

2003-2006

A G R E E M E N T

between the

OXFORD AREA COMMUNITY SCHOOLS

and the

**OXFORD SCHOOL EMPLOYEES CHAPTER
OF LOCAL 1472**

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**2003 - 2006
AGREEMENT
between the
OXFORD AREA COMMUNITY SCHOOLS
and the
OXFORD SCHOOL EMPLOYEES CHAPTER OF LOCAL 1472**

This agreement is made between the Board of Education of the Oxford Area Community Schools (hereinafter referred to as the Board) and the Oxford School Employees Chapter of Local 1472 affiliated and chartered by Council 25 of the American Federation of State, County and Municipal Employees (hereinafter referred to as the Union.)

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly relations for the mutual interest of the Board, employees, and Union.

The parties recognize that the interest of the community depends upon the Board's and the Union's success in establishing a proper service to the community.

To these ends, the Board and the Union encourage to the fullest degree friendly and cooperative relationships between the respective representatives at all levels and among all employees.

Note: The headings used in this Agreement and the Exhibits neither add to nor subtract from the meaning, but are for reference only.

ARTICLE I
RECOGNITION AND NO STRIKE CLAUSE

- A. Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Board hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to hours, wages, terms and conditions of employment for the duration of this Agreement for all employees of the Board included in the bargaining unit classifications as described below.
1. The bargaining unit or unit shall be defined to include the entire group of employees covered by the terms of this Collective Bargaining Agreement, and to include all classifications, positions, and job levels referred to in the Agreement.
 2. The term classification(s) refers to the categorical grouping of employees based upon work function. The five (5) classifications currently included in the Collective Bargaining Agreement are listed in the following section.
 3. The terms position(s) or job level(s) refer to the individual employment categories included within each designated classification as shown below.
 - a. Custodial Classification – Head Custodian, Custodian, Maintenance
 - b. Bus Driver Classification – Bus Driver, Driver/Dispatcher
 - c. Bus Monitor Classification – Special Education Bus Monitor, Bus Monitor
 - d. Mechanic Classification – Mechanic, Mechanics Helper
 - e. Cafeteria Classification – Cafeteria Manager, Cafeteria Helper, Van Driver
- B. Excluded from the bargaining unit are Noon Aides, Crossing Guards, Board Office Support Staff, Child Care Workers and other “At Will” Employees, Paraprofessionals, Secretaries, Substitutes (except those employed pursuant to the Article XI – Layoff, Section C 5), Temporary Employees, and Supervisors, pursuant to the Act.
- C. The Board and its administrative staff will not aid or promote any labor group or organization, which purports to engage in collective bargaining on behalf of the employees represented by the Union, or make any agreement with such group or organization. The Board agrees to negotiate with none other than the Union for the duration of this Agreement.
- D. The Union and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union, therefore, agrees that its officers, representatives, and members shall not, for the duration of this Agreement, authorize any strike, slowdown, or stoppage of work.

**ARTICLE II
SAVINGS CLAUSE**

- A. If any provision of this Agreement or any application of the Agreement to any employee covered under this Agreement shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent provided by law, but all other provisions or applications shall continue in full force and effect.
- B. A special conference shall be held within ten (10) days with any employee affected by Section A above to discuss the provision in question that may be invalid.
- C. All proposed supplemental agreements shall be subject to good faith negotiations between the Board and the Union. They shall be approved or rejected within a period of ten calendar days following the conclusion of negotiations. It is expressly understood that no areas of this contract may be re-opened for negotiation without the mutual agreement of the parties.

**ARTICLE III
MANAGEMENT RIGHTS**

- A. The Union recognizes that the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred and vested in it by the Laws and Constitutions of the State of Michigan and of the United States, including, but without limiting, the generality of the foregoing, the right:
 - 1. To the executive management and administrative control of the school system and its properties and facilities; and the activities of its employees during working hours.
 - 2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their discipline, dismissal or discharge for just cause; and to promote, demote and transfer all such employees.
 - 3. To determine the work schedules, the hours of the working day and the duties, responsibilities, and assignments of all employees represented by the Union.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement which are in conformance with the Constitution and Laws of the State of Michigan and the Constitution and Laws of the United States.

**ARTICLE IV
UNION RIGHTS AND SECURITY**

- A. In order to afford its membership the full protection of the law, the Union hereby reserves unto itself, subject only to the express provisions of this Collective Bargaining Agreement, all rights expressed in Act 379 of the Michigan Public Acts of 1965. It is mutually understood that those rights include the right to bargain with the Board with respect to wages, hours, and other terms and conditions of employment and the rights to grieve, through the established procedure, actions regarding this Agreement.
- B. All employees who are members of the Union at the signing of this Agreement and all new employees who voluntarily become members of the Union shall, as a condition of employment, remain members of the Union in good standing for the duration of the Agreement.
- C. Employees covered by this Agreement who are not members of the Union at the time it becomes effective, shall be required as a condition of employment, either to become members of the Union for the duration of the Agreement on or before the 30th day following its effective date, or pay a service charge equal to the monthly dues of the Union. All new employees hired, rehired or transferred into positions represented by the Union shall also be required, within 30 days after completing their prescribed probationary period, either to become members of the Union for the duration of the Agreement or pay a service charge equal to the monthly dues of the Union.

**ARTICLE V
DUES DEDUCTION AND AGENCY CLAUSE**

- A. The Board shall deduct the required amount for the payment of Union dues from the pay of each bargaining unit employee from whom it receives a signed authorization to do so, or shall deduct an equal service charge as provided in Article IV, Section C above. The amount of dues or service charge to be deducted and all authorization forms shall be filed with the Superintendent of Schools or his/her designee two (2) weeks prior to the second scheduled payday of the first month of employment after probation is completed. Such dues or service charge are to be deducted from the second pay in each calendar month, and remitted to the financial officer of the local Union not later than the tenth day of the following month. The Board shall furnish a monthly listing of employees for whom the Union has submitted signed authorizations for deduction of dues or for whom a service charge was made. Such listing shall show the amount of deduction or service charge made, and shall state for whom deductions were not made. The Superintendent or his/her designee shall furnish the names and positions of newly hired bargaining unit employees within thirty (30) days of their date of hire to the Chapter Chairperson.

- B. Deductions shall be made only in accordance with the provisions of said authorization for check-off dues or an equal service charge as provided in this Agreement. The Board shall have no responsibility for the collection of initiation fees, membership dues or service charges, special assessments, or any other deduction not in accordance with this provision.
1. The Board shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employee.
 2. Any employee may voluntarily cancel or revoke the authorization for check-off deduction within a thirty (30) day period prior to the termination of this Agreement with written notice to the Board and the Union.
 3. The refund to employees of monies deducted from their wages under such authorization shall lie solely with the Union. The Union agrees to reimburse any employee for the amount of said dues deducted by the Board and paid to the Union, which deduction is by error in excess of the proper deduction.
 4. The Union will protect and save the Board harmless from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board for the purpose of complying with this Agreement.

ARTICLE VI REPRESENTATION

- A. Employees shall be represented by a steward in each of the following classifications:
1. Custodians – Day (1st Shift)
 2. Custodians – Night (2nd & 3rd Shift)
 3. Bus Drivers and Driver/Dispatchers
 4. Bus Monitors
 5. Mechanics
 6. Cafeteria Employees
- B. A list of stewards and Union officers shall be submitted to the Superintendent of Schools by September 30 of each year and within thirty (30) days after any changes have been made.
- C. Alternates shall be named in the absence of a steward, and the immediate Supervisor shall be immediately notified.

**ARTICLE VII
SPECIAL CONFERENCES**

- A. Upon the request of either party, special conferences to consider important matters will be arranged at a mutually agreed time between the local Chapter Chairperson and the Board or its designated representative. The time and date of special conferences shall be arranged within ten (10) working days following the date that a conference is requested.
- B. Arrangements for special conferences shall be made in advance, and an agenda of the matters to be considered shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda.
- C. Special conferences shall include at least two (2) representatives of the Board and at least two (2) representatives of the Union. They may be attended by a representative of the Union Council or a representative of the International Union.
- D. Minutes which reflect the disposition of the matters discussed in special conferences shall be taken, and shall be provided to both parties within ten (10) working days after the conference is concluded.

**ARTICLE VIII
GRIEVANCE PROCEDURES**

- A. A grievance is an alleged violation involving a work situation or a deviation from, or a misinterpretation, misapplication, or violation of any provision of this Agreement.
 - 1. Any individual employee may at any time present a grievance to the Board and have the grievance adjusted without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement, and provided that the Union has been given an opportunity to be present at such adjustment.
 - 2. An employee may at any step in the Grievance Procedure withdraw any grievance without prejudice. A notice of withdrawal shall be made in writing, and if the grievance is reopened, it must revert to Step 1 of the grievance procedure within twenty (20) calendar days of being withdrawn.
 - 3. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at their regular rate of pay.
 - 4. The parties to this Agreement recognize the existence of state mediation services and fact finding processes under the law, and concur that if mutually agreed upon by the parties, they could serve as an intermediate step in the grievance procedure between the Board of Education hearing and arbitration.
- B. A grievance shall be presented and adjusted in accordance with the following procedures

only. If it is necessary to proceed with a written grievance it shall be presented only on a prescribed district grievance form.

1. Step 1
 - a. The employee shall discuss the matters believed to be grievable with his/her steward.
 - b. The steward shall discuss these matters with the building principal of the employee's primary work assignment, or with the supervisor of the employee's classification in cases where the primary work assignment is not within a particular school building. During this discussion, the principal or supervisor shall be advised that the discussion involves a possible grievance.
2. Step 2
 - a. If the matter is not resolved verbally at Step 1, it shall be reduced to writing and submitted to either the building principal or the classification supervisor within twenty (20) working days from the date the alleged grievance occurred. The written grievance shall be signed by the employee(s) and the steward involved.
 - b. The building principal or classification supervisor shall be responsible to see that a written response to the grievance is tendered to the local Chapter Chairperson within ten (10) working days of receipt of the written grievance.
3. Step 3
 - a. Within ten (10) working days after receiving the written response at Step 2, the local Chapter Chairperson may appeal the decision to the Superintendent of Schools or his/her designee. The appeal shall be in writing, and shall be accompanied by a copy of the original grievance, and a copy of the Step 2 response.
 - b. The Superintendent or designee shall respond by investigating the alleged grievance, meeting with a designated representative from AFSCME, and allowing all parties a reasonable opportunity to be heard. The Superintendent or designee shall then render a decision in writing within ten (10) working days after receipt of the appeal.
4. Step 4
 - a. Within ten (10) working days after receiving the decision of the Superintendent or designee, the local Chapter Chairperson may appeal the decision to the Board of Education by filing a written notice of intent at the Board Office.
 - b. The Board shall grant a hearing on the grievance within thirty (30) calendar days after receiving the appeal, and the local Chapter Chairperson shall be advised of the hearing at least forty-eight (48) hours in advance.
 - c. The Board of Education shall render a decision on the appeal, and shall

deliver a written response to the local Chapter Chairperson within ten (10) working days of the hearing.

5. Step 5

- a. If the written response at Step 4 of the process does not satisfactorily resolve the grievance, the Union may within thirty (30) calendar days after receipt of the response, request arbitration by written notice to the Board of Education delivered to the Superintendent or his/her designee.
- b. Any arbitration hearing will be conducted under the rules of the American Arbitration Association. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Superintendent or his/her designee and the Union on the first dates mutually agreeable to the parties, and consistent with the availability of the arbitrator. If the parties fail to identify an arbitrator agreeable to both parties, an Arbitrator will be selected according to the Rules of the American Arbitration Association.
- c. The arbitrator will be requested to issue his/her decision within thirty (30) calendar days after the conclusion of the testimony and argument, and the decision of the arbitrator shall be final and binding on the parties, if within the scope of his/her authority.
- d. Expenses for the arbitrator's services and for the cost of the arbitration proceedings shall be borne equally by the Board and the Union. Each party, however, will be responsible for compensating its own representatives and witnesses as necessary. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.
- e. The arbitrator shall be subject to the following limitations:
 - (1) The Arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement, nor to render any decision inconsistent with the terms and provisions of this Agreement.
 - (2) The Arbitrator shall have no power to apply state or federal law.
 - (3) The Arbitrator shall not usurp the functions of the Board of Education in the proper exercise of its judgment and discretion under the law and this Agreement.
 - (4) Where no wage loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments, and the Arbitrator shall have no power to order one.
 - (5) The arbitration award shall not be made retroactive beyond twenty (20) working days preceding the date the grievance was filed.

C. Designated members of the bargaining unit may participate in grievance proceedings in

accordance with the terms of this Section.

1. The steward of an employee involved in a grievance (or in the absence of said steward, the chief steward) may investigate and present grievances to the Board or the appropriate Board representative, upon having advised his/her immediate supervisor of same. The immediate supervisor will grant permission and provide sufficient time to the steward involved to leave work for these purposes.
 - a. The privilege of stewards to leave their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not otherwise be abused.
 - b. Any alleged abuse of this provision by either party will be a proper subject for a special conference.
2. The local Chapter Chairperson shall also be allowed time off under the above provision to present grievances at Step 4 of the Grievance Procedure. In addition, the local Chapter Chairperson will be allowed to seek advice and counsel from the parent Union at any step in the grievance procedure, and have a representative from the parent Union present at any grievance hearing.

ARTICLE IX DISCIPLINE, SUSPENSION AND DISCHARGE

- A. With respect to warnings, reprimands or other disciplinary actions short of suspension or discharge, the parties agree to the following guidelines.
 1. Such actions will be handled directly with the employee by the supervisor involved.
 2. A record of verbal reprimand shall be sent to the union steward and the employee and placed in the employee's personnel file. This record shall contain the following: the date of the incident prompting the verbal reprimand; the date it was issued; the name of the employee reprimanded; and a brief description of the reason for the verbal reprimand. The record will not be considered a written reprimand.
 3. If the employee and/or the steward involved wishes to contest any such disciplinary action, he/she shall initiate a grievance at Step 1 of the prescribed procedure.
- B. If an employee is suspended or discharged from his/her employment with the District, the Board agrees to promptly notify the involved steward in writing. The Board further agrees that the employee shall be allowed to discuss his/her suspension or discharge with

the steward, and that the Board will make available an area where they may do so, before the employee is required to leave District property.

1. Upon request, a designated representative of the Board will discuss the suspension or discharge with the employee and the steward.
 2. Should the employee or the steward consider the discharge or suspension to be improper, a grievance shall be presented in writing through the Union at Step 3 of the prescribed procedure within five (5) regularly scheduled workdays from the date the suspension or discharge was imposed.
- C. In imposing any sanction on a current charge, the Board will not take into account any prior infraction (except for moral turpitude and felony convictions) that occurred more than 36 months previously. Nor will the Board impose sanctions on an employee for inadvertent errors on their employment application after a period of 24 months from his/her date of hire, unless the application was deliberately falsified.

ARTICLE X PROBATION AND SENIORITY

- A. All individuals newly employed for positions within the bargaining unit shall be considered probationary employees for the first sixty (60) workdays of their employment, excluding the summer months when school is not in session for those employees who are not scheduled to work during that period. During this probationary period, employees may be summarily discharged.
1. The sixty (60) workday probationary period shall be accumulated within not more than a six (6) month period which is part of the employee's regularly scheduled work year for the assigned position. If the probationary period is not completed within the six (6) months allowed, the employee shall be required to serve a new sixty (60) workday probationary period.
 2. Employees successfully completing the probationary period as described, shall be entered on the seniority list of the bargaining unit, and shall rank for seniority purposes as described in Section B below.
 3. An employee who is promoted during his/her probationary period shall be considered to have satisfactorily completed his/her probationary period in that classification. The probationary period shall not otherwise affect wage adjustments that are due to an employee in accordance with the wage schedule.
 4. The Union shall represent probationary employees for purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.
- B. Members of the bargaining unit shall accrue two types of seniority.

1. District-wide seniority shall be based on an employee's last date of hire within the bargaining unit. When more than one employee is hired on the same date, seniority will be determined by the time of day hired, earliest time first.
 - a. Such seniority shall be used for the purposes of transfer, promotion, or the filling of vacancies resulting in a change in classification (e.g. change from the bus driver classification to the custodial classification). After an employee has changed classifications in such a manner, he/she shall accrue classification seniority in accordance with Section 2 below.
 - b. Such seniority shall also be used for the purpose of determining the eligibility of employees for longevity payments.
 2. Classification seniority shall be based on an employee's length of service within a classification, commencing with his/her date of hire or, in the case of transfer or promotion, the employee's first day of work in a classification.
 - a. Except as otherwise provided in Section 1 above, classification seniority shall be used for other contractual purposes including but not limited to wage placement, shift preference, vacation benefits, layoff and recall, and transfers or promotions within the classification.
 - b. If an employee moves from the mechanics classification to the custodial classification or vice versa, such employee shall retain his/her years of service credit for purposes of the applicable vacation schedule.
 - c. An employee who has accrued seniority in more than one (1) classification shall retain such accrued seniority in each, which may be exercised in accordance with the layoff and recall provisions of this agreement.
 3. Substitute employees shall not accrue seniority for any purpose under the terms of this agreement, nor shall any time worked as a substitute by any employee be credited to his/her accrued seniority, except as otherwise provided in the layoff provisions of this agreement.
 4. In case of layoff, members of the bargaining unit who are elected to the positions of chapter chairperson, vice chairperson, secretary or treasurer of the Oxford School Employees Chapter of Local 1472 shall have senior employee status for positions within their classification for which they are qualified and have the ability to perform.
- C. Employees shall lose their seniority only if they quit, or they are discharged, and the discharge is not reversed through the grievance process.
1. Employees who are absent for three (3) consecutive working days without notifying their immediate supervisor shall be terminated from their employment.

2. Employees who do not return from sick leaves or leaves of absence within three (3) working days of the return dates established according to the leave provisions of this Agreement shall be terminated from their employment.
 3. Employees who do not return to work within three (3) working days when recalled from layoff as set forth in the recall provisions of this agreement, shall be terminated from their employment.
 4. In all such cases, the Superintendent or his/her designee shall send written notification to the employees at their last known address that their employment has been terminated.
 5. In proper cases, exceptions shall be made by the Superintendent or his/her designee.
- D. The Board shall maintain a current seniority list at all times, and will provide the chapter chairperson with up to date copies up to once per month upon request. The Board will also furnish the chairperson with a list of new hires, terminations and other personnel changes quarterly or as otherwise needed.
1. Prior to ratification of this Agreement, the Union shall be furnished with a seniority list including all current employees, showing each employee's name, original date of hire, district-wide seniority date and classification seniority date. Each current employee will be afforded the opportunity to verify the accuracy of said list.
 2. All employees hired after ratification of this Agreement shall be added to the seniority list as outlined in preceding sections of this Article.

ARTICLE XI LAYOFF

- A. Layoff shall be defined to mean a reduction in the working force that is covered by the terms of this Agreement.
- B. Employees being laid off shall be given a written notice of layoff in accordance with this provision at least seven (7) calendar days prior to the date the layoff is to be effective.
1. The written notice of layoff shall be delivered to an affected employee personally, by inclusion in the employee's pay envelope, or via first-class mail sent to the employee's address of record with the district. If an employee is on vacation or away from his/her residence for an extended period of time, it is his/her responsibility to notify the personnel office in writing of an address where he/she can be notified in accordance with this provision.
 2. In the event that the written notice of layoff is mailed to an employee, the seven (7) calendar day notice period shall commence on the second day following the date that the notice of layoff is mailed by deposit in a United States Postal Service

mailbox or by delivery to a United States Post Office.

- C. In the event of a layoff, affected employees shall be laid off in the order and manner outlined below.
1. First, temporary and probationary employees within the classification(s) affected by the layoff.
 2. Second, the necessary number of the least senior employees in the classification(s) affected by the layoff, based upon the seniority the affected employee(s) have accrued in the classification, subject to the following conditions.
 - a. An employee being laid off from his/her position may exercise his or her seniority to displace a less senior employee from any position within his/her classification which is equal to or lower than his/her position based upon comparative wage rates. Within the cleaner and custodial classifications, though an employee is otherwise qualified for a position, comparative wage rates shall not include shift premium or weekend check pay.
 - b. In the event no position is available to an employee within his/her classification, and the employee has worked and accrued seniority in another classification within the bargaining unit, he/she may exercise his/her accrued seniority in his/her former classification to displace a lower seniority employee in that classification.
 - c. This procedure shall only affect the lower seniority employee(s) in a classification, and shall apply to employees who are displaced by other employees exercising their seniority rights within the classification.
 - d. In the event a head custodian or a maintenance position, which has not otherwise been eliminated by the Board, is vacated as a result of the layoff procedure, such position shall be filled in accordance with the provisions of the Article XIV, Transfer, Promotion, and Displacement.
 3. For purposes of this provision, the seniority of an employee shall be based upon the seniority he/she has accrued in a classification, not on seniority accrued on district-wide seniority within the bargaining unit.
 - a. Employees who are laid off under the terms of this provision, excluding temporary and probationary employees, shall accrue seniority while laid off for a period not to exceed their accumulated seniority at the time of layoff, or a period of one (1) year, whichever period is less.
 - b. When a laid off employee is recalled, the seniority accrued during layoff shall not apply to his/her wage placement, nor allocation of vacation or sick leave days.
 4. Laid off employees shall be provided written notice of all bargaining unit

positions which are posted in accordance with Article XIV, Transfer, Promotion and Displacement (including promotional vacancies and newly created positions), during the period such employees are eligible for recall under the terms of this provision. Notification shall be by first class mail sent to the employee's last known address.

5. An employee who is laid off under this provision and who works as a substitute in a bargaining unit position during the period of layoff shall not accrue bargaining unit rights under the terms of this Agreement, except as provided below.
 - a. A laid off employee who works as a substitute for more than thirty (30) calendar days in the same classification shall be entitled to the accrual and use of all contractual benefits provided to regular employees hereunder, except insurance benefits. Such entitlement shall begin on the 31st day and shall not be retroactive.
 - b. Laid off employees who substitute in the classification from which they were laid off shall be paid the rate of pay they were receiving at the time they were laid off, excluding shift premium and other supplemental pay. Such employees shall be paid at this rate for the performance of substitute work only during the period that they remain eligible for recall under the terms of Article XII, Recall.
 - c. The rate of pay paid to laid-off employees for the performance of substitute duties shall not be subject to incremental increases or wage schedule increases. The rate of pay paid to laid-off employees who substitute in the classification from which they were laid off, however, shall not be less than the base rate of the classification.
 - d. If an employee who is laid off substitutes in a classification other than the classification from which he/she was laid off, the employee shall be paid the base rate for that classification.

D. In the event of a layoff affecting bus monitors, they shall be laid off in the order and manner outlined below.

1. First, probationary bus monitors.
2. Second, the necessary number of the lowest seniority bus monitors.
3. Bus monitors who are laid off shall not be eligible to displace employees in any other classification. Similarly, employees laid off from other classifications shall not be eligible to displace bus monitors.

ARTICLE XII RECALL

A. In the event the work force covered by the terms of this Agreement is increased following

a layoff, employees shall be recalled in the order and manner outlined below, subject to the applicable provisions of Article XV, Leaves of Absence.

1. First, employees who exercised their seniority within their classification by accepting another position equal to or lower than the position from which they were laid off shall be recalled to the position they held at the time of layoff on the basis of seniority accrued within the classification, with the highest seniority employee being recalled first.
 2. Second, employees shall be recalled to the classification from which they were laid off in reverse order of the layoff, with the highest seniority employee being recalled first. This provision applies to employees who were laid-off from the classification and to employees who were likewise laid off from the classification, but who exercised their accrued seniority to secure a position in another classification in which they had previously worked.
 3. Employees being recalled in accordance with the provisions of Section 2 above shall be eligible for positions that are lower than or equal to the position from which they were laid off based upon comparative wage rates, provided that they are qualified to assume the position that differs from the one they held at the time of layoff.
- B. In the event of a recall, the Board shall provide a written notice of recall to the affected employee(s) by personal delivery, or by registered or certified mail, sent to the employee at his/her last known address. It is the responsibility of the employee to keep the Board advised of his/her current address, and of any changes in his/her address.
- C. In the event an employee fails to report his/her intent to return to work within five (5) working days following the date of delivery of a written notice of recall, the employee shall be considered a quit. Further, in the event an employee fails to report to work within ten (10) working days after the date the employee reported his/her intent to return to work, the employee shall be considered a quit.
- D. An employee shall remain eligible for recall for a minimum period of two (2) years, and a maximum period of six (6) years from the date the employee was laid off. Between this minimum and maximum, no employee shall have a right to recall for a period of time exceeding his/her accumulated seniority at the time of layoff.
- E. If bus monitors are recalled following a layoff, they shall be recalled to their classification in reverse order of the layoff, with the highest seniority employee being recalled first. Laid-off bus monitors shall not be eligible for recall to positions in other classifications, nor shall laid-off employees from other classifications be eligible for recall to the bus monitor classification.

**ARTICLE XIII
WORK YEAR, DAYS, AND HOURS**

- A. The regular work year for various classifications in the bargaining unit shall be as follows.
1. A twelve month work year will be in effect for custodians and mechanics, beginning September 1 each year and ending August 31 the following year.
 2. The normal work year for special education bus monitors and for special education bus drivers who transport students to extended year programs is based upon the number of days of student instruction prescribed for those students, typically 230 days, occurring both during and between regular school years. The year for such drivers also includes a bid day preceding the start of the regular school year.
 3. The normal work year for all other bus drivers is based upon the number of days of student instruction occurring during the regular school year when school is in session, plus the preceding bid day.
 4. The normal work year for cafeteria employees is based upon the number of days of student instruction occurring during the regular school year when school is in session and student food service is provided, plus a preparation day preceding the school year and a kitchen closing day following it. The van driver may also be assigned responsibility for distribution of food and/or mail on days when food service is not provided, and between regular school years on a modified schedule.
 5. The normal work year for regular bus monitors is based upon the number of days of student instruction occurring during the regular school year when school is in session, plus the preceding bid day.
- B. When schools are closed because of inclement weather or other emergency causes, employees in all classifications are expected to report for work.
1. If an employee cannot report for work because of the weather or other emergency causes, the employee will notify his/her Supervisor by telephone as soon as possible. Employees providing such notification will receive their regular pay, but shall have one (1) sick day deducted from their sick bank for each day they do not report for work.
 2. If an employee is authorized by his/her Supervisor not to report for work or to leave work early due to inclement weather or other emergency causes, pay will be handled in the following manner.
 - a. The employee shall be paid for the first three Act of God days during the school year. If any of those first three days must be rescheduled, the employee would not be paid for the make-up day(s). Any additional Act of God days beyond the first three would be unpaid. If make-up days are scheduled for days beyond the first three, and the employee works on the

make-up day(s), he/she will be paid for each additional day.

Bus drivers and/or bus monitors who work a year-round schedule (230 days) will be permitted to use sick days for days beyond three if school is cancelled and they are not given the opportunity to work on the cancelled days. If make-up days are scheduled and the employee has already used a sick day for days beyond three, the employee shall not be paid for the make-up day, but will be credited the sick day(s) used.

- b. In the event that such a day or portion of a day is rescheduled as a make-up day for students, but the employee is a twelve month employee who would have been scheduled to work on the make-up day in any event, he/she shall receive his/her normal pay for both the day or portion of the day not worked and for the make-up day.

C. The workday and hours for custodians shall be governed by the provisions outlined below.

1. The regular full working day for first shift custodians shall consist of eight (8) hours per day, excluding a one (1) hour lunch period. The regular full working day for second and third shift custodians shall consist of eight (8) hours per day, including a one-half (1/2) hour paid lunch period, subject to the provisions of Section 3 below.
2. The Board, in order to accommodate varying building conditions shall determine starting times for custodial shifts within the following range of hours.
 - a. First shift will start within two (2) hours either side of 7:00 a.m.
 - b. Second shift will start within two (2) hours either side of 3:00 p.m.
 - c. Third shift will start within two (2) hours either side of 12:00, midnight.
3. During the summer months and vacation periods when school is not in session, shifts and building assignments may be adjusted, and in proper cases, exceptions may be made to the starting times set forth in Section 2 above. In the event of such adjustments, the shift premiums for second and third shift custodians shall continue to be paid, but during the period of such adjustments, their working day and pay shall be the same as set forth for first shift custodians in Section 1 above – i.e. eight (8) hours per day, excluding a one hour, unpaid lunch period. Also, during such periods of adjustment, supplemental payments made to head custodians, night leaders, etc. for building supervision may be increased but not decreased.
4. Custodians may take a relief break in the morning, and a second relief break in the afternoon, or during the first half and second half of their shift, whichever may apply. Relief breaks shall not exceed ten (10) minutes in length.

D. The workday and hours for drivers, monitors, mechanics and cafeteria workers shall be governed by the provisions outlined below.

1. The regular workday for bus drivers shall be the number of hours of their assigned run as determined by their initial employment and/or the bid process described in Article XIV, Transfer, Promotion and Displacement.
2. The workday and hours for bus monitors shall be determined by the Supervisor of Transportation.
3. The regular full workday for mechanics shall consist of eight (8) hours per day, excluding a one-half (1/2) hour lunch period.
4. The regular workday for cafeteria workers shall be the number of hours determined by their initial employment as subsequently modified by the Supervisor of Food Services. Employees working four (4) hours or more per day will be given a one-half (1/2) hour paid lunch period, and those working less than four (4) hours shall be given a fifteen (15) minute relief break as part of their paid workday.
5. Fulltime employees covered by the provisions of this section may take a relief break in the morning, and a second relief break in the afternoon, or during the first half and second half of their shift, whichever may apply. Relief breaks shall not exceed ten (10) minutes in length.

E. The assignment of overtime to custodians and cafeteria workers shall be governed by the provisions outlined below.

1. Overtime in a building that is not an extension of a shift, shall be rotated among employees within the building on the basis of classification seniority.
2. Overtime that is not an extension of a shift and that is not covered within a building, shall be rotated on a district-wide basis according to classification seniority. The appropriate supervisors shall furnish the Union an up to date copy of the rotation list upon request.
 - a. Overtime that is properly assigned and refused shall be counted for the purpose of overtime distribution, the same as if it was actually worked.
 - b. When an error is made in the allocation of overtime and an employee is not assigned hours that he/she should have been offered, and the supervisor is made aware of the problem, the employee shall be given the opportunity to work the amount of time lost. Job related work shall be assigned and paid for at the request of the employee affected.
 - c. If the head custodian in a building is needed to supervise an overtime project, he/she may use his/her position on the rotation list for this purpose, and then be bypassed when his/her turn comes up on the next rotation.
 - d. The above guidelines may be modified for reasons of safety or efficiency

when there is extensive construction work in a building, or a significant event is scheduled that requires the presence of at least one custodian who is currently working in the building and/or is thoroughly familiar with the operation of the building.

- F. The parties to this Agreement understand that the school district maintains a list of non-bargaining unit substitute custodians, which is sometimes increased by one or more additional temporary employees during the summer months between regular school years.
1. In years when the district hires additional employees to supplement the work force in the summer, as described above, the district will provide the opportunity, on the basis of greatest seniority and qualifications, to one bargaining unit employee from the Bus Driver Classification, one from the Bus Monitor Classification, and one from the Cafeteria Classification to temporarily fill these positions, and be added to the substitute custodian list. Ten-month bargaining unit members who work out of their classifications as substitute custodians in the summer or when school is out of session shall be paid at the substitute custodian rate.
 - a. The district will attempt to provide these employees with approximately the same average number of hours during their summer employment as are worked by the regular substitute custodians, but the district shall not be required to pay compensation for less than strict equalization of hours.
 - b. An employee shall not become eligible for unemployment compensation during the summer months as a result of the application of this provision. If an employee applies for such compensation as a result of working as a temporary custodian, then the district shall not be required to employ any other bargaining unit member in this capacity, and the parties shall meet and confer.
 2. The district may also offer the above mentioned ten-month bargaining unit members the opportunity to work as substitute custodians during the regular school year, paid at the substitute rate, provided they are available and the hours do not conflict with their regular jobs, no regular substitute employee is available, and the total hours do not exceed eight hours per day and/or 40 hours per week (resulting in overtime compensation).

ARTICLE XIV TRANSFER, PROMOTION, AND DISPLACEMENT

- A. In the event of a vacancy or a newly created position within the bargaining unit, employees shall be given the opportunity to transfer on the basis of seniority, provided that such transfer may not be used for purposes of promotion.

1. All vacancies and newly created positions shall be posted on the Union bulletin board in each building at least seven (7) calendar days prior to filling such a vacancy or position. The posting of a vacancy or newly created position shall be both for purposes of this section regarding transfers, and for purposes of the section below regarding promotions. Applications for posted positions shall be in writing, and shall be submitted within the specified posting period.
 2. If an application is received from one or more employees within the classification in which the vacancy or newly created position exists, a bidding process will be scheduled to first consider a lateral transfer on a seniority basis within the classification before an appointment from outside the classification is considered. If an application is received from one or more employees within the bargaining unit, but outside the classification in which the vacancy or newly created position exists, a transfer on a seniority basis within the unit will be considered before an employment from outside the unit is considered.
- B. Promotions to vacant positions within the bargaining unit shall be made on the basis of being qualified, and fulfilling the requirements for the position. If these factors are met, seniority shall be the deciding factor.
1. Vacancies that offer an opportunity for promotion shall follow the posting and application procedures outlined in the section above regarding transfers.
 2. First consideration for promotion shall be given to eligible employees within the classification in which the vacancy exists, and second to eligible employees within other classifications in the bargaining unit.
 3. In the event the senior applicant is denied a promotion, the Board shall provide the employee in question with reasons for the denial in writing.
 4. An employee applicant granted a promotion shall serve a trial period of forty (40) workdays (not including summer work) to determine the employee's desire to remain in the position, and his/her ability to satisfactorily perform the duties associated with the position.
 - a. If an employee does not remain in a position to which he/she has been promoted, that employee may, after a two-year period, exercise this option only once more, when the prescribed trial period shall be twenty (20) working days.
 - b. Weekly progress reports will be generated by the supervisor during either trial period. Any employee who, in the opinion of the immediate Supervisor, does not satisfactorily complete his/her trial period will be returned to the classification from which he/she was promoted. If the employee is thus deemed unsatisfactory in the new position, notice and reason shall be submitted to the Union in writing by the Board, with a copy to the employee. The matter may then become a proper subject for the Grievance Procedure at Step 3.
 - c. During either trial period, the employee shall, at his/her discretion, have

- the opportunity to revert back to his/her former classification.
- d. During either trial period, the employee shall be paid at rate specified for the position in which they are working. If an employee chooses to return or is returned to the position from which he/she was promoted, his/her salary shall revert to the rate specified for that position, but his/her seniority shall not be affected.
- C. In the event a bargaining unit employee is transferred to a non-bargaining unit position in the school district, and thereafter is transferred back to a position within the unit, the employee shall be credited with the seniority he/she accrued before leaving the unit. The employee shall not, however, have accumulated additional bargaining unit seniority while serving in the non-bargaining unit position.
- D. In the event a school building closing or another significant program alteration eliminates the positions of certain bargaining unit employees, such employees may displace other employees within the same classification in the same position or job level based upon comparative wage rates and seniority as defined in Article I, Recognition and No Strike Clause. This provision may not be used for promotional purposes. If the building closing or program alteration results in a reduction of personnel within one (1) or more classifications, the provisions of Article X, Probation and Seniority, shall apply to such classification(s), rather than the provisions of this Section.
- E. The opportunity to exercise a shift preference shall be afforded once within a twelve-month period to all affected employees within each position or job level in a classification. For purposes of exercising shift preferences, maintenance positions shall not be treated as custodial positions, but head custodian positions shall be considered as custodial positions.
1. Employees desiring to exercise a shift preference for the following school year shall submit a written request to their immediate Supervisor between May 1st and May 30th of each year. If any requests for shift preference are made, a bid meeting will be held on the second Tuesday of June of that year, except in emergencies.
 2. At the bid meeting, employees requesting a shift preference may displace a lower seniority employee. Displaced employees may displace a less senior employee, in turn, until all positions have been filled at the meeting, provided that the exercising of a shift preference by any employee shall not be used for promotional purposes.
 3. In the event a promotional position within the classification (not the bargaining unit) is vacated due to the exercise of a shift preference by an employee, the position shall be posted in accordance with the provisions of Article XIV, Transfer, Promotion and Displacement.
 4. In the event an employee's current shift assignment would result in the loss of his/her employment with the school district due to a change in his/her personal

circumstances, that employee may exercise a shift preference on the basis of seniority one additional time during the school year. In these circumstances, a process will be conducted paralleling the one described above.

- F. The initial selection of bus driver runs shall be made on the basis of seniority and qualifications at a bid meeting conducted at the beginning of each school year. Regular bus runs to be made available this initial bid meeting or subsequently shall not exceed eight (8) hours per day.
1. If an employee does not work out on the run he/she selected, that position shall be opened again for filling according to seniority and qualifications.
 2. Four (4) weeks after the start of the school year, either the Union or the Transportation Supervisor may request a meeting to review the status and times of runs which were initially selected at the beginning of the school year and to consider alternatives in light of changes which may have occurred on the initially selected runs.
 3. If after thirty (30) days a regular driver's selected run proves to be shorter than the length it was assigned when it was originally bid for, and the difference is fifteen (15) minutes or more, the driver may displace any less senior regular driver. Displaced drivers, in turn according to seniority, may displace other less senior drivers until all regular runs have been reassigned.

ARTICLE XV LEAVES OF ABSENCE

- A. Members of the bargaining unit who are elected to local Union positions or who are selected by the Union to do work which takes them from their employment with the Board shall, at the written request of the Union, receive temporary leaves of absence without pay and without fringe benefits for periods not to exceed two (2) years or the term of office, whichever may be shorter.
1. Upon his/her return from leave for the purpose of holding a Union office, an employee shall be re-employed with accumulated seniority.
 2. Seniority shall not accrue during a leave of absence for the purpose of conducting Union business, but the employee shall retain his/her seniority accumulated prior to the commencement of the leave.
- B. A childbirth and/or child care leave of absence without pay and without fringe benefits shall be granted upon written request. Such request should be submitted a minimum of three (3) months prior to the anticipated last day of work.
1. A childbirth leave shall commence as deemed necessary by the attending physician, and the employee shall be expected to return to work at the conclusion

of the childbirth disability, as certified by the attending physician. The employee's position shall not be subject to posting during this period, or for a period of ninety (90) consecutive days, whichever is longer. Previously accumulated sick leave may be used at the discretion of the employee.

2. A child care leave may be granted for a period of up to one (1) year, during which time the employee shall be permitted to return to work providing there is an opening for which the employee is qualified within his/her classification. In the event the employee requests to return to work within a one (1) year period after the leave was granted and a position is not available, the right to return shall be automatically extended an additional year. The employee's position shall not be subject to posting during the initial ninety (90) days of his/her leave. During the leave of absence, the employee shall not lose any previously accumulated sick leave days, seniority, or salary position on the schedule.

- C. Any employee who has been absent due to illness, injury and/or disability for a period of ninety (90) consecutive days or who has exhausted his/her accumulated sick leave days, whichever period is later, shall submit a written application for a medical leave of absence. Such application shall be accompanied by a physician's statement indicating the nature of the illness, injury, or disability, and shall be submitted within thirty (30) days following the conclusion of the ninety (90) consecutive day period or the exhaustion of the employee's accumulated sick leave days, whichever deadline is applicable. Leaves of absence without pay and without fringe benefits shall be granted for the period deemed medically necessary, subject to the conditions outlined below.

1. Any employee wishing to return from a medical leave of absence shall furnish written notice of intent to return to work, accompanied by a physician's statement certifying that he/she may return and is able to perform his/her job duties.
 - a. An employee who has less than five (5) years of seniority within the bargaining unit shall be eligible to return from a medical leave of absence to his/her own position provided that such employee returns within one hundred eighty (180) calendar days from the date his/her leave commenced.
 - b. An employee who has five (5) or more years of seniority within the bargaining unit shall be eligible to return from a medical leave of absence to his/her position, provided that such employee returns to employment within three hundred sixty five (365) calendar days from the date his/her leave commenced.
 - c. During the above one hundred eighty (180) or three hundred sixty five (365) day periods, the affected employee's position shall not be subject to posting or to any of the provisions of Article XIV, Transfer, Promotion and Displacement. Until the expiration of these periods, the method and manner of filling such positions shall be at the sole discretion of the Board.

- d. An employee who is receiving worker's compensation benefits at the time that the above one hundred eighty (180) or three hundred sixty five (365) day periods expire, shall for an additional three hundred sixty five (365) day period, be permitted to return to work providing there is an opening for which the employee is qualified within his/her classification
 - e. If an employee fails to return from a medical leave of absence within the above one hundred eighty (180) or three hundred sixty five (365) day periods, the Board will post and fill the position as provided in Article XIV, Transfer, Promotion and Displacement unless said position has been eliminated by the Board.
2. An employee may be eligible to return to employment prior to the expiration of his/her medical leave of absence in accordance with Section D 4 below, provided that he/she has furnished the appropriate physician's statement and a written notice of intent to return in a timely manner.
- D. Leaves of absence without pay or fringe benefits may be granted for a good cause other than those outlined in the three sections above, to employees who have been continuously employed by the Board for at least one (1) year, subject to the provisions outlined below.
- 1. Employees desiring a leave of absence shall submit a written application to Board indicating the reason(s) for the leave and, subject to the limitations in this section, the length of the leave desired. The Board or its designee shall respond to such an application within thirty (30) days from the date it is submitted, except in emergencies.
 - 2. Leaves of absence shall be for reasonable lengths of time not to exceed a period of two (2) years. A leave of absence may be extended for a period of one (1) additional year upon the written application of the employee desiring the extension.
 - a. A request for extension shall contain the same information required in the original leave application, and shall be submitted not less than sixty (60) days prior to the expiration of the original leave.
 - b. The Board or its designee shall respond to such a request for extension within thirty (30) days from the date it is submitted, except in emergencies.
 - 3. Seniority shall not accrue during a leave of absence that exceeds ninety (90) calendar days.
 - 4. Employees desiring to return from a leave of absence shall submit a written notice of intent to return to the Superintendent or his/her designee not less than thirty (30) days prior to the expiration of their leave.
 - a. During the initial ninety (90) day period of a leave, the affected employee's

of the childbirth disability, as certified by the attending physician. The employee's position shall not be subject to posting during this period, or for a period of ninety (90) consecutive days, whichever is longer. Previously accumulated sick leave may be used at the discretion of the employee.

2. A child care leave may be granted for a period of up to one (1) year, during which time the employee shall be permitted to return to work providing there is an opening for which the employee is qualified within his/her classification. In the event the employee requests to return to work within a one (1) year period after the leave was granted and a position is not available, the right to return shall be automatically extended an additional year. The employee's position shall not be subject to posting during the initial ninety (90) days of his/her leave. During the leave of absence, the employee shall not lose any previously accumulated sick leave days, seniority, or salary position on the schedule.

- C. Any employee who has been absent due to illness, injury and/or disability for a period of ninety (90) consecutive days or who has exhausted his/her accumulated sick leave days, whichever period is later, shall submit a written application for a medical leave of absence. Such application shall be accompanied by a physician's statement indicating the nature of the illness, injury, or disability, and shall be submitted within thirty (30) days following the conclusion of the ninety (90) consecutive day period or the exhaustion of the employee's accumulated sick leave days, whichever deadline is applicable. Leaves of absence without pay and without fringe benefits shall be granted for the period deemed medically necessary, subject to the conditions outlined below.

1. Any employee wishing to return from a medical leave of absence shall furnish written notice of intent to return to work, accompanied by a physician's statement certifying that he/she may return and is able to perform his/her job duties.
 - a. An employee who has less than five (5) years of seniority within the bargaining unit shall be eligible to return from a medical leave of absence to his/her own position provided that such employee returns within one hundred eighty (180) calendar days from the date his/her leave commenced.
 - b. An employee who has five (5) or more years of seniority within the bargaining unit shall be eligible to return from a medical leave of absence to his/her position, provided that such employee returns to employment within three hundred sixty five (365) calendar days from the date his/her leave commenced.
 - c. During the above one hundred eighty (180) or three hundred sixty five (365) day periods, the affected employee's position shall not be subject to posting or to any of the provisions of Article XIV, Transfer, Promotion and Displacement. Until the expiration of these periods, the method and manner of filling such positions shall be at the sole discretion of the Board.

- d. An employee who is receiving worker's compensation benefits at the time that the above one hundred eighty (180) or three hundred sixty five (365) day periods expire, shall for an additional three hundred sixty five (365) day period, be permitted to return to work providing there is an opening for which the employee is qualified within his/her classification
 - e. If an employee fails to return from a medical leave of absence within the above one hundred eighty (180) or three hundred sixty five (365) day periods, the Board will post and fill the position as provided in Article XIV, Transfer, Promotion and Displacement unless said position has been eliminated by the Board.
2. An employee may be eligible to return to employment prior to the expiration of his/her medical leave of absence in accordance with Section D 4 below, provided that he/she has furnished the appropriate physician's statement and a written notice of intent to return in a timely manner.
- D. Leaves of absence without pay or fringe benefits may be granted for a good cause other than those outlined in the three sections above, to employees who have been continuously employed by the Board for at least one (1) year, subject to the provisions outlined below.
- 1. Employees desiring a leave of absence shall submit a written application to Board indicating the reason(s) for the leave and, subject to the limitations in this section, the length of the leave desired. The Board or its designee shall respond to such an application within thirty (30) days from the date it is submitted, except in emergencies.
 - 2. Leaves of absence shall be for reasonable lengths of time not to exceed a period of two (2) years. A leave of absence may be extended for a period of one (1) additional year upon the written application of the employee desiring the extension.
 - a. A request for extension shall contain the same information required in the original leave application, and shall be submitted not less than sixty (60) days prior to the expiration of the original leave.
 - b. The Board or its designee shall respond to such a request for extension within thirty (30) days from the date it is submitted, except in emergencies.
 - 3. Seniority shall not accrue during a leave of absence that exceeds ninety (90) calendar days.
 - 4. Employees desiring to return from a leave of absence shall submit a written notice of intent to return to the Superintendent or his/her designee not less than thirty (30) days prior to the expiration of their leave.
 - a. During the initial ninety (90) day period of a leave, the affected employee's

position shall not be subject to posting or to any of the provisions of Article XIV, Transfer, Promotion and Displacement. Until the expiration of this period, the method and manner of filling such positions shall be at the sole discretion of the Board.

- b. Employees returning from a leave of absence after the ninety (90) day period noted above shall be eligible to return to a position within their same classification and job level, provided that such a position is available.
 - (1) In the event such a position is unavailable upon the expiration of the employee's leave of absence, the employee shall remain eligible for an available position within his/her classification and job level for an additional period of one (1) year.
 - (2) If a position within the employee's classification and job level becomes available during his/her eligibility period, the employee may return to the position, provided that he/she has greater seniority for the position than any employee who would be eligible to return to the position from a medical leave of absence pursuant to Section C above.

- E. All requirements of the Family Medical Leave Act will be observed, but it is understood by both parties that the leave provisions of that Act are corresponding with rather than in addition to the leave provisions of this Agreement. The leave provisions of this Agreement will thus be extended only in those instances, if any, when they are exceeded by the requirements of FMLA.

ARTICLE XVI LEAVE DAYS

- A. A member of the bargaining unit selected to attend conferences, conventions or other functions of the International Union, or of the Michigan A.F.S.C.M.E. Council 25 shall be excused from work to attend such functions without loss of pay, subject to the following limitations.
 - 1. The number of days that may be used under the terms of this provision shall not exceed twelve (12) workdays within a two-year period for the entire bargaining unit.
 - 2. The Union shall provide at least two (2) weeks notice prior to the use of conference days under this provision, and not more than two (2) employees shall be absent at any one time for this purpose.
- B. Funeral or bereavement leave may be used at the request of the employee in connection with death(s) in the immediate family.

1. Immediate family shall be considered to include the following: spouse, parents or step-parents, children or step-children, siblings, grandparents, grandchildren, aunts and uncles, in-laws (including mother-in-law, father-in-law, daughters-in-law, sons-in-law, sisters-in-law, and brothers-in-law), or any other relative living in the employee's home.
 2. The first two (2) days of leave will not be deducted from sick leave, but any additional days will be deducted from accumulated sick leave, including necessary travel time that may be authorized upon approval of the immediate Supervisor.
- C. Sick leave may be taken without loss of pay for personal illness, and for serious illness or quarantine of immediate family members (i.e. spouse, parents or step-parents, children or step-children) residing in the employee's home.
1. The Board may require documentation for the use of sick leave days prior to or after holidays or school recesses, for the use of three (3) consecutive sick leave days, or if approved by the Assistant Superintendent for Finance, for patterns of excessive absence. If the employee is required to use a physician designated by the Board to provide such documentation, the Board will pay for the medical expenses incurred.
 2. Employees newly entering the school district workforce will not be granted any benefits under the Board's sick leave policy until that employee has completed work for one (1) pay period. The Board does reserve the right, however, to grant additional sick leave days without loss of pay to employees with ten (10) or more years of service to the district, and to pass final judgment in each individual case.
 - a. Custodians, mechanics, special education bus monitors and special education bus drivers working an extended school year shall earn twelve (12) sick leave days for each full year worked, which may accumulate to a maximum of one hundred fifty (150) days.
 - b. All other bus drivers, bus monitors, and all cafeteria workers shall earn ten (10) sick leave days for each full school year worked, which may accumulate to a maximum of one hundred twenty five (125) days.
 3. All employees whose starting time occurs between 6:00 a.m. and 10:00 a.m. shall notify their immediate supervisor or his/her designee of their use of a sick leave day as soon as possible. Second shift employees shall notify their supervisor or his/her designee of their use of a sick leave day prior to 1:00 p.m., except in emergencies. Third shift employees shall notify their Supervisor or his/her designee of their use of a sick leave day prior to 2:30 p.m., except in emergencies.
- D. Business leave may be approved to permit employees to conduct necessary business and legal activities that cannot be handled outside of regular work hours.

1. Three days, not to be deducted from the sick leave of custodians, mechanics, special education bus monitors and special education bus drivers working an extended school year, and two such days, not to be deducted from the sick leave of all other bus drivers, bus monitors, and all cafeteria workers, may be approved under this section for the following specific purposes only.
 - a. Mortgage applications and mortgage closings.
 - b. Meetings with the Internal Revenue Service or other government bodies if required to attend.
 - c. Probate court hearings or other meetings required for the purpose of estate settlement, or adoption proceedings.
 - d. Criminal court appearances in which the employee is not the defendant, and civil court appearances in which the employee is not the plaintiff.
 2. Two days, to be deducted from the sick leave of all employee classifications may be approved under this section to conduct other necessary business, legal or personal activities that cannot be handled outside of regular work hours.
 3. A written request shall be submitted to the employee's immediate supervisor on a prescribed form at least three (3) work days in advance of the anticipated absence, and the supervisor shall return the form approving or disapproving the leave at least one (1) day in advance of the absence. In cases of emergency, the time limits do not apply.
- E. Custodians and mechanics shall be eligible to take one (1) paid personal leave day per year, at a time when no substitute will be required for the employee – normally when students are on recess. Employees in these classifications with fifteen (15) or more years of district-wide seniority shall be eligible to take a second such leave day.
- F. Any employee who is called for jury duty and who misses work as a result shall be paid the difference between the amount paid by the court for such service, and the amount normally paid to the employee for the amount of work missed. In the event an employee who is called for jury duty is excused from duty prior to 11:00 a.m. of any workday, the employee shall report to work for the purpose of completing his/her normal shift or scheduled workday.
- G. When an employee is on full-time active duty with the Armed Forces Reserves or the National Guard, he/she will be paid the difference between his/her reserve pay and his/her regular pay from the school district, provided proof of service and pay is submitted. A maximum of two (2) weeks of such service per year is the normal limit, except in the case of an emergency.

**ARTICLE XVII
HOLIDAYS AND VACATION DAYS**

- A. Holiday pay will be provided to all classifications of employees in an amount equal to their regular rate of pay for the number of hours normally worked by the employee.
1. Custodians and mechanics shall be entitled to the following twelve (12) holidays: New Year's Day and the day preceding, Good Friday, the Monday following Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day following, Christmas Day and the days preceding and following.
 2. Employees in all other classifications shall be entitled to the following eight (8) holidays: New Year's Day and the day preceding, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and the day following, and Christmas Day.
 3. In order to be paid for each holiday listed above, the employee must work the regular scheduled workday immediately before or immediately after the holiday or holiday period in question.
 4. In the event the holidays set forth above fall on a Saturday or Sunday, the affected holidays shall be rescheduled for the adjacent Friday or Monday, provided school is not in session on the rescheduled day or days. If school is in session on such day or days, the holiday or holidays shall be rescheduled to another day that does not conflict with school, by mutual agreement between the Superintendent or his/her designee and representatives of the Union.
 5. In the event school is in session on the Monday following Easter Sunday, the scheduled holiday for custodians and mechanics shall be rescheduled to another date that does not conflict with school by mutual agreement between the Superintendent or his/her designee and representatives of the Union.
- B. Custodians and mechanics will earn credit toward vacations with pay in accordance with the schedule outlined below. The accrual of vacation time will be calculated from September 1 through August 31 to coincide with the contractual work year. If an employee transfers from the mechanics classification to the custodial classification or vice versa, such employee shall retain his/her years of service credit for purposes of allocating vacation days.
1. During the first year or partial year of employment, vacation days will be earned on a prorated basis of $5/6^{\text{th}}$ of a day per month worked.
 2. From the second through the fifth year of service, ten (10) vacation days will be earned each year.
 3. For each additional year of service over five (5), one additional day of vacation will be earned up to a maximum of twenty (20) days per year.
 4. The accrual of vacation days will be capped at twice the number of such days earned each year. (i.e. An employee earning ten vacation days per year may accrue a maximum of twenty vacation days, an employee earning fifteen vacation days may accrue a maximum of thirty, etc.). Employees must use any vacation

days that exceed their individual cap, or lose such days without any type of compensation.

5. If an employee is laid off or retires, he/she will receive credit for vacation days accrued in the current year. A recalled employee who received such credit at the time of his/her layoff will have such credit deducted from his/her allocation of vacation days for the following year.
6. Vacations shall be taken in consecutive days of one (1) or more weeks, unless approved for shorter periods by the employee's immediate Supervisor and the Assistant Superintendent for Finance.
 - a. Vacation requests shall be made at least one week prior to the start of the proposed absence, and the approval of such requests shall not be unreasonably withheld.
 - b. Other than during the normal school summer vacation period, not more than one (1) employee per classification may take his/her vacation at the same time. The period two (2) weeks prior to the start of school shall not be considered part of this normal vacation period, and when necessary, the granting of vacation requests shall be on the basis of seniority.
 - c. When an employee is eligible for a paid holiday during his/her scheduled vacation, the vacation should be extended one (1) day continuous with the vacation.
 - d. If an employee becomes ill and is under the care of a physician during his/her vacation, the vacation will be rescheduled, and the provisions of Article XVI, Leave Days will apply.
 - e. A vacation may not be waived by an employee and extra pay received for work during that period, unless a specific exception is made by the Board.
7. While on vacation, an employee will be paid a daily amount equal to his/her regular rate of pay for the number of hours normally worked by the employee. If a regular payday falls during an employee's vacation, and the employee wants advance pay, he/she must make a written request at least two (2) weeks prior to the commencement of the vacation.

C. Bus drivers, bus monitors and cafeteria workers will be entitled to a combination of unpaid and paid vacation days during each contractual work year as outlined below. Neither the paid nor the unpaid days will accrue from year to year.

1. During their first five years of service, employees in these classifications will earn ten (10) unpaid vacation days only. After five (5) years of service, such employees will earn a total of ten (10) vacation days – nine (9) unpaid and (1) paid. After ten (10) years of service, they will earn a total of ten (10) vacation days – seven (7) unpaid and (3) paid. After fifteen (15) or more years of service, they will earn a total of ten (10) vacation days – five (5) unpaid and five (5) paid.
2. Paid vacation days may be taken only during school recesses or at other times

- when no substitute will be required to replace the employee.
3. Not more than three (3) transportation employees and three (3) cafeteria employees may take unpaid vacation days at the same time, and to the greatest extent possible, the taking of unpaid vacation days shall not interfere with the efficient operation of the employee's department.
 4. Employees in these classifications desiring to take vacation days in accordance with this provision shall submit a written request to their immediate supervisor on a prescribed form at least fifteen (15) work days in advance of the anticipated absence, and the supervisor shall return the form approving or disapproving the vacation at least five (5) days in advance of its requested commencement.
 5. In the event that one or more of the holidays for which employees in these classifications are eligible occur during the period that such an employee is on an approved vacation, the employee shall be paid for the holiday(s) as specified above.

ARTICLE XVIII TEMPORARY AND SUBSTITUTE EMPLOYEES

- A. From time to time, the Board may employ temporary employees to supplement the regular work force. Their employment will conform to the following guidelines and limitations.
 1. They may be employed for not more than ninety (90) total work days during any one school year, counted from first day of school each year.
 2. They cannot replace a permanent employee.
 3. Their rate of pay will be the initial base rate of the classification in which they are employed.
 4. They will not be eligible to receive any of the fringe benefits contained in this Agreement.
 5. They may work overtime when the district overtime list is exhausted.
- B. The Board may also employ substitute employees to supplement the regular work force. Their employment will conform to the following guidelines and limitations.
 1. They may be employed to work in place of regular employees who are absent from their job for any period of time.
 2. They cannot permanently replace a permanent employee.
 3. Their rate of pay and working conditions will be established by the district at its sole discretion.
 4. They will not be eligible to receive any of the fringe benefits contained in this Agreement.
 5. They may work overtime when the district overtime list is exhausted.

**ARTICLE XIX
EMPLOYEE BENEFITS**

- A. Health insurance coverage will vary according to differing circumstances of the individual employee as described below. In all cases, however, employees shall not be entitled to health insurance coverage in the event their spouses have such coverage. If requested, an employee shall furnish a letter from his/her spouse's employer stating that health insurance is not available from that employer or that the spouse is not eligible for health insurance coverage. Employees shall disclose employment by their spouses to permit verification of health insurance coverage.
1. Any member of the bargaining unit who was eligible during the 1995-96 school year for the traditional Blue Cross/Blue Shield MVF-1 health care insurance plan may continue that coverage if previously elected, or may remain eligible to elect that coverage in the future subject to limitations specified in this Agreement. MVF-1 coverage will include a full family \$10.00 co-pay preferred plan prescription drug rider, Option I master medical coverage, ML rider, semi-private room coverage, second opinion, case management, and predetermination riders. The cost of additional riders covering individuals who are excluded from the basic full family policy may be purchased at employee expense.
 - a. Employees in this category who worked twenty-six (26) hours or more per week shall be eligible for coverage fully paid by the Board.
 - b. Those who worked less than twenty-six (26) hours, but had over ten (10) years seniority as a bargaining unit member shall be eligible for coverage half paid by the Board.
 - c. Those who worked less than twenty-six (26) hours, and had less than ten years seniority may purchase coverage at their own expense.
 2. Any member of the bargaining unit who is currently enrolled in the Blue Care Network HMO BCN-5 and who elected to retain that coverage, and any member of the unit who elected to enroll during the open enrollment period beginning September 1, 2000, shall be eligible for coverage as outlined below. The cost of additional riders covering individuals who are excluded from the basic full family policy may be purchased at employee expense.
 - a. Employees in this category who worked twenty-six (26) hours or more per week shall be eligible for coverage fully paid by the Board.
 - b. Those who worked less than twenty-six (26) hours, but had over ten (10) years seniority as a bargaining unit member shall be eligible for coverage half paid by the Board.
 - c. Those who worked less than twenty-six (26) hours, and had less than ten years seniority may purchase coverage at their own expense.
 3. Members of the bargaining unit who changed coverage under the terms of Article XIX.A.3 of the 1999-2003 contract, as identified within the specified time

requirements, receive a cash payment equal to the indicated percentage of the difference between the employer paid premium for the traditional MVF-1 coverage and HMO BCN-5 coverage.

4. All new employees hired after 04-15-00 will be eligible for health insurance coverage as outlined below.

a. All twelve month employees (custodians, mechanics, special education monitors, and special education bus drivers who transport students to extended year programs) may enroll in HMO BCN-5 coverage subject to the terms of the policy.

(1) Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage fully paid by the Board.

(2) Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage half paid by the Board.

(3) Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.

b. All ten month employees (unit employees not included above) may enroll in HMO BCN-5 coverage subject to the terms of the policy.

(1) Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage with eighty-five percent (85%) of the premium paid by the Board.

(2) Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage with forty-five percent (45%) of the premium paid by the Board.

(3) Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.

5. Any bargaining unit member who was hired before 04-15-00 and eligible for fully paid health insurance coverage before 09-01-00, but did not elect coverage due to the restrictions of Article XIX.A, will be eligible for fully paid coverage should their personal circumstances change, provided they work twenty-six (26) hours or more per week. The individuals have been identified and documented in a Letter of Agreement, dated December 10, 2003, between the Board and AFSCME, Local 1472.

B. The Board will provide an 80%/20% dental insurance plan subject to the terms of the policy coverage selected by the Board. In those cases where a unit employee may

coordinate benefits with dental insurance available to a spouse, the Board will provide a 50%/50% dental insurance plan.

1. All current employees who presently have Board paid dental insurance coverage, may continue such coverage with one hundred percent (100%) of the premium paid by the Board.
 2. All twelve month employees as defined in Section A above who are not currently covered by Board paid dental insurance coverage, or who are employed after ratification of this Agreement shall be eligible for dental insurance coverage according to the following schedule, effective September 1, 2000.
 - a. Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage fully paid by the Board.
 - b. Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage half paid by the Board.
 - c. Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.
 3. All ten month employees as defined in Section A above who are not currently covered by Board paid dental insurance coverage, or who are employed after ratification of this Agreement shall be eligible for dental insurance coverage according to the following schedule, effective September 1, 2000.
 - a. Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage with eighty-five percent (85%) of the premium paid by the Board.
 - b. Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage with forty-five percent (45%) of the premium paid by the Board.
 - c. Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.
- C. The Board will provide unit employees with the MESSA VSP II vision insurance plan subject to the terms of the policy.
1. All current employees who presently have Board paid vision insurance coverage, may continue such coverage with one hundred percent (100%) of the premium paid by the Board.
 2. All twelve month employees as defined in Section A above who are not currently covered by Board paid vision insurance coverage, or who are employed after ratification of this Agreement shall be eligible for vision insurance coverage according to the following schedule, effective September 1, 2001.
 - a. Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage fully paid by the Board.

- b. Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage half paid by the Board.
 - c. Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.
3. All ten month employees as defined in Section A above who are not currently covered by Board paid vision insurance coverage, or who are employed after ratification of this Agreement shall be eligible for vision insurance coverage according to the following schedule, effective September 1, 2001.
- a. Employees in this category who work twenty-six (26) hours or more per week shall be eligible for coverage with eighty-five percent (85%) of the premium paid by the Board.
 - b. Those who work less than twenty-six (26) hours, but have over ten (10) years seniority as a bargaining unit member shall be eligible for coverage with forty-five percent (45%) of the premium paid by the Board.
 - c. Those who work less than twenty-six (26) hours, and have less than ten years seniority may purchase coverage at their own expense.
- D. Regular employees who work an average of four (4) hours or more per day shall be provided a term life insurance policy with an accidental death and dismemberment clause.
- 1. The policy shall provide coverage in the amount of \$15,000 for all eligible employees in the bargaining unit.
 - 2. Upon retirement, members of the bargaining unit who have been covered by the district's term life insurance, and who are under seventy (70) years of age, may purchase up to \$8,000 worth of term life insurance. It will be the responsibility of the retired employee who elects to purchase such insurance to pay the premium plus a two percent (2%) administrative fee once yearly at the board office.
- E. Regular employees who work an average of four (4) hours or more per day shall be provided with short and long term disability policies. After ninety (90) days of disability, the policies will pay sixty-six and two-thirds percent (66 2/3%) of an employee's wages, not to exceed a maximum of two thousand five-hundred dollars (\$2,500) per month, for the duration of the disability or until age sixty-five (65), subject to the terms of the policy.
- F. Effective on the first day of the first month acceptable to MESSA, but no later than January 1, 2001, eligible employees will be afforded the opportunity to establish flexible spending accounts through MESSA under the provisions of Section 125 and Section 129 of the IRS Code. It is understood that the Board will not contribute funds to said accounts on behalf of employees electing to participate.
- G. As soon as a bargaining unit member provides notice to the district of his/her intent to retire through MPSEERS, the district will pay that employee an additional hourly amount from the date of his/her notice until the effective date of his/her retirement. The hourly

amount will be equal to the longevity amount being paid to that employee at the time of his/her notice, as specified in Article XX, Section A. To be eligible for this provision, the employee must have been employed by the district for at least ten (10) years, and shall provide the required notice no more than one year in advance of his/her intended retirement.

- H. The Board will provide uniforms or other items of clothing for employees or employee groups on an annual basis as described below.
1. Custodians shall receive four (4) uniforms to be selected and paid for by the Board. Since they are most directly affected by seasonal changes, maintenance staff shall receive both four (4) long sleeve and four (4) short sleeve shirts as components of their uniforms. Each employee may choose to receive two (2) uniforms and one (1) jacket equal in value to two (2) uniforms if they so choose. Employees will have the responsibility for maintaining and cleaning their own Board provided clothing.
 2. Bus drivers and bus monitors who have worked for the district for one (1) full school year shall receive one (1) winter jacket and one (1) spring jacket, each of which shall be replaced every two (2) years on an alternating year basis. The combined cost to the Board for the winter and spring jackets shall not exceed \$70. This provision shall not apply to substitute bus drivers.
 3. Regular uniforms and coveralls shall be rented by the Board and provided for mechanics as needed. In addition, the Board shall provide each mechanic with an annual allowance of one hundred fifty dollars (\$150.00) to be applied toward the purchase of insulated coveralls or jackets.
 4. The district will provide up to three (3) uniforms per year for cafeteria workers, and after they have worked for the district for one (1) full school year, an allowance of forty dollars (\$40.00) to be applied toward the purchase of white, leather top, rubber sole shoes. Three (3) uniforms will be provided by the Board in those years that the shoe allowance is not provided, and two (2) uniforms in the year the shoe allowance is granted. Since he/she is most directly affected by seasonal changes, the van driver will also receive an allowance of seventy-five dollars (\$75.00) every three (3) years to be applied toward the purchase of a winter jacket. Employees will have the responsibility for maintaining and cleaning their own Board provided clothing.
 5. Where appropriate, the clothing purchased by the Board will be monogrammed with the name of the school district so as to readily identify the wearer as an employee of the district. It is expected that employees will routinely wear said clothing while on duty, and after appropriate warnings from the supervisor, continued failure to do so may result in a reprimand or other disciplinary action.
- I. The Board will cover the cost of certain employee testing and licensing as outlined below.
1. After they have worked for the school district for one (1) full year, maintenance staff shall be reimbursed for the cost of the state fees required for obtaining a chauffeur's or other special driver's license or permit, in an amount not to exceed

sixty-five dollars (\$65.00) per year. To be eligible for reimbursement, the employee shall present a receipt detailing the payment of the license and certification fees.

2. After they have worked for the school district for one (1) full school year, bus drivers shall be reimbursed for the cost of the state fees required for obtaining a chauffeur's or other special driver's license or permit, in an amount not to exceed sixty-five dollars (\$65.00) per year. To be eligible for reimbursement, the employee shall present a receipt detailing the payment of the license and certification fees.
3. After they have worked for the school district for one (1) full year, mechanics shall be reimbursed for the cost of testing and licensing as follows.
 - a. After they have successfully completed the tests specified in, mechanics shall be reimbursed for the cost of the state fees required for obtaining a motor vehicle mechanic certificate, in an amount not to exceed sixty dollars (\$60.00) per year. To be eligible for reimbursement, the employee shall present a receipt acknowledging payment of the license and certification fees.
 - b. If, at their own option, mechanics elect to complete any of the ASE tests specified in Article XXI, Miscellaneous Provisions, Section D, they shall also be reimbursed for the cost of these tests in an amount not to exceed one hundred dollars (\$100.00) per year. To be eligible for reimbursement, the employee shall present a receipt certifying successful completion of the specified tests, and acknowledging payment of the testing fees.

J. Individual employees or employee groups will also be eligible for certain other financial benefits as outlined below.

1. If asked to provide their own transportation in the course of their work, employees will be reimbursed at the current IRS rate. Payments for this purpose will be made in January and July upon submission of necessary documentation by the employee.
2. Bus drivers shall be entitled to a meal allowance for bus runs out of the district which are five (5) or more hours in duration and which include a regular mealtime. The amount of the allowance shall be up to \$3.50 for breakfast, \$4.50 for lunch, and \$8.50 for dinner. Drivers shall furnish receipts for all meal reimbursements.
3. The district will also reimburse bus drivers for any emergency calls that have to be made from a personal cell phone when out of the district on a trip.
4. Mechanics shall be entitled to an annual district allowance of up to two hundred fifty dollars (\$250.00) for the purchase of necessary small tools, subject to the approval of the Transportation Supervisor.
5. All employees with ten (10) or more years of employment in the bargaining unit shall, upon verification of their retirement by MPSERS, be paid for sixty percent (60%) of their accumulated sick leave days at their per diem rate at the time of their retirement.

6. An annual payment of \$250 will be provided to mechanics at the end of each contract year upon verification of at least five (5) or more state and/or ASE certifications.

K. Each bargaining unit employee is covered by worker's compensation laws in the state, and is entitled to the benefits for which they qualify under the provisions of said laws. In addition, the Board agrees that an employee deemed eligible for worker's compensation benefits will be paid an amount by the district sufficient to make up the difference between the employee's worker's compensation income and his/her regular net weekly income. Such payments shall be made for a maximum of sixty (60) calendar days, and shall not result in decrements being made to the employee's accumulated sick leave.

**ARTICLE XX
EMPLOYEE COMPENSATION**

A. Longevity payments shall be added to the hourly rate of all bargaining unit members according to the following schedule. Employees who complete the specified years of service in the bargaining unit shall begin receiving the appropriate, non-cumulative longevity payment on the first full payroll following their anniversary date.

Employees with ten (10) or more years of service in the unit	\$.15/hr
Employees with fifteen (15) or more years of service in the unit	\$.20/hr
Employees with twenty (20) or more years of service in the unit	\$.25/hr
Employees with twenty five (25) or more years of service in the unit	\$.30/hr
Employees with thirty (30) or more years of service in the unit	\$.35/hr

B. Wage increases for custodians and mechanics will be effective as of September 1 of each year of the Agreement. Wage increases for bus drivers, bus monitors, and cafeteria workers shall be effective as of the beginning of each school year.

C. Wage Rates

Custodian Wage Rates	2003-04	2004-05	2005-06
Base Starting Rate	12.22	12.47	12.78
After 1 Year	12.79	13.04	13.37
After 2 Years	13.43	13.70	14.04
After 3 Years	14.36	14.65	15.02
After 4 Years	15.04	15.34	15.73
After 5 Years	15.75	16.07	16.47
Elementary Head Custodian	16.87	17.21	17.64
Secondary Head Custodian	18.39	18.76	19.23
Night Leader Premium	0.50	0.50	0.50
Maintenance Premium	0.50	0.50	0.50
Shift Differential - 2nd Shift	.16/hr.	.16/hr.	.16/hr.
Shift Differential - 3rd Shift	.21/hr.	.21/hr.	.21/hr.
Weekend Check Stipend	325.00/sem.	325.00/sem.	325.00/sem.
Bus Driver Wage Rates	2003-04	2004-05	2005-06
Base Starting Rate	13.35	13.61	13.95
After 60 Workdays	13.66	13.94	14.28
After 1 Year	13.99	14.27	14.62
After 2 Years	14.65	14.94	15.31
After 3 Years	15.34	15.64	16.03
Bus Monitor Wage Rates	2003-04	2004-05	2005-06
Base Starting Rate	9.64	9.84	10.08
After 1 Year	9.90	10.09	10.35
After 2 Years	10.30	10.51	10.77
After 3 Years	10.71	10.92	11.20
Special Education Premium	1.00/hr.	1.00/hr.	1.00/hr.
Mechanic Wage Rates	2003-04	2004-05	2005-06
Mechanics Helper	11.32	11.54	11.83
Mechanic	19.90	20.30	20.81
Head Mechanic Premium	1.00/hr.	1.00/hr.	1.00/hr.

Cafeteria Wage Rates	2003-04	2004-05	2005-06
Base Starting Rate	9.11	9.30	9.53
After 60 Workdays	9.32	9.50	9.74
After 1 Year	9.53	9.72	9.96
After 2 Years	9.97	10.17	10.42
After 3 Years	10.42	10.63	10.90
Central Kitchen Manager	11.69	11.93	12.22
Kitchen Manager	11.44	11.67	11.96
Van Driver	12.45	12.70	13.02

D. The school district pays an overtime premium to all of its employee groups under the various circumstances outlined below.

1. All employees covered by the terms of this Agreement shall be compensated at a rate of one and one-half (1 1/2) times their regular hourly rate for any hours worked beyond eight (8) hours in one day or beyond forty (40) hours in one (1) week, excluding the weekend building checks made by custodians which shall be compensated as provided for in Section E above.
2. Employees reporting for overtime duty shall be paid time and one-half to the next nearest hour. Employees who are scheduled to work overtime immediately prior to or immediately following their regular shift, however, shall be paid time and one-half for actual time worked only, and such overtime shall not be treated as call-in overtime.
3. In cases where a shift starts on Saturday and continues into Sunday, the employee shall be paid time and one-half for all hours worked in excess of eight (8) hours.
4. When an employee is required to work on a Sunday, he/she will be paid double time. When an employee is required to work on a holiday, he/she shall be paid his/her holiday pay plus time and one-half (i.e. a total of double time and one-half), except when the holiday is on a Sunday, he/she shall be paid his/her holiday pay plus double time (i.e. a total of triple time).

E. The following guidelines shall apply to individual employees or groups of employees as specified.

1. No wages will be paid to special education bus monitors when a monitor is not required on a special education bus run.
2. Bus drivers required by the district to attend driver classes shall be paid at their regular rate, providing they meet the requirements for reimbursement. Also, in the event bus drivers are authorized by the Transportation Supervisor to attend inservice training sessions, or are required to attend meetings or to perform bus garage duties, drivers shall be paid their regular rate of pay for the time involved. Drivers shall be paid at their regular rate for all activity, athletic and field trips, except for weekend trips, which shall be paid at time and one-half.
3. Under the school district's current payroll schedule, employee paychecks cover the two week period which ends ten (10) days prior to the date of the check. If hours are reported incorrectly, or another error results in a shortage on an employee's paycheck, that shortage will be made up on the immediately following payroll. If the shortage exceeds twenty-five percent of the employee's regular pay, however, the employee will not be required to wait, but will be issued an offline check upon notification to the payroll office of the shortage.
4. A direct deposit program with the Oxford Bank will be provided to all AFSCME employees subject to the conditions agreed upon between the district and the bank.

5. When a new job is created in the unit and cannot be properly placed in an existing classification, the employer will notify the Union prior to establishing a classification and rate structure. In the event the Union does not agree that the description and rate is proper, it shall be subject to the provisions of Article VII, Special Conferences.
6. Employees requested by their supervisor to work in a higher classification shall be paid at the rate of that higher classification for the entire shift or day involved.
7. The Board shall set the rate of pay for all substitutes used in the bargaining unit at its sole discretion.
8. Custodians called at home after hours may request pay at time and one-half, and double time for Sundays and holidays. Such requests will be subject to the provisions of Article VII, Special Conferences, however, and payments will be made only after the request has been determined to be warranted.

ARTICLE XXI MISCELLANEOUS PROVISIONS

- A. The following provisions shall apply to all members of the bargaining unit or to the unit in general.
 1. The Board acknowledges that any movement of work not otherwise authorized in this Agreement will be discussed with the Union by the Board's designee in order to provide protection for the employment and the seniority of any bargaining unit employees involved.
 2. The Board agrees that all benefits which may accrue to members of the bargaining unit as a result of the provisions of this Agreement shall not be affected by the race, gender, age, marital or dependent status of any employee.
 3. The Board will provide bulletin boards in each district facility for use by the Union, and the Union in turn will maintain said bulletin boards in an orderly fashion. No obnoxious or inflammatory material will be displayed on said bulletin boards, and public communication not individually delivered to unit members will be confined to these bulletin board's or other designated places in the respective buildings.

- B. The following provisions shall apply to custodians within the unit.
 1. The custodian performing handyman duties must be able to drive motor vehicles, and hold an appropriate driver's license.
 2. The district will phase out building checks across the district as soon technology is available to allow it, and that technology proves workable and reliable. In the interim, the Supervisor of Building and Grounds will select employees to carry out this responsibility beginning with the head custodian in each building, who will be compensated as provided in Article XX, Employee Compensation.

- C. The following provisions shall apply to bus drivers and bus monitors within the unit.

1. Special bus runs for athletic, activity and field trips will be posted forty-eight (48) hours in advance whenever possible.
 - a. All such trips shall be rotated among drivers on a seniority basis and shall be equalized as much as possible and practical. If all drivers refuse such a trip, one shall be assigned.
 - b. Any special bus trip out of the district that involves more than ten (10) students shall be chaperoned by a coach, sponsor or other responsible adult in addition to the assigned driver.
 - c. When a special trip utilizes a district owned vehicle and more than four (4) students require transportation to the event, a bus driver will be employed to drive the vehicle to the activity. If four (4) students or less require such transportation, a school-owned vehicle other than a school bus may be driven by any licensed adult authorized by the Board.
2. If a regular special education driver or monitor chooses not cover his/her assigned run during the summer months, he/she must notify the Transportation Supervisor in writing by May 31. It will then be posted, with the bus driver steward having the first option to assume the position, followed by other drivers in order of seniority.
3. Summer runs, other than existing special education runs, shall be posted and assigned on the basis of seniority. Special education bus monitors assigned to bus runs that extend into the summer beyond the regular school year, shall be entitled to remain with their assigned bus runs until the runs are discontinued. Other special education summer bus runs requiring a bus monitor shall be filled on a seniority basis from among the special education bus monitors. The bus monitor having the highest seniority shall have the first option of selecting an available special education summer bus run not filled by a regular driver.
4. The minimum call-in time for drivers shall be two (2) hours. An average of one-half (1/2) hour per day shall be allowed for clean-up, warm-up, and fueling of buses, except that an additional allowance shall be made for kindergarten and special runs.
5. Regular drivers may substitute on a run in the absence of the regular driver according to the following guidelines.
 - a. During the regular school year a driver shall indicate this desire by placing his/her name on the volunteer substitute list maintained at the bus garage.
 - b. To be notified of available trips during the summer, a driver must indicate his interest by placing his/her name on a summer volunteer list that will be posted one (1) week before the end of the regular school year. The assignment of hours under this provision shall be equalized to the extent possible.
 - c. If a regular driver notifies the transportation department that he/she will be absent during his/her noon run prior to the time the daily noon run sheet is taken down at approximately 9:00 a.m., the run will be offered to the first eligible driver on the substitute driver list. If notification is not received

until after the noon run sheet is taken down, then the district may offer the run to any available regular driver without regard to the substitute driver list, or assign the run to a non-bargaining unit substitute driver, as the district deems most expedient.

- d. If a regular driver permanently loses an entire run, which for purposes of this section means all of the work between his/her punch-in time and the next punch-out time, then that driver shall be given the opportunity to be placed in the first position on the substitute driver's list, and he/she shall be given the opportunity to substitute for absent drivers before any other non-bargaining unit substitutes are called. If there is more than one such driver, they shall be listed and assigned to substitute in order of seniority.

6. The district shall pay for required CPR and first aid training for bus monitors.
7. Bus drivers will be provided with report forms in duplicate for the purpose of reporting faulty equipment, and in the interest of safety daily reports are required.

D. The following provisions shall apply to mechanics within the bargaining unit.

1. All currently employed mechanics and any new hires in the mechanic classification shall hold a minimum of six (6) state mechanic certifications, including truck engine repair (gas), truck engine repair (diesel), truck drive trains, truck brakes and braking, truck suspension and steering, and truck electrical systems. The district also recognizes the value of six (6) additional state certifications, including auto engine repair, auto manual transmissions, auto automatic transmissions, auto brakes and braking, auto front end and steering, and auto electrical systems. Temporarily, one (1) of these auto certifications may be substituted for the corresponding required truck certification, until the employee is able to secure the latter.
2. All currently employed mechanics and any new hires in the mechanic classification may also choose to secure ASE certification, for which the district will provide limited financial reimbursement as outlined in Article XIX, Section H 3 b. This reimbursement will be limited to the ASE Medium and Heavy Duty Truck Series Tests or the School Bus Series Tests which correspond to the state certification areas specified in Section 1 above.
3. If the district chooses to fill the mechanics helper position established in this contract, the above certification requirements shall not apply. The district may, however, choose to financially assist any helper who may be employed if he/she is interested in securing any of the specified certifications.

E. The following provisions shall apply to cafeteria employees within the bargaining unit.

1. Within two (2) years of their employment as permanent cafeteria employees, all members of this classification must attend Food Service Basics and Sanitation classes sponsored by the Michigan Department of Education through Oakland Schools. Classes are to be taken on the employee's own time, but the cost for the classes will be reimbursed by the district when the employee receives a certificate of completion. Kitchen managers must attain food service certification within two

- (2) years of being promoted to the position and must remain certified while working in the position.
2. Employees shall be assigned to specific positions by the Food Service Supervisor. In individual cafeterias, various job assignments may be made by the kitchen manager to expedite the school lunch program.
 3. Inservice training will be encouraged, and assignments will be made by the Superintendent or his/her designee upon recommendation of the Food Service Supervisor. Employees will be paid regular rate for inservice meetings they are required to attend.
 4. A health examination is a condition of employment, the cost of which is to be assumed by the applicant. If a physical exam is required after initial employment, the Board will allow thirty dollars (\$30.00) toward the cost of the exam.
 5. Employees will receive two (2) hours guaranteed time with pay when they have reported to work and emergencies shut down the lunch program for that day. The district shall not be obligated to pay for reporting time when employees are notified of such a shutdown in any manner before reporting to work.
 6. Cafeteria employees who provide food service for banquets or other activities will be paid at their regular hourly rate for school related activities, and at time and one-half for non-school related activities, and for work over forty (40) hours in any one (1) week. Assignments for banquets or similar activities will be made by the Food Service Cafeteria Supervisor, who will attempt to equalize such assignments to the extent possible.
 7. One cafeteria employee in each building will be given the opportunity to be trained or recertified in CPR. The class will be taken on the employees own time, but will be paid for by the Board.

F. Since the text of this Agreement has been substantially rewritten, it is possible that some matters have been overlooked despite the best efforts of both parties. In applying this Agreement, therefore, the parties agree that the following guidelines will be observed.

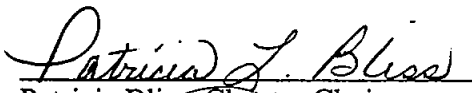
4. If the matter under consideration is covered by a portion of the new Agreement which was copied, modified or rewritten from the corresponding portion of the old Agreement, then it is to be assumed that the change was intentional, and the language of the new Agreement shall prevail.
5. If the matter under consideration is not covered by the new Agreement, however, but is covered by a portion of the old Agreement, then it is to be assumed that the matter was overlooked, and the language of the old Agreement shall prevail.

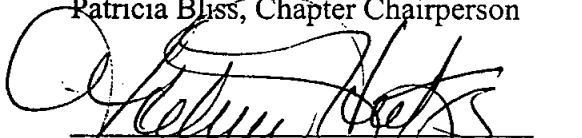
**ARTICLE XXII
RATIFICATION AND TERMINATION**

- A. This Agreement shall be effective as of September 1, 2003, and shall remain in full force and effect until August 31, 2006. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date.
- B. The Agreement shall remain in full force and be effect during the period of negotiations until notice of termination of the Agreement is provided to the other party in the following manner. In the event that either party desires to terminate the Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination date, which shall not be before the anniversary date set forth in the preceding paragraph.
- C. The Union agrees to submit this Collective Bargaining Agreement to the membership and recommend that it be ratified and adopted in its entirety, and final action on such ratification shall be taken.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives the day and year first below written.

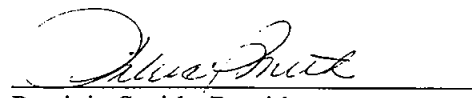
UNION

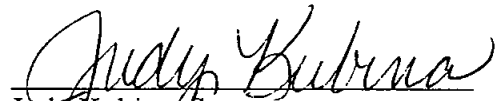

Patricia Bliss, Chapter Chairperson


Felicia Hicks, AFSCME Representative

Date: 4/22/04

BOARD OF EDUCATION


Patricia Smith, President


Judy Kubina, Secretary

Date: 4/22/04

**APPENDIX A:
TABLE OF VACATION DAY BENEFITS**

Specifically for Bus Drivers, Special Education Bus Monitors and Cafeteria Workers

	For years of Service: Between 1-5	For years of Service: Greater than 5, up to 10	For years of Service: Greater than 10, up to 15	For years of Service: Greater than 15
Vacation Benefit	Total Days: 10 Paid: 0 Unpaid: 10 No accrual of days	Total Days: 10 Paid: 1 Unpaid: 9 No accrual of days	Total Days: 10 Paid: 3 Unpaid: 7 No accrual of days	Total Days: 10 Paid: 5 Unpaid: 5 No accrual of days
Use & Timing Requirements	<ul style="list-style-type: none"> ▪ Paid days may <i>only</i> be taken during school recesses or when no substitute is required to replace the employee. ▪ Not more than 3 transportation and 3 cafeteria workers may use unpaid vacation days at the same time. 			
Request Guidelines	<p>Employees must request the vacation at least 15 days in advance of requested vacation time.</p> <p>Supervisor must provide a response at least 5 days prior to the requested vacation time.</p>			

APPENDIX B:
HEALTH INSURANCE COVERAGE OPTIONS

Employee

Category: Any bargaining unit member who was eligible for health insurance during the 1995-96 school year, and who elected such coverage.

Coverage: May continue with BC/BS MVF-1 traditional plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Employee

Category: Any bargaining unit member who is identified for the coverage listed below, per the AFSCME letter of agreement dated 12-10-03.

Coverage: May elect the BlueCare Network plan in the future only if personal (not employment) circumstances change. If spouse loses coverage, for example, and the employee was otherwise eligible in 1995-96, s/he may elect coverage for which s/he was eligible at that time as outlined below (Note: written evidence of this change is required):

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Employee

Category: Any bargaining unit member who was eligible for health insurance following the 1995-96 school year, and who elected such coverage.

Coverage: May continue with BC Network HMO BCN-5 plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Employee

Category: Any bargaining unit member who elected health insurance coverage during the open enrollment period beginning September 1, 2000.

Coverage: May continue the BC Network HMO BCN-5 plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Employee Category:

Any bargaining unit member who did not elect coverage during the open enrollment period beginning September 1, 2000; or who is not listed as eligible per the AFSCME Letter of Agreement dated 12-10-03; *plus all new bargaining unit members* employed after 04-15-00.

Coverage: Twelve month employees may elect the BC Network HMO BCN-5 plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Ten month employees may elect the BC Network HMO BCN-5 plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	85%	15%
If < 26 hrs/wk, +10 yrs in unit	45%	55%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Special Incentive to Change Health Coverage

Employee Category:

Members of the bargaining unit who changed coverage under the terms of Article XIX.A.3 of the 1999-2003 contract, as identified within the specified time requirement, receive a cash payment equal to the indicated percentage of the difference between the employer paid premium for the traditional MVF-1 coverage and HMO BCN-5 coverage.

Coverage: May enroll in the BC Network HMO BCN-5 plan as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%

Payment:

Twelve month employees who made this switch are eligible for monthly cash payments equal to a portion of the difference in premiums the district pays for the BC/BS MVF-1 traditional plan and the BC Network HMO BCN-5 plan as outlined below.

Seniority within the Unit as of September 1 of Enrollment Period	Open Enrollment Period		
	2000	2001	2002
	Percentage of Monthly Premium Difference to be Reimbursed to Employee		
If > 30 years in unit	90%	80%	70%
If > 25 years in unit	80%	70%	60%
If > 20 years in unit	70%	60%	50%
If > 15 years in unit	60%	50%	40%
If > 10 years in unit	50%	40%	30%

Ten month employees who make this switch are eligible for monthly cash payments equal to a portion of the difference in premiums the district pays for the BC/BS MVF-1 traditional plan and the BC Network HMO BCN-5 plan as outlined below.

Seniority within the Unit as of September 1 of Enrollment Period	Open Enrollment Period		
	2000	2001	2002
	Percentage of Monthly Premium Difference to be Reimbursed to Employee		
If > 30 years in unit	80%	70%	60%
If > 25 years in unit	70%	60%	50%
If > 20 years in unit	60%	50%	40%
If > 15 years in unit	50%	40%	30%
If > 10 years in unit	40%	30%	20%

Dental & Vision Insurance Coverage Options

Employee

Category: Any bargaining unit member who currently has Board paid dental and/or vision insurance.

Coverage: May continue such coverage without change.

Employee

Category: Any bargaining unit member who is not currently covered by Board paid dental and/or vision insurance, plus all new bargaining unit members employed after ratification of the current contract.

Coverage: Twelve month employees are eligible for dental and/or vision insurance as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	100%	0
If < 26 hrs/wk, +10 yrs in unit	50 %	50%
If < 26 hrs/wk, <10 yrs in unit	0	100%

Ten month employees are eligible for dental and/or vision insurance as outlined below:

Contracted Hours of Work per Week, Seniority within the Unit	Board Pays this % of the Monthly Premium	Employee Pays this % of the Monthly Premium
If >26 hrs/wk	85%	15%
If < 26 hrs/wk, +10 yrs in unit	45%	55%
If < 26 hrs/wk, <10 yrs in unit	0	100%

APPENDIX C:
JOB DESCRIPTIONS

Maintenance: Custodian.....55

Maintenance: Head Custodian.....56

Transportation: Mechanic.....57

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Food Service: Cafeteria Helper.....64

Food Service: Cafeteria Manager.....65

Maintenance: Custodian

Summary: Keeps premises of school building in clean and orderly condition by performing the following duties.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Cleans and polishes lighting fixtures, marbles surfaces, and trim.
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and locker rooms and other work areas.
- Sweeps, scrubs, waxes, and polishes floor.
- Cleans rugs, carpets, upholstered furniture and draperies.
- Dusts furniture and equipment. Polishes metalwork.
- Washes walls, ceiling, and woodwork. Washes windows, door panels and sills.
- Empties wastebaskets.
- Transports trash and waste to disposal area.
- Replenishes bathroom supplies. Replaces light bulbs.
- Cuts and trims grass, and shovels snow.
- Transports small equipment or tools between departments. Sets up tables and chairs in auditorium or hall.
- Cleans limited section of brick surface to determine strength of cleaning agents needed to prepare desired surface finish.
- Erects swinging scaffold, positions ladders, or assembles metal scaffolding to facilitate cleaning of structures.
- Able to climb 25 foot ladder. 35 foot scaffold and able to ride 45 foot air lift.
- Able to lift and carry 65 pounds, 10 times in a row. (This activity would be similar to unloading of trucks.
- Able to climb ladder on side of any school building or facility to access roof for repair and inspection.

Maintenance: Head Custodian

Summary: Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and maintaining grounds by performing the following duties.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Must be able to meet qualifications of cleaner and custodian.
- Directs workers engaged in painting and minor repairs.
- Directs workers engaged in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Requisitions tools, equipment, and supplies.
- Inspects completed work by custodians, cleaners and sub contractors for conformance to standards.
- Informs workers of company policies and safety regulations. Adjusts work procedures to meet schedules.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems. or assists workers in solving work problems.
- Maintains time and production records.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs activities of workers supervised.
- Able to operate and control energy management system in the building.
- Follow maintenance duties outlined in custodial manual.
- Cleans excessively stained surface areas with brushes and cleaning compound.
- Sprays concrete floor to etch surface for cleaning and applies filler compound to seal floor surface.
- Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities. Replaces air conditioner filters.
- Notifies head custodian concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Other duties as assigned by management.

Transportation: Mechanic

Summary: Repairs and maintains diesel and gasoline buses and trucks by performing the following duties.

Certification: All new hires under the above classification shall hold all mechanic licenses for the State of Michigan (presently 6). They shall also hold *at least* two ASE certifications.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Reads job order and observes and listens to bus in operation to determine malfunction and to plan work procedures.
- Installs new ignition systems, aligns front wheels, changes or recharges batteries, and replaces transmissions and other parts.
- Overhauls gas or diesel engines.
- Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments.
- Lubricates moving parts and drives repaired bus to verify conformance to specifications.
- Fabricates special lifting or towing attachments, hydraulic systems, shields, or other devices according to blueprints or schematic drawings.
- Raises buses and vehicles with hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicle.
- Removes unit such as engine, transmission, or differential.
- Disassembles unit and inspects parts for wear.
- Repairs or replace parts such as pistons, rods, gears, valves, and bearings.
- Overhauls or replaces carburetors, injectors, blowers, generators, distributors, starters, and pumps.
- Rebuilds parts such as crankshafts and cylinder blocks. Rewires ignition system, lights, and instrument panel.
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
- Replaces and adjust headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.
- Must be physically able to lift tires, batteries, springs, etc. that weigh 75 pounds or more.
- Must provide own hand tools.

Transportation: Head Mechanic

Summary: Repairs and maintains diesel and gasoline buses and trucks by performing the following duties.

Certification: All new hires under the mechanic classification shall hold all mechanic licenses for the State of Michigan (presently 6). They shall also hold *at least* two ASE certifications.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Reads job order and observes and listens to bus in operation to determine malfunction and to plan work procedures.
- Installs new ignition systems, aligns front wheels, changes or recharges batteries, and replaces transmissions and other parts.
- Overhauls gas or diesel engines.
- Examines protective guards, loose bolts, and specified safety devices on buses, and makes adjustments.
- Lubricates moving parts and drives repaired bus to verify conformance to specifications.
- Fabricates special lifting or towing attachments, hydraulic systems, shields, or other devices according to blueprints or schematic drawings.
- Raises buses and vehicles with hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicle.
- Removes unit such as engine, transmission, or differential.
- Disassembles unit and inspects parts for wear.
- Repairs or replace parts such as pistons, rods, gears, valves, and bearings.
- Overhauls or replaces carburetors, injectors, blowers, generators, distributors, starters, and pumps.
- Rebuilds parts such as crankshafts and cylinder blocks. Rewires ignition system, lights, and instrument panel.
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
- Replaces and adjust headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.
- Must be physically able to lift tires, batteries, springs, etc. that weigh 75 pounds or more.
- Must provide own hand tools.
- Oversees ordering of parts and materials.
- Maintains hazard materials file and Right-to-Know files.
- Oversees parts room inventories.

- Oversees bus recall notices.
- Oversees maintenance and repair of fleet.
- Recommends fleet budget to transportation supervisor.
- Sees that facilities are clean, neat and orderly.

Transportation: Dispatcher/Bus Driver

Qualifications:

- A valid Michigan chauffeur and CDL license with necessary endorsements(B+P)
- A current State of Michigan Department of Education certificate of course completion.
- High school graduate or equivalent.
- Knowledge of and experience with district computer routing program.
- Proven ability to successfully work with employees, supervisors and community.
- Citizen of the United States.

Requirements:

- Must attend and successfully complete the twenty-one (21) hour course of basic bus driver training as approved and required by the Michigan Department of Education.
- Must comply with and pass all required State, and Federal local laws, rules, regulations, guidelines, examinations, annual physical examination, driver license and personal record checks, drug testing and any periodic job related testing.
- Must successfully complete classes of continuing education for approximately six (6) hours every other year.
- Must maintain the appropriate CDL license required to drive a school bus.

Reports to: The Transportation Supervisor.

Job Goal: To provide safe and efficient transportation consistent with the District's mission statement.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Obeys all traffic laws.
- Observes all mandatory safety regulations for school buses
- Maintains student discipline consistent with district policies.
- Keeps assigned vehicle clean.
- Keeps to assigned schedule and times.
- Thoroughly pre-trips vehicle and submits written report to the mechanics for repair.
- After the end of each operation, thoroughly check the vehicle for sleeping children, property damage and or lost items etc.
- Notifies the proper authority in case of mechanical failure or lateness of run.
- Discharges students only at authorized stops.
- Exercises responsible leadership and follows established policies during out of district school trips.
- Transports only authorized students.
- Reports all accidents/incidents and completes required reports.
- Reports all student injuries and completes required reports.
- Enforces rules and regulations as established by the Board of Education.

- Ensures a safe environment for the students of Oxford schools.
- Deals with the public in a positive and constructive manner assisting with student, parent concerns, student misconduct procedures, informing parents in regards to Transportation safety issues.
- Maintains a good working relationship with fellow co-workers and management.
- Dispatches, answers phones responding to all Transportation needs and issues as needed.
- Learn and be able to run the District's computer routing system.
- Be knowledgeable of and assist in the daily operation of all office coverage procedures.
- Be able to adjust and combine runs to maintain student transportation for all students.
- To assist the public in stop time and location information.
- Attend in-service training as required.
- To drive in a variety of runs as needed.
- Observe confidentiality.
- Performs duties as assigned by the Transportation Supervisor.

Transportation: Special Education Bus Monitor

Qualifications:

- High school graduate or equivalent
- Experience working with handicapped individuals is desired
- Able to lift or assist with lifting students as necessary
- Good attendance record
- Proven ability to successfully work with employees, supervisors and community
- Able to maintain flexible hours to adjust working schedule with student needs
- Able to attend classes and/or training when necessary

Reports to: The Transportation Supervisor.

Job Goal: To provide safe and efficient transportation consistent with the District's mission statement.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Lifting is required
- Deals with public in a positive and constructive manner and observes confidentiality.
- Meets the individual health and bus safety needs for each child
- Learns proper wheel chair secure and lift operations.
- Checks all equipment before and after bus runs.

Transportation
Food Service: Van Driver

Qualifications:

- High School Diploma, eighteen years of age or older
- Able to pass approved physical examination
- Ability to work cooperatively with school personnel, students, and community
- Reliable and organized
- Able to lift 50 pounds
- Exemplary attendance record
- Decision making capabilities and able to work without direct supervision
- A valid Michigan Chauffeur license and an excellent driving record

Reports to: Food Service Supervisor

Job Goal: Enable staff to provide students with a healthy, high quality, nutritious lunch within the guidelines of the Michigan Department of Education School Lunch Program and the Oakland County Health Department consistent with the District Mission Statement.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Through inspections and proper procedure maintain Food Service vehicles and food caddies in good mechanical condition and clean/sanitary condition.
- Delivery of food and supplies in a timely manner to all schools and district lunch programs.
- Delivery of cafeteria and inter-school mail, boxes, and checks when appropriate while not adversely interrupting the efficiency of the school lunch program.
- Follow proper storage, rotation and inventory guidelines of government commodities, vendor food, and supplies.
- Pick up and deliver deposits in a timely manner.
- Perform duties assigned and deemed necessary by the nature of the work assigned.
- Carry out directions, written or oral, as given by Cafeteria Supervisor or designee.
- Make appropriate decisions, when needed, for the overall benefit of the School Lunch Program.
- Keep lines of communication open between staff, kitchen managers and Food Service Supervisor.
- Present a neat appearance and maintain good public relations with students, staff, and community, to maintain a positive image and promote the benefits of the School Lunch Program.
- Maintain written deposit log and pre-trip report along with other necessary paperwork.
- Attend Michigan Department of Education training classes to ensure a basic understanding of the School Lunch Program.
- Obey all traffic laws and drive in a safe, responsible manner.
- Other duties as assigned.

Food Service: Cafeteria Helper

Qualifications:

- High School Diploma and eighteen years of age or older
- Able to pass approved physical examination and lift 50 pounds
- Ability to work cooperatively with school personnel, students and community
- Basic food preparation skills
- Exemplary attendance record
- Ability to work without direct supervision
- Basic computer skills

Reports to: Food Service Supervisor

Job Goal: Provide students with a healthy, high quality nutritious lunch within the guidelines of the Michigan Department of Education School Lunch Program, and Oakland County Health Department consistent with the District Mission Statement.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

- Responsible for efficient use, maintenance, and cleanliness of all kitchen equipment and storage areas, plus overall organization of kitchen.
- Cross-trained on kitchen positions and able to work in all district kitchens.
- Completion of Food Service Basics through the Michigan Department of Education and Manager Certification through the Oakland County Health Department.
- Maintain all necessary records, including but not limited to: daily sales sheet, deposit slips, monthly inventory, time sheet, order forms, production records, etc.
- Maintain Oakland County Health Department standards.
- Maintain standards set forth by the Michigan Department of Education for school lunch programs as directed by Food Service Supervisor.
- Carry out directions, written or oral, as issued by supervisor or designee.
- Responsible for following proper start-up and end of the day procedures for opening and closing the kitchen.
- Perform duties and functions assigned and deemed necessary by the nature of the work assigned.
- Other duties as assigned.

Food Service: Cafeteria Manager

Qualifications:

- High School Diploma and eighteen years of age or older
- Able to pass approved physical examination and lift 50 pounds
- Ability to work cooperatively with school personnel, students and community
- Exemplary attendance record
- Able to exercise responsible leadership and work without direct supervision
- Previous food service experience and proficient food preparation skills
- Decision making capabilities
- Demonstrated computer skills
- Manager Certification through Oakland County Health Department, successful completion of Food Service Basics course through the Michigan Department of Education, and American School Food Service Association of Michigan Certification
- Workable knowledge of all kitchen equipment with the ability to operate and train others on all equipment

Reports to: Food Service Supervisor

Job Goal: Provide students with a healthy, high quality nutritious lunch within the guidelines of the Michigan Department of Education School Lunch Program, and Oakland County Health Department regulations consistent with the District Mission Statement.

Essential Duties and Responsibilities include the following: *Other duties may be assigned.*

All duties and responsibilities of the Cafeteria Helper position plus the following:

- Assure food is ordered, delivered and stored appropriately to guarantee daily menus are followed and foods/supplies are used efficiently.
- Maintain accurate records, inventories, time sheets, and daily schedules.
- Utilize government commodities, store appropriately and inventory monthly.
- Give direction, written and/or oral, to insure the efficiency of daily operations.
- Perform duties and functions assigned and deemed necessary by the nature of the work assigned.
- Schedule staff for highest efficiency of overall kitchen operation.
- Make appropriate decisions for the overall benefit of the School Lunch Program.
- Keep lines of communication open between staff, kitchen managers and Cafeteria Supervisor.
- Maintain good public relations with students, staff, and community; attend learning activities, maintain a positive image, and promote the benefits of the School Lunch Program.
- Other duties as assigned by the Food Service Supervisor.

Additional Responsibilities of Central Kitchen Manager (Oxford Middle School):

- Elementary Schools satellite meals.
- Elementary Schools production records.
- Elementary Schools order forms.
- Elementary Schools menu participation.