

**Bedford Public Schools
Temperance, MI 48182**

Mechanics

(International Brotherhood of Teamsters, Chauffeurs,
Warehousemen, and Helpers of America, Local Union No. 214)

Master Agreement

2017-2020

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Agreement

This Agreement¹ made and entered into this first day of **July 1, 2017**, by and between Bedford Public Schools located at Temperance, Michigan, party of the first part and hereinafter termed the employer, and Local Union No. 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America located at Detroit, Michigan, party of the second part, hereinafter called the Union.

This agreement shall not prevent an emergency manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act. Furthermore, the act does not confer a right to bargain that would infringe on the exercise of powers under the local government and school district fiscal accountability act. Any provisions required therein are prohibited subjects of bargaining under the act.

WHEREAS: Both parties are desirous of preventing strikes and lockouts and other cessations of work and employment; and of maintaining a uniform wage scale, working conditions and hours of employees of the employer; and of facilitating peaceful adjustment of all grievances which may arise from time to time between the employer and its employees; and of promoting and improving peaceful industrial and economic relations between the parties.

Article One (1) – Recognition and Union Membership

Section One (1):

- a) The employer recognizes and acknowledges that the Union is the exclusive representative in collective bargaining with the employer of those classifications listed in the Agreement and in the wage schedule (Article Twenty-Eight (28) -Wages).
- b) Pursuant to, and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947 known as the Hutchinson Act, 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 units described in Article Twenty-Eight (28) - Wages.

Section Two (2):

- a) Membership in the Union is not compulsory. Regular employees have the right to join, not join, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against an employee regarding such matters.
- b) Membership in the Union is separate, apart, and distinct from this Agreement. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the employer after it has satisfied itself that the Union is the choice of a majority of the employees of the bargaining unit.

¹ There is no retroactivity that violates statute.

- c) If any provision of this Article is invalid under Federal law or the laws of the State of Michigan, such provision shall be modified to comply with the requirements of Federal or State law or shall be renegotiated for the purpose of adequate replacement.

Section Three (3): The Union will protect and save harmless the Board from any or all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purposes of complying with this Article.

Article Two (2) - Board's Rights

- A. The Board, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and the laws of the state, the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc., shall include, by way of illustration and not by way of limitation, the right to:
 - 1. Manage and control its business, its equipment, its operations, and direct the working forces and affairs of the entire school system within the boundaries of the School District of Bedford;
 - 2. Continue its rights, policies and practices of assignment, and direction of its personnel, determine the number of personnel, and schedule all the foregoing;
 - 3. Direct the working force, including the right to establish and/or eliminate positions, to hire, evaluate, promote, suspend, discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force, and to lay-off employees;
 - 4. Determine the services, supplies, equipment necessary to continue its operation, to determine all methods and means of distributing the above, establish standards of operation, the means, methods, and processes of carrying on the work; and
 - 5. Determine the qualifications of employees.
- B. The listing of specific management rights in this Agreement is not intended to be, nor shall be, restrictive of or a waiver of any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.
- C. The Board shall continue to have the exclusive right to establish, modify, or change any conditions except those covered by provisions of the Master Agreement.

Article Three (3) - Military Service

Any employee who is called upon to participate in military service of our country shall, at the time such services have been honorably completed, be returned to his/her position without loss of seniority. Time in service will be counted as accumulated seniority. The employee must report for work within time specified by Federal law after completing service.

An employee called for National Guard duty or training shall be compensated for the difference between his regular pay and the gross amount received for the performance of such obligation. The employee shall present a

signed statement from his Commanding Officer or the officer's designee stating the gross amount paid for his service to the Executive Director of Human Resources & Labor Relations. Reimbursement under this paragraph shall be limited to two (2) weeks.

Article Four (4) - Jury Duty

A member called for jury duty or subpoenaed as a witness to give testimony before any judicial tribunal agree that monies paid to the employee shall be given to the District; the District agrees to pay employee for the day wages. The employee may keep any mileage reimbursement given.

Article Five (5) - Health Insurance

Health care contributions will be pursuant to Section (3) (hard cap) of Public Act 152 of 2011. A pre-tax payroll deduction, as permitted by the IRS, shall be available to employee for this purpose.

Part-time employees who desire insurance coverage shall be responsible for paying the difference in a consistent manner prescribed by the employer.

The **employee** may choose from any one of the below options for insurance coverage.

<u>Plan Options (4)</u>	<u>Deductible</u>	<u>Co-Insurance</u>	<u>Co-Pay</u>	<u>Prescription</u>
MESSA Choices II – Traditional PPO Plan	\$500/\$1,000	0%	\$20	Saver Rx Program
MESSA Choices II – Traditional PPO Plan	\$1,000/\$2,000	0%	\$20	Saver Rx Program
MESSA ABC Plan 1 – Health Savings Account	\$1,300/\$2,600*	0%	\$0	ABC Rx Program
MESSA ABC Plan 3 – Health Savings Account	\$3,500/\$7,000*	0%	\$0	ABC Rx Program

The following benefits are provided in addition to your Medical Insurance:

- VSP2 Vision Insurance
- Delta Dental of MI (70/70/50/60/\$600: \$1,000)
- \$5,000 Basic-term Life Insurance with Medical
- \$15,000 Negotiated Basic-term Life and AD&D

If an employee elects not to take the Medical Benefits – they will receive the following:

- In Lieu of Medical Insurance Payment of \$175.00 per Month²
- VSP3 Vision Insurance
- Delta Dental of MI (100/90/90/90/\$1,500: \$1,000)
- \$20,000 Negotiated Basic-term Life and AD&D

*The maximum annual deductible and other out of pocket expenses for HDHP's are set by the federal government and are subject to change.

² If the spouse works for the District and has virtually identical coverage only one is eligible to receive employer paid insurance. The spouse of the insured and the insured will be covered under the same policy. No in lieu amount will be paid to the spouse of the insured.

Article Six (6) - Worker's Compensation

The employer agrees to cooperate toward the prompt settlement of employees' on-the-job injury and sickness claims when such claims are due and owing.

All accidents shall be reported to the immediate supervisor (Director of Transportation) as soon as possible. The employer shall pay the difference between the Worker's Compensation payment and the employee's regular salary when the insurance company starts the compensation for a period of three (3) months.

Employees injured on the job and sent home because of injury shall be paid for the remaining unworked hours of that day.

Article Seven (7) - Maintenance of Standards

The employer agrees that all conditions of employment in his individual operation relating to wages, hours, overtime, differentials, and general working conditions shall be maintained at not less than the highest minimum standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement. It is agreed that the provisions of this section shall not apply to inadvertent or bona fide errors made by the employer or the Union in applying the terms and conditions of this Agreement.

The parties agree that Article 8 is intended for only those proper practices and minor benefits not covered by the specific language of this contract. Also, Article 8 is not intended to conflict with the District's ability and responsibility to manage its affairs.

Article Eight (8) - Grievance Procedure

Section One (1): It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the procedure herein provided and that there shall at no time be any strikes, tie-ups of equipment, slow-downs, walkouts, or any other cessation of work through the use of any method lockout or legal proceeding.

Every effort shall be made to adjust controversies and disagreements in an amicable manner between the employer and the Union.

Should an employee choose to pursue an alleged discrimination case under State and Federal Law, the Union and District mutually agree to hold the grievance pending a ruling on said violation.

Section Two (2): Should any grievance, dispute, or complaint arise over the interpretation or application of the contents of this Agreement, there shall be an earnest effort on the part of the parties to settle such promptly through the following steps:

Step 1 By conference between the aggrieved employee, the steward, or both, and the foreman and/or department head. It shall be the responsibility of the aggrieved to reduce any grievance in writing on the regular grievance form provided by the local Union within five (5) working days of the alleged grievance.

Step 2 Before proceeding to Step three (3), a hearing between the Union representative and the Executive Director of Human Resources & Labor Relations and/or the representatives will be held within ten (10) working days and a decision will be rendered in writing seven (7) working days after the meeting.

Step 3 If the Union is not satisfied with the disposition of the grievance by the Executive Director of Human Resources & Labor Relations or if no disposition has been made within seven (7) working days of such meeting, the grievance shall be transmitted to mediation.

- Either party may request the services of a mediator from the Michigan Employment Relations Commission (MERC) within the ten (10) working days of the date an answer was due by the Executive Director of Human Resources & Labor Relations. Mediation shall not exceed twenty (20) working days from the date of the first mediation session.
- Disposition of the grievance in writing by the mediator shall be made no later than seven (7) working days thereafter. If no disposition is made within the seven (7) days, then the Union has the right to move the grievance to the next level or withdraw it. A copy of such mediation disposition shall be furnished to the Union.

Step 4 In the event the last step fails to settle the complaint, it shall be referred to arbitration upon the request of either the Union or the employer. The president and/or executive board of the local Union shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union.

- Either party may demand arbitration. The party first demanding arbitration shall give two (2) days-notice in writing to the other party of its desire to arbitrate. The arbitration board shall consist of three (3) persons, one (1) to be selected by the employer and one (1) to be selected by the Union, and the two (2) selected, if they themselves cannot settle the dispute, shall agree upon a third party whom shall act as chairman of the arbitration board. This board shall be selected within ten (10) days after the request for arbitration is made. If the representatives of the parties cannot settle the dispute and cannot agree upon the selection of the third party within fifteen (15) days of their appointment, the third person shall be designated by the Michigan Employment Relations Commission (MERC), in accordance with its procedures. The decision of the majority of the board shall be considered a decision of the board provided further that all cases submitted to arbitration shall be disposed of within ten (10) days from the date the issues are submitted to said board of arbitration; there shall be no strikes, lockouts, cessations of employment or changes in employment status during the progress of arbitration. Failure to submit to arbitration upon request made as provided in this Article shall result in forfeiture of all rights provided by this Agreement. Arbitration costs shall be shared equally by both parties.
- The arbitration board shall have no power to add to, subtract from, or modify this Agreement, or to declare any provisions of this Agreement illegal.

Article Nine (9) - Dismissal, Suspension, and Disciplinary Action Procedure

Section One (1): Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employees having the right to defend themselves against any and all charges. Written notification of dismissal, suspension, or other disciplinary action shall be sent to the employee and the Union if the employee is a member of said Union. Among the causes, which shall be deemed sufficient for dismissal, suspension, demotion, or disciplinary action is:

1. Unauthorized or excessive absence from work,
2. Commitment or conviction of any felony criminal act,
3. Conduct unbecoming an employee in public service,
4. Disorderly or immoral conduct,
5. Incapacity due to mental or physical disability, as certified by an appropriate medical authority,
6. Incompetency or inefficiency,
7. Bringing intoxicants into or consuming intoxicants on any school property or reporting for work under the influence of intoxicating liquor in any degree whatsoever,
8. Neglect of duty,
9. Negligence or willful damage to public property, waste, or misappropriation of public supplies or equipment,
10. Violation of any lawful regulation or order made by a supervisor (insubordination),
11. Willful violation of any provisions of this contract,
12. Deliberate falsification of records and reports,
13. Violation of the District's Smoking Policy,
14. Conviction of a misdemeanor or felony regarding pedophile, or
15. Violation of State and Federal mandated drug test.

All dismissals and suspensions shall be without pay. No suspension shall be effective for a period of more than ten (10) working days without the prior approval of the Executive Director of Human Resources & Labor Relations.

Section Two (2): An employee may be dismissed, suspended, or disciplined, pending investigation and discussion, and if the dismissal, suspension or disciplinary action is found to be without justification, the employee shall be reinstated with full back pay.

Section Three (3): If the dismissal or suspension is sustained under the procedures outlined in the Grievance Procedure, the employee shall be deemed dismissed as of the date of dismissal or suspension.

Section Four (4): Any suspended employee shall leave the premises and shall remain away until such dismissal or suspension is lifted or cleared.

Section Five (5): In any case of dismissal, suspension, or disciplinary action, the employee, (if they so desire) may request an investigation. This request must be written and presented within five (5) working days from the date of dismissal, suspension, or disciplinary action. Appeal from discharge or suspension must be heard within

five (5) working days and a decision reached within fifteen (15) working days from the date of discharge or suspension. If no decision has been rendered within fifteen (15) working days, the case shall then be taken up as provided for in Article 8 (Grievance Procedure).

Section Six (6): An employee's past disciplinary record shall not be used in accessing discipline beyond a period of two and one-half (2.5) years.

Article Ten (10) - General

Section One (1): Visiting Privileges.

The employer agrees that it will allow the proper accredited representative of the local Union access to the premises during working hours for the purpose of policing the terms and conditions of this Agreement.

Section Two (2): Record Examination.

The employer may allow the proper accredited Union representative the right to examine time sheets and any other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the School Board pertaining to the specific grievance.

Section Three (3): Use of Bulletin Board - The employees will be allowed to post notices of meeting and any other notices pertaining to their organization on bulletin boards and these notices shall not be removed except by the representative of the employees. Notices will not be posted on bulletin boards provided for student or teacher information. Any and all scurrilous materials will be removed at the request of the District.

Section Four (4): Use of Telephone - The Board of Education does not permit the use of school telephones for personal calls, either local or long distance, except in case of emergency. The District agrees to pay up to three (3) mechanics twenty-five dollars (\$25.00) per month for the use of their personal cell phones for business purposes, through an accounts payable check. The Director of Transportation will provide a yearly (by July 1) list to HR/LR of those mechanics approved for such payment and copy such communication to those mechanics impacted as well as a copy to the Union president. Employee agrees to provide their cell phone number in a similar manner as with other BPS phone numbers, i.e. to their immediate supervisor. Employee is responsible for keeping phone in good working condition and/or covering maintenance and/or replacement insurance costs.

Section Five (5): Personal Attire - It is agreed by the Board and the Union that all mechanics' personal attire will be appropriate for the academic environment in which they work. For example, mechanics shall not wear attire which promotes the use of alcohol, controlled substances or smoking, or attire which displays profane language or has sexual connotation. In the event that a mechanic reports to work in inappropriate attire (as defined above), as determined by his or her supervisor, that mechanic will be required to return home and change clothes. Such time away from work will be unpaid.

Section Six (6): Non-Smoking - Smoking or the chewing of a tobacco product on Bedford Public Schools' property, and/or in Bedford Public Schools' vehicles, on a structure or real estate owned, leased, or otherwise controlled by the Bedford District, shall not be permitted at any time. The District agrees to provide free enrollment in District provided smoking cessation programs for interested bargaining unit members.

Section Seven (7):

Tool Insurance - The District shall provide "personal tool insurance coverage" up to a maximum of twelve thousand dollars (\$12,000) per mechanic subject to current Inland Marine coverage (SET-SEG).

Tool Allowance - After the first six (6) months of employment as a mechanic that employee shall be paid a tool allowance of two-hundred and seventy-five (\$275.00) dollars. However, if the mechanic resigns prior to the completion of one calendar year this allowance will be deducted from their final paycheck. Each mechanic employed for one calendar year and each calendar year³ of employment thereafter shall be paid a total tool allowance of allowance of five hundred and fifty dollars (\$550). This amount shall be paid through Accounts Payable each July.

Section Eight (8): Payroll Deduction Programs – Enrollment in District payroll deduction programs such as 403(b), United Way, approved Teacher's Credit Union, Insurance options, Michigan Public School Employees Retirement System (MPSERS), tax-deferred payment program, direct deposit shall be available during open enrollment periods as designated by the District, and in accordance with the established payroll schedule and procedures for the year. Written employee authorization is needed to participate in District approved employee deduction programs.

Article Eleven (11) - Seniority

Section One (1): Strict seniority shall prevail in the lay-off and rehiring of employees. In reducing the work force because of lack of work, insufficient funds, or other legitimate cause, the last employee hired shall be the first employee laid off provided the employee retained has the ability to perform the required work satisfactorily; and the last employee laid off shall be the first employee rehired.

Section Two (2): The employer shall post a list of the employees arranged in order of their seniority at the beginning of each six (6) months. This list shall be posted in a conspicuous place (bulletin board) at the place of employment.

Section Three (3): Seniority shall be broken only by discharge, voluntary quit, or lay-off of a period of more than two (2) years. Seniority rights for employees shall prevail at all times except as limited herein.

³ Year is defined as from July 1st – June 30th.

Section Four (4): In the event of lay-off, an employee so laid off shall be given two (2) weeks-notice of recall to work mailed to his last known address. In the event the employee fails to make himself/herself available for work at the end of said two (2) weeks, he/she shall lose all seniority rights under this Agreement.

Article Twelve (12) - Paid for Time

All employees shall be paid for all time spent in the service of the employer. Time will be figured from the time an employee is required to begin his/her work until he/she is released from duty.

Article Thirteen (13) - Work Week

The workweek for all employees on a full-time basis shall consist of five (5), eight (8) hour day(s), the workweek to start Monday and end Friday except where shift work prevails.

Article Fourteen (14) - Call-in Time

Section One (1): Any employee called out to work outside his/her regular working hours shall receive a minimum of three (3) hours' compensation.

Section Two (2): If during inclement weather or emergencies, a mechanic is transported from his residence to the work site, by police/road authorities or by District vehicle, the employee will be paid from the start of his shift.

Article Fifteen (15) - Pay Days

Paydays shall be every other Friday if at all possible, while following the District adopted payroll schedule. All time must be reported on time sheets and signed by the Director of Transportation. Pay to be based on actual hours worked and to be forwarded to the payroll office on the assigned cut-off date. The cut-off date generally being the Sunday two (2) weeks before payday.

Overtime shall be allowed under emergency conditions and must be approved by the Director of Transportation in advance. Overtime pay shall be based on one and one-half (1 1/2) times the employee's regular rate.

All time worked on emergency basis over eight (8) hours per day or forty (40) hours per week shall be considered as overtime pay. Overtime is to be computed on the basis of the following:

Time Worked	Time Compensated For
Zero (0) to Seven (7) Minutes	No time allowed
Eight (8) to Fifteen (15) Minutes	Fifteen (15) Minutes Allowed
Sixteen (16) to Thirty (30) Minutes	Thirty (30) Minutes Allowed
Thirty-One (31) to Forty-Five (45) Minutes	Forty-Five (45) Minutes Allowed
Forty-Six (46) to Sixty (60) Minutes	Sixty Minutes Allowed

Article Sixteen (16) - Reporting Time

Any employee reporting for work at his/her regularly scheduled time and who is sent home through no fault of his/her own, shall be paid for four (4) hours work at the regular rate of pay, but the employee must remain available for work for the four (4) hour period for which he/she is being paid.

Article Seventeen (17) - Holidays

The following named holidays shall be paid for at the rate of one and one-half (1 1/2) times the regular hourly rate of pay in addition to regular pay if the employee works the holiday, provided the qualifications set forth hereinafter are complied with:

Labor Day	Christmas Day	Presidents' Day
Thanksgiving Day	New Year's Eve	Good Friday
Day after Thanksgiving	New Year's Day	Memorial Day
Christmas Eve	Martin Luther King Day	Fourth of July

In order to qualify for eight (8) hours of straight time pay for a holiday not worked, the employee must work the regularly scheduled work day which immediately precedes the holiday or the regularly scheduled work day which immediately follows the holiday, except in cases of proven illness or unless the absence is mutually agreed to. It is further provided that when a holiday falls within the regular workweek, time and one-half (1 1/2) shall begin when such time is allowed by the employee's supervisor.

Employees must be employed by the Board of Education for a period of one (1) month or more to qualify. In the event the holiday falls within the employee's vacation period, he shall be granted an additional day's vacation with pay.

Article Eighteen (18) - Vacation

Section One (1): Accrual of vacation days⁴ shall be as follows:

Years of Service:	Day(s) Per Month:
Zero (0) to Six (6) years	One (1) day
Over Six (6) years but less than Fourteen (14) years	One and one-half (1.5) days
Over Fourteen (14) years	Two (2) days

Section Two (2): An employee who is in continuous employment for six (6) months shall have all of his/her employment count toward vacation days. In the event an employee leaves prior to six (6) months of continuous employment, no vacation time shall be allowed. Time off without pay shall not count toward vacation earnings if the employee is off without pay for the majority of the workweek.

⁴ Provided the employee works a minimum of one-half (1/2) of the working days in that month, i.e. not on workers comp or unpaid leave of absence.

Section Three (3): Vacation day(s) must be requested and approved no less than three (3) days in advance. Emergency request will be considered on a case-by-case basis.

Article Nineteen (19) - Sick Leave, Bereavement, and Perfect Attendance

The following sick leave policy is applicable to full time employees covered by this Agreement:

- A. An employee's absence from duty due to illness or injury shall be paid full salary for the period of said absence covered by earned sick leave.
- B. Sick leave is accumulated on the basis of one (1) day per month of employment provided the employee works a minimum of one-half (1/2) of the working days in that month.
- C. The number of days on sick leave not used during the year shall be unlimited in accumulation.
- D. Upon separation with at least (five) years of mechanic service to Bedford Public Schools the following will apply:
 - 1. Head Mechanic shall receive \$175 per day for the first 25 unused sick days, and \$100 per unused sick day for days #26 through #100 and \$50 per day for sick days 101 through 125.
 - 2. Mechanics 1 and 2 shall receive \$165 per day for the first 25 unused sick days, and \$100 per unused sick day for days #26 through #100, and \$50 per day for sick days 101 through 125.
 - 3. Upon the death of an employee, payment of unused sick leave shall be made to the employee's estate.
- E. A medical certificate may be required by the supervisor of transportation at the employee's expense as evidence of an employee's illness or injury after three (3) consecutive days or more.
- F. An employee who reports on sick leave must notify the office(s) of the Director of Transportation or Human Resources and Labor Relations not later than four (4) hours prior to starting time before compensation will be allowed, except in cases of emergency. An employee must report or make arrangements each day of sick leave.
- G. Leaves of absence with pay not chargeable to any other leave allowance shall be granted.
 - 1. A request for such leave shall be made within three (3) working days of appropriate notification of the death and for the following family members:
 - A. A maximum of five (5) days for a death in the immediate family. Immediate family shall be interpreted as father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, spouse, child, grandchild, son-in-law, daughter-in-law, domestic partner and their dependents.
 - o Step relatives within the definition of the immediate family shall include step-mother, step-father, step-sister, step-brother, step-child, and step-grandchild.
 - B. A maximum of two (2) days for the death of a grandparent, legal guardian, step-in-law (father, mother, brother, sister, son, daughter).
 - C. Maximum of one (1) day for the death of a niece, nephew, aunt, uncle or any member of the family, not defined by the provisions herein, at the discretion of the bargaining unit member.
 - 2. If travel time is necessary, the Executive Director of Human Resources and Labor Relations shall determine the length of reasonable travel time allowed.

- H. Employee may use a maximum of five (5) accumulated sick leave days to cover absence due to critical illness of father, mother, brother, sister, husband, wife, child, grandchild, son-in-law, daughter-in-law, mother-in-law, or father-in-law.
- I. Sick leave accrued shall not be disturbed in any of the following cases:
 - 1. Absence on leave without pay,
 - 2. Transfer from one (1) classification or department, and
 - 3. Full time employee recalled from layoff.
- J. The Director of Transportation shall certify to the legitimacy of a claim for compensation for absence.
- K. Employees reporting at the beginning of their work period and who are forced to leave any time after three (3) hours of work because of illness or death in the family, shall be counted absent one-half (1/2) day. Employees who are forced to leave before three (3) hours of work for the same reason(s) shall be counted absent a full day.
- L. Days already accumulated by a full time employee prior to the adoption of this policy shall remain in force.
- M. In the event of a contagious disease, the employee's reinstatement can be made only after medical clearance.
- N. Absence for other than illness may be granted with the approval of the Director of Transportation subject to the availability of an adequate substitute. Any such request should be made at least one (1) week prior to the date of anticipated absence.
- O. Any mechanic having perfect attendance for a semester (July 1 through December 31, or January 1 through June 30) shall receive a perfect attendance bonus of two hundred and fifty dollars (\$250) each semester. One (1) vacation day will be granted at the end of each semester for perfect attendance. (Time off without pay directed by the Board shall not affect this Article.)
- P. Upon request of the employee, sick days may be frozen when the employee will be absent because of an illness or injury of eight (8) or more days and the employee utilizes his short term disability insurance. The employee must inform the Office of Human Resources and Labor Relations prior to the eighth (8th) day or the twenty-ninth (29th) day of absence of the intention to freeze sick days.

Article Twenty (20) - Leave of Absence

Section One (1): A leave of absence (a minimum of fifteen (15) days) without pay may be granted for any reasonable cause as agreed upon with the Transportation Director. These leaves are to be agreed upon by the employer and the Union. The maximum leave of absence shall not exceed two (2) months. No leave shall be granted to accept other employment.

Section Two (2): Any employee on sick leave who has exhausted all sick leave and vacation time and is not receiving any compensation shall be considered to be on sick leave with valid medical evidence, without pay.

Section Three (3): When an employee is sick or injured and has exhausted his/her sick leave and vacation time, three (3) additional month's hospitalization premium will be paid by the employer.

Article Twenty-One (21) - Job Openings and Transfers

Section One (1): All vacancies shall be posted for bid. Posting shall be at a conspicuous place (bulletin board) for a period of five (5) working days, so that all eligible employees will receive notice of the vacancy or new position open for bid.

Section Two (2): The qualifications for such new position or vacancy shall be based on workmanship, suitability, seniority, and ability to do the required work. The employees fulfilling the requirements shall be given thirty (30) working days to qualify, and if such employee does qualify, his/her rate of pay for such new position or vacancy shall begin on the thirty-first (31st) working day. If the employee, in the opinion of his/her supervisor or the Union, is unable to perform the duties of the new position satisfactorily, he/she shall revert to his/her former position and another employee shall be given such thirty (30) days qualifying period.

Section Three (3): In all cases of vacancy or new position, the employee with seniority must present himself and be available within five (5) working days after notification of the vacancy. If the employee is on vacation, the employer shall notify such employee of the new position upon his/her return from vacation.

Section Four (4): In the case of an opening in the Head Mechanic position, such position shall be filled from the mechanics ranks whenever possible. If an employee so chosen fails to qualify for the Head Mechanic's position within thirty (30) working days, he/she shall be returned to his/her prior status without loss of seniority. During the thirty (30) working day period, the employee will receive the same hourly rate called for under the employee's previous classification. If the employee fulfills the requirements of the Head Mechanic's position and continues in said position, the new hourly rate shall be retroactive to date of initial promotion.

Section Five (5): An employee may exercise his rights to refuse promotion or transfers of a promotional nature without loss of seniority or bias.

Section Six (6): A regular employee temporarily assigned to a position of a higher classification shall receive the pay for the position to which the employee is temporarily assigned.

Section Seven (7): Demotion of any employee will be made for just and stated reasons. If demoted to a lower classification, the employee's rate will be that of the classification to which the employee is demoted.

Section Eight (8): Employees transferred to another job or building because of a lay-off or bid request shall receive the rate of the job they are performing.

Section Nine (9): At least two (2) weeks' written notice will be required of an employee who wishes to resign, except in case of emergency.

Section Ten (10): A newly hired employee shall serve a probationary period of ninety (90) calendar days during which the Union may not represent said employee in matters regarding a grievance.

Article Twenty-Two (22) - Certification

According to the needs of the District Transportation Department, all mechanics shall maintain a State of Michigan/Automotive Service Excellence (ASE) Certification. The parties shall meet periodically to determine the appropriate certification. The mechanics will maintain the Michigan department of State Motor Vehicle Mechanic Certification.

Article Twenty-Three (23) - Physical Examination & TB Tests

Section One (1): A physical examination is required of all newly employed personnel. The expense of this examination is borne by the District. The District will choose the medical professional to ensure they possess proper credentials and administer the physical in accordance with DOT CDL requirements.

The Board of Education will reimburse the employee for this expense when the Business Office is presented with a receipt from the doctor or a bill. The report of the physical examination must be returned to the Office of Human Resources and Labor Relations before employment begins.

A statement from a qualified physician regarding the condition of the employee's health may be required whenever such is deemed necessary by the Superintendent of Education.

Section Two (2): The District will reimburse the mechanic for the physical examination needed to maintain their CDL (Commercial Drivers' License). The District will select the physician and give prior approval of the physical examination of the mechanic. If an employee chooses their own physician, they will be reimbursed an amount designated by the Board if the exam is not covered by their medical insurance. However, the physician they choose must administer the appropriate tests to satisfy DOT CDL requirements

Article Twenty-Four (24) - Line of Responsibility

Mechanics shall be directly responsible to the Head Mechanic to which they are assigned. The Head Mechanic shall be directly responsible to the Director of Transportation.

Article Twenty-Five (25) - Tuition Reimbursement

Section One (1): Any mechanic wishing to take courses in the Bedford Public Schools' Adult Education and Community Education programs to improve job skills, may do so free of charge provided his request for approval of such courses is approved by the Executive Director of Human Resources & Labor Relations prior to taking the course. Any mechanic wishing to take other courses to improve job skills must submit a request for approval of the courses to the Executive Director of Human Resources & Labor Relations prior to the commencement of such course. If approved, the course will be paid for by the Board upon completion according to the grade as follows:

Pass, Satisfactory, A, B, or C	75%
Incomplete, Unsatisfactory, D, or F	0%

Payment will be made as soon as possible upon submission of the official grade report by the mechanic to the Executive Director of Human Resources & Labor Relations and after the Board of Education approves the request for payment for the previously approved course which was successfully completed pursuant to the grade earned.

Section Two (2): The District will pay tuition and fees for training required by law or training required by the District.

Article Twenty-Six (26) - Miscellaneous Conditions

Section One (1):

- Lunch Period - Personal schedules allow one-half (1/2) hour for lunch. Employees are not to leave the site to which they are assigned during their lunch period.
- Paid Lunch - Employees are free to leave the premises during their lunch period, provided another mechanic is on duty. In those limited circumstances when the crew is short-handed, the mechanic that remains on duty will receive a paid lunch.

Section Two (2): Break Period - Employees covered by this Agreement are entitled to a fifteen (15) minute break period for each four (4) hours of work. The break period should be taken in the middle of each four (4) hour period; and, personnel will remain on the site to which they are assigned.

Section Three (3): Absence from work during scheduled work hours - Employees covered by this Agreement will remain on the site to which they are assigned during the scheduled working hours except in case of extreme emergency or by prior approval of the Director of Transportation.

Section Four (4): Safety Provisions - The Board of Education shall provide for the safety and health of its employees and will provide protective devices and other equipment necessary to protect the employee from injury or sickness. In the interest of safety, no employee shall be ordered or forced to use defective equipment of any nature in the line of duty that could result in the employee's personal injury or the injury of any other person.

Section Five (5): Safety Equipment - The school will furnish protective equipment and clothing (gloves, etc.) and keep the tools in safe repair.

Section Six (6): Safety Shoes - Two hundred and fifty dollars (\$250) will be provided every two (2) years for regulation safety shoes or with the approval of the Director of Transportation. Payment will be based on the actual cost of the shoes purchased, with a receipt required. In addition, once each two (2) years, the employer will pay one-half (1/2) the cost of prescription safety glasses which must be purchased through the employer's program. However, the employer will not pay the cost of the physician's examination to obtain the prescription.

Section Seven (7): Winter Clothes - The District will provide an appropriate winter jacket and bib for the mechanic. Replacements will require the approval of the Director of Transportation.

Section Eight (8): Personal Business Day - The parties agree there may be personal conditions or circumstances, which may require a mechanic's absence. The Board agrees to grant a maximum of three (3) days per school year with pay, not to be accumulated nor deducted from sick leave, to be used under the following conditions:

- a) Mechanics must have one (1) year of seniority to be eligible for personal business days.
- b) This leave shall be used only in situations of urgency for the purposes of conducting business which cannot be transacted on the weekend, after working hours, or during vacation periods.
- c) Mechanics desiring to use such leave shall submit to the Director of Transportation their application on the form provided by the Board at least three (3) working days in advance of the anticipated absence, except in case of emergency. In case of emergency the mechanic shall apply as soon as possible.
- d) Such leave shall not be used for seeking other employment, rendering service or working either with or without remuneration for themselves or for anyone else, for hunting, or other vacation or recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the working day immediately preceding or following a vacation period, unpaid leave of absence, or holiday.
- e) No less than one-half (1/2) personal business day may be used at one time.
- f) Unused personal business days will be converted to accumulated sick leave days at the end of each fiscal year, except that one (1) personal business day may be carried over to create four (4) for the following year.

Section Nine (9): Act of God Days - Hourly employees are to report to work as scheduled on inclement weather days and Act of God days, and will be paid for actual time worked.

Article Twenty-Seven (27) - Separability and Savings Clause

If any Article or section of this Agreement or if any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or section should be restrained by such tribunal pending final determination as to its validity, the remainder of this Agreement and any rider thereto, or the application of such Article or section to persons or circumstances other than those as to which it has been restrained, shall not be affected thereby.

In the event the Article or section is held invalid or enforcement of or compliance with which has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union for the purpose of arriving at a mutually satisfactory replacement for such Article or section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal recourse in support of its demands notwithstanding any provision in this Agreement to the contrary.

Article Twenty-Eight (28) - Wages

	2016-17	2017-18 ⁵	2017-18 ⁶	2018-19 ⁷	2018-19 ⁸	2019-20 ⁹	2019-20 ¹⁰
		2.5%	2.0%	2.5%	2.0%	2.5%	2.0%
Head Mechanic	23.27	23.85	23.73	24.44	24.21	25.06	24.69
Mechanic 1	21.62	22.16	22.05	22.71	22.49	23.28	22.94
Mechanic 2	19.99	20.49	20.39	21.00	20.79	21.52	21.21

1. Mechanic 2 - In order to hold the Mechanic 2 classification the employee must have and maintain at least three (3) relevant ASE (Automotive Service Excellence) certificates.
2. Mechanic 1 - In order to hold the Mechanic 1 classification the employee must have actually worked three (3) full years in this labor unit and hold and maintain at least six (6) relevant ASE (Automotive Service Excellence) certificates.¹¹

Master Technician Hourly Stipend

An additional \$1.00 will be added to the applicable hourly wage noted above when the mechanic (regardless of classification) can produce written proof of being awarded “ASE Master School Bus Technician” status as determined by the National Insurance Institute for Automotive Service Excellence.

While acting in the absence of the Director of Transportation, the Head Mechanic shall receive a \$35.00 per day stipend, provided Bedford Schools are in session and Bedford students are attending.

Article Twenty-Nine (29) - Longevity

Bargaining unit employees will receive longevity payments annually according to the following schedule. Longevity is payable on the completion of their anniversary date.

Years	Amount
10 – 12	\$300
13 – 17	\$400
18 – Over	\$500

⁵ Wages if District is out of deficit with at least a \$1,050,000.00 audited fund balance (2.625%) at the end of the 2016-17 school year otherwise wage scale remains at the prior year's wages.

⁶ Wages if District is out of deficit with at least a \$700,000.00 audited fund balance (1.75%) at the end of the 2016-17 school year otherwise wage scale remains at the prior year's wages.

⁷ Wages if District is out of deficit with at least a \$1,250,000.00 audited fund balance (3.125%) at the end of the 2017-18 school year otherwise wage scale remains at the prior year's wages

⁸ Wages if District is out of deficit with at least a \$900,000.00 audited fund balance (2.25%) at the end of the 2017-18 school year otherwise wage scale remains at the prior year's wages

⁹ Wages if District is out of deficit with at least a \$1,450,000.00 audited fund balance (3.625%) at the end of the 2018-19 school year otherwise wage scale remains at the prior year's wages

¹⁰ Wages if District is out of deficit with at least a \$1,100,000.00 audited fund balance (2.75%) at the end of the 2018-19 school year otherwise wage scale remains at the prior year's wages.

¹¹ On a one-time non-precedent setting basis, the one current employee holding the Mechanic 2 classification will be reclassified to the Mechanic 1 classification no sooner than his second year anniversary provided they have acquired six (6) relevant ASE certifications.

