

MASTER AGREEMENT
BETWEEN
PORT HURON AREA SCHOOL DISTRICT
AND
PORT HURON SCHOOLS
FOOD AND NUTRITION SERVICES ASSOCIATION

2018/2019
2019/2020
2020/2021

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ARTICLE I

PREFACE

THIS AGREEMENT is entered into this 5th day of June 2018, between the Port Huron Area School District, hereinafter referred to as the "District", and the Port Huron Schools Food and Nutrition Services Association, hereinafter referred to as the "Association".

It is mutually agreed as follows:

ARTICLE II

RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for the entire term of this Agreement for all regularly assigned food service employees in the Port Huron Area School District.
- B. It is recognized by the District and the Association that the primary function and responsibility of the Food Service Program is to provide approved lunches according to the standards and specifications of the Michigan Department of Education at no cost to the District, although the District may provide capital funds.
- C. The term food service employee when used here and after in this Agreement shall refer to all employees represented by this Association in the bargaining unit as defined above.
- D. This Agreement is subject to amendment, alteration or addition only by a subsequent written agreement between, and executed by, the District and the Association.
- E. The waiver of any breach, term or condition of this Agreement by either party, shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE III

RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION

- A. The Association and its members shall have the right to use school buildings and facilities at all reasonable hours for Association business subject to the existing or amended rules and regulations governing the use of school buildings and facilities.
- B. Reasonable use of bulletin boards and interschool mail shall be made available to

the Association and its members for notices and news of Association business.

- C. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. A paid leave-of-absence to attend professional meetings, at the request of the Association, shall be granted without deduction from accumulated leave time. Such request shall include an authorization of the request by the Association. Leave days for Association purposes shall be at the expense of either the food service employee or the Association, except for a substitute, and shall be charged to the Association's ten (10) day allowance. A minimum charge of one-half (1/2) day will be used.
- E. The Association recognizes that each employee must assume responsibility for filing a T.B. (Tuberculosis) report to the Personnel Office. Testing is to be done upon District request and at the District's expense. Failure to file the T.B. report may result in withholding of paychecks until such filing has been complete.
- F. Prior to the beginning of each school year, all food service personnel will have a complete physical examination upon request of the District. The District will provide a physical examination for each employee administered by a physician selected by the District. The District will provide the necessary form to be completed by the examining physician. When the District requests a tuberculin test, said test is to be arranged and paid for by the District.
- G. The District and the Association mutually pledge themselves to continue to recognize the full constitutional and civil rights of all food service employees. No religious or political activities in the personal life of a food service employee, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such food service employee. The provisions of the Agreement shall be applied without regard to race, color, national origin, sex, age, disability, height, weight, religion, or marital status.
- H. The District agrees to attempt to use regular food service personnel as substitutes. The District has the right to move food service personnel between work stations, as long as they maintain the same job classification, at its discretion. It is the responsibility of the food service employee affected by the closing to inform the food service manager of her/his availability to substitute.
- I. The Association will furnish the District with the names of its officers by not later than October 1, and such changes as may occur from time to time in such personnel so that the District may at all times be advised as to the authority of the individual representatives of the Association with whom it may be dealing.

ARTICLE IV

RIGHTS AND RESPONSIBILITIES OF THE BOARD

- A. The Board retains all the rights, powers and authority exercised or had by it prior to the date hereof, except as specifically limited by express provisions of this Agreement.
- B. This Agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed on, the District and the Association except as provided by law.
- C. Copies of this Agreement shall be prepared at the expense of the Board and presented to all food service employees now employed or hereafter employed by the Board during the term of this Agreement.
- D. The Board agrees not to negotiate with any other food service employee organization other than the Association for the duration of this Agreement.

ARTICLE V

GRIEVANCE PROCEDURE

- A. Definition:
 - 1. Any claim by a cook or the Association that there has been a violation, misinterpretation, or misapplication of the specific and expressed terms of this Agreement, shall be a grievance and shall be resolved through the procedure set forth herein.
 - 2. An aggrieved person shall mean the person or persons who are members of the bargaining unit covered by this contract and shall include probationary employees. This article will not pertain to probationary employees whose employment is terminated.
 - 3. A party of interest shall mean the person or persons making the complaint and/or any person who might be required to take action, or against whom action might be taken, in order to resolve the grievance.
 - 4. The terms "days" in this article shall mean working days, except where otherwise indicated.
 - 5. Forms for filing and processing a grievance shall be designed by the District and the Association. They will make provisions for description of the alleged contract violation (time, place, circumstances, etc.) possible resolutions and

other such information that both parties deem necessary. Such forms shall be prepared by the Association and shall be given appropriate distribution so as to facilitate the operations of the grievance procedure, Exhibit A.

6. The primary purpose of this grievance procedure is to secure equitable solutions at the closest supervisory level possible. Both the Association and the District agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any cook with a legitimate grievance to discuss the matter informally with her/his principal, or supervisor, as described in level one of the procedure.
7. It is important that grievances be processed through the steps as rapidly as possible. The number of days indicated at each step should be considered as the maximum and every effort should be made to expedite the process. If the Association as the moving party fails to comply with time limit, the grievance shall be considered settled on the basis of the District's last written answer to the grievance. If the District, as the responding party, fails to comply with any time limit at any step, the grievance shall automatically pass to the next step in the grievance procedure. The parties may, however, in writing, mutually agree to extend the time limit at any step.
8. If the grievance is filed on or after May 15, every effort shall be made to process the grievance prior to the close of the school year.
9. Any such grievance occurs; there shall be no stoppage or suspension of work because of such grievance.
10. If it is found by the administrative staff or the Board that a cook has been unjustly discharged or suspended, she/he shall be reinstated without loss of pay within the limits described in A.12 below.
11. No terms can be added to or subtracted from this agreement, nor any provision thereof changed, by the grievance procedure. The application or interpretation of this agreement (either as to the meaning of its terms or as to the rights of either party under these terms or as to the justification of action taken under these terms) shall be subject to the grievance procedure.
12. The liability of the District arising out of a grievance shall be limited to not more than fifteen (15) working days prior to the date of submission of the grievance to Step One.
13. The food service employee has the right to request that she/he be represented at all steps and stages by an officer of the Association or a member of the grievance committee.

B. Procedures:

All grievances shall be presented within fifteen (15) working days of their occurrence and disposed of in accordance with the following procedures:

1. Step One: Each formal grievance shall be filed in writing and submitted to the employee's immediate supervisor who shall make written determination of the grievance within five (5) working days of the date of submission.
2. Step Two: Appeal from the determination at Step 1 may be made by presenting the grievance in writing to the Superintendent, or designee. The Superintendent, or designee, shall meet with the grievant and the Association representative within five (5) working days from the date of receipt of the appeal and shall render a written determination within five (5) working days following the date of the meeting with the individual and the Association representatives.
3. Step Three: If the grievant and/or the Association does not file a written notice of no-acceptance of the Superintendent's determination within ten (10) school days, the Superintendent's determination shall be deemed to have been accepted. If the grievant and/or the Association file a written notice within ten (10) school days that the Superintendent's determination at Step 2 is not acceptable, (and if such grievance is arbitrable as herein provided), the Association may then submit such grievance to grievance arbitration.

C. Arbitration Proceedings:

1. Demand for Arbitration –
 - a. The Association may appeal arbitrable grievances to grievance arbitration under and in accordance with the rules of the American Arbitration Association in effect at the time. Notice of such appeal must be taken within ten (10) school days following the receipt of the District's determination at Step 2.
 - b. Within twenty (20) school days following notice of appeal demand for arbitration shall be made by written submission defining the issue to be arbitrated. The District shall then have ten (10) school days within which to reply to such submission by filing same with the American Arbitration Association.
 - c. The Association or the Board may not raise in any arbitration hearing any issue which was not previously submitted in writing, which defines the issue or issues to be arbitrated.
2. Powers of Arbitrator –
 - a. The arbitrator shall be empowered, except as limited herein, after due investigation, to make a decision in cases of alleged violation,

misinterpretation, or misapplication of a specific Article and Section of the Agreement:

- 1) The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - 2) The arbitrator shall have no power to establish salary scales, change any salary figures in the Agreement, or increase or change any staffing requirements set forth in this Agreement.
 - 3) The arbitrator shall have no power to rule on the termination of services of, or failure to, re-employ any probationary employee.
 - 4) Her/his power shall be limited to deciding whether the District has violated the specific articles or sections of this Agreement as per Article V. It is agreed (except as to the provisions set forth in this Agreement) she/he shall have no power to change any practice, policy or rule of the District.
 - 5) The arbitrator shall have power to make monetary awards, but not to award monetary damages.
 - 6) In rendering decisions she/he shall give full recognition to the responsibilities of the Board which establishes the District's rights, powers and authority as that exercised or it had by express provisions of this Agreement. He/his decision shall be consistent with the rights reserved to the District by this provision.
 - 7) If the arbitrability of any grievance under the terms of this Agreement is disputed, or if either party alleges that the other has failed to comply with the grievance or arbitration procedure, the Arbitrator shall first rule on the questions of arbitrability or procedure. Should she/he determine that the grievance is not arbitrable, it shall be referred back to the parties without decision or recommendation as to its merits.
- b. Although the arbitrator may cite case law in making her/his award, she/he shall have no power to interpret State and/or Federal Law, to hear any matter involving constitutional rights or to render any provisions of this Agreement inapplicable by reason thereof.
 - c. The arbitrator's decision shall be submitted in writing and shall set forth her/his findings and conclusions with respect to the issue submitted to arbitration. There shall be no appeal from an arbitrator's decision if within the scope of her/his authority as set forth herein, and it shall be final and binding on the Association, members of the bargaining unit, the employee or employees involved and the District.

3. Applicability and Duration –

Arbitration proceedings shall be confined and limited to grievances arising and growing out of facts, events and occurrences following the date of execution of this Agreement by both parties. No arbitration decision made hereunder shall constitute a binding precedent with respect to the making of any new Agreement between the Association and the District.

4. Fees and Expenses –
 - a. The arbitrator's fees and expenses, the cost of any hearing room and the cost of reporter, shall be borne equally by the parties.
 - b. All other costs and expenses shall be borne by the party incurring them. The expenses and compensation of any witness or participant attending the arbitration proceeding shall be paid by the party calling such witness or requesting such participation.
5. Grievances concerning the following shall not proceed past Step 2 of the grievance procedure –
 - a. Individual grievances not appealed by the Association.
 - b. Any matter involving employee evaluation which is not procedural in nature.
6. Retroactivity –
 - a. Such claims as salary or fringe benefits shall not be valid for a period prior to the date the grievance was first in writing unless the circumstances of the case are such that the individual or Association was not aware of the error. In no case will claims by the individual or Association or District be valid for more than one year prior to the date of discovery or the fiscal year in which the claim was discovered, whichever is earlier.
 - b. No decision in any one case shall require a retroactive adjustment in any other case.
 - c. Where no monetary loss has been caused by the action of the District complained of, the District shall be under no obligation to make monetary adjustments.
 - d. Notwithstanding the above provisions, any individual employee may present a grievance and have such grievance adjusted without the intervention of an Association representative, if such adjustment is not inconsistent with the terms of this Agreement, and if an Association representative has been given an opportunity to be present for such adjustment.

ARTICLE VI

PROBATIONARY PERIOD

New employees hired into the bargaining unit shall undergo a probationary period of ninety (90) calendar days. Upon completion of her/his probationary period, the employee shall obtain seniority status and her/his name shall be entered upon the Seniority List.

- A. Probationary employees shall be represented by the Association for all purposes under this Agreement during the probationary period except that the termination of such probationary employee shall not be subject to the grievance procedure.
- B. All applicable insurance benefits provided in this Agreement should be provided to an employee after successful completion of their initial probationary period.
- C. Leave day credit shall accrue during the probationary period. If a paid holiday falls within a probationary period, the employee shall be paid for such holiday.
- D. The probationary period may be extended for absences during that period, by the amount of said absences, when absences have exceeded five (5) days for the duration of the probationary period, i.e., if a food service employee is absent seven (7) days, he/she will have his/her probation extended seven (7) days.
- E. During the probationary period, the individual responsible for this employee's work will evaluate the probationary employee at the end of the ninety (90) calendar day probationary period on form PH81. The employee will be given one (1) copy and the other copy will become a part of her/his personnel file.

ARTICLE VII

SENIORITY

- A. A master system-wide Seniority List shall be compiled and posted each year on appropriate bulletin boards and copies given or mailed to the President of the Association by the second (2nd) Friday of October of each school year. An employee's standing on such list shall be final and shall contain the following information:
 - 1. Name.
 - 2. Seniority credit: shall be the length of service in the District in years and months with appropriate reductions for time off without pay, if such absence is for more than twenty (20) consecutive working days.

New employees shall be added to this list. Seniority shall commence on the date of hire. For the purposes of seniority, the following shall apply:

- a. In the event two (2) or more employees have the first day of duty, the last four (4) digits of their social security number will be used to determine placement on the seniority list. Such employees will be placed with the lower number having the higher seniority.
- b. Seniority shall freeze at such time as an employee is granted a leave of absence pursuant to the provisions of this Agreement. Such employee shall not gain additional seniority during such leave of absence. If such employee returns to the District, her/his seniority shall continue with credit being given for the seniority earned until the date the leave of absence was taken.
- c. All alleged discrepancies in the Seniority Lists must be communicated in writing to the Personnel Office by 3:30 p.m. on the third (3rd) Friday in October of the school year. This date may be waived by joint agreement between the Association and the District in the event of extenuating circumstances.

B. Seniority shall terminate if:

1. The employee resigns or retires.
2. The employee is discharged for just cause.
3. The employee is absent for twenty-four (24) hours without notifying the Department for Human Resources or her/his immediate supervisor not later than the start of the shift on the second day unless such absence is caused by a situation over which the employee has no control. Such absences will be explained upon the employee's return.
4. In the event of a layoff, if the employee fails to return to work within five (5) days after being notified to report for work by registered mail to the last address given to the District and does not give satisfactory reasons.
5. If the elapsed time of layoff period exceeds the seniority at the time of layoff or two (2) years, whichever is shorter, or if the elapsed time of absence from work because of illness for physical or mental disability exceeds two (2) years.

C. Employees on Workers' Compensation shall retain all seniority rights.

D. Individuals transferred from the unit to an excluded position and later returned to a unit position shall retain their total length of service rights, excluding time spent out of the unit.

ARTICLE VIII

REDUCTION IN PERSONNEL

- A. There will be District-wide seniority within classifications. In a lay-off, the most senior food service employee will replace the least senior employee in that classification working the greatest number of hours but not exceeding the number of hours in their present assignment. Food service employee displaced from one classification may displace the least senior employee working the greatest number of hours, but not exceeding the number of hours in their present assignment in the next lowest classification. Notification to the Association regarding such proposed reduction shall be made before public notice prior to the reduction action. Affected employees shall be notified in writing prior to such action.
- B. Employees affected by a reduction in staff shall be recalled in inverse order of layoff. The duration of the list shall be for an eighteen (18) month period. The most senior employee, if certified and qualified, shall be recalled to the first opening. Recalls shall be by written certified notice, return receipt requested, to the employee's last known address on file with the District. Failure to report within five (5) working days after the date of delivery shall eliminate any obligation or responsibility to the employee by the District.
- C. In cases where employees, whose positions have been reduced, have the same length of service in the District, the placement on the seniority list shall determine who shall be affected.
- D. Should any existing position become vacant or be created after reduction has occurred, such position shall be posted in accordance with provisions of this Agreement.
- E. Any employee who is not recalled shall have priority for substituting within the District over other substitutes who are not included in the unit.

ARTICLE IX

VACANCY, TRANSFER, AND PROMOTION

- A. Vacancy
 - 1. Newly created, re-classified or vacant employee position, due to resignation, retirements or leaves of absence shall be posted throughout the school district. All positions shall be posted as soon as determined for a duration of five (5) work days and shall include the following information:
 - a. Title and classification
 - b. Location

c. Hours

Employees filing applications for such vacancies shall be notified within ten (10) days of closure of the bid on the disposition of their applications. The President of the Association shall receive copies of the vacancy notices and shall be notified of the disposition of the vacancy.

The District will not post positions during the summer recess. Any vacancies that occur during this time will be held until the annual meeting in August. At the conclusion of the meeting, the District will conduct a bid meeting whereby all vacancies will be posted and awarded until all positions are filled. Any positions not filled from within the bargaining unit will be filled by new hires. Based on the outcome of the meeting, assignments will be made for the opening of the school year.

On occasion the District may employ non-classified personnel for part-time work for a period not to exceed sixty (60) days. These individuals will not receive leave time benefit or vacation pay. These employees are intended to be temporary personnel only and not to fill a vacancy on a permanent basis. It is further recognized that, in cases of maternity, this period may be extended at the discretion of the District to provide for the protection of the employee's position.

Once a posting is made, it is to be considered factual and should any information in the posting be required to change, a new posting shall occur.

Positions may be staffed on a temporary basis during the posting period for no longer than thirty (30) days.

B. Transfer (voluntary):

A voluntary transfer is a lateral change within a job classification where there is no addition or increase in rate of compensation.

The transfer of food service employee is the responsibility of the District. Transfers of food service employees are to be based on seniority and the employee's ability to meet job qualifications, personal qualifications, necessary skill, and experience which might affect an employee's ability to perform her/his duties.

If an employee is not selected for a position, they shall be notified in writing within ten (10) work days of the reasons for such a selection, if requested.

If an employee requests transfer to a lower classification, her/his pay shall be adjusted accordingly. She/he will retain her/his seniority and receive benefits commensurate with the new classification.

C. Transfer (involuntary):

1. Transfers, normally, shall be on a voluntary basis. However, the Board and the Association agree that there may be need for an involuntary transfer for just cause. If such is deemed necessary, the Director for Human Resources shall discuss the proposed transfer with the employee involved and any objections by the employee shall be given consideration through the grievance procedure. The employee shall be given ten (10) work days' notice of any involuntary transfer.
 2. If the District requires an employee to transfer to a lower classification position except as part of a layoff, her/his pay shall remain in the classification until the pay of the lower classification increases to the same pay rate of the individual when the transfer was made. This does not apply to demotions under Article XII.
- D. Employees must be actively working to submit bids on posted assignments. Employees on leaves of absence must return to active duty before they are qualified to submit bids on posted assignments or request transfers to different assignments.
- E. Promotions:
1.
 - a. Promotions shall be defined as increasing an employee's classification and salary. The Board supports promotions from within the Association. The promotion of food service employees is the sole responsibility of the District. Promotions of food service employees are to be based on seniority and the employee's experience, skills and qualifications.
 - b. If an employee is not selected for a position they shall be notified in writing within ten (10) work days of the reasons for such a selection, if requested.
 - c. An employee placed in a new classification shall be required to satisfactorily complete a twenty (20) working day probationary period. During such time, the employee may return to her/his former position, if she/he so desires.
 - d. Employees who fail to pass the twenty (20) working day probationary period will be returned to their old position.
 - e. Employees who are unable to hold a promotional appointment in the same classification after two (2) attempts will not be eligible for further promotions within that classification for one (1) year.
 2. Testing for the purpose of qualifying for promotions, shall be conducted twice yearly by the District at an announced time and place and shall be open to all bargaining unit members wishing to participate. Additional tests may be given during the year based on the particular circumstance involved. Results of such

tests will be made known to the individual employee upon their request, and any employee may retake any test being given at the next testing session at their option. If an employee has not received a promotion to, nor has assumed on a temporary basis the duties of that classification for which she/he tested, the test results for her/his test will become invalid two (2) years from the date of the test.

If the employee has assumed on a temporary basis, the duties of that classification for which she/he has tested, the test results for her/his test will become invalid three (3) years from the date of the test.

ARTICLE X

PROMOTION TO SUPERVISORY POSITIONS

- A. The District shall have the sole responsibility of promoting food service employees to positions outside the bargaining unit. The selection and promotion to these positions shall not be subject to the provisions of this Agreement. Food service employees within the unit may request consideration for non-unit positions.

ARTICLE XI

DISCIPLINE

- A. Constructive criticism shall be utilized to attempt to correct any deficiency before disciplinary action is required. In cases of disciplinary action, the following progressive discipline procedure shall be followed:
 - 1. First Step - verbal reprimand (written documentation required).
 - 2. Second Step - written reprimand.
 - 3. Third Step - suspension (up to three days).
 - 4. This may be longer due to the length of investigation. Longer than three days will be paid time.
 - 5. Fourth Step – termination.
- B. Both parties mutually agree that, with respect to discipline:
 - 1. All disciplinary action will be private.
 - 2. Every reasonable effort should be made mutually by the immediate supervisor (building administrator or director of food services) and the food service employee to resolve the deficiency before a written reprimand is issued.

3. Discharge, demotion, suspension, or any other disciplinary action shall be made only for just cause and in accordance with the policies and provisions of this Agreement and expectations that exist within the food service employee's position.
4. A bargaining unit member subjected to disciplinary action shall be allowed to have an Association official present during any such action. If the member gives written notification to the District that they choose not to have Association representation, then the District will notify the Association in writing within three (3) working days of any disciplinary action that is taken.

In cases of suspension or termination, the Association shall receive verbal notice within twenty-four (24) hours of the action taken.

5. Any written reprimand must be based on bona fide, verifiable charges which are clearly stated to the food service employee. When such charges are made, the food service employee has the right to respond to those charges in written form.
6. Reprimands for minor offenses may be issued by a food service employee's immediate supervisor. Disciplinary layoffs shall be imposed only for major offenses, or for a series of repeated minor offenses for which reprimands have been issued, but the problem has not been corrected. All disciplinary layoffs must be authorized by the Superintendent or her/his designee.
7. Any discipline, reprimand, or reduction in rank, compensation or advantage asserted by the District or any agent or representative thereof shall be subject to the grievance procedure hereinafter set forth.
8. It is important that complaints regarding unjust disciplinary layoffs, discharge or suspensions be handled promptly under the Grievance Procedure.
9. In the event it is determined that a disciplinary layoff, or discharge, of any food service employee was without cause, the food service employee shall be reinstated unconditionally without loss of seniority and given back pay for the time lost, less any compensation she/he may have received for work performed or unemployment payments. If the liability for back pay is the result of a grievance, it shall be limited to the provisions of Article VI, A., 12.
10. In imposing any disciplinary action on a current charge, the District will not take into account any infractions which occurred more than twenty-four (24) months previously.
11. It is understood that in cases of major offenses, steps "A" and "B" may be eliminated and that steps "8" and "9" may be combined.

12. Food service employee may be subject to disciplinary action, including dismissal for infractions or failure to perform duties and responsibilities as requested and required by the District within the confines of this Agreement.

ARTICLE XII

LEAVES OF ABSENCE

A. General Principles:

1. Leaves will be granted in accordance with specified provisions for each type of such leave as hereinafter provided.
2. All leaves shall be for a definite period with a specified termination date. Employees being granted such leave shall be required to report to duty upon the termination thereof.
3. Short term leaves of absence will be granted for up to one (1) year when approved by the Superintendent.
 - a. The intention of the personal leave provision is to afford an equal opportunity to all cooks to be excused from food service responsibilities when an unusual situation requiring their presence develops unexpectedly and when the operation of the Food Service Program will not be adversely affected by granting up to two such leaves concurrently. The following rules shall apply to requests for such leaves:
 - 1) Requests for thirty (30) day leaves may be granted only under highly unusual conditions.
 - 2) Short term leave requests will not be granted on an ongoing annual basis to employees.
 - 3) Requests for personal leaves for vacation will only be considered in unusual cases.
 - 4) Requests for leave without pay should only be made when no other option is available and for good reason.
 - 5) Employees may request to take leave without pay for up to five (5) days per occurrence. This procedure may only be used once every three (3) years starting with the first approval. The request should be submitted to the Building Principal and Food Services Director on a PH-43 form. The Director for Human Resources will make final approval on all such requests. The District reserves the right to approve requests on an individual basis. It is understood that there may be circumstances that could warrant exemptions or flexibility to this policy.

- 6) Newly hired employees in their probationary period (first 90 calendar days) may only take one (1) day paid leave time, thereafter may take remaining leave time provided.
4. Long term leaves will be granted when approved by the Board of Education for periods exceeding one (1) year. The employee must submit reaffirmation of intention to return or a renewal application at least sixty (60) days prior to the expiration of the leave.
5. It is agreed that the use of leave days will be strictly confined to the legitimate purposes specified in the leaves as outlined herein. It is understood that any employee found to have violated these restrictions may be exposed to possible disciplinary action.

B. Paid Leave Time:

1. All regular employees will be granted five (5) days for employees zero to four (4) years of service, eight (8) days for five (5) to seven (7) years of service, and thirteen (13) days for eight (8) or more years of service. (Leave time will be allocated on the basis of hours worked).

Leave shall be allowed for the following reason, such time to be charged against leave time:

- a. Personal illness or quarantine.
- b. Severe injury or severe illness in the immediate family which requires the presence of the employee with a limit of five (5) days allowed per occurrence. Immediate family is defined as anyone living in the household and father, mother, spouse, son, daughter, father-in-law, mother-in-law, brother, sister, grandchildren, son-in-law and daughter-in-law.(Severe illness or injury is defined as: associated with acute illness with questionable prognosis; vital signs may be unstable and/or not within normal limits; patient has chance for improved prognosis.)
- c. Death in the immediate family with a limit of five (5) days allowed per occurrence. Immediate family is defined as anyone living in the household and father, mother, spouse, son, daughter, father-in-law, mother-in-law, brother, sister, grandchildren, son-in-law and daughter-in-law.
- d. Death in the non-immediate family with a limit of three (3) days allowed per occurrence. Non-immediate family is defined as grandparents, aunt, uncle, cousin, nephew, niece, brother-in-law, and sister-in-law.
- e. Death of a close personal friend with a limit of one (1) day allowed per occurrence.

- f. The District shall provide each employee with two (2) non-cumulative personal business days for each year, and use of such leave shall be charged to the employee's individual leave bank. The employee planning to use such days shall notify her/his immediate supervisor at least one (1) day in advance through submitting a PH-43. In an emergency the submission of the PH-43 must be carried out. The following are restrictions upon the use of the personal business days:
- 1) The days may not be used for personal pleasure, recreational travel, sports events, or to seek other employment.
 - 2) The days may not be used on days immediately preceding or following a holiday or vacation period. The restrictions will be waived if the personal business days are to be used for marriage of the employee or immediate family, moving or closing of a mortgage.
 - 3) In the event that the Superintendent or her/his designee declares an emergency situation in a building(s) causing or resulting from student unrest necessitating that employees be on duty, then personal business days will not be granted during the emergency.
 - 4) This restriction will be waived if the personal business days have been previously scheduled and cannot be changed. The employee shall consult with her/his immediate supervisor in these circumstances.
 - 5) The employee is not allowed to schedule two (2) consecutive personal business days unless under unusual circumstances and approved by the Superintendent or her/his designee.
- g. Where necessary dental or medical attention, including examination, cannot be scheduled outside school time, the required time shall be allowed.
- h. Except in cases of illness or emergency, absences with pay as defined herein will not be granted in the first or last week of the school year or within one (1) school day prior to or following a vacation period.
- i. Any request for absence with pay must be filed with the Human Resources Department five (5) days prior to the absence, if possible.
- j. Any employee who willfully misuses leave time shall be subject to disciplinary action including discharge.
- k. For each day of leave time allowed, the employee will be paid on the basis of the number of daily hours of work for that employee just prior to the absences and equivalent number of days deductions will be made from the leave bank.

- l. The district may request documentation from a physician regarding the employee's absence and ability to return to work after being ill three (3) consecutive duty days or more.
 - m. In case an employee's record shows frequent absences due to recurring illness which appears to be the result of chronic illness, the Board of Education may require the employee to seek treatment from her/his physician.
2. Worker's Compensation –
- a. In any case where an employee is absent from her/his employment by reason of an injury compensable under the Worker's Compensation Act, such employee shall be paid the amount payable to her/him under the existing sick leave policy, less the amount of compensation payable to such employee under said Act (i.e. employee's personal leave bank supplements his/her Worker's Compensation income to provide a "full pay". If employee has no leave time, employee receives only Worker's Compensation check).
 - b. The number of days deductible from such employee's sick leave bank, computed on the basis of the amount of compensation paid her/him under the Act, as measured by her/his regular salary daily rate, shall not be deducted from her/his sick leave bank. In cases where the amount of compensation paid equals more than a half day, but less than a whole day, the whole day shall be allowed.
 - c. The employee's position will be rebid after the employee is off work for six weeks without pay. The exception is an employee who qualifies for the Family and Medical Leave Act (FMLA). FMLA guidelines will be followed.

3. Jury Duty –

If an employee is called for jury duty, a leave of absence with pay, not chargeable against the employee's leave time allowance, shall be granted if such employee cannot be excused from jury duty or if such jury duty cannot be postponed until the employee is not working. Upon receipt of the notice that the employee is being chosen for the jury panel, such employee shall immediately notify the Department of Human Resources. The District shall pay the employee the difference between the jury fee received and the employee's current pay so that the employee receives full contractual salary less deductions from the two sources.

C. Non-paid Leave Time:

1. Physical and Mental Incapacity –

- a. Employees are responsible to inform the District of the health connected

reason for any absence as promptly as possible. An employee may, at any time prior to the expiration of the paid for sick leave request, in writing, on a PH-43, an unpaid leave of absence without pay or benefits for medical reasons of up to forty-five (45) working days. Her/his position will not be posted during her/his forty-five (45) working day non-paid leave. A physician's certification may be required by the District prior to granting the leave.

- b. Should extensions of the non-paid leave without pay or benefits terminating at the end of the school year be required, a renewal application, along with the physician's certification must be submitted prior to the extension being considered.
 - c. In the event an employee, who is absent on leave which terminated at the end of the school year recovers, and is released by the attending physician so as to return to work before the expiration of the leave, then said employee shall have to notify the Department of Human Resources, in writing, of this intention to return. Such application must be supported by a report from the attending physician certifying that the employee is fully recovered and capable of performing the functions and duties of her/his position. This notice shall be given as much in advance of the employee's intended return as possible.
 - d. Upon the effective date of the physician's release, the employee shall be placed for immediate appointment to the first available position for which she/he is qualified; or she/he shall be promptly referred to the District's selected physician for examination at the District's expense.
 - e. Employees who do not report recovery when released by the attending physician for return to duty or who refuse to accept an available opening offered or who fail to request extension of leave and who do not report for duty upon such expiration shall be subject to termination as an employee of the District.
 - f. Any employee with five (5) years or more of seniority may, upon written request, take an unpaid leave of absence for health related reasons for up to one year. Such leave will guarantee the employee's current position for up to one year. To provide for the position, the District will not bid the position but will fill it by readjustment and substitutes.
2. Maternity Leave –
- a. Leaves of absence may be granted for up to one (1) year. An employee shall file a leave of absence form notifying the District of her pregnancy. The date of expected delivery shall be certified by her attending physician at the time of filing the request.

- b. The date of leaving shall be agreed upon by the employee and her immediate supervisor based upon the best interests of the District and the employee provided she is able to fulfill all conditions of employment, with consideration given to the closeness of a vacation period or to the end of the semester. In the event agreement is not reached, the date of leaving will be determined at the time of her filing the request, but is not entitled to remain on the job if she is unable to conduct her regular work activities. The continuity of her job performance as well as the health of the employee are factors which will be considered in establishing the termination date.
 - c. An extension of a leave for post maternity purposes may be granted following a maternity leave provided that the application for such leave is made before her scheduled return to work from the maternity leave. A written notification by the employee of her intent to return to work after a one year leave of absence shall be submitted to the Department of Human Resources at least sixty (60) days prior to the expiration of the leave. Any combination of maternity and post-maternity leaves cannot exceed two (2) years. An employee will not receive scheduled increases in salary or seniority credit during such leaves. No accumulated leave time will be granted during her leave of absence.
 - d. Return from maternity leave prior to the termination of the leave may be approved at the request of the employee and requires the approval of the employee's physician. After approval of the employee's physician, the employee will be assigned to the first vacancy she/he is offered and for which she/he is qualified.
 - e. An employee adopting a child may receive a leave of absence under this provision which shall commence upon entry of an order by the probate court awarding custody to the adopting parents.
3. Forced Leaves of Absences –
- a. The District may, at its discretion, require any employee to submit to a physical and/or psychiatric examination at any time. The District reserves the right to designate the physician or physicians administering such examination provided, however, the District pays the examining physician fees.
 - b. The District may, without the employee's request, give the employee a one (1) year's leave-of-absence without pay, or benefits except for accrued sick leave time, upon the written recommendation of a school designated physician and/or school designated psychiatrist. However, it shall be the right of the employee involved to also select her/his own physician and/or psychiatrist, at own expense, and in the case of conflict between the two reports, an additional professional opinion shall be sought before the District may enforce such a leave-of-absence without pay.

- c. In case an employee's record shows recurring illness which appears to be the result of chronic illness, the District may require the employee to visit her doctor at stated intervals.

4. Military Leaves –

Military leaves will be granted and re-employment will be governed by the provisions of state and federal regulations.

5. FMLA Leaves –

Any FMLA qualifying leave will run concurrent with any of the above reference leaves. To the extent additional leave time is available to a qualifying employee under the FMLA, such leave will be unpaid.

D. Longevity Accumulation:

- 1. At the end of each school year, employees will be paid out any unused leave time in excess of 10 days at 100% of rate.
- 2. Upon retirement, all earned unused leave time will be paid out at 100% of rate.

ARTICLE XIII

WORKING CONDITIONS

- A. When school is cancelled and official public notice over a local radio station is announced, or the employees are given prior notice, employees will not be required to report for duty and shall not suffer loss of pay unless such lost classes result in a loss of District revenue or require make-up classes at a later date. In the event of loss of pay, an employee may use their leave bank for that day.

When school is dismissed by the Superintendent of Schools, or her/his designee, for reasons caused by "Acts of God", or mechanical failures, all regular assigned Food service employee will be released without loss of pay, unless such lost classes result in a loss of District revenue or require make-up classes at a later date.

Employees will be paid for all hours worked prior to the cancellation of school.

If school is cancelled after the employees' required duty time, employees will be paid for two (2) hours at their normal rate of pay in addition to snow day pay.

- B. Mileage by employees using their own cars will be paid at the District's rate for school business during the employee's work day.

- C. Employee's personal lives are not within the appropriate concern of the Board unless it can be demonstrated that the performance of their duties has been adversely affected.
- D. In the absence of the employee's immediate supervisor, the supervisor will designate someone to assume responsibility.
- E. Any employee who feels she/he has been unjustly treated with respect to any or all of the terms of this Agreement may seek redress under the provisions of the grievance procedure.

ARTICLE XIV

WORKING HOURS

- A. All food service employees will be notified as to their hours to be worked during the coming year on, or before, fifteen (15) days prior to school starting in the fall.
- B. The District reserves the right to increase or decrease the hours to be worked by any individual, according to participation in the school lunch program. Any permanent change greater than 30 minutes in a workday must be rebid.
- C. Weekly overtime-time and one-half will be paid for actual time worked over forty (40) hours per week. Holidays shall be interpreted as actual time worked.
- D. If an employee assumes and successfully performs the duties of an employee in a higher classification for five (5) accumulated work days, she/he shall receive pay of the higher classification beginning the sixth (6th) day upon official notification to the Department of Human Resources by the supervisor.
 - 1. After the effective date of this agreement, once an employee has so qualified for greater pay in a different classification under this section, she/he shall receive such greater pay beginning on the first day of the assignment any time she/he assumes the duties of that classification during the remainder of that school year.
 - 2. If at the end of a school year, an employee is working in the position of a higher classification and has qualified, per D above, for greater pay, and if she/he returns to a position in that higher classification at the beginning of the following year, she/he shall receive such greater pay beginning on the first day.
 - 3. Whenever an employee is asked to perform, and does perform, in a higher classification and has previously held a permanent position in such higher classification, she/he will receive pay commensurate with the higher classified position not subject to the above annual five days at work requirement.
- E. Employees working more than a four (4) hour (4 hours refers to at one time,

continuous, and is not to be included or combined with split shift breakfast program) day shall be entitled to an unpaid lunch period of thirty (30) minutes. Those working more than six (6) continuous hours shall be provided a paid fifteen (15) minute relief period once a day. Such a relief period will be established by the immediate supervisor. Failure to take a fifteen (15) minute relief shall not result in a lengthening of the lunch period or the shortening of the work day.

- F. Two or three hour regular employees shall have priority of working more hours when a regular employee with more hours is absent, if the hours of work do not conflict.

ARTICLE XV

SUBCONTRACTING AND TECHNOLOGICAL CHANGE

The District agrees that as provided under MCL 423.215(3) (f), if the District solicits bids on a contract for the food service work currently performed by bargaining unit members, the Association will be given an opportunity to bid on the contract on an equal basis as other bidders.

ARTICLE XVI

EVALUATIONS

- A. Each food service employee shall have the right, upon request, to review the contents of her/his own personnel file in the presence of the appropriate administrator.
- B. Materials which shall be identified, but not shared in totality, will include pre-employment credentials from educational institutions and previous employers.
- C. The District shall maintain complete cumulative files in accordance with her/his administrative duties:
 - 1. Records of a positive nature, including supervisory reports, memos and letters to the employee, plus other miscellaneous evidence of successful service.
 - 2. Records of unsatisfactory performance must be specific in content, signed by the administrator, with a copy furnished to the food service employee. The food service employee shall acknowledge receipt of the report by signing it within three (3) work days.
- D. If a food service employee's evaluation points out questionable characteristics of the food service employee in any manner, and the food service employee does not agree with the evaluation, the food service employee will have an opportunity to answer the evaluation in writing to the appropriate administrator, with a copy

placed in the food service employee's personnel file.

- E. The appropriate administrator shall be responsible for written evaluations of all personnel covered by this Agreement at least once every two (2) years. Kitchen manager input will be considered by evaluator.
- F. The Department for Human Resources shall be responsible for acquainting new food service personnel with the evaluating procedures. This will occur during the first month of their employment.

ARTICLE XVII

DISTRICT IMPLEMENTATION MEETING

- A. Implementation meetings shall be held between representatives of the District Administration and the Association on a regular basis when requested by either party.

Orientation meetings shall take place within 30 days following employee's date of hire. At that time pertinent information, including a copy of the current contract shall be provided to the employee.

- B. The purpose of these meetings will be to review the administration of the Agreement and resolve any problems. It is intended that these meetings will produce a high level of mutual understanding and that problems will be resolved on an equitable basis.
- C. All meetings between the parties should be scheduled to take place as promptly as possible at a time when the employees involved are free from assigned responsibilities. The scheduling will take place within ten (10) days of the request from the Association or the District.
- D. All requests for meetings will be made directly between the Superintendent and or her/his designee, and the Association President and her/his designee. They will mutually develop the time, place and agenda for such meetings.

ARTICLE XVIII

ATTENDANCE PROCEDURE

- A. Food service employees are responsible for reporting their absence in accordance with District procedures.
- B. Notice of absence must be given to the District by employees at least three (3) hours before the start of the shift, except for extenuating circumstances, or leave time cannot be used. For employees who work in preparation kitchens, the notice

should be at least one hour before the start of the shift or leave time cannot be used. For employees working the breakfast shift, they must call at least one (1) hour before the start of the shift.

ARTICLE XIX

PAYROLL DEDUCTIONS

- A. All employees must have on file an exemption card for withholding tax as required by I.R.S., State and City Government, in the payroll office. Any employee desiring a change in exemptions shall do so by filing a new card. Deductions are based upon a schedule supplied by the city, state and federal governments.

Employees may request that additional deductions be made from their pay for the following purposes:

1. United Foundations
2. Credit Union
3. Tax Deferred Annuity Program
4. United States Savings Bonds
5. Hospitalization Insurance
6. Dental Insurance
7. Vision Insurance
8. Other

- B. The District will distribute checks according to District policy and procedure.

ARTICLE XX

NEGOTIATIONS PROCEDURES

- A. This Agreement is subject to amendment, alteration, or additions, only by a subsequent written Agreement between, executed by, the District and the Association. The waiver of any branch, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- B. At least ninety (90) days, and not more than one-hundred and fifty (150) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of food service employee employed by the District.

ARTICLE XXI

HOLIDAYS

Holiday pay will be paid to all regularly assigned food service employee for the following holidays, provided such day is not a regularly scheduled duty day as set forth in the school calendar:

1. Thanksgiving Day
Day following Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Easter Monday
Memorial Day
Labor Day
Fourth of July (if a regularly scheduled work day)
2. The food service employee must have been paid for the last scheduled work day prior to and the next scheduled work day after such holiday to be paid for the holiday. Both the prior work day and the next scheduled work day must be in the school year in which the holiday occurs.
3. PHASD Teacher district-wide staff development day(s) will be non-paid days off.

ARTICLE XXII

INSURANCE

- A. The work day shall be determined by assignment. Benefits shall be prorated on the basis of a five (5) hour day. Employees' working five (5) or more hours constitutes full time employment.

A minimum of five (5) hours per day shall be required for coverage, and a signed affidavit must be provided by the member stipulating that the desired coverage is not available through other family members' insurance plan (if spouse has coverage, member is not eligible).

- B. Health Benefits/Hospitalization Plan:

1. Beginning January 1, 2015, the District agrees to pay a maximum of \$5,920.13 single, \$13,024.28 2 person, and \$14,208.30 full family, of the annual cost of a

medical benefit plan, including premiums and payments into health savings accounts. The maximum the district will pay will be adjusted based on the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available from the United States Department of Labor Bureau of Labor Statistics.

2. For any employee who does not desire the above coverage, the employee may select the following option, upon written request to the District.
 - a. The District shall pay the monthly premium cost for group dental insurance coverage.
3. There shall be no interruption of coverage for those food service employees already enrolled. For those newly enrolling, coverage shall go into effect after the waiting period prescribed by such "Services".
4. Food Service employees desiring coverage as to the foregoing shall apply to the Personnel Office for same on forms which the District will furnish for that purpose, it being understood that failure on their part to do so will relieve the District from any responsibility for lack of coverage resulting. Employees must pay the balance of the premium cost for full coverage.
5. To be eligible for inclusion under this plan, new food service employees must make application to the Human Resources Department within thirty (30) days after eligibility or at any open enrollment period prescribed in such "Services" provided eligibility requirements have been met.
6. No contribution by the District will be made during leaves of absence and layoffs and upon termination of employment all contribution shall cease. Food service employees may pay the premiums for insurance coverage during their leaves of absence to provide for continuous coverage to the extent permitted by the insurance carrier. Arrangement for such payment and/or payment schedule should be made with the Personnel Office by the employee at the time the leave is granted.
7. The District shall not be responsible or liable for lack of proper coverage and protection. Its responsibility and liability shall be limited to the contributions required to be made hereunder and the remittance and payment of actual deductions made from salaries.

C. Vision Insurance:

The District shall pay the pro-rated premium costs to provide a group vision plan, whether single, or full family with carriers to be determined by the Board.

D. Life Insurance:

The District shall pay the premium cost for \$10,000 of term life insurance payable to a beneficiary designated by the employee.

E. Coordination of Benefits (Dual Coverage).

1. This coordination of benefits provision is designed to provide maximum coverage, but not to exceed 100% of the total approved fee for a given treatment plan. If a subscriber or eligible dependent is covered for benefits or services by another contract, arrangement, or insurance policy, the District's liability for payment will be determined by the coordination of benefit rules in the Plan Document. In no event will the District's plan pay a greater amount than it would have paid had dual coverage not existed.
2. Changes in family status shall be reported by the regular employees to the human resources office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the District in his/her behalf for failure to comply with this paragraph.
3. The District agrees to provide the above mentioned benefits programs within the underwriting rules and regulations as set forth by the carrier(s) in the Plan Documents held by the policyholder.
4. The sole authority for the selection of the insurance carriers shall be with the District, subject to the commonly accepted rules governing competitive bidding. The District may change insurance carriers provided the benefits afforded shall not be diminished.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.
- B. This Agreement is subject to 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 provisions of this Agreement shall at any time be held to be contrary to the 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.
- C. There shall be established a joint committee to plan an in-service training program for all food service employee. The committee is to be made up of two (2) Administrators to be designated by the Superintendent and three (3) food service employee to be designated by the Association. Said day as planned to be paid as

a work day by the District.

- D. The District shall pay registration and travel costs, not to exceed \$625, for a minimum of four (4) members of the Association to attend the School Nutrition Association of Michigan Convention. If held during regularly scheduled work time, no leave time or pay shall be deducted for employees attending the convention.
- E. Up to \$50 per year will be available for each employee for expenses connected with education to obtain or continue certification. Employees shall submit requests to the Food and Nutrition Director.

F. SPECIAL DINNERS:

The director of the food service program shall assign food service employee to special dinners on a rotating basis to be determined by her/him. Time and one-half will be given when worked more than forty (40) hours.

G. NO STRIKE:

The Association agrees that so long as this Agreement is in effect, neither the Association nor any of the employees covered by this Agreement shall engage in any strike, slowdown, or stoppage of work. Any employee, who violates any of the provisions of this paragraph participating therein, shall be subject to disciplinary action, including discharge. The District agrees that so long as this Agreement is in effect there shall be no lockout. The closing down of a building by the District does not constitute a lockout.

- H. Upon completion of the probationary period, the District will annually provide polo-type shirts and aprons as follows: three (3) shirts for Helpers, five (5) shirts for Cooks. The employee will provide their own pants and shoes.

HOURLY PAY SCHEDULE
PORT HURON AREA COOKS ASSOCIATION

2018/2019	Base Rate	SNA Certification Rate Level 1	Level 2 or higher Certification
Cook/Manager	13.54	14.04	14.34
Cook	11.99	12.49	12.79
Assistant Cook Manager	11.20	11.70	12.00
Assistant Cook/Store Room	10.44	10.94	11.24
Kitchen Assistant	10.09	10.59	10.89
Banquet Rate	11.70	12.20	12.50

2019/2020 – 1st Part Year	Base Rate	SNA Certification Rate Level 1	Level 2 or higher Certification
Cook/ Manager	13.74	14.24	14.54
Cook	12.17	12.67	12.97
Assistant Cook Manager	11.37	11.87	12.17
Assistant Cook/Store Room	10.60	11.10	11.40
Kitchen Assistant	10.24	10.74	11.04
Banquet Rate	11.88	12.38	12.68

2019/2020 – 2nd Part Year	Base Rate	SNA Certification Rate Level 1	Level 2 or higher Certification
Cook/ Manager	13.95	14.45	14.75
Cook	12.35	12.85	13.15
Assistant Cook Manager	11.54	12.04	12.34
Assistant Cook/Store Room	10.76	11.26	11.56
Kitchen Assistant	10.39	10.89	11.19
Banquet Rate	12.06	12.56	12.86

2020/2021	Base Rate	SNA Certification Rate Level 1	Level 2 or higher Certification
Cook/ Manager	14.23	14.73	15.03
Cook	12.60	13.10	13.40
Assistant Cook Manager	11.77	12.27	12.57
Assistant Cook/Store Room	10.98	11.48	11.78
Kitchen Assistant	10.60	11.10	11.40
Banquet Rate	12.30	12.80	13.10

In order to receive level 1 SNA certification pay (.50), employees must maintain certification through School Nutrition Association. In order to receive Level 2 or higher SNA certification pay (.30), employees must maintain certification through the School Nutrition Association. Employee must notify District and present proof of certification. Pay increases will be implemented the pay period following receipt of documentation and become retroactive to the date of certification completion. When applicable employees must maintain CEUs of professional standards to maintain the position.

District will pay membership dues to School Nutrition Association.

PORT HURON AREA COOKS ASSOCIATION

GRIEVANCE FORM - LEVEL ONE

(FILL OUT IN TRIPLICATE)

FROM: (PERSON FILING GRIEVANCE) _____

TO: (ADMINISTRATOR INVOLVED IN GRIEVANCE) _____

STATEMENT OF GRIEVANCE: (include relevant dates, individuals, and / or schools)

STATE PROVISIONS VIOLATED IN THE MASTER AGREEMENT:
(Article and Section Numbers)

REMEDIAL MEASURES THAT HAVE BEEN TAKEN BY THE APPROPRIATE
ADMINISTRATOR:

REMEDY SOUGHT:

INITIALS OR APPROPRIATE ADMINISTRATOR: _____

DATE: _____