

St. Ignace Area Schools

Support Staff Agreement

This Agreement is entered into this first day of July 2016, by and between the BOARD OF EDUCATION OF THE ST. IGNACE AREA SCHOOLS hereinafter called the Board and the ST. IGNACE AREA SCHOOLS SUPPORT STAFF ASSOCIATION, hereinafter called the Association.

ARTICLE I – RECOGNITION

The Board hereby recognizes the St. Ignace Area Schools Support Staff as the exclusive bargaining representative for all Support Staff Employees, excluding supervisors and substitutes.

ARTICLE II-EMPLOYEE’S RIGHTS

- A. The Association and its members shall have the right to use school facilities for meetings, outside of regular school hours with such use to be cleared through the principal of the building involved. Office equipment and duplicating machines shall be made available to the Association and its members for association business (such costs not to exceed \$10.00 per year). It shall be clearly understood that none of the above facilities shall be used for posting or transmitting material of a political nature, supporting a political party or candidate, or a political issue.
- B. The Board agrees to furnish to the Association in response to reasonable request from time to time all available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the Association to process any grievance or complaint insofar as it does not invade upon the privacy of the personnel files.

ARTICLE III-MANAGEMENT RIGHTS

- A. The Board shall require that each support staff employee shall be evaluated by his or her immediate supervisor at least once a year in regard to performance of duties. A copy of evaluation must be entered in employee’s personnel file and one copy delivered to employee. Evaluations shall be completed by June 15.
- B. The Board shall require that each **new hire** shall serve a probationary period of 1 year. The new employee will be evaluated every 3 months during the year. If the new employee exhibits problems during the probationary period the administration will provide guidance to help the employee with the performance of his/her duties.
- C. The Board shall have the right to make the decision as to which employees shall be retained in the event that a reduction in personnel becomes necessary due to a decreased enrollment, financial necessity, or elimination of any positions. Seniority

and qualifications will be a major factor in determining which personnel shall be retained, providing evaluation mentioned in paragraph A above is satisfactory. Ability, training and job requirements will also be considered.

- D. In the event of an increase in staff, those people whose positions have been eliminated will be given the first consideration in filling the position.
- E. The Board shall have the right to require employees to obtain a mental or physical examination, within thirty days, at Board expense, when there exists a reasonable doubt as to his or her effectiveness due to health problems, the examining physician or physicians to be designated by the Board. The results of the examination are to be filed with the Board for action to retention or forced leave of absence. If the employee is not satisfied with the results of the first examination, he or she may request a second examination from a qualified physician at his or her expense. The results of the examination are to be filed with the Board for their action. If the employee refuses Board recommended examination by an appropriate physician, the decision of the Board concerning leave or retirement shall be final.

ARTICLE IV - COMPENSATION

- A. The salaries of employees are set forth in schedules attached to and incorporated in this agreement. Salary schedules shall include classification, wage rates and hours of work. All employees will remain at the same step they were receiving during the 2015-2016 school year. All employees will receive \$1,400 distributed evenly throughout the 2016-2017 school year. All employees will receive \$1,400 distributed evenly throughout the 2017-2018 school year. All employees who have at least 15 years of service with the district as of September 1 of that school will receive a \$100 payment. All employees who have at least 20 years of service with the district as of September 1 of that school year will receive an additional \$100 payment that totals \$200.
- B. Overtime in excess of the regular forty hours in any one week shall be paid for at the rate of 1 ½ times the regular rate of pay. No overtime shall be worked by any employee without prior authorization by his or her superior to whom they are normally responsible.
- C. It is understood that employees who work over 40 hours per week may be granted compensatory time off instead of being paid overtime. Compensatory time off must be mutually agreed to by the affected employee and appropriate administrator with the understanding that it must be taken within a reasonable period of time. An employee's request to use accumulated compensatory time will be honored unless to do so would be unduly disruptive to the operations of the Board.
- D. The following days which are not worked by employees shall be considered as paid days: Labor Day, Thanksgiving Day, the Day after Thanksgiving, Good Friday, Easter Monday, Christmas Day, New Years Day, Memorial Day and Fourth of July. A paid day for the Fourth of July and Labor Day shall apply to twelve month employees only, or any employee whose employment has been extended to and including such holiday, other than on a temporary basis. In addition to these stated days of paid vacation, whenever Christmas, New Years or Fourth of July fall on a Tuesday, Wednesday,

Thursday or Friday, the afternoon of the preceding day shall be allowed. If a paid holiday falls on a Saturday, the preceding Friday shall be the day off for the holiday. If a holiday falls on a Sunday, the following Monday shall be used.

- E. Employees shall be paid at the rate set by the district for personal vehicles used on authorized school travel upon submitting a travel voucher.

Beginning January 1, 2014 the board agrees to make available a major medical coverage insurance policy. This policy will be a SET SEG Employee Benefits (SET ED) medical program.

- F. The policy will be a Blue Care Network HMO plan with a \$1500/\$3000 deductible, 20% coinsurance and \$2500/\$5000 OOP. The prescription drug benefit will be \$4/\$15/\$40/\$80/20%/20%. Employees will receive 100% reimbursement for prescriptions that are \$20 or less with appropriate documentation. For prescriptions that are more than \$20, the employee will pay the first \$20 and will receive reimbursement for the remaining cost not to exceed \$60 per prescription per month with appropriate documentation. A maximum employee prescription reimbursement is established at \$350 per contract year. Employees choosing this major medical coverage will pay \$115.54 per month toward the cost of the premium. Any employee newly hired on or after July 1, 2013 who qualifies for and chooses health insurance coverage will receive a coverage for that individual only (single coverage).

Future year increases or decreases in the cost of the insurance will be shared equally between the Board and the Employee.

It is agreed that if the cost of the health insurance premium raises more than 11% the Board and the Employees shall renegotiate the insurance plan and coverage options.

Beginning July 1, 2010 the total benefit for dental and vision reimbursement will be \$1500 per policy. Life insurance benefit amounts will be equivalent to those benefits provided to the teaching staff.

An employee becomes eligible to qualify for the above benefits on a prorated basis when he/she is regularly scheduled for at least 20 hours work per week and qualifies for full benefits when regularly scheduled to work 30 hours per week. This qualifying work requirement will apply to all fringe benefits agreed to within this contract, including but not limited to health, vision, life, dental insurance and annuity payments in lieu of health insurance. Payroll deduction will be the only option available to employees electing to enroll in the above benefits on a prorated basis.

1. Employees shall be responsible for applying for this benefit on forms provided prior to October 1. Any employee who does not return the form by the above date shall forfeit his monthly entitlement for insurance for those months that were missed. Employees not presently covered by the above group must also have their enrollment form in by October 1 or within thirty days of date of employment.

2. In the event an employee covered under this Article elects not to utilize the Employer-provided Group Health Plan because of duplicate coverage, the employee must show verification of duplicate coverage. The employee must then sign a written agreement to remain out of the program until such time as the contract for the program is reopened or unless extenuating circumstances cause the employee to not have duplicate health coverage. Employees eligible for medical insurance, but not desiring medical insurance, will be entitled to a monthly annuity in the maximum amount of \$320.00. If the school auditors' interpretation of tax law pertaining to this section changes, the District net contribution will not exceed the above amounts. Eligibility requirements for this annuity will be as listed above prior to Section 1 of this article.
 3. Employees not electing health insurance coverage would still be covered for dental, vision, and life insurance as referenced in this agreement.
 4. Temporary assignment of additional hours over what a bargaining unit member is regularly scheduled does not qualify that employee for additional benefits under this Article.
- G. Employees required by administration to attend meetings, seminars, training sessions, or other mandatory functions will be paid at their applicable pay rates for the time at the meeting. The employer in accordance with the school district's reimbursement policy will pay any fees or travel expenses associated with these functions. The Board agrees to make available a bank of at least \$2,000 per year to be used by employees who desire to attend meetings in the field of their employment, to further their skills.

ARTICLE V – TRANSFERS OR NEW POSITIONS

- A. All vacancies and newly created positions within the system shall be posted for at least five (5) working days prior to filling of the vacancies. Employees interested shall apply in writing within the five (5) working days posting period. The job shall be awarded or denied within five (5) working days after the last date of the post period. All vacancies or newly created positions within the system shall be filled on the basis of seniority and qualifications. The vacancies will be posted for a period of at least five (5) working days, setting forth the minimum requirements for the position in a conspicuous place on bulletin boards in each building. When a transfer occurs within the system the employee shall remain on their same salary step/tier schedule and serve a ninety-day probationary period to be sure they are capable of satisfactorily performing the functions of the new position.

A job applicant from within the support staff will be notified in writing if he/she is not hired for a position that he/she has made application

Personnel transferred within the system will be notified at least one week prior to the transfer except in extenuating circumstances.

ARTICLE VI – DISCHARGE AND SUSPENSION

- A. An employee discharged or suspended who considers such discharge or suspension without good cause may present a grievance within ten (10) days of such action as provided in Article XIII. Excluded from this provision shall be an employee who is released from employment due to reduction in personnel or a probationary employee who is released during the first ninety calendar days of employment.
- B. Any discharge or suspension not questioned in writing within ten (10) days of such action shall be considered final.
- C. If any employee for whom a grievance is sustained shall be found to have been unjustly discharged, he or she shall be reinstated consistent with the award of the arbitrator.

ARTICLE VII – REDUCTION OF EMPLOYEES

- A. If for any reason, it becomes necessary to reduce the number of employees, the Board will determine which employees shall be laid off and recalled in the event subsequent vacancies occur, in order to make the best possible adjustment of personnel to the reduced program and to insure fair employment practices. In the event such reduction in employees become necessary, the following factors will be considered in retention and reemployment of personnel:
 - 1. Upon the basis of qualification and seniority.
 - 2. Seniority is defined as length of continuous service within the district as the first day of hire.
 - 3. An employee shall lose seniority rights if he or she retires, resigns, is discharged for cause or is laid off for three years
 - 4. Upon determination by the Board that a reduction in work force is necessary, the Board shall meet with the proper Association Representatives prior to any notification of layoff. At such meeting the Board shall submit a list of the number of employees scheduled for layoff, their names, seniority, job titles and work location.
 - 5. When a layoff takes place, probationary employees shall be laid off first.
 - 6. Employees to be laid off will receive at least thirty (30) calendar days advance notice of the layoff.
 - 7. There will be no scheduled overtime in excess of ten (10) continuous work days if there is an employee who is laid off and who is qualified to perform the work assignment.

8. Insurance being paid by the Board will be paid through the end of the month in which the layoff occurred.
9. Any employee on layoff will be recalled in inverse order of layoff, provided he/she is qualified for the position being recalled. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. If an employee fails to report for work within ten (10) calendar days from the date of mailing of notice of recall, he shall be considered a quit. In proper cases exceptions may be made.
10. In the circumstance of more than one individual being equal in qualification and seniority, all individuals so affected will participate in a drawing to determine their position as to layoff and recall.
11. Any employee being laid off has the right to apply for any other position for which they are qualified. Such application must be made within ten (10) calendar days of lay off notification.
12. The Board and Association will meet during the 2015-2016 school year to review layoff policy language and recommend possible changes for consideration for the 2016-2017 school year.

ARTICLE VIII – RESIGNATIONS

- A. Any employee desiring to resign shall give notice in writing to the superintendent with a copy to his or her immediate supervisor at least two weeks prior to termination of employment, unless unusual circumstances warrant a shorter length of time for such action.
- B. Any employee who discontinues his or her service does not forfeit rights to earned vacation time up to that date.

ARTICLE IX – LEAVE OF ABSENCE

- A. **SICK LEAVE:** In the 2011/2012 school year sick leave time shall be 11 days per year for nine month employees, 12 days for 10 month employees and 14 days for 12 month employees.

Leaves of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reason:

1. Sick leave, which shall include: personal dental appointments, doctor appointments, personal illness which make it unwise for the employee to be at school, serious illness in the immediate family, and quarantine. After five days absence the Board may demand verification by a doctor's certificate. Immediate family is interpreted to mean: parent, step parent, grandparent, spouse, parent of spouse, brother, sister, child, sister-in-law,

brother-in-law, aunt, uncle, niece, nephew, cousin, or dependent in the immediate household.

2. Employees must report their inability to perform their duty, personally, if possible, prior to 7:30 a.m. to their immediate supervisor or the superintendent.
3. Up to five days sick leave will be granted for death in the immediate family when taken within ten calendar days. Immediate family is interpreted to mean: parent, step parent, grandparent, spouse, parent of spouse, brother, sister, child, sister-in-law, brother-in-law, dependent in the immediate household, aunt, uncle, niece, nephew or cousin. Employees may take 2 days for in-state funerals, or 3 days for out-of-state funerals if accumulated sick leave is not available.
4. Time necessary for attendance at the funeral service outside of the immediate family shall be charged to personal leave.

B. **PERSONAL BUSINESS:** Employees will be granted six days per year for nine month employees, six and one-half days per year for ten and eleven month employees, seven days per year for twelve month employees for the conduct of personal business. Employees shall request a personal business day from their superior at least two days in advance, except in case of emergency. Personal business days cannot be taken one day prior to or following school vacations except with approval of the building principal. Personal days shall be cumulative to ten (10) days. Unused personal days shall be turned into sick days.

C. **JURY DUTY:** Persons called for jury duty will be paid the difference between their pay as a juror and their regular salary and must report to the payroll department the amount of compensation received from the court. Such jury duty will not be charged against employee's sick leave. It is understood that if the court dismisses the employee prior to noon, he or she shall return to work.

D. Upon termination of employment after five (5) or more years, 50% of accumulated sick leave, up to a maximum of 125 days, computed at the individual's step on the salary schedule will be paid within sixty (60) days but not later than July 10 of the retiring year. Payment will be by "non-elective" employer contribution under section 403(b)(3) of the Internal Revenue code to a tax deferred plan of the employee as established by the employee. Such contribution shall be made within 60 days of the termination date from the district. In the case of death, payment shall be issued in the same manner to the heirs or beneficiaries.

The following shall apply to employees hired after July 1, 1984. Upon termination of employment after five (5) or more years, 50% of accumulated sick leave, up to a maximum of 120 days, computed at the individual's step on the salary schedule will be paid within sixty (60) days but not later than July 10 of the retiring year. Payment will be by "non-elective" employer contribution under section 403(b)(3) of the Internal Revenue Code to a tax deferred plan of the employee as established by the employee. Such contribution shall be made within 60 days of the

termination date from the district. In the case of death, payment shall be issued in the same manner to the heirs or beneficiaries.

- E. **EXTENDED LEAVE OF ABSENCE:** Any employee whose personal illness extends beyond the allotted period of compensation shall be granted a leave of absence without pay of such time as it is necessary to completely recover from such illness up to a period of six calendar months. Such leave is to be requested in writing within one calendar month of the first day lost because of illness. Upon return from leave, an employee shall be assigned to the same similar position. Employee may request in writing an extension of the six months leave of absence, such request to be considered by the Board. Seniority does not accrue during an unpaid leave of absence.
- F. **CHILD CARE LEAVE:** A childcare leave shall be granted without pay, for a maximum of one year, upon written request to the Board. Seniority rights would be retained during this one-year period. Seniority does not accrue during this time period.

ARTICLE X – VACATIONS

- A. Twelve month employees hired on or before June 30, 1999 shall receive five (5) vacation days per year after one year; ten (10) days after two years; fifteen (15) days after ten years; and twenty (20) days after fifteen years. Vacation time for the first two years shall be prorated on the basis of 5/12 of a day per month for a twelve-month employee who does not work an entire year. Twelve month employees hired after June 30, 1999 shall receive five (5) vacation days per year after one year, seven and one half (7.5) vacation days after four years, and ten (10) days after seven years.
- B. Vacation schedules shall be made between employee and their immediate supervisor with the approval of the Superintendent. All vacation time accumulated must be taken prior to June 30 of the following year unless the Superintendent grants a variance. A variance may be granted based on work requirements.

Nine-month employees will receive vacation pay in a separate payment no later than June 30 of each year. Nine month employees hired on or before June 30, 1999 shall receive four (4) vacation days per year after one year; eight (8) days after two years; twelve (12) days after ten years; and sixteen (16) days after fifteen years. Nine month employees hired after June 30, 1999 shall receive four (4) vacations days per year after one year, six (6) days after four years and eight (8) days after seven years. Vacation pay is based upon the regularly scheduled hours per employee throughout the year.

ARTICLE XI – RETIREMENT

- A. The Board shall pay the MPSERS retirement rate as established by the state. Those employees with Member Investment Plan (MIP) coverage shall continue to pay their MIP portion.

ARTICLE XII – DEDUCTIONS

- A. Upon written authorization, an employee may have deducted from his or her salary any amount to be invested in tax deferred annuities with the insurance companies, credit unions and banks approved by the Board. These deduction authorizations to be turned in no later than November 1st and not be changed for the duration of the year, except in extreme cases upon written request of the superintendent.

ARTICLE XIII – GRIEVANCE PROCEDURE

A. Definitions:

1. A grievance shall mean a complaint by the employee in the bargaining unit that there has been a violation of one or more of the provisions of this Agreement.
2. The term “days” when used in this section shall, except where otherwise indicated, means working school days.

B. **ADJUSTMENT OF GRIEVANCES:** Any support staff member filing a grievance may not meet individually with the Board of Education, its representatives or any administrator without the presence of the Support Staff President or the President’s representative. If a support staff member files a grievance, it is not valid without the Support Staff President’s signature on the written copy. Grievances of employees within the bargaining unit shall be presented in the following manner:

1. Level One: The employee with a grievance shall discuss the matter with his or her immediate supervisor or principal within ten (10) days of the occurrence; with the object of resolving the matter informally, or the grievance shall be considered waived.
2. Level Two: In the event the employee is not satisfied with the disposition of the grievance at Level one, he or she shall, within five (5) days put the grievance in writing and arrange for a meeting with the Superintendent. The Superintendent shall, within five (5) days of such meeting, issue a decision.
3. Level Three: In the event the employee is not satisfied with the disposition of his or her grievance at Level Two, he or she shall, within five (5) days after the decision of Level Two, file the grievance in writing with the board. Within five (5) days after the next regular meeting of the Board from receipt of the grievance, the Board shall act upon the grievance. Two (2) members of the Association may accompany the grievant.
4. Level Four: In case the Board and the employees are unable to reach a decision, either party has the right to invoke the Michigan Employment Relations Commission. Any cost of the arbitration by the Michigan Employment Relations Commission to be borne equally by the Association and the Board. Any decision by the Michigan Employment Relations

Commission (M.E.R.C.) shall not be binding on either party except as listed in Article VI-C.

ARTICLE XIV – MISCELLANEOUS PROVISIONS

- A. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms continued in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.
- B. The Association and Board recognize that it is necessary to employ temporary employees at times. A temporary employee shall be defined as one who is hired for a specific project or a specific time without intent on the part of the Board to reemploy such person after the temporary job is completed.
- C. All newly hired employees shall serve the first twelve (12) months on a probationary basis. The right to release such probationary employees shall be vested exclusively in the employer regardless of other provisions of the Agreement. Anniversary date of hire will be retroactive to the beginning of the probationary period. At the end of the probationary period the Board will evaluate any prior experience and said employee may be placed at any point on the salary scale up to and including the third step. (Note: The preceding sentence does not apply to Tier Two employees.) Probationary employees will be entitled to any and all benefits of this agreement at the date of hire and shall be working under salary schedules attached.
- D. All employees shall be required to present evidence of negative TB skin test or X-ray as per law.
- E. Pay periods to be on a bi-weekly basis.
- F. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by City, County or State health authorities, and are required by the State to be made up may be rescheduled at a time designated by the Board in consultation with the Support Staff Association to insure that the minimum number of days of actual student instruction required by the state is satisfied. All personnel shall work during these make-up days as part of their regular assignment and annual salary. On days when school is not in session because of the above-mentioned conditions, custodians and maintenance personnel will report for work as soon as safety permits. Custodians and maintenance personnel will work their regular number of hours on those days or until released by the Superintendent or their supervisor.
- G. On days when school is dismissed early for any of the reasons set forth in F above the employees working in the Cafeteria and in Central Office shall be allowed to leave as soon as practical.

- H. The duties of all support staff employees shall be as set forth in the individual job descriptions in effect.
- I. The Board shall make available individual contracts to all support staff employees within thirty (30) working days of the ratification of this agreement by both parties.
- J. Failure to perform the duties listed in this agreement or failure to perform duties as assigned by the employee's supervisor may result in any of the following disciplinary actions:
 - ❖ Verbal warning
 - ❖ Letter of reprimand outlining the concerns
 - ❖ Suspension from work without pay
 - ❖ Termination of employment
- K. Each support staff member will receive a calendar and a clarified salary calculation in the first paycheck of the employee's fiscal year if contracts are finalized.
- L. Break times, as defined in the salary schedules, are not cumulative. Employees are not to leave the building on paid breaks without prior permission of the building principal.

ARTICLE XV– DURATION OF AGREEMENT

This agreement has been duly ratified by a vote of the St. Ignace Support Staff Association, hereafter called the Association and a vote of the St. Ignace Area School Board, hereafter called the Board. This agreement covers the contractual working conditions between the Board and the Association for the time period of July 1, 2016 through June 30, 2018.

Date _____

St. Ignace Support Staff Association

Date _____

St. Ignace Area Schools Board of Education

SCHEDULE A

CAFETERIA WORKERS

1. Cafeteria workers shall work the number of days as established in the regular school calendar plus a day prior to the beginning of school as scheduled by the head cook with the approval of the building principal plus one day following the conclusion of the school year as scheduled by the head cook with the approval of the building principal.
2. Employee compensation listed below are hourly wage rates. Daily working hours will be determined by the building principal in consultation with the head cook in order to conform with the efficient operation of the school food service program and shall be subject to change from year to year. Cafeteria workers will work their scheduled shift on days when students are dismissed early except for those incidents listed in Article XIV F.
3. A thirty minute unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. Cafeteria workers are allowed a 15-minute relief time in the morning and afternoon.
4. One cook at each school (designated by the superintendent) to be paid at regular step in salary plus \$2.35 per day to act as supervisor
5. As noted in Article X (C) and IV (E) holidays are included in salary and will be used to compute the number of paid days per year.
6. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>8 Hour Cafeteria Worker</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	9.67	9.97
2	10.08	10.38
3	10.55	10.85
4	11.10	11.40
5	11.65	11.95
6	11.99	12.29
7	12.75	13.05
8	13.32	13.62
9	13.86	14.16
10	14.41	14.71
11	15.27	15.57
12	16.10	16.40
13	16.43	16.73
14	16.96	17.26
15	16.96	17.26
16	17.12	17.42
17	17.29	17.59

<u>Cafeteria – 8 hour day</u>		
<u>Head Cook</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	10.98	11.28
2	11.09	11.39
3	11.83	12.13
4	12.37	12.67
5	12.91	13.21
6	13.44	13.74
7	13.97	14.27
8	14.52	14.82
9	15.06	15.36
10	15.60	15.90
11	16.50	16.80
12	17.41	17.71
13	17.87	18.17
14	18.33	18.63
15	18.33	18.63
16	18.49	18.79
17	18.99	19.29

SCHEDULE B

SECRETARIES, CLERKS, TYPISTS, BOOKKEEPERS

1. Employee compensation listed below are hourly wage rates. Daily working hours will be determined by the supervisor in consultation with the superintendent in order to conform with the efficient operation of the offices and shall be subject to change from year to year. Employees under this section will work their scheduled shift on days when students are dismissed early except for those incidents listed in Article XIV F. An uninterrupted unpaid lunch period of thirty minutes to one hour as scheduled by their supervisor will be allowed but is not included in the hours worked. Employees under this section are allowed a 15 minute relief time in the morning and afternoon.
2. Twelve month employees under this schedule are not required to work during Christmas and Spring breaks and are not compensated for these time periods with the exception of holidays as noted in Article IV E. Any of said employees requested to work during Christmas or Spring break will be paid at their regular established rate for those days worked. Only those employees approved by the administration will work during Christmas or Spring break which will be the same break as that established by the teachers in the school calendar.
3. As noted in Article X (C) and IV (E), holidays are included in nine month employee salary and will be used to compute the number of paid days per year.
4. Twelve month employee salaries shall be based on 250 days which includes vacation days and holidays as noted in Article X (A) and IV (E).
5. Nine month employees under this section shall work the number of days as established in the regular school calendar, with a possible extension as requested by their immediate supervisor with the approval of the Superintendent.
6. State and Federal Reporting coordinator: (or equivalent) 5% of base salary per year. This includes monitoring and submitting electronic reports on behalf of the district.
7. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

Secretary 12 month Class I		
HS, Guidance, Supt, Gen, Com Ed, Elem		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	9.80	10.10
2	10.22	10.52
3	10.78	11.08
4	11.34	11.64
5	11.90	12.20
6	12.46	12.76
7	13.01	13.31
8	13.58	13.88
9	14.11	14.41
10	14.68	14.98
11	15.48	15.78
12	16.31	16.61
13	16.70	17.00
14	17.11	17.41
15	17.11	17.41
16	17.30	17.60
17	17.51	17.81

Secretary 9 month Class 1		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	9.90	10.20
2	10.30	10.60
3	10.86	11.16
4	11.41	11.71
5	11.93	12.23
6	12.47	12.77
7	12.99	13.29
8	13.54	13.84
9	14.04	14.34
10	14.58	14.88
11	15.48	15.78
12	16.39	16.69
13	16.84	17.14
14	17.29	17.59
15	17.29	17.59
16	17.43	17.73
17	17.56	17.86

<u>Secretary 12 month Class II</u>		
Supt Office, Hot Lunch, Payroll Clerk		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	11.93	12.23
2	12.47	12.77
3	13.02	13.32
4	13.59	13.89
5	14.13	14.43
6	14.70	15.00
7	15.25	15.55
8	15.81	16.11
9	16.38	16.68
10	16.94	17.24
11	17.78	18.08
12	18.61	18.91
13	19.02	19.32
14	19.45	19.75
15	19.45	19.75
16	19.63	19.93
17	19.67	19.97

<u>Secretary 12 month Class III</u>		
<u>Bookkeeper</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	13.60	13.90
2	14.09	14.39
3	14.67	14.97
4	15.20	15.50
5	15.77	16.07
6	16.33	16.63
7	16.87	17.17
8	17.43	17.73
9	17.97	18.27
10	18.53	18.83
11	19.22	19.52
12	19.92	20.22
13	20.04	20.34
14	20.61	20.91
15	20.61	20.91
16	21.29	21.59
17	21.97	22.27

SCHEDULE C

PARAPROFESSIONALS

1. Employees compensation listed below are hourly wage rates. Paraprofessionals shall work the number of days as established in the regular school calendar, with a possible extension as requested by their immediate supervisor with the approval of the Superintendent. Paraprofessionals are required to attend one professional development day yearly. If a paraprofessional is requested by administration to attend further professional development sessions, the paraprofessional would be paid at their hourly rate.
2. Daily working hours will be determined by the building principal in order to conform with the efficient operation of the educational delivery system and shall be subject to change from year to year. Paraprofessionals will work their scheduled shift on days when students are dismissed early except for those incidents listed in Article XIV F or as listed above in section 1 of Schedule C. A thirty minute unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. Paraprofessionals are allowed a 15 minute relief time in the morning and afternoon.
3. As noted in Article X © and IV (E), holidays are included in salary and will be used to compute the number of paid days per year.
4. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>Paraprofessionals</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	9.66	9.96
2	10.07	10.37
3	10.55	10.85
4	11.10	11.40
5	11.66	11.96
6	12.22	12.52
7	12.75	13.05
8	13.31	13.61
9	13.86	14.16
10	14.41	14.71
11	15.27	15.57
12	16.12	16.42
13	16.45	16.75
14	16.99	17.29
15	16.99	17.29
16	17.13	17.43
17	17.29	17.59

SCHEDULE D

CUSTODIANS

1. Employees compensation listed below are hourly wage rates. Daily working hours will be determined by the building principal and shall be subject to change from year to year.
2. A one hour unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. Custodians are allowed a 15-minute relief time in the morning and afternoon.
3. Custodian salaries shall be based on 260 days, which includes vacation days and holidays as noted in Article X (A) and IV (E).
4. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>Custodian</u>			
	<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
	1	11.22	11.52
	2	11.72	12.02
	3	12.27	12.57
	4	12.79	13.09
	5	13.32	13.62
	6	13.86	14.16
	7	14.38	14.68
	8	14.92	15.22
	9	15.43	15.73
	10	15.97	16.27
	11	16.76	17.06
	12	17.56	17.86
	13	17.94	18.24
	14	18.34	18.64
	15	18.34	18.64
	16	18.66	18.96
	17	18.99	19.29

SCHEDULE E

MAINTENANCE

1. Employee compensation listed below are hourly wage rates. Daily working hours will be determined by the superintendent and shall be subject to change from year to year.
2. A one hour unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. Maintenance personnel are allowed a 15 minute relief time in the morning and afternoon.
3. Maintenance employee salaries shall be based on 260 days, which includes vacation days and holidays as noted in Article X (A) and IV (E).
4. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>Maintenance</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	11.52	11.82
2	12.01	12.31
3	12.56	12.86
4	13.09	13.39
5	13.64	13.94
6	14.17	14.47
7	14.71	15.01
8	15.25	15.55
9	15.76	16.06
10	16.29	16.59
11	17.10	17.40
12	17.92	18.22
13	18.34	18.64
14	18.75	19.05
15	18.75	19.05
16	18.90	19.20
17	19.04	19.34

SCHEDULE F

BUS DRIVERS (HOURLY)

1. The length of employment shall consist of the number of days in the school calendar and any additional days requested. All bus routes shall be scheduled by the superintendent in a fair and equitable manner in order to establish daily time allowance for each driver.
2. A minimum of two hours pay will be allowed for the first regular daily run required. A minimum of one and one half-hours pay will be allowed for the end of school regular run each day.
3. 30 minutes per day shall be scheduled by the superintendent in consultation with the bus driver in order for the bus driver to perform maintenance and safety checks, fueling, warm up, and cleaning the bus. This time may be included in the minimum times listed in item 2 above if the run does not take the minimum time allowed for the run.
4. Extra duties may be assigned to drivers by the Superintendent during the minimum hours that are not required for actual driving, maintenance, fueling, warm up, and cleaning the bus.
5. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

Bus Drivers		
Step	<u>2016-2017</u>	<u>2017-2018</u>
1	11.32	11.62
2	11.79	12.09
3	12.33	12.63
4	12.85	13.15
5	13.41	13.71
6	13.88	14.18
7	14.33	14.63
8	14.85	15.15
9	15.35	15.65
10	15.84	16.14
11	16.34	16.64
12	16.80	17.10
13	17.06	17.36
14	17.28	17.58
15	17.28	17.58
16	17.43	17.73
17	17.55	17.85

SCHEDULE G

CULTURAL TECHNICIAN

1. Employee compensation listed below are hourly wage rates.. The cultural technician shall work the number of days as established in the regular school calendar, with a possible extension as requested by their immediate supervisor with the approval of the superintendent. Paraprofessionals are required to attend one professional development day yearly. If a paraprofessional is requested by administration to attend further professional development sessions, the paraprofessional would be paid at their hourly rate.
2. Daily working hours will be determined by the supervisor and building principal in order to conform with the efficient operation of the educational delivery system and shall be subject to change from year to year. The cultural technician will work their scheduled shift on days when students are dismissed early except for those incidents listed in Article XIV F or as listed above in section 1 of Schedule G. A thirty minute unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. The cultural technician is allowed a 15-minute relief time in the morning and afternoon.
3. As noted in Article X (C) and IV (E), holidays are included in salary and will be used to compute the number of paid days per year.
4. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>Cultural Technician</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	15.51	15.81
2	16.32	16.62
3	16.92	17.22
4	17.61	17.91
5	18.26	18.56
6	18.92	19.22
7	19.58	19.88
8	20.25	20.55
9	20.87	21.17
10	21.52	21.82
11	22.06	22.36
12	22.61	22.91
13	22.87	22.17
14	23.14	23.44
15	23.14	23.44
16	23.28	23.58
17	23.44	23.74

SCHEDULE H

PARAPROFESSIONAL/HOME SCHOOL COORDINATOR

1. Employee compensation listed below are hourly wage rates.
Paraprofessionals/home school coordinators shall work the number of days as established in the regular school calendar, with a possible extension as requested by their immediate supervisor with the approval of the superintendent.
Paraprofessionals are required to attend one professional development day yearly. If a paraprofessional is requested by administration to attend further professional development sessions, the paraprofessional would be paid at their hourly rate.
2. Daily working hours will be determined by the building principal in order to conform with the efficient operation of the educational delivery system and shall be subject to change from year to year. Paraprofessionals/home school coordinators will work their scheduled shift on days when students are dismissed early except for those incidents listed in Article XIV F or as listed above in section 1 of Schedule H. A thirty minute unpaid uninterrupted lunch period shall be allowed but is not included in the hours worked. Paraprofessionals/home school coordinators are allowed a 15 minute relief time in the morning and afternoon.
3. As noted in Article X (C) and IV (E), holidays are included in salary and will be used to compute the number of paid days per year.
4. This schedule applies to employees hired on or before June 30, 1999; employees hired after June 30, 1999 are compensated by Tier Two Schedules.

<u>Para professional/Home School Coordinator</u>		
<u>Step</u>	<u>2016-2017</u>	<u>2017-2018</u>
1	10.29	10.59
2	11.05	11.35
3	11.51	11.81
4	12.05	12.35
5	12.62	12.92
6	13.19	13.49
7	13.73	14.03
8	14.29	14.59
9	14.82	15.12
10	15.38	15.68
11	16.22	16.52
12	17.08	17.38
13	17.51	17.81
14	17.93	18.23
15	17.93	18.23
16	18.07	18.37
17	18.21	18.51

**Tier Two Salary Schedule
for all support staff employees hired after June 30, 1999**

0 - 3.99 years	<u>2016-2017</u>	<u>2017-2018</u>
Cafeteria Worker	9.95	10.25
Head Cook		
Secretary	11.37	11.67
Payroll/Bookkeeper	12.33	12.63
Paraprofessional	10.28	10.58
Custodian	12.25	12.55
Maintenance	14.03	14.33
Bus Driver	14.69	14.99
Extra Runs - Drive	11.53	11.83
Cultural Technician	15.34	15.64
Paraprofessional/Home School Coordinator	11.13	11.43
4 - 6.99 years	<u>2016-2017</u>	<u>2017-2018</u>
Cafeteria Worker	10.79	11.09
Head Cook		
Secretary	13.19	13.49
Payroll/Bookkeeper	15.40	15.70
Paraprofessional	11.35	11.65
Custodian	13.24	13.54
Maintenance	15.03	15.33

Bus Driver	15.71	16.01
Cultural Technician	15.94	16.24
Paraprofessional/Home School Coordinator	12.20	12.50

7 and on Years	<u>2016-2017</u>	<u>2017-2018</u>
Cafeteria Worker	11.65	11.95
Head Cook	12.59	12.89
Secretary	14.98	15.28
Payroll/Bookkeeper	18.48	18.78
Paraprofessional	12.38	12.68
Custodian	14.21	14.51
Maintenance	16.03	16.33
Bus Driver	16.69	16.99
Cultural Technician	16.54	16.84
Paraprofessional/Home School Coordinator	13.25	13.55

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