

**MASTER
AGREEMENT**

BETWEEN

MASON CONSOLIDATED SCHOOL DISTRICT

AND

**MASON CONSOLIDATED EDUCATIONAL
SUPPORT PERSONNEL**

Agreement effective July 1, 2018 – June 30, 2019

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**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
MASON CONSOLIDATED EDUCATIONAL SUPPORT PERSONNEL
-AND-
MASON CONSOLIDATED SCHOOL DISTRICT**

PREAMBLE

Agreement entered into this August 1, 2018 by and between the Mason Consolidated School District, hereinafter referred to as the "School District," and the Mason Consolidated Educational Secretarial/Food Service Association/MEA/NEA, hereinafter referred to as the "Association," or "Union".

The School District and the Association acknowledge that this Agreement is authorized pursuant to the provisions of Act 336 of the Public Acts of 1947, as amended. This Agreement shall be a binding obligation on the parties for the duration of this Agreement or until changed by the written mutual agreement of the parties, unless otherwise provided in this Agreement.

**ARTICLE I
DEFINITIONS**

1. "School District" shall refer to the corporate entity, the Board of Education, the Superintendent of schools and/or his or her designee, including but not limited to the administration of the District.
2. "Association" shall refer to the Association which represents the respective employees covered by this Agreement, the individual employees specified in this Agreement as being subject to the terms and conditions set forth herein, and those persons designated by the Association and/or employees to act on their respective behalf.

**ARTICLE II
RECOGNITION**

1. The Board of Education hereby recognizes the Association as the sole and exclusive bargaining unit representative for all employees covered by this Agreement for the duration of the Agreement and for as long as the Association continues to be the certified representative of said employees under the authority of the Public Employment Relations Act.
2. Employees covered by this Agreement shall include Full-time and Part-time employees assigned to Student Services, Support Services, and Food Service in the following three (3) classifications:

I. STUDENT SERVICES

- A. Student Services Secretary – Full Time (250 days)

II. SUPPORT SERVICES

- A. Elementary School Principal Secretary – Full Time (240 days)
B. High School Principal Secretary – Full Time (240 days)
C. Middle School Principal Secretary – Full Time (240 days)
D. Transportation & Buildings and Grounds
/Athletic Director Secretary – Full Time (240 days)
E. Elementary Building Secretary – Part Time (190 days)

III. FOOD SERVICE

- A. Head Cook – Part Time (School Year)
B. Head Cashier/Baker/Assistant Head Cook – Part Time (School Year)
C. Cooks & Assistant Cashiers – Part Time (School Year)

3. Employees of the School District, not covered by this Agreement, shall include the following:

- A. Superintendent of Schools, Deputy or Assistant Superintendents
B. All Principals and Assistant Principals
C. All Administrators, directors, forepersons, supervisors, or other members of the administrative staff
D. All other persons not specified by this Agreement
E. Probationary Employees
F. Per Diem Casual Part-time and Substitute Employees
G. Secretary to the Superintendent

4. The inclusion of newly created positions or new categories of employees shall be subject to discussions between the parties at the time of such creation. Disputes regarding inclusion or exclusion shall be determined by the Michigan Employment Relations Commission.

ARTICLE III
UNION RIGHTS

- A. The Board agrees to furnish the Union, in response to reasonable requests not subject to privilege or other claim of privacy, all available information concerning the financial resources of the District, including, but not limited to: annual financial reports and audits, tentative budgetary requirements including allocation Board budgets, membership data, staff directories, salary schedules, and such other information that will assist the Union in development of intelligent, accurate, informed and constructive programs on behalf of its members. Nothing in this provision shall be construed as requiring the District to create or otherwise prepare any document which is not in existence or which the District would not otherwise create for its own purposes. Further, this provision shall not be construed in a manner which requires the District to disclose information of a personal or private nature, or information which is not otherwise subject to disclosure under the provisions of the Michigan Freedom of Information Act, or P.A. 379.
- B. The Union and its members shall have the right to use school building facilities, subject to Board policies, at all reasonable hours, for meetings, social meetings, and fund-raising activities; this includes use of equipment necessary for the preparation and conduct of the Union's activities at no expense to the Board of Education. The use of the facilities shall include the use of furnishings and equipment, but shall not include costs associated with refreshments, copy expense, or other expenses directly attributable to the Association activity. The rights afforded the Union pursuant to this provision shall not be disruptive of other events occurring within the District, nor shall they become burdensome or otherwise result in excessive cost to the District. It is the mutual intention of the parties that the Association shall be treated as any other community group utilizing the facilities. It is not the intention of this provision to restrict the Union in any manner as it relates to the representation of its membership or the exercise of its legitimate rights under the Public Employment Relations Act.
- C. The Employer shall provide the Association with a bulletin board in each building for Union business. Additionally, the Association shall be permitted to use interoffice mail to communicate with its membership.
- D. The Board shall provide five (5) work days per year of release time for the purpose of Union business which is not inconsistent with the District's interests and state law. The Board shall pay for the cost of the substitute. The Board shall pay the wages of the employee on release time.
- E. An employee engaged during the work day in negotiating on behalf of the Union with any representative of the Board or participating in any professional grievance negotiation with any representative of the Board shall be released from regular duties without loss of salary.
- F. The Board pledges not to discriminate against any employee on the basis of race, sex, creed, religion, national origin or ancestry, marital status, physical characteristics or disability or place of residence. Furthermore, the Board agrees

that it will comply with the applicable provisions of the Americans with Disabilities Act.

- G. The private and personal life of any employee is not within the appropriate concern or attention of the Employer, nor shall the employee's personal and private life be the subject of discipline, unless it has an adverse impact on the ability of the employee to perform his/her duties or unless it results in such conduct as is delineated in Article X, Paragraph D.

ARTICLE IV **ASSOCIATION MEMBERSHIP**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee, as defined in Article II, Section 2, of the Board shall have the right freely to organize, join and support the Union for the purpose of engaging in collective bargaining or negotiations, and other lawful concerted activities or mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Union, his/her participation in any lawful activities of the Union, or collective professional negotiations with the Board, or his/her institution of any grievance or proceeding under this Agreement with respect to any terms or conditions of employment.
- B. The Union shall be supplied with four (4) copies of this Agreement and an electronic copy for its use.

ARTICLE V **BOARD'S RIGHTS**

The Board of Education reserves the sole right to administer the operations of the school system, including the day-to-day operation as required; to assure the effective control of personnel; to accomplish appropriate use of the facilities, subject to the collective bargaining agreement, Board Policy and state and federal statutes. Nothing in this Agreement shall be construed to limit or impair the right of the School District to exercise sole discretion in all of the following matters, whatever may be the effect upon employment.

The School District, on its own behalf, and on behalf of its electors, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States, the Revised School Code of 1995, and all other applicable laws, codes and regulations and any modifications made thereto. Further, all rights which ordinarily vest in and are exercised by employers, except such as are relinquished herein, are reserved to and remain vested in the School District, including but without limiting the generality of the foregoing, the right:

- A. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any services, materials, or methods of operation.
- B. To introduce new equipment, methods, machinery or processes, change or eliminate existing equipment, and institute technological changes, decide on materials, supplies, equipment and tools to be purchased.
- C. To determine the number, location and type of facilities and installations;
- D. To determine the size of the work force and increase its size, subject to the limitations imposed by this Agreement.
- E. To hire and lay-off employees.
- F. To direct the work force, assign work and determine the number of employees assigned to operations, subject to the limitations imposed by this Agreement.
- G. To establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classifications. However, the effect on the bargaining unit of any establishment, change, combination or discontinuance of job classifications and the establishment of wage rates for any new or changed classifications shall be the subject of collective bargaining unless a prohibited subject of bargaining;
- H. To determine lunch, rest periods and clean-up times.
- I. To discipline and discharge employees for just cause.
- J. Furthermore, the School District, as Employer, shall retain as management rights any and all powers and rights over wages, hours and other conditions of employment not abrogated in this Agreement.
- K. The School District retains the right to direct supervisory employees, non-bargaining unit employees, or other administrative personnel to perform bargaining unit duties normally performed by bargaining unit members whenever, in the reasonable determination of the Board or its designated representative, the performance of such duties on a temporary basis is necessary to ensure continuity of such essential administrative or educational functions of the School District. The performance of such duties shall not, however, result in the displacement or replacement of regular bargaining unit members.
- L. To establish, maintain and enforce work rules relative to the job classifications covered by this Agreement.
- M. To contract or subcontract any and all bargaining unit work according to the need for efficiency and economy in the operation of the District, to the extent permitted by law.
- N. Nothing contained in this Agreement shall prevent the District from exercising any rights that it might have pursuant to the provisions of P.A. 112.

ARTICLE VI
WORKING CONDITIONS

1. The Board of Education shall comply with all Federal, State and local regulations regarding discrimination including, but not limited to discrimination based on age, sex, race, national origin, religion, disability or other protected category not specifically set forth herein.
2. The Board of Education shall comply with all State regulations concerning the use of tobacco products on School District premises. There shall be no use of tobacco on School District premises at any time, according to Board policy.
3. Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. The Board will provide adequate rest areas, lounges and restrooms for bargaining unit members' use.
4. The Board shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in schools. The Board will take reasonable steps address issues pertaining to students who are disruptive or who repeatedly violate rules and regulations.
 - A. At the commencement of each year, a copy of the student code of conduct shall be made available to all bargaining unit members.
 - B. The maintenance of discipline and control of students is the duty and responsibility of all School District personnel. School District personnel shall be expected to enforce District policies concerning student conduct on school premises.
5. Employees shall be advised by their immediate supervisor of the proper chain of command for their respective positions in their building. Each employee shall be expected to follow the chain of command in fulfilling their job duties and obligations under this Agreement. Any dispute regarding the chain of command will be resolved by the Superintendent of Schools.
6. All employees who are asked to conduct District business by using their own vehicles on the job shall be reimbursed for mileage at the current Board approved rate.
7. All District required training for new skills or other District mandated training shall be paid by the District. The District also agrees to pay for any associated employee expense such as: transportation, books, lodging, etc. Employees shall also receive their regular wages for the time spent in training, if required by law, unless the parties mutually agree otherwise. Specifications for reimbursement will be found in the Administrative Guidelines.

8. All secretaries and cooks working five (5) hours or more shall be entitled to a duty-free, uninterrupted lunch period of thirty (30) minutes duration, except in emergency situations.
9. Employees shall be entitled to a fifteen (15) minute paid break for every four (4) hours worked which cannot be taken at the beginning or the end of the work day. Employees may not leave the property. Accumulation of break time is not allowed.
10. Any complaint directed toward an employee shall be called to the employee's attention. If such complaint is to be made part of the employee's personnel file or a matter of other written record, management must reveal the name of the complainant and the nature of the complaint. The employee may submit a written statement to be attached to and filed with the original complaint.
11. (Food Service only) At the High School and Central Elementary School, the practice of rotating the duties of pan washing, dishwasher, mopping and service area maintenance shall continue to be done by all food service staff. The High School cashier will be required to offer assistance when he/she is finished with his/her other assigned duties.
12. (Food Service only) It is the intent of the Board of Education to utilize student or aide help to clean the cafeteria tables during the lunch hours.
13. Employees shall not be required to work in unsafe or unhealthy conditions. Employees shall not be required to work with unsafe equipment. However, employees shall not be permitted to refuse to work as ordered unless the risk of harm is so immediate that it is not reasonable to carry out the order.
14. (Food Service only) Uniforms – All food service employees shall be supplied with three (3) new shirts and aprons at the beginning of each school year, which will be worn during working hours. It will be the responsibility of the employee to keep these shirts and aprons laundered. Upon return of any unusable shirts and aprons, they will be replaced as needed as determined by their immediate supervisor.
15. (Secretaries only) All Full Time secretaries will be scheduled to work at least 7 hours per day, or a minimum of 35 hours per week. All Part Time secretaries will work no more than 5.75 hours per day for not more than 190 days. Also, Part Time secretaries should work on each teacher workday, unless otherwise approved by the Superintendent.

ARTICLE VII **GRIEVANCE PROCEDURE**

A. Definition

1. A grievance is a claim by a member, members, or the Union, that there has been a violation, or an improper interpretation or application of a specific Article

and Section of this Agreement, or written board policy. A grievance concerning a violation of Federal or State civil rights shall not be processed to the arbitration step of the grievance procedure.

2. The term “days” when used in this Article shall mean working days.

B. Procedure

1. Level One

An alleged grievance shall first be discussed informally with the grievant's immediate supervisor within ten (10) days of the alleged violation. The grievant, at her/his option may be represented by the Union in the discussion.

2. Level Two

If the grievance is not resolved at Level One, the grievance may be submitted, within ten (10) days of the discussion at Level One, in writing to the immediate supervisor. The immediate supervisor shall render a decision in writing within ten (10) days.

3. Level Three

If the decision at Level Two does not resolve the grievance, the grievant may appeal the decision in writing within five (5) days of said decision to the Superintendent and request a meeting. Within five (5) days after the written request is filed with the Superintendent he/she shall have a meeting with the grievant and/or the Union representative concerning the alleged grievance. Within five (5) days after said meeting the Superintendent shall, in writing, render his/her decision upon the grievance.

4. Level Four

If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within five (5) days, the grievance may be submitted to mediation by either the District or the Association in writing within ten (10) days. Neither the MEA representative nor the District's legal counsel shall participate in mediation.

5. Level Five

If the grievance is not satisfactorily resolved through the mediation process, or if the grievance was not submitted to mediation after Level Three, the grievance shall be presented in writing by the Union to the Board of Education within ten (10) days from the date of the mediation or the Superintendent level disposition, and the Board of Education shall meet with the representative of the Union for the purpose of conducting a hearing at a time mutually agreeable to them. The appeal shall be in writing and shall state the reason or reasons as to why the decision of the Superintendent of

Schools was not satisfactory. The Board shall issue its decision in writing within thirty-five (35) days of the hearing.

6. Level Six

If the alleged grievance is not settled at Level Five, the matter may be referred to arbitration. Either party may refer the matter to arbitration, provided that notice to refer the matter is given to the other party within ten (10) days from the date of the Board of Education's written decision at Level Five and the matter is appealed to the American Arbitration Association within twenty (20) days from the Board's written decision at Level Five. The grievance will be submitted to arbitration under and in accordance with the rules of the American Arbitration Association. A member or group of members shall not be authorized to process a grievance to Level Six without the consent of the Union.

The arbitrator shall hear the grievance + dispute and shall render his/her decision within thirty (30) days from the close of the hearing. The arbitrator's decision shall be submitted in writing and shall set forth his/her findings and conclusions with respect to the issues submitted to arbitration. The arbitrator shall confine his/her decision to the particular case submitted to him/her. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

The arbitrator shall have no authority except to pass upon alleged violations of the express provisions of this Agreement and to determine disputes involving the application or interpretation of the express provisions of the Agreement. The arbitrator shall not render any decision, which would require or permit an action in violation of the Michigan School Laws.

The arbitrator's fee and expenses shall be shared equally by the Board of Education and the Union. The expenses and compensation of any non-member witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

All time limits stated above may be extended by mutual consent of both parties, said consent to be in writing.

C. **Miscellaneous Conditions**

1. Grievances filed as Union grievances may, at the option of the Union, be initiated at Level 3 of the Grievance Procedure. Such grievances shall be filed in writing within ten (10) days after the occurrence of the event which gave rise to the alleged grievance. Union grievances filed at Level 3 shall include:
 - a. Grievances that affect more than one member; or
 - b. A group of members; or
 - c. Members in different buildings.

Union grievances which affect individual members will be filed at Level 1.

2. If any bargaining unit member for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. However, in the case of arbitration, the arbitrator's decision will be binding. If any bargaining unit member shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him/her and his/her record cleared of any reference to this action.
3. For the purpose of assisting a bargaining unit member or the Union in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the Board shall permit a Union representative access to and the right to inspect and acquire copies of personnel files, with the consent of the individual whose file is requested, and any other files or records of the Board which pertain to an affected bargaining unit member or any issue in question in the proceedings. In no event shall the District be required, except by court order, to disclose information which is subject to claims of privacy, or otherwise exempt from disclosure under the provisions of the Freedom of Information Act or other applicable laws. Confidential letters of reference secured from sources outside the school system shall be excluded from inspection.
4. Only the Union, and not an individual employee, may submit a grievance to arbitration.
5. The arbitrator shall have no power to rule on discipline or termination of services of a probationary employee, and the Union shall not file or process any such grievance.
6. In the event the Employer does not meet on or answer a grievance within the time limits, the grievance will be deemed to be denied and the Union may move the grievance to the next Level in the grievance procedure. Failure to move the grievance by giving written notice to the Employer within the time limits set forth in this Article shall result in the involved grievance being deemed abandoned and settled on the basis of the Employer's last answer.
7. Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under the Michigan General School Laws or other applicable State or Federal laws or regulations. The rights granted to bargaining unit members hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE VIII
PROBATIONARY EMPLOYEES

1. All new employees, whether full-time or part-time, hired by the District shall be required to serve a probationary period of not less than 90 calendar days herein. The School District and Association may agree to extend the probation for a period of up to an additional ninety (90) calendar days.
2. The probationary period shall be uninterrupted by any type of service break, and any absences of the employee shall be made up before the probationary period is deemed to be complete.
3. During the probationary period, the employee's services may be terminated at any time by the School District in its sole discretion and neither the employee so terminated nor the Union shall have recourse to the grievance procedure over such termination.
4. During the probationary period an employee shall not be eligible for the following employee benefits (sick days, personal days, vacation days, bereavement days, etc.). If the probationary period is extended another 90 calendar days, the employee shall not be eligible for the benefits as stated above. After the employee has successfully completed the probationary period of employment, such employee shall become a Full Time or Part Time employee and seniority shall start as provided herein. Seniority shall start on the employee's first day of work, once Board approved.

ARTICLE IX
SENIORITY

1. Seniority shall be defined as a length of service within the District as a member of the bargaining unit subject to the probationary period. In the event that more than one (1) individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots. There shall be two (2) kinds of seniority:
 - A. Active seniority shall be defined as the amount of time accrued since the last hiring date for the employee's current classification as a secretarial or food service employee.
 - B. Inactive seniority is defined as the amount of time accrued since the last hiring date of the employee's previous classification as a secretarial or food service employee. Inactive seniority only counts for layoff and recall.
2. Employees who work in more than one classification at a time may only gain seniority in the classification of their choice.

3. At no time shall seniority be transferred from one classification to another. However, sick leave and vacation time do transfer and are paid at the current wage.
4. The Board shall prepare, maintain, and post the seniority lists for all the classifications listed in the Recognition Clause of this Agreement. The initial seniority lists shall be posted conspicuously on a designated bulletin board within thirty (30) days after the effective date of this Agreement with revisions and updates to be posted semi-annually thereafter. A copy of the seniority lists and subsequent revisions shall be furnished to the Union. Any employee objecting to the seniority list shall do so within fifteen (15) days of the posting. Thereafter, the list shall be final and conclusive.
5. Seniority shall be lost by a bargaining unit member upon termination, resignation, a transfer to a non-bargaining unit position, or when the employee is laid off for a period in excess of his/her seniority or three (3) years, whichever is less.
6. Unpaid leaves of absence do not count toward accrual of seniority.

ARTICLE X
DISCIPLINE OF EMPLOYEES

A. No employee shall be disciplined nor any non-probationary employee discharged without reasonable and just cause. The Employer will utilize a progressive disciplinary policy that could ultimately lead to dismissal, said policy to be the following:

1. Oral Warning (with written documentation to the employee within 48 hours of the oral warning)
2. Written Reprimand
3. One (1) day suspension without pay
4. Three (3) days suspension without pay
5. Discharge

The parties recognize that when implementing progressive discipline, some acts of misbehavior are so repugnant as to require severe disciplinary measures for first offenses. The parties also recognize that some offenses are minor as to never merit severe measures.

B. Grievances concerning the discipline of a probationary employee will not be processed to arbitration, it being the specific intention of the parties that the arbitration clause shall not apply. However, without limiting the general nature of the foregoing, probationary employees shall be permitted to arbitrate issues relative to the payment of compensation, both salary and benefits, to an equal extent to other employees.

- C. All employees shall be disciplined in private. In addition, the employee shall have the right to Union representation at the employee's request.
- D. In the case of dismissal, demotion, discharge or suspension of an employee, the Union President shall be advised of the reason(s) for dismissal, discharge, or suspension as soon as reasonably possible. Written notification of dismissal, suspension or other disciplinary action shall be sent to the employee and the Union. Causes which may be deemed appropriate and sufficient for suspension, demotion, dismissal or other appropriate disciplinary action include, but are not limited to, the following:
1. Unauthorized or excessive absence without good reason from work.
 2. Commitment or conviction of a criminal act.
 3. Disorderly or immoral conduct.
 4. Incompetency or inefficiency.
 5. Insubordination.
 6. Bringing intoxicants including alcohol or drugs into or consuming intoxicants on any school property.
 7. Reporting to work under the influence of intoxicants including alcohol or drugs to 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.
 11. Willful violation of any of the provisions of this Agreement.
 12. Deliberate falsification of records or reports.
- E. The School District retains the right to establish and promulgate work rules which spell out standards of expected employee conduct so long as they are not inconsistent with the terms of this Agreement. Work rules shall be submitted to the Association prior to their formal adoption. The Association shall have the right to comment on the proposed rule, offer alternatives, or otherwise have input into the content, application, and administration of the rule.
- F. The School District will give notice of newly promulgated work rules to employees and the Association, in a manner which can be reasonably expected to place all employees on notice of the conduct which is prohibited thereby.
- G. Grievances protesting discipline or discharge must be filed within five (5) days after the action was taken and failure to abide by such time limit shall be construed as a waiver by both the Association and the employee or employees involved in any protest of the action. Such grievances shall be initiated at Step Three of the Grievance Procedure set forth in Article VII.

- H. Each employee shall have the right to review his/her personnel file, with Association representation, if requested. The District will have a reasonable time to respond to a request under this paragraph.
- I. The employee shall sign all materials to be included in his/her personnel file. Such signing does not indicate agreement, however. The employee shall have the right to include a rebuttal to any material he/she chooses to explain or clarify. The employee shall have ten (10) working days to sign and attach his/her rebuttal.

ARTICLE XI
VACANCIES AND NEW POSITIONS

A. Definition

The term vacancy means a position caused by an employee resigning, retiring, dying, transferring, being discharged, or by the creation of a new position in the bargaining unit. An extended leave of more than one (1) year shall be considered a vacancy.

B. Posting

The Employer agrees to post notice of all vacancies in conspicuous places (cafeteria and office bulletin boards in all buildings) within five (5) working days of the creation of the vacancy for a period of five (5) working days, setting forth the requirements for the position in the posting. Employees will be notified as to the successful bidder for the position within five (5) working days from the close of the posting. During the summer, the posting period shall be extended to ten (10) working days. Postings shall contain the following:

1. Type of work
2. Location of work
3. Starting date
4. Rate of pay
5. Number of daily or weekly hours to be worked.
6. Classification
7. Minimum requirements/qualifications.
8. Conditions of employment

When Management exercises its right to test candidate(s) to determine qualifications, the results of the test will be considered. The position will be filled pursuant to Article XI, D below.

- C. Employees who wish to fill the vacant position must indicate in writing their wishes to fill the position. This written notice must be given to the Superintendent within the posting period.

- D. Filling of vacancies within each bargaining unit classification shall be subject to the following:
1. The applicant from inside or outside the bargaining unit who best meets, as determined by the Employer, the requirements/qualifications of the job as published on the posting and job description, as well as scores on required tests, the interview, and other relevant factors as determined by the Employer will be awarded the position.
- E. If a vacancy occurs while there are employees on some type of leave, said leave being sixty (60) days or less, the position shall be posted and those on leave shall be notified of such vacancy by certified mail through the Superintendent's Office. The employee shall keep the administration office apprised of his/her address. Failure to keep the administration office apprised of his/her address shall relieve the District of any liability under this Article and shall preclude the filing of a grievance.
- F. The Board may temporarily fill the vacancy with the top substitute until the vacancy has been filled as per this Article.
- G. Employees who are successful applicants will transfer their accumulated sick leave and vacation time to their new positions on a pro rata basis based on the ratio of the number of hours per day worked in the prior position to the number of hours per day worked in the new position.
- H. The President of the Association shall be sent copies of all postings.
- I. If a probationary employee does not accept or is not awarded the new job he/she is training for, then the position will be reposted.
- J. If a job increases more than thirty (30) minutes or by a pay increase over the original posting, it will be reposted as a vacancy.

ARTICLE XII **LAYOFF AND RECALL**

1. Layoff shall be defined as a necessary reduction in the work force as determined by the Board. Layoff shall be based on seniority within classifications.
2. Employees shall be given notice of layoff as soon as possible prior to effecting such reduction. Every effort will be given to provide a minimum of ten (10) days prior notice.
3. Recall shall be made in inverse order of layoff.
4. Employees whose positions have been eliminated due to a reduction in the work force, who have had their hours reduced by fifteen (15) minutes, or who have been affected by a layoff or elimination of positions, shall have the right to assume a

position within their classification for which they are qualified. The employee will first bump the least senior bargaining unit members in their classification. If no position is found, he/she goes on layoff.

5. Notices of recall shall be sent by certified mail to the employee's last known address. It shall be the duty of the employee to notify the School District of any change of address and current phone number. Failure to keep the School District apprised of his/her address shall relieve the District of any liability under this Article and shall preclude the filing of a grievance. A recalled employee shall give notice of his/her intent to return to work within five (5) work days or the employee's employment shall be terminated.
6. The employee may reject recall to any position that is not comparable to the position from which she/he was laid off without adverse effect on recall rights, in accordance with Article IX, Paragraph 5.
7. Recall will be limited to the length of an employee's seniority or three (3) years whichever is less providing an employee is on layoff and has not been offered recall to a job she/he is qualified.

ARTICLE XIII **UNPAID LEAVES**

A. Leaves of Absence

A leave of absence without pay or benefits up to one (1) year in duration may be granted upon written request from a bargaining unit member. Requests for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of said leave.

It shall be the responsibility of the employee to notify the Board of Education of his or her intention to return to work upon completion of the leave. Notice shall be given by the employee, to the Board of Education, not less than sixty (60) days prior to the date the leave is to expire. Failure to give such notice, absent good cause, shall be deemed an abandonment of employment and the individual's employment with the District shall be terminated forthwith.

B. Unpaid Leaves of Absence may be taken for the following purposes:

1. General Leave of Absence - An employee requesting a leave of absence can make application for a general leave of absence for a period of one (1) year. Such leave shall be subject to extension for an additional period of one (1) year, upon approval by the Board of Education.
2. Personal Illness or Disability - A bargaining unit member who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall, upon application, be granted a leave of absence without

pay for the duration of such illness or disability, up to one (1) year, and the leave may be renewed each year upon written request of the bargaining unit member.

3. Military Leave - A military leave of absence shall be granted to any employee who shall be inducted or shall enlist for military service in any branch of the Armed Services of the United States, including the National Guard or Reserve unit. Such leave shall be treated as all other leaves by the School District, and the District shall comply with all Federal and State regulations concerning veteran's preferencing.
4. Public Service - A leave of absence, not to exceed four (4) years, shall be granted to any bargaining unit member upon application for the purpose of campaigning for, or serving in, a public office or Union office.
5. Child Care Leave - Any employee in this bargaining unit may request a leave of absence of up to one (1) calendar year for child care purposes. Application shall be made at least thirty (30) days prior to the anticipated commencement of such leave. The application shall include sufficient information to allow the District to determine that the child care leave is justified, the anticipated date of commencement of the leave and the anticipated date of return. Approval of the Board must be obtained prior to commencement of the leave. The employee shall be returned to employment upon return from the leave of absence.
6. Disability Leave - Any employee who can anticipate a prolonged disability shall be eligible for an unpaid leave of absence for up to one (1) year. Such leave shall be subject to extension for an additional period of one (1) year, upon approval of the Board of Education.
7. Family and Medical Leave Act - It is the policy of the School District to comply with the provisions of the Family and Medical Leave Act of 1993. Under the Act, employees are entitled to up to twelve (12) weeks of unpaid leave of absence for certain family and medical reasons, if the employee has worked for at least one (1) year and has worked at least 1,250 hours over the past twelve (12) months.

In the event that paid leave is available to the employee, the employee may be required to substitute paid leave for the unpaid leave, in certain circumstances.

Notice of the leave and medical certification should be given at least thirty (30) days prior to the taking of the leave, where the circumstances are foreseeable. Where the leave is not foreseeable, notice should be given as soon as practicable under the circumstances. Medical treatment should be scheduled so as not to unduly disrupt the Employer's operation subject to the

approval of the health care provider.

The employee will be returned to his/her respective original position, or an equivalent position, upon return from an FMLA leave.

ARTICLE XIV
PAID LEAVES

- A. **Business Days**: Two (2) personal business days are allowed per year for the purpose of conducting business which cannot be normally carried on after working hours or on Saturday. These days shall be noncumulative. Request for personal business days shall be made at least twenty-four (24) hours in advance of the time to be used, when at all possible, and must be approved by the immediate supervisor. Any personal business day which is not used during the school year shall be applied to the accumulated sick leave at the end of the school year.

- B. **Jury Duty**: Any bargaining unit member called for jury duty, or who is subpoenaed to testify during working hours in any judicial or administrative matter, including requested attendance during an arbitration or fact-finding proceeding, shall be paid his/her full compensation for such time less the amount received for jury duty. This provision shall not apply if the employee is a party to the litigation or arbitration.

- C. **Funeral/Bereavement Leave**: The bargaining unit member shall be granted a maximum of five (5) consecutive days paid leave per event for immediate family members. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, grandparents, children, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents-in-law, step related family members, or permanent residents of the employee's household. Unused funeral/bereavement leave shall not be cumulative. Five (5) additional days with pay deductible from the employee's sick leave may be granted for travel or personal business by the Superintendent at his/her discretion. An employee may submit a request to the Superintendent for one (1) day paid funeral leave due to the death of an individual whose relation with the present employee warrants such attendance. If such request is granted, the day shall be deducted from any accrued personal business days or sick leave days. Requests for Bereavement Leave shall be made through the immediate supervisor.

- D. **Sick Leave**: At the beginning of each school or contract year, whichever is first, sick leave will be allotted as follows on July 1 of each year:

Full Time Employee	11 days
Part Time Employee	9 days

It is understood by all parties that even though the days are "front loaded" at the start of each new school year they must be earned one day per month worked throughout the year. If an employee leaves the school district having used more sick leave than sick leave earned, they are expected to repay all sick leave used in excess of sick

leave earned within ninety (90) calendar days of the last sick day used, unless otherwise agreed upon. The repayment amount will be based on the "Gross Pay" that the member was paid for the unearned sick leave used.

Employees who work more or less days than their normal work year shall have their sick leave prorated to the nearest half day, based on months or portions of months worked. No sick time shall be accumulated while on an unpaid leave. All employees shall accumulate no more than one hundred eighty (180) days. The actual number of hours used as sick days will be tallied throughout the year and employees can check their accumulations via the Employee Access Center.

The sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

1. Personal Illness or Disability: A bargaining unit member may use all or any portion of his/her leave to recover from his/her own illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery, by way of example but not by way of limitation.
2. Illness in the Immediate Family: A bargaining unit member may use all or any portion of his/her sick leave for serious illness in the immediate family which requires the employee's presence.
3. FMLA Compliance: The Board of Education agrees that it will comply with the provisions of the FMLA relative to Family Related Medical Leave. The Union recognizes that the District will require the substitution of paid leave for FMLA leave where permitted by law. The District will comply with the procedural requirements relative to applicable notifications.
4. Workers Compensation Leave: The difference between Workers Compensation and the employee's salary/wages shall be charged to the employee's accumulated sick leave.

E. Vacation

Employees working a minimum of 35 hours per week for 48 weeks will be entitled to the following paid vacation:

1. Full-Time employees hired on or after October 1, 2014:

0-9 complete years (as of July 1 st) of District experience	5	days paid vacation
10-19 complete years (as of July 1 st) of District experience	10	days paid vacation
20 or more complete years (as of July 1 st) of District experience	15	days paid vacation

2. Full-time employees hired before October 1, 2014:

0-7 complete years (as of July 1 st) District experience	10 days paid vacation
8-14 complete years (as of July 1 st) of District experience	15 days paid vacation
15 or more complete years (as of July 1 st) of District experience	20 days paid vacation

3. Full Time employees shall be allowed to take vacation days anytime from July 1 – June 30, subject to management’s approval.
4. Employees will give notification to the District as to desired vacation time as soon as possible.
5. Vacation days must be used during the year they are posted.
6. Full Time Support Service employees (240 day secretaries) may schedule their twenty (20) unpaid days from July 1 – June 30, only when students are not in session and through consultation with their direct supervisor. Each year the calendar will be established by June 15 for the following year. It is expected that the employee will follow the calendar and can only change it with prior approval of their direct supervisor and should only be changed due to an unforeseen reason.
7. Full Time Student Service employee (250 day secretary) may schedule their ten (10) unpaid days from July 1 – June 30. Each year the calendar will be established by June 15 for the following year. It is expected that the employee will follow the calendar and can only change it with prior approval of their direct supervisor and should only be changed due to an unforeseen reason.

F. **Holidays**

Employees working a minimum of 35 hours per week will be entitled to the following paid holidays:

- | | |
|---|---------------------|
| New Year’s Eve Day | Christmas Day |
| New Year’s Day | Day after Christmas |
| Martin Luther King Day | |
| President’s’ Day | |
| Good Friday | |
| Memorial Day July Fourth (If working during this summer period) | |
| Labor Day | |
| Thanksgiving Day | |
| Day following Thanksgiving Day | |
| Christmas Eve Day | |

If a holiday falls on a weekend day, the holiday will be observed either the Friday before or the Monday after the holiday.

Note: If a school day with student membership is scheduled to be worked on any authorized holiday, employees shall be expected to work and be paid at their regular pay. The contractual holiday shall be observed at a later date at the discretion of the employee with administration approval.

G. Inclement Weather

Employees shall not be required to report for work when school is canceled due to inclement weather. Food Service employees may use a business/personal day or an unpaid day. Student Service and Support Services employees may use vacation days or business/personal days on inclement weather days, if they choose not to report for the day. Student Service and Support Services employees will be given 2 hours to report to work, if needed.

ARTICLE XV **INSURANCE COVERAGE**

Employees covered by this Agreement shall be entitled to receive insurance benefits in accordance with the terms and conditions of this Article.

1. All coverage shall be administered pursuant to the rules and regulations of the underwriter. Coverage shall become effective after the insurance company notifies the employee of his/her acceptance into the plan. The District retains the right to be the policyholder of any coverage and to bid out insurance.
2. It shall be the responsibility of the employee to report to the business office all additions/deletions of dependents or changes in coverage status within thirty (30) days of the occurrence. Failure to comply will excuse the Employer from any failure to provide coverage required by this Agreement to the extent that loss resulted from the employee's failure to properly notify the District of relevant information and will compel the employee to make whole the Employer for any cost sustained.
3. At least annually, the employees will disclose any other health care coverage under which the employee, their spouse or dependents are covered so that the District may be assured that claims are processed in the proper order and that its claim history is not distorted.
4. All insurance programs outlined in this Article shall run from July 1st through June 30th of each year, except for individuals who resign their positions prior to June 30th, or go on any leave which does not call for the continuation of insurance benefits. These individuals shall have their insurance terminated at the end of the month they terminate or go on leave subject to the provisions of COBRA (Comprehensive Omnibus Budget Reconciliation Act). Provisions of this paragraph, relating to health insurance shall be continued to the extent permitted by the insurance carriers.

5. Family dependent coverage is limited to spouse and children under twenty-six (26) years of age if single, living with parents and claimed as a dependent on the employee's 1040 tax return.
6. All employees covered by this Agreement who are paid for 35 hours per week or more will be entitled to full family insurance benefits for the entire year. However, the Employer will only contribute amounts pursuant to 2011 Public Act 152 for health insurance, including Rx card and the employee must contribute the balance through automatic payroll deduction. Insurance benefits are as follows:

Group Term Life Insurance/AD&D

Group Term Life Insurance/AD&D in the amount of \$20,000 will be given to employees covered by this Agreement.

Health Care Insurance

The Board of Education shall provide one of the three following options:

- 1) MESSA Choices II insurance coverage up to and including full family and sponsored dependents, up to age 26, for all employees covered by this Agreement. Employees shall be subject to the Saver Rx prescription program, \$20 office visit co-pay, \$25 urgent care co-pay, \$50 emergency room co-pay, and \$1000/\$2000 deductible.
- 2) MESSA ABC Plan 2 insurance coverage up to and including full family and sponsored dependents, up to age 26, for all employees covered by this Agreement. Employees shall be subject to the ABC Rx prescription program.
- 3) A minimum cash in lieu payment of \$400 per month or the District Wide Cash In Lieu Program amount as established by December 15 of each year whichever is higher (See Appendix A). Pak B (Life insurance/AD&D – \$20,000; Dental – 75/50/50 MBL \$1000, or equivalent; Vision – VSP III) will be provided at no cost for those employees taking cash in lieu.

Dental Insurance

The District shall provide Delta Dental (75/50/50) with MBL \$1000. This includes coverage for orthodontics (class IV) as part of the MESSA Pak.

Vision Insurance

The District shall provide VSP-III as part of the MESSA Pak A.

All insurance benefits provided by this agreement shall be subject to review and change of carrier pursuant to the School District bidding procedures during the life of this agreement. Benefits shall remain substantially equivalent. Any change(s) in benefits or carriers are subject to mutual agreement by the parties.

7. All employees covered by this Agreement who are paid for 30-34 hours per week will be entitled to single insurance benefits for the entire year. However, the

Employer will only contribute amount pursuant to 2011 Public Act 152 for single health insurance, including the Rx card and the employee must contribute the balance through automatic payroll deduction. Insurance benefits are as follows:

Group Term Life Insurance/AD&D

Group Term Life Insurance/AD&D in the amount of \$10,000 will be given to employees covered by this Agreement.

Health Care Insurance

The Board of Education shall provide one of the three following options:

- 1) MESSA Choices II single (only) insurance coverage. Employees shall be subject to the Saver Rx prescription program, \$20 office visit co-pay, \$25 urgent care co-pay, \$50 emergency room co-pay, and \$1000/\$2000 deductible.
- 2) MESSA ABC Plan 2 single (only) insurance coverage. Employees shall be subject to the ABC Rx prescription program.
- 3) A cash in lieu payment of \$200 per month. Pak B (Life insurance/AD&D – \$10,000; Dental – single only 50/50, no ortho, or equivalent; Vision – single only VSP II) will be provided at no cost for those employees taking cash in lieu.

Dental Insurance

The District shall provide single (only) Delta Dental (50/50) coverage, no ortho, or equivalent.

Vision Insurance

The District shall provide single (only) VSP-II coverage as part of the MESSA Pak A.

All insurance benefits provided by this agreement shall be subject to review and change of carrier pursuant to the School District bidding procedures during the life of this agreement. Benefits shall remain substantially equivalent. Any change(s) in benefits or carriers are subject to mutual agreement by the parties.

8. All employees covered by this Agreement working less than 30 hours per week will qualify for the following benefits:

Group Term Life Insurance

Group Term Life Insurance in the amount of \$10,000 will be given to employees covered by this Agreement w/AD&D.

Vision Insurance

The District shall provide Single (only) VSP- II vision, or equivalent as part of the MESSA Pak A & B.

Note: Employees working less than 30 hours per week shall have the ability

to purchase two-person or family vision at the employee's expense.

ARTICLE XVI
EVALUATION OF PERSONNEL

1. The School District shall have the right to evaluate all personnel in the performance of the respective duties and responsibilities of the positions they hold as defined by the job description for each respective position. The purpose of the evaluation instrument shall be to assess the relative strengths and weakness, and areas of performance in need of improvement.
2. The Administration shall prepare a proposed evaluation instrument. The proposed evaluation instrument shall be submitted to the Association not later than January 1st. This requirement shall be waived on any given year in which the evaluation instrument is not modified. The Association shall have thirty (30) days within which to suggest changes, modifications or alterations, including the right to submit an entirely different instrument. Any dispute concerning the instrument shall be the subject of a special conference between the School District and the Association. The final decision relative to the contents of the evaluation instrument shall be in the discretion of the School District, subject to the grievance procedure provided for herein.
3. The evaluation shall be based upon observations of the employee's performance, as well as material events, occurrences, and activities within the knowledge of the evaluator, or which can be substantiated by reliable evidence. The evaluation will be done by the immediate supervisor of the employee.

The completed evaluation shall be delivered to the employee within ten (10) days after completion of the observations. All evaluations shall be placed and retained in the employee's personnel file.

The evaluation shall be presented to the employee at a conference which will be held with his/her immediate supervisor. Both the immediate supervisor and the employee shall be required to sign the evaluation. The employee's signature is to be construed as an acknowledgment that he/she received a copy of the evaluation and not as an agreement with its contents.

If the employee disagrees with the contents of the evaluation, he/she shall have the right to submit a written statement commenting on the evaluation within ten (10) days after the employee receives the evaluation. The employee's response shall be limited to four (4) pages of standard size paper.

4. In the event that an employee is given an unsatisfactory evaluation, the School District shall inform the employee of the alleged deficiencies and what needs to be done to improve, in writing. In such cases, the appropriate administrator shall prepare an individual development plan in consultation with the employee and the administration. The Employee shall be afforded a reasonable time to improve.

However, the responsibility for improvement within a reasonable time rests with the employee.

The period of time will relate and be directly proportional to the seriousness of the deficiency.

5. It shall be the responsibility of the immediate supervisor of an employee subject to an individual development plan, to evaluate the employee twice during the next six (6) month period following the issuance of the IDP. The evaluation shall address and assess the performance of the employee relative to the areas of alleged deficiency specified in the IDP, and shall recommend to the employee and the Board of Education any action deemed appropriate.

ARTICLE XVII **NEGOTIATIONS PROCEDURE**

- A. Sixty days (60) prior to the end of the Contract term, either party shall have the right to re-open the Contract by submitting a demand in writing to the opposing party, specify the articles and sections of the Contract which are proposed to be altered, and specifying the changes sought. When negotiations are conducted during regular school hours, release time shall be provided for the Union's Negotiating Committee.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals.
- C. Board policies and work rules adopted after the date of this Agreement shall be distributed to the membership by supplying a copy of the policy or work rule to the Union and posting a copy on each Union bulletin board. Compliance with this provision shall be sufficient notice to the unit and its members of the policy or work rule. Such posting shall occur within thirty (30) days of the adoption of the policy or work rule.
- D. The Union and the School District shall have the right to call a special conference to discuss matters of mutual concern when such need arises. Requests for a special conference shall be in writing and shall specify the purposes of the meeting and contain a proposed agenda. The Superintendent of Schools shall schedule the meeting within five (5) working days of receiving the request.

ARTICLE XVIII **COMPENSATION**

- A. Full-time and Part Time employees shall be paid every two (2) weeks and shall be accorded the wages, benefits and vacation delineated in this Agreement. Full Time and Part Time employees who work longer than their contract year shall earn applicable pro-rated vacation, sick and holiday compensation.

- B. All employees leaving the employment of the District after at least ten years of service shall be paid at the rate of Ten Dollars (\$10.00) per day for their unused accumulated sick leave days not to exceed one hundred fifteen (115) days. In the event of the employee's death his/her remaining unused sick days will be paid to his/her beneficiary(s).
- C. All employees shall receive overtime for hours worked in excess of forty (40) hours per week. Food service employees shall be paid at one and one-half (1-1/2) hours for each hour worked at banquets.
- D. If a paycheck error occurs because of management or computer error, a check will be written for the difference within two (2) working days from the time management is notified of such error.
- E. If an employee is absent from work and a substitute is needed, that member's job will first be offered to other bargaining unit members by classification (if that person is working less hours) on the basis of seniority. In the event the position still is not filled, a substitute may be called. If an employee has to do another employee's work, that employee shall be compensated at the higher of the two (2) pay rates, either his/hers or the absent employee's.

ARTICLE XIX
SEVERABILITY

- A. If any provision of this Agreement or any application of this Agreement to any bargaining unit member or employee or group of bargaining unit members or employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. It is further agreed that within a reasonable time of any demand to negotiate, the Board and Union will commence negotiations to reach a new Agreement concerning the subject matter of the provision determined to be contrary to law.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be directly contradictory to explicit provisions of this Agreement.

ARTICLE XX
WAIVER

The parties agree that during negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, coercion, intimidation, or other limitation, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter not reserved by law or from compromise through bargaining and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth in this Agreement. The parties agree, therefore, that the other shall not be obligated to negotiate or bargain collectively with respect to any subject or

matter, whether referred to in this Agreement or not, even though such subject or matter may not have been in the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement. During the term of this Agreement, these provisions and the conditions may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

All conditions of employment in effect covering employees in this bargaining unit established in Article II Recognition of this Agreement prior to and at the time of this Agreement, which are inconsistent with the terms of this Agreement are null and void and of no further force or effect. This Agreement terminates and supersedes all past practices, agreements, procedures, traditions, and rules and regulations on all matters covered in this Agreement.

ARTICLE XXI
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until the 30th day of June, 2019.

WITNESSETH:

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their representatives on the August 8, 2018.

Representatives FOR THE UNION

Sherrille Bates Blair
President

Begay Suman
Bargaining Team Member

Rene Johnson
Bargaining Team Member

Chris Duval
Uniserv Director & Chief Spokesperson

Representatives FOR THE BOARD

David Hilem
President

Janice Skarpp
Secretary

[Signature]
Superintendent

SCHEDULE A
WAGE SCHEDULE

STUDENT SERVICES

1	\$17.65/hour
2	\$17.96/hour
3	\$18.24/hour
4	\$18.65/hour

SUPPORT SERVICES

1	\$17.38/hour
2	\$17.68/hour
3	\$17.95/hour
4	\$18.36/hour

In consideration of the wage and benefit reopener for the contract ending June 30, 2018 an off schedule payment on August 17, 2018 will be made for the following:
\$100.00 for employees on steps 1 - step 3 as of June 30, 2018

**SCHEDULE B
FOOD SERVICE WAGE SCHEDULE**

HEAD COOK

1	\$13.41/hour
2	\$13.63/hour
3	\$13.83/hour
4	\$13.95/hour

HEAD CASHIER/BAKER/ASST. HEAD COOK

1	\$12.35/hour
2	\$12.57/hour
3	\$12.77/hour
4	\$12.89/hour

COOK/ASST. CASHIER

1	\$12.12/hour
2	\$12.35/hour
3	\$12.54/hour
4	\$12.66/hour

In consideration of the wage and benefit reopener for the contract ending June 30, 2018 an off schedule payment on August 17, 2018 will be made for the following:

Based on the employees position on June 8, 2018

Employees less than 4 hours \$60.00

Employees 4.0 to 5.25 hours \$90.00

Employees greater than 5.25 hours \$120.00