

**MASTER AGREEMENT**

**between the**

**WEST BLOOMFIELD SCHOOL DISTRICT  
BOARD OF EDUCATION**

**and the**

**WEST BLOOMFIELD SCHOOL DISTRICT  
PARAEDUCATORS, MEA/NEA**

**SEPTEMBER 1, 2015 – AUGUST 31, 2016**

**WEST BLOOMFIELD SCHOOL DISTRICT  
WEST BLOOMFIELD, MICHIGAN 48324**

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## **AGREEMENT**

This Agreement is entered into, effective September 1, 2015 by and between the Board of Education of the West Bloomfield School District, hereinafter called the "Employer" and the West Bloomfield Paraeducators, MEA-NEA, hereinafter called the "Association." The signatories shall be the sole parties to this Agreement.

The headings used in this Agreement neither add to nor subtract from the meaning, but are for reference only.

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with the Association as the representative of its bargaining unit members with respect to hours, wages, terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement;

THEREFORE, in consideration of the following mutual covenants, the parties agree as follows:

### **ARTICLE I RECOGNITION**

The Employer, being the Board of Education of the West Bloomfield School District, recognizes the West Bloomfield Paraeducators, MEA-NEA as the sole and exclusive bargaining representative of all general school paraeducators, lunchroom/playground paraeducators, Title I tutors, security paraeducators, medical techs, special education paraeducators, and bilingual tutors but excluding supervisors, crossing guards, and all other personnel. The employer agrees not to negotiate with or recognize any organization other than the West Bloomfield Paraeducators, MEA-NEA for the duration of this Agreement.

All personnel represented by the West Bloomfield Paraeducators, MEA-NEA in the above-defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as "employees."

### **ARTICLE II REPRESENTATION**

The Association shall furnish the Employer with the names of the officers, representatives, committee chairpersons and staff representatives of the Association with whom it may be dealing. Until the Employer has received written notice from the Association, it shall not be required to deal with such employees purporting to be representatives.

### **ARTICLE III GRIEVANCE PROCEDURE AND ARBITRATION**

- A. A grievance is defined to be a complaint by an employee within the unit or the Association based upon an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of this Agreement.
- B. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any supervisory or administrative personnel and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement and the Association has been given the opportunity to be present at such adjustment.

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C. Grievances shall be resolved in the following manner:

Informal

Prior to the initiation of the formal grievance procedure, the employee(s) shall discuss the problem with the immediate supervisor whose action led to the problem. The employee(s) may have a representative of the Association present, if requested. Every effort shall be made to resolve the problem informally. If the matter is not resolved, the employee(s) may file a formal written grievance with the Association.

The parties agree that the informal step should occur as promptly as possible, but shall take place within ten (10) working days immediately following the event or condition that is the subject or basis of the grievance, or within the ten (10) working days from which he/she has knowledge of such event or condition.

Formal

Step 1

A grievance submitted to Step 1 shall be presented to the immediate supervisor within the fifteen (15) working days that immediately follow the event or condition that is the subject or basis of the grievance, or within the fifteen (15) working days from which he/she has knowledge of such event or condition. A meeting shall be held on the grievance within the next five (5) working days and shall be attended by the employee(s) and representative(s). The immediate supervisor's written disposition shall be rendered within the next five (5) working days. Copies of the supervisor's disposition shall be given to the grievant and the Association.

Step 2

If the grievance has not been resolved in Step 1, then the Association shall present the grievance in writing to the Superintendent of Schools or his/her designee within the next five (5) working days. The Superintendent of Schools or his designee shall meet with the Association and the aggrieved in an attempt to resolve the grievance within the next five (5) working days. The Step 2 disposition shall be rendered within the next five (5) working days. Copies of the supervisor's disposition shall be given to the grievant and the Association.

Step 3

If the grievance is still unresolved, either party may, within thirty (30) working days after the Step 2 disposition, and by written notice to the other party, request arbitration.

Within ten (10) working days after such notice to arbitrate, the Association and the Employer shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree, a request for a list of arbitrators will be made to the American Arbitration Association by the party seeking arbitration within the next five (5) working days. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The Arbitrator so selected will hear the matter promptly and will issue his/her decision no later than thirty (30) days from the date of the close of the hearings. The arbitrator's decision will be in writing and will set forth his/her findings of facts, reasoning, and conclusions on the issues submitted.

The arbitrator shall have no authority except to pass upon alleged violations of the provisions of this Agreement and to determine disputes involving the application or interpretation of such provisions. The arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement, nor shall he/she render any decision which would require an action in violation of the Michigan School Law.

The costs of the arbitrator's services, including expenses, if any, shall be borne equally by the parties. Employees participating in an arbitration hearing shall not be paid wages for any time they are absent from their duties.

- D. The time limits set forth above in Steps 1 through 3 may be extended, in writing, for good cause show or by mutual consent of the parties. Time limits set forth herein or agreed upon shall be considered as substantive, and failure to conform to them shall mean default by the party failing to conform.

#### **ARTICLE IV DISCHARGE AND DISCIPLINE**

- A. No employee shall be discharged, disciplined, demoted, suspended, and/or reduced in compensation without just cause. The Board agrees that should an employee be discharged, suspended, or given a written reprimand, it will promptly notify, in writing, the Association President of such action.

When an employee has reasonable grounds to believe that an interview with an administrator is an investigatory interview in which the risk of discipline reasonably exists, he/she may request that an Association representative be present as a witness for the employee.

- B. Appeal of a discharge or discipline action will be made through the grievance procedure, beginning at Step 1.
- C. This provision is not applicable to an employee during his/her probationary period.

#### **ARTICLE V SENIORITY, LAYOFFS AND TRANSFERS**

- A. Seniority shall be defined as length of service in the bargaining unit and shall be calculated from the date on which the employee first assumes his/her duties. Probationary employees become seniority employees at the completion of their probationary period and, if laid off, will have recall rights for four (4) years. Seniority will not accrue for the time spent on layoff.
- B. Seniority shall be severed if:
  - 1. The employee quits or retires.
  - 2. The employee is discharged and the discharge is not reversed through the grievance procedure.
  - 3. The employee is absent without notice with good cause for three (3) consecutive work days.
  - 4. If he/she is on layoff for a period of four (4) years.
- C. The employer will provide the Association a seniority list within two (2) weeks after the effective date of this Agreement and annually thereafter during the term of this Agreement. The list shall contain each employee's name, seniority date, and classification. Any additions or changes during the year shall be furnished the Association by the employer upon written request. Seniority shall not be affected by sex, race, color, religion, age, marital status, national origin, weight, height, disability, sexual preference, or dependents of the employee.

D. Probationary Period:

1. The probationary period for paraeducators shall be a period of six (6) months from the date of hire. The time frame does not count breaks or holidays.
2. If the employee is continued in employment beyond the probationary period, his/her seniority shall be established from the date of hire. In the event of a probationary employee's layoff, he/she shall have recall rights for a period equal to his/her employment in the unit.
3. The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment. Probationary employees may be summarily discharged, except as otherwise provided by law, and such discharge is final and not subject to the grievance procedure.
4. Benefits shall accumulate as of date of hire and may be used as accumulated. Sick leave accrual and holiday benefits shall begin as of the first day worked. All insurance benefits shall become effective the first day of the month following the twentieth (20<sup>th</sup>) workday.

E. Layoffs and Recalls:

1. Should it be necessary to reduce positions, the employer will, to the extent possible, retain higher seniority employees over probationary and lower seniority employees. The procedure to reduce positions will be as follows:
  - a. Any current vacant positions or those which the employer knows will become vacant in the next school year shall be available in the displacement process. Should no displacement process be necessary, the positions shall be posted internally and filled.
  - b. The employer will determine the positions to be eliminated. Employees holding these eliminated positions will be considered displaced employees.
  - c. Positions which are moved to another building or split with another building but remain the same position or classification will be given to employee(s) holding those positions on a seniority basis.
  - d. When necessary, any ties in seniority shall be broken by lottery. Once broken, the seniority order will be permanent.
  - e. Prior to notification of employees (both those whose position will be eliminated and those whose position will be vacated) the Association will be notified and given an opportunity to meet with the employer to discuss the issues.
  - f. Displaced full time employees shall have the right to assume a position for which they are qualified, which is held by the least senior full time or part-time employee. For the purposes of the article full time is any position that is six (6) hours or more.
  - g. Displaced part-time employees shall have the right to assume a position held by a less senior part-time employee with hours equal to or less than (within ten minutes, but less than full time) the position for which they are qualified.
  - h. After all the above steps have been completed any employee without a position will be notified of layoff by the employer.

- i. Employees to be laid off will be given at least twenty (20) working days notice of layoff. Copies of layoff notices will be sent to the local Association president on the same day as the notices are issued to the employees.
  - j. After all bumping and placement has been completed, employees may agree to switch positions within a building subject to the approval of the building principal, the Assistant Superintendent for Human Resources, and the Association.
2. Any displaced full-time employee who only has part-time positions available during the displacement process or who doesn't meet the qualifications for the position(s) offered, may elect voluntary layoff and be eligible to collect unemployment benefits.

Displaced part-time employees who were displaced from a position that was twenty (20) hours per week or more and have been offered positions that are less than twenty (20) hours per week may elect a voluntary layoff.

3. Any positions which become vacant will first be posted internally (to include current and laid off members). Laid off members will not waive his/her recall rights by not applying for vacancies. If not filled, vacancies will be subject to the recall provisions.
4. Recalls will be in reverse order; that is, a senior laid-off employee will be given priority of work over a less senior laid off employee subject to the ability of the senior employee to do the work. No new employees will be hired while there are laid off employees with the same hours (in prior position) subject to the ability to do the work.
5. An employee may refuse recall to a position with fewer hours, shorter work year or lower classification and still remain on the recall list. An employee who accepts recall to a position with fewer hours, shorter work year or lower classification will be eligible to return to the first vacant position with same hours, work year and classification as held prior to layoff.
6. Notice of recall shall be sent to the employee at his/her last known address, as shown on the employer's records, by registered or certified mail. If an employee fails to report for work within ten (10) working days from the date of mailing of notice of recall, he/she shall be considered as having quit.
7. Each employee is responsible for keeping the employer advised in writing of any change of address and will not be excused for failure to report for work on recall if he/she fails to receive recall notice because of his/her own failure to advise the employer in writing of change of address.
8. The decision of the employer as to the necessity of layoffs and recalls is final and not subject to the grievance procedure if the above procedure is followed.

F. Postings of Jobs:

1. All employees in the bargaining unit will be notified of all jobs by posting for at least five (5) work days. Such posting shall contain job title, classification, building and pertinent information relating to the position. Postings will be distributed to the designated Association representative in each building and all building principals. The President or his/her designee will be emailed a copy of the posting as soon as it is available.
2. Employees interested shall apply within the five (5) work day period through the application process listed on the posting. Employees desiring to be considered for the vacancy must apply during this five (5) day period. An application to a position included in

the bargaining unit shall be awarded to the individual best qualified as determined by the employer. In case the choice rests between two (2) or more employees who have equal qualifications, seniority shall govern the selection. Applicants who do not possess the skills, education or experience on the job posting will not be granted an interview for the position. All applicants will be notified of the decision regarding the appointment.

3. The position must be filled within ten (10) work days of the end of the posting period. Time limits may be altered by mutual agreement of both parties. This may only be altered by mutual agreement by the Association and the District.
4. Summer positions will be posted to all paraeducators. All qualified applicants will be granted an interview. If all qualifications between two (2) or more employees are equal, seniority shall govern the selection.
5. Employees who are assigned as a "one-on-one" paraeducator will move buildings and/or grade level with their assigned student.

G. Application to Higher Classification Position:

1. An application to a higher job classification included in the bargaining unit shall be accorded to the individual best qualified as determined by the employer. In case the choice rests between two (2) or more employees who have equal qualifications, seniority shall govern the selection. If no employee in the bargaining unit is qualified, the employer may fill the position by new hire.
2. The employee applying to an open job and being granted it will be given a twenty (20) workday trial period. If the employee elects to return within ten (10) workdays, he/she will be returned to their former position. In the event the employee is unsatisfactory and is returned to his/her former position, all persons transferred as a result of the initial movement shall also be returned to their former position or laid off if no position is available.
3. During the trial period, employees will receive the rate of the job they are performing.
4. If additional hours are added in a program, department or building, the hours shall be added in seniority order to the employees who work under six (6) hours per day (excluding bilingual tutors) so as to bring them up to six (6) hours per day. If additional hours result in an increase of more than one (1) hour and over six (6) hours per day, then the excess time will be posted.
5. Newly created positions or other additional hours not covered under Article VI, Section G.4 shall not be combined with existing positions unless the entire job is posted.

H. Transfers:

1. Voluntary
  - a. A voluntary transfer shall be defined as a movement within the same or lower classification within the bargaining unit which is vacant.
  - b. Employees may request transfers for present and future vacancies by filing same in writing with the Human Resources Administrator. Such requests shall be kept on file for one (1) school year. These requests shall be given consideration as vacancies occur. Requests which were not acted upon must be refilled each September to remain active. An employee whose request was not acted upon may ask for an explanation and shall be given one.



- c. Transfers to a position included in the bargaining unit shall be accorded to the individual best qualified as determined by the employer. In case the choice rests between two (2) or more employees who have equal qualifications as determined by the employer, seniority shall govern the selection. If no employee in the bargaining unit is qualified as determined by the employer, the employer may fill the position by new hire.
- d. The employee requesting a transfer to an open job and being granted it will be given a twenty (20) workday trial period. If the employee is unsatisfactory in the new position, or if the employee elects to return within ten (10) workdays, he/she will be returned to the position from which he/she was transferred. In the event the employee is unsatisfactory and is returned to his/her form position, all persons transferred shall also be returned to their form position or laid off if no position is available.

2. Involuntary

- a. An involuntary transfer shall be defined as a movement within the same classification, and/or a transfer of a program/classroom or due to the closure of a building. If the transfer is due to a building closure or a program is being moved to another location and the employee's hours are exclusively for the program/classroom; the employee will move with the program/classroom.

When/if this type of change is deemed necessary, the human resources administrator will consult with the paraeducator union president and the employee to discuss and provide rationale for this action. The employee cannot be moved into a position with fewer hours than they are currently working.

- b. The employer may make all transfers of employees which it deems necessary, provided:
  - 1. The employer shall solicit volunteers for the transfer. If there is more than one volunteer, the most senior employee shall be moved. If there are no volunteers, the lowest senior employee shall be moved.
  - 2. Written notice of transfer is given to the employee(s) affected.
  - 3. Reasons for transfer in writing are given if requested by the employee(s) involved.
  - 4. Opportunity to meet with the Superintendent via the Human Resources Administrator be given to discuss the transfer.
- c. The employee transferred will be given a twenty (20) working day trial period. If the employee is unsatisfactory in the new position, he/she will be returned to the position from which he/she was transferred. In the event the employee is unsatisfactory and is returned to his/her former position, all persons transferred or promoted as a result of the initial transfer shall also be returned to his/her former position or laid off if no position is available.
- d. Decisions of the employer on transfers and the necessity therefore is final and not subject to the grievance procedure if the above procedure is followed.

**ARTICLE VI**  
**WORKING HOURS**

- A. Hours of work shall be determined by the employer. Employees whose hours are cut prior to or during the school year by more than one (1) hour or by loss of insurance shall be able to use their

seniority to bump another employee with more hours if they so choose, subject to the limitations of Article VI of the layoff provisions.

- B. Unless notified to the contrary, paraeducators will be assigned to the same building and same number of hours as were assigned in the previous school year. Any change in assignment or hours will be communicated to the paraeducator at least five (5) days prior to the beginning of the school year.
- C. All district paraeducators will work according to the following schedule:

Media Tech Paraeducators		Teacher calendar + 6 additional days
Title I Tutors, Vision and Hearing Impaired Paraeducators		Teacher calendar + 1 additional day
Special Education Paraeducators		Teacher calendar + 1 additional day
Security Paraeducators		Teacher calendar + 1 additional day
General Education Paraeducators		Teacher calendar + 1 additional day
Bilingual Tutor, Lunchroom/Playground Paraeducators		Student calendar

There shall be three full days of in-service per year. On these in-service days, principals to the extent possible, will not schedule other activities for the paraeducator which conflict with the in-service.

- D. Any paraeducator who is required to attend parent-teacher conferences will be compensated for the time at his/her hourly rate (or overtime rate if such hours bring his/her total work week to over forty [40] hours).
- E. Full time employees shall be scheduled a ten (10) minute break in the morning and a ten (10) minute break in the afternoon. If the employee is not able to take their scheduled break(s), the break time will be rescheduled. Part time employees who work more than four (4) hours shall be scheduled one ten (10) minute break. It shall not be feasible to leave an assignment with children for break purposes.
- F. Employees shall be scheduled for a thirty (30) minute unpaid duty-free lunch period if they work more than four (4) hours per day. Should an employee be called to duty during a lunch period, they will be allowed to complete their lunch period immediately following the interruption.
- G. Overtime will be paid at the rate of time-and-one-half (1-1/2) for work, including attendance at required classes, over forty (40) hours per week.
- H. The Board will provide substitutes for employees when an employee's absence from work will be ten (10) or more consecutive work days. A substitute will be placed as soon as the Board is notified that the absence will justify a substitute and providing a suitable substitute is available.
- I. Paraeducators work under the direction of administrators or classroom teachers. When a paraeducator substitutes for a regularly assigned teacher as a result of the unavailability of a substitute teacher, he/she shall receive either his/her regular rate of pay or the substitute teacher pay for the day or portion thereof, whichever is higher. He/she shall be released from all his/her paraeducator duties for that time which he/she substitutes for a teacher. If the paraeducator does additional work beyond that normally performed by a substitute teacher (i.e. cafeteria duty, recess, etc.), he/she shall be paid at his/her regular paraeducator rate for one (1) hour.

Substitute teacher pay shall begin after one (1) hour and will be retroactive to the beginning of the substituting. If a paraeducator is subbing for the entire day, they shall follow the teacher's schedule and shall not be required to do additional paraeducator duties.

When a paraeducator substitutes for a secretary for one-half (1/2) day or more, he/she shall receive either his/her regular rate of pay or the substitute secretary pay, whichever is higher, and be relieved from all paraeducator duties for the day or portion thereof except he/she may handle cafeteria duty and/or playground duty.

- J. Each paraeducator designated as the computer paraeducator and each Title I Tutor or Vision and Hearing Impaired paraeducator assigned to work at least thirty (30) hours per week shall be provided one (1) hour per week in addition to the normal schedule for the purposes of doing additional prep work, i.e. brailing. If there is no additional work to be completed the work would be assigned by the building principal.

When paraeducators are required to prepare or adapt materials for students use, attempts will be made to schedule the time during the workday. If this is not possible, the building principal or designee may authorize additional time for such purpose.

- K. Compensatory time will be handled in the following manner:

1. All time must be pre-approved by the immediate supervisor.
2. Accumulated compensatory time will be reviewed by the paraeducator and the supervisor at the end of each semester.
3. It is the intent of both parties that all compensatory time is to be used up prior to the end of the school year.
4. If problems arise regarding the use/accumulation of compensatory time, the affected parties, the Association representative and the Human Resource Administrator will meet to review and resolve the matter.

## **ARTICLE VII MEDICAL TECHS**

- A. The parties agree to the addition of a medical tech classification, Classification 45. Medical techs perform duties such as catheterization, suctioning of tracheotomies, or other medical procedures requiring specific training. The wage schedule for Classification 45 will be as set forth in Schedule A attached hereto.
- B. The posting for the medical tech shall be in accordance with Article VI, Section F.1. Information regarding specific job duties shall be provided to interested potential applicants during the posting period. There shall be no involuntary transfer of bargaining unit members to a medical tech position.
- C. The Board shall provide all training necessary to perform the specific medical tech procedures, which shall be renewed on a yearly basis. Such training will be given by a qualified health care professional. The paraeducator shall be paid at his/her regular hourly rate for all time spent in training.
- D. The normal work year for a medical tech shall be the student calendar, but may be adjusted or reduced for scheduled student absence for more than three (3) consecutive days. If the employee qualified for Board-paid fringe benefits, those benefits shall be maintained unless the position is eliminated or the student does not return within thirty (30) calendar days. In such cases, the medical tech would be eligible to bump under the provisions of Article VII, Section A., and Article VI. This section applies to only those paraeducators who work as one-on-one medical techs as their entire assignment.

- E. If the medical tech volunteers to provide a medical procedure for an additional student, the medical tech will receive additional pay in the amount of one (1) hour per day per child.
- F. In situations where the medical tech duties do not require a separate position, currently employed paraeducators may be assigned the duties, subject to the following:
  1. Each medical tech situation will be evaluated, posted and considered separately.
  2. Qualified applicants from within the bargaining unit will be considered first.
  3. The administration will consider all possible options including, but not limited to, flexible scheduling, job trading, job sharing, etc.
  4. If the administration determines that no one within the bargaining unit is qualified, or no one applies from within the unit or schedules are unfeasible, then the administration will attempt to fill the position with a current employee.

If, after all the above alternatives are exhausted, the duties remain unassigned, the administration may assign the duties to a member of the bargaining unit. However, no one can be involuntarily assigned to more than one (1) child. Such assignments will be made within the building to the lowest senior paraeducator in Classifications 41, 42, 43, or 44.

- G. The currently employed paraeducator who assumes medical tech duties (either voluntarily or involuntarily) shall be paid at the medical tech rate of pay for all hours worked as a medical tech.
- H. In the event a paraeducator serves as a back-up person and the initial provider is absent, the employee will be compensated at the medical tech rate for hours assigned to the absent medical tech.
- I. When a medical tech is absent and a currently employed paraeducator is the back-up, the Board will hire a substitute for the paraeducator back-up from the first day of absence.
- J. All paraeducators acting as back-up (voluntary or involuntary) for the medical tech procedure will be trained as outlined in C. above. All paraeducators acting as a medical tech will have a witness for all procedures.

**ARTICLE VIII**  
**INCLEMENT WEATHER AND BUILDING FAILURE**

- A. When students are dismissed because of building failures, paraeducators will be permitted to leave once all students have left the building or the remaining students are placed in a secure supervised setting. Paraeducators shall not be required to report back until students are required to report. Make up of such days will be governed by Section B of this article.
- B. Scheduled days of work that are cancelled because of conditions not within the control of school authorities, such as severe storms, fires, epidemics, or health conditions as defined by the city, county, township or state health authorities, may be rescheduled by the school district.

Paraeducators shall not report on these days and shall not be paid after the sixth cancelled day. If the district decides that the days be made up, paraeducators will be expected to work and will be paid for such make-up days. If the state decides that the days will not be made up, paraeducators will be paid for those days.

**ARTICLE IX**  
**MISCELLANEOUS**

- A. No paraeducator shall be expected or required to transport students to or from school in his/her private car.
- B. It is recognized that several cooperative work-study programs in the schools are a valuable and necessary experience to the educational welfare of our students and that the hiring of temporary employees referred to as students in no way interferes or conflicts with the duties or privileges of employees. It is understood that the provisions of this Agreement entered into between the parties do not apply to these temporary student employees.
- C. A substitute is someone filling a present position for a current bargaining unit member. A substitute may only be employed for a specific period of time and in no event for more than one (1) school year. Substitutes will not be members of the bargaining unit and will not be covered by this Agreement.
- D. When the Board makes application for any state or federally subsidized program, the Association will cooperate in the application and operation of the program. All such employees who would do bargaining unit work shall become part of the bargaining unit.
- E. Any employee who enters into active service of the Armed Forces of the United States, upon the termination of such honorable service, shall be offered reemployment in his/her previous position or a position of like seniority, status and pay, unless the circumstances have changed as to make it impossible or totally unreasonable to do so.
- F. Employees required in the course of their work to drive personal automobiles from one building to another or on other approved school business shall receive a car mileage allowance at the established annual IRS rate. Reimbursement shall be requested on no more than a once-per-month basis and shall be requested by June 30 for reimbursement from the previous year.
- G. When a new job is placed in a unit and cannot be properly placed in an existing classification, the Board will establish a classification and rate structure to apply. In the event the Association does not agree that the rate is proper for the description, the Association shall have the right to negotiate the rate as provided under Act 379, as amended.
- H. Employees shall be notified of summer employment opportunities within the district through a general posting and be given consideration for such employment. The Board's decision on summer employment will be final and non-grievable.
- I. The Board shall provide a total of forty-five (45) hours paid leave per year to be used by the Association for Association business. The President of the Association shall notify the human resources office and the affected principal(s) at least two (2) school days in advance. In emergency situations, leave time may be granted on shorter notice.
- J. The district, in coordination with the Association, will develop in-service programs for the paraeducator staff through the Office of Human Resources. A committee will be formed which will include members of the paraeducators' unit to help generate ideas for the types of in-service to be developed and provided within the district. Such in-service may be for all paraeducators or for certain groups of paraeducators (i.e. media technicians, security paraeducators or individuals). Non-violent crisis intervention training (CPI) shall be made available to all paraeducators yearly.
- K. Except in cases of emergency, there shall be no fewer than two (2) adults scheduled to supervise the playground, lunchroom and bus duty/pickup line at a time.

At least one paraeducator will be provided with an electronic communication device (cellular phone, phone, walkie talkie, etc.) whenever they are supervising students on the playground, lunchroom and bus duty.

- L. Temporary positions (those positions created for a period of sixty [60] calendar days or less) are not considered part of the bargaining unit and employees in these positions are not entitled to seniority, sick leave or other benefits. Any position continuing for more than sixty (60) calendar days shall be considered a bargaining unit position and will be posted unless, due to unusual circumstances, both parties mutually agree to extend the temporary position. If the district has temporary grant funded position(s) (state or local) for six (6) months or less, the position will not be considered part of the bargaining unit. If the position/funding is extended past six (6) months, it will be considered part of the bargaining unit.
- M. The following provisions shall be applied to all requests for information regarding a bargaining unit member under the Freedom of Information Act (FOIA):
  - 1. All requests must be made in, or reduced to, writing and forwarded to the Office of Human Resources and include the name, address and phone number of the person making the request. Should the request be made by an organization, it must include the name of the organization, address, phone number and a list of officers.
  - 2. To be honored, all requests must identify the specific public record wanted.
  - 3. Once a FOIA request is received by the Office of Human Resources, the involved bargaining unit member(s) and the Association President shall be notified immediately and provided with a copy of the FOIA request.
  - 4. As soon as possible, the district will meet with the affected employee (and Association representatives if the employee requests such representation) to review the FOIA request and the document(s) requested.
  - 5. The District shall notify the requesting party that timelines for disclosure will be extended for ten (10) additional workdays unless the meeting with the employee, reviewing of the file and preparation of disclosed material can be accomplished in five (5) weekdays.
  - 6. The District shall attempt to honor all exemptions regarding production of documents as identified in FOIA to the extent that they apply.
  - 7. Disciplinary reports, letters of reprimand and other records of disciplinary action which are more than four years old may not be released to third parties.
  - 8. Records relating to unsubstantiated complaints against an employee and/or investigatory records into an employee's conduct, where disciplinary action is not taken, shall not be released to third parties.
  - 9. On any document that may be released under a FOIA request, exempt material will be redacted if identified and if such action does not violate FOIA requirements.
- N. In all cases when a paraeducator is required to toilet a child, including diapering, another adult must be present for the entire procedure.
- O. Paraeducators who are assigned to work with a student who has identified special needs will be provided information regarding those special needs. In addition, the paraeducator will be provided access to the student's IEP information.

**ARTICLE X  
INSURANCE**

- A. The Board shall provide the following plans to each paraeducator who works six (6) hours per day, five (5) days per week and ten (10) months per year. The district currently pays the state CAP amount for healthcare and the costs shall be adjusted based on the CAP increases in January or insurance rates in July.

Both parties recognize that the district has the ability to change from the CAP to 80/20 and vice versa. In consideration of the staff and their financial planning, the district will give notice to the association of any changes in a timely manner and agrees not to make this change more than once per benefit year.

Beginning January 1, 2015 the District will pre-fund members. Employees choosing Option 2 will have \$500 for single coverage and \$1,000 for two-person and full family coverage on a yearly basis.

PAK A: MESSA OPTION 1

- Choices RX Saver Drug Card  
\$500/\$1,000 Deductible  
\$20 Office Visit Rider
- Delta Dental: 80/80/80/60  
\$3,000 Yearly Maximum on  
Class I, II, III, IV
- Negotiated Life: \$30,000 with AD and D
- Vision: VSP Gold 3

MESSA OPTION 2:

- Choices ABC Plan RX Saver Drug Card  
\$1,300/\$2,600 Deductible
- Delta Dental: 80/80/80/60  
\$3,000 Yearly Maximum on  
Class I, II, III, IV
- Negotiated Life: \$30,000 with AD and D
- Vision: VSP Gold 3

MESSA PAK B:

- Delta Dental: 80/80/80/60  
\$3,000 Yearly Maximum on  
Class I, II, III, IV
- Negotiated Life: \$30,000 with AD and D
- Vision: VSP Gold 3

- Additional Salary: \$300.00 per month

- B. For paraeducators working 19 to 29 hours per week, the insurance coverage will be:
1. Board-paid life insurance plan of \$30,000 including accidental death/dismemberment and the accelerated Death Benefit rider.
  2. The Board shall provide one-half (1/2) the full premium for the MESSA PAK A health plan coverage for those paraeducators who elect such coverage.
  3. The Board shall provide one-half (1/2) the full premium for Delta dental plan coverage as described above for those paraeducators who elect such coverage.
  4. The Board shall provide one-half (1/2) the full premium for VSP Gold 3 vision plan coverage for those paraeducators who elect such coverage.
  5. If the paraeducator does not elect health insurance coverage, the Board shall provide additional salary in the amount of one-half (1/2) that which a full-time employee receives.
- C. There shall be no double coverage on health insurance; however, dental and vision insurance shall have both internal and external coordination of benefits.
- D. The provisions of the group policies purchased by the Board and the rules and regulations of the Section 125 Plan Document developed by the Board will govern as to the commencement and duration of benefits and all other aspects of the coverage. Any complaint arising from the specific provisions of any insurance carrier's policies, assuming the policies comply with all state and federal laws and the negotiated specifications of this agreement, shall not be subject to the grievance procedure.
- It is the responsibility of the employee to make application for any insurance benefits and to keep all such records current.
- E. Paraeducators may participate in district approved tax-deferred annuities or custodial accounts on the basis of voluntary salary deduction.
- The decision to participate with any company is the employee's alone and neither the employer nor union shall be liable for monies invested.
- F. Employees who are laid off shall have health insurance benefits provided for a thirty (30) day period after the effective date of the layoff.
- An employee must be working or on paid leave of absence to be eligible for the insurance plans described in this contract. The Board will provide coverage through the end of the month for employees on unpaid leave.
- G. A Dependent Care Program option will be made available to bargaining unit members. Bargaining unit members may enroll in the plan during the month of November for the next tax year.
- The plan shall be handled through Consolidated Financial, Inc. The Board may choose to change the carrier of this plan, but shall not do so without providing the Association at least sixty (60) days notice of any change.



An Uninsured Health Care Program option will be made available to bargaining unit members. Bargaining unit members may enroll in the plan during the month of November for the next tax year.

The plan shall be handled through Consolidated Financial, Inc. The Board may choose to change the carrier of this plan, but shall not do so without providing the Association at least sixty (60) days notice of any change.

**ARTICLE XI  
PAID LEAVES**

A. Sick Leaves

Employees absent from duty as a result of personal illness or other reasons set forth in the article shall be allowed sick leave as follows:

1. All employees regularly scheduled to work thirty (30) hours or more per week shall accumulate .60 days per bi-weekly pay period.

All employees working less than thirty (30) hours per week, will receive prorated sick days according to the number of hours worked per week. (No current leave banks will be reduced as a result of this change.)

25.01 to 29.99 hours per week	0.59
20.01 to 25 hours per week	0.50
15.01 to 20 hours per week	0.40
10.01 to 15 hours per week	0.30
5.01 to 10 hours per week	0.20
1 to 5 hours per week	0.10

2. These days shall be used exclusively for the purpose of employee illness or serious illness in the immediate family (father, mother, husband, wife, sister, brother, child or any dependent living in the same household).
3. The balance of those days not used during the current year shall be accumulated into a reserve bank. Sick leave days in the bank shall accumulate to a maximum of one hundred eighty (180) days. Any accumulated sick leave beyond the one hundred eighty (180) days shall be held by the district for the Association's sick bank.
4. If, in the judgment of the Association, an emergency is created by the illness of one of its members, each member of the unit may be allowed to donate up to ten (10) of his/her accumulated sick days to the employee who is ill. Such days will be paid out to the employee by deducting one day per employee donating and then rotating until all days are used. Donation of these days is strictly voluntary. The rate of pay to the ill employee will be that which he/she would normally be receiving were he/she able to be on the job. Employees must serve a five (5) day waiting period without pay prior to receiving any days. All accumulated leave time must be exhausted prior to asking for donations. If more days are needed after the exhaustion of donation days, members in good standing may apply to the WBP sick bank.

B. Special Leave:

1. Annually, three (3) of the sick leave days accumulated above may be used for special leave. Absence must be approved by the immediate supervisor and by the central office Human Resources Administrator prior to the leave day being taken. Except in unusual

circumstances, approval must be secured in advance. Ordinarily, special leave days will not be approved for the day before or the day after a vacation.

2. Additional special leave days, up to a maximum of three (3) days, may be granted with approval as above. These days will be unpaid or may be made up with compensatory time upon prior approval.

C. Funeral Leave:

In the event of a death in the immediate family (spouse, or child[ren]), the employee shall be granted funeral leave of up to five (5) days. Such leave shall not be deducted from the sick leave accumulated. In the event of a death in the immediate family (parent, mother/father-in-law, brother, sister, grandparents, grandparents-in-law, grandchildren, brother/sister-in-law or any person living in the employee's household), the employee shall be granted funeral leave not to exceed three (3) days. Such leave shall not be deducted from the sick leave accumulation. Additional days may be granted as special leave with approval; however, these days are deductible from the employee's sick leave accumulation.

D. Worker's Compensation Leave:

Any employee on leave by reason of disability compensable under the Michigan Worker's Compensation Act will be paid as follows:

1. If the employee is absent by reason of such disability for less than two (2) weeks, the Board will pay the employee's regular salary during the first week, not chargeable to the employee's accumulated sick leave, and during the second week will pay the difference between the amount paid or payable pursuant to the Michigan Worker's Compensation Act and the employee's regular salary, not chargeable to the employee's accumulated sick leave.
2. If the employee is absent by reason of such disability for two (2) weeks or more, the Board will pay the difference between the amount paid or payable pursuant to the Michigan Worker's Compensation Act and the employee's regular salary, chargeable to the employee's accumulated sick leave pro rata.
3. The combined payments received by an employee hereunder shall not exceed the employee's regular salary for the period of disability and any amounts paid chargeable to sick leave shall not exceed the employee's accumulated sick leave time.
4. The Board and the Association agree that, should the rules regarding the payment/recording of worker's compensation benefits change, the contract provisions dealing with worker's compensation will be modified to comply with the law.

E. Maternity Leave:

Any employee who becomes pregnant may use her accumulated sick days for her period of confinement. The employee must report for work when her physician determines she is able to perform her duties if she does not request an unpaid leave.

F. Disability Leave:

Any employee who becomes temporarily disabled must notify, in writing, the Human Resources Office and his/her immediate supervisor no later than seven (7) days after medical confirmation of such disability. If the employee is able to work, a physician's statement will be required setting forth the employee's well being and ability to perform all the employee's normal and regular job duties and functions. Before returning to work, the employee must be certified by his/her

physician as ready and able to return to a full work assignment. If there is a difference of medical opinion regarding the disability, ability to work or ability to return to work, it shall be referred to a physician mutually agreeable to the parties for his/her opinion which shall be final and accepted by the parties and the employee involved. The fee of the physician selected by the parties shall be borne by the Board.

G. Jury Duty:

Employees who are summoned for jury duty examination and investigation must notify the Supervisor and the Human Resources office within twenty-four (24) hours of receipt of such notice. If such employee then reports for jury duty, he/she shall be paid the amount of wages such employee would have otherwise earned by working that day (see calendar) and the daily jury fee paid by the Court (not including travel allowance or reimbursement of expenses) shall be signed over to the district. Such time spent on jury duty shall not be charged against his/her leave days.

H. Attendance Incentive:

Employees who have perfect attendance (no absences) from July 1 to June 30 shall receive attendance incentive pay of Two Hundred Dollars (\$200.00). Employees with no more than one (1) absence will receive an incentive of One Hundred Dollars (\$100.00). All absences are cumulative and include time off without pay (00), illness (01), and personal business (02). Employees must be hired no later than October 1 to be eligible for this incentive.

**ARTICLE XII**  
**UNPAID LEAVES**

A. Personal, Professional:

Leave of absence, without pay, for good cause shown, may be granted for a period of one (1) year for personal or professional reasons. Neither experience nor salary credit will be granted for the leave, but accumulated sick leave days at the time of leaving will be maintained. Requests for unpaid leaves must be made no later than thirty (30) days prior to the beginning of the leave. Administration can approve unpaid leaves made less than the 30 days prior to the leave date if circumstances exist to allow for the request.

B. Health Leave:

A leave of absence without pay shall be granted for a period of one (1) year for an employee unable to work for health reasons. A second year of leave may be granted. Salary credit will not be granted for the leave, but accumulated sick leave days at the time of leaving will be maintained. Seniority will continue to accrue.

C. Military Leave:

A military leave of absence shall be granted to any employee who shall be inducted or shall enlist (for the term of one [1] enlistment only) for military duty in any branch of the Armed Forces of the United States. Upon return from such leave, an employee shall be placed at the same position on the salary schedule as he/she would have been had he/she been employed by the Board during such period. The period of said leave shall not exceed the period of one (1) enlistment if the employee enlists, or the period covered by the original induction orders if the employee is drafted.

D. Association Office Leave:

A leave of absence of up to two (2) years shall be granted to any employee upon application for the purpose of serving as an officer of the Association or on its staff. Upon return from such leave, such employee shall be placed at the same position on the salary schedule as when he/she left. Persons on this leave will receive no benefits except they will be allowed to retain sick leave already accumulated. This leave will be limited to not more than one (1) person in the bargaining unit.

E. Public Office Leave:

A leave of absence of up to two (2) years shall be granted to any employee upon application for the purpose of campaigning for, or serving in, a public office. Upon return from such leave, such employee shall be placed at the same position on the salary schedule as when he/she left. A person on this leave will receive no benefits except he/she will be allowed to retain sick leave already accumulated. This leave will be limited to not more than one (1) person in the bargaining unit. This leave will be for a minimum of one (1) semester and must commence at the beginning of a semester.

F. Upon termination of an unpaid leave of absence, the employee shall be reinstated to a position in his/her same classification, consistent with his/her seniority rights. Should the employee be unable to return to work due to lack of seniority or lack of vacancies, he/she shall be considered laid off.

G. Family and Medical Leave:

After a full year (at least 1250 hours) of employment, employees will be eligible to request an unpaid leave of up to twelve (12) weeks for the birth of a child, adoption of a child, foster care of a child, care of a child 18 years or younger, care for a spouse, child or parent if such relative has a serious health condition, or for their own serious illness. To be eligible for the leave, the employee must have been actively employed for one (1) full year prior to the commencement of the leave. The Board may require that the employee exhaust all paid leave entitlement as part of the mandated twelve (12) week leave period.

Application for leave under this provision shall be made by completing the district-provided application form at least thirty (30) days prior to the commencement of the leave. If it is not possible to complete the application form in advance of the leave, the form must be completed and signed within ten (10) days of the start of the leave. The form shall state (1) the reason or the leave; (2) relationship to the individual; (3) expected beginning and ending dates; (4) physician's verification; (5) agreement to reimburse the costs of medical premiums should the employee sever employment, subject to the exceptions as outlined in the Family and Medical Leave Act Rules and Regulations.

The Board may request medical verification or other information verifying the need for the leave. The commencement and duration of the leave may be dependent on the special leave rules set forth for academic institutions in the Family and Medical Leave Act as determined by the employer. Seniority shall continue to accrue during the leave. Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were at work. If the employee returns to work immediately following the twelve (12) weeks of leave, he/she shall return to the same position or a position equivalent to the position held prior to the leave. If the leave continues for longer than twelve (12) weeks, the employee will return under the conditions stated in Section F of this article.

**ARTICLE XIII**  
**SEVERANCE PAY**

- A. Upon separation from the district and completion of five (5) years of employment, the employee shall be paid for a maximum of one hundred eighty (180) accumulated unused sick days.

Upon separation from the District and completion of five (5) years of employment, employees shall be paid for all accumulated unused sick days at the rate of Twenty Dollars \$20.00 per day. Part time employees, less than six (6) hours will receive a pro-rated amount based on their hours.

- B. Upon retirement from the school district and completion of five (5) years of employment, employees who eligible for MPSERS benefits under the regular or early retirement plans (excluding deferred retirement and disability retirement) will be paid Sixty Dollars (\$60.00) for each unused sick day up to a maximum of 180 days. Part time employees, less than six (6) hours, will receive a pro-rated amount based on their hours. Such funds will be deposited by the district into one of the 403(b) plans by the district. The employee shall select the plan.

**ARTICLE XIV**  
**HOLIDAYS/VACATION**

- A. Paid holidays will be granted to all employees as follows provided the employee works his/her scheduled hours, if any, on the working day previous to, and the working day following, the holiday:

Labor Day\*  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
July 4

(Recognized as a paid holiday provided the work year starts before Labor Day)

\*\* (For regularly scheduled twelve month employees only)

If an additional holiday is afforded to the teachers and other negotiating groups within the district, this bargaining unit would have the holiday as well.

- B. Holiday pay and vacation pay will be based on the employee's normal hourly rate and regular work day (not to exceed eight (8) hours) immediately prior to the holiday.

C. Employees shall earn vacation days in accordance with the following schedule:

Beginning of the fourth (4 <sup>th</sup> ) year through the completion of the sixth (6 <sup>th</sup> ) year:	5
Beginning of the seventh (7 <sup>th</sup> ) year through the completion of the ninth (9 <sup>th</sup> ) year:	6
Beginning of the tenth (10 <sup>th</sup> ) year through the completion of the fourteenth (14 <sup>th</sup> ) year:	11
Beginning of the fifteenth (15 <sup>th</sup> ) year and beyond:	16

Each eligible paraeducator shall be placed on a vacation step. If an employee is hired prior to February 1, he/she will advance in step as of July 1 each year. If an employee is hired after February 1, he/she shall not advance in step until July 1 of the following year.

Vacation days will be taken on days when employees are not scheduled to work. Vacation days may be taken on days when students are not in attendance (excluding in-service days) with the supervisor's approval. Any days not used by the end of the year will be paid off prior to June 30.

**ARTICLE XV  
RIGHTS OF THE BOARD**

A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself of all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the constitution and laws of the State of Michigan, including, but without limiting the generality of, the foregoing, the rights:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the condition for their continued employment, or for dismissal or demotion, and to promote and transfer all such employees.
3. To determine the hours of employment and the duties, responsibilities, and assignment of employees with respect thereto, and the terms and conditions of employment.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine all methods, schedules and standards of operation and the institution of new and/or improved methods, but not in conflict with the provisions of this Agreement.
5. Determine the number and location or relocation of its facilities, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
6. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
7. Determine the financial policies, including all accounting procedure and all matters pertaining to public relations.

8. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.

The above are not to be interpreted as abridging or conflicting with any specific provisions of this Agreement.

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of the Agreement, and then only to the extent such specific and express terms are in conformance with the Constitution of the State of Michigan.

#### **ARTICLE XVI NO STRIKE/NO LOCKOUT**

- A. The Association will not authorize, sanction, condone, participate in or acquiesce in, nor will any member of the bargaining unit take part in, any strike as defined in Michigan Public Act 336 of 1947, as amended by Michigan Public Act 379 of 1965 (to-wit: "The concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment.").
- B. No lockout of employees shall be instituted by the Board during the term of this Agreement.

#### **ARTICLE XVII WAIVER AND SUPPLEMENTAL AGREEMENTS**

- A. 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 that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, 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 matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

All supplemental agreements shall be subject to the approval of the Board and the Association. Such agreements must be ratified by both parties.

#### **ARTICLE XVIII CONFORMITY TO LAW**

This Agreement is subject, in all respects, to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the board, the Association, and employees in the bargaining unit, and in the event that any provision of this Agreement shall, at any time, be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.

**ARTICLE XIX**  
**WAGES**

- A. Wages for the duration of this Agreement will be as set forth in Schedule A attached hereto. All monies earned will be remitted by direct deposit only.
- B. Job classifications will be as set forth in Appendix A attached hereto.
- C. Schedule A and Appendix A shall be incorporated into and made a part of this Agreement.

**ARTICLE XX**  
**EVALUATION**

- A. The parties agree that the timely evaluation of the work performance of employees is a valuable and necessary activity for both the employee and employer. The purpose of evaluation is to provide information to the employee regarding job performance and employment status. The evaluation process must be done according to the following express procedure so as to assure the fairest and most beneficial evaluation of paraeducators.
- B. Paraeducators shall be evaluated only by administrative personnel (principals, assistant principals or district administrative supervisors). For media techs, special education paraeducators, bilingual tutors and Title I tutors, the media consultant, special education teacher, District ESL Coordinator and Title I teacher may become directly involved in the evaluation process. This could include written anecdotal reports of activities in which the paraeducator participated and the effectiveness with which the paraeducator handled those activities. Whenever a paraeducator is noted to be performing unsatisfactorily in particular area(s), either by the teacher or evaluator, the paraeducator will be informed of these areas that need improvement within five (5) working days after the observation was noted or at a post-evaluation conference if the unsatisfactory performance was noted at an evaluation observation.
- C. Probationary paraeducators shall be evaluated a minimum of twice during the probationary period, once during the first semester and once during the second semester. In cases where the paraeducators is hired after the beginning of the school year, the first evaluation will be done within the first three (3) months of employment and the second three (3) months of employment.
- D. The parties agree that the evaluation of paraeducators will be based on observation of the paraeducator's work performance. Such observation may take place at any time during the paraeducator's scheduled work hours. However, whenever a paraeducator is observed and the work performance is not satisfactory, the administrator will bring this to the paraeducator's attention in writing within five (5) school days.
- D. The administration shall hold an evaluation conference with each paraeducator prior to May 25 of each school year. The evaluation form (Schedule B) shall be completed and submitted at this conference.
- F. Should the evaluator note any area needing improvement, he/she shall prepare and submit a plan of improvement to the paraeducator. The plan shall:
  - 1. Identify specifically the areas that need improvement.
  - 2. Provide the paraeducator with specific, appropriate recommendations for improvement which are measurable and observable.
  - 3. Develop a fair and workable timeline for such improvement. The timeline shall include follow-up visit(s) to evaluate the area(s) of concern.



4. Provide definite positive assistance (during the school day) to implement the recommendations.
- G. If the paraeducator does not agree with the evaluation, he/she may submit a letter of dissent within ten (10) school days of the evaluation conference. In this event, such a letter shall be placed in the paraeducator's personnel file in the Human Resources Office.
  - H. Any complaint lodged against a paraeducator judged by a supervisor to have substance shall be brought to the attention of the paraeducator within five (5) school days of receipt in a personal conference. Such complaints shall be put in writing along with the name(s) of the complainant(s), and any administrative action taken. The supervisor shall offer the paraeducator an opportunity to meet with the complainant. The paraeducator may submit a written reply regarding the complaint and the same shall be attached to the file copy of the complaint. No complaint shall become a part of the evaluation or placed in any file unless it is serious in nature or regularly occurring.
  - I. In the event a non-probationary paraeducator is not recommended for continued employment, the administration shall advise the paraeducator by May 15 that his/her work is unsatisfactory, inform him/her of the reasons thereof, said reasons to be consistent with the evaluation report (Schedule B) and this article.
  - J. The absence of an evaluation will mean the paraeducator has performed satisfactorily.

**ARTICLE XXI**  
**DURATION**

This Agreement shall be effective as of September 1, 2015 and shall continue in full force and effect until 11:59 p.m., August 31, 2016. At any time subsequent to April 1, 2016 either party may give written notice to the other of its desire to negotiate a new Agreement for the following year, and meetings between the parties for that purpose shall begin not later than twenty (20) days after delivery of such written notification provided, however, that nothing in this paragraph, or elsewhere in this Agreement, shall be construed to require the Board to commit an unfair labor practice or otherwise violate the law by any improper recognition of, or support or assistance to, the Association.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

**WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION:**

  
\_\_\_\_\_  
Executive Director for Human Resources  
and Employee Relations  
Arthur Ebert

10.6.15  
Date

  
\_\_\_\_\_  
Superintendent  
Gerald Hill, Ph.D.

10-12-15  
Date

  
\_\_\_\_\_  
Board of Education President  
Nelson Hersh

10 9 15  
Date

**WEST BLOOMFIELD PARAEDUCATORS, MEA/NEA:**

  
\_\_\_\_\_  
President, Paraeducators  
Cathy Merzin

10-12-15  
Date

  
\_\_\_\_\_  
MEA Representative  
Cyndi Austin

10-6-15  
Date

## APPENDIX A

A. All increments will be effective July 1. Any employee hired prior to February 1 of any given year will move up on the salary schedule for one (1) full step beginning July 1 of the following year provided:

1. The employee has not been on a leave which does not allow accumulation of seniority.
2. The employee is not at the top step.

Any employee hired after February 1 of any given year shall remain on the same salary step for the following fiscal year (July 1 to June 30).

B. Upon review of the supervisor and approval of the Human Resources Administrator, any new employee may be given up to three (3) years experience credit. Further, with the approval of the Superintendent, the new employee may be placed anywhere on the schedule provided that documentation of experience is available for inspection by the Association.

C. Paraeducator positions are identified by the following classifications:

Classification 41:                      General School Paraeducators  
   Lunchroom/Playground Paraeducators

Classification 42:                      Security Paraeducators

Classification 43:                      Special Education Paraeducators  
   Bilingual Paraeducators

Classification 44:                      Special Education Paraeducators in:  
   • Self-contained classrooms  
   • ASD  
   • EI  
   • CI  
   • STEPS  
   • Level  
   • Post-Secondary  
   • Physically Impaired

Classification 45:                      Medical Techs

Classification 46:                      Media Techs

Classification 47:                      Title I Tutors  
   Paraeducators for the Vision and Hearing Impaired

**\* SCHEDULE A  
2015-2016**

**CLASSIFICATIONS**

STEP	41	42	43	44	45	46	47
<b>1</b>	9.42	9.85	10.69	11.15	12.00	12.21	12.26
<b>2</b>	9.99	10.38	11.21	11.69	12.53	12.75	12.80
<b>3</b>	10.55	10.93	11.73	12.21	13.02	13.26	13.31
<b>4</b>	11.10	11.42	12.27	12.77	13.59	13.77	13.82
<b>5</b>	11.68	11.97	12.81	13.27	14.09	14.33	14.38
<b>6</b>	12.25	12.48	13.32	13.78	14.64	14.86	14.91
<b>7</b>	13.78	14.19	15.16	15.65	16.35	16.78	16.84
<b>Longevity</b>							

Classification 41: General School Paraeducators  
Lunchroom/Playground Paraeducators

Classification 42: Security Paraeducators

Classification 43: Special Education Paraeducators  
Bilingual Paraeducators

Classification 44: Special Education Paraeducators in:

- Self-contained classrooms
- ASD
- EI
- CI
- STEPS
- Level
- Post-Secondary
- Physically Impaired

Classification 45: Medical Techs

Classification 46: Media Techs

Classification 47: Title I Tutors, Vision/Hearing Impaired

**SCHEDULE B  
LONGEVITY**

The longevity rate is achieved at the beginning of the tenth (10<sup>th</sup>), fifteenth (15<sup>th</sup>) and twentieth (20<sup>th</sup>) year of service as a paraeducator with the West Bloomfield School District. Longevity pay is step rate plus longevity rate.

	41	41-A	42	43	44	45	46	47
10	\$.53	\$.53	\$.51	\$.52	\$.52	\$.51	\$.52	\$.68
15	\$.28	\$.28	\$.30	\$.28	\$.27	\$.29	\$.28	\$.27
20	\$.27	\$.27	\$.26	\$.27	\$.27	\$.27	\$.26	\$.27

**ATTACHMENT 1: SCHEDULE A  
2015 – 2016 SCHOOL YEAR**

**6.5% OFF-SCHEDULE REDUCTION + STEP FREEZE  
CLASSIFICATIONS**

<b>STEP</b>	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>
<b>1</b>	8.80	9.21	9.99	10.41	11.21	11.41	11.46
<b>2</b>	9.34	9.70	10.47	10.92	11.71	11.91	11.96
<b>3</b>	9.86	10.21	10.96	11.41	12.16	12.39	12.43
<b>4</b>	10.37	10.67	11.47	11.93	12.69	12.86	12.90
<b>5</b>	10.92	11.18	11.97	12.40	13.17	13.39	13.44
<b>6</b>	11.45	11.67	12.44	12.87	13.67	13.88	13.92
<b>7</b>	12.87	13.26	14.16	14.62	15.28	15.67	15.74
<b>Longevity</b>							

**SCHEDULE B  
LONGEVITY**

The longevity rate is achieved at the beginning of the tenth (10<sup>th</sup>), fifteenth (15<sup>th</sup>) and twentieth (20<sup>th</sup>) year of service as a paraeducator with the West Bloomfield School District. Longevity pay is step rate plus longevity rate.

	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>47</b>
<b>10</b>	\$.49	\$.48	\$.49	\$.48	\$.48	\$.50	\$.62
	\$13.36	\$13.74	\$14.65	\$15.11	\$15.76	\$16.17	\$16.36
<b>15</b>	\$.27	\$.28	\$.25	\$.26	\$.26	\$.26	\$.26
	\$13.63	\$14.02	\$14.90	\$15.37	\$16.02	\$16.43	\$16.62
<b>20</b>	\$.24	\$.24	\$.26	\$.24	\$.25	\$.23	\$.25
	\$13.87	\$14.26	\$15.17	\$15.61	\$16.27	\$16.66	\$16.87

**LETTER OF UNDERSTANDING**  
**Between the**  
**WEST BLOOMFIELD SCHOOL DISTRICT BOARD OF EDUCATION**  
**And the**  
**WEST BLOOMFIELD SCHOOL DISTRICT PARAEDUCATORS, MEA/NEA**  
**WAGES**

For the 2015-2016 school year, the District shall maintain salaries set forth in 2014-2015 Schedule A but there shall be no movement on steps.

In the event that the audited general fund balance of actual general fund revenues for the 2014-2015 school year exceeds 5%, the District and the Association shall negotiate and agree upon additional compensation to be paid from said excess fund in the 2015-2016 school year.

In the event that the audited general fund balance of actual general fund revenues for the 2015-2016 school year exceeds 5%, the District and the Association shall negotiate and agree upon additional compensation to be paid from said excess funds. This amount shall be paid in the first semester of the 2016-2017 school year.

The amount and distribution of the additional compensation shall be mutually agreed upon by the District and the Association.

**SCHEDULE B  
PARAPROFESSIONAL EVALUATION  
WEST BLOOMFIELD SCHOOL DISTRICT**

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

POSITION: \_\_\_\_\_

SOC. SEC. NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_

YEARS OF SERVICE: \_\_\_\_\_

PROBATIONARY: \_\_\_\_\_

NON-PROBATIONARY: \_\_\_\_\_

<b>EVALUATION SCALE:</b>	<b>S = Satisfactory</b>
	<b>U = Unsatisfactory</b>
	<b>NA = Not Applicable</b>

AREAS OF EVALUATION	RATINGS			COMMENTS
	S	U	NA	
1. Working with children	_____	_____	_____	_____
2. Following directions	_____	_____	_____	_____
3. Written communication	_____	_____	_____	_____
4. Oral communication	_____	_____	_____	_____
5. Typing	_____	_____	_____	_____
6. Telephone manner	_____	_____	_____	_____
7. Attendance	_____	_____	_____	_____
8. Punctuality	_____	_____	_____	_____
9. Reliability	_____	_____	_____	_____
10. Cooperation	_____	_____	_____	_____
11. Tactfulness	_____	_____	_____	_____
12. Initiative	_____	_____	_____	_____
13. Flexibility	_____	_____	_____	_____
14. Relationships with adults	_____	_____	_____	_____
15. Courteousness	_____	_____	_____	_____
16. Handling confidential material	_____	_____	_____	_____
17. Dresses appropriately for job	_____	_____	_____	_____

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATOR'S OVERALL OBSERVATION OF EMPLOYEE:**     ABOVE AVERAGE  
     SATISFACTORY  
     UNSATISFACTORY

\_\_\_\_\_  
Evaluator's Signature                          Date

\_\_\_\_\_  
Employee's Signature                          Date



SCHEDULE B  
 ESL/BILINGUAL PARAPROFESSIONAL EVALUATION  
 WEST BLOOMFIELD SCHOOL DISTRICT

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

SOC. SEC. # \_\_\_\_\_ LOCATION: \_\_\_\_\_

YEARS OF SERVICE: \_\_\_\_\_ PROBATIONARY: \_\_\_\_\_ NON-PROBATIONARY: \_\_\_\_\_

EVALUATION SCALE: S = Satisfactory  
 U = Unsatisfactory  
 NA = Not Applicable

AREAS OF EVALUATION	RATINGS			COMMENTS
	S	U	NA	
1. Working with children				
2. Following teacher's directions				
3. Communication skills				
4. Attendance/Punctuality				
5. Attendance at ESL district meetings				
6. Reliability				
7. Cooperation				
8. Attitude				
9. Initiative				
10. Flexibility				
11. Relationships with adults				
12. Courteousness				
13. Handling confidential material				
14. Dresses appropriately for job				
15. Participation in building meetings				
16. Willingness to grow/develop professionally				

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVALUATOR'S OVERALL OBSERVATION OF EMPLOYEE:  ABOVE AVERAGE  
 SATISFACTORY  
 UNSATISFACTORY

Principal's Signature

Date

Employee's Signature

Date

Grievance No. \_\_\_\_\_  
Date of Filing \_\_\_\_\_

APPENDIX C  
WEST BLOOMFIELD SCHOOLS  
WEST BLOOMFIELD PARAEUCATOR - MEA/NEA

## GRIEVANCE REPORT

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Name of Aggrieved \_\_\_\_\_ Department \_\_\_\_\_ Building \_\_\_\_\_ Classification \_\_\_\_\_

GRIEVANCE

Date of Alleged Violation: \_\_\_\_\_

(1) Violation of Agreement: Article \_\_\_\_\_ Page \_\_\_\_\_

(2) Disciplinary Action: \_\_\_\_\_  
Fill in (1) above or check (2)

STATEMENT OF GRIEVANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIEF SOUGHT:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant Date

PROCESSING OF GRIEVANCE:

Step 1: Immediate Supervisor

Date filed at Step 1: \_\_\_\_\_  
(Must be filed within 15 working days after  
alleged act or condition leading to grievance)

Date received by Supervisor: \_\_\_\_\_

Step 1 Meeting scheduled for: \_\_\_\_\_  
Date Time

Disposition of Immediate Supervisor:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date (Must be answered within five  
[5] days after meeting)

Position of Aggrieved:

\_\_\_\_ Disposition Acceptable

\_\_\_\_ Disposition Not Acceptable

\_\_\_\_\_  
Signature of Aggrieved Date

Step 2: Superintendent's Level

Date filed at Step 2: \_\_\_\_\_  
(Must be filed within 5 working days after receipt of disposition at Step 1)

Date received by Superintendent: \_\_\_\_\_

Step 2 Meeting scheduled for: \_\_\_\_\_  
Date Time

Disposition of Superintendent:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent Date

Position of Aggrieved:

\_\_\_\_ Disposition Acceptable

\_\_\_\_ Disposition Not Acceptable

\_\_\_\_\_  
Signature of Aggrieved Date

STEP 3: Arbitration

Notice to Board of Education:

This grievance has been submitted to the American Arbitration

Association on \_\_\_\_\_  
Date

(Submission must be made within thirty (30) days after receipt  
Step 3 disposition).

\_\_\_\_\_  
Signature Title