall prepare, maintain and post annually in the month of October, the seniority list. If there are no potential errors identified within ten (10) business days of the posting, the list shall be deemed correct until the next annual posting.
- D. Any employee who has been incapacitated at her regular work may elect to take a vacant position which she is able to perform. Such election shall be limited by the ability of the employee and the length of the employee's seniority.
- E. An employee on unpaid leave shall have her seniority "frozen" for the duration of the leave and no step advancement on the salary schedule will be granted.
- F. Seniority shall be lost by an employee upon termination, resignation, retirement from the bargaining unit, or the failure to return from a leave or layoff as elsewhere stipulated in this Agreement. An employee transferring out of the bargaining unit shall retain all rights and benefits accrued while in the bargaining unit upon her return to the bargaining unit..



- G. For purposes of Article 16 (H) and Appendix B (1), employees may only attend and select an assignment if the employee was assigned to a position at the end of the preceding school year which is subject to the aforementioned provisions.

## ARTICLE 15

### REDUCTION IN PERSONNEL, LAYOFF AND RECALL

- A. Except as set forth in section C-1, a layoff will be defined as a reduction in the number of bargaining unit employees or a reduction of one (1) or more work hours per day in a position in a fiscal year (July 1 to June 30).

The official record of hours reductions will be jointly maintained by the Association President and the Superintendent or his designee.

Prior to implementing any layoffs, the Board will meet with the Union. If, as a result of the meeting, there is to be reductions of one (1) or more hours per day in a position, it is agreed as follows:

1. The Association President or the President's designee will attempt to contact the employee within three (3) business days of the meeting (one business day if meeting is during the school year) in order to ascertain the employee's interest in accepting the reduction in hours and remaining in their current position.
  2. If the employee wishes to remain in their current position, the employee must notify the Director of Finance, in writing, of their election within one (1) business day of being contacted by the Association President or the President's designee. If the employee is momentarily not able to provide the notice in writing, the employee may verbally confirm their interest and will follow-up in writing.
  3. If no notice is received or the President or President's designee is not able to contact the employee, it will be assumed the employee will be exercising displacement rights under Section C.
  4. The waiver of Displacement Rights by the employee does not apply to further reductions in hours in the future.
- B. No employee shall be laid off pursuant to a reduction in the work force unless said employee shall have been notified of said layoff at least thirty (30) calendar days prior to the effective date of the layoff, or, when such thirty (30) calendar day notice is not possible due to circumstances beyond the control of the Board, at the earliest possible date.
- C. 1. With the exception of the reduction of hours of Title 1 paraeducators during the summer prior to the annual assignment meeting (See Article 16-H), the following procedures will be utilized:
- (a) Probationary employees in affected positions within the affected classification(s) within the affected seniority division will be laid off first provided non-

probationary employees within the affected classification(s) are qualified to do the remaining work.

- (b) A non-probationary employee who is laid off will be assigned based upon seniority (as defined in Article 14) to another position in the following sequential order provided the employee is qualified:
- (1) To a vacancy within the employee's current classification within the division that has more or the same number of work hours per day.
  - (2) In the event the employee is unable to retain a position within the classification under section 1 above, the employee will be assigned to a vacancy in another classification within the division that has more or the same number of work hours per day.
  - (3) If no position is available under Sections 1 and 2 above, the employee will be assigned to a vacancy in the same classification within the division that has at least seventy-five (75) percent of the daily number of work hours of the employee prior to the time of the reduction.
  - (4) In the event the employee is unable to retain a position within the classification under sections 1-3 above, the employee will be assigned to a vacancy in another classification within the division that has at least seventy-five (75) percent of the work hours than the employee had prior to the reduction.
  - (5) If no vacancy is available under sections 1-4 above, the employee will displace the least senior employee within the same classification in the division that has the same number of hours per day.
  - (6) If no position is available under sections 1-5 above, the employee will displace the least senior employee within another classification within the division that has the same number of work hours per day.
  - (7) In the event the employee is unable to retain a position within the classification under sections 1-6 above, the employee will displace the least senior employee within the same classification within the division that has at least seventy-five (75) percent of the work hours than the employee had prior to the reduction.
  - (8) If no position is available under sections 1-7 above, the employee will displace the least senior employee within another classification in the division who works at least seventy-five (75) percent of the daily number of work hours of the employee prior to the time of the reduction.
  - (9) In the event the employee is unable to obtain a position under sections 1-8 above, the employee will be assigned to a vacancy within another

division where the employee has frozen seniority.

An employee will not be assigned to a vacancy that is less than seventy-five (75) percent of the number of daily work hours of the employee prior to the time of the reduction.

- (10) If the employee is unable to retain a position under sections 1-9, the employee will displace the least senior employee within another division where the employee has frozen seniority.

The employee displaced in such instances will be the employee working as close as possible but not less than seventy-five (75) percent of the daily hours of the employee prior to the time of the reduction.

Classification for purposes of Articles 15 and 16 shall refer to the individual job titles set forth in Appendix A.

Division for purposes of Articles 15 and 16 shall be defined as the seniority divisions set forth in Article 14.

2. Except as set forth above in section C (1), there shall be no bumping between divisions.

Employees will be recalled in inverse order of layoff. Recall rights will be limited to the seniority division(s) from which the employee was laid off and remains qualified and such rights are restricted to a period of two (2) years from the effective date of layoff.

Recall rights will not be applied to a reduction in hours.

3. In no case shall a new employee be employed by the Board while there are laid off employees eligible for recall under section 2 above who are qualified for a vacant or newly created position.
- D. A laid off employee shall upon application, and at her option, be granted priority status on the substitute list according to her seniority. The substitute hourly rate is the first step for the pay classification in Appendix A or the rate established by the district, whichever is higher. Laid off employees eligible for insurance coverage may, subject to provisions of the carrier's policy, continue their insurance benefits by paying the regular monthly per-subscriber rate premium for such benefits to the Board. Such payments shall be made through the Board, in advance of each period of coverage.
  - E. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Board's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to her current mailing address. A recalled employee shall be given at least seven (7) working days from receipt of notice to report to work. The Board may fill the position on a temporary basis until the recalled employee can report for work. Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to work for which she is qualified and that is equal to 75% of her total previous compensation shall forfeit her seniority rights.
  - F. The President and Grievance Chairperson of the Union shall hold "super seniority" during their terms of office. Super seniority shall make these officers of the Union the most senior

employees for the purposes of this article.

The Union agrees to indemnify and save the Board, each individual Board Member, and all administrators harmless against any and all claims, demands, costs, suits, or other forms of liability, and all court or administrative agency costs that might arise out of, or by reason of action taken by the Board for the purpose of complying with Paragraph G of this Article. The Association shall have the right to select the legal counsel.

## ARTICLE 16

### VACANCIES AND TRANSFERS

- A. A vacancy shall be defined as any position, either newly created or a present position that is not filled.
- B. All vacancies to be filled shall be posted in a conspicuous place in each building of the district for a period of six (6) working days. Said posting shall contain the following information:
1. Job Description
  2. Location of work
  3. Starting date
  4. Rate of pay
  5. Hours to be worked
  6. Classification
  7. Minimum requirements

A copy of each posting shall be sent to the Union Secretary. Interested employees may apply in writing to the Superintendent, or designee, within the six (6) working day posting period. The Board shall notify employees of vacancies occurring during the summer months (June, July, August) by sending notice to the Union.

- C. Vacancies will be filled in the following sequential order:
1. The most senior employee who is qualified within the classification where the vacancy exists.
  2. The most senior employee who is qualified within another classification within the division where the vacancy exists.
  3. The most senior employee who is qualified within the division who is laid off.
  4. A qualified employee within another division within the bargaining unit.

The most senior qualified applicant will not be bypassed under Sections 1-4 above for another bargaining unit applicant unless it can be shown the other bargaining unit applicant is demonstrably superior.

- In no case will a vacant position be filled from outside the bargaining unit so long as there are applicants from the bargaining unit who possess the minimum qualifications for the job.
- D. When a position is to be filled with an applicant from within the bargaining unit, the Board shall make known its decision as to which applicant has been selected to fill a posted position within

ten (10) working days after the expiration of the posting period. If there are no qualified bargaining unit members or no applicants from within the bargaining unit and a delay is expected in filling the position, the district shall notify the association president as to the reasons for the delay and the projected date for filling the position. Each applicant shall be so notified in writing with a copy provided to the Union.

- E. In the event of promotion in the classification or transfer from one classification to another, the employee shall be given a twenty-one (21) working day trial in which to show her ability to perform on the job. The Board shall give the employee promoted or transferred reasonable assistance to enable her to perform the work required during the trial period or at the option of the affected employee, the employee shall be returned to her previous assignment. Such previous assignment may be filled during the trial period with a substitute.
- F. The parties agree that involuntary reassignments of employees are to be minimized and avoided whenever possible.
- G. Any employee asked by a supervisor to temporarily assume the duties of another employee for more than one day will be paid the rate for those duties. An employee's pay rate shall not be reduced by any temporary change in duties.
- H.
  - 1. Each year, at least three (3) days prior to the first scheduled day of student instruction, a meeting of all Title 1 seniority division (see Article 14) will be held.  
  
Attendance at the meeting will be limited to Title 1 paraeducators.
  - 2. At the meeting, a list will be presented which identifies available assignments according to the expected hours of each assignment. The parties recognize a later adjustment in hours (increase or decrease) may be made.  
  
Positions will be bid based upon seniority within the division provided the employee is qualified.
  - 3. Except as provided in section 4 below, after the meeting, any change in hours (increase or decrease) will be made in each affected building on a seniority basis. No interbuilding realignment of paraeducators is required or permitted.  
  
A reduction in hours under this paragraph will not require the implementation of the reassignment provisions of Article 15-C (Layoff) unless the reduction is at least one (1) hour per day.
  - 4. After school begins, any paraeducator's position that is scheduled to be increased by one (1) or more hours per day will be posted in accordance with the procedures of Article 16.
  - 5. Upon request of the Union, the administration will meet with the Union President prior to the annual bid meeting.
- I.
  - 1. The following provisions will only be implemented if there is a vacancy in the Paraeducator (excluding Vocational Education and Title 1) seniority divisions.

The procedures set forth herein will be used in filling such vacancies and any subsequent vacancies in the divisions (See Article 14) that may result through the implementation of this section.

2. Each year after the Title I bid meeting set forth in Article 16(H) and at least three (3) days prior to the first scheduled day of student instruction, a meeting of all employees in the Paraeducator seniority divisions (See Article 14) will be held. Attendance at the meeting is optional and will be limited to paraeducators and secretaries. It is understood that no employee can be involuntarily displaced as a result of the procedures set forth herein.
3. At the meeting, a list will be presented which identifies available assignments according to the expected hours of each assignment. The parties recognize a later adjustment in hours (increase or decrease) may be made.

Vacancies will be bid by employees in the sequential order set forth in Article 16 (C) (1-3).

Following the conclusion of the bid meeting, the district will post any remaining position(s) for applicants external to the bargaining unit.

- J. Testing will be offered three times per year (October/November, January/February and April/May). Information relative to the date and locations will be posted in each building with a copy provided to the Association President.

There will be no testing of candidates from within the bargaining unit when vacancies are posted. When a vacancy is posted and a bargaining unit member applies and has not passed the required test during the established testing schedule above by the final date for internal applicants to apply, the bargaining unit member will not be considered for that position.

In the event of a layoff in a secretarial position as defined in Article 15(A), all current secretaries are considered qualified for purposes of the procedures in Article 15.

- K.
1. Within the last thirty (30) calendar days of the last student day of the year, there will be a bid meeting covering summer paraeducator positions.  
  
Attendance at the meeting is voluntary and as such, no payment of wages will be made. Paraeducators from any seniority division (see Article 14-A) may attend.
  2. At the meeting a list will be presented which identifies available assignments according to the expected hours and number of work days of each assignment. The parties recognize a later adjustment in hours/days (increase or decrease) may be made and in such instance, there will be no changes in assignments.  
  
Employees must accept the entire assignment as posted.
  3. Jobs will be bid in the following order:
    - a. Title I positions will be offered first to current Title I Paraeducators based upon seniority.

If there are more positions remaining, the position(s) will next be offered to paraeducators in other Divisions.

- b. Special Education positions will be filled in the same sequence as set forth above.
4. The only entitlement for such work in the regular hourly rate of pay for the classification. No additional benefits will accrue for such work and paid leave time is not available.
  5. In the event the District needs a substitute for the paraeducators' positions filled under Section 3 above, or for an elementary secretarial position used in conjunction with the program, the following will apply:
    - a. The paraeducator at the meeting set forth in Section 3 who did not get a position, may request, in writing to the Business Office within twenty-four (24) hours of the meeting, to be placed on an elementary summer paraeducator substitute roster.
    - b. Elementary secretaries may, by June 1, request, in writing, to the Business Office, to be placed on the substitute secretarial roster for the elementary summer program.
    - c. Substitutes will be called if needed based upon seniority.

There will be no grievances filed relating to Section 5.

## ARTICLE 17

### WORKING CONDITIONS

- A. Employees shall not be required to assume additional duties because of the absence of certified personnel.
- B. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- C. The normal work week for all employees is Monday through Friday.
- D. The normal work day for employees shall be between 6:30 A.M. and 7:00 P.M. The minimum call-in pay for emergency situations shall be two (2) hours.  
  
The normal work day for the mechanic and assistant mechanic shall be between 5:30 a.m. and 6:00 p.m. Any change in scheduling beyond 6:00 p.m. will only be implemented following notice and, if requested, discussion with the Union.
- E. On teacher conference days, where the administration indicates work is available, classroom paraeducators may at their option elect to work or may take the time off without pay.
- F. Employees working six (6) or more hours per day shall be entitled to two (2) ten (10) minute break periods. Employees working less than six (6) hours per day shall be entitled to one (1) ten

(10) minute break period per day. Specific times for break periods will be arranged with the immediate supervisor.

- G. The Board shall provide adequate rest areas, lounges and restrooms for Employee use.
- H. The Board shall support and assist employees with respect to the maintenance of control and discipline of students in the employees assigned work area. The Board or its designated representative shall take reasonable steps to relieve the employee of responsibilities with respect to students who are disruptive or repeatedly violate rules and regulations.
- I. Employees required and authorized by their supervisor to provide their own transportation to travel from building to building on school business, shall be reimbursed at the current IRS rate, for mileage for all employees.
- J. No employee will be eligible to hold more than one (1) position by virtue of this agreement if there is a scheduling conflict or if the assignment results in the payment of overtime.

No employee holding more than one (1) position will be authorized to accept overtime or extra hours if it interferes with the other assigned responsibilities.

## ARTICLE 18

### JOB DESCRIPTIONS

- A. The Board will endeavor to establish job descriptions covering all bargaining unit job classifications.
- B. These job descriptions shall generally outline the major duties and responsibilities of each classification.
- C. Job descriptions shall accompany posting for vacancies.
- D. The Union agrees to provide assistance and input in the process of establishing job descriptions.

## ARTICLE 19

### SCHOOL CLOSINGS

- A. 1. When schools are closed on any regularly scheduled work days due to inclement weather, the following employees are expected to be on duty and shall receive their regular daily compensation:
  - (a) Secretaries at the High School, Middle School, and Elementary levels are expected to report to work in a timely fashion, but will be paid from their normal starting time provided the secretary reports to work within 90 minutes of her normal starting time.
  - (b) Twelve month employees, including the mechanic and assistant mechanic.



2. All other employees are not to report to work and shall receive pay for such day(s), provided such days qualify for the receipt of State Aid under Section 101 of the State Aid Act. Employees shall be expected to report to work on any and all make-up days.

B. Secretaries and Paraeducators

When school operations are closed due to inclement weather during the employees' regularly scheduled work day, employees shall be permitted to leave work without loss of salary for that day. It is understood that consistent with the individual(s) assignment, employees shall remain long enough to take care of required responsibilities.

C. The provisions outlined in A and B above will also be utilized in the instance of other school closings on scheduled days of student instruction.

## ARTICLE 20

### COMPENSATION

A. The basic compensation shall only be as set forth in Appendix A.

B. The following conditions shall apply to all overtime work:

1. All overtime requested by the immediate supervisor must have prior approval of the Superintendent and/or the Assistant Superintendent.

2. Time and one-half will be paid for all hours worked over eight (8) hours in one day or forty (40) hours in one week and for all hours worked on Saturday. Due to the unique nature of scheduling within Community Education, Article 20 (B)(2) will not apply as it relates to the regular schedule of work in excess of eight (8) hours in a day as has been the case in the past.

3. Double time will be paid for all hours worked on Sundays and holidays. In the case of holidays, this will be in addition to holiday pay if the employee is entitled to holiday pay for that day.

4. Paid leave shall count towards hours worked.

5. There shall be no off-setting time to avoid overtime payment absent mutual agreement between an employee and the Board.

6. Compensatory time off may be given instead of overtime pay if mutually agreeable to the Board and the employee. Such compensatory time shall be at time and one-half or double time, whichever is applicable.

C. Step advancement on the pay schedule will only be granted at the start of the student school year and will further only be granted to employees who worked at least ninety (90) work days as a regular bargaining unit member in the preceding school year.

D. The process for requesting extra or overtime hours for bargaining unit secretaries is as follows:

1. Such requests will be placed in writing to the appropriate building principal with a copy

provided to the Superintendent.

2. The request will include the specific reason for requesting the extra or overtime hours. The request will also include the number of hours projected to complete the project and the due date (if applicable) for completion of the work.
  3. Requests should be submitted at least twenty-four (24) hours in advance when possible. A determination will be made on the request for extra or overtime hours within twenty-four (24) hours by the Superintendent or his designee.
- E.
1. Advanced placement on the salary schedule shall not be construed as granting advanced placement for purposes of seniority.
  2. When a bargaining unit member is reassigned to another pay classification (see Appendix A), the member will be placed at the step in the new classification which is closest to, but not less than his/her former rate. It is expressly understood that the application of this provision will not result in the placement of an employee above the top step on any of the wage schedules.
  3. The assignment of a bargaining unit member to more than one position (in different classifications) will not be subject to the provisions of section 2. In such instances, the employee will be placed on step 1 in the classification assigned to most recently unless the employee had previously served within the district with the classification, in which case, additional steps as appropriate will be authorized.
  4. As employees are hired into the bargaining unit, the district reserves the right to grant up to three years (except Classification III) of credit for job-related experience outside of the bargaining unit. With regard to Classification III, the district reserves the right to grant up to five years of credit for job-related experience outside of the bargaining unit.  
  
Unless a higher rate of pay is required under section 2 above, current employees who are reassigned to another classification who had job-related experience outside of the district, will be treated in the same manner as new hires for purposes of initial placement in the new classification.  
  
Section 4 shall not be construed to mandate the district grant full or partial credit to employees.
  5. When a new employee is granted advanced placement on the salary schedule, the IESPA President will be notified.
- F. Any amounts owed for insurance benefits or overpayments in wages made under the terms of the Agreement will be payroll deducted as a condition of the Master Contract pursuant to the authority and limitations set forth in MCLA 408.477.

## ARTICLE 21

## FRINGE BENEFITS

- A. The Board shall provide without cost to the employee, life insurance protection in the amount of \$10,000 that shall be paid to the employee's designated beneficiary. The plan shall include accidental death and dismemberment (AD&D) and waiver of premium (WOP).
- B. The Board shall provide without cost to the employee MESSA Vision Service Plan 2 for all employees and their eligible dependents as defined by MESSA.
- C. Full year employees in Classification III working twenty-five (25) hours or more per week:
  - 1. The Board shall provide MESSA CHOICES II with \$10/\$20 drug card protection for a full twelve month period for the employee and his/her eligible family members as defined by MESSA.
  - 2. Employees not electing health insurance will receive \$412 per month in cash under a qualified cafeteria plan.
  - 3. The Board shall provide without cost to the employee Delta Dental Insurance (80/80/80 Class I, II and III with \$1,500 annual maximum and 80 Class IV with \$1,500 lifetime maximum.)
- D. School year employees in Classification III working twenty-five (25) or more hours per week:
  - 1. The Board shall provide MESSA CHOICES II (with \$10/\$20 drug card protection for a full twelve-month period for the employee only.
  - 2. Employees not electing health insurance shall receive \$412.00 in cash under a qualified cafeteria plan.
- E. Full year employees in Classification IV working twenty-five (25) hours or more per week:
  - 1. The Board shall provide MESSA CHOICES II (with \$10/\$20 drug card) protection for a full twelve month period for the employee and his/her eligible family members as defined by MESSA.
  - 2. Employees not electing health insurance will receive \$412.00 per month in cash under a qualified cafeteria plan.
  - 3. The Board shall provide without cost to the employee Delta Dental Insurance (80/80/80 Class I, II, and III. with \$1,500 annual and 80 Class IV with \$1,500 lifetime maximum)

Any amounts in excess of the Board's required premium contributions will be payroll deducted as a condition of this agreement.

### F. Prescription Drug Reimbursement Pool

A Prescription Drug Reimbursement Pool totaling \$30,000.00 shall be established.

During the 2008-2009 and 2009-2010 contract years, up to \$20.00 per script shall be reimbursed

by the Board after any employee has documented \$500.00 (July 1 to June 30) in prescription expenses. Total reimbursement through June 30, 2010 will not exceed \$30,000.00 including other district employees in the MESSA \$10/\$20 RX Program.

Any remaining funds in the reimbursement pool will be used to offset future increases in health care.

All reimbursement requests must be signed by the employee and must have the receipts attached to the signed reimbursement form. Any prescriptions that are reimbursed through flexible spending account (FSA), a spouse's health insurance policy or any other type of other reimbursement are not eligible for reimbursement through this pool.

- G. The District's maximum monthly premium contribution for Choices II shall not exceed the following rates;

Full Family	\$1,200.44
Two -Party	\$1,080.57
Single	\$ 481.11

At the request of the Association, at any time the actual premiums exceed the above monthly contribution rates, cost savings changes in the Choices II Plan Office Visit Charges and/or Annual Deductible will be made to reduce or eliminate any out-of-pocket expenses for the employees.

- H. The above coverage's are subject to the rules and regulations of the insurance carriers.
- I. Employees not eligible for health insurance under the provisions of this Agreement may at their option elect to subscribe to MESSA Choice II. The employee shall pay the cost of such premiums through the Board in advance of the premium due date. The employees will not be eligible for any reimbursement from the Prescription Drug Reimbursement Pool.
- J. The Board shall adopt and administer a cafeteria plan document which is consistent with the requirements of Section 125 of the Internal Revenue Code. All costs relating to the implementation of the plan and administration of the plan will be assumed by the Board.

The amount of cash authorized in lieu of hospitalization enrollment may be applied by the employee under the provisions of Article 7(A).

## ARTICLE 22

### MISCELLANEOUS PROVISIONS

- A. Employment Status Defined: The Board and Union recognize three general categories of employees:
1. Full Year Employees: Employees who work during the full twelve (12) month calendar year.
  2. School Year Employees: Those employees whose working year basically coincides with

the school year when students are in attendance.

3. Probationary Employees: Newly hired employees shall be considered as probationary employees for the first forty-five (45) working days of employment.
- B. If any provisions of the 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, but 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 relation of the parties hereunder.
- C. Negotiation for a successor agreement between the parties shall begin at least sixty (60) days prior to the expiration date of this Agreement.
- D. The Board shall print copies of this Agreement for all members of the bargaining unit and provide ten (10) extra copies to the Union.
- E. The Board and the Union recognize that the Master Agreement supersedes Board policy, past practice, individual contracts, and previous understandings and agreements.
- F. The parties mutually recognize that strikes by employees are contrary to law and public policy. They further agree that differences shall be resolved by peaceful and appropriate collective bargaining processes without interruption of the school program. Therefore, the Union agrees that no employee shall strike as defined by Act 379 of the Michigan Public Acts of 1965, as amended, during the term of this Agreement. Any employee who is claimed by the Board to have violated this provision shall be accorded all of the procedural rights under Section 6 of said Act in connection with any discipline or discharge which the Board may desire to impose. The Union will use the means at its disposal to assist in terminating actions in violations of this section.
- G. An employee who has been employed for at least two (2) years may request up to ten (10) work days off per year on an unpaid basis. Such days off will not be granted in less than three (3) work day blocks of time. Such requests must be submitted in writing to the Superintendent at least thirty (30) calendar days in advance of the requested days and must state a general reason for requesting the leave. The granting of such leave times is subject to the approval of the Superintendent.

Any deviations from the terms of this provision are subject to the approval of the Superintendent and Union President.

With good cause shown the thirty (30) day requirement may be waived.

- H. In appreciation for services to the school district a terminal benefit shall be provided for eligible employees who have served the Ionia Public Schools in this bargaining unit for ten (10) years or more. The benefit shall be computed on the basis of \$30 per year of service. This is receivable upon entry into full retirement. Full retirement is defined as eligible and application in process for Michigan School Employee's Retirement Fund.

Employees retiring under the above described conditions who have at least one hundred-fifty (150) [120 in the instance of school year employees] of accumulated sick leave days at the time of severance shall receive an additional \$15 per year of service.

In the event of death, payment will be made to the employee's designated beneficiary.

ARTICLE 23

DURATION OF AGREEMENT

This Agreement shall be effective upon ratification by the parties and shall remain in effect until 11:59 p.m. on June 30, 2011.

The hourly rates set forth in Appendix A will be paid retroactively to July 1, 2008. The out-of-pocket deductions attributable to the premium increases on July 1, 2008, that were required of employees receiving district paid health care premiums under the terms of the 2006-2008 Master Agreement, will be paid retroactive to July 1, 2008.

The hourly rates set forth in Appendix A, Article 21 (G) and (H), will be subject to renegotiations for the 2010-2011 contract year.

Extensions of this Agreement shall be made only by mutual written agreement between the Union and the Board.

UNION

BOARD OF EDUCATION

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix A  
 CLASSIFICATION

SALARY SCHEDULE 2008-2009

	1	2	3	4	5
I. Food Service Paras., Title I Paras., Noon Duty Paras., Computer Lab Paras., Bus Paras., Special Ed. Paras., In-School Suspension Supervisor,	11.12	11.76	12.43	13.01	13.70
II. Library Para, Vocational Para., EI, POHI Paras., High School Attendance Clerk	11.69	12.29	12.95	13.62	14.21
III. Secretaries	13.72	14.35	14.99	15.62	16.29
IV. Mechanic I and II					
Mechanic I	19.60	20.01	20.42		
Mechanic II	15.36	16.23	17.06		

In order for a new hire to qualify for placement on the Mechanic I pay schedule, a mechanic must have an Automotive Excellence Service (ASE) certification in School Bus, Medium/Heavy Duty Truck or Auto/Light Truck.

In order to qualify for placement on the Mechanic II pay schedule, a mechanic must maintain the minimum license requirements established by the State of Michigan to work on public school busses.

Appendix A  
 CLASSIFICATION

SALARY SCHEDULE 2009-2010

	1	2	3	4	5
I. Food Service Paras., Title I Paras., Noon Duty Paras., Computer Lab Paras., Bus Paras., Special Ed. Paras., In-School Suspension Supervisor	11.29	11.94	12.62	13.21	13.91
II. Library Para, Vocational Paras., EI, POHI Paras., High School Attendance Clerk	11.87	12.47	13.14	13.82	14.42
III. Secretaries	13.93	14.57	15.21	15.85	16.53
IV. Mechanic I and II					
Mechanic I	19.89	20.31	20.73		
Mechanic II	15.59	16.47	17.32		

In order for a new hire to qualify for placement on the Mechanic I pay schedule, a mechanic must have an Automotive Excellence Service (ASE) certification in School Bus, Medium/Heavy Duty Truck or Auto/Light Truck.

In order to qualify for placement on the Mechanic II pay schedule, a mechanic must maintain the minimum license requirements established by the State of Michigan to work on public school busses.

A. All full-time employees shall be granted longevity pay as follows:

1. Completed 10 years' service in this school district, \$150.00 annually.
2. Completed 15 years' service in this school district, \$250.00 annually.
3. Completed 20 years' service in this school district, \$350.00 annually.
4. Completed 25 years' service in this school district, \$450.00 annually.
5. Completed 30 years' service in this school district, \$550.00 annually.

School year employees shall receive longevity pay according to the above schedule in one-half the amount listed for full-time employees.

Section A shall not apply to any employee hired after January 1, 1991.



Letter of Agreement  
between the  
Ionia Public School's Board of Education  
and the  
Ionia Educational Support Personnel Association/MEA/NEA

Re:     Reclassification of General and Special Education In-School Suspension Supervision

Christine Loveless will continue to be paid in Classification II, as long as she remains employed in a suspension room position.

In the event Christine Loveless leaves the position, the position will be reclassified as Classification I for purposes of Appendix A.

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For the Board

Date

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For IESPA

Date

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between the  
Ionia Public Schools' Board of Education  
and the  
Ionia Educational Support Personnel Association/MEA

Re: Omnibus Transportation Employee Testing Act

It is hereby agreed by the parties set forth above as follows with respect to the implementation of the district's procedures and provisions of the Omnibus Transportation Employee Testing Act for bargaining unit members subject to the Act's provisions:

1. Except as set forth in section 4, a failure of a covered employee to comply with the provisions of the Act, the district's policy for implementation of the Act's provisions or a positive test result, will result in an employee's discharge.
2. At future times when substantive changes in procedures are instituted, a meeting will be conducted with covered employees to overview the district's procedures and to distribute educational materials associated with the requirements under the Act and the district's procedures. Similar procedures will be implemented for newly hired drivers.
3. Any employee who tests positive for drugs or alcohol will be discharged. Any challenge to the discharge through the grievance procedure shall be limited to whether the test results were accurate.

An employee directed for reasonable suspicion or post-accident testing and any employee who tests positive will be entitled to union representation upon request pursuant to the provisions of Article 4(B) of the master agreement.

4. On a one-time basis, any covered employee who voluntarily requests alcohol or substance abuse counseling or treatment through the school district before being tested or being requested to be tested shall be referred to a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or controlled substances use. The covered employee will be placed on unpaid leave status for up to six (6) months and will not be disciplined, but must:
  - A. Immediately be removed from all duties involving the performance of safety-sensitive functions. During the pendency of his/her absence, the position will be filled with a substitute.
  - B. Within the first five (5) days of the leave of absence, verify the existence of an appointment with a substance abuse professional and sign a release authorizing the substance abuse professional to communicate with the district relative to the employee's condition.
  - C. Comply with the conditions of the alcohol or substance abuse counseling or treatment program.
  - D. Assume the cost for treatment.



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RE: Article 14—Consolidation of Seniority Divisions

The parties have agreed to consolidate certain seniority divisions in the negotiations of the 2006-2008 successor contract negotiations.

The consolidation is intended to reflect the deletion of the former separate seniority division for Community Education Paraprofessionals (CEP) and Community Education Secretaries (CES) and the transfer of this seniority to the employee's current seniority division as illustrated in the chart below:

Name	Division and amount of seniority to be transferred under the consolidation	Division seniority is to be transferred to	Revised seniority within the consolidated division as of June 30, 2008
Brenda Schaefer	18 Years CEP	Special Education	23 Years Special Education
Cindy Dawes	11 Years CEP	Title I	11 Years Title I 9.9 Years
Amy Wolcott	7 Years CEP	Special Education	Special Education 10.6 Years
Cindy Ockert	5 Years CEP	Special Education	Special Education
Annette Fuller	6 Years CEP	Title I	10.9 Years Title I 15 Years
Mary Ann Beard	1.2 Years CEP	Special Education	Special Education
Sandy Heintzelman	.9 Years CEP	Title I	13.9 Years Title I
Connie Edwards	1 Year CES	Secretary	1 Year Secretary
Kathy Henry	.4 Years CES	Title I	1.4 Years Title I 7.9 Years
Wendi Gross	1 Year CEP	Special Education	Special Education

It is the intention that this consolidation will be implemented prospectively from the date of ratification of the 2006-2008 successor agreement.

\_\_\_\_\_  
For the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
Date