

***Contractual Agreement***

***between the***

***WELLS TOWNSHIP SCHOOL DISTRICT #18***

***Board of Education***

***and the***

***Wells Township Support Staff***

**Effective July 1, 2018**

**Through June 30, 2019**

Revised 8/24/2018

## **INTRODUCTION**

The following terms as listed in the Agreement between the Wells Township School Board of Education and Support Staff Bargaining Unit should be interpreted as follows:

- Board refers to Board of Education of Wells Township School District.
- Bargaining Unit refers to bus driver, custodian, and cook of the district.

## **ARTICLE I – EMPLOYEES’ RIGHTS**

- A. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, sex or marital status.
- B. Support Staff have a right to file a grievance (Form A) if they feel any part of this contract has not been upheld. Grievances must be filed, with the administration, within fourteen (14) days after the employee knew or should have known if he/she exercised reasonable diligence and attention that the cause of the grievance had occurred in order to become the basis for a claim. Administrative response must occur within five (5) days after grievance is filed. If a solution can not be met, the local ISD/RESA will be brought in for mediation.

## **ARTICLE II – PROFESSIONAL COMPENSATION**

- A. The salaries of support staff covered by this agreement are set forth in Schedule B, which is attached to and incorporated in this agreement. Each pay period each support staff shall receive the following information:
  - a. Gross Pay
  - b. Breakdown of deductions including:
    - i. Federal Income Tax
    - ii. State Income Tax
    - iii. Social Security
    - iv. Other deductions to be limited to whatever number that can be accommodated by current payroll processing programs.
- B. The salary schedules are based upon a normal weekly work load according to the accepted school calendar.

- a. Bus driver 5.5 hours a day per school days
- b. Cook 5.5 hours a day per school days
- c. Custodian 2.5 hours a day per school days

C. The following legal holidays shall be observed and school closed:

New Year’s Day  
 Memorial Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

D. Support staff will be paid on a basis of (26) twenty-six payments.

August 31, 2018	March 01, 2019
September 14, 2018	March 15, 2019
September 28, 2018	March 29, 2019
October 12, 2018	April 12, 2019
October 26, 2018	April 26, 2019
November 09, 2018	May 10, 2019
November 23, 2018	May 24, 2019
December 07, 2018	June 07, 2019
December 21, 2018	June 21, 2019
January 04, 2019	July 05, 2019
January 18, 2019	July 19, 2019
February 01, 2019	August 02, 2019
February 15, 2019	August 16, 2019

**ARTICLE IV – INSURANCE PROTECTION**

A. The Board provides insurance for employees working 32 hours per week.

**ARTICLE V – EXPENSES AND EXTRACURRICULAR ACTIVITIES**

- A. The cook will not be responsible for any extracurricular activities with the exception of Community Meals, Christmas Program, and Spring Program.
- B. Dates for the above extracurricular activities shall be established with cook input and be published two (2) weeks prior to the activity.
- C. Support Staff shall receive mileage to any conference or special meetings approved by the Board or its designee that they are requested to attend.

- D. Travel and/or shopping by support staff will be reimbursed mileage according to IRS per diem. All travel/shopping trips must have prior approval from administrator.

**ARTICLE VI– LEAVES OF ABSENCE WITH PAY – SECTION I**

- A. PERSONAL DAYS /ILLNESS – A maximum of ten (10) days of personal and/or sick leave per school year is granted. A staff member may accumulate up to fifty (50) personal/sick leave days with 100% reimbursement of actual daily pay at retirement, up to \$5,000.00.
  
- B. FUNERAL LEAVE shall be allowed to a maximum (unless further extended by the Board) of five (5) successive days, counting the day of death as the first day, in the event of the death of a staff’s immediate family member or the death of the staff’s spouse’s immediate family. (Spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted and step members are also included in immediate family.)

**LEAVES WITHOUT PAY – SECTION II**

- A. PREGNANCY – The District shall grant a child care or pregnancy leave of up to 12 weeks of the school year without pay to staff requesting such leave in writing. The staff may use all accumulated sick and personal days with full pay for those days until such days run out or terminate. The staff will be guaranteed the same or similar position when he/she returns from leave.

**ARTICLE VIII – MANAGEMENT RIGHTS**

- A. The Wells Township School District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States including the right to the executive management and administrative control of the school system. The exercise of these powers, rights and authority, duties and

responsibilities by the School and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement. It is understood between the parties that any policy changes, real or contemplated, which shall bear on this Agreement, shall be subject to negotiation.

**ARTICLE IX- DURATION**

- A. This Agreement shall be effective as of July 1, 2018, and shall continue in effect for one year until June 30, 2019.
- B. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- C. Copies of this agreement titled “Contractual Agreement between the Wells Township School District #18 and the Support Staffs’ Bargaining Unit” shall be printed at the expense of the board within 30 days after the agreement is signed and presented to all staff now employed, hereafter employed or considered for employment by the Board. All school district personnel policies or any changes in said policies shall be distributed to all support staff within thirty days of the commencement of this contract or upon employment.

**Bargaining Unit and Board Signatures**

_____	Board President	_____	Staff
_____	Vice-President	_____	Staff
_____	Treasurer		
_____	Secretary		
_____	Trustee		

**Schedule B/Wages**

2018-2019 School Year

**School Bus Driver**

Salary: \$14,370.00 (5.5 hours per day/180 days)  
Contract Period: September through June each year  
Benefits: Paid State Retirement  
Five (5) personal/sick days accumulative to 50 days

**Custodian**

Salary: \$8,364.00  
Contract Period: July through June each year  
Benefits: Paid State Retirement  
Five (5) personal/sick days accumulative to 50 days

**Cook**

Salary: \$13,463.45 (5.5 hours per day/180 days)  
Contract Period: September through June each year  
Benefits: Paid State Retirement  
Ten (10) personal/sick days accumulative to 50 days

**FORM A**  
**WELLS TOWNSHIP GRIEVANCE FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE(S) OF VIOLATION OR GRIEVANCE: \_\_\_\_\_

SECTION(S) OF CONTRACT VIOLATED: \_\_\_\_\_

\_\_\_\_\_

FACTS: \_\_\_\_\_

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RESOLVED: \_\_\_\_\_

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Signature of Grievant(s)

\_\_\_\_\_  
Signature of Administrator

## Wells Township School District 2018-2019 Calendar

<ul style="list-style-type: none"> <li>▪ 180 Student/185 Teacher</li> <li>▪ 6. 25 hours (6 hrs 15min)</li> <li>▪ (176X6.25)</li> <li>▪ 1100+(4X3.33)=1113.32 hours</li> <li>▪ Start Time 8:40</li> <li>▪ End Time 3:35</li> </ul>		<p>22 Early Release</p> <p>Days = 20 Students/20Teacher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">FEBRUARY 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>22</td><td><del>22</del></td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table>	FEBRUARY 2019							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	<del>22</del>	23	24	25	26	27	28																																																																	
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<p>2 Return from break</p> <p>18 Early Release</p> <p>2<sup>nd</sup> Marking Period Ends</p> <p>Days = 22 Student/22 Teacher</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">JANUARY 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td><del>18</del></td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	JANUARY 2019							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	<del>18</del>	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>8</p>																																																																
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