
Plymouth-Canton



Community Schools

Agreement between the
Plymouth-Canton Board of Education
and the

International Union Of Operating Engineers,
Local 324 0 324-A, B, C, D, G, H, P, RA, S, AFL-CIO

Licensed Technicians

2015 – 2017

TABLE OF CONTENTS

	PAGE
ARTICLE I	1
PURPOSE.....	1
ARTICLE II	1
UNION RECOGNITION	1
ARTICLE III	1
MANAGEMENT RIGHTS.....	1
ARTICLE IV	2
JURISDICTION	2
ARTICLE V	2
DISCIPLINE AND DISCHARGE.....	2
ARTICLE VI	2
GRIEVANCE PROCEDURE	2
ARTICLE VII	4
NON-DISCRIMINATION	4
ARTICLE VIII	4
SENIORITY.....	4
ARTICLE IX	6
HOLIDAYS	6
ARTICLE X	6
VACATION AND BONUS VACATION	6
ARTICLE XI	8
SICK LEAVE.....	8
ARTICLE XII	9
LEAVE OF ABSENCE	9
ARTICLE XIII	11
JURY DUTY - SUBPOENA AS WITNESS	11
ARTICLE XIV	11
HOURS OF WORK	11
ARTICLE XV	13
DISTRIBUTION OF OVERTIME	13
ARTICLE XVI	13
HEALTH AND WELFARE	13
ARTICLE XVII	14
HEALTH, SAFETY AND TRAINING.....	14
ARTICLE XVIII	14
STRIKES AND LOCKOUTS.....	14
ARTICLE XIX	15

SUBCONTRACTING AND TECHNOLOGICAL CHANGES	15
ARTICLE XX	15
NEW JOBS.....	15
ARTICLE XXI	15
WORK RULES AND REGULATIONS	15
ARTICLE XXII	16
VISITATION	16
ARTICLE XXIII	16
SCOPE, WAIVER AND ALTERATION OF AGREEMENT	16
ARTICLE XXIV	16
CLASSIFICATION.....	16
ARTICLE XXV	17
TERMINATION AND MODIFICATION.....	17
APPENDIX A	19
WAGES	19
FURLOUGH DAYS	19
PHONE STIPEND	19
APPENDIX B	19
ADDITIONAL STIPEND	19
APPENDIX C	20

AGREEMENT

between

THE PLYMOUTH-CANTON COMMUNITY SCHOOLS, hereinafter referred to as the "Plymouth-Canton Board of Education"

and

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, Local 324.

ARTICLE I

PURPOSE

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

ARTICLE II

UNION RECOGNITION

SECTION 1. Union Recognition

- A. The Plymouth-Canton Board of Education hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages and hours of employment.
- B. The term "employees," as used herein, shall include licensed technicians.

ARTICLE III

MANAGEMENT RIGHTS

Subject to the provisions of this Agreement, and except as modified by the specific terms of this Agreement, the Employer retains all rights and powers to manage the Plymouth-Canton Community Schools and to direct its employees. The Union recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan and as are inherent in the rights and responsibilities to manage the Public School System, including, but not limited to, the right:

- A. To the exclusive management and administrative control of the school system and its properties and facilities and the activities of its employees during the employee working hours;
- B. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
- C. To determine the hours of work and the duties, responsibilities and assignments of employees, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoptions and equal application 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 extent such specific

and express terms hereof are in conformance with the Laws and Constitution of the State of Michigan and the Laws and Constitution of the United States.

- D. To insure that the employee is responsible to maintain the level of licensure as described in the job description. Management will develop an annual procedure to ascertain the validity of the appropriate licenses of its employees.

ARTICLE IV ***JURISDICTION***

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purposes of instructional training, experimentation or in cases of emergency, when regular employees are not readily available. This clause shall not apply to special projects where employees perform work on a voluntary basis.

No provision of this Agreement shall be construed to restrict the Board from the use of federally funded youth employment programs, cooperative education programs or man hours worked without pay in lieu of incarceration, provided said use does not result in the elimination of any employees covered by the Agreement. The above said person will not be used outside of regularly scheduled hours to avoid paying overtime to employees covered by this Agreement.

ARTICLE V ***DISCIPLINE AND DISCHARGE***

Employees shall be disciplined or discharged only for just cause and the employee shall be advised of the cause of such action in writing. Just cause shall include, but not be limited to:

- A. Refusal or failure to accept or perform work assigned, in accordance with the provision of this Agreement.
- B. Refusal or continued failure to perform work properly and efficiently.
- C. Intoxication or use of illegal drugs on the job or drinking intoxicants while on duty.
- D. Excessive tardiness or absenteeism
- E. Insubordination, or improper or immoral language or conduct
- F. Interference with the performance of assigned work of another employee of the Employer.

Any cause for discipline or discharge known to the Employer and on which action or notification has not been initiated by the Employer within ten (10) days shall be void.

ARTICLE VI ***GRIEVANCE PROCEDURE***

SECTION 1.

A grievance shall be defined as a written complaint by an employee in the bargaining unit alleging a violation, misinterpretation or misapplication of the specific terms of this Agreement.

SECTION 2.

- A. Working day shall be Monday through Friday, excluding holidays.
- B. Time limits may be extended by mutual agreement.

- C. Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last decision rendered.
- D. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.
- E. No grievance shall be processed based on the occurrence of a condition prior to the execution of this Agreement.

SECTION 3. Informal Conference

The employee may within five (5) working days of the alleged occurrence discuss his problem with his immediate administrative supervisor.

Any employee not satisfied with a personal conference with his immediate administrative supervisor may take his problem to the steward for consultation. The steward may visit that supervisor in a further effort to resolve the grievance, which visit shall occur within five (5) working days after the event giving rise to the problem. That supervisor shall give his decision within three (3) working days.

SECTION 4.

All grievances must be handled by the following procedure:

- Step 1. If the problem is not resolved in the informal conference, it shall be reduced to writing, clearly stating the claimed basis for the grievance and shall be signed by the employee and presented to the supervisor by the steward within five (5) working days following the decision in Section 3 of this procedure. The written grievance may be presented to and discussed with the supervisor by no more than two (2) Union representatives accompanied by the employee at the discretion of the Union. Within five (5) working days after receiving the written grievance, the supervisor shall communicate his decision in writing together with the supporting reasons, to the Union.
- Step 2. Within five (5) working days after delivery of the supervisor's decision, the grievance may be appealed to the Director of Human Resources or his/her designated representative by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1. Within five (5) working days after delivery of the appeal, the Director of Human Resources or his/her designee shall investigate the grievance and shall communicate his/her decision in writing together with the supporting reasons to the Union and to the supervisor.
- Step 3. Within five (5) working days after delivery of the decision of the Director of Human Resources or his/her designee, the grievance may be appealed to the Superintendent or his/her designee by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by the copies of the previous decisions. Within ten (10) working days after delivery of the appeal, the Superintendent or his/her designee shall communicate his decision in writing together with the supporting reasons to the Union, the Director of Human Resources and the supervisor.

Step 4. Arbitration - Any unresolved grievance which relates to the interpretation, application or enforcement of a provision of this Agreement or any written supplementary agreement and which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance.

A. Arbitration shall be invoked within ten (10) working days of the decision in Step 4 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice, the party desiring arbitration shall refer the matter to the Michigan Unemployment Relations Commission for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules except where expressly provided otherwise in this Agreement.

- (1) The arbitrator, the Union or the Employer may call any employee as a witness in any arbitration hearing.
- (2) Each party shall be responsible for the expenses of the witnesses that they may call.
- (3) The arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this Agreement.
- (4) The arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments thereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of any of the parties hereto.
- (5) The decision of the arbitrator shall be final, conclusive and binding upon the employer, the employees and the Union.
- (6) The expenses of the arbitrator shall be borne by the non-prevailing party.

ARTICLE VII

NON-DISCRIMINATION

The Plymouth-Canton Board of Education will not interfere with or discriminate in any respect to the term or condition of employment against any employee covered by this Agreement because of membership in, or legitimate activity as described in this Agreement on behalf of the Union, nor will the Plymouth-Canton Board of Education encourage membership in another Union.

The Employer and the Union recognize their responsibilities under federal, state and local laws pertaining to fair employment practices, as well as the moral principles involved in the area of civil rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons according to law. The parties will work together to assure equal employment opportunities to all.

ARTICLE VIII

SENIORITY

SECTION 1.

Seniority standing shall be granted to all employees covered by this Agreement. The standing is to be determined on the basis of actual length of continuous service from the latest date of permanent employment in the bargaining unit with the Plymouth-Canton Board of Education. All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of a probationary period of six (6) calendar

months of employment, which shall include at least three (3) calendar months while school is in session. Probationary employees may be discharged or disciplined by the Employer without the same causing a breach of the Agreement or constituting a grievance.

SECTION 2.

Seniority shall be broken for the following reasons:

- A. If the employee quits.
- B. If the employee is discharged.
- C. If the employee is absent without properly notifying the management, unless a satisfactory reason is given.
- D. If the employee fails to return to work within three (3) working days after being notified to report to work and does not give a satisfactory reason.
- E. If the employee is laid off for a continuous period equal to seniority he had acquired at the time of such layoff period.
- F. If the employee retires.

SECTION 3.

Employees are expected to give advance notice of termination. Employees failing to give five (5) days notice without reasonable cause for failing to give such notice shall forfeit one-fifth (1/5th) of all pro-rated benefits due for each day less than the above five (5) working days.

SECTION 4.

Employees shall be laid off and recalled according to their seniority in their classifications. An employee on scheduled layoff shall have the right to displace a lesser seniority employee who is in a lower classification provided the senior employee is qualified to hold the position held by the employee.

SECTION 5.

- A. The Employer may make temporary transfers of employees to other locations in order to meet the requirements of the operation of the department. The employer shall give full consideration to seniority.
- B. Temporary transfers shall be for a period of no longer than thirty (30) working days; extensions may be given by mutual agreement between the Employer and the Union.
- C. A position that requires more than thirty (30) days of temporary transfer (except extensions by agreement) shall be considered an open position to be posted.

SECTION 6.

An agreed-to Seniority List shall be made available to the Union and to each employee covered by this Agreement on or about July 1st of each year. Such list shall contain date of hire with the District, date of entry into bargaining unit, date of entry into classification and employee's location. Seniority in classification shall be as of date of entry into the classification.

ARTICLE IX

HOLIDAYS

SECTION 1.

The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee

New Year's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	Two Personal Holidays
Thanksgiving Day	

Each regular employee will receive two (2) additional personal holidays, which may be taken, upon approval of the supervisor, when school is not in session.

SECTION 2.

Employees required to work on any of the above named holidays shall receive double time for hours worked in addition to the regular holiday pay.

SECTION 3.

If an employee is on vacation on any of the above named holidays, the Employer shall give an additional day off with pay for the holiday or eight (8) hours pay for the holiday.

SECTION 4.

Employees off sick on the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay, except when they work on the holiday.

SECTION 5.

Application for use of personal holidays or snow days must be submitted and approved five (5) working days in advance of the day requested. Personal holidays cannot be taken in conjunction with vacation days or regularly scheduled holidays unless by specific arrangement with and approval from the Department of Maintenance and Custodial Operations.

SECTION 6.

Holiday Eligibility - During the first month of employment, employees shall not be eligible for any paid holidays. During the second month of employment, employees shall be eligible for one paid holiday. Upon completion of the second month of employment, employees shall be eligible for all paid holidays.

ARTICLE X

VACATION AND BONUS VACATION

SECTION 1.

Vacation for employees covered by this Agreement shall be computed as follows:
Less than two (2) years on June 30 - One day per month to maximum of ten (10) days
More than two (2) years but less than five (5) years on June 30 - twelve (12) days
More than five (5) years but less than ten (10) years on June 30 - fifteen (15) days
More than ten (10) years but less than fifteen (15) years on June 30 - seventeen (17) days
More than fifteen (15) years on June 30 - twenty (20) days.

SECTION 2.

- A. Vacations will, insofar as possible, be granted at times most desired by employees according to their seniority as follows: The Employer will designate how many people in each classification shall be allowed off during one given period. Vacation requests shall be submitted during the last two weeks of February. The annual vacation schedule shall be posted prior to March 31st. Choice of vacation shall be honored on a basis of seniority within a classification unless otherwise agreed to by the Union. Unposted vacation time may be taken on the days preceding or following a paid holiday unless otherwise agreed to between the Board and the Union.
- B. Vacations may be taken in a period of consecutive days or split into one or more weeks.
- C. Vacation earned in one fiscal year must be taken prior to the end of the following fiscal year. If a vacation is deferred at the request of the Board, the employee shall have the option of rescheduling the vacation or receiving payment in lieu of vacation time off.

SECTION 3.

An employee who is separated from employment is entitled to a lump sum payment for the unused vacation standing to his credit on the date of separation.

SECTION 4.

Employees having twenty-three (23) days of accumulative sick leave on December 31st, may earn additional vacation days annually according to the following schedule:

<u>DAYS ABSENT DURING FISCAL YEAR</u>	<u>NUMBER OF DAYS BONUS VACATION</u>
0	5
1	5
2	4
3	3
4	2
5	1

SECTION 5.

Days absent during the fiscal year for Workers' Compensation or death in the family per Article XII, section 4 will not have any effect on earned bonus days and bonus attendance pay per section 4 of this article. If additional time is granted for any bereavement above that covered in Article XII, Section 4 (i.e., friend, travel, etc.), days will be deducted from sick leave but it will not affect the bonus vacation days and bonus attendance pay.

SECTION 6.

An employee has the right to cancel a vacation day(s), on or before the said day(s) has been taken. A vacation form shall be filled out with the word "cancel" written on it, initialed by the employee and given to the Maintenance Department. Said form is to be filed with the cancelled day credited to the employee's vacation bank.

ARTICLE XI
SICK LEAVE

SECTION 1.

Each employee covered by this Agreement will be entitled to sick leave of one (1) work day with pay for each month of service, beginning with the first completed full calendar month and cumulative to 200 work days. Days earned beyond 200 will be held in a catastrophe bank. Sick days will be studied for the purpose of payment upon retirement.

SECTION 2.

Sick leave shall be granted to employees when they are incapacitated from the performance of their duties by sickness, pregnancy, injury or for medical, dental or optical examination or treatment. (Medical proof of illness may be required.) Sick leave shall also be granted when, through exposure to contagious disease, the presence of the employee at his employment position would jeopardize the health of others. To receive sick pay for medical, dental or optical examination or treatment, three (3) days notice of the appointment must be given, except in cases of emergency.

SECTION 3.

- A. Absence of less than seven (7) days resulting from a minor personal injury out of and in the course of employment with the Plymouth-Canton Community Schools shall not be deducted from accumulated allowable days of absence provided the employee files at the Central Administration Office, prior to returning to regular employment, a statement from his doctor stating the number of days he will be unable to work.
- B. Absence caused by a major personal injury arising out of and in the course of employment with the Plymouth-Canton Community Schools which entitles the injured employee to compensation under the provisions of the Worker's Compensation Act, shall not be charged against allowable sick leave until the eight (8th) day, allowable days of absence shall be charged only for that portion in excess of the compensation payment until employee's sick leave bank is exhausted.

SECTION 4.

Records of sick leave accumulated and taken shall be available to the employee or the Union upon request.

SECTION 5.

All new employees after successfully completing the probationary period and upon working their first day as a permanent employee shall have placed in their sick bank one (1) sick leave day for each month between that month and June of the fiscal year after working one (1) day, will have placed in their sick leave bank twelve (12) sick leave days. Time taken off during the probationary period will be deducted from the employee's pay.

SECTION 6. *Personal Business Days*

Employees may use of to three (3) personal business days, one of which may be an undeclared personal business day, which will be deducted from the employee's sick bank.

- A. The following statements will act as guidelines for the local administrator in giving approval to the applicant for personal business days.
- B. A personal business day can be granted, but is not mandatory when there is:
 - (1) A religious holiday not identified in the Agreement.

- (2) An appointment at a Federal, State or Local Government office after normal channels have been exhausted.
- (3) An involvement in a court of law.
- (4) A convocation or honors assembly involving a member of the immediate family.
- (5) An appointment to arrange a final settlement or financing the purchase of a home.
- (6) A need for being involved in moving from one home to another.
- (7) A need to leave early to attend a conference or convention to which he/she is a delegate.
- (8) An involvement in a wedding of a member of the immediate family.
- (9) A desire to attend a funeral when it is not covered under the sick leave policy.
- (10) A desire to be with a person who is ill and which is not covered under the sick leave policy.

The above is not an exhaustive list and items may be added during the school year by the consent of both parties.

- C. When there is a request for personal business day or days as indicated in Article XII, 7.B, the administrator may charge a portion of the personal business against sick leave with the remaining portion being assumed by the applicant with loss of pay.
- D. Personal business days cannot be used for time immediately before or after an established holiday for additional vacation.
- E. The administrator may, in unusual circumstances, grant personal business time to a person when the applicant's request is not specifically covered by the listing. The administrator, using his best judgment will take into consideration such items as length of service, attendance, involvement in school's activities and other factors which are pertinent to the case.
- F. Personal business days shall be requested at least one week in advance, except in cases of emergency. Approval must be received before the employee takes the time off.
- G. Requests shall be made through the Department of Maintenance and Custodial Operations.

ARTICLE XII

LEAVE OF ABSENCE

SECTION 1.

"Armed Forces" are defined to include the Army, Navy, Marine Corps, Air Force and Coast Guard Reserve.

SECTION 2.

- A. Any employee of the Plymouth-Canton Board of Education covered by this Agreement who is a member of the National Guard or any reserve component of the Armed Forces of the United States will be entitled to a leave of absence without loss of time, vacation or sick or seniority time, during which he is engaged in the performance of official duty or training in the State of Michigan or in the United

States under competent orders. While on such leave he shall be paid an amount which when combined with his military pay would equal his regular salary, not to exceed a total of ten (10) working days in any one calendar year.

- B. To receive payment of salary, an employee must, prior to this leave, file with the Human Resources Department, a copy of official orders and upon return, a certification from his commanding officer of performance of duty and a statement of service earnings.
- C. The reinstatement rights of an employee who enters the military service of the United States or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

SECTION 3.

One employee will be granted leave of absence with pay to serve as a delegate to a Union convention. The Union will receive approval for state and/or local conventions no more than a total of two (2) working days per year. Five (5) days will be granted for an International Union Convention.

SECTION 4.

Seniority shall accumulate during all leaves of absences. At the end of a leave of absence the employee will return to the former job and at his former rate of pay including any changes. Employees will be required to pay the premium on his life insurance during any leaves. Employees have the option to pay hospitalization premiums or to terminate coverage during any leaves.

SECTION 5.

Notwithstanding other provisions of this Agreement, any employee elected or appointed as an employee of the Union shall be granted a leave of absence without pay for the term of the election or appointment of his office or any extension thereof.

SECTION 6.

A seniority employee who, because of illness or accident which is non-compensable under the Michigan Worker's Compensation Law, if physically unable to report to work, shall be given a leave of absence without pay of benefits or loss of seniority for the duration of such disability, but not to exceed the length of his seniority or two years, whichever is the least. Applications for leave must be submitted one (1) week prior to the exhaustion of the employee's sick bank. Return to work shall be conditional upon a medical or osteopathic doctor's written notice that the employee is capable of performing his regular work assignment.

SECTION 7.

Leave of absence without pay or benefits or loss of seniority shall be granted seniority employees for reasonable periods not to exceed the length of seniority or one (1) year of time, whichever is the least, for physical or mental illness in the immediate family which includes husband, wife, children or parents living in the same house, provided the employee properly notifies the Board with a certificate as often as requested from the medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when requested by the Board.

SECTION 8.

Leaves of absence without pay or benefits or loss of seniority may be granted seniority employees after one (1) year of employment, for reasonable periods not to exceed one (1) year of time for training related to the employee's regular duties in an Employer-approved educational institution.

SECTION 9.

A seniority employee shall be granted a maternity leave of absence without loss of seniority which shall not exceed twelve (12) months and provided, the employee shall immediately notify the Board of the pregnancy. The Board then may request periodic verification of the health of the employee in relation to the performance of the employee's normal job duties. When the medical verification of the physician, on a form provided by the Board, will not allow the employee to continue her normal job function because of such pregnancy, the employee shall then be granted a leave of absence for the duration of the pregnancy with all job and recall rights.

SECTION 10.

All requests for leaves of absences shall be in writing stating the reasons for request, giving approximate length of leave requested and copy shall be sent to the Union. Leaves may be granted at the discretion of the Board for reasons other than those listed above when they are deemed beneficial to the Board.

SECTION 11.

All employees covered by this Agreement may take up to five (5) working days off with pay for a death in the employee's immediate family. The immediate family shall be construed to mean one (1) of the following: husband, wife, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse's grandparents, grandchildren and any other non-relative living and making their home in the household of the employee. Additional time off will be granted for necessary time to travel to distant states for funeral services providing said time is arranged for with the Department of Maintenance and Custodial Operations at least forty-eight (48) hours prior to the time taken.

ARTICLE XIII

JURY DUTY - SUBPOENA AS WITNESS

Recognizing it is the obligation of every citizen to serve as a juror when called upon to do so, an employee called for jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror, except the money received for mileage, shall be deducted from the pay which would normally be earned while serving as a juror. This provision to apply in the event the Employer was unable to obtain a waiver.

ARTICLE XIV

HOURS OF WORK

The regular work week for the employees covered by this Agreement shall consist of forty (40) hours, five (5) consecutive days (Monday through Friday) of eight (8) hours each. The eight (8) hour day for all personnel will include a lunch period at a time convenient to the Employer.

SECTION 1.

In the event a change in the present scheduled work week or work day is necessary due to operational need, the parties shall meet prior to a change being made to determine the procedure and conditions under which the change will occur.

SECTION 2.

- A. Time and one-half (1-1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period which begins with the start of the employee's regular or normally scheduled shift, all time worked in excess of forty (40) hours in one work week for which overtime has not already been earned.
- B. Double time will be paid for all overtime hours worked on Sunday.
- C. Shift preference will be based on seniority among those persons who normally perform such work, with the senior employee having first choice, except in emergency situations.
- D. Upon mutual agreement of the administration and the employee, compensatory time will be given in lieu of overtime pay. The rate of compensatory time will be the equivalent of overtime rate (1.5 for Saturdays and 2.0 for Sunday hours of release time for every overtime hour worked). The compensatory time cannot exceed 40 hours during a school year and must be used during the school year in which it is earned. It will not accumulate beyond June 30 of the year it is earned and if it is not used, it will be paid off in the last paycheck in June. Scheduling of the use of compensatory time will be on the same basis as vacation time but will be discouraged when school is in session.

SECTION 3.

Whenever an employee is required to return to work after the completion of his regularly scheduled working hours, he shall receive pay for the actual time worked at his appropriate rate for a minimum of two (2) hours.

Time worked under this clause is not to be construed with hours worked prior to or after the termination of the shift when such hours are continuous. No employee shall be compensated for any time worked by being granted time off in place thereof.

Employees who are subject to standby over week-ends and holidays shall receive four (4) hours pay in addition to any other compensation received during the week, except that an employee on standby over three (3) consecutive days shall receive six (6) hours pay in addition to any other compensation received during the week.

SECTION 4. *Work Clothing / Uniforms*

- A. Each employee will receive \$190 annual allowance for replacement and maintaining of required work clothes.
- B. Payment of the annual clothing maintenance allowance for the prior fiscal year shall be made on or before August 30th and shall be prorated on hiring or termination.
- C. Part-time employees shall receive a prorated amount of this benefit. Regular employees who are placed on Workers' Compensation for a period of time in excess of thirty (30) calendar days shall receive a prorated amount of this benefit.
- D. It is hereby understood and agreed that each Licensed Technician will be reimbursed up to \$150 for the purchase of foul weather gear each year of the agreement, as approved by the maintenance and grounds supervisor. Each employee will be reimbursed up to \$200 for the purchase of one pair of safety/work shoes and safety glasses each year of the agreement, as approved by the Director of Maintenance and Operations.

SECTION 5. *Retirement Allowance*

In appreciation for services to the School District, a retirement payment of \$100 per year of continuous service (as defined in Article IX), up to thirty (30) years shall be paid upon

retirement provided the Maintenance-Custodial employee shall have been employed in the School District for at least ten (10) years, is eligible, and has made application for Michigan Employee Retirement Fund benefits.

SECTION 6.

Continued service in this unit with the School District will be acknowledged by the payment of the following lump sum longevity bonus a an adjustment to hourly waged on the employee's anniversary date:

5 to 9 years	\$265	20 to 24 years	\$565
10 to 14 years	\$365	25 years and up	\$665
15 to 19 years	\$465		

SECTION 7.

In recognition of the skills and training necessary to become Licensed Technicians, the Board will provide up to ninety dollars (\$90.00) toward the annual license fees for each Technician.

SECTION 8. *Emergency School Closing*

Whenever there is a school closing involving both staff and students, bargaining unit members who are required to report shall be given compensatory time.

ARTICLE XV

DISTRIBUTION OF OVERTIME

Overtime shall be divided and rotated as equally as possible according to seniority and among those employees who regularly perform such work.

ARTICLE XVI

HEALTH AND WELFARE

SECTION 1.

HEALTH INSURANCE. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, up to full-family for all regular employees. Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted. *See Appendix D for details.*

A flexible spending account for employee contributions will be established to include medically related expenses and dependent care expense in accordance with the I.R.S. regulations.

The Board reserves the right to select the third party administrator(s) and to bid the prescription drug rider. Open enrollment will be determined by the District.

VISION: The Board shall pay the premium for Vision Care Insurance substantially equivalent to SET Plan II, (Internal and External Coordination of Benefits) to all regular full-time employees who have completed their probationary period.

The District maintains the right to change insurance carriers if same or substantially equivalent benefits are provided.

SECTION 2.

The Board agrees to pay the premium for \$50,000 term life insurance for all regular full-time employees during their employment by the Plymouth-Canton Community Schools. The program is effective for all regular full-time employees who have completed their probationary period.

SECTION 3.

DENTAL: The Board agrees to pay the premium for all full-time Licensed Technicians and their eligible dependents with dental insurance coverage. See *Appendix D for details.*

SECTION 4.

The Employer agrees to pay the premium for long-term disability benefits to all regular employees who have completed their probationary period. The LTD plan shall provide for a ninety (90) calendar day waiting period and shall pay 66 2/3% of salary to a maximum of \$2,500.00 per month. This change to the LTD shall be subject to the terms and conditions of the carrier and does not waive the at work requirement for an employee to receive the increase in this benefit.

ARTICLE XVII

HEALTH, SAFETY AND TRAINING

The Board will continue to take all reasonable precautions to safeguard the health and safety of its employees during their regular hours of work.

A. It is recognized:

1. That periodic training sessions, on a released basis, will be conducted during the school work day.
2. Attendance will be mandatory for those designated employees.
3. Does not govern contract language pertaining to promotions and transfers.

B. Employees will have the opportunity to receive training on an annual basis, in their appropriate skills. Training will be appropriate to their classifications and approved by the Board.

The Board will provide and maintain first aid kits, with appropriate contents in each service vehicle.

ARTICLE XVIII

STRIKES AND LOCKOUTS

SECTION 1.

The Union agrees that during the entire life of this Agreement there shall be no sanctioned or condoned strike, sit-down, stay-in, slowdown or work interference or curtailment of any kind for any reason. The Union agrees it will not cause, nor will any member of the Union take part in any picketing of any of the District's schools or buildings.

SECTION 2.

The Union further agrees it will take prompt affirmative action to prevent or stop unauthorized strikes, sit-downs, stay-ins, slowdowns, picketing or work interference curtailment of any kind by notifying the employees and the public that it disavows these acts.

SECTION 3.

All shop stewards and officers of the Union shall take prompt affirmative action to try to prevent any wildcat strikes, sit-downs, stay-ins, slowdowns, picketing or work interference, or curtailments of any kind.

SECTION 4.

The Union agrees that the District shall have the right to discipline (including discharge) any or all employees who violate this Article, providing the Union reserves the right to grievance as to whether the employee was involved in said action.

SECTION 5.

The Board agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law, the Board hereby waives any right that it may have to sue the Local Union or the International Union with which it is affiliated for damage resulting from unauthorized work stoppages.

ARTICLE XIX

SUBCONTRACTING AND TECHNOLOGICAL CHANGES

No work which is normally or customarily performed by employees in job classifications covered by this Agreement shall be subcontracted by the Board to any outside source or agency for the purpose of eliminating present employees. However, it is agreed that the Board shall be free to use all labor saving devices and labor saving equipment that will be to the best interest of the Board.

ARTICLE XX

NEW JOBS

The Employer shall have the right to establish evaluate, change and obsolete jobs, providing such action on the part of the Employer shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties which are not adequately or specifically described or properly evaluated in an existing job description, specification and classification, the Employer has the right to develop and establish such new or revised job descriptions, specifications and classifications, rates of pay and to place them into effect. Whenever a new job is made operational, the Employer shall establish a job description.

The Employer will notify the Union of such new or changed jobs.

ARTICLE XXI

WORK RULES AND REGULATIONS

The Plymouth-Canton Board of Education may establish necessary work rules and regulations; however, should the Union object to any rule or regulation, it may resort to the grievance procedure outlined in this Agreement. The Board retains the right to establish and equitably enforce personnel policies relating to the duties and responsibilities of all employees which are not inconsistent with the provisions of this Agreement or violation of law. Every employee of the school district is expected to adhere to Board policies and procedures. Board policies shall be made available for review online and through the building administrator.

ARTICLE XXII

VISITATION

SECTION 1.

After presentation of proper credentials to the principal's office, officers or accredited representatives of the Union shall (upon request by the Union) be admitted into the buildings of the School District during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjusting of grievances.

SECTION 2. Stewards

- A. Employees may be represented by one steward and/or designated alternate steward or both, whose identity shall be made known to the Department of Maintenance and Custodial Operations.
- B. The steward, during his working hours, without loss of time or pay, may investigate and present grievances to the Employer, after arrangements have been made with his supervisors. This privilege shall not be abused.
- C. Any new employee shall be introduced to the steward and added to the steward's record or the steward shall be supplied the following information within the employee's first week of employment: name, address, social security number, classification and assignment.

ARTICLE XXIII

SCOPE, WAIVER AND ALTERATION OF AGREEMENT

SECTION 1.

No agreement, alteration, understanding, variation, waiver or modification of any terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Plymouth-Canton Board of Education and in no case shall it be binding upon the parties hereto unless agreement is made and executed in writing between the parties hereto and the same has been ratified by the Union.

SECTION 2.

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

SECTION 3.

It is understood and agreed that if any part of this Agreement is in conflict with mandatory federal or state laws, that such part shall be suspended and the appropriate mandatory provision shall prevail and the remainder of this Agreement shall not be affected hereby.

ARTICLE XXIV

CLASSIFICATION

SECTION 1.

The parties hereto agree that the employees covered by this Agreement shall be considered engaged in the type of work and classification as set forth in Appendix A attached hereto and made a part hereof by reference.

SECTION 2. Employee status Definitions:

- A. Substitute - An employee, regardless of age, who works on an as-needed basis with no specific or projected schedule and receives substitute rate with no fringe benefits.
- B. Temporary - An employee, regardless of age, who is hired for a specific duration to exceed sixty (60) days and works on a regular schedule and receives substitute rate with no fringe benefits. If a temporary employee is continued without break into regular employment, seniority shall begin as of date of hire as temporary; fringes and rate shall begin as of date of regular employment.

ARTICLE XXV

TERMINATION AND MODIFICATION

SECTION 1.

This Agreement shall continue in full force and effect until June 30, 2017.

SECTION 2.

If either party desires to terminate this Agreement it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of termination or withdraws the same, prior to the termination date, this Agreement shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on sixty days (60) days written notice prior to the current year of termination.

SECTION 3.

If either party desires to modify or change this Agreement it shall, sixty (60) days prior to the termination date of any subsequent termination date, give written notice of amendment in which event the notice of amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

SECTION 4.

Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail addressed to the Union, International Union of Operating Engineers, Local 324, AFL-CIO, 500 Hulet Drive, Bloomfield Twp., MI 48302, and if to the Employer, addressed to Plymouth-Canton Community Schools Board of Education, 454 South Harvey, Plymouth, MI 48170, or to any other such address the Union or the Employer may make available to each other.

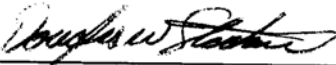
SECTION 5.

This contract is effective from July 1, 2015 through June 30, 2017.


IN WITNESS WHEREOF: The parties hereto have caused this instrument ~~to be~~ executed.

International Union of
Operating Engineers,
Local 324, AFL-CIO

Plymouth-Canton
Community Schools



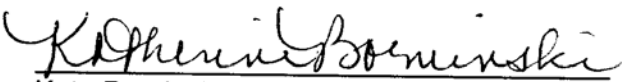
Douglas W. Stockwell
Business Manager



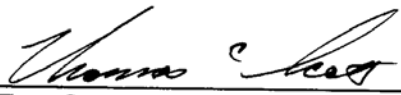
John Barrett
President, Board of Education



Scott Page
President




Kate Borninski
Secretary, Board of Education




Tom Scott
Recording-Corresponding Secretary



Monica L. Merritt
Assistant Superintendent of Human Resources



Kurt Tyszkiewicz
Exec Director of Staffing/Student Services/Policy



Richard M. Peterson
Director of Maintenance/Operations

APPENDIX A

WAGES

A. WAGE SCALE

- 2015/16: Step Freeze; \$.35 increase on steps 3,5,6
- 2016/17: Step Increase January 2017

B. Employees starting prior to January 1st will go to the next step (yearly increment) in July. Those employees starting after January 1 will remain at their present step for the duration of the following contract year.

	Effective 7/1/14 2014/15 Step Freeze .5% inc			Effective 9/23/15 (ratified) 2015/16 Step Freeze \$.35 inc steps 3, 5 & 6		
	2014/15	+\$1.50 Master Lic	Coord Bldg & Grounds (eff 14-15)	2015/16	+\$1.50 Master Lic	Coordinator Bldg & Grounds
1	20.71	22.21		20.71	22.21	
2	21.67	23.17		21.67	23.17	
3	22.64	24.14		22.99	24.49	
4	23.50	25.00		23.50	25.00	
5	24.59	26.09		24.94	26.44	
6	25.78	27.28	33.00	26.13	27.63	33.35

FURLOUGH DAYS

For 2015-2016 school year each employee shall receive two (2) unpaid furlough days to be used on days determined by individual members – no substitutes provided. For the 2016-2017 school year, each employee shall receive four (4) unpaid furlough days to be used on days determined by individual members – no substitutes provided. This provision shall expire at the end of the 2015-2017 contract and shall not be carried forward without the specific written agreement of the parties.

PHONE STIPEND

Effective October 10, 2015, Licensed technicians will receive a monthly phone stipend of \$60 for the use of personal cell phones for business purposes.

APPENDIX B

ADDITIONAL STIPEND

Each non-probationary bargaining unit employee on payroll on December 1st will receive a lump sum one time only stipend of \$450.00 to be paid in January.

The above stipends will be prorated if an employee is employed for less than a full school year (July 1 – June 30).

APPENDIX C

PLYMOUTH-CANTON
Community • Schools

LICENSED TECHNICIANS

Benefit Summary Sheet

Eligibility Period: 90 calendar days for health/6 months all other benefits

HEALTH INSURANCE

Company: Blue Cross Community Blue PPO Plan
Telephone: 1-800-637-2227 (claims & I.D. cards)
Internet address: www.bcbsm.com
Outside of Michigan: 1-800-810-BLUE (to locate an out of state provider)
Group/Suffix: 007010262

(SEE ATTACHED SHEET FOR PLAN CHOICE 1, 2, 3 OR 4)

Effective: End of eligibility period
Employee Cost: Amount above hard cap set by PA 152
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents if not done at the time of the event)
Benefit Year: January – December

LIFE INSURANCE

Company: CIGNA
Group: FLX963665 Class 13
Effective: End of eligibility period

Benefit: \$50,000 Term Life

DENTAL INSURANCE

Company: A.D.N. PPO (A.D.N. PPO network (www.adndental.com)
Telephone: 248-901-3705
#10103
Group:
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after completion of eligibility period

Benefit:
COB Sufficing 1. 80% without other coverage
2. 50% with other coverage
\$1,000 annual max, \$1500 life time ortho max
Benefit year: January - December

LONG TERM DISABILITY

Company: CIGNA
Group: LK62601 - Class 6
Effective: 1st of the month after completion of eligibility period

Benefit: 90 calendar day qualifying period
66 2/3% of monthly salary, \$2500 mo. max

VISION INSURANCE

Company: NVA (National Vision Administrators)
Telephone: # 8662
Group: 1-800-672-7723
Open Enrollment: May to be effective September 1
(One time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after date of hire

BENEFITS

EXAM

LENSES

LENS OPTIONS

FRAME

CONTACT LENSES

Benefit year:

IN-NETWORK

Covered 100%

Standard Glass or Plastic Covered 100%

Progressives (Standard) 100%
Progressives (Premium) 100%

Covered up to \$44 (20% off remaining
balance over \$44 allowance)

Up to \$150 Retail Allowance
(15% discount (Conventional) or 10%
discount (Disposable) off remaining balance
over \$150)

January – December

OUT-OF-NETWORK

Up to \$48

Single Vision Up to \$63
Bi-Focal Up to \$72
Tri-Focal Up to \$90
Lenticular Up to \$110

N/A

N/A

Up to \$44

Up to \$150

EMPLOYEE ASSISTANCE PROGRAM

Company: CIGNA
Telephone: 1-800-538-3543
www.cignabehavioral.com/CGI

FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity
Telephone: 1-866-346-5800

***NOTE:** All insurance claim forms are available in the School office and in the Employee Benefit office.

Dawn Schaller
Employee Benefits Coordinator
(734) 416-4834

9/1/15

Plymouth Canton Community Schools

Plan Offering - LICENSED TECHS

	Plan Choice #1		Plan Choice #2		Plan Choice #3		Plan Choice #4	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
BCBS COMMUNITY BLUE PPO								
Plan Design								
Deductible (Single/Family)	\$100 / \$200	\$250 / \$500	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000	\$1,250 / \$2,500	\$2,500 / \$5,000
Office Visit / Urgent Care	\$20 copay	80% after deductible	\$20 copay	70% after deductible	\$20 copay	60% after deductible	\$30 copay	80% after deductible
Emergency Room	\$30 copay (waived if injury or if admitted)	\$30 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	100% after deductible	80% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	None	\$1,000 / \$2,000	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1500 / \$3000	\$3,000 / \$6,000	N/A	\$3,000 / \$6,000
Prescription Drugs	\$15 Generic /\$30 Brand Copay (Mail Order x 1)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year
In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays								

A		Health, safety and training	14
Absence	5, 7, 8, 9, 10, 11	Holiday Eligibility	6
Accumulative sick leave	7	Holidays	2, 6, 12
Additional stipend	19	Hospitalization	10
Anniversary date	13	Hours of work	11
Annual allowance	12	I	
Annual license fees	13	Immediate family	9, 10, 11
Appeal of grievance	3	Informal conference	3
Approval	6, 8, 9, 10	Insurance carriers	13
Approval for personal business days	9	J	
Arbitration	4	Job classifications	15
Arbitration hearing	4	Job description	2, 15
Arbitrator	4	Jurisdiction	2, 4
B		Jury Duty	11
Binding arbitration	4	Just cause	2
Bonus vacation	6, 7	L	
C		Labor saving devices	15
Catastrophe bank	8	Laid off	5
Classification	5, 7, 15, 16	Leave of Absence	9
Compensatory time	12, 13	length of continuous service	4
Continued service	13	Level of licensure	2
Cooperative education programs	2	Longevity	13
Copy of official orders	10	Long-term disability	14
D		Waiting period	14
Delegate to a Union convention	10	Lump sum	7, 13, 19
Dental insurance coverage	14	Lunch period	11
Dependent care expense	13	M	
Discharge	2, 15	Management rights	1
Discipline	2, 15	Mandatory attendance	14
Distribution of overtime	13	Maternity leave	11
Double time	6, 12	Medical proof of illness	6, 8
Duration of Contract	18	Medical verification	11
E		Medically related expenses	13
Eligibility for Retirement Allowance	13	Military service	10
Emergency School Closing	13	Modify Agreement	17
Exclusive collective bargaining agent	1	N	
Exclusive management	1	New jobs	15
F		New or changed jobs	15
Fair employment practices	4	New or revised operation	15
First aid kits	14	Non-discrimination	4
Flexible spending account	13	Notice of termination	5, 17
Foul weather gear	12	Notice of the appointment	8
Funeral services	11	Notification	2
Furlough days	19	Notification of discharge discipline	2
G		O	
Grievance Procedure	2	Officers of the Union	16
Guidelines for personal business days	8	Open position	5
H		Operational need	11
Health and welfare	13	Overtime	2, 12
Health insurance	13	P	
Flexible spending account	13	Part-time employees	12
Health Insurance	13	Permanent employee	8

permanent employment	4
Personal business day restrictions	9
Personal business days	8
Personal conference	3
Personal Holidays	6
Phone Stipend.....	19
Power	4
Premiums	10
Probationary period.....	4, 8, 13, 14
Promotions	14
Purpose	1

R

Recalled	5
Regular work week.....	11
Requests for leaves of absences	11
Retirement Allowance	12
Return from leave of absence	10
Return to work.....	5, 10, 12

S

Safety glasses	12
Scheduling compensatory time	12
Seniority	4, 5, 7, 9, 10, 11, 12, 13, 17
Seniority list.....	4, 5
Seniority time	9
Shift preference.....	12
Sick leave	8
Standby	12
Steel toed safety/work shoes	12
Step increase yearly increment	19
Stewards	16
Strikes and lockouts	14
Subcontracting	15
Subpoena as witness	11
Substitute employee.....	17

T

Technological changes	15
Temporary employee	17
Temporary transfer.....	5
Term life insurance.....	14

Term or condition of employment	4
Termination	12, 17
Terms & Conditions of the Agreement	16
Terms and conditions of employment.....	1
Time and one-half.....	12
Time limits.....	2
Time worked	12
Training	2, 9, 10, 13, 14
Training leave	10
Training session.....	14
Transfer.....	1
Transfers.....	5, 14

U

Uniforms.....	12
Union Recognition.....	1
Union representatives	3
Unresolved grievance	4
Unused vacation	7

V

Vacation	6, 7, 9, 12
Vacation requests	7
Vacation schedule.....	7
Vision Care Insurance	13
Visitation	16

W

Wages	19
Waiting period	14
Witnesses	4
Work.....	12
Work Clothing	12
Work performed	15
Work rules and regulations	15
Working day	2, 3, 4, 5, 6, 10, 11
Written complaint	2
Written grievance	3

Y

Youth employment programs.....	2
--------------------------------	---