

MASTER AGREEMENT

BETWEEN

MONTAGUE AREA PUBLIC SCHOOLS

AND

**THE MONTAGUE EDUCATION SUPPORT
PERSONNEL ASSOCIATION**

July 1, 2022 through June 30, 2025

**IT IS THE MISSION OF MONTAGUE AREA PUBLIC SCHOOLS TO EDUCATE AND INSPIRE ALL STUDENTS TO
BECOME MMOTIVATED, ARTICULATE, PRODUCTIVE, AND SUCCESSFUL CITIZENS
FOR TODAY, TOMORROW, AND FOREVER.**

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AGREEMENT

This Agreement is entered into on this 1st day of July 2022 between the Montague Area Public Schools (hereinafter referred to as the "Employer") and the Montague Area Public School, Montague Education Support Personnel Association/MEA/NEA (hereinafter referred to as "Union").

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment that will promote orderly, peaceful and friendly labor relations for the mutual benefit of the employees, Employer, and Union.

ARTICLE 1 RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 370 of the Public Acts of 1965 of the State of Michigan as amended, hereinafter referred to as the "ACT", the Employer does hereby recognize the Montague Education Support Personnel Association/MEA/NEA, to be the exclusive representative of all the regular full-time and regular part-time non-teaching employees, excluding confidential secretary to the Superintendent, Business Manager, Bookkeeper, other central office staff, supervisors and substitutes, as defined in the Act, for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment, for the term of this Agreement.

If there is any question concerning the inclusion of any newly created position within the bargaining unit, the parties shall meet to discuss such question and, if no agreement can be reached, shall submit such question to the American Arbitration Association for resolution.

ARTICLE 2 BOARD RIGHTS

The Union shall recognize that the Board of Education, on its behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States.

Except as expressly abridged or modified by this Agreement or by the Act (PA 379 of 1965), the powers, rights, authorities, duties and responsibilities shall include the right to hire, promote, or demote; to transfer and discharge; to lay off; to retire employees; to determine schedule of hours of work and school term; and to sub-contract work, which is allowable under PERA as amended. The Board also retains the right to make and enforce reasonable rules and regulations to promote safety, efficiency and discipline; to provide order and protection of the Employer's employees, operations, and property from injury, damage, or other loss from any source. Prior to the rules becoming effective, the rules shall be subject to a special conference if the Union feels they are unreasonable. The Union shall request the special conference within five (5) working days from the date of the posting. In return for wages and fringe benefits, the employees agree to perform a fair day's work.

**ARTICLE 3
ASSOCIATION RIGHTS**

- A. The Association and its members shall have the right to use District building facilities at reasonable times and hours provided that the Association follows the appropriate District procedures for building usage. The Association and its members may also use District equipment, and supplies so long as such does not interfere with the operation of the District. The Association may post Association notices on a bulletin board designated for such purpose.
- B. As the exclusive bargaining agent for all bargaining unit members covered under this agreement, the Montague Education Support Personnel Association/MEA/NEA has the right to request and receive any and all information on bargaining unit members as permitted by law. The District shall provide the Association president and Association treasurer with pertinent contact information on all bargaining members who are new hires and those bargaining unit members who have had a change in their employment status with the District within 10 days of such occurrence.

**ARTICLE 4
EVALUATION**

- A. All monitoring or observation of the work performance of an employee shall be conducted openly and with the knowledge of the employee. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited. This does not prevent the evaluator from using information gathered through building sites and classroom walkthroughs, or from direct observation of the employee's performance. Employees will be evaluated on the evaluation form pertinent to their classification.
- B. A formal evaluation shall be in writing and a conference with the administrator held prior to June 1st of the current school year. Deficiencies of the employee's performance shall be specifically identified and performance goals for improvement delineated. Employees shall sign the evaluation, but such signature **does not** indicate agreement. If an employee is in disagreement with the evaluation, he/she may submit a written rebuttal within five (5) workdays of the conference that shall be attached to the evaluation in question. If a written disagreement is filed, a second conference may be held within ten (10) workdays of the filing upon the request by either party for such conference to discuss the rebuttal. The employee shall have the right to representation by the Association president or designee.
- C. The content of the employee's evaluation shall not be subject to the grievance procedure. Violations of evaluation procedure and/or timeliness shall be subject to the grievance process.

**ARTICLE 5
BULLETIN BOARDS**

The Employer will provide bulletin boards in each building which may be used by the Union for posting notices of the following types:

- (1) Notices of recreational and social events.
- (2) Notices of elections.
- (3) Notices of results of elections.
- (4) Notices of meetings.

ARTICLE 6
UNION REPRESENTATION/ ASSOCIATION AND BUILDING REPRESENTATIVES

The Union will furnish to the Employer a list of the association and/or building representatives, bargaining committee members, and President and will notify the Employer of any changes thereof. The Employer will notify the Union in writing of its representatives in the Grievance Procedure and will notify the Union of any changes thereof.

Authorized time for union business spent during regularly scheduled working hours by the association officers, representatives, members of the bargaining committee, or President shall be paid for at the regular rate of pay. The immediate supervisor shall grant the necessary time off for such duties provided the release time is arranged in advance.

For the purpose of handling complaints and grievances under the Grievance Procedure, there shall be one association or building representative for each department. In the absence of a representative, an alternate building representative may be appointed by the President. The association representative shall be allowed reasonable time off to investigate and present grievances to the Employer without loss of time or pay for the time spent during their regular scheduled working hours, provided the release time is arranged with the immediate supervisor in advance.

When arranging release time for authorized union business, the association officers, representatives, members of the bargaining committee, or President are to notify their immediate supervisor of the following: The nature of the union business, complaint or grievance, if known; and the location and the approximate time required.

ARTICLE 7
SPECIAL CONFERENCES

- A. Special conferences for important matters will be arranged between the President and the Employer or its designated representative upon the request of either party. Such meetings shall include at least two (2) representatives of the Union, and two (2) from the Employer. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting 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. Employees attending special conferences, when arranged during working hours, shall not lose time or pay for attending special conferences. This meeting may be attended by a union representative, including the MEA UniServ Director, and members of the Board.
- B. The Union representative may meet at a place designated by the Employer on the Employer's property for at least one-half hour immediately preceding the conference. No employee will be paid for conducting or attending Union meetings.

ARTICLE 8
NO STRIKE CLAUSE

The Union, its officers, and its members, individually and collectively, agree that neither it nor they will cause, permit or take part in any sit-down, stay-in, or slowdown, or any curtailment of work, or restriction of service, or interference with the education of the children. The Union, its officers, and its members will not cause, or permit its members to cause, nor will any member of the Union take part in any strike or stoppage of any of the Employer's operations.

**ARTICLE 9
GRIEVANCE PROCEDURE**

Any employee having a grievance arising as to the application or interpretation of this Agreement herein set forth:

The grievance must be presented in writing by the association representative to the immediate supervisor, on the form attached as Appendix II, within thirty (30) working days from the date of its occurrence. The grievance must include the grievant's signature (when applicable) and must indicate the specific Article(s) allegedly misapplied or misinterpreted.

Step 1:

- A. If an employee feels he has a grievance, he shall discuss the grievance with the supervisor. A Union representative shall be given an opportunity to be present during all discussions.
- B. If the matter is not disposed of within two (2) working days, it may be submitted in written form by the President to the supervisor.
- C. The supervisor shall answer the grievance, in writing, within five (5) working days.

Step 2:

- A. If the Supervisor's answer does not resolve the grievance, the chief association representative may submit the grievance in writing to the Superintendent within five (5) working days from the receipt of the supervisor's answer.
- B. The Superintendent shall answer the grievance within five (5) working days from receipt of the written grievance.

Step 3:

- A. If the Superintendent's answer does not resolve the grievance, the Union may submit the grievance to the Board of Education within five (5) working days of the date of the receipt of the Superintendent's answer. The School Board or a Board committee will arrange to discuss the grievance within ten (10) working days. The Employer shall answer the grievance within five (5) calendar days from the date of the meeting.

Step 4:

- A. If the Board's answer does not resolve the grievance, and the Union wishes to carry the matter further, it shall within thirty (30) calendar days after receipt of the written reply at step 3, notify the Superintendent of its written intent to submit the matter to arbitration. Upon receipt of the Union's notice of intent, the parties shall attempt to mutually select an arbitrator. If the parties are unable to mutually select an arbitrator, the Union may file a Demand for Arbitration at the American Arbitration Association, provided that such Demand is filed within sixty (60) calendar days after receipt of the Employer's answer at Step 3. The matter shall thereafter be administered by the Commission in accordance with its Voluntary Labor Arbitration Rules. The Commission's administrative fee and the arbitrator's fees and expenses shall be borne equally by the parties. The arbitrator shall be required to issue his decision within thirty (30) days after the conclusion of testimony and argument.

- B. The arbitrator shall have no power to add to, subtract from, alter or modify any of the terms of the Agreement. There shall be no appeal from the arbitrator's decision. Each such decision shall be final and binding on the Union and its members, the employee or employees involved, and the Employer.
- C. Where no monetary loss has been alleged, the arbitrator shall have no power to order one.
- D. If the proceedings involve any matter which is or might be alleged as a grievance are instituted in any administrative action before a government board or agency, or in any court, then any further proceedings on such grievance under this Article shall be barred.

Likewise, it is expressly understood and agreed that taking an appeal to the arbitrator constitutes an election of remedies and waiver of any and all rights of the appealing party and any person or persons he, she or it represents to litigate or otherwise contest the appealed subject matter in any court, administrative agency or other forum.

- E. The arbitrator shall have no jurisdiction over any dispute concerning the discipline, discharge, transfer, or layoff of any probationary employee.
- F. Any grievance not appealed from one step of the Grievance Procedure to the next step, within the time limits set by the Grievance Procedure, shall be considered settled on the basis of the last answer and not subject to further review. An arbitrator shall have no power to reach the merits of a grievance which was not filed or appealed within the contractual time limits, however, nothing in this paragraph shall be deemed to require an arbitrator to hold a separate hearing on any timeliness issue. The time limits under this procedure may be extended by mutual agreement.
- G. A grievance may be withdrawn without prejudice, and if so withdrawn, all financial liabilities shall be canceled.
- H. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned, reduced by monies which were earned but which would not have been earned had employment with the Employer continued and further reduced by unemployment compensation, if any, received. This paragraph shall not be construed as requiring an arbitrator to award back pay as a remedy.

**APPENDIX I
GRIEVANCE REPORT FORM**
(Submit to Supervisor/Principal in duplicate)

<u>DISTRIBUTION OF FORM</u>	
1.	Superintendent
2.	Principal/Supervisor
3.	Association

Grievance # _____

School District: _____

BUILDING	ASSIGNMENT	NAME OF GRIEVANT	DATE FILED

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Specific articles, sections, and subsections violated _____

3. Relief Sought _____

Signature Date

C. Disposition of Supervisor/Principal _____

Signature of Principal/Supervisor Date

D. Disposition of Grievant and/or Union/Association _____

Signature Date

If additional space is needed in reporting Section B of Step 1, attach an additional sheet.

(Continued on Reverse Side)

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature

Date

C. Position of Grievant and/or Union Association _____

Signature

Date

STEP III

A. Date Submitted to Board of Education (If Applicable) _____

B. Disposition of Board of Education _____

Signature

Date

C. Position of Grievant and/or Union Association _____

Signature

Date

NOTE: All provisions of Article _____ of the Agreement dated _____, 20 ____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

ARTICLE 10
EMPLOYEE DEFINITIONS

- A. For the purpose of articles pertaining to seniority (Article 11) and vacancies (Article 17) the following definitions shall prevail:
1. Full-Time – Positions that are regularly scheduled for 30 + hours per week.
 2. Part-Time – Positions that are regularly scheduled for under 30 hours per week.
 3. Occasional – Substitutes who work only when called, on a as needed basis.
 4. Temporary – Seasonal positions to assist the regular workforce. Temporary employees shall not be used to take the place of full-time employees or work overtime or work in regular job classifications when other regular employees defined in this Agreement are available. The length of their employment shall be limited to three (3) months during a year (July 1 - June 30). If a temporary employee is retained as a full-time employee or works beyond the length of employment as defined above, he/she shall have seniority accumulated from his/her original first day of work and applied toward his/her probationary period subject to Section A of this Article.
- B. For the purpose of articles pertaining to vacation (Article 22), paid holidays (Article 23), and employee benefits (Article 24) the following definitions shall prevail:
1. Extended Year Employee – Unit members scheduled to work at least 200 days a year.
 2. 12-Month Employee – Unit members scheduled to work at least 230 days a year.
 3. School Year Employee – Unit members scheduled to work less than 200 days a year but more than 170 days a year.

**ARTICLE 11
SENIORITY**

- A. New Employees hired in the unit shall be considered probationary employees for the first sixty (60) working days. When an employee finishes the probationary period, he/she shall be entered on the seniority list from his/her first day of work. There shall be no seniority among probationary employees.
- B. A probationary employee referred to in A. above may be discharged, disciplined, transferred, or laid off without cause, except for lawful union activity, without recourse to the Grievance Procedure.
- C. Seniority shall be on a departmental basis, in accordance with the first day of work in the department and classification. Seniority shall be retained but shall not accrue when an employee is on an unpaid leave of absence in excess of 30 consecutive calendar days. Departments and classifications included therein are as follows:

Instructional Support Service:

Library/Media Center Aide

Paraprofessionals

LRE Aide

Title I-60 credit hours

Paraprofessional w/and w/o CDA

Teacher Aide

Special Services:

ELL Assistant *Previously ESL

Administrative Support Services:

Administrative Secretary

Secretary/Registrar

Title I Assistant

Clerks

Transportation:

Bus Driver

Inter-school Transportation

Bus Monitor

Operation and Maintenance

Custodian

Food Service

Cook

Cook Aide

Kitchen Manager

- D. For the purpose of all benefits and wages covered by this Agreement, employees moving from one department to another, in accordance with Article 17, Vacancies, shall have seniority from their first day of work with the Employer. Employees will not suffer a loss in hourly wage when moving to a higher paying job classification. Employees will not suffer a loss in hourly wage when moving to a lower paying job classification unless they would be at the top of the wage schedule in the department they are moving to. Should a situation occur which does not meet the language identified above in this section; the parties will meet and discuss the appropriate placement on the salary schedule for the impacted bargaining unit member.
- F. The seniority list on the date of this Agreement will show the names and job titles of all employees of the unit entitled to seniority. Employees who transfer from one department to another shall retain seniority in their former department.

- G. The Employer will keep the seniority list up to date at all times and will provide the local union membership with up-to-date copies at the request of the Union, to be delivered within ten (10) workdays of the request. By October 1 of each year, the seniority list shall be posted. Employees shall have ten (10) working days to object to the list. Thereafter, the list shall be considered final and conclusive. The Employer shall notify the President in writing of any changes in the status of the seniority list within ten (10) days thereafter.
- H. Termination of employment shall result and an employee shall lose his/her seniority for the following reasons only:
1. He/she quits.
 2. He/she is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
 3. If he/she does not return to work when recalled from layoff as set forth in the recall procedure.
 4. If he/she does not return to work from sick leave as set forth in the sick leave procedure.
 5. He/she is absent for three (3) consecutive working days without notifying the Employer. In proper cases, exceptions may be made. After such absence, the Employer will send written notifications to the employee at his/her last-known address that he/she has lost his/her seniority and his/her employment has been terminated.
 6. The employee is laid off for two years.

**ARTICLE 12
LAYOFF AND RECALL**

- A. If it becomes necessary for a layoff, the following procedure will be effective. Probationary and temporary employees within a job classification will be laid off first provided a more senior qualified employee in that classification is able to perform the duties of the position. Employees with the least seniority will be laid off in accordance with their seniority within job classifications.
- B. A laid off employee may claim the job of a less senior employee provided the employee previously held a position in that classification and the employee has the ability to perform the job. A laid off employee shall not bump a bus driver unless the employee bumping has a valid Michigan State certificate to drive a school bus.
- C. Employees to be laid off for an indefinite period of time or ten (10) days or more will have at least twenty-one (21) calendar days' notice of layoff, except in cases of an emergency where it is impossible to do so. Short term layoffs of ten (10) days or less may be given without advance notice. The Union secretary shall receive a list from the Employer of the employees being laid off on or before the same date the notices are issued to the employees.
- D. When the working force is increased after a layoff, employees will be recalled according to seniority, as defined in this Agreement, provided the laid off employees have the qualifications and ability to perform the available work. Notice of recall shall be sent to the employee at his last-known address by certified mail. If an employee fails to notify the Superintendent's office in writing of his/her intent to return to work within ten (10) calendar days after a certified (return receipt requested) recall notice is received, he/she shall be considered a quit. The employee who notified the Superintendent in writing of his/her intent to accept recall and who then fails to report to work on the first scheduled day for that position shall also be considered a quit.
- E. In the event of layoff only, representatives and the president will be retained at work as long as there is work available which they can perform.

**ARTICLE 13
VETERANS**

All state and federal laws applicable to the employment of veterans shall apply.

**ARTICLE 14
WORK HOURS**

- A. 12-Month employees who work a shift beginning after twelve (12) noon shall receive, in addition to their regular rate, twenty cents (20¢) per hour. An employee temporarily transferred to a shift beginning prior to noon, shall continue to receive the shift premium. *All employees hired after June 30, 2016, will no longer receive the twenty cents (20¢) shift premium.
- B. LRE Aides assigned to a student with a health component will receive premium pay of an additional \$1.00 an hour. Building Administration, MESPA, and MAISD liaison will work together to determine the health component of the student.
- C. Bus Drivers: Regular shifts shall be two (2) runs or more per day, Monday through Friday.
- D. Employees in the Custodial, Administrative Secretary, Secretary, and Cook, classification who work eight (8) hours per day may take a "rest break" in the first half and the second half of their regular shift, not to exceed fifteen (15) minutes each. Employees working between four (4) and eight (8) hours for a work period shall receive a "rest break" of fifteen (15) minutes at approximately the mid-point of each work period. Other employees working between three (3) and four (4) hours for a work period shall receive a "rest break" of ten (10) minutes at approximately the mid-point of each work period.
- E. All employees are expected to be at their regularly assigned building at their regularly scheduled starting time; and there shall be no splits except for dinner, which is not included in the shift.
- F. Employees will be compensated at their regular straight time rate for hours spent in training sessions and in-service meetings and for which attendance is required.
- G. Extra Runs
 - 1. Extra runs will be assigned on a rotating basis.
 - 2. Bus drivers' names will be listed according to seniority.
 - 3. Extra run postings will be displayed early enough for all to review.
 - 4. It will be the responsibility of the driver to sign up for the posted extra runs by the following deadlines:
 - a. Friday by noon for extra runs taking place on Monday, Tuesday or Wednesday
 - b. Tuesday by noon for extra runs taking place on Thursday, Friday, or Saturday.
 - 5. Extra runs will be appointed to drivers by the following schedule:
 - a. Friday afternoon for extra runs taking place on Monday, Tuesday or Wednesday.
 - b. Tuesday afternoon for extra runs taking place on Thursday, Friday, or Saturday.
 - 6. Emergency runs are those that are received after runs have been scheduled.
 - 7. If a run is canceled, that driver will have the opportunity to the next unassigned run.

ARTICLE 15
TIME AND ONE-HALF

- A. Time and one-half shall be paid as follows:
 - 1. For all hours worked over eight (8) hours per day with the exception that:
 - a. by mutual agreement of the employee and his immediate supervisor during vacation breaks or summer recess the employee may work a four (4) day, ten (10) hour shift;
 - b. comparable schedules may be designed at other times, but only with express written agreement of the union and the employer.
 - 2. For all hours worked over forty (40) hours per week.
 - 3. For the hours worked on holidays as defined in the agreement, plus holiday pay.
 - 4. For all-purpose computing overtime, the work week shall be from 12:01 a.m. Sunday until midnight Saturday.
- B. Two times the employee's regular straight-time hourly rate shall be paid for all hours worked on Sunday, except graduation day.
- C. The Employer shall not alter the work week to avoid the payment of overtime for Saturday work unless mutually agreed between the Employer and the employee or employees involved.
- D. An employee will be expected to work overtime or extra hours as assigned by his supervisor to fulfill the needs of the school district and ensure its continuous operation.
- E. A custodian shall be assigned for a minimum of two (2) hours each time he/she is called in/reports for work outside his/her regular shift and shall be paid the rate of \$100 for the first two hours and then the normal rate of pay for any additional hours worked. In order to receive the \$100 for the first two hours, the custodian who signed up for or was assigned to the extra work must work the full shift.
- F. Equalization of Overtime and Extra Hours.
 - 1. Overtime and extra hours shall be divided as equally as possible among employees in the same classification and/or in their building.
 - 2. Whenever overtime or extra hours is (are) required, the person with the least number of overtime hours in that classification and/or within their building will be called first and so on down the list in an attempt to equalize the overtime hours.
- G. Assignment of Overtime and Extra Hours within Classifications for Custodians
 - 1. Overtime and extra hours will be assigned on a rotating basis beginning with the most senior in each classification.
 - 2. Employees' names will be listed according to seniority within each classification.
 - 3. Overtime and extra hours postings will be displayed early enough for all to review.

4. It will be the responsibility of each employee to sign up for the posted overtime / extra hours by the following deadlines:
 - a. Thursday by noon for overtime / extra hours taking place on Saturday, Sunday, Monday, Tuesday or Wednesday.
 - b. Tuesday by noon for overtime / extra hours taking place on Thursday or Friday.
5. Overtime / Extra hours will be appointed to employees by the following schedule:
 - a. Friday afternoon for overtime / extra hours taking place on Monday, Tuesday or Wednesday.
 - b. Tuesday afternoon for overtime / extra hours taking place on Thursday, Friday, or Saturday.
6. If overtime and extra hours are canceled, that employee will have the opportunity to sign up for the next posted overtime hours.
7. Overtime and extra hours that arise after the stated assignment deadline for the designated period (i.e. after Tuesday afternoon for overtime hours on Thursday and Friday) will be assigned in accordance with this article item F (Equalization of Overtime Hours).
8. After all members of a job classification have been offered overtime and extra hours further overtime and extra hours will be assigned in accordance with this article item F (Equalization of Overtime and Extra Hours).

ARTICLE 16 CLASSIFICATION AND RATES

- A. The pay scale for the duration of this contract will be found in Salary Schedule A.
- B. Bus Drivers: A "regular run" shall be based from the time of departure until return and each run shall be paid no less than one (1) hour. Bus drivers who are assigned to any noon kindergarten run will be paid for the actual time from the time of departure until return, but not less than one (1) hour.
- C. Regular drivers requesting extra runs shall be paid at the rate for regular runs for all driving time and at the downtime rate for all non-driving time during the extra run. Regular drivers who are required to take extra runs in place of their regular runs shall receive the same rate of pay as their regular runs or the total rate for the extra run, whichever is greater.
- D. Payday shall be semi-monthly
- E. Other Employer Provided Benefits
 1. Reimbursements:
 - a. The Employer agrees to reimburse employees for the full cost of physicals or other tests required by the State or the school district as a condition of employment and to pay the additional fee, if any, in excess of the cost of a Michigan vehicle operator's license for operator's license endorsements required to operate a school bus.
 - b. Employees required to take the mandatory drug test will be compensated for the time at their regular rate of pay. Employees required to drive their private vehicles to and from the test site will be compensated for the mileage at the current IRS mileage rate.

2. Clothing:

- a. The Employer agrees to provide to each custodial and maintenance employee, at no cost to the employee between July 1 and September 30 of each year, two (2) sets of uniforms.
- b. The Employer agrees to provide, by November 1, at no cost to each bus driver one (1) winter weight outer apparel and one (1) spring weight outer apparel. One (1) of the aforementioned apparel will be purchased every other year so that the winter weight outer apparel is replaced every four years and the spring weight outer apparel is replaced every four years. Drivers will wear the apparel on all field trips, athletic runs, and other runs to which they are assigned.

3. Meals:

- a. provided that a run is four (4) hours or more in duration and a paid receipt is presented, the school district shall reimburse bus drivers for meals as follows:

Breakfast –	not to exceed \$4.00
Lunch –	not to exceed \$6.00
Dinner –	not to exceed \$8.00

- F. The Employer will provide job descriptions.
- G. The employer will pay the cost of any criminal investigation background check required after the initial hire.
- H. The employer will reimburse employees who are required to take and pass the "Parapro Proficiency" test at the completion of one (1) year of employment.

**ARTICLE 17
VACANCIES**

- A. A vacancy shall be defined as any previously filled position or newly-created position which the District intends to fill.
- B. All job vacancies to be filled shall be posted within no more than five (5) days of the opening for five (5) working days in a conspicuous place in each building or using the District's automated system setting forth the minimum requirements, the building, shift, and rate of pay for the position. In the summer months (July and August), the vacancies shall be posted for ten (10) days. Employees should submit a resume or application when applying for jobs outside their classification.
- C. The job shall be awarded to the most senior applicant from within the classification. If there is no applicant from within the classification then the job shall be awarded to the most senior applicant from within the department, provided the applicant is qualified as defined below. If no one from the department applies, the bargaining unit members from the remaining departments will be awarded the position if they meet the qualifications of the posting, including skill, ability, experience, education, licensure or certification, and the greatest seniority of those qualified, bidding outside the posted classification.
- D. The union president shall receive a copy of all job postings when they are posted and a copy of the award or denial (of current employees) within fifteen working days after the posting period. Summer job postings shall be communicated to all bargaining unit members via district email.

- E. The job shall be awarded or denied (of current employees) within ten (10) working days following the closing of the posting period. Summer postings for bus driver positions shall be filled at a departmental meeting held within three (3) weeks prior to the start of school. Drivers attending the department meeting shall be compensated at their downtime rate for the length of the meeting. A detailed explanation of any vacancies shall be provided to all in attendance. Only those in attendance may apply for any vacancies unless a written proxy has been provided to the Union Steward by the absent bargaining unit member.
- F. Employees will not be awarded positions in more than one classification if those positions have the potential of conflicting work schedules. There shall be no requirement to award a second position.
- G. In the event the senior applicant(s) is denied the job where no employee within the same job classification has applied, reason(s) for the denial shall be given in writing to the applicant(s).
- H. Employees shall be subject to a thirty (30) calendar day trial period. During the trial period, the employee shall have the opportunity to revert to his former classification. If the employee is unsatisfactory in the new position, notice and reason(s) shall be submitted to the Union in writing by the Employer, with a copy to the employee. During the trial period, employees will receive the pay rate of the job they are performing. During the trial period, the position left vacant by the transferring employee may be filled by a substitute at the employer's discretion.
- I. If an employee is transferred or promoted to a position under the Employer, not included in the bargaining unit, his seniority will be frozen. If he wishes to return to a position in the bargaining unit, he must return to an open position. Employees transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided in this Agreement.
- J. Temporary Transfers. If it becomes necessary to transfer an employee or employees from one classification to another, the employees affected will be given the opportunity to transfer based on seniority, desire, and classification, not to exceed ten (10) working days.
- K. If the transfer is to exceed ten (10) working days, it shall be covered under the job posting, setting forth the estimated length of time.
- L. Summer vacation and other times of the year when school is normally not in session shall not constitute a transfer.
- M. Employees temporarily required to work in a higher classification shall be paid the higher classification rate at the employee's current step.

When a new job is placed in the bargaining unit and cannot be properly placed in an existing classification, the employer shall notify the President in writing of the new job and shall establish the rate of pay for the job. The Union shall have ten (10) days from the date of notice to object to the rate of pay. If the Union objects in writing within the ten (10) day period, the rate of pay shall be subject to negotiations.

ARTICLE 18
WORKERS' COMPENSATION ON-THE-JOB INJURY

Any employee who is eligible for workers' compensation benefits will receive, in addition to the workers' compensation benefits, an amount to be deducted from his/her sick leave sufficient to make up the difference between the workers' compensation benefits and his/her regular weekly income, except that such payment shall not be made, nor shall sick leave be deducted, if the employee so requests. This shall continue only until sick leave is exhausted. It is understood that the sum of the workers' compensation benefits and sick leave shall not exceed the amount of his/her regular weekly income.

It is further agreed, for purposes of Section 354 of the Workers' Disability Compensation Act, that the exchange of a sick day (or part thereof) in return for the payment of a salary differential by the school district, constitutes a direct contribution to this plan by the employee. Should said contribution by an employee be held by any court or administrative agency of competent jurisdiction to be an "offset" under Section 354(b) of the Workers' Disability Compensation Act against benefits to be received by said employee under the Act, the Board shall not be required to pay the additional wage amounts charged to the employee's accumulated sick leave as provided for above.

ARTICLE 19
EMERGENCY SCHOOL CLOSING/DISTRICT SHUT DOWN

Whenever schools are closed due to severe weather or other emergencies, and unit members are notified not to report, they shall receive up to three (3) paid days in one school year. These days may not accrue but are only granted as needed.

If the district is closed for more than three (3) days due to severe weather or other emergencies, the unit members can choose to take an unpaid day; or if they have adequate days of contract hour accrued sick, vacation, personal, or floating holiday leave, they may exchange up to a maximum of ten (10) paid time off days to be paid for the school closing days.

Bargaining unit members who have applied for and received unemployment compensation when school is closed for inclement weather or emergencies will be required to reimburse the district for any direct costs incurred by the district due to these claims.

If drivers report and school is closed, they shall receive pay for their regular morning run.

If school is dismissed within the first three-and-a-half hours of the day (using the start of classes as the count time) employees on duty shall be paid for one-half ($\frac{1}{2}$) of a shift or their actual time worked whichever is greater. If school is dismissed after the first three-and-a-half ($3\frac{1}{2}$) hours, employees shall receive a full day's pay. However, employees may be required to work the balance of their shift.

ARTICLE 20
LEAVES OF ABSENCE

- A. Application shall be in writing to the central administrator. The Administration shall approve or disapprove in writing within fourteen (14) days after receipt of the application with a copy to the President.
- B. For employees with at least one (1) year of service, leaves of absence for reasonable periods, as defined below, will be granted without loss of seniority for:
 - A. Serving in an elected or appointed position (public or union - 2 years). (Will be given priority on the first open job available).
 - B. Child care leave for newborns and new adoptions up to one (1) year.
 - C. Illness leave - Physical or Mental. Up to one (1) year.
 - D. Prolonged illness in the immediate family. Up to one (1) year. (Spouse, children, step-children, wards, or parents). This provision is also for grandparents and/or grandchildren who reside with the employee).
- C. The employee shall notify his supervisor in writing prior to May 1 of each year whether he intends to return to employment in the ensuing school year. Failure to notify the supervisor by the appropriate date will be considered a quit.
- D. The employer may require medical verification in accordance with the Federal Family and Medical Leave Act, (FMLA). Such leave may be extended for like cause. Please see HR for details.
- E. A leave of absence of up to one (1) year, without loss of seniority, for educational purposes may be granted at the discretion of the employer.
- F. Members of the Union elected to attend a union function, such as conventions or educational conferences, shall be allowed time off without pay to attend such conferences or conventions for the local union, provided the Employer is given one (1) week or more notice. Such leave shall be limited to two (2) employees off at any one time and shall not exceed twenty (20) working days for an academic school year for the total chapter.
- G. An employee who serves on jury duty or is subpoenaed in a school related matter on behalf of the school will be paid the difference between his pay for jury duty, or witness fees and his regular pay for the time the employee would be scheduled to work. Employees scheduled for afternoon/evening shifts are not obligated to work if they have four (4) or more hours as a juror or witness. The employee must turn in the payment from the court unless it is for mileage.
- H. Employees shall retain but not accrue seniority while on all approved unpaid leaves of absence and upon return from leave shall be returned to a position to which their seniority and qualifications would entitle them.

- I. Short Term Unpaid Leave – Short Term Unpaid Leave may be granted to an employee in special circumstances in accordance with the following conditions.
 1. The Employer shall have the discretion to determine whether to grant short term unpaid leave.
 2. An employee may be granted no more than 5 days per year for unpaid leave.
 3. Short Term Unpaid leave will not affect an employee's sick leave.
 4. Mandatory time off (custodial shutdowns) does not count towards short term unpaid leave.
 5. Personal Leave and/or vacation days must be used prior to or in conjunction with unpaid leave. Unpaid leave will not be granted unless all Personal Leave and vacation days have been used or are used in conjunction with the Unpaid Leave.
 6. Short Term Unpaid leave does not accumulate or carry over to succeeding years.
 7. Employees must apply for unpaid leave fourteen (14) calendar days prior to the first day of leave. Under extenuating circumstances, the fourteen (14) day requirement may be waived by the district.

**ARTICLE 21
PAID LEAVE**

- A. All employees covered by this Agreement shall be awarded one (1) sick leave day per month provided he/she works eleven (11) scheduled work days or more in that month, with a cap of one hundred sixty (160) days accumulation.

Red Rover balances will be uploaded quarterly (July, September, December and March).

1. To be eligible for sick leave, an employee must notify his/her supervisor at least one hour prior to their report time or the start of school, whichever is earlier. Exceptions may be made in proper cases. Sick leave used for doctor and/or dental appointments when the employee is not medically unable to work shall be limited to the time necessary for such appointments. Second shift employees may not use sick leave for doctor and dental appointments (except in emergencies) when the employee is not medically unable to work.
2. An employee, while on sick leave, will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement and will be construed as days worked specifically.
3. Each employee's sick leave days shall be based on the number of hours they are regularly scheduled to work per day, up to eight (8) hours.
4. If the Employer feels an employee has abused or been unreasonable with sick leave, the Employer may require medical verification or other reasonable proof of illness, at the Employer's option.

5. Accumulated Sick Time is sick time that an employee has carried over from a previous year. Accumulated Sick Time may be used for non-student days during an employee's scheduled work calendar once vacation days have been exhausted. For school year employees non-student days include Christmas Break, Mid-Winter Break, Spring Break, and Teacher PD days. For secretaries and custodians non-student days include Christmas Break, Mid-Winter Break, Spring Break, Teacher PD and Summer break. Custodians using accumulated sick time during summer break are to follow the vacation day request procedure outlined in Article 22 Vacation. Employees who do not receive vacation time may use their accumulated sick time as listed above.
 6. Provided that an employee has fifteen (15) years of continuous employment in the district, fifty percent (50%) of the accumulated sick leave shall, upon retirement, be paid to the employee, or in the event of the employee's death to the beneficiary. Payment shall be made within two (2) weeks from the date of separation at the employee's prevailing rate. This payout is only available to those unit members who notify administration in writing their intent to retire by April 15th of the current year.
 7. An employee during each year (July 1 - June 30) may use ten (10) paid sick days for illness in the employee's immediate family. For purposes of this section, immediate family is defined as the employee's spouse, parents, or children. This provision is also for grandchildren or grandparents living in the home.
- B. Each employee shall be allowed two (2) days each year (July 1 - June 30) without loss of wages to attend to affairs of a personal nature that cannot be conducted outside of the regular school day. Employees who work less than 6 hours per day will receive an additional one (1) day. No reason is required for a personal day. However, personal day requests shall be made with at least forty-eight (48) hour notice except in case of an emergency. In any event, such a request shall be made as far in advance as possible. Such days of absence shall not be deducted from the employee's sick leave days and shall not accumulate from year to year. Personal leave days not taken will accumulate as paid sick leave days. Personal leave may not be used to extend a holiday leave, but may be used during an unpaid holiday leave.
- C. An employee shall be allowed five (5) working days as bereavement leave days, with pay, for a death in the immediate family. Immediate family is to be defined as follows: parent, sibling, or in-laws of the same, spouse, child grandparents, grandchildren, or a member of the employee's household. Any employee selected to be pallbearer for a deceased employee will be allowed up to one (1) bereavement leave day with pay. Bereavement leave days are to be used for making necessary arrangements for and attending the funeral or memorial service.

**ARTICLE 22
VACATION**

- A. All regular full-time and part-time employees hired prior to June 30, 2016, who work 6 or more hours a day shall receive vacation in accordance with the following schedule:
 - 1. Two (2) weeks per year after one (1) year up to five (5) years.
 - 2. Three (3) weeks per year after five (5) years up to ten (10) years.
 - 3. Four (4) weeks per year after ten (10) years and over.

- B. All regular full-time and part-time employees hired after June 30, 2016, who work 6 or more hours a day shall receive vacation in accordance with the following schedule:
 - 1. One (1) week per year after one (1) year up to five (5) years
 - 2. Two (2) weeks per year after five (5) years and more.

- C. 12-Month custodians hired before June 30, 2016, who work under 6 hours a day shall receive vacation in accordance with the following schedule:
 - 1. Two (2) weeks per year at hire.

- D. 12-Month custodial staff hired after June 30, 2016, who work 7 or more hours a day shall receive vacation in accordance with the following schedule
 - 1. For the 2022 – 2023 School Year
 - a. Two (2) weeks per year beginning at hire
 - b. Three (3) weeks per year after five (5) years and more.

 - 2. For the 2023 – 2024 School Year
 - a. Two (2) weeks per year beginning at hire
 - b. Three (3) weeks per year after five (5) years up to ten (10) years
 - c. Four (4) weeks per year after ten (10) years and more.

- E. Secretarial staff hired after June 30, 2016, who work 7 or more hours a day shall receive vacation in accordance with the following schedule:
 - 1. For the 2022 – 2023 School Year
 - a. One (1) week per year after one (1) year up to five (5) years
 - b. Three (3) weeks per year after five (5) years and more.

 - 2. For the 2023 – 2024 School Year
 - a. Two (2) week per year after one (1) year up to five (5) years
 - b. Three (3) weeks per year after five (5) years and more.

 - 3. For the 2024 – 2025 School Year
 - a. Two (2) week per year after one (1) year up to five (5) years
 - b. Three (3) weeks per year after five (5) years and more.
 - c. Four (4) weeks per year after 10 years and more.

EMPLOYEE VACATION CHART								
Type of Employee	All Bargaining Unit Members	School Year / Extended Year Employees	Secretarial Staff			12-Month Custodial Staff		
Hire Date	Before 6/30/2016	After 6/30/2016				Before 6/30/2016	After 6/30/2016	
Days Per Year		170 – 200 / 200+	200+			230+		
Hours Per Day	6+	6+	7+			< 6	7+	
For School Year	All	All	2022-23	2023-24	2024-25	All	2022-23	2023-24
At Hire	0	0	0	0	0	10 days		
After 1 Year	10 days	5 days	5 days	10 days				
After 5 Years	15 days	10 days	15 days				15 days	
After 10 Years	20 days				20 days			20 days

- A. Each employee's vacation days shall be based on the number of hours they are regularly scheduled to work per day, up to eight (8) hours.
- B. Red Rover balances will be uploaded quarterly (July, September, December, and March).
- C. Bargaining unit members who receive vacation days may choose one of the following options for their year-end vacation balances.:
 1. Receive a payout of accrued vacation time in the first paycheck of June.
 2. Carry up to one years-worth of accrued vacation time to the following school year.
 Employees must inform the district of their choice by May 1st. Employees who do not inform the district will be paid out for their accrued vacation time.
- D. Earned vacation is meant to be used during non-student days when classes are not in session, such as but not limited to Christmas break, Spring Break, and Mid-Winter Break. Employees using earned vacation during non-student days may enter their time into Red Rover and Munis (online time care).
- E. Exceptions for extenuating circumstances for the use of vacation time during scheduled student days must be submitted in writing to the employee's administrator at least (2) weeks in advance for approval. This procedure is in place to ensure that the needed support staff coverage for students is met. Employees are not to enter vacation time scheduled for student days into Red Rover until they have received written approval from their supervisor.
- F. Vacation requests shall be granted or denied within seven (7) working days of receipt of the written request by the supervisor.
- G. If a dispute arises concerning an employee's eligibility for vacation, it shall be referred to the Employer and the Union for disposition, subject to the grievance procedure.
- H. Vacation requests will be granted at such times during the year as are suitable considering the employee's request and the staffing needs of the school district. The Employer shall have the discretion to make the ultimate decision regarding the scheduling of vacations to ensure that such scheduling does not drastically interfere with operations.

- I. Requests made prior to May 1st for use of vacation time during June, July, and August shall be honored first, giving preference to more senior employees. All vacation requests for June, July, and August shall be submitted through Red Rover. Administration shall grant or deny the vacation on or before May 20 for June through August vacation requests.
- J. If an employee becomes ill and is under the care of a duly licensed physician during his vacation, his vacation will be rescheduled. In the event his incapacity continues through the year, he will be awarded payment in lieu of vacation. When the school is notified that he is under the care of a physician, he goes on sick leave.
- K. Rate during vacation: Employees will be paid their current rate based on their regularly scheduled pay while on vacation and will receive credit for any benefits provided for in this Agreement
- L. If an employee is laid off or retired, he will receive any prorated unused vacation credit including that accrued in the current calendar year. A recalled employee who received credit at the time of layoff for the current calendar year will have such credit deducted from his vacation the following year.

**ARTICLE 23
HOLIDAYS**

The following holidays shall be designated as paid holidays in accordance with the employee's regular hours worked per day.

EMPLOYEE PAID HOLIDAY CHART					
Type of Employee	School Year Employee / Extended Year Employees		Secretaries	12-Month Employees	
Hire Date	Before 6/30/2016	After 6/30/2016	Regardless of Hire Date	Before 6/30/2016	After 6/30/2016
Days Per Year	170 – 200 / 200+		200+	230+	
Hours Per Day	Any		7+	< 7	7+
Labor Day	X	X	X	X	X
Thanksgiving Day	X	X	X	X	X
Christmas Day	X	X	X	X	X
New Year's Day	X	X	X	X	X
*All Day Good Friday	X	X	X	X	X
Memorial Day	X	X	X	X	X
Floating Holiday	X	X	X	X	X
Day After Thanksgiving	X		X	X	X
Christmas Eve	X		X	X	X
New Year's Eve	X		X	X	X
Fourth of July				X	X

- A. If classes are in session on Good Friday, the District will grant a different paid day as the calendar allows.
- B. Season employment shall not be included in determining employment status for paid holidays.
- C. Should a holiday fall on Saturday or Sunday, the Friday before or the Monday after shall be considered as the holiday, whichever is more applicable.
- D. To be eligible for holiday pay an employee must work his/her regular scheduled work day before and his/her regular scheduled work day after the holiday, except if the employee is on vacation, sick leave, or an approved day off.
- E. The floating holiday may be used at any time during the school year with the prior approval of the employee's immediate supervisor. Any unused floating paid holiday shall accumulate as additional floating paid holiday time in the following year. There shall be only one (1) accumulated floating holiday at any current time.

ARTICLE 24
EMPLOYEE BENEFITS

- A. For the purpose of this article, as stated in Article 10 Employee Definitions, the following definitions shall prevail:
1. Extended Year Employee – Unit members scheduled to work at least 200 days a year.
 2. 12-Month Employee – Unit members scheduled to work at least 230 days a year.
 3. School Year Employee – Unit members scheduled to work less than 200 days a year but more than 170 days a year.
- B. The term "hours" refer to regularly scheduled hours. Additional hours, extra bus runs, overtime, substitute work, extra week(s) before or after school, or additional seasonal employment shall not be included to determine employment status for insurance purposes.
- C. For purposes of this Article, employees who work in two (2) or more departments – e.g., cook aide and bus driver or custodian and teacher's aide – should add their hours together to determine their status for insurance benefits.
- D. The Employer shall make the following insurance plans available to all employees as defined in sections E, F, and G of this article.
1. WMHIP BCBS PPO Plans:
 - a. Flexible Blue 2 \$1500/\$3000 deductible, \$10/\$40 Rx copay (after deductible)
 - b. CB 500 Rx1 \$500/\$1000 deductible, \$10/\$40 Rx copay, \$20 office copay
 2. MESSA Delta Dental Insurance, described as \$1000 Annual Max, Diagnosis & Prevention covered at 80%, Major Services covered at 50%, Orthodontics covered at 50%.
 3. MESSA Term Life Insurance protection in the amount of \$25,000 that shall be paid to the eligible bargaining unit member's designated beneficiary. The plan shall include accidental death and dismemberment (AD & D) and waiver of premium (WOP).
 4. MESSA VSP-3 Plus 200CL Vision insurance.
- E. Medical Insurance, coverage described in B.1.
1. All bargaining unit members who are Extended Year employees (defined in Section A.1 above), school year employees who work 8 hours a day, and 12-month employees who work at least 6 hours a day and 30 hours a week will qualify for medical insurance benefits under the PA 152 Hard Cap Limits or an annual cash in lieu payment of \$750.00 to be paid out over a 10-month period. The Employer shall pay the PA 152 Hard Cap Limits of the medical insurance premium cost and the employee will be billed the additional premium cost, if applicable.
 - a. All bargaining unit members who meet the qualifications in C.1 will be grandfathered and will continue to qualify for medical and dental insurance benefits or annual cash in lieu payments, in the event that the district cuts their hours.
 2. All bargaining unit members who work at least 7 hours a day and 30 hours a week and are not included in C.1 above; will qualify for medical insurance coverage 50% paid by the Employer for a full twelve (12) month period for the bargaining unit member and their eligible dependents; or an annual cash in lieu annual payment of \$750 to be paid out over a 10 month period. The Employer shall pay 50% of the medical insurance premium cost and the employee will be billed the remaining 50% of the premium cost.

3. The employer shall provide to bus drivers as defined in A.4 above and school year employees who work at least 6 hours but less than 7 hours a day medical coverage, 50% paid by the employer for a full twelve (12) month period for the bargaining unit member and their eligible dependents. The Employer shall pay 50% of the medical insurance premium cost and the employee will be billed the remaining 50% of the premium cost.

F. Dental Insurance, coverage described in B.2.

1. The Employer shall provide, without cost to the employee, single subscriber only dental insurance to all bargaining unit members.
2. All bargaining unit members who work at least 30 hours a week and bus drivers as defined in A.4 above can choose to cover eligible dependents under dental insurance at the lesser of either 50% of the monthly premium with the district paying the other 50% or the difference of the premium minus the single subscriber coverage paid by the district.
3. All bargaining unit members who work under 30 hours a week can choose to cover eligible dependents under dental insurance at the rate of the premium minus the single subscriber coverage paid by the district.

G. Vision, Life, and AD&D Insurance, coverage described in B.3 and B.4.

1. The Employer shall provide, without cost to the employee, Vision insurance for all bargaining unit members and their eligible dependents for a full twelve (12) month period.
2. The Employer shall provide, without cost to the employee, Life and AD&D insurance for all bargaining unit members for a full twelve (12) month period.

H. See the chart at the end of this article for more explanation on employee eligibility.

I. Responsibilities

1. The Board will administer a Cafeteria Plan under Section 125 of the Internal Revenue Code.
2. The Employer may deduct from an employee's wages insurance premiums paid by the Employer which are the financial responsibility of the employee under this Agreement.
3. It is the responsibility of each eligible bargaining unit member to comply with all requirements for eligibility, enrollment, and coverage specified in the Cafeteria Plan and/or by any insurance carrier, insurance policyholder, third party administrator, or district benefits administrator pertaining to the underlying benefits set forth in the Cafeteria Plan. These responsibilities shall include, but shall not be limited to, initial enrollment, benefit election, and submission of all information necessary for claims processing and/or claims administration within the time period required.

ARTICLE 25
DISCHARGE AND DISCIPLINE

1. The Employer agrees to promptly notify the Union president of any discipline or discharge. No employee shall be disciplined or discharged without just cause. The Employer agrees to practice the concept of progressive discipline and shall notify the employee of alleged delinquencies. The Employer shall not be obligated to adhere to the progressive discipline concept when the proven misconduct is of a gross nature. The parties agree that progressive discipline minimally includes a verbal warning, written reprimand, and suspension without pay, with discharge as a final resort. Any disciplinary action taken against an employee shall be consistent with the behavior that precipitates said action.
 2. An employee may request Union representation in a meeting with the Employer which may give rise to discipline. Upon request, the Employer or its designee will discuss the discharge or discipline with the employee and the Union.
 3. Appeal of Discharge. Should the discharged employee or the steward consider the discharge to be improper, a complaint shall be presented in writing through the steward to the Employer within two (2) regularly scheduled working days after receiving the complaint. If the decision is not satisfactory to the Union, the matter shall be referred to Step 3 of the Grievance Procedure.
 4. Reprimands. An employee shall be notified in writing of any subject matter placed in his/her personnel file which could be construed as detrimental to his/her future promotion, transfer, or present and future employment.
 5. Complaint about an Employee
 1. Any complaint directed toward an employee which is to become a part of that employee's permanent personnel record and any other legitimate complaint shall be promptly called to that employee's attention.
 2. An employee shall be entitled to have an Association representative present during the meeting from which the employee or supervisor reasonably expects disciplinary action may result. The District will provide reasonable opportunity for the employee to secure such representation.
 3. When an investigation is completed the employee shall be informed of the results of the investigation.
- F. Access to Personnel File
1. Bargaining unit members have the right to review their personnel file in the presence of the HR coordinator following Board Policy 8320.
 2. The personnel file shall consist of (but not by way of limitation) the following: application for employment; letters of reference; other than those which are exempt from disclosure under law; employee performance evaluations; letters of recommendation, praise, or thanks; disciplinary materials; and letters of resignation.
 3. The District agrees to notify the employee by either telephone or FAX when the District receives a request for all or part of that employee's personnel file under the Freedom of Information Act. The employee will be provided an opportunity to review the contents before the release of the file. The employee may request Association representation in this review. The parties recognize that, under the exceptions provided under Section 13 (1) of the Freedom of Information Act and under the Bullard-Plawecki Employee Right to Know Act, and other federal and state laws.

ARTICLE 26
EFFECT OF AGREEMENT

- A. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the school district and the Union and constitutes the entire Agreement between the parties. Any amendment or Agreement supplemental hereto shall not be binding on either party unless executed in writing by the parties hereto.
- B. The parties acknowledge that during the negotiations which result in this Agreement each has the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining. The understanding and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the school district and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 27
TERMINATION AND MODIFICATION

This Agreement shall become effective as of July 1, 2022, and shall continue in full force and effect until June 30, 2025.

- A. If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of amendment, as hereinafter provided, or if each party giving notice of termination withdraws the same prior to the termination date, this agreement shall continue in effect from year to year thereafter subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.
- B. If either party desires to modify or change this agreement, it shall, sixty (60) days prior to the termination date, or any subsequent termination date, give written notice of amendment, in which event the notice of amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this agreement has been given in accordance with the paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.
- C. Notice of Termination or Modification: Notice shall be in writing and shall be sufficient if sent by certified mail, addressed, if to the Union, to: MESPA, Union President and if the Employer, addressed to: Montague Area Public Schools, Montague, Michigan 49437, or to any such address as the Union or the Employer may make available to each other.
- D. The Board of Education has the discretion to decide on an annual basis whether the district will use the PA 152 hard cap or an 80/20 calculation for health insurance. When using the hard cap, the district will contribute 100% of the PA 152 hard cap rate to the premium. Any deductible, premium, taxes, and fees not covered by the hard cap will be the responsibility of the member.
- E. The agreed upon Salary Schedule-A will be used for all support staff employees.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

For the Association

For the Board

Association President

Board President

Chief Negotiator

Board Secretary

This contract was approved by the Montague Area Public Schools Board of Education at the December Board Meeting on December 12, 2022.

ANNUAL LONGEVITY

10-14 years of service with MAPS	\$50
15-19 years of service with MAPS	\$75
20-24 years of service with MAPS	\$100
25 years or more of service with MAPS	\$125

Longevity will be paid at the last pay in June.

**Montague Area Public Schools
SALARY SCHEDULE A**

2022-2023

16.27%

	New Hire	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
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Instructional Support Services

Library Aide	13.15	13.59	14.05	14.49	14.94	15.41	15.86	16.30	16.41	17.22	17.60
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Para Pro/Teach Aides

LRE Aide	12.34	12.79	13.23	13.70	14.14	14.62	15.06	15.51	15.96	16.41	16.88
Title I w/60 credit hours	12.69	13.14	13.59	14.05	14.49	14.94	15.41	15.87	16.30	16.77	17.24
Paraprofessional	12.34	12.79	13.23	13.70	14.14	14.62	15.06	15.51	15.96	16.41	16.88
Teacher Aide	12.00	12.21	12.41	12.87	13.31	13.78	14.23	14.68	15.13	15.58	16.02

Special Services

ESL	15.28	15.71	16.18	16.65	17.08	17.55	17.99	18.45	18.88	19.34	19.84
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Administrative Support

Admin Secy	16.44	17.09	17.73	18.38	19.03	19.49	19.95	20.39	20.85	21.29	21.64
Secretary	13.44	13.87	14.34	14.78	15.24	15.67	16.14	16.59	17.05	17.51	17.87
Clerk, Title I Ass't	12.34	12.79	13.23	13.70	14.14	14.62	15.06	15.51	15.96	16.41	16.88

Transportation

Bus Driver Reg Run	18.08	18.49	18.86	19.25	19.64	20.03	20.43	20.81	21.20	21.59	21.95
Bus Driver Down Time	13.15	13.60	13.93	14.25	14.59	14.89	15.23	15.55	15.88	16.20	16.53
Inter School	14.77	15.23	15.66	16.13	16.58	17.03	17.44	17.82	18.20	18.59	18.95
Bus Monitor	12.00	12.21	12.41	12.81	13.19	13.58	13.98	14.36	14.74	15.07	15.32

Operations & Maintenance

Custodian	15.60	16.24	16.88	17.53	18.18	18.82	19.42	20.00	20.58	21.16	21.72
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Food Service

Cook	15.64	16.11	16.59	17.09	17.60	18.13	18.67	19.23	19.81	20.40	21.02
Cook Aide	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.73	18.27	18.81
Kitchen Manager	17.02	17.53	18.06	18.60	19.16	19.73	20.33	20.93	21.56	22.21	22.88

**Montague Area Public Schools
Salary Schedule A**

2023-2024

1.50%

New Hire Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10

Instructional Support Services

Library Aide	13.35	13.79	14.26	14.71	15.16	15.64	16.10	16.54	16.66	17.48	17.86
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Para Pro/Teach Aides

LRE Aide	12.53	12.98	13.43	13.91	14.35	14.84	15.29	15.74	16.20	16.66	17.13
Title I w/60 credit hours	12.88	13.34	13.79	14.26	14.71	15.16	15.64	16.11	16.54	17.02	17.50
Paraprofessional	12.53	12.98	13.43	13.91	14.35	14.84	15.29	15.74	16.20	16.66	17.13
Teacher Aide	12.18	12.39	12.60	13.06	13.51	13.99	14.44	14.90	15.36	15.81	16.26

Special Services

ESL	15.51	15.95	16.42	16.90	17.34	17.81	18.26	18.73	19.16	19.63	20.14
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Administrative Support

Admin Secy	16.69	17.35	18.00	18.66	19.32	19.78	20.25	20.70	21.16	21.61	21.96
Secretary	13.64	14.08	14.56	15.00	15.47	15.91	16.38	16.84	17.31	17.77	18.14
Clerk, Title I Ass't	12.53	12.98	13.43	13.91	14.35	14.84	15.29	15.74	16.20	16.66	17.13

Transportation

Bus Driver Reg Run	18.35	18.77	19.14	19.54	19.93	20.33	20.74	21.12	21.52	21.91	22.28
Bus Driver Down Time	13.35	13.80	14.14	14.46	14.81	15.11	15.46	15.78	16.12	16.44	16.78
Inter School	14.99	15.46	15.89	16.37	16.83	17.29	17.70	18.09	18.47	18.87	19.23
Bus Monitor	12.18	12.39	12.60	13.00	13.39	13.78	14.19	14.58	14.96	15.30	15.55

Operations & Maintenance

Custodian	15.83	16.48	17.13	17.79	18.45	19.10	19.71	20.30	20.89	21.48	22.05
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Food Service

Cook	15.87	16.35	16.84	17.35	17.86	18.40	18.95	19.52	20.11	20.71	21.34
Cook Aide	14.21	14.64	15.07	15.53	16.00	16.47	16.97	17.48	18.00	18.54	19.09
Kitchen Manager	17.28	17.79	18.33	18.88	19.45	20.03	20.62	21.24	21.88	22.54	23.21

Additional MESPA Contract Changes:

2023-2024 1.5% salary schedule increase

2024-2025 1.5% salary schedule increase

*If the general fund balance drops below 7%, the salary schedule percentage increases will be opened for negotiation.

*The Board agrees to reopen the discussion by Spring 2024 to discuss additional increases.

*An increase of \$1 per hour for aides serving students with medical needs deemed by IEP Team & Supervisor.