

# **MASTER AGREEMENT**

**Between**

**FOREST HILLS BOARD OF EDUCATION**

**And**

**FOREST HILLS SUPPORT ASSOCIATION**

**(Custodial and Food Service)**

**(KCEA/MEA/NEA)**

**July 1, 2015 – June 30, 2016**

Forest Hills Public Schools  
6590 Cascade Road, S.E.  
Grand Rapids, MI 49546  
Daniel Behm, Superintendent

## TABLE OF CONTENTS

	<u>Page(s)</u>
1. <b>Agreement</b>	4
2. <b>Article I: Recognition</b>	5
3. <b>Article II: Association Rights and Membership</b>	5
A. Association Rights	5
B. Use of Facilities	5-6
C. Released Time	6
D. Copies of Agreement	6
4. <b>Article III: Board Rights</b>	
A. Board Rights	6-7
5. <b>Article IV: Employee Rights</b>	
A. Individual Rights	7-8
B. Evaluation	8-9
C. Individual Rights for Disciplinary Matters	9
6. <b>Article V: Wages</b>	9-11
7. <b>Article VI: Conditions of Employment</b>	
A. New Employee Procedures	11
B. Probationary Period	11-12
C. Hours of Work	12
▪ Overtime	12-13
▪ Required Meetings	13
▪ Report to Work for Emergencies	13
▪ Constitution of Full-Time Employee	13
D. Work Materials	13-14
E. School Closings	14-15
F. Benefits and Banks for Less than 52 Week Employees	15
G. Mechanics Driving Buses	15
8. <b>Article VII: Vacancies, Transfers and Promotions</b>	
A. Vacancies	16
B. Transfers Within Unit	16
C. Promotions Within Unit	17
D. Involuntary Transfers and Temporary Assignments	17
9. <b>Article VIII: Seniority, Layoff and Recall</b>	
A. Seniority Definition	17
B. Seniority List Within Unit	18
C. Loss of Seniority Within Unit	18
D. Layoff Within Unit	18
E. Recall Within Unit	19

<b>10. Article IV: Time Off With Pay</b>	
A. Sick Leave	19
▪ Custodial/Maintenance Employees	19
▪ Food Service Employees	20
▪ Pay for Sick Leave	20
▪ Verification of Sick Leave	20
▪ Use of Sick Leave	20
▪ Sick Leave Payoff at Termination of Employment	20
B. Personal Leave Days	20-21
C. Holidays	21-22
D. Vacations	22
▪ Food Service Employees	22
▪ 52 Week Custodial/Maintenance Employees	22-23
▪ Provision for Vacation Day Use	23
<b>11. Article X: Leave of Absence</b>	
A. Unpaid Leaves	24
▪ Child Care Leave of Absence	24
▪ Illness/Accident	24
▪ Seniority Leaves	25
▪ Food Service Leaves	25
B. Paid Leave	25
C. General Provisions Applicable to All Unpaid Leaves Of Absence Not Covered by FMLA	25-26
D. Workers' Compensation Insurance	26
<b>12. Article XI: Grievance Procedure</b>	26-28
<b>13. Article XII: Insurance</b>	
A. Health	29
B. Dental	29
C. Vision	29
D. Life Insurance	29
E. Long-Term Disability	29
F. Cash in Lieu of Health Benefits	30
G. Annuity Payment Option	30
<b>14. Article XIII: Miscellaneous</b>	
▪ Jury Duty	31
▪ Insurance Protection	31
▪ Non Reorganization	31
▪ Copies of Agreement	32
▪ Employee Work Rules	33-35

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Forest Hills School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other protected status in its employment decisions or the provision of services.

**AGREEMENT**

This Agreement is entered into this first day of July, 2015, by and between the Board of Education of the Forest Hills Public Schools, Kent County, Michigan, hereinafter called the “Board” and the Kent County Education Association through its local affiliate, the Forest Hills Support Staff Association/MEA, hereinafter called the “Association”; and said Agreement shall remain in effect until June 30, 2016.

This Agreement constitutes, in written form, the sole and entire existing agreement between the parties in respect to rates of pay, wages, hours of employment and other conditions of employment that shall prevail during the term of this Agreement. It supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon the Board and the Association. It is further understood and agreed that only the Superintendent or designee may issue policies concerning wages, hours and working conditions which are binding on the Board and then only if in writing and signed by the issuer. This contract is subject to amendment, alterations or additions only by a subsequent written agreement between and executed by the Association and the Board. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of its terms and conditions. The Board shall deal with all matters not expressly covered by this contract through exercise of its management rights without prior negotiations during the life of this Agreement.

Adopted by the Board: June 28, 2015

## **ARTICLE I**

### **RECOGNITION**

The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all full and part-time school year food service employees and for all full and regular part-time custodial/maintenance employees of Forest Hills Public Schools, including head custodians, utility cleaners, maintenance employees, grounds men, bus mechanics, mechanics helper, painter and telephone technician, and mail courier; excluding supervisory employees, instructional employees, executives, all other employees, students and substitutes. The term "employee" when used hereinafter in the Agreement shall refer to all custodial and food service bargaining unit members represented by the Association.

## **ARTICLE II**

### **ASSOCIATION RIGHTS AND MEMBERSHIP**

- A. Association Rights  
The parties specifically recognize that each has the right to invoke the assistance of the Michigan Employment Relations Commission or a mediator from such public agency.
- B. Use of Facilities
1. The Association and its members shall have the right to schedule the use of the school building facilities for the Association meetings without priority and subject to approval of the Board. After notification of intent has been given to the principal, the Association may post Association notices in any lounge.
  2. The Association, with prior written approval from the Assistant Superintendent for Human Resources Office, may schedule with the appropriate administrator, the school building facilities for Association meetings. The Association with prior written approval of the Director of Buildings and Grounds, may have use of bulletin boards in the food service and custodial work rooms in the District school buildings.
  3. The Association shall have the right to make reasonable use of telephone facilities and the internal school mail service. The use of school duplicating

equipment for Association business will be permitted when done by Association officers outside of work hours and following the guidelines in the particular building where equipment is used. The Association may be expected to reimburse the costs for such duplicating services.

C. Released Time

1. An employee scheduled for work during the time of an Association meeting will be released for no longer than sixty (60) minutes upon advance notification of the Supervisor. Such released time will be made up at the discretion of the Board.
2. The Board will release with pay, with prior written approval of the Human Resources Office, an Association representative(s) from his/her assigned duties, to help process grievances or other issues when it is mutually advantageous for the Board and Association to work together.
3. The Board agrees to grant up to ten Association Days for the use of the Association officers and delegates to attend functions relative to the performance of their position within the Association. The local president shall monitor these days and make all requests no less than one (1) week prior to their expected usage.

D. Copies of Agreement

The Board agrees to provide a contract to each member of the bargaining unit plus ten (10) extra copies to the Association.

## **ARTICLE III**

### **BOARD RIGHTS**

A. Board Rights

The Board, on its behalf, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of Michigan and of the United States. These rights shall be exercised with the Association and shall be limited only to the specific and express terms of this Agreement. Such rights shall include without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the employer and its properties and facilities and the activities of its employees.
2. To manage and direct the working forces, including the right to hire, promote, suspend, discharge and demote employees, transfer employees, assign work, subcontract, determine the size of the work force and to lay off employees.
3. To determine the services, supplies and equipment necessary to continue its 7 operations and to determine the methods, schedules and standards of operation, the means, methods and processes of carrying on the work including the institution of new and/or improved methods or changes therein.
4. To adopt rules and regulations, specifically work rules, which shall be adhered to.
5. To determine the qualifications of employees and numbers, including physical qualifications and conditions.
6. To determine the number and location of its facilities, including the establishment or relocations of new buildings, departments, divisions or subdivisions, buildings or other facilities.
7. To determine all financial and educational policies.
8. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

## **ARTICLE IV**

### **EMPLOYEE RIGHTS**

#### **A. Individual Rights**

The Board shall not discharge or discipline any employee without just cause and discipline shall be in accordance of written work rules. No prior discipline or warning need be imposed on any employee before he/she is discharged or disciplined if the misconduct is so aggravated, in the opinion of the employer, as to require immediate discharge or the cause of discharge or discipline is dishonesty, drunkenness, recklessness, gross negligence, being under the influence of drugs or

intoxicating beverages while on duty, or the violation of the employer's posted rules. Discharge or discipline must be by proper written notice and any employee may request an investigation as to the Board's discharge or discipline and should such investigation prove that the employee was without fault, such employee shall be reinstated with prior seniority and compensated for time such employee has been out of work; however, if the employee is found to be with fault, the penalty shall stand unchanged. Appeal for discharge or discipline must be taken within five (5) days by written grievance.

B. Evaluation

1. All monitoring and evaluation of the employee shall be conducted openly. Employees not on probation will be evaluated at least every other year, unless he/she receives an unsatisfactory evaluation in which case, he/she will be evaluated the following year. The Director of Building and Grounds will determine the initial rotation to begin biennial evaluations. Employees may be evaluated more frequently at the discretion of the administration. The administration shall be responsible for conducting all custodial evaluations with input from the head custodian. The Supervisor of Food Service will be responsible for conducting all food service evaluations with input from the building principal.
  - a. The Director of Buildings and Grounds will review all evaluations and provide input if needed.
  - b. If there are areas in the employee's performance which are not satisfactory, the Supervisor will bring them to the attention of the employee. If the employee does not improve his/her performance, he/she will be discharged.
  - c. Evaluations are made to assist the employee to improve his/her work techniques and skills, if necessary. Where areas of improvement are indicated, an improvement program will be implemented with the employee and his/her supervisor under the direction of the Director of Building and Grounds. In such cases, evaluations will be conducted more frequently than normal.
2. Review of Personnel File

Such employee shall have the right, with proper advance notice, to review the material prepared for their file by the District, excluding pre-employment



information and other material judged confidential by the Board. A representative of the Association may be requested to accompany the employee in such review.

C. Individual Rights for Disciplinary Matters

An employee in this bargaining unit may ask the President of the Association or designee of the President, to accompany and/or represent him/her in all disciplinary matters.

**ARTICLE V  
WAGES**

Negotiations resulted in wage scales for custodial and food service employees being increased by 1% on the salary schedule and steps being frozen for 2015-16.

**SALARY SCHEDULE  
2015-16**

Cleaner

\$10.61 per hour

\$11.11 per hour after 3 years of service

Custodian II

\$10.61 per hour

\$11.11 per hour after 3 years of service

Custodian II employees will be offered a minimum value health plan as required by the Affordable Care Act

<u>Custodians</u>		<u>Head Custodians/Courier/Grounds</u>	
<u>Steps</u>		<u>Steps</u>	
1	\$11.76	1	\$14.50
2	\$13.57	2	\$15.36
3	\$14.66	3	\$16.51
4	\$15.67	4	\$17.65
5	\$17.15	5	\$19.03
6	\$17.73	6	\$19.57
<u>Maintenance/Mechanics</u>		<u>Food Service Workers</u>	
<u>Steps</u>		<u>Steps</u>	
1	\$17.21	1	\$10.90

2	\$17.86	2	\$11.24
3	\$18.94	3	\$11.68
4	\$20.08	4	\$12.14
5	\$21.39	5	\$12.58
6	\$22.01	6	\$13.02
		7	\$13.46

Longevity:      Beginning of 11th year - \$.45 (anniversary date)  
                      Beginning of 16th year - additional \$.40 (anniversary date) = \$.85  
                      Beginning of 21st year - additional \$.30 (anniversary date) = \$1.15

**PREMIUMS: (+ per hour rate)**

	<b><u>2015-2016</u></b>
2nd Shift Custodian	\$.62
3rd Shift Custodian	\$.82
2nd / 3rd Shift Cleaner	<b>\$.50</b>
Lead Person Night Shift	
- High School 2nd Shift Lead	\$.57
- Middle School Custodial	
2nd Shift Lead	\$.32
Lead Person Summers	\$.32
<b>CHS,NHS,EHS,NT/NHMS,CW/CMS,Admin, Goodwillie/Pac-CAC Head Custodian</b>	<b>\$1.02</b>
K-4 Head, OV, KF	
Head Custodian	\$.57
Lead Mechanic	\$.87
Lead Maintenance	\$.87
Lead Grounds	\$.87
Full-Time Food Service (30 hours or more)	\$.57

Food Service Van Driver	\$1.07
Food Service Lead (Middle/High)	\$.37
Food Service Lead (5/6)	\$.32
Food Service Lead (Elementary)	\$.32

## ARTICLE VI

### CONDITIONS OF EMPLOYMENT

#### A. New Employee Procedures

1. Employee candidates, at the Board's option, may be required to take a pre-employment physical examination at the Board's designated medical health clinic with the Board paying for the exam.
2. Upon notification of employment, it is the candidate's responsibility to fill out all employment and fringe benefit forms at the Human Resources Office.

#### B. Probationary Period

1. A new employee shall be on probation for sixty (60) work days (twelve week period). The probationary period may be decreased or increased up to a period not to exceed a total of ninety (90) days on the recommendation of the Director of Building and Grounds or Supervisor of Food Service. The purpose of the probationary period is to provide the Board with the opportunity to determine if the employee has the ability and other attributes to qualify him/her for regular employment status. Satisfactory performance of a substitute in the same position for thirty (30) consecutive days may be recommended by the Director of Building and Grounds or Supervisor of Food Service to have the probationary period waived.
2. During the probationary period, fringe benefits will not be in effect and the employee may be dismissed at the sole discretion of the Board. Evaluations will be made during this period and will be sent to the Director of Building and Grounds for review before the employee moves to regular employment status.
3. Upon completion of the probationary period, the employee's name shall be added to the seniority list retroactive to the employee's most recent date of hire (when he/she first reported to work). Upon completion of the probationary period, it will be the responsibility of the employee to fill out the necessary forms at the Human Resources Office for all fringe benefits

provided in this Agreement.

4. Newly hired food service employees will receive a minimum of four (4) hours training and newly hired food service substitutes a minimum of two (2) hours training, at the discretion of the Supervisor of Food Service. Newly hired food service personnel may be scheduled to work prior to their training period during emergency situations as determined by the Supervisor of Food Service.

C. Hours of Work

1. Daily hours for food service employees will be assigned by the Supervisor of Food Service. Daily hours for custodial/maintenance employees will be assigned by the Director of Building and Grounds and/or Principal for each position at the time of employment. The normal working hours for custodial/maintenance employees shall be eight (8) hours per day, five (5) days per week, Monday through Friday. The normal working hours for employees hired as "cleaners" shall be five (5) hours per day, five (5) days per week. Cleaners may be requested to perform setup and breakdown tasks.

Custodial/maintenance employees assigned to work at the Fine Arts Center and the Community and Aquatic Center on a regular basis will be scheduled on rotating five (5) day schedules, including Saturday as normal work days.

2. Each full time, eight (8) hour per day employee will be permitted a total of one-half (30 minute) hour lunch period per day. All employees will be permitted a fifteen (15) minute break for each four (4) hour block of time. Food service employees will be allowed one (1) lunch per day.
3. Each employee shall be responsible for accurately filling out their own time sheet or punching their own time card, whichever is appropriate.
4. Overtime
  - a. Overtime pay of one and one-half (1.5) times the regular hourly rate shall be paid on actual time worked beyond the forty (40) hour work week. (Holidays, vacation days and personal days will be deemed to be a day worked and these eight (8) hours will be figured as actual time worked.)
  - b. Food Service catering and food service employees will be paid at the regular rate of pay with overtime pay of one and one-half (1.5) paid for any time worked beyond eight (8) hours per day.

- c. Overtime pay of one and one-half (1.5) will be paid for all hours worked on Sunday.<sup>13</sup>
- d. Time and one half (1.5) will be paid for all hours worked on holidays if requested to do so by the Administration.
  - (1) Employees who are interested in overtime will need to submit their names on a yearly basis, during July, to the Director of Building and Grounds.
  - (2) A list of employees wanting overtime will be maintained by the building.
  - (3) Overtime will be rotated when, in the sole discretion of the Administration, rotation does not affect the quality of service being rendered.

5. Required Meetings

Food service employees will be paid to attend required meetings. A minimum of one hour of pay will be guaranteed.

6. Report to Work for Emergencies

If an employee is requested to report to work for an emergency, then a minimum of three (3) hours will be reported as time worked.

7. Constitution of Full-Time Employee

Custodial/maintenance employees who are assigned to work fifty-two (52) weeks per year and forty (40) hours per week will be termed 52 week fulltime employees. Food service employees who are assigned for thirty-eight(38) weeks and thirty (30) hours per week or more will be termed full-time school year employees.

D. Work Materials

- 1. The Board will reimburse the employee for the cost of courses or workshops recommended by the Board and taken by the employee to improve performance. Such reimbursable expenses must be approved in advance by the administration.
- 2. The Board will provide an annual reimbursement of \$350 to all bus mechanic personnel and \$250 for all maintenance personnel for the use and replacement of personal tools and equipment used on the job.

3. It is the responsibility of each employee to meet and maintain the qualifications, as well as a license if a license is required, in a specific job description.
4. As long as the Board requires uniforms to be worn by employees covered by this Agreement, the Board will provide the uniforms as follows:
  - a. Non-probationary staff members, during their first year, will be provided three (3) uniforms (shirts/pants) for custodial/maintenance, mechanic helper employees and food service van driver; and three (3) tops for food service employees.
  - b. Each year thereafter, five (5) pieces (pants and/or tops) for custodial/maintenance, mechanic helper employees and food service van driver, and two (2) tops for food service employees.
  - c. A rental uniform service will be provided in lieu of purchased uniforms for bus mechanics, grounds and maintenance personnel. (See addendum for letter regarding summer dress)
5. Food service employees will be provided a \$60.00 shoe allowance annually. Employees are required to purchase shoes with slip resistant soles. The Supervisor of Food Service will submit a request in writing to the Assistant Superintendent for Human Resources for the approval and processing of employee shoe allowances by November 1 of each year and for each employee hired after that date at the completion of the employee's probationary period.

E. School Closings

On days that schools are closed for unscheduled reasons, custodial/maintenance employees are expected to work unless notified otherwise by the Administration. Food service employees are not expected to work unless notified otherwise by the Administration. Food service employees will not be paid for the first three cancelled days. The fourth day will be paid at their regular rate. Cancelled days beyond four (4) will not be paid. Compensation for custodial/maintenance employees will be determined as follows:

1. If the school day(s) missed are not going to be rescheduled, employees who report to work will be given compensatory time off for actual hours worked for

for the fourth inclement weather day. Employees who work the first three (3) inclement weather days or days five (5) and beyond shall not receive any additional compensation.

2. If the school day(s) missed are rescheduled, employees who do not report for work on days schools are closed will not be paid unless personal leave/vacation time is authorized.
3. Food service employees and mechanics who do not work on non-compensated inclement weather days may use personal or vacation time to compensate for lost pay.

F. Benefits and Banks for Less than 52 Week Employees

Fifty-two (52) week custodial/maintenance employees who regularly work less than full-time will have their benefits, insurances and leave time prorated on the basis of the average weekly hours worked. Cleaner employees are not eligible for Board provided health care benefits or paid banks. They will be paid for the Christmas holiday. Food service employees who work less than thirty (30) hours per week are not eligible for Board provided health care benefits. Less than full-time employees have the ability to purchase health insurance coverage.

G. Mechanics Driving Buses

When mechanics are asked to drive a bus in an emergency situation, they will be paid \$10.00 per run and every effort will be made to give the mechanic the shortest run available.

## **ARTICLE VII**

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

A. Vacancies

A vacancy shall be considered to be an open position created by retirement, resignation, termination or a newly created position in the unit. If the position is to be filled, it will be posted within sixty (60) work days of the opening. All vacancies shall be posted in a conspicuous place in each building of the District at least five (5) work days before the vacancy is advertised publicly or filled permanently. Postings shall contain a job description, the work location and the hours expected to be worked. A copy of all District postings shall also be forwarded to the Association's local president. The Board will maintain a base number of employees throughout the duration of this contract, in which staffing and economic issues will be discussed through the problem-solving meetings with representatives from both parties.

The Problem-Solving representatives will discuss vacancies and positions that will be filled with a "cleaner" at five (5) hours per day.

B. Transfers Within Unit

1. Whenever an employee is interested in being considered for a vacancy or an assignment, he/she shall file a written statement of interest within the time limits of the posting to the Human Resources Office.
2. Vacancies will be filled with the most qualified applicant in the judgment of the Board. Seniority will be considered when applying within the same pay classification, as will prior work experience, prior work record, job knowledge and interpersonal skills.<sup>16</sup>
3. Each employee who is moved to a new position will be considered to be under a probationary period for no longer than thirty (30) work days in the new position. If the employee's performance is not satisfactory, he/she shall be returned to a position similar to the employee's original position.
4. It is the Board's intent to grant transfers to vacancies posted among present employees first, provided there are candidates who are qualified in the sole judgment of the Board.

C. Promotions Within Unit

1. Any employee requesting a transfer or assignment to a position in a higher classification or supervisory position may be required to participate in



interviews, tests and provide appropriate recommendations according to the position vacant.

2. The Board reserves the right to final determination of the selection of candidate, however, it is the Board's intent to fill said position from within the District if at all possible before seeking outside candidates for the position.

D. Involuntary Transfers and Temporary Assignments

1. The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible.
2. Employees who are temporarily transferred to another position will have their hourly rate adjusted upward after five (5) work days. In no case will pay be adjusted to a lower rate on temporary transfers.
3. Permanent transfers will result in an immediate higher wage rate if the new job classification has a higher wage schedule. If transferred to a lower classification, the employee will be moved to the lower pay schedule at the end of the fiscal year, June 30.

## **ARTICLE VIII**

### **SENIORITY, LAYOFF AND RECALL**

A. Seniority Definition

1. Seniority shall be defined as the length of continuous service in the bargaining unit with the District since the employee's most recent date of hire in a bargaining unit permanent position.
2. Seniority will not accrue while the employee is on an unpaid leave of absence or layoff, nor will it accrue beyond ninety (90) work days, if an employee is on Workers' Compensation; however, none of these shall be considered a break in "continuous service".

B. Seniority List Within Unit

1. A seniority list shall be updated and posted upon written request of the President of the Association for all bargaining unit members establishing the

effective, as well as any corrected, date of employee's most recent date of hire. An employee's standing on the published list will be final unless protested, in writing, to the Human Resources Office not later than thirty (30) calendar days after the list has been posted.

2. Employees hired the same day will be listed alphabetically by surname, provided, that no employee may advance on the seniority list by name change.

C. Loss of Seniority Within Unit

1. The employee retires, quits or is discharged.
2. The employee is absent from work for two (2) consecutive work days without notifying the immediate supervisor of the reason for the absence.
3. The employee does not return from layoff status within ten (10) work days from the date of recall providing the person is currently employed elsewhere.

D. Layoff Within Unit

Layoff shall be defined as a reduction in work force. In the event the Board, at its discretion, determines that a layoff is necessary, it shall:

1. Meet with the Association to see if any member(s) of the unit is/are interested in reducing their normal eight (8) hour daily work shift. If positions are "job shared", it must be agreed to by both the Board and the Association.
2. Request volunteers in manner deemed appropriate by the Board.
3. Layoff probationary employees providing current employees are qualified for the position.
4. If additional layoffs are required, employees will be laid off in reserve order of seniority providing, in the sole judgment of the Board, another employee with more seniority has job classification, seniority will always prevail.

E. Recall Within Unit

1. The order of recalling laid off employees shall be in the inverse order in which the employees are laid off and shall be subject to the same conditions

of layoff as cited in Article VIII, D.

2. Notices of recall shall be sent by certified mail to the employee's last known address as shown on the Board's records. It shall be the obligation of the employee to provide the Board with a current address and telephone number. A recalled employee shall give notice of intent to return to work within three (3) work days and shall return within ten (10) work days providing such individual is currently employed elsewhere or such employee's employment shall be terminated without recourse to this Agreement.

## **ARTICLE IV**

### **TIME OFF WITH PAY**

#### **A. Sick Leave**

1. Upon completion of the probationary period, an employee (excluding cleaners) will earn one (1) day of sick leave per month worked equal to the number of hours worked per day, not including overtime. Sick leave days shall be accumulated without limit.

2. Custodial/Maintenance Employees

If a custodial/maintenance employee is unavailable for work for personal illness, he/she must:

Day Shift	Call immediate supervisor at least one (1) hour before their established starting time.
-----------	---

Second Shift	Call immediate supervisor at least two (2) hours before their established starting time.
--------------	--

Third Shift Grounds	Call the Director of Building and by 3:00 p.m. so a substitute can be called as needed.
------------------------	---

3. Food Service Employees

If a food service employee is unavailable for work for personal illness, they must call the Supervisor of Food Service at least two (2) hours before their

established starting time.

4. Pay for Sick Leave

Sick leave will be paid at the employee's established wage.

5. Verification of Sick Leave

The Director of Building and Grounds may request a physician's statement the use of sick day benefit is in question.

6. Use of Sick Leave

Sick leave may be used for serious injury or illness in the immediate family.

7. Sick Leave Payoff at Termination of Employment

At the time of termination, if an employee has accumulated sick leave, the Board will pay a bonus as follows:

50 days (400 hours) pays	\$ 525
67 days (536 hours) pays	\$ 775
83 days (664 hours) pays	\$1,025
100 days (800 hours) pays	\$1,275
115 days (920 hours) pays	\$1,400

8. A unit member shall earn an additional Floating Holiday if they do not use any sick days within a 12-month period. Such earned time must be used on any non-student day within the following school year or it will be forfeited. The timeline for the Attendance Bonus shall be July 1 to June 30 of each year.

An exception shall be extended to those members who use their sick leave for bereavement purposes. In such cases, members will be held harmless and considered eligible for the Attendance Floating Holiday.

B. Personal Leave Days

1. Three (3) personal leave days per year may be used for business that cannot be conducted outside the normal work day for fifty-two (52) week employees. Four (4) personal leave days per year may be used for business that cannot be conducted outside the normal work day for Food Service employees. Requests for personal leave days must be submitted on the proper form five (5) work days in advance, except in the case of emergencies, to the Director of Building and Grounds or the Supervisor of Food Service, as appropriate. One (1) unused

personal leave day may be carried over to the following year for an annual maximum of four (4) personal leave days for fifty-two (52) week employees. Additional personal leave days not utilized by fifty-two (52) week employees during the contract year will be converted to sick leave for the following year. Three (3) personal leave days not utilized by Food Service employees during the contract year will be converted to sick leave for the following year. During the 20 Open Enrollment period, the third personal leave day may be sold under the Flexible Benefit Plan. It is the responsibility of the employee to notify the District's Benefit Office during the Open Enrollment period.

2. Requests for personal leave day before or after a holiday break will be granted on a lottery basis as of September 1 of each year. No more than 10% of the bargaining unit members may request a personal leave day on the days listed above and granting of such time is dependent on the availability of substitutes when necessary.

C. Holidays

1. Custodial/Maintenance Employees

All full-time fifty-two (52) week custodial/maintenance employees who have completed their probationary period will be paid at their regular rate of pay if they work (or if they are on a scheduled vacation day) the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day after the holiday. These employees then qualify for the following paid holidays. Five or eight-hour utility cleaners shall be paid for Christmas Day only.

- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day\*
- Christmas and one other day\*\*
- New Year's Day and one other day\*\*
- Memorial Day
- Good Friday (when scheduled on school calendar)

\*This day may vary depending on the activities and custodial needs at each school.

\*\*If the holiday falls on a Saturday, the Friday preceding will be the designated holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.

2. Food Service Employees

Food service employees will be paid at their regular rate for the following holidays if they work the last regularly scheduled work day preceding the holiday and the first regularly scheduled work day after the holiday:

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Good Friday (when scheduled on school calendar)
- Memorial Day

D. Vacations

1. Employees are entitled to receive paid vacation based on seniority within the District as of the anniversary date of employment in a permanent position.

2. Food Service Employees

School year food service employees shall be entitled to the following paid vacation schedule:

- a. During 2015-16, Food Service Employees who have completed eight (8) or more years of service will receive a week equal to five (5) work days of paid vacation for Holiday break based on their current weekly hours and rate of pay.
- b. During 2015-16, Food Service Employees who have completed twelve (12) or more years of service will receive two (2) additional days of paid vacation on two non-scheduled workdays based on their current daily hours and rate of pay.

3. 52 Week Custodial/Maintenance Employees

The Board shall grant paid vacation in accordance with the following schedule to eligible full-time fifty-two (52) week employees, based on their anniversary date in a permanent position:

SENIORITY  
1 Year

VACATION HOURS  
5 Days

(1,040 or more hours worked by end of fiscal year or if not, allocation will be prorated)

2 Years	10 Days
5 Years	15 Days
6 Years	16 Days
7 Years	17 Days
8 Years	18 Days
9 Years	19 Days
10 Years	20 Days
20 Years	21 Days
21 Years	22 Days
22 Years (effective 7/01/05)	23 Days
23 Years (effective 7/01/06)	24 Days
24 Years (effective 7/1/06)	25 Days

4. Provision for Vacation Day Use

- a. Granted vacation days must be used during the fiscal year and cannot be accrued except by written permission from the Assistant Superintendent for Human Resources Office and Association President on an individual request basis, and may only be carried through December 31 of the following year. Vacation days cannot be exchanged for cash except under the provisions of the flexible benefits plan.
- b. Vacation days must be applied for and have the approval of the Director of Building and Grounds at least fifteen (15) work days prior to requested vacation days.
- c. Vacation hours will be recorded on the employee's check stub at the start of each fiscal year.
- d. Requests for vacation the day before or after a holiday break will be granted on a lottery basis as of September 1 of each year. No more than 10% of the bargaining unit members may request a vacation day on the days listed above, and granting of such time is dependent on the availability of substitutes where necessary.

## ARTICLE X

### LEAVES OF ABSENCE

#### A. Unpaid Leaves

##### 1. Child Care Leave of Absence

An unpaid child care leave of absence for up to one (1) year will be granted under the following conditions:

- a. The employee will notify the Assistant Superintendent for Human Resources Office, in writing, at least two (2) months prior to scheduled delivery or adoption, or as soon as possible in emergency situations, indicating the approximate length of leave desired.
- b. Before returning to the position, the employee will submit a physician's statement of physical and mental ability to perform the duties for which they are qualified.
- c. Upon completion of leave, the employee will return to the same position or to another position for which they are qualified. Non-acceptance of such a position shall terminate the Board's obligation to rehire.
- d. Employees may, at their option, use accumulated sick leave to substitute for unpaid leave provided under the Family and Medical Leave Act of 1993, which allows for up to twelve (12) work weeks of unpaid leave, with benefits, during any fiscal year for the birth or care of a child, the adoption or foster care of a child, the care of a spouse, son, daughter, or parent with a serious health condition or serious health condition of the employee.
- e. Requests for leave for a serious health condition for an employee or to care for the employee's spouse, child or parent who has a serious health condition will require medical certification.

##### 2. Illness/Accident

If an employee, covered under this Agreement, has an illness or accident which requires a long period of recuperation, the employee may request, in



writing, accompanied by a medical doctor's statement, a leave request. Such unpaid leaves will be granted for periods up to one (1) year.

3. Seniority Leaves

For good cause, after ten (10) or more years seniority, employees may request a leave of absence for up to six (6) months period of time. It is the sole discretion of the Board to grant or deny such requests.

4. Food Service Leaves

Food Service employees may request up to ten (10) days unpaid leave of absence per school year. Said leave will be granted only if a substitute is available. Requests should be submitted at least ten (10) work days in advance of the requested leave. When more than one (1) request is received for the same time period, they will be processed according to the order in which they were received.

B. Paid Leave

1. Funeral Leave

- a. Employees may have up to one (1) day sick leave with pay to attend a funeral and up to three (3) days of sick leave for death in the immediate family per incident.
- b. Immediate family is defined as spouse, child, parent, grandparent, grandchild, sister, brother or immediate family of spouse.
- c. Absence for funeral requires prior approval.

C. General Provisions Applicable to All Unpaid Leaves of Absence Not Covered by the Family and Medical Leave Act

1. During any unpaid leave, except those covered by the Family and Medical Leave Act, the employee will be responsible for paying to the Accounting Office each month an amount sufficient to pay the insurance premiums if the employee chooses to continue coverage.
2. All other fringe benefits shall terminate the Board's responsibility upon commencement of leave of absence and will be reinstated upon the employee's return. It is the employee's responsibility to fill out all necessary papers, at the Human Resources Office, to reinstate their insurance.

3. If an approved leave of absence must be extended for any reason, the employee must notify their supervisor at least two (2) weeks in advance. (Exceptions may be made for emergency situations.) All extensions must have the approval of the Director of Building and Grounds or Supervisor of Food Service, however, no special leave will be extended over one (1) year. The Director of Building and Grounds has the option of approving or denying a request for an extension for a leave of absence.

D. Workers' Compensation Insurance

1. The Board will provide Workers' Compensation insurance.
2. Employee must report job-related injuries to the Human Resources Office within twenty-four (24) hours through completion and submission of the appropriate forms.
3. In cases where the employee is paid benefits under the Workers' Compensation Act, the employee may request deductions on a pro-rata basis from the sick leave accumulation to ensure no difference between the employee's regular straight time wages to Workers' Compensation benefits and the actual benefits paid under the provisions of the said Workers' compensation benefits, or until such time that the employee's sick leave is exhausted. Employee is responsible for their MIP contribution on reportable Worker's Compensation payments.

## **ARTICLE XI**

### **GRIEVANCE PROCEDURE**

- A. A "grievance" is a claim of improper application of the valid current "Contract Agreement". An "aggrieved employee" is the employee(s) who is/are directly affected and, therefore, will make the claim. The Association is the aggrieved only when an employee's rights have been allegedly violated.

It is our intent that all grievances should be resolved as soon and as simply as possible.

Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, either alone or with a representative of the Association, and

having the grievance adjusted without intervention of the Association; provided the adjustment is consistent with the terms of this contract.<sup>26</sup>

- B. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the time limit specified, the grievance will be deemed settled on the basis of the deposition at the preceding level. In the event the written answer is not submitted in the time specified, the aggrieved may proceed to the next level. The time limits specified may, however, be extended by mutual agreement, in writing, between the Association president and the Director of Building and Grounds. A supply of the grievance forms shall be on file with the Association secretary.

1. Level One

- a. An employee may, within five (5) work days of the occurrence of the grievance, orally discuss the matter with the Director of Building and Grounds or the Supervisor of Food Service, as appropriate, and if requested, a trustee of the Association, with the objective of resolving the matter informally. If the problem is not resolved to the employee's satisfaction, he/she may:
- b. Within five (5) days of the above conference, put the grievance in writing on the form provided and present it to the Director of Building and Grounds.
- c. A conference between the Director of Building and Grounds or the Supervisor of Food Service, as appropriate, the employee and Association trustee shall be held. The Director of Building and Grounds or designee shall submit the written decision to the employee and the Association no later than five (5) work days after the meeting.
- d. The Association trustee shall then report to the Association officers and a determination of the merits of the grievance will be made.
- e. If the grievance is not resolved at this level and the Association Officers feel that the grievance has merit, the Association shall file a level two (2) appeal from.

2. Level Two

- a. The level two (2) grievance form will be filed within five (5) work days to the Assistant Superintendent for Human Resources.
- b. The Assistant Superintendent for Human Resources or his/her designee shall return a written decision to the Association no later than ten (10) workdays after the receipt of the level two (2) form. If said decision fails to settle the grievance, the Association may appeal to level three (3) no later than ten (10) work days after receipt of the Assistant Superintendent for Human Resources' decision.

3. Level Three

The matter still being unresolved, the Board will select two (2) representatives and the Association will select two (2) representatives to review the grievance. This review will be done within fifteen (15) workdays upon receipt of grievance at level three (3). If the parties cannot reach agreement, they will select a fifth member, mutually agreeable to both parties within five (5) days. This fifth member will review/hear the case, within fifteen (15) work days of being selected, and indicate his/her decision in writing. This would resolve the grievance and such decision shall be binding by both parties. Costs incurred will be shared equally by both parties.

## **ARTICLE XII**

### **INSURANCE**

#### **Open Enrollment Period and Signing Up for Fringe Benefits**

The Open Enrollment period for fringe benefits covered under the flexible benefit plan is the month of September with benefits beginning the month of October, except for new hires, who will need to enroll for fringe benefits in the Human Resources Office, the first month after completing their probationary period.

Once an employee is enrolled in the benefit plan, they will remain enrolled for the remainder of the plan year ending September 30 unless employment is terminated or there is a change in family circumstances which qualified the employee for a change in benefits.

A. Health

1. The Board will provide health insurance with the West Michigan Health Insurance Pool (WMHIP) for the 2015-16 school year. The Priority Health Plan is the board approved plan and employees will pay any premium cost beyond the state provided limits through payroll deduction. Dependents shall be spouse or natural born or legally adopted children who qualify as dependents with the IRS.
2. Part-time school year food service employees may purchase health insurance as allowed by the carrier. Monthly premiums will be deducted from their pay.

B. Dental

Full-time employees may elect full family dental insurance in lieu of the health or annuity option. The plan is through ADN Administrators, Inc. Specific terms and conditions of coverage are set forth in the group policy provided by the Board.

C. Vision

The Board will pay 85% of cost of vision care insurance for full-time food service employees. The plan is through NVA (National Vision Administrators, LLC). Specific terms and conditions of coverage are set forth in the group policy provided by the Board.

Food service employees who work less than thirty (30) hours, will no longer receive vision insurance beginning the 2012-2013 school year.

D. Life Insurance

The Board will pay the monthly premium to provide each full-time school year food service employee with \$30,000 of term life insurance. Part-time food service employees will receive \$10,000 life insurance coverage.

E. Long Term Disability

The Board will pay the cost of long-term disability insurance at 66 2/3% of qualified wages to a monthly maximum of \$3,000 for full-time fifty-two (52)

week custodial/maintenance employees and full-time food service workers. The coverage is to begin after a ninety (90) calendar day waiting period.

F. Cash in Lieu of Health Benefits

In lieu of subscribing to the Board provided health insurance, an employee who works at least thirty (30) hours a week and thirty-eight (38) weeks or more may select the cash option. Cash option for the 2015-16 school year will be \$3500.00. The cash option will be disbursed over twenty-four (24) pay periods.

G. Annuity Payment Option

Employees who waive health benefits may opt to invest in a 403(B) Tax Sheltered Annuity.

This option shall be terminated at any time the Board contributions to annuities on behalf of the Board do not satisfy the non-discrimination requirements of section 403(B) or section 89 of the Internal Revenue Code and alternatives to this option will be mutually agreed to.

This annuity plan must be on the Board's adopted list for authorized payroll deductions.

## **ARTICLE XIII**

### **MISCELLANEOUS**

- A. The Agreement shall supersede any rule, regulation or practice of the Board which is contrary to or inconsistent with its terms.
- B. If any provision of this Agreement or any application of the Agreement to any employee shall be found contrary to law, then such provision of application shall be deemed null and void and the provisions of law shall govern the relationship between the parties with respect thereto for the duration of this Agreement. All other provisions or applications shall continue in full force and effect.
- C. Employees are required to inform the Human Resources Office of changes to their current address, telephone number and dependents as they relate to income tax withholding and insurance benefits within five (5) work days.

D. Jury Duty

If an employee is called to jury duty, it will be the employee's responsibility to:

1. Inform the immediate supervisor, the Director of Building and Grounds, or the Supervisor of Food Service, as appropriate, of the call to jury duty.
2. Submit all monies received for jury duty pay to the Payroll Office. The employee's regular pay will continue and mileage pay received will be reimbursed. Custodial/maintenance employees on the second shift may retain jury duty pay and work the second shift if approved by the immediate supervisor.
3. Report to work upon dismissal from jury duty if dismissal occurs during the employee's regular working hours. (As it relates to jury duty, all employees will be treated as first shift employees.)

E. Insurance Protection

1. Board payment for insurance protection shall terminate immediately when the employee resigns, is terminated, is laid off or on a leave of absence without pay. The Board will provide up to, but no more than, six (6) months of insurance protection for an employee on Workers' Compensation.
2. Notwithstanding the provisions of this Article, the terms of any contract or policy issued by an insurance company shall be controlling as to all matters concerning benefits, eligibility and termination of coverage and other such matters.
3. The Board, 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 company. Failure by the carrier to provide any of the benefits for which it has contracted, for any reason, shall not result in any liability to the Board, nor shall such failure be considered a breach of any obligation by the Board.

F. Non Reorganization

During the terms of this Agreement, there will be no reorganization of the unit.

G. Copies of Agreement

Upon signature of the employees, the Board will provide copies of this contract without cost to the Association.



FOREST HILLS PUBLIC SCHOOLS  
Grand Rapids, Michigan

WORK RULES

Forest Hills Public Schools, in an effort to assure the fair treatment and safety of all employees, reaffirms and establishes the following employee work rules. These regulations of the Forest Hills Board of Education have been designed not to restrict, but rather to define and protect the rights of all. It should be pointed out that the infractions described before are not to be interpreted as all inclusive and do not preclude disciplinary action for other violations of standards of conduct determined by the District to merit discipline. In such a case, the fact that the conduct has not been specifically covered in these Rules and Regulations shall not affect the appropriateness of the District's action. The Board believes that the great majority of it's employees will abide by these rules and all other proper standards of conduct. An employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules shall subject himself/herself to the disciplinary action below:

- A. The following shall be causes for disciplinary action up to and including immediate discharge:
1. Theft of private or school property, including property of a fellow employee.
  2. Removing school property, records or other materials from school premises without proper authorization.
  3. Falsification of records or reports, including personnel, absence, sickness, accident, injury or work records.
  4. Deliberate destruction or abuse of school property, tools or equipment.
  5. Causing, leading or engaging in a strike, walkout or other work stoppage, slow down or interference with work.
  6. Bringing firearms or weapons of any kind onto school property or possessing same on school property.
  7. Use, possession, manufacture, distribution, dispensation, transportation or sale of illegal drugs, controlled substances, alcoholic beverages or any other substance which affects or may affect an employee's ability to competently or safely perform, or to report for duty in an unfit condition.
  8. Insubordination, including use of profane or threatening language, to a school official or other supervisor.
  9. Fighting on school property or threat of physical violence to others.
  10. Operation and/or use of machines, telephones, tools or other Board owned equipment without approval from the employee's supervisor, abuse, misuse or destruction of board and/or other's property, tools or equipment.
  11. Misuse and/or removal of Board property, records or other Board materials without proper written authorization from the immediate supervisor.

12. Threatening, intimidating, coercing or interfering with the work of other employees.
13. False statements knowingly or recklessly made, or violently abusive and personally defamatory statements or slander of another employee, student, parent or Board member and where such conduct is related to and interferes with the educational process and administration thereof.
14. Distribution of obscene, vulgar or indecent written printed matter which tends to disrupt the school or school district, or results in danger to other persons on school property or interferes with school work or discipline.
15. Unlawful or improper conduct of an employee, on and off district property and/or during nonwork hours which affects the employee's relationship to his/her job, his/her fellow employees, his/her supervisors, students or Board property, reputation or good will in the community.
16. Improper conduct which is at variance with concepts that are generally accepted and approved in the community, engaging in conduct which is prescribed by the criminal statutes.

B. The following shall be causes for disciplinary action. There are four (4) different levels of discipline which may be imposed. They can be used in any sequence to fit the seriousness of the situation. The four levels are as follows:

- Oral Reprimand
- Written Reprimand
- Two (2) Day Disciplinary Layoff Without Pay
- Discharge

1. Failure to be at the workstation, ready to work, at starting time.
2. Stopping work before break time, lunchtime or quitting time.
3. Conducting personal business during work hours or on school premises, or use of district equipment for personal reasons.
4. Refusal to do job assignment.
5. Unauthorized or unexcused absence, reporting late to work, leaving work area or building during work hours without authorization.
6. Irregular work attendance so that the services of employee are of little value to the Board, or intermittent absenteeism amounting to part-time employment.
7. Inattention to duties, loafing or wasting time during work hours.
8. Slowdown in performance or causing slowdown in performance.
9. Any conduct which impedes the productivity of one's self or others.
10. Vending, soliciting, collecting of funds or distribution of literature in work areas during employee's on-duty time.
11. Violation of safety rules or Board policies.

12. Violation of District, State or Federal safety rules or practices and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others. Employees must, at all times, wear safety articles and use protective equipment when required and immediately report to their supervisor any injury or accident.
13. Failure to report injuries or accidents to the employee's immediate supervisor.
14. Violation of common sense health and sanitation rules, including maintenance of personal hygiene.
15. Discourtesy to other employees, supervisors or visitors to the building.
16. Smoking I prohibited on school property during work hours and at any school related event during the day, evening or weekend.
17. Gambling or taking part in any game of chance on Board premises.
18. Dress or grooming that disrupts the school setting.
19. Unsatisfactory work performance.
20. Poor housekeeping, creating or contributing to unhealthy or unsanitary conditions. In addition, the accumulation of a combination of three (3) warnings and/or disciplinary layoffs for the violation of the above rules will be cause for discharge. The foregoing rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligation of employees. The Board shall, when it deems it appropriate, establish additional rules and building administrators and other supervisors may set up particular rules to govern their employee's conduct as they deem necessary by the nature of their operations.

In addition, the accumulation of a combination of three (3) warnings and/or disciplinary layoffs for the violation of the above rules will be cause for discharge.

The foregoing rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligation of employees. The Board shall, when it deems it appropriate, establish additional rules and building administrators and other supervisors may set up particular rules to govern their employee's conduct as they deem necessary by the nature of their operations.

**ARTICLE XIV**

**DURATION OF AGREEMENT**

This Agreement became effective on July 1, 2015 upon ratification by both parties and remain in effect until June 30, 2016. The Agreement shall not be extended orally and negotiations between the parties shall begin at least sixty (60) days prior to the expiration date of the Agreement. It is expressly understood that this Agreement shall expire on said date unless it is reviewed, modified or extended by mutual written agreement of the parties.

In witness thereof, the parties hereto have caused this Agreement to be signed by their representatives.

FOR THE BOARD:

FOR THE ASSOCIATION:

\_\_\_\_\_  
Christine Annese, Chief Negotiator

\_\_\_\_\_  
Jeff Tolar, FHPS Support Staff Assn.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Rulesha Payne, MEA/NEA Uniserv Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Kim Pfeiffer, KCEA President

Date: \_\_\_\_\_

Adopted by the Board: June 28, 2015