



CHIPPEWA VALLEY SCHOOLS

19120 Cass Avenue
Clinton Twp., MI 48038

MASTER AGREEMENT

BETWEEN THE

CHIPPEWA VALLEY SCHOOLS
BOARD OF EDUCATION

AND THE

CHIPPEWA VALLEY
SUPPORT PERSONNEL ASSOCIATION
C.V.S.P.A.

CUSTODIAL/MAINTENANCE/GROUNDS
AND CAFETERIA EMPLOYEES

2025-2026

2026-2027

2027-2028

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
PREAMBLE	
PURPOSE AND INTENT	1
ARTICLE 1	2 - 3
RECOGNITION	
A. Support Personnel Covered	2
B. Position Definitions.....	2 - 3
C. Employee Definitions.....	3
D. Board Definition	3
E. Employer/Administrator Definition	3
ARTICLE 2	3-4
ASSOCIATION DUES	
ARTICLE 3	5 - 6
REPRESENTATION	
A. Representation Departments.....	5
B. Notification of Representatives.....	5
C. Representative Conduct.....	5-6
D. Representative Conduct.....	6
E. Representative Conduct	6
ARTICLE 4	6
AID TO OTHER UNIONS	
ARTICLE 5	6-9
SENIORITY	
A. Probationary Employees	6-7
B. Seniority by Classification.	7
C. Seniority Lists	7
D. Loss of Seniority	7-8
E. Physical Examination.	8-9
F. Superintendent/Designee Discretionary Rights.	9

ARTICLE 6	9-12
VACANCIES, TRANSFERS AND PROMOTION	
A. Vacancies	9
B. Transfers.	9-10
C. Promotions.	10-11
D. Probationary/Trial Period by Classification.	11
E. Request for Transfer/Demotion – Pay Rates	11
F. Promotional Opportunities Preparation	11
G. Involuntary Reassignments.	11
H. Trial Period.	11
I. Temporary Summer Help.	12
J. Transfer vs. Promotions.	12
 ARTICLE 7	 12-15
HOURS OF WORK	
A. Hours of Work (Except Bus Drivers)	12-14
B. Schedule Deviation	14
C. No Guarantee of Hours	14
D. Subcontracting.	14
E. Employer Rights to Schedule	14
F. Food Service Notice of Intent.	14-15
 ARTICLE 8	 15-22
COMPENSATION	
A. Hourly Rate Sale.	15-17
B. Shift Premium.	17
C. Longevity	17
D. Mileage.	17
E. Vacation	17-19
F. Holidays	19-20
G. Uniforms	20-21
H. Tool Allowances	21
I. Payroll Deductions	21
J. Pay Advance	21
K. Cafeteria Lunch.	21
L. Commercial Driver License	21
M. Unused Sick Days – Retirement	22
N. Attendance Incentive	22
O. Food Service Training.	22-23
P. Food Service Helpers Subbing.	23
 ARTICLE 9	 23-26
INSURANCE	
A. Eligible Employees	23
B. Insurance Benefits – No Cash Value	23
C. Insurance Benefits – Termination.	23
D. Employer/Association Liability	23
E. Grievance Procedure Exclusion	23

F.	Effective Date of Insurance Benefits	23
G.	Insurance Provision Controlling Factor-Any Contract or Policy.	23
H.	Insurance Eligibility.	23
I.	Duplicate Coverage	23
J.	Insurance Benefits – No Retroactivity.	24
K.	Written Agreement to Self-Fund	24
L.	Life Insurance.	24
M.	Hospitalization	24-25
N.	Dental Insurance.	25-26
O.	Group Insurance Eligibility: Bus Driver/Food Service	26
P.	National Health Insurance	26
Q.	Long Term Disability (LTD)	26
R.	Basic Vision Plan	26
ARTICLE 10		27-28
LAYOFF		
A.	Layoff Defined	27
B.	Layoff Procedure.	27
C.	Layoff Notice	28
D.	New Assignment Pay Rate.	28
E.	Departmental Transfer	28
F.	Termination of Fringe Benefits	28
G.	Employee Change of Address	28
RECALL		
A.	Recall List	28
B.	Layoff-Substitute List.	28
C.	Recall Notices	28
D.	Probationary Employee Not Subject to Recall.	28
E.	Recall to a Comparable Position	28
F.	Discretionary Options	28
ARTICLE 11		29-32
LEAVES WITH PAY		
A.	Jury Duty	29
B.	Funeral Leave	29
C.	Sick Leave Accumulation	29-30
D.	Personal Business	30
E.	Leave Day Hours.	30
F.	Reporting Absences.	30
G.	Proof of Illness or Disability	30
H.	Proof of Illness	30
I.	Accumulation of Sick Leave Bank.	30
J.	Use of Leave Days	30
K.	Sick Leave – Unacceptable Reasons	31
L.	Sick Leave - Interference.	31
M.	Other Compensation Offset.	31
N.	Unearned Sick Day Usage Liability	31
O.	Leave Days – Holiday and Vacation Schedules	31
P.	Physician Examination.	31
Q.	Workers’ Compensation.	31
R.	Halloween absences.	31-32

ARTICLE 12	32-34
LEAVES OF ABSENCE	
A. General Leaves of Absence.	32
B. Medical Disability Leave	32-33
C. Seniority-Maternity/Medical Leave of Absence	33
D. Seniority Accrual While on Leave of Absence	33
E. Leave of Absence for Union Business.	33-34
F. Notice of Intent to Return Requirements.	34
ARTICLE 13	34-36
ATTENDANCE	
A. Reporting Requirements	34
B. Incidents of Abuse	35
C. Notification of Absences	35
D. Steps of Discipline	35-36
E. Rights	36
ARTICLE 14	36-37
DISCHARGE AND DISCIPLINE	
A. Employer Right to Discharge and Discipline	36
B. Employer Notification Requirements	36
C. Association Representation.	36
D. Written Request for Review	37
E. Answer Timelines.	37
F. Grievance Procedure Referral.	37
G. Concerns and Complaints Processing.	37
H. File Documentation.	37
I. Employee Right to Answer File Material.	37
J. Examination of Personnel File	37
ARTICLE 15	37-41
GRIEVANCE PROCEDURE	
A. Definition.	37
B. Expedite process.	37
C. Time Limits	38
D. Grievance Notification.	38
E. Grievance Procedure	38-39
F. Arbitration	39-40
G. Grievance Presentation Requirement.	40
H. Agreement Binding on All Employees	40
I. Grievance Involving Same Issue	40
J. Grievant Presence at Hearings	40
K. Association Representation at Grievance Hearings	40
L. Association Responsibility: Grievance Presentation.	40-41
M. Arbitration Hearings – Location	41
N. Grievance vs. Other Forum.	41

ARTICLE 16	41-42
MISCELLANEOUS PROVISIONS	
A. Employee Assigned to Higher Classification	41
B. Contract Amendment.	41
C. Modifications in Working Conditions.	41
D. New Position Wage Rate	42
E. Subcontracted positions	42
F. Head Custodian summer start times	42
G. Breakfast serving	42
H. Work calendars	42
I. District Provided Cellphone	42
J. Checking Emails	42
 ARTICLE 17	 42-43
CONTINUITY OF OPERATIONS	
A. Withholding Services Prohibited	42
B. Interpretation or Application of Agreement.	43
 ARTICLE 18	 43-44
BOARD'S RIGHTS	
A. Board's Rights	43
B. School Code	43
C. Administration of School Policy/Operations/Management.	43
D. District Rights..	43-44
 ARTICLE 19	 44
SPECIAL CONFERENCE	
A. Special Conference	44
B. Representation.	44
C. Arrangements.	44
 ARTICLE 20	 44-48
EMPLOYEES' RIGHTS AND RESPONSIBILITIES	
A. Employee Rights	44
B. Responsibility to Honor Board Policies & Administrative Regulation	44
C. MERC Assistance.	44
D. Strive for Excellence.	44
E. Association Meetings on District Premises	45
F. Employee Physical.	45
G. Conflict with Law.	45
H. Solutions to Common Problem.	45
I. Shift Change	45
J. Bulletin Boards.	45
K. Association Business Activity on School Property	45
L. Availability of Information.	46
M. Association Business Time Off	46
N. Employee Rights – Applicable Laws and Regulations.	46
O. Assault Upon an Employee.	46
P. School Closing/Weather Conditions/or Any Other Conditions	46-47
Q. Association Use of School Building Facilities	47
R. Copies of Agreement.	47

S.	Resignations	47
T.	Resignation/Re-employment	47
U.	Unauthorized Absence	47
V.	Review Personnel File	48
W.	Discipline Referral	48
X.	Time Sheets	48
Y.	Training Requirements	48
Z.	457 Plan	48
ARTICLE 21		48
ENTIRE AGREEMENT		
ARTICLE 22		48
WAIVER		
ARTICLE 23		48-49
NEGOTIATION PROCEDURES		
A.	Expiration of Master Agreement	48
B.	Bargaining Representation	49
C.	Mediation	49
D.	Negotiation Meetings	49
E.	Caucus	49
F.	Final Agreement	49
G.	Proposal of Issues By Association	49
H.	Negotiation Sessions Time Limits	49
ARTICLE 24		50
DURATION OF AGREEMENT		
SCHEDULE A-EMPLOYEE HOURLY RATE SCHEDULE		
	Employee Hourly Rate Scale – 2025 – 2026	51
	Employee Hourly Rate Scale – 2026 – 2028	52
LETTER OF AGREEMENT		53
SEASONAL SUBS		
LETTER OF AGREEMENT		54-55
HEAD CUSTODIAN GUIDELINES		
LETTER OF AGREEMENT		56
3 RD SHIFT POOL OPERATORS		
LETTER OF AGREEMENT		57
AIR CONDITIONING		

LETTER OF AGREEMENT	58
CUSTODIAL DOUBLE TIME	
LETTER OF AGREEMENT	59
FOOD SERVICE DOING TEMP CUSTODIAN	
LETTER OF AGREEMENT	60
IMMEDIATE BENEFITS/TIME/HOLIDAYS	
LETTER OF AGREEMENT	61
MOVEMENT FROM UNION TO UNION	
FOUNDATION FORMULA	62

PREAMBLE

This Agreement entered into this 13th day of January, 2025 between the Chippewa Valley Board of Education, hereinafter referred to as the "Employer" and the Chippewa Valley Support Personnel Association, MEA/NEA (CVSPA), hereinafter referred to as the "Association." All terms and conditions of employment specified in this contract apply only to those members of the Association that are employees of the Chippewa Valley Board of Education.

PURPOSE AND INTENT

The purpose of this Agreement is to assure adequate and dependable custodial, maintenance, Grounds, Mechanics, cafeteria, and warehousing services to the Chippewa Valley School District, to set forth terms and conditions of employment, to promote orderly and peaceful labor relations, to protect the interest of the public, the employees, and the Board of Education.

The Parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community.

To these ends the Employer and the Association encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees. In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1 - RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Association as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all employees of the employer included in the bargaining units herein described. The bargaining unit includes the following permanent, full-time and part-time employees, Custodial Leader, Custodian, Custodian II, Elementary Head Custodian, Middle School Head Custodian, High School Head Custodian, Skilled Maintenance, Skilled and General Maintenance Leader, General Maintenance, Grounds Mechanic, Grounds Leader, Grounds II, Groundskeeper, Grounds/Custodian, Head Custodian/Warehouse, Warehouse Helper, Head Mechanic, Mechanic, Central Kitchen Coordinator, Central Kitchen Assistant, High School Lead Server, Middle School Lead Server, Elementary School Lead Server, Food Service Helper and Food Handler/Custodian, excluding but not limited to: Supervisors, Coordinators, Directors, Substitutes, seasonal and any other temporary or part-time employee(s), as well as any other non-certified and certified personnel not herein named.
- B. The Parties mutually recognize that the Employer's nature of the operations of a public school district necessitates that certain positions be for less than a full twelve month period each year and further, that during the summer months when school is not in session a limited part of the total work force may consist of seasonal employees such as outside employees, and finally, in some full time positions under extreme circumstances it could become necessary to employ a substitute on a day to day basis. To distinguish these various positions, the following definitions are agreed upon.
1. Seasonal and Temporary Employees - All persons employed on an hourly basis for seasonal work, including summer catch-up work and for special non-recurring projects at any time during the year shall be considered as seasonal employees and not entitled to receive any of the benefits under this Agreement. They shall be compensated on an hourly basis which shall be determined by the Employer. Special non-recurring projects shall include but not be limited to Acts of God, disasters, and situations of emergency, etc. This is an employee(s) who provides services when help is required and said job assignment or position is not of a permanent nature. Employees who apply for seasonal or temporary work further understand that this is a separate position, not included under this collective bargaining agreement and therefore, are not entitled to additional benefits i.e. vacation time, holiday pay.
 2. Substitute Employee - A person who takes the place of an employee on a non-permanent, day-to-day basis, until the regularly assigned employee returns or is replaced.

An employee who is hired for only a limited period of time to substitute for one or more permanent, full-time or permanent, part-time employee during their absence, because of illness or while on leaves or vacation, or for a job which is of limited duration, etc., shall be considered a temporary employee. He/she shall not acquire seniority by virtue of such temporary employment regardless of how long it lasts.
 3. Permanent Full-time Employee - A "full-time" employee as described herein is defined as someone who works at least ten months per year for the employer at eight (8) hours per day, five days per week on a permanent basis.

RECOGNITION- Cont'd.

4. Permanent Part-time Employee - Part-time employees shall be defined to mean those who work less than eight (8) hours per day on a permanent basis.
 5. Regular Employees- Employee(s) who work on a regular permanent assignment on a ten (10) or twelve (12) month basis (e.g. custodians and cafeteria, etc.).
 6. Student Employees - It is recognized that several cooperative work-education programs in the schools are a valuable and necessary experience to the educational welfare of our students and that the hiring of temporary employees referred to as students in no way interferes or conflicts with the duties or privileges of employees. It is understood that the provisions of this agreement entered into between the Parties do not apply to these temporary student employees.
- C. The term "Employee" when used herein shall refer to Employees included in the bargaining unit as set forth in the paragraphs above and references to male Employees shall include female Employees.
- D. The term "Board" when used herein shall refer to the Chippewa Valley Board of Education.
- E. The term "Employer" or "Administrator" when used herein shall refer to Central Office Administrators, Principals, Assistant Principals, Directors, Supervisory or any other Administrative personnel who may be authorized by the Superintendent or the Board of Education.

ARTICLE 2- ASSOCIATION DUES

- A. Employees may tender the monthly membership dues (not including fines or assessments, etc.) By signing a payroll authorization dues deduction card or may pay the same directly to the association.
- B. The employer agrees to make bi-monthly collection of association dues (not including fines or assessments, etc.) For any employees submitting a signed payroll deduction authorization (see section e below) to the employer and to pay over to the association the total amount thus deducted for all such employees.
- C. Deductions: deductions shall be made only in accordance with the provisions of said "authorization for payroll deduction" forms together with the provisions of this agreement. The employer shall have no responsibility for the collection of initiation fees, reinstatement fees, assessments, fines, penalties, or any other deductions not in accordance with this section.
- D. Association notification to the district: the association shall notify the employer in writing of any membership dues certified by the association as the uniform dues required of the bargaining unit members.
- E. Delivery of executed authorization of payroll deduction form: a properly executed copy of such authorization for payroll deduction" form for each employee for whom association membership dues are to be deducted hereunder shall be delivered to the employer before any payroll deductions are made. Deductions shall be made thereafter for those forms properly executed and in effect. Any "authorization

for payroll deduction" form which is incomplete or in error will be returned to the association local president by the employer.

- F. When deduction begins: payroll deductions under all properly executed authorization for payroll deduction" forms shall become effective at the time the application is tendered to the district and shall be deducted from the succeeding month and each month thereafter.
- G. Refunds: in cases when a deduction is made that duplicates a payment that an employee already has made to the association or in any other situation that a refund is demanded, said refunds will be made by the association.
- H. Remittance of dues to financial officer: deduction for any calendar month shall be remitted by the employer to the designated financial officer of the association as soon as possible after the appropriate pay period. The employer will endeavor to remit dues within ten (10) days after the pay period.
- I. Termination of payroll deductions: an employee shall cease to be subject to payroll deductions beginning with the month immediately following the month in which the employee is no longer a member of the bargaining unit. Any employee may voluntarily cancel or revoke their authorization for payroll deduction" upon written notice to the employer and the association.
- J. The association and employer will furnish each other a monthly list of all changes, if and when necessary.
- K. Disputes concerning payroll deductions: any dispute between the association and the employer which may arise as to whether or not an employee properly executed or properly revoked an authorization for payroll deduction form shall be reviewed with the employee, a representative of the association and the designated representative of the employer.
- L. Limit of district's liability: the board/employer shall not be liable for any errors or losses in the administration of this article. The board/employer shall not be liable for the remittance of payment of any sum other than those constituting actual deductions made from wages earned by the employees. Further, MEA and the Chippewa Valley Support Personnel Association shall protect, indemnify and save the board/ employer harmless against any and all claims, demand, costs, suits, and any other forms of liability that may arise out of or by reason of, action taken or not taken by the board/employer for the purpose of complying with this article. And in effect. Any authorization for payroll deduction form which is incomplete or in error will be returned to the association local president by the employer.
- M. When deduction begins: payroll deductions under all properly executed "authorization for payroll deduction" forms shall become effective at the time the application is tendered to the district and shall be deducted from the succeeding month and each month thereafter.

ARTICLE 3 - REPRESENTATION

A. There shall be three (3) representation departments within the bargaining unit consisting of:

1. **Custodial**

- a. Custodian
- b. Elementary Head Custodian
- c. Middle School Head Custodian
- d. High School Head Custodian
- e. Warehouse/Head Custodian
- f. Warehouse Helper
- g. Custodial Leader
- h. Custodian II

2. **Maintenance and Grounds**

- a. Skilled and General Maintenance Leader
- b. Skilled Maintenance
- c. General Maintenance
- d. Head Mechanic
- e. Mechanic
- f. Grounds Mechanic
- g. Grounds Leader
- h. Grounds II
- i. Groundskeeper
- j. Custodial/Grounds
- k. Laborer

3. **Food Service**

- a. Central Kitchen Coordinator
- b. Central Kitchen Assistant
- c. High School Lead Server
- d. Middle School Lead Server
- e. Elementary Lead Server
- f. Food Service Helper
- g. Food Handler/Custodian

B. The Association will furnish the employer with the names of its Association Representative(s) and alternate when elected and such changes as may occur from time to time in such personnel so that the employer may at all times be advised as to the authority of the individual representatives of the Association with whom it may be dealing. Until the employer has received written notice of changes from the Association, it shall not be required to deal with such employees purporting to be Association Representatives.

C. If the Association is required to go into another building other than his/her own in the handling of a grievance, the Principal/Administrator at both buildings (or all buildings involved) must be notified. Permission will be granted provided that it does not unduly interfere with or interrupt or affect normal work or school operation or assigned duties. It is the responsibility of the above-mentioned Association Representatives to report to the building Principal/Administrator before their conference

REPRESENTATION - Cont'd.

with any employee. If, in the opinion of the Principal/Administrator or the immediate Supervisor of the Association member, such Association activity is interfering with classroom activity or assigned duties, such Association activities will be postponed.

- D. Except as set forth above, no Association Representative or any other employee shall be granted time off for the purpose of handling Association matter, affairs, or grievances unless specific permission has been granted by the Supervisor or Principal.
- E. Neither the Association nor any of the officers nor any Association Representatives nor any other representatives or employees shall advise or direct employees to disregard the instructions and/or directions of the Employer.

ARTICLE 4 - AID TO OTHER UNIONS

The District will not aid, promote or finance any labor group or organization, or any individual acting on behalf of such group or organization, which purports to engage in collective bargaining or make agreement with any such group or organization, or individual acting on behalf of such group or organization, for the purpose of undermining the Association.

ARTICLE 5 - SENIORITY

A. Probationary Employees

New employees hired in a permanent position, other than substitutes and temporary employees, shall be considered as probationary employees for the first sixty (60) working days of their job assignment. Upon mutual agreement the probation period may be extended beyond sixty (60) working days, but no more than ninety (90) working days. The employee and union will be notified in writing if it is extended prior to the expiration of the first sixty (60) days.

- 1. During this period of probationary employment, probationary employees may be laid off or discharged as exclusively determined by the Board and shall not be subject to the grievance procedure.
- 2. There shall be no seniority among probationary employees. However, upon completion of the employee's probation, the seniority date shall reflect the employees hire date in the union.
- 3. The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay wages, hours of employment and other conditions of employment as set forth in this Agreement. It is understood that 10-month employees will not accumulate time toward the completion of their probationary period during the summer when school is not in session.

SENIORITY-Cont'd.

4. Probationary employees shall be eligible for fringe benefits earned and provided for in this Agreement only at the successful completion of their probationary period.

B. Seniority shall be by classification and in accordance with the employee's effective date of hire.

1. When more than one employee is hired on the same day, seniority shall be identified by the lottery. Affected employees shall be notified of the lottery and invited to attend.
2. Seniority shall be counted on a school district wide basis within the individual's job classification. Employees moving from one job classification to another shall retain district wide seniority accrued in any other classification or department but not transfer said classification seniority into their new classification.

C. Seniority Lists

1. Seniority lists will show the names, job titles, date of hire, district seniority, and all seniority by classification of all employees of the unit entitled to seniority.
2. The employer will keep the seniority lists up to date and will provide the President with copies upon written request.
3. The employer will notify the Association within ten (10) working days in writing of all employees who have successfully completed their probationary period.

D. Loss of Seniority

An employee shall lose his/her seniority and terminate their service with the Chippewa Valley School District for the following reasons (not to include family care):

1. Employee voluntarily leaves employment.
2. Employee is discharged and the discharge is not reversed through the Grievance Procedure.
3. Employee is absent three (3) consecutive working days in anyone (1) year without notifying and/or receiving permission from the employer. Exception to this rule may be made by the Superintendent/Designee and provided the employee presents a reason for the absence notification is given to the employer representatives and reasons are acceptable to the employer.
4. Employee does not return to work when recalled from lay-off as set forth in the recall procedure, unless an extension has been granted.
5. If the employee overstay a Leave of Absence for any reason, as herein provided, unless extension has been granted. Exception to this rule may be made by the Superintendent/Designee.
6. Retirement at any age.

SENIORITY-Cont'd.

7. Involuntary lay-off for two (2) years or length of work service in the District, whichever is shorter.
8. If the employee gives false reasons for a Leave of Absence or engages in other employment during any leave without permission of the employer.
9. Any employee who falsifies information on his/her application for employment even if the falsity may come to light sometime after the employee's date of hire or date of acquiring seniority.
10. Any employee who is absent more than five (5) unpaid workdays per year shall have their seniority date adjusted by the number of days in excess of the five (5) days per year that they are absent without pay. This provision is not intended to conflict with the seniority provisions outlined in Article 12-Leaves of Absence.

In the event the deduction does not total one full day, the number of unpaid hours will be divided by the number of hours the employee is scheduled to work for that school year and the resulting number will be rounded to the nearest tenth.

E. Physical Examination

A physical examination if required by the employer, will be arranged with a physician selected by the Board. Examination will be at Board expense. If an employee fails the physical examination, it may be optional for the employee to be examined by his/her personal physician at his/her expense. This examination must follow the State of Michigan physical examination requirements.

Employees holding a safety sensitive position that requires a dot medical card must submit to their physical exam and drug screen to recertify no later than one week prior to the expiration of their card. Employee's failing to submit to their physical and drug screen within this timeline and have holds put on their recertification, disallowing them to drive, will be placed on an unpaid leave until such time that they obtain their recertification and are cleared to drive not to exceed six months. The employee and the association will be mailed to the last known address notification of failure to recertify within six months will release the school district of any further responsibility for re-employment of the employee and shall act as a conclusive presumption that the employee has resigned.

If a conflict of opinion results, the employee may submit to a third impartial physician, mutually agreeable by the employee and the Board. The expense for such an examination will be borne equally by the employee and the Board. The opinion of the mutually agreed to physician shall be binding on the Parties. Once an employee files a Workers Compensation claim against the school district, the above will be suspended and the provisions of the Workers Compensation law will prevail.

The School District may, in its sole discretion and at its cost, require that employees submit to such tests and examinations, including drug and/or alcohol testing, (if there are specific tests defined in the Omnibus Transportation Employees Testing Act of 1991 or any other tests/procedures mandated by law, those tests will be the tests used under this Section) by a School District-appointed physician, clinic, hospital, nurse, technician, or other qualified professional, when in the School District's judgment, such examination is necessary to determine if an employee can perform the

SENIORITY-Cont'd.

essential job duties, or when such examination is otherwise job-related and consistent with business necessity. In addition, the employee shall sign such documents and medical release forms requested by the School District in order to secure from the employee's physician, hospital, clinic, psychology, etc., all of his/her pertinent records, related to the above.

- F. The Superintendent/Designee may at his/her discretion make exception to the above-stated rules if mutually agreed to by both the Association President and the Employer.

ARTICLE 6 - VACANCIES, TRANSFERS AND PROMOTION

- A. **Vacancies** Vacancies are defined as bargaining unit position(s) or newly created positions that remain unfilled after all the assignments and reassignments are completed by the employer. Permanent, full-time or part-time vacancies in the bargaining unit will be posted within five (5) working days for a period of five (5) working days, setting forth the minimum requirements for the position. During the summer months, the Association President will have forwarded to him/her copies of each vacancy posted. Posted position(s) will attempt to include the minimum qualifications and factors to be considered for said vacancies. All positions shall be posted as identified above and shall include the following information:

1. Title and Classification
2. Wage Schedule
3. Hours and Length of Work Year
4. Minimum and/or special qualifications

B. **Transfers**

Lateral Transfer - is a change within the same job classification where there is no addition or increase in compensation, for example a movement to another building in the same position, hours, and pay. Seniority shall be the basis for selection.

Transfer - is a change within a job classification where there is an addition or increase in compensation; for example, a movement to another building within the same job classification for more hours.

1. Transfer of seniority employees is to be minimized whenever possible. Transfers shall be based upon the seniority employee's ability to meet the job qualifications, ability to perform the job, seniority and other relevant considerations. Employees placed in a new position by virtue of a transfer will be required to complete a trial period of thirty (30) working days. The trial period shall be extended for any absences during that period by the amount of said absences.
2. Employees desiring a transfer must file their request in writing within the posted period. The request shall set forth the reason for transfer and the applicant's complete qualifications, work experience, as well as any other relevant information. Only one (1) transfer in a one (1) year period shall be permitted. Exceptions to this rule may be permitted by the employer.

VACANCIES, TRANSFERS AND PROMOTIONS-Cont'd.

3. Any employee attaining seniority with the District shall have the right to exercise his/her seniority for an open job shift, or department and retain his/her seniority for an open job the benefits afforded in the classification on a District wide basis. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefit provided for in this Agreement.
4. Custodial employees will not be eligible for more than one voluntary transfer within a twelve (12) month period. Exceptions will be made where an employee is moving from part- time to full-time work.
5. Employees temporarily reassigned to a lower classification shall be paid at his/her regular rate. Employees reassigned to working in a higher classification shall be paid at the rate of the higher classification.
6. An employee who requested and is granted a transfer shall remain on the job for one (1) year before he/she becomes eligible to request another transfer. Exceptions may be made by the employer after consultation with Association.
7. In the event the employee is not granted the transfer, the reason for denial shall be given in writing to the employee, if requested in writing, by the employee within five (5) calendar days of the decision.
8. The employer shall exercise their discretion as to the feasibility of honoring any or all transfer requests.
9. Transfers shall take place within 30 working days from the time in which the employee is awarded the position. If the employee is unable to be moved to the new position after 20 working days, the employee shall be paid at the new rate of pay and benefits, if applicable.

C. **Promotion** A promotion is an upward change to an open job classification within the bargaining unit, which results in additional rate compensation during the regular work day. Promotions are not meant to include the taking on of additional duties within the same job classification or work involving overtime, shift differential, or premium pay. Employee(s) interested in a promotional position shall apply within the above-stated posting period to be considered for the promotion.

1. Promotions shall be made on the basis of qualifications in the job description/posting. Seniority shall be the basis for selecting from among equally qualified candidates. Any employee granted the promotion for said position shall be placed on a forty- five (45) work days trial period for an evaluation period to determine his/her ability to perform the job. The employee's previously held position will not be filled until after the reversion period in section B (h) concludes. Any absence(s) during the trial period shall automatically extend the trial period for a like number of days.
2. Employee(s) may be required to successfully pass skill tests as determined by the employer prior to assignments to a promotional position.

VACANCIES, TRANSFERS AND PROMOTIONS-Cont'd.

3. In the event any employee is not granted the promotion, the reason for denial shall be given in writing to the employee, if requested in writing, by the employee within five (5) calendar days of the decision.
 4. If at any time during the trial period, the employer believes the employee is not progressing or it appears that the employee is not able to satisfactorily perform the job, such employee shall be returned to his/her former classification and notice of such action shall be submitted to the Association President, in writing with a copy to the employee. The employee returned to his/her former classification shall retain salary and seniority status as previously enjoyed before the promotion.
 5. Employees receiving a promotion should not receive a rate of pay that is less than they are presently earning and shall reflect an increase in pay of not less than \$.10 per hour. Promotions to middle school and high school food service positions only would be not less than \$.50 per hour.
 6. The Association President will receive notification of the individual selected for promotional position.
 7. If at the effective date of a promotion, the employee is within thirty (30) calendar days of their current status rate anniversary date, he/she will be considered to have already achieved the pending rate anniversary date step increase for the purpose of determining their promotion increase.
 8. Promotions shall take place within 30 working days from the time in which the employee is awarded the position. If the employee is unable to be moved to the new position after 20 working days, the employee shall be paid at the new rate of pay and benefits, if applicable.
- D. A probationary or trial period in one classification does not count towards a trial period in another classification.
- E. Employees requesting and receiving a transfer or demotion to a lower classification shall be paid at the rate of said assignment closest to what they are currently making without being higher than the employee's current hourly rate.
- F. All employees are encouraged to train and prepare for promotional opportunities. With pre-approval from the supervisor, the employer will provide up to 6 hours annually, not to exceed 2-hour increments for training opportunities/professional development, unless approved by the supervisor.
- G. The Association agrees that involuntary reassignments are sometimes necessary because of such factors as mutual incompatibility, job performance, technological change, etc. Such involuntary reassignments shall be communicated to the employee and Association President orally and in writing.
- H. Employees placed in a new position, by promotion, transfer or otherwise shall have an opportunity to revert back to the employee's former position within ten (10) workdays or beyond that time if their previously held position is still vacant. Employees promoted to a lead server role have twenty (20) workdays to revert back. Requests to revert back shall be submitted in writing to the employer with an

VACANCIES, TRANSFERS AND PROMOTIONS-Cont'd.

explanation for the request. Such an employee shall not be considered for the same position the employee reverted from for a period of one (1) year.

- I. If any additional temporary summer help is needed, ten (10) month employee(s), according to the most senior qualified on a rotation basis shall be given consideration for employment provided they have signed up four (4) weeks prior to the end of the school year (June 30th) with the Human Resources Department. It is understood that any employee hired will be paid the prevailing rate for summer assignments. Employees who apply for seasonal or temporary work further understand that this is a separate position, not included under this collective bargaining agreement and therefore, are not entitled to additional benefits, i.e. vacation time, holiday pay.
- J. In filling vacancies, transfers will be considered before promotion.

ARTICLE 7 - HOURS OF WORK

A. HOURS OF WORK

- 1. Shift Definition The first shift is any shift that regularly starts on or after 4:00 A.M. but before 11:30 A.M. The second shift is any shift that regularly starts on or after 11:30 A.M. but before 7:30P.M. The third shift is any shift that regularly starts on or after 7:30P.M. but before 4:00 A.M.
- 2. Overtime It is expected that from time-to-time employees are required to spend extra time beyond the regular day on their job.

- a. For 12-month employees, the employer agrees to pay time and one half for any time in excess of forty (40) hours worked per scheduled work week when approved by the immediate supervisor. Holidays, inclement weather days, vacation days or personal business days shall be considered time worked for overtime purposes.

For 10-month employees, the employer agrees to pay time and one half for any time in excess of eight (8) hours worked per workday or forty (40) hours per scheduled work week when approved by the immediate supervisor. Holidays, inclement weather days, vacation days or personal business days shall be considered time worked for overtime purposes.

- b. Time and one-half will be paid for Saturday, except when a shift starts on Friday and continues into Saturday or starts on a regular work shift and continues into a holiday.
 - c. Double time will be paid to all regular full-time twelve (12) month employees for additional hours on a Sunday or any holiday listed in Article 8 section F-Holidays if an employee is called in after having completed his/her regular scheduled forty (40) hour work week when approved by the immediate supervisor. Employees will be paid their regularly scheduled hours at straight time plus double time pay for hours worked.

HOURS OF WORK Cont'd

- d. Food Service Employees will be paid time-and-one half for any hours worked for a special function on Saturday, Sunday, or Holidays listed in Article 8 provided that they have worked all scheduled hours during the current week.
- e. Overtime will not be pyramided.
- f. If an employee is absent from their work assignment on the last scheduled regular workday of the week, he/she will not be eligible for overtime occurring over the weekend. Exceptions may be made to pre-approved vacation and personal business days (excluding emergency personal business) however, time will not be paid as overtime unless the employee exceeds forty (40) hours worked in the work week.

3. Equalization of Overtime Hours

- a. Overtime hours shall be divided as equally as possible among seniority employees in the same classification in their building or work department. An up-to-date list showing overtime hours for all seniority employees will be posted periodically in each building or work area.
- b. It is understood that overtime hour assignments for employees may be unequal from time to time.
- c. The employer will endeavor to continue to provide the opportunity for employees in the mechanics, grounds, and maintenance classifications to share in the overtime assignments. However, due to the complexity of job assignments, skills needed, equipment available, etc., the overtime hours in these classifications will not always be equalized but the employer will endeavor to equalize whenever possible.
- d. Employees who change classification will be charged with the highest number of overtime hours that exists in their new classification on the day he/she is placed in said classification.
- e. Newly hired, rehired or transferred employees who successfully complete their probationary/trial period will be charged with overtime as indicated in Section (3) (d) above.
- f. Employees in other classifications and/or buildings may be called if there are no available employees in affected classification/building.
- g. For purpose of this section, time not worked because the employee was unavailable or did not choose to work will be charged the average number of overtime hours of the employee(s) working during that overtime assignment.

HOURS OF WORK Cont'd

- h. Overtime hours will be computed and maintained from July 1 through June 30 of each fiscal year. On or about July 1 of each fiscal year, a new updated overtime list will be posted.
 - i. It is expected employees will accept overtime assignments. Any custodian/cafeteria employee who refuses overtime on two (2) occasions will not be asked on the third occasion. He/she will be charged the overtime in each case. This procedure shall be repeated throughout the fiscal year. When no custodian/cafeteria employee in a particular building accepts an overtime assignment, that assignment will be filled at the discretion of the administration.
 - j. The Cafeteria Department will have an extra hours list posted in each building, using the same rules as the overtime list.
- 4. Relief Period Employees shall be allowed one fifteen (15) minute break for every four (4) hours of continuous employment. Relief periods shall be taken at a time that does not interfere with the efficiency of the work unit. The rest period is intended to be a recess to be preceded and followed by an extended work period; thus, it shall not be used to cover an employee's late arrival to work or early departure, nor shall it be regarded as accumulative if not taken. Failure to take a relief period shall not result in a lengthening of a lunch period or a shortening of the workday, unless specifically arranged with the immediate supervisor to cover unusual occasions.
- 5. The regular lunch period shall be established by the immediate supervisor in accordance with the organizational pattern best suited to the particular building and/or department.
- 6. Call-in Pay An employee reporting for emergency call-in duty shall be granted a minimum of two (2) hours pay.
- B. It is recognized and understood that deviation from foregoing regular schedules of work will be necessary and will unavoidably result from several causes, such as but not limited to rotation of shifts, vacation, leaves of absence, absenteeism, employee request, temporary shortage of personnel and emergencies.
- C. No statement in this Article shall be construed as a guarantee of hours per day or week.
- D. It is agreed by the parties that there will be no subcontracting for the sole purpose of eliminating employees, unless services are withheld. However, it is agreed that the employer shall be free to use all labor saving devices and labor saving equipment that in the opinion of the employer will be in the best interest of operation. In non-emergency situations, if feasible, the employer may use current employees other than a sub-contractor.
- E. The employer reserves the right to incorporate work hours, direct the work force, staffing and programs as it deems meaningful for sound and reasonable operational and financial purposes.
- F. The employer shall provide cafeteria employees a "Notice of Intent" form before the end of the school year on which the employee will indicate whether he/she will be returning to work for

HOURS OF WORK Cont'd

the coming school year. The completed "Notice of Intent" shall be returned to the employer on or before the date indicated on the form. Failure to return the form as required will be deemed a resignation by the employee and will be recorded as a "resignation without proper notice" in the employee's personnel file. A copy may be retained by the employee.

ARTICLE 8 - COMPENSATION

- A. The hourly rates of employees covered by this Agreement are set forth in Schedule A entitled Employee Hourly Rate Scale.

When step increases are granted they will be given on July 1st of each school year.

Step Advancement Eligibility:

1. New Employees in a Bargaining Unit Position

To be eligible for step advancement for the upcoming school year, an employee must have been employed in a bargaining unit position on or before January 31 of the prior school year.

2. Current Employees in a Bargaining Unit Position

Current employees in a bargaining unit position will be eligible for step advancement if they worked at least fifty and one-half percent (50.5%) of the scheduled workdays in the previous school year. Time away from work due to workers' compensation will not be counted against the employee when determining eligibility.

For the 2025-2026 school year:

- Step for those who are eligible.
- A 3% retention bonus payment based on base wages earned for 2025/26 (not subject to retirement) will be paid on June 30, 2026 for association members employed by the district on the last student day for the 2025/26 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid by June 30th.

For the 2026-2027 school year:

- Step for those who are eligible,
- A 3% retention bonus payment based on base wages earned for 2026/27 (not subject to retirement) will be paid on June 30, 2027 for association members employed by the district on the last student day for the 2026/27 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid by June 30th.

COMPENSATION- Cont'd.

For the 2027-2028 school year:

- Possible wage reopener, positive only
- Step for those who are eligible.
- A 3% retention bonus payment based on base wages earned for 2027/28 (not subject to retirement) will be paid on June 30, 2028 for association members employed by the district on the last student day for the 2027/28 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid on June 30th.

All ten-month employees will be paid over 19 pays and 12-month employees will be paid over 24 pays on the 15th and the 30th of each month based on hours submitted via the timekeeping system for each pay period. In addition, all persons hired for custodian positions effective July 1, 2007 will be placed on the custodian pay scale.

1. Head Custodians are eligible for shift premium if regularly assigned to a premium shift.
2. Certification of Mechanics
Certification is by the State of Michigan Department of State and entitled "Motor Vehicle Mechanic Certificate."

TYPES OF CERTIFICATES ARE AS FOLLOWS:

HEAVY DUTY TRUCK/SCHOOL BUS

- a. Brakes
- b. Diesel Systems
- c. Electrical Systems
- d. Suspension and Steering
- e. Drive Train
- f. Gasoline Engines
- E. Automotive

A mechanic who possesses more than three (3) of the above certificates will be entitled to additional compensation provided he/she has properly filed the certificates, additionally a mechanic who possesses one (1) automotive certificate will be entitled to additional compensation provided he/she has properly filed the certificate with the Human Resources Department. The additional compensation will be a 10¢ per hour increase for each certificate beyond the third certificate.

Re-certification

- a. It shall be the responsibility of the employee to re-certify if he/she wishes to continue receiving the additional compensation.
- b. The employer shall be responsible for the cost and fees for re-certification when recertification is required by the school district.

COMPENSATION- Cont'd.

Payroll adjustments shall commence the first full week following the filing of the appropriate certificates, or a receipt of the application for certification. For renewal purposes, if the above is not received prior to the expiration date of the certification, the pay will be reduced at the effective date of the expiration of the certificate.

3. Skilled Maintenance Licensing

A skilled maintenance heating, ventilating, air conditioning (HVAC), electrician, or plumber who possesses a (Michigan) mechanical contractors, master electrician, or master plumber license that allows for the individual to pull permits on behalf of the District for their titled position will be entitled to additional compensation of \$3.00 per hour, provided the school district is sole proprietor of said license. All fees, class updates, renewals and costs associated with maintaining above licenses will be reimbursed to the employee. Payroll adjustments shall commence the first full week following the filing of said license with the Human Resources Department.

- B. **Shift Premium** rate will be twenty-five (25) cents per hour for the second shift and thirty (30) cents per hour for the third shift. Shift premium is paid for all hours worked.
- C. **Longevity** Seniority employees shall be eligible to receive longevity benefits at the end of the fiscal year. Longevity shall be paid according to the following schedule:

After five (5) continuous years of service	\$100
After eight (8) continuous years of service	\$285
After ten (10) continuous years of service	\$435
After fifteen (15) continuous years of service	\$485
After twenty (20) continuous year of service	\$510
After twenty-five (25) continuous years of service	\$560

1. Credit years of experience for longevity can only be earned by working on a continuing basis as an employee covered by this master agreement.
 2. Employees must be working at least 6 hours per day and 10 months per year to receive the longevity payment listed above. Employees working less than 6 hours per day and 10 months per year will be prorated based upon length of the workday and work year.
 3. Longevity payments shall be made once a year. Employees will receive the longevity payment combined with the Employee's payroll check. Payments shall be made on the last pay period of the month of the Employee's anniversary date.
- D. **Mileage** Employees recognize that from time to time they will be required to use their own vehicle for school business and the employer agrees to reimburse upon application for and verification of such mileage at the rate paid by the Internal Revenue Service.
- E. **Vacation** Twelve (12) month employees shall accrue vacation benefits based upon their established seniority date. Employees who work less than twelve (12) months are not eligible for vacation benefits and do not accrue vacation credit.

COMPENSATION- Cont'd.

1. All employees must be employed by the school district for a minimum of one year as of July 1, before a full vacation period will be granted. Employees shall earn vacation credit at the rate of:

Less than 1 year	5/6 th of a day for each month in which the employee worked the majority of the work days.
1 year but less than 11 years	80 hours
11 years but less than 16 years	120 hours
16 years or more	160 hours

2. Employees vacation credit will be based upon their seniority date plus the appropriate credited time accumulated between their seniority date through the following June 30.

For example: an employee's seniority date is 9/10/86. As of 9/11/96, the employee has completed 10 years of continuous service. When calculating the employee's vacation credit to be effective 7/1/97, credit for 7/96 and 8/96 would be based upon 80 hours. Credit for 9/96 through 6/30/97 would be based upon 120 hours.

3. Credit will be earned only for those months in which an employee received pay for the majority of the scheduled working days of that month.
4. A vacation may not be postponed from one year to the next and made cumulative, remaining days will be forfeited unless taken during the school year. Employees will be paid out at their current rate up to three (3) annually provided vacation days which are not used within the school year.
5. If an employee is laid off, retires, or dies he/she will receive any unused vacation credit, including any that might have been accrued in the current fiscal year.
6. Employees eligible for vacation benefits will be paid vacation days on the basis of their rate per hour and hours per day of their average regularly scheduled work day.
7. Vacations will be scheduled at a time when they will not interfere with or hamper normal operations and will be determined by the district. Insofar as is possible, vacations shall be scheduled at the time satisfactory to the employee. Preference shall be accorded to employees on a seniority basis.
8. Vacations are to be arranged by mutual consent and are not to be taken during the first week of school and one (1) week prior to the first day of school for students. Vacation requests for the week after school ends may be approved based on the guidelines below.
9. Vacations will be taken in a period of consecutive days. Exception to this rule may be made upon written request. Unless approved vacations shall be scheduled for periods of not less than one (1) week or not less than the number of days to which the employee is entitled, whichever is smaller. Vacations may be split into one or more weeks providing such scheduling does not interfere with efficient operations. Vacation time may not be taken in less than four (4.0) hour

COMPENSATION- Cont'd.

increments. Employees requesting non-consecutive vacation days and the days are determined a pattern, will be required to provide a written reason to their immediate supervisor.

10. When a designated holiday is observed by the employer on a day other than Saturday or Sunday during a scheduled vacation, the vacation will be extended one (1) day continuous with the vacation.
 11. If an employee becomes ill prior to his/her vacation and the illness continues into his/her scheduled vacation period and he/she is under the care of a licensed physician, his/her vacation will be rescheduled as soon as possible. In the event his/her incapacity continues through the fiscal year, he/she will be awarded payment in lieu of his/her earned vacation.
 12. While on vacation, if an employee becomes ill and is hospitalized, he/she may draw upon earned sick leave days and have their vacation rescheduled.
 13. Vacations will be granted in accordance with request of the employee so far as possible on a seniority basis provided that the employees submit their request to their appropriate Supervisor at least two (2) weeks in advance or the request may be denied.
 14. Exceptions to the procedures set forth above may be made when the Superintendent/Designee believes the best interests of the school district or the affected employee(s) are served.
 15. The fiscal year is defined as July 1 through the following June 30. Vacation time will be earned and credited in hours.
 16. Vacation time earned between July 1 through the following June 30 period will not be scheduled for leave until the subsequent July 1 through the following June 30th period. Using earned vacation time outside this earn-schedule cycle will be considered under hardship circumstances at the discretion of the Superintendent/Designee.
- F. **Holidays** The following are the recognized holidays with pay for seniority employees as set forth by conditions stated below:

12 MONTH EMPLOYEES

July 4, July 5, Additional July 4th Week Day, Additional July 4th Week Day, Additional July 4th Week Day, Labor Day, Day before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, Additional Day-Christmas Break*, Additional Day-Christmas Break*, New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, and Memorial Day.

10 MONTH EMPLOYEES

Thanksgiving Day, Friday After Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, Additional Day-Christmas Break*, Additional Day-Christmas Break*, New Year's Eve*, Martin Luther King Day, (3)mid-winter break days, Spring Break Monday, Spring Break Tuesday, and Spring Break Wednesday.

COMPENSATION-Cont'd.

* The dates of these holidays may be adjusted based upon the school calendar or any out of district school calendar which affects Chippewa Valley School Operations.

1. Employees will receive pay calculated at their current rate based upon their hours per day of their regular scheduled workday at their regular straight time rate.
2. When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday if school is not in session. In the event that a holiday shall fall on a Sunday, it shall be observed on the following Monday, if school is not in session.
3. If any of the scheduled holidays fall on a scheduled school day, the employer and the Association shall meet to reschedule said holiday.
4. To be eligible for holiday pay, the employee must work the last scheduled workday preceding and the first scheduled workday after each holiday except when off work for an approved reason. Exception to this rule may be made by the employer

G. Uniforms

1. The District will provide a uniform as outlined below full and part time regular custodians, head custodians, maintenance, grounds, mechanics, and food handler/custodians. Uniforms will be ordered no later than August 31. The items offered here and below, vendor selection and quality and color will be selected by a committee consisting of supervisor and no more than one representative from each group listed below.
 - a) During the first and second calendar year of employment, custodians, food handler/custodians, head custodians, Maintenance, Grounds, and Mechanics will be eligible for five (5) sets. A set includes a shirt and pant. These employees will also have an additional amount of \$144.34 to purchase additional items from the approved list.
 - b) Third year and thereafter, custodians, food handler/custodians, and head custodians will have \$319.34 annual dollar allocation to select from the district offered items.
 - c) Third year and thereafter, maintenance, grounds and mechanics will have \$394.34 annual dollar allocation to select from the district offered items.
 - d) If the items selected exceed their annual dollar allocation the employee will be responsible for the difference.
 - e) It is the responsibility of each employee to clean and repair uniforms as required and replace any part of a uniform as needed.
 - f) Custodial/grounds that are responsible for regular snow removal, shall receive one (1) set of winter boots every three years for Custodians/Food Handlers and every other year for Grounds, based off of the district offered items.
 - g) An employee with less than five (5) years seniority who severs employment within the twelve (12) month period following receipt of the uniform components set forth above, will have a dollar amount equal to one-half (1/2) of their most recent annual dollar allocation deducted from their final paycheck.
 - h) Coats will be allowed as an approved item every other year.
 - i) General work boots (non-winter boots) will be offered every other year to maintenance/grounds/mechanics.

COMPENSATION-Cont'd.

2. The District will provide a uniform as outlined below for food service employees. Uniforms will be ordered no later than September 30th. The items offered here and below, vendor selection and quality and color will be selected by a committee consisting of supervisor and no more than one representative from each building level.
 - a. An allowance not to exceed \$279.34 (includes sales tax) for employees who work four (4.0) or more hours and \$249.34 (includes sales tax) for employees who work less than four (4.0) hours will be provided by the District. If the items selected exceed their annual dollar allocation the employee will be responsible for the difference.
 - b. Employees who complete their probationary period after the start of the school year will receive their uniforms no later than thirty (30) calendar days after the completion of the probationary period.
 - c. An employee with less than five (5) years seniority who severs employment before the last scheduled workday of the school year will have a dollar amount equal to one-half (1/2) of their most recent clothing allowance deducted from their final paycheck.
3. Employees must wear their uniforms and follow the uniform policy. Failure to do so may result in disciplinary action.

H. **Tool Allowances** The employer agrees to replace worn out and broken tools owned by Maintenance and Mechanic employees when such tools are used to perform normal work assignments. Replacement of such tools requires the prior written approval of the appropriate Administrator. The employer will provide, with mutual consent of the parties, any specialty tool needed in the Maintenance and Mechanic Departments.

I. Payroll Deductions

1. Employees must notify the Payroll Department at least fifteen (15) days in advance of the effective date deductions are to be discontinued.
2. Payroll deductions may be made per Board of Education policy 6520.

J. **Pay Advance** Pay advance can be granted if request is received in the Payroll Office three (3) weeks prior to the date that the vacation check normally would have been received by the employee.

K. **Cafeteria Lunch** Cafeteria employees shall be entitled to one (1) type A lunch on the day they work over two (2) hours. Cafeteria employees shall be entitled to one-half hour unpaid lunch period on the day they work over four (4) hours.

L. The Board shall pay the total cost for a commercial driver's license when that license is required.

COMPENSATION-Cont'd.

- M. Upon retirement under the Michigan Public Schools Retirement System, employees with more than forty (40) days of accumulated sick leave shall be paid for unused sick days for all days beyond the forty (40) to the maximum accumulation of one hundred and twenty-five (125) days. The rate of pay shall be sixty (\$60) per day.
- N. As an attendance incentive, an employee whom has more than forty (40) days of personal accumulated sick days may be paid out any days beyond forty at the rate of \$60 per day (based upon an eight (8) hour day and pro-rated based upon the number of hours worked for less than eight (8) hour employees) not to exceed 10 days per school year. Employee must inform the human resources department that they wish to have a payout in writing no later than June 15th of each school year.

O. Food Service Training for School Food Service Personnel

Food Service Training and any testing for School Food Service Personnel shall be required in accordance to any Food Service laws and/or regulations instituted by a governmental agency. The District shall pay the employees at their current hourly rate for anytime required to attend that is not during the scheduled work day and pay for the cost of the training at the time of their enrollment, if any. Employees failing to obtain the required annual training hours will be subject to discipline, up to and including termination.

- 1. Training for the School Nutrition Association (SNA) Certification is meant for the Food Service staff to confirm their knowledge of both the School Breakfast Program and the National School Lunch Program. Staff can earn a Level 1, Level 2, Level 3, and/or Level 4 SNA Certificate in School Nutrition.
- 2. All employees will be provided the opportunity to take classes and the District will pay 100% of the cost for the classes. The employee will not receive pay for the class time spent in achieving the certifications.

Initial Level 1 training requirements is:

- 1. Eight (8) hours Core Course in School Nutrition 1
 - 2. Eight (8) hours Core Course in Food Safety & Sanitation
- 3. To achieve the additional Levels of Certification, the employee would have to meet all requirements for the level an employee chooses to achieve. For these Certificate Levels class can include but not limited to the following:
 - a. Introduction to School Food Service
 - b. Culinary Techniques
 - c. Dealing with Conflicts in the Workplace
 - d. Weights, Measures and Meal Production Records
 - e. Marketing School Meals
- 4. All Food Service employees wishing to be promote to Lead Server, Central Kitchen Assistant and/or Central Kitchen Coordinator must also successfully complete and have on file the following in addition to the previous training:
 - a. ServSafe Certification
 - b. Menu Planning
- 5. For each SNA level of certification an employee achieves, the employee shall receive an additional \$0.25 per hour (up to an additional \$1.00/hr if achieve all 4 levels).

Food Service employees who achieve a ServSafe certification will receive an additional \$0.50 per hour. Employees who are currently receiving the ServSafe certification \$.25/hr will automatically get the increase to \$0.50 per hour.

Employees must maintain certification to continue to receive the additional pay outlined above.

- P. Food service helpers must sub for lead servers at the elementary school kitchens, or in a secondary building where a designated person has not been identified, and will be paid for any work performed at a higher classification.

ARTICLE 9 - INSURANCE

- A. In order to receive insurance benefits eligible employees must submit proper application upon completion of their probationary period or during the open enrollment period established by the insurance carrier. It is the employee's responsibility to complete the required insurance forms in a timely manner.
- B. The benefits stated below shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for such benefits.
- C. Upon termination or lay-off, of employment with the employer, the employee benefits as described below will cease to be paid by the employer.
- D. The employer, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described below. The failure of an insurance company to provide any of the benefits which it as contracted for any reason shall not result in any liability to the employer or the Association nor shall such failure be considered a breach by either of them of any obligation under this Article.
- E. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedure.
- F. It is the understanding of the parties that insurance benefits will start on the earliest date possible according to the terms of the insurance carrier's contract, after the probationary period.
- G. Notwithstanding the provisions of this paragraph, the terms of any contract or policy issued by an insurance company hereunder shall be controlling in all matters concerning benefits, eligibility and termination of coverage, and other related matters.
- H. Any and all hospitalization and/or insurance coverage provided herein shall be extended only to regular and permanent, full-time and part-time employees unless specified otherwise in this Master Agreement.
- I. There shall be no duplication of any hospitalization insurance plan. The employee must notify the Payroll Office and Human Resource Office of any duplicate coverage either through personal coverage or coverage through the spouse's family's insurance plan. If the employee is covered by any duplicated program, the district's obligation under this provision shall be waived.

INSURANCE-Cont'd.

- J. It is the understanding of the parties that these benefits will not start until after this contract has been accepted and ratified by the parties. These benefits will have no retroactivity consideration.
- K. If the Board of Education desires to self-fund any of the insurance programs, they must receive written agreement from the Association to use any particular individual administering agents, prior to implementation.

L. Life Insurance

Upon proper application, the employer shall provide life insurance as follows:

- 1. **\$30,000** term policy with \$20,000 Accidental Death and Dismemberment (AD&D) for employees working six (6) hours or more per day.
- 2. **\$22,000** term policy with \$12,000 Accidental Death and Dismemberment (AD&D) for employees working four (4) hours but less than six (6) hours per day.
- 3. This group life insurance shall begin when the employee has:
 - a. Satisfactorily completed his/her probationary period, and
 - b. Properly completed the necessary forms.
- 4. Insurance coverage shall terminate when the employee terminates his/her employment. However, a retired employee may purchase life insurance at their own cost from the district up to age 65.

M. Hospitalization

All twelve (12) and ten (10) month employees hired prior to July 1, 2013 will have an option during an open enrollment period to select from the available MESSA plans.

Plan descriptions and benefits can be found at:

www.chippewavalleyschools.org/our-district/budget/transparency/benefits-plans/

Pursuant to Public Act 152 of 2011, the District shall pay those Hard Cap amounts provided in Section 3 of the act, as adjusted by the Michigan Department of Treasury. Any Employee receiving healthcare benefits shall be required to pay any costs of the healthcare plan above the Hard Cap amounts, payable in an amount determined by the Union to insure the District's compliance with the Hard Cap limits as provided in the Act. Any overages paid by the Employee as a result of movement by the Employee between levels of coverage, shall be refunded in a manner determined by the Union.

Employees working less than eight (8) hours per day will have the option during an open enrollment period to select from the available MESSA plans at the above link.

INSURANCE-Cont'd.

The employee will pay 25% or 50% of the premium for the health insurance (illustrative rate) each year based upon hours worked. In no event shall the District pay in excess of the Hard Cap amount provided in Section 3 of Public Act 152 of 2011.

The District reserves the right after conferring with the Union to comply with the Patient Protection and Affordability Act to select a health insurance carrier which offers a "Bronze" plan that provides "minimum coverage" pursuant to 26 USC Sec. 36(B)(c)(2)(C)(ii). Effective July 1, 2013, all new employees will be offered the "Bronze" plan coverage subject to the hard cap, however, they may purchase additional insurance at their own cost.

1. The sole authority for selection and determination of the insurance carrier, shall rest with the district.

	<u>District Share</u>	<u>Employee Share</u>
Four (4) but less than six (6) hours	50%	50%
Six (6) but less than eight (8) hours	75%	25%

If an employee selects the MESSA Choices II \$10/\$20 co-pay an additional upgrade charge will be assessed to the employee.

2. All eligible employees shall not be entitled to the above mentioned coverage until they have satisfactorily completed the probationary period.
3. There shall be no duplication of insurance. The employee must notify the Payroll and Human Resource Office of any duplicate coverage - either through personal coverage or coverage from the spouse's or family's insurance plan. If the employee is covered by any duplicated hospitalization insurance, the Board's obligations under this provision shall be waived.
4. The Board agrees to indemnify and save the Association (MEA) harmless against any and all Equal Employment Opportunity Commission (EEOC) claims, demands, costs, suits or other forms of liability and all court or administrative agency costs that by reason of action taken by the Board for the purpose of complying with this Article. This section is not in effect nor does it apply to any grievance or arbitration that may result through the implementation of any sections of this Article.

N. Dental Insurance

Seniority employees employed on a full-time (8-hour) permanent basis will be eligible for a dental plan selected by the employer for said employee and all eligible dependents which will provide coverage of 80% of Type A and B expenses and 50% of Type C expenses with a \$1,000 maximum and a \$25 deductible per person and \$50 per family with an orthodontic rider with payment of expenses at 50% with a \$1,000 maximum. Part-time permanent employees working four (4) hours or more may enroll in this plan, and the employee will pay the percentage of premiums the amount listed above as identified in Section C-2.

INSURANCE-Cont'd.

For those members of the bargaining unit who are covered by other dental insurance (including district-provided insurance) the employer will provide a Dental Plan of coverage of 50% of Type A, B, and C expenses with a \$1,000 maximum and a \$25 deductible per person and \$50 per family. Part-time permanent employees will have extended to them the same consideration as indicated above with internal and external coordination of benefits for both full-time and part-time employees. The district retains the right to select the carrier.

O. Group Insurance Benefits Eligibility For Food Service

1. Food Service employees who are eligible for insurance benefits as described above will have available the appropriate coverage once the lunch schedules have been determined and assigned.
2. If an employee's hours are reduced during the school year, the district will continue to provide the insurance coverage as determined in the above stated sections. Said coverage will be maintained for the remainder of the fiscal year. If hours are increased employees eligible for additional coverage will receive said coverage if permitted by the insurance company.
3. If an employee requests a reduction in hours, his/her group insurance benefits will be reduced accordingly.
4. Insurance benefits coverage is based upon the permanent hour assignments for individual employees.

P. National Health Insurance

In the event that a National Health Insurance Act becomes law during the term of this contract, it is agreed that those provisions of the present agreement affected by this law shall be reviewed and discussed by the parties.

Q. Long Term Disability (LTD)

The employer shall provide a Long Term Disability (LTD) plan which will cover employees working four (4) hours or more per day or twenty (20) hours or more per week for 60% of the employee's base salary after a waiting period of 90 days. Benefits will be paid for up to two (2) years for sickness and up to age 70 for accidents.

Normal offsets apply. Said compensation, as described above, is subject to the terms of the contract with the respective insurance carrier and conditions and controls as stated within this Master Agreement. The employer retains the right to select the carrier.

R. Basic Vision Plan

Employees working less than eight (8) hours a day but working four (4) or more hours will be paid premiums as indicated in Article 9. The sole authority for selection and determination of the insurance carrier, shall rest with the employer.

ARTICLE 10 - LAYOFF AND RECALL

LAYOFF

- A. Layoff means a reduction in the working force due to a decrease of work, limitation or reduction in operating funds and/or other conditions deemed appropriate and necessary by the Employer.
- B. If it becomes necessary for a layoff, the probationary employees within the effected classification will be laid off first. Seniority employees will be laid off within the effected classification according to seniority as previously defined in Article 5. If the lowest seniority employee in the effected classification is laid off, or displaced, said employee(s) may exercise the right for a job assignment within the classification group(s) in which they possess seniority on the basis of their classification seniority in that classification group provided they can perform the available work by the conclusion of their trial period, or the employee(s) may be reassigned to a vacant position available at the time of the layoff or for which they are qualified and meet the testing requirements, if any. Employee's shall be offered the position in that classification group for which they possess seniority that is most comparable to their current positions (hours, days, pay) without exceeding the employee's current position. If employee held seniority in a different classification group the employee can bump into the previously held classification using the earned seniority in that classification or lower for which they are qualified and meet the testing requirements, if any.

Classification Groups are:

Group A	Skilled Maintenance - by job assignment Skilled and General Maintenance Leader General Maintenance Grounds Mechanic
Group B	High School Head Custodian Middle School Head Custodian Elementary School head Custodian Custodial Leader Custodian II Custodian
Group C	Food Handler/Custodian
Group D	Grounds Leader Grounds II Groundskeeper Grounds/Custodian
Group E	Head Mechanic Mechanic
Group F	Central Kitchen Coordinator Central Kitchen Assistant High School Lead Server Middle School Lead Server Elementary Lead Server Food Service Helper

LAYOFF AND RECALL- Cont'd.

- C. Employees to be laid off from their regularly scheduled duties for an indefinite period of time will have at least forty-five (45) calendar days' notice in advance of the effective date of layoff. The Association President shall be sent a list from the Employer naming employees being laid off at least two days prior to the date of notices sent to the employee(s). The Food Handler/Custodian classification personnel is considered as a Food Handler in the Cafeteria Department for seniority basis with no seniority consideration in any other department and/or classification.
- D. Any employee who assumes a new job assignment due to the layoff procedure will also assume the salary rate for that position.
- E. The employee may be transferred within the departmental classifications on a district-wide basis where operating staff in one or more buildings is reduced due to layoff.
- F. It is clearly understood that any individual laid off shall automatically terminate and suspend the employer's obligation to salary or fringe benefits under this collective bargaining agreement or any other agreement.
- G. Any seniority employee on layoff shall have the option to be placed on the regular substitute list.

RECALL

- A. Employees laid off through the procedure as stated in this Article shall be maintained on a recall list for a period of two (2) years or length of work service in the District whichever is shorter and shall be recalled in reverse order of their layoff.
- B. Each employee is responsible for keeping the employer advised in writing of any change of address and will not be excused for failure to report for work on recall if the employee fails to receive recall notice because of their own failure to advise the employer in writing of their change of address.
- C. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. If an employee fails to report for work within ten (10) days from date of mailing of notice of recall, he/she shall be considered a voluntary quit.
- D. The Employer shall have no obligation to recall probationary employees who may be laid off.
- E. Should an employee be offered a comparable position and refuse such appointment, he/she will lose the right to remain on the seniority-recall list and shall be considered as having quit.
- F. The Superintendent/Designee may at his/her discretion make exception to the above-stated procedure if mutually agreed to by both the Association President and the employer.

ARTICLE 11 - LEAVES WITH PAY

- A. **JURY DUTY** The employer shall pay any seniority employee called for jury duty or attendance at any court pursuant to subpoena by other than those mentioned in the immediate family (Section BI), the difference between the amount received from jury duty and the regular pay if either the employee or the Superintendent/Designee is unable to have the employee excused from such assignment. An employee who received witness or jury duty interview and appearance notice must notify his/her appropriate administrator within five (5) days of such notice. To be eligible for jury duty or witness pay differential, the employee must furnish the employer with a written statement from the appropriate public official listing the amount and the dates he/she received pay for jury duty and witness fees. If an individual is on jury duty assignment only until 12 noon, he/she must report for their P.M. work assignment, if he/she expects to receive pay for work hours.
- B. **FUNERAL LEAVE** Seniority employees shall be allowed up to five (5) working days because of the death in the employee's immediate family, beginning at the date of death and within one week after death. Immediate family shall be defined as: spouse, child, parent, grandparent, grandchildren, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, step relations or a relative living and making his/her home in the employee's household. One day shall be allowed for attendance at the funeral of a sister-in-law, brother-in-law, aunt, uncle, first cousin, niece or nephew of the employee. Funeral days are not deducted from the employee's sick leave bank.

Documentation may be requested to substantiate the employee's attendance at the funeral if there is suspected abuse.

Employee's requesting funeral leave for delayed funeral's after (1) one week of the death are required to provide funeral documentation as to the reason for requesting delayed funeral days. The superintendent/designee may consider exceptions for the use of funeral leave other than in a consecutive and continuous manner immediately following the death of an immediate family member on a case-by-case basis subject to approval.

- C. Seniority employees will accumulate sick leave as follows and shall be granted for personal or family illness of a spouse, child or parent:
1. Seniority employees who work a regular eight (8) hour schedule will accumulate one (1) Sick Leave Day for each month in which they receive compensation for a majority of the available work days. Accumulation shall carryover from fiscal year to fiscal year. Each fiscal year is defined as July 1 through the following June 30.
 2. Seniority employees who work a regular shift of less than eight (8) hours will accumulate sick Leave Days on a pro-rated basis based upon hours worked. For example, a regular six (6) hours credit toward a Leave Day for each month in which they receive compensation for a majority of the available work days during each fiscal year defined as July 1 through the following June 30. Accumulation shall carryover from fiscal year to fiscal year.
 3. Sick leave days will be credited to each individual's sick leave bank accumulation only after earning said days each month.
 4. Employees who work less than full-time eight (8) hours shall accumulate sick leave pro-rated according to the average number of hours worked per day and months per year.

LEAVES WITH PAY Cont'd.

5. An employee shall not accumulate sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.
 6. Employees on leaves of absence without pay shall not accumulate sick leave during such periods.
 7. All employees shall accumulate sick leave from the date they are hired. Probationary employees can accumulate sick leave but cannot receive sick or approved leave day pay until the completion of their probationary period and then only on a pro-rated basis for the first year of employment.
- D. **PERSONAL BUSINESS DAYS:** Each employee may use eight (8) days of accumulated or credited sick leave annually as approved leave days. An employee will need to provide a supporting statement if the leave time is more than three (3) consecutive days. Normally Approved Leave Days shall be interpreted as that which requires the presence of the employee at affairs that cannot be arranged or handled at a time other than during the regularly scheduled workday. Applications must be made directly to the Superintendent/Designee for approval; this request must include a statement in support of the request and receive the approval of the Superintendent/Designee. The approved leave day is not provided for casual or indiscriminate use. On all approved leave days, as well as any other leave, such leave must be requested in advance (at least seven (7) days) in writing except funeral leave. Approved leave day requests must have prior approval from the Superintendent/Designee before being granted. Use of approved leave days shall be deducted from the sick leave allowance.
- Requests made less than seven (7) calendar days in advance will be considered as an emergency and a reason or documentation must be provided within two (2) days of the employee's return to be considered for approval. Failure to provide a reason or documentation as requested will result in the day being unpaid.
- E. The hours involved in an employee's use of Leave Days accumulation for any particular day will be limited to the number of regular hours they were scheduled to work that day and will be deducted from their accumulated Leave Days.
 - F. All employees shall report absences on a daily basis as per policy using the electronic absence management system and complete any necessary forms stating the reasons for such absence.
 - G. The employee shall furnish a physician's statement as a proof of illness or disability in absence of more than three (3) consecutive days or more. The supervisor may request proof of illness in cases of suspected abuse for one day's absence.
 - H. Proof of any illness may be required at any time if abuse is suspected.
 - I. All unused sick leave allowance days shall be placed, at the end of the fiscal year, in the employees accumulative sick leave bank. Accumulation shall be unlimited.
 - J. It is agreed that use of leave days will be strictly confined to legitimate purposes only.

LEAVES WITH PAY Cont'd.

- K. Sick leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves or for anyone else, for hunting, for fishing, or other recreational activities or any other unacceptable reasons. The examples as stated above are by way of illustration only.
- L. The benefits of sick leave allowance do not apply to participation in strike activities, demonstrations, or work slowdown (or any other such action(s) that interfere with the operation of any facility of the Chippewa Valley Schools).
- M. If the employee receives Board provided compensation or any form of retirement disability and/or insurance protection and/or payment or any other type of sick leave income during such sick leave, then only the difference between the employee's regular wage and such compensation will be paid.
- N. If unearned sick days have been paid to any employee and the employee is leaving active employment with the Chippewa Valley Schools, the overpayment will be deducted from the employee's final check.
- O. As a rule, approved leave days will not be granted one (1) scheduled workday before or one (1) scheduled workday immediately after any holiday, break or vacation period as well as the first five student instructional days or last five student instructional days of the school year. An exception to this rule may be granted by the Superintendent/Designee on a case-by-case basis. Leave days shall not be granted in conjunction with vacation days to extend a holiday or vacation period.
- P. The Board retains the right to have any employee examined by the Board's own physician in addition to the employee's attending physician. The cost of such examination shall be paid for by the Board. If a conflict of opinion results as to whether an employee may return to work, the employee shall submit to a third impartial physician or clinic mutually agreeable by the employee and the Board, the expense incurred for such examination will be borne equally by the employee and the Board. The opinion of this third physician shall be binding on the Board and the employee.
- Q. If an employee is injured while at work, the employer shall follow the guidelines of the Michigan Worker's Compensation statute. If the employee qualifies for and receives worker's compensation wage-loss benefits, the employee's wage-loss compensation, shall be supplemented from the employee's sick leave accrual with an amount sufficient to maintain the employee's regular salary for a period not to exceed the employee's sick leave accrual. The sick accrual will be charged only for that fractural portion in excess of the compensation payment verified by the workers compensation carrier.
 - 1. Injuries shall be reported by the employee to the appropriate supervisor verbally and by submitting a signed injury form to the immediate supervisor as soon as possible but not later than three (3) calendar days of the occurrence.
- R. Vacation and Personal Business requests for Halloween will be denied. Sick time requests on Halloween will require a medical note. Absence approval will be granted to take up to a four (4) hour non-paid break on Halloween with the agreement that the employee will return to work to make up the time on the day of the absence, or agreed at a time during the pay period by their immediate supervisor.

LEAVES WITH PAY Cont'd.

Approval for up to a four (4) hour break may be denied if a school event is scheduled on Halloween requiring custodial in the building.

ARTICLE 12 - LEAVES OF ABSENCE

A. General Leaves of Absence

1. A General Leave of Absence for good cause not to exceed one (1) year may be requested by a permanent employee with at least one (1) year's seniority. Such request must be in writing stating the reason and the dates of the leave request and submit to the Human Resources Department. Such leaves may be extended for a period not to exceed one (1) year if approved by the Superintendent Designee.
2. Such leaves may be granted for Education, Medical Disability (upon the expiration of sick leave), Military Service, Child Care (including adoption), care for a member of immediate family, or other individual circumstances. Leaves will not be granted for reasons related to seeking other employment, working another job outside the district, etc.
3. The position held by an employee who is granted a General Leave of Absence may be filled by a substitute, a temporary employee, a temporary transfer, or a temporary promotion. If the employee returns to work within eight (8) weeks from their last day worked, they will return to the position held on their last day worked. If the employee's leave extends beyond eight (8) weeks from their last day worked, their original position is not guaranteed and they could be returned to work in another position for which they are qualified. Refusal to accept such assignment will be considered as a voluntary resignation. The employee will notify the Human Resources Department no less than ten (10) calendar days prior to their intended return to work date, failure to provide notice may result in termination.
4. All wages and benefits will be discontinued for the duration of a General Leave of Absence except for a Medical Disability Leave. The employee may make arrangements to pay health insurance premiums as provided for in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

B. Medical Disability Leave

1. After the exhaustion of earned leave time, to be eligible for a medical leave employee must be employed for at least six (6) months. Employees who are absent due to disability for more than three (3) consecutive days and unable to work will be placed on Medical Disability Leave starting with their first working day of absence, provided they substantiate their disability with a physician statement.
2. Pregnant employees must give the Human Resources Department no less than sixty (60) calendar days notice prior to their projected confinement date.

LEAVES OF ABSENCE-Cont'd.

3. The position held by an employee who is granted a Medical Disability Leave may be filled by a substitute, a temporary employee for up to six (6) months, a transfer, or a temporary promotion. If the employee returns to work within one-hundred eighty (180) calendar days from the last day worked, they will return to the position held on their last day worked. If the employee's leave extends beyond one-hundred eighty (180) calendar days from their last day worked, their original position is not guaranteed, and they could be returned to work in another position for which they are qualified. Refusal to accept such assignment will be considered as a voluntary resignation. The employee will notify the Personnel Office no less than thirty (30) calendar days prior to their intended return to work date.
 4. Once the disability has been medically substantiated, employees on Medical Disability Leave are required to provide an Attending Physician's statement to the Human Resources Department substantiating their continued disability no later than one workday of their current medical statement expiring.
 5. Employees on Medical Disability Leave shall utilize their Sick Leave Days for payment beginning with the first day of absence upon exhaustion of their sick leave employees will have their vacation time automatically deducted for a paid leave prior to going into unpaid leave. Board paid health benefits shall continue up to eight (8) weeks following the exhaustion of personal sick leave days while members are on a medical disability leave.
 6. Employees returning from a Medical Disability Leave are required to: 1) provide a release from their Attending Physician certifying the ability of the employee to fulfill his/her duties with or without reasonable accommodation; and, 2) undergo a return to work physical examination as directed by the Personnel Office. Employees returning from a General Leave of Absence may be required to undergo a return-to-work physical examination as directed by the Personnel Office.
- C. No adjustments in the seniority date will be made for days that are a part of a maternity disability or medical leave of absence up to a maximum of six (6) months. Upon return to work, the Employee's seniority date will be adjusted by deducting the total calendar days beyond the six (6) month period to the effective date of their return.
- D. Employees on a Leave of Absence under this Article, will not accrue seniority while they are on leave. Upon return to work, their seniority date will be adjusted by deducting the total calendar days from their last day worked to the effective date of their return.
- E. **Leave of Absence for Union Business**
1. An employee elected or appointed to a position affiliated with the Association which removes the employee from employment in the District, will, upon written request from the Association, be granted a Leave of Absence for Union Business for a period of one (1) calendar year or for the term of the position whichever is shorter.
 2. All wages and benefits will be discontinued for the duration of a Leave of Absence for Union Business.

LEAVES OF ABSENCE-Cont'd.

3. Employees on a Leave of Absence for Union Business will not accrue seniority while they are on leave. Upon return to work, their seniority date will be adjusted by deducting the total calendar days from their last day worked to the effective date of their return.
 4. Association time: Elected officers/representatives/bargaining team members shall be compensated when representing the association at a meeting(s) scheduled by the district.
- F. Failure to provide notice of intent to return to work as provided herein, and/or to return to work as scheduled, will release the School District of any further responsibility for re-employment of the employee and shall act as a conclusive presumption that the employee has resigned.

ARTICLE 13-ATTENDANCE

Attendance is tracked by the Human Resource Department on an annual basis for each employee. Punctual and regular attendance is an essential function of each employee at Chippewa Valley Schools. When an employee is absent, others must perform the work, which diminishes the smooth operation of Chippewa Valley Schools.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this article is to promote the efficient operation of the District and minimize unscheduled absences.

As indicated in Article 5-Seniority (D)3, any employee who fails to report to work without notification to his/her supervisor for a period of three (3) days or more shall lose his/her seniority and terminated their service with the Chippewa Valley School District.

Employees are required to provide medical documentation to the Human Resources Department for more than three consecutive days of absences because of illness or injury and/or when illness occurs the day before or after a holiday/vacation break no later than the day they return to work. Medical documentation must verify a) the nature of the illness or injury, b) if and when the employee will be able to return to work, if applicable, and c) whether the employee is capable of performing his or her regularly scheduled duties, and if not, what restrictions the employee has. Without an acceptable excuse, the employee absence may be considered unauthorized/unexcused.

A. REPORTING REQUIREMENTS

Employees are required to report all absences in the districts online absence management system and on the employee's timesheet. Absences shall be reported no later than two (2) hours prior to the employee's scheduled start time. Employees shall only call the substitute coordinator to report an absence after the required reporting time or in an emergency that does not allow the employee to call or report the absence in the districts online absence management system.

ATTENDANCE-Cont'd.

B. INCIDENTS OF ABUSE:

Abusive Absences are defined as:

1. Unauthorized absence – any absence not preapproved per leave language in the employee's labor agreement.
2. Unpaid leave – Absences that exceed the employee's earned annual paid leave.
3. Sick leave/Personal Business days exceeding annual allotment per school year (based on the accrual per contract)
4. Patterns of absences
5. Consistent late call-ins (consistently calling absence after district cut-off time or a pattern of not providing enough advance notice for coverage of position)
6. Excessive absenteeism due to leaves of absences (other than FMLA approved leaves)

These absences may subject an employee to progressive discipline according to the steps listed below. Employees will not be subject to discipline for the use of accrued leave time pursuant to the applicable collective bargaining agreement except as stated within the applicable bargaining agreement.

Any otherwise qualified employee with a disability which requires additional leave time, sick or otherwise, will be provided a reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act. Please contact the Human Resources Department as soon as practicable to request a reasonable accommodation.

C. NOTIFICATION OF ABSENCES:

Five (5) days of abusive absences in a year is cause for a written notice notifying the employee that he/she is getting close to violating this article and if additional abusive absences occur it may result in disciplinary action.

D. STEPS OF DISCIPLINE:

STEP 1

Eight (8) days of abusive absences in the same year will be the basis of a written warning to be signed by the employee and put in the employee's personnel file. This written warning serves to notify the employee that they have violated this article and if there is an additional abusive absence it will result in further disciplinary action up to and including termination.

STEP 2

An additional abusive absence above the number of days listed in Step 1 in the same year may be the basis of a written reprimand to be signed by the employee and put in the employee's personnel file. This written reprimand serves to notify the employee that they have again violated this article and if additional abusive absences occur it will result in further disciplinary action up to and including termination. (*9 days*)

ATTENDANCE-Cont'd.

STEP 3

An additional abusive absence above the number of days listed in Step 2 above in the same year may be cause for a one-day suspension (without pay). *(10 days)*

STEP 4

An additional abusive absence above the number of days listed in Step 3 above in the same year may be cause for a three (3) day suspension (without pay). *(11 days)*

STEP 5

An additional abusive absence above Step 4 in the same year may be cause for termination of employment. *(12 days)*

E. RIGHTS:

Application of this language to any particular absence will be handled on a case-by-case basis. Absences may be grouped as individual days or occurrences of time, depending on the individual case and matter. Human Resources also reserves the right to use its discretion in applying this language under special or unique circumstances.

Discipline is progressive and will be applied under this language. However, once disciplined under this language, for each school year of good attendance, thereafter, the discipline will regress one step for each year of compliance with the absence policy.

ARTICLE 14 - DISCHARGE AND DISCIPLINE

- A. When the Employer deems it necessary to discipline/discharge an Employee, for just cause, the Employer shall inform the Employee and the Union of the allegation in writing in advance of a due process meeting. The Employee shall request Union representation. Employees who opt not to have Union representation shall sign a waiver of representation prior to any due process meeting. In the event an Employee opts not to have Union representation and refuse to sign the waiver, Union representation will be provided. At any time during the due process an employee can rescind their wavier of representation.
- B. The employer agrees upon the discharge or suspension of a seniority employee to notify in writing the President of the Association of the discharge or suspension.
- C. The discharged or suspended employee will be allowed to discuss the discharge with the Association representative of the department and the employer will make available an area where they may do so before said employee is required to leave the property of the employer. Upon request, the employer or its representative will discuss the discharge or suspension with the employee and the Association representative.

DISCHARGE AND DISCIPLINE- Cont'd.

- D. If the seniority employee and Association representative believes the discharge or suspension to be improper, they must file a written request for a review of this matter to the Superintendent/Designee. This request must be filed within five (5) regularly scheduled working days after the discharge or suspension is received by the employee or Association Representative. A meeting to hear this matter shall be scheduled within ten (10) working days of the written request.
- E. The Superintendent/Designee shall give his/her answer within five (5) regularly scheduled working days after the hearing indicated in Section D above.
- F. If the answer is not acceptable to the seniority employee, the matter may be referred to the grievance procedure commencing at Step Three within five (5) working days of the answer given by the Superintendent/Designee.
- G. All concerns and complaints regarding any discharge or suspension of seniority employees must be processed as identified above; otherwise, it will not be a proper subject for the grievance procedure.
- H. No material derogatory to an employee's conduct, service, character or personality shall be placed in their personnel file unless the employee has had an opportunity to read such material. The employee shall acknowledge that the material has been read by affixing their signature to the actual copy to be filed with the understanding that such signature merely signifies that the employee read the material to be filed and does not necessarily indicate agreement with its contents. Exceptions to this policy will be made only in case of documents which are prepared for an arbitration hearing or which are a matter of public record or official Board action.

Upon the employee's written request to the Superintendent, letters of reprimand will be removed from the employee's personnel file five (5) years from date of inclusion in the file.
- I. The employee shall have the right to answer any material filed and the employee's answer shall be attached to the file copy.
- J. The employee may examine their personnel file in the presence of the employer by appointment.

ARTICLE 15 - GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of a specific article and section of this agreement. Any grievance or dispute concerning wages, hours, working conditions concerning the application, meaning or interpretation of this Agreement which may arise between the parties of this agreement shall be settled in the following manner, except as otherwise prohibited herein.
- B. The number of days indicted at each step of the grievance procedure should be considered as maximum, and every effort should be made to expedite the grievance process. All time limits herein shall consist of working days unless otherwise specified.

GRIEVANCE PROCEDURE-Cont'd.

- C. The time limits specified herein for movement of grievance through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the parties in writing. In the event that any seniority employee fails to appeal a grievance or grievance answer within the stated time limits, the involved grievance shall be deemed abandoned and settled on the basis of the Board of Education's last answer. In the event the Board of Education representative does not reply within the time limit specified, the grievance may proceed to the next step of the grievance procedure.
- D. The grievant must clearly indicate to the administrator whenever a concern is being expressed as a grievance.
- E. On the "Statement of Grievance" form furnished by the employer at each appropriate level of the grievance procedure (each step) the employee will indicate whether or not he/she wants Association representation at the Grievance Hearing.

STEP ONE

Within five (5) working days of the time a grievance occurs, or knowledge thereof, the employee will present the grievance to his/her immediate administrator with the objective of resolving the matter informally. Within five (5) working days after presentation of the grievance, the immediate administrator may give his/her answer orally to the employee. The employee may have the Association representative present, if requested. The Informal Step Grievance form furnished by the employer shall be signed by the parties involved in the grievance at Step One with a copy given to the grievant.

STEP TWO

If the grievance is not resolved in Step One, the employee must within five (5) working days after receipt of the administrator's answer, or lack of thereof, submit to the appropriate administrator a signed, written "Statement of Grievance". "The Statement of Grievance" shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of the agreement alleged to be violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the relief requested, and shall be signed by the employee involved.

A meeting on the alleged grievance shall take place between the grievant, Association Representative (if requested in writing on the Grievance Form) and an administrator within ten (10) working days after receipt of the written grievance.

The administrator may give the grievant an answer in writing within five (5) working days after the date of the meeting indicated in Step Two.

STEP THREE

If the grievance is not resolved in Step Two, then the grievant and/or the Association shall have the right to appeal the decision of Step Two within five (5) working days of receipt of said answer or time limits indicated in Step Two. Such appeal, "Statement of Grievance" shall be directed to the Superintendent/Designee. The Superintendent/Designee and the aggrieved employee (Association Representative and/or one other representative of the Association), may be present if the employee so

GRIEVANCE PROCEDURE-Cont'd.

desires and requests their presence in writing on the Grievance Form) shall meet within a reasonable time, not to exceed one week in an attempt to resolve the matter. The Superintendent/Designee shall render a written decision within ten (10) working days of the meeting of the parties as indicated in Step Three.

STEP FOUR

If the grievance remains unresolved at the conclusion of Step Three, it may be submitted for binding arbitration at the request of the Association provided written notice of the request for submission to arbitration is delivered to the Superintendent/Designee within fifteen (15) working days from the date of the written decision of Step Three. The Arbitrator shall then be selected according to the rules of the American Arbitration Association. The case shall be heard and presented in accordance with the rules of the American Arbitration Association. The filing fee shall be shared equally by both parties.

- F. It shall be the function of the Arbitrator, and he/she shall be empowered, except as his/her powers are limited below, to make a decision in cases of alleged violation of the specific articles and sections of this agreement.
1. The scope and extent of the jurisdiction of the Arbitrator shall only extend and be limited to those grievances arising out of and pertaining to the respective rights of the parties within the four (4) corners of this agreement and not pertaining to the interpretation thereof.
 2. He/she shall be without power or authority to make any decision contrary to or inconsistent with or modifying or varying in any way the terms of the agreement.
 3. His/her powers shall be limited to deciding whether there has been a misinterpretation or misapplication of this agreement as affecting any seniority employee or group of employees individually identified with the bargaining unit, and shall not imply obligations and conditions upon the employer other than those which are specifically included in this Agreement, nor shall he/she rule on matters which are within the managerial rights of the employer.
 4. In rendering decisions, the Arbitrator shall give due regard to the responsibilities and rights of the employer and shall construe the agreement so that there will be no interference with such responsibilities and rights, except as they may specifically be conditioned by this agreement.
 5. He/she shall have no power to establish salary scales or change any salary or
 - a. The termination of services of or failure to re-employ any probationary employee except for legal union activities.
 - b. The placing of a probationary employee on additional probation.
 - c. Any matters involving disciplinary action resulting from criminal convictions.

GRIEVANCE PROCEDURE-Cont'd.

6. The fees and expenses of the Arbitrator shall be shared equally by the parties:
 - a. If the grievance is denied, by the Association.
 - b. If the grievance is granted, by the District.
 - c. If the grievance is granted in part, shared equally by the parties.
 - d. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of the witnesses called by the other.
 7. Unless agreed otherwise, an Arbitrator shall have power to hear or determine only a single grievance in a single Arbitration Hearing. If either party disputes the arbitrability of any grievance under the terms of this agreement, the Arbitrator shall have to decide if the grievance is arbitrable. In the event that a case is appealed to an Arbitrator on which he/she has no power to rule, it shall be referred back to the parties without a decision or recommendation on its merits.
 8. To the extent that the laws of the State of Michigan permit, it is agreed that any Arbitrator's decision shall be final and binding on the Association and its members, the employee or employees involved and the employer and that there shall be no appeal from any such decision unless such decision shall extend beyond the limits of the powers and jurisdiction herein conferred upon such Arbitrator.
- G. Grievances shall be deemed invalid if not presented at Step One within five (5) working days of their occurrence and/or knowledge thereof, and if not appealed within five (5) working days from decision of each level.
- H. Any written agreement reached between the employer and the Association is binding on all employees affected and cannot be changed by an individual.
- I. Where more than one (1) written grievance involving the same issue has been filed and processed through the Grievance Procedure to Step Three, the Association may at Step Three, select one of the grievances as representative of the group. The remaining grievances shall then be held in abeyance at Step Three while the selected representative grievance is processed further in the Grievance Procedure. The ultimate disposition of the selected grievance shall then be applicable to the remaining grievances held at Step Three.
- J. The grievant must be present at any and all Grievance Hearings, unless it is agreed by both parties to postpone the Grievance Hearing.
- K. If the Association Representative is unable to attend the Grievance Hearing as indicated in the grievance steps because of extenuating circumstances, then the Association President/Designee may attend in his/her place.
- L. It is understood that grievance problems will be handled at times other than when the employee is at work whenever possible. In the event, however, in the handling of a grievance it becomes necessary for the Association Representative/or Association President/Designee to leave work, permission shall first be obtained from the Supervisor or Principal. The privilege of Association Representatives or Association President/Designee leaving work during working hours without loss

GRIEVANCE PROCEDURE-Cont'd.

of time or pay is subject to the understanding that such time shall be devoted to the proper handling of the grievance. This will be done as expediently with as little interruption of work as possible; they must not leave their work station unattended unless permission has been granted. This privilege will not be abused.

- M. All Arbitration Hearings shall be held in the school district whenever possible.
- N. Any grievance filed by an employee(s) who also initiates this same concern in other forum shall cause grievance to become null and void and shall constitute valid and acceptable basis for immediate discontinuation of the grievance process for this grievance.

ARTICLE 16 - MISCELLANEOUS PROVISIONS

- A. In the event an employee is assigned to work at a higher job classification than that he/she is regularly assigned, he/she will be compensated as indicated below:
 - 1. If the employee is assigned to a higher classification he/she shall be compensated at a wage rate applicable to that classification (i.e., if a custodian is assigned to a Bus Mechanic's assignment, etc.).
 - 2. Head custodians will be responsible for ensuring coverage for their shift for absences (sick, vacation, PB, EPB) by either utilizing 2nd shift internal custodian(s) or from approved list of custodians provided by the supervisor.

If a custodian is temporarily assigned to a Head Custodian's position, he/she shall be paid at the Head Custodian rate effective the first day. Second shift Custodians/Custodian II will not receive the shift premium for time worked in a head custodian's position since they will be receiving the head custodial pay rate. A separate timesheet must be completed for time worked as a head custodian to receive the higher rate.
 - 3. If a food service employee is temporarily assigned to a lead server or central kitchen assistant position, he/she shall be paid at lead server, central kitchen assistant rate on their first day worked.
- B. This contract shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this contract.
- C. The employer may make adjustments and modifications in working conditions it deems necessary for temporary and/or experimental work schedules, new and/or different methods of operations, technological and/or innovative approaches in the overall work operations of the School District that the employer would like to make part of its operation after consultation with the Association. Employees hired after July 1, 2015 may be temporarily assigned within their job classification to another location

MISCELLANEOUS PROVISIONS-Cont'd.

within the District on an as needed basis due to District necessity (i.e. sub shortages, leaves, vacancies, etc.).

D. The Board will negotiate wage rates on new positions subject to:

1. The Board reserves the right to determine duties and responsibilities of the job and job title. The Association will be consulted prior to the establishment of any future, or changes in any current individual job descriptions.
2. The Association will be advised of the position and proposed wage rates and will, within five (5) days, advise the District if it desires to negotiate a different wage rate.
3. If negotiations do not result in mutual agreement on a wage rate within ten (10) days, the Board shall exercise normal recruitment procedures to fill the position at its proposed rate. In the event the Board is unable to fill the position at its wage rate, it will renegotiate the rate with the Association, or modify the duties of the job requirements. In this event, it would be considered a new position and this procedure repeated.

E. Any position that becomes vacant during the term of this Agreement will be posted to the membership first. If no one is interested the position may be filled by subcontracted staff.

F. The head custodian, will select, prior to the start of summer break, the option of starting the first shift at either 6:00 a.m. or 6:30 a.m. during the summer months.

G. Breakfast serving will be the responsibility of the lead server. Effective the 2020/21 school year those who are currently lead servers not being paid lead server rate will be increased to lead rate and as positions become vacant will be combined with the lead server roles

H. The employer will send to the union staff work calendars for their review prior to distribution to the membership.

I. An employee with a district-provided cellphone, must acknowledge/respond to emergency calls and situations after regular hours and will be compensated according to Article 7. A. 6 if appropriate.

J. It is expected that employees, except for food service, will check their district provided email, at least once, during the workday.

ARTICLE 17- CONTINUITY OF OPERATIONS

A. The Association and the Board/Employer recognize that the cessation or interruption of services by employees is contrary to law and public policy. The Board/Employer and the Association agree that all differences between them shall be resolved by the orderly procedures provided herein, without interruption of the services for the School District. Accordingly, the Association and its members agree that they will not authorize, instigate, participate in, encourage, or support any cessation or interruption of services (i.e. the concerted failure to report for duty, or willful absence of an employee from his/her position, or stoppage of work, or abstinence, in whole or in part, from

CONTINUITY OF OPERATIONS – Cont'd.

the full, faithful and proper performance of the employee's duties of employment) for any purposes whatsoever.

- B. Should differences arise between the Board/Employer and the Association and/or employees as to the interpretation or application of the provisions of this Agreement, it is agreed there will be no work stoppage, walkout, or any other type of concerted action, but, instead, will utilize the grievance procedure or the special conference approach so as to resolve the matter.

ARTICLE 18 - BOARD'S RIGHTS

- A. The Board, on its own behalf, and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all its powers, rights, authorities, duties and responsibilities including those conferred upon and vested in it by the laws and the Constitution of the State of Michigan and the United States. The exercise of these powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and implied terms of this Agreement and then only to the extent such specific and express terms hereof are in conformity with the Constitution and laws of the United States.
- B. The rights and responsibilities as conferred under the School Code on the Board of Education and the Superintendent are herein preserved.
- C. Except as expressly provided otherwise in the Agreement, the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested in the Board.
- D. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the District, except those which are clearly and expressly relinquished herein by the District, shall continue to vest in and be exercised by the District without prior negotiation with the Association either as to the taking of such action under such rights or with respect to the consequence of such action during the term of this Agreement.

Such rights shall include, by way of description and not by way of limitation, the School District's right to:

1. to the executive management and administrative control of the school system and its properties and facilities, and to direct the work and activities of its employees;
2. to hire all employees and subject to the provisions of the law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion, and to promote, and transfer all such employees;
3. to determine hours of employment, duties, responsibilities, and assignments of all employees under this Agreement, and the terms and conditions of employment.

4. to determine the methods, means, and personnel by which operations are to be conducted; maintain efficiency of operations; and take such actions as may be necessary to carry out its missions.

ARTICLE 19 - SPECIAL CONFERENCE

- A. There may be established under this Article a closed forum hereinafter called "Special Conference". It is understood by the Parties that the Special Conference are not to be construed or utilized as a Grievance Hearing.
- B. Special Conferences for important matters will be arranged by the Association President and the Employer by mutual consent of the Parties. The Association may appoint not more than five (5) members to represent their organization and the Employer may have a like number if it so desires. Such meetings shall be between at least two (2) Representatives of the Employer and of the Association.
- C. Arrangements for the Conferences shall be made in advance and an Agenda provided, in writing, prepared by the Party requesting the Conference. The Agenda shall be presented at the time the Conference is requested. Matters taken up in Special Conference shall be confined to those matters included in the Agenda. The names of the persons to be present shall be submitted prior to the Conferences.

ARTICLE 20 - EMPLOYEES RIGHTS AND RESPONSIBILITY

- A. Pursuant to Act 379 of the Public Acts of 1965, the Employer hereby agrees that every employee of the Employer shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective negotiation and other lawful activities. The Employer agrees that it will not discriminate against any employee for his/her institution of any grievance, complaint or proceeding under this Agreement. If the Association claims a Violation of this article, it may appeal the alleged violation through the grievance procedure or to the Michigan Employee Relations Commission but may not use both forums.
- B. It is the responsibility of the Association and individual members to honor Board Policies, and Administrative Regulations not in conflict with the Master Agreement. Neither the Association, its representatives, nor any member shall assume administrative or supervisory authority or direct employees to disregard the instruction or directions of administrators or supervisors.
- C. The Employer specifically recognizes the right of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission (MERC) or mediator from such public agency.
- D. All employees accept the responsibility to strive for excellence in his/her work and to take advantage of opportunities for continually improving his/her skills and relationship with his/her co-workers and with the public.

EMPLOYEES RIGHTS AND RESPONSIBILITY-Cont'd.

- E. Upon proper application, the Board may allow the Association to hold official meetings on the premises and the Association will reimburse the Board for any services which it may have to render because of such meetings. The Association may use the inter-school mails to disseminate information to its members.
- F. In order to provide continuing health protection for students, it shall be the policy of the employer that:
1. Upon initial employment, each employee will be requested to pass a physical examination after an offer of employment has been extended.
 2. All employees may be required to have a valid tuberculin skin test or chest x-ray. A certificate of freedom from tuberculosis must be filed with the Human Resources Department prior to the opening of the school year or not later than fifteen (15) days after the first day of school. It is the employee's responsibility to obtain the above-mentioned certificate.

Failure to file said certificate by October 1st may result in suspension from employment until such filing has been completed.

- G. If any provision of this agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- H. Because every building has problems particular to itself, due to facilities, personnel, and the public, the involved employees are encouraged to jointly develop solutions to the common problems that are not inconsistent with State law, School Board Policy, this Agreement or other higher authorities.
- I. In the case of extreme emergency in an immediate family situation (defined in Sick Leave), a Special Conference may be scheduled between the employer and the employee (Association Representative if requested in writing) to discuss the possibility of a temporary shift change (not to exceed thirty (30) days as a rule.

If the employer concurs with the emergency of the situation, shift preferences within the classification on the same level may be granted on the basis of the employees involved, submitting a mutually signed Agreement.

- J. The employer will provide a Bulletin Board or space on an existing Bulletin Board which may be used by the Association for posting notices.
1. The Bulletin Board shall not be used by the Association for posting or distributing pamphlets of local political matter.
- K. Duly authorized Association representative may be permitted to transact official Association business on school property provided that it shall not interfere with or interrupt normal school operation, and that said representative(s) has the permission of the building principal/supervisor. Such business will be transacted in private.

EMPLOYEES RIGHTS AND RESPONSIBILITY-Cont'd.

- L. The Employer agrees to furnish, when practicable, to the Association in response to reasonable written requests from time to time, public information concerning the financial resources of the District. The Employer further agrees to supply available information, when feasible and when requested in writing which may be necessary for the Association to process any grievance or complaint, except in cases involving confidential personnel records. However, the District reserves the right to determine what is germane to the matter so that irrelevant, confidential information on personnel does not become public. The cost for any requested information will be paid by the Association.
- M. Each fiscal year up to forty-two (42) paid hours (total for the association, not an individual) will be allowed for Association Business, providing the Association makes written application to the Superintendent/Designee prior to the absences. In addition, the Association will be granted up to fourteen (14) paid days to attend NEA, MEA and Local I sponsored workshops or conferences. The purpose of the workshop/conference training will be to improve skills related to association leadership. The Association will be required to submit to the Superintendent/Designee documents and training materials to verify that the workshop/conference meet the above stated purpose. All costs related to the workshop/conference will be incurred by the Association.
- N. Nothing contained within this Agreement shall be construed to deny or restrict to any employee rights he/she may have under the Michigan General School Laws or the applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- O. Any case of assault upon an employee shall be promptly reported to the employer. The Employer shall render reasonable assistance to the employee in connection with the handling of said incident.
- P. Forgiven Time: Custodians, Maintenance, Mechanics and Food Handlers are to report to work when school is closed due to adverse weather conditions or any other conditions, unless notified not to work. Employees not reporting for their regularly scheduled workday will have deducted that day's salary with no seniority deduction. If an employee arrives at his/her location within two (2) hours of the announced starting time, the employee can work the total number of hours that he/she is normally assigned or the remaining part of the announced workday. Employees reporting for part of a work day will be paid for that portion of the day worked. (New) employees who report to work who are not normally required under these circumstances will be paid a minimum of two (2) hours of their rate of pay. If an employee absence is reported as sick or EPB, a medical note or documentation must be submitted in order to be paid. If an employee that is scheduled to work has a pre-approved absences (medical leave, vacation, personal business) the day is approved with pay if the employee has accrued time. Employees reporting to work do not have an option to use EPB or sick time for a portion of the scheduled day unless documentation is submitted. If an employee does not have work to do on a snow/cold day, per Supervisor approval they could be released from work as unpaid time.

Cafeteria employees will be paid for up to six (6) days when school is closed due to adverse weather conditions or any other conditions. Cafeteria employees may elect to use a personal business day from their annual allotment for forgiven time exceeding six (6) days by notifying the payroll department in writing no later than two days after the school closure. If notification is not received within this timeframe the day will be unpaid. Pre-approved sick or PB day are not paid days, if forgiven time is in excess of six (6) days unless the employee elects to these days by notifying payroll as indicated above. Employees who are asked to report to work or receive late notice after they report to work on a forgiven

EMPLOYEES RIGHTS AND RESPONSIBILITY-Cont'd.

time day will be paid for the day plus the hours worked at their regular rate. For building closure days employees may be asked to report to work to other buildings that were not closed and were not impacted by the building closure.

Those employees not required to work on scheduled day of student instruction which are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical break downs or health conditions as defined by the city, county, or state health authorities, will not be paid for such days. Such employees shall work on any rescheduled days student instruction which are established by the Board and will be paid at their regular daily rate of pay. Employees required to work on days when school is not in session shall be paid their regular rate of pay for such days.

The Board reserves the right to reschedule all or any part of working time lost resultant from an emergency closing notwithstanding any portion of the Master Agreement. The rescheduling of such work time shall not result in any additional cost to the Board.

- Q. The Association may have the right to use school building facilities for meetings in accordance with school policy.
- R. Copies of this Agreement shall be posted by the Human Resource Department and shall be provided to all employees now employed and hereinafter employed under this Agreement.
- S. **RETIREMENT:** When an employee desires to retire from their employment, there must be at least fifteen (15) working days notice of retirement, in writing, given to the Human Resources Department. Retirements of shorter notice shall automatically forfeit any and all benefits, including any sick, vacation and/or longevity payments, except if the retirement is of an emergency nature (such as sickness in the family, death, etc.) and can be substantiated with documentation or if the retirement occurs in the summer for an employee that provides at least 10 business days in advance of their scheduled return to work.

RESIGNATION: When an employee desires to resign from their employment, there must be at least ten (10) working day notice of resignation with no absences during said period, in writing, given to the Human Resources Department. Resignations of shorter notice shall automatically forfeit any and all benefits, including any sick, vacation and/or longevity payments, except if the resignation/retirement is of an emergency nature (such as sickness in the family, death, etc.) and can be substantiated with documentation.

- T. Resignation automatically forfeits accruing additional rights and benefits. In the event of reemployment, such employee shall be considered as a new employee after one calendar year. Individuals that are reemployed by the district within one calendar year of resigning will be returned at the same step that the person left at. Employees will not retain previous seniority. This language is only applicable one time per employee.
- U. Time lost by unauthorized absence from duty will result in a proportionate salary reduction.

EMPLOYEES RIGHTS AND RESPONSIBILITY-Cont'd.

- V. Each employee shall have the right, upon written request, to review the contents of his/her own personnel file. The employee must make an appointment with the Human Resources Department in order that an employee of that Department will be present when the employee inspects his/her file. A representative of the Association may, at the employee's request, accompany the employee in his/her review.
- W. Employees shall refer any discipline problem to the employer for proper disposition.
- X. Records of time must be submitted in compliance with district processes.
- Y. When employee(s) are required by the employer to obtain instruction or training, the employer will assume the cost of tuition if the training is required for the position and requires the passing of a test and the employee does not pass, all future expenses are the employee's responsibility.
- Z. A 457 plan will be available for eligible employees.

ARTICLE 21 -ENTIRE AGREEMENT

This Agreement supersedes and cancels all previous Agreements, verbal or written or based upon alleged past practices, between the District /Employer and the Association and constitutes the entire Agreement between the Parties. Any amendment or agreement supplemental hereto shall not be binding upon either Party unless executed in writing by the Parties hereto.

ARTICLE 22 - WAIVER

The Parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, neither the Board/Employer nor the Association, for the life of this Agreement, unless mutually agreed, shall be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not referred to or covered in this Agreement.

ARTICLE 23- NEGOTIATIONS PROCEDURES

- A. No later than sixty (60) days prior to the expiration of the Master Agreement, the Association must submit in writing its desire to negotiate an agreement in accordance with the procedures set forth herein in a good faith effort to reach agreement as stipulated in Act 379 in respect to hours, salaries, and conditions of employment.

NEGOTIATIONS PROCEDURES – Cont’d.

- B. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its own representatives. The Parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to ultimate ratification of the Board of Education and the Association.
- C. If the Parties fail to reach agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.
- D. Designated representative(s) of the Board shall meet at mutually agreed upon places and times with representative(s) of the Association for the purpose of effecting a free exchange of facts, opinions, proposals, and counter-proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters.
- E. Both parties agree that each team has the right to caucus at any time during negotiation sessions. The parties undertake to cooperate in furnishing information.
- F. There shall be three (3) signed copies of the final agreement for the purposes of record. One retained by the Board, one by the Association, and one by the Superintendent.
- G. All issues proposed for discussion by the Association shall be submitted in writing by the Association at the first official meeting of both parties.
- H. Negotiation sessions shall not exceed three (3) hours; however, negotiation sessions may be extended if mutually agreed.

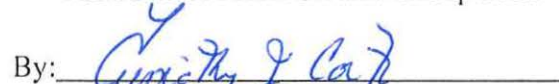
ARTICLE 24- DURATION OF AGREEMENT

This Agreement represents the entire Agreement between the Board and the Association and supersedes all prior Agreements between the parties and shall become of full force and effect from July 1, 2025 and shall continue in full force and effect until midnight, June 30, 2028 and from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days written notice, by registered letter, before the end of the term of this Agreement or before the end of any annual period thereafter, of its desire to modify the existing contract.

In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives on this 8th day of January, 2025.

CHIPPEWA VALLEY SUPPORT
PERSONNEL ASSOCIATION

By: 
Association President and Chairperson

By: 
MEA Representative

CHIPPEWA VALLEY BOARD
OF EDUCATION

By: 
President, Board of Education

By: 
Chairperson Negotiation Committee

By: 
Superintendent

Schedule A

**Chippewa Valley Schools
Employee Hourly Rate Scale
July 1, 2025 through June 30, 2026**

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Custodian	\$18.01	\$18.50	\$18.98	\$19.46	\$19.94
Custodian II	\$21.58	\$22.52	\$23.46	\$24.40	\$25.34
Custodian Leader	\$22.24	\$23.08	\$23.93	\$24.78	\$25.63
Elementary Head Custodian	\$23.69	\$24.25	\$24.80	\$25.36	\$25.91
Middle School Head Custodian	\$24.12	\$24.71	\$25.29	\$25.88	\$26.46
High School Head Custodian	\$24.73	\$25.36	\$25.99	\$26.62	\$27.24
Skilled and General Maintenance Leader	\$30.82	\$31.98	\$33.15	\$34.32	\$35.48
Skilled Maintenance	\$30.22	\$31.39	\$32.55	\$33.72	\$34.89
General Maintenance	\$25.78	\$27.02	\$28.26	\$29.50	\$30.74
Grounds Leader	\$24.42	\$25.61	\$26.79	\$27.97	\$29.16
Grounds II	\$23.04	\$23.99	\$24.95	\$25.90	\$26.85
Groundsman	\$21.58	\$22.52	\$23.46	\$24.40	\$25.34
Warehouse/Head Custodian	\$24.15	\$24.98	\$25.80	\$26.63	\$27.45
Warehouse Helper	\$17.39	\$17.82	\$18.25	\$18.68	\$19.11
Grounds/Custodian	\$16.82	\$17.34	\$17.87	\$18.39	\$18.91
Head Mechanic	\$30.82	\$31.98	\$33.15	\$34.32	\$35.48
Mechanic	\$30.22	\$31.39	\$32.55	\$33.72	\$34.89
Central Kitchen Coordinator	\$20.54	\$21.09	\$21.65	\$22.21	\$22.76
Head Cook	\$19.34	\$19.89	\$20.45	\$21.00	\$21.55
Central Kitchen Assistant	\$18.23	\$18.73	\$19.24	\$19.74	\$20.24
High School Lead Server	\$18.12	\$18.66	\$19.20	\$19.74	\$20.28
Middle School Lead Server	\$17.41	\$17.82	\$18.24	\$18.66	\$19.08
Elementary Lead Server	\$17.12	\$17.50	\$17.89	\$18.28	\$18.66
Food Service Helper	\$16.62	\$16.96	\$17.30	\$17.64	\$17.97
Food Handler/Custodian	\$21.58	\$22.52	\$23.46	\$24.40	\$25.34

Note: The salary schedule reflected a 3.0% increase during the 2025-2026 school year. Pursuant to the resolution of litigation of HB6058 related to health insurance contributions, the 2025-2026 salary schedule was subsequently adjusted to reflect a 4.0% increase, and eligible employees received retroactive compensation for the difference on 9/30/26. The 2026-2027 and 2027-2028 salary schedules have been revised accordingly to maintain the intended salary progression.

This salary schedule has been revised from the original 3.0% increase to a 4.0% increase for 2025-2026. Retroactive payments were processed for eligible employees on 9/30/26. Subsequent salary schedules have been adjusted to reflect this revised base salary.

**Chippewa Valley Schools
Employee Hourly Rate Scale
July 1, 2025 through June 30, 2026**

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Custodian	\$18.19	\$18.68	\$19.16	\$19.65	\$20.13
Custodian II	\$21.79	\$22.74	\$23.69	\$24.64	\$25.58
Custodian Leader	\$22.45	\$23.31	\$24.16	\$25.02	\$25.88
Elementary Head Custodian	\$23.92	\$24.48	\$25.04	\$25.60	\$26.17
Middle School Head Custodian	\$24.36	\$24.95	\$25.54	\$26.13	\$26.72
High School Head Custodian	\$24.97	\$25.60	\$26.24	\$26.87	\$27.51
Skilled and General Maintenance Leader	\$31.12	\$32.29	\$33.47	\$34.65	\$35.83
Skilled Maintenance	\$30.51	\$31.69	\$32.87	\$34.05	\$35.22
General Maintenance	\$26.03	\$27.28	\$28.53	\$29.78	\$31.03
Grounds Leader	\$24.66	\$25.85	\$27.05	\$28.25	\$29.44
Grounds II	\$23.26	\$24.23	\$25.19	\$26.15	\$27.11
Groundsman	\$21.79	\$22.74	\$23.69	\$24.64	\$25.58
Warehouse/Head Custodian	\$24.39	\$25.22	\$26.05	\$26.88	\$27.72
Warehouse Helper	\$17.56	\$17.99	\$18.42	\$18.86	\$19.29
Grounds/Custodian	\$16.98	\$17.51	\$18.04	\$18.57	\$19.09
Head Mechanic	\$31.12	\$32.29	\$33.47	\$34.65	\$35.83
Mechanic	\$30.51	\$31.69	\$32.87	\$34.05	\$35.22
Central Kitchen Coordinator	\$20.74	\$21.30	\$21.86	\$22.42	\$22.98
Head Cook	\$19.53	\$20.09	\$20.64	\$21.20	\$21.76
Central Kitchen Assistant	\$18.41	\$18.92	\$19.42	\$19.93	\$20.44
High School Lead Server	\$18.29	\$18.84	\$19.39	\$19.93	\$20.48
Middle School Lead Server	\$17.58	\$18.00	\$18.42	\$18.84	\$19.26
Elementary Lead Server	\$17.28	\$17.67	\$18.06	\$18.45	\$18.84
Food Service Helper	\$16.79	\$17.13	\$17.47	\$17.81	\$18.15
Food Handler/Custodian	\$21.79	\$22.74	\$23.69	\$24.64	\$25.58

The 2026-2027 and 2027-2028 salary schedules are based on the revised 2025-2026 salary schedule reflecting a 4.0% increase, rather than the originally published 3.0% increase.

**Chippewa Valley Schools
Employee Hourly Rate Scale
July 1, 2026 through June 30, 2028**

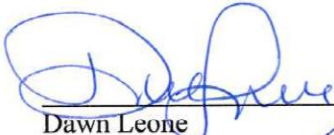
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Custodian	\$18.74	\$19.24	\$19.73	\$20.23	\$20.73
Custodian II	\$22.44	\$23.42	\$24.40	\$25.37	\$26.35
Custodian Leader	\$23.12	\$24.01	\$24.89	\$25.77	\$26.66
Elementary Head Custodian	\$24.64	\$25.22	\$25.80	\$26.38	\$26.96
Middle School Head Custodian	\$25.09	\$25.70	\$26.31	\$26.91	\$27.52
High School Head Custodian	\$25.72	\$26.37	\$27.03	\$27.68	\$28.34
Skilled and General Maintenance Leader	\$32.05	\$33.27	\$34.48	\$35.69	\$36.90
Skilled Maintenance	\$31.43	\$32.64	\$33.85	\$35.06	\$36.28
General Maintenance	\$26.81	\$28.10	\$29.39	\$30.67	\$31.96
Grounds Leader	\$25.40	\$26.63	\$27.86	\$29.09	\$30.32
Grounds II	\$23.96	\$24.95	\$25.94	\$26.93	\$27.92
Groundsman	\$22.44	\$23.42	\$24.40	\$25.37	\$26.35
Warehouse/Head Custodian	\$25.12	\$25.98	\$26.84	\$27.69	\$28.55
Warehouse Helper	\$18.09	\$18.53	\$18.98	\$19.42	\$19.87
Grounds/Custodian	\$17.49	\$18.03	\$18.58	\$19.12	\$19.66
Head Mechanic	\$32.05	\$33.27	\$34.48	\$35.69	\$36.90
Mechanic	\$31.43	\$32.64	\$33.85	\$35.06	\$36.28
Central Kitchen Coordinator	\$21.36	\$21.94	\$22.52	\$23.09	\$23.67
Head Cook	\$20.12	\$20.69	\$21.26	\$21.84	\$22.41
Central Kitchen Assistant	\$18.96	\$19.49	\$20.01	\$20.53	\$21.05
High School Lead Server	\$18.84	\$19.40	\$19.97	\$20.53	\$21.09
Middle School Lead Server	\$18.11	\$18.54	\$18.97	\$19.41	\$19.84
Elementary Lead Server	\$17.80	\$18.20	\$18.60	\$19.00	\$19.41
Food Service Helper	\$17.29	\$17.64	\$17.99	\$18.34	\$18.69
Food Handler/Custodian	\$22.44	\$23.42	\$24.40	\$25.37	\$26.35

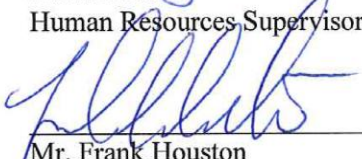
LETTER OF AGREEMENT
Between
Chippewa Valley Schools (CVS)
And
Support Personnel Association (C.V.S.P.A.)

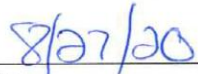
The parties agree to the following:

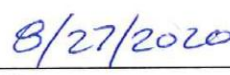
The Chippewa Valley School District will post for seasonal sub custodian positions, minimally 18/years old for assistance in the building during the months May – August. The sub custodians will be hired by purchasing their service from a sub-contract company and be paid at a rate less than Step 1 of the Custodian payscale. The sub custodians shall be considered temporary employees. He/she shall not acquire seniority.

This agreement will not set precedence for any other situation now or in the future.


Dawn Leone
Human Resources Supervisor


Mr. Frank Houston
President CVSPA


Date


Date

;dl

LETTER OF AGREEMENT
Between
CHIPPEWA VALLEY SCHOOLS
And
CHIPPEWA VALLEY SUPPORT PERSONNEL ASSOCIATION

Effective July 1, 2015, it is agreed that applicants for Head Custodian positions will be considered based on the following guidelines:

Criteria for eligibility to be considered as a candidate for a head custodian position in Chippewa Valley Schools prior to moving forward for testing and interview is as follows:

Custodial Experience: Minimally (4) years custodial experience.

- Minimum (2) two years of CVS custodial experience
- Combined (4) years internal and external work experience

Evaluations: Minimally, no more than (1) one unsatisfactory in a (4) four year period.

Applicants meeting criteria will move to the Testing for a total of 150 points.

<u>Skill Test:</u>	Electrical Board	Passing at 80%
	Plumbing	Passing at 80%
	Written/Detail	Passing at 80%

Interview: Candidates move to the interview if all the above is met.
19 questions regarding work experience, leadership, motivation and training.
57 correct answers. Passing at 80%

Applicants will be given additional points to determine the most qualified candidate:

Maximum points = 16

1. 4 Pts. Head Custodian Experience: 0-4 points per year
2. 4 Pts. Leadership/Initiative/Motivation
 - Willing to be a sub on the rotation list for Head Custodian vacancies
 - Excepting overtime
 - Ability to move to school buildings based on need.
 - Ability to accept additional assignments and in other departments based on need
3. 4 Pts. Attendance: Satisfactory for (4) four years
 - Unapproved and not documented over (5) sick days is considered excessive will deduct (1) point per year.
 - More than (3) three approved Personal Business days per year will deduct (1) point per year
 - Absences determined as a pattern will deduct (1) point per year.
 - Annual Leave and documented EPB will not be counted

4. 4 Pts. Professional Appearance

- Wearing clean and good condition custodial uniform
- Good Representation in Appearance

Russell Maranzano 6-25-15
Russell Maranzano Date
Director of Human Resources

Jan Golitko 6-25-15
Jan Golitko Date
Human Resources Supervisor

Debbie Hall 6-25-15
Debbie Hall Date
CVSPA

Larry Wilk 6-25-15
Larry Wilk Date
CVSPA

Don Papak 6-24-15
Don Papak Date
CVSPA

Support MOU Head Custodian Screening

Letter of Agreement
between the
Chippewa Valley Support Personnel Association; MEA Local 1
and the
Chippewa Valley School District

Effective August 1, 2015, it is agreed the applicants hired for Custodian positions with maintenance of pool area responsibilities will follow these guidelines:

A custodian hired for the 3rd shift at Chippewa Valley and/or Dakota High Schools, whose responsibilities include maintaining of the pool areas at each building will have "suspended transfer rights" for a period of three (3) years from their date of hire. The custodian will be required to earn a CPO Certificate, with the district covering the cost. If the custodian requests and is granted a transfer after the three (3) year period, they will remain in their current position until a new replacement person is hired. Due to the additional training required for the position, the employee will earn additional \$1.00/hr in compensation.

This agreement does not apply if the custodian describe above applies and is selected for a position considered to be a promotion.


Justin Parker
CVSPA President

1-8-25
Date

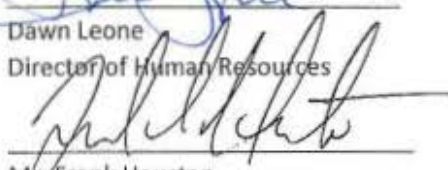

Dawn Leone
Director of Human Resources

1/8/25
Date

LETTER OF AGREEMENT
Between
CHIPPEWA VALLEY SCHOOLS ("district")
And
CHIPPEWA VALLEY SUPPORT PERSONNEL ASSOCIATION ("union")

It is agreed by the parties that the District will turn on the air conditioning units at all locations starting three (3) weeks before school starts. This will allow custodial staff to strip and wax the floors in cooler temperatures.

This agreement will not set precedence for any other situation now or in the future and will expire August 31, 2026.


Dawn Leone
Director of Human Resources

Mr. Frank Houston
President CVSPA

8/7/23
Date
8-7-2023
Date

LETTER OF AGREEMENT
Between
CHIPPEWA VALLEY SCHOOLS ("district")
And
CHIPPEWA VALLEY SUPPORT PERSONNEL ASSOCIATION ("union")

The district agrees to pay double time to custodial staff for extra time worked beyond their 40-hour work week if the following conditions are met. This is non-precedent setting now and in the future and will end at the conclusion of the 2026/28 school year.

- o District determines the need to offer double time to assist in filling positions due to low staffing numbers as a result of vacancies and absences combined.
- o Custodian commits to work a minimum of 4 hours above their 40-hour each week over a 2-week period.
- o Extra hours will need to be worked no less than 2-hour increments on Mondays, Tuesdays, Wednesdays or Thursdays. Other days of the week would follow overtime language outlined in the Collective Bargaining Agreement.
- o Custodian is not eligible for double time in a work week if they request personal business and/or vacation time during that week (this will not apply to personal business and vacation time scheduled prior to accepting a 2-week commitment).
- o If custodian is sick and works the extra hours, they will be paid for the extra hours in that week per the Overtime language in Article 7 (A.2).
- o Custodian agrees to work in any building that is assigned to them.

*Holiday and break periods are not included as part of the two-week commitment.


Mr. Justin Parker
President CVSPA

1-8-25
Date


Dawn Leone
Director of Human Resources

1/8/25
Date

LETTER OF AGREEMENT
Between
CHIPPEWA VALLEY SCHOOLS ("district")
And
CHIPPEWA VALLEY SUPPORT PERSONNEL ASSOCIATION ("union")

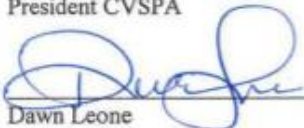
It is agreed by the parties that for the 2025/26 thru 2027/28 school years, that temporary custodial hours will be offered to Food Service. The following provisions will apply:

- This agreement only applies to assignments during the student school calendar and does not apply to summer work.
- This work falls under Article 1 (B-1) temporary employees.
- These temporary hours are not eligible for benefits unless the temporary custodial hours in combination with the Food Service permanent hours meet ACA eligibility then those benefits would be offered.
- Food Service employees who sign up to do temporary custodial work will receive their food service rate of pay.
- Total hours worked should stay under 40hrs/week between both assignments.
- Work hours and days of this assignment may vary.
- Assignments will be designated by the Custodial Supervisor.
- If requested and pre-approved by the Custodial Supervisor to do work that exceeds 8hrs/day the employee will be paid overtime.
- Food Service staff will be required to pass a physical exam.

This is non-precedent setting now and in the future.


Mr. Justin Parker
President CVSPA

1-8-25
Date


Dawn Leone
Director of Human Resources

1/8/25
Date

Letter of Agreement
between the
Chippewa Valley Support Association
and the
Chippewa Valley Schools

It is agreed that for the 2025/26 thru 2027/28 school years that:

- Immediate benefits will be provided to all eligible new hires that are covered by the CVSPA Bargaining Agreement that work more than six (6) hours per day.
- Immediate paid time off and holidays will be provided to all eligible new hires that are covered by the CVSPA Bargaining Agreement.


Justin Parker,
CVSPA President

1-30-25
Date


Dawn Leone,
Director of Human Resources

1/20/25
Date

LETTER OF AGREEMENT
Between
CHIPPEWA VALLEY SCHOOLS ("district")
And
CHIPPEWA VALLEY SUPPORT PERSONNEL ASSOCIATION ("union")

District Movement from Union to Union

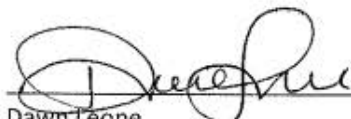
The parties have agreed to the following as it related to district employees that transfer to the CVSPA from AFSCME Clerical and Parapro/Monitors:

- The employee will not carryover seniority from one union to the other.
- The employee will be able to use previously accrued leave time during their probationary period; however, their probationary period will be extended by the amount of leave days taken.
- The employee will be placed on the CVSPA salary schedule for their new position at the step closest to their previous hourly rate that provides an increase or the top step whichever is closest to their current rate.
- If the employee held district benefits in their previous position and the new position provides benefits, the 60-day probationary period will be waived only in this instance.



Frank Houston
CVSPA President

6-13-2022
Date



Dawn Leone
Director of Human Resources

6/13/22
Date

**Chippewa Valley Schools
Negotiated Formula Distribution
2025/26, 2026/27, and 2027/28 School Years**

For the 2025/26, 2026/27, and 2027/28 school years, should enrollment and/or state unrestricted funding vary from estimates used for budgeting purposes, the following formula will be used to calculate amount to be distributed to employees as a lump sum bonus payment. The lump sum payment will not be subject to retirement and will be reduced by FICA taxes. There will be no distribution for total distribution amounts below zero. If there is an unanticipated shift in categorical, grant and/or foundation allowance funding, the District and Association will meet to discuss the impact, if any, on the lump sum formula distribution.

Formula:

$$\begin{aligned} & \text{Foundation Allowance} * (\text{Actual Blended Enrollment} - \text{Projected Blended Enrollment}) * 83\% \\ & \text{Plus} \\ & \text{Actual Blended Enrollment} * (\text{Actual Per Pupil Unrestricted Foundation Allowance} - \text{Projected Per Pupil Unrestricted Foundation Allowance}) * 83\% \\ & \text{Times } 50\% = \\ & \text{Amount to be distributed to employees before taxes} \end{aligned}$$

	2025/26	2026/27	2027/28
Projected Blended Enrollment FTE	14,067	13,871	13,694
Projected State Unrestricted Funding Per Pupil	\$9,858	\$10,108	\$10,358

Example 1:

Actual Blended Enrollment FTE	14,000	14,000	13,700
Actual State Unrestricted Funding Per Pupil	\$9,950	\$10,200	\$10,400

25/26 = $(\$9,950 * (14,000 - 14,067) * 83\%) + (14,000 * (\$9,950 - \$9,858) * 83\%) = -\$553,320 + \$1,069,040 = \$515,720 @ 50\% = \$257,860$ to be distributed districtwide
 26/27 = $(\$10,200 * (14,000 - 13,871) * 83\%) + (14,000 * (\$10,200 - \$10,108) * 83\%) = \$1,092,114 + \$1,069,040 = \$2,161,154 @ 50\% = \$1,080,577$ to be distributed districtwide
 27/28 = $(\$10,400 * (13,700 - 13,694) * 83\%) + (13,700 * (\$10,400 - \$10,358) * 83\%) = \$51,792 + \$477,582 = \$529,374 @ 50\% = \$264,687$ to be distributed districtwide

Example 2:

Actual Blended Enrollment FTE	14,000	13,900	13,500
Actual State Unrestricted Funding Per Pupil	\$9,800	\$10,000	\$10,400

25/26 = $(\$9,800 * (14,000 - 14,067) * 83\%) + (14,000 * (\$9,800 - \$9,858) * 83\%) = -\$544,978 + -\$673,960 = -\$1,218,938 @ 50\% = \$0$ to be distributed districtwide
 26/27 = $(\$10,000 * (13,900 - 13,871) * 83\%) + (13,900 * (\$10,000 - \$10,108) * 83\%) = \$240,700 + -\$1,245,996 = -\$1,005,296 @ 50\% = \$0$ to be distributed districtwide
 27/28 = $(\$10,400 * (13,500 - 13,694) * 83\%) + (13,500 * (\$10,400 - \$10,358) * 83\%) = -\$1,674,608 + \$470,610 = -\$1,203,998 @ 50\% = \$0$ to be distributed districtwide