

**Conditions of Work**

**As**

**Agreed Upon by**

**The Board of Education of the Caledonia Community Schools**

**And the**

**Instructional and Non Instructional Para Professionals**

**School Years 2007-11**

Below is a summary of the wages and benefits for the educational para professionals of the Caledonia Schools. They represent agreement from talks over the years.

**Nine Paid Holidays:** All Para Professional aides, regardless if they are scheduled to work, will receive their normal daily pay for these days. These days must be written and labeled on their time card.

Labor Day	December 31
Thanksgiving Day	January 1
Day after Thanksgiving Day	Friday before Spring Break*
December 24	Memorial Day
December 25	

\*If the school calendar is scheduled in such a way school is in session, the employee will be required to work and a compensating day off with pay during spring break will be arranged.

**Personal Days:** Each employee will be granted two days per year, non-cumulative, for personal reasons. Employee's supervisor should be notified in ample time to approve her/his absence.

**Bereavement Leave:** Up to five (5) days per school year (not to be charged against accumulated sick leave) are available for leave for death in the immediate family. Immediate family includes parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, in-laws, spouses and individuals residing for an extended period of time in the household. One of these five (5) may be used to attend the funeral of someone not in the immediate family. At the district's discretion, additional days may be granted. Bereavement days are not cumulative. Employee's supervisor should be notified each time that one of these days is used.

**Sick Days and Snow Days:** Each employee is granted 10 paid sick days per school year cumulative to 180. Employees will be paid their normal daily pay for act of God days also. The employee's supervisor should be notified each time that one of these days is used.

Each employee is granted three "Act of God" days. An "Act of God" day is defined as a day which children are not brought to school due to conditions, such as weather, which are due to an "Act of God". If an employee is scheduled to work he/she will not be required to report and will receive compensation for their regular hourly pay.

Each employee is granted three “fog” days. A “fog” day is defined as a day where school is delayed for up to two hours due to conditions, such as weather. If an employee is scheduled to work he/she will not be required to report until the delay has ended. The employee will receive compensation for their regular hourly pay. “Act of God” and “fog” days must be recorded on an employee’s time card. It is the employee’s responsibility to keep track of their own days.

**Severance Pay:** Upon exit in good standing from the system, an employee who has worked for the Caledonia Schools for a minimum of 10 years and accumulated 100 sick days will be paid a severance amount of \$2,000 for these days. If an employee has accumulated fewer days than this after 10 years, he/she will receive proportionately less, i.e. \$1800 for 90 accumulated days, etc.

**Position Postings:** Employees will be informed as to the openings around the district. This will be done by postings as they occur during the school year. During the summer, posting notices will be mailed to the president of the association and one alternate member as long as our central office staff is informed who the designated person will be before summer starts. Current employees will be granted interviews (upon request) for any para professional position open in the district. Final decisions regarding hiring will always put the interest of the child first.

**Education Fund:** Employee will be reimbursed for training or college credit with a cap of \$500 per contract year as long as the classes relate to his/her education field and is pre-approved by their immediate supervisor. To qualify for this benefit, an employee must work a minimum of 15 hours per week.

**Insurance/Annuity Benefits:**

- A. Any employee who works at least 35 or more hours per week will receive an amount equal to full family premium for health insurance or, as an option, \$175/month to be taken as an annuity or cash. These options are paid for 12 months per year.
  
- B. Employees working fewer than 35 hours per week will have pro rated amounts per month as follows and paid 12 months per year:

1-15 hours/week	\$ 60/month
16-25 hours/week	\$ 90/month
26-34 hours/week	\$175/month

The salary scale will be figured each year based upon previous understandings (2007-08 2.25% and 2008-09 2%). In case of a financial need or crisis there may be a contract re-opener for negotiations.

Wages are as follows:

**Instructional Para Professionals.** Positions include special education assignments and assignments of assisting with instruction under the direction of a teacher in a classroom.

<u>Step</u>	<u>2007-08 Hourly Rate</u>	<u>2008-09 Hourly Rate</u>	<u>2009-10 Hourly Rate</u>
1	\$10.49	\$10.70	Wage Re-opener
3	\$11.85	\$12.09	
5	\$13.31	\$13.58	
7	\$13.90	\$14.18	
9	\$14.24	\$14.52	
11	\$14.57	\$14.86	
13	\$14.91	\$15.21	
15	\$15.24	\$15.54	
17	\$15.86	\$16.18	
19	\$16.09	\$16.41	
20	\$16.48	\$16.81	

**Non Instructional Para Professionals.** Positions include playground, cafeteria, support rooms, library aides, bus duty and security duties.

<u>Step</u>	<u>2007-08 Hourly Rate</u>	<u>2008-09 Hourly Rate</u>	<u>2009-10 Hourly Rate</u>
1	\$9.71	\$9.90	Wage Re-opener
3	\$10.99	\$11.21	
5	\$12.56	\$12.81	
7	\$12.94	\$13.20	
9	\$13.34	\$13.61	
11	\$13.71	\$13.98	
13	\$13.93	\$14.21	
15	\$14.24	\$14.52	
17	\$14.76	\$15.06	
19	\$15.06	\$15.36	
20	\$15.49	\$15.80	

Upon the mutual consent by the Caledonia Community Schools and the Para Professional Group, this agreement may be opened for discussion. The contract will be opened for discussion if the benefit package has a substantial increase in cost to the district.

The above wages and working conditions represent those agreed to by representatives of the Para Professional Group of the Caledonia Schools and the Board of Education. Effective dates are 2007- school year through June 30, 2010.

Signed:

For the Board of Education:

Robert Bergy  
Robert Bergy - President

Debra McCarty  
Debra McCarty - Secretary

Carol Nelson-Purkey  
Carol Nelson-Purkey  
Assistant Superintendent

6/26/07  
Date

For the Association:

Cheryl Walbridge  
Cheryl Walbridge

Sandra O'Neil  
Sandra O'Neil

7.23.07  
Date

**LETTER OF UNDERSTANDING**

**BETWEEN THE**

**BOARD OF EDUCATION**

**OF THE CALEDONIA COMMUNITY SCHOOLS**

**AND THE**

**CALEDONIA INSTRUCTIONAL/NON INSTRUCTIONAL PARA-PRO GROUP**

The Board of Education of the Caledonia Community Schools ("Board") and the Caledonia Instructional/Non Instructional Para-Pro Group ("Group") hereby agree as follows:

1. Wages for the employees in the bargaining unit represented by Group will be frozen and not increased for the 2009-2010 and 2010-2011 school years.
2. The Collective Bargaining Agreement between them is hereby extended until June 30, 2011.
3. Given the economic impact of local, state and federal funding, Board shall have the right to reopen the Collective Bargaining Agreement between them for renegotiation in the event of the Board's determination that this is warranted due to financial need.

**BOARD OF EDUCATION OF THE  
CALEDONIA COMMUNITY  
SCHOOLS**

Dated: 6/23, 2009

By: Deb McCarty  
Deb McCarty  
Its Board President

Dated: 6/23, 2009

By: C. M. Nelson-Purkey  
Carol Nelson-Purkey  
Its Assistant Superintendent

**CALEDONIA INSTRUCTIONAL/NON-  
INSTRUCTIONAL PARA-PRO GROUP**

Dated: 6/12/09, 2009

By: Cheryl Walbridge  
Cheryl Walbridge  
Its Group Representative  
Dandi O'Neil