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Plymouth-Canton



Community Schools

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**Agreement**  
Between the  
Plymouth-Canton Board of Education  
and the  
Plymouth-Canton  
Cafeteria Association

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**2024/25 – 2025/26**

Wage reopener in 2025

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## AGREEMENT

between

THE PLYMOUTH-CANTON COMMUNITY SCHOOLS, hereinafter referred to as the "Employer"

and

THE PLYMOUTH-CANTON CAFETERIA ASSOCIATION, hereinafter referred to as the "Union."

### **ARTICLE I**

#### Purpose

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Plymouth-Canton Board of Education and the employees covered hereby, to insure true collective bargaining and to establish standards of wages, hours, working conditions and other conditions of employment.

### **ARTICLE II**

#### Union Recognition

##### Section 1. Union Recognition

- A. The Employer hereby recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.
- B. The term "employees" as used herein shall include all full-time and regular part-time cafeteria staff employees or staff to be employed with the Employer including cafeteria managers, but excluding supervisors, substitutes, and all other employees. A regular cafeteria employee is one who normally works in a school cafeteria five (5) days each week when school is in session.
- C. No bargaining unit member shall have the authority to discipline other bargaining unit members. Discipline shall be defined as a written reprimand, suspension without pay or discharge.

##### Section 2. Union Membership

- A. All employees of the Board covered by this Agreement may elect to become a member of the Plymouth Canton Cafeteria Association on or after the date of hire

### **ARTICLE III**

#### **Union Membership**

Section 1. Any employee who has elected to be a member of the Union, or who has applied for membership, may sign and deliver the MEA/NEA/PCCA Membership Form to the Plymouth Canton Cafeteria Association.

The Plymouth Canton Cafeteria Association will establish a process for collection of MEA/NEA/PCCA membership dues.

### **ARTICLE IV**

#### **Non-Discrimination**

Section 1. The Employer will not interfere with or discriminate in any respect to any term or condition of employment against any employee covered by this Agreement because of membership in, or legitimate activity as described in this Agreement on behalf of the Union, nor will the Employer encourage membership in another union.

Section 2. The Employer and the Union recognize their responsibilities under Federal, State and Local laws pertaining to fair employment practices. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, age, gender, creed, color, religion, national origin, height, weight, sexual orientation or marital status. The parties will work together to assure equal employment opportunities to all.

### **ARTICLE V**

#### **Bargaining Teams**

The Bargaining Teams of the Employer and the Union have a mutual obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain in good faith with respect to hours, wages, terms and conditions of employment for personnel represented by the Union.

### **ARTICLE VI**

#### **Agreement Distribution**

Copies of this Agreement, signed by the president and chairperson of the bargaining team of the Union and the President and Secretary of the Board of Education of the Plymouth-Canton Community Schools, shall be a digital copy of the completed master agreement will be emailed to the PCCA President. The PCCA President will distribute an electronic copy of the master agreement to all PCCA members. The cafeteria manager and PCCA building representative(s) shall have available at all times a printed copy of this Agreement for use by any and all cafeteria personnel of the Union by Plymouth-Canton Community Schools.

## **ARTICLE VII**

### **Management Rights**

Section 1. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Union, either as to the taking of action under such rights, or with respect to the consequences of such action during the term of the Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right:

- A. to the executive management and administrative control of the school system and its properties, facilities, equipment and the activities of its employees during employee working hours;
- B. to hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion, and to promote and transfer all such employees;
- C. to establish assignments as deemed necessary or advisable by the Employer;
- D. to determine the services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operation; the means, methods, and processes of carrying on the work including automation or contracting thereof, or changes therein, the institution of new and/or improved methods or changes therein.
- E. to adopt rules, regulations and determine the number needed and length of their assignments;
- F. determine the number and location or relocation of its facilities, including the establishment or relocations of the new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- G. to determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Employer shall not abridge any rights from employees as specifically provided for in this agreement.
- H. to determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provisions in this agreement.

Section 2. The matters contained in this Agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between the parties during the term of this agreement, unless by mutual consent.

Section 3. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption and equal application 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 Laws and Constitution of the State of Michigan and the Laws and Constitution of the United States.

Section 4. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Employer in the past.

Section 5. Board policy

The Board retains the right to establish and equitably enforce personnel policies relating to the duties and responsibilities of all employees which are not inconsistent with the provisions of this agreement or violation of law. Every employee of the school district is expected to adhere to board policies and procedures. Board policies shall be made available for review online and through the building administrator.

## **ARTICLE VIII**

### Strikes and Lockouts

Section 1. The Union agrees that during the entire life of this Agreement there shall be no sanctioned or condoned strike, sit-down, stay-in, slow-down or work interference or curtailment of any kind for any reason.

Section 2. The Union further agrees it will take action to prevent or stop unauthorized strikes, sit-downs, stay-ins, slow-downs, picketing or work interference curtailment of any kind by notifying the employees.

Section 3. All shop stewards and officers of the Union shall take action to try to prevent any wildcat strikes, sit-downs, stay-ins, slow-downs, picketing or work interference's or curtailments of any kind.

Section 4. The Employer shall have the right to discipline (including discharge) any or all employees who violate this Article, providing the Union reserves the right to file a grievance as to whether the employee was involved in said action.

Section 5. The Employer agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law the Employer hereby waives any right that it may have to sue the Local Union or Cafeteria Association with which it is affiliated for damage resulting from unauthorized work stoppages.

## **ARTICLE IX**

### Health Insurance

Section 1. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, for employees after they



have completed the initial 60 work days in the bargaining unit.

Effective January 2013, all new employees who have completed the initial 60 work days in the bargaining unit, must work 30 or more standard hours to be eligible for benefits.

Employees who were hired prior to January 2013, have completed the initial 60 work days in the bargaining unit will be grandfathered at their current benefit eligibility based on hours at time of ratification.

These contributions will be payroll deducted. *See Appendix A for details.*

Hours will be determined after November 1st to be effective December 1<sup>st</sup> and after March 1<sup>st</sup> to be effective by April 1 and will encompass the open enrollment period for health insurance.

- Section 2. The Board reserves the right to bid and name the third party administrator and the carrier of prescription co-pay. The district maintains the right to change insurance carriers.
- Section 3. Any employee who is eligible for health insurance and agrees not to enroll in the plan will receive a lump sum payment of \$600 in lieu of health coverage. Any employee who chooses to receive money in lieu of health insurance will continue to be eligible for all other insurance coverage. The lump sum will be paid in the last pay in July. The lump sum will be prorated for employees who worked less than a full year without insurance coverage.
- Section 4. A flexible spending account for employee contributions will be established to include medically related expenses and dependent care expenses in accordance with the I.R.S. regulations.

## **ARTICLE X**

### **Life Insurance & Long Term Disability Insurance**

#### Life Insurance

The Plymouth-Canton Community Schools agrees to provide, after the employee's initial 60 work days in the bargaining unit, the premium for ten thousand dollars (\$10,000.00) term life insurance for all regular cafeteria personnel.

#### Long Term Disability Insurance

The employer agrees to pay the premium for long-term disability benefits to all regular full-time employees who work 30 standard hours or more a week. The long-term disability plan shall be provided after a ninety (90) calendar day waiting period and shall provide 66 2/3% coverage of salary up to a maximum of \$2,000.00 per month.

Hours will be determined after the November 1st counts to be effective January and after the April 1st counts to be effective July 1 and will encompass the open enrollment period.

## **ARTICLE XI**

### **Dental Insurance & Vision Insurance**

Section 1. **DENTAL COVERAGE:** The Board agrees to pay, after the initial 60 work days in the bargaining unit, the premium/illustrated rates for dental coverage for employees who are employed twenty-five (25) or more standard hours per week. Effective January 2013, all new employees must work 30 or more standard hours to be eligible for benefits. Employees hired prior to January 2013 will be grandfathered at their current benefit eligibility based on hours at time of ratification. See *Appendix A for details*.

Hours will be determined on November 1 to be effective January 1 and April 1 to be effective July 1 and will encompass the open enrollment period.

The Board reserves the right to bid and name the insurance carrier or become self-insured provided comparable levels of coverage are met.

Section 2. **VISION COVERAGE:** The Board agrees to pay, after the initial 60 work days in the bargaining unit, the premium/illustrated rates for vision coverage for employees who are employed twenty-five (25) or more standard hours per week. Effective January 2013, all new employees must work 30 or more standard hours to be eligible for benefits. Employees hired prior to January 2013 will be grandfathered at their current benefit eligibility based on hours at time of ratification. See *Appendix A for details*.

The Board reserves the right to bid and name the insurance carrier or become self-insured provided comparable levels of coverage are met. Hours will be determined on November 1 to be effective January 1 and April 1 to be effective July 1 and will encompass the open enrollment period.

## **ARTICLE XII**

### **Professional Standards**

Section 1. The Employer will continue to take all reasonable precautions to safeguard the health and safety of its employees during their regular hours of work.

Section 2. It is recognized:

- A. Periodic training sessions, on a released time basis, will be conducted during the school work day or after school hours.
- B. Attendance will be mandatory for those designated employees.
- C. This language does not govern contract language pertaining to promotions and transfers.
- D. Designated employees shall be given four (4) working days notice for mandatory meetings pertaining to their job and shall be paid for the time attended, excluding education days.
- E. Employees working twenty-five (25) to forty (40) hours will be required to complete ten (10) hours annually of training. Employees working twenty-four

(24) hours or less will be required to complete six (6) hours annually of training.

- F. Employees that are promoted or have an increase of hours after January 1 will have training hours prorated.
- G. Management will keep training hours recorded. It is the responsibility of the employee to provide documentation of training not provided by the district. Management holds the right to approve or deny training hours.
- H. Failure to meet professional standards by June 30 of each year will result in a demotion or termination.

Section 3. The district will hold an opening in-service for all employees. In the event there is not an opening meeting, in-service activities when school is in session will be required. One in-service will be held each semester for a minimum of two hours. In-service provided will be counted towards the employees required annual training hours.

Section 4. All managers, assistant managers and cafeteria assistants will need to complete and successfully pass Serv Safe Certification to continue in their positions. If an employee moves in to a position that requires them to be Serv Safe Certified, they must sign up for the first available course and pass within thirty working days. The district will pay for the Serv Safe class and certification. If an employee does not pass the exam the first time the district will pay for a second re-take of the course and test

The employee will be responsible for the cost of certification after a failed second attempt. If the employee fails on a third attempt, the employee will be demoted to a position not requiring certification. Once the employee passes the exam for certification they will become eligible to apply for an open position that requires Serv Safe Certification. It is the employee's responsibility to have their certification up to date.

Section 5. When it is determined that further or new employee training is needed, administration has the right to set up kitchen shadowing. When possible, kitchen shadowing during the months of September and June will be avoided. Shadowing during inventory time will only occur if it is part of the training needed.

### **ARTICLE XIII**

#### **Jury Duty - Subpoena as Witness**

Recognizing it is the obligation of every citizen to serve as a juror when called upon to do so, an employee called to jury service or subpoenaed as a witness will be granted leave with full pay. However, the money earned as a juror shall be reimbursed to the district, except the money received for mileage.

## **ARTICLE XIV**

### **Discipline and Discharge**

Section 1. No employee shall be disciplined without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing.

Any cause for discipline or discharge known to the Employer and on which action or notification has not been initiated by the Employer within fifteen (15) days shall be void.

Section 2. A bargaining unit member shall be entitled to have present a representative of the Union during any meeting which leads to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Union is present. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised of the right to representation under this provision of the Agreement.

## **ARTICLE XV**

### **Personal Leave Days**

Section 1. Sick Leave Days: Each employee covered by this Agreement will be entitled to sick leave of one (1) work day with pay for each month of service, beginning with the first completed full calendar month and accumulative to one-hundred eighty (180) work days. Days earned beyond one-hundred eighty (180) will be held in a catastrophe bank. Anyone taking five (5) or more sick days in succession may be required to bring in a signed statement from their physician. Proof of illness may be required if the employer has reason to suspect abuse.

A. **PCCA Catastrophic Bank:** beginning with the 2014/15 school year the accumulated sick days beyond one hundred eighty (180) work days contributed by PCCA members will be placed into the PCCA Catastrophic Bank. If a PCCA member/cafeteria employee retires or resigns from Plymouth-Canton Community Schools they will donate all remaining sick days to the PCCA catastrophic bank. If the total days falls below one hundred (100) days an assessment of half (.5) sick day will be assessed the PCCA membership to replenish the catastrophic bank. The PCCA president will receive notification of the total days in the bank each September.

B. A catastrophic bank committee will govern the use of the bank. The committee will consist of two (2) individuals appointed by the Child Nutrition Director and two (2) individuals appointed by the PCCA president. The committee will convene whenever a request is received by the PCCS Child Nutrition Director and the PCCA president in writing by a PCCA member. A majority of the committee must approve all use of bank days. The decision of the committee shall be final.

C. Days from the bank will be available for illness of PCCA members only. Request for family illness, bereavement, etc. will be denied. Requests will be considered for catastrophic situations which are sudden, unexpected, and of a long term nature. The bank is not intended to remove the obligation and

expectation that sick leave is to be used only as needed and the PCCA member must be accountable for the amount of sick time he/she may have accumulated.

D. The committee will consider requests for use of the bank provided:

- 1) The personal sick leave accumulation and the thirty (30) day emergency day bank will be exhausted.
- 2) Use of the bank days will cease when the PCCA member becomes eligible for Long Term Disability coverage (LTD).

Section 2. Sick leave shall be granted to employees when they are incapacitated from the performance of their duties by sickness, pregnancy, injury or for medical, dental or optical examination or treatment. (Medical proof of illness may be required.) Sick leave should be granted when, through exposure to contagious disease, or disability directly related to their employment responsibilities, the presence of the employee at his/her employment position would jeopardize the health of others. To receive sick day for medical, dental, or optical examination or treatment, three (3) days notice of the appointment must be given except in the case of emergency.

Section 3. A. Workers Compensation: Absence of less than seven (7) days resulting from a minor personal injury in the course of employment with the Plymouth-Canton Community Schools shall be deducted from accumulated allowable days of absence provided the employee files at the Board Office, prior to returning to regular employment, a statement from his/her doctor stating the number of days he/she will be unable to work.

B. Absence caused by a major personal injury arising in the course of employment with the Plymouth-Canton Community Schools which entitles the injured employee to compensation under the provisions of the Worker's Compensation Act, shall be charged against allowable sick leave until the eighth (8th) day, allowable days of absence shall be charged only for the portion in excess of the compensation payment until employee's sick leave bank is exhausted.

Section 4. Bereavement Days: In the event of a bereavement in an employee's immediate family, he/she may take up to five (5) working days of his/her accumulated sick leave with pay, at the time of bereavement. Immediate family is construed to mean wife, husband, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, any other relative or non-relative living or making their home in the household of the employee, or any other individual who has significant personal meaning to the employee. Additional days may be granted in extenuating circumstances, or to travel long distance for funeral services, providing said time has been approved. The decision to approve bereavement days for an individual that has significant personal meaning to the employee, shall rest exclusively with the Human Resources Department. The decision by the HR Administrator is final, and is not subject to the grievance procedure outlined in this agreement.

Section 5. All new employees after completing the probationary period and upon working their first day as a permanent employee shall have placed in their sick bank their prorated sick day allowance.

Time taken off during the probationary period will be without pay.

All permanent employees, at the beginning of the school year will have placed in their sick leave bank, dependent upon eligibility (10 days - 10 months --- 12 Days - 12-month employees). Effective March 29, 2019 employees working 25 or more hours per week for more than 25 weeks per year are required to receive one hour of paid medical leave for every 35 hours worked. Employees may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave.

Upon separation from the district, employees shall reimburse the district for using unearned sick days at the employee's rate of pay in effect at the time the employees used each unearned sick day.

Section 6. Personal Business Days: - Two (2) personal leave days per year shall be allowed for personal business. The administrator may grant other personal business days and these days are to be deducted from the employee's personal leave bank.

- A. Personal Business cannot be used for vacation or for time immediately before or after an established holiday, vacation period or before or after school breaks
- B. The appropriate supervisor, using his/her best judgment will take into consideration such items as length of service, attendance, involvement in school activities and other factors, which are pertinent to the case in determination of personal leave days.
- C. Personal business days shall be requested at least one week in advance except in cases of emergency. Approval must be received before the employee takes the time off.
- D. In the event of an emergency school closing, beyond the allotted days permitted by the state, a personal business day can be used. After two (2) personal business days are used in a school year, a leave day can be converted to a personal business day in the event of an emergency school closing.

Section 7. Thirty Day Emergency Bank: In the event that it is necessary for an employee to be absent more than the cumulative days allowable, the employee shall be limited up to a maximum of thirty (30) days from the emergency bank. The additional thirty (30) days shall not be cumulative. Absence beyond the additional thirty (30) days shall mean full loss of pay.

## **ARTICLE XVI**

### **Leave of Absence**

Cafeteria personnel, after one (1) year of employment, who are granted a leave of absence without pay or benefits will not lose seniority or accumulated sick leave upon returning to work. No additional seniority or accumulated sick leave will be added during the period of the leave of absence. Application for a leave of absence shall be made to, and approved by, a Human Resources Administrator or designee.

If the leave of absence is for one semester or less, then the employee shall return to his/her previous job assignment. If the leave of absence is for a period longer than one semester, then the

employee shall fill a vacancy, or bump the lowest seniority employee in his/her classification. The Article is not applicable to hours. A maximum amount of leave for a leave of absence shall be one (1) year.

## **ARTICLE XVII**

### **Closing a Cafeteria**

If for any reason it should become necessary to close a cafeteria (temporarily), cafeteria personnel shall be placed in other cafeterias of the system by a Human Resources Administrator or designee, according to classification and seniority, without loss of wage rate.

## **ARTICLE XVIII**

### **Retirement Allowance**

In appreciation for services to the School District, a retirement payment of one hundred dollars (\$100) per year of service, up to thirty years, shall be paid upon retirement provided the employee shall have been employed in the School District as a regular employee (5 days each week) for at least ten (10) years and is eligible and has made application for Michigan School Employees Retirement System benefits. Payment will be made upon evidence that application has been made with reasonable assurance that the retiring employee qualifies.

403(b) Special Pay Plan: Plymouth-Canton Community Schools, the employer, has adopted a 403(b) special pay plan. Therefore, the following items currently in PCCS/PCCA master agreement, voluntary retirement compensations, retirement allowance and any other "special pays" (tax qualified and retirement severance pays) will be paid through Plymouth-Canton Community Schools 403(b) special pay plan.

## **ARTICLE XIX**

### **Jurisdiction**

Section 1. Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purposes of instructional training, experimentation or in cases of emergency when regular employees are not readily available. This clause shall not apply to special projects where employees perform work on a voluntary basis.

Section 2. No provisions of this Agreement shall be construed to restrict the Employer from the use of federally funded youth employment programs, instructional programs, cooperative education programs or community service, provided said use does not result in the elimination/substitution of any employees covered by this Agreement. The above said person will not be used outside of regularly scheduled hours to avoid paying overtime to employees covered by this Agreement.

## **ARTICLE XX**

### **Uniforms**

Section 1. Uniform shirts selected by PCCA/PCCS Committee are to be worn district wide. Days selected by the director will be the only allowable "Spirit" shirt day(s). Non-skid shoes with closed heels and toes should be purchased each year. Shoes must be designated "non-skid" by the manufacturer, and the employee must provide evidence or documentation of the non-skid status in order to receive

reimbursement. Black pants are the acceptable uniform pants. Jeans, sweatpants, stretch pants, yoga pants or spandex are not acceptable uniform pants. Employees are allowed to wear capri pants. These can be black or khaki. The length of the capris need to reach the middle of the calf. Nothing shorter is permitted. Failure to adhere to the uniform policy will result in progressive discipline.

- Section 2. Uniform, shoe insole, compression socks, and shoe allowance of \$150 per school year per employee working less than 25 standard hours per week will be approved by the respective cafeteria managers; receipted bills must be submitted within the limit established for reimbursement to the Financial Administrator or designee prior to May 15 of each year.
- Section 3. Uniform, shoe insoles, compression socks, and shoe allowance of \$200 per school year per employee working 25 standard hours or more per week will be approved by the respective cafeteria managers; receipted bills must be submitted within the limit established for reimbursement to the Financial Administrator or designee prior to May 15 of each year.
- Section 4. Two (2) specific school or District spirit can be paid out of uniform allowance annually.

## **ARTICLE XXI**

### **Seniority - Layoff - Recall**

- Section 1. Seniority standing shall be granted to all employees covered by this Agreement. The standing is to be determined on the basis of service to the district from the date of regular employment in the bargaining unit with the Plymouth-Canton Board of Education. Seniority for regular full or part time cafeteria staff shall be defined as total years of service, including time on leave of absence or layoff, in the bargaining unit.

All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of a probationary period of sixty (60) working days of employment. Probationary employees may be discharged or disciplined by the Employer without the same causing a breach of this Agreement or constituting a grievance.

If two (2) or more employees have the same seniority date, their position on the seniority list will be decided by a lottery system, upon completion of the probationary period. A representative of the Association, designated by the president will meet with the Employer to conduct the lottery. Employees involved may be present at the lottery if they so desire.

- Section 2. Seniority shall be terminated if the employee resigns, retires, is discharged, or refuses a recall from layoff.
- Section 3. Employees are expected to give two (2) weeks' notice of resignation.
- Section 4. Employees shall be laid off and recalled according to their seniority in their classifications. An employee on scheduled layoff shall have the right to displace a lesser seniority employee who is in a lower classification provided the senior employee is qualified to hold the position held by the employee. At no time will a less



senior person be retained and a more senior person laid off provided the more senior person has the qualifications required for the job, with agreement between association president or designee and management.

Employees who are reduced in hours by 25% or more shall have the option of displacing the lowest seniority in their classification who has comparable hours, and/or hours as close as possible.

Employees who do not qualify for benefits due to the reduction of their hours shall have the option of displacing the lowest seniority in their classification who qualifies for benefits. If an employee cannot displace an employee within their classification, they will displace the lowest seniority employee in the next lower classification for which they are qualified.

Compensation and benefits provided to active employees will not accumulate while an employee is on leave of absence or layoff.

- Section 5. An agreed to seniority list shall be made available to the PCCA President and to each employee covered by this Agreement on November 1 of each year: such list shall contain date of hire with the District, date of entry into classification and employee's location.
- Section 6. Any employee who takes another position within the Plymouth-Canton Community Schools shall not continue to earn seniority in this bargaining group while in such position. If this person returns to this bargaining unit, he/she will receive only the seniority he/she accumulated up to the time of leaving this bargaining unit.

## **ARTICLE XXII**

### **Promotions or Vacancies**

- Section 1. All Cafeteria positions will be posted for at least seven (7) calendar days prior to having the position filled. Positions shall be filled within ten (10) working days upon termination of posting. All postings will be distributed to managers.
- Section 2. If possible, cafeteria manager positions shall be filled from present employees who are qualified by training, experience, attitude, health and ability to get along with others. Seniority shall be considered as one of the criteria.
- Section 3. The posting of a cafeteria vacancy, excluding cafeteria aide positions, will list the position, the school, the approximate hours per day, the wage scale for the position, and the starting date.
- Section 4. All vacancies will be posted with notification sent to all cafeteria employees and will be posted on the district website.
- Section 5. Promoted or transferred employees will be given up to thirty (30) working days to demonstrate their qualifications in the new position. Those personnel who are not deemed qualified shall be returned to their original position, or available work.
- Section 6. Promotions shall be made from in-district personnel, if they are deemed qualified to do the job, before the district hires outside personnel.

Section 7. A Traditional School Year cafeteria employee, if interested, may apply to substitute during the summer in an Extended School Year school. If it is a lower rated position they shall be paid the rate of the job classification in which they are performing, and they shall be paid at their level of experience. Upgraded positions will be governed by Article XXV.

Section 8. Voluntary and involuntary transfers shall be considered on an individual basis.

Section 9. Employees are not allowed to transfer until their probation period is completed.

### **ARTICLE XXIII**

#### Classification Change

When a lower classification employee performs all duties of a higher classification employee, that employee will be paid the difference in their wage and the higher classification wage per hour for all hours worked in the higher classification.

The position of cafeteria assistant will be reduced to cafeteria aide due to low participation. The meals per labor hour for a convenience system (using maximum amounts of processed foods) are 19. Once the 19 hours are reached, the position of cafeteria assistant will be reinstated during the next adjustment period.

### **ARTICLE XXIV**

#### Education Days

Section 1. After the completion of a satisfactory probationary period and each year thereafter, regular cafeteria personnel shall be eligible for a maximum of nine (9) education days with pay. The use of the equivalent of nine (9) days per year shall be approved by the Superintendent or his designee in advance of an employee attending an educational day activity. Hours of pay equivalent to the maximum of (9) days per year for approved evening, weekend, or half day activities can be accepted as education days. Time and hours can be credited to the employee's timesheet at his/her normal regular rate of pay. Education days will not be paid any overtime rate but at the normal pay rate. Employees will be reimbursed on an hour per hour basis. The employee will receive one hours rate of pay for each hour in attendance at a regularly scheduled, previously approved, educational activity. Accumulation of in-service days will be allowed, and these days can be paid during scheduled school vacation, professional or in-service days within the current school year.

Section 2. The criteria for approval of education days will include: (1) certification courses approved by the state, (2) courses to upgrade skill levels in food service, (3) district-wide needs, (4) fiscal status of district cafeteria fund, (5) conventions in food service areas, (6) and other approved.

## **ARTICLE XXV**

Vacation Days - Refer to Calendar in [Appendix B](#)

## **ARTICLE XXVI**

Anniversary Date - Probationary Period

An anniversary date is defined as one (1) calendar year from the date of hire. This does include your probationary period. Employees starting prior to January 1 of a given year will proceed to the next negotiated step on the pay scale in their classification as of July 1 of that calendar year. Employees starting after January 1 of any given year will not proceed to the next negotiated step on the pay scale in their classification until July 1 of the following calendar year. The Probationary Period for cafeteria personnel will be sixty (60) working days. No fringe benefits will be granted during the probationary period.

## **ARTICLE XXVII**

Holidays

Section 1. Refer to [calendar](#)  
Regular cafeteria personnel will be paid for the following holidays providing they work the day preceding and the day following the holiday if same are regular work days.

Thanksgiving	December 31
Friday after Thanksgiving	New Year's Day
December 24	MLK Day
Christmas Day	Memorial Day
Two Personal Holidays	July 4 (Extended School Year Employees)

Two personal holidays can be taken anywhere during the school year, but must be utilized by June 1<sup>st</sup>. Prior approval of a personal holiday is required only if it is to be taken on a scheduled work day. A personal holiday taken when school is not in session does not require prior approval, but must be reported according to departmental procedures.

## **ARTICLE XXVIII**

Scope, Waiver and Alteration of Agreement

Section 1. No agreement, alteration, understanding, variation, waiver of, modification of any terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Plymouth-Canton Board of Education and in no case shall it be binding upon the parties hereto unless agreement is made and executed in writing between the parties hereto and the same has been ratified by the Union.

Section 2. It is understood and agreed that if any part of this agreement is in conflict with mandatory Federal or State laws, that such part shall be suspended and the appropriate mandatory provision shall prevail and the remainder of this Agreement shall not be affected hereby.

- Section 3. Nothing contained within this contract shall be construed to deny or restrict an employee in any rights he/she may have under State law, Federal law, or other applicable regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

### **ARTICLE XXIX**

#### Union Business

- Section 1. After presentation of proper credentials to the Principal's office, officers or accredited representatives of the Union shall (upon request by the Union), be admitted into the buildings of the School District during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjusting of grievances.

Section 2. Grievance/Membership Chairperson

- A. Employees may be represented by one Grievance/Membership Chairperson and a designated alternate steward, or both, whose identity shall be made known to Human Resources.
- B. The Grievance/Membership Chairperson, during his/her working hours, without loss of time or pay, may investigate and present grievances to the Employer, after arrangements have been made with his/her supervisors. This privilege shall not be abused.

### **ARTICLE XXX**

#### New Jobs & Workforce Alteration

The Employer shall have the right to establish, evaluate, change and eliminate jobs. The Employer shall not reduce the rate of a job in which no substantial change in the job itself has occurred. When a new or revised operation involves duties which are not adequately or specifically described or properly evaluated in an existing job description, specification and classification, the Employer has the right to develop and establish such new or revised job descriptions, specifications and classifications, rates of pay and to place them into effect. Whenever a new job is made operational, the Employer shall establish the job description and notify the union.

The Employer will notify the Union of such new or changed jobs.

### **ARTICLE XXXI**

#### Distribution of Overtime, Satellite Provisions and Employee Certification

- Section 1. Overtime shall be divided and rotated as equally as possible within the building according to seniority and among those employees who regularly perform such work, during the regularly scheduled work week.
- Section 2. Whenever an employee is required to return to work after the completion of his/her regularly scheduled work hours, or is called on Saturday or Sunday, he/she shall receive pay for the actual time worked at his/her appropriate rate for a minimum of two (2) hours, excluding staff meetings.

Time worked under this clause is not to be construed with hours worked prior to or after the termination of the shift when such hours are continuous. No employee shall be compensated for any time worked by being granted time off in place thereof.

- Section 3. Time and one-half (1-1/2) will be paid for all time worked in excess of forty (40) hours in one work week. Double time will be paid for holidays and Sundays.

## **ARTICLE XXXII**

### Termination and Modification

- Section 1. This Agreement shall continue in full force and effect from July 1, 2024 until June 30, 2026.
- Section 2. 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 this 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.
- Section 3. Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail addressed to the Union, Plymouth-Canton Cafeteria Association, and if to the Employer, addressed to Plymouth-Canton Community Schools, 454 South Harvey, Plymouth, Michigan 48170, or to any other such address the Union or the Employer may make available to each other.
- Section 4. The effective date of this Agreement is July 1, 2024. All provisions of this Agreement shall be retroactive to that date unless otherwise noted herein.

## **ARTICLE XXXIII**

### Miscellaneous

- Section 1. The Union shall be granted the use of ten (10) Union days per year for its use for attendance at the Representative Assemblies, conferences, conventions, workshops, and other mutually agreed to functions between Union and the Employer.
- Section 2. Satelliting - definition
- To send food prepared in one school, by transportation, to another school.
- Section 3. School Cancellation
- A. All employees will be paid for any day when school is canceled by an Act of God such as storms, snow, etc., up to the maximum number of emergency days allotted by the state and which **are** not rescheduled. Employees with available leave days may use a personal business day for additional emergency school closures beyond the state allotted days.

- B. If a regular employee reports to work on a day when school is canceled by an Act of God and the day is to be rescheduled, the employee will be paid for the time worked on the rescheduled day.
- C. If a regular employee reports to work on an Act of God day, due to the District failing to announce the school cancellation or is required to work any portion of that day, the employee will be paid for the hours worked in addition to A or B above.

Section 4. Standard hours definition.

“Standard” hours refers to an employee’s officially assigned hours per week/days.

### **ARTICLE XXXIV**

#### Grievance Procedure

Section 1. A grievance shall be defined as a written complaint by an employee in the bargaining unit alleging a violation, misinterpretation or misapplication of the specific terms of this Agreement.

- Section 2.
- A. Working day shall be Monday through Friday excluding holidays.
  - B. Time limits may be extended by mutual agreement.
  - C. Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last decision rendered.
  - D. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.
  - E. No grievance shall be processed based on the occurrence of a condition prior the execution of this agreement.

Section 3. INFORMAL CONFERENCE

The employee may within ten (10) working days of the alleged occurrence discuss his/her problem with his/her immediate administrative supervisor.

Any employee not satisfied with a personal conference with his/her immediate administrative supervisor may take his/her problem to the Steward for consultation. The Steward may visit that supervisor in a further effort to resolve the grievance, which visit shall occur within ten (10) working days after the event giving rise to the problem. That supervisor shall give his/her decision within three (3) working days.

The Association Executive Committee, through the Steward and/or the Executive Committee, shall approve of, and process, all grievances to be pursued beyond the Informal Conference level of the Grievance Procedure.

Section 4. All grievances must be handled by the following procedure:

Step 1. SUPERVISOR LEVEL: If the problem is not resolved in the informal conference it shall be reduced to writing, clearly stating the claimed basis for the

grievance and shall be signed by the employee and presented to the supervisor by the Steward within fifteen (15) working days after the alleged occurrence. The written grievance may be presented to and discussed with the supervisor by no more than two (2) Union representatives accompanied by the employee at the discretion of the Union. Within five (5) working days after receiving the written grievance, the supervisor shall communicate his/her decision in writing, together with the supporting reasons, to the Union.

Step 2. HUMAN RESOURCES ADMINISTRATOR:

Within ten (10) working days after delivery of the supervisor's decision the grievance may be appealed to the Executive Director of Staffing, Student Services and Policy or designee. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1. Within five (5) working days after delivery of the appeal, the Assistant Superintendent of Human Resources, or the designee, shall investigate the grievance and shall communicate his/her decision in writing together with supporting reasons to the Union and to the supervisor.

Step 3. SUPERINTENDENT: Within ten (10) working days after delivery of the Executive Director of Staffing, Student Services and Policy decision the grievance may be appealed to the Superintendent or designee. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by copies of previous decisions. Within five (5) working days following a hearing the Superintendent, or his/her designee, shall communicate his/her decision in writing together with the supporting reasons to the Union, the Executive Director of Staffing, Student Services and Policy and to the supervisor.

Step 4. ARBITRATION: Any unresolved grievance which relates to the interpretation, application or enforcement of a provision of this Agreement or any written supplementary agreement and which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance with the following:

- a. Arbitration shall be invoked within ten (10) working days of the decision in Step 3 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice, the party desiring arbitration shall refer the matter to the American Arbitration Association for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules of the American Arbitration Association except where expressly provided otherwise in this Agreement.
  - 1) The Arbitrator, the Union or the Employer may call any employee as a witness in any arbitration hearing.
  - 2) Each party shall be responsible for the expenses of the witnesses that they may call.
  - 3) The Arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this Agreement.
  - 4) The Arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to

specify the terms of a new agreement, or to substitute his/her discretion for that of any of the parties hereto.

- 5) The decision of the Arbitrator shall be final, conclusive and binding upon the Employer, the employees and the Union.

The expenses of the arbitration shall be borne equally by the parties.

## **ARTICLE XXXV**

### Evaluations

Each employee will be evaluated every other year. It is the management's discretion to review off cycle. Human Resources and Director of Food & Nutritional Services will make the selection for evaluations.

Section 1. Evaluations shall be based on the following areas:

- A. Attendance
- B. Work responsibility
- C. Quantity of work
- D. Quality of work
- E. Human relations
- F. Professional standards

A committee of (3) from the union will meet with the Director of Food & Nutritional Services and designee to review the process and recommend revisions to the evaluation document.

Section 2. Evaluation process:

- A. All employees selected for annual review will be notified by the food service department. Each employee will be given an evaluation to complete as a self evaluation.
- B. The manager of the employee will meet with the Director of Food & Nutritional Services and/or designee to discuss and complete the evaluation for the employee. The document will be signed by the Director of Food & Nutritional Services and /or designee.
- C. If an employee has an unsatisfactory evaluation or identified deficiencies a meeting will be set up with the employee to discuss the evaluation and a plan of improvement will be presented to the employee. This meeting will include but not limited to the Director of Food & Nutritional Services and/ or designee and employees manager.
- D. The manager will take the completed evaluation back to the employee and review the document.
- E. The employee can sign, write a response and/or set up a meeting to review with Director of Food & Nutritional Services and/or designee.



- F. The final evaluation will be placed in the employee file.
- G. New employees will be evaluated in their first year of employment and will enter into the evaluation cycle of that year.

### **PAY SCALES**

<b>July 1, 2024 - June 30, 2025</b> <b>Cafeteria Salary Schedule</b> <b>2% increase</b> <b>Step Increase</b> <b>Step 6 added</b>						
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Supervisor High School Cafeteria & Catering Supervisor	\$20.89	\$22.01	\$23.29	\$24.38	\$25.42	\$26.42
Middle School Manager	\$18.83	\$19.94	\$21.32	\$22.21	\$23.13	\$24.13
Elementary School Manager	\$18.36	\$19.53	\$21.04	\$21.92	\$22.84	\$23.84
Asst. High School Manager	\$17.07	\$18.06	\$19.28	\$20.06	\$20.89	\$21.89
Elementary Cafeteria Assistant	\$16.25	\$16.90	\$17.73	\$18.43	\$19.18	\$20.18
Secondary Cafeteria Asst.	\$16.25	\$16.90	\$17.73	\$18.43	\$19.18	\$20.18
Cafeteria Aide	\$15.83	\$16.24	\$16.76	\$17.41	\$18.08	\$19.08

- A. Cafeteria Aides may advance through the steps of Cafeteria Assistant on the approval and recommendation of the Cafeteria Manager and the Assistant Superintendent of Human Resources, or his/her designee.
- B. All new employees shall be observed by the Cafeteria Managers and be given at least two written evaluations prior to the end of the probationary period. The evaluations are to be submitted to the Personnel Office.
- C. **PAY SCHEDULE:**
  - 1. For the 2024/25 school year:
    - a. Step increase in year 1 – upon ratification;
    - b. 2% increase to salary schedule;
    - c. Add step 6 to the salary schedule;
    - d. All employees with 10+ years of service as of July 1, 2024, shall begin the 2024/25 school year on step 6;
    - e. Signing bonus to be paid on July 10, 2024 based on total hours worked;
      - i. As a School Food Authority that is required to limit its net cash resources in the non-profit school food service account not to exceed three months' average expenditures, P-CCS will make every effort to

properly manage this fund. As a result of the current fund balance excess, each employee shall receive the following ORS reportable one-time payment from the current school year excess to be paid on the first pay in July 2024.

<20 hours: \$750

>20<30 hours: \$1,500

>30 hours: \$2,500

- f. When working in a new classification temporarily, pay of higher classification to begin immediately.

2. For the 2025/26 school year:

- a. Wage reopener;
- b. A Fund Balance Bonus to be paid on July 10, 2025 based on hours and level of fund balance. If an excess exists, as defined by MDE, bonus will be paid. If no excess, no bonus.
  - i. As a School Food Authority that is required to limit its net cash resources in the non-profit school food service account not to exceed three months' average expenditures, P-CCS will make every effort to properly manage this fund. If the fund balance for the food service department demonstrates that an excess fund balance exists (based on the annual District audit), each employee shall receive the following ORS reportable one-time payment from the current school year excess, to be paid on the first pay in July 2025.

<20 hours: \$750

20<30 hours: \$1,500

>30 hours: \$2,500

### **LONGEVITY**

Employees who have completed a minimum of five (5) years of continuous service prior to September 1 shall be paid in accordance with the following schedule in December:

Employees working less than 25 standard hours:

5 - 9 years	\$200
10 - 14 years	\$300
15 - 19 years	\$400
20 - 25 years	\$500
25 years or more	\$600

Employees working 25 standard hours or more:

5 - 9 years	\$300
10 – 14 years	\$400
15 – 19 years	\$500
20 – 25 years	\$600
25 years or more	\$700

#### **UNION/MANAGEMENT MEETINGS**

It is hereby agreed by and between the parties that a committee composed of three bargaining unit members selected by the Union and the Director of Food and Nutritional Services, Assistant Superintendent of Human Resources and the Assistant Superintendent of Business Services or their designees will meet, as needed, to address ongoing issues between the parties. In addition, this committee will meet to discuss concerns regarding the allocation of hours for fringe benefit purposes should a concern arise.

## ***DURATION OF CONTACT***

This Agreement, and each of its provisions, shall be effective as of July 1, 2024 and shall continue in full force and effect until June 30, 2026.

Plymouth-Canton Cafeteria Association

*Angelique Barry*

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Angelique Barry  
President

*Seth Furlow*

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Seth Furlow  
MEA UniServ Director

Plymouth-Canton Community Schools

*Abdul Madyun*

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Abdul Madyun  
Chief Human Resource Officer

*Lisa Anglin*

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Dr. Lisa Anglin  
Executive Director of Human Resources

# PLYMOUTH-CANTON

## Community • Schools

### CAFETERIA

(Working 30 hrs. or more weekly)

### Benefit Summary Sheet

Eligibility Period: 90 calendar days or 60 working days for health, whichever is sooner/60 working days all other benefits

### HEALTH INSURANCE

**Company:** Blue Cross Community Blue PPO Plan  
**Telephone:** 1-800-637-2227 (claims & I.D. cards)  
**Internet address:** www.bcbsm.com  
**Outside of Michigan:** 1-800-810-BLUE (to locate an out of state provider)  
**Group/Suffix:** 67982

Benefits:

(SEE ATTACHED SHEET FOR PLAN CHOICE 1, 2, 3, 4 OR 5)

No health coverage, \$600 lump sum payment

**Employee Cost:** Amount above hard cap set by PA 152  
**Effective:** End of eligibility period  
**Open Enrollment:** May to be effective September 1  
 (Only time to enroll or add dependents if not done at the time of the event)  
**Benefit Year:** January - December  
**Eligibility:** 30 or more hours weekly

### LIFE INSURANCE

**Company:** CIGNA  
**Group:** FLX963665 Class 6  
**Effective:** End of eligibility period

Benefit: \$10,000 Term Life

### DENTAL INSURANCE

**Company:** BCBS Blue Dental PPO (www.mibluedentist.com)  
**Telephone:** 1-888-826-8152  
**Group:** #71757

**Open Enrollment:** May to be effective September 1  
 (Only time to enroll or add dependents, if not done at the time of the event.)  
**Effective:** 1st of the month after completion of eligibility period

Benefit:

COB Sufficing  
 1. 80% without other coverage  
 2. 50% with other coverage  
 \$1,000 annual max, \$800 life time ortho max  
**Benefit year:** January – December

## LONG TERM DISABILITY

Company: CIGNA  
 Group: LK62601 Class 8  
 Effective: 1st of the month after date of hire

Benefit: 90 calendar day qualifying period  
 66 2/3% of monthly salary, \$ 2,000 mo. max

## VISION INSURANCE

Company: NVA (National Vision Administrators)  
 Telephone: 1-800-672-7723  
 Group: 8662  
 Open Enrollment: May to be effective September 1  
 (One time to enroll or add dependents, if not done at the time of the event.)  
 Effective: 1st of the month after date of hire

### BENEFITS

#### EXAM

### IN-NETWORK

Covered 100%

### OUT-OF-NETWORK

Up to \$48

#### LENSES

Standard Glass or Plastic Covered 100%

Single Vision Up to \$63  
 Bi-Focal Up to \$72  
 Tri-Focal Up to \$90  
 Lenticular Up to \$110

#### LENS OPTIONS

Progressives (Standard) 100%  
 Progressives (Premium) 100%

N/A  
 N/A

#### FRAME

Covered up to \$44 (20% off remaining balance over \$44 allowance)

Up to \$44

#### CONTACT LENSES

Up to \$150 Retail Allowance  
 (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$150)

Up to \$150

Benefit year: January - December

## EMPLOYEE ASSISTANCE PROGRAM

Company: Ulliance  
 1-800-448-8326  
[www.lifeadvisor.com](http://www.lifeadvisor.com)

## FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity  
 Telephone: 1-866-346-5800

**\*NOTE:** All insurance claim forms are available in the School office and in the Employee Benefit office.

Dawn Schaller  
 Assistant Director - HR Benefits  
 (734) 416-4834

# Plymouth Canton Community Schools

## Plan Offering - CAFETERIA

BCBS COMMUNITY BLUE PPO										
	Plan Choice #1		Plan Choice #2		Plan Choice #3		Plan Choice #4		Plan Choice #5	
Plan Design	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>
<b>Deductible (Single/Family)</b>	\$100 / \$200	\$250 / \$500	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000	\$1,250 / \$2,500	\$2,500 / \$5,000	\$1,450 / \$2,900	\$2,900/\$5,800
<b>Office Visit / Urgent Care</b>	\$20 copay	70% after deductible	\$20 copay	70% after deductible	\$20 copay	60% after deductible	\$30 copay	80% after deductible	\$15 Office Visit/\$40 Urgent Care	70% after deductible
<b>Emergency Room</b>	\$30 copay (waived if injury or if admitted)	\$30 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)
<b>Preventive Care</b>	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
<b>Coinsurance</b>	90% after deductible	70% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	90% after deductible	70% after deductible
<b>Coinsurance Maximum (Single/Family) Not Including Deductible</b>	\$500 / \$1,000	\$1,500 / \$3,000	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1,500 / \$3,000	\$3,000 / \$6,000	N/A	\$3,000 / \$6,000	\$1,000 / \$2,000	\$2,000 / \$4,000
<b>Prescription Drugs</b>	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays
<b>Out-of-Pocket Maximum</b> <small><i>In-Network</i> includes applicable deductibles, coinsurance and copays. <i>Out-of-Network</i> excludes copays</small>	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year

## APPENDIX B CALENDARS

### 2024/25 STAFF WORK SCHEDULE

JULY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

0	0	0	0	23
				23

AUGUST				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

0	0	0	4	18
				22

SEPTEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20	0	0	0	1
				21

OCTOBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22	0	0	1	0
				23

NOVEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17	2	2	0	0
				21

DECEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15	4	3	0	0
				22

JANUARY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19	2	2	0	0
				23

FEBRUARY				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18	2	0	0	0
				20

MARCH				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

15	6	0	0	0
				21

APRIL				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

22	0	0	0	0
				22

MAY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21	0	1	0	0
				22

JUNE				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

8	0	0	0	13
				21

261

10 MONTH EMPLOYEES		DAYS	HOURS
TOTAL PAID DAYS			
	WORKDAYS	177	
	HOLIDAYS	8	
	PAID TIME OFF	16	
	NON WORK DAYS	55	
	PROFESSIONAL DEV	5	

Human Resource Services



## 2025/26 STAFF WORK SCHEDULE

JULY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

0	0	0	0	23
23				

AUGUST				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

0	0	0	7	14
21				

SEPTEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21	0	0	0	1
22				

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22	0	0	1	0
23				

NOVEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

16	2	2	0	0
20				

DECEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15	5	3	0	0
23				

JANUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19	1	2	0	0
22				

FEBRUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

18	2	0	0	0
20				

MARCH				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

16	6	0	0	0
22				

APRIL				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

22	0	0	0	0
22				

MAY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20	0	1	0	0
21				

JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

8	0	0	0	14
22				

261

10 MONTH EMPLOYEES		DAYS	HOURS
TOTAL PAID DAYS			
	WORKDAYS	177	
	HOLIDAYS	8	
	PAID TIME OFF	16	
	NON WORK DAYS	52	
	PROFESSIONAL DEV	8	

Human Resource Services

**A**

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Personal holidays	16	Catastrophe bank	See Sick Leave
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Seniority list	14		
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