



## **AGREEMENT**

**BETWEEN**

**L'ANSE CREUSE BOARD OF EDUCATION**

**AND**

**SUPPORT SERVICES EMPLOYEES**

**Technical, Professional and Officeworkers Association of Michigan  
(TPOAM)**

**January 1, 2021 - January 31, 2024**

L'Anse Creuse Public Schools  
24076 F.V. Pankow Blvd  
Clinton Township, MI 48036-1304  
(586) 783-6300

# AGREEMENT BETWEEN L'ANSE CREUSE BOARD OF EDUCATION AND TPOAM, 2021-2024

## TABLE OF CONTENTS

<b>ARTICLE</b>	<b>PAGE</b>
1. Recognition	3
2. Aid to Other Unions	3
3. Union Membership	3
4. Management Rights	3
5. Representation	5
6. Union Representatives	5
7. Special Conferences	6
8. Grievance Procedure	6
9. Disciplinary Action, Suspension & Discharge	8
10. Seniority - Probationary Employees	10
11. Seniority	11
12. Loss of Seniority	12
13. Supplemental Agreements	12
14. Displacement, Layoff, and Recall Procedure	13
15. Vacancies	15
16. Transfers	16
17. Promotions	18
18. Temporary Classification Assignments	18
19. Veteran's Benefits	19
20. Leave of Absence Without Pay	19
21. Paid Time Off (PTO)	20
22. Workers' Compensation	21
23. Jury Duty	22
24. Funeral Leave	22
25. Leaves	23
26. Leave for Union Business	24
27. Holidays	24
28. Vacations	25
29. Vacation Pay	26
30. Union Bulletin Boards	26
31. Health Examinations	26
32. Overtime	27
33. Retirement/Severance	28
34. Severance/Termination	28
35. Insurance Protection	29
36. 52-Week Employees	31
37. General	33
38. Protection of Employees	37
39. Health and Safety	38
40. Separation Clause	39
41. Duration of Agreement	39
Witness/Signature Page	40
Appendix A - Salary Schedules 2021-2024	41
Appendix B - Chain of Command	49
Appendix C - Grievance Chain of Command	50

## AGREEMENT

This Agreement is entered into on this the 1st day of January 2021, between the L'Anse Creuse Public Schools Board of Education (hereinafter referred to as the "Employer") and The Technical, Professional and Officeworkers Association of Michigan (TPOAM) (hereinafter referred to as the "Unit/Union". The Superintendent of Schools, as the executive officer employed by the Board, is by Michigan Law, charged with the responsibility of supervision and direction of the work of the staff and assisting the Board in all matters pertaining to the welfare of the school district. Whenever the term "Superintendent" is used in this Agreement, it shall mean the person holding that title or any person on the administrative team to whom he/she may beforehand delegate the responsibility referred to in this Agreement. Any reference to an administrator in this Agreement shall mean the person holding that administrative position or any person on the administrative team to whom he/she may delegate the responsibility referred to in this Agreement.

Note: The headings used in this Agreement and exhibits neither add to nor subtract from the meaning, but are for reference only.

**PURPOSE AND INTENT:** The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, Employees, and the Unit.

The Parties recognize that the interest of the community and the job security of the Employees depend upon the Employer's success in establishing a proper service to the community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all Employees.

**ARTICLE 1 - RECOGNITION**

1.01 Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all Employees of the Employer included in the bargaining unit described below.

1.01.01 All non-teaching Employees, excluding noon aides, crossing guards, office clerical Employees, AFSCME Local 1993 members, all other non-52 week hourly Employees and supervisors as follows: Transportation Supervisor, Transportation Dispatcher, Assistant Transportation Dispatcher, Manager of Operations, Supervisor of Maintenance & Custodial Services, Food and Nutrition Supervisor, Head Mechanic, Technicians and supervisors as defined in the Act.

1.01.02 All regular scheduled Employees (9 months or more) shall be deemed regular Employees for the purpose of recognition only.

\*\*\*\*\*

**ARTICLE 2 - AID TO OTHER UNIONS**

2.01 The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purposes of undermining the unit.

\*\*\*\*\*

**ARTICLE 3 - UNION MEMBERSHIP**

REQUIREMENTS OF UNION MEMBERSHIP: To the extent that the laws of the State of Michigan permit, it is agreed that:

3.01 Any Employee, during the length of this contract, who is not a unit member shall after ninety (90) calendar days probationary period become a member of the unit.

3.02 The Unit will protect and save harmless the Employer for any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article of this Agreement.

\*\*\*\*\*

**ARTICLE 4 - MANAGEMENT RIGHTS**

AUTHORITY OF BOARD - It is mutually agreed that there is reserved exclusively to the Board all responsibilities, powers, rights, and authority vested in it or heretofore otherwise properly exercised by it under the laws and constitutions of the State of Michigan and the United States excepting such matters or things as may be limited by the provisions of this Agreement. It is understood and agreed that the Board may continue to make and enforce any and all reasonable rules and regulations and policies relative to

anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district as provided in Section 614 of the Michigan School Code of 1955, as amended. The rights of the Board shall include, by way of illustration and not by way of limitation, the right to:

- 4.01 Manage and control its business, its equipment and its operation, and to direct the working forces and affairs of the L'Anse Creuse Public Schools School District.
- 4.02 Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing and the right to establish, modify or change any work or business or school hours or days but not in conflict with the provisions of this Agreement.
- 4.03 The right to direct the working forces, including the right to hire, promote, suspend and discharge Employees, transfer Employees, assign work or duties to Employees, determine the size of the work force and to lay off Employees, but not in conflict with the provisions of this Agreement.
- 4.04 Determine the services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.
- 4.05 Adopt reasonable rules and regulations but none in conflict with the provisions of this Agreement.
- 4.06 Determine the qualifications of Employees.
- 4.07 Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof, and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- 4.08 Determine the placement of operations, service, maintenance or assignment of work, and the source of materials and supplies.
- 4.09 Determine the financial policies, including all accounting procedures.
- 4.10 Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from Employees as provided for in this Agreement.
- 4.11 Determine the policy affecting the selection and training of Employees but not in conflict with the provisions of the Agreement.
- 4.12 Should the State appoint an emergency financial manager to the district, this agreement is subject to his/her interpretations, revisions, and/or other actions within the realms of his/her

authority. If this law is rescinded or overturned, this section will be removed from the contract.

The above are not to be interpreted as abridging or conflicting with any provisions in this Agreement.

\*\*\*\*\*

## **ARTICLE 5 - REPRESENTATION**

5.01 The number of representation areas in the union school district will be five (5):

1. Custodial day shift
2. Custodial afternoon/midnight shift, Custodian / Pool Technician
3. Maintenance, Maintenance HVAC/R 1, Maintenance HVAC/R 2, Painter/Glazer, Groundskeeper, Groundskeeper Mechanic, Transportation Master Mechanic Auto/Light Truck, Transportation Master Mechanic Heavy Duty Truck, Transportation Master Mechanic Auto / Light Truck- Heavy Duty Truck, Utility/Mail Driver/Warehouse Person,

The number may be increased by agreement between the Employer and the unit. The Employer and the Union may create new areas within the unit from time-to-time by agreement.

5.01.01 It is mutually recognized that the principal of proportional representation which reflects the increase and decrease in the work force is a sound and sensible basis for implementing this section of the Agreement.

\*\*\*\*\*

## **ARTICLE 6 – UNION REPRESENTATIVES**

6.01 The Unit will, after the election or appointment of Officers, prepare a listing of all Officers and Stewards and furnish the listing to the Employer.

6.02 One (1) Steward will represent each of the representation positions as outlined in Article 5 Representation, section 5.01.

6.02.01 The Steward on days will be a regular Employee and work in a position/shift that he/she represents. The Steward for the afternoon and night shifts will be a regular Employee and work in the area that he/she represents. All Stewards will be regular Employees and work in the Unit.

6.03 The Vice-President/Chief Steward and/or one (1) Steward for each area may upon necessity use one (1) hour per week without loss of pay to process grievances and there will be one (1) Steward per grievance. The Vice-President/Chief Steward and/or Steward must notify his/her immediate supervisor that he/she will be absent on this business before leaving his/her post.

- 6.04 During working periods in which the elected Steward(s) or Vice-President/Chief Steward are not working, the President of the Union will designate an Employee working as Temporary Steward for that period of time.
- 6.05 Any Union Representative or member who is involved in any hearing between the Union and the L'Anse Creuse Board of Education, to include hearings with the American Arbitration Association, the Michigan Employment Relations Commission, and the administrative body of the Public Employees Relations Act, will not incur any loss of pay or benefits for the time that is involved in going to such hearings, participating in the hearing, and returning to his/her work location.
- 6.05.01 The Members of the Unit shall not lose time or pay or be charged on extra time sheet for time spent in meetings scheduled by the Employer.

\*\*\*\*\*

**ARTICLE 7 - SPECIAL CONFERENCES**

- 7.01 Special Conferences for important matters will be arranged between the President and the Employer's designated representative upon the request of either party. Such meetings shall be between two (2) representatives of the Employer and two (2) representatives of the Unit except that by prior mutual consent of the parties, either party may have additional representatives present and the number will be determined by mutual consent.
- 7.01.01 Arrangements for such Special Conferences shall be made in advance, when possible and an agenda of the matters to be taken up at the meeting shall be presented at the time of the conference. Matters taken up in Special Conference shall be confined to those included in the agenda. The members of the Unit shall not lose time or pay or be charged on extra time sheet for time spent in such Special Conferences. This meeting may be attended by a representative of the Union.
- 7.01.02 Recognizing that our first priority is to service the students of L'Anse Creuse Public Schools, when possible, meetings will be scheduled during hours in which Employees are not on district time.

\*\*\*\*\*

**ARTICLE 8 - GRIEVANCE PROCEDURE**

- 8.01 Definition: A grievance is defined to be any difference that may arise between the parties to:
  - 8.01.01 Any matter relative to rate of pay, wages, hours of employment, and other conditions of employment concerning health, safety, and general welfare as set forth in this Agreement.
  - 8.01.02 Any matter involving an alleged violation of any of the provisions of this Agreement.
- 8.02 An individual Employee will have the right at any time to present his/her grievance to the school district and to have the grievance fully adjusted without the intervention of the Unit or its representatives, as long as the adjustment is not inconsistent with the terms of this Agreement. At the time of the initiation of such a personally presented grievance, the

Employer will notify the Union President, that same day that such proceedings have begun. At the time of any adjustment of the grievance, the Union President or his/her designee will be given the opportunity to be present. No adjustment will be made at unusual times or in such a manner to deny the Union President or his/her designee the opportunity to be present. In those instances where an adjustment is reached without the presence of the Union President or his/her designee, the circumstances surrounding the grievance and the adjustment will be submitted to the Union President in writing within five (5) working days of the final adjustment.

8.03 If more than one (1) Employee has a similar complaint, within the definition of a grievance as outlined above, which has been discussed at Step 1, and it is mutually agreed by both parties to this Agreement to be of a single common nature, the grievance will be deemed a Class Action Grievance and the Union President or his/her designee may file this Class Action Grievance at Step 2 in lieu of individual grievances.

8.04 **Step 1**

8.04.01 Within ten (10) working days of knowledge by the Employee of an alleged violation, the Employee and/or Steward shall discuss the problem with the Employee's immediate supervisor per the grievance Chain of Command, Appendix "C". A meeting will be convened by the Supervisor of the classification in attendance will be all parties referenced in the Chain of Command for Step 1. Written evidence of this meeting, signed by all parties, shall be attached to the grievance if proceeding to the next step.

8.05 **Step 2**

8.05.01 If the Union is not satisfied with the disposition of the grievance at Step 1, or if no disposition has been made within ten (10) working days of its initiation with the supervisor of original contact at Step 1, the Union President/Vice President (Chief Steward) may appeal the decision of Management within ten (10) working days from the disposition or lack of disposition in Step 1. The appeal by the Union President/Vice President (Chief Steward) shall be written to the Human Resource Department. The appeal by the Union President/Vice President (Chief Steward) shall be written.

8.05.02 Human Resources shall grant a hearing of the grievance within ten (10) working days of receipt of the appeal at this step. Within ten (10) working days of the hearing, Human Resources shall be responsible to see that a written disposition of the grievance is tendered to the Union President.

8.05.03 If the grievance is in substance similar to earlier grievances as agreed to by the Union President/Vice President (Chief Steward) and the Human Resources Representative, where a written disposition had been tendered following a hearing, a hearing shall not be required. However, a written response within ten (10) working days of receipt of the appeal will be required.

8.06 **Step 3**

8.06.01 If the Union is not satisfied with the disposition of the grievance by the Human Resource representative, or if no disposition has been made within ten (10) working days of such



hearing, the grievance will be appealed within twenty (20) working days to arbitration. Such appeal will be in writing and will be delivered to the American Arbitration Association and to the Human Resource Department within forty-five (45) days. If not so delivered, the grievance will be considered abandoned.

8.06.01.01 The arbitrator shall be chosen within ten (10) working days from the date of filing from a list of arbitrators furnished by the American Arbitration Association.

8.06.01.02 The selected arbitrator will confer with the parties and hold hearings promptly and will issue his/her decision not later than twenty (20) days from the close of the hearings. The arbitrator's decision shall be in writing and will set forth his/her findings of fact, reasoning, and conclusion on the issue submitted.

**THE ARBITRATOR SHALL BE LIMITED IN HIS/HER POWERS AS FOLLOWS:**

8.06.02 The arbitrator shall have no power to alter, modify, disregard, add to or subtract from the provisions of this Agreement.

8.06.03 The arbitrator shall have no power to establish new salary schedules or change any salary or supplemental pay provided for in this Agreement.

8.06.04 The arbitrator shall have no power to change practices, policy, or rules of the Board unless they are in violation of the terms of this Agreement or reasonable working rules, working conditions, or safety.

8.06.05 The arbitrator shall have no power to decide any question arising out of the exercise of rights set forth in the Management Rights Clause, Article 4.

8.06.06 Claims for Back Wages - In the case of a pay shortage of which the Employee could not have been aware before the pay was available to the Employee, any adjustment shall be retroactive only to the beginning of the pay period covered by such pay, if the Employee files a written grievance within fifteen (15) working days after receipt of such pay.

8.06.06.01 All claims for back wages resulting from an illegal layoff or discharge shall be limited to the amount of wages that the Employee would otherwise have earned less unemployment compensation or other compensation earned through a position acquired after layoff or discharge.

8.06.06.02 Back wages shall be paid only to the aggrieved Employee signing the grievance or in the case of a class action grievance, those named as aggrieved in the grievance.

8.06.07 Neither party shall have the right to appeal from a decision of the arbitrator unless he/she exceeds his/her authority in his/her decisions as set forth above in 8.07.02, 8.07.03, 8.07.04, 8.07.05 and 8.07.06.

8.07 **Time of appeals of grievances:**

8.07.01 It is in the best interests of both the Union and the Employer that all actions taken on a grievance be done in a speedy manner. The time limits that have been established are

maximums. If at all possible, the filing of grievances and their disposition should be as quickly as is possible.

8.07.01.01 If in the event that more time is needed to prepare a grievance or its disposition, an extension of the established time limits may be granted by mutual consent.

8.07.02 Any grievance not appealed from an answer or lack of an answer at any step of the grievance procedure, within the time limits set forth at that step after such answer, shall be considered settled on the basis of the last answer and not subject to further review.

8.07.03 A grievance may be withdrawn, with or without prejudice, and if so withdrawn, all financial liabilities shall be canceled. If the grievance is reinstated, the financial liabilities shall date only from the date of reinstatement. If the grievance is not reinstated within one (1) month from the date of withdrawal, the grievance shall not be reinstated. Where one or more grievances involve a similar issue, those grievances may be withdrawn without prejudice only after the parties mutually agree that the issues are similar and the one issue left pending controls the other issues. In such event the withdrawal without prejudice will not affect financial liability.

8.08 **Withdrawal of cases:**

8.08.01 After a case has been referred to Step 3 of the grievance procedure, the case may not be withdrawn by either party except by mutual consent.

8.08.02 To eliminate misinterpretation all parties involved (Union and Management) shall meet to discuss the arbitrator's award upon written request of either party. It is understood that representation at said meetings shall be limited to no more than three (3) members from the Union and three (3) members from the School District.

\*\*\*\*\*

**ARTICLE 9 - DISCIPLINARY ACTION, SUSPENSION, AND DISCHARGE**

9.01 Disciplinary Action will be understood as meaning oral or written reprimand, Suspension (meaning loss of pay and/or time on the job), and Discharge (meaning involuntary termination of an Employee by the Board of Education).

9.01.01 An Employee shall, upon request, be allowed to have representation during any disciplinary meeting/hearing.

9.02 In the first offense of a minor nature, the usual action will be an oral reprimand. Should the problem continue, a written reprimand will be issued. Further offenses may result in suspension and ultimately discharge. The initial action of the Employer may be suspension or discharge if in the opinion of the Employer, the nature of the infraction merits such action.

9.03 Disciplinary action for just cause may be imposed upon an Employee. Any disciplinary action imposed on an Employee who is felt to be unjust may be processed as a grievance.

- 9.04 Reports of disciplinary action and suspension will remain in the individual's personnel file, located in Human Resources, for three (3) years from the date of the action and will not be utilized in future disciplinary action after three (3) years. Discipline infractions may be removed from the personnel file at the Employee's request after three (3) years; but may be used again to determine appropriate discipline if a similar infraction occurs at a later date.
- 9.05 All reprimands will be handled in a manner that will not embarrass an Employee before other Employees, students, or the public.
- 9.06 For just cause, a representative of the Board of Education may suspend an Employee with or without pay. The Employee will be notified in writing if such action is taken. It is the Employees responsibility to inform the union of any such communication from the Administration.
- 9.07 For just cause, only the Board of Education may discharge an Employee. The Employee, the appropriate Steward, and the Union President will be notified in writing if such action is taken.
- 9.08 The Employee and the Union will have the right to appeal the suspension, demotion, or discharge as a grievance at Step 3 of the grievance procedure.
- 9.09 An Employee who is found to be unjustly suspended or discharged will be reinstated with full compensation for all time lost and with full restoration of all rights and conditions of employment including all benefits, less any compensation received for employment elsewhere from the time of discharge to the time of reinstatement with the L'Anse Creuse Public School District.
- 9.10 Examples of items considered as just cause for disciplinary action, suspension, or discharge will be posted in all work locations. The list is intended as examples only and items other than those listed may be considered as just cause for action. It is understood that the Employer may from time-to-time post additional examples after advising the unit in a Special Conference.

\*\*\*\*\*

**ARTICLE 10 - SENIORITY - PROBATIONARY EMPLOYEES**

- 10.01 New Employees hired in the unit shall be considered as probationary Employees for the first ninety (90) calendar days, excluding holidays, holiday breaks and summer breaks of their employment.
- 10.01.01 For the purpose of interpreting the probationary period under this Agreement, ninety (90) calendar days in all departments affected by summer dismissal shall resume their accumulation at the beginning of the new school year. A probationary Employee has no union rights when disciplined or discharged for lack of ability. There shall be no seniority among Probationary Employees. Upon satisfactory completion of the probationary period, the Employee's seniority will be computed from the first day of employment in an Unit position (this does not include time as a substitute).

- 10.02 The probationary time for an Employee begins on the date of hire in the unit.
- 10.03 Any Employee who, in the opinion of the Administration, does not satisfactorily complete his/her probationary period in the classification to which he/she has been promoted will be returned to the classification and salary from which he/she had been promoted and his/her seniority shall not be affected.
- 10.04 An Employee who is promoted during his/her probationary period shall be considered to have satisfactorily completed his/her probationary period in the classification from which he/she had been promoted.

\*\*\*\*\*

**ARTICLE 11 - SENIORITY**

- 11.01 District seniority will begin with the original date of employment within the bargaining unit of the school district.
- 11.02 The seniority list of the date of this Agreement will show the names and job titles of all Employees of the Unit entitled to seniority.
- 11.03 The Unit will furnish an up-to-date seniority list twice each year (November and May). The list will reflect both the Employee's original date of hire (in the district) and his/her classification and seniority date in the unit.  
  
The Employer and the Union will work together, to produce the seniority list. The Union will maintain the official list, when this joint task is complete.
- 11.04 A copy of the data (name, date of hire, classification, salary, shift if applicable, and job location) for newly hired, transferred, promoted, discharged, or resigned personnel which is prepared on a monthly basis will be sent electronically to the Secretary or Treasurer.
- 11.05 If more than one (1) Employee commences work on the same date in a given work area, seniority will be determined by the last four (4) digits of the Employee's Social Security Number (SSN). The Employee with the lower number will be the senior Employee.
- 11.06 When an Employee is on leave of absence as provided in Article 20 and Article 25, seniority shall accrue for one (1) year; then it shall be frozen at that point with no accumulation for further extension of such leave.
- 11.07 Employees off due to an injury or illness that is compensable under the Workers' Compensation Act will continue to accrue seniority. Employees sustaining injuries compensable under the Workers' Compensation Act shall receive insurance benefits for a maximum of one (1) year following the date of injury, if no Long-Term Disability (LTD) or Disability Retirement Application is filed.

The Process is as follows:

If eligible, Employees will be placed on (FMLA) Family Medical Leave Act if qualified for the first (60) sixty workdays or twelve (12) weeks. Following the end of the FMLA leave, the Employee will make application for LTD benefits and/or disability retirement. If the Employee does not qualify for either program, the Employee's insurance benefits will continue for a maximum of eighteen (18) months. The Employer will counsel Employees who are unable to return to work regarding eligibility requirements for retirement and/or LTD benefits three (3) months before benefits expire.

- 11.08 Employees off on LTD will accrue seniority for one (1) year while on LTD. At the end of one (1) year off, the Employee's seniority will be frozen. Employees on LTD will remain on the seniority list, with an annotation that they are off on LTD, until such time as they are no longer eligible for LTD.

\*\*\*\*\*

## **ARTICLE 12 - LOSS OF SENIORITY**

- 12.01 An Employee shall lose seniority for the following reasons only:
- 12.01.01 He/she quits.
- 12.01.02 He/she is discharged and the discharge is not reversed through the grievance procedure.
- 12.01.03 He/she is absent for three (3) consecutive working days without notifying the Employer. In proper cases, exceptions may be made by the Employer. After such absence, the Employer will send written notification to the Employee at his/her last known address that he/she has lost his/her seniority and his/her employment has been terminated. If the disposition of any such case is not satisfactory, the matter will be referred to the grievance procedure beginning at Step 3. It will be the duty of the Employee to furnish the Employer with his/her correct address at all times.
- 12.01.04 If he/she does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions may be made by the Employer.
- 12.01.05 Failure to return from Paid Time Off (PTO), leaves of absence, Long-Term Disability, or layoff will be treated the same as 12.01.03 above.

\*\*\*\*\*

## **ARTICLE 13 - SUPPLEMENTAL AGREEMENTS**

- 13.01 All Supplemental Agreements and Letters of Understanding will be subject to the approval of Union and the Board of Education. Said Supplemental Agreements must be approved by both parties.

\*\*\*\*\*

## **ARTICLE 14 - DISPLACEMENT, LAYOFF, AND RECALL PROCEDURE**

- 14.01 A "Displaced Employee" under this Article only is an Employee whose current position has been eliminated or reduced during a layoff and who has sufficient area/job classification seniority to maintain employment within the unit.
- 14.02 A "Laid-Off Employee" is an Employee who does not have sufficient district seniority to maintain employment within the unit at the time that there is a layoff.
- 14.03 A "Layoff" means a reduction in the working force.
- 14.04 If it becomes necessary for a layoff, the following procedure will be mandatory:
- 14.04.01 All temporary seasonal Employees will be laid off on a district-wide basis.
- 14.04.02 All students who are performing functions that qualify as bargaining unit work will be laid off on a district-wide basis.
- 14.04.03 All probationary Employees will be laid off on a district-wide basis.
- 14.04.04 Seniority Employees will be laid off according to seniority as defined in Article 11, Seniority, and Section 11.02.
- 14.04.05 In proper cases exceptions may be made. Disposition of these cases will be proper matter for Step 3 of the grievance procedure.
- 14.05 The layoff of bargaining unit Employees shall be done by area or occupational group and position, with the least district senior Employees in the affected positions being laid off first.
- 14.06 **Layoff**
- For the purpose of layoff, there are four (4) Occupational Groups of Employees, as follows:
- a. Maintenance
  - b. Grounds
  - c. Custodial
  - d. All other Bargaining Unit members
- 14.06.01 Re: Elimination of position: This article is only applicable to those Employees whose positions have been eliminated or have been displaced as a result of the elimination of positions. The aforementioned Employees shall be allowed to select any open position within their Occupational Group by seniority for which he/she has previous seniority. If there is no open position, the displaced Employee shall bump the least senior Employee within the Occupational Group with the same shift (time of day or split position) not resulting in a promotion.

- 14.06.02 A laid off Employee who has seniority within another Occupational Group where they possess the required credentials will be allowed to bump the least senior Employee, with the same or less hours, within the Occupational Group they previously held.
- 14.06.03 If a laid off Employee does not have seniority in another Occupational Group, said Employee will be allowed to bump the least senior Employee in an equal or lower classification, with same or less hours, that does not require special training or certification as long as it does not result in a promotion.
- 14.06.04 A laid off Employee who cannot bump under the above conditions, will be allowed to bump the least senior Employee with lower hours and where no required certifications are necessary.
- 14.06.05 Such Employees that select a position in a classification that they have never held previously, shall be considered to be in an evaluative performance period for the first ninety (90) calendar days of their new assignment. Special supervision/direction will be provided upon the Employee's reasonable requests during this evaluative period. During the evaluative period, the Employee will be evaluated, in writing, using the district evaluation form, on the thirtieth (30<sup>th</sup>) and sixtieth (60<sup>th</sup>) day.
- 14.06.06 Such Employees who do not meet evaluative standards as documented during the evaluative period shall be terminated or may be granted layoff. Should the Employee disagree with the action taken, the matter may become a proper subject for the grievance procedure beginning at Step 3.
- 14.06.07 Such Employees after completing the ninety (90) calendar days will have full district seniority in that new classification only for the purpose of layoff. For all other purposes, classification seniority will be controlling.
- 14.07 Employees to be laid off for indefinite periods of time will have at least ten (10) calendar days' notice of layoff. The President and the Recording Secretary will receive a list from the Employer of the Employees being laid off on the same day the notices are issued to the Employees.
- 14.08 Laid-off Employees will be recalled in inverse order of layoff (last laid off will be first called back) to the first position available in the classification from which they were laid off. If this position is considered a promotional position, it must first be posted and filled in accordance with Articles 15, 16, and 17, and the recalled Employee will be recalled to the last position available. Notice of recall will be sent to the Employee at his/her last known address by certified mail. If an Employee fails to report to work within ten (10) calendar days from the date of mailing of the notice of recall, he/she will be considered a quit. Extension may be granted by the Employer in proper cases.
- 14.09 Non-acceptance of a temporary position three months (3) or longer in duration in the Occupational Group from which an Employee was laid off will result in the Employee being removed from the recall list.
- 14.10 An Employee on a leave of any kind is subject to the displacement, layoff, and recall procedure.

- 14.11 When an Employee is in a layoff status, his/her seniority will accrue for one (1) year, and then their seniority will be frozen until such time as they are recalled to work.
- 14.11.01 An Employee in a layoff status will remain on the layoff list for a period of three (3) years.

\*\*\*\*\*

## **ARTICLE 15 - VACANCIES**

- Definition: A vacancy will be considered to exist if a current Employee resigns, retires, is terminated, is transferred, is promoted unless said position is eliminated, or if a new position is created or reinstated.
- 15.01 In the event that a vacancy exists within the unit and the Employer determines to fill the vacancy, Employees within the unit will be given the opportunity to bid for the position through the posting procedure. All vacancies shall be posted within five (5) working days.
- 15.01.01 When a vacancy occurs within the bargaining unit and the contractual bidding process has been completed, an Employee working a split assignment shall nevertheless have the option to fill the position on the basis of seniority before an outside applicant is considered.
- 15.02 Copies of each posting are available on the district website. The posting will remain posted for a minimum period of five (5) working days prior to filling such vacancy.
- 15.03 Vacancy postings will include the type of position, location of work, shift, and will set forth the minimum requirements and duties for the position.
- 15.04 As a practice the filling of a vacancy shall be done within five (5) working days however, may take up to fifteen (15) working days of the closing of the posting for the position except in those instances where, due to a lack of qualified applicants, the Administration determines to not fill the position. It is further acknowledged that the fifteen (15) day time limit, above specified, will be reasonably extended to provide necessary time to enable the Board of Education to meet in session to approve the filling of newly created positions. Persons on leave can put in for a posting as long as they can fill the position within twenty (20) working days or less from the expiration of the posting. Employees on Workers Compensation leave are eligible for all postings.
- 15.04.01 Should more than one (1) present Employee from within the same classification bid on a vacancy the more senior Employee shall be granted the position provided the Employee is not currently on any type of corrective action plan.
- 15.04.02 When an Employee has applied for a different position, the Employee selected shall commence work no sooner than twenty-four (24) hours following notification.
- 15.04.03 An Employee filling a vacancy in a classification different than the one presently held shall be placed on the lowest step of the salary schedule of the new position which will provide a raise over their previous rate of pay.



Example: Shift premium

- 15.05 When a new job is placed in the Unit and cannot be properly placed in an existing classification, Superintendent/designee will establish a classification and rate structure to apply. In the event the Unit does not agree that the classification and rate are proper, the Board agrees that up to three (3) representatives assigned by the Superintendent/designee from Administration will meet with up to three (3) representatives of the Union to discuss such classifications and rates.
- 15.06 Employees interested in a posted vacancy will apply for the vacancy using the on-line Job Application system.
- 15.07 In the event that an Employee is to be absent for four (4) weeks or longer, or has been absent for four (4) weeks, his/her position will be posted as a temporary position within fifteen (15) working days of the Employer's determination to fill the vacancy. (As a result of filling the vacancy by a member of the Unit, Section 15.04 of ARTICLE 15 will be applicable).
- 15.07.01 Employees absent for sixty (60) working days will be guaranteed the same position they left. However, Employees suffering from a Workers' Compensation injury will return to their assigned position for a period of up to one year from the date of injury.
- 15.07.02 Employees returning from a Workers' Compensation injury absence of more than one year shall have the right to bump the least senior classification Employee in their area if no opening exists.
- Definition: The word area above is defined as meaning department or occupational group and this will apply throughout the contract.
- 15.08 Employees off ninety (90) consecutive calendar days due to personal illness or on LTD shall have the right to bump the least senior classification/group Employee in their area, if no open position exists.
- Definition: The word area above is defined as meaning occupational group and this will apply throughout the contract.
- 15.09 Vacancies created by a Workers' Compensation injury will be limited to one (1) postings with the second (2<sup>nd</sup>) opening posted as a temporary position.
- 15.09.01 Posted vacancies created by a Workers' Compensation injury will be clearly marked "Workers' Compensation Injury Position".

\*\*\*\*\*

## **ARTICLE 16 - TRANSFERS**

Definition: An Employee move will be termed a transfer when the movement is within his/her classification and to a position with the same general job requirements and no additional compensation is involved.

- 16.01 52 Week Employees transferring within this provision shall be limited to one (1) such transfer within the fiscal year (July 1 – June 30) unless authorized by the Employer.
- 16.02 Should more than one (1) present Employee from within the same classification bid on a transfer the more senior Employee shall be granted the position provided the Employee is not currently on any type of corrective action plan.
- 16.03 The Employer agrees that in the event that there is any movement of work or discontinuation of work location which will continue for a period of fifteen (15) work days or longer, the Employer will meet with the Unit in Special Conference prior to any movement of affected Employees.
- 16.03.01 Employees affected may request a transfer to any open position for which their classification and seniority qualifies them.
- 16.03.02 An Employee whose job has been eliminated due to discontinuation of work location will be assigned to a position which closely resembles his/her classification, current rate of pay, hours, and benefits. Otherwise the Employee may exercise his/her seniority rights to bump the least senior Employee with the same number of regular daily working hours within the same classification and transfer to that position.
- 16.04 An Employee transferred by the Employer to a position not included in the Unit, and thereafter transferred to a position within the Unit, will have accumulated seniority for one year while working in the position to which he/she was transferred. Employees transferred under these circumstances will retain all rights accrued for the purpose of any benefits provided for in this Agreement.
- 16.05 As a result of any transfer, the opening, if any, created may be filled in a similar manner as Article 16.02.
- 16.06 Transferring from one shift to another within the custodial area shall not be considered a promotion due to their base hourly rate.
- Example: Afternoon Custodian: Hourly rate plus shift premium  
 Afternoon Custodian goes to Head Custodian  
 Afternoon Custodian loses shift premium and moves to step which gives a raise (step to step, without shift premium)
- 16.07 **Temporary vacancy transfers:**
- 16.07.01 However, it is expressly understood that an Employee covered by this agreement shall not be permitted to make a downward or lateral transfer for temporary vacancies unless the temporary vacancy provides a higher hourly base rate, promotion, or shift change. In addition, Employees currently under any type of active improvement plan, or has disciplinary action within the previous three (3) years, may be denied any type of transfer.

\*\*\*\*\*

## **ARTICLE 17 - PROMOTIONS**

Definition: A promotion will be considered as a change in assignment within the Unit, which results in the Employee receiving an increase in higher base hourly rates or a regular fifty-two (52) week position.

17.01 Promotions within the Bargaining Unit will be made on a seniority basis when other relevant qualifying factors, such as skills, ability, qualifications, education, attendance, experience and training, are equal.

17.02 Any Employee promoted under this Article will be given a trial period of sixty (60) working days. Special supervision/direction will be provided upon the Employee's reasonable requests during this trial period.

17.03 During the sixty (60) working day trial period, the Employee will have the right to return to his/her prior classification/area.

Definition: The word *area* above is defined as meaning department and this definition will apply throughout the contract.

17.04 During the sixty (60) working day trial period, the Employer will evaluate the performance of the Employee in the new position. If the performance is unsatisfactory or the Employee does not qualify in his/her new position, written notice including reasons will be submitted to the Employee and the Employee will revert to his/her prior position and location. In the event that the prior position and location have been eliminated, Article 16, Section 16.03 is applicable. Should the Employee disagree with the action taken, the matter may become a proper subject for the grievance procedure beginning at Step 3.

17.05 During the trial period, the Employee will receive the rate of pay of the job that is being performed.

\*\*\*\*\*

## **ARTICLE 18 - TEMPORARY CLASSIFICATION ASSIGNMENTS**

18.01 If an Employee is temporarily assigned to a lower classification according to rates of pay than that in which he/she is regularly assigned, no reduction in pay will result. If an Employee is temporarily placed in a higher classification according to rates of pay than that in which he/she is regularly assigned, the affected Employee will receive the rate of pay of the higher classification for all time spent on the assignment. The Employee will be responsible to record comments on his/her online Time and Attendance account for the higher rate for the time that is involved, with prior approval of Administration. Shift premiums will be paid according to shifts & classification.

\*\*\*\*\*

## **ARTICLE 19 - VETERAN'S BENEFITS**

- 19.01 Any Employee who enters into active service in the armed forces of the United States, upon the termination of such service after one (1) tour of duty, shall be offered reemployment in his/her previous position or a position of like seniority, status, and pay; unless circumstances have so changed as to make it impossible or unreasonable to do so, in which event he/she will be offered such employment in line with his/her seniority as may be available which he/she is capable of doing at the current rate of pay for such work, provided he/she reports for work within ninety (90) calendar days of the date of such discharge of ninety (90) calendar days after service connected hospitalization continuing after discharge for not more than two (2) years.
- 19.02 Except as hereinafter provided the reemployment rights of Employees and probationary Employees will be limited by applicable laws and regulations.
- 19.03 Employees who are reinstated in accordance with the Universal Military Training Act as amended and other applicable laws and regulations will be granted upon written application, leaves of absence for a period of one (1) year, renewable for a period equal to the educational benefit offered by such acts and laws in effect on the date of this Agreement.
- 19.04 Employees who are in a branch of the armed forces, reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the Board of Education when they are on full-time active duty in the Reserve or National Guard provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the limit.

\*\*\*\*\*

## **ARTICLE 20 - LEAVES OF ABSENCE WITHOUT PAY**

- 20.01 Upon written request, leaves of absence without pay for reasonable periods of time, not to exceed one (1) year, may be granted at the sole discretion of the Superintendent/designee without loss of seniority, which will accrue for one (1) year for medical reasons, both personal illness and illness within the Employee's immediate family with proper medical documentation from a physician, and for educational purposes that would accrue a mutual benefit to both the Employee and the Employer. Other leaves of absence (such as vacation, etc.) without pay for reasonable periods of time not to exceed one (1) year may be granted, without loss of seniority, for good cause.
- Leaves under this Section may be extended for like cause, but in any event; seniority will accrue for only one (1) year.
- 20.01.01 Any Employee absent for ninety (90) or more consecutive calendar days not to exceed one (1) year (with or without pay prior to the leave/request for leave of absence); his/her position will no longer be guaranteed and he/she will bump into the unit according to seniority by displacing the lowest senior person in his/her classification if a vacancy is not currently available in their classification.
- 20.01.02 No leave shall be granted for the sole purpose of the Employee taking employment with another Employer outside the District or another bargaining unit position within the District.

**ARTICLE 21 - PAID TIME OFF (PTO)**

- 21.01 When a bargaining unit member is absent, the procedure will be as follows:
- Record absence in AESOP.
  - The absent Employee must notify the building administrator or designee of their absence along with the program supervisor if required.
  - The district can require medical documentation after three (3) consecutive days absent.
- 21.02 Should the Employee sever employment, PTO will be prorated in the final paycheck for actual days worked.
- 21.03 To be eligible for PTO; an Employee shall notify his/her immediate supervisor, by means to be determined by the Employer, of the expected absence no less than one (1) hour prior to the commencement of their assigned shift or run. In proper cases, the Employer may make exceptions.
- 21.04 All unused PTO shall be placed at the end of the fiscal year in the Employee's accumulative PTO bank.
- 21.06 PTO may be used for emergency illness in the immediate family when necessary care cannot otherwise be arranged. Such leave shall not extend beyond ten (10) working days to employ suitable care. Extenuating circumstances will be considered.
- 21.07 Employees will lose no time or pay and will not be charged for any required Employer visits or return visits to the Employer's medical clinic or Employee's treating physician.
- 21.08 Unless approved by the Human Resources Department, in advance or due to extenuating circumstances, PTO may not be taken immediately before or after a scheduled break, inclusive of a paid holiday.
- 21.09 Employees working a scheduled 20.01 hours or more per week, based upon the Employee's position on the last day of school the year prior and will be loaded in September of each year will earn the following:
- 4.01 hours per day to 5 hours per day – 5 hours per month worked
  - 5.01 hours per day to 6 hours per day – 6 hours per month worked
  - 6.01 hours per day to 7 hours per day – 7 hours per month worked
  - 7.01 hours per day to 8 hours per day – 8 hours per month worked
- 52 week Employees will earn twelve (12) days. Probationary Employees will accumulate PTO allowance during their probationary periods but may not utilize such leave until attaining seniority. An Employee not on probation for the first time in the system may draw on his/her bank. PTO will accumulate at the rate defined in the schedule above.
- 21.10 Employees working a scheduled 20 hours or less per week will earn three (3) hours of PTO per month worked, based upon the Employees position on the last day of school the year prior and will be loaded in September of each year. Probationary Employees will

accumulate PTO allowance during their probationary periods but may not utilize such leave until attaining seniority. An Employee not on probation for the first time in the system may draw on his/her bank. PTO will accumulate at a rate of three (3) hours per month during the work period.

21.11 All unused PTO shall be placed at the end of the fiscal year in the Employee's accumulated bank. Maximum accumulation shall be ninety (90) days. Any sick days accumulated over ninety days shall be paid to the Employee in July, at the rate of three-fourths (3/4) day per day of such excess accumulation.

21.12 At the end of the 2020-2021, 2021-2022 & 2022-2023 school years, members with 140 hours of accumulated PTO hours in their bank may elect to turn in up to 70 hours of PTO to the district at twenty percent of the Employee's base hourly rate. Those Employees who elect to do this will receive payment during the last check in November of the following year. These monies are not reportable to the ORS as wages for purposes of retirement.

\*\*\*\*\*

## **ARTICLE 22 - WORKERS' COMPENSATION**

22.01 Any Employee who is absent because of an injury or disease compensable under the Michigan Workers' Compensation Act will be paid as directed by the Michigan Workers' Compensation Act for the period of time that the Employee is absent.

22.02 Income protection under the Michigan Workers' Compensation Act will not commence until the Employee is off duty for seven (7) consecutive calendar days. Up until that time, PTO days will be deducted. If an Employee is off for fourteen (14) consecutive days as the result of the alleged injury or sickness, all deducted sick leave days will be returned to the Employee.

22.03 Employees will lose no time or pay and will not be charged any PTO for any required visits or return visits to the Employer's medical clinic or Employee's treating physician. Employees will attempt to visit/schedule follow up clinic/therapy visits before or after work.

22.04 In case an Employee, who suffered an on the job injury, is released to return to work in a limited capacity and is not able to assume his/her former position, and the Employer in its sole discretion determines to return the Employee, placement will be made to an assignment for which he/she is qualified consistent with the Employee's limitations. The Employer shall establish the rate of compensation for the position. However, it is expressly understood that an Employee who returns to work in a restricted position shall not suffer a loss of pay when compared to the compensation he/she would have received pursuant to workers' compensation benefits. It is further understood that in the event that there are multiple bargaining unit members off work due to compensable injuries and there are limited restricted positions available, the Employee(s) who have been off work the longest period of time shall first be offered the position, provided he/she is capable of performing the responsibilities of the position. Furthermore, any Employee currently performing restricted responsibilities shall continue to receive the benefits and/or compensation he/she is currently receiving from the Employer.

22.05 Employees off due to an injury or illness that is compensable under the Workers' Compensation Act will continue to accrue seniority. Employees sustaining injuries compensable under the Workers' Compensation Act shall receive, single coverage health insurance benefits only for a maximum of one (1) year following the date of injury, if no LTD or Disability Retirement Application is filed. Refer to Article 35 – Insurance Protection.

The Process is as follows:

Employees will be placed on Family Medical Leave Act (FMLA) if qualified for the first (60) sixty workdays or (12 weeks). Following the end of the FMLA leave, the Employee will make application for Long-Term Disability (LTD) benefits and/or disability retirement. If the Employee does not qualify for either program, the Employee's insurance benefits will continue for a maximum of eighteen (18 months). The LTD carrier will counsel Employees who are unable to return to work regarding eligibility requirements for State of Michigan disability retirement disability benefits three months before benefits expire.

\*\*\*\*\*

**ARTICLE 23 - JURY DUTY**

23.01 The school district shall pay an Employee who is called for jury duty, the difference between the amount paid by the jury and the regular amount paid the Employee in half-day increments up to an eight-hour day. Hours beyond eight (8) per day or forty (40) per week not included.

23.02 Employees are to sign over their jury pay to the Payroll office within 15 working days of receipt.

\*\*\*\*\*

**ARTICLE 24 - FUNERAL LEAVE**

24.01 It is the intention that bereavement time be utilized for the purpose of making funeral arrangements and to attend funeral proceedings. Staff will receive:

Relation	Days
Spouse	5 days
Child	5 days
Mother/Father	5 days
Sister/Brother	5 days
Mother/Father-in-law	5 days
Step Relations	5 days
Sister/Brother-in-law	5 days
Daughter/Son-in-law	5 days
Grandparents	3 days
Grandchild	3 days
Live-in family member/child(ren), parent/other than above	3 days
Not defined above	1 day PTO

Any additional days deemed necessary by the Employee up to two (2) days will be taken as PTO. Leave days may be non-consecutive and must be used within a ten (10) day period following the death unless there are extenuating circumstances.

There is a limit of five (5) Employees permitted for the same funeral. Under proper circumstances, exceptions may be granted by Human Resources.

\*\*\*\*\*

## **ARTICLE 25 - LEAVES**

- 25.01      Illness and disability:
- PTO accrual is prorated upon the standard work day. The unused portion of PTO shall accumulate from year to year to a limit of ninety (90) days. The leave days may be used by unit Employees for illness, disability, which shall include all disability caused or contributed to by pregnancy, miscarriage, childbirth, or related medical conditions.
- 25.02      If an Employee lacks sufficient PTO during the disability period he/she will be placed on leave of absence.
- 25.03      An Employee may request a child care leave following a birth for up to one (1) calendar year.
- 25.04      An Employee is required to use PTO accumulation for a pregnancy related disability.
- 25.05      A pregnancy related prospective disability will require immediate notification to the supervisor with the Employee's physician's verification as to well-being, work-ability, and anticipated leave dates, and accompanied by a child care leave request if the Employee desires such.
- 25.06      Requests for disability leaves and child care leaves must be made to Human Resources at least sixty (60) days prior to the leave except in extenuating circumstances that are approved by Administration.
- 25.07      An Employee returning to work following disability must be certified by the treating physician as fit to return to the full work assignment without restrictions. Accommodations may be requested under the American's with Disability Act (ADA).
- 25.08      Administration may grant an Employee adopting pre-kindergartner a child care leave for up to one (1) year.
- 25.09      Probationary Employees are not eligible for unpaid leaves of absence.
- 25.10      An Employee on a leave of absence for a period of time of ninety (90) calendar days or less shall return to the position from which he/she requested the leave.



- 25.11 An Employee on leave of absence for a period exceeding ninety (90) calendar days will no longer be guaranteed his/her prior position and Administration will attempt to return the Employee to a position with like hours.
- 25.12 An Employee returning from leave shall give written notification to the Human Resources at least thirty (30) days prior to the termination of leave of his/her intent to return to full-time employment.
- 25.13 An Employee on leave or returning from leave shall be included in the lay off and recall procedure.

\*\*\*\*\*

**ARTICLE 26 - LEAVE FOR UNION BUSINESS**

- 26.01 Members of the Unit elected to Union positions or selected by the Union to do work which takes them from their employment with the Employer will be granted, at the written request of the Employee, leaves of absence for periods not to exceed two (2) years or the term of office. Such leaves may be renewed upon written request of the Employee. The Employee's seniority will accrue to one (1) year and at that time it will be frozen until the Employee returns to work with the Employer.

\*\*\*\*\*

**ARTICLE 27 - HOLIDAYS**

- 27.01 The following shall be paid holidays, for 52 week Employees, under this contract: Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, one (1) day at Mid-Winter Break, Good Friday, Memorial Day. Employees eligible shall receive straight time pay as holiday pay.
- 27.01.02 The calendar may be revisited should the L'Anse Creuse Educational Association change school days before the expiration of this agreement.
- 27.02 Specific dates that the above holidays will be observed for the duration of this agreement:

<u>HOLIDAY</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Independence Day	July 4 <i>Observed July 3</i>	July 4 <i>Observed July 5</i>	July 4	July 4
Labor Day	September 7	September 6	September 5	September 4
Wednesday before Thanksgiving	November 25	November 24	November 23	November 22
Thanksgiving	November 26	November 25	November 24	November 23
Friday after Thanksgiving	November 27	November 26	November 25	November 24
Christmas Eve	December 24	December 24	December 24	December 24
			<i>Observed December 23</i>	<i>Observed December 22</i>

Christmas Day	December 25	December 25 <i>Observed December 27</i>	December 25 <i>Observed December 26</i>	December 25
New Year's Eve	December 31	December 31	December 31 <i>Observed December 30</i>	December 31 <i>Observed December 29</i>
New Year's Day	January 1	January 1 <i>Observed January 3</i>	January 1 <i>Observed January 2</i>	January 1
Midwinter Break **	February 15	February 21	February 20	February 19
Good Friday	April 2	April 15	April 7	March 29
Memorial Day	May 31	May 30	May 29	May 27

- 27.03 Unless approved by the direct supervisor, in advance or due to extenuating circumstances, PTO may not be taken immediately before or after a scheduled break, inclusive of a paid holiday. Unless these days are paid vacation, funeral or jury duty leave days.
- 27.04 Friday before or Monday after certain holidays. Whenever the Fourth of July, Christmas Day, Christmas Eve, New Year's Day, New Year's Eve, or Memorial Day falls on Saturday or Sunday; the Friday is preceding or the Monday following shall for the purpose of this Agreement be observed as the holiday.
- 27.05 Holidays changed by the government shall be adjusted accordingly provided that school is not in session.
- 27.06 All unused PTO shall be placed at the end of the fiscal year in the Employee's accumulated bank. Maximum accumulation shall be ninety (90) days. Any PTO days accumulated over ninety days shall be paid to the Employee in July, at the rate of three-fourths (3/4) day per day of such excess accumulation.

\*\*\*\*\*

**ARTICLE 28 - VACATIONS**

- 28.01 Vacations will be taken at a mutually acceptable time, providing that such scheduling does not interfere with the operation of the department concerned as determined by the Employer.
- 28.02 Fifty-two (52) week Employees will earn yearly vacations as follows below except that Employees hired during the interim period of a year will be awarded prorated vacations based on the number of months worked and will be earned at the completion of the tenth year.

28.02.01	Through 1 <sup>st</sup> year	Prorated
28.02.02	1 <sup>st</sup> – 4 <sup>th</sup> year	5 days
28.02.03	5 <sup>th</sup> – 9 <sup>th</sup> year	10 days
28.02.04	10 <sup>th</sup> – 15 <sup>th</sup> year	15 days
28.02.05	16 <sup>th</sup> year and beyond	20 days

28.02.01 Those Employees employed at the ratification of this agreement will be grandfathered with 10 days of annual vacation or more until such time that they reach their tenth (10<sup>th</sup>) year of employment with the district.

28.03 In bona fide situations as determined by the Employer, an Employee may draw his/her earned vacation up to the amount the Employee has earned prior to July 1.

\*\*\*\*\*

#### **ARTICLE 29 - VACATION PAY**

29.01 If an Employee resigns and gives ten (10) working days written notice, is laid off or retires, he/she will be paid for unused vacation including that accrued in the current calendar year. Any Employee who resigns and who does not give ten (10) working days written notice will forfeit one (1) day vacation day for each day that the resignation is late.

29.02 Rate during vacation - Employees will be paid their current day rate but not over eight (8) hours while on vacation and will receive credit for any benefits provided for in this Agreement.

\*\*\*\*\*

#### **ARTICLE 30 - UNION BULLETIN BOARDS**

30.01 The Union may use bulletin board space provided by the Employer for the Unions use in building or association providing a copy of each posting is sent to the Superintendent or designee, at the time of posting.

\*\*\*\*\*

#### **ARTICLE 31 - HEALTH EXAMINATIONS**

31.01 Upon initial employment and periodically as required, physical examinations will be completed when specified by current State and Federal laws to confirm the ability of the Employee to safely perform the tasks of the position. New Employees shall pay for such examinations as a condition of employment. During employment, periodic examinations will be administered by facilities specified by the Administration and at Districts expense.

31.02 A health examination may be required of any Employee when it appears to the Board of Education, through its representative (Superintendent), that there is reasonable doubt as to the health of an Employee. If such examination is given by the School Board Physician, it shall be at the Board's expense. If given by the personal physician of the Employee, it shall be at the personal expense of the Employee.

31.03 In the event the report of the Employee's attending or examining physician is challenged by the School Administration, or if the Union challenges the report of a School Board's physician's examination, the following procedure shall be utilized:

- 31.03.01 The protesting party may elect to require the affected Employee to be examined by a physician of the protesting party's choice, at the protesting party's expense. If the reports of the two (2) examining physicians are in disagreement or conflict, the respective bargaining committees shall meet and endeavor to reconcile the difference.
- 31.03.02 In the event mutual agreement cannot be reached to equitably and amicably dispose of the dispute, the controversy shall bypass the grievance procedure and, instead, the affected Employee shall be examined at the equally shared cost to the Board and the Union, by an appropriate specialist in the area of controversy or a hospital of mutually agreeable designation for final determination in the matter which shall be binding on the parties.
- 31.04 Employees hired after the ratification of this contract, will upon completion of their sixth month of employment be reimbursed the full cost of their pre-employment physical and fingerprints.

\*\*\*\*\*

### **ARTICLE 32 - OVERTIME**

- 32.01 Overtime will be paid at the rate of time and a half after the Employee has worked normal assigned schedule including ghost hours (holidays, act of God days, and scheduled time off). Sunday will be paid at double time for management call in only. Voluntary Sunday work will be paid as normal overtime.
- For example, if four (4) hours of PTO time is used to make up a forty (40) hour work week and an eight (8) hour Saturday shift is worked, the Employee will be paid four (4) hours of straight time and four (4) hours of overtime.
- 32.02 Time and a half will be paid for all hours worked over forty (40), and for all hours on Sunday and all holidays listed in this contract unless this is part of the Employee's scheduled work week. Employees with a regular work schedule that falls on a holiday will receive holiday pay in addition to their regular hours worked at time and a half.
- 32.02.01 Those positions involving the swimming pools, auditorium and programs that do not follow the standard Monday through Friday work week shall be paid time and one half for all hours worked over forty (40) during the work week. All hours worked on the seventh day of their scheduled workweek shall be paid at time and a half. All hours worked on any holiday listed in this contract shall be paid at double time.
- 32.03 A minimum of two (2) hours as "emergency call-in" time shall be allowed.
- 32.04 Extra time shall be offered to regular Employees when regular Employees are available.
- 32.05 Overtime work at Employee's option - overtime work shall be voluntary. There shall be no discrimination against any Employee who declines to work except when the Superintendent shall declare an emergency. Time refused shall be charged as time worked.
- 32.06 When overtime is scheduled for Saturday or Sunday, Employees will be offered that overtime no later than noon (12:00 p.m.) on the Thursday prior to the scheduled overtime.

Overtime that is offered after the deadline and is refused will not be chargeable on the overtime reporting sheet.

\*\*\*\*\*

**ARTICLE 33 – RETIREMENT/SEVERANCE**

33.01 Schedule for severance/retirement pay:

Retirement/Severance Pay for PTO\*  
Percent of days' wages at an hourly rate (no shift premium)

Years of service	1 <sup>st</sup> thru 20 <sup>th</sup> day of accumulated PTO	21 <sup>st</sup> thru 50 <sup>th</sup> day of accumulated PTO	51 <sup>st</sup> thru 90 <sup>th</sup> day of accumulated PTO	91 <sup>st</sup> day and above of accumulated PTO
5 or more	10%	15%	20%	25%
11 or more	15%	20%	25%	30%
12 or more	20%	25%	30%	35%
13 or more	25%	30%	35%	40%
14 or more	30%	35%	40%	45%
15 or more	35%	40%	45%	50%
20 or more	40%	45%	50%	55%

Example: Employee has 27 days of PTO and has worked for L'Anse Creuse Pubic Schools 14 years will be paid out at the rate of 35% of their current daily rate for each of the 27 days.

33.02 If an Employee gives ten (10) working days written notice, he/she will be paid for unused PTO according to the above schedule.

33.03 All Employees participating in this retirement program agree to indemnity and hold harmless the L'Anse Creuse Public Schools from any amounts claimed to be properly deductible from the monetary amount awarded, such as claims made against the sum for contribution to the Office of Retirement Services (ORS), United States of America, the State of Michigan, and any other person or entity.

\*\*\*\*\*

**ARTICLE 34 – SEVERANCE/TERMINATION**

34.01 When an Employee voluntary severs their employment with the district with proper notice, the following will be paid out:

- PTO according to Article 33
- Vacation earned
- 2015-2016 Concession (2%)
- Longevity, as it is earned in the year prior (when eligible)

34.02 When the Board of Education terminates an Employee for just cause, the following will be paid out:

- 2015-2016 Concession (2%)
- PTO only

34.03 The Board shall pay earned longevity and the 2015-2016 2% concession to the Employee's beneficiary at death.

\*\*\*\*\*

**ARTICLE 35 - INSURANCE PROTECTION**

35.01 The district shall comply and model Insurance after the Federal health care program. If legislation requires the district to provide health care for Employees, the Employee will be responsible for all costs as permitted by law.

35.02 Employees working between 29.0 hours and 37.4 hours will be provide, a prorated amount of 75% Employer, 25% Employee for single/two person/family subscriber hospitalization insurance according to the requirements of the Federal health care program (currently the Affordable Care Act) and State of Michigan hard cap provisions.

35.03 Employees working greater than 37.5 hours will be provided, a prorated amount of 100% Employer, for single/two person/family subscriber hospitalization insurance according to the Federal health care program (currently the Affordable Care Act) and State of Michigan hard cap provisions.

35.04 Employees will pay all amounts over the State caps and any proration through payroll deduction.

35.05 The Board shall provide full payment of comprehensive hospitalization insurance, to the Employee and his/her immediate family\* or as per P.A. 275. Employees will pay all amounts over the State caps and any proration through payroll deduction. Employees eligible for less than full-time insurance will pay the percentage based upon hours worked and 100% premium over cap. If legislation requires the district to provide health care for Employees, the Employee will be responsible for all costs as permitted by law.

\*Immediate Family as defined under Federal guidelines.

35.06 Changes in hours of less than six (6) weeks will not result in changes in insurance district/Employee shares.

35.07 The Board shall provide without cost to the Employees who work four (4) or more hours daily, group life insurance protection in the amount of twenty-five thousand dollars (\$25,000.00) with additional twenty-five thousand dollars (\$25,000.00) accidental death and dismemberment that will be paid to the Employee's beneficiary. For those Employees who work less than four (4) hours daily, the Board shall provide without cost to the Employees, group life insurance protection in the amount of ten thousand dollars (\$10,000.00) with additional ten thousand dollars (\$10,000.00) accidental death and dismemberment that will be paid to the Employee's beneficiary. The provisions of the group policy and rules and regulations of the carrier shall govern as to the commencement and duration of benefits and all other aspects of coverage.

35.08 The Board shall provide income protection insurance without cost to the Employee covered under this Agreement in accordance with the following provisions:

35.08.01 Long-term disability payments in the amount of sixty (60%) percent of salary to a maximum, as stipulated by the insurance carrier, per month shall begin at the end of ninety (90) days of disability and/or illness and continue until age sixty-five (65) at no cost to the Employee in the event of permanent disability.

35.08.02 An Employee receiving Long-Term Disability benefits will be covered under COBRA provisions with single subscriber health care for one year at the expense of the district up to the State of Michigan cap, from the time the Employee is placed on Long-Term Disability. Any less-than full-time Employee will pay his/her portion of the premium.

35.09 Life and Long-Term Disability insurance company to be selected by the Administration.

35.10 The Board shall provide health, dental and optical insurance to all eligible Employees under this Agreement and his/her immediate family (family as defined In 35.05). Voluntary purchase of health, dental and optical insurance must be for a minimum of (12) twelve months unless otherwise mandated by the insurance carrier.

35.11 In keeping with the concept of proration, the Board will cover the costs of premiums for health, dental and optical for regular part-time Employees on a pro rata basis as follows:

	<b>District Share of Premium</b>	<b>Employee Share</b>
4 hours but less than 5.7 hours	50%	50%
5.8 hours but less than 7.4 hours	75%	25%
7.5 hours and above	100%	0%

35.11.01 Changes in hours of six (6) weeks or less will not result in changes in insurance district/Employee shares.

35.12 Employees eligible for full medical benefits, who elect to forfeit these benefits, shall receive a one hundred dollar (\$100.00) per month stipend provided that the employee is not the spouse or dependent of any other employee receiving district paid health insurance coverage. All employees opting to receive cash in lieu, instead of health insurance, must certify and provide documentation of other health coverage annually.

Currently there are 55 members enrolled in a District medical plan. If two (2) employees drop District medical coverage and are eligible for cash in lieu, the stipend will increase to two hundred dollars (\$200) per month. If four (4) employees drop District medical coverage, and are eligible for cash in lieu, the stipend will increase to two hundred and fifty (\$250) per month. The amount of the stipend will be determined each year following Open Enrollment. Any changes in the amount of the stipend are effective with the January payment.

54 or more members enrolled in medical	\$100 monthly stipend
52 or 53 members in medical plan	\$200 monthly stipend
51 or less in medical plan	\$250 monthly stipend

\*\*\*\*\*

**ARTICLE 36 – 52-WEEK EMPLOYEES**

- 36.01 Definition: 52-week Employees will be taken to mean all Employees in the following departments and classifications:
  - 36.01.01 Custodian
  - 36.01.02 Custodian / Pool Technician
  - 36.01.03 Head Custodian
  - 36.01.04 Maintenance
  - 36.01.05 Maintenance HVAC/R 1
  - 36.01.06 Maintenance HVAC/R 2
  - 36.01.07 Painter / Glazer
  - 36.01.08 Groundskeeper
  - 36.01.09 Groundskeeper Mechanic
  - 36.01.10 Transportation Mechanic
  - 36.01.11 Transportation Master Mechanic Auto / Light Truck
  - 36.01.12 Transportation Master Mechanic Heavy Duty Truck
  - 36.01.13 Transportation Master Mechanic Auto / Light Truck-Heavy Duty Truck
  - 36.01.14 Utility Driver
  - 36.01.15 Utility / Mail Driver
  
- 36.02 Overtime will be equalized as evenly as possible among those in a given department, classification, and work location.
  
- 36.03 The maximum number of overtime hours within a classification will be assigned to a new Employee within that classification.
  
- 36.04 All overtime refused will be chargeable for the purposes of equalization of overtime hours within a building and department.
  
- 36.05 The Employer will maintain, on a monthly basis, a list of current extra time and overtime worked and extra time and overtime charged. One (1) copy of the extra time/overtime report will be furnished to each work location and one (1) copy will be furnished to both the Union President and Area Steward.
  
- 36.06 Realizing that it is to the mutual benefit of the School District and the Employees to have well trained personnel, the School District will establish a minimum of two (2) training programs for new and experienced custodial personnel.
  
- 36.07 For each building the superintendent or designee shall plan a work schedule for the building custodians and it shall be posted the same at the beginning of the school year on a bulletin board available to the custodians within that building.



- 36.07.01 These work schedules will be used as a basis for analyzation in preparation of a building and district-wide workload schedule subject to the grievance procedure.
- 36.08 Employees will be entitled to one (1) fifteen (15) minute paid break during the first half of the Employee's workday, and one (1) fifteen (15) minute paid break during the second half of the Employee's scheduled workday. The times for the breaks will be included in the Employee's work schedule.
- 36.09 Employees will be entitled to a one-half (1/2) hour unpaid lunch period. The time for lunch will be included on the work schedule.
- 36.10 Custodians may be required to paint as necessary/assigned. This will be limited to eighty (80) hours per fiscal year.
- 36.11 The regularly scheduled work week for the following Employees, defined in Sections 36.01 thru 36.01.24, will be from Monday-Friday, eight (8) consecutive hours, with a thirty (30) minute non-paid lunch break, for a total of a forty (40) hour work week, for fifty-two (52) weeks per year.
- 36.12 Mechanics Certification Program – Certification is the Michigan Department of State Bureau of Automotive Regulation, Certificates in the following areas:
- Automobile and light truck (vehicles under 10,000 lbs. G.V.W.)
1. Engine Repair
  2. Engine Tune Up/Performance
  3. Front End, Suspension & Steering Systems
  4. Brakes & Braking Systems
  5. Automatic Transmission
  6. Manual Transmission
  7. Electrical Systems
  8. Heating & Air Conditioning
- Heavy Duty Truck (vehicles over 10,000 lbs. G.V.W.)
1. Engine Repair – Gasoline
  2. Engine Repair – Diesel
  3. Drive Train
  4. Brakes & Braking Systems
  5. Suspension & Steering Systems
  6. Electrical Systems
- 36.12.01 Mechanics who are certified in all six (6) Heavy Duty Truck areas are Master Heavy Duty Truck Mechanics and will be paid two dollars (\$2.00) per hour for the said certifications and according to the Master Heavy Duty Truck Mechanic pay schedule.
- 36.12.02 Mechanics who are certified Master Mechanics in both areas, Automobile/Light Truck and Heavy Duty Truck will be paid two dollars (\$2.00) per hour for said certifications and according to the Master Mechanic Auto/Light Truck/Heavy Duty Truck Mechanic pay schedule.

- 36.12.03 All mechanics will be required to possess certification in Heavy Duty Truck Engine Repair – Diesel and Brakes & Braking Systems. Current mechanical staff hired prior to July 1, 1990 will not have to meet these requirements.
- 36.12.04 The Employer will provide Mechanics three hundred and seventy-five dollars (\$375.00) per year as tool allowance and will provide Mechanic Helpers three hundred and twenty-five dollars (\$325.00) per year as tool allowance providing Employees submit to the Employer proof of purchase and an annual inventory of tools. Tool allowance will be paid within fifteen (15) working days of the submission of the proofs of purchase.
- 36.13 Building maintenance personnel who possess an issued “State of Michigan” or “Issuing Community” journeyman card will be compensated an additional one dollar (\$1.00) per hour or Contractors License in one of the five listed areas up to three dollars (\$3.00) per hour.

Journeyman Cards/Contractors License Accepted:

- 1. Electrician
- 2. Plumbing
- 3. Carpentry
- 4. Unlimited Refrigeration
- 5. Low Pressure Boiler Operator

- 36.14 Unit members in the position of grounds keeping may be assigned work within the custodial/maintenance area from November 1 to April 30.

\*\*\*\*\*

**ARTICLE 37 – GENERAL**

**37.01 Longevity:**

- 37.01.01 Effective July 1, 2000, longevity payments for years of service within the L’Anse Creuse Public School District will be earned according to the following table:

1.	1 <sup>st</sup> day of 6th year through last day of 10th year	\$ 600.00
2.	1 <sup>st</sup> day of 11th year through the last day of 15th year	\$ 800.00
3.	1 <sup>st</sup> day of the 16th year through the last day of the 20th year	\$ 1,000.00
4.	1 <sup>st</sup> day of the 21st year through the last day of the 25th year	\$1,200.00
5.	1 <sup>st</sup> day of the 26th year and thereafter	\$1,500.00

- 37.01.02 Those Employees employed at the ratification of this agreement will be grandfathered at their level of longevity received as of July 2016.

- 37.01.03 Longevity payments shall be paid in the first pay of the next fiscal year. Any necessary adjustment will be included in the Employee’s next paycheck.

- 37.02 Fifty-two (52) week Employees shall report to their normal work assignments and will be assigned duties as determined by Administration. Fifty-two (52) week Employees who fail to report to work on School Closures, shall be required to utilize a vacation day, a leave day, or

take an unpaid day. Flex days will be earned on the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) emergency closure days worked in a building or department, which shall be used after the last or before the first scheduled student day in June, July or August. Flex days are not earned when PTO or Vacation Days are used on, or during, an emergency closure of a building or department.

37.03 A. Recognizing that the education of children is the basic reason for establishment and operation of our public school system, the Bargaining Unit agrees that no strike, as defined in Section 1 of Public Act 379, will be voted, condoned, authorized, or undertaken by its members within the life of this Agreement, and that any Employee engaging in a concerted work stoppage, authorized or unauthorized by the Union, in the L'Anse Creuse Public Schools school district or any of its schools will be subject to dismissal according to statutory provision.

B. The matters contained in this Agreement and/or exercise of any such rights of the Board is not subject to further negotiations between the parties during the term of this Agreement.

37.04 **Uniforms:**

37.04.01 Custodial – Each Custodian will be issued four (4) uniform items each year.

Note: A uniform is defined as: a shirt, and pants/shorts.

37.04.02 Painter/Glazer, Utility Driver - Six (6) uniform items will be issued each year, two (2) of which may be shorts.

Maintenance & Grounds Employees will receive an allowance of up to one hundred dollars (\$100) for the purchase of work related clothing at a vendor designated by the Employer in the 2020-2021 & 2023-2024, school year in addition to the six (6) uniform items which will be issued each year.

37.04.03 Mechanics - Six (6) uniforms issued each year - five (5) clean uniforms each week thereafter. In addition, the Board of Education will provide an allowance of up to one hundred dollars (\$100) for the purchase of work related clothing at a vendor designated by the Employer for each year of the contract.

37.04.04 Each Employee will be required to wear his/her work uniform at all times during his/her work. New hires will be issued uniforms at the end of their probationary period. The new Employee will notify the T & M office if they have not been contacted within two (2) weeks of the completion of their probationary period.

37.05 Employees who, in the course of work, use their own vehicles to move from place to place will be compensated at the rate established by the Board of Education. Mileage will be based upon the official district mileage chart whenever applicable. Time traveled will be part of the Employee's regular shift hours.

37.06 The Union and the Employer mutually agree that an in-service training program is needed for all Employees and shall work cooperatively toward creating such a program.

- 37.07 It is expressly understood that the Employer may alter the regular schedule of a particular building(s) following a forty-eight (48) hour advance notice to the effected member(s) and the Union. Example: Elections, No weekends/holidays
- 37.08 Each Employee under this Agreement shall have the right, upon request, to review the contents of his/her personnel file made in this school district. A representative of the Union may be requested to accompany the Employee in such review.
- 37.09 **Extra time and bargaining unit work:**
- 37.09.01 Administration/Supervisor will determine whenever overtime is necessary.
- 37.09.02 Bargaining Unit work will be performed only by Bargaining Unit Employees except:
- 37.09.02.01 In emergencies, such as a building fire, but not limited to this example, when Bargaining Unit Employees are not immediately available;
- 37.09.02.02 To instruct or train Employees;
- 37.09.02.03 To do experimental work to make the first operation on a new job;
- 37.09.02.04 Where Bargaining Unit Employees are not displaced from regular daily assigned hours;
- 37.09.02.05 Helpers may be employed during the months of May, June, July, August and September only to assist the regular Employees;
- 37.09.02.06 Non-profit organizations operating in the interest of the entire community may set up and operate functions, and they may also assist a Bargaining Unit Employee or Employees in performing their necessary duties;
- 37.09.02.07 School groups, Employee groups, and/or other non-profit organizations may meet in a building without a Bargaining Unit Employee present if work to be performed is minimal in nature and should not require additional work before the following school day.
- 37.10 No Employee will be required to exceed his/her workload in order to make up for extra work created outside the normal workload.
- 37.11 The overtime rate shall apply when work is performed outside the normally assigned forty-hour workweek. Holidays and scheduled vacations will count as hours worked.
- 37.12 The work week for all Employees shall be from Monday through Friday. A scheduled night shift which begins prior to midnight Friday is considered to be a Friday workday.
- 37.13 Regular work week schedules for the swimming pools, auditorium programs may be developed that begin on any given day of the week and end on the fifth consecutive scheduled day. The sixth and seventh consecutive days shall be considered weekend days (i.e. Saturday and Sunday).

- 37.14 Selection of Employees for work in other areas on a temporary basis shall be according to supervisor's recommendation.
- 37.14.01 Temporary summer painting assignments shall be posted and assigned exclusively to ten (10) month Bargaining Unit Employees by district seniority. However, in the event that an insufficient number of bargaining unit members have applied for painting assignments the Employer may hire non-bargaining unit persons to supplement Bargaining Unit Employees.
- 37.15 Employees may make application to attend classes related to their department. Permission to attend shall be dependent upon recommendation of the Supervisor and approval by the Superintendent or designee. Expenses such as tuition and books may be paid by the Employer.
- 37.15.01 Such Employees who are receiving tuition reimbursement for a position directly related to their job, in which, L'Anse Creuse Public Schools has agreed to pay for must take the course work during non-working hours and must pass the course with a C or better, those Employees who earn a C- or less shall reimburse the Employer for all expenses related to the course(s).
- 37.16 The parties agree that assistance toward rehabilitation is to be offered to any Employee who notifies the administration of a substance abuse problem prior to any notification or selection of random testing.

Except for Employees holding safety-sensitive positions: In the event that the results of an individual Employee's drug/alcohol test indicates the presence of a controlled substance or alcohol, a meeting will be immediately scheduled with the affected Employee, a Bargaining Unit representative, if requested, and members of administration. The Employee will be provided an opportunity to offer an explanation regarding the presence of the controlled substance including, but not limited to, medical verification that the substance was prescribed by the Employee's treating physician. The Employee may also request that a second drug testing procedure be conducted utilizing either the identical procedure previously administered this time with the second of the split sample, or in the alternative, a different procedure generally recognized by the medical profession. Should the Employee not request a second drug testing procedure, the Employee shall immediately be placed on an unpaid leave of absence in order to provide the Employee an opportunity for rehabilitation. The leave of absence shall not exceed six (6) months. The school district shall maintain, at its expense, the Employee's medical insurance during the unpaid leave of absence so as to provide the Employee an opportunity to participate in a substance abuse rehabilitation program. The Employee shall be required to submit to, and successfully pass, a drug testing procedure before being allowed to return to work. In the event that the Employee fails to successfully pass the aforementioned procedure, his/her employment shall be terminated with the School District. Should the Employee successfully pass the drug testing procedure, said Employee shall be allowed to return to work, and shall be required to submit to a once a month test for an eighteen month period of time following his /her return. During this period of time, should the Employee fail any monthly test, his/her employment shall be terminated. The Employee shall execute appropriate medical release documents so as to allow the treating physician to send the results to the Superintendent of schools or his/her designee.

For Employees holding safety-sensitive positions: In the event that the results of an individual Employee's drug/alcohol test indicates the presence of a controlled substance or alcohol, the affected Employee will be removed immediately from his/her shift. A meeting will be immediately scheduled with the affected Employee, a Bargaining Unit representative, if requested, and members of administration. The Employee will be provided an opportunity to offer an explanation regarding the presence of the controlled substance including, but not limited to, medical verification that the substance was prescribed by the Employee's treating physician. The Employee may also request that a second drug testing procedure be conducted utilizing either the identical procedure previously administered this time with the second of the split sample, or in the alternative, a different procedure generally recognized by the medical profession. Should the Employee not pass the drug testing procedure, his/her employment shall be terminated immediately with the School District.

The procedures for implementation, i.e., chain of custody requirement: form of testing: testing facility: test levels will be changed, supplemented and amended as necessary to reflect scientific advancements or as warranted by other conditions. This is necessary due to the technical nature of testing, and necessary in an effort to assure the utmost respect for Employee privacy, and the utmost accuracy of testing.

37.16.01 It is expressly understood that the language as stated in Article 39.16 would only be applicable to those Employees who voluntarily notify the Employer of a substance abuse problem. Those Employees, who test positive on a drug and/or alcohol screen, while on duty, will be subject to discharge.

37.17 All new TPOAM 52-Week Support Services Bargaining Unit members shall be required to pay for their own fingerprinting. All TPOAM Employees must be fingerprinted as required by law in order to commence working in the L'Anse Creuse Public Schools District. Should the school district receive revenue from the state that is specifically earmarked to cover the fingerprinting cost, the district will reimburse any TPOAM 52-Week Support Services Bargaining Unit member for his/her own out-of-pocket expense.

37.18 The contract will be provided in electronic form the Bargaining Unit leadership and members.

39.18.01 On an as needed basis, Administration may perform the duties of any Employee for which they hold the proper certification. When this is done it will be at no loss of pay to a unit member.

\*\*\*\*\*

## **ARTICLE 38 - PROTECTION OF EMPLOYEES**

38.01 Any case of assault upon an Employee which has its inception in a school-centered problem shall be reported immediately in writing to the Superintendent or his/her designated representative. In the event of such an assault, the Employee involved may request the assistance of the Administration in such matter. These requests shall be made in writing to the Superintendent who shall make a determination as to whether the conduct of the Employee making such request justifies any assistance from the Administration and the extent thereof.

38.02 If any Employee is complained against or sued by reason of disciplinary action to a student, as specified in the General School Laws, the Employee may request assistance of the Board in such matter. These requests shall be made in writing to the Superintendent who shall make a determination as to whether the conduct of the Employee making such request justifies any assistance from the Board and the extent thereof.

\*\*\*\*\*

## **ARTICLE 39 - HEALTH AND SAFETY**

The Board of Education recognizes its responsibility to provide safe and healthy working conditions, and the Bargaining Unit recognizes its obligation to cooperate in the maintenance and improvement of those conditions.

### **39.01 Complaint procedure:**

39.01.01 It shall be the responsibility of the Employee to report any unsafe operation to his/her immediate supervisor.

39.01.02 If the Employee's complaint is not satisfied, he/she shall notify the steward who shall meet and discuss the complaint with the supervisor without undue delay.

39.01.03 If the complaint cannot be resolved, the matter shall then be referred promptly in writing to the Safety Committee.

39.01.04 If the matter cannot be resolved by the Safety Committee, it shall become a proper subject for the grievance procedure.

39.01.05 Following report of the alleged unsafe operation to the supervisor and during investigation by the Safety Committee, the Employee may be reassigned to other available work pending evaluation.

39.02 A joint committee on health and safety will consist of a Management Safety representative (MIOSHA Coordinator) and the Bargaining Unit President (co-chairpersons), and three (3) non-instructional personnel designated by the Bargaining Unit. The committee shall:

39.02.01 Meet at agreeable times and places to discuss the health and safety conditions within the department and review accident reports and departmental safety programs.

39.02.02 Meet at such other times as needed to: Promptly investigate major accidents; when advance notice is given, accompany Federal, State, or Local health and safety professionals on inspection tours; investigate complaints by Employees concerning health and safety.

39.02.03 Review and make recommendations concerning rules for the use, issuance, recovery, and replacement of all safety material and equipment.

39.03 All investigative reports and recommendations relative to safety are to be assigned to the MIOSHA Coordinator for evaluation and action.

**ARTICLE 40 - SEPARATION CLAUSE**

40.01 If any provision of this Agreement or any application of this Agreement to any Employee or group of Employees hereunder shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

\*\*\*\*\*

**ARTICLE 41 - DURATION OF AGREEMENT**

41.01 This Agreement shall be in full force and effect from and shall continue in full force and in effect until midnight on the expiration of this Agreement.


41.01.01 In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date; which shall not be before the anniversary date set forth in the preceding paragraph.

41.02 The salary schedules and monetary fringe benefits of this Agreement shall take effect when permitted by applicable Federal Laws and Presidential Orders.



IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their duly authorized representatives:

SUPPORT SERVICES EMPLOYEES  
- TPOAM

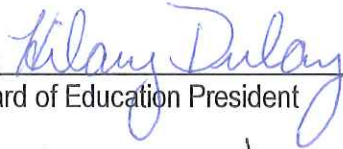
BY:   
Donald Gallagher, President

BY:   
Negotiating Committee

BY:   
Negotiating Committee

BY:   
TPOAM Representative

BOARD OF EDUCATION OF THE  
L'ANSE CREUSE PUBLIC SCHOOLS  
SCHOOL DISTRICT

BY:   
Board of Education President

BY:   
Board of Education Secretary

Date: 4/23/2021

Date: 4/23/2021

**APPENDIX A 52 Week Support Services Employees  
Base Hourly Rate Salary Schedule for 2021-2024**

A one-time off schedule payment of \$100 to all members will be paid upon ratification of the 2021-2024 agreement.

**January 2021 – January 2022**

To achieve restoration of the 2009 wage scale, all members will receive a 4% increase in their hourly wages for the first year of the contract.

**January 2022 – January 2023**

Provided the District General Fund Balance equals 8% of the 2021-2022 annual budget or higher, on the second pay period of January 2022 all members will receive an additional 3% increase in their hourly wages added to the previous year's increase.

**January 2023 – January 2024**

Provided the District General Fund Balance equals 8% of the 2022-2023 annual budget or higher, on the second pay period of January 2023 all members will receive an additional 3% increase in their hourly wages added to the previous year's increase.

**Eligible members will move one full step January 1 of each year.**

HIRED BEFORE JULY 2, 2012

<b>CUSTODIAN</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	15.95	16.66	17.19	17.72
1.5	16.06	16.77	17.31	17.84
2	16.16	16.88	17.42	17.96
2.5	16.27	17.00	17.54	18.08
3	16.38	17.11	17.65	18.20
3.5	16.49	17.22	17.77	18.32
4	16.60	17.33	17.89	18.44
4.5	16.72	17.46	18.02	18.58
5	16.83	17.58	18.14	18.70
5.5	16.94	17.69	18.25	18.82
6	17.03	17.79	18.35	18.92

HIRED AFTER JULY 1, 2012

<b>CUSTODIAN - HIRED AFTER 07-01-12</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.18	14.74	15.17	15.59
1.5	14.27	14.84	15.27	15.70
2	14.37	14.94	15.37	15.81
2.5	14.47	15.04	15.48	15.91
3	14.56	15.14	15.58	16.02
3.5	14.66	15.24	15.68	16.12
4	14.75	15.34	15.79	16.23
4.5	14.86	15.45	15.90	16.35
5	14.95	15.55	15.99	16.44
5.5	15.04	15.65	16.10	16.55
6	15.14	15.75	16.20	16.65

HIRED BEFORE JULY 2, 2012

<b>HEAD CUSTODIAN</b>				
<b>CUSTODIAN/ POOL TECH</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.45	17.19	17.73	18.28
1.5	16.57	17.31	17.86	18.41
2	16.68	17.42	17.98	18.53
2.5	16.80	17.54	18.11	18.67
3	16.91	17.66	18.23	18.79
3.5	17.03	17.78	18.35	18.92
4	17.14	17.90	18.47	19.04
4.5	17.27	18.04	18.61	19.19
5	17.37	18.14	18.72	19.30
5.5	17.49	18.26	18.85	19.43
6	17.60	18.38	18.97	19.56

HIRED AFTER JULY 1, 2012

<b>HEAD CUSTODIAN</b>				
<b>CUSTODIAN/ POOL TECH</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.62	15.21	15.65	16.08
1.5	14.73	15.31	15.76	16.20
2	14.83	15.42	15.87	16.31
2.5	14.93	15.53	15.98	16.42
3	15.03	15.63	16.09	16.54
3.5	15.14	15.74	16.20	16.65
4	15.24	15.85	16.31	16.76
4.5	15.35	15.96	16.42	16.89
5	15.44	16.06	16.53	16.99
5.5	15.55	16.17	16.64	17.10
6	15.65	16.28	16.75	17.22

HIRED BEFORE JULY 2, 2012

<b>CPO CERTIFIED</b>				
<b>CUSTODIAN/ POOL TECH</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.70	17.44	18.00	18.55
1.5	16.81	17.56	18.12	18.67
2	16.91	17.66	18.23	18.79
2.5	17.02	17.78	18.34	18.91
3	17.13	17.89	18.46	19.03
3.5	17.24	18.01	18.58	19.16
4	17.32	18.09	18.67	19.28
4.5	17.43	18.21	18.79	19.40
5	17.56	18.34	18.93	19.52
5.5	17.64	18.43	19.01	19.64
6	17.78	18.57	19.16	19.76

HIRED AFTER JULY 1, 2012

<b>CPO CERTIFIED</b>				
<b>CUSTODIAN/ POOL TECH</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.90	15.50	15.94	16.39
1.5	14.99	15.59	16.04	16.49
2	15.12	15.72	16.18	16.63
2.5	15.22	15.83	16.29	16.74
3	15.31	15.92	16.38	16.84
3.5	15.41	16.03	16.49	16.95
4	15.50	16.12	16.59	17.05
4.5	15.57	16.19	16.66	17.13
5	15.70	16.33	16.80	17.27
5.5	15.79	16.42	16.90	17.37
6	15.89	16.53	17.00	17.48

<b>GROUNDSKEEPER</b>				
<b>GROUNDSKEEPER/CUSTODIAN</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.30	17.02	17.57	18.11
1.5	16.43	17.16	17.71	18.23
2	16.52	17.25	17.81	18.36
2.5	16.63	17.37	17.92	18.48
3	16.74	17.48	18.04	18.60
3.5	16.85	17.60	18.16	18.72
4	16.96	17.71	18.28	18.84
4.5	17.07	17.83	18.40	18.96
5	17.18	17.94	18.52	19.09
5.5	17.29	18.06	18.63	19.21
6	17.40	18.17	18.75	19.33

HIRED BEFORE JULY 2, 2012

<b>GROUNDSKEEPER HELPER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	15.95	16.66	17.19	17.72
1.5	16.06	16.77	17.31	17.84
2	16.16	16.88	17.42	17.96
2.5	16.27	17.00	17.54	18.08
3	16.38	17.11	17.65	18.20
3.5	16.49	17.22	17.77	18.32
4	16.60	17.33	17.89	18.44
4.5	16.72	17.46	18.02	18.58
5	16.83	17.58	18.14	18.70
5.5	16.94	17.69	18.25	18.82
6	17.03	17.79	18.35	18.92

HIRED AFTER JULY 1, 2012

<b>GROUNDSKEEPER HELPER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.18	14.74	15.17	15.59
1.5	14.30	14.87	15.30	15.73
2	14.37	14.94	15.37	15.81
2.5	14.47	15.04	15.48	15.91
3	14.56	15.14	15.58	16.02
3.5	14.66	15.24	15.68	16.12
4	14.75	15.34	15.79	16.23
4.5	14.86	15.45	15.90	16.35
5	14.95	15.55	15.99	16.44
5.5	15.04	15.65	16.10	16.55
6	15.14	15.75	16.20	16.65

HIRED BEFORE JULY 2, 2012

<b>MAINTENANCE HELPER</b>				
<b>GROUNDSKEEPER HELPER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.09	16.63	17.34	17.87
1.5	16.20	16.74	17.46	18.00
2	16.31	16.86	17.58	18.12
2.5	16.42	16.97	17.70	18.24
3	16.58	17.13	17.87	18.37
3.5	16.65	17.20	17.94	18.49
4	16.76	17.31	18.06	18.62
4.5	16.88	17.44	18.19	18.74
5	16.98	17.54	18.30	18.86
5.5	17.09	17.66	18.42	18.99
6	17.20	17.77	18.54	19.11

HIRED AFTER JULY 1, 2012

<b>MAINTENANCE HELPER</b>				
<b>GROUNDSKEEPER HELPER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.30	14.87	15.30	15.73
1.5	14.40	14.97	15.41	15.84
2	14.50	15.08	15.52	15.95
2.5	14.60	15.18	15.62	16.06
3	14.70	15.28	15.72	16.17
3.5	14.79	15.39	15.83	16.27
4	14.89	15.49	15.94	16.38
4.5	15.00	15.60	16.05	16.50
5	15.09	15.70	16.15	16.60
5.5	15.19	15.80	16.25	16.71
6	15.29	15.90	16.36	16.82

HIRED BEFORE JULY 2, 2012

<b>GROUNDKEEPER/MECHANIC</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.83	17.57	18.13	18.69
1.5	16.94	17.69	18.26	18.82
2	17.06	17.81	18.38	18.94
2.5	17.17	17.93	18.51	19.07
3	17.29	18.06	18.63	19.20
3.5	17.40	18.18	18.76	19.33
4	17.52	18.30	18.88	19.46
4.5	17.63	18.42	19.00	19.59
5	17.75	18.54	19.13	19.71
5.5	17.86	18.66	19.25	19.84
6	17.98	18.78	19.38	19.97

HIRED AFTER JULY 1, 2012

<b>GROUNDKEEPER/MECHANIC</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.95	15.55	16.00	16.45
1.5	15.06	15.66	16.11	16.56
2	15.16	15.76	16.22	16.67
2.5	15.26	15.87	16.33	16.79
3	15.36	15.98	16.44	16.90
3.5	15.47	16.09	16.55	17.01
4	15.57	16.19	16.66	17.13
4.5	15.67	16.30	16.77	17.24
5	15.77	16.41	16.88	17.35
5.5	15.88	16.51	16.99	17.46
6	15.98	16.62	17.10	17.58

HIRED BEFORE JULY 2, 2012

<b>UTILITY/ MAIL DRIVER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	15.99	16.70	17.23	17.76
1.5	16.13	16.85	17.38	17.88
2	16.21	16.93	17.47	18.01
2.5	16.32	17.04	17.59	18.13
3	16.43	17.16	17.70	18.25
3.5	16.53	17.27	17.82	18.37
4	16.64	17.38	17.94	18.49
4.5	16.76	17.50	18.06	18.61
5	16.86	17.61	18.17	18.74
5.5	16.97	17.73	18.29	18.86
6	17.08	17.84	18.41	18.98

HIRED AFTER JULY 1, 2012

<b>UTILITY/ MAIL DRIVER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	14.21	14.78	15.20	15.63
1.5	14.30	14.88	15.31	15.74
2	14.40	14.98	15.41	15.84
2.5	14.50	15.08	15.51	15.95
3	14.60	15.18	15.62	16.06
3.5	14.69	15.28	15.72	16.16
4	14.79	15.38	15.83	16.27
4.5	14.90	15.50	15.94	16.39
5	14.99	15.58	16.03	16.48
5.5	15.08	15.69	16.14	16.59
6	15.18	15.79	16.24	16.70

HIRED BEFORE JULY 2, 2012

<b>HEAD PAINTER / GLAZER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	17.23	18.00	18.57	19.14
1.5	17.34	18.11	18.69	19.27
2	17.45	18.23	18.81	19.39
2.5	17.56	18.34	18.93	19.51
3	17.67	18.42	18.97	18.63
3.5	17.78	18.57	19.16	19.76
4	17.89	18.69	19.28	19.88
4.5	18.00	18.80	19.40	20.00
5	18.11	18.91	19.52	20.12
5.5	18.22	19.03	19.64	20.25
6	18.33	19.14	19.76	20.37

HIRED AFTER JULY 1, 2012

<b>HEAD PAINTER / GLAZER</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	15.32	15.93	16.39	16.85
1.5	15.42	16.03	16.50	16.96
2	15.51	16.14	16.60	17.07
2.5	15.61	16.24	16.71	17.17
3	15.71	16.34	16.81	17.28
3.5	15.81	16.44	16.92	17.39
4	15.91	16.54	17.02	17.50
4.5	16.02	16.66	17.14	17.62
5	16.10	16.75	17.23	17.71
5.5	16.20	16.85	17.34	17.82
6	16.30	16.95	17.44	17.93

<b>MAINTENANCE</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	16.83	17.57	18.13	18.69
1.5	16.94	17.69	18.26	18.82
2	17.06	17.81	18.38	18.94
2.5	17.17	17.93	18.51	19.07
3	17.29	18.06	18.63	19.20
3.5	17.40	18.18	18.76	19.33
4	17.52	18.30	18.88	19.46
4.5	17.63	18.42	19.00	19.59
5	17.75	18.54	19.13	19.71
5.5	17.86	18.66	19.25	19.84
6	17.98	18.78	19.38	19.97

<b>MAINTENANCE HVAC/R1</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	17.97	18.76	19.36	19.96
1.5	18.08	18.88	19.49	20.09
2	18.20	19.00	19.61	20.21
2.5	18.31	19.13	19.74	20.34
3	18.43	19.25	19.86	20.47
3.5	18.54	19.37	19.98	20.60
4	18.66	19.49	20.11	20.73
4.5	18.77	19.61	20.23	20.86
5	18.89	19.73	20.36	20.98
5.5	19.00	19.85	20.48	21.11
6	19.12	19.97	20.61	21.24

<b>MAINTENANCE HVAC/R2</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	19.10	19.95	20.59	21.22
1.5	19.21	20.07	20.71	21.35
2	19.33	20.18	20.83	21.47
2.5	19.44	20.30	20.95	21.60
3	19.55	20.42	21.07	21.72
3.5	19.66	20.53	21.19	21.85
4	19.77	20.65	21.31	21.97
4.5	19.88	20.77	21.43	22.10
5	20.00	20.89	21.55	22.22
5.5	20.11	21.00	21.67	22.35
6	20.22	21.12	21.79	22.47

<b>MASTER MECHANIC HEAVY DUTY TRUCK</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	19.40	20.26	20.91	21.55
1.5	19.76	20.64	21.30	21.95
2	20.12	21.05	21.75	23.35
2.5	20.48	21.39	22.07	22.76
3	20.84	21.77	22.46	23.16
3.5	21.20	22.14	22.85	23.56
4	21.56	22.52	23.24	23.96



<b>MASTER MECHANIC</b>				
<b>AUTO LIGHT/HEAVY DUTY TRUCK</b>				
<b>STEP</b>	<b>2017-19</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
1	20.47	21.38	22.06	22.74
1.5	20.83	21.76	22.45	23.14
2	21.19	22.13	22.84	23.54
2.5	21.55	22.51	23.23	23.95
3	21.91	22.88	23.61	24.35
3.5	22.27	23.26	24.00	24.75
4	22.64	23.65	24.40	25.15

<b>SHIFT PREMIUM</b>	
AFTERNOON	0.26
MIDNIGHT	0.29

**APPENDIX B - CHAIN OF COMMAND**

<b>CLASSIFICATION</b>	
<b>Custodial</b>	Board of Education
<b>Maintenance</b>	Superintendent
	Assistant Superintendent for Business & Operations or Assistant Superintendent for Human Resources
	Director for Operations
	Custodial Supervisor / Bldg. Adm. when appropriate
	Employee
<b>Grounds</b>	Board of Education
	Superintendent
	Assistant Superintendent for Business & Operations or Assistant Superintendent for Human Resources
	Director for Operations
	Employee
<b>Transportation</b>	Board of Education
<b>Maintenance</b>	Superintendent
	Assistant Superintendent for Business & Operations or Assistant Superintendent for Human Resources
	Director for Operations
	Transportation Supervisor
	Head Mechanic
	Employee
<b>Utility Driver</b>	Board of Education
<b>Utility / Mail Driver</b>	Superintendent
	Assistant Superintendent for Business & Operations or Assistant Superintendent for Human Resources
	Director for Operations
	Maintenance/Grounds Supervisor (downtime)
	Food and Nutrition Service Supervisor
	Employee

**NOTE:** Building custodial staff is accountable to their building administrator at all times when the administrator is scheduled to be in the building.

**APPENDIX C – GRIEVANCE CHAIN OF COMMAND**

<b>Custodial</b>	Step 2	Supervisor for Human Resources and/or Assistant Superintendent for Human Resources
	Step 1	Director for Operations
	Step 1	Supervisor for Maintenance & Custodial Services
	Step 1	Employee
<b>Maintenance</b>	Step 2	Supervisor for Human Resources and/or Assistant Superintendent for Human Resources
	Step 1	Director for Operations
	Step 1	Supervisor for Maintenance & Custodial Services
	Step 1	Employee
<b>Grounds</b>	Step 2	Supervisor for Human Resources and/or Assistant Superintendent for Human Resources
	Step 1	Assistant Superintendent for Business & Operations
	Step 1	Director for Operations
	Step 1	Employee
<b>Transportation Mechanics</b>	Step 2	Supervisor for Human Resources and/or Assistant Superintendent for Human Resources
	Step 1	Director for Operations
	Step 1	Transportation Supervisor and/or Head Mechanic
	Step 1	Employee
<b>Utility Driver Utility / Mail Driver</b>	Step 2	Supervisor for Human Resources and/or Assistant Superintendent for Human Resources
	Step 1	Director for Operations
	Step 1	Food & Nutrition Supervisor and/or Supervisor for Maintenance & Custodial Services (downtime)
	Step 1	Employee