

AGREEMENT BETWEEN

RUDYARD AREA SCHOOLS BOARD OF EDUCATION
RUDYARD, MICHIGAN

and the

UNITED STEEL WORKERS LOCAL 8140

JULY 1, 2009 TO JUNE 30, 2012

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AGREEMENT

THIS AGREEMENT made and concluded this first day of July 2009 by and between the RUDYARD AREA SCHOOLS BOARD OF EDUCATION, RUDYARD, MICHIGAN, a public employer, and the UNITED STEEL WORKERS on behalf of Local 8140. The Board of Education hereinafter called the "EMPLOYER" and the United Steelworkers of America is hereinafter called the "UNION".

WITNESSETH, that in consideration of the mutual and reciprocal promises of the parties hereto, the parties covenant and agree as follows.

ARTICLE I- RECOGNITION

The EMPLOYER recognizes the UNION as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to rates of pay, wages, hour of employment and other conditions of employment.

The term "employee", as used in this Agreement, shall be understood to mean all custodians, bus drivers and maintenance people employed by the employer but excluding all full-time supervisors as defined by law and also excluding all other employees.

The EMPLOYER recognizes and will not directly or indirectly interfere with the right of the employees to belong to the UNION and will not discriminate against any employee in any manner because of Union membership or UNION activity.

ARTICLE II- MANAGEMENT RIGHTS

The management of the schools and of operations and the direction of the working forces including the hiring, suspending, discharging or otherwise disciplining of employees for just cause, the laying off and recalling of employees in any reduction or increase of the working forces, the control and regulation of the equipment and property of the employer, the right to change or introduce new or improved operations, methods, processes, means or facilities, and to determine qualifications, wherever referred to in this Agreement are exclusive functions of the management; provided, however, the management shall observe the provisions of the Agreement and shall not discriminate in any manner in the application of these rights.

ARTICLE III- DUES CHECKOFF, UNION MEMBERSHIP

The EMPLOYER, where so authorized and directed by an employee in writing on an agreed-upon form, will deduct from the wages of employees, the membership dues of the Union which include monthly dues and initiation fees in amounts designated by the International Treasurer of the Union at the address which he authorizes for this purpose.

The remittance shall be accompanied by a list showing the name of the member, dues deducted or the reason for no deduction and a copy of a said listing shall be furnished to the financial secretary of the local UNION. If the EMPLOYER is unable to make a deduction for any month, a supplemental deduction will be made the following month to cover the month.

Union Security - It shall be a condition of employment that all employees of the EMPLOYER covered by this Agreement who are members of the Union in good standing on the effective date or execution date of this Agreement whichever is the later shall remain members in good standing and those who are not members and who have completed their probation period on the effective or executive date of this Agreement, whichever is the later, shall on the thirtieth (30) day following the effective date, whichever is the later, become and remain members of the UNION in good standing.

It shall also be a condition of employment that employees hired on or after the effective date of this Agreement, whichever is the later, shall upon completion of probation become and remain members in good standing in the UNION. An employee may fully comply with the membership requirements of this Section by the payment of a sum equal to that portion of the periodic dues which are used for collective bargaining purposes and fulfillment of the Union's obligations under this contract.

ARTICLE IV- SENIORITY

Section 1. The employees shall have seniority within their classification only. A separate seniority list for each unit, one for custodians and one for bus drivers, will be maintained by the Board. Crossover between units on the basis of seniority is prohibited. The unit seniority list (custodian and bus driver) will be used when determining layoff from work or recall to work for each unit separately. It is understood that in any application of seniority, the employee must be able to perform the available work.

Section 2. New employees shall be on probation for a minimum of six (6) months. During this period, the employee may be released from employment for any reason and without recourse to any provision of this Agreement. Employees retained beyond the probationary period shall have seniority from date of hire. Insurance coverage shall begin within thirty (30) days of the date of hire.

Seniority earned, as a Rudyard Area School's custodian/maintenance, will be maintained should an employee bid from one job to the other.

Section 3. Employees shall lose seniority because of a voluntary quit, a discharge for good cause, a layoff from work extending beyond three (3) years or a failure to return to work within ten (10) workdays of receipt of a notice of recall as hereinafter outlined. Salary and benefits are frozen from the time the employee is laid off until their recall to the district.

Section 4. In the event of a permanent vacancy in a position covered by Agreement, a notice shall be posted for five (5) workdays in conspicuous places outlining the vacancy. If the vacancy is filled by internal transfer, it will be awarded to the employee with the most seniority within that unit classification. If the position is filled by transfer, the transfer will become effective within five (5) days after termination of posting. All internal transfers will have a sixty-(60) day probationary period. If minimal training is necessary to fully inform the employee as to the job, such training will be given the employee.

a. Substitute custodial jobs will be made available to bus drivers through the posting of notices of this opportunity in the bus garage.

- b. Whenever there is an opening for a custodian, bus drivers will be given first consideration.
- c. If the bus driver is given the job, it will be on a sixty-(60) day probationary period. If he/she fails to adequately meet the school district's expectations, he/she will be returned to the bus driving group. This decision is not subject to the grievance procedure.
- d. Substitutes who have worked in the area of the vacancy will be given second consideration, but are not required to be hired.

Section 5. When it is necessary to reduce the number of employees in any job classification because of lack of funds, lack of work, etc., seniority and ability to perform the work will determine layoff procedures.

Section 6. Any employee, who is in the bargaining unit and becomes a part-time supervisor, shall be permitted to retain their accumulated seniority and to accrue further seniority upon mutual agreement of the union and the superintendent. This written agreement will spell out the exact conditions of this arrangement and the condition for termination of this special arrangement.

Any employee promoted from the bargaining unit to a full-time supervisory position not covered by this Agreement shall be permitted to retain seniority accumulated while in the bargaining unit and shall accrue further seniority for a period up to ninety (90) days. At the end of the ninety-day period, if the employee remains as a supervisor, he forfeits all seniority rights.

The employee may return to his former job in the bargaining unit within a ninety-(90) day period without loss of seniority.

Section 7. When an employee is to be recalled from layoff, a certified letter will be sent by the EMPLOYER to the employee's last known address. The employee shall have eight days to report for work, or to make arrangements, which are satisfactory to the employer to report to work, within ten (10) days of receipt of the notice to report. Failure to report, or make suitable arrangements to report, within the ten (10) days will result in removal from the seniority list and loss of recall rights.

Section 8. Job Bidding – Selection of employees for the purpose of filling all job vacancies or newly created routes and jobs shall be made by the Administration on the basis of seniority. In the selection of employees for such purposes the following provisions shall apply:

- a. The driver shall supply the Administration with all available information pertaining to their route (maps, bus mileage, distance driven, head count) fifteen (15) days prior to the closing of school in June.
- b. Route Determination: The Administration shall determine the routes to be assigned no later than four (4) business days prior to the opening of school in the fall, and immediately following such period, all available information pertaining to routes will be made available for inspection by the driver during regular business hours.
- c. Orientation/Bid Meeting Date: The Administration shall hold an annual orientation/bid meeting no later than two (2) business days prior to the opening of school, and at this meeting job bidding will take place and all routes will be awarded according to seniority. Job bids shall be submitted in writing.
- d. Once such routes have been established and bid on, the time for such routes shall not arbitrarily nor discriminatorily be changed. This is not to infer that the Administration cannot change routes to effect efficiency and economy.
- e. If such route is increased or decreased by more than twenty (20) minutes before or after the beginning or end of a morning, noon, or afternoon run, or by addition or deletion of a noon run, any of the effected seniority drivers may then bump for a more desirable route based on his/her seniority.
- f. After routes have been bid and awarded, drivers may not thereafter change routes except where a permanent vacancy occurs.

ARTICLE V- REPRESENTATION AND GRIEVANCE PROCEDURES

Section 1. The parties agree that in the interest of harmony on the job, any grievance which is an alleged violation of the Agreement arising from work or from interpretation or application of any portion of the Agreement, should be handled as quickly as possible and exclusively under the following procedures:

For the purpose of effectively representing the employees coming within the jurisdiction of the Union and this Agreement, the Union shall select a grievance committee of three employees in the unit. These committee members, insofar as possible, will be from different schools. The committee members shall be permitted a reasonable time away from their work for the purpose of investigation of or discussion of any grievance which may arise, after getting permission from their supervisor. The supervisor will not arbitrarily withhold such permission.

Step No. 1: When an employee has a complaint or grievance, it will first be discussed orally between the supervisor and employee(s) involved, with or without a committee member, within fifteen (15) work days after occurrence of incident or within fifteen (15) work days after the employee became, or should have become, aware of the incident giving rise to the grievance. The supervisor shall have five (5) work days in which to give an answer.

Step No. 2: In the event the complaint or grievance is not settled in Step No. 1, it shall be reduced to writing on the standard grievance form and presented to the employer's Step No. 2 representative(s). It shall be discussed at a meeting of the Step No. 2 representative(s) of the employer and the grievance committee to be held within seven (7) working days after the supervisor gives his answer in the first step. An answer will be given within five (5) work days after the meeting is held or such longer period as may be agreed upon by the Step No. 2 representative(s) and the committee.

Step No. 3: In the event no settlement is reached in Step No. 2, it shall be turned over to a representative of the International Union, who accompanied by the committee, shall meet with the employer's designated Step No. 3 representative(s), accompanied by such other management staff as he may elect to have present. This meeting shall be held as soon as a mutual agreeable date can be arranged.

Section 2. If the Union fails to advance a grievance to the next higher step within the time limits set forth above, the grievance will be considered to be void. If the employer fails to give answer within the time limits listed in Step No. 2, the grievance shall be considered settled on the basis of the remedy sought in the grievance.

Section 3. In the event that either party decides that further meetings in Step No. 3 will not lead to a settlement of the dispute, the dispute may be submitted to an impartial arbitrator chosen by the parties. The party desiring to arbitrate shall so notify the other in writing not later than thirty (30) days after the last meeting in Step No. 3. In order to be submitted to arbitration, the dispute may involve interpretation, application, or alleged violation of the contract or disputed disciplinary action. Within ten (10) days of application, or alleged violation of the contract or disputed disciplinary action. Within ten (10) days of receipt of such notice (or further period as may be agreed to), the parties shall meet for the purpose of choosing an arbitrator. In the event the parties are unable to agree on the choice of an arbitrator, the Michigan Employment Relations Commission will be asked to submit a panel and one will be chosen according to Commission rules. All expenses of an arbitrator shall be borne equally by both parties.

ARTICLE VI- DISCHARGE OR SUSPENSION

Section 1. An employee discharged or suspended who considers such discharge or suspension without good cause shall present a grievance within three (3) days of such action as provided in Article V, Step No. 2.

Any discharge or suspension not questioned in writing in three (3) days of such action shall be considered final.

SECTION A: BUS DRIVERS

ARTICLE VII- WAGES, HOURS AND WORKING CONDITIONS

Section 1. Bus driver salaries are based on the amount of time required for each run at the applicable rate per hour. Time has been allowed for maintaining and gassing buses, waiting time, show-up time and nuisance factor.

Routes that drop off and pick up students in Kincheloe shall be paid at 4.0 hour flat rate. In order for this route be considered a Kincheloe route, the majority of students must be picked up in that area.

Each bus driver is responsible for the general appearance of their assigned bus and will be paid an additional 26 minutes before each morning and afternoon run to do bus safety check, minor maintenance, gas the bus, clean the bus, and warming up the bus. At any time it is found that any of the following: safety check, minor maintenance, fueling the bus, cleaning the bus and warming up the bus is not being done 26 minutes before each run will be deducted for one pay period and a letter put in their personnel file.

Section 2. Extra trips will be paid at the rate of **\$10.59** per hour for any trip over 1.5 hours with a minimum of **\$15.89** for any one trip. Drivers must record to the nearest quarter hour the time they leave and return to the bus garage. Overnight trips will be paid on the basis of **pre-trip and** driving time **to, during, and from event until the driver stops for the night, time will start the next morning with pre-trip.** with a minimum of eight hours for each day. Room and board will be furnished on overnight trips. Drivers who show up for a special trip that is canceled will be paid *for* one hour *of* regular pay. **Rudyard bus drivers have the right to re-claim their regular routes when special or extra trips are cancelled and a substitute bus driver has already been scheduled. In the instance of a cancelled event, the bus driver may use personal time instead of reclaiming their bus route.** The school shall first contact regular drivers for all extra trips. The only exception to this will be in the event an emergency exists. A list shall be posted reminding the drivers of who is eligible for upcoming extra trips.

Section 3. Extra trips are defined as any school-related trip in which Rudyard Area Schools' students are transported in Rudyard Area Schools' buses anywhere or any time, except on the regular bus runs to and from Rudyard Area Schools. If transportation to an event is funded by Rudyard Area Schools, then a Rudyard Area Schools bus must be taken. When private funds are raised to support an event, and the trip is over 325 miles one way, the group may contract with a charter bus.

Section 4. Full-time bus drivers will be reimbursed the cost of a chauffeur's license with a bus driving endorsement upon presenting a receipt to the Central Office.

Section 5. All new bus drivers will serve a six-month probationary period during which time their work performance shall be evaluated. Insurance shall begin within thirty (30) days of hire.

Section 6. Physical examinations as required by law, or upon school request, will be paid by the school to the amount of \$60.00.

Section 7. Supervisors who are excluded from the bargaining unit will not perform any work normally performed by unit employees except in case of emergency which requires immediate on-the-scene attention, in the instruction of unit employees, or in case the employer is unable to secure adequate numbers of employees.

Section 8. The wage schedule hereto attached and made a part hereof shall be effective for the period shown therein and shall be changed only by mutual agreement of the parties hereto.

Section 9. The parties agree to abide by the provisions of the Equal Opportunity Employment Act.

Section 10. In the event of inclement weather, if school is cancelled after a bus driver has already reported to work, the bus driver will be paid an hour of "show up time". If the school has a two-hour delay initially and then school is cancelled, bus drivers that have shown up shall be paid a two-hour "show up time".

ARTICLE VIII- LEAVE TIME

Section 1. Sick Leave- Employees shall be entitled to thirteen days Sick Leave annually. Sick Leave, when used, will be cumulative without limit. Sick Leave shall be used only for personal illness and illness in the employee's immediate family.

After seven (7) years service with Rudyard Area Schools, a bus driver, upon termination of service, shall receive \$4.00 per day of accumulated Sick Leave to a maximum of \$400.00 to any one employee.

Section 2. Personal Business- Three (3) days for the conduct of Personal Business. Personal Business should be defined as business that cannot be taken care of except during the regular workweek. In no instance shall it be used as a vacation day. Employees shall request a Personal Business day from their supervisor at least two days in advance, except in case of emergency, indicating the reason for the request. Personal Business days cannot be taken two days prior to, or following, school vacations. Personal Business days shall be charged against the thirteen-(13) days Sick Leave granted per year.

Section 3. Leave of Absence due to Illness or Injury- A bus driver desiring a Leave of Absence for up to thirty (30) days for an extended illness or injury shall secure permission from the Superintendent. If the request is for more than thirty (30) days, permission must be granted by the Board of Education. If such leave is granted, neither seniority nor benefits shall apply during the Leave of Absence. In the event such illness or injury appears to require ninety (90) days or more of leave, the employee, or his/her designee, must so notify the Superintendent. If such request, or the

substantial need for leave, exceeds ninety (90) days the employer, while keeping within the guidelines of the Family Medical Leave Act, reserves the right to determine if the employee should be separated from employment. Such determination shall be made in the best interest of the students who receive the services, the employee, and the employer, and shall be considered on an individual employee's circumstances and situation.

Section 4. Jury Duty- Jury and Witness Pay- Any employee called for Jury Duty or subpoenaed as a witness in a court of record will be paid the difference between such jury or witness pay and his regular pay. No pay will be due hereunder if the employee is on paid vacation at the time of service on the jury or as a witness.

ARTICLE IX- INSURANCE

Section 1. Medical Insurance. The Board shall provide **Blue Cross Blue Shield through a third party administrator (MEBS)** full family medical insurance to all eligible bus drivers and their families based upon a pro-rated basis to the hours worked in a regular workday. This coverage will be equivalent to the health insurance program provided in the 2008-09 school year.

The pro-rated Board's payment will be calculated by the ratio of regular hours worked daily to **seven** hours. For example, a bus driver who works a total of six hours a day would receive medical benefits of $\frac{6}{7}$ paid by the district. The Board retains the right to determine the carrier.

- a. If a bus driver works **three and a half** or more hours a day on regular runs, he/she can elect either a fully paid single subscription insurance coverage or a pro-rated **two-person** or full family insurance coverage.

Coverage will commence as of October 1. Bus drivers are responsible for applying for this benefit on forms available in the Central Office prior to October 1. Bus drivers are responsible for the balance of the premiums, which can be deducted from their bi-weekly payroll checks.

An additional Health Benefits are paid by the school district is for Orthopedic Shoe Inserts. These benefits will pay \$100 for one set of inserts, one member per year.

Prescription Benefits are provided by **PharmaCare Caremark**. Prescription benefits are comprised of \$10.00 Copay for Generic prescription medication and ~~\$30.00~~ **\$40.00** Copay for Brand Name prescription medication. Mail Order benefits for eligible prescriptions are available to all covered members at one times the copay. The Rudyard Area School District will not be responsible for charges incurred by any subscriber or dependent of a subscriber because of utilization of a non-participating provider.

Further, sanctions incurred by "going out" of the PPO network are the responsibility of the subscriber or dependent of the subscriber.

Payments by the subscriber to offset those non-participating provider charges and any balance due to the provider is the sole responsibility of the subscriber.

These benefits and policy is effective on September 1, 2009.

Bus drivers who elect not to take the health benefits described because they are covered by their spouse's insurance, will receive, or have placed in an annuity in their name, \$3,000 per year. The payment for "in lieu of" health insurance will be pro-rated. When the husband and wife are both employed by the **BOARD**, either one may choose to carry health insurance and the other is not eligible for the "in lieu of" monies. Exception: Husband and wife union members who are receiving "in lieu monies" as of July 1, 2006 will continue to receive it as long as they are eligible. The payment for "in lieu of" health insurance will be pro-rated if an employee works less than full time (full time is considered 7 hours). Anyone hired after July 1, 2006 and works less than half time will not be paid in lieu of monies. Those persons electing not to receive health insurance benefits shall receive a payment in the amount of \$3,000. Employees working less than full time shall be eligible for health insurance benefits on a prorated basis. The **BOARD** shall provide Supplemental health insurance coverage benefits as described in Exhibit A.

Section 2. Long Term Disability Insurance. The Board shall provide Long Term Disability Insurance for each employee effective September 1, 1994. Benefits shall begin upon termination of the employee's sick leave and in accordance with the Long Term Disability Insurance in effect for the school year, and will include the following features:

- a. Monthly maximum of \$2,000;
- b. No exclusion of mental and nervous condition;
- c. No exclusion of alcoholism and drug addiction;
- d. Social Security freeze;
- e. Rehabilitation clause;
- f. Full family social security offset;
- g. No pre-existing condition or waiting period;
- h. Maternity benefits covered as new illness;
- i. Two (2) year own occupation clause; and,
- j. Three (3) month waiting period for recurrent disability or any new disability occurring in the same year, after an employee has returned to active employment.

Section 3. Vision and Dental Insurance shall be paid by Rudyard Area Schools on the same pro-rated number of hours that are worked as described above.

ARTICLE X- VACATION

Section 1. Bus drivers will receive one (1) paid Vacation Day per year; after five (5) years of service, bus drivers will receive two (2) paid Vacation Days per year; after ten (10) years of service, bus drivers will receive three (3) paid Vacation Days per year; after fifteen (15) years of service, bus drivers will receive four (4) paid Vacation Days per year; and, after twenty (20) years of service, bus drivers will receive five (5) paid Vacation Days per year. Vacation Days for bus drivers cannot be accumulated from one year to the next. **Vacation days shall be paid out at the end of the school year.**

ARTICLE XI- MISCELLANEOUS

Section 1. The employer agrees to furnish all necessary and reasonable devices and equipment to provide for the health and safety of the employee while at work.

Section 2. Any employee entering the Armed Service of the Nation shall be entitled to re-employment upon release from the Service in accordance with the applicable Federal and State laws.

Section 3. In the event that any portion of this Agreement becomes invalid by reason of the passage of any State or Federal law or ruling of any court of competent jurisdiction, such provision only shall be affected and the balance of the Agreement shall be in full force and effect.

Section 4. The employer shall have the right to issue rules and governing conditions of employment as they affect the unit. If a rule is promulgated, a dated copy thereof shall be given to the Union.

If the Union disagrees with the rule, it may file a grievance within no more than ten (10) days of the effective date of the rule.

ARTICLE XII- STRIKES AND LOCKOUTS

There shall be no strikes, work stoppages, or impending of any work whatsoever. No officer or representative of the Union shall authorize or condone any such activities and no employee shall participate in such activities.

There shall be no lockout by the employer.

TENURE

This Agreement shall be effective as of the day and year first above written and shall continue in effect until June 30, 2012.

WAGE SCHEDULE

	<u>2009-2010 Salary</u>	<u>2010-2011 Salary</u>	<u>2011-2012 Salary</u>
Start	\$13.50 per hour		
1 Year	\$14.80 per hour	Re-open for purposes of salary and benefits only	
2 Years	\$16.10 per hour		

This schedule will be modified, for any years that this contract is in effect (July 1, 2009-June 30, 2012), to reflect the same percent raises that the BOARD may give other bargaining groups.

Longevity

Rudyard Area Schools agrees to pay longevity of \$125.00 each year for bus drivers with eight or more years of service as a bus driver. Longevity pay will be paid on the last scheduled pay of the school year.

SECTION B: CUSTODIANS

ARTICLE VII- WAGES, HOURS AND WORKING CONDITIONS

Section 1. The Board recognizes the principle of an eight-hour day, a five-day workweek, Monday through Friday inclusive with the exception of night custodian at the High School who works a variable forty-hour workweek which could extend beyond Monday through Friday.

The lunch period shall be of twenty-(20) minute's duration to be taken as the work schedule will allow and as close to midpoint of the shift as possible.

The hours at the individual buildings shall be as follows:

Middle School and High School	4:30 a.m. to 12:30 p.m. 12:30 p.m. to 8:30 p.m. 3:00 p.m. to 11:00 p.m. 8:00 p.m. to 11:00 p.m.
Turner-Howson Elementary School	5:00 a.m. to 1:00 p.m. 3:00 p.m. to 8:00 p.m.

The parties recognize that, with the full or partial closing of some buildings and/or re-arrangement of activities in other buildings, the above schedule of hours will have to be changed.

The employer agrees to adhere as closely as possible to the above schedule in making necessary changes.

During the summer months when school is not in session, the employees will work from 6:00 a.m. to 4:30 p.m. with a thirty-minute duty-free lunch period. Four ten hour days will constitute the workweek. Part of the work force will work Monday through Thursday, and part Tuesday through Friday.

Custodians will report to work on snow days when school is not in session. If a custodian cannot get to work, s/he will contact his supervisor and so inform him. A custodian will have this absence deducted from his/her personal time. If circumstances later permit, the custodian shall report to work.

If the above procedure is followed, the employee will not lose time for such absence.

Section 2. Time and one-half shall be paid for all hours worked over forty hours in any given pay period.

The Employer and Union will mutually agree to offer the opportunity of flex time rather than compensation when overtime is required to be worked that will best accommodate the needs of the school district.

No employee will be required to take time off to offset overtime worked. Available overtime will be worked by the employee(s) normally assigned to the job. If s/he is unavailable for any reason, the overtime will be given to the most senior employee.

Section 3. Custodians called in on an emergency assignment, or who are called out to work for any reason when normally off duty, will be guaranteed not less than two hours work or two hours pay in lieu thereof.

Section 4. Supervisors who are excluded from the bargaining unit will not perform any work normally performed by unit employees except in case of emergency which requires immediate on-the-scene attention, in the instruction of unit employees, or in case the employer is unable to secure adequate numbers of employees.

Section 5. The wage schedule hereto attached and made a part hereof shall be effective for the period shown therein and shall be changed only by mutual agreement of the parties hereto.

Section 6. The parties agree to abide by the provisions of the Equal Opportunity Employment Act.

ARTICLE VIII- HOLIDAYS

Section 1. All custodians will be entitled to the following holidays off with eight hours pay at regular rate: the day before New Years, New Years Day, Monday, Tuesday and Wednesday of Easter Bread, Memorial Day, Independence Day and July 5, Labor Day, Thanksgiving Day and the Friday after, the day before Christmas and Christmas Day. **Independence Day and July 5th will be paid out as 10-hour days.** Should the listed holidays fall on a Saturday, custodians will be granted a compensatory day off in the summer when school is not in session as mutually agreed by the employer and employee.

Any custodian required to work on any of the listed holidays shall be paid time and one-half for all hours worked in addition to the holiday allowance.

ARTICLE IX- LEAVE TIME

Section 1. Sick Leave. Employees shall be entitled to thirteen (13) days Sick Leave annually. Sick Leave, when unused, will be cumulative without limit. Sick Leave shall be used only for personal illness and illness in the employee's immediate family.

After seven years service with Rudyard Area Schools, a full time custodian, upon termination of service, shall receive \$10.00 per day of accumulated Sick Leave to a maximum of \$630.00 to any one employee.

Section 2. Unpaid Leave. Custodians can take up to five days of Unpaid Leave each year with three working days advance notice, providing that a qualified substitute can be employed.

Section 3. Funeral Leave. Employees will be entitled to three (3) days off with pay in the event of a death in the immediate family, one of which shall be the day of the funeral. Such funeral leave will come from accumulated sick leave. Immediate family shall be understood to mean father, mother, parent of spouse, brother, sister, child, grandparent, or other relative if living in the employee's household as a member of the family. Such funeral leave will come from accumulated sick leave.

No pay will be due this section if the employee is not working but is receiving pay under another provision of this Agreement.

Employees will also be permitted to use three Sick Leave days for the purpose of attendance at funerals where the relationship of the employee and deceased indicate such attendance.

Section 4. Personal Business- Three (3) days for the conduct of Personal Business. Personal Business shall be defined as business that cannot be taken care of except during the regular workweek. In no instance shall it be used as a vacation day. Employees shall request a Personal Business day from their supervisor at least two days in advance, except in case of emergency, indicating the reason for the request. Personal Business days cannot be taken two days prior to, or following, school vacations. Personal Business days shall be charged against the thirteen (13) days Sick Leave granted per year. Rudyard Area Schools operates within the guidelines of the Family Medical Leave Act.

Section 5. Jury Duty- Jury and Witness Pay- Any employee called for Jury Duty or subpoenaed as a witness in a court of record will be paid the difference between such jury or witness pay and his regular pay. No pay will be due hereunder if the employee is on paid vacation at the time of service on the jury or as a witness.

ARTICLE X- INSURANCE

Section 1. Medical Insurance. The Board shall provide full family medical insurance to all custodians and their families. This coverage will be equivalent to the health insurance program provided in the 2005-06 school year. This coverage shall be available within thirty (30) days of hire, and shall be paid for in any month when the custodian is actually on the payroll. The employer is not responsible for benefits available under said insurance coverage for any period when the employee is not actually covered by the carrier. The Board retains the right to determine the carrier.

a. If a custodian works four or more hours a day, he/she can elect either a fully paid single subscription insurance coverage or a pro-rated full family insurance coverage.

Custodians, who elect not to take the health benefits described because they are covered by their spouse's insurance, will receive, or have placed in an annuity in their name, \$3,000 per year. The payment for "in lieu of" health insurance will be pro-rated. When the husband and wife are both employed by the **BOARD**, either one may choose to carry health insurance and the other is not eligible for the "in lieu of" monies. Exception: Husband and wife union members who are receiving "in lieu monies" as of July 1, 2006 will continue to receive it as long as they are eligible. The payment for "in lieu of" health insurance will be pro-rated if an employee works less than full time. Anyone hired after July 1, 2006 and works less than half time will not be paid in lieu of monies. Those persons electing not to receive health insurance benefits shall receive a payment in the amount of \$3,000. Employees working less than full time shall be eligible for health insurance benefits on a prorated basis. The **BOARD** shall provide Supplemental health insurance coverage benefits as described in Exhibit A.

An additional Health Benefit paid by the school district is for Orthopedic Shoe Inserts. This benefit will pay \$100 for one set of inserts, one per member per year.

Prescription Benefits are provided by **Caremark**. Prescription benefits are comprised of \$10.00 Copay for Generic prescription medication and **\$40.00** Copay for Brand Name prescription medication. Mail Order benefits for eligible prescriptions are available to all covered members at one times the copay.

The Rudyard Area School District will not be responsible for charges incurred by any subscriber or dependent of a subscriber because of utilization of a non-participating provider.

Further, sanctions incurred by “going out” of the PPO network are the responsibility of the subscriber or dependent of the subscriber.

Payments by the subscriber to offset any nonparticipating provider charges and any balance due to the provider is the sole responsibility of the subscriber.

These benefits and policy is effective on September 1, 2009.

Section 2. Long Term Disability Insurance. The Board shall provide Long Term Disability Insurance for each employee effective September 1, 1994. Benefits shall begin upon termination of the employee’s sick leave and in accordance with the Long Term Insurance Policy in effect for the school year, and will include the following features:

- a. Monthly maximum of \$2,000;
- b. No exclusion of mental and nervous condition;
- c. No exclusion of alcoholism and drug addiction;
- d. Social security freeze;
- e. Rehabilitation clause;
- f. Full family social security offset;
- g. No pre-existing condition or waiting period;
- h. Maternity benefits covered as new illness;
- i. Two (2) year own occupation clause; and,
- j. Three (3) month waiting period for recurrent disability occurring in the same year, after an employee has returned to active employment.

Section 3. Life Insurance. The Board of Education will provide and pay for a Life Insurance policy for each custodian in the amount of \$30,000 with double indemnity in case of accidental death or dismemberment.

Section 4. Dental Insurance. The Board shall provide a Dental Program equivalent to the program provided in the 2005-06 school year for each custodian and his/her dependents. The Board retains the right to determine the carrier.

Section 5. Vision Insurance. The Board shall provide a Vision Plan. The Board retains the right to determine the carrier.

Section 6. Half-time people who work four hours a day or more hours per day or twenty hours a week will receive pro-rated benefits of health, dental, uniforms, seniority, sick leave and vacation time.

ARTICLE XI- VACATIONS

Section 1. Custodians employed for 12 months shall receive five days vacation per year after one year, ten days after two years, fifteen days after seven years, twenty days after fourteen years, and 25 days after twenty years.

Section 2. The vacation plan shall be administered as follows:

Upon completion of one year’s service, a custodial employee will then take his allotted five days vacation between the time of his anniversary date and December 31 of that year. Thereafter, he will be permitted to take his allotted vacation at any time during the calendar year subject to making suitable arrangements with his supervisor; provided, however, in the years in which an employee progresses from 5 to 10 days, 10 to 15 days, 15 to 20 days or 20-25 days, he may be required to wait until after his anniversary date to take the additional allotted days gained in that year.

In the event that more custodians than are allowed off at any one time request the same vacation period, the employee with the greatest seniority will have the preference.

If a holiday listed in the holiday clause occurs during a custodian’s vacation, he shall receive either an additional day’s vacation or an additional day’s pay in lieu thereof.

ARTICLE XII- MISCELLANEOUS

Section 1. The EMPLOYER agrees to furnish necessary and reasonable devices and equipment to provide for the health and safety of the employee while at work.

Section 2. Any employee entering the Armed Service of the Nation shall be entitled to re-employment upon release from the Service in accordance with the applicable Federal and State laws.

Section 3. In the event that any portion of this Agreement becomes invalid by reason of the passage of any State or Federal law or ruling of any court of competent jurisdiction, such provision only shall be affected and the balance of the Agreement shall be in full force and effect.

Section 4. The unit employees will perform minor maintenance as they have in the past.

Section 5. The EMPLOYER agrees to purchase three sets of uniforms (shirt and slacks) each year for the duration of this Contract. The uniforms are to be maintained and kept clean by the custodian. They are only to be worn to and from work, and while working at Rudyard Area Schools. In addition to uniforms, the Board will provide each full-time custodian with a jacket with a liner every two years

ARTICLE XIII- STRIKES AND LOCKOUTS

There shall be no strikes, work stoppages, or impending of any work whatsoever. No officer or representative of the UNION shall authorize or condone any such activities and no employee shall participate in such activities.

There shall be no lockout by the EMPLOYER.

TENURE

This Agreement shall be effective as of the day and year first above written and shall continue in effect until June 30, 2012.

WAGE SCHEDULE FOR CUSTODIANS AND NON-SUPERVISORY MAINTENANCE PERSONNEL

CUSTODIANS:

	<u>2009-2010 Salary</u>	<u>2010-2011 Salary</u>	<u>2011-2012 Salary</u>
Start	\$13.43 per hour		
1 Year	\$14.71 per hour	Reopen negotiations for purposes of salary/benefits only	
2 Years	\$15.90 per hour		

Longevity

Rudyard Area Schools agrees to pay longevity of \$125.00 each year for custodians with eight or more years of service as a custodian. Longevity pay will be paid on the last scheduled pay of the school year.

NON-SUPERVISORY MAINTENANCE

	<u>2009-2010 Salary</u>	<u>2010-2011 Salary</u>	<u>2011-2012 Salary</u>
Start	\$13.78 per hour		
1 Year	\$15.08 per hour	Reopen negotiations for purposes of salary/benefits only	
2 Years	\$16.21 per hour		

Longevity

Rudyard Area Schools agrees to pay longevity of \$125.00 each year for maintenance with eight or more years of service as maintenance. Longevity pay will be paid on the last scheduled pay of the school year.

This schedule will be modified, for any years that this contract is in effect (July 1, 2009-June 30, 2012), to reflect the same percent raises that the BOARD may give other bargaining groups.

Any custodian working at least four hours prior to 7:30 a.m. and four hours after 4:30 p.m. during the regular school year (when school is in session) shall be paid a shift differential of 15 cents per hour for the full shift.

The above rates will apply as of the date the employee has, or will, accumulate the length of service specified.

**STATEMENT OF ASSURANCES
PUBLIC NOTIFICATION**

The Rudyard Area School District does not discriminate on the basis of race, color, height, weight, religion, marital status, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, Title II of the Americans With Disability Act of 1990 and the Age Discrimination Act of 1975” Mrs. Camie Hansen, Business Manager, Rudyard Area Schools, 11185 West Second Street, P.O. Box 246, Rudyard, MI 49780; (906)478-3771.

GRIEVANCE PROCEDURES

FOR

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF TH E REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

SECTION I

Any person believing that the Rudyard Area Public School District, or any part of the school organization has inadequately applied the principles and/or regulations of: (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Age Discrimination Act of 1975, and (5) Title II of the Americans With Disability Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Mrs. Camie Hansen, Business Manager, Rudyard Area Schools, 11185 West Second Street, P.O. Box 246, Rudyard, MI 49780; (906)478-3771.

SECTION II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the Local Rights Civil Rights Coordinator within five (5) business days. The complaint may initiate formal procedures according to the following steps:

Step 2: A complaint wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed

Step 2: A complaint wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.

Step 3: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent’s response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4: If at this point the grievance has not satisfactory settled, further appeal may be made to the Office for Civil Rights, Department of Washington, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Washington, Washington, D.C. 20202.

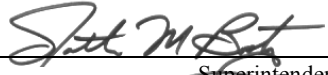
The local Coordinator, on request, will provide a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right s Coordinator’s Office.


SIGNATURE PAGE

In witness whereof, each of the parties has caused this Agreement to be signed by its duly authorized representatives as of the day and year first shown on the cover page.

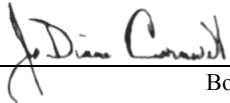
RUDYARD AREA SCHOOLS



Superintendent



Board President



Board Secretary

UNITED STEELWORKERS

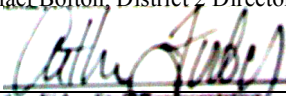
Leo Gerard, International President

Stanley Johnson, International Secretary-Treasurer


Thomas Conway, International Vice President Administration

Fred Redmond, International Vice President

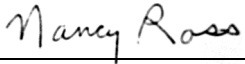
Michael Bolton, District 2 Director



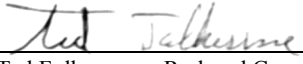
Arthur Firby, Staff Representative



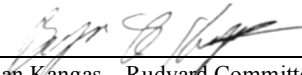
Laurie McGrath – Rudyard President



Nancy Ross – Rudyard Committee



Ted Folkersma – Rudyard Committee



Brian Kangas – Rudyard Committee

