

MASTER AGREEMENT

between the

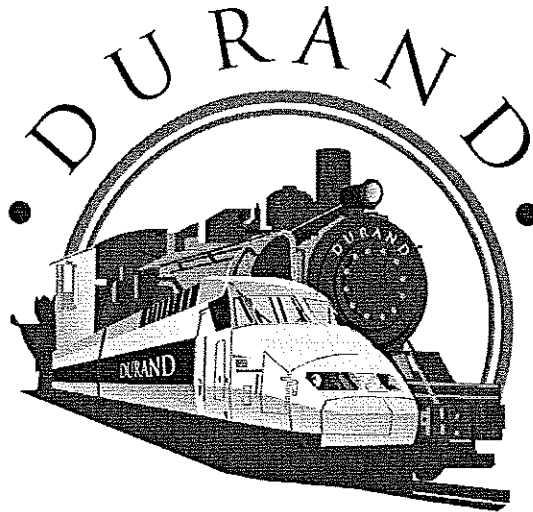
BOARD OF EDUCATION OF THE DURAND AREA SCHOOLS

and the

MICHIGAN EDUCATION ASSOCIATION/NEA

AND ITS AFFILIATE

MICHIGAN EDUCATIONAL SUPPORT PERSONNEL  
ASSOCIATION



CONTRACT YEARS

2005-06

2006-07

2007-08

2008-09

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# AGREEMENT

## MASTER AGREEMENT

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**BOARD OF EDUCATION OF THE DURAND AREA SCHOOLS**

and the

**MICHIGAN EDUCATION ASSOCIATION/NEA**

**AND ITS AFFILIATE**

**MICHIGAN EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION**

This Agreement entered into between the Durand Area Schools (hereinafter referred to as the "Board"), and Michigan Education Association/NEA and it's affiliate, Michigan Educational Support Personnel Association, (hereinafter referred to as the "Association".)

## PREAMBLE

WHEREAS, the Board and the Association recognize and declare that providing a quality education and improving educational standards for the children of Durand Area Schools is their mutual aim and that the character of such education depends upon the cooperation of the parties, and

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965 to bargain with the Association as the representative of its personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate professional negotiations, have reached certain understandings, which they desire to memorialize;

In consideration of the following mutual covenants, it is hereby agreed as follows:

## ARTICLE 1 - RECOGNITION

- A. Pursuant to Act 379, of the Public Acts of 1965, as amended, the Board does hereby recognize the Association as the certified and exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for all full-time and regular part-time paraprofessionals, librarian assistants, building aides, and lunchroom aides employed by the Employer. Supervisory and executive personnel, substitutes, office and clerical employees, and all other employees of the Employer are expressly and specifically excluded from the bargaining unit as hereinabove defined.
- B. The term "FULL-TIME EMPLOYEE" when used in this Agreement shall refer to an employee that is regularly scheduled to work seven (7) hours per day.

The term "PART-TIME EMPLOYEE" when used in this Agreement shall refer to an employee that is regularly scheduled to work less than seven (7) hours per day.

The term "SUBSTITUTE" when used in this Agreement shall refer to a person who is employed to fill a full-time or part-time position while the regular bargaining unit member is absent from their work assignment.

## ARTICLE 2 - MANAGEMENT RIGHTS

- A.** The Board, on its behalf, and on behalf of the electors of the school district, retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities, conferred upon and vested in it by the laws and the 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, facilities, and employees;
  2. To manage and direct the working forces, including the right to hire, assign, promote, transfer, suspend, discharge, and demote employees; subcontract; determine the size of the work force and layoff of employees;
  3. To determine the services, supplies and equipment necessary to continue its operations and to determine the means, schedules and standards of operation for accomplishing district goals and objectives;
  4. To adopt rules and regulations;
  5. To determine the qualifications of employees;
  6. To determine the number and location or relocation of its facilities, including the establishment or relocation of new school buildings, departments, divisions or subdivisions, and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
  7. To determine all financial and educational policies;
  8. To determine the size of the management organization, its functions, authority and table of organization.
- B.** The exercise of these powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, practices, and the use of judgment and discretion, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and the laws of the State of Michigan and the United States.

**ARTICLE 3 - ASSOCIATION RIGHTS**

- A. The Association and its members shall have the right to use school building facilities for meetings as provided by Board Policy. Bulletin boards and other established communication media shall be made available to the Association and its members as provided by Board policy.

## ARTICLE 4 - AGENCY SHOP

- A. Employees covered by this Agreement shall, within thirty (30) calendar days of their hire by the Board, become members of the Association, or in the alternative, shall pay to the Association each month a service fee determined in accordance with the MEA policy and procedures. The remedies set forth in this policy shall be exclusive, and unless and until the procedures set forth have been availed of and exhausted, all other administrative and judicial procedures shall be barred.

The deduction of dues and service fees is required as a condition of this agreement and shall therefore be payroll deducted pursuant to the authority set forth in MCLA 408.477.

- B. The deductions will be made in equal amounts from the paychecks of the bargaining unit member beginning with the first pay, after receipt of the amounts by the Business Office, and continuing through the last pay period in May of each year. Monies so deducted will be transmitted to the Association, or its designee, no later than the twenty (20) days following each deduction.
- C. In exchange for the Board's cooperation with the Association and its counsel, and for conveying to the Association the right to compromise and settle any dispute involving an involuntary deduction under this Article, the Association will indemnify and hold the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken by the Board for the purpose of complying with this Article.



## **ARTICLE 5 - SCHOOL IMPROVEMENT**

- A.** The parties agree that committee decision-making at the building and district level is essential to any school improvement process. Site-based decision-making shall be a recognized process for change, school improvement and improvement in the quality of work life.
- B.** The Association membership of each building should have the right to participate in the selection of their own member representatives on all building and district decision-making committees.
- C.** Committees will assume responsibility for the dissemination of information regarding their activities to the affected parties and for the purpose of seeking representative input.

## **ARTICLE 6 – PROFESSIONAL DEVELOPMENT**

- A.** In order to update the competencies of the employees of the bargaining unit the district may, on an annual basis, provide in-service training for the employees. The Superintendent shall determine the in-service training for the employees of the bargaining unit. Required in-service training programs presented will be on a scheduled work day of the bargaining unit members. The bargaining unit members will be compensated at their regular rate of pay for hours at an in-service program.
  
- B.** Supervisors shall inform their employees in writing of scheduled in-services and school improvement meetings when their attendance is expected. Notification shall occur no later than five (5) working days prior to the scheduled in-service or school improvement meeting, or other school-related activity. Employees requested to work beyond the regular work day, in order to attend such meetings, will be compensated at their contractual rate of pay.

## ARTICLE 7 - HOURS, ASSIGNMENTS AND TRANSFERS

- A. Employees are expected to be at their regular assignment location at their scheduled starting time.
- B. Full time employees shall be entitled to two (2) fifteen (15) minute relief times, except bargaining unit members working less than seven (7) hours but more than three (3) hours may receive one (1) fifteen (15) minute relief time.
- C. Any change in the work hours of an employee must be approved by a supervisor.
- D. The Association and any affected employee(s) shall be given at least three (3) working days advance notice of any change in established shifts and/or additional working hours except in an emergency.
- E. Normal work day schedules should be between the hours of 7:00 a.m. and 4:00 p.m.

Classification normal work day hours:

Paraprofessional	-	7 or more hours
Librarian Assistant	-	7 or more hours
Building Aide	-	4 or more hours
Lunchroom Aide	-	2 or more hours

Beginning July 1, 1990, newly created positions:

Building Aide	-	2 or more hours
Lunchroom Aide	-	1 or more hours

Beginning July 1, 1994, newly created positions:

Librarian Assistant	-	5 or more hours
Paraprofessional	-	5 or more hours
IEP required and grant funded paraprofessional	-	1 or more hours

- F. Employees working in another classification will receive the rate of pay for that classification.

Extra work in each building should be assigned based on a seniority rotation, if possible.

## ARTICLE 8 - HOLIDAYS

- A. Holidays for seniority employees include: New Year's Day, Good Friday, Memorial Day, Labor Day (if after school starts), Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and President's Day.
- B. To be eligible for holiday pay the employee must have worked the last scheduled work day prior to the holiday and the first scheduled work day following the holiday.

Employees without sick leave must and employees with sick leave may be required to provide a Doctor's Certificate of illness.

Work missed for a valid verifiable reason will not impact holiday pay.

- C. Should a holiday fall on a Saturday or Sunday, an employee and the supervisor will mutually agree on an alternate day for the holiday schedule.
- D. Should a holiday fall on a scheduled day of school, the employee shall work and an alternate day shall be scheduled as a holiday.
- E. Holiday pay shall be based on the regular number of hours the employee works per day and the regular pay rate.

## **ARTICLE 9 - EMPLOYEE RIGHTS & DISCIPLINE**

- A.** No seniority employee may be disciplined, suspended or discharged without just cause and due process.

New employees are subject to discipline and discharge at the discretion of the Board during their probationary period. Any action taken is not subject to the grievance process.

- B.** Each employee shall have the right, upon request, to review the contents of their personnel file. The employee may request a representative of the Association to participate in the review.
- C.** Any disciplinary action taken against an employee shall be appropriate to the behavior, which precipitated the disciplinary action, and all written disciplinary action will be documented as such.
- D.** An employee shall at all times be entitled to have a representative of the Association present when being investigated, reprimanded, warned or otherwise disciplined for any infraction of discipline or delinquency in job performance. When a request for representation is made, no action shall be taken with respect to the employee until the Association is present. (This should be part of the record and be signed by the employee.)
- E.** The private and personal life of any employee is not within the concern of the Board unless the employee's actions reflect detrimentally on the school system.
- F.** No lie detector device shall be used in an investigation of any employee.
- G.** Nothing in this agreement shall deny or restrict any individual rights provided under Michigan or United States Law.

## ARTICLE 10 - PROTECTION OF EMPLOYEES

- A. Any complaint, which may require action by a supervisor, shall be promptly called to the employee's attention. If the employee has inquired about a complaint, then it shall be discussed with the employee.
- B. The board recognizes its responsibility to give support and assistance to employees with respect to their interactions with students.
- C. Employees shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be held individually liable by the Board for any damage or loss to person or property, except in the case of gross negligence.
- D. Any case of assault upon an employee shall be promptly reported to the Board or its designated representative. The Board will advise the employee regarding rights and obligations with respect to the assault and shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- E. Time lost by an employee in connection with any incident mentioned in this Article, in which the employee is not at fault, shall not be charged against the employee.
- F. The Board will reimburse employees for any loss, damage or destruction of clothing or personal property while on duty on the school premises up to the amount of \$200.00 maximum.

## ARTICLE 11 - SENIORITY

- A. Seniority shall be determined from the employee's first day of regular work in the unit. Seniority shall mean years of uninterrupted, continuous service within the unit.
- B. Classifications for the purpose of this Article will be paraprofessionals/librarian assistants, building aides, and lunchroom aides.
- C. The Association will be provided with an up-to-date seniority list, by classification, at the beginning of each school year. Each classification seniority list shall include each employee's name and last date of hire as a regular employee in the classification.
- D. Employees will lose their seniority if: they quit, are discharged, fail to return from a leave under its conditions, or are laid off for a period in excess of two (2) calendar years.
- E. New employees shall be considered probationary, without seniority, for the first sixty (60) days worked of regular employment. Upon completion of the probationary period, the seniority date shall be the first day of regular work within the unit.

No probationary period will exceed six (6) months.

## ARTICLE 12 - VACANCIES

- A.** Bargaining unit vacancies shall be posted for a period of five (5) business days on the Association bulletin boards with a copy forwarded to the Association President, and remain posted until 3:00 P.M. on the last day of the posting.

Vacancy postings shall include the requirements for the posting.

- B.** Vacancies shall be filled on the basis of seniority and qualification as follows:

1. Applicants from within the classification are considered first.
2. Applicants from other classifications are considered second.
3. Applicants from outside the bargaining unit are considered third.

- C.** Job awards shall be made and notification sent within seven (7) business days of the end of the posting period.

- D.** After the job award, the applicant shall be on a twenty (20) work day trial period at the job's pay rate. During the trial period, the applicant will be assessed by the supervisor for job performance.

During the trial period the applicant may choose to return to their former position.

If the applicant is determined to be unsatisfactory during the trial period in the position, the supervisor will provide written notice of the reasons for the employees return to their former position.

Any temporary vacancy or a vacancy created during a trial period shall be filled at the discretion of the Board. If a temporary vacancy is to last for more than twenty-five (25) work days the Association shall be notified.

- E.** If the Board chooses not to fill a vacancy, the Association will be notified in writing.



## ARTICLE 13 - EVALUATION

- A.** The purpose of the evaluation is to maintain and/or improve employee performance. The evaluation process will recognize satisfactory/ unsatisfactory levels of performance, identify areas of improvement if necessary, and provide appropriate and specific techniques and/or resources for improvement.
- B.** Employees shall be evaluated by their supervisor. All formal observations shall be conducted openly.
- C.** Seniority employees shall be evaluated at least every two years.
- D.** Employee evaluation rights:

  - 1.** If the employee does not agree with the evaluation, the employee may present an attachment, in writing, to the evaluation.
  - 2.** Should the evaluation demonstrate that an employee has any area that is unsatisfactory or needs attention, the evaluator shall:

    - a.** identify the specific area(s) that need improvement.
    - b.** provide the employee with specific, appropriate written recommendations for improvement.
    - c.** indicate a timeline for such improvement.
    - d.** provide assistance, which may include time, material, resources and consultant services to implement the recommendations.
- E.** The contents of an evaluation of employee performance are grievable up to and including the Board level (Level III) of the grievance procedure, but expressly excluded from the mediation level (Level IV) and the arbitration level (Level V).

## ARTICLE 14 - COMPENSATION

- A. The regular wage rates for employees covered by this Agreement are in Appendix A.
- B. Employees assigned work hours beyond eight (8) hour in one day or forty (40) hours in one week will receive one and one-half (1 1/2) times their regular pay rate for the overtime hours worked.
- C. Extra hours will be assigned as equally as practical within classifications by building.
- D. Longevity payments for employees will be based on the total hours paid during the year (December 1 - November 30).
- E. Longevity payments shall be distributed in the first pay period in December.
- F. Employees eligible for longevity payment who terminate their employment with two weeks notice will receive a pro-rated payment. In the case of an employee death, longevity payment will be made to the employee's beneficiary or estate.

Longevity payments may be denied with just cause or employee resignation without two (2) weeks advance notice.

- G. The parties agree to adopt the calendar negotiated by the Durand Education Association/SCEA and the Durand Area Schools Board of Education.

The minimum days of work for the year are as follows:

Lunchroom Aides	172 days
Building Aides	180 days
Paraprofessional	182 days

Lunchroom Aides will normally work on those days when food service is provided for students.

## ARTICLE 15 - LEAVES

- A.** Leave days are intended for personal illness, family illness, personal business, bereavement, legal business, or other situations which require attendance during a work day.

Leave days are not for casual or indiscriminate use and shall not be used to extend vacation or Holiday periods. Exceptions may be granted at the discretion of the Superintendent in extenuating circumstances. Whenever possible, leave days to be used for a known situation should be pre-scheduled.

Improper use of leave days may lead to disciplinary action.

- B.** Sick leave payment will be based on an employee's regular wage and hours.

Employees shall give as much advance notice as possible for use of sick leave, but not less than one (1) hour, except in an emergency.

Sick leave days may be used for illness in an employee's immediate family: parents, spouse or children.

The Board reserves the right to demand a doctor's certificate of illness.

Sick leave accumulation will be as follows:

<b>Employees Accumulation</b>	<b><u>Days/Month</u></b>	<b><u>Days/Year</u></b>	<b><u>2003-04 Maximum</u></b>	<b><u>2004-05 Maximum</u></b>
Employees working five (5) days/week	1	10	110	115

The maximum accumulation of sick leave shall be increased by 5 days for each year of the agreement.

When an employee changes positions their accumulated sick leave will be pro-rated to the new position by an hours conversion.

- C.** Employees shall be granted an additional three (3) personal days for the purpose of conducting business affairs, which cannot be conducted outside of work hours.
1. Personal day requests shall be submitted three (3) days in advance. In emergencies less notice may be accepted.
  2. One (1) additional personal leave day without pay may be requested.
- D.** Funeral leave days shall be granted up to the following limitations:

1. Five (5) funeral leave days for a death in the immediate family: spouse, parents, brother/sister, and children/step child.
  2. Three (3) funeral leave days for a death of: parent in-law, children in-law.
  3. Two (2) funeral leave days for a death of: brother/sister in-law, grandchildren, grandparent, grandparent in-law.
  4. Up to one (1) funeral leave day shall be granted for serving as a pallbearer for a deceased employee during regular work hours.
  5. The Association shall be granted one (1) funeral leave day to attend the funeral of a deceased association member.
- E. Jury Duty service will be compensated by the difference between regular pay and jury duty pay.
- F. The Association President or designee shall be granted four (4) paid leave days each year to be used at the Association's discretion. Requests for use should be submitted three (3) days in advance.
- G. Leaves without pay shall be granted for the following reasons:
1. Personal illness leave for up to twelve (12) months.
  2. Notwithstanding any other provision of this agreement, the district reserves the right to exercise those rights afforded to it under the Family Medical and Leave Act and the rules adopted by the federal government for its implementation in assessing unpaid leave requests from eligible employees.
- H. A general purpose leave for any reason may be granted a leave of absence for up to a six (6) month period, subject to the approval of the Employer.
- An employee may apply for an educational leave for up to six (6) months. Such requests will be submitted in writing to the Superintendent or his/her designee. The request will be approved or denied within the seven (7) calendar days of its receipt by the Superintendent or his/her designee.
- I. An employee returning from an unpaid leave of six (6) months or less will have the option to return to the same position held at the time the leave was granted with the same hours and shift, if possible.
- An employee returning from an unpaid leave of more than six (6) months will return to a classification by seniority rights.
- J. Act of God Days will institute the following special conditions:
- After the first two (2) Act of God days, employees who do not work will not be paid.

## ARTICLE 16 - NEGOTIATIONS

- A. The cost of printing of this Agreement shall be shared by the Association and the Board.
- B. This Agreement constitutes the sole and entire agreement between the parties in respect to rates of pay, wages, hours of employment or other conditions of employment, which shall prevail during its duration. This contract is subject to amendment, alteration, addition or waiver only by a subsequent written agreement between the Association and the Board.
- C. Contract maintenance meetings will be held by representatives of the Board and the Association to review the administration of the contract, discuss matters of common concern and to resolve problems.

These meetings are not intended to bypass the grievance procedure. If possible, each party should submit to the other, preferably prior to the meeting, an agenda covering what they wish to discuss.

- D. If any provision of this contract is deemed invalid under federal and/or state law, said provision shall be modified by the parties to comply with the requirements of the law. All other provisions shall remain in full force and effect.
- E. Either party may reopen this agreement on July 1 of each year by giving the other party notice in writing on or before the preceding March 1.

Either party is limited to a maximum of three (3) issues during a contract reopening.

## ARTICLE 17 - LAYOFF/RECALL

- A.** In the event the Board determines to eliminate positions and/or to reduce the work force, the order of layoff will follow the process listed below:
1. Employees must be qualified in all respects to perform the duties of the position.
  2. Probationary employees within the classification will be laid off.
  3. Part-time employees within the classification will be laid off by inverse order of seniority.
  4. Full-time employees within the classification will be laid off by inverse order of seniority.
- B.** Employees laid off by this process shall have the right to displace employees in other classifications provided:
1. They must be qualified and have the ability to perform the work required.
  2. They must have more seniority.
  3. They may only displace the least senior employee in an equal or lower paying classification.
  4. They may only displace an employee in a position, which has an equal or lower number of hours to be worked on an annualized basis.
- C.** Employees to be laid off for an indefinite period of time will be provided at least thirty (30) calendar days notice of layoff. The Association shall receive a list of the employees being laid off on the same date the notices of layoff are issued to the employees.
- D.** During a layoff an employee's entitlement to wages, insurance and other benefits are terminated.
- E.** An employee on layoff will remain on the recall list for two (2) years.

In the event of a recall, the process of recall shall be:

1. Employees shall be recalled in the inverse order of lay off within their respective classifications to positions for which they are qualified.
2. The Board shall give written notice of recall by certified mail to the employee's last known address on file with the Board.

3. The employee shall notify the Board of their intent to return on the date specified in the recall notice within seventy-two (72) hours of receiving the recall notice.

If an employee fails to notify the Board of their intent to return within seventy-two (72) hour of receipt of the notice of recall or does not report to work within ten (10) work days of the date of recall, they shall be continued on layoff.

- F. Prior to any reduction of staff within the Association bargaining unit, the Employer agrees to provide the Association with an opportunity to present to the Superintendent of Schools and the Board of Education the recommendations of the Association concerning such reductions for the consideration of the Employer prior to final Employer decision.

## ARTICLE 18 - RETIREMENT

- A. Employees hired before 6/30/94, with a minimum of ten (10) years of service to Durand Area Schools, who are retiring under the provisions of the Michigan Public School Employee's Retirement System will receive payment for seventy-five per cent (75%) of their accumulated sick leave.



## ARTICLE 19 - INSURANCE

- A.** Based on each employee's date of hire and regularly scheduled work hours, employees may be eligible for some insurance benefit.
- B.** If an employee meets the insurance benefit requirements, the Board shall provide the following MESSA PAK programs:

**Plan A** – Super Care 1 (\$100/200 deductible, \$5.00/10.00 Rx, Social Security freeze, alcoholism/drug addiction and nervous mental offset, wellness rider, hearing rider), LTD (120 day 70% of salary; \$5,000 max), Delta Dental (Class I 75; Class II 75; Class III, 60; max: UCR Class IV, 75 max: UCR), \$30,000 Term Life and VSP – 3+ Vision Plan

**Plan B** – LTD, The same as Plan A, Delta Dental (Class I, 80; Class II, 80; Class III, 80; Max: UCR Class IV, 80 Max: UCR), VSP-3+ Vision Plan, \$50,000 Term Life Insurance, Dependent Life (\$2,000/spouse, \$2,000 children).

Effective 9-1-04, or the date that the plan becomes available, Plan A: MESSA Choices II (PPO); Plan B: MESSA Choices II

- C.** Insurance Benefit Eligibility Requirements:

Employees hired before June 30, 1994:

Plan A: Employees working 6 hours or more a day will receive full insurance benefits.

Employees working less than 6 hours a day will receive a pro-rated payment. Example: 4 hours = 2/3 payment.

Plan B: Employees receive full payment.

Employees hired after June 30, 1994:

Employees must be regularly scheduled to work at least twenty (20) hours per week to be eligible for benefits.

1. If an employee chooses not to participate in both Plan A and Plan B, as provided for in the agreement, the employee shall file a waiver of health benefits with the Durand Area Schools Central Office; upon receipt, the waiver will be processed for the next available premium month (i.e. employee submits waiver on 7-2-04, waiver becomes effective on 8-1-04 to coincide with the monthly premium due date) and employee will receive \$200.00 per month (\$2,400 annually), paid over 26 pays with appropriate payroll taxes withheld.

2. Effective 9-1-04, employees will contribute 10% of the monthly healthcare premium of Plan A, up to a maximum cap of \$120.00 per monthly premium, which will be deducted through payroll deduction. The 12 monthly premium payments will be equally divided and withheld through payroll deduction from September through June annually. It is understood that all deductions made by employees will be covered under a Section 125 Plan established by the employer.
- D. Employees on unpaid leaves in excess of thirty (30) calendar days (except for those on leave under the Family Medical & Leave Act) may continue to their insurance coverage at their own expense. Payment details will be arranged through the Business Office.

## ARTICLE 20 - GRIEVANCE PROCEDURE

### A. Definitions

1. A grievance shall be an alleged violation of the expressed terms of this agreement;
2. It is agreed that a grievance in response to discharge or demotion shall be deemed abandoned if the grievant(s) files a claim or complaint seeking the same remedial relief as stated in the grievance in any other forum established by law or by regulation having the force of law.
3. The term "days" shall mean days in which school is in session. During the summer months, the term "days" shall mean regular business days on which the administration building is open.

### B. General Conditions

1. A written grievance shall be filed on the form in Appendix C.
2. Grievances not within the power and/or scope of the immediate supervisor to resolve may be entered at the Level Two (2) of the grievance procedure within twenty (20) days.

### C. Hearing Levels

**Level 1.** An employee and/or Association having cause for a complaint shall, within twenty (20) days of its occurrence or knowledge of its occurrence, file a grievance form (Appendix C) with the immediate supervisor. An Association representative may participate if requested by the employee. A copy of the grievance form shall be given to the Association by the grievant at the time of filing. The immediate supervisor shall issue a decision within ten (10) days to the grievant and a copy filed with the Association by the immediate supervisor. After the filing of the grievance, an extension of up to ten (10) additional days shall be granted at the request of either party.

**Level 2.** If the grievance is not resolved or a decision is not issued at Level 1, the employee and/or Association may file the grievance with the Superintendent within ten (10) days.

The Superintendent or designated agent shall arrange a meeting with the grievant and/or Association representative to discuss the grievance. Within ten (10) days of the discussion, the Superintendent or designated agent shall issue a decision in writing, transmitting a copy to the grievant and the Association.

If the employee and/or the Association is not satisfied with the disposition of the grievance or if no decision is issued, the Association may decide to take the grievance to Level 3 within ten (10) days.

**Level 3.** The Association and/or the Superintendent may initiate a hearing by the Board. If a Board hearing is requested, the Board, not later than its next

regular meeting or ten (10) days, whichever shall be later, shall hold a hearing on the grievance. Disposition of the grievance by the Board shall be issued in writing within ten (10) days.

**Level 4.** Following the decision by the Board, if requested, or the Superintendent's decision if a Board hearing is not requested, either party may request mediation by MERC within ten (10) days.

**Level 5.** If as a result of mediation the grievance is not resolved, the Association may appeal the grievance to the American Arbitration Association within ten (10) days.

**D. General Arbitration Provisions**

1. The arbitration proceedings shall be conducted in accordance with the rules and procedures of the American Arbitration Association.
2. The parties may mutually agree to an arbitrator.
3. The fees and expenses of the arbitrator shall be paid by the loser.

The Association and the employer shall pay their own costs of representation, witnesses, transcripts, etc.

4. Neither the Board nor the Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.
5. The decision of the arbitrator shall be final and binding subject to review in accordance with the applicable standards for judicial review.

**E. Restrictions on the Arbitrator's Authority:**

1. The arbitrator shall have no power to add to, subtract from, or otherwise modify the expressed terms and conditions of this agreement.
2. The arbitrator shall have no power to rule on the content of an evaluation, unless the claim is that the content is false or in error. The arbitrator shall have the power to rule on the procedure.
3. The arbitrator shall have the power to rule on any discipline resulting from an evaluation.
4. The arbitrator shall have no power to interpret state or federal law.

- F.** Should an employee and/or Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a grievant and/or association fail to appeal a decision within the limits specified, all further proceedings on a previously instituted grievance shall be barred.

- G.** All preparation filing, or presentation of grievances shall be held at times other than when the employee or Association representative are to be at their assigned duty stations except as agreed by the parties. In such instances, employees will suffer no loss of pay.
- H.** The time limits provided in this Article shall be strictly observed but may be extended by mutual agreement of the parties.
- I.** Any claim or grievance arising prior to the expiration of this Agreement may be processed through the grievance procedure until resolution.
- J.** No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such participation.
- K.** All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participants.

## DURAND AREA SCHOOLS 2003-2004 SCHOOL CALENDAR

August 22	Teacher Workday
August 25	First Day- ½ Day Students, ½ Day PD for Teachers
August 29	No School- Labor Day Break
September 1	No School Labor- Day Break
October 31	End of 1 <sup>st</sup> Marking Period, ½ Day Students, ½ Day PD for Teachers
November 14	½ Day Students- ½ day Parent-Teacher Conferences (HS and Elem.)
November 26	No School- Teacher Comp Day
Nov 27 & 28	Thanksgiving Break
Dec 22 –Jan 2	Christmas Break
January 16	End of the 2 <sup>nd</sup> Marking Period
January 19	No School- Record Day
February 13	No School-President’s Day
February 16	No School- President’s Day
March 24	No School-Professional Development Day for Teachers
March 26	End of the 3 <sup>rd</sup> Marking Period
April 5-9	Spring Break
May 31	No School- Memorial Day
June 3	½ Day for Students, ½ Day PD for Teachers
June 4	Last Day-½ Day for Students, ½ Day PD for Teachers
June 7	Record Day
June 8	Professional Development for Teachers
June 9	Professional Development for Teachers

DURAND AREA SCHOOLS  
2004-2005 SCHOOL CALENDAR

## DURATION OF AGREEMENT

This agreement shall be effective upon ratification by the Board of Education and the Association and shall continue in effect for two (2) years until the 30th day of June, 2005.

IN WITNESS WHEREOF, The parties execute this agreement by their duly authorized representatives having affixed their signatures below.

**FOR THE SCEA/MICHIGAN EDUCATION  
SUPPORT PERSONNEL ASSOCIATION:**

**FOR THE BOARD OF  
EDUCATION:**

\_\_\_\_\_

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# APPENDIX A

## MESPA 2007-2008 school year

1.75% increase

	Probationary	Remainder 1st yr	2nd yr	3rd yr	4th yr	11th yr**
Lunchroom						
Aides	\$7.89	\$8.36	\$8.86	\$9.33	\$9.80	\$9.88
Building Aides	\$8.09	\$8.59	\$9.10	\$9.58	\$10.10	\$10.16
Paraprofessional	\$9.47	\$10.07	\$10.65	\$11.26	\$11.86	\$11.91

## MESPA 2008-2009 school year

1.75% increase

	Probationary	Remainder 1st yr	2nd yr	3rd yr	4th yr	11th yr**
Lunchroom						
Aides	\$8.03	\$8.51	\$9.02	\$9.49	\$9.97	\$10.05
Building Aides	\$8.23	\$8.74	\$9.26	\$9.75	\$10.28	\$10.34
Paraprofessional	\$9.64	\$10.25	\$10.84	\$11.46	\$12.07	\$12.12

\*\*To qualify for the 11th year step, an employee must have completed eleven years of service by September 1.

Employees who are required to attend in-service training or other school related activities will receive their regular rate of compensation.

**Longevity Payments shall be attached to hourly rate and paid as part of regular salary.**

Years of Service  
as of November 30

Additional Payment

3 - 5	\$0.34/hour
6 - 9	\$0.37/hour
10 - 13	\$0.39/hour
14 +	\$0.44/hour

**NOTE:** Employees hired after June 30, 1994, must have at least fourteen (14) years of service to qualify for longevity payment.



# APPENDIX - A

## MESPA 2003-04 School Year

### 0% Increase

	Remainder					
	Probationary	1st Year	2nd Year	3rd Year	4th Year	11th Year**
Lunchroom Aide	\$7.67	\$8.14	\$8.62	\$9.08	\$9.53	\$9.61
Building Aide	\$7.87	\$8.36	\$8.85	\$9.33	\$9.83	\$9.89
Paraprofessional	\$9.22	\$9.80	\$10.37	\$10.96	\$11.54	\$11.59

## MESPA 2004-05 School Year

### 1% Increase

	Remainder					
	Probationary	1st Year	2nd Year	3rd Year	4th Year	11th Year**
Lunchroom Aide	\$7.75	\$8.22	\$8.71	\$9.17	\$9.63	\$9.71
Building Aide	\$7.95	\$8.44	\$8.94	\$9.42	\$9.93	\$9.99
Paraprofessional	\$9.31	\$9.90	\$10.47	\$11.07	\$11.66	\$11.71

\*\*To qualify for the 11th year step, an employee must have completed eleven years of service by September 1.

Employees who are required to attend in-service training or other school related activities will receive their regular rate of compensation.

**Longevity Payments:** (distributed in lump-sum in December)

### Years of Service as of November

<u>30</u>	<u>Additional Payment</u>
3 - 5	\$0.33/hour
6 - 9	\$0.36/hour
10 - 13	\$0.38/hour
14+	\$0.43/hour

**NOTE:** Employees hired after June 30, 1994, must have at least fourteen (14) years of service to qualify for longevity payment.

2003-04 school year – rates remain the same as 2002-03 rates (no increase)

2004-05 school year – rates reflect 1% increase over 2002-03 hourly rates

**APPENDIX - B**

**LEAVE FORM**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DATE LEAVE WILL BEGIN:** \_\_\_\_\_

**DATE LEAVE WILL END:** \_\_\_\_\_

**RETURN NOTIFICATION DATE:** \_\_\_\_\_

**ELECTION OF INSURANCE CONTINUATION:**     **YES**     **NO**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

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*For office use only*

**INSURANCE PAYMENT REQUIRED:** \$ \_\_\_\_\_

**PAYMENT DUE DATE:** \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPENDIX C - GRIEVANCE FORM**

Person(s) \_\_\_\_\_ filing \_\_\_\_\_ grievance: \_\_\_\_\_

Building: \_\_\_\_\_ Assignment: \_\_\_\_\_

**LEVEL 1 (Immediate Supervisor)**

Date of initial filing: \_\_\_/\_\_\_/\_\_\_ (Must be within twenty (20) days of occurrence or knowledge of occurrence of alleged contract violation.)

Date of violation: \_\_\_/\_\_\_/\_\_\_

Description of violation (Use attachment if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contract provisions violated:

Contract Article \_\_\_\_\_, Section \_\_\_\_\_, Page \_\_\_\_\_  
Contract Article \_\_\_\_\_, Section \_\_\_\_\_, Page \_\_\_\_\_  
Contract Article \_\_\_\_\_, Section \_\_\_\_\_, Page \_\_\_\_\_

Relief sought (Use attachment if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Check here if attachment(s) are included.

Signed \_\_\_\_\_ Received by \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Person filing or MESPA Rep.

\_\_\_\_ Copy to Association by grievant

Last day for decision: \_\_\_/\_\_\_/\_\_\_ (within ten (10) days of filing)

Ten (10) day extension requested \_\_\_\_\_ by supervisor, \_\_\_\_\_ by grievant

Disposition of grievance: \_\_\_\_\_ Upheld, \_\_\_\_\_ Denied. Conditions (Use attachment if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_ Check if attachment(s) are included.

Signed \_\_\_\_\_ Received by \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Supervisor

Date

Date

\_\_\_\_\_ Copy to Association by Supervisor

## LEVEL 2 (Superintendent or designee)

Date of filing: \_\_\_/\_\_\_/\_\_\_ (Must be within ten (10) days of decision at Level 1.)

\_\_\_ Check if new attachment(s) and/or information is included

Date of meeting to discuss grievance: \_\_\_/\_\_\_/\_\_\_

Persons \_\_\_\_\_

present:

\_\_\_\_\_  
\_\_\_\_\_

Last day for decision (within ten (10) days of meeting): \_\_\_/\_\_\_/\_\_\_

Disposition of grievance: \_\_\_ Upheld, \_\_\_ Denied. Conditions (Use attachment if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Check if attachment(s) are included.

Signed \_\_\_\_\_ /\_\_\_/\_\_\_/ Received by \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Superintendent Date

Date

\_\_\_ Copy to Association by Superintendent

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## Level 3 (Board hearing if requested)

Date of request (must be within 10 days of decision at Level 2): \_\_\_/\_\_\_/\_\_\_

Requested by: \_\_\_\_\_

Date of hearing: \_\_\_/\_\_\_/\_\_\_

Last day for decision (within ten (10) days of hearing): \_\_\_/\_\_\_/\_\_\_

Last day for decision (within ten (10) days of meeting): \_\_\_/\_\_\_/\_\_\_

Disposition of grievance: \_\_\_ Upheld, \_\_\_ Denied. Conditions (Use attachment if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Check if attachment(s) are included.

Signed \_\_\_\_\_ /\_\_\_/\_\_\_/ Received by \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Board Representative Date

Date

**LEVEL 4 (Mediation)**

Date of request *(must be within 10 days of Board's decision, if a hearing is requested, or within 10 days of Superintendent's decision)* \_\_\_/\_\_\_/\_\_\_

Requested by: \_\_\_\_\_

Please attach a copy of the parties interpretation of the Mediator's recommendations or report.

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**LEVEL 5 (Arbitration)**

Date of request *(must be requested within 10 days of the end of mediation)*  
\_\_\_/\_\_\_/\_\_\_

Requested by: \_\_\_\_\_

Please attach a copy of the Arbitrator's report.