

4498

6/30/2002

Master Agreement
Between the
Board of Education
of the
Coleman Community Schools
& the
Coleman Educational
Support Personnel Association
1999-2002

Coleman Community Schools

ARTICLE I

AGREEMENT

This Agreement is entered into effective July 1, 1999, by and between the Coleman Community School Board of Education, hereinafter called the "Employer" and the Coleman Michigan Educational Support Personnel Association, hereinafter called "CESPA" or "the Union," through its local affiliate.

ARTICLE II

RECOGNITION

- A. The Employer hereby recognizes the Union as the sole and exclusive collective bargaining representative for transportation, custodial/maintenance personnel, food service workers, paraprofessionals, secretaries, including employees on leave, but excluding: Bus Mechanics, Supervisors, Central Office Secretaries and Substitutes.
- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit.

ARTICLE III

PURPOSE

- A. This Agreement is negotiated pursuant to the Public Employment Relations Act, Act No. 336 of the Public Acts of 1947 as amended, to establish the terms and conditions of employment for the members of the bargaining unit herein defined.
- B. The Employer and the Union recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Employer, employees, and the Union.
- C. The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent. Any previously adopted policy, rule, or regulations of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

ARTICLE IV

JURISDICTION

Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for the purpose of instructional training, experimentations, or in cases of emergency, providing that the Maintenance Supervisor may perform such duties which they performed in the past.

ARTICLE V

CONTRACTUAL WORK

The right of contracting or subcontracting is vested in the Employer. The right to contract or subcontract shall not be used for the purpose of undermining the Union nor to discriminate against any of its members, nor shall the use of contracting result in the reduction of the present permanent work force as it is now in effect.

ARTICLE VI

RIGHTS OF THE BOARD

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

1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the Coleman School District.
2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement.
3. To hire, promote, suspend and discharge employees, determine the size of the work force and to layoff employees, but not conflict with the provisions of this Agreement.
4. Adopt reasonable rules and regulations.
5. Determine the qualifications of employees, including physical conditions, providing such selection shall be based on lawful criteria.
6. Determine the number and location or relocation of its facilities, including the establishment of or relocation of new schools, buildings, departments, divisions or sub- divisions thereof and the relocation or closing of offices, departments, divisions or sub-divisions, buildings or other facilities.
7. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
8. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.

9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the board shall not abridge any rights from employees as specifically provided for in this Agreement.
 10. Determine the policy affecting the selection, or training of employees providing that such selection shall be based upon lawful criteria.
- B. The listing of specific management rights in this Agreement is not intended to be nor shall be restrictive of or a waiver of any rights of management not listed and specifically surrendered.

ARTICLE VII

RIGHTS OF THE UNION

The Union shall have, in addition to other rights expressly set forth or provided by statute, the following rights:

- A. Special Conferences. Special conferences for important matters will be arranged between the union President and the designated representative of the Employer upon the request of either party. Such meetings shall be between at least two representatives of the Union and two representatives of the Employer.
- B. Bulletin Boards and School Mails. The Union shall be provided with bulletin boards, or sections thereof, for the purpose of posting union materials. The Union shall also have the right to use the school mails to distribute union material.
- C. Use of Facilities and Equipment. The Union shall have the right to use school facilities for meetings and school equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment when such equipment is not otherwise in use. The Union shall pay for the cost of all materials and supplies incident to such use and shall be responsible for proper operation of all such equipment.
- D. State and National Union Representatives. Union representatives shall be allowed to visit schools during working hours. Such visits shall not interfere with the normal performance of duties by the employees or the normal function of the school.
- E. Stewards:
 1. Employees in the school system may be represented by one steward from each classification and their names shall be made known to the Employer.
 2. The stewards shall perform their duties as stewards without interference with their own job functions or the job functions of other employees, except for brief phone calls to determine the validity of an alleged grievance. Stewards may leave their job to conduct duties as steward after first securing the permission of their supervisor.

3. During the term of office the steward shall be deemed to head the seniority list for the purposes of layoff and recall only, provided they are qualified to do the required work. Upon termination of the term, the steward shall be returned to his/her regular seniority status.

F. Agency Shop:

1. Any employee who is not a member of the Union in good standing or who does not make application for membership within thirty (30) days from the date of commencement of duties, shall, as a condition of employment, pay as a service fee to the Union an amount equivalent to the dues uniformly required to be paid by members of the Union - including local, state, and national dues, provided, however, that the employee may authorize payroll deduction for such fee in the same manner as provided herein. In the event that an employee shall not pay such service fee directly to the Union or authorize payment through payroll deduction, as provided in this Agreement, the Employer shall, at the request of the Union, terminate the employment of such employee. The parties expressly recognize that the failure of any employee to comply with the provisions of this Article is just and reasonable cause for discharge.
2. The procedure in all cases of discharge for violation of this Section shall be as follows:
 - a. The Union shall notify the employee of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise the employee that a request for discharge maybe filed with the Employer in the event compliance is not effected.
 - b. If the employee fails to comply, the Union may file charges, in writing, with the Employer and shall request termination of the employee's employment.
 - c. The Employer, upon receipt of said charges and request for termination, shall immediately notify said employee that his/her services shall be discontinued at the end of ten (10) days. In the event of compliance at any time prior to discharge, charges shall be withdrawn.

G. Discipline.

1. No employee shall be disciplined (including warnings, reprimands, suspensions, reductions in rank or occupational advantage, discharges, or other actions of a disciplinary nature) without just cause. Any such discipline, including adverse evaluation of employee performance shall be subject to the grievance procedure hereinafter set forth including arbitration. The specific grounds forming the basis for disciplinary action will be made available to the employee and the Union in writing upon request.

The Board agrees to a policy of progressive discipline as follows:

- a. Step 1: Verbal warning.
 - b. Step 2: Written reprimand.
 - c. Step 3: Suspension without pay.
 - 1) One day.
 - 2) Three days.
 - 3) Ten days.
 - d. Step 4: Discharge
2. An employee shall be entitled to have present a representative of the Union during any meeting which leads to formal disciplinary action. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Union is present. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised by the Employer of the right to representation under this provision of the Agreement.

H. Files and Records.

1. An employee will have the right to review the contents of all records excluding initial references, of the District pertaining to said employee originating after initial employment and to have a representative of the Union accompany him/her in such review.
 2. No material, including but not limited to, student, parental, or school personnel complaints originating after initial employment will be placed in an employee's personnel file unless the employee has had an opportunity to review the material. The employee may submit a written notation regarding any material, including complaints, and the same shall be attached to the file copy of the material in question.
- I. Assaults. Any case of assault upon an employee shall be promptly reported to the Employer. The Employer will advise the individual of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- J. The Board shall provide each employee with an athletic pass that will allow the employee, spouse and K-12 children living in the same household to attend all home events.
- K. The Union will be provided five (5) paid days of released time to represent the Union at local, state or national meetings.

ARTICLE VIII

GRIEVANCE PROCEDURE

A grievance is defined as a claim or complaint by an employee or group of employees or the Union that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.

- A. Representatives for grievance processing shall be selected as follows:
1. The Union shall designate representatives to handle grievances.
 2. The board designates the supervisor of employees and the Superintendent or his/her designated representative to act at Level Two as hereinafter described.
 3. Either party may change its representatives by written notice to the other.
- B. The term "days" shall mean the day of the week, Monday - Friday, excluding Saturday, Sunday, legal holidays and the employee's paid vacations which were scheduled prior to the occurrence of the alleged violation.
- C. Written grievances must conform to the following specifications:
1. Must be signed by the Union or grievant.
 2. Must be specific concerning:
 - a. The section or subsection of the contract alleged to have been violated.
 - b. The date of the alleged violation.
 - c. The facts giving rise to the alleged violation.
 - d. The relief requested.
- D. Any employee or union grievance not presented for disposition through the grievance procedure within ten (10) working days of the date of the occurrence of the conditions giving rise to the grievance, or within ten (10) working days of the date it is reasonable to assume that the employee or union first became aware of the conditions giving rise to the grievance, unless, the circumstances made it impossible for the employee or the Union as the case may be, to know prior to that date that there were grounds for such a claim, the grievance shall not hereafter be considered a grievance under the Agreement.
- E. Level One:
1. An employee or the Union alleging a violation of the express provisions of this agreement, shall orally discuss the grievance with the immediate supervisor, with a union representative present if the employee so requests in an attempt to resolve the grievance.

2. If no resolution is obtained within ten (10) days of the oral discussion, the grievant shall reduce the grievance to writing and proceed within ten (10) days of the oral discussion prescribed in D to Level Two.

F. Level Two:

1. An original copy of the written grievance shall be filed with the Superintendent or his/her designated agent. Within ten (10) days of receipt of the written grievance, the Superintendent (or designated agent), shall arrange a meeting with the grievant and/or the union grievance representative at grievant's option, to discuss the grievance.
2. Within ten (10) days of this meeting the Superintendent (or designated agent), shall render a (1) copy to the grievant's supervisor, and one (1) copy in a permanent grievance file in the office.

G. Level Three. If the decision of the Superintendent or designated agent is unsatisfactory to the Union, it shall, within ten (10) days of receipt of the Superintendent's response, notify the Superintendent of its intent to submit the dispute to the American Arbitration Association (AAA) or Michigan Employment Relations Commission (MERC) for binding arbitration. The Arbitrator shall be selected according to the appropriate AAA rules.

1. The Arbitrator shall have no power to:
 - a. Amend, modify, or otherwise change any provision of this Agreement.
 - b. Establish, amend, or modify any salary schedule or fringe benefit provided under this Agreement.
2. Neither party may raise any new ground or defense not previously raised at an earlier level of this grievance procedure.
3. The costs of arbitration shall be borne equally by the parties, except that each party is responsible for the cost of preparing its own testimony and exhibits and securing its own representation.
4. The decision of the Arbitrator shall be final, conclusive and binding upon all employees, the Employer, and the Union.

H. Should the Administration or board as specified herein fail to respond within the prescribed time limits, the grievance shall automatically proceed to the next level of the grievance procedure.

I. Time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

- J. Notwithstanding the expiration of this Agreement, any claim or grievance filed while the contract is still in effect shall be processed through the grievance procedure until resolution.

ARTICLE IX

STRIKES AND LOCKOUTS

- A. Strikes. The Union agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in a strike action as said term is defined by the Public Employment Relations Act.
- B. Lockouts and Unfair Labor Practices. The Employer agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any unfair labor practice as defined in the Public Employment Relations Act. The Employer also agrees that it will not lock out any employee during the term of this Agreement or during any period during which a successor Agreement is being negotiated by the parties.

ARTICLE X

HOURS OF WORK

Custodial/Maintenance:

- A. The Board reserves the right to set the hours of work for all custodial/maintenance employees covered by this Agreement. A permanent change in the starting time shall not be made until the Board has given appropriate notice to the Union and the affected custodial/maintenance employees. The Board reserves the right to temporarily change an employee's starting time in case of emergency.

The regularly scheduled work week shall consist of forty (40) hours beginning at 12:01 a.m. Monday and ending 168 hours thereafter. The normal workday shall be eight (8) hours.

- B. The board agrees to pay overtime under the following conditions:
1. Whenever a custodial/maintenance employee is required to return to work after the completion of his/her regularly scheduled working hours, he/she shall receive pay for the actual time worked at time and one-half (1 1/2) his/her regular rate or a minimum of two (2) hours pay at his/her straight time hourly rate, whichever is the greatest.
 2. Double time shall be paid for any hours a custodial/maintenance employee is required to work on Sundays.
 3. Advance notice of overtime shall be given to the affected employee(s) as soon as possible.

- C. Custodial/maintenance employees who are regularly scheduled for four (4) or more hours of work between the hours of 4:00 p.m. and 12:00 midnight will receive a shift differential of \$.18 per hour for all hours worked that day. Employees who are regularly scheduled for four (4) or more hours of work between the hours of 12:01 a.m. and 8:00 a.m. will receive a shift differential of \$.23 per hour. Only employees who work between the hours of 4:00 p.m. and 12:00 midnight or 12:01 a.m. and 8:00 a.m. will be paid shift differential for sick and vacation days. Employees who work the day shift, even night shift employees temporarily assigned days because of Act of God days or school vacations, will not be paid shift differential for sick and vacation days.
- D. Custodial/maintenance employees will be required to notify their immediate supervisor when they are going to be absent. The immediate supervisor must be notified the night before or in case of emergency one (1) hour before their regular starting time.
- E. Custodial/maintenance employees required to attend meetings called by the Administration will be paid regular hourly pay regardless of all other hours worked in that day or week.
- F. Overtime shall be divided and rotated as evenly as possible within the building according to seniority and among those custodial/maintenance employees who regularly perform such work provided they are qualified to perform such work.
- G. For building checks on Saturday, Sunday or holidays the call back in Paragraph B of the Article shall be paid.
- H. Custodial/maintenance employees shall report at the specified starting time of their shift and shall not leave without permission until the specified quitting time of their shift except lunch periods.
- I. A lunch period of thirty (30) minutes shall be provided without pay. If a custodial/maintenance employee is required to work during this period and is not able to make up his/her lunch period then he/she shall have time approved by a supervisor as overtime.
- J. All custodial/maintenance employees covered by this Agreement who work an eight (8) hour day shall receive one (1) fifteen (15) minute rest period during the first four (4) hours worked of the day and one (1) fifteen (15) minute rest period during the second four (4) hours of the work day. Such periods shall be confined to the premises. These rest periods will be scheduled and taken at the time scheduled unless adjusted due to an activity.
- K. When custodial/maintenance personnel are required in a building because of a public activity, the employee will remain in that building for the duration of the activity.

Bus Drivers:

- A. When school is in session the regularly scheduled work week shall be five (5) consecutive regular work days. Monday through Friday, inclusive.

- B. The regular work day shall consist of all hours necessary to complete all requirements of the runs assigned to each driver.
- C. A driver driving an extra trip shall be guaranteed at least two (2) hours pay at the regular rate for extra trips.
- D. A driver that drives an extra trip during the regular run shall be paid the regular run rate for the first hour and thereafter the trip rate.
- E. When a driver is ready to drive an extra trip and the trip is canceled, the driver will be paid for two (2) hours at the regular rate for extra trips. If the trip is canceled before the driver has come in and prepared, there will be no allowance paid.
- F. If, due to a breakdown or inclement weather, the regular time is extended over one and a half (1 1/2) hours, the pay rate will be at extra trip rate.

Food Service Workers:

- A. Cooks will work a minimum of five (5) hours per day.
- B. Server/Helpers will work a minimum of three (3) hours per day.
- C. Any food service staff working six (6) or more hours shall receive two (2) fifteen (15) minute rest periods.

Any food service staff working three (3) or more hours shall receive one (1) fifteen (15) minute rest period.
- D. Food service workers performing duties outside normal day such as evening or Saturday banquets shall be paid at a rate of time and one-half. Normal work days are student and staff inservice days. Ten (10) days notice will be given as to plans for such activities.

Paraprofessionals:

- A. Paraprofessionals will work all required student days and any Professional Development/Inservice days or other days with notification by the Administration. Media Paraprofessionals will work an additional four (4) days per year.

Secretaries:

- A. Secretaries will work eight (8) hours per day (8:00 a.m. to 4:30 p.m.) for a minimum of two hundred ten (210) days. The high school head building secretary shall work a minimum of two hundred fifteen (215) days. The exact dates will be agreed upon between the secretary and the principal.
- B. Each secretary shall be issued annually a school events pass which shall entitle the secretary and one other person to attend all home school events.

ARTICLE XI

WORKING CONDITIONS

- A. The employee shall take reasonable measures in order to prevent and eliminate any present or potential job hazards which they may encounter at their places of work.
- B. The employee will also be expected to inform his/her Supervisor in writing of any such job hazard as soon as the employee first becomes aware of such unsafe areas, conditions or equipment. The Supervisor upon notification of an alleged unsafe condition shall investigate such condition and shall be expected to make adjustments in such condition if, in the Supervisor's investigation, the alleged unsafe condition is found to be a hazard to the employee.
- C. There shall be no off-setting of overtime with compensatory time beyond the end of the pay period. Employees shall keep track of their own time on sheets provided by the District.

ARTICLE XII

ACT OF GOD DAYS

Food service workers, bus drivers, paraprofessionals and secretaries are not expected to work on Act of God days, but shall receive their usual daily wage for the first two such days each year. Such employees are not expected to work on subsequent Act of God days and will not be paid for them until the days are made up; these employees are expected to work all such make-up days.

ARTICLE XIII

VACANCIES, TRANSFERS, AND PROMOTIONS

- A. A vacancy shall be defined as any position, either newly created or a present position, that is not filled.
- B. Notice of all vacancies to be filled and all newly created positions shall be posted on employee bulletin boards within ten (10) working days from the date of vacancy, and the bargaining unit member shall be given five (5) working days during the school year and ten (10) days during the summer in which to make application to fill the vacancy or new position.
The senior employee making application shall be transferred to fill the vacancy or new position, provided he/she has the necessary qualifications to perform the duties of the job involved. If testing for the position is required then (1) the same test will be given to all applicants, simultaneously where possible and conditions will be the same, and (2) criteria will be made available to the CESP. President. In the event the administration does not feel it is desirable to place the highest seniority person in the open position, an evaluation meeting between the representatives of the Union and the administration will be held in order to review the reasons and to arrive at a decision between the parties.

- C. Newly created positions or vacancies are to be posted in the following manner: Type of work, place of working, the starting date, the rate of pay, the hours to be worked, and the classification.
- D. Any employee temporarily transferred shall be paid either at the rate of the position from which he/she is transferred or the rate of the position to which he/she is transferred, whichever is higher.
- E. Temporary transfers shall be for a period of no longer than thirty (30) calendar days, except in the event that both parties agree to an extension, it shall be considered as an open position and be posted.

ARTICLE XIV

NEW JOBS

- A. When new jobs are placed in operation during the term of this Agreement and they cannot be properly placed into an existing classification by mutual agreement between the parties, the Employer shall place into effect a new classification and a rate of pay for the job in question and shall designate the classification and pay rate as temporary. The Employer shall notify the Union in writing of any such job which has been placed into effect upon the institution of such job.
- B. The new classification and rate of pay shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Union. During this thirty (30) calendar day period, but not thereafter during the life of this Agreement, the Union may make written request to the Employer requesting to negotiate the classification and the rate of pay. The negotiated rate, if higher than the temporary rate shall be applied to the date the employee first began working in the temporary classification, except as otherwise mutually agreed. In a case where the parties are unable to agree on the classification and/or rate of pay, the issue may be submitted to the grievance procedure. When a new classification has been assigned and a permanent rate of pay, either as a result of the Union not requesting negotiations during the specified period of time, or as a result of final negotiations, or upon resolving the matter through the grievance procedure, the new classification shall be added to and become part of Schedule A of this Agreement.

ARTICLE XV

SENIORITY, LAY-OFF AND RECALL

- A. A newly hired employee shall be on a probationary status for sixty-five (65) working days taken from and including the first day of employment. The probationary period may be extended an additional forty (40) working days upon mutual agreement between the Employer and the Union. If at any time prior to the completion of the sixty-five (65) work day probationary period the employee's work performance is unsatisfactory, the employee may be dismissed by the Employer during this period without recourse of

appeal by the Union. Probationary employees who are absent shall work additional days equal to the number of days absent and such employees shall not have completed their probationary period until these additional days have been worked.

- B. Seniority shall be defined as the length of unbroken continuous service with the District within each job classification. It shall be calculated from the date of hire, but under no circumstances shall seniority accrue until an employee has served his/her probationary period. If the probationary period is satisfactory, seniority shall be retroactive to the date of hire as a regular employee. In the event that two or more employees have equal seniority a tie shall be broken by starting seniority from date of application for employment.
- C. An employee shall lose all seniority should he/she retire, resign or be discharged for just cause.
- D. Should the District determine the need for any lay-off of personnel, or reduction in work hours, seniority shall be within each job classification. The District shall provide fifteen (15) days of advance notice. The requirement of fifteen (15) days' advance notice of layoff is waived; a five (5) day notice will be given should the student(s) for whom the employee is employed leave the District or perish.
- E. Within each job classification, probationary personnel shall be the first laid off; those with the least seniority shall be next laid off until the reductions have been completed.
- F. Employees who transfer to another job classification shall retain seniority in their initial classification, and shall begin accruing seniority in the new classification from the date of transfer. In the event an employee's job is eliminated that employee shall have the option to "bump" any employee with less seniority within that employee's job classification, providing they are qualified.
- G. Should vacancies occur in any job classification, laid off employees shall be recalled in reverse order of lay-off.
- H. Notice of recall shall be sent by certified mail to the individual's last known address. If the individual does not report to work within ten (10) work days of receipt of this notice, he/she shall be considered to be a voluntary quit.
- I. Employees on lay-off shall accrue no seniority, but shall have their seniority frozen.
- J. An agreed-to seniority list shall be made available to each employee covered by this Agreement on or about July 1 of each year. Such list shall contain date of hire, employee's location and classification.
- K. Employees on lay-off shall retain their seniority for purposes of recall for a period of two years, and thereafter lose any rights under this agreement.
- L. A laid-off employee shall upon application, and at his/her option, be granted priority status within classification on the substitute list according to his/her seniority.

- M. Laid-off employees may continue their health, dental and life insurance benefits by making scheduled monthly payments for the group rate premium for such benefits to the Employer within the rules and regulations of the carrier and COBRA. Failure to make any monthly payment will result in cancellation of benefits.

ARTICLE XVI

LEAVES OF ABSENCE WITH PAY

A. Sick Leave Accumulation:

1. Each custodial/maintenance employee covered by this Agreement will be entitled to sick leave accumulated in an individual sick leave bank at the rate of nine (9) per year accumulative to one- hundred ten days (110).
2. Each driver/server/helper/cook/paraprofessional employee covered by this Agreement will be entitled to sick leave accumulated in an individual sick leave bank at the rate of six (6) per year accumulative to one hundred (100).
3. Each secretary employee covered by this Agreement will be entitled to sick leave accumulated in an individual sick leave bank at the rate of eight (8) per year accumulative to one hundred (100) days.

B. Use of Sick Leave:

1. Sick Leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by sickness, injury or for medical, dental or optical examination or treatment. Sick leave shall also be granted when a member of the immediate family of the employee is ill and requires the care and attendance of the employee. When through exposure to contagious disease, the presence of the employee at his/her employee position would jeopardize the health of others, sick leave will be granted. For this paragraph the immediate family is spouse, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, and grandchildren.
2. In the event of absence of an employee for illness in excess of five (5) consecutive working days, the Board may, at its expense, require an examination by an independent physician. Proof of illness signed by a physician may be required at any time.
3. The Board may, at Board expense, require an employee to submit to a physical or mental examination by approved specialist to determine whether involuntary sick leave is warranted.

- C. Personal Business. For all employees five (5) days shall be granted for personal business which can be used for business which cannot normally be transacted outside of the employees regular work hours. The employee's supervisor shall be notified of the intent to use such days two (2) days in advance except in case of emergency. These days shall

not be deducted from sick leave. Unused personal days will be added to accumulative sick days. Up to two (2) deduct days may be granted with loss of daily wage for each day.

The request procedure for deduct days shall be:

Supervisor approval-if denied an appeal may be made to the
Superintendent-if denied a further appeal may be made to the Board of Education
there if no further appeal process.

- D. Funeral Leave. All employees covered by this Agreement shall be granted up to three (3) working days off with pay for a death in the employee's immediate family. The immediate family shall be construed to include the following: spouse, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, and grand- children. One additional day per year can be used to attend a funeral of another relative. These days may be extended by the superintendent. Extra funeral days taken for other than family members shall be deducted from sick leave.
- E. Jury Duty. A leave of absence shall be granted to an employee called for jury service. The Employer shall pay an amount equal to the difference between the employee's daily salary and the daily jury duty fee paid by the court (not including travel allowance for reimbursement for expenses) for each day in which the employee reports for or performs jury duty on which he/she otherwise would have been scheduled to work, provided that the employee cooperates with the administration in seeking to be excused from such service.

ARTICLE XVII

VACATIONS

Custodial/Maintenance Only:

- A. All employees covered by this Agreement who have completed one (1) year of service shall receive one (1) week vacation with pay; two (2) years of service shall receive two (2) weeks vacation with pay; eight (8) years of service shall receive (3) weeks; twelve (12) years of service shall receive four (4) weeks vacation with pay.
- B. To be eligible for a full vacation an employee must have worked eighty percent (80%) of his/her regularly scheduled working hours. An employee who works less than eighty percent (80%) of his/her regularly scheduled working hours shall receive pro-rated vacation allowance based on his/her actual hours worked.
- C. Employees terminating employment or on a leave of absence shall receive a pro-rated vacation allowance based upon 1/12 of his/her vacation pay for each month or major fraction thereof between his/her anniversary date and his/her termination date.
- D. An employee may carry ten (10) days of vacation as described in A above over into the following year.

Secretaries:

- A. Vacations are earned in the previous year and are credited on the first day of July of the new year. Vacations with pay are scheduled for head building secretaries as follows:

First six months:	none
Second six months:	one (1) day
Second through seventh year:	four (4) days
Eighth through fourteenth year:	five (5) days
Fifteenth year and after:	six (6) days

Up to a maximum of two (2) vacation days can be carried over into the next fiscal year.

ARTICLE XVIII

LEAVES OF ABSENCE WITHOUT PAY

- A. An employee, who because of illness or accident which is non-compensable under the Workers' Compensation Law, is physically unable to report to work and has exhausted all means of compensation from the Employer, shall be granted a leave of absence for up to one (1) year, which may be extended by the Employer, provided he/she promptly notifies the Employer of the necessity thereof and provided further that he/she supplies the Employer with a certificate from a doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer. Failure of an employee to return from a leave of absence, or request an extension from the Employer, may result in termination and loss of seniority.
1. An employee unable to return to work at the end of the one year shall be allowed to return to a position for which he/she is qualified provided an opening exists for a period of three (3) years. It shall be the responsibility of the employee to notify the board when able to return to work on or before July 1 of each succeeding year. Employees returning from a medical leave of absence may be required to provide a doctor's statement verifying their fitness to return to work, and a bus driver returning to work may be required to re-qualify by taking the bus driving test.
- B. Leaves of absence shall be granted for one (1) year to employees for physical or mental illness, prolonged serious illness in the immediate family which includes; spouse, children, or parents living in the same house.
- C. Leaves of absence shall be granted for a specified period of time for training related to an employee's regular duties in an approved educational institution.
- D. A leave of absence shall be granted to any employee for the purpose of child care. Said leave shall commence upon request of the employee. A pregnant employee may commence said child care leave at her option. Likewise, she may terminate the leave anytime after the birth of the child and provided that she is physically able to perform her work responsibilities. In the event of death of the object child of the leave, the leave of absence may be terminated upon request of the employee.

The employee must select either a leave of absence or sick leave prior to commencing a leave. Any extensions of said leave shall be at the discretion of the Board.

- E. The reinstatement rights of any employee who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such rights.
- F. Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.
- G. Qualifications for Leaves:
 - 1. Any employee in the bargaining unit who is elected or appointed to full-time position or office in the Union whose duties require his/her absence from work shall be granted a leave of absence for the term of such office or position.
 - 2. An employee who meets all of the requirements as herein before specified and has a minimum of two (2) years seniority with the Employer shall be granted a leave of absence without pay and he/she shall accumulate seniority during his/her leave of absence and he/she shall be entitled to resume his/her regular seniority status and old job and recall rights. An employee who applies for either a child care or military leave would not be required to have a minimum of two (2) years of service with the Employer.
 - 3. All reasons for leaves of absence shall be in writing stating the reason for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Union. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when they are deemed beneficial to both parties.

ARTICLE XIX

RETIREMENT

- A. All employees shall be allowed to continue their employment with the Employer until age seventy (70). After age 70, employees may continue their employment on a year to year basis upon written request to the Employer.
- B. Unused sick days. Any employee retiring from the District in accordance with the Michigan Public School Employees Retirement System (MPSERS) shall be compensated twenty percent (20%) of their daily rate per day for each accumulated day of unused sick leave.

ARTICLE XX

ROUTE PREFERENCE

- A. Opening of School Year. Prior to the opening of the school year all routes and buses will be reassigned to the driver that last held that route and bus.
- B. Route Vacancies:
1. When a route is established and/or becomes open, the employees may bid for this route and the senior employee who meets the requirements shall be granted preference for this route.
 2. Should the senior employee be denied the route, reasons for this denial shall be given in writing to said employee. If said employee disagrees with the reason for such denial, it may become a proper subject for the grievance procedure.
 3. Route vacancies will be posted on the bulletin board for a period of five (5) working days setting forth the minimum requirements for such vacancies or new positions. All interested employees must apply in writing within this five (5) day period. After a driver accepts a run within the five (5) day period, his/her previous run or a run of like nature will be advertised within five (5) working days.
 4. Routes vacant due to the temporary absence of a regular bus driver shall not be subject to the provisions of this article and may be filled by the Employer on a temporary basis. If the route vacant consists of a noon run, regular drivers will be given first preference to take that noon run. Provided, however, if any temporary leave of absence extends beyond the school year the position may be declared open if there is no indication from the driver of intent to return.
 5. Any driver who has a noon run as part of their regular route and signs for a different route may, at their discretion, take the noon run and the new route or drop the noon run.
 - a. Any driver who has a noon run may drop the noon run and keep the rest of their route.
 - b. Any noon run that becomes open will be posted.
- C. The Board shall provide, at no cost to the employee, all training, testing and fees required by State and Federal law. This includes, but shall not be limited to:
1. Fees for Commercial Drivers License.
 2. The entry level School Bus Safety Course required by the Pupil Transportation Act, MCLA 2571801 et seq.
 3. Mandatory continuing education courses as required by the Pupil Transportation Act, MCLA 2571801 et seq.

4. On-road testing (if adopted by the State Board of Education).
5. Any additional requirements adopted by the Board.
6. Physical examinations up to the fee charged by the Coleman Family Practice Clinic.
7. Training provided by the Board on any new procedures required by Pupil Transportation Act, MCLA 2571801 et seq.

Employees shall be compensated for all mileage and time spent in training and testing activities as listed above.

ARTICLE XXI

EXTRA TRIP DISTRIBUTION

A. Extra Trips:

1. Extra trip hours shall be divided as equally as possible among employees. An up-to-date list showing extra trip hours will be posted weekly in a prominent place on the bulletin board.
2. Whenever extra trips are required, the person with the least number of extra trip hours in that classification will be called first and so on down the list in an attempt to equalize the extra trip hours.
3. For the purpose of this clause, time not worked because the employee was unavailable, or did not choose to work, will be charged the average number of extra trip hours of the employees working during the call-out period. An employee may notify the bus supervisor in writing that he/she does not wish extra trip hours. This will remain in effect until the employee notifies, in writing, the bus supervisor that he/she wishes extra trip hours, at which time the employee will be entered on the list and be charged with the high number of hours.
4. Extra trip hours will be computed from the beginning through the conclusion of the school year. Excess extra trip hours will not be carried over each year.
5. Athletic trips involving six (6) or more student-athletes shall be transported by a licensed CDL driver in the bargaining unit.
6. Each extra trip must have at least two (2) adults per spectator bus.
7. Fifty dollars (\$50) will be provided for a jacket every third year beginning in 1997-98. A beginning driver will be given fifty dollars (\$50) toward a jacket in the first year of employment.
8. Drivers on overnight trips will be paid sixty-five dollars (\$65) per night toward lodging and twenty-five dollars (\$25) per day toward meals, not cumulative from day to day.

9. On days when, due to anticipated inclement weather, transportation may be provided to students who would otherwise walk from and to the high school for auto shop classes or assignments as F.T.A.'s in the middle or elementary schools, the job of driving the bus for this purpose will be offered to the driver whose turn it is. The driver accepting this assignment will be paid 2 hours of call-in time and be assigned other appropriate work (e.g. sweeping buses) during the time he/she is not driving students up to the total of 2 hours. Should a sudden change in the weather necessitate unanticipated transportation of such students, an attempt will be made to contact only the person next on the list. Failure to establish such contact will result in the transportation supervisor or custodial/maintenance "outside man" doing the driving.

ARTICLE XXII
COMPENSATION

Coleman Educational Support Personnel Association

Wage Schedule 1998-99

Paraprofessional	Probationary	1st Year	2nd Year	3rd Year
Para	6.71	7.65	8.13	8.99
Media Clerk	6.94	7.87	8.36	9.20
One-on-One	7.21	8.16	8.64	9.50
Secretarial	Beginning	1st Year	2nd Year	3rd Year
Assistant Secretary	8.24	9.41	10.24	11.07
Secretary	8.63	9.99	11.58	12.92
Head Building Secretary	9.19	10.72	12.17	13.69
Custodial/Maintenance	Probationary	1st Year	2nd Year	
	11.06	11.88	13.28	
Bus Drivers'	Starting	1st Year	2nd Year	Extra Trip
	15.90	15.90	17.52	11.95
Bus Attendant	8.49			
Food Service	Beginning	1st Year	2nd Year	
Head Cook	10.64	10.64	12.34	
Cook	10.38	10.38	12.09	
Server/Helper	8.73	8.73	9.17	

Coleman Educational Support Personnel Association

Wage Schedule 1999-2000

Percent Inc = 2.00%

Paraprofessional	Probationary	1st Year	2nd Year	3rd Year
Para	6.84	7.80	8.29	9.17
Media Clerk	7.08	8.03	8.53	9.38
One-on-One	7.35	8.32	8.81	9.69
Secretarial	Beginning	1st Year	2nd Year	3rd Year
Assistant Secretary	8.40	9.60	10.44	11.29
Secretary	8.80	10.19	11.81	13.18
Head Building Secretary	9.37	10.93	12.41	13.96
Custodial/Maintenance	Probationary	1st Year	2nd Year	
	11.28	12.12	13.55	
Bus Drivers'	Starting	1st Year	2nd Year	Extra Trip
	16.22	16.22	17.87	12.19
Bus Attendant	8.66			
Food Service	Beginning	1st Year	2nd Year	
Head Cook	10.85	10.85	12.59	
Cook	10.59	10.59	12.33	
Server/Helper	8.90	8.90	9.35	

* In the event a Media Director is hired by the District, the Media Clerk's wage will be the same as the Paraprofessional schedule.

2000-01 & 2001-02 Wage Schedule will be calculated as outlined in Appendix A(1) and A(2).

1. The option will exist to call in additional help if needed when the supervisor is not present.
2. The rate for all cooks and/or servers/helpers working as a kitchen supervisor for extra dinners or meals shall be time and one-half regular pay.
3. Anytime a server/helper works as a cook the employee shall be compensated at a cook's beginning wage.

B. Longevity:

After 15 years: \$.25/hour
After 20 years: \$.50/hour

These monies added to the base rate only.

C. Health Insurance:

1. Bargaining unit members will have the option to purchase medical insurance. Payments will be made on a monthly basis prior to the billing date. Failure to make payment by designated date will result in immediate cancellation until next open enrollment period. Open enrollment period to be September 1 to October 1.
2. Those custodial/maintenance, food service and secretarial workers not wanting hospitalization benefits shall be provided the dollar equivalent of the single person rate in selected options including annuities.
3. Secretaries will be provided full family hospitalization insurance with either MESSA Super-Med or SET/SEG Ultra-Med, at the Board's option.
4. Those secretaries not wanting hospitalization benefits shall be provided the dollar equivalent of the single person rate in selected options including annuities.
5. Members of CESPAs eligible for such benefits, i.e. custodial/maintenance, and cooks, including server/helpers employed as cooks prior to 1 July 1986, shall become insured according to the terms set forth for MESSA-PAK #428, to wit:

MESSA-PAK #428 - PLAN SUMMARY

PLAN A - FOR EMPLOYEES NEEDING HEALTH INSURANCE

Super Care #1 - (Includes \$5,000 Ad&d Basic Term Life)

Long-term Disability:

70%

\$3,571 Maximum Monthly Salary

\$2,500 Maximum Monthly Income Benefit

365 calendar days - modified fill

Pre-Existing Condition Waiver - Yes

Freeze on Offsets - Yes

Alcoholism/Drug Waiver - Two year Limitation

Mental/Nervous - Two year Limitation

Delta Dental Plan:

60/60/60: \$1,000

\$1,000 Maximum for Class I & II

Negotiated Life: \$10,000

Vision: VSP 3

Under the Super Care 1 Plan, the Board will pay the medical deductible for single AND full family.

PLAN B - FOR EMPLOYEES NOT NEEDING HEALTH INSURANCE

Long-term Disability:

70%

\$3,571 Maximum Monthly Salary

\$2,500 Maximum Monthly Income Benefit

120 calendar days - modified fill

Pre-Existing Condition Waiver - Yes

Freeze on Offsets - Yes

Alcoholism/Drug Waiver - Two year Limitation

Mental/Nervous - Two year Limitation

Delta Dental Plan:

80 /80/80: \$1,300

\$1,000 Maximum for Class I & II

Negotiated Life: \$20,000

Vision: VSP 3 Plus

Insurance Plans A and B to become effective September 1, 1997, and are effective from September 1 through August 31 of each contractual year.

D. Holidays and Vacations:

1. Bus Drivers

Thanksgiving Day
Friday following Thanksgiving
Good Friday
Memorial Day
Opening Day of Deer Season (if the day falls on a school day and school is not scheduled)
Labor Day if school is in session

2. Custodians - The Employer will pay eight (8) hours pay for the following holidays, even though no work is performed by the employee:

July Fourth	Christmas Eve Day
Labor Day	Christmas Day
Opening Day of Deer Season (if the day falls on a school day and school is not scheduled)	New Year's Eve Day
Thanksgiving Day	New Year's Day
Friday following Thanksgiving Day	Good Friday
	Memorial Day

- a. Employees required to work on any of the above named holidays shall receive double time for hours worked plus the regular holiday pay. Except the Friday following Thanksgiving which shall be at time and one-half (1-1/2).
- b. If an employee is on vacation on any of the above named holidays, he/she shall be entitled to an additional day off with pay for the holiday.
- c. Employees off sick on the holiday, or the day before or after the holiday, may be required to submit medical proof of illness to receive holiday pay.

3. Food Service

Thanksgiving Day and the day after Memorial Day	Good Friday
December	Christmas Eve Day (Unless
Labor Day if school is in session vacation	24 is a school day; an alternate
Good Friday	day will be determined)
Opening Day of Deer Season (if falls on a school day)	

4. Paraprofessionals

Thanksgiving Day and the day after

5. Secretaries

Labor Day
First Day of Deer Season (if there is no school and it falls on a school day)
Thanksgiving Day and the day after
Christmas Eve Day (unless the last working day is a school day, then the next working day after Christmas)

Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day

ARTICLE XXIII

TRAINING

- A. The Board will provide training for all paraprofessionals hired to deal with inclusive education students.
- B. Any additional training of bargaining unit members that is needed for job safety and performance will be provided for by the District.
- C. Bargaining unit members required to attend meetings will be paid their regular hourly wage. Bus drivers will be paid their extra trip rate per hour.

ARTICLE XXIV

EVALUATION

- A. All monitoring or observation of the work of each bargaining unit member shall be conducted in person and with the full knowledge of the bargaining unit member.
- B. Bargaining unit member evaluation shall be by formal observation of bargaining unit member work. Observations shall be for periods of time that accurately sample the bargaining unit member's work. Each bargaining unit member, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria shall be limited to the actual performance of the job duties as agreed to by the Employer and the Union. Work outside of the bargaining unit member's normally assigned duties shall not be evaluated. Evaluations shall be by personal observation conducted by the bargaining unit member's immediate supervisor.
- C. All evaluations shall be reduced to writing and a copy given to the bargaining unit member within twenty (20) days of the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file of the evaluation in question. If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the specific ways in which the bargaining unit member is to improve, and of the assistance to be given by the Employer towards that improvement. In subsequent observation reports, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.

- D. Following each formal evaluation, which shall include a conference with the evaluator, the bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. A bargaining unit member may submit additional comments to the written evaluation if he/she so desires. All written evaluations are to be placed in the bargaining unit member's personnel file.

Within ten (10) days of completion of the probationary period, an evaluation of the bargaining unit member's work shall be completed by using the procedures of this article.

- E. In the event a bargaining unit member is not continued in employment, the Employer will advise the bargaining unit member of the specific reasons therefore in writing with a copy to the Union.
- F. Each bargaining unit member's evaluation shall include at the conclusion of the report the statement: "Considering all factors, the work performance of this bargaining unit member is _____satisfactory, _____unsatisfactory (check one)."

ARTICLE XXV

DRUG AND ALCOHOL TESTING

- A. Consequences for Violating Standards of Conduct. Following a determination that a covered employee has violated one or more of the standards of conduct relative to alcohol and controlled substances, the covered employee shall be:
1. Immediately removed from any duty which involves the performance of a safety-sensitive function.
 2. Subject to disciplinary action up to and including discharge, subject to the standards of reasonable and just cause.
 3. Advised of available resources (including an employee assistance program) for evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. This step shall include the provision of names, addresses, and telephone numbers of substance abuse professionals, and counseling and treatment programs.
 4. Returned to duty involving the performance of a safety-sensitive function only if the covered employee's conduct does not result in discharge and if the covered employee submits negative tests in compliance with the Omnibus Employee Testing Act of 1991 and its promulgated regulations.

5. Required to undergo return-to-duty testing as well as unannounced follow-up tests after the covered employee's return to duty as directed by the substance abuse professional and in compliance with the Omnibus Employee Testing Act of 1991 and its promulgated regulations if in a safety-sensitive function. Subsequent positive tests will result in further disciplinary action, including the covered employee's discharge, subject to the standards of reasonable and just cause.
- B. Voluntary Requests for Alcohol or Substance Abuse Counseling/Treatment. Any driver who voluntarily requests alcohol or substance abuse counseling or treatment through the Coleman Community Schools before being tested or being requested to be tested, shall be referred to a substance abuse professional to determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and/or controlled substance use. The driver will not be disciplined but must:
1. Immediately be removed from all duties involving the performance of a safety-sensitive function.
 2. Immediately cease alcohol misuse and/or controlled substance abuse.
 3. Consent to unannounced testing in compliance with the Omnibus Employee Testing Act of 1991 and its promulgated regulations if in a safety-sensitive function.
 4. Comply with all other conditions of the alcohol or substance abuse counseling or treatment program as determined by a medical review officer. Sick leave time may be used as long as enrolled in a medical rehabilitation program.
- C. Authorized Use of Prescription and Over-the-Counter Medication. Drivers using prescription or over-the-counter medication are responsible for being aware of any potential effects such medications may have on their ability to perform their duties. If a driver uses a controlled substance pursuant to a doctor's prescription that will adversely affect the driver's ability to perform safety-sensitive functions, the driver must immediately inform the immediate supervisor of this medication, as well as the doctor's opinion. The prohibition against alcohol use also includes medication that contains alcohol.
- D. Compensation. It is expressly understood that all time spent by covered employees in submitting to or undergoing post-accident, return-to-duty, follow-up, reasonable suspicion, and random testing for alcohol or controlled substances is work time and compensable at the covered employee's regular rate of pay. Any off-site testing will be paid at the regular trip rate for two (2) hours.
- E. Training. On an annual basis, all covered employees will receive training and educational materials that explain the requirements of the alcohol and controlled substances testing rules, as well as the Board of Education's policy and procedures with respect to meeting those requirements. All such training shall be considered working time and paid at the covered employee's regular rate. Each covered employee shall be required to sign a statement verifying receipt of the training and the educational materials. The Coleman Community Schools shall maintain the original of the signed

statement. This training and the educational materials accompanying the training, minimally will include the following information:

1. The identity of the designated person to answer questions about the materials.
2. The categories of covered employees who are subject to the alcohol and controlled substances testing rules.
3. Sufficient information about the safety-sensitive functions performed by those covered employees to make clear what period of the work day the covered employee is required to be in compliance with the rules.
4. Specific information about prohibited conduct.
5. The circumstances under which a covered employee will be tested for alcohol and/or controlled substances.
6. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the covered employee and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct covered employee.
7. The requirement that a covered employee will submit to alcohol and controlled substances tests administered according to this policy.
8. An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.
9. The consequences for covered employees found to have violated the standards of conduct, including the requirement that the covered employee be removed immediately from safety-sensitive functions and the procedures for such removal.
10. The consequences for covered employees found to have an alcohol concentration of 0.02 or greater but less than 0.04.
11. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to supervisory personnel.
12. Information concerning additional Board policies regarding the use or possession of alcohol or controlled substances, including any consequences for a covered employee found to have a specified alcohol or controlled substances level.

In addition to training for covered employees, the Coleman Community Schools will ensure the education and training programs for supervisors will minimally include:

1. At least 60 minutes of training on alcohol misuse.

2. At least an additional 60 minutes of training on controlled substances use.
3. The physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Up to two members of the employee's association, selected by the association president, will be invited to attend each such training. Association attendees will not, however, perform any supervisory or reporting responsibilities as a result of this training participation or otherwise.

F. Legal Authority. Omnibus Employee Testing Act of 1991, 45 USC 431 and its promulgated regulations.

G. Definitions. For the purpose of this policy and any administrative regulations associated with this policy, the following definitions shall apply:

1. Controlled Substance: Any illegal drug and any drug that is being used illegally (e.g., a prescription drug that was not legally obtained or not used for its intended purpose or in its prescribed quantity).
2. Covered Employees: Are those who transport students as part of their regular assignment.
3. Employee: All covered employees, including substitutes, who work for the Coleman Community Schools.
4. Illegal Drug: Any drug or substance, the possession or use of which is unlawful pursuant to federal, state and local statute, regulation and/or ordinance.
5. Omnibus Employee Testing Act of 1991: The Omnibus Employee Testing Act of 1991, as signed into law on October 28, 1991, and its promulgated regulations, and as may be amended from time to time or may be superseded or replaced by legislation having a substantially comparable purpose.
6. Safety-Sensitive Function: All tasks associated with the operation or maintenance of school vehicles.
7. While on Duty: The time from which the covered employee begins work or is required to be in readiness for work until the time the covered employee is relieved from work and all responsibility for performing work.

ARTICLE XXVI

CAMERAS ON BUSES

The Association understands that the District may install cameras on school buses for the sole purpose of helping to improve student behavior and, accordingly, student safety on District buses. The tapes made by these cameras are for the primary purpose of recording and monitoring student behavior while in and/or at the immediate area of the buses. However, such tapes may be used for monitoring and training of school employees as to the propriety and/or effectiveness of

actions taken to control and/or manage student behavior on or in the vicinity of school buses.

The driver shall not be responsible for the tape, or its quality, or its existence. The placement of the cameras on the buses shall not be the responsibility of bargaining unit members. School employees will be notified when cameras are placed on their bus.

The District agrees to work with the driver and/or paraprofessional to control the students and understands that, occasionally, students will misbehave for reasons which are not attributable to the school employee(s) on the bus. It is also understood that all school employee(s) are expected to respond to student misbehavior in an appropriate manner which is in compliance with all state laws, school policies and/or administrative directives.

ARTICLE XXVII

ENTIRE AGREEMENT CLAUSE

This Agreement supersedes and cancels all previous Agreements, verbal or written or based on alleged past practices, between the Board and the Union 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 XXVIII

DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 1999, and continue in full force and effect until June 30, 2002.

IN WITNESS WHEREOF: the parties hereto have caused this instrument to be executed.

COLEMAN COMMUNITY SCHOOLS
BOARD OF EDUCATION

Richard A. Cotton
President

Heleen Ryzman
Secretary

Jim Archer
Chief Negotiator

5-19-99
Date

MICHIGAN EDUCATION SUPPORT
PERSONNEL ASSOCIATION-COLEMAN

Melissa O'Malley
President

Paulette L. Jones
Secretary

Peter L. Bergman
Chief Negotiator

5-19-99
Date

agreement

APPENDIX A(1)

Compensation Formula for Yearly Salary Increases

Year 1999-2000

A. <u>1999-2000</u> Foundation Allowance			\$5,696.00
B. <u>JUNE 1999</u> State Aid Membership			1,085.53
C. Foundation Allowance (A * B)			<u>\$6,183,178.88</u>
D. Previous Year Foundation Allowance			\$5,873,802.00
E. Increase in Revenue (C-D)			<u>\$309,376.88</u>
F. <u>17.39%</u> Percent of New Revenue New Dollars available for compensation			\$53,800.64
G. Increase or decrease in Compensation Costs			
		<u>Prev Yr</u>	<u>Cur Yr</u>
1. F.I.C.A.		7.65	7.65
			\$0.00
2. Retirement		11.12	11.66
			\$3,876.77
3. Worker's Comp		0.00	0.00
			\$0.00
4. Total (Increase or Decrease Costs)			<u>\$3,876.77</u>
H. Total Dollars Available for Salary Increase (F- G5)			\$49,923.87

Members Combined

A. Percentage of New Dollars			100.00%
B. New Dollars available for salary increase			\$49,923.87
C. Increase or decrease in Compensation Costs			
		<u>Prev Yr</u>	<u>Cur Yr</u>
1. Step Increases		0.00	\$13,151.50
			\$13,151.50
2. Longevity Increase		0.00	836.75
			\$836.75
3. MESSA PAK (1997-98)		<u>Inc Cost</u>	<u>Number</u>
Plan A		79.13	14
			\$13,293.84
Plan B		0.00	0
			\$0.00
Deduct		100.00	1
			\$100.00
Annuity		33.76	2.00
			<u>\$810.24</u>
4. Total (Increase or Decrease in Costs)			\$28,192.33
D. Total Dollars Available for Salary Increase			\$21,731.54
E. FICA, W/C, RETIRE COSTS		21.81%	<u>\$4,739.65</u>
F. DOLLARS AVAILABLE FOR SALARY INCREASE			\$16,991.89
G. PERCENTAGE INC (BASED ON PREVIOUS YR WAGE)			2.00%
Prev Yr Wages		\$ 850,981.00	

APPENDIX A(2)

CALCULATION DESCRIPTIONS

- A. Foundation Allowance for upcoming school year as approved by the state.
- B. State Aid Membership as received on the expiring school year's June State Aid report.
- C. Projected Foundation Allowance Revenue for Upcoming School Year (Foundation Allowance times State Aid Membership).
- D. Previous year Foundation Allowance Revenue.
- E. Projected Increase in State Aid Revenue (Projected Foundation Allowance Revenue minus Previous Year Foundation Allowance Revenue).
- F. (Negotiated Percentage @ 17.39% * Projected Income on State Aid Revenue).
- G. Projected Increase (or Decrease) in Compensation Costs for Upcoming Year.
 - 1. Change in FICA % rate for Upcoming Year times Previous Year's Total Salaries.
 - 2. Change in Retirement % Rate for Upcoming Year times Previous Year's Total Salaries.
 - 3. Change in Worker's Comp Rate for Upcoming Year times Previous Year's Total Salaries.
 - 4. Longevity Increase or Decrease as known on June 30th of the Expiring School Year.
 - 5. Steps Increase as known on June 30th of Expiring Year.
 - 6. MESSA Rate Increase (or Decrease) from Expiring Year's Total Cost. (Including cost of Projected Deductibles.)
 - 7. Total Increase (or Decrease) in Projected Costs for Upcoming School Year.
- H. Total New Dollars Available for Salary Increase (F-G7).
- I. FICA, Worker's Compensation, Retirement Costs as a Percent of New Dollars.
- J. Net New Dollars Available for Salary Increase (H - I)
- K. Final Percentage of Increase to Salary Schedule (determined by new dollars available (J) Divided by previous year's Total Salary Expense as known on June 30th of the Expiring Year).



