

MASTER AGREEMENT

BETWEEN

HURON SCHOOL DISTRICT FEDERATION OF SUPPORT STAFF  
LOCAL 05298/AFT MICHIGAN

and

HURON SCHOOL DISTRICT

For the Period

July 1, 2023 to June 30, 2025

## TABLE OF CONTENTS

Article	Page
1 Recognition .....	1
2 Management Rights.....	2
3 Union Security.....	3
4 Seniority.....	3
5 Lay Off and Recall.....	4
6 Job Assignments and Vacancies.....	5
7 Probation.....	7
8 Union Officers.....	7
9 Discharge and Suspension.....	9
10 Grievance Procedures.....	10
11 Working Hours and Overtime.....	12
12 Act of God Days.....	14
13 Paid Leave of Absence.....	15
14 Unpaid Leave of Absence.....	17
15 Holidays.....	18
16 Vacations.....	19
17 Special Conferences.....	22
18 Safety and Accidents.....	22
19 No Strike Clause.....	23
20 Separability And Savings Clause.....	24
21 Miscellaneous Provisions.....	24
22 Special Provisions for Bus Drivers.....	26
23 Insurance Benefits.....	31
24 Longevity.....	33
25 Termination Of Agreement.....	33
APPENDIX A Statement of Eligibility for Insurance Benefits.....	34
APPENDIX B Wage Scale.....	35

THIS AGREEMENT, made by and between the Huron School District, located at New Boston, Michigan (Employer) and Huron School District Federation of Support Staff Local 05298/AFT Michigan (Union).

WHEREAS, both parties are desirous of preventing strikes and lockouts and other cessations of work and employment; and of maintaining a uniform wage scale, working conditions and hours of employees of the Employer; and facilitating peaceful adjustment of all grievances which may arise from time to time between the Employer and its employees; and of promoting and improving peaceful and industrial and economic relations between the parties.

#### **WITNESSETH**

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan public Acts of 1965, to bargain with the Union as the representative of its certified unit with respect to hours, wages, terms and conditions of employment.

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

#### **ARTICLE 1 RECOGNITION**

Section 1. The Employer hereby recognizes the Union as the exclusive bargaining representative as defined in the Section II of Act 379, Public Acts of 1965, for all Custodians, Custodian/Maintenance, Mechanics, Bus Drivers, Secretaries, Teaching Aides, Lunchroom Aides, Library Aides, Bus Aides, Office Aides, Special Education Aides, Transportation Facilitator, Cook Assistants, and Head Cooks, excluding supervisors as defined by the Michigan Employment Relations Commission, further excluding confidential employees as defined by the Michigan Employment Relations Commission, and excluding specifically as confidential employees or the position of Assistant to the Superintendent of Schools and Administrative Assistant to the Superintendent, and further excluding all Central Office staff. It is further recognized that the Union does not represent substitute employees. All personnel shall, unless otherwise indicated hereinafter, be referred to as "employees" and reference to male personnel shall include female personnel.

Section 2. The Board agrees not to negotiate with any labor organization or individual other than the Union for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance, providing the grievance policy as hereinafter defined in this Agreement as followed.

Section 3. It is mutually agreed and understood that this Agreement shall require the signed approval of the Business Representative of the Union and the President of the Board of Education of the Huron School District in New Boston, Michigan, parties to this Agreement.

## **ARTICLE 2 MANAGEMENT RIGHTS**

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitations, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

1. To executive management and administrative control of the school system and its properties and facilities and the activities of its employees;
2. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions of their continued employment, or their dismissal or demotion; and to promote, and transfer all employees;
3. To determine class schedules, the hours of instruction, and duties, responsibilities, and assignments of employees with the respect thereto, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authorities under the Michigan School Code or any other national, state, county, district, or local laws or regulations as they pertain to education.

### **ARTICLE 3 UNION SECURITY**

Section 1. The employer agrees not to enter into any agreements with another labor union organization during the life of this agreement with respect to the employees covered by this agreement.

Section 2. The employer will generally not direct or require employees in the bargaining unit to perform work which is recognized as the normal daily assigned work of employees in separate classifications with the exception of incidental work while filling time.

### **ARTICLE 4 SENIORITY**

Section 1. The employer shall post a list of all unit employees arranged in order of their District wide seniority and job title and a list of all unit employees arranged by seniority in classification at the beginning of each school year. This list shall be posted in a conspicuous position at the place of employment.

Section 2. District-wide seniority shall be used only in instances of layoff and recall. District-wide seniority shall be broken by discharge, voluntarily quit, a layoff for a period of more than two (2) years or as provided for in Article 5.

Section 3. Summer months between the close of the school year and the opening of the next school year shall not be counted toward the probation period for less than twelve month employees.

Section 4. Classification seniority shall be broken by discharge, voluntarily quit or as provided for in Article 9, Section 4. If there is a layoff, the classification seniority will be suspended with no usage until such time that the employee has been recalled or a period of two (2) years whichever is lessor, thereafter it will be broken by layoff.

Section 5. Seniority is defined as the first day of work as a bargaining unit member. If there are multiple hires in the bargaining unit on the same day, if an employee has substituted in that position for the district for the longest period of time, they shall be listed above others hired on the same day for seniority list purposes. If there is a tie, the employee's last four (4) digits of their Social Security number will be used as a tiebreaker with the highest last four (4) digits to be deemed to have been "hired" first.

**ARTICLE 5**  
**LAY-OFF AND RECALL**

Section 1. District-wide seniority shall prevail in the layoff and in the rehiring of employees on layoff.

Section 2. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days' notice of the lay-off. The Local Union shall receive a list from the school district of the employees being laid off on the same date the notices are issued to the employees.

Section 3. The Employer will be required to give at least five (5) calendar days' notice of the layoff when, due to unexpected circumstances (such as work stoppages) there must be a short-term cut back in employees.

Section 4. When the working force is increased after a layoff, employees will be recalled according to seniority. Notice of recall shall be sent to the employee at **their** last known address by registered or certified mail. If an employee fails to report for work within ten (10) days from the date of mailing of the notice of recall, he shall be considered a quit. Benefits will not be paid to two (2) employees for the same position.

Section 5. If an employee suffers a reduction in hours or their position is eliminated they shall be allowed to bump in accordance with this Section. They shall first bump within their classification using classification seniority. If they cannot bump within their classification, they may bump district-wide exercising district seniority provided that the employee is qualified.

1. Any employee laid-off or issued a lay-off notice may within five (5) workdays of receipt of said notice, "bump" any employee within the unit who has less district-wide seniority provided the employee is qualified for the position.
2. Any employee so "bumped" may bump another employee until all the jobs have been filled.
3. Any employee not desiring to bump shall be voluntarily laid off and placed on a preferred eligibility list for recall to any subsequent vacancy in their classification, shall be notified by the Board of all such subsequent vacancies, and shall be granted five (5) workdays to make application. Failure of said employee to accept a job vacancy shall result in their resignation. Preferred eligibility shall not be construed to mean preferment over personnel with superior seniority who are not on lay-off status.

4. No employee shall be entitled to bump into a position for which he has not the present ability to perform the work.
5. If there is a layoff of less than twenty-four (24) months, but not to exceed twenty-four (24) months. An employee so laid-off shall be given seven (7) calendar days' notice of recall by mail to their last known address. If the employee fails to make himself available for work at the end of said seven (7) calendar days, he shall lose all seniority rights under this Agreement.
6. Should an employee who bumps into a position return to their former position, the position vacated shall be posted and bid.
7. When two or more employees are in a bump situation, positions and job descriptions being affected shall be posted for a period of forty-eight (48) hours.

## **ARTICLE 6**

### **JOB ASSIGNMENTS AND VACANCIES**

Section 1. Vacancies and assignments will be filled according to ability and qualifications. If ability and qualifications are equal in the opinion of the Employer, seniority will be considered.

Section 2. Job vacancies will be posted for a period of ten (10) calendar days in a conspicuous place within each school building, the maintenance headquarters and any other area designated as an employee work station. Employees interested shall apply within the ten (10) calendar day posting period. The internal person awarded the position shall be given a sixty (60) calendar day trial period.

Section 3. Unit members may apply for and fill a permanent vacancy in another position no more than one time in any twelve (12) month period unless administrative approval is given for an additional application.

Section 4. If the employee is performing unsatisfactorily in the new position, the employee shall be returned to their prior position.

Section 5. During the sixty (60) calendar day trial period, employees will receive the rate of the job they are performing.

Section 6. An employee shall be paid in accordance with the position in which they work. If their work requires performance in more than one position, they shall be paid on the basis of the time spent in each.

Section 7. All regular job vacancies in the bargaining unit to be filled in the school district will be posted to members of the bargaining unit for a period of ten (10) calendar days. The posting will be emailed to all employees. Employees in the bargaining unit will be given first consideration for vacancies in bargaining unit positions, if their abilities and qualifications are equal, in the Employer's assessment, to outside applicant. Job requirements and qualifications and specific information or data required for application to that particular job (such as letters of recommendation, etc.) shall be set forth explicitly in such posting. There shall be no retesting of employees who have already passed the qualifying tests, unless the test and qualifications have been materially changed, then retesting will be required.

Section 8. The employer will fill vacancies as soon as possible, when need for such action is necessary, as determined and/or established by the Employer.

Section 9. When an employee bids on a new position and is transferred or is assigned by management from one position within the unit to another position in a different classification within the unit, their wage rate shall be set at the next higher rate within the wage scale for their new classification as compared to their rate in the former classification. Further movement on the wage scale of their new classification shall be on the basis of actual service in the new position.

Section 10. Non-Transportation temporary vacancies created pursuant to long-term leaves of absence thirty-one (31) days or more, shall be posted once Central Office is notified in writing from the employee. These will be internal postings for five (5) calendar days, and bid on a temporary basis, according to seniority, until such leave expires or the employee is reinstated prior to the expiration of the leave.

Section 11. Non-Transportation temporary vacancies of thirty (30) days or less shall be filled by bargaining unit members within the affected building, in seniority order, prior to a substitute being used as long as the bargaining unit member is qualified. The vacancy created by this move may be filled by a substitute employee. Vacancies for cook and kitchen positions are exempt. Bargaining unit members subbing outside of their classification will be paid the member substitute rate for the position for which they are substituting.



Section 12.    Twelve Month Employees: During the first week of May, all twelve month custodial assignments shall be bid and filled on the basis of seniority preference. However, the employer reserves the right to final assignments.

Section 13.    Special conferences on employee problems may be called by either party. Solutions may be invoked on a temporary basis in an attempt to resolve the problem.

Section 14.    An Employee on medical leave may apply for any permanent vacancy posted and will be considered in accordance with this Article if they will be able to return to work on the position start date. An Employee on any type of leave may not apply for temporary vacancies during the time of the leave.

Section 15.    When more than thirty (30) minutes time is added to a non-driving position within the bargaining unit, the position shall be posted as a new position.

Section 16.    All custodial positions to be bid will include the building, hours and area within the building that is being bid. The school district reserves the right to make final adjustments to hours and areas within buildings as needed.

## **ARTICLE 7 PROBATION**

A new employee shall work under the provisions of this Agreement but shall be employed only on a one hundred twenty (120) calendar day trial basis during which period he may be discharged without further recourse. It is further agreed that all probationary employees do not have a right to the grievance procedure in regard to discipline or discharge. After one hundred twenty (120) calendar days, the employee shall be placed on the regular seniority list as of date of hire. The summer months between the close of the school year and the opening of the next school year shall not be counted toward the probation period for less than twelve month employees.

## **ARTICLE 8 UNION OFFICERS**

Section 1.    The Employer recognizes the right of the Union to appoint and/or elect Officers from the seniority list. Each classification will also have a representative. Officer duties and responsibilities shall include the investigation and presentation of grievances with the Employer and/or their representative.

Section 2. To facilitate the discharge of said responsibilities and duties, the Board agrees to permit Officers release time from employment duties without loss of time or pay, in accordance with the terms of this contract, reasonable time to conduct union business or investigate and present grievances to the Employer after first obtaining permission from the immediate supervisor with the understanding that this will not be abused. The Union agrees to pay for the MPSERS Contribution, if required by law.

Section 3. The privilege of an Officer leaving their assigned work during working hours without loss of time or pay is subject to immediate supervisors' approval and the understanding that the time will be devoted to the proper handling of grievances and will not be abused and Officers will perform their regularly assigned work except when necessary to leave their work to handle grievances as provided herein.

Section 4. The authority of Officers so designated by the Union shall be limited to and not exceeding the following duties and activities:

1. The investigation and presentation of grievances with the Employer or its designee in accordance with the provision of this bargaining agreement. Permission may be granted by the immediate supervisor and/or their designee in the proper investigation and presentation of said grievance.
2. The transmission of messages and information originating with or authorized by the Union or its Officers and provided such messages have:
  - a. Been reduced to writing; or
  - b. If not reduced to writing, are of a routine nature and do not involve work stoppages, slowdowns, refusal to handle goods, or any other interference with the Board's business.

Section 5.

1. The President or designee will be allowed proper time off to attend all formal grievance procedures under this collective bargaining agreement including arbitration.
2. The Board shall be notified by the Union in writing of names of the Officers.
3. The authority of the Union shall be limited to the acts or function which said or designee are authorized to perform in this Agreement.

## **ARTICLE 9 DISCHARGE AND SUSPENSION**

Section 1. The Employer shall not dismiss, discharge or suspend any employee whose name appears on a seniority list without just cause. In the case of dismissal, discharge or suspension, the President or designee shall be advised of the reasons for the dismissal, discharge or suspension as soon as possible. Written notification of dismissal, suspension, or other disciplinary action shall be sent to the employee and the Union. Among the causes which shall be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action are the following:

1. Unauthorized or excessive absence from work.
2. Commitment or conviction of any criminal act.
3. Conduct unbecoming any employee in the public service.
4. Disorderly or immoral conduct.
5. Incapacity due to mental or physical disability.
6. Incompetence or inefficiency.
7. Insubordination.
8. Bringing intoxicants into or consuming intoxicants on any school property or reporting for work under the influence of intoxicating liquor in any degree whatsoever.
9. Neglect of duty.
10. Negligence or willful damage to public property, waste, or misappropriation of public supplies or equipment.
11. Violation of any lawful regulation or order made by a supervisor.
12. Deliberate falsification of records, reports, and timesheets.

All dismissals and suspensions shall be without pay. No suspension shall be effective for a period of more than ten (10) working days.

Section 2. Probationary employees may be discharged without recourse.

Section 3. Disciplinary action cannot be used in the determination of discipline to be taken on a current charge if the period of time between the disciplines is more than thirty-six (36) months.

Section 4. Any employee who is absent from their duties in excess of the number of days contractually provided or has shown a pattern of abuse may be disciplined as follows:

- 1<sup>st</sup> Absence - Written Warning
- 2<sup>nd</sup> Absence - 5 day unpaid suspension
- 3<sup>rd</sup> Absence - 10 day unpaid suspension
- 4<sup>th</sup> Absence - Termination

## **ARTICLE 10 GRIEVANCE PROCEDURES**

Section 1. A grievance shall be an alleged violation of the express terms of this contract. An employee who is on probation shall have no right to the grievance procedures in regard to discipline or discharge. Any alleged grievance which arose while the employee was in **their** probation period may not be processed as a grievance until after the employee completes their probationary period.

Section 2. The Union shall designate one representative per classification to handle grievances when requested by the grievant.

Section 3. The term “days” as used herein shall mean weekdays (Monday through Friday) other than holidays as defined in Article 15 of this Agreement for employees of the classification of the grievant. In the case of grievances involving employees of more than one classification, days which are holidays for any classification of the grievant will not be counted for purposes of the time limits established in this Article.

Section 4. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant(s).
2. It shall be specific.
3. It shall contain a synopsis of the facts giving rise to the alleged violation.
4. It shall cite the section or subsections of this contract alleged to have been violated.
5. It shall contain the date of the alleged violation.
6. It shall specify the relief requested.
7. Class action grievances must have a minimum of three bargaining unit members affected.

Any written grievance not substantially in accordance with the above requirements, will be rejected as improper. Such rejection shall not extend the limitations hereinafter set forth.

### Section 5.

LEVEL ONE – An employee believing himself wronged by an alleged violation of the express provisions of this contract shall within three (3) days of its alleged occurrence, meet and orally discuss the grievance with their supervisor in an attempt to resolve the same. If no resolution is obtained within three (3) days of the discussion, the employee shall reduce the grievance to writing and proceed within three (3) days of said meeting and discussion to Level Two.

LEVEL TWO – A copy of the written grievance shall be filed with the superintendent and their designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Union. Within five (5) days of receipt of the grievance, the superintendent or their designated agent shall arrange a meeting with the grievant and/or union. Within five (5) days of the discussion, the superintendent or their designated agent shall render their decision in writing, transmitting a copy of the same to the grievant, and the Union shall retain a copy in their office.

LEVEL THREE – If the grievance is not satisfactorily resolved at Level Two, the President of the Union and/or the Grievance panel of the Union shall determine whether or not the grievance is qualified and/or merits being submitted for arbitration by the Union. If so determined, the Union may, within ninety (90) workdays of the date or after receipt of the decision at Level Two, submit the grievance for binding arbitration to the Michigan Employment Relations Commission in Writing with a copy to the Superintendent. The rules of the Michigan Employment Relations Commission shall govern the selection of the arbitrator. Should the employee and the Union fail to institute a grievance within the time limits specified, the grievance shall be deemed abandoned. Should the employee and the Union fail to appeal a decision within the time limits specified, all further proceedings shall be barred. Time limits as specified herein may only be mutually extended and then only if in writing by both parties. Neither party may raise a new defense or grounds at a Level Three not previously raised or disclosed at other levels.

POWERS OF THE ARBITRATOR – It shall be the function of the arbitrator and he shall be empowered, except as their powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific article sections of this Agreement.

1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. He shall have no power to establish salary scales or change any salary.
3. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall rule in writing upon arbitrability before proceeding to the merits of the case.
4. The fees and expenses of the arbitrator shall be shared equally by the Board and the Union. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
5. Both parties agree to be bound by the award of the arbitrator, subject only to legal remedies afforded by courts of competent jurisdiction.

Section 6. Should an employee fail to institute or appeal a decision within the time limited specified, or leave the employment of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of this employment) shall be barred.

Section 7. The Union shall have no right to initiate the grievance involving the right of the employee or group of employees without their express approval in writing thereon.

Section 8. All preparation, filing, presentation or consideration of grievances shall be held at times other than when an employee or Officer are to be on duty, unless a meeting is scheduled by the employer during the employee's duty hours, or unless such duties cannot be performed at any other time. If such duties are performed by a Officer during their normal working hours, they shall be allowed time off with pay only if they obtains prior written approval of the superintendent or their designated representatives. Abuse of this provision shall subject the Officer to disciplinary action.

## **ARTICLE 11 WORKING HOURS AND OVERTIME**

### Section 1. TWELVE MONTH EMPLOYEES

- A. The regular work week for twelve month employees is established as eight and one-half (8½) hours a day, five (5) days a week including an unpaid lunch period, duty free, for thirty (30) minutes.
- B. Overtime pay will be one and one-half (1½) times the hourly rate for all hours worked in excess of forty (40) hours in any week.
- C. Time and one-half (1½) will be paid for all hours worked on Saturday. Double time will be paid for hours worked on Sunday and Holidays. No premium will be paid for Mid-Winter Break.
- D. Overtime work will be permitted only when authorized by a supervisor.
- E. A full-time employee shall be granted a fifteen (15) minute paid break each morning and afternoon, or the mid-point in each half of the shift.
- F. An employee reporting for call-in assignments shall be guaranteed two (2) hours pay. A call-in shall be considered unscheduled work time not attached to an employees' shift. For scheduled work assignment outside an employees' regularly scheduled working hours and not attached to their shift, they shall be guaranteed two hours pay in any workday.

- G. A sign-up list for overtime for maintenance and custodians shall be made available to employees during the first week of each academic year, and employees signing each list shall be initially arranged in order of seniority within the classification. Employees may sign the list after the first week of the year, but those doing so will be placed at the bottom of the list.
- H. Assignment of overtime shall be made from the overtime sign-up list, on a rotating basis. Any employee who is offered the opportunity to work overtime and refuses shall forfeit their turn in the rotation. Custodial classification employees may be added to the list at the bottom. Custodial overtime shall be assigned from the list on a rotational basis. If no custodial classification employees accept the overtime opportunity, the least senior person in the custodial classification shall take the forced overtime.
- I. On the days that the employee is scheduled to work but there is less than a full day of school, the employees of this bargaining unit will be paid their regular day's pay as long as they work their regular day. An employee may be assigned to a different building or different duties for the day. If an employee is sent home by their supervisor, they will be paid their regular day's pay. An employee may request and receive authorization to work less than their scheduled hours and will be paid for actual hours worked.
- J. All paid time off benefits for twelve (12) month employees are based on permanent work assignments.

Section 2. TEN/ELEVEN MONTH EMPLOYEES

- A. The regular work week is established as Monday through Friday.
- B. Overtime pay will be one and one-half (1 ½) times the hourly rate for all hours worked in excess of forty (40) hours in any week.
- C. Time and one-half (1 ½) will be paid for all hours worked on Saturday. Double time will be paid for hours worked on Sunday and holidays. No premium will be paid for Mid-Winter Break.
- D. An employee reporting for an emergency call-in assignment shall be guaranteed two (2) hours pay at straight time.

- E. All employees, except bus drivers, working six hours or more per day, shall be entitled to one 15 minute paid break relief period in the first half of the day and one 15 minute paid relief period in the second half of the day. Employees working less than six hours per day but more than four hours per day shall be entitled to one 15 minute paid relief period per day. All relief periods shall be scheduled by the employee's immediate supervisor.
- F. On the days that the employee is scheduled to work but there is less than a full day of school, the employees of this bargaining unit, including breakfast cooks, will be paid their regular days' pay as long as they work their regular day. An employee may be assigned to a different building or different duties for the day. If an employee is sent home by their supervisor, they will be paid their regular day's pay. An employee may request and receive authorization to work less than their scheduled hours and will be paid for the actual hours worked.
- G. All paid time off benefits for employees are based on permanent work assignments.
- H. Annual workdays for Secretaries, Assistant Food Facilitator and the Transportation Facilitator shall be 205 workdays) and will be notified by administration of start and end dates of each school year. Secretaries shall work Kindergarten Round-Up, Parent-Teacher Conferences and Open Houses. Secretaries may work an additional five (5) days as approved by administration for department or work needs.

## **ARTICLE 12**

### **ACT OF GOD DAYS**

Section 1. Employees will not be required to report for work on Act of God days duly called by the Superintendent of Schools or their designated representative unless notified by their supervisor to the contrary.

Section 2. Employees who are specifically required by the Superintendent to report to work on a duly called Act of God day will be credited with a PTO day. Employees specifically required to work and willfully fail to do so without good cause shall be subject to additional discipline as may be deemed appropriate by the Superintendent pursuant to the provisions of Article 2.



Section 3. Employees specifically required to work may report for work as soon as they can unless an event has been scheduled during their normal working hours.

Section 4. Employees not specifically required to report to work on any duly called Act of God day shall be paid normal rate of pay as long as days are not planned to be made up. Overtime for employees will not be impacted by Act of God days.

### **ARTICLE 13 PAID LEAVE OF ABSENCE**

Section 1. Paid Time Off (PTO)

- A. Paid time off days shall be granted at the beginning of each fiscal year for non-probationary employees, computed on the basis of one (1) day per month except that the maximum accumulation of days earned annually shall be twelve (12) days for twelve month employees, eleven (11) days for eleven month employees (secretaries, assistant food facilitator, and transportation facilitator), ten (10) days for ten month employees. An employee who does not work at least one-half of their scheduled days in a calendar month, shall be deducted their paid time off day for that month. Any leave days which are not used during the year will be rolled into the leave bank accumulated to a maximum of one hundred fifty (150) days. Probationary employees shall accrue PTO days monthly, one day per month to the maximums for each classification above.
- B. Paid time off for illness and approved personal business shall be available for use by employees in the bargaining unit for the following purposes.
  - 1. Personal illness or immediate family incapacity over which the employee has not reasonable control.
  - 2. Medical and Dental extractions or treatment to the extent of the time required to complete such appointment, provided such appointments cannot be made during non-working hours.
  - 3. When an employee is taken ill on the job.
  - 4. Absence from work as a result of contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.

- 5. Personal Business must be requested forty-eight (48) hours in advance except in an emergency, approved by immediate supervisor, and cannot taken immediately before or after a holiday or used for vacation or recreational purposes.
- C. Leave may be allowed in cases of sickness or injury occurring during the vacation period.
- D. The Employer, or its authorized representative, may require a doctor's certification of illness or other appropriate evidence of illness, whenever it has reasonable basis for suspecting abuse of sick leave.
- E. At the end of each school year, employees will be offered the opportunity to return unused leave days to the District under the following procedures: If the employee has accumulated 30 leave days and has had perfect attendance for the school year, he may return 100% or less of that years earned leave for 50% of their per diem rate. No employee will be permitted to allow their accumulated leave bank to drop below (30) days through the use of this provision.
- F. Upon retirement with eligibility under MPSERS or death, with ten (10) years of service in the School District, the employee or their estate will receive 50% per diem for all unused accumulated leave days accumulative to one hundred and fifty (150) days. Severance for other reasons with ten (10) years of service in the School District, the employee will receive 30% per diem for all unused accumulated leave days to a maximum of one hundred and fifty (150) days.
- G. The Employer will provide and pay for insurance benefits for four (4) months after the leave bank has been depleted or the employee chooses to freeze their bank for the purpose of disability insurance. Thereafter COBRA rights will cover.

## Section 2. Court Leave Days

An employee who is subpoenaed to attend Court proceedings on matters not connected with school business will use cumulative leave days for that proceeding. When an employee is required by the Board to appear as a witness in court proceedings or is required to serve on jury duty leave will be allowed and the Board will pay the difference between the employee's daily rate of pay and the amount received pursuant to the jury duty pay. Upon completion of jury

duty, the employee shall furnish the payroll office a receipt from the court indicating the dates served and the total pay (exclusive of mileage).

**Section 3. Funeral Leave**

A. Employees will be paid for up to five days absence in the case of a death in their immediate family (request for funeral leave to be made as soon as practicable after the death) with appropriate documentation. Immediate family means father, mother, sister, brother, child, stepchild, wife or husband.

Employees will be paid for up to three days absence in the case of a death of a mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, grandchildren, grandparents and dependents living at home with appropriate documentation.

B. Employees who wish to attend the funeral of a person who is other than an immediate family member may be granted leave without pay. Employees may use leave days if available.

C. Employees who wish to attend the funeral of a fellow employee or former employee may do so, as mutually agreed by the Union and the Employer, to be determined on a seniority basis. Employees will be paid the time they must be off the job, such absence not to exceed one (1) day.

**ARTICLE 14  
UNPAID LEAVE OF ABSENCE**

**Section 1. General Conditions**

A. Any employee desiring a leave of absence from their employment shall secure written permission from the Employer thirty (30) days prior to the start of the leave unless it is an emergency. An employee on FMLA leave, worker compensation leave, or approved medical leave will continue to accrue seniority during their leave. An employee on an approved leave for personal reasons will not accrue seniority for the said period of the leave. Leave for personal reasons may not be extended after the first year.

B. The maximum leave of absence which may be granted pursuant to a request for leave shall be for one (1) year.

C. An employee may make written application to the Superintendent for reinstatement prior to the expiration of the leave provided that he shall give at least fifteen (15) calendar days'

notice in advance of the requested date of return. An employee so returning shall do so at their seniority level.

- D. Failure to request unpaid leave within three days of exhaustion of leave days shall constitute resignation. Failure to return from any unpaid leave on the date specified in said leave or application shall be conclusively deemed resigned.
- E. If an employee, upon advice of a medical doctor, requests an unpaid leave of absence due to sickness, the Employer may in its discretion consult with the employee's doctor relative to the reasons for the recommended sick leave, and may in its discretion require the employee to subject himself for physical examination by a doctor designated by the Employer. The cost of said examination by the doctor appointed by the Board shall be borne by the school district.

**Section 2. Union Business Leave**

- A. The Employer agrees to grant time off not to exceed three (3) days in any one calendar year, without discrimination or loss of seniority rights and without pay, to any employees designated by the Union to attend a labor convention or serve in any capacity on other official Union business, provided 48 hours written notice is given to the Employer by the Union, specifying length of time off for Union activities. Due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operation due to lack of available employees or the creation of a condition which would necessitate overtime pay for an employee filling the position created by such time off.

**ARTICLE 15  
HOLIDAYS**

**Section 1.**

- A. Employees will be eligible to receive holiday pay as follows:

**Twelve Month Employees**

Fourth of July	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Thanksgiving Friday	Friday or Monday During Spring Break
Christmas Eve	Memorial Day
Christmas Day	

**Eleven Month Employees (Secretaries, Transportation Facilitator and Asst. Food Facilitator)**

Labor Day	Christmas Day
Thanksgiving Day	New Year's Eve
Thanksgiving Friday	New Year's Day
Christmas Eve	Good Friday (beginning 2024-25 school year)
Memorial Day	

**Ten Month Employees**

Labor Day	Christmas Day
Thanksgiving Day	New Year's Eve
Thanksgiving Friday	New Year's Day
Christmas Eve	Good Friday (beginning 2024-25 school year)
Memorial Day	

It is agreed that if any scheduled holidays conflict with the need of the Employer to have employees present, the Employer and the Union will mutually resolve the conflict so that not to impact the educational program. In any case, employees will receive the same number of paid holidays.

**Section 2.** Holidays recognized by Section 1 of this Article that fall within an employee's vacation period will not be considered as part of a vacation and shall be taken by extending the vacation period one (1) day for each such holiday or the employee can make arrangements for a leave day on a later date.

**Section 3.** Employees who are scheduled to work a holiday will be scheduled for four (4) hours. Employees who are called in to work a holiday will be guaranteed four (4) hours work.

**Section 4.** To receive holiday benefits, the employee must work the day preceding and the day following the holiday or be on approved paid leave when it would be a normal work day. Holiday hours shall count as time worked for the purpose of overtime.

**ARTICLE 16  
VACATIONS**

**Section 1.** **Twelve Month Employees**

A. All twelve month employees shall accrue paid vacation time with pay under the following schedule. An employee, who does not work at least one-half of their scheduled days in a calendar month, shall not accrue/receive vacation days for that month.

<u>Years of Service Completed</u>	<u>Maximum Annual Vacation Day Accumulation</u>	<u>Monthly Accrual Rate (in days)</u>
1 – 10 years	10 days	0.83
11 – 15 years	15 days	1.25
16 + years	20 days	1.66

B. Vacation schedules will be worked out as far in advance as possible. Employees may take up to two weeks of vacation between the beginning and the close of the student school year, subject to the provisions of this section with the permission of the Superintendent of Schools. The remaining vacation time will be taken between the close of the student's school year and the beginning of the next school year.

C. The following procedures shall be followed in selecting vacation time:

1. During the School Year:

Each employee shall indicate on a yearly calendar their vacation request for a specified number of weeks during the school year not later than September 1. These vacation request shall be assigned on the basis of seniority and workload requirements on a building by building basis. Not more than one employee is guaranteed a vacation during the school year time without prior approval of the Administration. Vacation during the school year shall be approved on the basis of five (5) consecutive workdays. If the employee wishes to cancel their proposed vacation time, they shall not give less than one (1) week's notification of cancellation. If an employee has not selected a vacation time prior to September 1, or who after September 1 cancels their designated vacation time, may request additional vacation periods, if open, upon three (3) weeks notification to the employer. If an employee cancels their proposed vacation twice during the school year, said employee forfeits their right to a vacation during the school year and forfeits the allotted requested vacation time.

2. During Summer Recess:

Each year each employee shall indicate on a calendar the vacation request for the summer not later than the week of May 15. Vacation times shall be set by the employer on the basis of seniority and workload requirements on a building by building basis. The employer may limit the number of employees on vacation at any one time. At the

conclusion of the week of May 15<sup>th</sup>, all employees who have failed to select their vacation time will be assigned whatever time is available by seniority and workload on a building by building basis. Vacation days may not be substituted for paid time off days.

- D. All twelve month employees' vacation shall be subject to the provisions of Section 3 of this article.

Section 2. Eleven Month Employees-Secretaries, Assistant Food Facilitator and Transportation Facilitator

- A. Eleven month employees will accrue credit toward vacation with pay in accordance with the following schedule. An employee, who is not in paid status at least one-half of their scheduled days in a calendar month, shall not accrue/receive vacation days for that month.

<u>Years of Service Completed</u>	<u>Maximum Annual Vacation Day Accumulation</u>	<u>Monthly Accrual Rate (in days)</u>
1 – 10 years	5 days	.45
11 years +	10 days	.90

- B. Vacation days may not be substituted for paid time off days.
- C. Vacation Pay for eleven month employees will consist of a lump sum payment in the first pay period after completion of their duties for the current school year in an amount equal to the number of days of vacation accrued during the year multiplied by their regular daily rate of pay.
- D. Vacation pay credits shall be subject to the provision of Paragraphs B through F of Section 3 of this Article.
- E. Eleven month employees will receive their vacation pay in a separate check than their regular check.

Section 3. General Conditions for Vacation Pay

- A. If an employee wants their vacation pay other than on a regular pay day, the employee shall request said check by the Monday of the pay date on which said check is wanted.

- B. If an employee is laid-off, retires, or voluntarily resigns, he will receive any accrued unused vacation credit. A recalled employee who received credit at the time of layoff will have such credit deducted from their vacation the following year.
- C. Vacation will accrue on a monthly basis. Employees must work at least half of the scheduled work days in a given month to accrue vacation time for that month.
- D. Employees' vacation pay will be based on their permanent working day at their permanent hourly rate.
- E. Employees who have been on Military leave of absence shall be given seniority credit.
- F. In case of death of an employee, the employee's estate will be paid for all vacation days which have accumulated to their credit at their classification rate.
- G. Vacation pay for the first and last year of employment will be prorated according to the printed schedule for either eleven or twelve month employees. All other years will be calculated by subtracting the employee's seniority date from July 1 of the current school year (the year digit only). The difference is the number of years of vacation pay due.
- H. Employees may carry over five (5) unused vacation days from the maximum vacation allotments referenced in sections 1 and 2. Unused vacation days in excess of five (5) days will be rolled into PTO days as of July 1 each year.

## **ARTICLE 17 SPECIAL CONFERENCES**

Section 1. The Union or Employer may request a special conference between the parties. Conference to be held at a time mutually agreed to by the parties. The party requesting such conference will prepare an agenda and submit it to the other party five (5) days before said conference. Only those items on the agenda will be discussed. The Officers of the Union may attend said conference and shall not lose time or pay spent in such special conferences.

## **ARTICLE 18 SAFETY AND ACCIDENTS**

Section 1. All employees are required to wear clothing and footwear that does not restrict their ability to perform their job or leave them vulnerable to injury. Mechanics, maintenance, custodians and food service personnel will not be allowed to work in sandals or any other open



unstructured footwear. Supervisors may set reasonable standards and requirements of dress for safety and professionalism reasons.

Section 2. When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rules, the employee shall have the right to protest and if ordered by the supervisor to perform the work involved, the employee shall have the right to perform the work under protest.

Section 3. If an employee who is injured not as a result of their own negligence while on the job and is required to leave the job because of such injury and is required to remain off the job by medical authority, will be paid for the whole day. The Board will pay any doctor's fee for doctors authorized by the Board, incurred by the employee in connection with the injury.

Section 4. An employee involved in any accident shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accident. Failure to comply with this provision shall subject such employee to disciplinary action including discharge by the Employer.

Section 5. It is the duty of the employee and he shall immediately or at the end of their shift report all defects of equipment. Such report shall be made on a suitable form furnished by the Employer and shall be made in duplicate copies, one copy to be retained by the employee.

Section 6. Each building shall contain a first aid kit.

Section 7. A safety committee of employees and the Employer representatives shall be established. This committee will include the Officers and may meet at least once per month for the purpose of making recommendations to the Employer.

## **ARTICLE 19**

### **NO STRIKE CLAUSE**

The Union recognizes that strikes, as defined by Section 1 of Public Act 346 of 1947 of Michigan, as amended, by employees of public school districts, are contrary to law and public policy. The Employer and the Union subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Union agrees that during the terms of this Agreement, it will not direct, instigate, participate in, encourage or support any strike against the Employer by employee or group of employees.

**ARTICLE 20**  
**SEPARABILITY AND SAVINGS CLAUSE**

Section 1. If any provision of this agreement at any time be declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire Agreement, it being the express intention of the parties that all other provisions shall remain in full force and effect.

Section 2. If any provision of this Agreement is held invalid, as set forth above, the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for the provision held invalid.

**ARTICLE 21**  
**MISCELLANEOUS PROVISIONS**

Section 1. Authorized representatives of the Union may, with a supervisor's permission, be permitted to visit the operation of the Employer during working hours to talk with Officers of the Local Union and/or representatives of the employee covering matters covered by this Agreement.

Section 2. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, at reasonable times.

Section 3. The Employer shall provide for bi-weekly pay periods. Each employee shall have electronic access to an itemized statement of their earnings and all deductions made for any purpose. Pay days shall be every other Friday. All shortages shall be reimbursed by the following Tuesday if error is the fault of the employer. All wages and earnings will be made by direct deposit into an appropriate account, financial institution or debit account provided by the employee. All timesheets must be signed by the employee and their supervisor. If an employee is inadvertently overpaid, any adjustment for reimbursement shall be discussed with the employee prior to any adjustment.

Section 4. The Employer will provide lockers with locks for the custodial staff for the storing of clothing. A lounge area and washroom facilities will be provided for all employees.

Section 5. The Employer may provide to the employee, such legal assistance as will be required or needed as a result of the acts occurring when and while said employee is in performance of their duties and responsibilities.

Section 6. The Employer shall provide a bulletin board in the facility where employees hereunder are employed for the posting of seniority and vacation lists and for the use of the Union and Employer. Only official notices are to be posted and must have the signature of the Union, and the Employer or its representative.

Section 7. When the employee is required by the Employer to provide their own transportation to and from a job location or other related duties, they shall receive an allowance equal to that allowed by IRS regulations or will be provided with transportation by the Employer excluding to and from the job or work location.

Section 8. Loss or Damage. Employees shall not be charged for loss or damage of the employer's property, tools, equipment, mobile or otherwise, or articles rented or leased by the Employer unless negligence is shown.

Section 9. Employees shall not be required or expected to bring their own small tools from home.

Section 10. The cost of any required physical T.B. test, hepatitis inoculation and/or X-ray of an employee shall be covered by the Employer. Said physical, T.B. test and /or X-ray shall be performed by a physician selected by the Employer. Employees will be paid for one (1) hour upon completion of the DOT Physical at most once per year.

Section 11. Volunteer Work. The Employer reserves the right to accept donations of service from volunteers and volunteer groups and performance of service by such volunteer groups shall not constitute a violation of any terms of the Agreement.

Section 12 The Employer reserves the right to set reasonable minimum job requirements, qualifications, and needed skills for bargaining unit positions. However, prior to implementation of any changes, the Employer will consult with the Union regarding such changes and make information available to members.

Section 13.

- A. Custodians and Maintenance personnel will be supplied with an initial five (5) smocks or shirts by the Board. Two (2) additional smocks and shirts will be provided at the beginning of each school year. Mechanics will be supplied with five (5) sets of uniforms and three (3) coveralls at the beginning of each school year.
- B. All Cooks and Certified Head Cooks will be supplied with three t-shirts (or choice of a polo shirt, sweatshirt) and one apron each year. A cut glove and thermometer will also be supplied upon hire and replaced as needed. Lunchroom Aides who clean tables will be supplied with aprons with an initial issue of five (5) aprons. Aprons will be replaced as needed at the beginning of the school year.

Section 14. Employees who work as substitutes outside of their classification during their normal down time shall be paid at the member substitute rate of whatever position they are substituting in. Further, substitute work under these conditions will not qualify for benefits.

Section 15. The members of this bargaining unit will be allowed to reasonably utilize all recreational facilities of the school without cost to the employee.

Section 16. Those Secretaries who have to call from home to secure substitute employees shall be guaranteed a minimum of one hour pay per day for the assignment.

Section 17. When made available during non-working days or hours, members will be afforded training in CPI, Administration of Medication, or other professional development. Professional development will include all areas of training that mutually benefits the school district and the employee. If the training is offered during non-working hours or workdays it must be preapproved and members will be compensated for the time spent on training at their normal wage rate.

**ARTICLE 22**  
**SPECIAL PROVISIONS (BUS DRIVERS)**

Section 1.

- A. REGULAR RUN: Part of a bid package which includes any and/or combinations of the following:

Elementary, Jr. High and/or High School A.M./P.M. Special Education A.M./P.M., noon, parochial, and vocational shuttles.

1. At least one job bid each year shall be for a first call out driver. This position will report to work each day and be assigned to work in any open position within the Transportation Department. If no driver openings are available, other work will be assigned up to four (4) hour minimum. This individual holding this position will be paid the drivers rate per their seniority and he will be eligible to bid on extra trips, noon trips and summer work. This employee shall work according to the Huron calendar and benefits earned shall be at the four (4) hour minimum.
2. Summer runs will be bid separately by seniority. Summer bid packages will be posted and bid prior to the start of summer sessions. Drivers will be paid \$1.50 additional and aides will be paid \$0.75 additional. Drivers and aides will be credited one (1) PTO day for each twenty (20) days worked in the summer.
3. All noon and summer work is exempt from the transportation aide language. Summer work is granted by seniority in the bargaining unit regardless of position.
4. Regular awarded bid packages, which could include any or all the above will be paid at least four (4) hours per day. In addition, they shall be paid fifteen (15) minute prep time for (safety inspections, clean and fuel bus) any time a bus is driven from its original destination. One time in every two (2) week period (concession will be made during the winter months) the Supervisor will establish a washing schedule to be done on a rotation basis by seniority. The District will provide rain suits for use when washing buses. (bus washing is done on paid time, including filling time)
5. If financial conditions will not allow a fully funded transportation schedule or if elementary or secondary runs must be created independent of a regular run. Drivers will be paid drive time (or a minimum of two (2) hours whichever is greater).
6. Any extra work for the day will be circled at 8:45 a.m. Once the work has been awarded, no changes will be made to those assignments. Transportation aides can do work off the extra work board by seniority.
7. Extra daily runs will be paid a minimum of one and one half (1 ½) hours per day excluding shuttles.
8. All bid packages will be awarded by seniority pursuant to Section 2 of this Article.

**B. REGULAR, ATHLETIC OR FIELD TRIPS:**

Members shall be awarded trips on a rotation seniority basis. This will not be altered except for additions of new hires during the school year. Administration will award trips based on expected starting time of the trip. An athletic or field trip is to be posted forty-eight (48)

hours if possible prior to the time of the trip and will be paid at the regular hourly rate. The driver awarded a regular field or athletic trip shall be notified not later than twenty-four (24) hours prior to the time of the trip when possible. Members may request that they be excluded from being contacted for summer field trips. The trip board shall remain in rotation throughout the school year and summer. The District will use Huron District transportation for Huron students to and from school and events whenever possible.

1. If a trip is cancelled after the driver's route has gone the driver will be paid two (2) hours and awarded the next unposted trip. If the trip is cancelled prior to the driver's work, the driver will return to their route and be awarded the next unposted trip.
2. If a trip interferes with a drivers regular run, the driver will be paid the time driven on the regular run plus trip time.
3. If two trips are scheduled with the same departure time, the trips shall be awarded by seniority preference.
4. When a driver is scheduled to drive a trip and their name comes up in rotation on the board for the same day and time they will be redlined and awarded the next unposted trip. The trip to be circled will be awarded to the next person in rotation that signed the trip and is available.
5. The next unposted trip is any regular or athletic trip that has been requested and has not been posted but does not qualify as an emergency trip. Drivers will be asked in the order that their trips were canceled. If they are unable to accept the trip offered for any reason, the driver loses their next unposted trip.

EMERGENCY ATHELTIC OR FIELD TRIP: An emergency trip is one which is not posted twenty-four(24) hours before the scheduled time of the trip.

1. A sign up list of drivers who will accept emergency athletic or field trips will be maintained. Trips will be awarded to drivers on a continuing rotating seniority basis from the emergency sign up list. The emergency sign- up list shall be made available to all drivers.
2. If an emergency trip interferes with a driver's regular run, the driver will be paid a minimum of (4) hours for the emergency trip in addition to actual time driven on the regular run.

## Section 2.

Prior to the beginning of each school year, there will be temporary bid and drivers will bid their packages according to seniority. After the fourth Wednesday count, there will be a final bid and drivers will bid their packages according to seniority. If time is added to a bid package which would result in putting the driver into overtime, then a posting and re-bid would take place.

All bid packages will be picked and awarded by seniority at each bid. The following information will be made available on bid day for all work being bid on:

1. Beginning Time
2. School Calendar
3. Map of Route
4. Paid time of each piece of work
5. Parking spaces available

After the initial bid there will be no bumping unless a run is increased/decreased by fifteen (15) minutes with the exception of Special Education Runs which would have to be increased/decreased by thirty (30) minutes.

1. Bid packages will be paid according to the receiving district's calendar and each driver will stay with their bid package for the receiving district's calendar (i.e. a driver bids a Huron route which starts August 26<sup>th</sup> and a JoBrighton noon route which starts after Labor Day). The driver will only be paid the Huron pay only until the JoBrighton school starts. Any driver/aide that chooses a cross-district bid will be paid according to that district's calendar. Drivers/aides will be paid for the actual scheduled task of that day without any hours of guarantee.
2. Holidays and holiday premiums will be paid in accordance with the Huron School calendar. No holiday premium will be paid for regularly scheduled work required by the receiving district's calendar.
3. Bid packages will be held the entire school year by the driver who bids the package. Bid packages will be run by the receiving schools calendar.
4. Drivers will be paid their bid package time if any part of the package is cancelled by no fault of their own (parents driving, no heat, no electric, no teachers, and on half days). The affected driver's time will be filled.
5. A permanent or temporary vacancy shall be posted within three (3) business days and awarded (thereafter) within three (3) business days. Drivers and aides may bid on any temporary or permanent posted vacancy.
6. If runs are changed, the Union may request a re-evaluation of the pay allowed for the run. The Union and the Transportation Director shall make a joint evaluation and recommendation to the Superintendent for change. The Union shall have the right to grieve the decision.
7. If packages are split to create new packages after the permanent bid, they shall be re-posted and bid accordingly.

### Section 3.

Buses shall be assigned to routes based upon the size of the vehicle needed for that route and as limited by any funding source. Once the size and any funding requirements are satisfied, a driver can select and appropriate bus, by seniority at the time of bidding annual packages.

### Section 4.

When drivers are in mandated training, they will be compensated at their regular rate of pay for the time spent in the training. Transportation facilitator earns their regular rate of pay for driving outside scheduled work hours.

### Section 5.

Drivers are required to wash back and front windows, mirrors, lights, etc., when needed for safety reasons once every two (2) weeks. The driver will conduct a thorough bus inspection prior to each separate run.

### Section 6.

A. All drivers must meet the following conditions:

1. Meet all State and Federal licensing requirements.
2. Must pass an annual physical examination by a licensed physician acceptable to the district.
3. Maintain a clean driving record as to private driving as well as on the job driving which will allow the driver to keep the CDL. This shall be based on the Driving Information Record computer printout from the Michigan Secretary of State. All employee incidents involving traffic citations must be immediately reported to the Transportation Supervisor. Failure to do so may result in disciplinary action up to and including dismissal.

### Section 7.

1. Regular drivers who want to be called for a vacancy must sign up.
2. If Huron students are being transported to and from scheduled events or matches, when at all possible Transportation unit members shall drive the students.
3. Regular drivers who substitute for a bus aide receive step 1 bus driver rate.

### Guidelines for Call Backs

A call back is when an aide works or a driver drives their AM/PM regular run three (3) or more times in one day. Call backs should be paid a minimum of (2) hours unless the time overlaps and then they would be paid for the actual time worked.



Section 8.      Splitting Classification Drivers and Aides:

If a transportation aide position becomes available and no current employee bids on the position and it remains vacant, the position will be filled with a substitute prior to hiring a regular transportation aide.

Any transportation aide who earns their CDL may bid on the next available driving position and will be moved into the drivers' classification at the bottom of the seniority list and compensated accordingly. They will be offered the vacant driver position prior to the position being offered to an outside applicant.

Using aides as substitute drivers: If an aide who has a CDL certification is pulled to drive, they will drive the route assigned by the Transportation Supervisor by seniority. All aides will stay in the driving position they drove in the morning if the position is still unfilled.

**ARTICLE 23**  
**INSURANCE BENEFITS**

Section 1.      Employees eligible for health insurance benefits under this Master Agreement will be able to subscribe to covered benefits comparable to Pak A: MESSA Choices II, \$500/\$1000 deductible, co-pays; \$20 office visit, \$25 urgent care, \$50 emergency room co-pays, Saver RX, dental, vision and \$30,000 life insurance, or Pak B: MESSA dental, vision and \$30,000 life insurance or the cash in lieu of health benefits stated in Section 4. Employees new to health insurance shall have to bid and work a position of forty (40) hours per week, 8 hours per day to be eligible for the health insurance package or be a self-contained special education (ASD, EI, CI, One on One) classroom aides who will be eligible for single subscriber health insurance if they bid and work a permanent position that is six (6) hours per day and thirty (30) hours per week. Employees eligible for these benefits shall receive the benefits on the first day of the month following ninety (90) calendar days of employment. Employees will pay 20% of all employer paid insurances (medical, dental, vision and life insurance). All employee contributions will be paid through the district's Section 125 Cafeteria Plan. The District will be the policy holder for all insurances. All employee contributions will be in twenty-four (24) installments, two (2) per month.

Section 2.      Employees who are insured with health insurance or eligible for health insurance provided through, or by either another employer, or the employer of the employee's spouse, shall not be entitled to coverage except for Pak B provided in Section 1, pursuant to this Agreement. Employees shall annually certify to the Superintendent or their designated

representative that they do not have or are eligible for such “double coverage” and shall be under an affirmative duty to notify the Superintendent or their designated representative within ten (10) days if such “double coverage” should occur subsequent to said annual certification. Certification statements shall be made in writing on forms as shown in appendix B of this Agreement and shall be dated and signed by the employee. Misrepresentations by employees in said certification statements, or failure to timely notify the administration of subsequent occurrence of “double coverage”, shall constitute just cause for dismissal of the employee. Should an employee eligible for “double coverage” subsequently lose their other coverage, he shall then be eligible for benefits under section 1 of this Article as appropriate under submission of supplemental certification statement.

Section 3. Employees not eligible for health insurance under this Master Agreement but in need, may purchase through the school district the health insurance package on a self-paid basis. All self-paid premiums must first be paid through the Section 125 Cafeteria Plan, if possible. All self-paid premiums must be paid no later than 30 days in advance during the school year. Ten month employees will make full payment by June 1<sup>st</sup> of each year for July and August premiums. Failure of the employee to provide premium payments is notice to the school district the health insurance is to be dropped. All self-paid health insurances do not qualify under COBRA law.

Section 4. Any employee who wishes to drop all of their insurance (health, dental, vision and life) under Section 1 will receive One Hundred Dollars (\$100) per month in an appropriate cafeteria plan to be provided by the employer.

Section 5. Employees may work additional hours by substituting or bidding on another regular position in addition to their primary bid position, but may not combine hours in multiple positions to qualify for overtime or health insurance. The primary bid position will determine if an employee qualifies for health insurance under the provisions listed above. If an employee bids on a position, the rate is step 2 to start (same as subbing).

#### **SECTION 125 CAFETERIA PLAN**

The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code that includes the following: Waiver of Health Insurance Cash Option Plan (cash in lieu), Medical Spending Account, Dependent Care Reimbursement, and Insurance Premium Conversion. A bargaining unit member electing any of the above shall enter into a salary reduction agreement.

**ARTICLE 24  
LONGEVITY**

Longevity Schedule: All positions will receive a longevity stipend each year per the schedule below.

After 10 years of service and through 15 <sup>th</sup> year of service	\$200
After 15 years of service and through 20 <sup>th</sup> year of service	\$300
After 20 years of service and through 25 <sup>th</sup> year of service	\$400
After 25 years of service	\$600

As of July 1, 2021, employees receiving higher longevity pay than listed above, will be grandfathered at their 2020-21 longevity pay and receive that amount in December each year. For all other employees, years of service are counted as full years worked as of June 30 each year. Payment will be made in one lump sum the following December each year. A twelve month employee must have started prior to November 1, eleven month employee must have started prior to November 15, and a ten month employee must have started prior to December 1 to get credit for a full year as of June 30. If the employee has earned the longevity pay as of June 30, but then resigns or retires before December, they would receive their longevity pay in their last pay. This payment will start in December 2021.


**ARTICLE 25  
TERMINATION OF AGREEMENT**

Section 1. This agreement shall be in full force and effective July 1, 2023 through June 30, 2025.

Section 2. It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice at least sixty (60) days prior to date of expiration.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

HURON SCHOOL DISTRICT


  
Board President

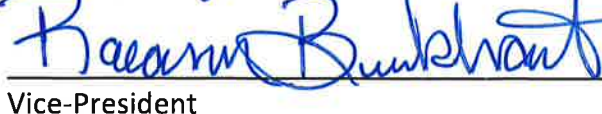
  
Board Secretary

  
Superintendent

6-19-2023  
Date

HSD FEDERATION OF SUPPORT STAFF

  
President

  
Vice-President

6-19-2023  
Date

## APPENDIX A

### **Statement of Certification of Eligibility for Insurance Benefits.**

I am \_\_\_\_\_, am not \_\_\_\_\_, eligible for health insurance pursuant to the provisions of Appendix of the Master Agreement between the Huron Public Schools and HSD Federation of Support Staff under (Please Check Appropriate Plan):

\_\_\_\_\_ Section 1. Plan 1 because I am married \_\_\_\_\_. Married with children \_\_\_\_\_, single with children \_\_\_\_\_ and I am not covered by any health insurance provided by or through either another employer or the employer of my spouse.

\_\_\_\_\_ Section 1, Plan 2 because I am single with no children AND I am not covered by any health insurance provided by or through either another employer or the employer of my spouse.

\_\_\_\_\_ Section 1, Plan 3 because I am covered by health insurance provided by \_\_\_\_\_, which is the employer of myself \_\_\_\_\_, my spouse \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX B SALARY SCHEDULE

If step advancement is negotiated for the upcoming year, it will occur at the beginning of the fiscal year or when the agreement is ratified. A twelve month employee must have started prior to November 1, eleven month employee must have started prior to November 15, and a ten month employee must have started prior to December 1 to advance one step on the salary grid for the following year.

Cook Assistant	2022-23	2023-24	2024-25
Start/First Year	\$12.45	\$13.50	\$14.00
Step 2	\$12.86	\$14.00	\$14.50
Step 3	\$13.41	\$14.50	\$15.00

Cook assistants on step 1 for 2022-23 go to new step 1 for 2023-24. Cook assistants on step 2 go to new step 2. Cook assistants on step 3 or step 4 go to new step 3.

Certified Head Cook	2022-23	2023-24	2024-25
Start/First Year	\$13.24	\$14.64	\$15.23
Step 2	\$13.73	\$15.32	\$15.93
Step 3	\$14.34	\$16.00	\$16.64

Cooks on step 1 for 2022-23 go to new step 1 for 2023-24. Cooks on step 2 go to new step 2. Cooks on step 3 or step 4 go to new step 3.

Assistant Food Facilitator	2022-23	2023-24	2024-25
	\$16.07	\$17.00	\$17.68

Lunch/Recess Aide	2022-23	2023-24	2024-25
Start/First Year	\$11.92	\$13.00	\$13.52
Step 2	\$12.28	\$13.39	\$13.92
Step 3	\$13.07	\$13.79	\$14.34

Lunch/recess aides on step 1 for 2022-23 go to new step 1 for 2023-24. Lunch/recess aides on step 2 go to new step 2. Lunch/recess aides on step 3 or step 4 go to new step 3.

Highly Specialized Aide Autistic Classroom	2022-23	2023-24	2024-25
Start/First Year	\$15.91	\$16.94	\$17.62
Step 2	\$16.15	\$17.20	\$17.89
Step 3	\$16.55	\$17.63	\$18.33

Highly Qualified Aide Instructional, Library, Spec Ed	2022-23	2023-24	2024-25
Start/First Year	\$15.54	\$16.55	\$17.21
Step 2	\$15.77	\$16.80	\$17.47
Step 3	\$16.17	\$17.22	\$17.91

Instructional, Special Education and Library Aides must have passed the Work Keys or Paraprofessional Assessment Test or have an Associate's Degree. Special Education Aides primarily responsible for providing assistance to students with toileting needs shall receive a stipend of \$75 per student per trimester.

Classroom/Office Aide	2022-23	2023-24	2024-25
Start/First Year	\$14.00	\$14.42	\$15.00
Step 2	\$14.71	\$15.15	\$15.76
Step 3	\$15.59	\$16.06	\$16.70

Classroom or office aides on step 1 or step 2 for 2022-23 go to new step 1 for 2023-24. Aides on step 3 go to new step 2, aides on step 4 or step 5 go to new step 3.

Office aides or building secretaries primarily responsible for providing assistance to students with health monitoring and Type I Diabetes shall receive a stipend of \$75 per student per trimester. This stipend is not available if the student primarily does their own monitoring and medication.

Secretaries	2022-23	2023-24	2024-25
Start/First Year	\$17.15	\$18.26	\$19.00
Step 2	\$17.84	\$19.00	\$19.76
Step 3	\$18.54	\$19.75	\$20.53
Step 4	\$19.61	\$20.88	\$21.72

Secretaries on step 1 or 2 for 2022-23 go to new step 1 for 2023-24. Secretaries on step 3 go to new step 2, secretaries on step 4 go to new step 3, secretaries on or step 5 or 6 go to step 4.

Bus Aide	2022-23	2023-24	2024-25
Start/First Year	\$12.92	\$14.00	\$14.50
Step 2	\$13.66	\$14.42	\$15.00

Bus aides on step 1 or step 2 in 2022-23 go to new step 2 in 2023-24.

Bus Driver	2022-23	2023-24	2024-25
Start/First Year	\$19.04	\$20.56	\$21.39
Step 2	\$19.66	\$21.23	\$22.08
Step 3	\$20.94	\$22.62	\$23.52

Drivers on step 1 or step 2 for 2022-23 go to new step 1 for 2023-24. Drivers on step 3 go to new step 2, drivers on step 4 or step 5 go to new step 3.

Transportation Facilitator	2022-23	2023-24	2024-25
	\$19.66	\$20.64	\$21.47

Custodian	2022-23	2023-24	2024-25
Start/First Year	\$15.59	\$16.60	\$17.27
Step 2	\$16.28	\$17.34	\$18.03
Step 3	\$16.97	\$18.07	\$18.80
Step 4	\$17.67	\$18.82	\$19.57
Step 5	\$19.18	\$20.43	\$21.24

Custodians on step 1 for 2022-23 go to new step 1 for 2023-24. step 2 goes to new step 2, step 3 goes to new step 3, step 4 goes to new step 4, steps 5 or 6 go to new step 5.

Maintenance 1	2022-23	2023-24	2024-25
Step 1	\$18.08	\$19.07	\$19.84
Step 2	\$18.90	\$19.94	\$20.74
Step 3	\$20.12	\$21.23	\$22.08

Maintenance 2 & Mechanics	2022-23	2023-24	2024-25
Step 1	\$21.17	\$22.33	\$23.23
Step 2	\$22.60	\$23.84	\$24.80
Step 3	\$24.36	\$25.70	\$26.73

Maintenance on step 1 or step 2 for 2022-23 go to new step 1 for 2023-24. Maintenance on step 3 go to new step 2, maintenance on step 4 or step 5 go to new step 3.

Position	2022-23	2023-24	2024-25
Maintenance 3/HVAC	\$26.39	\$27.84	\$28.96
Master Mechanic	\$26.81	\$28.28	\$29.42
Mechanic Helper/Bus Washer	\$13.52	\$14.26	\$14.83
Member Subbing in Different Classification	Step 2 Rates	Step 2 Rates	Step 2 Rates

Current employees as of October 1, 2023 who remain employed through the last day of school in June 2024, will receive \$600 one-time off-schedule non-pensionable payment to be paid on the last pay in June 2024.