

Greenville Educational Support Personnel Association

MASTER AGREEMENT

July 1, 2023 - June 30, 2026

between the

Greenville Public Schools Board of Education

and the

Greenville Educational Support Personnel Association

MEA/NEA



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Agreement

This Agreement is entered into by and between the BOARD OF EDUCATION of the GREENVILLE SCHOOL DISTRICT (hereinafter called the "Board"), and the GREENVILLE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION - MEA/NEA (hereinafter called the "Association").

The provisions of this contract shall be applied in accordance with State and Federal Civil Rights Laws. The employee shall be entitled to full rights of citizenship, and no lawful, religious or political activities of any employee, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employee, provided that no such activities shall interfere with the proper performance of the employee's duties.

ARTICLE 1

Recognition

1. The Board recognizes the Association as the exclusive bargaining representative for the following employee classifications:
 - a. Custodians - working 4 (four) hours or more per day
 - b. Maintenance - working 4 (four) hours or more per day
 - c. Grounds - working 4 (four) hours or more per day
 - d. Warehouse Worker - working 4 (four) hours or more per day
 - e. Transportation—Drivers
 - f. Transportation—Mechanics
 - g. Paraprofessionals
 - i. Teacher (Pre-K)
 - ii. Media Assistant
 - iii. School Office Assistant
 - iv. Lead Interventionist
 - v. Interventionist
 - vi. GSRP Lead Paraprofessional
 - vii. GSRP Paraprofessional
 - h. Non-Instructional Assistants
 - i. Transportation Bus Aides
 - i. Food and Nutrition
 - i. Worker
 - ii. Building Leads

The term "Employee" when used in this Agreement shall refer to those employees in the bargaining unit herein defined.

1. Excluded employees from the bargaining unit will be:
 - a. Directors or supervisors
 - b. Student employees

- c. Substitute employees
 - d. Temporary employees
 - e. Latchkey program employees
 - f. Volunteer coordinator
 - g. Technology technician employees
 - h. Dispatcher secretary
 - i. Technology help desk employee
2. The Board will not negotiate with any other employee organizations with respect to the employees covered by this Agreement during its life.

ARTICLE 2

Board Rights

1. The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by the laws and the Constitutions of the State of Michigan and the United States provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.
2. The Board hereby retains and reserves unto itself, without limitation, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and the United States, except as expressly limited by the terms of this Agreement.
3. The Board retains and reserves its rights to select, hire, manage, transfer, evaluate, discipline, and terminate employees in a manner that is in conformity with the terms of this Agreement.
4. Each employee shall take any physical or mental examinations required by the Board. The Board shall pay the full cost of required examinations provided by the Board's designated doctor.

ARTICLE 3

Association Rights

A. Membership and Representation

1. An employee is always a bargaining unit member; an employee becomes an Association Member only through choice. If an employee chooses not to become an association member he/she will remain a bargaining unit member, remain entitled to representation by the association, remain covered by this collective bargaining agreement and remain entitled to any benefits set forth in this document.
2. Neither the Board nor the Association will discriminate against any employee because the employee chooses to become an association member or chooses not to be an association member.

- a. Joining the Association is not a condition of employment; an employee cannot and will not be terminated because the employee chooses or chooses not to join the Association.
 - b. Paying association dues is not a condition of employment; an employee cannot and will not be terminated because the employee chooses or chooses not to pay association.
 - c. The Board will not tolerate harassment or discrimination against any employee who chooses to become an association member or chooses not to become an association member. Any employee who believes he/she has been harassed or discriminated against in violation of this subsection should complain as set forth in the board's harassment policy. Any employee deemed to have harassed and/or discriminated against another employee because that employee chose or chose not to be an association member, or chose or chose not to pay association dues, shall be subject to appropriate discipline up to and including termination for cause.
3. The district shall provide the president/treasurer of the association with names and directory information (full name, telephone number, address, position and building) of all new hires in the bargaining unit within one pay period after the completion of said employee's probationary period.
4. The Association agrees to indemnify and hold the Board and administration harmless against any and all claims, suits and/or other forms of liability that may arise out of or by reason of the Board complying with the provisions of this article.
5. The Association shall have the right to use school buildings for meetings of employees and school office type equipment on terms no less favorable than such buildings or equipment are made available to any other school employee organization. Building use forms shall be submitted and approved prior to use.
6. Employees who belong to the Association will be allowed to place bulletins of an informative nature on the employee bulletin boards and may utilize the internal school mail system.
7. Employees will be allowed unpaid time away from their regular hours of work not to exceed three (3), two (2) hour periods beginning on or after 5:00 p.m., per school year, when required to attend Association membership meetings. The time away from the job is to be made up the same calendar day and must not be scheduled for days when the employee is scheduled to be in attendance for special building activities. Prior approval for such leave must be obtained at least three (3) days in advance from the supervisor, who will approve or disapprove such requests in writing.
8. Duly authorized representatives of the Association will be allowed to transact official business on school property provided they transact business with employees on lunch break or before or after the employee's shift or run. The employees may transact business on the telephone during their rest period. Representatives will notify the supervisor's office or the building administrator via building use form of their requested presence on school district property before meeting with the employees. The Association will bear the cost of any long distance calls that it makes.
9. The Board shall provide, at no cost to the Association, fifteen (15) working days per year of paid release time to attend a function of the Association, such as

conferences, training sessions, and conventions. No more than one (1) employee per classification will be allowed to use an Association day at a time.

ARTICLE 4

Employee Rights

1. Each employee shall serve a probationary period of sixty (60) calendar days, (excluding summer break for non-full year employees), **in the classification for which they were hired.** Working in a temporary assignment, in the same position, will count toward the probationary period. During such probationary periods, the employee may be discharged or disciplined without recourse to the grievance procedure.
2. The sixty (60) calendar days may be extended up to ninety (90) calendar days when the Board deems it necessary. The Association will be notified of any proposed extension and the employee's name and last probationary day of work would be specified.
3. An eligible employee may obtain health insurance coverage on the first day of the month following their date of hire (see Article 17 Insurance).
4. Vacation will accrue, from the date of hire, for an employee who successfully completes their probationary period (see Article 13 Vacations).
5. No paid fringe benefits or paid leave will accrue during a probationary period with the exception of health insurance.
6. A regular (non-probationary) employee shall not be disciplined or discharged except for just cause. Discipline and discharge shall be subject to Article 14, Grievance Procedure.
7. Employees shall have primary responsibility to, and be evaluated by, one supervisor.
8. All employees shall be evaluated annually. Within the first 60 days of employment or the first 60 days of each year, the employee and the immediate supervisor, or designee shall meet to outline annual goals for the employee. The end of year evaluation will be completed by the immediate supervisor or designee, and shall be completed by May 30. The employee will receive a copy of the evaluation, and the original shall be placed in the personnel file.
9. Evaluations shall not be subject to the grievance procedure, however, if the employee feels the evaluation was incomplete or unjust, a copy of any written objection(s) will be attached to the evaluation report. A representative of the Association may, at the employee's request, accompany the employee at any post-evaluation meeting(s) held to review the specific objection(s) the employee wishes to raise.
10. Employees shall, upon request, have the right to review the contents of their personnel file. A representative of the Association may, at the employee's request, accompany the employee at the time of such review.
11. Any complaints against an employee will be called to the employee's attention before any adverse action is taken based thereon. If a complaint is placed in the employee's personnel file, the employee may submit a written statement to be attached to and filed with the original complaint. If requested, the employee shall sign or initial the complaint to acknowledge that it was shown to them.
12. Adequate parking in a designated area will be made available to each employee for use during working hours.

13. At the request of an employee, the Board will make deductions for annuity plans approved by the Board, credit union, health insurance, United Way, and such other purposes as may be agreed to by the Board and the Association.

ARTICLE 5

Vacancies, Promotions, and Transfers

A vacancy shall be defined as an unfilled position within the bargaining unit. Such vacancy may be caused by the retirement, termination, transfer or resignation of a person currently in an existing position, or by the creation of a new position. **Any position that has hours increased by up to two hours per day shall not be considered a vacancy or new position.**

A. Internal Classification Posting

1. When there is a vacancy in a classification within the bargaining unit, the following procedure should be used to fill the vacancy (excluding paraprofessionals):
 - a. Post the vacancy to all current classification employees (regardless of current hours being worked)
 - b. An email/memo will be sent to all current classification employees to give them notice of the vacancy, requiring a written response of interest with a specific closing date, with a minimum of two (2) business days.
 - c. Any employee within the classification who expresses interest must be interviewed using the hiring evaluation rubric found in this Master Agreement, unless they have been interviewed for the same position within the last 30 days. (Conference/phone interviews are acceptable)
2. Repeat process if additional vacancies within the classification become available.
3. At the conclusion of the internal classification posting, candidates shall be screened and interviewed.
4. All paraprofessional openings will be posted internal/external and shared through an all-staff email, not by the above process.

B. Internal/External Postings and Hirings

1. Upon the completion of the Internal Classification Posting, vacancies shall be posted for at least five (5) business days during which time interested employees must apply for the position. Before any vacancy is filled, the qualifications of each employee who has filed a notice of interest shall be reviewed.
2. Vacancies shall be filled by the Board with the best qualified person available as determined by the Board using the Hiring Evaluation Rubric.
3. In cases where the qualifications of applicants are determined to be equal, the employee with the greatest total length of service will be selected.

4. All interviewed applicants will be notified, as soon as possible, after the vacancy has been filled.
5. In situations where it is clear temporary vacancies of 30 work days or longer exist, consideration will be given to existing employees before a substitute will be hired.
6. In all cases the principals and/or directors will maintain final authority to select the person they feel best meets the needs of their building or department.

C. Bus Routes

1. There will be no driver changes in routes during the school year. Vacancies in regular bus route assignments will only be filled at the bus drivers' annual back to school meeting. All open routes (including those filled mid-year) shall be open for bid at the annual back to school meeting. Regular run selections shall be made according to seniority.
2. If a route opens after the school year begins, the Transportation Director will be allowed to hire a new driver mid-year to fill the route. However, any mid-year hire shall only receive a temporary assignment of that route for the remainder of that school year. This route will be opened as a vacancy at the next annual back to school meeting.
3. A temporary driver shall be eligible for insurance benefits, if they meet eligibility requirements set forth in this contract.
4. A driver vacating, or not accepting a route assignment, shall be placed at the bottom of the relevant eligibility list for subsequent assignments through the end of the school year.

D. Transfers

1. The Board agrees that transfers shall be avoided if possible. Any employee transferred to a position outside the bargaining unit shall retain, but not further accumulate, any rights under this Agreement.
2. For the efficient and uninterrupted operation of the school, where circumstances are beyond the control of the school, an employee may be transferred to another assignment on a temporary basis. If such an assignment carries a higher hourly rate of pay, the employee will be paid a fifty cent (\$0.50) per hour premium for the temporary length of service if said assignment exceeds five (5) consecutive working days.
3. For the purpose of determining a route assignment under the following conditions:
 - a. If a driver is off for at least 60 calendar days on a Workers' Compensation, administrative, or a medical leave and if it is determined that the driver will be off for a minimum of 30 or more calendar days, their route will be offered to the most senior, available driver through the remainder of the school year or until the driver on leave returns (whichever occurs first).
 - b. If the driver agrees to the temporary route, then the vacancy created by this temporary assignment will be offered as a vacancy to a sub driver. The transferred driver will be entitled to all benefits under Article 17 while assigned to the temporary route.
 - c. The vacated run will be offered to a sub driver as determined by the director.

ARTICLE 6

Seniority, Layoff, Bumping, and Recall

A. Seniority

1. A Hire Date is defined as the date when employment begins.
2. A Longevity Date is defined as the date when employment begins at Greenville Public Schools, excluding substitute or temporary positions.
3. A Seniority Date is defined as the date when employment begins within a classification
4. Seniority is the length of continuous service in the bargaining unit by classification.
5. In the event that more than one (1) employee has the same seniority date, the seniority order will be determined by lottery.
6. Employees shall lose their seniority credit if they:
 - a. Quit or are discharged for just cause
 - b. Fail to return from a recall
 - c. Fail to return from a leave of absence or fail to comply with the conditions of any leave of absence including those authorized by Article 11
 - d. Retire
7. Employees leaving one classification in the bargaining unit for another classification shall maintain (without increase) their seniority in the former classification at the time of transfer and will begin acquiring seniority in the new classification at the time of transfer.
8. The Board will prepare and maintain a seniority list showing the length of service in the bargaining unit by classification. The seniority list shall be prepared and posted by October 1 of each year. The Board will correct any error in the seniority list upon discovery and verification. The Association shall receive a copy of any subsequent revisions.

B. Layoff

1. In the event of a layoff, probationary employees, in the classification affected, shall be laid off first. If further layoffs are necessary, they shall be made by seniority within the classification. However, the employee(s) retained must be qualified to satisfactorily perform the work without additional training or significant orientation.
2. All layoff notices shall be made at least ten (10) working days prior to the layoff effective date.
3. A laid-off employee, if interested, shall be granted priority status on the substitute list. These substitutes will be used on a rotation basis.
4. Laid-off employees may continue their health insurance in accordance with COBRA.
5. In the event of a qualifying reduction in hours, employees whose positions have been reduced by more than one (1) hour, are eligible to access the bumping process.

C. Bumping Process

1. An employee whose position has been eliminated or reduced may voluntarily accept an open position when offered by the district, prior to utilizing the bumping process.
2. Full-time employees whose positions have been eliminated, shall be transferred to the same classification position held by the least senior person in the bargaining unit for which they are qualified to displace.
3. Part-time employees whose positions have been eliminated, shall be transferred to the same classification position held by the least senior person working equal hours in the bargaining unit for whom they are qualified to displace.
 - a. If there are no less senior bargaining unit members with equal hours, then the employee shall be transferred to a position held by the least senior person working less hours for which they are qualified.
 - b. If this transfer results in a loss of one hour or more, the transfer will be made to a less senior position for which they are qualified, with hours as close as possible to the position previously held.
 - c. If a full-time driver position is eliminated during the school year and the driver has been transferred to another full-time route, they shall not lose more than one-half (1/2) the difference between the compensation rates for the affected bus routes for the remainder of the school year.

D. Recall

1. The Board shall recall a laid-off employee to a vacant position in their classification, in reverse order of layoff.
2. No new employee shall be hired until an attempt has been made to recall qualified bargaining unit members on lay off status who have seniority in the classification in which the vacancy occurs. There shall be no obligation to post a vacant bargaining unit position in these circumstances.
3. An employee shall retain such recall rights for a period of two (2) years after layoff, provided that such period may be extended for an additional period of one (1) year upon written request.
4. An employee shall return to work within ten (10) working days after notice of recall is given or lose such recall rights.
5. An employee who is laid off from a full-time job shall have the right to refuse recall to a part-time job.
6. A part-time employee who accepts or rejects a recall position which is two or more hours less than the last position held shall maintain recall rights by seniority.

ARTICLE 7

Hours of Work

The Board shall have the right to determine the number of hours of work, the starting time, quitting time, and the scheduling of work related activities throughout the day. The Board shall further have the right to establish, modify or change any work hours or days.

A. Regular Work Day and Work Week

The regular work day and regular work week of the full-time custodial, maintenance, grounds and/or mechanic employees shall be eight (8) and forty (40) hours per week, respectively, Monday through Friday. During the winter, summer and spring breaks when school is not in session, the hours of employees may be altered with the approval of the department director.

B. Lunch and Break Periods

1. Employees who work 5.5 hours or more per day shall have an unpaid duty-free lunch period of thirty (30) minutes. Those employees working more than 4 hours per day but less than 5.5 hours per day may be scheduled for an unpaid duty-free lunch period of thirty (30) minutes at the discretion of their supervisor. Employees who work four (4) or less hours per day shall not receive a lunch period.
2. Paraprofessionals who work 4 hours per day or less shall not receive a break. Paraprofessionals who work more than 4 hours per day shall receive one 15 minutes paid break. Custodial employees will receive one 15 minute paid break for each four hours worked.

Hours Worked	Paid Breaks	Unpaid Lunch
4 or less hours per day	None	No
More than 4 to less than 5.5	One	May be scheduled
5.5 or more hours per day	One	Yes - one 30 minute unpaid lunch

3. Should circumstances prevent employees from taking their break at the normal time, it shall be taken as soon thereafter as possible.
4. Should an emergency occur during the normal lunch period, the lunch period may be taken upon return from the emergency. If an employee must leave school premises during the lunch period, they must notify their supervisor, or in the case of the night custodian, another employee who remains on the premises, as to where they can be reached.
5. Transportation drivers do not qualify for breaks or lunch periods during their route times.
6. Under special circumstances when it is necessary for Paraprofessionals and Non-instructional Assistants to participate in school business (i.e. field trips, special drills, district required committees) lunch periods are not available, the employee will be paid their hourly rate for the missed lunch per administrative approval.

C. Overtime Pay and Hours

1. All overtime must be authorized in advance by the supervisor.
2. To qualify for overtime pay, employees must work in excess of forty (40) hours in a week.
3. Should an employee be required to work for the district or Greenville Recreation Department activities on a Sunday or a holiday as identified in Article 12, Holidays (A.1), the rate of pay for all hours worked in excess of four (4) shall be double time.
4. If a non-school organization activity requires work by an employee on a Sunday or an identified holiday, such employee shall be paid at the rate of double time.
5. In computing overtime, time paid will be considered time worked.

D. Scheduling Additional Hours

1. Employees who are required to work at a time that is not attached to the beginning or end of a scheduled work day, shall receive a minimum of two (2) hours pay.
2. Employees who agree to non-regular work assignments **attached to their scheduled day** which are less than two (2) hours will be paid for time worked.
3. Extra custodial work:
 - a. When extra activities at a secondary building demand the time of an employee after normal working hours, the determination of which building employee or employees shall be scheduled for such overtime work shall be on a rotation basis. A rotation schedule shall be maintained at each building.
 - b. When extra activities at a secondary building demand additional custodial needs, a "Temporary Part-Time Custodial Position" may be posted internally. This position is understood to be temporary and does not qualify for fringe benefits of any type.
 - c. Scheduled overtime activities in elementary buildings will be worked by the building employees. Exceptions to this guideline will be at the discretion of the director. When additional overtime assistance is needed, such overtime work shall be scheduled on a rotation basis among the other elementary building employees.
 - d. Not more than one part-time custodian will be assigned work at a building location.
4. When maintenance, grounds and/or mechanic overtime is required, the assignment will be made by the employee's supervisor.
5. Extra work for food and nutrition employees:
 - a. Employees can voluntarily sign the extra work list.
 - b. Catering work is defined as events that serve refreshments (food and/or beverages) to the entire district, community groups or a combination of buildings. This work will be assigned outside of the employee's regularly scheduled hours and employees will be paid their regular hourly rate. Events that serve refreshments to the staff or parents of the employee's own building are considered in staff work and may or may not occur during normal work hours at the discretion of the Building Leader and/or Food and Nutrition Director.

- c. Catering work will be assigned by seniority and by rotation. If the event is scheduled to involve less than 200 participants, one employee who is assigned to that building will be assigned to the event. If the event is scheduled to involve more than 200 participants, two employees who are assigned to that building will be assigned to the event. These employees will come from the extra work list.
 - d. To begin this initiative, the two lowest senior employees (names listed) who have signed the extra work list will be assigned to work the next two events to work with experienced employees in order to gain experience. This work will be listed on the extra work list and is not intended to favor these employees with additional work outside of the rotation system.
 - e. When outside groups are allowed to use the school kitchens, an employee assigned to that building would be assigned to oversee the event.
 - f. Extra work assignments will be made and posted by building leads.
 - g. For District wide activities, the extra work list will be e-mailed to building leads and the assignments will be posted at the work sites of affected employees.
 - h. Storing of delivered commodities: On the day commodities are to be delivered, or the following day if non-perishables, the employees assigned this responsibility shall be scheduled for additional time if necessary. All commodities and other stock received will be labeled and dated. Commodities and other stock will be rotated on a first in first out basis. If necessary, employees will be scheduled for additional time to complete inventory.
 - i. Food and Nutrition employees may be given additional hours as determined by the director to clean their kitchens before the school year starts and time may also be scheduled to close their kitchens after the school year ends.
 - j. Food and Nutrition employees who are scheduled to work on student half-days will be paid for a minimum of two (2) hours.
6. The Board agrees to the following exceptions to be permitted as excusable reasons for refusing extra work:
- a. Medical appointments to include:
 - i. Doctor appointments (includes chiropractic)
 - ii. Dentist appointments
 - iii. Optometric appointments
 - iv. Legal appointments
7. Official GESPA business (includes serving as a building representative at a scheduled meeting)
8. In all of the above cases, the employee will provide documentation from the doctor, attorney, or official overseeing the GESPA business within two (2) business days of the date of refusal. A copy of documentation will be maintained by the director/supervisor and viewable by the GESPA president

E. Scheduling Training

1. The district will provide appropriate position-specific training. Every attempt will be made to schedule such training on planned professional development days or shortened days. GESPA members will be notified at least 30 days in advance of any required training outside of scheduled work hours.
2. When required to attend a training outside of the employee's scheduled hours, the following compensation structure will be followed:
 - a. Employees shall be compensated their hourly rate for all time participating in the training.
 - b. Employees shall be compensated for travel time to and from the training location from work or home (whichever is less) at the following rate:

15 to 30 miles	½ hour pay
30 to 60 miles	1 hour pay
61 to 90 miles	1 ½ hours pay
91 to 120 miles	2 hours pay
121 to 150 miles	2 ½ hours pay
151 to 180 miles	3 hours pay

*Mileage to be determined by mutual agreement between Supervisor and Member

F. Scheduling Inclement Weather

1. The custodial, maintenance, grounds and mechanic employees must report to work each day. In emergencies, early custodial shift workers have up to two (2) hours to report when school has been canceled for students. If professional staff do not report on an inclement weather day, the Director of Facilities will determine the beginning time for each employee's work shift. Employees will work a reduced schedule on all inclement weather days. An eight hour employee shall work 5.5 hours and a part time employee who works less than eight hours shall work on a proportionally reduced schedule. In all cases the employee will be paid for their full regular shift.
2. Food and Nutrition Building Leads shall be paid an on-call premium for inclement weather days. **(See Appendix D Food and Nutrition Wage Scale)**
3. Transportation drivers, Paraprofessionals, school office assistants, and food and nutrition leads will be guaranteed to be paid under the following conditions:
 - a. Scheduled full and scheduled half student instructional days as established by the Board
 - b. Food and nutrition workers will have the same guarantee minus student instructional half days as established by the Board
 - c. School year employees will be paid for the first three (3) inclement weather days.
 - d. Employees not required to work on inclement weather days will not be charged a paid leave day, if school is closed because of inclement weather.
 - e. Up to 2 (two) Personal Leave days may be used on non-paid inclement weather days with the following conditions:

- i. Must only be requested after the district has exhausted the paid inclement weather days listed above
- ii. Must email the payroll office before 4:00pm on Friday of that week
- iii. Under all circumstances it is the employee's responsibility to ensure that notification has occurred. There will not be retroactive adjustments of time usage/pay allowed for Personal Leave on an inclement weather day.

GESPA									GESPA Employees required to work report on a non-work day shall receive a minimum of two (2) hours pay
Custodial/ Maintenance/ Grounds/ Mechanic	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Work 5.5/ Paid 8	Off/ Paid	May use Personal/ Vacation time to be paid if they don't come in. Prorated for Part-Time Staff
Food and Nutrition Building Leads	On Call Premium	On Call Premium	On Call Premium	On Call Premium	On Call Premium	On Call Premium	On Call Premium	On Call Premium	An on-call premium in the sum of \$26.00 will be paid to building leads on inclement weather days. Add regular Hourly Rate if They are called to report
Transportation Drivers/ Paras/ Non-Instructional Assistants/ Food and Nutrition Managers	Off/ Paid	Off/ Paid	Off/ Paid	Off/ Unpaid	Off/ Unpaid	Off/ Unpaid	Off/ Unpaid	Off/ Unpaid	May use up to two Personal Days to be paid if they don't come in. Prorated for Part-Time Staff. Alternative Schedule Options per Administration

G. Scheduling Delay and Early Release

1. When the start of school is delayed because of fog, ice, bus damage, or other circumstances as determined by the district, affected school employees will have the following options:
 - a. An employee must work their regular scheduled hours to receive their regular hours of pay
 - a. Or, an employee may work an amended schedule provided by their supervisor and be paid only for hours actually worked.

When inclement weather or other circumstances as determined by the district causes an early release of school, paraprofessionals, food & nutrition employees, and bus aides will receive pay for time scheduled for that day. These employees will stay until dismissed by a district administrator.

H. Transportation Scheduling

1. An annual bus driver back to school meeting will be scheduled in August for the purpose of reviewing any changes in laws, regulations, rules or safety practices, driving assignments, routes, or other matters pertinent to the coming school year. Attendance of all drivers is required and notification will be sent in advance of the meeting.
2. For in-service days and additional training (annual driver meeting; back to school meeting; re-certification; District scheduled in-service training), drivers will be paid **at their regular hourly rate.**
3. When it is necessary to transport **more than 16** passengers to the same destination and at the same scheduled time, the trip will be posted for assignment through the seniority rotation.

I. Route Driver Trip List

1. The Director of Transportation shall post, on the bulletin board, the available extra trips as follows:
 - a. Extra trips are defined as trips that do not interfere with a driver's regular AM or PM routes.
 - b. The Route Driver Trip List rotation will be established on an annual basis, according to seniority date within classification, updated July 1.
 - c. New hires will be added to the bottom of the Route Driver Trip List in accordance with their seniority date within a classification.
 - d. If a trip is canceled within 24 hours of departure, drivers will have the option of being paid two (2) hours or bid on the next available trip.
 - e. Extra trips will be assigned weekly from the Route Driver Trip List, on a rotation basis.
 - f. Drivers are not required to stay with the group, unless otherwise directed, but must stay within a 10 mile radius of the drop-off location for the duration of the event.
 - g. Drivers are required to return to the pick-up location one (1) hour prior to the conclusion of the event, unless otherwise directed.
 - h. A driver who cancels an assigned trip, shall notify the Director of Transportation as soon as possible, and is required to provide emergency documentation within one (1) workday. If documentation is not received as listed above, the driver shall be subject to the following:
 - i. The driver will be removed from the trip assignment for the next two (2) rotations.
 - ii. After three (3) cancellations, the driver shall be removed from the trip rotation for the duration of the secondary marking period; or thirty (30) days, whichever is greater.
 - i. Trading is not allowed.
 - j. If a driver requests a trip that their child, stepchild, or grandchild is scheduled to take, the driver may be assigned the trip at the discretion of the Director of Transportation.
 - k. If the total trip time posted changes by 50% or more, the driver has the right to refuse the extra trip without penalty. It is understood that there will be no make-up trips in these situations.
 - l. Split trips are defined as any trip in which the bus is not needed to stay with a group. This will be determined by the Request Originator and the Director of Transportation.
 - i. On non-scheduled school days, a trip will not be split unless it is an overnight trip.
 - ii. If it is necessary for an alternate driver to take the drop-off portion of a trip, due to the lack of available drivers, the return portion of such trip will be handled as a pick-up trip.
 - m. When an overnight trip is scheduled, the Board will be using the following pay schedule:
 - i. Actual driving time - trip rate
 - ii. Actual event time - trip rate

- iii. Team meal transportation - trip rate
- iv. Down-time and sleep time - \$7.00/hour
- v. The hotel costs will be paid by the Board.
- vi. Hotel arrangements will be made by the Director of Transportation or designee.
- n. The district reserves the right to remove a driver from a trip or the trip list. The affected employee will be notified of the reason. This is not subject to the grievance procedure.
- o. The district reserves the right to assign scheduled trips for employees to meet insurance eligibility. This is not subject to the grievance procedure.
- p. All trips are subject to change, assignment, or cancellation at the discretion of the Director of Transportation.

J. Transportation Extra Work Opportunities

In all cases the district reserves the right to alter the rotation to allow scheduled extra work opportunities, including trips, shuttles and extra work for those employees previously covered on district health insurance to meet insurance eligibility.

1. Extra Work List

1. Extra Work is defined as short notice transportation needs, shuttles, mid-day runs, bus aide duties, and other duties as assigned.
2. Normally these extra work opportunities will be available with less than 24 hours notice to the employee.
3. All drivers are eligible to sign up for the Extra Work List.
4. Prior to the beginning of each (secondary) marking period, drivers interested in extra work must sign-up. New employees can sign-up within ten (10) working days of hire.
5. Effort will be made to follow a rotation basis by seniority within the classification. In the event of short notice work opportunities, any employee may be offered the assignment at the discretion of the Director of Transportation.
6. After three (3) cancellations via the seniority rotation, the driver shall be removed from the Extra Work List for the duration of the secondary marking period; or thirty (30) days, whichever is greater.
7. All extra work assignments are subject to change or cancellation at the discretion of the Director of Transportation.

2. Shuttles

1. Shuttles are the transportation of students to or from a Greenville Public Schools building, St. Charles Catholics School, career center, or other facility for the purpose of the student(s) attending a class.
2. Transporting students between district buildings as part of a regular route is not considered a shuttle.
3. Shuttles will be considered extra work opportunities for drivers.
4. Shuttle bids will be assigned by seniority, based on drivers whose regular route time allows for them to be able to complete the shuttle.

5. A driver, once assigned a shuttle, will be unavailable for any other assignment within the shuttle time, plus five minutes.
6. Drivers are expected to keep the shuttle for the entire year or the end of the shuttle, whichever comes first.
7. All shuttle times will be posted at the beginning of each school year.
8. When the assigned shuttle driver is absent, refer to the Extra Work List for a daily assignment.
9. In the event of a long term (30 calendar days or more) absence, the shuttle will be assigned to the most seniority available driver. In extenuating circumstances, this may be waived by mutual agreement between the Director of Transportation and the Association.
10. Drivers will not be assigned a shuttle if the assignment results in overtime.
11. The district reserves the right to screen out any driver it feels should not be allowed to drive a shuttle. The affected employee will be given a reason for the denial. This denial is not subject to the grievance procedure.

3. Midday Routes

1. Midday Routes are the transportation of students to and from half-day programs for the purpose of attending classes. Mid-days routes will be considered extra work opportunities for drivers and drivers will be paid at their regular hourly rate for time worked.
2. Open midday routes are bid and assigned during the bus drivers' annual back to school meeting.
3. Route drivers will have first priority to mid-day trips. If no route driver accepts the mid-day trip, the trip will be presented to stand-by drivers.
4. A driver, once assigned a midday route, will be unavailable during that time period plus five (5) minutes.
 - a. In the event that the assigned driver is unable to drive the midday route, the bus aide assigned to the run shall be given first opportunity to drive the route as a substitute driver (if certified as a bus driver) before the route is offered to others.
 - b. The district reserves the right to screen out any driver it feels should not be allowed to drive a midday route. The affected employee will be given a reason for the denial. This denial is not subject to the grievance procedure.

4. Summer School Routes

1. All drivers may volunteer for summer driving assignments each year. All interested drivers shall indicate availability to the Director of Transportation.
2. All summer driving runs will be posted before the end of the school year.
3. Summer school runs will be awarded in accordance with seniority of available drivers.

ARTICLE 8

Leave Days

A. Leave Days

Employees will be given leave days at the beginning of the school year as follows:

School year employees - 10 days

Full year employees (12 month) - 12 days

1. Leave days may be used for illness (employee and immediate family), personal leave, or bereavement.
 - a. A maximum of three (3) days annually can be used for Personal Leave.
 - b. GSRP Lead Paraprofessionals shall receive 60 hours of leave time, with up to 21 hours eligible to be used for Personal Leave, based on the number of hours scheduled daily.
 - c. GSRP Paraprofessionals shall receive 8 days of leave time, based on the number of hours scheduled daily, with up to three days eligible to be used for Personal Leave.
 - d. All leave days for newly hired employees will be based on the percentage of the year worked, after probation has been completed.
 - e. An employee shall give as much notice of absence as possible, and in any event at least one (1) hour before scheduled arrival time.
 - f. Should employees need to leave before the end of their work shift, they shall first notify the building administrator, or the director of their department before leaving their work assignment.

B. Sick Leave

1. Sick leave may be used when personal illness or injury results in an employee's inability to work, and for such other cases as are authorized by the terms of this Agreement.
2. Paid sick leave shall terminate when the employee's accumulated sick leave has been exhausted.
3. Upon written request, a physician's statement or other evidence satisfactory to the Board, shall be furnished to substantiate the Employee's inability to work, because of personal illness or injury.
4. In all cases where three (3) or more consecutive sick leave days occur, the employee is required to present a statement from a doctor indicating that their health is satisfactory, prior to returning to work.
5. Misuse of sick leave or falsification of reasons for any paid or unpaid leave of absence shall result in loss of such pay and be grounds for disciplinary action.
6. An employee who exhausts their sick leave before being able to return to work shall be granted unpaid leave of absence.

- a. Such leave may be renewed for additional periods by the Board upon application.
 - b. The Board may require medical evidence supporting the employee's need for such leave and their ability to resume work upon completion of such leave.
- 7. Sick leave and vacation time will not be earned during a period of unpaid leave.
- 8. No regular employee shall forfeit accumulated sick leave during approved leave of absence periods. However, the employee shall not be eligible to accrue additional paid leave while on such leave of absence.
- 9. At the end of the school year, a school year employee who has not used more than six (6) sick leave days or a full year employee who has not used more than eight (8) sick leave days, will receive an additional two (2) sick leave days to go into their sick leave day bank for the ensuing year. The following leave reasons are excluded:
 - a. FMLA like illness
 - b. Bereavement that is not charged
 - c. Personal Leave days
 - d. Donated sick leave to the sick day bank
 - e. Earned vacation
- 10. Employees can accumulate sick leave days with no maximum accumulation. It is the employee's responsibility to monitor their available leave time.
- 11. After an employee has accumulated 36 days (school year employees) or 42 days (full year employees) in their sick leave bank, they may choose to be paid at the end of each fiscal year for all days accumulated in excess of the days indicated above.
 - a. The rate of pay shall be one-half ($\frac{1}{2}$) of the sub rate for the employees classification up to a maximum of \$500.00 per year.
 - b. The sub rate for maintenance and grounds shall be based upon the custodial sub rate.
 - c. When an employee misses less than 5 days (for school year employees) or less than 6 days (for full year employees) said employee is eligible to receive either \$200 (school year employees) or \$400 (12 month employees) attendance bonus. This attendance bonus will be paid in the pay period immediately following the employee's last day of work in the contract year.

C. Personal Leave

- 1. Personal Leave is intended to cover matters which cannot be attended to outside working hours or during vacations.
- 2. It is further understood that such leave shall not be granted for the day immediately preceding or following a vacation period, break period, or holiday. Exceptions to the aforementioned restriction may be granted for up to one (1) day per year, per employee at the discretion of the immediate supervisor.
 - a. Registered chaperones, chairs, co-chairs, etc. who use a personal leave day or unpaid leave will not be docked for the holiday.
 - b. Employees on an approved list from the Mystery Trip Committee may be granted such leave.

- c. Denial of Personal Leave adjacent to a vacation or holiday shall not be subject to grievance. However, employees will be given a reason for the denial.
3. Personal Leaves must be pre-arranged and approved by the employee's supervisor.
4. Employees need not specify a reason when applying for personal leave with five (5) work days notice.
5. Refer to Article 7.G.3.E for use of personal leave on non-paid inclement weather days.

D. Bereavement

1. Three (3) days of bereavement leave per occasion, which shall not be charged to leave days, will be allowed for the following family members: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, or mother/father-in-law. Days in excess of three (3) will be charged to leave days.
2. Leave days may be used for bereavement of friends and relatives not listed in the bereavement section.

E. Worker's Compensation

1. An employee who has accumulated sick days and is absent because of illness or injury compensable under the Worker's Compensation laws shall receive the difference between Worker's Compensation payments and their normal pay. To the extent the Board pays employees that portion of their salary that is not reimbursed under the Workers' Compensation laws, the amount of such payments shall be charged against the employee's accumulated sick leave credit.
2. Sick leave is not accumulated during a period of Worker's Compensation leave.
3. Vacation time is not accumulated during a period of Worker's Compensation leave.

F. Honors Week

Criteria for release time for employees wishing to attend Greenville Public Schools student awards assemblies for members of the immediate family: (Immediate family, for these purposes, will be defined as child, step-child, grandchild or step-grandchild.)

1. Attendance at Honors Week assemblies and Swing-Out will be excused with pay for employees having a graduate or underclassman receiving an award in their immediate family. Employees must return to their workstation immediately after the event's conclusion to qualify for pay (excluding subbed drivers).
2. Attendance at GMS student awards assemblies for students who are members of the employee's immediate family: Employees must return to their workstation immediately after the event's conclusion to qualify for pay unless the program concludes at a time when the employee is not scheduled to work.

3. In both cases, if the employee cannot be excused (covered) without hiring a substitute, the employee will need to use any available leave time (individual or unpaid) to attend these functions.
4. Senior Mystery Trip
 - a. Association members serving as chaperones, chairs and co-chairs, etc. may use personal leave. If personal leave is not available, unpaid leave without consequence of dock for the holiday may be used. Only those employees on an approved list from the Mystery Trip Committee may be granted the aforementioned. (Reference Article 8)
 - b. In all cases stated above, arrangements should be made in advance with the immediate supervisor. If an employee is denied the above leave, a reason will be given.

ARTICLE 9

Jury Leave and Legal Commitments

1. An employee required to be absent from work in order to serve as a juror shall be granted leave and be paid the difference between their normal daily pay and the amount received for serving as a juror.
2. An employee required to be absent from work because they are subpoenaed as a witness in a trial/hearing that involves this school district or a bus/vehicle traffic citation shall be paid the difference between their normal pay and the amount received for their services as a witness.
3. If an employee is involved in a trial/hearing outside of their regularly scheduled hours, they will be paid their hourly rate.
4. This shall not apply in the case where the employee's appearance is due to an action brought by the employee or the Association against the school district.
5. An employee required to be absent from work because they are subpoenaed as a witness in a trial/hearing that does not involve the school district, does not conflict with the interests of the district, and does not involve a second business or job shall be allowed to use personal leave.

ARTICLE 10

Maternity Leaves of Absence

1. An unpaid maternity leave of absence will be granted to a pregnant employee who requests to be absent from work for a period in excess of her actual physical disability relating to the childbirth and recovery.
2. Such leave shall begin at a time that is reasonable under all of the circumstances.
 - a. A medical statement indicating the probable date of delivery shall be provided prior to the commencement of such leave.
 - b. Such leave cannot exceed twelve (12) months.
 - c. The employee shall be re-employed at the beginning of a new school year within twelve (12) months after the birth of the child, provided that sixty (60) days

advance notice in writing of her desire to return is given, a satisfactory medical report is furnished showing that the employee is able to resume her duties; and that there then is a vacancy that the employee is qualified to fill.

3. An employee may elect to use accumulated sick leave for a maternity leave of absence when she intends to absent herself as a result of the childbirth and recovery, without regard for any aspect of caring for the child.
4. An employee who elects this type of maternity leave must provide Central Office administration of the probable dates of the commencement and termination of her leave. Before the employee may return to work, she must provide the Board with a written statement from a physician stating that she was physically unable to return to work during her period of leave. The duration of this leave depends solely upon the employee's period of actual physical disability as verified by a physician's statement. The Board reserves the right under Article 2, Section D herein, to require the employee to submit to a physical examination by a doctor designated by the Board to determine whether she is physically able to return to work.

ARTICLE 11

Unpaid Leaves of Absence

1. A leave of absence without pay may be granted to an employee, upon written request. The request must be made at least fifteen (15) working days prior to the beginning of the leave or as soon as reasonably possible.
2. This leave may be granted for a period of up to five (5) consecutive days for special vacation purposes.
 - a. Denial or refusal to grant unpaid leave shall not be grievable.
 - b. Approval for the leave depends, in part, upon the availability of a substitute.
 - c. Normally, the leave will be granted to only one (1) employee at a time and in no event to more than three (3) employees at a time, and normally will not be granted to any employee on a recurring basis.
 - d. Employees returning from an unpaid leave of thirty (30) days or less shall be returned to their previous positions.
3. Under special circumstances, requirements stated in paragraph (2) for five (5) unpaid leave days may be waived for school year employees, with the approval of the immediate supervisor and a **cabinet-level administrator**. Denial of waiver is not subject to the grievance procedure.
4. Leaves of absence without pay not to exceed one (1) year, may be granted when requested in writing by the employee at least thirty (30) days prior to the commencement of said leave for the following purposes:
 - a. Serving in any elected or appointed public position.
 - b. Prolonged illness in the immediate family, limited to spouse, children, and parents of the employee.
 - c. Fulfillment of annual field training obligations with the National Guard or a branch of the Armed Forces Reserve.
 - d. Training related to the employee's job in the bargaining unit.
 - e. Child care.

5. An employee returning from a leave for the above purposes, in which leave is in excess of thirty (30) days, shall be returned to the next vacant position that the employee is qualified to fill, provided that written notice of the employee's desire to return is given thirty (30) days in advance. Upon return from any such leave for thirty (30) days or less, the employee shall be reinstated to their previous position.
6. A leave of absence without pay may also be granted to employees for the purpose of travel time required to attend the out-of-state funeral of a relative. A request for this type of leave must be made in writing as soon as reasonably possible. The employee shall be returned to their former position upon expiration of the leave.
7. Any employee who takes leave time off without permission is subject to disciplinary action.

Substitution of Paid Leave Time

FMLA leaves are **unpaid** leaves, but there are several ways in which the District's policies on salary continuation, sick days, and vacation pay work in conjunction with certain kinds of FMLA leaves to provide you with some form of income during such a leave.

- ***Employees must exhaust earned and/or accrued paid time off.*** When time off work which qualifies as FMLA leave is to be taken, employees may first be required to exhaust earned and/or accrued paid time off which will be credited against their FMLA leave.

ARTICLE 12

Holidays

The following holidays are recognized for employees as follows:

Paid according to hours normally worked

1. Twelve (12) month employees shall receive the following holidays with pay:

HOLIDAY	2023-2024	2024-2025	2025-2026
Independence Day	July 3, 2023	*will add when calendar is approved	*will add when calendar is approved
Friday before Labor Day**	September 1, 2023		
Labor Day	September 4, 2023		
Thanksgiving Day	November 23, 2023		
Day after Thanksgiving	November 24, 2023		
Christmas Eve	December 22, 2023		
Christmas Day	December 25, 2023		
New Year's Eve	December 29, 2023		
New Year's Day	January 1, 2024		
Floating Friday**	March 29, 2024		
Memorial Day	May 27, 2024		

**This is a holiday if school is not scheduled

2. School year employees shall receive the following holidays with pay:

HOLIDAY	2023-2024	2024-2025	2025-2026
Labor Day	September 4, 2023	September 2, 2024	*will add when calendar is approved
Thanksgiving	November 23, 2023	November 28, 2024	
Day after Thanksgiving	November 24, 2023	November 29, 2024	
Christmas Day	December 25, 2023	December 25, 2024	
New Year's Day	January 1, 2024	January 1, 2025	
Memorial Day	May 27, 2024	May 26, 2025	

**This is a holiday if school is not scheduled

2. In addition, when any of the foregoing holidays, excluding the day before Christmas, is celebrated on a Tuesday or a Thursday, the preceding Monday or the following Friday, respectively, shall also be recognized as holidays.
3. If New Year's Day or July 4 fall on a Wednesday or Friday, the preceding day will also be recognized as a paid holiday. If New Year's Day, July 4, or the day before Christmas fall on a Saturday, the paid holiday will be celebrated on the preceding Friday. If the day before Christmas falls on a Sunday, the paid holiday will be celebrated on the preceding Friday.
4. To qualify for holiday pay, the holiday must be celebrated on one (1) of the employee's work days and the employee **unless on an approved personal leave day** must work the scheduled work days before and after such holiday. When a holiday (with the exception of the day before Christmas) occurs on a Sunday, it will be celebrated on the following Monday.

ARTICLE 13

Vacations

1. A fifty-two (52) week employee will qualify for paid vacation on July 1 of each year as follows:
 - a. One (1) or more continuous full years of employment as of July 1 - two (2) weeks.
 - b. Seven (7) or more continuous full years of employment as of July 1 - three (3) weeks.
 - c. Fourteen (14) or more continuous full years of employment as of July 1 - four (4) weeks.
2. In order for the first year of employment to qualify as the first full year of continuous employment, an employee must be district compensated for over 50 percent of the scheduled work days in the first year.
3. This first year establishes the benchmark for subsequent years.
4. For employees who successfully complete their probationary period, vacation time will accrue from the date of hire.

5. An employee who is hired or transferred from a school-year position to a 52 week position during the school year, shall qualify for prorated vacation time on July 1, based on their date of hire as a 52 week employee.
6. Vacation time is not accumulated during a period of Unpaid Leave and/or Worker's Compensation leave.
7. No more than one (1) custodian and one (1) maintenance person may be on vacation at any time while school is in session. An additional employee in each classification may be approved for the use of vacation time at the discretion of the Director of Facilities.
8. The Director of Facilities has the right to assign staff to assure appropriate coverage in buildings.
9. Vacation requests shall be made at least five (5) work days in advance. Exceptions to this may be made by the Director.
10. No employee shall be on vacation during the week before and the week after school begins.
11. Employees shall be allowed the opportunity to use up to (10) ten vacation days while school is in session; the entire week of spring break shall be eligible for vacation usage; and employees may elect to use (1) one day of vacation over winter break.
12. Vacation request approvals will be based on seniority.
 - a. Exceptions to this section may be approved by the Director of Facilities.
 - b. Denial of vacation usage shall not be subject to the grievance procedure.
13. Vacation days must be used each year and cannot be accumulated. Vacation days will be lost if they are not used by **July 31** of the following calendar year. Consecutive vacation between fiscal years may be granted at the discretion of the Director of Facilities.
14. Employees who terminate their employment and give at least two (2) weeks advance written notice shall be paid for any unused and accrued vacation time.
15. Employees who are absent because of illness or injury and exhaust their accumulated sick leave, may use any available vacation time.

ARTICLE 14

Grievance Procedure

1. A grievance is a claim that a provision of this Agreement or a rule or regulation of the Board relating to wages, hours or conditions of employment has been misinterpreted or misapplied. The Association has the right to file grievances concerning interpretation, application or compliance with the contract as it applies to the employees as a group. Reference Forms Section.
2. Grievances shall be handled as follows:
 - a. Step One - The aggrieved employee shall discuss the matter with their supervisor within ten (10) working days after the occurrence of the event upon which the grievance is based.
 - b. Step Two - If the matter is not settled to the satisfaction of the aggrieved employee within five (5) working days following discussion in Step One, the employee shall put the grievance in writing and file it with their supervisor within

five (5) working days after the Step One meeting. The supervisor shall give the aggrieved employee a written answer within five (5) working days after the written grievance is filed.

c. Step Three

- i. If the written answer does not settle the grievance to the aggrieved employee's satisfaction and the grievance does not involve the discipline or discharge of an employee, the grievance shall be submitted to the Central Office administration together with a written statement of why the answer is unsatisfactory no later than the end of the fifth (5th) working day following receipt of the supervisor's answer. The Central Office administration shall investigate the matter and give an answer in writing to the aggrieved employee by the end of the fifth (5th) working day following receipt of the grievance.
- ii. If the written answer does not settle the grievance to the aggrieved employee's satisfaction, and the grievance involves the discipline or discharge of an employee, the grievance may be submitted to mediation by written notice given within five (5) working days after receipt of the Central Office administrator's answer. Such notice shall be signed by the aggrieved employee and sent to the Michigan Employment Relations Commission with a copy to the Central Office administration and shall contain a statement of why the Central Office administrator's answer was unsatisfactory. Representatives of the parties shall meet with a State Labor Mediator at a mutually agreed upon time. Any settlement reached shall be put in writing and signed by the aggrieved employee and a representative of both the Board and the Association.

d. Step Four - If the Central Office administration's answer does not settle the grievance or if mediation does not result in a settlement of any grievance involving discipline or discharge, the aggrieved employee may appeal the grievance to the Board of Education. Such appeal shall be in writing and shall be filed with the Board no later than ten (10) working days after receipt of the Central Office administration's answer or the mediation meeting, as the case may be. The Board will appoint a committee consisting of two (2) Board members and one (1) administrator to meet with the aggrieved employee and their representative and hear any witnesses necessary for a full presentation of the matter. The Board shall give its written answer to the aggrieved employee within twenty (20) working days after completion of its investigation. The Board's answer shall be final and binding on all parties with respect to all grievances concerning the discipline or discharge of an employee or employees.

e. Step Five - If a grievance, which does not involve the discipline or discharge of an employee, remains unsettled after the Board has responded in writing as outlined in Step Four, then such a grievance may be referred by the Association to arbitration, the costs to be shared equally by the parties. Such referral must be made in writing within ten (10) days after receipt of the Board's written response and must be delivered to the Board within said ten (10) day period. If not so delivered, the grievance shall be considered abandoned. An arbitrator shall be selected by the parties from a panel of five (5) qualified persons prepared by the Michigan Employment Relations Commission.

The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement as written, and they shall have no power to alter, add to or subtract from the terms of this Agreement as written. The arbitrator's decision shall be in writing and will set forth their findings of facts, reasons and conclusions on the issues submitted, and shall be final and binding on the Association, its members, the employee involved, and the Board. The discharge or discipline of an employee shall not be subject to arbitration.

3. It being intended that grievances should be resolved promptly, the foregoing time limits shall be strictly observed and no grievance shall be processed unless initiated and/or carried to the next step within the times provided herein or as extended by the mutual agreement.

ARTICLE 15

Compensation

1. Wages shall be paid in accordance with the appropriate wage schedules.
2. Both parties are expected to abide by all rules and regulations set forth by the State of Michigan governing student attendance days.
3. An employee will be placed, at the time of hire, at an appropriate step on the wage schedule. The Board may allow credit for prior work experience, up to two (2) years for actual or related experience. The Board may exceed the above stipulations for credit in areas of high demand as defined by the district, at the rate of (2) two years of experience equaling (1) one step.
4. Employees shall advance on the wage schedule each July 1st, provided they have worked at least fifty-one (51) percent of the prior twelve (12) months.
5. If an employee leaves Greenville Public Schools and is re-hired, they shall retain their prior Greenville Public School experience for longevity purposes only after a five (5) year rehire period.
6. The Board may require unpaid leave or separation if the employee's physical or mental condition, as determined by a qualified medical doctor, makes it impossible for the employee to perform the requirements of their job.
7. In appreciation for services to the school district, a terminal payment of one-hundred dollars (\$100.00) per year of service in the district will be paid upon retirement, in accordance with the Michigan Public Schools Employee Retirement System, provided the employee has been employed in the school district for at least ten (10) calendar years. If the employee has been employed at least twenty (20) calendar years in the district, a terminal payment of one hundred dollars (\$100.00) per year of service shall be made upon resignation from the district. (Should the Board of Education increase the amount for teachers, this section shall be adjusted accordingly.)
8. All stipends are to be paid at the end of the school-year (termination pay, sick leave buy back, attendance, longevity). Staff must complete the school-year in order to receive stipends for that year.

A. Electronic Time Reporting

1. Hourly employees are required to report their time worked through the electronic time clock. Employees who falsify their time will be disciplined up to and including discharge. Recording another employee's time will be cause for immediate discharge for both the employee recording another's time and the employee requesting or directing the false recording.
2. Employees will:
 - a. Electronically clock in daily for each day worked during the two (2) week pay period. Each employee will clock in at arrival and clock out at the close of the day. Employees will clock out and in during their lunch break or during their normal work day only if they leave the building. Employees will be allowed to use the time clock that is most conveniently located near their assigned work station. The hours worked daily should be only those authorized. Do not add extra minutes to the time authorized, even though you may have arrived a few minutes early or left a few minutes late. Clocking in and out may occur within 9 (nine) minutes of the beginning or end of the shift.
 - b. Have overtime approved in advance by the supervisor or principal. The reason for overtime hours must be included in the notes section by the building principal or supervisor.
 - c. Verify their hours at the end of each pay period. Any discrepancies should be reported immediately to the direct supervisor.

B. Payment of Wages/Hours Worked

1. When employees are temporarily assigned to work an hour or more in a different classification than their normal assignment, they will be compensated at Step 1 for that classification or their regular rate, whichever is greater.
2. Responsibility for schedule adjustments in the Food and Nutrition Department will be with the building leads.
 - a. When a Food and Nutrition Building Lead is absent, the position will be filled by the employee with the closest amount of hours, who is trained in that building. If such an assignment carries a higher hourly rate of pay, the employee will be paid a fifty cent (\$0.50) per hour premium for the temporary length of service, if said assignment exceeds 3 consecutive days.
 - b. All other work assignment(s) absences will be made available to the employee with closest hours on an hours' basis (workers will move up if they choose).
3. It is expected that all hourly employees will work the hours they are scheduled or assigned to work unless given prior authorization to work different hours.
4. Employees shall be paid every two (2) weeks with the pay week running Sunday through Saturday. Payday is one (1) week after each two (2) week pay period, and payday is on Friday.
5. Hourly employees shall be paid for hours worked and for approved sick leave, holiday leave, and vacation time.

C. Use of Personal Vehicle

Employees who are requested to drive their personal automobiles in the performance of their duties shall be paid the Internal Revenue Service non-taxable mileage rate.

ARTICLE 16

No Strike/No Lockout

1. The Association and the employees agree that during the life of this agreement they will not cause, encourage, participate in or support any strike or picketing against the Board or against the Greenville School District or cause other interruption of, or interference with, the normal operations of the Greenville Public Schools. Violation of any provision of this Article shall be grounds for disciplinary action up to and including discharge without recourse to the grievance procedure.
2. The Board will not participate in, instigate, or cause any lockout of employees during the life of this Agreement.

ARTICLE 17

Insurance

A. Eligible Employees

1. Eligible employees shall include:
 - a. Part-time employees working between 30 - 39 hours per week (single coverage only)
 - b. Full-time employees working 40 hours per week (single, two-person, or three or more people coverage)
2. Current employees who are receiving a level of coverage other than single (two-person or three or more people) prior to July 1, 2007 are grandfathered in and will be allowed to continue their level of coverage so long as they maintain the hours listed above; if an employee ever breaks service or does not accrue hours listed above the employee shall no longer be eligible as a grandfathered employee and will only be eligible for single subscriber benefits. Employees hired after July 1, 2007 who meet the hourly requirements are eligible for single subscriber benefits only unless the law requires otherwise.
3. Employees who are hired into a position meeting the eligibility requirements specified in this section shall be eligible for health insurance starting on their hire date.
4. The Board maintains its right to provide the bargained benefits through the most cost-effective carrier.

B. Health Insurance

1. Refer to Appendix E for district health insurance caps.
2. If the cost of coverage is above the agreed-upon cap, the employee contribution of the monthly premiums shall be deducted from the employee's pay.
3. School-year employees whose health insurance is continued over the summer months, authorize the Board to deduct their contributions throughout the school year.
4. Adjustments may be necessary when health insurance rates are finalized.
5. In the event that an employee is no longer employed, health insurance shall be terminated on the last day of the month in which they last worked.
6. A single employee qualifies for individual membership under group health insurance provisions. If a married couple are both employed by the district, they shall not receive double coverage.
7. It is the Board's desire not to duplicate health insurance coverage provided by other policies.
8. Eligible employees not electing health insurance shall receive cash in lieu of health:
 - a. Full year employees - one hundred forty dollars (\$140.00) per month increase in taxable wages.
 - b. School year employees - one hundred twenty dollars (\$120.00) per month increase in taxable wages.

C. Life Insurance

The Board shall provide each eligible employee as defined by Section A., premium payment for fifteen thousand dollars (\$15,000) of term life insurance protection. The plan shall include accidental death and dismemberment (AD&D) and waiver of premium (WOP). Employees shall select and state their beneficiary upon application for such coverage.

D. Dental Insurance

Eligible employees shall receive the current dental plan held by the majority of the employees in the district. The plan shall be fully paid by the Board and shall cover the employee and their eligible dependents. The plan shall include internal and external coordination of benefits.

E. Vision Insurance

Eligible employees shall receive the current Vision Care Plan held by the majority of the employees in the district. The plan shall be fully paid by the Board and shall cover the employee and their eligible dependents. The plan shall include internal and external coordination of benefits.

F. Continuation of Coverages (COBRA)

Upon termination of employment, reduction in work hours, death, divorce, legal separation from spouse, eligibility for Medicare, or termination of "dependent child" status, an employee, and/or spouse and children may be eligible for temporary health insurance "continuation coverage" under Federal Law (PL99-272 Title X - COBRA). The employee, spouse or child(ren) has sixty (60) days from the date of a qualifying occurrence, to notify the Board of their desire to continue coverage. Continuation coverage will be at the employee's expense under the provisions as stipulated in PL99-272 (COBRA-1986). The regular monthly premium must be paid prior to the month of coverage.

ARTICLE 18

Working Conditions

A. Professional Attire

1. All employees are expected to dress in an appropriate and professional manner.
2. Custodial, maintenance, grounds, mechanic, warehouse worker and transportation employees:
 - a. Each twelve (12) month custodian will be furnished with three (3) uniforms each year. In even years, each custodian will be furnished with a fleece coat (maximum cost of \$50.) At the time the yearly uniform order is made, new twelve (12) month employees that have successfully completed their probationary period will be furnished with three (3) uniforms.
 - b. If requested, each custodial employee will be furnished with a fan.
 - c. Each twelve (12) month maintenance, grounds, mechanic employee and warehouse worker will be furnished with four (4) uniforms each year. Maintenance, mechanic and grounds employees may elect two (2) uniforms and two (2) coveralls instead of four uniforms. In odd years, each maintenance employee and warehouse will be furnished with a Carhartt-like coat (maintenance workers maintain the ability to choose insulated bibs instead of a coat (maximum of \$100)).
 - d. It is expected that all employees will be required to wear uniforms provided unless other arrangements are approved by their immediate supervisor. If the employee has an ample supply of uniforms, the dollar allowance may be used to purchase shoes/boots as approved by the immediate supervisor.
 - e. Every other year, the Board will provide each bus driver, maintenance, and grounds employee with a jacket to be worn only during working hours. Such uniforms must be worn during working hours and may not be worn outside normal working hours.
 - f. The Board shall continue the present practice of furnishing and maintaining the garage mechanic's uniform. In addition, at least four (4) coveralls shall also be furnished and maintained by the Board.

- g. The cleaning and maintenance of uniforms will be the responsibility of the employee.
- h. Each year, the garage helpers shall be furnished with two (2) regular uniforms and two (2) coveralls, which shall be cleaned and maintained by them.
- 3. Food & Nutrition Department
 - a. The Board agrees to reimburse each food and nutrition employee a minimum of sixty dollars (\$60) annually for uniforms (this amount will be evaluated annually). It will be the goal of the food and nutrition department to order uniforms on or before October 1. Food and nutrition department employees are required to wear the district specified uniform when performing their work responsibilities, unless other arrangements are approved by their immediate supervisor. If the employee has an ample supply of shirts, the dollar allowance may be used to purchase shoes or pants as approved by the immediate supervisor.
 - i. Black slacks (no jeans of any color.) An option is lightweight black scrub/chef pants with traditional hem.
 - ii. Food service or building logo shirts.
 - iii. Casual days per building guidelines.
 - iv. Black shoes (non-slip/closed toe).
 - v. Clean and wrinkle free clothing.

B. Corporal Punishment

- 1. Corporal punishment of students is not allowed.
- 2. Cases of student misconduct should be reported to the immediate supervisor who will take appropriate disciplinary action.
 - a. In addition, the Board recognizes that good order and discipline is necessary to maintain the safety of the provision of transportation services to its students. Therefore, the Board will, through its administration, support its bus drivers in taking reasonable action to maintain the necessary order. Cases of student misconduct in the transportation department should be reported to the Director of Transportation. Drivers will be informed of all students who are suspended from riding their bus or suspended from school and the date they are to be allowed to ride again. If drivers disagree with the action taken, they should consult with the Director of Transportation.
- 3. Students shall not be assigned custodial/maintenance duties as a form of discipline, except in situations where the students are responsible for creating any debris or defacing school property, etc. In those instances, the students must be supervised by a person(s) other than the custodian or maintenance person.

C. Miscellaneous Working Conditions

- 1. Whenever spectator sports or other types of school functions are held in a particular building, and custodians discover that the facilities have not been properly cleaned up, they shall report this immediately to their supervisor or building principal.

2. As a condition of employment, bus drivers must meet all of the requirements imposed on them by the State and Federal laws and regulations.
 - a. Bus Driver's License
 - i. Prior to being hired as a bus driver, the candidate will be required to present a valid commercial driver's license with the proper endorsement from the State of Michigan.
 - ii. After completion of the probationary period, drivers having to renew their licenses will be reimbursed for the cost of the renewal license and any required skills test unless such testing is required by the State as a direct result of an at fault accident or a moving violation.
 - b. Michigan Bus Driver Training Program.
 - c. For classroom hours required by the Michigan Bus Driver Certification Program, the Board will pay the registration fee.
 - d. Annual CDL/DOT Physicals
 - i. For annual CDL/DOT physicals, the Board shall pay the full cost provided the Board designates the doctor. The employee may choose the doctor, but in this event, the Board will reimburse the employee the amount the Board pays to a designated doctor, less the amount covered by insurance.
 - ii. The Board will reimburse the garage mechanic up to one hundred dollars (\$100.00) for stolen personal items which they use on school premises during their normal work, provided the tools are registered with the Director of Transportation, and the loss is not due to the mechanic's negligence. The Board may require subrogation, assignment, and full cooperation by the mechanic in seeking recovery from any party responsible for such theft.

ARTICLE 19

Employee Responsibilities

1. Bus drivers shall not, under any circumstances, change stops on the route without approval from the Director of Transportation. Drivers have the right to make recommendations on routes and stops to the Director of Transportation.
2. Any ticket(s), fine(s), or court costs resulting from a moving violation while operating a school vehicle will be the sole responsibility of the driver. A moving violation shall be defined as relating to the driver's operation of the vehicle.
3. A bus driver must maintain a valid license and an acceptable driving record to remain on duty with the district. Failing to meet these requirements may result in suspension.
4. Any employee suspended under the previous sections may re-apply for a position after the offending incident(s) or points have been removed from their driving record. The Director of Transportation will maintain the right to determine whether or not to recommend any and all candidates for continued employment.
5. No employee shall be permitted to operate a school district vehicle if that person's driving record fails to meet the requirements of the Michigan Essential Insurance Act for standard automobile insurance or if that person fails to meet the insurance company's requirement.

6. Employees are expected to conduct themselves in a courteous, friendly and professional manner and are expected to treat students, staff and citizens of the community with courtesy and respect.
7. If an employee desires to terminate their employment within the district, they shall give two (2) weeks written notice to the Central Office administration.

ARTICLE 20

Terms of Employment

The State of Michigan mandates several courses in order to be compliant. These courses will be offered in a group setting on a yearly basis. Completion of these courses will be a condition of employment.

ARTICLE 21

Negotiation Procedure and Contract Administration

1. This Agreement shall supersede any rules, regulations, or practices of the Board to the extent that such rules, regulations or practices are contrary to, or inconsistent with, any of the terms hereof. It is, however, expressly understood that the Board retains the right to make and enforce rules and regulations so long as they are not inconsistent with any provisions of this Agreement.
2. Any provision of this Agreement or its application to any employee or group of employees is found to be contrary to law, such provision or application shall be deemed invalid except to the extent permitted by law, but other provisions or applications shall continue in full force and effect.
3. During the negotiations leading up to the execution of this Agreement, each party had the right to make proposals and to bargain on all bargainable matters.
4. This Agreement contains the entire agreement of the parties. Each party, therefore, agrees that during its life the other party will not be required to engage in further bargaining on any subject or matter whether covered herein or not.

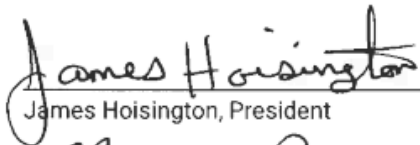
ARTICLE 22

Duration

1. This Agreement shall become effective **July 1, 2023** and continue in effect until **June 30, 2026**. Upon written notice given by one (1) party to the other at least thirty (30) days in advance, negotiations for a successor Agreement will begin on or about May 1, 2026.
2. This Agreement shall not be extended orally and it is expressly understood that it will expire on the date indicated unless extended in writing by the parties.


IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives this 1 day of August, 2023.

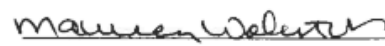
**GREENVILLE EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION**



James Hoisington, President


Mary Brooks, Association Representative

**GREENVILLE PUBLIC SCHOOLS
BOARD OF EDUCATION**


Kire Wierda, President


Maureen Wolverton, Secretary


Wayne Roedel, Superintendent

LETTER OF AGREEMENT

Between the Greenville Education Support Personnel Association
and the Greenville Public Schools Board of Education

6/04/2024

RE: Compensation Agreement

It is agreed that the Greenville Education Support Personnel Association and Greenville Public Schools will enter into the following agreement:

- Introduction of a new pay scale with fewer steps
- Current employees will be placed on the step with a salary that is greater than the salary they would receive according to the current 2024/2025 scale
- 3-year compensation agreement - 2% in 25/26 and 2% in 26/27.
- Includes the PA152 hard cap language increasing the hard cap to the state-allowed maximum for the duration of the agreement (to be negotiated in subsequent agreements)
- GESPA Employees will be allowed to use sick time for snow days/ inclement weather days (1 day of sick time equates to 1 inclement weather day)
- Shift Premium was added to the pay scales in 2022, and the language will be removed from the Master Agreement
- GSRP Paraprofessionals will receive the same leave time as other paraprofessionals in the Master Agreement.

W. Mike
Greenville Public Schools

7-8-24
Date

James H. Hiestand
GESPA
7/2/24
Date

APPENDIX A - Custodial, Grounds, Maintenance, Mechanic

A. Salary Schedule 2023/2024

Custodian I and II		Custodian III		Grounds	
260		260		260	
Step	2023	Step	2023	Step	2023
1	\$17.83	1	\$18.31	1	\$18.24
2	\$18.18	2	\$18.50	2	\$19.05
3	\$18.53	3	\$18.94	3	\$19.88
4	\$18.91	4	\$19.25	4	\$20.63
5	\$18.91	5	\$19.25	5	\$20.63
6	\$18.91	6	\$19.25	6	\$20.63
7	\$19.28	7	\$19.57	7	\$20.63
8	\$19.28	8	\$19.57	8	\$20.63
9	\$19.28	9	\$19.57	9	\$20.63
10	\$20.26	10	\$20.13	10	\$21.09
11	\$20.26	11	\$20.13	11	\$21.09
12	\$20.26	12	\$20.13	12	\$21.09
13	\$20.26	13	\$20.13	13	\$21.09
14	\$20.26	14	\$20.13	14	\$21.09
15	\$20.38	15	\$20.90	15	\$21.19
16	\$20.38	16	\$20.90	16	\$21.19
17	\$20.38	17	\$20.90	17	\$21.19
18	\$20.38	18	\$20.90	18	\$21.19
19	\$20.38	19	\$20.90	19	\$21.19
20	\$20.51	20	\$21.03	20	\$21.19
21	\$20.51	21	\$21.03	21	\$21.19
22	\$20.51	22	\$21.03	22	\$21.19
23	\$20.51	23	\$21.03	23	\$21.19
24	\$20.51	24	\$21.03	24	\$21.19
25	\$20.51	25	\$21.03	25	\$21.19

Grounds/Maintenance	
260	
Step	2023
1	\$19.11
2	\$19.97
3	\$20.72
4	\$21.52
5	\$21.52
6	\$21.52
7	\$21.78
8	\$21.78
9	\$21.78
10	\$21.87
11	\$21.87
12	\$21.87
13	\$21.87
14	\$21.87
15	\$21.94
16	\$21.94
17	\$21.94
18	\$21.94
19	\$21.94
20	\$22.12
21	\$22.12
22	\$22.12
23	\$22.12
24	\$22.12
25	\$22.12

Maintenance I	
260	
Step	2023
1	\$15.24
2	\$15.92
3	\$16.55
4	\$17.26
5	\$17.26
6	\$17.26
7	\$17.26
8	\$17.26
9	\$17.26
10	\$17.62
11	\$17.62
12	\$17.62
13	\$17.62
14	\$17.62
15	\$17.67
16	\$17.67
17	\$17.67
18	\$17.67
19	\$17.67
20	\$17.73
21	\$17.73
22	\$17.73
23	\$17.73
24	\$17.73
25	\$17.73

HVAC/Maintenance	
260	
Step	2023
1	\$23.26
2	\$24.37
3	\$25.35
4	\$26.43
5	\$26.43
6	\$26.43
7	\$26.43
8	\$26.43
9	\$26.43
10	\$26.79
11	\$26.79
12	\$26.79
13	\$26.79
14	\$26.79
15	\$26.85
16	\$26.85
17	\$26.85
18	\$26.85
19	\$26.85
20	\$26.91
21	\$26.91
22	\$26.91
23	\$26.91
24	\$26.91
25	\$26.91

Skilled Maintenance	
260	
Step	2023
1	\$19.54
2	\$20.34
3	\$21.29
4	\$22.12
5	\$22.93
6	\$22.93
7	\$23.01
8	\$23.01
9	\$23.01
10	\$23.28
11	\$23.28
12	\$23.28
13	\$23.28
14	\$23.28
15	\$23.41
16	\$23.41
17	\$23.41
18	\$23.41
19	\$23.41
20	\$23.52
21	\$23.52
22	\$23.52
23	\$23.52
24	\$23.52
25	\$23.52

Warehouse	
260	
Step	2023
1	\$16.45
2	\$16.77
3	\$17.02
4	\$17.43
5	\$17.43
6	\$17.43
7	\$17.78
8	\$17.78
9	\$17.78
10	\$18.70
11	\$18.70
12	\$18.70
13	\$18.70
14	\$18.70
15	\$18.80
16	\$18.80
17	\$18.80
18	\$18.80
19	\$18.80
20	\$18.89
21	\$18.89
22	\$18.89
23	\$18.89
24	\$18.89
25	\$18.89

Salary Schedule 24/25

	Custodian I and II	Custodian III	Grounds
Days Worked:	260	260	260
Step			
1	\$18.19	\$18.68	\$18.60
2	\$18.37	\$18.86	\$18.79
3	\$18.74	\$19.24	\$19.17
4	\$19.30	\$19.82	\$19.74
5	\$20.07	\$20.61	\$20.53
6	\$21.07	\$21.64	\$21.56
7	\$22.34	\$22.94	\$22.85
8	\$23.90	\$24.54	\$24.45
9	\$25.81	\$26.51	\$26.41

	Grounds/Mai ntenance	Maintenance I	Skilled Maintenance	Warehouse
Days Worked:	260	260	260	260
Step				
1	\$19.49	\$15.54	\$19.93	\$16.78
2	\$19.69	\$15.70	\$20.13	\$16.95
3	\$20.08	\$16.01	\$20.53	\$17.29
4	\$20.68	\$16.49	\$21.15	\$17.80
5	\$21.51	\$17.15	\$21.99	\$18.52
6	\$22.59	\$18.01	\$23.09	\$19.44
7	\$23.94	\$19.09	\$24.48	\$20.61
8	\$25.62	\$20.43	\$26.19	\$22.05
9	\$27.67	\$22.06	\$28.29	\$23.82

B. Shift Premium

- ~~1. An additional twenty five cents (\$0.25) per hour will be paid to each custodian. An elementary custodian will receive this shift premium as they are assigned to perform routine light maintenance/grounds duties. High school and middle school custodians will receive this stipend in recognition of extracurricular and other events at the building.~~
- ~~2. It is understood that, as a part of the shift premium agreement, a custodian may be assigned to perform basic maintenance and grounds tasks, but not expected to perform more significant tasks, unless the employee had:~~
 - ~~a. Willingness to perform a more advanced maintenance task.~~
 - ~~b. Knowledge, skills, or experience to perform the task.~~
 - ~~c. Available time in excess of normal custodial duties.~~
3. An additional premium of fifty cents (\$0.50) per hour will be paid for any daytime employee whose normal daytime schedule is temporarily altered to a shift beginning at 3:00pm or after, or will begin before 5:00am.

C. Longevity and Years of Service Bonus

	Full Year Employees	School Year Employees
Years of Service Completed by June 30	Amount of Stipend	Amount of Stipend
10 to 14 years	\$200	\$200
15 to 19 years	\$500	\$300
20 to 24 years	\$600	\$400
25 or more years	\$700	\$500

1. All stipends are to be paid at the end of the school year (including termination pay, sick leave, attendance bonus, longevity bonus). Staff must complete the school year in order to receive stipends for that year.

D. Special License Premium

1. The Board may pay an employee up to a 10% premium for electrical, plumbing, air conditioning/refrigeration, and mechanic positions based on licenses held, field experience, and district use of such professional services. Such a premium will be based on the recommendation of the department director, with the subsequent approval of the administration.

E. Weekend On-Call Premium

1. Skilled Maintenance employees who elect to be on the voluntary weekend on-call rotation for Energy Management System oversight shall be compensated according to the following guidelines:
 - a. \$90 for a two-day weekend on-call

- b. \$135 for a three-day weekend on-call
 - c. \$180 for a four-day weekend on-call
- 2. If there is a problem that requires the on-call (or another) employee to report to school grounds, the reporting employee shall punch in and be paid their hourly rate in addition to the weekend on-call premium.

APPENDIX B - Transportation

A. Salary Schedule 2023/2024

Bus Driver		Transportation Paraprofessional	
186		186	
Step	2023	Step	2023
1	\$17.25	1	\$13.78
2	\$17.92	2	\$14.28
3	\$18.48	3	\$14.80
4	\$18.91	4	\$15.35
5	\$18.91	5	\$15.35
6	\$18.91	6	\$15.35
7	\$19.50	7	\$15.85
8	\$19.50	8	\$15.85
9	\$19.50	9	\$15.85
10	\$19.67	10	\$16.87
11	\$19.67	11	\$16.87
12	\$19.67	12	\$16.87
13	\$19.67	13	\$16.87
14	\$19.67	14	\$16.87
15	\$19.72	15	\$17.09
16	\$19.72	16	\$17.09
17	\$19.72	17	\$17.09
18	\$19.72	18	\$17.09
19	\$19.72	19	\$17.09
20	\$19.99	20	\$17.22
21	\$19.99	21	\$17.22
22	\$19.99	22	\$17.22
23	\$19.99	23	\$17.22
24	\$19.99	24	\$17.22
25	\$20.07	25	\$17.35

Salary Schedule 2024/2025

Bus Driver		Paraprofessionals (All Aides), Food & Nutrition Workers	
Days Worked:	186	Days Worked:	186
Step		Step	
1	\$17.60	1	\$14.06
2	\$17.77	2	\$14.20
3	\$18.13	3	\$14.48
4	\$18.67	4	\$14.91
5	\$19.42	5	\$15.51
6	\$20.39	6	\$16.29
7	\$21.61	7	\$17.26
8	\$23.12	8	\$18.47
9	\$24.97	9	\$19.95

B. Extra Trips and Shuttles

- For extra trips outside of normal working hours, drivers are expected to be at the departure site at the stated departure time on the trip request form. Extra trip drivers will be paid pre-trip and travel time as follows:
 - Twenty (20) minutes for trips departing from in-city locations
 - Twenty-five (25) minutes for trips departing from outside of the city limits
 - If the driver completed the "after the trip" duties of sweeping and refueling before punching out, then the driver will be paid for this time. If these duties are fulfilled the next day, the driver will not be paid.
- For extra trips during the school day, drivers will be allowed ten (10) minutes before the trip to gas up and clean the bus. If an extra trip ends after normal working hours, the "after the trip" duties will be fulfilled prior to the next regular route or extra trip. If the driver completes the "after the trip" duties before punching out, then the driver will be paid for this time. It is understood that the driver shall not be paid for any whole or part of the ten (10) minute pre-trip time if it overlaps the driver's regular run time.
- Extra trips shall be paid at step 1 of the bus driver pay scale of the current school year. The shuttle rate will also be paid at step 1 of the bus driver pay scale of the current school year.
- Shuttles are the transportation of students on a regular basis to or from (to and from if total time is within one hour) a Greenville Public Schools building, St. Charles Catholic School, career center, or other facility for the purpose of the student(s) attending a class. Transporting students between district buildings as a part of regular runs are not considered a shuttle. Shuttles are mutually understood to be up to one hour in length under normal conditions.

5. Shuttles will be offered by seniority order based on all drivers whose regular run time allows for them to be able to complete the shuttle. A driver, once assigned a shuttle, will be unavailable for any extra trip assignment within that one hour shuttle plus five minutes. All shuttle times will be posted at the beginning of each semester. When a regular driver (who has been assigned a shuttle) is absent, a list of eligible or available drivers will be posted and the assignment of the shuttle will be done on a DAILY rotation basis. Drivers are expected to keep the shuttle for the entire year or the end of the shuttle, whichever comes first. In extenuating circumstances, this may be waived with the agreement of the Director of Transportation and the Association. The driver will vacate the shuttle for the remainder of the year.
6. Drivers will not be assigned more than two shuttles per day unless no other driver is available. There must be a minimum of ten (10) minutes between a regular run and a shuttle.

C. Breakdown Time

Breakdown time in excess of fifteen (15) minutes and requiring assistance by the mechanic or Director of Transportation shall be paid at the extra trip rate. Breakdowns caused by an accident at which the driver was at fault are excluded.

D. Determination of Pay

1. Special Education Drivers will be paid a premium of seventy-five cents (\$0.75) per run as long as they are not driving double runs.
2. Meal allowances **are not** paid.

APPENDIX C - Paraprofessionals and Non-Instructional Assistants

A. Salary Schedule 2023/2024

Paraprofessionals Food & Nutrition Workers		Interventionist, Media Assistant, Food & Nutrition Lead, GSRP Lead Paraprofessional	
186		186	
Step	2023	Step	2023
1	\$13.78	1	\$14.05
2	\$14.28	2	\$14.54
3	\$14.80	3	\$15.07
4	\$15.35	4	\$15.61
5	\$15.35	5	\$15.61
6	\$15.35	6	\$15.61
7	\$15.85	7	\$16.12
8	\$15.85	8	\$16.12
9	\$15.85	9	\$16.12
10	\$16.87	10	\$17.14
11	\$16.87	11	\$17.14
12	\$16.87	12	\$17.14
13	\$16.87	13	\$17.14
14	\$16.87	14	\$17.14
15	\$17.09	15	\$17.36
16	\$17.09	16	\$17.36
17	\$17.09	17	\$17.36
18	\$17.09	18	\$17.36
19	\$17.09	19	\$17.36
20	\$17.22	20	\$17.48
21	\$17.22	21	\$17.48
22	\$17.22	22	\$17.48
23	\$17.22	23	\$17.48
24	\$17.22	24	\$17.48
25	\$17.35	25	\$17.61

Salary Schedule 2024/2025

	Paraprofessionals (All Aides), Food & Nutrition Workers	Interventionist, Media Assistant, Food & Nutrition Lead, GSRP Lead Paras
Days Worked:	186	186
Step		
1	\$14.06	\$14.33
2	\$14.20	\$14.47
3	\$14.48	\$14.76
4	\$14.91	\$15.21
5	\$15.51	\$15.81
6	\$16.29	\$16.61
7	\$17.26	\$17.60
8	\$18.47	\$18.83
9	\$19.95	\$20.34

Appendix D - Food and Nutrition

A. Salary Schedule 2023/2024

Paraprofessionals Food & Nutrition Workers	
186	
Step	2023
1	\$13.78
2	\$14.28
3	\$14.80
4	\$15.35
5	\$15.35
6	\$15.35
7	\$15.85
8	\$15.85
9	\$15.85
10	\$16.87
11	\$16.87
12	\$16.87
13	\$16.87
14	\$16.87
15	\$17.09
16	\$17.09
17	\$17.09
18	\$17.09
19	\$17.09
20	\$17.22
21	\$17.22
22	\$17.22
23	\$17.22
24	\$17.22
25	\$17.35

Interventionist, Media Assistant, Food & Nutrition Lead, GSRP Lead Paraprofessional	
186	
Step	2023
1	\$14.05
2	\$14.54
3	\$15.07
4	\$15.61
5	\$15.61
6	\$15.61
7	\$16.12
8	\$16.12
9	\$16.12
10	\$17.14
11	\$17.14
12	\$17.14
13	\$17.14
14	\$17.14
15	\$17.36
16	\$17.36
17	\$17.36
18	\$17.36
19	\$17.36
20	\$17.48
21	\$17.48
22	\$17.48
23	\$17.48
24	\$17.48
25	\$17.61

Salary Schedule 2024/2025

	Paraprofessionals (All Aides), Food & Nutrition Workers	Interventionist, Media Assistant, Food & Nutrition Lead, GSRP Lead Paras
Days Worked:	186	186
Step		
1	\$14.06	\$14.33
2	\$14.20	\$14.47
3	\$14.48	\$14.76
4	\$14.91	\$15.21
5	\$15.51	\$15.81
6	\$16.29	\$16.61
7	\$17.26	\$17.60
8	\$18.47	\$18.83
9	\$19.95	\$20.34

A. Inclement Weather On-Call Premium

- Building Leads are required to be on-call during all inclement weather days for the purpose of putting away and shelving all perishable and frozen goods. An on-call premium in the sum of twenty-six dollars (\$26.00) will be paid to building leads on inclement weather days. If there is a delivery or problem that requires the on-call employee to report to on an inclement weather day, the reporting employee shall clock in and clock out to be paid their hourly rate in addition to the inclement weather on-call premium.

APPENDIX E - Health Insurance

A. Health Insurance Agreement

The GESPA caps for the district paid portion of health insurance for eligible employees are listed below. For eligibility information, see Article 17.

Greenville Public Schools will contribute the full sum allowed by public employers for the 2023/2024 school year.

Employees receiving health insurance benefits under this schedule authorize payroll deductions for any uncovered premium amount.

APPENDIX F - Sick Day Bank Policy and Application Process

A. Waiting Period

1. Eligibility requires completion of waiting period:
 - a. For first year employees, a twenty (20) work day wait period is required (begins with first day absent) and the employee must have exhausted their accumulated sick leave.
 - b. For all other employees, a thirty (30) work day wait period is required (begins with the first day absent) and the employee must have exhausted their accumulated sick leave.
 - c. The employee must have made a donation to the sick day bank within the time limits specified below and must have exhausted their accumulated sick leave.
 - d. "Wait period" is defined as days absent from work for the same illness or disability. The days absent need not be consecutive but must be taken due to the same illness or disability. Non-scheduled work days do not count toward completion of the wait period.

B. Application Procedure

The application must be made by an employee who seeks the utilization of days from the Sick Day Bank. The form for application is located in Frontline Central. A completed Application for Utilization of the Sick Day Bank and a completed Attending Physician's Statement must be submitted.

C. Approval Procedure

As soon as possible after an application is received, the chairperson shall convene the Sick Day Bank Committee to act upon the application. If the application is approved, the chairperson shall provide written notification of the approval to the employee, the Central Office, and the head of the appropriate employment group (GEA, GAA, GESPA, or DSS). If the application is not acted upon because of the need for additional information or clarification, the chairperson shall provide written notification, along with the additional information/clarification that is needed, to the employee. As soon as possible after receipt of the needed information, the committee will

be reconvened to act upon the application. If the application is denied, the chairperson shall provide written notification of the denial to the employee.

1. If the Sick Day Bank Committee determines that an illness or disability which qualifies for utilization of days from the Sick Day Bank does not exist, or if sufficient medical verification of such an illness or disability is not provided to the committee, it may deny the application. The chairperson shall notify the employee in writing of the denial, as well as the Central Office, and the head of the appropriate employment group (GEA, GAA, GESPA, or DSS).
2. Applicants for utilization of days from the Sick Day Bank must agree, in writing, at the time of the application, that the Sick Day Bank Committee members are authorized to examine all information submitted by the applicant and their physician in support of the application.

D. Sick Day Bank Committee

1. The Sick Day Bank Committee shall be composed of three (3) GEA bargaining unit members, two (2) GESPA bargaining unit members, one (1) GAA member, one (1) DSS member, the Assistant Superintendent of Human Resources and Operations, and one central office staff member. GEA appointees shall represent all levels and shall serve staggered terms. The Sick Day Bank Committee shall elect a chairperson of the Sick Day Bank Committee.
2. The Sick Day Bank Committee shall meet as needed to act upon an application. If necessary, the Committee may meet by telephone conference call with necessary written documents exchanged by facsimile machines, electronic mail, or other means of delivery.
3. All decisions of the Sick Day Bank Committee shall be by majority vote of the members appointed and serving on the committee. Robert's Rules of Order shall govern all committee meetings.

E. Participation

1. Employees who want to participate in the Sick Day Bank must donate at least one (1) sick leave day as a condition to their eligibility to access days from the Sick Day Bank. New participants must complete a donation form by September 30th of each year. If the Sick Day Bank gets to a balance of twenty (20) days or less, all existing participants will be assessed one (1) additional day.
2. An employee who has donated one (1) day to the sick day bank and who has a serious illness/disability must apply to the Sick Day Bank by completing an "Application for Utilization of Days from the Sick Day Bank" and also submitting an "Attending Physician's Statement".
3. An employee who is otherwise eligible to borrow from the Sick Day Bank may:
 - Receive a maximum of twenty (20) days per fiscal year (July 1 through June 30) with less than 15 years of service provided that the application is approved by the Sick Day Bank Committee.
 - Receive a maximum of forty (40) days per fiscal year (July 1 through June 30) with 15 years or more of service provided that the application is approved by the Sick Day Bank Committee.

4. Once the participant qualifies for LTD (long-term disability) insurance, worker's compensation or MPERS (retirement), the employee is not eligible to borrow days from the Sick Day Bank.
5. Upon approval of the bargaining unit member's request, the participant must complete and sign a "Sick Day Bank Payback Agreement" form.
6. Denial of days will not be subject to any appeal process nor the Grievance Procedure as set forth in the appropriate handbook or appropriate Master Agreement.
7. The Sick Day Bank Committee reserves the right to request a second medical opinion. This would be an independent exam after receiving the employee's physician statement. The second opinion could be from a physician jointly selected by the employee and the Committee. The cost of the independent exam is to be borne by the district.

F. Payback Process

1. Days awarded will be deducted at the beginning of each school year from the employees sick leave that would otherwise be contractually allocated to them. In the event that an employee leaves Greenville Public Schools before total repayment is made, they agree to pay the Greenville Public Schools an amount equal to the number of unpaid sick leave days then owed multiplied by their daily salary at the time the days were borrowed. Any amounts owed will be deducted from their final paycheck by Greenville Public Schools. Greenville Public Schools shall have the right to pursue through litigation any such amounts owed in a Michigan Court of competent jurisdiction.
2. Repayment must start at the beginning of the school year immediately following the employee's return from leave, or when the employee returns during the next school year, whichever is later.
3. Repayment must be at least three (3) days per school year until all of the borrowed sick day bank days have been repaid. Employees may repay the days at a faster rate if they so desire.
4. GEA denotes Greenville Education Association, GESPA denotes Greenville Educational Support Personnel Association, GAA denotes Greenville Administrative Association and DSS denotes District Support Staff.

APPENDIX G - FMLA

The District may assign an employee to an alternative position with equivalent pay and benefits, but not necessarily equivalent job duties, that better accommodate the employee's intermittent or reduced leave schedule. The District may also transfer the employee to a part-time job with the same rate of pay and benefits, but the employee will not be required to take more leave than is medically necessary. Where benefits (e.g., vacation) are based on the number of hours worked, the employee will receive appropriate benefits, based upon hours worked. When a transfer to a part-time position has been made to accommodate an intermittent or reduced

leave schedule, the District will continue group health benefits on the same basis as provided for full-time employees until the twelve weeks of FMLA leave are used.

Intermittent and reduced leave schedules are available to all employees for prenatal care, to attend to a serious health condition requiring periodic treatment by a healthcare provider, because the employee (or family member) is incapacitated to a chronic serious health condition, or because of childbirth, adoption or foster care placement.

If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member having a serious health condition, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the instructional employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the instructional employee to choose either to: (1) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or (2) transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the instructional employee's regular assignment.

A. Benefits

What happens to my benefits while on leave?

During the period of an approved FMLA leave, your health insurance will continue uninterrupted, but if you make a contribution toward your coverage, you must make arrangements to continue your contributions during the term of your leave in order to continue your basic health insurance coverage at existing levels. Failure of an employee to pay their share of health insurance premium during FMLA leave may result in loss of coverage, if the employee's contribution is more than thirty (30) days late. If the employee's premiums are in arrears, the District shall provide the employee at least fifteen (15) days written notice prior to canceling insurance plan coverage.

Except as required under COBRA, the District's obligations to maintain health benefit premium contributions for an employee on FMLA ceases when: (1) the employment relationship would have terminated, irrespective of the FMLA leave (e.g., reduction in force); or (2) when the employee advises the District of intent not to return from leave; or (3) when FMLA expires and the employee has not returned from leave.

Employee contributions will be required either through payroll deduction or by direct payment to the Business Office. The employee will be advised in writing at the beginning of the leave as to the amount and method of payment. Employee contribution amounts are subject to any change in premium rates that occur while the employee is on leave.

If the District remits any employee premium contributions in arrears from the employee while on FMLA leave, the employee will be required to reimburse the District for delinquent payments (through authorized payroll deduction or otherwise) upon return from leave. If the employee fails to return from unpaid family/medical for reasons other than: (1) the continuation, recurrence or

onset of a serious health condition of the employee or a covered family member, or; (2) circumstances beyond the employee's control (certification required within thirty (30) days of failure to return for either reason), the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the employer contribution) during the period of leave, excluding period where the District or the employee has substituted paid leave for FMLA leave.

An employee is not entitled to seniority or benefits accrual (e.g., holidays, vacations) during a period of unpaid leave, unless otherwise specified by the terms of a collective bargaining agreement or individual contract of employment. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date leave began.

B. Returning to Work

What position will I be placed in after my leave?

Upon conclusion of FMLA leave, an employee will be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The definition of an "equivalent" position may be accomplished through a collective bargaining agreement between the District and labor organization having exclusive representation rights in a defined bargaining unit of District employees.

If an instructional employee begins leave under the Family and Medical Leave Act more than five (5) weeks before the end of a semester, the District may require that leave be taken until the conclusion of the semester if the leave is to last at least three (3) weeks and the instructional employee would return to work during the three (3) week period immediately before the conclusion of the semester.

If an instructional employee begins leave under FMLA (other than for the instructional employee's own serious health condition) during the five (5) week period before the end of a semester, the District may require that leave be taken until the end of the semester if the instructional employee would return to work during the two (2) week period immediately before the end of the semester and if the leave period is to last more than two (2) weeks.

If an instructional employee begins leave under FMLA (other than for the instructional employee's own serious health condition) during the three-week period before the end of a semester and the leave will last more than five (5) working days, the District may require the instructional employee to take leave until the end of the semester.

C. Effect of Collective Bargaining Agreements

All provisions of this policy shall prevail except as modified by, or as may be inconsistent with, any applicable collective bargaining agreement between the District and any labor organization

having exclusive representation rights in a defined bargaining unit of District employees. To the extent that this policy conflicts with the terms of such collective bargaining agreement(s), those agreement(s) shall prevail to the extent of such conflict or inconsistency where the contract provides greater rights to the employee than are otherwise secured through FMLA.

APPENDIX H - Hiring Evaluation Rubric

	CANDIDATE	CANDIDATE	CANDIDATE	SUMMARY
SKILL <ul style="list-style-type: none"> • Knowledge in operations • Knowledge of objectives, methods and materials pertinent to classification responsibilities 				
ABILITY <ul style="list-style-type: none"> • Capable of being self-directed • Work habits • Flexible • Industrious • Efficient 				
TRAINING <ul style="list-style-type: none"> • Records reflect relevant work-related training, coursework and/or degree(s) 				
SERVICE TO THE DISTRICT <ul style="list-style-type: none"> • Years of service to Greenville Public Schools 				

**GREENVILLE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION
CONTRACT VIOLATION GRIEVANCE FORM**
Alleged violations must be discussed with Principal before filing form.

EMPLOYEE'S NAME _____ BLDG ASSIGNED _____

Violation Date(s) _____ Assignment: _____

Contract Article/Section Violated _____

Details _____

RELIEF REQUESTED: _____

Employee Signature

Date to Principal/Supervisor

SUPERVISOR'S RESPONSE: _____

Supervisor's Signature

Date Returned

REASON FOR CONTINUANCE _____

Union Official's Signature

Date to Central Office

CENTRAL OFFICE RESPONSE: _____

Central Office Signature

Date Returned

SCHOOL BOARD RESPONSE: _____

Board of Education—Personnel Committee

Date Returned

SCHOOL BOARD RESPONSE: _____

Board of Education - Personnel Committee

Date Returned