

# Master Working Agreement

(Summary of Wages, Benefits,  
and Working Conditions)

Between

*Educational Support  
Personnel (ESP)*

and the

24040  
06 30 2008  
ESP  
C F O P

*Pellston Public Schools  
Board of Education*

July 1, 2006 - June 30, 2008

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## **RECOGNITION**

### **Section 1**

- 1.1 The Pellston Public Schools Board of Education of Pellston, Michigan, hereinafter called the “Employer” and the Pellston Chapter of the Educational Support Personnel, Northern Michigan Education Association, MEA-NEA, hereinafter called the “Association” hereby enter into the following mutual covenants and agree with one another as follows:
  - A. The Employer hereby recognizes the Pellston Chapter of the Educational Support Personnel Association (PESPA/NMEA/MEA/NEA) as the sole and exclusive bargaining representative for all regularly scheduled full-time and part-time custodians, food service, maintenance, secretaries, and paraprofessional employees employed by Pellston Public Schools, but excluding the Superintendent’s secretary, all bus drivers, certified teachers, vocationally certified personnel, supervisory, administrative and executive personnel, substitute and temporary employees, and all other personnel of the District.
  - B. Pursuant to and in accordance with all applicable provisions of the Public Employment Relations Act, Act. No. 336 of the Public Acts of 1947, as amended, this Agreement is entered into to establish wages, hours, terms and conditions of employment for the members of the bargaining unit herein defined for the entire term of this Agreement.
- 1.2 The Association recognizes its responsibility as bargaining agent and will represent all employees in the bargaining unit without discrimination or coercion.
- 1.3 It is contemplated that matters not specifically covered in negotiating this Agreement but of common concern to the parties may be subject to discussion. Any written agreement reached as a result of discussions with the Superintendent and/or the Employer becomes, after approval of the Employer and the Association, an addendum to this Agreement.

## **MANAGEMENT RIGHTS**

### **Section 2**

- 2.1 The Employer 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, or not specifically withheld from it, by the Michigan School Code (as revised and amended) and the laws and the Constitutions of the State of Michigan and of the United States. Illustrative of these rights are the following:
  - A. To exercise the executive management and administrative control of the school

system and its properties and facilities, and the professional activities of its employees;

- B. To determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings, or other facilities;
- C. To hire all employees and to determine the size of the work force, and, subject to the provisions of this Contract and of the law, to determine their qualifications, and the condition of their continued employment, or their dismissal or demotion, and the right to promote and transfer all such employees;
- D. To determine the services, supplies and equipment necessary to continue the operation of its schools, and to determine schedules, standards of operation, the means, methods, and processes of carrying out the work, and the institution of new and/or improved methods of operation, including automation;
- E. To carry out an evaluation of program and to evaluate the effectiveness of individual employee performance;
- F. To adopt reasonable rules and regulations.

2.2 The exercise of the foregoing powers, rights, duties, and responsibilities by the Employer and adoption of policies, rules, regulations and practices in the furtherance thereof, shall be limited only by the provisions of this Agreement.

### **ASSOCIATION DUES, FEES AND PAYROLL DEDUCTIONS**      **Section 3**

- 3.1 Membership in the Association is not compulsory. Each employee shall have the right to freely join, refrain from joining, or drop his/her membership in the Association. It is agreed and understood between the parties that membership in the Association is not a condition of employment and neither party to this agreement shall discriminate against, intimidate, or otherwise influence an employee regarding his/her individual decision with respect to Association membership.
- 3.2 Any individual who initially joins the Association as an employee of the Employer and whose position is represented by the Association as part of this bargaining unit, shall, no later than thirty (30) days after commencement of employment or within thirty (30) days of the ratification of this contract by both parties (whichever occurs last), authorize the deduction

of membership dues or fees of the Association (including NMEA, MEA, NEA and any local dues or fees).

- 3.3 Any individual who is an employee of the Employer and whose position is represented by the association as part of this bargaining unit and who does not initially join the Association within thirty (30) days of the date of this contract is ratified by both parties shall not be required to pay Association dues or fees.
- 3.4 Any individual employed by the Employer after this contract has been ratified by both parties and whose position is represented by the Association as part of this bargaining unit, shall, no later than thirty (30) days after commencement of employment, authorize the deduction of membership dues or fees of the Association (including NMEA, MEA, NEA and any local dues or fees).
- 3.5 An employee who chooses to join the Association may pay Association dues and/or fees directly to the Association as provided for by the Association. The Association shall notify the employer of employees who wish to pay directly to the Association in full.
- 3.6 An employee may authorize payroll deduction for Association dues or fees. In such event, the employee (or the Association) shall provide copies of the employee's written payroll deduction authorization to the Employer's Business Office at least two weeks prior to the first instructional day for students. Such payroll deduction notification authorization shall remain in effect unless rescinded in writing by an employee during the months of July and/or August of each year. Pursuant to such authorization, the Board shall deduct one-twentieth of such dues and/or fees from each employee's payroll check, beginning with the first employee payroll check in September each year. Such deductions shall be remitted to the Association within twenty (20) work days of the end of each month.
- 3.7 Pursuant to equal employment opportunity commission guidelines, any bargaining unit member who has a bona fide good faith religious objection to the requirements of this article shall not be subject to these requirements. Any such bargaining unit member shall notify the Employer and the Association of his/her objection. Any bargaining unit member who has a bona fide good faith religious objection must pay the amount equal to the monthly Association dues or monthly representation fee to a non-profit, charitable organization that is active in the Pellston Public School District. The bargaining unit member will supply a receipt to the Employer and the Association showing such contribution to said organization.
- 3.8 The Employer shall not be required to deduct Association dues and/or fees from any

employee's pay if the employee's pay is not sufficient to cover those dues or fees (after all legally required deductions have been made) in any pay period.

- 3.9 The Association shall, a minimum of two weeks prior to the first instructional day for students, give written notification to the Employer's Business Office as to the amount of the dues and/or fees. The amount of dues/fees as set by the Association shall not be subject to change during the school year. The right to refund deducted dues and/or fees to employees from whom such deductions have been made pursuant to written payroll deduction authorization shall lie solely with the Association.
- 3.10 The Employer shall make deductions from each employee's pay and make appropriate remittance as noted below:
- A. Federal Withholding Tax
  - B. State Withholding Tax
  - C. Social Security and Medicare Tax
  - D. MPSERS deductions for MIP participants
  - E. MPSERS deductions for the Tax Deferred Payment (TDP) program as available under guidelines as developed and approved by the Office of Retirement Services (ORS) and/or the Michigan Public School Employees Retirement System (MPSERS) for participating employees
  - F. Orders by courts of competent jurisdiction and court authorized agencies (child support, garnishments, judgments, etc.)
  - G. Other deductions as may be required by the express terms of this agreement and/or as may be agreed to in writing by the parties

## **GRIEVANCE PROCEDURE**

## **Section 4**

4.1 The definitions which apply to this section:

- A. A "**grievance**" is a written claim by a bargaining unit member, more than one bargaining unit member, or the Association that there has been a violation,

misinterpretation, or a misapplication of the express written terms included in this Agreement.

- B. A “day” is a weekday (Monday through Friday) exclusive of Saturday, Sunday, a legal holiday or a vacation period during the regular school year.

#### **INFORMAL LEVEL**

- 4.2 In the event a bargaining unit member believes there is a basis for a grievance, the bargaining unit member shall first discuss the problem with his/her immediate supervisor (or designee as assigned by the immediate supervisor) with the objective of resolving the matter informally. The bargaining unit member may choose to notify the Association of the meeting and have an Association representative present at the meeting.

#### **FORMAL LEVEL I**

- 4.3 If, as a result of the informal discussion with the immediate supervisor, the complaint is not resolved, a formal grievance shall be submitted in writing to the immediate supervisor within then (10) days following the date of the alleged grievance. The written grievance shall include:
  - A. Identification of the grievant(s).
  - B. The specific facts upon which the grievance is based.
  - C. Identification of the applicable section(s), subsection(s), paragraph(s), or portion(s) of the Agreement allegedly violated, misinterpreted or misapplied.
  - D. The specific relief requested.
  - E. The date on which the alleged grievance occurred.
  - F. The date on which the grievance is being filed.
  - G. A signature attesting to the facts presented.
- 4.4 Within ten (10) days of receipt of the formal written grievance, the immediate supervisor (or designee) shall meet with an Association representative and the grievant in an effort to resolve the grievance. The grievant may be excused from all or a portion of this meeting by mutual agreement of the Employer and the Association. The immediate supervisor (or designee) shall indicate his/her disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy thereof to the Association.

## **FORMAL LEVEL II**

- 4.5 In the event the Association (and/or the aggrieved employee) is not satisfied with the disposition of the grievance at **FORMAL LEVEL I**, or in the event that no decision has been rendered within five (5) days after the meeting with the supervisor at **FORMAL LEVEL I**, the Association may submit the grievance to the Superintendent within five (5) days after receipt of the **FORMAL LEVEL I** response, or within ten (10) days of the meeting with the supervisor (if the supervisor does not respond in writing).
- 4.6 Within five (5) days after receipt of the formal grievance, the Superintendent (or designee) shall meet with the Association representative and the grievant in an effort to resolve the grievance. The grievant may be excused from all or a portion of this meeting by mutual agreement of the Employer and the Association. The Superintendent (or designee) shall indicate his/her disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy thereof to the Association.

## **FORMAL LEVEL III**

- 4.7 In the event the Association (and/or the aggrieved employee) is not satisfied with the disposition of the grievance at **FORMAL LEVEL II**, or in the event that no decision has been rendered within five (5) days after the meeting with the Superintendent (or designee) at **FORMAL LEVEL II**, the Association may submit the grievance to the Secretary of the Board within five (5) days after receipt of the **FORMAL LEVEL II** response, or within ten (10) days of the meeting with the Superintendent (or designee), if the Superintendent (or designee) does not respond in writing.
- 4.8 Within one (1) month from receipt of the grievance the Board and Superintendent (or a committee of the Board, which committee may include the superintendent) shall consider the grievance.
- 4.9 The Board may hold a hearing, or may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with the express written consent of the Association, shall final determination of the grievance be made by the board more than two (2) weeks after the Board (or a committee of the Board) has conducted a hearing or has otherwise investigated the grievance within thirty (30) days from the date the grievance was submitted to it.
- 4.10 If the Association is not satisfied with the disposition of the grievance by the Board, the grievance shall be taken to mediation as provided by the Michigan Employment Relations Commission. It is agreed that three (3) members of the Board of Education will be assigned by the board to participate in the mediation process.



## GRIEVANCE TIME LINES

- 4.11 The time limits established by this grievance procedure shall be strictly construed; provided, however, the parties to this Agreement reserve the right to mutually extend or alter said time limits in writing. Any grievance not advanced by the Association and/or grievant to the next step in the grievance procedure within the time limits specified shall be deemed abandoned. In the event the Employer's representative fails to respond to a grievance within the time limits specified, said grievance shall be deemed denied and subject to advancement to the next step of the grievance procedure.

## DEFINITIONS OF EMPLOYMENT STATUS

### Section 5

- 5.1 **Full-Year Full-Time Employees:** Full-year full-time employees shall be employees who are assigned to regularly work forty (40) hours per week for 52 weeks each year (including holidays and vacation days).
- 5.2 **Regular School-Year Employees:** School-Year Employees shall be employees who are annually assigned to regularly work 35 hours or more per week for no less than 178 days.
- 5.3 **Full-Year Part-Time Employees:** Full-year part-time employees shall be employees who are annually assigned to regularly work less than 40 hours per week during a full 52 week work year.
- 5.4 **School-Year Part-Time Employees:** School-year part-time employees shall be employees who are annually assigned to regularly work less than 35 hours per week for no less than 178 days.

## WORK SCHEDULES, WORK WEEK, BREAKS, OVERTIME, ETC.

### Section 6

- 6.1 The regularly scheduled work week for all employees shall be established by the Employer. The work week will begin on Monday and end on Friday.
- 6.2 **Work Day:** The beginning and ending of the regular work day shall be scheduled by the Employer. Except for changes due to holidays and vacation periods, any change of the regular work day schedule in excess of one (1) hour shall not take place until the Employer has discussed the need for the change with the local unit Association President. Except for changes due to holidays and vacation periods, any change in the beginning and ending of an

employee's regularly assigned work day shall not occur with less than a one (1) week prior notice to the employee (except in unusual or extenuating circumstances). The Employer reserves the right to add up to one (1) hour in regular daily work time to a part-time position without reposting said part-time position, as long as the employee assigned to that part-time position is willing to accept and work the additional time and as long as the additional time does not exceed the hours of a more senior employee in the same classification. In this case the position shall be reposted.

- 6.3 **Lunch Breaks:** Each employee scheduled over four (4) hours per day shall be entitled to a thirty (30) minute, duty-free unpaid lunch period outside of the regular scheduled work day. Employees who have assigned responsibilities during their lunch period shall receive a paid lunch period.\* Employees may not move the lunch period to the beginning of the day in order to arrive 30 minutes late, and employees may not move the lunch period to the end of the work day in order to leave 30 minutes early without permission from the supervisor.

\* Those employees (Ball and Carter) who are currently receiving a paid lunch period in their present positions shall continue to receive a paid lunch period as long as they are in their present classifications. An employee new to any of the positions held by the above named employees in subsection 6.3 shall receive a paid lunch period only if s/he has assigned responsibilities during his/her lunch period.

- 6.4 **Work Breaks:** Each employee shall be entitled to a fifteen (15) minute paid work break each work day for each scheduled four (4) hours of work. The time of the break shall be worked out with the approval of the employee's immediate supervisor. Break times from day to day shall be as uniform as possible for employees. Break times can not be used to increase the lunch break, delay the start of a work day or allow for an early departure at the end of the work day without permission from the supervisor. Break time can not accumulate from one day to the next.

- 6.5 **Overtime:** An employee who is assigned and/or receives approval to work in excess of forty (40) hours in a work week will be entitled to overtime pay (time and one-half). An employee must have administrative approval prior to working overtime. Overtime shall be offered on a rotating basis by seniority within the classification except for secretaries. Secretaries will be offered overtime when the job necessitates it. With prior supervisory approval, an employee may take compensatory time equal to time and one-half for hours worked in excess of 40 hours per week. Such compensatory time is to be used within thirty (30) days of earning it. Overtime compensatory time may accumulate to no more than 2 days after which the employee shall be compensated at the overtime rate. Special events shall be rotated in the same manner as overtime.

- 6.6 **Callbacks:** Whenever an employee has left work and is then asked to return to work after the completion of his/her regularly scheduled working hours, he/she shall receive pay for the

actual time worked but not for less than one (1) hour. Callbacks of less than two hours shall be compensated at the rate of time and one-half.

- 6.7 **Holiday Work:** Employees asked to work on a scheduled holiday or during a previously approved paid vacation shall receive pay for actual time worked. An employee shall be paid for not less than two (2) hours, and shall be paid equal to one and one-half (1½) times their regular hourly rate (in addition to any holiday pay/vacation pay that may be due them).
- 6.8 **Hazardous Days:** If the Employer determines the weather is too hazardous for employees to report to work then employees will be excused from work by a general announcement from the Superintendent (or designee). In such cases, employees will be paid for the work day (or for the remainder of the work day). Full -year employees will receive an additional vacation day for each hazardous days worked. School year employees will not be paid for make-up days.
- 6.9 **Delay Days:** When school is delayed due to weather, all employees are expected to report to work at their regularly scheduled times. If the Employer determines that weather is too hazardous for employees to report to work at the regular time on a delay day, then employees will be directed to report to work no later than thirty (30) minutes before school is scheduled to start on the delay day. In such cases, all employees will receive pay for a regular day.
- 6.10 **Food Service Activities:** In the event extra help is needed for banquets and other food service activities, support staff in the appropriate classification who have expressed interest in writing, and are available, will be offered first chance to work. Selection of employees shall be on a rotating basis with those individuals who have the greatest seniority being offered the work first.
- 6.11 **Extra Work & Substituting:** Support staff employees shall be permitted to work or substitute in other classifications for which they are qualified, subject to the following:
- A. Employees interested in extra work assignments or substitute work shall notify the supervisor in writing prior to September 20 each year. The request shall state the classification(s) and/or position(s) for which the employee wishes to be considered. Employees may change their choices with two weeks' notice. The Board is not required to offer substitute work to employees who have not signed up.
  - B. Eligible employees will be asked to work extra work assignments or substitute on a seniority rotational basis.

- C. When selected by the supervisor to work or substitute, the employee will not gain seniority in another classification.
  - D. In the event an employee is chosen to work in someone else's position for five (5) consecutive work days or more, the individual will be paid at the pay scale of that employee for whom he/she is substituting or at his/her own regular hourly rate, whichever is greater, with such pay rate to begin after the 4<sup>th</sup> consecutive work day.
  - E. An employee will not be permitted to work more than ten (10) hours in a day or more than forty (40) hours in a week in any combination of jobs unless mutually agreed to by the Employer and the employee.
- 6.12 **Working Alone:** It is understood that an employee may be scheduled to work alone in a school facility. In the event an employee is scheduled to work alone, with no one else in a school facility, the Employer will provide the employee with a means of communication to be used in an emergency.

## SENIORITY

## Section 7

- 7.1 **Probationary Status:** A newly hired employee shall be on probationary status for sixty (60) work days during the probationary employee's initial assignment as a regularly scheduled employee. The probationary period shall be counted from and including the first day of regularly assigned employment. Employment during the probationary period shall be solely at the discretion of the Employer on a day-to-day basis. Employment during the probationary period shall not include any paid holidays or paid sick leave.
- A. Probationary employees may be terminated with or without cause during the probationary period. Probationary employees may be given a five- (5-) day notice of pending termination. The employer reserves the right, at its sole discretion, to terminate a probationary employee without such notice.
  - B. After satisfactory completion of the probationary period, an employee will be given the status of a regular employee. After the probationary period, an employee shall be eligible for leave time as outlined in this Agreement, and shall be moved from probationary salary schedule to the regular salary schedule.
- 7.2 **Seniority Defined:** Seniority shall be defined as the length of service within the bargaining unit beginning with the first day the employee is assigned to work. If two (2) or more employees have the same start date, the employee with the lowest last four (4) digits on

his/her Social Security card shall be deemed to be the most senior. Seniority within a classification shall be determined by the date an employee first performed service for the Employer in the classification. If an employee changes classifications, his/her seniority shall remain frozen in each previous classification(s). Seniority classifications are: Custodial/Maintenance, Secretary/Clerical, Food Service, and Paraprofessional.

- 7.3 **Seniority Accrual:** Seniority shall not accrue during layoff or during an authorized leave of absence in excess of thirty (30) work days.
- 7.4 **Seniority List:** The Employer shall prepare and maintain a seniority list. Four copies of the list shall be furnished to the Local Association Representative by September 30 of each school year. The Local Association Representative shall post the Seniority List on the bulletin board made available to the Association by the Employer.
- 7.5 **Loss of Seniority:** Seniority shall be lost if the employee:
- A. Voluntarily quits or retires. Notice of such shall be filed in writing to the Superintendent or designee.
  - B. No longer works in a position represented by the bargaining unit.
  - C. Is involuntarily terminated and the termination is not reversed.
  - D. Is absent for three (3) consecutive days without notifying the Employer, fails to return from an authorized leave of absence on the agreed upon date, unless the Employer and the employee shall otherwise expressly agree in writing, or unless emergency circumstances prevent such notification or reporting.
  - E. Does not return to work when recalled from layoff, unless emergency circumstances prevent such reporting.
  - F. Is laid off for a period in excess of twenty-four (24) months or a period equal to the employee's seniority, whichever is less.
  - G. Fails to return to work on the first scheduled working day following termination of any leave of absence or scheduled vacation without valid reason for failure to return to work.

**LAYOFF AND RECALL**

**Section 8**

- 8.1 **Layoff Defined:** Layoff shall be defined as a reduction in the number of positions/hours in the work force. It is understood that the Board may reduce an employee's hours without the layoff provision as long as the reduced time does not leave the employee with fewer hours than a lesser senior employee in the classification.
- 8.2 **Layoff Notice:** No employee shall be laid off pursuant to a reduction in the work force unless said employee shall have been notified of said layoff at least ten (10) work days prior to the effective date of the layoff.
- 8.3 **Layoff Procedures:** In the event of a reduction in work force, the Employer shall first lay off probationary employees in the affected classification. After the layoff of probationary employees in the affected classification, the Employer shall layoff by seniority and qualifications within the affected classification. If qualifications are essentially equal, then layoff shall be by seniority. Qualifications will be defined as the skill level of the employee and the specific work skill needed. The remaining bargaining unit members will then bid on positions by seniority. Employees may also exercise frozen seniority in other classifications to maintain their hours.
- 8.4 **Recall Procedures:** The Employer shall give written notice of recall from layoff by personal service or by sending a certified letter, return receipt requested to the employee at his/her last known address as it appears on the Employer records. It shall be the responsibility of each employee to notify the Employer of any change in address.
- 8.5 **Reporting Procedures:** If the employee fails to report for work within five (5) days from the date of receipt or attempt to deliver mailing of such notice of recall or personal service, unless an extension is granted in writing by the Employer, the employee shall be considered a voluntary quit. The five- (5-) day reporting limitation may be extended if emergency circumstances prevent such reporting.
- 8.6 **Laid Off Employees:** The Employer agrees to give first consideration to laid off employees for substitute work if they indicate in writing that they are interested in working as a substitute, and if they are qualified to do that work. If a laid off employee accepts a substitute position for a period of ten (10) or more days, beginning with the eleventh (11<sup>th</sup>) day, the substituting laid off employee shall be paid the greater of the same hourly rate of pay they were receiving at the time of the layoff, or at the rate of pay the person for whom they are subbing was receiving, as long as that rate of pay does not exceed the rate of pay listed in the compensation section of this Agreement for the classification in which the substituting employee is working.

**VACANCIES****Section 9**

- 9.1 Notices of all vacancies and newly created positions shall be posted on employee bulletin boards within one (1) pay period from the date the position is declared vacant or from the date of the creation of a new position. Students will not be assigned bargaining unit work on a regular basis except with the mutual agreement of the parties.
- 9.2 Employees shall be given seven (7) weekdays (excluding Saturdays and Sundays) to apply for the new position or vacancy. The “seven (7) weekdays from the posting date” will be waived for positions posted within seven (7) weekdays of the annual beginning day of school for students. The Employer reserves the right to add up to one (1) hour in regular daily work time to a part-time position without reposting said part-time position, as long as the employee assigned to that part-time position is willing to accept and work the additional time and the additional time does not exceed the hours of a more senior bargaining unit member.
- 9.3 If the posting occurs during a time when all employees are not scheduled to work (i.e. summer, vacation periods, layoff, etc.), the Employer will mail such postings to each employee who leaves self-addressed envelopes with the Employer for such mailings. As an alternative, the non-working employee may telephone the Superintendent’s office to inquire about any new postings.
- 9.4 Newly created positions or vacancies shall be posted as to classification, qualifications, type of work, starting date, rate of pay, and time and hours to be worked. It is understood between the parties that night shift positions may be moved to day-time hours during the summer and/or other vacation periods at the discretion of the Employer.
- 9.5 The most highly qualified applicant for a particular vacancy will be selected by the Employer to fill the vacancy, at the sole discretion of the Employer. If qualifications between an external and an internal applicant are the same, the internal applicant shall be awarded the position.
- 9.7 **Trial Period: A trial period will apply when a bargaining unit member is promoted within the classification.**
- A. A successful internal applicant will be placed on a twenty (20) work-day trial period which may be extended with the approval of the Superintendent at the new rate of pay commensurate with the new position.
- B. During the trial period in a new position, the employee may elect to return to his/her former position. The Employer may elect, for cause, to return the employee to his/her

former position ("cause" may include the Employer's assessment that the employee is not performing satisfactorily in the new position).

- C. During the trial period, the employee's former position may, at the Employer's discretion be filled with a substitute or temporary employee.

## **EMPLOYEE DISCIPLINE**

## **Section 10**

- 10.1 **Discipline:** No employee who has successfully completed his/her probationary period shall be disciplined, reprimanded, reduced in rank or compensation, or dismissed without just cause. While discipline is intended to be corrective in nature, the parties acknowledge that sometimes an employee must be dismissed due to the grievous nature of his/her action which resulted in the discipline, or due to his/her failure to correct behavior which may have resulted in a previous disciplinary action. The Employer and Association will work together to reduce or eliminate publicly embarrassing employees who are being disciplined.
- 10.2 **Procedure:** While the parties mutually subscribe to progressive discipline, intended to be corrective in nature in dealing with many issues, (1) verbal warning or reprimand, (2) written warning or reprimand, (3) suspension, and/or (4) discharge, it is understood between the parties that the seriousness of an offense may cause the employer to move directly to an advanced step of the disciplinary procedure, even to discipline as severe and permanent as dismissal.
- 10.3 **Representation:** An employee shall have the right to have a representative from the employee's classification or a representative from the Association present at any disciplinary hearing before the Employer.
- 10.4 **Notice:** A written record of any disciplinary action will be placed in the personnel file maintained in the employee's name by the district, and a copy will be forwarded to both the employee and the Association. After three (3) years, disciplinary actions may be removed from the personnel file at the Superintendent's discretion.
- 10.5 **Personnel File:** Timely written notice shall be provided to an employee in those cases where the district has received a Freedom of Information Act request for materials from the personnel file maintained in said employee's name. Notice to the employee will include information about the specifics of the request, including the name(s) of the person(s) making the request.



- 10.6 **Drug-Free Work Place:** The Employer believes it must maintain a drug/alcohol-free environment for students and employees of the District. Therefore, the use, possession, distribution, dispensation or manufacturing of alcohol or an illegal drug (drugs and controlled substances, the possession of which is unlawful pursuant to Federal or State laws) by any support staff employee on school property or at a school function shall be cause for disciplinary action up to and including termination of employment.
- 10.7 **Drug Testing:** The Employer may require any support staff employee to submit to test(s) by licensed professional(s) to determine if the employee has reported to work with alcohol and/or an illegal drug present in his/her body or system, under the following circumstances:
- A. If an administrator or supervisor has reasonable suspicion that the employee is under the influence of alcohol or illegal drug(s) while at work; or
  - B. If a formal written complaint/report is received by an administrator or supervisor which claims that a support staff employee used alcohol or illegal drug(s) on school property, or he/she is believed to be at work on school property while under the influence of alcohol or illegal drug(s), or he/she is believed to be at work on school premises while alcohol or illegal drug(s) are present in his/her body or system. The Employer will respond to the complainant and provide a copy of the response to the employee (except as may be prohibited by law).
- 10.8 Any support staff employee who violates these drug-free workplace subsections of the contract (10.6 & 7) shall be subject to disciplinary action up to and including termination of employment. If the employee is not terminated, the Employer reserves the right to require the employee to satisfactorily participate in a drug assistance or rehabilitation program.
- 10.9 When/if an administrator or supervisor requires a support staff employee to be tested, the administrator shall send the support staff employee to the appropriate professional(s) for the test(s) the administrator or supervisor determines to be appropriate (i.e.: blood, urine or breath), and the cost of the test(s) shall be the responsibility of the District. The employee shall sign a release, which permits the professional to provide the results of the test(s) (as it concerns alcohol or illegal drugs) to the Superintendent of Schools, which the Superintendent may also submit to the Board of Education in compliance with the Open Meetings Act. Illegal drugs shall include, but are not limited to: Marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). The administrator shall set the time and place for the testing to be performed and, if deemed necessary, make provision for transportation. If it is a test(s) for alcohol it shall be performed immediately. If it is a test(s) for illegal drug(s), it shall be performed within 24 hours.

Should an employee test positive on an initial screen, s/he shall have the right to a confirmatory screen paid for by the Employee if the confirmatory test is conducted within a 24-hour period. The Board will consider action only when the two test results match. An Association representative may be present at any meeting regarding test results.

- 10.10 If a support staff employee refuses or neglects to attend the examination(s) scheduled for the test(s) or refuses to sign the necessary consent to enable the Employer to obtain the results, the employee may be deemed to have violated the non-alcohol/non-illegal drug policy set forth herein and said refusal(s) may be cause for termination.

### **AUTHORIZED LEAVE**

### **Section 11**

**(Subsections 11.1 through 11.5 apply only to employees hired on or after Sept. 1, 1999):**

- 11.1 Each Non-Probationary School-Year Employee shall be granted eight (8) days of leave each year (based on the employee's full-time or part-time assigned hours) during his/her first non-probationary pay period of the fiscal year (July 1 - June 30). Leave days shall be prorated if for less than a school year.
- 11.2 Each Non-Probationary Full-Year Employee shall be granted ten (10) days of leave each (based on the employee's full-time or part-time assigned hours) during his/her first non-probationary pay period of the fiscal year (July 1 - June 30). Leave days shall be prorated if for less than a full year.
- 11.3 Leave may be used at the employee's discretion for sick or personal reasons. Twenty-four hours notice and prior approval by the supervisor is required for general absences, and at least one hour notice prior to the beginning of the work day is required for illness (unless the employee provides subsequent notice in writing as to why prior notification was impossible). If verbal notification is not made at least one hour in advance, such notification will be made as early as reasonably possible. Leave time must be used in not less than one (1) hour increments.
- 11.4 Employees shall not be permitted to use a leave day immediately before or after a holiday or vacation period except in unusual or extenuating circumstances, and then only with the written approval of the Superintendent.
- 11.5 Unused sick leave days shall accumulate to a maximum of ninety (90) days.

**(Subsections 11.6 through 11.12 apply only to employees hired prior to Sept. 1, 1999):**

11.6 Each Non-Probationary School-Year Employee shall be credited with nine (9) days of sick leave each year (based on the employee's full-time or part-time assigned work hours, July 1 - June 30). Leave days shall be prorated if for less than a full year.

Employees who regularly work more than the school year, but less than full-year shall receive an additional sick day for each month or portion thereof worked over nine (9) months.

11.7 Each Non-Probationary Full-Year Employee shall be credited with twelve (12) days of sick leave each year (based upon the employee's daily assigned work hours, July 1 - June 30). Leave days shall be prorated if for less than a full year.

11.8 Sick leave may be used for personal illness or personal illness of an immediate family member. "Immediate family member" shall be defined as parents and/or step-parents of the employee or the employee's spouse, the employee's spouse, children, grandparents, grandchildren, or step-children. Employees may also use sick leave for other persons not defined in this section if the person is designated as guardian and is residing within the same household. Sick leave may also be used for special circumstances of illness or death if prior approval by the Superintendent or his/her designee, on a case-by-case basis.

11.9 Sick leave days will be credited at the beginning of each fiscal year. Recognized holidays falling within a sick leave period shall not be counted as sick days. If an employee voluntarily terminates his/her employment and has already used the full amount of sick days for the year, the amount of the unearned sick days used will be deducted from the last pay check (i.e.: the days available will be prorated, based on the portion of the year worked).

11.10 Unused sick leave shall accumulate to a maximum of ninety (90) days.

11.11 An employee retiring from the Pellston Public Schools after a minimum of five (5) years of service shall receive a lump sum payment of ten dollars (\$10) for each unused sick day.

11.12 Each employee shall receive two (2) personal leave days to be used to conduct personal business. Unused personal leave days will be added to accumulated sick leave at the end of the school year.

**(Subsections 11.13 through 11.25 apply to all bargaining unit employees):**

11.13 Not more than fifteen percent (15%) of the staff shall use a leave day on the same date except in unusual or extenuating circumstances, and then only with the written approval of the Superintendent.

- 11.14 A medical certificate may be required if illness prevents an employee from reporting to work for a period of five (5) consecutive work days.

### **FUNERAL LEAVE**

- 11.15 Employees shall be granted up to three (3) days leave for each death in the immediate family without loss of pay for the time lost from regularly scheduled work if such employee attends the funeral. For purposes of this provision, "immediate family" shall include mother, father, brother, sister, spouse, children and step-children, grandparents and grandchildren of the employee or the employee's spouse. Additional funeral leave for special circumstances regarding this section will be considered by the Superintendent or designee on a case-by-case basis and at the sole discretion of the Employer.

### **JURY DUTY**

- 11.16 An employee who is summoned and reports for jury duty or court appearance at which time the employee otherwise would have been scheduled to work for the Employer, or is subpoenaed to give testimony before a judicial or administrative tribunal, shall be compensated the difference between his/her daily pay and the pay received for the performance of such obligation (minus any allowable mileage reimbursement). Time lost will not be deducted from any leave time.
- 11.17 In order to receive payment for jury duty or court appearance, an employee must give the Employer prior notice that s/he has been subpoenaed/summoned for such duty and must furnish satisfactory evidence that s/he reported for or performed such acts on the day(s) for which s/he requests payment. An employee is to report back to work if excused from jury duty or court appearance early enough to work at least two hours of his/her regular work day.
- 11.18 The Employer shall not be obligated to pay an employee compensation for jury duty, court appearance, or when subpoenaed to give testimony before a judicial or administrative tribunal when such testimony is connected with the employee's non-school employment, or results from Association or bargaining unit initiated judicial or administrative tribunal proceedings.

## **UNPAID LEAVES**

- 11.19 All requests for unpaid leaves of absence are to be in writing, and must contain the reason(s) and the specific length (listing dates) for the requested leaves.
- 11.20 An employee may be granted or denied an unpaid leave of absence at the sole discretion of the Employer. The approval and/or denial of unpaid leaves of absence shall not be subject to the grievance procedure.
- 11.21 An employee shall not be granted a leave of absence for the purpose of seeking or holding employment elsewhere.

## **SHORT TERM LEAVES**

- 11.22 The Superintendent may, at his/her sole discretion, grant or deny an unpaid leave of absence to an employee for a period not to exceed twenty (20) work days. Except in emergency or unusual or extenuating circumstances, written requests for unpaid leaves of absence for 20 days or less are to be submitted to the employee's immediate supervisor at least two full weeks in advance of the anticipated leave. When an employee is granted an unpaid leave of absence for a period not to exceed twenty (20) work days, the employee shall not lose seniority.

## **LONG TERM LEAVES**

- 11.23 An unpaid leave of absence exceeding twenty (20) work days or more shall require action by the Board of Education.
- 11.24 Except in an emergency or unusual or extenuating circumstances, written requests for unpaid leaves of absence in excess of twenty (20) work days are to be submitted to the Superintendent at least a full month in advance of the anticipated leave.

## **ASSOCIATION LEAVE**

- 11.25 At the beginning of each fiscal year, the Association shall be credited with three (3) days to be used by employees who are officers or agents of the Association for Association business. The use of these days must be approved by the local Association President. The Association agrees to reimburse the Employer for the total cost of the substitute who fills in for the absent employee. The Association will notify the Superintendent not less than five (5) days in

advance of an employee taking such leave. Not more than one (1) employee shall be absent on the same date under the subsection. More employees may be excused at the discretion of the Superintendent.

## **HOLIDAYS**

## **Section 12**

12.1 Non-probationary full-year employees shall receive nine (9) paid holidays:

- A. Fourth of July
- B. Labor Day
- C. Thanksgiving Day
- D. The Friday after Thanksgiving Day
- E. Christmas Eve Day
- F. Christmas Day
- G. New Year's Eve Day
- H. New Year's Day
- I. Memorial Day

12.2 Non-probationary school-year employees shall receive six (6) paid holidays:

- A. Labor Day
- B. Thanksgiving Day
- C. The Friday after Thanksgiving Day
- D. Christmas Day
- E. New Year's Day
- F. Memorial Day

12.3 In order to be eligible to receive pay for a holiday as listed above, an employee must work on the last regular work day before and the first regular work day after the holiday unless s/he is on an excused paid leave day or paid vacation day.

12.4 Employees who work more than the school year but less than a full year shall be paid for any holiday that falls within their work year.

## **VACATIONS**

## **Section 13**

13.1 All non-probationary full-year employees and full-time secretaries shall receive vacation in accordance with the following schedule. New employees who are scheduled to work a full

fiscal year but work less than a full year the first year shall have vacation days prorated based on the portion of the year worked.

13.2* Vacations:	<u>Years of Employment</u>	<u>Number of Days</u>
	Less than one year	Prorated
	1 - 2 years	5 days
	3 - 4 years	7 days
	5 - 10 years	10 days
	11 - 15 years	15 days
	16 or more years	20 days

\*Employees hired on or before September 1, 1999 will be eligible for vacation days as follows:

	<u>Years of Employment</u>	<u>Number of Days</u>
	1 - 6 years	10 days
	7 - 12 years	15 days
	12 + years	20 days

- 13.3 Vacation days will be determined based upon years of service completed with the Pellston Public Schools. Vacation days will be credited to each eligible employee on July 1, based on the previous July 1 through June 30 fiscal year. Vacation time is non-accumulative and must be taken prior to the end of the fiscal year (June 30).
- 13.4 Employees who are eligible to take vacation will notify the Superintendent's Office at least two weeks in advance as to vacation time desired for the next fiscal year. In case of emergencies or other unforeseen events, the employee may request, in writing, a change in the dates s/he planned to take vacation. In such cases, vacation dates may be changed at the sole discretion of the Superintendent.
- 13.5 If the Employer denies the employee the opportunity to take all vacation days accrued in the fiscal year they are due, provisions will be made to allow for the unused vacation days to be taken in the July following that fiscal year.
- 13.6 Paid vacations are earned from the previous year's work and shall not be cumulative from year to year. The Employer will determine the number of employees who will be allowed to use vacation days on the same dates.

- 13.7 If more than one employee in a classification asks for vacation time off on the same day(s), the employee within a classification with the most seniority will get priority if only one employee can be away for the same day(s). Seniority shall not apply if a less senior employee in the same classification was already approved for a paid vacation prior to a request being received from a more senior employee.

## UNIFORMS

## Section 14

- 14.1 The Employer will provide:
- A. For each Maintenance/Custodial employee covered by this Agreement:
    - 1. Five (5) uniform shirts.
    - 2. Any combination of five (5) trousers or shorts.
  - B. For each Cook covered by this Agreement:
    - 1. Five (5) aprons.
- 14.2 Shirts, trousers, shorts, and aprons will be replaced by the Employer when they are worn out and turned in to the Employer for replacement.
- 14.3 It shall be the responsibility of employees who are provided shirts, trousers, shorts, or aprons to wear the clothing while at work performing the duties as an employee of the school district.
- 14.4 It shall also be the responsibility of employees who are provided shirts, trousers, shorts, or aprons to maintain the clothing in a clean and orderly condition as part of his/her reasonable performance of duties.
- 14.5 To assure the health and safety of all employees the parties agree to abide by work standards set forth by MIOSHA.
- 14.6 The Employer shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit members' assigned work areas. Bargaining unit members may use such physical force with a student as is necessary only to protect themselves or another person from attack, physical abuse or injury, or to prevent damage to district property so far as the law permits.



- 14.7 Bargaining unit members may be required to dispense or administer medication or medically related procedures. In this event, the Board shall designate the person/persons responsible to perform these tasks and have in place procedure to be followed. Violations of these procedures shall be subject to the grievance procedure.

## **WORKSHOPS, CONFERENCES AND SEMINARS**

### **Section 15**

- 15.1 Attendance at Employer approved workshops, conferences or seminars, and attendance at any Employer approved workshop or meeting held to provide updates, shall be compensated at the employee's regular wage for any hours in attendance that are in excess of the normal work schedule.
- 15.2 Registration and fees to attend Employer approved events as noted in 15.1 (above) shall be paid by the Employer.
- 15.3 An employee who receives prior written approval from the Superintendent to enroll in job-related college credit course(s) shall be reimbursed the cost of such college credit course(s) upon providing the Employer written confirmation of successful completion of the course(s). If the employee's request is denied, the decision of the Superintendent is final and is not subject to the grievance procedure.
- 15.4 Employees who are required to serve on committees or attend meetings beyond the work day shall be paid \$7.50 per hour for each hour of attendance. This provision does not apply to classes or training sessions the employee requested and received approval to attend.

## **EVALUATION**

### **Section 16**

- 16.1 The Employer will be responsible for evaluating bargaining unit employees once a year.
- 16.2 Forms and criteria used in evaluation will be changed or revised only after requesting input and advice from bargaining unit employees.
- 16.3 Within sixty (60) days of the signing of this agreement, the parties shall mutually establish the criteria for each skill level of each job.
- a. Employees shall only be expected to meet the criteria of the program in which they enrolled.

- b. Criteria shall be in effect for the life of the contract.
- 16.4 The supervisor will hold a meeting with the employee to go over the evaluation unless the employee waives such a meeting by checking the waiver box on the evaluation form. An employee signature on his/her evaluation document is not intended to indicate agreement with ratings or comments of the evaluator, but merely is to indicate that the employee has knowledge of the content and has received a copy of his/her evaluation. If the employee disagrees with the written evaluation, he/she may submit a written response within ten days and the written response shall be attached to the file copy of the evaluation in question.

## COMPENSATION

## Section 17

- 17.1 Each employee shall receive an hourly rate of pay based on his/her classification and pay lane (“Entry” or “Experienced”).
- 17.2 An employee’s wages will be based on demonstrated competence criteria levels of the employee. To move from “Entry” to “Experienced”, the employee must demonstrate a level of competence commensurate with the level of pay established as “Experienced”.

It is the responsibility of the employee to pursue training programs that will result in the employee’s promotions to an advanced level of competence. The employer will approve training so that an employee can advance in the most expedient manner.

- 17.3 Prior to changing established criteria, the Employer will request input from a committee of bargaining unit employees. The Employer will request representation from each classification prior to revising or changing competence criteria. Recommendations to move an employee from one level to another will be made by the Superintendent in consultation with the employee’s supervisor.
- 17.4 Once an employee has met the “Experienced” competency criteria, s/he shall receive the professional stipend for the remainder of his/her employment. When the criteria for the professional stipend is changed, it shall be the responsibility of the Employer to provide the training.
- a. Employees may design a professional plus program with the Superintendent for an additional stipend.

The professional stipend + is an additional rate that each employee may earn based on the following criteria.

1. The employee has been approved for and receiving experienced level pay for at least one year.
2. Requests approval to advance to professional stipend plus rate.
3. Receives prior approval from the Superintendent for a professional development program or class in which to participate.
4. Successfully completes the professional development program or class.
5. The professional stipend plus rate shall become effective immediately upon successful completion of the program or class.
6. Limited to one request for the life of this contract.

17.5 An employee has the right to request a review of the competence evaluation if s/he is denied a move to a higher level. The review Board shall consist of the Supervisor, the Superintendent and a bargaining unit member appointed by the Association.

17.6 **2006/2007 CLASSIFICATION AND WAGE SCALE:**

<u>Classification</u>	<u>Entry Experienced</u>		<u>Professional Stipend</u>	<u>Plus Stipend</u>
Food Service	\$ 9.68	\$ 10.40	\$ .30	\$ .15
Para Professional	\$ 10.25	\$ 10.50	\$ .30	\$ .15
Cashier	\$ 10.98	\$ 11.29	\$ .30	\$ .15
Custodian	\$ 10.67	\$ 10.97	\$ .30	\$ .15
Clerical/Library	\$ 10.98	\$ 11.29	\$ .30	\$ .15
School Office Secretary	\$ 12.00	\$ 12.50	\$ .30	\$ .15
Data Recording Secretary	\$ 13.55	\$ 14.00	\$ .30	\$ .15
Maintenance	\$ 12.54	\$ 12.75	\$ .30	\$ .15
Detention	\$ 10.00	\$ 10.35	\$ .30	\$ .15

Head Cook (See Letter of Agreement)

Health Care 20¢ per hour for health care work as identified and approved by administration and PESPA

17.7 2007/2008 CLASSIFICATION AND WAGE SCALE:

<u>Classification</u>	<u>Entry</u>	<u>Experienced</u>	<u>Professional Stipend</u>	<u>Plus Stipend</u>
Food Service	\$ 9.87	\$ 10.61	\$ .30	\$ .15
Para Professional	\$ 10.46	\$ 10.71	\$ .30	\$ .15
Cashier	\$ 11.20	\$ 11.51	\$ .30	\$ .15
Custodian	\$ 10.88	\$ 11.19	\$ .30	\$ .15
Clerical/Library	\$ 11.20	\$ 11.52	\$ .30	\$ .15
School Office Secretary	\$ 12.24	\$ 12.75	\$ .30	\$ .15
Data Recording Secretary	\$ 13.82	\$ 14.28	\$ .30	\$ .15
Maintenance	\$ 12.79	\$ 13.01	\$ .30	\$ .15
Detention	\$ 10.20	\$ 10.56	\$ .30	\$ .15

Head Cook (See Letter of Agreement)

Health Care 20¢ per hour for health care work as identified and approved by administration and PESPA.

17.8 During the sixty (60) work day probationary period employees will receive 0.95% of the Entry Level rate of pay.

17.9 Banquet Rate: \$10.00 per hour.

17.10 The Employer may make corrections or adjustments in an employee's pay due to bona fide Employer or Employee error. In such cases, a written explanation of the reason for the correction or adjustment will be provided the employee.

17.11 Any employee including Ruth Hunt who may currently be receiving a higher wage than is listed in this contract will receive fifty percent (50%) of the salary schedule increase in each of those years (or will be placed on the new salary schedule, whichever is higher).

17.12 Employees shall become eligible for longevity pay beginning on the first pay period of July or the first pay period in January which ever shall be the closest to the employees anniversary date of hire.

- 12 years of employment: 20¢ per hour over the salary schedule amount
- 17 years of employment: 30¢ per hour over the salary schedule amount

**FRINGE BENEFITS****Section 18**

18.1 Employees shall receive annual health insurance benefits under Section 125 of the Internal Revenue Code (Cafeteria Plan) according to the following schedule:

**Plan "A"**

18.2 **Full-Year Full-Time Employees** (2080 hours/year) shall be entitled to participate in the Blue Cross/Blue Shield PPO Plan I, Rx \$10/\$20

**Plan "B"**

18.3 **Full-Year Full-Time Employees** (2080 hours/year) who do not elect **Plan "A"** will be entitled to receive benefits (under Section 125 of the Internal Revenue Code Cafeteria Plan) equal to the single subscriber rate Blue Cross/Blue Shield PPO Plan I, Rx \$10/\$20.

18.4 Employees who are not **Full-Year Full-Time Employees** (2080 hours/year), will be entitled to a pro rata portion of the total benefits available (including a cash-in-lieu-of-benefits option of a tax deferred annuity) to **Full-Year Full-Time Employees** (2080 hours/year) based on the hours that the employee is scheduled to work for the district (including applicable paid holidays) on the first day of the scheduled work year, divided by 2080. An employee assigned additional scheduled hours will be eligible for the additional premium dollars at the beginning of the following fiscal year.

18.5 A formula example used to determine pro rata allocation of health care benefits for employees not eligible for or not choosing health care insurance coverage, or used to compute a pro rata portion of total benefits available to less than full-time employees is listed below (example is for an employee working 7 hours daily and assigned for 188 paid days in the school year):

- a. Daily hours assigned (7) times total paid days scheduled in year (188) equals total annual hours (1,316) divided by total full-year hours (2,080) equals percentage (63%).
- b. Multiply the percentage of full-time (63%) times the full-year premium (monthly premium times 12 months, or  $205.18 \times 12 = \$2,462.16$ ) as set by insurance carrier for single person health insurance coverage. Sixty-three percent times  $\$2,462.16 = \$1,551.16$ .

18.6 All employees shall receive Long Term Disability Insurance fully paid by the Board as follows:

66 2/3 of Max Eligible Salary  
Maximum Monthly Benefit \$1,500  
90 days modified fill  
Mental/Nervous Same as Illness  
Alcohol/Drug Same as Illness  
Freeze on Offsets

Coverage to begin by February 1, 2007.

### **SALARY REDUCTION AGREEMENTS**

- 18.7 Employees may, subject to the guidelines of the District's Section 125 Cafeteria Plan approved under the Internal Revenue Code, sign a Salary Reduction Agreement for the purpose of purchasing benefits and/or participating in other plan options. Health benefits available to bargaining unit employees under this Cafeteria Plan will be limited to those available to other employees of the District.

### **NEGOTIATIONS PROCEDURES**

#### **Section 19**

- 19.1 The parties acknowledge that during 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.

### **CONTINUITY OF OPERATIONS**

#### **Section 20**

- 20.1 The Employer and Association agree that all differences between them shall be resolved by the orderly procedures provided herein, without interruption of the services which support school programs. The Association agrees that during the life of this Agreement, neither the Association, its agents nor its members will authorize, instigate condone, or engage in any strike or any other form of work cessation. As used in this paragraph, "strike" shall be defined pursuant to Act No. 112 of the Public Acts of 1994, as amended.

**DURATION OF AGREEMENT**

**Section 21**

21.1 This Agreement shall be effective as of the date of July 1, 2006, and shall continue in effect until the thirtieth (30<sup>th</sup>) day of June, 2008.

In witness whereof, the parties hereto have caused this Agreement to be signed by their representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**ASSOCIATION**

**EMPLOYER**

By *Michael J. Z...*  
President

By *Kenneth Cassidy*  
President

By \_\_\_\_\_  
Secretary

By *Dean Burkart*  
Vice-President

By *Terrence Cox*  
Unserve Director or Designee

By *Kathryn A. Smith*  
Secretary

By *Colleen Boehl*  
Negotiations Committee Member

By *Constance Dedezi*  
Treasurer

By *Ruth Hunt*  
Negotiations Committee Member

By *Frank J. Weyer*  
Trustee

By *Dianna Pugh*  
Negotiations Committee Member

By *Arnold J. Burkart*  
Trustee

By *Melba Yasmore*  
Negotiations Committee Member

By *Wing Tubbe*  
Superintendent

Date: *4/9/07*

Date: \_\_\_\_\_

**Letter of Agreement/Understanding**  
(not included in the contract)

Between Pellston Public Schools Board of Education and the Pellston Chapter of the Educational Support Personnel, Northern Michigan Education Association, MEA-NEA

**Whereas** the parties have reached tentative agreement on a 2004-2006 Master Agreement, and

**Whereas** the parties have mutually agreed to extend the provisions of the Sick Leave Bank for employees hired prior to September 1, 1999, as in place prior to this contract,

**Therefore**, the parties agree that, upon ratification of the new Agreement, the provisions of the Sick Leave Bank (below) will remain in effect concurrent with the 2004-2006 Master Agreement.

**Sick Leave Bank**

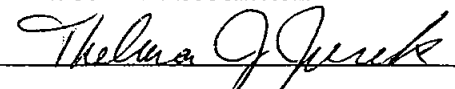
- A. A Sick Leave Bank shall be established consisting of a number of days equal to twice the support staff census of which one (1) day shall be contributed by each support staff member, and one (1) day per support staff member shall be contributed by the employer. Days shall be credited at the beginning of each fiscal year. In subsequent years, support staff members and the employer will make equal contributions to maintain the beginning of the fiscal year total at the level of twice the support staff census. Support staff member contributions to maintain the Sick Leave Bank beginning total mentioned above will be in order of seniority (most to least) on a continuous rotating basis.
- B. Upon depletion of his/her personal sick days, a support staff member may make application to the Sick Leave Bank Review Board. This Board will consist of three members chosen for the duration of each contract period by support staff and the Superintendent of Schools. The Superintendent of Schools, upon the recommendation of the support staff members of the Sick Leave Bank Review Board, will determine whether or not the applicant's request will be approved; however, a bargaining unit member can only borrow a number of days equal to what s/he can accumulate in that school year.
- C. An individual support staff member who utilizes Sick Leave Bank days during a school year must "pay back" days used from their annual sick leave allowance in subsequent years at an annual rate not to exceed four (4) days per year. It will be the responsibility of the support group employee to fully reimburse the Sick Leave Bank for days used if the employee quits or is terminated or moves to another position outside of the support agreement. Individual support staff members and the employer who must contribute on an annual basis to the Sick Leave Bank beginning year total under Section 2 will be assessed contribution days after the required "pay backs" of Sick Leave Bank users have been determined.
- D. If an employee has borrowed days from the Sick Leave Bank and is by action of the Board of Education or designee terminated from district employment, any unreturned days will become part of the termination agreement and days will be restored to the Sick Leave Bank by the Board of Education.

**For the Board of Education**

  
\_\_\_\_\_

Date 3/20/07

**For the Association**

  
\_\_\_\_\_

Date 3/19/07



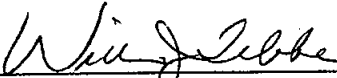
**Letter of Agreement/Understanding**

**Between**

**The Pellston ESPA and the Pellston Public Schools Board of Education**

**RE: ESEA/NCLB Act of 2001 and "Paraprofessionals"**

1. All Title I/Federally funded aides must meet the requirements of the ESEA/Federal No Child Left Behind Act of 2001 no later than January 8, 2006.
2. Paraprofessionals may elect to meet the educational requirements in any of the ways established by the Michigan Department of Education.
3. If a paraprofessional has been determined by another school district or by the Michigan Department of Education as meeting the requirements of the Act, then he/she shall be considered by this school district as meeting the requirements of the ACT.
4. A committee consisting of two paraprofessionals selected by the Association and two representatives selected by the Board will analyze the status of employees in meeting ESEA/NCLB requirements. The committee will meet with affected bargaining unit members to develop a plan to meet requirements of the Act by January 2006.
5. The District will reimburse for the cost of testing for any paraprofessional who chooses to take the MTTC Basic Skills Test, the WorkKeys Test, or another approved local or MDE Assessment. The District will reimburse the costs for one tutorial and the assessment up to two (2) times per year. The District will reimburse the costs for new employees upon completion of the probationary period.
6. Paraprofessionals shall provide written evidence of meeting the requirements of the Federal Act prior to January 8, 2006. Examples of evidence include transcripts, diplomas, or passing state or local assessment results.
7. An employee subject to the requirements of the Act who is unable to meet the requirements by the deadline established by law shall be allowed to bump a lower seniority paraprofessional that is in a position that does not require the aforementioned certification. If no such position exists, the employee will be laid off in accordance with Section 8 of the Negotiated Agreement.

  
\_\_\_\_\_  
For Pellston Public Schools

3/20/07  
Date

  
\_\_\_\_\_  
For Pellston ESPA/NMEA

3/19/07  
Date

**Pellston Public Schools  
Pellston, MI**

**Letter of Agreement/Understanding**

**RE: Health Care Stipend**

This Agreement between the Pellston Public Schools Board of Education and the Pellston Educational Support Personnel Association (PESPA) establishes the requirements and criteria for eligible PESPA employees to qualify for a Health Care Stipend:

**Qualifying Duties (Assisting Student):**

Wiping mouth, blowing nose, etc.	Accident and injury care
Bathroom Assistance	Bloody nose
Exercising arms and legs, etc.	Sick students
Keeping hands out of mouth to prevent breaking crown	Head Lice checks
Putting braces on (SMO's) shoes, boots	Epi-Pen injections
Transitioning to specials (walking with crutches)	Change bandages
Administering medications	Put on splints & slings
Checking blood sugar (diabetes)	Applying compresses
	Tooth comes out

**Qualifying Persons (Staff):**

Sandy Rae	2.5 hours per week (elementary)
Bonnie Ball	5 hrs 50 min per week (see attached)
Robyn Farkas	5 hours per week (student medical needs)
Ruth Hunt	10 hours per week (student medical needs)
Jamie Landrie	2.5 hours per week
Jack Carter	2.5 hours per week
Carol Carter	1 ½ hours per month = 13.5 hours per school year (Head Lice Checks)
Patti McNitt	1 ½ hours per month = 13.5 hours per school year (Head Lice Checks)
Thelma Jurek	1 ½ hours per month = 13.5 hours per school year (Head Lice Checks)
Coleen Bodzick	1 ½ hours per month = 13.5 hours per school year (Head Lice Checks)
Lisa Myers	1 ½ hours per month = 13.5 hours per school year (Head Lice Checks)

It is understood by the parties that this Health Care Stipend shall not be precedent-setting in future negotiations or as a part of any attempt to implement for other support staff employees.

Further, the parties agree that this letter of Understanding/Agreement will expire on the same date as the 2006-2008 PESPA/NMEA and Pellston Public Schools Master Agreement.

PESPA/NMEA

Thelma J. Jusek

4/9/07

Dated

BOARD OF EDUCATION

Kenneth Cassidy  
For Board of Education

4/9/07

Dated

## LETTER OF AGREEMENT

**Laura Chaney**

In the recent negotiated contract between the Pellston Board of Education and the Pellston ESP/NMEA, employee Laura Chaney was recognized as part of the PESP/NMEA bargaining unit.

Following ratification, PESP/NMEA was notified that Ms. Chaney had been receiving a health care benefit by virtue of her employment as an At Risk/Title VII employee. This benefit package is currently available to only full year/full time employees. Ms. Chaney is classified as a regular school year employee and therefore is not eligible for this fringe benefit under the current contract.

As a result of these unique circumstance, the PESP/NMEA agrees to waive the eligibility requirement of Section 18 of the 2004-06 Negotiated Agreement for Ms. Chaney for the duration of the Negotiated Agreement only.

It is expressly understood that this letter of agreement sets no precedent and binds the parties to no future course of action.

PESP/NMEA

Board of Education

Thelma J. Junk ESP

Wendy Abbe, Supt.

January 10, 2005

January 10, 2005

Date

Date

Carol Carter VESP

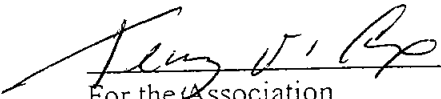
Letter of Agreement

Pellston ESPA and the Pellston Public Schools

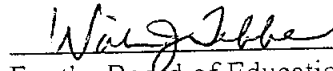
RE: Head Cook

The Board of Education requests the Head Cook position which is recognized in the Master Working Agreement between Education Support Personnel and the Pellston Public Schools will be modified effective July 1, 2006.

1. The Head Cook shall be recognized as the Food Service Supervisor, a mid-management position outside the jurisdiction of the bargaining association.
2. In addition to normal supervisory duties, the Supervisor may perform duties that bargaining unit members cannot complete, including cooking, serving and clean-up as long as these duties supplement, not supplant, the work of regular employees.
3. This letter of agreement shall remain in effect until such time as the parties shall meet and determine any modifications.

  
\_\_\_\_\_  
For the Association

10/05/06  
Date

  
\_\_\_\_\_  
For the Board of Education

10/5/06  
Date

**Pellston Public Schools**

**Letter of Agreement**

**Between**

**The Pellston ESPA and the Pellston Public Schools Board of Education**

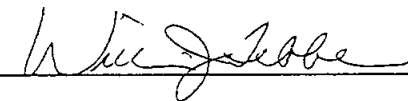
The Pellston Educational Support Personnel Association/NMEA and the Pellston Board of Education agree to the following language and wage adjustments as a result of the abbreviated school year calendar which has been negotiated and implemented between the Board and the PEA/NMEA for the 2004-05 school year:

1. The parties agree that the provisions of 5.2 and 5.4 of the Negotiated Agreement are waived for purposes of determining the length of the 2004-05 work year.
2. The parties agree to adjustments in days, hours, and wages as seen on the attached spreadsheet provided by the Board of Education.
3. Labor Day will be a paid holiday.
4. For all non-full year employees, an individual professional development bank of six (6) times the number of regular hours per day per employee shall be established. Each employee can draw from this bank time for employee-designed professional development programs.
5. This letter shall expire on June 30, 2005, unless the PEA/NMEA bargains an abbreviated calendar for the 2005-06 school year. In that case, this letter will be extended through June 30, 2006.

**PESPA/NMEA**

**Pellston Board of Education**

  
\_\_\_\_\_

  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PELLSTON PUBLIC SCHOOLS**  
**SUPPORT STAFF CONTRACT SUPPLEMENT-DAYS/HOURS**  
**2004-2005**

<u>CLASSIFICATIONS</u>	<u>POSITION</u>	<u>BUILDING</u>	<u>HRS/DAY</u>	<u>WORK</u>	<u>HOLI-</u>	<u>PROF</u>	<u>TOTAL</u>
<u>PARAPROFESSIONALS</u>	<u>ASSIGNED</u>	<u>2004-2005</u>	<u>DAYS</u>	<u>DAYS</u>	<u>DEV</u>	<u>DAYS</u>	<u>DAYS</u>
Ball, Yvonne	Health Care	High School	7.50	167	5	6	178
Bodzick, Coleen	Playground	Elemen. School	1.50	167	5	6	178
Bodzick, Coleen	Title I	Elemen. School	5.50	167	5	6	178
Carter, Carol	Title I	Elemen. School	6.00	167	5	6	178
Carter, Carol	Playground	Elemen. School	1.75	167	5	6	178
Chaney, Laura	ISS	Mid./High School	4.20	167	5	6	178
Chaney, Laura	Title VII	Mid./High School	2.80	167	5	6	178
Jurek, Thelma	Title I	Elemen. School	3.50	167	5	6	178
Jurek, Thelma	At-Risk	Elemen. School	3.00	167	5	6	178
Jurek, Thelma	Playground	Elemen. School	1.00	167	5	6	178
Mallory, Janet	Lunchroom	Mid./High School	1.00	167	5	6	178
McNitt, Patti	Title I	Elemen. School	6.00	167	5	6	178
McNitt, Patti	Playground	Elemen. School	1.50	167	5	6	178
Myers, Lisa	Title I	Elemen. School	5.50	167	5	6	178
Myers, Lisa	Playground	Elemen. School	1.50	167	5	6	178
Shall, Debbie	Health Care	Elemen. School	7.00	167	5	6	178
New	Health Care	Elemen. School	7.00	167	5	6	178
<b>SECRETARIES/CLERICAL</b>							
Farkas, Robyn	Office Clerk	Elemen. School	7.50	188	6	6	200
Hunt, Ruth	Secretary	Elemen. School	8.00	209	6	6	221
Mallory, Janet	Library	Mid./High School	6.25	170	5	6	181
Nessen, Coleen	Secretary	Mid./High School	8.00	219	6	6	231
Noel, Sue	Office Clerk	Mid./High School	8.00	205	6	6	217
Rae, Sandra	Cashier	Elemen. School	6.50	167	5	6	178
Rose, Sharon	Sub Caller	Elem/Mid/High	3.00	167	5	6	178
Tippett, Shelly	Cashier	Mid./High School	3.50	167	5	6	178
<b>CUSTODIAL/MAINTENANCE</b>							
Fosmore, Melba	Custodian	Elemen. School	8.00	252	9	0	261
Hill, Ronald	Custodian	Mid./High School	8.00	252	9	0	261
Hill, Terri	Custodian	Mid./High School	8.00	252	9	0	261
Kilpatrick, Larry	Custodian	Elemen. School	8.00	252	9	0	261
Weich, John	Maintenance	ALL	8.00	252	9	0	261
<b>FOOD SERVICE (COOKS)</b>							
Bassett, Pat	Cook	Mid./High School	6.75	167	5	6	178
Hoffman, Tillie	Cook	Elemen. School	6.75	167	5	6	178
Pugh, Linda	Cook	Elemen. School	7.25	167	5	6	178
Tippett, Shelly	Cook	Mid./High School	3.00	167	5	6	178