



**Harbor Springs  
Public Schools**

Excellence in Character  
Excellence in Education

# Master Agreement

Between the  
**Harbor Springs Board of Education**  
And the  
**Harbor Springs Educational Support Personnel  
MEA/NEA**

**2024-2025**

**2025-2026**

**2026-2027**

800 State Road | Harbor Springs, MI 49740

Phone: 231.526.4545 | Fax: 231.526.4544 | [www.harborps.org](http://www.harborps.org)

## TABLE OF CONTENTS

<b>ARTICLE 1</b>	<b>3</b>
<i>AGREEMENT</i>	3
<b>ARTICLE 2</b>	<b>3</b>
<i>PURPOSE</i>	3
<b>ARTICLE 3</b>	<b>3</b>
<i>RECOGNITION</i>	3
<b>ARTICLE 4</b>	<b>4</b>
<i>INDIVIDUAL CONTRACTS</i>	4
<b>ARTICLE 5</b>	<b>4</b>
<i>MANAGEMENT RIGHTS</i>	4
<b>ARTICLE 6</b>	<b>4</b>
<i>UNION RIGHTS AND SECURITY</i>	4
<b>ARTICLE 7</b>	<b>6</b>
<i>WORKING CONDITIONS</i>	6
<b>ARTICLE 8</b>	<b>8</b>
<i>PAYROLL DEDUCTIONS</i>	8
<b>ARTICLE 9</b>	<b>8</b>
<i>EMPLOYMENT STATUS DEFINED</i>	8
<b>ARTICLE 10</b>	<b>8</b>
<i>GRIEVANCE PROCEDURE</i>	8
<b>ARTICLE 11</b>	<b>10</b>
<i>VACANCIES, TRANSFERS AND PROMOTIONS</i>	10
<b>ARTICLE 12</b>	<b>11</b>
<i>SENIORITY</i>	11
<b>ARTICLE 13</b>	<b>12</b>
<i>LAYOFF AND RECALL</i>	12

<b>ARTICLE 14</b>	<b>13</b>
<i>COMPENSATION</i>	13
<b>ARTICLE 15</b>	<b>15</b>
<i>RETIREMENT</i>	15
<b>ARTICLE 16</b>	<b>15</b>
<i>HOLIDAYS</i>	15
<b>ARTICLE 17</b>	<b>15</b>
<i>PAID LEAVES</i>	15
<b>ARTICLE 18</b>	<b>17</b>
<i>UNPAID LEAVES</i>	17
<b>ARTICLE 19</b>	<b>17</b>
<i>SEVERABILITY</i>	17
<b>ARTICLE 20</b>	<b>18</b>
<i>NEGOTIATIONS PROCEDURES</i>	18
<b>ARTICLE 21</b>	<b>18</b>
<i>NO STRIKE CLAUSE</i>	18
<b>ARTICLE 22</b>	<b>19</b>
<i>DURATION</i>	19
<b>ARTICLE 23</b>	<b>20</b>
<i>EMPLOYEE RIGHTS</i>	20
<b>ARTICLE 24</b>	<b>20</b>
<i>EMPLOYEE JOB DESCRIPTIONS</i>	20
<b>SCHEDULE A</b>	<b>22</b>
<i>SALARY SCHEDULE</i>	22
<b>SCHEDULE B</b>	<b>25</b>
<i>BENEFITS</i>	25
<b>LEAD CUSTODIAN</b>	<b>26</b>

## **ARTICLE 1**

### **AGREEMENT**

- 1.1 This Agreement is entered into effective July 1, 2024, by and between the Harbor Springs Board of Education, hereinafter called the "Employer" and the Michigan Educational Association/NEA, hereinafter called "MEA/NEA" or the "Union", through the local affiliate.

## **ARTICLE 2**

### **PURPOSE**

- 2.1 This Agreement is negotiated pursuant to the Public Employment Relations Act, Act No. 336 of the Public Acts of 1947 as amended, to establish the terms and conditions of employment for the members of the bargaining unit herein defined.
- 2.2 The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent. Any previously adopted policy, letter of understanding, rule, or regulations of the parties, which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

## **ARTICLE 3**

### **RECOGNITION**

- 3.1 Pursuant to, and in accordance with, all applicable provisions of Act 379 of the Public Act of 1965, as amended, the Employer does hereby recognize the MEA/NEA as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and all other conditions of employment for the term of the Agreement of all employees of the Employer included in the bargaining unit described below:  
All full-time and regular part-time secretaries, cooks, bus drivers, aides, custodians; excluding the superintendent's secretary and bookkeeper, supervisors, and all others.
- 3.2 Unless otherwise indicated, the term "employee" when used hereinafter in the Agreement shall refer to all members of the above defined bargaining unit.

## **ARTICLE 4**

### **INDIVIDUAL CONTRACTS**

- 4.1 Any individual contract between the Employer and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

## **ARTICLE 5**

### **MANAGEMENT RIGHTS**

The Union recognizes that the Employer has the responsibility and authority to manage and direct, in behalf of the public, all the operations and activities of the school district to the full extent authorized by law.

The exercise of these powers, rights, authority, duties, and responsibilities by the Employer and the adoption of such rules and regulations and policies as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement.

## **ARTICLE 6**

### **UNION RIGHTS AND SECURITY**

The Union shall have, in addition to rights provided by statute, the following rights. Additionally, all employees recognized by Article 3 of this Agreement shall have the opportunity to join the Association and freely exercise the rights and benefits of this agreement.

- 6.1 The Union shall be provided with bulletin boards and access to a computer with email capabilities, for the purpose of posting Union materials. The Union shall also have the right to use the school mails/email system to distribute Union materials.
- 6.2 With the Employer's approval, the Union shall have the right to use school facilities for meetings and school equipment, including computers, copier equipment, calculating machines, and all types of audio-visual equipment when such use does not interfere with normal school operation. The Union shall pay the cost of all materials and supplies incident to such use and shall be responsible for proper operation of all such equipment as determined by school policy.
- 6.3 With the Employer's approval, duly authorized representatives of the state and national levels of the Union shall be permitted to transact official Union business on school property provided that this shall not interfere with nor interrupt normal school operations.

The Union, in response to written request, all available public information required by law which will aid collective bargaining and contract administration.

6.5 A. Beginning February 13, 2024, and every 90 days thereafter, designated Association representatives will be given, via shared document, a complete listing of all bargaining unit staff that includes the following:

1. First, middle and last name.
2. Start date of employment in current bargaining unit.
3. Building(s) assigned.
4. Name of position(s) assigned with classification(s).
5. Hourly pay rate and number of regular hours worked weekly along with number of days worked per year (exclusive of “extra runs”, summer school, any other non-regular school day/school year pay that is not guaranteed by contract).
6. Employee identification number (if applicable).
7. Work email address and personal email address.
8. Home mailing address.
9. Home and cell phone number.

B. The above-listed information shall be provided via e-mail in an Excel format.

C. Designated Association representatives shall be given, via e-mail and attached Excel document, that same information detailed in Section A above within thirty (30) business days of any new hires of bargaining unit members that occur throughout the year.

D. The Association shall indemnify and save the district harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer in providing this information.

6.6 Six (6) paid Association days per contract year will be allotted for the Association President/designee to use for Association business. The Association will reimburse the District for necessary substitute service utilized during the President/designee's absence on these Association days. Said substitutes to be utilized only to do the work of the absent President/designee.

6.7 Each bargaining unit member who works the afternoon and/or night shift (3:00-11:00)/(11:00-7:00) will be allowed two hours of paid release time every other month for the purpose of attending Association meetings. The bargaining unit member will make arrangements with his/her immediate supervisor to make up work time used to attend Association Meetings.

## WORKING CONDITIONS

- 7.1 All employees who work seven (7) or more hours per day will be entitled to two (2) fifteen (15) minute relief break times. Any employee working less than seven (7) hours per day shall receive one (1) fifteen (15) minute relief period excluding bus drivers. The Employer will set the time for these relief periods.
- All Employees who work seven (7) or more hours a day must take a lunch break for which they will not be paid, unless they are required to work during the lunch break. Custodians, because they are on call during their lunch break when school is in session, must work a straight eight (8) hours and will be paid for their lunch break. At all other times, they must take an unpaid lunch break. The Employer will set the time for lunch breaks as near to the middle of the work time as possible. This section is not to be applied so as to result in a reduction in hours worked. The Employer will set the time for lunch breaks. When an employee works the night shift (11-7), s/he shall not be required to take an unpaid lunch break.
- 7.2 The Employer shall reimburse the employee for the loss, damage, or destruction of personal property, which was used at the request of the Employer on school premises, when the loss, damage, or destruction was not the result of the employee's negligence.
- 7.3 No unqualified employee shall be required to dispense or administer medication. The Employer shall provide a second person whenever medication is being dispensed to students in accordance with Board of Education Policies and Administrative Regulations.
- 7.4 Any employee shall be responsible to only one supervisor, said supervisor to be designated by the Employer at the beginning of each school year with written notification provided to each employee.
- 7.5 Pursuant to the Michigan Public Employment Relations Act, ACT 379 PA of 1965, the Employer hereby agrees that every employee employed by the Board of Education shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association, collective negotiations with the Employer, or his/her institution of any grievance, complaint, or proceeding under this Agreement.
- 7.6 Each bargaining unit member shall have the right to review his/her personnel file and to obtain copies of any materials in the file.

At the onset of this agreement and as new employees are hired for the classifications of custodians, cafeteria, and bus drivers the District will provide District sanctioned uniforms in which they will be required to wear as follows:

- Custodians – 3 spring/summer tops; 3 fall/winter tops (or any combination not exceeding 6)
- Cafeteria – 3 tops
- Bus Drivers – 1 coat and 1 hat

The District will provide a uniform allowance on a yearly basis in the form of a check for support staff no later than September 15 to purchase uniforms as follows for the following classifications:

- \$150 for custodians (including grounds) and food service
- \$100 for para professionals who have outside duties assigned to them, such as recess and bus drivers.

Employees may use their uniform allowance at their discretion to purchase additional logo wear tops. They may also use their allowance to purchase hats, gloves, work pants, work boots, etc. All custodians and food service employees must wear District approved logo wear tops that are in good condition while working.

- 7.8 The Association recognizes that the Employer may be required by law to provide certain "related services," for example changing diapers, clean intermittent catheterization (CIC) and tracheotomy cleaning, to students.

When related services require expertise, the Employer will endeavor to provide the services via trained personnel. In no case, however, will a bargaining unit member be required to provide related services requiring expertise, unless the following conditions are met:

- 7.8.1 The member has received prior training in the procedure. Such training shall be provided at the Employer's expense, with compensation to the bargaining unit member for any overtime required to receive training.
- 7.8.2. The Employer has obtained written permission from the student's parents and/or guardian(s) authorizing the procedure to be performed by a lay person with the level of training received by the bargaining unit member.
- 7.8.3 A witness must be made available upon request during execution of the procedure.

- 7.9 The parties recognize that certain transportation services and equipment are required to insure the safe maneuvering of special education and/or handicapped students boarding and unboarding transportation vehicles, and to insure the safe transportation of the students while on board transportation vehicles. The Employer agrees to provide lifts on any vehicles transporting wheelchair-bound students and seatbelts or other appropriate restraints for each student transported. In the event the safety of the driver and/or passengers is compromised by the behavior and/or physical needs of the passengers, the driver may request a meeting with the transportation supervisor and principal to develop an appropriate behavior management plan, which may include a bus aide. The Employer will provide bargaining unit members' information concerning their passengers' handicap and all information pertinent for student and passenger safety relative to transportation. Employees **who operate in accordance with state law and guidelines, and follow Employer established** policies and procedures will be held harmless from any liability incurred in the



- 7.10 The Employer shall equip each bus with a two-way communication device.

## **ARTICLE 8**

### **PAYROLL DEDUCTIONS**

- 8.1 Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the salary of any such bargaining unit member and make appropriate remittance for annuities, credit union contributions, or any other plans or programs jointly approved by the Association and the Employer.

## **ARTICLE 9**

### **EMPLOYMENT STATUS DEFINED**

- 9.1 Three categories of employment exist:
- 9.1.1 **Full-time:** An employee who is employed at least thirty (30) hours per week.
  - 9.1.2 **Part-time:** An employee who is employed less than thirty (30) hours per week.
  - 9.1.3 **Probationary:** An employee who is employed to fill a full or part-time position for a trial period of sixty (60) work days.

## **ARTICLE 10**

### **GRIEVANCE PROCEDURE**

- 10.1 A grievance shall be defined as an alleged violation of the expressed terms and conditions of this contract.
- 10.2 The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.
- 10.2.1 The terminations of services of, or failure to re-employ, any probationary employee.
  - 10.2.2 Any matter for which there is recourse under State or Federal statutes.
- 10.3 The terms "days" as used herein shall mean working days.
- 10.4 Written grievances as required herein shall contain the following:
- 10.4.1 It shall be signed by the grievant, grievants or Association.
  - 10.4.2 It shall be specific.
  - 10.4.3 It shall contain a synopsis of the facts giving rise to the alleged violation.
  - 10.4.4 It shall cite the sections or subsections of this contract alleged to have been violated.
  - 10.4.5 It shall contain the date of the alleged violation.
  - 10.4.6 It shall specify the relief requested.
- Any written grievance not in accordance with the above requirement may be rejected as improper.

- 10.5 **Level One** - An employee alleging a violation of the express provisions of this contract shall, within ten (10) days of its alleged occurrence, orally discuss the grievance with the immediate supervisor in an attempt to resolve the issue.
- 10.5.1 If no resolution is obtained within five (5) days of the discussion, the employee shall reduce the grievance to writing, then proceed within five (5) days of said discussion to Level Two.
- 10.6 **Level Two** - A copy of the written grievance shall be filed with the building principal or designee. The written grievance shall include whether the Union is in support of the grievance. Within five (5) days of receipt of the grievance, the building principal or his designee shall arrange a meeting with the grievant and/or the designated Union representative to discuss the grievance. Within five (5) days of the discussion the building principal or his designee shall render a decision in writing, transmitting a copy to the grievant.
- The aggrieved may meet with the Employer without the Union representative present. The Union president must be notified in writing of the specific resolution regarding the grievance which occurs as a result of that meeting.
- 10.7 **Level Three** - If no decision is rendered within five (5) days of the discussion at level two, or the decision is unsatisfactory to the grievant and the Union, the grievant shall within five (5) days appeal by filing written appeal along with the decision of the building principal with the Superintendent. Within five (5) days of receiving the grievance, the Superintendent or his designee shall meet with the grievant and a representative of the Union to discuss the grievance. No individual may process a grievance beyond this level without the support of the Union. Within five (5) days of this discussion, the Superintendent shall render his/her decision in writing, transmitting a copy to the grievant and the Union. In the event the aggrieved is not satisfied with the disposition of his/her grievance at Level 3, or if no decision has been rendered within five (5) days of the receipt of the grievance by the Superintendent, the grievance may be referred to the Board. Within ten (10) days of the receipt of the written referral to the Board, it shall meet with the aggrieved party for the purpose of arriving at a mutually satisfactory solution to the grievance. A decision by the Board shall be rendered in writing within ten (10) days of this meeting.
- 10.8 **Level Four** - If the Union is not satisfied with the answer given at Level Three, it may, within ten (10) days of the Board's decision, file for arbitration with the American Arbitration Association. The arbitrator shall be selected and the arbitration shall be conducted under the rules of the American Arbitration Association. It is understood the arbitrator shall be limited as follows:
- 10.8.1 They shall not add to, subtract from, or modify any terms of this Agreement.
- 10.8.2 They shall not set a rate of pay or wage.
- 10.8.3 They shall not interpret any matter which claims a violation of law.
- 10.8.4 All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that the employee may have received from any source of a like nature during the period of back pay.
- 10.8.5 The fees and expenses of the arbitrator shall be paid by the losing party. The arbitrator is

required to designate in his award the losing party for the purpose of payment of arbitration fees. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses of the witnesses called by the other.

10.8.6 The discharge or discipline of a probationary employee shall be excluded from arbitration.

- 10.9 If additional time is deemed necessary to properly investigate matters relative to the grievance at any step outlined above, such additional time may be granted only if mutually agreed upon between the Union and the Employer.
- 10.10 It is understood the Union reserves the right to withdraw a grievance at any step of the procedure without prejudice insofar as to the Union's position on future grievances, with different fact situations.
- 10.11 Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal to the next step of the procedure within the time which would have been allotted had the decision been timely given.

## **ARTICLE 11**

### **VACANCIES, TRANSFERS AND PROMOTIONS**

- 11.1 A vacancy shall be defined as an opening for a period greater than ninety (90) days in a classification previously held by a bargaining unit member or a newly created position. No position shall be filled until it has been posted for five (5) working days, and shall be awarded in a timely manner.

In filling vacancies that are across classifications: i.e., a bus driver applies for a custodian's position, the administration shall evaluate the credentials of the applicants to determine their ability to do the job. The most qualified applicant shall be awarded the position. If the bargaining unit member is deemed not to be qualified, s/he shall be given the reasons as to why s/he was not deemed the most qualified.

In the event of promotion in or transfer from one classification to another, the bargaining unit member shall be given a twenty (20) workday trial in which to show his/her ability to perform on the new job. The Employer shall give the promoted or transferred bargaining unit member reasonable assistance to enable him/her to perform up to the Employer's standards on the new job. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment.

- 11.2 When a vacancy occurs, the Employer will send a copy of the notice to the Union and a copy will be posted in each building. Such posting shall contain the following information: 1) type of work, 2) location of work, 3) starting date, 4) rate of pay, 5) hours to be worked, 6) classification, 7) minimum requirements.

11.3 The Employer has the right of assignment. The bargaining unit members' positions and hours will only be changed or reduced for good reasons or financial exigencies. The administration will post for new positions, which includes emailing postings and give priority to current members based on length of service and ability to perform job duties. Any qualified bargaining unit member may apply for the posting. If two or more bargaining unit members are equally qualified, then the most senior bargaining unit member shall be awarded the position. If the job is not granted to the person with greatest length of service, objective documentation will be provided.

- 11.4 An employee's pay rate will not be reduced as a result of a temporary change in duties and may be raised if the temporary duties are in a different classification.
- 11.5 Any bargaining unit member may request a transfer after satisfactory completion of the probationary period. When a position opens and is posted, those employees who desire to transfer may make written request to the administration.
- 11.6 Each individual paraprofessional shall be provided with a tentative assignment by the last day of each school year.

## **ARTICLE 12**

### **SENIORITY**

- 12.1 Seniority shall be defined as the length of service within the district as a member of the bargaining unit. Accumulation of seniority shall begin from the bargaining unit member's first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots.
  - 12.1.1. Employees moving from one classification to another shall retain seniority accrued in any other classification but may not transfer said classification seniority into the new classification assignment.
- 12.2 New employees hired into a bargaining unit position shall be considered as probationary employees until they have completed sixty (60) days of work in that classification. When an employee finishes the probationary period, he/she shall be entered on the seniority list by job classification of the proper unit and shall rank for seniority from the first day of his/her employment date with the district. There shall be no seniority among probationary employees.
- 12.3 A bargaining unit member will lose his/her seniority rights for the following reasons: resignation, discharge for just cause, failure to report to work within five (5) days after the Employer has notified the employee to return to work after a lay-off period, absence from work for more than three (3) days without notifying the Employer, retirement, or layoff for a continuous period of two (2) years.
- 12.4 The Employer shall prepare, maintain and post the seniority list. In April of each year the seniority list shall be prepared and posted conspicuously in all buildings of the district. The Union then has

12.5 The classifications listed shall be:

- 1) Secretarial/Clerical
- 2) Bus Drivers
- 3) Aides
- 4) Custodial/Maintenance
- 5) Cooks/Cooks Helpers
- 6) Technicians

Other classifications appropriate to the bargaining unit may be added.

### **ARTICLE 13**

#### **LAYOFF AND RECALL**

13.1 In the event of a reduction of staff, the following procedure will be followed:

13.1.1 For purpose of layoff and recall, the employee's classification seniority will apply.

13.1.2 Job elimination will be treated as layoff and layoff will be according to seniority within the classification. The employee whose job is being eliminated will have the right to bump any less senior employee in the classification. That employee, in turn, shall bump a less senior employee in the classification, and so on, until the necessary reduction is achieved.

13.1.3 Laid-off employees will be given preference on the substitutes list according to seniority.

13.1.4 Notice of layoff will be provided to the employee at least twenty (20) working days prior to the effective date of the layoff. At least five (5) days if the layoff is precipitated by a financial crisis.

13.1.5 The local Union President will be provided a list of all bargaining unit members being laid off.

13.2 Laid off employees have the right to recall for a period of two (2) years from the effective date of the layoff.

13.3 When the working force is increased after a layoff, employees will be recalled in reverse order of layoff. Notice of recall shall be sent to the employee's last known address by registered or certified mail. If an employee fails to report for work within five (5) calendar days from the date of mailing of notice of recall or fails to notify the Employer within three (3) business days after receipt of recall notice of his/her intent to return to work, he/she shall be considered to have resigned. However, a bargaining unit member may refuse recall to a job that is less than equivalent to his/her previous position without losing recall rights.

13.4 Probationary employees will have no right to recall.

13.5 No new employee will be hired while another employee is on lay off, provided the laid off employee

- 13.6 In the event a bargaining unit position is partially reduced (i.e., a twelve month job reduced to eleven months of work) vacation days and holidays can be reduced but such reduction shall not occur earlier than one year from the date of the reduction of work year. Other fringe benefits will be maintained according to the contract.

## **ARTICLE 14**

### **COMPENSATION**

- 14.1 See Harbor Springs Educational Support Personnel Schedule A Salary Schedule for 2024-25, 2025-26, and 2026-27 school year.
- 14.2 All employees shall be evaluated yearly by the lead administrator or director the employee reports to. These evaluations are based on the District tool, which shall include a job description for each employee. The evaluations shall be completed by the end of each school year. A performance pay stipend will be provided for employees who achieve the rating of effective as follows:
- Full-time \$150.00
  - Part-time \$75.00
- 14.3 The Employer must pre-approve any work hours beyond forty hours in a week. Overtime shall be paid at the rate of:
- Time and one-half over 40 hours per week
  - Double time for Saturdays and Sundays
  - Triple time for holidays
- 14.4 Bus drivers will be compensated for a minimum of four (4) hours for driving morning and afternoon routes (2 hours for AM route and 2 hours for PM route). This time shall include pre and post-trip inspections, bus washing, viewing bus video, calling parents, driving shuttle runs that are contiguous with route time, or other duties as assigned by the supervisor, providing that time does not exceed the two-hour route minimum. The district shall pay for annual/biennial DOT physicals given the driver the option to schedule their own physical or have the Transportation Director schedule it for them. Each driver shall receive two (2) hours of pay for completing the DOT physical requirement.
- 14.5 The opportunity to work overtime shall be offered to employees within each classification and within their work area/building. If all bargaining unit members in that work area refuse the overtime, it will be offered to classification bargaining unit members in other buildings. When there is no one willing to work for an overtime assignment, the least senior bargaining unit member from within the classification shall perform the work. An inverse order rotation will be followed for subsequent work when no one volunteers so that no one person is always obligated to work. This does not apply to bus drivers. Bus drivers will bid extra trips according to seniority and rotation.

Overtime work will be recorded electronically on a spreadsheet that will be updated regularly. The employer will ensure that all custodians have computers available in their work locations so that they can access the electronic spreadsheet for overtime opportunities.

There will be times when special events or additional employee time is necessary to complete normal job duties. Additionally, substitutes for absent bargaining unit members shall be used on an as-needed basis. Whenever a substitute is needed in a position, the substitute work shall be offered to the part-time bargaining unit members within that classification first before being offered to other classifications and then, if needed, non-bargaining unit members. Bargaining unit members assuming such a position shall receive the pay level for the upgraded position when the responsibilities are greater than his/her own position for the duration of the substitution assignment.

- 14.6 Step increases shall occur on July 1 of each year they are granted in the contract.
- 14.7 When an employee is called to work at a time that is not his/her regularly-scheduled work time, the employee shall be paid for all time worked or two hours minimum, whichever is greater.
- 14.8 On in-service days, bargaining unit members may work at job-related duties upon employee request and with administrative approval, and they will receive their regular rate of pay. If an employee chooses not to work, he/she shall receive no pay. Drivers shall receive \$12 per hour and the IRS mileage rate for personal vehicles for transportation to and from in-service meetings.
- 14.9 The Employer will pay the renewal cost for certification for certified technicians currently under contract.
- 14.10 The Employer will pay the full cost of training for courses related to an employee's job if the administration pre-approves the course and expenses.
- 14.11 Employees who attend staff meetings and/or serve on committees shall receive their regular rate of pay for time spent in those activities, if their supervisor requests the employee to attend.
- 14.12 Paraprofessionals will be scheduled for a minimum of one (1) hour per work day.
- 14.13 Professional Learning Requirement  
All employees will be required to complete up to 4 (four) online modules annually by November 1 outside of their normal work hours. 3 (three) of the modules will be specified by the District and 1 (one) will be the employee's choice. Employees will be given access to District computers, if necessary, to complete the modules. When successfully completed, employees will submit the necessary paperwork and will be paid an additional 4 (four) hours of their salary. Bargaining unit members shall be paid upon completion of the annual online modules.

## **ARTICLE 15**

### **RETIREMENT**

- 15.1 An employee who retires in accordance with the Michigan Public Schools' Employee Retirement program will be paid a stipend calculated at a rate of \$30.00 per unused paid time off (PTO) day, accumulated at the time of retirement. Bargaining unit member may elect to receive the above retirement sick payout into a 403(b) account of their choosing.

## **ARTICLE 16**

### **HOLIDAYS**

- 16.1 All twelve (12) month employees shall have the following days off with pay: Labor Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, Christmas Day, the day before New Year's Day, New Year's Day, Good Friday (1/2 day), Memorial Day, Juneteenth, and July 4th. When a holiday falls on a weekend day, a previous Friday or subsequent Monday will serve as the paid holiday for employees. The district will determine which day (Friday or Monday) will serve as the paid holiday.
- 16.2 All school year employees shall have the following days off with pay: Thanksgiving Day, the day after Thanksgiving, Christmas and New Year's Day, Memorial Day, Labor Day, and 1/2 day on Good Friday. When a holiday falls on a weekend day, a previous Friday or subsequent Monday will serve as the paid holiday for employees. The district will determine which day (Friday or Monday) will serve as the paid holiday. For Good Friday, bus drivers shall be paid a total of six (6) hours of pay.

## **ARTICLE 17**

### **PAID LEAVES**

- 17.1 Each employee shall have fourteen (14) paid time off (PTO) days per year working five (5) days per week. Employees working less than five days per week will be entitled to a pro-rated number of days as follows: (This proration does not apply when the work week is consolidated as during the summer.)

<b>Number of Days Worked</b>		<b>PTO Days Allowed</b>
5	100%	14.00
4	80%	11.20
3	60%	8.40
2	40%	5.60
1	20%	2.80

Any unused PTO days may accumulate from year to year to a maximum of one hundred fifty-five (155) days. These days may be used for personal illness, serious illness in the immediate family, personal business, or time off work.

PTO days shall follow these guidelines:

- A doctor's note may be required for five (5) unscheduled PTO days off in a row.



- Scheduled PTO days in advance will be limited to three (3) days in a row.
- PTO days may be used at the bargaining unit member's discretion to receive pay on snow days (act of God days), or other unpaid days during the school year.

17.2 Each employee shall be granted a maximum of five (5) days paid leave for the death of a member of the immediate family. An employee may use up to one (1) day of sick leave for someone other than immediate family.

17.3 For the purpose of this provision, the immediate family shall be husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, mother-in-law, brother and sister-in-law, son and daughter-in-law, grandparents and step family.

#### 17.4 **Vacations**

17.4.1 Twelve month employees are entitled the following vacation days:

- After 1st year: one week (5 days)
- After 2nd – 5th year: two weeks (10 days)
- After 6th – 14th year: three weeks (15 days)
- After 15th year: four weeks (20 days)

Vacation is earned on a prorated basis. For example, if an employee is entitled to 3 weeks' vacation for the school year, that employee earns vacation at the rate of  $1\frac{1}{4}$  days per month ( $1\frac{1}{4} \times 12 \text{ months} = 15 \text{ days}$ ). Employees may roll over 10 vacation days per year, capped at a maximum of 30 days. If, at this time in which this agreement goes into effect, employees have over 30 days of vacation, they will suffer no loss of any of those vacation days.

17.4.2 Ten (10) and eleven (11) month employees shall receive five (5) paid vacation days, upon completion of their third year, to be paid on the payroll, which falls previous to Christmas break.

17.4.3 Vacations must have the superintendent's, or designee's approval.

#### 17.5 **Snow Days**

When school is closed due to inclement weather (i.e. Snow Day) or other emergencies, employees shall not have to report for duty, and shall not be paid for the first two (2) snow days of the school year. Any additional snow days, beyond the first two, employees shall not have to report to work, and shall suffer no loss in compensation.

When school is closed early due to inclement weather (i.e. Snow Day) or other emergencies, employees shall be able to leave their job assignment with no loss of pay within one-half hour after students depart.

When school is started late due to inclement weather (i.e. Snow Day) or other emergencies, employees shall report one-half hour prior to school starting.

Custodians or other employees who are called in to work on such days shall receive compensation at

**17.6 Jury Duty**

When an employee is called for jury duty, he/she shall receive his/her regular pay and shall deliver to the Employer the fee received for jury service except expenses.

**17.7 Wellness Benefit**

In an effort to encourage attendance at work, bargaining unit members shall have the opportunity to earn a wellness benefit. The parameters and qualifications are outlined below:

1. Wellness benefit shall be based on a school district fiscal year.
2. Wellness benefit shall be paid out on the first pay day of August.
3. If the bargaining unit member uses less than five (5) days of PTO leave, the benefit shall be one hundred fifty dollars (\$150).
4. If the bargaining unit member uses less than two (2) days of PTO leave, the benefit shall be three hundred dollars (\$300).

**ARTICLE 18**  
**UNPAID LEAVES**

With proper application, the Employer may grant unpaid leaves.

- 18.1 A leave of absence without pay or benefits up to one (1) year in duration may be granted upon written request from an employee, subject to written approval by the Employer.
- 18.2 Requests for a leave of absence shall include the reason for the leave along with notification of the requested beginning and ending dates of said leave.
- 18.3 An employee returning from a leave of absence within one (1) year shall be eligible for the position and classification he/she held when the leave began.
- 18.4 A leave of absence may be granted to any employee for the purpose of child care and other approved reasons.

**ARTICLE 19**  
**SEVERABILITY**

- 19.1 If any provisions of the Agreement or any application of the Agreement to any employee shall be found contrary to law, by a court of competent jurisdiction, then such provision or application shall be deemed null and void, but all other provisions or applications shall continue in full force and effect; furthermore, the provisions of such law shall supersede, to the extent of the conflict, the provisions of this Agreement and govern the relations of the parties hereunder.

**ARTICLE 20**  
**NEGOTIATIONS PROCEDURES**

- 20.1 At least sixty (60) days prior to the expiration of this Agreement, the parties agree to open negotiations for a successor Agreement.

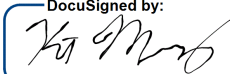
**ARTICLE 21**  
**NO STRIKE CLAUSE**

- 21.1 The Association and Employer recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Association and the Employer subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall employees take part in any strike, slowdown or stoppage of work, boycott, picketing, or other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for whatever disciplinary action is deemed necessary by the Employer.

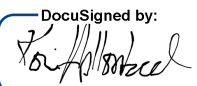
**ARTICLE 22****DURATION**

- 22.1 This Agreement shall be effective as of July 1, 2024 and shall continue in effect until the 30<sup>th</sup> day of June, 2027. If an agreement or renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by written agreement of the parties.
- 22.2 Copies of the Agreement shall be posted electronically and printed at the expense of the Employer within thirty (30) days after the Agreement is signed and presented to bargaining unit employees now employed, thereafter employed or considered for employment by the Employer who request a hard copy. In addition, the Employer shall provide the Union with up to **5** additional copies of the Agreement without additional charge to the Union.
- 22.3 In witness whereof, the parties hereto have caused this Agreement to be signed by their respective representatives.

**UNION**


By:  6/27/2024  
DocuSigned by: 20EBDA0AF1B048B...

**HS ESP/MEA Representative** **Date**

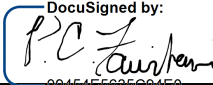
By:  6/27/2024  
DocuSigned by: 7226AE43C60D474...

**President** **Date**

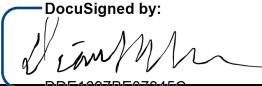
**EMPLOYER**

By:  6/27/2024  
DocuSigned by: BC000C00C2CF450...

**Superintendent** **Date**

By:  7/17/2024  
DocuSigned by: 00464E5606004E0...

**President** **Date**

By:  7/17/2024  
DocuSigned by: BDE1007DE070450...

**Secretary** **Date**

**ARTICLE 23**  
**EMPLOYEE RIGHTS**

- 23.1 No bargaining unit member shall be disciplined without just cause. This section shall not apply to the termination of a bargaining unit member, who is on probationary status.
- 23.2 Upon request, a bargaining unit member shall be entitled to have present a representative of the Union during any meeting, which will or may lead to disciplinary action by the Employer. When a request for such representation is made, the meeting will be delayed until a Union representative can be present. This section shall not be construed to require the Employer to unreasonably delay a meeting due to the unavailability of a particular representative requested by the employee.
- 23.3 No material, including but not limited to, student, parental or school personnel complaints originating after initial employment will be placed in a bargaining unit member's personnel file unless the bargaining unit member has had an opportunity to review the material. Complaints against the bargaining unit member shall be put in writing with names of the complainants, along with administrative action taken, and remedy. The bargaining unit member may submit a written notation or reply regarding any material, including complaints, and the same shall be attached to the file copy of the material in question. When material is to be placed in a bargaining unit member's file, the affected bargaining unit member shall review and sign said material, such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

**ARTICLE 24**  
**EMPLOYEE JOB DESCRIPTIONS**

- 24.1 Within six (6) months after ratification of this Agreement, the Employer will update job descriptions for each classification within the bargaining unit and complete the job descriptions as soon as feasible. Bargaining unit members shall be given an opportunity for consultation to provide the Employer with written enumeration of their current responsibilities and duties, so that the Employer may consider this enumeration in updating job descriptions.  
The Employer will share this information with the Union representative before finalizing job descriptions.
- 24.2 The applicable descriptions shall be distributed to all current bargaining unit members and to all new bargaining unit members when hired by the district. The descriptions shall include (1) job title and description; (2) an enumeration of typical duties, responsibilities and minimum requirements. It is recognized that it is not feasible for a job description to contain a complete enumeration of required duties and responsibilities.

- 24.3 Copies of all job descriptions shall be maintained in a file by the Employer at each of the district's classroom buildings/transportation facilities and shall be available for review by any member of the bargaining unit upon request, with copies provided upon request.
- 24.4 Each bargaining unit member, upon his/her employment or at the beginning of the school year - whichever is later - shall be apprised of the specific criteria upon which he/she will be evaluated. Work outside the bargaining unit member's school-assigned duties shall not be evaluated. A pre-evaluation conference will be held to discuss criteria and the schedule for evaluation.
- 24.5 All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. If the bargaining unit member disagrees with the evaluation he/she may submit a written response within ten (10) days which shall be attached to the file copy of the evaluation in question. If a supervisor believes a bargaining unit member is doing unacceptable work the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the bargaining unit member is to improve and of the assistance to be given by the Employer towards that improvement.
- 24.6 All written evaluations are to be placed in the bargaining unit member's personnel file.
- 24.7 Any matter involving the content of an evaluation shall not be subject to the arbitration step of the grievance procedure.

**SCHEDULE A****SALARY SCHEDULE**

<b>Classification</b>			<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b><u>I. Paraprofessional</u></b>					
A. Regular	Probation	0	16.89	17.48	18.09
	Step	1	17.86	18.49	19.13
	Step	2	18.04	18.67	19.32
	Step	3	18.27	18.91	19.57
	Step	4	18.66	19.31	19.99
	Step	5	18.97	19.63	20.32
	Step	6	19.62	20.31	21.02
	Step	7	20.13	20.83	21.56
	Step	8	20.63	21.35	22.10
	Step	9	21.16	21.90	22.67
	Step	10	21.80	22.56	23.35
B. Technicians	Probation	0	24.64	25.50	26.39
	Step	1	25.13	26.01	26.92
	Step	2	25.73	26.63	27.56
	Step	3	26.23	27.15	28.10
	Step	4	26.65	27.58	28.55
	Step	5	28.02	29.00	30.02
<b><u>II. Secretaries</u></b>					
	Probation	0	20.38	21.09	21.83
	Step	1	21.10	21.84	22.60
	Step	2	22.04	22.81	23.61
	Step	3	23.09	23.90	24.73
	Step	4	23.95	24.79	25.66
	Step	5	25.77	26.67	27.61
<b><u>III. Custodians</u></b>					
A. Custodians	Probation	0	19.92	20.62	21.34
	Step	1	20.59	21.31	22.06
	Step	2	21.63	22.39	23.17
	Step	3	22.66	23.45	24.27
	Step	4	23.54	24.36	25.22
	Step	5	25.35	26.24	27.16
	Premium: 3-11 pm		0.43	0.45	0.47
	11 am -7 pm		0.32	0.33	0.34
	Lead		0.53	0.55	0.57
B. Maintenance	Probation	0	20.30	21.01	21.75
	Step	1	22.10	22.87	23.67
	Step	2	23.29	24.11	24.95
	Step	3	24.17	25.02	25.89
	Step	4	26.25	27.17	28.12
	Step	5	29.15	30.18	31.24

**IV. Cafeteria**

A. Cooks	Probation	0	19.49	20.17	20.88
	Step	1	19.86	20.56	21.27
	Step	2	20.48	21.20	21.94
	Step	3	21.17	21.91	22.68
	Step	4	22.47	23.26	24.07
	Step	5	22.84	23.64	24.47
B. Cook's Helper	Probation	0	17.87	18.50	19.14
	Step	1	18.42	19.06	19.73
	Step	2	18.88	19.54	20.22
	Step	3	19.40	20.08	20.78
	Step	4	19.92	20.62	21.34
	Step	5	20.59	21.31	22.06

**V. Bus Drivers**

	Route - Per Hour (No Mileage)	26.85	27.79	28.76
Special Routes: Rates are per run, one-way				
	Shuttle in District (Per Run)	17.54	18.15	18.79
	Petoskey (Per Run)	29.49	30.52	31.59
Extra-Curricular Trips:				
	Athletics/Field Trips	21.27	22.01	22.78
	Overnight Sleep Rate	15.18	15.71	16.26
	Garage Technician	29.15	30.17	31.23
	Garage Assistant	22.66	23.45	24.27

Route pay will remain the same when a driver takes an extra-curricular trip. For example, if a PM route is two hours long and the driver has to miss this route for a trip, the first two hours of the trip will be paid at their regular route pay, and the balance of the hours will be paid at the Athletics/Field Trips rate.

**Bus Driver in Training:** Pay for new drivers in training with Harbor Springs certified training instructors. New drivers will be paid fifteen dollars (\$15.00) per hour for ten (10) to thirty (30) hours to get an endorsement from the instructor to take the road test.

Certified Bus Driver Training Instructor:	22.66	23.45	26.01
---	-------	-------	-------

**Longevity:**

Longevity payment for all employees will be as listed; and part time employees, who work 15 or less hours per week, will receive one-half (1/2) of the longevity stipend.

**Years of Service****10 Month**

10-15 Years	500	500	500
16-20 Years	750	750	750
21+ Years	1200	1200	1200

**12 Month**

10-15 Years	600	600	600
16-20 Years	850	850	850
21+Years	1300	1300	1300

Longevity payment will be paid on the last payday before spring break. Longevity shall be paid to all bargaining unit



members that reach the completion of ten (10) years by March 31<sup>st</sup> of every year.

**School Improvement**

When school improvement committees meet outside of the participating employee's regular duty day, the employee shall be paid his/her regular rate of pay if he/she is requested to attend by an administrator.

## **SCHEDULE B**

### **BENEFITS**

#### **INSURANCE**

The School District will pay the full legislated hard cap amount toward the bargaining unit members' health plan (i.e. secretaries and custodians who work seven (7) or more hours per day), with full family health insurance, dental (basic services 100%, annual max \$3,000, lifetime ortho max \$5,000), VSP 3 Plus P 250CL and \$50,000 life insurance.

1. Those full-time employees who choose not to participate in the above medical insurance program shall be allowed MESSA PAK PLAN B, and will receive dental (basic services 100%, annual max \$3,000, lifetime ortho max \$5,000), VSP 3 Plus P 250CL vision, \$50,000 life insurance, and a tax shelter annuity or cash-in-lieu equal to single subscriber legislative hard cap rate for health.
2. Part-time employees who work thirty (30) hours and over up to thirty-nine (39) hours per week, shall receive legislated hard cap single subscriber health insurance.

#### **Vision:**

Each employee working will be provided MESSA Vision, Plan VSP 3 Plus P 250CL, full family, fully paid by the Employer.

#### **Long-Term Disability:**

Each bargaining unit member shall be provided MESSA Negotiated LTD with a waiting period 60 CDF, 70% max, monthly salary max \$10,000.

#### **Life Insurance:**

PAK A \$50,000 / \$50,000 AD&D

PAK B \$50,000 / \$50,000 AD&D

## **LEAD CUSTODIAN**

There shall be one lead custodian assigned at each building. Lead custodians shall be appointed by the superintendent. In the event the lead custodian position is eliminated or the position is appointed to another employee, the custodian who is no longer lead custodian will not lose the lead custodian premium for the remainder of the school year (June 30).

The lead custodian shall be responsible for the smooth operation and maintenance of his/her assigned building, and shall receive a premium as specified in Schedule A.

## INDEX

Annuities.....	8	Snow Days.....	16
Break.....	6, 16, 23	Step Increases.....	14
Classifications.....	7, 10, 12, 14	Temporary Duties.....	11
Death.....	16	Transfer.....	10, 11
Duration.....	3, 4, 14, 17, 19	Unpaid Leaves.....	17
Employee Rights.....	20	Vacancy.....	10
Evaluations.....	13, 21	Vacation.....	13, 16
Full-time.....	3, 8, 13, 25		
Grievance.....	6, 8, 9, 10, 21		
Holidays.....	13, 15		
Immediate Family.....	15, 16		
Insurance.....	25		
Job Descriptions.....	20, 21		
Jury Duty.....	17		
Layoff.....	11, 12		
Lead Custodian.....	26		
Loss, damage, or destruction.....	6		
Lunch break.....	6		
Medication.....	6		
Negotiations.....	6, 18		
Part-time.....	3, 8, 13, 14, 25		
Payroll Deductions.....	8		
Personal Business.....	15		
Probationary.....	8, 10, 11, 12, 20		
Recall.....	12, 13		
Resignation.....	11		
Retirement.....	11, 15		
Salary Schedule.....	13, 22		
Seniority.....	11, 12, 13		
Sick Days.....	16		

**Letter of Understanding**  
Between the  
Harbor Springs Public Schools Board of Education  
and  
Harbor Springs Educational Support Personnel Association

**Dock Days**

It is highly discouraged for a support staff member to take days off beyond leave time that is granted to them. If a support staff member has exhausted all available leave time, in addition to not receiving pay for this time, that support staff member will also be docked the value of their fringe benefits.

Total fringe benefits (Health, Cash in Lieu, Dental, Vision) per year will be divided by total contracted days or scheduled work days to establish amount of fringe benefits to be docked per day. The amount will be deducted from the employee's next available pay.

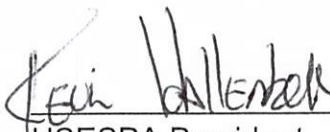
If an employee takes any dock days, they are not eligible for the wellness benefit described in Article 17.7.

  
\_\_\_\_\_  
HSESPA Negotiator

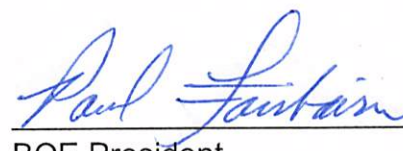
11/26/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent

12/9/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
HSESPA President

11-26-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
BOE President

12-9-24  
\_\_\_\_\_  
Date