

MASTER AGREEMENT

BETWEEN

JEFFERSON SCHOOLS, MONROE COUNTY, MICHIGAN

AND

THE INTERNATIONAL UNION OF

OPERATING ENGINEERS

LOCAL 324, AFL-CIO

CAFETERIA

JULY 1, 2016 – JUNE 30, 2019

TABLE OF CONTENTS

Article I
Purpose 1

Article II
Union Recognition, Agency Shop, Check Off..... 1 - 2

Article III
Visitation..... 2

Article IV
Stewards 3

Article V
Rights of the Board of Education 3

Article VI
Safety 3

Article VII
Jurisdiction 4

Article VIII
Contractual Work..... 4

Article IX
Seniority 4 - 6

Article X
Transfer and Promotional Procedure 6 - 7

Article XI
New Jobs 7 - 8

Article XII
Discipline/Discharge..... 8 - 9

Article XIII
Leave of Absence 9 - 10

Article XIV
Grievance Procedure 10 - 13

TABLE OF CONTENTS (continued)

Article XV
Hours and Work Week..... 13 - 14

Article XVI
Sick Leave and Funeral Leave 14 - 18

Article XVII
Group Insurance Protection 18 - 19

Article XVIII
General..... 19 - 21

Article XIX
Jury Duty 21

Article XX
Classification and Compensation..... 21 - 22

Article XXI
Binding Effective Agreement..... 23

Article XXII
Scope, Waiver and Alteration of Agreement 23

Article XXIII
Termination and Modification 23 - 24

Schedule A..... 25

Schedule B..... 25

Signatures..... 26

1 Article I

2 Purpose

3 It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and
4 understanding between the Board and the employees covered hereby, to insure true collective bargaining
5 and to establish standards of wages, hours, working conditions, and other conditions of employment.

6 The terms "employee" and "bargaining unit member" as used herein shall include all personnel
7 included in Article 2. Wherever in this Agreement the masculine pronoun or the feminine pronoun is used,
8 the reference is to all bargaining unit members, regardless of gender.

9
10 Article II

11 Union Recognition, Agency Shop, Check Off

12 **Section 1. Union Recognition**

- 13 (a) The Board hereby recognizes the International Union of Operating Engineers, Local 324, AFL-CIO,
14 hereinafter called the Union, as the sole and exclusive bargaining agent of the employees covered by
15 this Agreement for the purposes of collective bargaining with respect to rates of pay, wages, hours of
16 employment and other conditions of employment.
- 17 (b) The term "employee" as used herein shall include all Kitchen Heads, Cooks and Cafeteria Helpers,
18 excluding Supervisors, per diem substitutes, and all other employees.

19 **Section 2. Agency Shop**

- 20 (a) All employees employed in the bargaining unit, or who become employees in the bargaining unit,
21 who are not already members of the Union, shall within forty-five (45) working days of this
22 provision, or within forty-five (45) working days of their hire by the Board, whichever is later,
23 become members, or in the alternative, shall within forty-five (45) working days of their hire by the
24 Board, as a condition of employment, pay the Union a service charge in an amount equal to the
25 regular monthly dues uniformly required of employees of the Board who are members.
- 26 (b) An employee who shall tender or authorize the deduction of membership dues (or service fees)
27 uniformly required as a condition of acquiring or obtaining membership in the Union, shall be
28 deemed to meet the conditions of this Article so long as the employee is not more than sixty (60)
29 calendar days in arrears in payment of such dues (or fees).
- 30 (c) Employees who fail to comply with the provisions of this Article shall be discharged by the Board
31 within thirty (30) calendar days after receipt of written notice of such default is delivered to the Board
32 by the Union.

- 1 (d) If any provision of this Article is deemed invalid under Federal or State law, said provision shall be
2 modified to comply with the provision of the law.
- 3 (e) The Union agrees that it will make membership in the Union available to all employees covered by
4 this Agreement on the same terms and conditions as are generally applicable to other members of the
5 Union.
- 6 (f) In the event that the Union refuses to accept any person so hired as a member, said person may
7 continue in employment by paying the monthly fees.

8

9 **Section 3. Check-Off**

- 10 (a) The Board shall deduct the initiation fee and Union dues or service fees from each employee's pay
11 and transmit the total deductions to the Financial Secretary of the Union on or before the fifteenth
12 (15th) day of the month following that month which said deductions were made together with a
13 listing of each employee's identification number, and the amount that is deducted each month,
14 provided however, that the employee shall have submitted to the Board an authorization card signed
15 by the employee from whose pay said deductions are to be made.
- 16 b) Such initiation fees, dues or service fees, as and when deducted shall be kept separate from the
17 Board's general funds, shall be deemed trust funds, and shall be forwarded to the Union forthwith.

18

19 **Article III**

20 **Visitation**

21 Upon request by the Union and approval of the Building Principal or Director of Business &
22 Finance, and the presentation of proper credentials, officers or accredited representatives of the Union
23 shall be admitted onto the Board's premises during working hours for the purpose of ascertaining whether
24 or not this Agreement is being observed by the parties, or for assisting in the adjusting of grievances,
25 provided, said visitation shall not disrupt orderly operations.

1 Article IV

2 Stewards

- 3 (a) The employees will be represented by a Chief and an Alternate Steward, who shall be chosen or
4 selected in a manner determined by the Union, and whose names shall be made known to the Board
5 in writing.
- 6 (b) Reasonable arrangements may be made to allow the Chief or Alternate Steward released time for the
7 purpose of investigating grievances and to attend grievance and negotiating meetings. Such
8 arrangements must be made with the Director of Business & Finance as to the time and
9 reimbursement for such time off, should the time off fall within the working hours of the affected
10 employee.
- 11 (c) The Chief Steward shall be supplied the following information within a newly hired employee's first
12 week of employment: name, address, date of hire, identification number, classification and job
13 location.

14 Article V

15 Rights of the Board of Education

- 16 (a) The Board shall have the right to exercise customary and regular functions of management, including
17 the right to hire, promote, transfer, or to suspend, discharge, or demote employees for just cause,
18 subject however, to the employee's right to bring a grievance if any provision of this Agreement is
19 violated by the exercise of such management function.
- 20 (b) All rights, powers and interests which have not been expressly granted to the Union by the provisions
21 of this Agreement are reserved to the Board.

22
23 Article VI

24 Safety

25 The Board will take reasonable measures in order to prevent and eliminate any present or potential
26 job hazards which the employees encounter at their places of work in accordance with the provisions of
27 the Occupational Safety and Health Act, State and Local regulations.

1 **Article VII**

2 **Jurisdiction**

- 3 (a) Persons not covered by the terms of this Agreement shall not perform work covered by this
4 Agreement, except for the purpose of instructional training, experimentation or in cases of
5 emergency.
- 6 (b) A bargaining unit member shall be present, and assist as needed, whenever District-sponsored school
7 groups use District kitchen facilities (excluding concession stand areas) for the cooking of food. This
8 provision does not apply to events that require only the preparation and serving of pre-packaged
9 foods.
- 10 1. When employees are required to be present and assist at District-sponsored events that
11 meet the above criteria, such work is offered initially to bargaining unit members assigned to
12 the building in which the event is being held. If all bargaining unit members within the
13 building decline the offered work, the work shall be offered to other bargaining unit
14 members on a rotating basis.
 - 15 2. When such work as described above creates an overtime opportunity, the overtime will be
16 compensated in accordance with Article XV, Section 5 of this Agreement.

17
18 **Article VIII**

19 **Contractual Work**

20 The right of contracting or subcontracting is vested in the Board. The right to contract or
21 subcontract shall not be used for the purpose of undermining the Union, nor to discriminate against any of
22 its members.

23
24 **Article IX**

25 **Seniority**

- 26 (a) A newly hired employee shall be on probationary status for a period of ninety (90) working days,
27 taken from and including the first day of employment. In the event that two or more new employees
28 share the same first day of employment, seniority among the new employees will be determined by to
29 the last four digits of the employees' Social Security Number, with the higher numbers prevailing for
30 greater seniority. If at any time prior to the completion of the ninety (90) working days probationary
31 period, the employee's work performance is unsatisfactory, the employee may be dismissed by the
32 Board during this period without appeal by the Union. Probationary employees who are absent

1 during the first ninety (90) working days of employment, shall work additional days equal to the
2 number of days absent and said employee shall not have completed his/her probationary period until
3 these additional days have been worked.

4 (b) Upon satisfactory completion of the probationary period, the employee's seniority date shall be
5 retroactive to the employee's date of unit hire. Seniority shall be determined by the employee's
6 continuous service with the Board, subject to the provisions stated in this Article.

7 (c) Employees shall be laid off and recalled according to their seniority in their classification.

8 1. Employees in the unit may be on layoff status for a period not to exceed two (2) consecutive
9 years, or their length of seniority, whichever is less. After that time, employment with Jefferson
10 Schools will be terminated.

11 2. Necessary employee layoffs will begin with Class II personnel. In the event it is necessary to
12 lay-off a Class I employee, only the least senior Class I employee who is laid off is eligible to
13 bump the least senior Class II employee. If a Class I employee bumps down to a Class II
14 position, he/she will carry his/her unit seniority to the Class II unit position.

15 (d) An employee will lose his/her seniority for the following reasons:

16 1. The employee resigns.

17 2. The employee is discharged for cause.

18 3. The employee retires.

19 4. The employee transfers to a different unit.

20 (e) Seniority shall continue to accumulate within the bargaining unit for an employee who is transferred
21 to a supervisory position with that employee having the right to exercise his/her seniority and return
22 to the bargaining unit in the event that the employee vacates his/her supervisory position provided
23 there is a vacancy.

24 (f) An updated seniority list shall be furnished to each employee covered by this Agreement on or about
25 October 1st of each year. Such list shall contain each employee's name, date of hire, job
26 classification, scheduled number of hours worked per week, and the monthly dues amount to be
27 collected (as provided by the Union). Objections to the list shall be filed by October 31st.
28 Thereafter, the list shall be considered final and conclusive for the subsequent twelve (12) months, at
29 which time an updated seniority list will be developed.

30 (g) All employees shall be classified as Class I or Class II. Class I shall include only Kitchen Heads. Class
31 II shall include all other employees.

32

1 Article X

2 Transfer and Promotional Procedure

3
4 **Section 1. Vacancies and New Positions**

5 (a) **General** Notice of all vacancies and newly created positions within the bargaining unit, with the
6 exception of Kitchen Heads, shall be posted on employee bulletin boards within one (1) pay period from
7 the date of the vacancy, and the employees shall be given five (5) working days time in which to make
8 application to fill the vacancy or the new position. The senior employee making application shall be
9 transferred to fill the vacancy or new position, provided the employee has the necessary qualifications to
10 perform the duties of the job involved. Newly created positions or vacancies are to be posted in the
11 following manner: the type of work, the starting date, the rate of pay, the hours to be worked, and the
12 classification. Kitchen Head positions shall be posted and contain the same information as above.
13 However, management reserves the right to select from all applicants without regard to seniority.

14 (b) **Bump/Bid** In the event that the assigned hours of a job are either increased or decreased by one
15 (1) hour or more, the Administration will schedule a bump/bid meeting within five (5) working days after
16 the change of assigned hours has taken place. In the event that the assigned hours have been increased or
17 decreased by less than one (1) hour, the Administration will schedule a bump/bid meeting after the end of
18 the school year, but not later than August 21st.

19 **Section 2. Probationary Period**

20 A transferred or promoted employee shall serve a trial period of sixty (60) working days at the base
21 rate of pay for that position. During the sixty (60) working days trial period, the employee may request to
22 return to his/her former position and the Board shall honor such request, or in the event that the
23 employee's work performance is unsatisfactory, the Board shall have the right to return the employee to
24 his/her former position. In the event that the Employer returns the employee to his/her former position,
25 the Board shall give the affected employee the written reason or reasons why his/her work performance
26 was not satisfactory. During the time period that the employee is serving the sixty (60) working days trial
27 period, the Board may fill the vacated position with a substitute employee. Upon satisfactory completion
28 of the sixty (60) working days trial period, the vacated position shall then be posted for bidding and filled as
29 specified under Section 1, paragraphs (a) and (b) of this Article.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

Section 3. Temporary Transfers

- (a) An employee temporarily transferred from his/her classification to another classification within the bargaining unit shall be paid the higher rate of the two (2) positions.
- (b) Temporary transfers shall be for a period of no longer than sixty (60) calendar days except in the event that both parties mutually agree to extend the temporary transfer beyond the sixty (60) calendar days. In the event that it is not mutually agreeable to extend the temporary transfer beyond the sixty (60) calendar days, the position shall then be considered an open position and posted for bidding from interested employees.

Section 4. Temporary Vacancy

In the event of a temporary vacancy within the bargaining unit and such temporary vacancy shall be for a minimum of six (6) months, that vacancy shall be posted as a temporary vacancy. All employees in that kitchen who work a lesser number of hours may bid on the vacancy and the Board shall award the temporary vacancy to the senior employee making application, provided the employee has the necessary qualifications to perform the duties of the job. A temporary vacancy is deemed to be a temporary vacancy provided that it is for a minimum of six (6) months duration and shall be for as long as the regular employee is off the job but is due or scheduled to report back to his/her regular work assignment. All/any openings created by transfers may be filled by a substitute employee. Management shall not be bound to fill the temporary vacancy. Benefit rights are in no way extended to any employee who is a temporary transfer.

Section 1 of this Article shall prevail if the vacancy involves the Kitchen Head. In the event that the employee on temporary leave does not return, the position shall be filled under parts (a) and (b) of Section 1 of this Article.

Article XI

New Jobs

- (a) The Board shall notify the Union, in writing, when new or revised job duties are required during the term of this Agreement. In the event they cannot be properly placed into an existing classification by mutual agreement between the parties, the Board shall place into effect a new classification and a rate of pay for the job in question, and shall designate the classification and pay rate as temporary. The

1 Board shall notify the Union in writing of any such temporary job, which has been placed into effect
2 upon the institution of such job.

3 (b) The new classification and rate of pay shall be considered as temporary for a period of thirty (30)
4 calendar days following the date of written notification to the Union. During this thirty (30) calendar
5 day period, but not thereafter during the life of this Agreement, the Union may request, in writing,
6 that the Board negotiate the classification and rate of pay. The negotiated rate, if higher than the
7 temporary rate, shall be applied to the date the employee first began working in the temporary
8 classification, except as otherwise mutually agreed. In a case where the parties are unable to agree on
9 the classification and/or the rate of pay, the issue may be submitted to the grievance procedure.
10 When a new classification has been assigned a permanent rate of pay, either as a result of the Union
11 not requesting negotiations for the temporary classification during the specified period of time, or as
12 a result of final negotiations, or upon resolving the matter through the grievance procedure, the
13 classification shall be added to and become a part of Schedule A of this Agreement.

14 Article XII

15 Discipline/Discharge

16
17 Dismissal, suspension and/or any other disciplinary action shall be only for just and stated cause(s),
18 which shall be given to the employee in writing, and a copy shall be sent to the Union. The employee shall
19 have the right to defend himself/herself against any and all charges. When the Administration feels
20 disciplinary action is warranted, such action must be initiated within five (5) working days of the date it is
21 reasonable to assume that the Administration became fully aware of the conditions giving rise to the
22 discipline. Among the causes which shall be deemed sufficient for dismissal, suspension, demotion and/or
23 other disciplinary action include but are not limited to: drunkenness, dishonesty, insubordination, moral
24 turpitude, sexual harassment, or willful violation of agreed upon Board rules.

25 An employee may be dismissed, suspended, or disciplined pending investigation, and if the
26 dismissal, suspension, and/or disciplinary action is found to be without justification, the employee shall be
27 reinstated with full back pay, full seniority rights, and all fringe benefits that the employee would have
28 earned during the dismissal or suspension period. If the dismissal is sustained, or the suspended employee
29 is not reinstated through the grievance procedure, the employee shall be deemed dismissed as of the date
30 such action was taken.

1 All disciplinary records will remain in an employee's personnel file. However, after a period of four
2 (4) years from the date of the occurrence which initiated the disciplinary action, it shall not be used or
3 referenced for purposes of future disciplinary action.

4 Article XIII

5 Leave of Absence

- 6 (a) An employee who because of illness or disability which is non-compensable under the Worker's
7 Compensation Law, is physically unable to report to work and has exhausted all means of allowable
8 compensation from the Board, shall be granted a leave of absence provided the employee promptly
9 notifies the Board of the necessity thereof, and provided further, that the employee supplies the
10 Board with a statement from his/her medical or osteopathic doctor of the necessity and length of
11 time for such absence and for the continuation of such absence when the same is requested by the
12 Board. Length of such leave shall be governed by Paragraph (h) of this Article. However, failure to
13 request such leave of the Board within three (3) working days following the last paid day shall be
14 cause for termination unless the employee can show just cause for such failure.
- 15 (b) Leaves of absence shall be granted for physical or mental illness, prolonged serious illness in the
16 employee's immediate family, which includes husband, wife, children or parents of the employee.
- 17 (c) Leaves of absence shall be granted for a specified period of time for training related to an employee's
18 regular duties in an approved educational institution.
- 19 (d) The reinstatement rights of any employee who enters the military service of the United States by
20 reason of an Act or law enacted by the Congress of the United States, or who may voluntarily enlist
21 during the effective period of such law, shall be determined in accordance with the provisions of the
22 law granting such rights.
- 23 (e) Unpaid leaves of absence will be granted to employees who are active in the National Guard or a
24 branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training
25 obligations, or in the event the employees are ordered to active duty for the purpose of handling a
26 Civil Disorder, provided such employees make written request for such leave of absence immediately
27 upon receiving their orders to report for such duty.
- 28 (f) Any employee in the bargaining unit who is either elected or appointed to a full time position or
29 office in the Union, whose duties require his/her absence for one (1) term of office or three (3) years
30 for such office or position shall be granted an unpaid leave of absence for that period.

- 1 (g) All requests for leaves of absence shall be in writing, stating the reason for the request and the
2 approximate length of leave requested, with a copy of the request to be maintained by the Board, a
3 copy furnished to the employee, and a copy sent to the Union.
- 4 (h) An employee who meets all of the requirements as herein before specified in the above provisions
5 (parts (a) through (g)) shall be granted a leave of absence without pay, and shall accumulate seniority
6 during the leave of absence, and the employee shall be entitled to resume his/her regular seniority
7 status and all job and recall rights. Leaves of absence may be granted at the discretion of the Board
8 for reasons other than those listed above when they are deemed beneficial to the employee and the
9 Board. Such leaves may be granted for a period not to exceed one (1) year, with such request to be
10 made prior to July 15 to the Director of Business & Finance.
- 11 (j) Any employee on leave not notifying the Board in writing of his/her status by July 15 shall be
12 deemed a quit. Such notification shall be in the form of a request for additional leave if permissible
13 by contract or a desire to return to active status.

14 15 Article XIV

16 Grievance Procedure

17 **Definition:**

- 18 (a) A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the express
19 terms of this Agreement.
- 20 (b) For the purpose of processing grievances, working days shall be defined as Monday through Friday,
21 excluding all days school is not in session. If the grievance process extends into the Summer break
22 period, the terms “working days” and “business days” shall be used synonymously to establish timing
23 requirements for all steps of the grievance process.
- 24 (c) The time elements in the steps may be shortened, extended or waived but only upon written mutual
25 agreement between the parties.
- 26 (d) Any employee or Union grievance not presented for disposition through the grievance procedure
27 within five (5) working days of the occurrence of the condition giving rise to the grievance, or within
28 five (5) working days of the date that it is reasonable to assume the employee or the Union, as the
29 case may be, first became aware of the conditions giving rise to the grievance, unless the
30 circumstances made it impossible for the employee or the Union, as the case may be, to know prior
31 to that date, that there were grounds for such a claim, the grievance shall not hereafter be considered
32 a grievance under this Agreement.

1 (e) The failure of the Board, at any step level of the grievance procedure, to communicate the decision
2 on the grievance in writing to the Union within the prescribed time limits set forth in that step level
3 of the grievance procedure, shall permit the union to file an appeal of the grievance at the next higher
4 step of the grievance procedure, but shall not be deemed to be an admission as to the substantive
5 merits of said grievance. The time for filing such an appeal shall be measured from the date on which
6 the response to the grievance was due.

7 **Step 1:**

8 (a) Any employee having a grievance shall discuss the grievance with the Building Administrator and then
9 if the grievance is not settled orally, the employee may request to meet with the Chief Steward to
10 discuss the grievance.

11 (b) The Chief Steward then may submit the grievance in writing to the Building Administrator stating the
12 remedy or correction requested plus the facts upon which the grievance is based and the alleged
13 contract violation. The employee and the Steward shall sign the grievance.

14 **Step 2:**

15 (a) The Chief Steward shall meet with the Building Administrator to discuss the grievance within five (5)
16 working days of his/her meeting with the employee.

17 (b) The Building Administrator shall give his/her decision in writing relative to the grievance within five
18 (5) working days of his/her meeting with the Chief Steward.

19 **Step 3:**

20 (a) In the event that the decision of the Building Administrator is not satisfactory, the grievance shall be
21 appealed to the Director of Business & Finance within five (5) working days from the date of receipt
22 of the decision of the Building Administrator, and the Director of Business & Finance shall meet with
23 the Business Representative of the Union at a time mutually agreeable to them.

24 (b) The Director of Business & Finance shall give his/her decision in writing within five (5) working days
25 of the meeting with the Business Representative of the Union.

26 **Step 4:**

27 (a) Any appeal of a decision rendered by Director of Business & Finance shall be presented in writing to
28 the Superintendent of Schools within five (5) working days from the date of receipt of the answer
29 given by the Director of Business & Finance, and the Superintendent of Schools shall meet with the
30 Business Representative of the Union at a time mutually agreeable to them.

31 (b) The Superintendent of Schools shall give his/her decision in writing relative to the grievance within
32 five (5) working days of the meeting with the Business Representative of the Union.

1 **Step 5:**

2 (a) Prior to arbitration the parties agree to utilize non-binding grievance mediation. This will be
3 facilitated by a mediator from the Michigan Department of Labor or the Federal Mediation and
4 Conciliation Service. The mediator's recommendation is non-binding. If the Union and the
5 Employer do not reach a voluntary settlement the Union may appeal the grievance to arbitration
6 within ten (10) working days after the completion of the mediation.

7 **Step 6:**

8 (a) If the appealing party is not satisfied with the recommendation of the mediator, then within ten (10)
9 working days from the date of receipt of the mediator's recommendation, the grievance may be
10 submitted to arbitration.

11 (b) The appealing party shall request the Federal Mediation and Conciliation Services to submit a list of
12 five (5) persons to both parties. The representatives of the Board and the Union shall return the
13 submitted list of five (5) persons to the designated mailing address of the Federal Mediation and
14 Conciliation Services within the specified time period, as is furnished to the parties by the Federal
15 Mediation and Conciliation Services, and shall indicate as to their individual preference of the
16 arbitrator, by numbering of said arbitrators one (1 - high) through five (5 - low). The Federal
17 Mediation and Conciliation Services, upon receipt of the returned list by the parties, shall assign the
18 arbitrator based on the highest preference given by both parties of the persons on said list. That
19 person shall be accepted by both parties as the arbitrator.

20 (c) In the event that neither party returns the listing of the arbitrators within the specified time period,
21 the Federal Mediation and Conciliation Services shall assign a person as an arbitrator, or in the event
22 that one (1) of the parties fails to return their listing within such time period, the Federal Mediation
23 and Conciliation Services shall assign the arbitrator based on the top preference of the party who did
24 return their listing within the specified time period. In either of these cases, both parties shall accept
25 that person as the Arbitrator.

26 (d) The Arbitrator, the Union or the Board may call any relevant person as a witness in any arbitration
27 hearing.

28 (e) Each party shall be responsible for the expenses of the witnesses that they call.

29 (f) The Arbitrator shall not have jurisdiction to subtract from, or modify any of the terms of this
30 Agreement, or any written amendments hereof, or to specify the terms of a new Agreement, or to
31 substitute his/her discretion for that of the parties hereto.

32 (g) The fees and expenses of the Arbitrator shall be borne equally by the parties.

- 1 (h) The Arbitrator shall render his/her decision, in writing, not later than thirty (30) calendar days from
2 the date of the conclusion of the arbitration hearing.
- 3 (i) The decision of the Arbitrator shall be final, conclusive, and binding upon all Employees, the Board
4 and the Union.

5

6 **Article XV**

7 **Hours and Work Week**

8 **Section 1. Work Week and Work Day**

- 9 (a) The regularly scheduled workweek shall consist of forty (40) hours, beginning at 12:01 a.m. Monday
10 and ending one hundred twenty (120) hours thereafter.
- 11 (b) The normal work day shall be eight (8) consecutive hours.

12

13 **Section 2. Overtime Rates Will be Paid as Follows:**

- 14 (a) Time and one-half (1.5) will be paid for all time worked in excess of forty (40) hours in one (1) week
15 for which overtime has not already been earned.
- 16 (b) Time and one-half (1.5) will be paid for all hours worked on Saturday.
- 17 (c) Double time (2) will be paid for all hours worked on Sunday.

18

19 **Section 3. Call Back**

20 Whenever an employee is called back to work after the completion of the employee's regularly
21 scheduled working hours, the employee shall receive pay for the actual time worked at the appropriate rate
22 of pay, or a minimum of two (2) hours pay at the employee's straight time hourly rate, whichever is the
23 greater. The provision shall not apply when an employee is requested to substitute due to the absence of
24 any employee covered by this Agreement, or to situations where the employee voluntarily accepts work in
25 accordance with Article VII(b).

26

27 **Section 4. Reporting Pay**

28 On days when school is closed due to an Act of God, employees called to work shall receive a
29 minimum of two (2) hours pay in addition to their regular pay. The decision to call employees to work will
30 be made by the Kitchen Head.

1 **Section 5. Distribution of Overtime**

2 Overtime shall be divided and rotated as equally as possible according to seniority within the
3 building, and among those employees who regularly perform such work.

4
5 **Section 6. Hours and Work Week**

6 All employees will be paid according to Schedule A of this contract. The number of hours assigned
7 to each employee will be made on a weekly basis and may vary from day to day. Such assignments will be
8 made by the Kitchen Heads through the Food Services Director.

9 Employees will be given a fifteen (15) minute break for every four (4) consecutive hours worked. A
10 fifteen (15) minute unpaid lunch will also be provided if so requested by the employee.

11 Class I employees shall be assigned a minimum of thirty-five (35) hours per week. The above
12 minimum is based upon a five (5) day work week. The minimum will be prorated for weeks with less than
13 five (5) scheduled work days.

14
15 **Article XVI**

16 **Sick Leave and Funeral Leave**

17 **Section 1. Sick Leave**

18 (a) Each employee covered by this Agreement shall earn sick leave at the rate of one (1) day per month
19 worked; up to ten (10) days leave per year. Employees may accumulate unused sick leave in an
20 individual sick leave bank with a maximum accumulation of sixty five (65) days. These days shall be
21 posted by bookkeeping on an hourly basis as determined by the Employee's Classification as of the
22 first (1st) day of school each year. Optionally, employee may be paid for up to ten (10) earned sick
23 days annually at one-half (50%) of their current compensation rate. Payment for annual accumulated
24 sick leave must be requested by the employee in writing prior to December 1 following the work year
25 within which the sick days were earned. **Upon retirement, employee will be compensated for**
26 **50% of unused sick leave days, at 50% of employee's daily rate.**

27 (b) Sick leave shall be granted to an employee when he/she is unable to perform his/her normal duties
28 due to illness or disability. Sick leave shall also be granted when a member of the immediate family of
29 the employee requires the care and attendance of the employee due to illness or injury up to a
30 maximum of three (3) days. Immediate family for this Article shall include spouse, mother, father,
31 and children.

- 1 (c) Employees who are unable to perform their duties because of illness or disabilities should notify their
2 Supervisor before or at the start of the work day. If an illness or disability extends beyond the first
3 work day, the employee and the immediate supervisor(s) may make arrangements as to the frequency
4 of notification of the continued illness or disability. If the employee is absent because of illness or
5 disability for more than five (5) days, the employee must submit to the Board a statement from a
6 physician indicating the nature of the illness or disability and that the employee is able to return to
7 work according to health standards. The Board reserves the right to refer the employee to the
8 School Physician for verification of illness or disability, and to determine if the employee is able to
9 return to work.
- 10 (d) Records of sick leave accumulated and taken shall be furnished to the employees on or about
11 October 1st of each year
12

13 **Section 2. Funeral Leave**

14 All employees covered by this Agreement shall be granted funeral leave, with earned compensation
15 for days the employee was scheduled to work, deductible from the employee's earned allowable sick leave.
16 The days must be consecutive with and include the day of the funeral. Funeral leave with earned
17 compensation shall be granted as follows:

- 18 1. A maximum of five (5) consecutive work days in the event of the death of the employee's spouse,
19 children, step-children, mother, father, step-mother, step-father, brother, or sister.
- 20 2. A maximum of three (3) consecutive work days in the event of the death of the employee's mother-
21 in-law, father-in-law, grandparents, or grandchildren.
- 22 3. One (1) work day in the event of the death of the employee's aunt, uncle, sister-in-law, or brother-in-
23 law.

24 Additional time, when required, to a maximum of five (5) work days, shall also be granted and such
25 additional time shall be charged to the employee's earned allowable sick leave.

26 In the event of the death of an employee of the Board, funeral leave shall be restricted to a
27 representative number of employees within each building to attend the funeral, with that number to be
28 mutually agreed upon between the Superintendent of Schools and the Chief Steward.
29
30
31
32

1 **Section 3. Personal Business Leave.**

- 2 1. The parties agree there may be personal conditions or circumstances which may require employee
3 absenteeism for reasons other than heretofore mentioned. The Board agrees that such leave, which
4 is not to be deducted from sick leave, may be used under the following conditions:
- 5 a. Days Granted. All employees are granted two (2) leave days per year for personal business.
 - 6 b. Leave Condition. This leave shall be used only in situations of urgency for the purpose of
7 conducting personal business which cannot normally be transacted on the weekend, after
8 school hours, or during vacation periods.
 - 9 c. Request Procedure. Employees desiring to use such a leave will submit their requests on the
10 application at least three (3) days in advance of the anticipated absence except in cases of
11 emergency; in such case, the employee shall apply as soon as possible. This form must be filed
12 with the Food Services Director.
 - 13 d. Exclusions. Such leave shall not be used for non-essential affairs such as: working at a part-time
14 job, or working for themselves in a commercial enterprise, for hunting, for fishing, for
15 shopping, or other forms of recreation. Such days of absence shall not occur immediately
16 preceding or following a vacation period or holiday if avoidable.
 - 17 e. Authorization. The request form shall be signed by the Superintendent or his/her designee and
18 returned to the employee requesting the leave at least one (1) day prior to the requested date.
19 Approval or rejection will be so indicated on the form.
- 20 2. Additional Leave. The Superintendent may grant two (2) additional days chargeable to sick leave if an
21 emergency exists. All requests shall be channeled through the Food Services Director.
- 22 3. Unused personal business days do not accumulate, but are paid at the employee's per diem rate by
23 June 30th each year.
- 24

25 **Section 4. Family Medical Leave Act (FMLA).**

- 26 1. The Family and Medical Leave Act of 1993 (FMLA) provides that an eligible employee shall be
27 entitled to a total of twelve (12) work weeks of unpaid leave during any 12-month period for one or
28 more of the following:
- 29 a. Because of the birth of a son or daughter of the employee and in order to care for such
30 son or daughter.
 - 31 b. Because of the placement of a son or daughter with the employee for adoption or foster
32 care.

- 1 c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such
- 2 spouse, son, daughter, or parent has a serious health condition.
- 3 d. Because of a serious health condition that makes the employee unable to perform the
- 4 functions of the position of such employee.
- 5 e. Other qualifying reasons, as specified under federal FMLA legislation.
- 6 2. For a serious health condition, an eligible employee may elect or the employer may require to
- 7 substitute to substitute any of the accrued sick leave of the employee for leave. Paid leave time,
- 8 where applicable, shall count toward FMLA.
- 9 3. Leaves of absence, up to a maximum of twelve work weeks as provided by FMLA, without pay, will
- 10 be granted by the Board upon application for a serious health condition of the employee, of a spouse,
- 11 son or daughter, or parent.
- 12 4. During this twelve work week absence, insurance-eligible employees will be entitled to Board paid
- 13 insurance protection as if the employee was currently working. If the employee fails to return upon
- 14 completion of the leave and the employee fails to return to work for a reason other than the
- 15 continuation, reoccurrence, or onset of a serious health condition that entitles the employee to leave
- 16 under subparagraphs (C) or (D) of Section 2612 (a)(1) of the FMLA – or other circumstances beyond
- 17 the control of the employee, the employee shall reimburse the District health insurance premiums
- 18 paid by the employer.
- 19 5. “Parent” means the biological parent or an individual who stood in *loco parentis* to an employee. The
- 20 term “son or daughter” is defined as biological, adopted, or foster child, a stepchild, legal ward, or a
- 21 child of a person standing in *loco parentis*.
- 22 6. “Serious health condition” means in injury, illness, impairment, or physical or mental condition that
- 23 involves either inpatient care in a hospital, hospice, or residential medical care facility, or continuing
- 24 treatment by a health care provider.
- 25 7. All provisions or procedures contained within Section 4 of this Article will conform to the statutory
- 26 requirements provided under the federal FMLA.
- 27 8. Seniority shall accrue for up to 60 days during an FMLA leave of absence.

28
29
30
31
32

1 Article XVII

2 Group Insurance Protection

3 **Section 1. Hospitalization**

- 4 (a) Coverage - The Board shall provide insurance protection to all employees as described below:
- 5 (b) Carrier Plan Provisions - The Board shall choose an adequate carrier subject to review by the Union.
6 The plan provided shall be MESSA Choices II or comparable insurance. Only one person of a family
7 employed by the Board may enroll for hospitalization. The un-enrolled spouse or child (if employed)
8 may elect, in lieu thereof, one of the specified insurance options named below, subject to the
9 conditions stated.
- 10 (c) The Board shall pay the full cost of Blue Cross/Blue Shield PPO or comparable insurance for Class I
11 employees and their dependents. Enrolled employees shall contribute seventy-five (\$75.00) per
12 month toward the cost of the monthly health insurance premium. The annual value of the premium
13 contributions will be deducted on a pro rata basis each pay period. At the employees election,
14 contributions may be deducted on a pre-tax basis as may be allowed pursuant to §125 of the I.R.S.
15 Code as amended from time to time.
- 16 (d) The Board shall pay the full cost of vision and dental insurance for Class I employees and their
17 dependents, as described below:
- 18 ○ Vision – VSP3 Plus or comparable
 - 19 ○ Dental – Class I (100%), Class II (90%), Class III (90%), Class IV (90%), Annual Max
20 (\$1,000), Lifetime Max (\$3,000), Riders (2 Cleanings)
- 21 (e) Continuity – At any time during the effective dates of this Agreement, health insurance riders
22 approved and adopted by the teacher’s group (Jefferson Education Association, JEA) will also be
23 adopted for insurance-eligible Class I employees, concurrent with the effective date of the riders for
24 JEA members. Such riders may include, but may not be limited to, alternative prescription programs
25 or co-pays, insurance plan deductibles, and revised office or emergency room co-pays.
- 26 (f) The employer shall have the option of selecting an alternative health care insurance place, provided
27 the benefits are substantially equivalent to the current plan. The employer will review the alternative
28 health care plan(s) with the union 60 days in advance of any changes.

29
30 **Section 2. Long Term Disability**

31 The Board shall pay the full premium for a long-term disability insurance plan for each employee
32 covered by this Agreement.

1 **Section 3. Life Insurance**

2 The Board shall pay the full premium for a \$15,000.00 with AD&D term life insurance plan for
3 each employee covered by this Agreement.

4
5 **Section 4. Premium Payments**

6 The Board shall make payment of insurance premiums for each full time employee to assure
7 insurance coverage for the full twelve (12) month period. When necessary, premiums on behalf of the
8 employee shall be made retroactively to assure uninterrupted participation and coverage. Employees
9 who resign shall have their premium paid through the last day of the month in which the resignation
10 becomes effective. The remaining monthly cost for the employee's elected medical plan premiums and
11 deductibles shall be paid by the employee. On January 1st, the Board will contribute fifty percent
12 (50%), of the health savings account deductible. On July 1st and October 1st, the Board will contribute
13 twenty-five (25%) of the health savings account deductible.

14
15 **Section 5. Unpaid Leave/Resignation**

16 If an employee is on an unpaid leave any part of the school year, the school will carry the insurance
17 for the remainder of the month in which the leave began and the employee shall then assume the
18 responsibility through the month in which he/she returns, unless the employee is receiving FMLA benefits
19 during that period of time. Employees returning on or before the seventh (7th) day of the month shall
20 have their premiums paid for the month. An employee who resigns shall have his/her insurance premiums
21 paid through the month in which the resignation becomes effective.

22
23 **Article XVIII**

24 **General**

25 **Section 1. Deductions**

26 The Board agrees to make available to the employees covered by this Agreement any payroll
27 deduction services which are available through the School District such as Savings Bonds, Credit Union,
28 Tax Sheltered Annuities, etc. The District shall have no liability arising from or relating to making such
29 deductions.

30 **Section 2. Continuing Education**

31 The Board agrees to pay the full tuition fee for any employee it so designates to attend a workshop,
32 in-service training seminar, self-improvement course or other related job training which is specifically

1 designed to provide on the job improvement, and/or training to enhance performance of required duties as
2 delineated in the job description. In addition, CPI/CPR training will be provided periodically.

3
4 **Section 3. Physical Examinations**

5 The Board agrees to pay the full cost of any physical examinations which are required of the
6 employee in the performance of his/her job duties at a rate agreed to between the School District and
7 physician. All additional costs shall be paid by the employee.

8 **Section 4. Meal Allowance**

9 Employees are entitled to one student equivalent meal per working day.

10
11 **Section 5. Inclement Weather Days**

12 Whenever the schools are closed due to severe weather or other emergencies, the employees
13 covered by this Agreement shall not be required to report to work on all such days, and the employees shall
14 be paid their normal pay even though no work is performed by the employees. This will apply to the first
15 two (2) closings only.

16 **Section 6. Early Dismissal**

17 When students are dismissed early for the purpose of parent-teacher conferences, open house
18 programs, record days, or teacher in-service days, employees assigned to those kitchens where no lunch is
19 to be served will receive one-half (.5) of their minimum day's pay. Such employees may be required to
20 report for work for related job duties.

21 **Section 7. Holiday Pay**

22 Employees shall be entitled to holiday pay at their regular daily rate of pay. The holiday schedule is
23 included in Schedule B, Holidays. In order to receive the holiday pay, the employee must work the day
24 prior to and the day after the holiday or be on paid leave that day.

25 **Section 8. Labor Relations Committee**

26 A committee, consisting of two (2) members of the bargaining unit selected by the Union, and two
27 (2) members of the Administration selected by the District, shall meet, as needed, for the purpose of
28 addressing mutual concerns and problems that may arise.

29 **Section 9. Wearing Apparel & Personal Protection Items**

30 1. The district is responsible for policies related to employee wearing apparel and/or personal
31 protection items, and the associated employee compliance cost will be absorbed by the district.

1 The bonus will be based upon the Total Profit (i.e. Excess Revenues over Expenditures) in the
2 Food Service Fund for the fiscal year, as reported in the District's annual financial statements. One-time
3 bonuses will be based upon the District's Food Service Fund profit for the period July 1st, ~~2009~~**2011** – June
4 30th, ~~2010~~**2012** and for the period July 1st, ~~2010~~**2012** – June 30th, ~~2011~~**2013** according to the following table:

<u>Total Profits</u>	<u>Bonus Amount per Employee</u>
\$60,000 or more	\$850
\$45,000 - \$59,999	\$650
\$30,000 - \$44,999	\$450
\$15,000 - \$29,999	\$250

11
12 Awards will be payable by September 30th of the following school year.

13
14 **Article XXI**

15 **Binding Effective Agreement**

16
17 This Agreement shall be binding upon the parties hereto, their successors and assigns.

18
19 **Article XXII**

20 **Scope, Waiver and Alteration of Agreement**

21 **Section 1.**

22 No Agreement, alteration, understanding, variation, waiver or modification of any of the terms and
23 conditions or covenants herein shall be made by any employee or group of employees with the Board,
24 unless executed in writing between the parties hereto and the same has been ratified by the Union and the
25 Board.

26
27 **Section 2.**

28 The waiver of any breach or condition of this Agreement by either party shall not constitute a
29 precedent in the future enforcement of the terms and conditions herein.

30 **Section 3.**

31 If any Article or Section of this Agreement or any supplement thereto should be held invalid by
32 operation of law or by any competent jurisdiction or tribunal, or if compliance with or enforcement of any

1 Article or Section of this Agreement should be restrained by such tribunal, the remainder of this
2 Agreement shall not be affected, thereby, and the parties shall enter into immediate collective bargaining
3 negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.
4
5

6 **Article XXIII**

7 **Termination and Modification**

- 8 (a) This Agreement shall continue in full force and effect until June 30, 2019.
- 9 (b) If either party desires to terminate this Agreement, it shall, ninety (90) calendar days prior to the
10 termination date, give written notice of termination. If neither party shall give notice of termination
11 or withdraws the same prior to the termination date of this Agreement, it shall continue in full force
12 and effect from year to year thereafter subject to notice of termination by either party in ninety (90)
13 calendar days written notice prior to the current year of termination.
- 14 (c) If either party desires to modify or change this Agreement, it shall, ninety (90) calendar days prior to
15 the termination date, or any subsequent termination date, give written notice of amendment, in which
16 the notice of amendment shall set forth the nature of the amendments desired. If notice of
17 amendment has been given in accordance with this paragraph, this Agreement may be terminated by
18 either party on ten (10) calendar days written notice of termination. Any amendments that may be
19 agreed upon shall become and be a part of this Agreement without modifying or changing any of the
20 other terms of this Agreement.
- 21 (d) Notice of termination or modification shall be in writing and shall be sufficient if sent by Certified
22 Mail to the Union, International Union of Operating Engineers, Local 324, AFL-CIO, 500 Hulet
23 Drive, Bloomfield Township, MI 48302, and if to the Board, addressed to the Jefferson Schools,
24 2400 North Dixie Hwy., Monroe, Michigan 48162, or to any other address the Union or the Board
25 may make available to each other.
- 26 (e) The effective date of this Agreement is July 1, 2016.
27

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Schedule A - 1
Hourly Wage Schedule

<u>Classification</u>	<u>7/1/16 - 6/30/17</u>
Class I Employee	\$14.89
Class II Employee	\$12.20
2017-2018 Economic Opener	
2018-2019 Economic Opener	

Schedule B

Holidays

- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- Good Friday
- Monday after Easter

1 IN WITNESS WHEREOF: the parties hereto have caused this instrument to be executed.

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

JEFFERSON SCHOOLS

***INTERNATIONAL UNION OPERATING
ENGINEERS, LOCAL 324, AFL-CIO***

Brian Russell, President

Douglas Stockwell, Business Manager

Keith Williams, Vice-President

Scott Page, President

Judy Campbell, Treasurer

Thomas Scott, Recording-Corresponding Secretary

Cory McLaughlin, Secretary

Theresa Sonoras, Parliamentarian

Rick Kull, Trustee

Russ Terrasi, Trustee

Craig A. Haugen, Superintendent