

**AGREEMENT**  
**BETWEEN**  
**BENTLEY COMMUNITY SCHOOLS**  
**AND**  
**AFSCME**  
**LOCAL 1918 CHAPTER Q-2**  
(Para-Professionals)

**July 1, 2008**  
**through**  
**June 30, 2010**



## TABLE OF CONTENTS

Preamble .....	1
Purpose and Intent .....	2
Article 1 - Recognition .....	3
Article 2 - Board Rights .....	4
Article 3 - Definitions .....	5
Article 4 - Representation .....	6
Article 5 - Grievance Procedure .....	7-8
Article 6 - Special Conference Clause .....	9
Article 7 - Discharge and Discipline .....	10
Article 8 - Seniority .....	11-12
Article 9 - Vacancies and Transfers .....	13-14
Article 10 - Layoff and Recall .....	15
Article 11 - Union Dues and Security .....	16-17
Article 12 - Leaves of Absence .....	18-19
Article 13 - Holidays .....	20
Article 14 - Hours of Work .....	21
Article 15 - Compensation .....	22
Article 16 - Miscellaneous / Health Option .....	23
Article 17 - Waiver Clause .....	24
Article 19 - Duration of Agreement .....	25
Signature Page .....	26
Updated Seniority List .....	27

PREAMBLE

**Bentley Community Schools  
and  
Council 25, AFSCME, AFL-CIO**

This Agreement is made this 1st day of July, 2008, by and between the Board of Education of the Bentley Community School District of Genesee County, Michigan, hereinafter, referred to as the "Board," and the Bentley School Employees, Chapter Q-2 of Local Union No. 1918, affiliated with Council 25, and chartered by the American Federation of State, County, and Municipal Employees, (AFL-CIO), hereinafter referred to as the "Union."

Contract retroactive to July 1, 2008.

## PURPOSE AND INTENT

The Union recognizes the responsibilities imposed upon it as the exclusive bargaining agent for the employees of the bargaining unit and realizes that in order to provide maximum job opportunities for continuing employment, good working conditions, and adequate wages, the Board must, within the existing framework of the statutes of the State of Michigan, maintain the schools within the Bentley Community School District as efficiently and at the lowest possible cost consistent with fair labor standards. The Union undertakes that the employees within the bargaining unit will individually and collectively perform loyal and efficient work.

The parties ascribe to the principle of equal opportunities and share equally the responsibility for applying the provisions of this Agreement equally and without discrimination as to age, sex, marital status, race, creed, national origin, political or union affiliation.

ARTICLE I.  
RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of the Public Employment Relations Act of the Public Acts of 1965, as amended, the Board does hereby recognize the Union as the sole and exclusive representative for the purposes of collective bargaining in respect to rates of pay, wages, hours and other conditions of employment for the term of this Agreement. The employees of the Board that are a part of this bargaining unit are as follows:

*Regular full-time and regular part-time employees that are employed as Clerical Aides, Class Room Aides, Cafeteria Aides, Computer Aides, Library Aides, Playground Aides, and Crossing Guards.*

- B. If, at any future date, a new position is created, the parties will meet to discuss the position's appropriateness for inclusion in the bargaining unit and the placement of the position in the proper classification.
- C. If, at any time in the future, a new position is created in the bargaining unit, the parties will meet to negotiate wages, hours and conditions of employment.
- D. The Board will not promote nor finance any labor group or organization which purports to engage in collective bargaining, or make any agreement with any such group or organization for the purpose of undermining the Union for the duration of this Agreement.
- E. The term "employee" when used herein shall refer to employees included in the unit for bargaining as set forth in the paragraph above and reference to male employees shall include female employees. The terms "Board" or "Employer" when used herein shall refer to the Board of Education or its designated representative.

ARTICLE 2.  
BOARD RIGHTS

- A. The Union recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all operations and activities of the School District to the full extent authorized by law.
  
- B. The Union further recognizes that all such lawful operations and activities as exercised by the Board shall be in conformity with this Agreement.

ARTICLE 3.  
DEFINITIONS

- A. Full-time employees are:  
Employees that work five (5) hours or more per day or average twenty-five (25) or more hours per week.
- B. Part-time employees are:  
Employees that work less than five (5) hours per day or average less than twenty-five (25) hours per week.
- C. Temporary employees are:  
Employees who are hired for and work less than thirty (30) working days. The Board will not hire consecutive temporary employees, thereby eroding the bargaining unit.
- D. Student employees are:  
Bentley students hired on a part-time basis.
- E. Substitute employees are:  
Employees who are hired for and work on a day-to-day basis to replace regular employees for short periods of time. Substitute employees may fill in as regular employees until the regular employee's leave status is terminated.

ARTICLE 4.  
REPRESENTATION

- A. The Union shall be represented by a Committee of one (1) Steward, one (1) Alternate Steward, and the Chapter Chairperson.
- B. The Union will furnish the Board with the names of its officers, stewards, and alternates, and such changes as may occur from time to time in such personnel.
- C. In the handling of a grievance, if it becomes necessary for the Steward to leave their work, they shall first notify their Supervisor or Principal. The Steward leaving their work during working hours shall not result in a loss of pay or time, subject to the understanding that such shall be devoted to the proper handling of the grievance; this to be done expeditiously and with as little interruption of work as possible.
- D. If the Steward is required to frequent a building other than the one to which they are normally assigned in order to handle a grievance, the Principal at both buildings (or all buildings involved) must be notified. Stewards are expected to check in and out of their respective buildings.
- E. Except as set forth above, no Steward or other employees shall be granted time off for the purpose of handling Union matters, affairs or grievances unless specific permission, in writing, has been obtained from the Principal or Supervisor.



ARTICLE 5.  
GRIEVANCE PROCEDURE

- A.
  - 1. A grievance is an alleged violation of a specific article or section of this Agreement.
  - 2. Grievances may be processed during working hours, provided immediate necessary functions are maintained.
  
- B. Within ten (10) working days of the time a grievance is thought to occur, the affected employee(s) shall submit a "Report of Grievance" to their immediate supervisor. The "Report of Grievance" shall contain the following information:
  - 1. The name of the grieving employee or employees.
  - 2. The nature of the grievance, including specific contract thought to have been violated and the persons violating them, if possible.
  - 3. The specific relief that is requested.
  - 4. The signature of the employee or employees involved.
  
- C. Within ten (10) working days after presentation of the grievance, the immediate supervisor shall give the employee(s) a written response.
  
- D. If the grievance is not resolved in at this point, it may be referred on to the Superintendent for his/her consideration. The affected employee(s) will have ten (10) working days after receiving the written response from the immediate supervisor to make this appeal.
  
- E. Within ten (10) working days of the appeal, the Superintendent shall uphold or deny the grievance, and report their decision to the affected employee(s) in writing.
  
- F. If the grievant(s) is not satisfied with the decision of the Superintendent, they may file a written appeal with the Board of Education within ten (10) working days. The Board shall hold a hearing on the matter at its next regular meeting following receipt of the written appeal.
  
- G. Within ten (10) working days of the appeal hearing, the Board shall render a written decision to the affected employee(s).
  
- H. If the grieving party or parties is/are not satisfied with the disposition of the grievance by the Board, they will have ten (10) working days to file for arbitration. The arbitration shall then proceed under the rules of the American Arbitration Association:
  - 1. The decision of the arbitrator shall be binding on both parties.
  - 2. The arbitrator must rule on the alleged violation of the contract only, and may not add to, subtract from, disregard, alter, or modify any terms of this Agreement.
  - 3. The fees and expenses of the arbitrator shall be borne equally by the Board and Union. All other expenses shall be borne by the party incurring them. Neither the Board nor the Union shall be responsible for the expense of witnesses called by the other.

- I. A grievance which is not responded to by the Board or its agents within the time limits specified shall automatically be accepted as upheld. A grievance which is not referred to the next step in the grievance process by the employee(s) within the time limits specified shall automatically be accepted as denied.
- J. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of both the Board and the Union.
- K. Any grievance filed prior to the expiration of this Agreement shall be processed through the grievance procedure until resolution is achieved.
- L. If deemed necessary and agreed to in writing by both parties, a grievance may be sent directly to arbitration.
- M. An individual grievance may be withdrawn at any step without prejudice. However, that individual's grievance may not be filed a second time.
- N. The filing of a grievance shall, in no way, interfere with the right of the Board to proceed in carrying out its management responsibilities , subject to the final outcome of the grievance process.

ARTICLE 6.  
SPECIAL CONFERENCE CLAUSE

- A. Special conferences on important and urgent matters relating to the interpretation and application of this Agreement will be arranged at mutually agreed times, between the Union and the Board (or its representatives), upon the request of either party.
- B. At least two (2) representatives of the Union and two (2) representatives of the Board will attend these meetings.
- C. Arrangements for such meetings shall be made in advance and an agenda of matters to be discussed shall be presented at the time the conference is requested. Matters taken up in the special conferences shall be confined to those items included in the agenda.
- D. Special conferences as spoken to in this article shall not be intended as meetings for the purpose of negotiating changes in this Agreement or for resolving grievances that have been filed.

ARTICLE 7.  
DISCHARGE AND DISCIPLINE

- A. 1. The Board shall not discharge or discipline any non-probationary employee without cause.
- 2. The Board agrees to notify the Union, in writing, in the case of suspension or discharge.
  
- B. The discharged or disciplined employee will be allowed to discuss their discharge or discipline with their steward, and the Board will make available an area where they may do so before they are required to leave the property of the Board. Upon request, the Board or their designated representatives will discuss the discharge or discipline with the employee and the steward.
  
- C. Should the employee consider the discharge or discipline to be improper, the Union's complaint shall be presented, in writing, to the Superintendent or designee within three (3) regularly scheduled working days after the discharge or discipline is received by the Union. The Superintendent or designee shall give an answer to the Union within five (5) regularly scheduled work days after receiving the complaint. If the answer is not satisfactory to the Union, the matter may be referred to the grievance procedure commencing at the Board level. If a grievance is not filed within five (5) regular work days by the employee or the Union, it shall be assumed that the answer given by the Superintendent was accepted and the right to use the grievance procedure is waived.
  
- D. In imposing discipline on a current charge, the employer will not take into account any prior verbal reprimands which occurred more than one (1) year previously; written reprimands which occurred more than two (2) years prior; or a suspension which occurred more than three (3) years prior.

ARTICLE 8.  
SENIORITY

- A. New employees hired, other than substitutes and temporary help, shall be considered as probationary employees for sixty (60) calendar days, excluding holiday and summer shutdowns where applicable. There shall be no seniority among probationary employees. When a probationary employee finishes the probationary period, they shall be entered on the seniority list and shall rank for seniority purposes sixty (60) calendar days prior to the day they completed the probationary period. The sixty (60) day probationary period shall be extended for any absences totaling more than five (5) days during that period by the amount of said absences. Probationary employees may be discharged with or without cause or hearing provided that discharge is not due to union activity.
- B. The Union shall represent probationary employees for the purposes of collective bargaining in respect to rate of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, except that the Board will have the right to discharge and take disciplinary action involving a probationary employee without a grievance filed or processed, except for Union activity or affiliation.
- C. The seniority lists in place on the date of this Agreement shall show the names of all employees in the unit entitled to seniority as of the most recent date of hire.
- D. Seniority lists will be maintained by the Board and made available to the Union upon request.
- E. Seniority shall be applicable for layoff and recall on a school district-wide basis within the job classification.
- F. Seniority, in and of itself, shall not be affected by the race, sex, age, creed, national origin, political, or Union affiliation, or marital status of the employee. No employee shall be entitled to promotion to a job or recall for which they are not qualified.
- G. When more than (1) employee is hired on the same day, seniority will be determined by the date and time of hire notification in writing.
- H. An employee shall lose seniority and terminate employment with the Board for any of the following reasons:
  - 1. Employee quits or retires.
  - 2. Employee is discharged and the discharge is not reversed.
  - 3. Employee is absent for more than two (2) consecutive working days without notification. This notification may be waived by the Superintendent.
  - 4. If the employee fails to return to work when recalled from layoff, as set forth in the recall procedure in this Agreement.
  - 5. If the employee overstays, by more than two (2) days, a leave of absence provided for in this Agreement, unless an extension is granted by the Superintendent.

6. If the employee gives a false reason for a leave of absence or engages in other employment during such leave.
7. If a settlement with an employee has been made for total disability.
8. If the employee falsifies information on their application for employment (said falsification may come to light sometime after the employee's date of hire or date of acquiring seniority).
9. The employee is convicted of any felony or circuit court misdemeanor.
10. The employee is convicted of any misdemeanor involving moral turpitude, theft, embezzlement, intentional destruction or damage to property of the employer.
11. The employee is found to be working under the influence of intoxicants or drugs.
12. The employee is found to be in unauthorized possession of school system property.
13. The employee is excessively absent.

ARTICLE 9.  
VACANCIES AND TRANSFERS

A. Transfers

1. Transfers for justifiable and legitimate reasons may be made by the Board or upon request of the employee, provided that such transfer does not result in a demotion or a reduction of pay rate.
2. A transfer is a lateral change within a job classification where there is no change in pay rate: i.e. movement to another building or to another job within the same building.

B. Posting

1. a. All job openings within the bargaining unit shall be posted for ten (10) working days in the office of each building setting forth requirements for the position, on applicable bulletin boards. A copy of the posting will be forwarded to the Union at the time of the posting. Interested employees shall apply, in writing, within the posting period. Openings shall be filled on a seniority basis, within the job classification, provided the applicant meets the qualifications of the position.
- b. If there are no applicants within the job classification, then the most senior qualified employee shall be awarded the position and shall be given a four (4) week trial period as outlined in B.2. below.
2. a. During the four (4) week trial period, the employee shall have the opportunity to revert back to their former position.
- b. In the event an employee is unsatisfactory in the new position, they shall be returned to their previous position, and reasons shall be submitted by the employer to the employee in writing. The matter may then become a proper subject for the grievance procedure.
3. During the trial period, employees shall be paid the rate of the job they are performing.
4. Employees required to work in a higher classification shall be paid the rate of the higher classification.
5. When there is a job opening in the bargaining unit, prior to the Board exercising their right to privatize said opening, as outlined in Public Act 112, the opening will be posted as outlined in the above Paragraph 1.

C. Resignation

Employees shall notify the Superintendent, in writing, of their intent to resign as soon as possible, but preferably no later than two (2) weeks before the effective date of the resignation. Openings shall be posted in advance, when practical, and if not, within five (5) working days after an opening that is to be filled occurs.

D. Elimination of Position

The Board will notify the Chapter Chairperson within five (5) working days when a bargaining unit position becomes vacant and the Board does not plan to fill the position with another person.



ARTICLE 10.  
LAYOFF AND RECALL

- A. Nothing in this Agreement shall prevent the Board from reducing its work force when conditions of workload, school attendance, physical condition of premises or economics of the School District dictate. The School District alone shall have the right to determine when and if any of its employees are to be the subject of any layoff and shall be the sole judge of how long such conditions shall continue. In the handling of any reduction in work force, the following conditions shall prevail:
1. As used in this Article, the term "layoff" shall mean a reduction in working force of the School District due to any of the causes mentioned above or any other comparable cause which would dictate, in the course of sound business management, a reduction in the work force.
  2. When the reduction of staff is necessary, layoffs shall be as follows:
    - a. Substitute employees
    - b. Temporary employees
    - c. All probationary employees.
    - d. All part-time employees.
    - e. Full-time employees in accordance with seniority within their classification.
  3. The employees may then exercise their seniority rights and bump less senior employees in equal or lower rated positions, providing they are qualified and able to perform the work. In no event will employees in lower rated positions be able to bump into higher rated positions.
  4. In the event the School District anticipates the layoff of any one or more employees, the Union and each employee to be laid off for such an extended period shall receive at least ten (10) working days notice in advance of such layoff.
- B. When the work force is increased after a layoff, employees shall be recalled according to seniority. Notice of recall shall be sent to the employee, at their last known address, by registered or certified mail. Within five (5) working days after receipt of the recall notice, the employee shall notify the Board of their intention to return to work or they shall be considered to have voluntarily quit their employment. Exceptions may be granted for cause at the discretion of the Board.
- C. Employees on layoff status shall be eligible to recall equal to his/her seniority or up to a maximum of two (2) years, whichever may apply.
- D.
1. When there is a need for a substitute, laid-off employees will be called first on a seniority basis.
  2. A substitute, laid-off employee may fill in for a regular employee until the employee returns to work or until the leave status is terminated. Substitute laid-off employees shall be paid at the experience level rate they had attained at the time of layoff. The Board will not hire consecutive substitute employees unless there are no laid-off employees available in the bargaining unit.

ARTICLE 11.  
UNION DUES AND SECURITY

- A. 1. All employees who, on the effective date of this Agreement, are members of the Union and all employees who voluntarily become members thereafter shall, as a condition of employment, maintain their membership in the Union to the extent of paying the monthly dues required as a condition of Union membership.
2. Employees who hire in after the effective date of this Agreement and who do not join the Union within sixty (60) school days shall, as a condition of employment, have deducted from their pay an amount determined by the Union as a service fee. Such fees shall be forwarded to the Union with a list from whom such deductions are made within fifteen (15) days of the deduction.
3. The Union agrees to notify the employer and the affected employee of non-compliance of the above provisions. The employer agrees to discharge such delinquent employees within thirty (30) days of a request by the Union to do so.
4. Union dues or service fees will be deducted from the pay of members only upon receipt by the Business Office of an "Authorization for Payroll Deduction" form, signed in the employee's own hand.
5. The Union, its agents, officers and representatives, shall not intimidate or coerce employees to join the Union. If a dispute arises as to whether an employee was a member of the Union on a vital date, or whether an employee was intimidated or coerced into joining the Union, the dispute may be submitted to the grievance procedure.
6. The parties to this Agreement hereby affirm their adherence to the democratic principle of free, uncoerced choice and agree that they shall not discriminate against any employee covered by this Agreement because of membership or non-membership in the Union.
- B. 1. The Union agrees to submit, in writing, to the Board the amount of monthly dues to be deducted from the pay of each member. Deduction of Union dues will be made from the first pay of each month after receipt of a signed authorization by the individual employee.
2. Within fifteen (15) days of deduction of Union dues, the Board shall transmit the monies to the Local Treasurer. Accompanying the transmittal of monies deducted, the Board shall send a list of employees who have had monies deducted from their pay and the amount deducted.
- C. The Union agrees to indemnify and save the Board, each individual School Board member, and all administrators of the district harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this article.
- D. If, at any time during the duration of this Contract, the Union authorizes, causes or engages in, or

sanctions any strike or work stoppage of any kind, or pickets, or there is a refusal to perform the duties of employment by employee or employees, then this Article shall become null and void for the duration of the work stoppage.

ARTICLE 12  
LEAVES OF ABSENCE

- A.
  - 1. The Board may grant a leave of absence, without pay, where good cause is shown for a period not to exceed thirty (30) calendar days. The leave may be extended or renewed by the Superintendent for additional periods of thirty (30) calendar days for reasons which, in the opinion of the Superintendent, are satisfactory. No leave under this Section shall exceed six (6) calendar months from the date of the initial request.
  - 2. All requests for leave of absence must be in writing and signed by the employee. All responses to requests for leaves of absence must be answered, in writing, within five (5) working days of receipt of request.
  - 3. An employee who works for another employer during this leave who gives false reason for leave or fails to comply with A.1. above shall be disciplined up to and including discharge.
- B.
  - 1. Members of the Union elected to union positions or appointed by the Union to perform work which takes them from their employment with the Board shall, at their request, receive a temporary leave of absence up to a period not to exceed one (1) year and said unpaid leave shall be renewable for an additional year for like cause. Employees desiring leaves under this Section shall notify the Superintendent at least sixty (60) days in advance of the date on which such is to become effective and shall specify the facts giving rise to the request for such leave. No more than two (2) employees shall be off on leave under this Section at any one time. No seniority shall accumulate during the leave.
  - 2. Unpaid leaves of absence for Union business up to one (1) week shall be granted upon receipt of a written notice two (2) weeks prior to the date of the leave requested. No more than two (2) employees shall be off on leave under this Section at any one time.
- C. A non-probationary employee, who worked a minimum 1,250 hours in the previous year, may be granted up to twelve (12) weeks leave in accordance with the Federal Family and Medical Leave Act (FMLA). The employee may use accumulated sick leave, if any, combined with unpaid leave. Nothing shall preclude an employee from exhausting accumulated sick leave even if it exceeds twelve (12) weeks.
  - 1. If the employee is on a reduced schedule or intermittent schedule, the Employer may transfer the employee to maintain efficiency.
  - 2. The Employer may require the employee to provide medical verification of the employee's or family member's illness, pursuant to FMLA.
  - 3. The Employer shall continue all health benefits for up to twelve (12) weeks for those employees receiving such benefits of the leave or until the employee's sick leave is exhausted, whichever is greater.
  - 4. If the employee fails to voluntarily return from leave at its expiration, the Board shall have the right to recover all premium payments.

5. This provision shall be administered consistent with the Federal Family Medical Leave Act.
- D. The position of an employee, on leave of absence without pay, will be held open for six (6) months; after six months, they will be placed on top of the re-employment list, if the Board is notified, in writing, of their interest for their respective classification for an additional eighteen (18) months. No seniority or longevity shall accrue during such leaves.
- E. 1. The employee who received a jury duty interview and appearance notice will notify the Superintendent or designee as soon as possible prior to their appearance date. It is understood and agreed that an employee shall be required to report for work any days when they are not sitting as a juror.
2. Employees complying with the above provisions may, at their option, be compensated at their regular rate of pay for their hours lost while serving on jury duty, plus reasonable travel and clothes changing time after turning in their jury duty day.
- F. Time spent by employees in Court under subpoena as a result of their employment shall be considered as time at work. All subpoena fees and mileage received shall be submitted to the Superintendent. This Section shall not apply to suits against the Board by or for the employee.
- G. All regular full-time employees shall be granted up to three (3) consecutive working days, with pay, in case of the death of a member of the immediate family; immediate family to be defined as: spouse, children, parents, grandparents, grandchildren, brother, and sister, father-in-law, mother-in-law, son-in-law, daughter-in-law.
- H. All regular full-time employees shall be granted sick leave at a rate of one day annually per each year worked in Bentley. The maximum number of sick leave days which may be accrued under this provision is ten (10) sick days annually.
- I. Sick leave accrued under the provisions of this agreement is to be used for the employee's sickness only. The Board may, at its discretion, require that employees provide medical data from the employee's doctor for any illness or injury that requires an employee to be absent from work for three (3) consecutive days or after six (6) separate absences in any fiscal year.
- J. Unused sick leave days earned in a fiscal year may be redeemed in cash at the end of the fiscal year at fifty percent (50%) of the employee's regular rate of pay for hours normally worked.
- K. Employees covered by this agreement will be entitled to annual "personal leave" days at a rate of one per every four years of service to the Bentley Community Schools. Each full time employee covered by this agreement, shall receive a personal leave day for their first year of service. If not used, the employee may elect to receive their daily rate of pay. However, unused personal days may not accumulate from one year to another."

ARTICLE 13.  
HOLIDAYS

All employees covered by this agreement shall be entitled to the following holidays with pay:

- A. Thanksgiving Day
- B. Day after Thanksgiving
- C. Christmas Eve
- D. Christmas Day
- E. New Year's Eve
- F. New Year's Day
- G. Good Friday
- H. President's Day

In order to be eligible for holiday pay, the employee must have worked the last scheduled day prior to the holiday, and the first scheduled work day after the holiday.

ARTICLE 14.  
HOURS OF WORK

- A. All employees shall be expected to be at their position each day that school is open. The employee and Union shall be notified a minimum of one week in advance of any variance in their regular shift hours. Prior to implementation, the Union and the Board will meet to discuss the proposed variance as it affects the hours, wages and conditions of employment.
- B. A one-half hour lunch period shall be established by the immediate supervisor in accordance with the organizational pattern best suited to the particular building and/or assignment of the employee, but as close to the middle of the shift as is practical. Such lunch period will not be considered part of the regularly assigned work day.
- C. Employees working an eight (8) hour shift shall be provided with two (2) fifteen minute relief periods or one (1) thirty minute relief period during each shift. Employees working less than an eight (8) hour shift shall be provided with one (1) fifteen minute relief period during each shift.
- D. Employees shall be paid at a rate of time and one-half for all time worked over (8) hours per day or forty (40) hours per week, when approved by the immediate supervisor.
- E. Employees shall be expected to work all days that school is in session. Should the calendar, once established, need to be amended due to changes in law, Acts of God, or other circumstances beyond the control of the Board, employees are expected to adjust their work schedules accordingly.
- F. Any employee who expects to be absent from, or late to, work shall notify their supervisor within a reasonable time prior to their normal starting time, but at least one-half hour in advance. Exceptions may be made in the event of a confirmable emergency. Employees who are absent from work and fail to notify their supervisor may be subject to disciplinary action, up to and including dismissal.
- G. The length of the work year is the same as the number of student days. Situations may occur throughout the year that will require deviation from this schedule, based upon para-pro qualifications and job specifications. Administration has the right to assign these deviations.

ARTICLE 15.  
COMPENSATION

For the 2008 - 2009 school year, the increase in wages for the employees covered in the Agreement, shall be a one percent (1%) increase. For the 2009 - 2010 school year, the increase in wages for the employees covered in the Agreement, shall be a one percent (1%) increase.

The basis for the calculations of the current year wage table shall be based upon the previous year's schedule.

<u>POSITION RATINGS</u>	<u>CLASSIFICATION</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
Level A	Office Aides, Library Aides, Computer Aides	\$12.45	\$12.57	\$12.70
Level B	Classroom Aides	\$11.26	\$11.37	\$11.48
Level C	Crossing Guards / Noon Supervisors	\$10.08	\$10.18	\$10.28

\*Note - Classroom aides in position prior to the establishment of this Union shall continue to be compensated at Level A as long as they remain in that position. Should a change occur due to voluntary transfer, resignation or retirement, that person's rate of compensation shall not apply to their successor.



ARTICLE 16.  
MISCELLANEOUS

- A. 1. This Agreement may be re-opened during its duration by mutual consent of both parties. It shall not be obligatory on either party to re-open negotiations prior to expiration of the Agreement.
- II. Any amendment or supplementary agreement shall not be binding upon either party unless executed, in writing, and signed by both the Union and the Board.
- B. Should any part of this Agreement be rendered or declared illegal or invalid by legislation, court decree, or governmental administrative action, that portion of the Agreement shall immediately become null and void. However, under no circumstances shall the remaining portions of the Agreement be affected.
- C. The Board shall, as directed under State law, have its employees covered by worker's compensation insurance for job-related injuries.
- D. The Board shall conduct an appropriate background check of all prospective employees covered by this agreement to ascertain what, if any criminal history exists in their background. The results of this background may be grounds for exclusion from employment, particularly if they involve the commission of a felony, or a misdemeanor involving physical or sexual abuse.
- E. Any employee convicted of any felony, or convicted of a misdemeanor involving theft, falsification of records, physical abuse or assault, sexual abuse, perjury, or use of controlled or illegal substances shall have their employment terminated.
- F. Nothing in this Agreement shall limit in any way the right of supervisors to perform emergency bargaining unit work, providing it does not deprive bargaining unit employees of an opportunity to work.
- G. The Board agrees to allow the use of school facilities for local Union meetings, providing arrangements can be made in advance with the Building Principal. All meetings shall be conducted outside of normal school hours unless specifically agreed to by the Superintendent.
- H. This Agreement shall replace all agreements and policies previously applying to employees or specific positions represented by this Union. No rules, regulations, or past practices of either the Board or the employees which are inconsistent or contrary to the terms and conditions of this agreement shall be recognized unless committed to writing and signed by both parties.
- I. In the event the schools are closed due to natural causes or "Acts of God", employees covered by this agreement will be paid and may be called in to work. If they are called in to work and do not report, they will not be paid for the day.
- J. The District will make available to employees a group rate health insurance package, to be paid for by the employee, if they wish to participate.

ARTICLE 17.  
WAIVER CLAUSE

The parties acknowledge that during negotiations which resulted in this Agreement, each had 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 this Agreement. Therefore, the Board and 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 referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE 18.  
DURATION OF AGREEMENT

- A. This Agreement shall be effective upon the date of its execution by the parties, and shall continue in effect until June 30, 2010.
  
- B. Negotiations on a successor agreement shall commence at least ninety (90) days prior to expiration. Should negotiations not be completed by the expiration date, both the Board and the Union agree that the present contract will remain in full force and effect during the period of negotiation unless either party gives written notice to the other no less than thirty (30) days in advance that they wish to terminate. In the event the contract is terminated, the Agreement may be extended by mutual consent on a day-to-day basis.
  
- C. This agreement shall be binding upon future Boards of Education, Superintendents, and Administrators. In the event of the District's merger or consolidation with another school district, this Agreement shall be binding upon the merged or consolidated District until its expiration, unless a new contract is successfully negotiated and mutually agreed to by both the new Board and the Union.

SIGNATURE PAGE

**AGREEMENT**

between

**AFSCME LOCAL 1918-Q-2  
(Para-Professionals)**

and

**BENTLEY COMMUNITY SCHOOLS**

**AFSCME Local 1918 Chapter Q-2**

**BOARD OF EDUCATION**

By Cheryl L Blosser  
Chapter Chairperson

By Christy Ann Smith  
President / Board of Education

By Jacquita McCree  
AFSCME Representative

By John E. Schatz II  
Superintendent of Schools

Date: 12-16-08

Date: 12/9/08

\*\*This contract was ratified by the Board of Education on December 9, 2008; with wages retroactive to July 1, 2008.

**BENTLEY COMMUNITY SCHOOL DISTRICT**

1170 N. Belsay Road

Burton, MI 48509

2008-2009

**AFSCME LOCAL 1918-Q-2 (Para-professionals)**

Updated as of December 15, 2008

<b>Name</b>	<b>Building</b>	<b>Years of Service as of 07/01/2008</b>	<b>Seniority Date</b>	<b>Classification</b>
McFALL, SUE	BARHITTE	23	06/05/85	Office Aide
SWEATLAND, CAROL	BARHITTE	17	09/01/91	PreSchool Aide
BLOSSER, CHERYL	BARHITTE	16	08/20/92	Computer Lab Aide
ELKINS, TAMMY	SENIOR HIGH	13	04/01/95	Physical Ed. Aide
METIVA, LINDA	JUNIOR HIGH	13	05/01/95	Library Aide
GORBUTT, LAURIE	JUNIOR HIGH	12.5	11/20/95	Office Aide
COLLINS, CHRISTINE	BARHITTE	12.5	01/01/96	Special Education Aide
ANDERSEN, MARI	JUNIOR HIGH	11	03/01/97	Special Education Aide
HAMMOND, CATHY	SENIOR HIGH	10.5	10/13/97	Special Ed. Assigned to student
SEARS, DEBRA	BARHITTE	9.5	10/01/98	Library Aide
MARTINBIANCO, TARESA	MIDDLE SCHOOL	9.5	10/01/98	MEAP Aide/Lunchroom/Crossing Guard
JACKSON, LINDA	BARHITTE	8.5	12/08/99	Title I Aide / Lunchroom/Crossing Guard
JACKSON, JANET	BARHITTE	6.5	01/03/02	Gym, Lunchroom & Office Aide
BELFORD, CAROL	BARHITTE	4	09/20/04	Title I Aide / Lunchroom (LO 6/17/05-called back 9/2005)
CAMP, PATRICIA	BARHITTE	0.5	12/06/07	One-on-One ParaProfessional

