

**AGREEMENT
BETWEEN THE
NON-INSTRUCTIONAL EMPLOYEES ASSOCIATION
AND THE
MUSKEGON BOARD OF EDUCATION**



July 1, 2018 - June 30, 2021

Contents

AGREEMENT	1
ARTICLE I.....	1
PURPOSE AND INTENT	1
ARTICLE II.....	1
RECOGNITION	1
ARTICLE III.....	1
PAYROLL PROCEDURE	1
ARTICLE IV	2
MANAGEMENT RIGHTS	2
ARTICLE V	3
ASSOCIATION'S REPRESENTATIVES	3
ARTICLE VI	4
RESPONSIBILITIES AND QUALIFICATIONS	4
ARTICLE VII	5
WAGE CLASSIFICATIONS.....	5
ARTICLE VIII	6
WAGE SCHEDULES.....	6
ARTICLE IX.....	6
INSURANCE.....	6
ARTICLE X.....	7
PAID HOLIDAYS.....	7
ARTICLE XI.....	8
VACANCIES AND PROMOTIONS OF MAINENANCE EMPLOYEES	8
ARTICLE XII.....	10
PROBATIONARY PERIOD FOR NEW EMPLOYEES.....	10
ARTICLE XIII.....	10
WORK WEEK MAINTENANCE EMPLOYEES.....	10
ARTICLE XIV	11
OVERTIME	11
ARTICLE XV	12
WORK SCHEDULE FOR MAINENANCE EMPLOYEES.....	12

ARTICLE XVI	13
VACATIONS – MAINTENANCE EMPLOYEES.....	13
ARTICLE XVII	14
LEAVES OF ABESENCE	14
ARTICLE XVIII	15
SICK LEAVE	15
ARTICLE XXIII	16
PROCEDURES APPLICABLE TO PERSONAL AND OTHER LEAVE	16
ARTICLE XX.....	18
ABSENCE OF EMPLOYEES.....	18
ARTICLE XXI	18
INJURIES TO EMPLOYEES	18
ARTICLE XXII	18
DISCIPLINE AND DISCHARGE	18
ARTICLE XXIII	19
LAYOFF AND RECALL	19
ARTICLE XXIV	20
GRIEVANCE PROCEDURE AND ARBITRATION	20
ARTICLE XXV	23
ENTIRE AGREEMENT CLAUSE.....	23
ARTICLE XXVI	23
NO-STRIKE CLAUSE	23
ARTICLE XXVII	24
MISCELLANEOUS	24
ARTICLE XXVIII	24
DURATION AND TERMINATION.....	24
APPENDIX A	25
APPENDIX B	25
APPENDIX C	26

AGREEMENT

This Agreement made and entered into as of the first day of July 1, 2018, except as other effective dates are hereinafter set forth, by and between the Non-Instructional Employees Association of the Public Schools of Muskegon, hereinafter referred to as "N.I.E.A." and the Board of Education of the Public Schools of the City of Muskegon, Hereinafter referred to as the "Board", provides as follows:

ARTICLE I

PURPOSE AND INTENT

- 1.1 The purpose of this Agreement is to set forth the understandings of the N.I.E.A. and the Board with respect to wages, rates of pay, hours of work and other conditions of employment; to provide procedures for adjustment of grievances; and to promote the orderly and peaceful conduct of labor relations for the mutual interest of the N.I.E.A. and the Board.
- 1.2 For the accomplishment of the ends set forth above, the N.I.E.A. and the Board encourage to the fullest degree, the friendly and cooperative relations between their respective representatives at all levels and among all employees.

ARTICLE II

RECOGNITION

- 2.1 The Board does hereby recognize the N.I.E.A. as the exclusive representative for the purpose of collective bargaining with respect to wages, rates of pay, hours of work and other conditions of employment for all employees who are employed on a regular schedule of work in the classifications listed in 2.2.
- 2.2 The current classifications are:
 - Maintenance I
 - Maintenance II
 - 8A
- 2.3 For the purposes of this Agreement, the term "Board" shall refer to the Muskegon Board of Education or its designated representatives. "Employee" refers to Maintenance personnel.

ARTICLE III

PAYROLL PROCEDURE

- 3.1 All employees shall be paid bi-weekly on the Friday following the payroll period in which work is performed.

ARTICLE IV

MANAGEMENT RIGHTS

- 4.1 It is recognized by the N.I.E.A. that the controlling factor throughout all relationships of the Board of Education and the N.I.E.A. is contained in the words "working for the welfare and good of all students in the school district".
- 4.2 The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, the right:
- A. To the executive management and administrative control of the school system and its properties and facilities, and for such purposes, the appointment of executive, administrative and supervisory personnel and the delegation of their respective duties.
 - B. To select and hire all employees, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion; and to promote and transfer all such employees.
 - C. To determine methods and schedules of work, including technological alteration, location of work, areas, type of equipment, materials and supplies.
 - D. To determine those to be retained after the probationary period
 - E. To make and enforce reasonable rules and regulations for promoting efficiency, safe practices and discipline.
 - F. To direct the work of employees subject to the terms and conditions of this Agreement, including with respect to any employee, the right to hire, discharge, suspend or otherwise discipline for good cause, promote, demote, transfer, assign jobs or shifts, layoff or relieve from duty because of lack of work or for other proper or legitimate reason, and to compel early retirement thereunder for good cause, and determine performance standards in the quality and quantity of work to be produced.
 - G. To subcontract unit work in keeping with P/A 112.
- 4.3 It shall be the rule of construction in determining the meaning of the provisions in Sections 4.1 and 4.2 that the exercise of the foregoing powers, rights, authority duties and responsibilities of the Board and the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms of this Agreement and then only to the extent such specific and expressed terms thereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE V

ASSOCIATION'S REPRESENTATIVES

- 5.1 Notwithstanding any other provisions in the contract, including but not limited to the right to representation contained in Articles XXII and XXIV, permission for a Steward or Chief Steward to be away from his/her duty assignment for Association business, must have prior approval of the Superintendent or designee.

Meetings for the purpose of conducting Association business, including but not limited to membership meetings, elections, bargaining sessions, etc., shall not be held during working hours except with permission of the Superintendent or designee. No association meeting shall be held on Board property at any time without prior consent of the Superintendent or designee.

- 5.2 The N.I.E.A. may use a total of fifteen (15) work days per year of release time, with pay, for the conducting of association business. These association days may be taken in whole or half-day segments.

The use of these association days shall be at the discretion of the association, but shall require at least twenty-four (24) hours advance notification to the Personnel Office by the President of the N.I.E.A. or his/her designee, whose name shall be on file in the Personnel Office.

The above days are in addition to specific work time association activities authorized in the agreement or otherwise specifically authorized by the Superintendent or designee.

ARTICLE VI

RESPONSIBILITIES AND QUALIFICATIONS

- 6.1 The Board shall determine a supervisory structure applicable to the members of the bargaining unit. Such information shall be provided in writing to the N.I.E.A. It is expected that members of the administrative staff will adhere to the established supervisory structure to the extent possible. Should an employee receive work instructions from more than one supervisor, which are in conflict, he/she should seek resolution from the Superintendent or designee. If a change in supervision becomes necessary, the Board shall notify the N.I.E.A. immediately and no later than seven calendar days prior to such change becoming effective. Notice of changes in supervisory structure shall be posted in each building.
- 6.2 The Board shall establish the general duties for each classification of employee covered under this agreement.

8A	Maintenance I	Maintenance II
Stationary Engineer	Proficient in all areas of maintenance including, but not limited to: Electrical Plumbing Carpentry Welding Construction Heavy Equipment Demolition Snow Removal Grounds Boiler Lawn and Athletic Field Refrigeration Irrigation Air Conditioning Re-Key Current Codes Blueprint Reading Key and Lock Reading Schematics Blueprint Reading Painting Glazier	Proficient in all areas of maintenance including: Electrical* -limited to non-technical Plumbing* -limited to non-technical Carpentry* -limited to non-technical Welding* -limited to rough welding Boiler* -limited to start-up/cleaning Construction –assist Maintenance I Heavy Equipment Demolition Snow Removal Grounds Lawn and Athletic Field Key and Lock Painting Irrigation –limited to non-technical Utility - Miscellaneous *Unless proficiency demonstrated to Supervisor

- 6.3 The Board shall have the right to change the general duties, responsibilities and qualifications of a classification in the interest of improving safety, health performance or efficiency. A change, however, may be made only after it has been submitted in writing to the N.I.E.A. and discussed with them. The N.I.E.A. may grieve a change on the basis that it has resulted in an unreasonable workload or that it has caused an unsafe working condition.
- 6.4 In the event there is a redefining of a position, the position shall be re-posted. **
- 6.5 In the event a new classification is established, the pay rate for that job shall be negotiated. Meanwhile, the Board shall have the right to establish a temporary rate for such new classification. Negotiations for the new rate will commence within thirty (30) calendar days from the date the new classification was established. The negotiated rate shall be retroactive.

6.6 In the event of an emergency, a bargaining unit employee shall respond to a call for assistance unless he/she has a substantial excuse which would reasonably and practically prevent him/her from responding. In addition, a bargaining unit employee who determines that an emergency situation exists shall, after taking any emergency action available to him/her, make an effort where practical, to contact the Facilities and Transportation Supervisor for further direction.

In the event the supervisor is not available or it is not practical to contact the supervisor, contact should be made according to posted emergency procedures.

6.7 The Board shall not infringe on any job classification bound by this labor agreement by using maintenance personnel outside of their job description for an unreasonable amount of time.

** Redefining means a change in classification, the shift, or a four (4) hour or more change in the building assignment.

ARTICLE VII

WAGE CLASSIFICATIONS

Maintenance I
Maintenance II

Class 8A Stationary Engineer (remove upon retirement or resignation)

ARTICLE VIII

WAGE SCHEDULES

- 8.1 Hourly wages for the various job classifications are effective July 1, 2018 - June 30, 2021. Increments are effective on July 1 of each year and will apply only if an employee has been hired on or before January 31st of the school year.

*See Appendix A-C for Salary Schedule

- 8.2 Longevity shall be paid annually in a lump sum during the month of the anniversary date of hire. If the employee is on a leave of absence unpaid by the district for up to one year on their anniversary date full longevity will be paid. Longevity will be prorated for the amount of time worked in the year they return to work. If the employee terminates during a year where longevity is earned, the amount shall be prorated.

ARTICLE IX

INSURANCE

9.1 Full-Time Employees

The Board shall provide a health plan and pay the annual January statutory hard cap amount subject to PA152 for health insurance effective the beginning of the school year. In addition, the Board shall pay the full cost of the dental and vision. The Employee will contribute 100% of the cost of the negotiated LTD program. Insurance is to be bid out and product to be mutually agreed upon.

Employees may elect, at their expense options which include any available non-taxable plan approved by the Board, such as survivor income insurance, dependent life insurance, short-term disability insurance, tax sheltered annuities, or any combination of available options.

- 9.2 The obligation of the Board to provide insurance or options to any employee shall terminate with the month in which the employee' services are terminated if the employee breaks the agreed upon employment relationship.

If the termination occurs at the end of the agreed upon employment relationship or the employee is terminated because of layoff, the employee shall receive a pro-rata portion of the twelve (12) month insurance year earned at the time of termination.

The insurance provided shall terminate with respect to any employee who ceases to be on the active employment rolls of the Board, except that individual cases may be subject to review by representatives of the Association and the Board.

- 9.3 Full-time employees, for the purposes of the Agreement, will be defined as all persons who are employed by the school district for thirty (30) or more hours per week. Such employees qualify for full benefits. Employees who do not qualify for full-time benefits, but who are employed twenty (20) hours or more per week shall be entitled to dental, life and vision benefits.

ARTICLE X

PAID HOLIDAYS

10.1 The following designated days shall be recognized as holidays with pay to all employees who work fifty-two weeks annually:

- Independence Day
- Day following Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Day before Christmas
- Christmas
- First working day after Christmas
- Day before New Years
- New Year's Day
- Martin Luther King Day
- Monday of Mid-Winter Break
- *Good Friday P.M. (1/2 day)
- *Hackley Day P.M. (1/2 day)
- Memorial Day

Whenever, the holiday falls on a Saturday the day before will be observed as the holiday. Whenever the holiday falls on a Sunday the following day will be observed as the holiday.

Whenever the day before Christmas or New Year's falls on Saturday or Sunday, the preceding Friday will be granted.

Paid Friday before Labor Day (in the event that circumstances dictate that school starts after Labor Day, the parties agree that the paid day will be the Friday of midwinter break).

ARTICLE XI

VACANCIES AND PROMOTIONS OF MAINTENANCE EMPLOYEES

- 11.1 The Board and N.I.E.A. subscribe to the principle of upgrading employees provided the employee desires promotion and makes the contribution necessary to acquire the skills requisite to promotion. It is agreed that preference will be given to employees for training needed to fill the following positions: Maintenance I, Maintenance II, and Stationary Engineer.

Individuals who are in the positions of building maintenance mechanic at the High School will be required to have the swimming pool pesticide applicator certification required by the State of Michigan. Future applicants must acquire proper certification within the 30 working day probationary period.

The following factors shall be considered in selecting employees for promotion or the filling of vacancies:

- A. Seniority of the applicant.
- B. The ability and qualifications of the employee to meet the job responsibilities.
 - 1. Qualifications to be determined and agreed upon by the Board and the N.I.E.A. on the basis of the job responsibilities
- C. The work record of the employee including but not limited to attendance/evaluation, etc.

If applicants are equal with regard to the 2nd and 3rd factors, preference will be given to the applicant with the greatest seniority. When a position becomes available, a notice of such vacancy shall be posted within five (5) workdays in all buildings with a copy of the posting furnished to the N.I.E.A. Such posting shall be at a place where the employees can be reasonably expected to notice the posting and the same shall remain posted for a period of five (5) working days. All employees shall have the right to apply for any posted position. If there are no qualified applicants, a new employee may be hired. A probationary employee may apply for posted vacancies. However, a probationary employee is eligible only when such posting would otherwise be filled by hiring a new employee. An employee on leave may bid on postings if he/she is ready and able to report for work when awarded the job. If such employee is not available to work, the job would go to the next qualified person with the necessary seniority.

- 11.2 In posting jobs under section 11.1, as a minimum the Board shall state the name of the available classification, the shift, the number of vacancies to be filled, the building(s) at which the vacancy occurs, the established trail period (10 working days non-promotional, 30 working days promotional for maintenance employees), established schedules, and time posting expires. The posting shall indicate qualifications for the position including whether the job is a promotional position.

- A. All postings will expire at 11.59 p.m.
- B. A determination regarding the award of the position will be made within 5 working days from the expiration of the job posting. The president of the N.I.E.A. and the applicant will be notified of the determination.
- C. The starting date shall be no later than the Monday following the posting of their old job.

Any employee who is awarded the job must take the job unless the Board and the N.I.E.A. otherwise agree. However, said employee may, within ten (10) working days, disqualify himself/herself from the posting and return his/her previous position by submitting a signed statement of their withdrawal to the Superintendent or designee within the (10) day period. An employee who has been awarded a permanent vacancy shall be ineligible to be awarded another job in their own or lower wage classification during the thirty-five (35) working days following his/her commencing work on the job awarded to him/her.

- 11.3 When an employee moves to a higher classification, he/she shall be placed on the salary schedule in that classification at the same level of years as his/her wage at the time of bidding.

11.4 No employee shall be transferred to another position permanently, except in accordance with the provisions of this section. This provision shall not preclude temporary transfers in an emergency, or the filling of a vacancy or promotion by temporary transfer, pending the selection of the successful bidder under the provisions of this article.

11.5 The following procedure will be followed to fill temporary maintenance vacancies:

A vacancy caused by:

- A. In the absence of a licensed or maintenance employee, due to medical causes or other approved leaves of absence, the employee who is assigned the duties of such employee will on the sixth day receive an additional eight (8) percent of his/her wages during the time the employee is responsible for those duties.
- B. When the regular absent employee returns to work, each temporarily assigned employee will return to his/her formerly held position
- C. Temporary assignments made under these procedures can continue for up to six (6) months. If the regular employee's absence will exceed six months, the parties will get together to determine what direction to go on a case-by-case basis.
- D. In the absence of the contracted daytime custodial employee at the High School requiring coverage by a maintenance employee for more than three consecutive days, said maintenance employee shall be granted compensation equivalent of eight percent additional pay for the period of time beginning on day one.

*Qualified means meeting the provisions of Article 11.1. Deviations from the above procedures may be granted by the Superintendent or designee upon written request with appropriate rationale stated.

11.6 Notwithstanding any of the above provisions, any employee receiving a written reprimand shall be ineligible to be awarded any job for a period of fifty (50) working days following the disciplinary action.

Any employee receiving a suspension shall be ineligible to bid on any job for a period of seventy (70) working days following the disciplinary action.

ARTICLE XII

PROBATIONARY PERIOD FOR NEW EMPLOYEES

- 12.1 Each new employee shall be placed on probation for a period of sixty (60) working days and shall be entitled to all the benefits after forty (40) work days provided herein for any time worked thereafter. If, at the end of this period, his/her work is satisfactory, he/she shall be considered to be a regular employee and seniority shall date from the first day he/she worked.

ARTICLE XIII

WORK WEEK MAINTENANCE EMPLOYEES

- 13.1 The regular work week of regular full-time maintenance employees shall be forty (40) hours of work and shall consist of five (5) eight (8) hour work days commencing on Monday.

ARTICLE XIV

OVERTIME

14.1

- A. Any hours worked over an eight (8) hour shift shall be paid at the rate of time and one-half
- B. Any hours worked over forty (40) hours of paid service* per week shall be paid at their rate of time and one-half.
- C. Overtime shall be paid at double the regular rate of pay for Sunday and contractual holiday service when such work exceeds forty (40) hours of paid service.*

14.2 The use of compensatory time should be an option to paying overtime and to provide for short, less than two hour, absences from a scheduled shift for extenuating conditions.

The following applies when compensatory time is considered for use.

- A. If work is in need of completion by maintenance personnel (day shift is a shift normally completed by 6:30 p.m.) beyond the regularly scheduled shift time, the decision to allow compensatory time for hours worked e.g. two hours beyond regular shift assignment is to be decided by the Facilities and Transportation Supervisor.

If overtime in lieu of compensatory time is needed, permission is required from the Facilities and Transportation Supervisor.

If the employee affected is on an evening or night shift (ending after 6:30 p.m.) the permission for either compensatory time or overtime must be approved in advance by the Facilities and Transportation Supervisor. Compensatory time used as described must be granted during the same pay period.

If the additional work puts the maintenance personnel beyond an eight hour day or forty hour week, the compensatory time must be at time and one-half. (Three (3) hours compensatory for two (2) hours worked).

- B. Occasional shift adjustments of up to two (2) hours may be granted for extenuating reasons. The time is to be made up at the end of the same shift without overtime e.g. 3:00 p.m. to 11:00 p.m. shift, dental appointment 3:00 p.m. - 4:00 p.m. adjusted shift 4:00 p.m. - 12:00) approved in advance through the Facilities and Transportation Supervisor.
- C. Except for occasional shift adjustments (#2 above) compensatory time for overtime worked shall be recorded on the payroll.

*Paid service shall include regular salary, personal leave, sick leave, vacation time, holiday pay or any day in which an employee is covered and paid.

14.3 Except as provided in 14.2 of this section, a minimum of two (2) hours overtime will be paid when the employee is called back to work on weekends or after a regular workday.

14.4 It shall be the general policy to keep overtime to a minimum. Overtime shall be allowed only when authorized by the Facilities and Transportation Supervisor.

ARTICLE XV

WORK SCHEDULE FOR MAINTENANCE EMPLOYEES

- 15.1 The work day for day Maintenance employees (Schedules A, B,) shall be eight (8) hours, exclusive of a lunch period. Not less than thirty (30) minutes shall be provided for a duty free lunch.

Exceptions to this schedule shall be cleared by the Facilities and Transportation Supervisor to the following schedules:

Schedule

A	6:00 A.M.	to	2:30 P.M.
B	7:00 A.M.	to	3:30 P.M.

- 15.2 When school programs are not being conducted, or staff is not present, it shall be the general policy to place night maintenance employees on a day shift.
- 15.3 For every scheduled work period of four (4) hours or more, a fifteen (15) minute break will be allowed during that work period at the Maintenance employee's current work site. (i.e. an eight hour employee will receive two fifteen (15) minute breaks.
- 15.4 The last thirty (30) minutes of each shift shall be allowed for personal clean-up and/or the clean-up of tools and equipment.

ARTICLE XVI

VACATIONS – MAINTENANCE EMPLOYEES

16.1 Maintenance employees who on July 1 of each year have been on the payroll for less than three (3) months, shall receive no vacation for the first year.

16.2 If an employee in his/her first year works less than the full year, but more than three (3) months, vacation shall be granted at one (1) day per month employed, up to ten (10) days.

The employee shall be granted ten (10) days of vacation for each year employed from the second year through the seventh year.

16.3 Maintenance employees who shall have been in the continuous employment* of the Muskegon Schools for eight (8) years shall receive fifteen days of vacation with full pay each year of employment.

16.4 Maintenance employees who shall have been in the continuous employment* of the Muskegon Schools for thirteen (13) years shall receive twenty (20) days of vacation with full pay each year of employment.

16.5 Maintenance employee who work less than a full day shall be granted vacations in accordance with above policies on a prorated basis.

16.6 The Facilities and Transportation Supervisor shall maintain a record of vacation schedules. Vacation for Maintenance may be scheduled any time throughout the year provided that coverage is maintained and arrangements can be made for normal services. (When school is in session vacation requests shall be submitted to the Facilities and Transportation Supervisor). A minimum of 24 hour notice is required. The Facilities and Transportation Supervisor will respond to the employee's request within a reasonable time.

*Continuous employment shall mean from date of hire to present time as a maintenance employee within the bargaining unit; up to one year unpaid medical leave is considered continuous employment. Vacation is considered a fringe benefit.

16.7 Vacation time shall be taken within one year after July 1 when designated as earned, and will not be accumulative year-to-year.

If a maintenance employee is on a leave of absence unpaid by the District for up to one year full vacation pay will be paid. Vacation pay will be prorated for the amount of time the employee worked in the year they return to work.

In cases where hospitalization, sick leave, or workers' comp. would prevent a maintenance employee from using his/her vacation time prior to July 1, an exception would be made and vacation may be taken until August 15 at which time any remaining vacation owed will be paid at the rate earned.

16.8 A maintenance employee who terminates his/her employment in the course of the year will be entitled to his/her accumulated vacation benefit, if he/she has been employed by the schools for one (1) full year and has given not less than a two (2) week notice of termination of employment.

ARTICLE XVII

LEAVES OF ABESENCE

For the purpose of the sections of this Agreement having to do with leaves of absence, the following definitions shall apply:

- A. "Immediate Family" shall include father, mother, husband, wife, child, sister, brother, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchildren and any person in lieu of parents.
- B. "Per diem basis" shall be the amount obtained by dividing the contractual salary by the number of days to be employed as indicated in the Agreement.
- C. "Pro rata basis" shall mean employees employed on a schedule different than an eight (8) hour (full day), shall have deductions for unpaid leave or pay for paid leave, determined by the portion of the day normally worked on the day(s) of absence.

17.1 Reasons for which leave may be granted are:

- A. Absence of not more than five (5) days per year caused by deaths in the immediate family, shall be compensated by payment of contractual salary.
- B. Absence of not more than three (3) days per year for the death of an aunt, uncle, nephew, niece or first cousin shall be compensated by payment of contractual salary.
- C. Out of state deaths may entail an extension of time in ratio to travel time. Such extension is at the discretion of the Superintendent or designee.
- D. Absence under (C) shall be counted as sick leave and shall be deducted from sick leave accumulation.
- E. Leave of absence shall be granted for conditions of injury or illness, military service or for other reasons by the Board of Education. No employee, however, shall be granted leave of absence to seek employment elsewhere. Seniority shall be retained during a leave of absence. To be eligible for a leave of absence, an employee shall have served for a period of not less than two (2) years.
- F. Absence of a reasonable length of time, but not to exceed five (5) days per year, caused by the serious illness of member of the employee's own household or a member of the immediate family whose care is the direct responsibility of the employee and requiring the personal attention of the employee will be compensated by payment of the contractual salary.
- G. Additional personal absences shall result in a deduction on a per diem basis.
- H. No unused days in this Article may be accumulated.
- I. Paid leave of absence shall be counted as sick leave and deducted from the sick leave allowance provided in Article XVIII.

Request for exceptions to 17.1, shall be approved through the Superintendent or designee .

17.2 To obtain a leave of absence for any reason, an employee must file a request in writing with the Superintendent or designee, stating the reason for the request in detail. Leave may be granted only upon approval of the Board of Education.

ARTICLE XVIII

SICK LEAVE

Sick Leave (Personal Illness)

- 18.1 The following rules shall be applicable to sick leave for personal illness:
- A. During the first year of employment, the qualified full-time employee shall earn sick leave for personal illness at the rate of one (1) day per month of employment or major fraction thereof.
 - B. No sick leave may be used by a new employee before he or she has completed the probationary period.
 - C. Employees who have accumulated sick leave due to previous service but who are unable to begin a new contract year because of personal illness or personal injury, shall be allowed to draw upon such sick leave accumulated until it is depleted or until resumption of assigned work, whichever occurs sooner.
 - D. After the first year of employment, full-time employees shall earn one (1) day per month.
 - E. Accumulation of sick leave days shall be without limit.
 - F. Additional absences shall result in deduction on a pro rata or per diem basis.
 - G. Any employee who is absent because of injury or disease in compliance with the Michigan Workers Compensation law shall receive from the Board the difference between the allotted amount and his/her regular salary for the duration of the illness, limited to and deducted from any accumulated sick leave. Number of days of sick leave deducted would be proportionate to the dollar amount contributed in salary by the Board.
 - H. The Board of Education reserves the right to consider all sick leave problems extending beyond the limitations set forth herein on the merits of each individual case. Any employee whose personal illness extends beyond the period compensated under Section 18.1, shall be granted a leave of absence without pay for such time as is necessary for complete recovery (but not to exceed twelve months). Upon return from leave, if physically qualified, an employee shall be assigned to the same position previously held if the position still exists. If the leave extends beyond the two year limit the employee's employment will be terminated.
 - I. The Board of Education contemplates that the use of sick leave will be on an ethical basis in keeping with the high standards of the school profession.
 - J. The employee, absent because of illness or injury, shall, after five (5) consecutive work days, on the request of the Superintendent or designee, present a doctor's certificate or other proof of illness and satisfactory recovery. The proof of illness shall cover the period of absence. In the case of maternity or elective surgery, the administration may request a medical statement indicating the last day the employee is available to work and the expected date of return.
 - K. Half-time employees will receive above benefits on a half-time basis.
 - L. Sick leave taken beyond those days accumulated at the time of illness will result in a loss of pay for each additional day or fraction of a day taken. Excessive absenteeism will be noted in evaluation.

ARTICLE XIX

PROCEDURES APPLICABLE TO PERSONAL AND OTHER LEAVE

- 19.1 The Facilities and Transportation Supervisor shall certify to the legitimacy of a claim for compensation for absence covered in Article XIX, by entering on the payroll his signature and the dates and causes for such absence, provided the provisions of this Agreement covering such absence(s) are complied with.
- 19.2 Employees who may have accumulated sick leave days under the provisions of this Article and who terminate their employment with this school system, shall not be compensated for unused sick leave days and said unused sick leave days may not be carried forward in case of subsequent reemployment with this school system. Employees employed in this district continuously for at least ten (10) consecutive years, shall, upon retirement, receive thirty-five (35) dollars for each day of unused accumulated sick leave.
- 19.3 No employee shall absent himself or herself from regular duties for causes other than personal illness, illness in the immediate family requiring the personal attention of such employee, death in the immediate family, or death of a relative, except with the prior permission of the immediate supervisor. When, in the judgment of the immediate supervisor, Facilities and Transportation Supervisor or Superintendent or designee, such absence contributes to the general interest of the school system, compensation may be paid on a full or partial basis.
- 19.4 Absence with pay not chargeable against the employee's allowance, shall be granted for the following reasons:
- A. Absence when an employee is called for jury service. (Pay the difference between jury pay and regular pay.)

*Retirement is defined as being qualified to retire under the Michigan Public School Employees Retirement System (MPERS).

- B. Court appearance as a witness whenever an employee is subpoenaed to attend any proceeding. (Pay difference between witness fees and regular pay.)

(For A and B, the district will pay the difference between pay received from the court and the employee's regular pay. Determination of the amount to be received from the school shall be determined by deducting the court fee from the amount usually earned during the time missed because of the employee's physical presence at court, plus reasonable travel time to return to the work site.

- C. Time necessary to take the Selective Service physical examination.
- D. A maximum of two (2) days for personal leave per year, but such personal leave days will not be used immediately prior to or immediately following a holiday or vacation (with the exception of emergency leave). Except in cases of emergency, an employee taking personal leave must notify the immediate supervisor during his/her shift on the day previous to the leave. Unused personal leave days will be added to sick leave accumulation. Those who have used two (2) days and terminate at six (6) months, must have one (1) day deducted.

- 19.5 Parental leaves of absence shall be granted, upon request, for up to one (1) year without pay to commence at the end of disability, due to childbirth, or at any time during the first year after receiving de facto custody of said infant child, or prior to receiving such custody if necessary, in order to fulfill the requirements for adoption. Such requests shall include the beginning date and probable ending date of said leave.
- 19.6 Military leaves of absence shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States, in accordance with the requirements of applicable law.
- 19.7 The Board shall grant a leave of absence without pay to any employee to campaign for or serve in an elected public office for a period not to exceed one (1) year. Upon return from serving in a full-time public office, an employee shall receive salary increments mutually agreed upon by the employee, and the Superintendent or designee, but in no case exceeding salary benefits allowable for military leave.
- 19.8 Seniority shall continue to accumulate during all leaves. An employee who is granted a leave of absence pursuant to the sections above, shall have the following re-employment right:
 - A. When an employee notifies the Superintendent or designee of a desire to return to active employment, said employee shall be assigned to the first available vacant position if available for which he/she is qualified.

ARTICLE XX

ABSENCE OF EMPLOYEES

- 20.1 Employees who are unable to report for work, shall notify the Facilities and Transportation Supervisor at the earliest possible time and in no event less than one (1) hour before the employee is to report for work.
- 20.2 Second and third shift employees who are unable to report for work shall follow the contract procedure, but with notification at least two (2) hours before their scheduled shift.

ARTICLE XXI

INJURIES TO EMPLOYEES

- 21.1 Any employee who receives a personal injury arising out of, and, in the course of his/her employment, shall report such injury to his/her immediate supervisor, in accordance with the provisions of the Michigan Workers Compensation Act.

ARTICLE XXII

DISCIPLINE AND DISCHARGE

- 22.1 A non-probationary employee shall not be disciplined or discharged without just and sufficient cause.

In cases where rules call for a penalty less than immediate discharge and a written warning is not required, the discipline administered shall be commensurate with the seriousness of the violation. The Board shall not be obligated to re-employ any employee who had been laid off or discharged during his/her probationary period.

- 22.2 When the Board is considering disciplinary action* against an employee, the Chief Steward shall be notified in advance, in writing, so that the employee may be represented at the time such discipline is invoked. Within five (5) working days of an alleged infraction, an employee shall be notified in writing that disciplinary action is being considered and the reasons therefore. The foregoing time limit shall be waived, however, in those cases where the Board could not have been reasonably expected to know, in a timely fashion, that an infraction had taken place. Copies of such notification shall be provided to the Chief Steward.

Should an employee choose to not have representation by the Grievance Committee at the time discipline is to be imposed, said employee shall indicate such preference in writing and provide copies in advance to his/her immediate supervisor imposing said discipline and the Chief Steward. Notwithstanding the provisions above, both parties recognize that cases of gross misconduct may require immediate and direct disciplinary action on the part of the supervisor at the time such offense takes place.

- 22.3 When imposing any discipline on a current charge, the Board will not take into account any prior infractions which occurred more than one (1) year prior thereto. In cases where the discipline imposed on an employee is taken to arbitration, however, the parties agree that the work performance of said employee over the prior eighteen (18) month period may be introduced by the Board and shall be subject to the arbitration process. It is agreed that section 22.3 shall be removed effective June 30, 2021.

*Disciplinary action shall be defined as written reprimand, suspension, demotion or, discharge.

ARTICLE XXIII

LAYOFF AND RECALL

- 23.1 Layoff. If it becomes necessary for the Board to effect a reduction in the work force, probationary employees shall be laid off first, subject to the provisions of Article 23.4. Exceptions to the foregoing would be those instances where more senior employees do not possess the skills needed to perform the work of a probationary maintenance employee. After probationary employees have been laid off, other employees may then be laid off in accordance with their seniority, those having the least seniority being laid off first, providing more senior employees possess the necessary skills and ability to perform the work available.

Should a more senior employee become laid off or displaced, said employee shall be allowed to (1) bump the least senior employee in the same job classification within the same wage classification, or, if not available, (2) a choice to bump the least senior employee in a different job classification within the same wage classification, if qualified for the position, (the displaced employee may choose the position held by the least senior employee on the same work schedule or select the position held by the least senior employee on a different work schedule), or a less senior employee in a lower wage classification.

A "displaced" employee is one employed by the Board, whose particular position has been redefined or eliminated.

No laid off employee shall lose accrued vacation pay to which he/she is entitled.

- 23.2 Recall. When the work force is increased after a layoff, employees shall be recalled in order of their seniority to the first available position for which they are qualified in their previous wage classification or lower wage classification.
- 23.3 Seniority. Seniority shall be determined by the number of years of continuous service with the school system.

Seniority lists shall be up-dated annually and published during the month of July. Seniority order of employees hired on the same day shall be decided by lottery, the N.I.E.A. shall be represented.

An employee shall lose his/her seniority for the following reasons:

- a. He/she quits
- b. He/she is discharged
- c. He/she retires

- 23.4 Seniority on one list shall not entitle an employee to seniority rights on another list for the purpose of layoff, recall, transfer or promotion. Total school district service time shall be used to determine longevity, vacation and accumulated sick time.
- 23.5 No employee on the district payroll shall work for two (2) or more bargaining units when the combined regular schedule exceeds eight (8) hours a day. Also, any employee under this provision shall be paid at the rate of the position being worked, according to the wage scale.

ARTICLE XXIV

GRIEVANCE PROCEDURE AND ARBITRATION

24.1 The term "grievance" as used herein, shall refer to any alleged violation of the expressed terms and conditions of this Agreement. A grievant is defined as an employee, a group of employees and/or the Association.

24.2 PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are maximums and every effort should be made to expedite the process. However, the time limits may be extended by mutual agreement of the parties.

A. Level One

1. An employee and steward, if requested by the employee, shall, within five (5) working days of the occurrence of the grievance, orally discuss the matter with the immediate supervisor with the objective of resolving the matter informally.

All grievances of disciplinary action shall begin at level two in writing on the proper form. However, the foregoing time limit shall be waived up to twenty (20) working days in those cases where the grievant could not have been reasonably expected to know that a contract violation had taken place. If the aggrieved is not satisfied with the disposition from the oral discussion and wishes to further pursue the matter, he/she shall file the grievance in writing on a grievance form provided by the Board. The written grievance must be submitted to the Facilities and Transportation Supervisor whichever is appropriate, within five (5) working days of the discussion of the grievance.

2. Within three (3) working days of the filing date, the Facilities and Transportation Supervisor or his/her representative shall meet with the aggrieved and the grievance committee* in an effort to resolve the grievance. A written answer shall be given within three (3) working days after such meeting.

B. Level Two

1. If the aggrieved is not satisfied with the disposition of the grievance at Level One, the proper form as provided by the Board, shall be forwarded within three (3) working days thereafter by the employee to the Superintendent or designee or designee, stating a desire to pursue grievance to Level Two. At this level, the grievance form must be co-signed by the aggrieved and the Association and one signed and dated copy retained by the Association.

*The grievance committee shall consist of no more than three persons.

2. Within seven (7) working days of receipt of such grievance, the Superintendent or designee or designee, will meet with the aggrieved and the grievance committee to discuss the issue. A written answer shall be given to the aggrieved and the N.I.E.A. representative within fifteen (15) working days after receipt of such grievance.

C. Level Three

The grievance shall be deemed settled on the basis of the answer given by the Assistant Superintendent for Human Resources or designee, unless within thirty (30) calendar days

after receipt of the answer of the Superintendent or designee or designee, or the expiration of the time for him/her to answer, whichever is earlier, the grievance is appealed to arbitration by the N.I.E.A.

Any such appeal shall be made within that period by written demand for arbitration served upon the Superintendent or designee. An exception to the foregoing shall be a grievance which does not fall within the jurisdiction of the arbitrator, as provided below, in which event the parties shall have recourse to their rights provided by law with respect to any answer given by the Superintendent or designee which is not accepted as satisfactory settlement of the grievance.

An exception to this procedure will be a mutually agreed upon meeting two weeks prior to an arbitration date for the parties to meet for a final attempt to settle before arbitration. If there is no agreement at this final meeting the arbitration procedure will continue.

ARBITRATION:

In the event the answer of the Board is not satisfactory to the N.I.E.A. and the grievance has been appealed to arbitration in the manner above provided, the arbitrator shall have the following jurisdiction, and no other, to hear and decide all issues with respect to such unsettled grievance:

1. The grievance shall relate solely to the application and interpretation of the terms and conditions of this Agreement, or any addendum or supplement thereto, including and issue respecting suspension, discharge or other discipline.
2. The arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of this Agreement or any supplement or addendum thereto, and he/she shall have no authority to hear or rule upon any of the following:
 - a. Any matter involving the refusal of the Board to hire any person or to permit any person to remain an employee of the Board to the completion of the probationary period;
 - b. Any matter involving the Board's discretion in the expenditure of funds for outlay;
 - c. Any matter involving the fixing or establishment of any salary schedule or rate of pay;
 - d. Any matter which can be addressed only by a change or revision or non-enforcement of one or more of the terms of provisions of this Agreement, or any schedule, exhibit, supplement or addendum thereto;
 - e. Any matter which requests the change of any classification of work (but he/she shall have jurisdiction over the application of any established classification involving a claim of misclassification);
 - f. Any grievance requesting a change or revision of any performance standard; or
 - g. Any grievance involving any issue respecting the no-strike provision of this agreement, except to hear and decide a case involving the sole issue of guilt or innocence of an employee receiving disciplinary layoff or discharge for alleged breach of said provision. Subject to the foregoing limitations on the jurisdiction of the arbitrator, the arbitrator's decision within his/her jurisdiction shall be final and binding upon both parties. The fees and expenses of the Arbitrator shall be divided fifty percent (50%) to the Board and fifty percent (50%) to the N.I.E.A.

- 24.3 All requests for arbitration pursuant to the provisions of Section 24.2 shall emanate from the Board or the N.I.E.A., and not an individual employee or group of employees. The Board may demand arbitration respecting any unsettled grievance by making its written demands for arbitration upon the N.I.E.A. within the period above allowed to the N.I.E.A. for so doing. In the event of such demand, the N.I.E.A. shall have the right, within the period allowed for demanding arbitration by it, to notify the Board in writing that it unqualifiedly accepts the Board's answer to grievance given in Step Three, in which event such grievance shall be deemed conclusively settled on the basis of such answer without the necessity for arbitration.
- 24.4 Where arbitration is properly demanded under Section 24.2 or 24.3 the Board and the N.I.E.A. shall refer their request for the appointment of an arbitrator to the Federal Mediation and Conciliation Service for arbitration, in accordance with its rules of procedure applicable to labor arbitration cases. The Federal Mediation and Conciliation Service shall be requested to furnish the names of five (5) arbitrators, and proceeding by lot, the Board and the N.I.E.A. shall alternately strike one name each until one (1) of the five (5) remains, which person shall be deemed the impartial arbitrator for the purpose of proceeding under said rules. Where the parties are able to agree upon an impartial arbitrator without invoking the procedures of the Federal Mediation and Conciliation Service, the arbitrator shall, nevertheless, adhere as closely as possible to the rules of procedure of the American Arbitration Association established for labor arbitration cases, except that the American Arbitration Association shall not serve as administrator and there shall be no duty to notify the American Arbitration Association pursuant to any of its rules of the appointment of the arbitrator by agreement of the parties.
- 24.5 Either party may designate an alternate representative to act in a temporary absence of its regular representative at any step in this grievance procedure. Such designation shall not affect any grievance in process which was properly presented to the designated representative. Any such designation of an alternate by either party shall be made by notice in writing given to the other party and such temporary designation shall remain in effect until written notice is given to the other party of the restoration of the representatives designated above.

ARTICLE XXV

ENTIRE AGREEMENT CLAUSE

- 25.1 The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties, after the exercise of the right and opportunity are set forth in the Agreement. Therefore, the Board and the N.I.E.A., for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. If both the N.I.E.A. and the Board should mutually agree that a need exists to re-open a specific area of this Agreement, negotiations may be initiated on that area during the life of the Agreement.
- 25.2 This Agreement shall supersede and replace, as of its effective date, all agreements between the parties dated prior thereto, or all rules and regulations of the Board which are in conflict herewith.
- 25.3 This Agreement shall be binding upon the Board and the N.I.E.A. and shall be binding upon any successor of the N.I.E.A. A successor of the N.I.E.A. shall be (a) a labor organization into which the N.I.E.A. is merged, consolidated, assigned, transferred or reorganized, or (b) a labor organization which is the successor to the N.I.E.A. by operation of law.
- 25.4 Nothing in this Agreement shall be interpreted as modifying or eliminating the Board's authority to act under Public Act 112 of 1994.

ARTICLE XXVI

NO-STRIKE CLAUSE

- 26.1 The N.I.E.A. agrees that neither its officers, agents nor members shall authorize, engage in, condone or ratify a strike. A strike shall be defined to include slow-downs, boycotts, picketing, work stoppages of any kind or any other concerted activities having the effect of interrupting work or interfering with normal school business during the term of this Agreement.
- 26.2 The N.I.E.A. shall not be liable for any violation of this Article, provided that it submits, upon Board request, a written disclaimer of any responsibility for such action.
- 26.3 Any employee who willfully violates any of the above provisions may be disciplined forthwith, up to and including discharge. Such disciplinary action may only be grieved as provided for in Section 24.2 (2) (g).

ARTICLE XXVII

MISCELLANEOUS

27.1 School Closing. Announcement over the local radio stations to the effect that "Muskegon Public Schools" are closed and employees need not report for work.

27.2 Snow Removal Procedures

1. All parking and walk areas will be identified for the purpose of snow removal for each of the Muskegon school buildings.
2. Contracted services and/or school mechanized equipment will be utilized to the fullest extent possible in keeping these areas clear.
3. Entrance ways and approach areas will continue to be the responsibility of the building contractor.
4. Any unusual situations in these areas shall be called to the attention of the Facilities and Transportation Supervisor for evaluation.

Note: Mechanized equipment shall be defined as enclosed riding equipment, e.g. tractors, trucks with snow plows, snow blowers.

ARTICLE XXVIII

DURATION AND TERMINATION

28.1 The terms of this Agreement are effective as indicated below:

July 1, 2018 through June 30, 2021

NIEA SALARY SCHEDULE

2018-2020

- @ .5% Increase effective July 1, 2018
- @ 1% Increase effective July 1, 2019
- @ 1% Increase effective July 1, 2020

NIEA SALARY SCHEDULE			
2018/2019			
YEAR	8A	Maintenance I	Maintenance II
1		20.15	16.25
2		20.86	17.00
3		21.55	17.74
4		22.36	18.54
5	23.29	22.81	18.92

LONGEVITY:	AFTER 34 YRS	\$ 4,836
	AFTER 29 YRS	\$ 4,071
	AFTER 24 YRS	\$ 3,055
	AFTER 19 YRS	\$ 2,041
	AFTER 14 YRS	\$ 1,273

Annual clothing allowance - \$200

- First year employees must purchase five (5) shirts with the remainder to be used at designated location.
- All others can select purchases from designated location but must be MPS monogrammed items.

NIEA SALARY SCHEDULE			
2019/2020			
YEAR	8A	Maintenance I	Maintenance II
1		20.35	16.41
2		21.07	17.17
3		21.77	17.92
4		22.58	18.73
5	23.53	23.04	19.11

LONGEVITY:	AFTER 34 YRS	\$ 4,884
	AFTER 29 YRS	\$ 4,112
	AFTER 24 YRS	\$ 3,086
	AFTER 19 YRS	\$ 2,061
	AFTER 14 YRS	\$ 1,286

Annual clothing allowance - \$200

- First year employees must purchase five (5) shirts with the remainder to be used at designated location.
- All others can select purchases from designated location but must be MPS monogrammed items.

NIEA SALARY SCHEDULE			
2020/2021			
YEAR	8A	Maintenance I	Maintenance II
1		20.55	16.57
2		21.28	17.34
3		21.99	18.10
4		22.81	18.92
5	23.77	23.27	19.30

LONGEVITY:	AFTER 34 YRS	\$ 4,933
	AFTER 29 YRS	\$ 4,153
	AFTER 24 YRS	\$ 3,117
	AFTER 19 YRS	\$ 2,082
	AFTER 14 YRS	\$ 1,299

Annual clothing allowance - \$200

- First year employees must purchase five (5) shirts with the remainder to be used at designated location.
- All others can select purchases from designated location but must be MPS monogrammed items.

