

MASTER AGREEMENT

BETWEEN

**FREELAND COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

**FREELAND EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION, MEA/NEA**

JULY 1, 2005 – JUNE 30, 2009

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ARTICLE I

RECOGNITION AND AGREEMENT

- A. This Agreement entered into this 1st day of July 2005 by and between the Board of Education of the Freeland Community School District, hereinafter called the "Board", and the Freeland Educational Support Personnel Association/MEA/NEA hereinafter called the "Association".
- B. The Board recognizes the Association as the sole bargaining representative for the purpose of collective bargaining with respect to wages, hours and terms and conditions of employment for the term of the agreement for the following personnel:

All Category I, Category II, Category III and Category IV employees including Paraprofessionals, Transportation, Maintenance (including Master Mechanic, Master Maintenance and Custodians), Food Service employees (including Cook, Assistant Cook, Team Leader and Server Aide) and Secretaries; excluding all teachers, administrators, other supervisory personnel, superintendent's secretary, and payroll coordinator.

- C. Categories are defined as follows:

Category I Twelve (12) month employees working eight (8) hours per day fifty-two (52) weeks and scheduled to work two hundred and sixty (260) days per year. Employees in classifications normally considered Category I, however, working twelve (12) months and four (4) up to six (6) hours per day shall be considered Category III, six (6) up to eight (8) hours shall be considered Category II.

Category II Eleven (11) month employees working less than fifty two (52) weeks, working eight (8) hours per day and scheduled to work at least two hundred and eight (208) days and to a maximum of two hundred twenty (220) days beginning August 1 and until June 30 of each school year.

Category III Ten (10) month employees working four (4) hours or more but up to eight (8) hours per day and at least the required student days.

Category IV Ten (10) month employees working less than four (4) hours per day and scheduled to work at least the required student days.

- D. The Board agrees not to negotiate with or recognize any organization other than the Association for the duration of this Agreement as it applies to the personnel indicated supra.
- E. The parties shall be bound by the terms of the following Agreement:

ARTICLE II

BOARD OF EDUCATION RIGHTS

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting, the right:

- A. To the exclusive management and control of the school system, its property, facilities, operations and affairs.
- B. To hire all employees; subject to the provisions of law, to determine their qualifications, conditions of employment, dismissal, demotion, suspension, layoff or recall; to determine the number and scheduling, including business or school hours or days, of all employees; to promote or transfer all employees; to determine the size of the working force; to assign duties to, and to direct, all employees, and to adopt reasonable rules and regulations not in conflict with any of the terms of this Agreement.
- C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.
- D. To decide upon the means and methods of instruction, selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
- E. To determine services, supplies, and equipment; to determine all methods and means of distributing, disseminating, or selling its services, methods, scheduling and standards of operation; to determine the means, methods, and process of carrying on its services and duties; and to determine any changes in all of the preceding, including innovative programs and practices.
- F. To determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments or division or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- G. To determine all financial practices and policies, including all accounting procedures, and all matters pertaining to public relations of the school system and its programs.
- H. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
- I. Determine the policy affecting the selection, testing, training, or evaluation of employees providing such selection shall be based upon job related criteria.

- J. The exercise of the foregoing rights shall be limited only by the specific and express terms of this agreement.

ARTICLE III

ASSOCIATION RIGHTS

- A. The Association shall have the right to use school buildings in compliance with established Board of Education policy regarding public use of such facilities without a charge fee, provided, however, there shall be no conflict with recognized school and outside groups in the scheduling of such facilities. The Association agrees to leave the facility in a state of readiness for its normal use upon completion of the Association activity.

- B. Association representatives shall be allowed to visit schools during working hours providing the building administrator is notified in advance. Such visits shall not interfere with the normal performance of duties by the employees or the normal function of the school. Association representatives shall be allowed to visit bargaining unit members during non-work time, provided the representative reports his/her presence to the building principal or administrative supervisor prior to such visitations.

- C. Bulletin boards shall be made available to the Association. The Association agrees notices placed on bulletin boards shall not be of a derogatory, defaming, or partisan political nature.

- D. Emergency phone calls and messages shall be delivered to the employee without undue delay. Facilities for use of the telephone by employees shall be made available.

- E. At the beginning of the school year, the Association shall be credited with three (3) paid days to be used by the members who are officers or representatives of the Association. These three (3) days shall be available to the Association at a cost of the wages paid to a substitute should one be called to fill the position of the employee using said day. Such use to be at the discretion of the Association. No more than three persons shall use these days on any one day and no more than two from a worksite. These days shall not be designated as either sick or personal days nor shall any member suffer any loss of pay for the use of these days. The Association will provide five (5) work days notice prior to the use of such days.

ARTICLE IV

STRIKE PROHIBITION

- A. The Association recognizes that strikes (as defined by Section I of Public Act 336 of 1947, as amended, of Michigan) by public employees are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement it shall not direct, instigate, participate in, encourage, or support any strike against the Board by any bargaining unit member or group of bargaining unit members.

- B. “Strike” means the concerted failure to report for duty, the willful absence from one’s position, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in employment conditions, compensation, or the rights, privileges, or obligations of employment. For employees of a public school employer, strike also includes an action described in this subdivision that is taken for the purpose of protesting or responding to an act alleged or determined to be an unfair labor practice committed by the public school employer.

ARTICLE V

FINANCIAL RESPONSIBILITY /PAYROLL DEDUCTION

- A. Any bargaining unit member who is not a member of the Association in good standing, or who does not make application for membership within thirty (30) workdays from the date of commencement of duties, shall, as a condition of employment, pay as a service fee to the Association an amount determined by the Association in accordance with its policies and procedures on Political and Ideological Expenditures, provided, however, that the bargaining unit member may authorize payroll deduction for such fee in the same manner as provided in Article V.

In the event that the bargaining unit member shall not pay such service fee directly to the union, or authorize payment through payroll deduction, the employer shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Monies so deducted shall be remitted to the Association, or its designee, no later than twenty (20) workdays following deduction.

- B. The Board shall deduct from the pay of each bargaining unit member from whom it receives authorization to do so, the required amount for the payment of dues or service fees. Such dues, or fees, accompanied by a list of bargaining unit members from whom they have been deducted and the amount deducted from each, shall be forwarded to the Association no later than twenty (20) workdays after the deductions were made. The bargaining unit will provide the Business Office with the amounts that are to be deducted from each member's paycheck at least two (2) weeks prior to the requested change or addition.
- C. The Board shall deduct from the pay of each bargaining unit member from whom it receives authorization to do so and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Board and the Association.
- D. The Association agrees to indemnify and save the District, including individual school board members and their agents, harmless against any and all fees, awards, claims, demands, costs, suits, judgments, or other forms of liability which may arise out of or by reason of action taken by the District or its agents in complying with this Article.

ARTICLE VI

WORKING CONDITIONS

- A. The employer shall reimburse the employee for the loss, damage or destruction of personal property on school premises, provided it is not the result of employee negligence and such personal property was required by the employer.
- B. Any alleged unsafe or hazardous work condition reported by an employee shall be investigated and if the employer deems it necessary, corrected as soon as possible.

ARTICLE VII

EVALUATION AND JOB DESCRIPTIONS

- A. All employees shall receive a job description as developed by the Administration, listing the responsibilities for their job. Any evaluation of an employee's work performance shall be based, mainly, upon said job description.
- B. All monitoring or observation of the work of each employee shall be conducted with the full knowledge of the employee by the employee's immediate supervisor or another regularly employed administrator of the school district. Each employee's evaluation will be done in private with his/her supervisor.
- C. If an employee disagrees with the evaluation, he/she may submit a written response of a maximum of three (3) letter sized (8 1/2" by 11" pages) which shall be attached to the file copy of the evaluation in question. In no case shall the employee's signature on the evaluation form be construed to mean that he/she agrees with the contents of the evaluation.

ARTICLE VIII

HOURS OF WORK

- A. The Board reserves the right to set the hours of work for all employees covered by this Agreement. A permanent change in the starting time, except for summer schedules, shall not be made until the Board has given a five (5) workday notice to the Association and the affected employee(s). The Board reserves the right to change an employee's starting time.
- B. The Board agrees to pay overtime under the following conditions:
 - 1. Time-and-one-half (1 ½) shall be paid for any hours worked in excess of forty (40) hours in the employee's regular work week.
 - 2. Advance notice of overtime shall be given to the affected employee(s) as soon as possible.
 - 3. Time-and-one-half shall be paid for hours worked on Sunday.
- C. Employees required to work on a paid holiday shall be paid double time plus holiday pay for hours actually worked on that holiday, if they are entitled to holiday pay.
- D. Employees will be required to notify their immediate supervisor when they are going to be absent from work. The immediate supervisor will be notified, if possible, the night before. Employees must notify their immediate supervisor of their unavailability for work no less than one (1) hour before their regular starting time, except in an emergency.
- E. Assignment of overtime and additional hours shall be made by the Supervisor. An attempt shall be made by the Supervisor to equalize overtime and additional hours among employees within each classification. This shall be done on a quarterly basis. If qualified employees are not available or decline the overtime or additional hours, the Board reserves the right to assign the overtime or additional hours to the least senior qualified employee. Employees eligible for additional hours who refuse the assignment will be charged the same number of hours as the employee who worked the hours. Disputes related to the balancing of overtime or additional hours shall be resolved by assignment of overtime or additional hours to the employee wrongly denied such time, the board shall not be required to pay an employee for hours not worked. An overtime and additional hours chart shall be maintained by the Supervisor and posted in his/her office.
- F. Employees shall report at the specified starting time of their shift and shall not leave without permission, until their specified quitting time of their shift (excluding regularly scheduled breaks and lunch periods).
- G. The work day for all employees shall include one fifteen (15) minute relief period within each four (4) hours worked. Relief period shall be scheduled according to the needs of the building operation. This section shall not apply to bus drivers.

ARTICLE IX
LEAVES OF ABSENCE

Section I. Paid Leaves

A. Sick Leaves

1. Sick Leave - Sick leave is a form of insurance, the purpose of which is to protect employees when they become ill.

Category I employees are entitled to one (1) day of sick leave for each month worked for a total of twelve (12) days per year which may accumulate to a maximum of one hundred thirty (130) days.

Category II employees are entitled to one (1) days of sick leave for each month worked for a total of eleven (11) days per year which may accumulate to a maximum of ninety (90) days.

Category III employees are entitled to one (1) day of sick leave for each month worked for a total of ten (10) days per year which may accumulate to a maximum of ninety (90) days.

Category IV employees are entitled to three (3) sick days per year which may accumulate to a maximum of ten (10) days.

Sick days and Personal Business Days usage will be charged in one-half (½) day increments for all employees.

Probationary employees shall not earn sick leave pay during the period of their probation. No sick leave time shall be earned while an employee is on leave of absence. Once the probationary period is completed, the employee shall be credited with the number of days he/she would have earned during that period.

No one may use more than one sick day for each month worked, unless they have been accumulated from previous months. Employees who abuse sick leave shall be subject to disciplinary action up to and including discharge.

Employees having at least twenty five (25) years of service to, a minimum of forty five (45) accumulated sick days, and retiring from the Freeland Community School District shall be paid for one-half (1/2) of their remaining sick leave, calculated at their hourly rate of pay for each day earned. Sick leave payout cannot exceed \$1,000.

Employees who have been absent three (3) or more consecutive work days or beyond 10 days total in a given year, because of illness, or where the Board has reason to suspect misuse of leave time, may be requested, upon return and before resuming assigned duties, to furnish their supervisor a certification of fitness to resume normal duties. Such certification shall state the nature of the illness or injury, and shall certify that the employee is fit and able to resume assigned duties. The board may require (at its expense) a physical exam at any time.

2. Employees should make every reasonable effort to care for household illness other than by missing work. However, when necessary, sick leave earned by the employee may be utilized for:

Critical illness in the immediate family which shall be defined as spouse, son, daughter, parent, and any dependent residing permanently with the employee. (Not to exceed three consecutive days or a maximum of six days per year without the supervisor's approval.)

3. At the beginning of every school year:

Category I employees shall be credited with two (2) personal business days per year.

Category II employees shall be credited with three (3) personal business days per year.

Category III employees shall be credited with two (2) personal business days per year.

Category IV employees shall be credited with one (1) personal business day per year.

Unused personal business days at the end of the year shall be converted to sick days.

The intent of a personal business day is to conduct business or personal matters that cannot be done at any other time.

Personal Business Days usage will be charged in one-half (1/2) day increments for all employees.

B. Funeral Leave

1. The employee shall be allowed five (5) days leave, without loss of compensation, for the death of the employee's spouse, child or parent. Such leave will not be deducted from accumulated sick leave. Three (3) days shall be allowed without loss of pay or sick leave for the following: sibling, spouse's parents, grandchild, grandparent, spouse's grandparent, or members of the immediate household. If it is necessary to travel out of state, additional one or two days may be used from sick bank to accommodate travel time.

C. Jury Leave

1. An employee called for jury duty which occurs during the employee's working day, shall be paid the difference between the day's wages and the juror fee paid by the court for jury duty. The employee must submit the court payment voucher to receive payment. Employees shall report to regular work assignments when jury duty is one-half day or less.

Section II. Unpaid Leaves

A. Illness/Injury Leave

1. A leave of absence without pay shall be granted for periods of time not to exceed one (1) year for personal physical or mental illness subject to medical documentation, provided the Board shall be under no obligation to return the employee to work prior to the originally scheduled date.

B. Child Care Leave

1. Leaves of absence without pay of up to one (1) year may be granted for the purpose of child care. Except in cases of emergency nature, the employee will notify the Board, in writing, thirty (30) days prior to the start of the leave. However, in the case of a birth or adoption of an infant child, the commencement of said leave may begin no later than the date of the adoption or the medical recovery from the birth. The employee must provide the Board with at least thirty (30) days notice of intent to return. The employee may request a return to work prior to the anticipated termination of said leave because of a change in circumstances. The employee shall return to his/her former position or to a similar position.

C. General

1. All reasons for leaves of absence shall be in writing stating the reasons for the request and the approximate length of leave requested. 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. Extensions on any leaves of absence may be granted at the discretion of the Board.
2. In non-emergency situations, thirty (30) days prior notice shall be given the Board in writing for leaves.
3. Any employee who does not report back to work by the expiration date as set forth on his/her leave of absence notice, or who does not receive an approved extension, except as herein provided, will be considered to have terminated his/her employment.
4. The above leaves may be extended upon written application of the employee prior to the expiration date. Such extension must be approved or denied by the Board.

Section III. Family Medical Leave Act of 1993

- A. Leave provisions of this agreement shall be construed consistently with requirements of the Family Medical Leave Act. However, if the leave provisions under this article are more generous, this agreement shall prevail. All such leaves may be concurrent with, and not in addition to, any other applicable leaves provided for in this agreement.

ARTICLE X

DISCIPLINE

- A. No employee shall be disciplined without just cause. Due process shall be followed in all discipline cases.
- B. The Board shall notify the Association and the employee in writing of any written discipline or discharge of a seniority employee within five (5) working days of such action.
- C. The discipline or discharge of a probationary employee is not subject to the provisions of the Grievance Procedure.
- D. The Board may maintain a permanent disciplinary record in the employee's personnel file.
- E. Upon request, all employees shall have the right to Association representation at any meeting or hearing scheduled for the purpose of discipline or discharge.

ARTICLE XI

PERSONNEL RECORDS

- A. Any reference to, or an actual complaint from, a student, parent, or any person except administrators which is entered into an employee's personnel file, must be brought to the attention of the employee. The employee may submit a written notation regarding any material, and the same shall be attached to the material in question. If an employee is requested to sign material to be placed in his/her file, signature thereon shall be understood to indicate his/her awareness of the material, but in no instance shall signature be interpreted to mean agreement with the material's content.
- B. All employees shall have the right to review the contents of their personnel files, with the exception of any confidential information such as letters of recommendation obtained prior to their date of hiring.
- C. Each employee shall be informed on a quarterly basis of his/her accumulated sick leave and vacation time. The official record shall be the employee's attendance record maintained in the Central Office. Each employee can check their attendance record in the Central Office.
- D. In arriving at a decision related to employment, the Board shall only consider matters that occurred less than five (5) years previously.

ARTICLE XII

TRAINING AND EDUCATION

- A. An employee shall not suffer a loss of time or regular hourly wage for attendance at compulsory classes or training sessions held during the employee's regular working day. (Compulsory is defined as those classes or training sessions required by the local district.) In cases when employees are required to travel using their personal vehicles, the Board will pay mileage at a rate currently in effect as determined by the Internal Revenue Service Code for required travel to such sessions and for any other required travel. The payment for mileage shall also apply to travel when employees attend make-up sessions because they were unable to attend the regular session due to work commitments for the district.

- B. The Board of Education will pay registration fees, tuition, books, lab fee, lodging, mileage, meals etc., for compulsory classes or training when applicable.

Meals for compulsory classes or training shall be reimbursed as follows:

Breakfast -	\$6.00
Lunch -	\$7.00
Dinner -	\$11.00

Request for reimbursement for any expenses must be made by completing the required form and must include itemized receipts.

If compulsory classes or training occur during the regular work time the employee will receive his/her regular hourly rate.

If compulsory classes or training occurs outside of an employee's regular work time the hourly training rate shall apply. The training rate per hour is as follows:

2005-2006	\$9.50
2006-2007	\$9.50
2007-2008	\$9.75
2008-2009	\$9.75

Documentation of training shall consist of signed and dated certificate of completion and/or a letter from the trainer.

Voluntary professional development of employees is desirable and will be considered when evaluating employees for advancement. With advance approval and recommendation by the immediate Supervisor, some expenses, such as, mileage, meals, etc, for voluntary professional development may be paid by the Board.

ARTICLE XIII

SAFETY EQUIPMENT AND PROTECTIVE CLOTHING

- A. The District agrees to provide five (5) clean changes of uniform (i.e. work shirt and slacks or coveralls) per week to mechanics. The District agrees to reimburse custodians for any clothing it requires them to wear. In order to receive payment under this section, the custodians must provide his/her supervisor with an itemized receipt.

- B. The Board will furnish the proper tools, equipment, and training necessary to perform the job safely, as determined by the Board.

ARTICLE XIV

VACANCIES

- A. A vacancy shall be defined as a newly created position or an existing bargaining unit position that is to be filled.
- B. Vacancies within the bargaining unit shall be posted in the following manner: A copy of the job opening shall be mailed or hand delivered to the Association President who shall distribute the posting for a period of seven (7) work days. The following format will be used to advertise such vacant position:
 - 1. Department/Category:
 - 2. Minimum Qualifications:
 - 3. Contractual Rate of Pay:
 - 4. Place of Work:
 - 5. Starting Date:
 - 6. Hours to be Worked:
- C. Any employee may apply for a vacancy by submitting a written request to the Superintendent or his designated representative within the posting period.
- D. Positions shall be filled by the best qualified employee applying for the position with the most seniority within the affected department.
- E. When there is no applicant within the affected department, qualified applicants (as determined by the posted qualifications), from other departments shall be considered before the position is filled outside the bargaining unit.
- F. The Board shall make an attempt to fill the vacant position within ten (10) working days from the end of the posting period.

ARTICLE XV

SENIORITY, LAYOFF AND RECALL

- A. Seniority shall be defined as the length of continuous service with the Board within each department. It shall be calculated from the date of hire in a Category I-IV position, but under no circumstances shall seniority accrue until an employee has served the probationary period. If the probationary period is satisfactory, seniority shall be retroactive to the date of hire as a regular employee.
- B. An employee shall lose all seniority should he/she not return from a leave, retire, resign, or be discharged for just cause, provided that, discharge for just cause is upheld by an arbitrator per the grievance procedure.
- C. A new employee shall be considered to be probationary until he/she has completed ninety (90) calendar days of service with the Board.
- D. Should the Board determine the need for any layoff of personnel, reductions shall be by seniority within each department retaining the most senior employee. The Board shall endeavor to provide as much notice as possible, in no case less than ten (10) working days, to each employee who may be subject to layoff.
- E. Within each department, probationary employees shall be the first laid off; those with the least seniority shall next be laid off until the reductions have been completed.
- F. Employees who are transferred by the Board to another department shall retain but not accrue seniority in their initial department, and shall begin accruing seniority in the new department from the date of transfer. When an employee is transferred to a new department, the employee shall be placed in the new department, on the corresponding salary step. In the event of layoff, any transferred employee who may be subject to layoff may transfer back to his/her previous department provided that a position is open, or a less senior employee can be "bumped".
- G. Should vacancies occur in any department, laid-off employees from that department shall be recalled on the basis of seniority. This clause shall take precedence over transfers of employees on staff.
- H. Any employee who becomes subject to a transfer as a result of a layoff may transfer back to his/her previous job position provided the position is open.

Should vacancies occur in a department and all laid-off employees in that department have been recalled, but employees from other department remain on layoff, qualified employees from another department who remain on layoff shall be offered the position in line with their seniority.

- I. It shall be the responsibility of the employee to notify the Board of any change of address. Notice of recall shall be sent by certified mail to the employee's last known address. If the employee does not report to work within ten (10) work days of the mailing of this notice, he/she shall be considered to be a voluntary quit.
- J. Employees on layoff shall accrue no additional seniority, but shall have their seniority frozen up to a maximum of twenty-four (24) months, after which the employee's right to recall and seniority shall be terminated.
- K. Employees on unpaid status for more than one half of the school year will not accrue seniority during this time. Seniority shall be earned in one (1) year or one-half (1/2) year increments.
- L. A seniority list, by department, shall be maintained by the Board and shall be transmitted to the Association president, once per year by August 1 of each school year.
- M. If an employee is absent for five (5) consecutive normally scheduled days without notification of a valid reason to be absent and without legitimate reason for notifying the employer, job abandonment will prevail and the employee will be terminated immediately.

ARTICLE XVI

HOLIDAYS/VACATIONS

A. Holidays

1. All Category I employees shall receive the following paid days off as holidays:

Fourth of July	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving Day	Good Friday
Christmas Eve Day	Memorial Day

All Category II employees shall receive the following paid days off as holidays:

Thanksgiving Day	New Year's Eve Day
Friday after Thanksgiving Day	New Year's Day
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day

All Category III and IV employees shall receive the following paid days off as holidays:

Thanksgiving Day	Good Friday
Friday after Thanksgiving Day	Memorial Day

2. If a Category I employee schedules vacation time which includes any of the regular paid holidays, the holiday will not be considered a vacation day.
3. If Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day or the Fourth of July falls on Saturday or Sunday, the Board shall designate Friday or Monday as a day off with pay.
4. Category II, III, IV employees shall continue to have the same break periods as provided for in the school calendar. Days school is not in session for holidays shall not normally be work days for these employees, but if required to work they will be paid their regular pay rate.
5. In order to be eligible for holiday pay, an employee must be in a paid status both the last day prior to and the first day following the holiday, except in cases where the employee is off on sick leave and then a doctor's written verification is required stating the type of illness.

B. Vacation

1. All Category I employees covered by this agreement earn vacation each year which they can use starting July 1st through the next June 30th according to the following schedule. Individuals during their first year of employment earn vacation on a prorated basis. After completing the first partial year of employment for vacation purposes employees will be considered to have completed a full year to accumulate vacation. Any additional vacation steps will be from July 1st thereafter.
2. Vacation may be taken, with a minimum of half day increments, with the advanced written approval of the person's supervisor. Any vacation earned but not used by June 30th is lost and shall not be paid off. However, with written prior approval of the supervisor, an employee may carry over a maximum of 5 days which must be taken prior to August 15th of that year.

Vacation Steps	Number of Days Available
0- 3 months	1.50 days
4- 6 months	2.50 days
7-12 months	5.00 days
1 year	5.00 days
2 years	10.00 days
3 years	10.00 days
4 years	10.00 days
5 years	15.00 days
6 years	15.00 days
7 years	17.00 days
8 years	17.00 days
9 years	17.00 days
10 or more years	20.00 days

3. Paid leave shall count as working hours for the purpose of computing years of service.
4. Years of service shall be determined by the employee's date of hire.
5. Any employee with at least twelve (12) months of employment with the Board who quits or retires shall receive payment for the balance of their unused vacation at that date plus prorated vacation for time worked since the last July 1, according to the following schedule:

July 1 to September 30	25%
October 1 to December 1	50%
January 1 to March 31	75%
April 1 to June 30	100%

ARTICLE XVII

GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation, misinterpretation or misapplication of the terms and conditions of this Agreement.

B. The term "Days" shall mean work days.

C. Level One

1. Any employee alleging a grievance shall, within five (5) days of his/her knowledge of the occurrence, orally discuss the grievance with the immediate supervisor, with an Association representative present if the employee so requests, in an attempt to resolve the grievance.
2. If no resolution is obtained within ten (10) days of the oral discussion prescribes above, the grievance shall proceed to Level Two.

D. Level Two

1. A copy of the written grievance shall be filed with the Superintendent or his designated agent within ten (10) days of the conclusion of Level One.

Within ten (10) days of receipt of the written grievance, the Superintendent (or his designated agent), shall arrange a meeting with the grievant to discuss the grievance. An Association representative shall be present if the grievant so requests.

2. Within ten (10) days of this meeting, the Superintendent (or his designated agent) shall render his decision in writing, transmitting one (1) copy to the grievant, one (1) copy to the Association and one (1) copy to the grievant's supervisor.

E. Level Three

Individual employees shall not have the right to process a grievance at Level Three.

1. If the Association is not satisfied with the disposition of the grievance at Level Two, it may, within thirty (30) days after the decision of the Superintendent is received, and after attempting to mutually agree to an arbitrator, refer the matter for arbitration to the American Arbitration Association in writing. Arbitrators shall be selected in accordance with the rules of the American Arbitration Association. The rules of the American Arbitration Association shall likewise govern the arbitration proceeding.
2. Neither party may raise at Level Three a new defense of ground not previously disclosed to the other party.

3. The decision of the arbitrator shall be final and binding upon the employees, the board, and the Association, subject to the right of the Board or the Association to judicial review. Any lawful decision of the arbitrator shall be forthwith placed in effect.
 4. Restrictions on the Arbitrator's Authority
The arbitrator shall have no power to:
 - a. Add to, subtract from, or otherwise modify the expressed terms and conditions of this agreement.
 - b. More than one grievance may not be considered by the arbitrator at the same time except upon expressed mutual consent and then only if they are of similar nature.
 - c. Rule on an issue involving employee evaluation.
 - d. Interpret law or issue a ruling on a subject where there is a procedure prescribed under law for seeking relief (e.g. Wage and Hour, E.E.O., M.E.R.C., etc.).
 5. The fees and expenses of the arbitrator shall be paid by the losing party of the arbitration decision. The Union shall be considered to have lost the decision if they do not receive all of the requested resolution. If the arbitrator's decision is split between the parties, the arbitrator shall make as a part of the award, apportionment of the fees and expenses.
- F. Should the Board fail to respond within the prescribed time limits, the grievance shall automatically proceed to the next level of the grievance procedure.
- G. Time limits provided in this Article shall be strictly observed, but may be extended by agreement of the parties.
- H. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
- I. Preparation, filing and investigation of grievances shall be done at times other than when an employee or participating Association representative are to be at their assigned duty stations.
- J. Any employee required to take part in a grievance hearing, including arbitration, will be released from duty without loss of pay. The Association agrees to reimburse the Board for the expense of hiring substitutes for employees released at Association request.

ARTICLE XVIII

DEPARTMENT NOTES

A. Maintenance

1. The salary schedule for maintenance is as follows:

	Maintenance (Master Maintenance/Master Mechanic)			
	2005-2006	2006-2007	2007-2008	2008-2009
0-5 years	\$18.62	\$18.99	\$19.37	\$19.76
6-15 years	\$18.71	\$19.08	\$19.46	\$19.85
16 Or more	\$18.79	\$19.17	\$19.55	\$19.94

	Maintenance (Custodian Day Rate)			
	2005-2006	2006-2007	2007-2008	2008-2009
0-5 years	\$15.33	\$15.64	\$15.95	\$16.27
6-15 years	\$15.40	\$15.71	\$16.02	\$16.34
16 Or more	\$15.48	\$15.79	\$16.11	\$16.43

	Maintenance (Custodian Night Rate)			
	2005-2006	2006-2007	2007-2008	2008-2009
0-5 years	\$16.04	\$16.36	\$16.69	\$17.02
6-15 years	\$16.12	\$16.44	\$16.77	\$17.11
16 Or more	\$16.20	\$16.52	\$16.85	\$17.19

Whenever Custodial/Maintenance employees are requested to open or close a building at times the employee is not normally scheduled to work, the employee shall be paid a minimum of one (1) hour at the Custodian Day Rate for each opening or closing performed. Time-and-one half (1½) shall be paid for any hours worked in excess of forty (40) hours in the employee's regular work week.

Custodians and mechanics shall make every effort to report within one and one-half (1 1/2) hours of their regular full shift when school is closed due to inclement weather. If the employee cannot report or cannot report on time, the supervisor shall be notified. Employees will not be docked in pay under these circumstances but will make up the time as scheduled and approved by the supervisor or be charged a personal day.

B. Secretaries

1. The salary schedule for Secretaries is as follows:

	Secretaries			
	2005-2006	2006-2007	2007-2008	2008-2009
0-5 years	\$13.41	\$13.68	\$13.95	\$14.23
6-15 years	\$13.47	\$13.74	\$14.01	\$14.29
16 Or more	\$13.56	\$13.83	\$14.11	\$14.39

Employees (Secretary, Paraprofessional, Transportation, and Food Service) shall be paid their regular wages for those days when school is called off due to an “Act of God” and the days will not be rescheduled at a later date and the District receives State Aid for the day.

It is understood that secretaries may be required to work during winter and spring recess periods when requested by their supervisors, although these are not normally work days for these employees. It is further understood that building secretaries who wish to include days or hours during winter and/or spring recess week(s) in their schedule of work may do so as long as the total number of days worked in the school year is not less than 208 days or more than 220 days per school year, beginning August 1 until June 30 of each school year. The building administrator and/or supervisor must approve the days worked during winter and/or spring recess week(s). The requirement that a building administrator and/or supervisor be present in the building is waived when the secretary requests to work days or hours during winter and/or spring recess and the building administrator and/or supervisor has approved the request. In addition, working days and/or hours during winter and/or spring recess week(s) shall not be considered as overtime work unless the total number of hours worked for a week exceeds 40 hours.

C. Paraprofessionals

1. The salary schedule for Paraprofessionals is as follows:

Paraprofessionals			
2005-2006	2006-2007	2007-2008	2008-2009
\$11.02	\$11.24	\$11.46	\$11.69

Paraprofessionals who complete approved voluntary training will receive twenty five dollars (\$25) per credit for the documented completion of each class.

Approximately one (1) week before school starts each year, the Supervisor shall notify by mail the work assignments of each Paraprofessional of his/her work duties, recess schedules, and work locations for the school year. If there are changes due to altering of school/children schedules, the employee will be notified as soon as possible.

Employees (Secretary, Paraprofessional, Transportation, and Food Service) shall be paid their regular wages for those days when school is called off due to an “Act of God” and the days will not be rescheduled at a later date and the District receives State Aid for the day.

D. Transportation

1. The salary schedule for Transportation is as follows:

	Transportation			
	2005-2006	2006-2007	2007-2008	2008-2009
Regular Run	\$17.74	\$18.09	\$18.45	\$18.82
Athletic/Field Trip	\$14.07	\$14.35	\$14.64	\$14.93
Minimum trip	\$28.14	\$28.70	\$29.28	\$29.85
Weekend Min.	\$42.21	\$43.05	\$43.92	\$44.79

2. Field Trips

Bus drivers who wish to take Field Trips will be put on either or both of two (2) boards (Regular Trips and Long Trips) in seniority order. Emergency Trips shall not be included in the trip rotation order of "b" and "c" below.

a. Emergency Trips:

- i) Trips posted twenty-four (24) hours or less before departure time (weekends and break periods are not included in 24-hour period).
- ii) If a driver refuses an emergency trip, the driver will not get an "R" after his/her name.
- iii) If a driver accepts an emergency trip, the date of the trip will be put after his/her name on the appropriate trip board.

b. Regular Trips:

- i) Trips less than nine (9) hours.
- ii) If a driver refuses a trip an "R" will be put after his/her name and he/she will be put on the bottom of the regular trip list.
- iii) If a driver's trip is canceled and the driver is not paid a minimum trip wage, the driver will be given the next trip not already on the board.
- iv) If a regular trip goes nine (9) hours or more, the date of that trip will be put after the driver's name on the long trip board and the date removed from the regular trip board.

c. Long Trips:

i) Nine (9) hours or more.

ii) The date will be put after the driver's name on the long trip board.

iii) If the trip is less than nine (9) hours the date will be put after the driver's name on the regular trip board and removed from the long trip board. The driver will get the next available long trip.

3. Drivers may trade trips, provided the trade is made with prior Supervisor approval. Traded trips are not subject to the grievance procedure.

4. If all drivers refuse a trip, the administration reserves the right to assign a substitute driver or the least senior driver.

5. If, after a driver accepts a trip, they give up that trip, the trip will go back on the appropriate rotation board.

If the trip is refused less than 24 hours before the trip, administration may assign the least senior driver or a substitute driver.

6. Minimum Field Trip Pay (Two (2) hours or less)

a. Two (2) hour field trip rate.

7. Drivers may "sign off" extra trip lists at anytime and will remain off the list until they sign back on provided, however, no driver may sign back on before the next regular full marking period. The employer is not required to offer drivers who have signed off the lists any extra trip runs although drivers who have signed off may still be required to drive extra trips depending on the number of trips and available regular drivers (by seniority) and substitute drivers.

8. Expenses

Drivers required to be out of the school district on special assignments or trips for at least four (4) hours through regular meal times, or more shall be allowed up to the following amount, provided they turn in an itemized receipt.

Breakfast - \$6.00
Lunch - \$7.00
Dinner - \$11.00

Lodging, when required, will be paid for on the basis of an itemized invoice or receipt.

9. Scheduling Runs

- a. At least two (2) weeks before school opens, the bus supervisor will have a meeting with all drivers to assign pick-up and take-home runs. The drivers will be assigned one (1) of each until all runs are given out, starting with the highest seniority driver. Then the highest seniority driver will be assigned one (1) kindergarten pick-up, or kindergarten take-home run or extended day runs where they exist.
- b. All drivers, based on years of seniority, shall be assigned up to four (4) regular runs if the regular runs are available. Assignments will be made by the supervisor. The following runs, if offered, will be assigned based upon seniority: Kindergarten, extended day, or other educational programs that qualify as bid runs.

10. Time of Runs

- a. Time for a run is established by the administration and is figured from the time a driver leaves the parking lot until he/she returns to the parking lot.

Retirement Time Credited

1 run	0 - 60 minutes	one hour
1 1/4 runs	61 - 75 minutes	1 1/4 hours
1 1/2 runs	76 - 90 minutes	1 1/2 hours
1 3/4 runs	91-105 minutes	1 3/4 hours
2 runs	106-120 minutes	2 hours

- 11. For regular daily runs, drivers will receive pay of one (1) hour per week for days worked, at the rate of fifteen dollars (\$15) for responsibilities involving preparation, cleaning, inspection of the bus, and keeping routes updated. Any work weeks of less than five (5) days will be prorated for days worked.

- 12. Drivers must drive all runs and field trips assigned to them unless on a leave approved by the immediate supervisor. One of the criteria for approval of any leave is the availability of substitutes. Employees receiving approval for a leave shall be required to utilize personal business days if available.

Out of district trips (trips outside of the Freeland Community School District) shall have a minimum guarantee of two hours pay. If payment is requested for in district trips, payment will be based on a one (1) run basis in accordance with this Article. This does not preclude drivers from volunteering on a no-charge basis. Weekend trips shall be paid at a rate equal to one and one-half times the Athletic/Field Trip rate.

In-district trips that conflict with a driver's regular run, will be awarded to a driver who has no regular run during that time, or to a sub-driver or volunteer.

The rate for an in-district trip is the Athletic/Field Trip rate. If the trip runs more than one hour the driver will receive the Athletic/Field Trip rate for each hour.

Employees (Secretary, Paraprofessional, Transportation, and Food Service) shall be paid their regular wages for those days when school is called off due to an “Act of God” and the days will not be rescheduled at a later date and the District receives State Aid for the day.

13. Sick days and Personal Business Days usage will be charged in one-half (½) day increments for all employees. Bus drivers will be charged as follows:

Daily Runs Scheduled	Daily Runs Missed	Days Charged
1	1	one day
2	1 2	one-half day one day
3	1 or 2 3	one-half day one day
4 or more	1 or 2 3 or more	one-half day one day

E. Food Service

1. The salary schedule for Food Service is as follows:

	Food Service			
	2005-2006	2006-2007	2007-2008	2008-2009
Cook	\$12.25	\$12.50	\$12.75	\$13.01
Asst. Cook	\$11.55	\$11.78	\$12.02	\$12.26
Team Leader	\$11.02	\$11.24	\$11.46	\$11.69
Server Aide	\$10.73	\$10.94	\$11.16	\$11.38

All new hires for Food Service will be required to complete the following classes within one (1) year from the date of hire or as soon as available. Classes are to be arranged in the Saginaw area with other area school districts.

Sanitation and Safety	(120)
School Food Basics	(100)

Food Service employees who complete additional approved voluntary training will receive twenty-five dollars (\$25) in payroll compensation for each documented completion of classes of four (4) hours. Classes are to be arranged in the Saginaw area with other area school districts.

All Food Service employees shall receive, at no cost to them, the series of Hepatitis B shots and a Tetanus shot once every ten (10) years.

Whenever Kitchen employees are requested to open or close a building at times the employee is not normally scheduled to work, the employee shall be paid a minimum of one hour at the Cook's rate.

Employees (Secretary, Paraprofessional, Transportation, and Food Service) shall be paid their regular wages for those days when school is called off due to an "Act of God" and the days will not be rescheduled at a later date and the District receives State Aid for the day.

ARTICLE XIX

GENERAL

- A. An employee will be notified within ten (10) working days concerning any written complaint that is filed against him/her with the administration.
- B. Any case of assault on an employee shall be reported in writing to his/her supervisor.
- C. The Board shall furnish the Association with copies of this Agreement at no cost to the employee. Twelve (12) additional copies shall be provided for the Association. The Board and the Association shall share equally the cost of copying this Agreement.
- D. If any provision of the Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other conditions and provisions shall continue in full force and effect. The provisions of such law shall govern to the extent of any such conflict with law.
- E. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement, except as provided in Article XXI.
- F. 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 upon, the District and the Association. This Agreement is subject to amendment, alteration or additions, only by a subsequent written agreement between, and executed by, the District and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.
- G. Employees required and/or requested to have a Commercial Drivers License and/or physical examinations will be reimbursed.

If an employee selects his/her own physician for DOT physicals, the board will reimburse up to \$50.00 per examination.

For requested physical examinations, the board reserves the right to select the physician and will pay for the examination.

Mechanics will be paid for their Commercial Drivers License and mechanics certificate.

- H. If an employee within the bargaining unit substitutes for another position inside or outside of their regularly scheduled work hours, then they will be paid the contract rate for the position they are substituting for.

ARTICLE XX

CATEGORY NOTES

D. Category I

The following insurance benefits provided and paid for by the Board will be either MESSA, SET/SEG, or comparable coverage as determined by the Board. Eligibility will be based on qualifying under the definition of Category I in Article 1 – Recognition and Agreement.

Health Insurance: Super Care I or SET/SEG comparable coverage, or comparable coverage as determined by the Board.

LTD: Current program or comparable coverage as determined by the Board.

Dental: Current program or comparable coverage as determined by the Board.

Vision: Current program or comparable coverage as determined by the Board.

Life: \$35,000 with AD & D, current program or comparable coverage as determined by the Board.

The Board reserves the right to select an insurance carrier providing comparable coverage for the above programs.

B. Category II

Single subscriber premium of the insurance plan above or the equivalent of which may be used for other board offered insurance if the employee does not wish health insurance coverage. Excess cost will be paid by the employee. Life Insurance coverage will be \$35,000 with A D & D.

C. Category III

Employees shall receive life insurance in the amount of \$15,000 with AD & D, and VSP I vision coverage or comparable coverage. Eligibility will be based on qualifying under the definition of Category III in Article 1 – Recognition and Agreement.

D. Category IV

Employees shall receive life insurance in the amount of \$15,000 with AD & D. Eligibility will be based on qualifying under the definition of Category IV in Article 1-Recognition and Agreement.

E. Annuity

Any employee eligible for health care coverage under Category I or II who elects not to receive such coverage shall have \$100 per month paid into a jointly approved Tax Sheltered Annuity.

ARTICLE XXI

DURATION OF AGREEMENT

- A. This Agreement shall continue in full force and effect from July 1, 2005 to June 30, 2009.
- B. Not later than 90 days prior to the date on which this Agreement expires, the Board agrees to negotiate with the Association over a successor agreement in accordance with the procedure set forth herein in a good faith effort to reach agreement concerning employee's salaries and all other conditions of their employment, provided the Association or the Board has requested negotiation. Such negotiations will include, but not be limited to, the subjects covered by this agreement and any other matters mutually agreed to be negotiated by the parties. Any agreement so negotiated will apply to all bargaining unit members, and will be reduced to writing and signed by the Board and the Association.

In Witness Whereof, the parties have caused this instrument to be executed by their duly authorized representatives the day and year first written above.

FREELAND COMMUNITY SCHOOL DISTRICT

FREELAND EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION, MEA/NEA

Daniel B. Karbowski, President

JoEllen J. Dice, President

Allen B. Veenkant, Superintendent

Barbara A. Burkhard, Vice President