

AGREEMENT

between the

POTTERVILLE PUBLIC SCHOOLS

and the

INTERNATIONAL UNION

of

OPERATING ENGINEERS

LOCAL 547 - A, B, C, E, G, H - AFL-CIO

PARA-PROFESSIONALS BARGAINING UNIT



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JULY 1, 2003 - JUNE 30, 2004

A G R E E M E N T

between

THE POTTERVILLE PUBLIC SCHOOLS

and

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 547 - A, B, C, E, H - AFL-CIO**

**PARA-PROFESSIONAL
BARGAINING UNIT**

July 1, 2003 - June 30, 2004

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AGREEMENT
between
THE POTTERVILLE PUBLIC SCHOOLS
hereinafter referred to as the "Employer"
and
THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 547 - A, B, C, E, H - AFL-CIO
hereinafter referred to as the "Union"

PARA-PROFESSIONAL BARGAINING UNIT

ARTICLE I

PURPOSE

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Employer 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, UNION SECURITY AND CHECK OFF

SECTION 1. UNION RECOGNITION

(A) The Employer hereby recognizes the Union as the sole and exclusive bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment.

(B) The term "employee" as used herein shall include all Para-Professional/Special Education Aides personnel. Substitute, summer, co-op, DSS, or other similar donated services by temporary workers shall be excluded from terms and conditions of this Agreement.

SECTION 2. AGENCY SHOP CLAUSE

All employees employed in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the Union, shall within thirty (30) calendar days of the effective date of this Agreement, or within thirty (30) calendar days of the date of hire by the Employer, whichever is later, become members or in the alternative, shall, as a condition of employment, pay to the Union each month a service fee in an amount equal to the regular monthly Union membership dues uniformly required of employees of the Employer who are members.

An employee who shall tender or authorize the deduction of membership dues (or service fees) uniformly required as a condition of acquiring or obtaining membership in the Union, shall be deemed to meet the conditions of this Article so long as the employee is not more than sixty (60) calendar days in arrears of payment of such dues (or fees).

Employees who fail to comply with the conditions of this Article shall be discharged by the Employer within thirty (30) days after receipt of written notice of such default delivered to the Employer by the Union.

If any provision of this Article is invalid under Federal or State law, said provision shall be modified to comply with the requirements of said Federal or State law.

The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.

The Employer agrees that, upon hiring any new employees who are covered by this Agreement, the Employer shall send a letter advising the Union of the name, date of hiring and Social Security number of the new employee.

SECTION 3. CHECK OFF

The Employer shall deduct from the pay of each employee, from whom it receives an authorization to do so, the required amount for the payment of initiation fees and Union dues or service fees. Such dues or fees accompanied by a list of employees (including the Social Security numbers) from whom they have been deducted and the amount deducted from each, and by a list of employees who have authorized such deductions and from whom no deduction was made and the reason therefore, shall be forwarded to the Union office no later than the fifteenth (15th) of each month following the month in which such deductions were made.

Such dues, as and when deducted, shall be kept separate from Employer's general funds, and shall be deemed trust funds.

Such fees will be authorized, levied and certified in accordance with the Constitution and By-laws of the International and the Local #547, I.U.O.E. Each employee and the Union hereby authorize the Employer to rely upon and to honor certifications by the Financial Secretary of the Local Union regarding the amounts of Union dues or service fees, together with the copy of such authorization from Local #547 of the International Union of Operating Engineers, AFL-CIO.

SECTION 4. SAVE HARMLESS CLAUSE

The Union agrees that in the event of litigation against the Board, its agents or employees, arising out of the provisions of Article II of this Contract, the Union agrees to indemnify and save the Employer, its agents or employees, harmless against any and all claims, suits or other forms of liabilities arising out of the Employer's compliance with this Article of the Agreement.

ARTICLE III

NON-DISCRIMINATION

The Employer and the Union both 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 the Agreement the commitment not to discriminate against any person or persons because of race, creed, color, religion, sex, age, marital status, or national origin.

ARTICLE IV

VISITATION

Upon request by the Union and the presentation of proper credentials to the Superintendent or the business office, officers or accredited representatives of the Union shall be admitted into the Employer's premises 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, provided, that said observation shall not disrupt orderly operations or inhibit employees from doing their work.

ARTICLE V

STEWARDS

(A) The Employees shall be represented by a Chief Steward who shall be chosen or selected in a manner determined by the employees and the Union, and whose name shall be known to the Employer in writing until changed.

(B) Arrangements will be made to allow the Chief Steward time off with pay for the purpose of investigation of grievances, to attend grievance meetings, and attend negotiations, after permission has been given by the Superintendent or designee.

ARTICLE VI

SAFETY PRACTICES

(A) The Employer will take reasonable measures in order to prevent or eliminate any hazards which the employees may encounter at their places of work, in accordance with the provisions of the Occupational Safety and Health Act, State and local regulations.

(B) Rain gear will be available in both elementary buildings for any Para-Professionals walking students between elementary buildings.

ARTICLE VII

JURISDICTION

Employees not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for the purpose of instruction training, experimentation or in cases of emergency. This clause shall not limit the Employers right to hire substitute, temporary, summer and co-op students and to utilize donated services of agencies (i.e., CETA, DSS, MJC) as long as their service does not cause a full time regular employee to be laid off or reduced in time.

ARTICLE VIII

CONTRACTUAL WORK

The right of contracting or subcontracting is vested in the Employer. The right to contract or subcontract shall not be used for the purpose of undermining the Union, nor to discriminate against any of its members, nor shall the use of contracting or subcontracting result in the reduction of the present work force as is now in effect, nor in the event of the extension of service shall contracting or subcontracting be used to avoid the performance of work covered under this Agreement.

ARTICLE IX

SENIORITY

(A) A newly hired employee shall be on a probationary status for thirty (30) calendar days, taken from and including the first (1st) day of employment. If at any time prior to the completion of the thirty (30) calendar day probationary period the employee's work performance is unsatisfactory, the employee may be dismissed by the Employer during this period without appeal by the Union. Probationary employees who are absent during the first thirty (30) calendar days of employment shall work additional days equal to the number of days absent and such employee shall not have completed his/her probationary period until these additional days have been worked.

(B) Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to date of hire.

1. Employees shall be laid off, recalled or demoted according to their seniority. A member scheduled to be laid off shall be able to bump a member of lesser seniority, with the same or lesser pay rate, within the bargaining unit, provided, the scheduled laid off member is qualified to perform the duties of the position bumped. A member scheduled for lay-off, who exercises their right to bump, shall continue to receive their regular rate of pay. An employee covered by this Agreement shall cease to have seniority, and shall have his/her name removed from the seniority list in the event:

- (a) The employee is discharged for cause and is not reinstated through the grievance procedure;
- (b) The employee retires;
- (c) The employee quits;
- (d) The employee is laid off for a period of three (3) years or the length of his/her seniority, whichever is less;

- (e) The employee accepts employment elsewhere while on a leave of absence, or is self-employed for the purpose of making a profit during a leave of absence where such employment or self-employment is inconsistent with the reason for which the leave of absence was granted;
- (f) The employee fails to report for work on the first (1st) working day after expiration of a leave of absence without a reasonable excuse acceptable to the Employer;
- (g) The employee fails to report for work following a layoff within three (3) working days after he is notified to do so - in person, by telephone, or by telegram, or by certified or registered mail sent to his address of record with the Employer. It shall be the obligation of the employee to supply the Employer with a current address and phone number if there is one.
- (h) The employee is absent for three (3) days without notifying the Employer and/or without a good and sufficient reason.
- (i) The employee is on sick leave or absence for a period of three (3) years, or the length of his seniority, whichever is shorter.

(C) An agreed to seniority list shall be furnished to each employee covered by this Agreement on or about July 1st of each year. Such list shall contain date of hire, employee's job location, classification, classification seniority date and accumulated sick leave. Seniority in classification shall be as of date of entry into the classification.

(D) The bargaining unit seniority which was accumulative as of the date an employee is assigned to a supervisory position shall be retained for an employee who accepts a supervisory position dealing with classifications covered by this Agreement. The employee shall have the right to exercise this seniority and return to the bargaining unit in the event he vacates said supervisory position.

ARTICLE X

TRANSFER AND PROMOTIONAL PROCEDURE

(A) Notice of all vacancies and newly created positions shall be posted on employee bulletin boards within one (1) pay period from the date of vacancy, and the employees shall be given five (5) working days time in which to make application to fill the vacancy or new position. The senior employee making application may be transferred to fill the vacancy or new position, provided, he has the necessary qualifications to perform the duties of the job involved. Newly created positions or vacancies are to be posted in the following manner: the type of work, the place of work, the starting date, the rate of pay, the hours to be worked, and the classification.

(B) Any employee temporarily transferred from his classification to another classification within the bargaining unit shall be paid either the rate of the position from which he is transferred or the rate of the position to which he is transferred, whichever is higher.

(C) Temporary transfers shall be for a period of no longer than thirty (30) calendar days, except in the event that both parties agree to an extension of the thirty (30) calendar day time period. In the event that it is not mutually agreeable to extend the temporary transfer beyond the thirty (30) calendar day time period, the position shall then be considered an open position and posted for bidding from interested employees.

(D) In the event that the administration does not feel that it is desirable to place the highest seniority employee in the open position, an evaluation meeting shall be scheduled between the Union and the Employer in order to review the reasons and arrive at a decision. In the event that the parties are unable to satisfactorily resolve the dispute, the affected employee shall be notified in writing by the Employer as to the reason or reasons why he was not granted the job position, with the employee having the right to file a grievance under the grievance procedure if he feels that the reason or reasons that are given by the Employer are not proper.

(E) Any Para-Professional asked to do work in another classification or different position (i.e., Secretary) for the length of their daily shift will be paid at the base pay of that classification or other position; providing the hourly salary is higher than their present hourly wage.

ARTICLE XI

NEW JOBS

(A) When new jobs are placed in operation during the term of this Agreement and they cannot be properly placed into an existing classification by mutual agreement between the parties, the Employer shall place into effect a new classification and a rate of pay for the job in question and he shall designate the classification and pay rate as temporary. The Employer shall notify the Union, in writing, of any such temporary job which has been placed into effect upon the institution of such job.

(B) The new classification and rate of pay shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. During this thirty (30) calendar day period, but not therein after during the life of this Agreement, the Union may request, in writing, to the Employer to negotiate the classification and pay rate. The negotiated rate, if higher than the temporary rate, shall be applied to the date the employee first began working in the temporary classification, except as otherwise mutually agreed. In a case where the parties are unable to agree on the classification and/or rate of pay, the issue may be submitted to the grievance procedure. When a new classification has been assigned a permanent rate of pay, either as a result of the Union not requesting negotiations, or upon resolving the matter through the grievance procedure, the new classification shall be added to and become a part of Schedule A of the Agreement.

ARTICLE XII

DISCIPLINE DISCHARGE

(A) When the Employer feels disciplinary action is warranted, such action must be taken within five (5) working days of the date it is reasonable to assume that the Employer became aware of the conditions giving rise to the discipline.

(B) Any employee who is discharged or disciplined shall be given written notice specifying the reason or reasons for the discharge or discipline with the employee having the right to grieve such action.

(C) Employees shall be subject to immediate dismissal for any of the following reasons: drinking or drunkenness, dishonesty, insubordination, convicted of a felony, under the influence of drugs, falsification of records, or willful violation of sexual harassment rules or any other employee rules or Board policies.

(D) **RESIGNATION**

1. Any employee desiring to resign shall file a letter of resignation with the Business Office at least ten (10) working days prior to the effective date.
2. Any employee who resigns from a position in the manner described in paragraph one (1) above, maintains the right to earned vacation time.

ARTICLE XIII

UNPAID LEAVES OF ABSENCE

(A) An employee who, because of illness or accident which is non-compensable under Workmen's Compensation Law, is physically unable to report for work shall be granted a leave of absence for a reasonable period of time not to exceed one (1) year, provided he promptly notifies the Employer of the necessity, therefore, and provided further that he supplies the Employer with a statement from a medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer. Leaves of absence for periods in excess of one (1) year may be granted at the Employer's discretion.

(B) Leaves of absence shall be granted for a reasonable period of time not to exceed one (1) year for prolonged serious illness in the employee's immediate family which illness requires the employee's care and attendance. "Immediate family" shall be defined as the employee's spouse, children or parents when living with the employee. Leaves of absence for periods in excess of one (1) year may be granted at the Employer's discretion.

(C) Leaves of absence shall be granted for a reasonable period of time not to exceed one (1) year for training related to an employee's regular duties in an approved educational institution. Leaves of absence for periods in excess of one (1) year may be granted at the Employer's discretion.

(D) Whenever an employee shall become pregnant she shall, by the end of her fourth (4th) month, furnish the Employer with a certificate from her physician stating the approximate date of delivery and any restrictions on the nature of work that she may be able to do and the length of time that she may continue to work. She shall be allowed to work until her physician would determine that she must interrupt her employment. When her physician so indicates, she shall at that time be granted a leave of absence. Normally an employee shall be expected to return to work three (3) months after delivery unless a doctor's statement is furnished to the Employer establishing the fact that she is not able to work.

(E) The reinstatement rights of any 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.

(F) Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserve for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.

(G) Any employee in the bargaining unit who is elected or appointed to full-time position or office in the Union whose duties require his absence from work, shall be granted a leave of absence for the term of such office or position.

(H) All reasons for leaves of absences shall be in writing stating the reason for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Union.

(I) An employee who meets all of the requirements as hereinbefore specified shall be granted leave of absence without pay and he shall accumulate seniority for purposes other than longevity pay during his leave of absence and shall be entitled to resume his regular seniority status and all job and recall rights. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to the Employer and the employee.

ARTICLE XIV

GRIEVANCE PROCEDURE

(A) **DEFINITION:**

1. A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the express terms of the Agreement.
2. The time elements in the steps can be shortened or extended upon mutual agreement between the parties.
3. Working days shall be defined as those days that the Supervisor is available to receive the grievance.
4. A grievance concerning alleged safety hazards may be processed directly to Step Three of the grievance procedure.

5. Any employee grievance or Union grievance not presented for disposition through the grievance procedure in five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee first became aware of the condition giving rise to the grievance, unless the circumstances made it impossible for the employee or the Union, as the case may be, to know prior to that date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under this Agreement.

(B) **GRIEVANCE - STEP ONE**

1. Any employee having a grievance shall discuss the grievance informally with their immediate supervisor, and then if the grievance is not settled orally, the employee may request a meeting with the Steward to discuss the grievance.

2. The Steward may then submit the grievance in writing to the appropriate supervisor stating the remedy or correction requested, plus the facts upon which the grievance is based and the alleged Contract violation. The employee and the Steward shall sign the grievance.

STEP TWO

1. The Steward shall meet with the supervisor to discuss the grievance within five (5) working days of its written submission to the supervisor.

2. The supervisor shall give his decision, in writing, relative to the grievance within ten (10) working days of his meeting with the Steward.

3. If the decision of the supervisor is not appealed within five (5) working days, his decision shall be considered settlement of the grievance.

STEP THREE

1. Any appeal of a decision rendered by the supervisor shall be presented to the Superintendent of Schools within five (5) working days and the Superintendent of Schools shall meet with a Business Representative of the Union at a time mutually agreeable to them. The appeal shall be, in writing, and state the reason, or reasons, why the decision of the supervisor was not satisfactory.

2. The Superintendent of Schools shall give his answer in writing relative to the grievance within five (5) working days of the meeting with the Business Representative of the Union.

STEP FOUR

1. If the decision of the Superintendent of Schools is unsatisfactory, an appeal must be presented, in writing, within five (5) working days of receipt of the decision of the Superintendent of Schools to the Board of Education.

2. The written appeal must state the reason or reasons why the decision of the Superintendent of Schools was unsatisfactory.

3. The Board of Education shall meet with a Business Representative of the Union at a time mutually agreeable to them, but no later than thirty (30) calendar days from the date of receipt of the appeal.

4. The Board of Education shall give their decision, in writing, relative to the grievance within ten (10) working days of the Business Representative's meeting with the Board of Education.

STEP FIVE

1. If the grievance is not settled at the Board level, the Union may submit it to arbitration to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. Such appeal shall be taken within fifteen (15) calendar days from the date of receipt of the answer given by the Board of Education.

2. The procedure herein provided shall not prohibit the Union or the Employer from recourse to normal mediation provided by Michigan State Law.

(C) REGULATIONS FOR GRIEVANCE STEPS

1. A grievance not advanced to the next step by the Union within the time limit in that step shall be deemed abandoned.

2. The aggrieved has the right to a hearing individually or with the Union Representative present in Steps Two (2), Three (3), and Four (4). A request for a hearing shall be made to the Administrator with whom the grievance has been filed within three (3) working days of the date of the grievance reply.

(D) DISPOSITION OF GRIEVANCES

All parties to this Agreement shall make earnest attempts to dispose of grievances at each level, as set forth in the grievance procedure. This grievance procedure shall be the exclusive procedure to be followed in case of a grievance.

(E) **ARBITRATION EXPENSE**

The fees and expenses of the arbitrator shall be borne equally by the Board and the Union. Each party shall be responsible for all other expenses they incur.

(F) **POWERS OF THE ARBITRATOR**

It shall be the function of the arbitrator and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of specific Articles and Sections of this Agreement.

1. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.

2. He shall have no power to rule on any claim or complaint not related to this Agreement for which there is another remedial procedure or forum established by law or by regulation having the force of law.

ARTICLE XV

HOURS AND WORK WEEK

SECTION 1. HOURS OF WORK

(A) The regularly scheduled work week shall consist of no less than ten (10), or more than forty (40) hours, beginning at 12:01 a.m. Monday, and ending one hundred twenty (120) hours thereafter.

(B) The normal work day for full-time Para-professionals shall be five (5) or more hours, which shall include a thirty (30) minute unpaid lunch.

(C) All employees covered by this Agreement shall be given one (1) fifteen (15) minute break for every three (3) hours worked.

(D) There shall be no permanent change in the regular work schedule of the employees covered by this Agreement without thirty-six (36) hours advance notice, except when mutually agreed.

(E) Para-Professionals will begin working the first work day before students report. All Para-Professionals will work the first in-service day. If the Para-Professional and their immediate supervisor agree, they may work other in-service days.

SECTION 2. OVERTIME RATES

Overtime rates will be paid as follows:

(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; all time worked in excess of forty (40) hours in one (1) work week, for which overtime has not already been earned.

(B) Time and one-half (1-1/2) will be paid for all time worked on Saturdays.

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

(D) Double time (2X) shall be paid for all hours worked on Sunday.

SECTION 3.

No member of the bargaining unit shall be regularly scheduled to work less than two (2) hours per day.

ARTICLE XVI

SICK LEAVE AND FUNERAL LEAVE

SECTION 1. SICK LEAVE

(A) Each employee covered by this Agreement will be entitled to sick leave accumulated in a single sick leave bank at the rate of ten (10) days per year with a limit of one hundred fifty (150) days. Any banked sick days in excess of one hundred fifty (150) will be changed to personal business days on a ratio of two (2) sick days for one (1) personal business day.

(B) Sick leave shall be granted to employees when they are incapacitated from the performance of their duties by sickness, injury or for medical treatment.

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

(D) In the event of an emergency or sickness, the employee shall notify their immediate supervisor (Business Manager or Director) before their scheduled shift or as soon as possible and give a reason for the absence.

(E) Employees taking time off for illness will have sick leave deducted from their sick leave bank equivalent to time actually used in increments of not less than one (1) hour.

(F) Employees may be granted time off with pay in the event of an illness or emergency in the immediate family which requires the employees presence. Such time to be deducted from the employees personal/sick leave bank. Limited to five (5) days per year.

SECTION 2. FUNERAL LEAVE

All employees covered by this Agreement shall be granted up to three (3) working days off with pay, to be deducted from the employee's sick bank, 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, all to include step, brothers, sisters, grandparents, mother and father-in-laws, grandchildren, brother-in-laws and sister-in-laws. Funeral leave shall not be taken to extend vacation.

Additional time off will be granted at the discretion of the Employer for necessary time to travel to distant states for funeral services and such additional time will be chargeable to sick leave.

SECTION 3. PERSONAL BUSINESS DAYS

Three (3) days per year will be allowed for personal leave. This may be used for personal business which cannot be conducted on other than a work day according to the following provisions:

(A) Personal leave, in all cases except unforeseen emergency, requires at least two (2) days advance notice to the immediate supervisor.

(B) To avoid unanticipated loss of wages, it is advised that the employee consult with their Supervisor regarding the propriety of their leave prior to its use. Personal business day is not to be used the last day before a vacation or the first (1st) day after a vacation.

(C) Unused personal business days to be credited to the employee's sick leave accumulation at the end of the school year.

(D) Personal leave shall not be taken to extend vacation.

ARTICLE XVII

SCHOOL CLOSING/DELAYED OPENING

If schools are closed due to an Act of God or inclement weather, bargaining unit members shall not report to work. Members shall be paid for such occurrences as the State allows without loss of funding. Thereafter, bargaining unit members shall work such days as rescheduled by the Employer at the employee's regular rate of pay.

If school opening is delayed due to an Act of God or inclement weather, bargaining unit members shall not report to work until school opens. Bargaining unit members shall be paid the standard two (2) hour delay, or for the time off work, as required by the Employer.

ARTICLE XVIII

HOLIDAYS

(A) The Employer will pay the normal days pay for the following holidays, even though no work is performed by the employee:

Thanksgiving Day
Friday following Thanksgiving
Christmas Day
Presidents' Day

New Year's Day
Good Friday*
Memorial Day
Labor Day

(*) Unless school is in session

(B) Employees required to work on any of the above named holidays shall receive straight time for hours worked, in addition to the regular holiday pay, with the exception of Christmas and Thanksgiving which will be double time (2X) plus regular holiday pay.

(C) Employees off sick on the holiday, the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay.

(D) When the scheduled holiday falls on a Saturday, the employee shall receive the Friday prior to the holiday off with pay, and in the event that the scheduled holiday falls on Sunday the employee shall receive the Monday after the holiday off with pay. Should any one of the holidays fall on a school session day, the employee shall then be granted a day off with pay at a later or earlier date that is mutually agreeable to the employee and the Employer.

ARTICLE XIX

INSURANCE

The Board will contribute the following amounts, per month, to all Para-professionals scheduled to work a minimum of twenty (20) hours per week, to be used for full family dental or vision according to the M.E.B.S. plan, life insurance or annuity:

2003-2004
\$70.00

If no insurance is taken, the employee may have the option of cash in lieu of insurance.

ARTICLE XX

PART-TIME EMPLOYEES FRINGE BENEFITS

Part-time employees (those employees who work more than ten [10] hours, but less than twenty [20] hours per week, excluding substitutes) covered by the terms of this Agreement will receive all fringe benefits, pro-rated on their normal scheduled work hours. Fringe benefits such as holidays, vacations, and sick and funeral days will be paid for at the same rate as their normal day's pay.

ARTICLE XXI

JURY DUTY

Employees requested to appear for jury qualification or service shall receive their pay from the School District for such time lost as a result of such appearance or service, less any compensation received for such jury service, up to a period of sixty (60) days, based upon a forty (40) hour week.

ARTICLE XXII

CLASSIFICATION AND COMPENSATION

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 on Schedule A attached hereto and made a part hereof by reference.

ARTICLE XXIII

BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding upon the parties hereto, administrators, executors and assigns.

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 understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the Agreement. Therefore, the District and the Union, 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 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.

ARTICLE XXIV

SCOPE, WAIVER AND ALTERATION OF AGREEMENT

SECTION 1.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Employer unless 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 of and conditions herein.

SECTION 3.

If any Article or Section of this Agreement or any supplement thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of this Agreement and supplements shall not be affected thereby, the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE XXV

NO STRIKE CLAUSE

The Union and the Employer (Potterville School District) recognize that strikes and other forms of work stoppages by employees are detrimental to the efficient operation of the school system. The Union and the Employer subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, encourage, aid, ratify or condone, nor shall any employee take part in any strike, slowdown, or stoppage of work, boycott, picketing or other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with the provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board of its representative.

ARTICLE XXVI

MANAGEMENT RIGHTS

(A) Subject to this Agreement and Public Act 379 of the Michigan Public Acts of 1965, the Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibility 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 generality of the foregoing rights.

(B) To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.

(C) To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment or dismissal, to promote and transfer all such employees.

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

ARTICLE XXVII

TERMINATION AND MODIFICATION

(A) This Agreement shall continue in full force and effect until **June 30, 2004**.

(B) If either party desires to terminate this Agreement it shall, ninety (90) calendar 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 of this Agreement, it shall continue in full force and effect from year to year thereafter, subject to notice of termination by either party on ninety (90) calendar days written notice prior to the current year of termination.

(C) If either party desires to modify or change this Agreement it shall ninety (90) calendar days prior to the termination date or any subsequent termination date give written notice of amendment in which the notice shall set forth the nature of the amendment or amendments desired. If notice of amendment 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.

(D) Notice of termination or modification shall be in writing and shall be sufficient if sent by Certified mail to the Union, The International Union of Operating Engineers, Local #547, AFL-CIO, 24270 West Seven Mile Road, Detroit, Michigan 48219, and if to the Employer addressed to The Potterville Public Schools, 420 North High Street, Potterville, Michigan 48876, or to any other such address as the Union or the Employer may make available to each other.

(E) The effective date of this Agreement is **July 1, 2003**.

POTTERVILLE PUBLIC SCHOOLS

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL 547, AFL-CIO

Lee A. Keen

James L. [Signature]
President

Lud William

By [Signature]
Business Manager

[Signature]
Recording-Corresponding Secretary

SCHEDULE A
PAY SCHEDULE

Title	Starting for all Three (3) Years
Health Care	\$7.10
Instructional	\$7.10
Media Center Technician	\$7.10
Recess	\$5.89
P.P.I. Aide	\$7.10
Cafeteria	\$5.89

Effective **July 1, 2003**.

All classifications shall receive the following rate increases:

July 1, 2003
0%

If any other bargaining unit group receives a true percentage increase, not a rearranging of monies increase, i.e., lower retirement rates, decrease in insurance, etc., the Para-Professionals would receive the same percentage.

LONGEVITY PAY

All classifications shall receive longevity payments on the last day of the school year based on the following schedule:

After five (5) years	\$175.00
After ten (10) years	\$225.00
After fifteen (15) years	\$275.00
After twenty (20) years	\$325.00
After twenty-five (25) years	\$375.00

HEALTH CARE AIDE

JOB DESCRIPTION

1. Health Care Aides shall work with specific students as designated in an I.E.P.C., or as deemed necessary by administration, and assist in general classroom duties as assigned by supervising teacher.

2. Duties specific for each assigned child may include:

- a. feed/supervise eating;
- b. toileting;
- c. diapering;
- d. suctioning;
- e. catheterizing;
- f. lifting;
- g. other required medical needs;
- h. accompanying to and from locations within the school system;
- i. supervision and assistance at recess/during classroom instruction;
- j. riding to and from school with student(s).

**POTTERVILLE
SPECIAL EDUCATION PARAPROFESSIONAL
JOB DESCRIPTION**

Line of Responsibility:

Program instructor (special education teacher)

Areas of Job Responsibilities:

- ⇒ Shall prepare materials for daily work under direction of teacher;
- ⇒ Shall direct instruction of small groups and/or individuals as assigned by, and under the supervision of, the classroom teacher;
- ⇒ Shall be responsible for duties, as outlined by classroom teacher and/or administrator;
- ⇒ Shall maintain disciplinary procedures according to the Board of Education policies;
- ⇒ Shall assist teacher with total supervision of students in program;
- ⇒ Shall assist in the maintenance of a safe and sanitary school environment;
- ⇒ Shall submit reports as required regarding student safety, well-being, concerns and incidents;
- ⇒ Shall supervise students if teacher is out of the classroom;
- ⇒ Shall assist with clean up after activities;
- ⇒ Shall type instructional (and other) materials as directed by teacher;
- ⇒ Shall file;
- ⇒ Shall assist in maintaining and taking inventory of supplies and materials;
- ⇒ Shall operate a variety of general school equipment;
- ⇒ Shall attend I.E.P.C.'s and staffings as directed by teacher and/or administrator;

⇒ Other duties as assigned by teacher or administrator.

Employee's Signature

Employer's Signature

Date

Date

Employee evaluation twice/year to be completed by classroom teacher (see attached evaluation).

**POTTERVILLE
PPI PARAPROFESSIONAL
JOB DESCRIPTION**

Line of Responsibility:

Program instructor (PPI)

Areas of Job Responsibilities:

- ⇒ Shall prepare materials for daily work under direction of teacher;
- ⇒ Shall direct instruction of small groups and/or individuals as assigned by, and under the supervision of, the PPI teacher;
- ⇒ Shall be responsible for duties, as outlined by PPI teacher and/or administrator;
- ⇒ Shall maintain disciplinary procedures according to the Board of Education policies;
- ⇒ Shall assist teacher with total supervision of students in program;
- ⇒ Shall assist in toileting and potty-training;
- ⇒ Shall supervise students in the bathroom;
- ⇒ Shall assist in the maintenance of a safe and sanitary school environment;
- ⇒ Shall submit reports as required regarding student safety, well-being, concerns and incidents;
- ⇒ Shall supervise students if teacher is out of the classroom;
- ⇒ Shall assist with meeting student buses and taking them to class;
- ⇒ Shall assist with clean up after activities;
- ⇒ Shall set up snack activities;
- ⇒ Shall type instructional (and other) materials as directed by teacher;
- ⇒ Shall file;
- ⇒ Shall assist in maintaining and taking inventory of supplies and materials;
- ⇒ Shall operate a variety of general school equipment;
- ⇒ Shall attend parent-teacher conferences, I.E.P.C.'s and staffings as directed by teacher and/or administrator;

- ⇒ Shall accompany teacher on scheduled home visits;
- ⇒ Shall be able to lift up to 50 pounds on a daily basis if necessary;
- ⇒ Other duties as assigned by teacher or administrator.

Employee's Signature

Employer's Signature

Date

Date

Employee evaluation twice/year to be completed by PPI teacher (see attached evaluation).

**POTTERVILLE
ELEMENTARY SCHOOL
LUNCH AND RECESS PARAPROFESSIONAL
JOB DESCRIPTION**

1. Supervise students in the hallway, cafeteria, gymnasium, lunchroom and playground during lunch time and recess;
2. Assist students in personal and physical needs.

Knowledge, Skills and Abilities:

1. Good general intelligence;
2. Ability to establish good relationships with children and others;
3. Ability to establish and follow routines;
4. Ability to be flexible in various situations;
5. Ability to maintain discipline, tact, courtesy and good judgment;
6. Ability to communicate with children and adults in a courteous and professional manner;
7. Ability to maintain confidentiality.

**POTTERVILLE
ELEMENTARY SCHOOL
MEDIA CENTER TECHNICIAN
JOB DESCRIPTION**

1. Perform assigned clerical duties;
2. Implement and explain library Media Center procedures to students and staff as necessary;
3. Supervise students in the Media Center during upper elementary lunch hour recess;
4. Apply established circulation and storage procedures to all library media materials and equipment;
5. Type or word process reports, bibliographies, lists and indexes as assigned;
6. Assist in the instruction of information retrieval systems and use of the appropriate media and equipment;
7. Assist students while in the Media Center;
8. Maintain all records of media circulation for hardware, software, and resources, etc., for inventory and maintenance purposes;
9. Schedule, distribute, maintain, and inventory audio visual materials and equipment as well as computer equipment;
10. Maintain and repair material and equipment as necessary;
11. Assist students to develop competencies in listening, viewing, reading and comprehension skills;
12. Assist staff and students in computer and technology use and integration;
13. Provide assistance to teacher in the preparation of audio/visual materials as necessary;
14. Maintain physical appearance of the Media Center;
15. Demonstrate a positive attitude for public relations by supporting established programs;
16. Train and supervise student aides;
17. Maintain and distribute Michigan Health Model materials for Grades Kindergarten - Sixth (6th);

18. Provide laminating services to elementary teaching staff;
19. Handle REMC deliveries and returns;
20. Issue notices when materials are overdue;
21. Assume other responsibilities as assigned by the building principal.

Knowledge, Skills and Abilities:

1. Good general intelligence and willingness to learn new technology and techniques;
2. Ability to establish good relationships with children and others;
3. Ability to establish and follow routines;
4. Ability to be flexible in various situations;
5. Ability to maintain discipline, tact, courtesy, and good judgment;
6. Ability to communicate with children and adults in a courteous and professional manner;
7. Ability to maintain confidentiality.

**POTTERVILLE
ELEMENTARY SCHOOL
INSTRUCTIONAL PARAPROFESSIONAL
JOB DESCRIPTION**

1. Assist teacher in instructional activities;
2. Assist students in personal and physical needs;
3. Provide supervision of students for school related activities;
4. Assist in the recordkeeping of school related activities;
5. Assist in the on-going operational functions of the school district;
6. Perform other related duties specific to the individual assignment, or as assigned by the classroom teacher or building principal.

Knowledge, Skills and Abilities:

1. Good general intelligence and willingness to learn new technology and techniques;
2. Ability to establish good relationships with children and others;
3. Ability to establish and follow routines;
4. Ability to be flexible in various situations;
5. Ability to maintain discipline, tact, courtesy and good judgment;
6. Ability to communicate with children and adults in a courteous and professional manner;
7. Ability to maintain confidentiality.

2003-2004

Leann Buck	\$7.72
Monica Starin	\$8.06
Pam Walbridge	\$10.93
Sue Barneko	\$8.06
Elaine O'Neil	\$11.17
Cheryle Prahler	\$10.05
Sandra Tickner	\$9.27
Cathy Cook	\$7.56
Donna Malcolm	\$7.90
Penny Burch	\$7.56
Mary Ellen Grisenhauer	\$7.56
Christine Sumner	\$7.56
Beth Lundy	\$7.56
Deborah Conrad	\$7.56
Ruth Willadson	\$7.56



Potterville Public Schools

420 N. High Street
Potterville, MI 48876

Fred J. Williams, Superintendent
(517) 645-2662

10-08-04

To; International Union of Operating Engineers Local 547
Para-pro's bargaining unit.

From: Fred J. Williams; Superintendent

Re: Contract Proposal

Article XVIII (A) We will agree to add Christmas Eve and New Years Eve as paid holidays, as presented in union's proposal.

Article XIX: As the district has bargained with every other group to lower insurance costs the board does not feel it can offer an increase to this unit at this time.

Article XVI; Section 1: The cost of this proposal is fiscally out of line at this time. Board not interested in raising future financial obligations in these uncertain fiscal times.

Schedule A

The board offers that all classifications receive a 1% increase for the 2004-2005 and the 2005-2006 school year.

The Board will offer to pay (reimburse) any para-pro that pays and receives a flu shot and /or a pneumonia shot yearly.

The Board agrees to add to the instructional aide job description the words: Title 1 and add number 8 to the bottom to state "must meet all N.C.L.B. qualifications.

The board offers a \$10.00 increase to all steps of longevity. Yearly for the next two years.

This contract would be a 2 year agreement ending on June 30,2006