

AGREEMENT

BETWEEN

FREMONT PUBLIC SCHOOLS
BOARD OF EDUCATION

AND

FREMONT EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION (FESPA)

July 1, 2021 to June 30, 2023

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AGREEMENT

This agreement is entered into this 1st day of July, 2015, by and between the Fremont Public Schools Board of Education, Fremont, Michigan, (hereinafter called the "Board" or "Employer,") and the Fremont Education Support Personnel Association, (hereinafter called the "Association" or "Union").

ARTICLE 1 PURPOSE

1.1 This agreement is negotiated pursuant to the Public Employment Relations Act, as amended MCLA 423.201 et. seq.; MSA §17.455(1) et. seq. ("PERA"), to establish the wages, hours, terms and conditions of employment for the employees herein defined.

1.2 The Employer and the Union recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Employer, Employees, and the Union.

1.3 This agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement. Should any provision of this agreement be found contrary to law, the contrary provision shall not be deemed valid and subsisting except to the extent permitted by law, and the balance of the agreement shall remain in effect for the duration of the agreement. The parties shall meet at a mutually agreed time to negotiate the provision found to be contrary to law.

ARTICLE 2 RECOGNITION

2.1 The Board hereby recognizes the Fremont Educational Support Personnel Association as the exclusive bargaining agent, as defined in applicable Michigan statutes, including Act 451, Public Acts of 1976 as amended, in regard to wages, hours, and other terms and conditions of employment for the following described and designated positions as set forth in MERC Case No. ROO A-5: All full-time and regular part-time office secretarial/clerical, teacher assistants, Media Center assistants, building assistants, and academic interventionists excluding managerial, supervisory, confidential, substitute, temporary, seasonal and contractual persons, volunteers and all other employees.

2.2 Substitute employee shall be defined as a person scheduled to work, typically on a per diem or hourly basis, in the absence of a regular or temporary

employee on a leave of absence (paid or unpaid) including vacation, and during time required to post and fill vacancies.

2.3 Temporary employee shall be defined as a person employed by the Board to meet seasonal needs or to fill employment demands of a particular temporary situation, as provided in this agreement. Temporary employees work a period of time equal to a normal semester or less in any school year or as provided in this agreement.

2.4 Seasonal employee shall be defined as employees who are hired to meet specific seasonal needs.

2.5 Volunteer shall be defined as a person who performs services on a sporadic or regular basis without compensation.

2.6 Contractual person shall be defined as a person who is contracted by the Board to perform work if and to the extent permitted by PA 112 or this Agreement.

2.7 In accordance with the parties' past practice, supervisory employees and non-bargaining unit members may perform duties normally performed by bargaining unit members as they have done in the past.

2.8 The employees within the bargaining unit shall be assigned to one of the five classifications generally described in Appendix C. See the job descriptions for more detailed information.

2.9 Unless otherwise indicated, the term "employee" when used in this agreement refers to individuals employed in positions within the above-defined bargaining unit. The terms "Board" or "Employer" refer to the Board of Education of the Fremont Public Schools, its administrative personnel or authorized agents of the Fremont Public School District.

2.10 Employees whose work assignment is the school year, plus more than five (5) additional weeks, shall be called Full-Time Employees.

2.11 Employees whose normal work day, week, and year corresponds to the School Day, Week and Year, with the possible addition of a total of five weeks either before and/or after the commencement of the school year, shall be called School-Year Employees. The school year is defined as the period commencing upon the first day of class and ending on the last day of class.

If a previously designated "school-year" employee works more than the "additional" five weeks per school year in her/his current position, as defined for that group, then that employee would be re-designated as a "full-time employee," and would be eligible for benefits available to full-time members as outlined in

this agreement. Work performed for summer school sessions would not be included in the computation. Days worked in July and/or August would be included in the upcoming school-year calculation, and days worked in June would be included in the just-completed school year.

2.12 The term "Supervisor" as used in this agreement shall be limited to members of the School Administrative Staff. Teachers or members of other bargaining units may provide functional direction, but are not to be construed as being the "Supervisor" of employees covered by this agreement.

ARTICLE 3 **EMPLOYEE RIGHTS**

3.1 Pursuant to the Michigan Public Employment Relations Act, the Board agrees that every employee of the District has the right freely to, or not to, organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising the governmental power under the color of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the Act or other laws of Michigan or the United States or the Constitutions of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any lawful activities of the Association or collective negotiations with the Board, or his/her institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

3.2 As a duly-elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will comply with PERA, as amended.

3.3 Employees may wear insignia, pins or other identification of union membership at any time.

3.4 **Individual Rights** - Nothing contained within this agreement shall be construed to deny any employee rights he/she may have under applicable state or federal laws. The rights granted to employees in this agreement are in addition to those provided by law.

3.5 **Personal Life** - In general, the private and personal life of any bargaining unit member is not within the appropriate concern or attention of the employer as long as it does not bear on the member's employment. Any employee, who, while employed by the Board, is convicted of a felony that bears on his/her

employment responsibilities, shall be discharged. A conviction of criminal misconduct involving minors is of appropriate Board concern for discipline or discharge whether or not such misconduct occurs at work or on school premises.

3.6 Non-Discrimination - The Board will continue to comply with applicable laws that prohibit discrimination upon and during employment because of age, race, religion, color, national origin, sex, marital status, non-disqualifying disability, or other protected characteristic identified in applicable nondiscrimination statutes.

3.7 Discipline and Discharge - Non-probationary employees shall not be disciplined without just cause. Discipline and non-renewal of probationary employees shall not be subject to this provision.

3.8 Progressive Discipline - In administering discipline, the Board agrees to a concept of progressive discipline. There may be a combination or acceleration of discipline when the circumstances warrant.

3.9 Disciplinary Records - In the event of any discipline, at the employee's request, a meeting will be scheduled with the affected administrator, employee and, at the employee's request, a Union representative, if no meeting has previously occurred in which the employee has had an opportunity to respond to the events giving rise to the disciplinary action. A copy of written disciplinary material shall be given to the employee and the Union before being placed in the employee's personnel file. The employee may be required to acknowledge receipt of a copy by signing it; such signature acknowledges receipt and does not signify agreement with the content. If material placed in the file is found to be false or unsubstantiated by the Employer or an arbitrator, the material will be corrected or expunged from the file, as appropriate.

3.10 Complaints - Any complaint made against an employee shall be promptly called to the attention of the employee if the Board intends to make the complaint, or action concerning the complaint, part of the employee's personnel file. If the complaint is not brought to the employee's attention within fifteen (15) work days after the Board learns of the complaint, the employee will be advised of the need to meet regarding the complaint within such 15 day period, and offered a time and date to meet and discuss the complaint. The identity of the complainant may be withheld for proper cause.

3.11 Employee Response - Any employee may submit a written response to a written disciplinary action or written complaint no later than twenty (20) work days after receipt of the written discipline or within twenty (20) work days after a copy of a written complaint is placed in the employee's personnel file. Any such response shall be placed in the employee's personnel file attached to a copy of the written disciplinary action or written complaint.

3.12 **Representation** - An employee shall be entitled to have present a representative of the Union, during any meeting or interview which will or may lead to disciplinary action by the Employer. The Board shall advise the employee if the meeting or interview is reasonably likely to lead to discipline. When a request for such representation is made, no action shall be taken for up to 24 hours so that the Union can arrange for a representative of the Union to be present, unless other arrangements are agreed upon between the parties. In the event the incident is of a serious and a time-sensitive nature, the Union will work with the Board to arrange expeditious representation. The Board may also advise the Union of an anticipated need for representation.

3.13 **Personnel Files** - At reasonable times, an employee may review the contents of his/her personnel file, excluding initial references for the Board pertaining to said individual prior to initial employment. A representative of the Union may accompany him/her in such review.

3.14 **Requests for Personnel Files** - The Board will notify any employee when a copy of his/her personnel file is requested to be reviewed by a third party pursuant to the FOIA. Such employee shall be provided a copy of the request and given an opportunity to review the records the Board believes it must disclose, before a disclosure occurs. Upon request, one copy of all records disclosed by the Board shall be given to the employee.

3.15 **Adverse Material** - Complaints and letters of reprimand more than five (5) years old shall not be considered for disciplinary reasons, provided the employee has not had a similar occurrence in the intervening time period and provided the reprimand does not reference unprofessional conduct as defined in MCLA §380.1230B. Such reprimands may remain in the file unless the Superintendent grants a request to remove them.

3.16 **Assault** - Any case of assault upon an employee or damage to the employee's property, while the employee is performing duties, shall be promptly reported to the employer. The employer shall promptly render necessary assistance to the employee, when possible, to prevent injury and/or loss of property. Upon request, the employee may consult with a Board provided lawyer concerning any ensuing legal proceeding to advise the employee of his/her rights and obligations with respect to such assault as well as in connection with the handling of the incident by law enforcement and judicial authorities. This provision does not require the actual filing or processing of an action on behalf of the employee, nor the presence of Board counsel at any proceedings.

3.17 **Health Related Services** - Bargaining unit employees shall continue to administer medication and perform health related tasks as assigned by the Board. Individual employee preferences shall be considered in making such assignments. The supervisor, in consultation with the school nurse, may delegate student health related tasks (e.g., tube feedings, catheterizing, and

other health related procedures) to the assigned employee who shall receive appropriate training and supplies from the school nurse or other appropriate personnel. If the nurse and supervisor believe that the tasks should be reassigned, or the employee is unable or unwilling to perform the assigned tasks, volunteers will be solicited. Where feasible, such tasks will be reassigned for the balance of the school year to a qualified volunteer, provided there is minimal disruption to the building's educational program. If no qualified volunteers are available, a special conference will be held with the supervisor, school nurse, affected employees and a Union representative, to discuss and identify possible solutions. If agreement is not reached an appeal may be made to the Superintendent whose decision shall be from among the identified solutions and is final.

Where feasible, such services shall be carried out in the presence of another adult. Except that reasonable effort shall be made so that special toileting, diapering and catheterizing occur either in the presence of another adult or within reasonable proximity of another adult.

Upon request of the employee's supervisor, employees shall be provided with copies of documentation authorizing and describing the health related service and providing information about the student's health care provider (including an emergency number if available) that are in the District's possession.

Upon request of the employee's supervisor, employees shall be provided with an appropriate protocol for emergency situations. Procedures will also be developed for handling problems that may occur. The procedures will include a protocol for contacting medical personnel, as needed.

The Board will continue to provide liability insurance coverage to employees acting within the scope of their employment.

3.18 In each school, the Employer shall designate lunchroom and restroom facilities for employee use. Telephones shall also be designated for employee's private use.

3.19 Bargaining unit employees shall be offered seasonal positions prior to offering the work outside the unit provided (1) the work is in addition to the employee's regular work assignment; (2) the bargaining unit employee can perform the work without disruption of his/her regularly assigned work; (3) the bargaining unit employee is, in the opinion of the Board, qualified to do the work; and (4) by adding this work to the employee's assignment the Board does not assume an overtime pay obligation. If no bargaining unit employee applies for the seasonal work, the District can hire temporary employees from any source.

3.20 The Board shall annually make available to employees copies of Board policies which describe the Board's compliance with applicable state and federal

laws (such as EEO laws) and the complaint procedures available to employees who believe they are the victim of unlawful discrimination, including sexual harassment.

ARTICLE 4
PAYROLL DEDUCTION AND INFORMATION SHARING

4.1 **Payroll Deduction** - Upon appropriate written authorization from the bargaining unit employee, the employer shall deduct from the wages of any such bargaining unit employee and make appropriate remittance for MEA financial services programs and annuities, MESSA programs not fully employer paid, credit union, savings bonds, and charitable donations.

4.2 Upon the request of the FESPA, the board agrees to furnish to the FESPA information concerning the financial resources and expenditures of the district in a reasonable and timely manner. The board also agrees to provide contact, payroll and other job/work related information of bargaining unit members to the association in connection with the association's responsibility to negotiate and administer this agreement and support all employees. All employees also have an obligation to keep the district updated on the employee's current contact information. The district will notify the FESPA treasurer of all new employees and payroll changes within five (5) work days of the change.

ARTICLE 5
ASSOCIATION RIGHTS

5.1 **Information** - The Board, upon reasonable request, shall make available to the Union the information necessary to assist in the preparation and processing of grievances, the administration of this agreement, and the preparation for all negotiations, to the extent limited by law.

5.2 **Use of Facilities and Equipment** - The Union and its representatives shall have the right to conduct Union business on the employer's property at reasonable times provided the employee's work is not disrupted, and notice is given to the building administration's office upon arrival, and provided that when special custodial service is required, the Board may make a reasonable charge therefore. The Union and its representatives may also use the employer's equipment and premises in accordance with Board policy without rental charge at times which do not interfere with or interrupt normal operations or the employee's duty time.

5.3 **Mail** - The Union shall have the right to post notices of activities and matters of Union concern at designated bulletin boards in each building or facility to which employees may be assigned. The Union shall have use in accordance

with applicable Board policy of the internal delivery system of the employer, both surface and electronic, without cost, and the employer shall provide mailboxes for all employees. This shall include the continued use of the District mail service; however the Union shall pay for the reasonable cost of all materials and supplies incident to such use, and for any U.S. Postal Service postage expenses that may be required. Employees shall not give Association materials to students without prior approval of the Superintendent or designee.

5.4 Union Leave – A total of 12 paid hours of leave time shall be available each year for Association leave. Up to an additional 48 hours may be used provided the Union pays for the sub cost, if any. The Board shall determine whether a sub is needed in accordance with its usual practices. The Union shall normally provide written notice to the Superintendent at least 5 school days in advance, but in no case will the notice be less than 2 school days.

ARTICLE 6 **BOARD RIGHTS**

6.1 The Board and its agents have the responsibility and the authority to manage and direct all of the operations and activities of the District to the full extent authorized by law. All of the rights and powers that the Board had prior to the execution of this Agreement are retained by it. Nothing in this Agreement shall be deemed to limit or control the exercise of the same unless, and only to the extent, they are expressly and specifically limited by this Agreement.

6.2 These rights and powers include, but are not limited to: the rights to the executive management and administrative control of the school system, employees, properties and facilities; the rights to hire, direct, assign, evaluate, recall, demote and promote employees; to determine the qualifications of employees to perform available work; to reprimand, suspend, and discharge employees (non-probationary employees for just cause); to maintain discipline, order and efficiency of employees; to lay off employees for lack of work or other legitimate reason as provided herein; to increase or reduce the work hours, day or week; to schedule shifts and hours of work not in conflict with this Agreement; to change, eliminate or establish new job classifications after notice to the Association in accordance with this Agreement as written; to establish the work content of existing or new classifications; to plan for and manage its affairs efficiently and economically including the determination of the quantity of service to be performed; to determine the number of employees and to determine and adjust the size of the management work force and to determine and adjust the schedules and location or relocation of work; to determine, adjust and eliminate the means, methods and procedures of work and to introduce new and improved means, methods and procedures; to discontinue any service, function or operation; to establish, revise and maintain and enforce work standards; to determine the policy affecting selection, training or testing of employees,

providing such selection shall be based upon lawful criteria; to determine the financial policies, including all accounting procedures, and all matters pertaining to public relations; and to determine the supplies, services and equipment necessary to continue its operations. The exercise of such Board rights shall only be limited by the terms of this Agreement as written.

6.3 Except as otherwise provided herein, all reasonable rules, regulations, policies, and procedures of the employer shall remain in full force and effect and may be changed, updated and supplemented from time to time, provided that they do not conflict with an expressed limitation in this agreement.

6.4 Without limiting the generality of the foregoing, the employer shall have the responsibility and authority to adopt reasonable rules and regulations to the extent authorized by law not in conflict with this agreement as it may from time to time deem best for the purpose of maintaining safety, discipline, security, efficient and/or effective operations.

6.5 The employer shall notify the Association of the existence of all new or revised rules and regulations and copies shall be made available to the Association for inspection and review if such rules and regulations concern working conditions. If the Association believes that any rule or regulation violates the terms of this agreement, a grievance may be filed.

6.6 The employer shall also make the employees aware of new or modified rules and regulations prior to implementation. The rules and regulations shall not limit the employer's right to discipline or discharge employees under appropriate circumstances in accordance with this agreement. It is understood that no list of rules and regulations is all inclusive.

ARTICLE 7 **COMPENSATION**

7.1 The compensation of employees covered by this agreement is set forth in the Wage Schedule which is attached hereto as Appendix A, and incorporated in this agreement. Such wage schedule shall remain in effect during the term of this agreement. In addition to regular daily duties, members will get compensation for other mandatory work such as extra hours for committee assignments, field trips, etc.

7.2 The monthly rates of pay shown on the salary schedule are based on full-time employment in the specified position as enumerated in Appendix A of this agreement. Monthly pay for positions that are less than full-time, as defined in this agreement, shall be prorated based on the hours worked.

7.3 When an employee is requested by his/her supervisor to work in excess of 40 hours per week, he or she shall be reimbursed at 1 1/2 times his or her hourly rate.

7.4 An Association member engaged during the working day in negotiating on behalf of the Association with any representative of the school, upon request of, or with approval of the Board, shall be released from regular duties without loss of salary.

An employee engaged during the working day in any grievance procedure, upon the request of, or with the approval of the Board, shall be released from regular duties without loss of pay.

7.5 Previous experience may be considered when placing an employee on a salary schedule. However, a new employee may not start higher than a step 4 on the salary schedule.

7.6 When an employee is changed to a higher classification, that employee will be assured no reduction in pay. The highest Classification is: Class IV, followed by Class III, Class II, and Class I. Academic Interventionists (A.I.) is also one of the unit classifications and the above applies to the A.I. classification as well.

7.7 **Payment Schedule** - The basic compensation for each employee shall be as set forth in Appendix A. Employees will receive actual pay for the payroll period worked. Compensation for additional work will be paid in the payroll period earned.

Payroll will be provided through direct deposit or at the employee's option the employer will provide a cash card per MCL 408.476 [4]. Employees who elect the cash card provided will be able to make withdrawals and/or transfers without charge at any time for any amount the employee elects up to the balance or up to the ATM maximum daily limit, whichever is less, accessible through the card.

7.8 **Education Reimbursement**

The Board will reimburse: fifty percent (50%) of the amount of a full credit hour up to a maximum of one hundred dollars (\$100) per credit hour for course work completed as part of a certified program or leading to a higher education degree. To be eligible, employees must have completed two years of successful employment with the district.

7.8.1 Employees shall be eligible for reimbursement for up to twelve (12) semester hours a year.

7.8.2 All course work or planned programs leading to a certificate or degree must be relevant to classroom assisting or directly support the “core of the job” skills and responsibilities.

7.8.3 Credits or certificates must be earned through a course of study at an accredited educational institution such as Muskegon Community College or Baker College.

7.8.4 All requests for reimbursement must be preapproved by the superintendent of schools or his/her designee.

ARTICLE 8

HOURS OF EMPLOYMENT

8.1 The Board shall determine the work day and work week and reserves the right to adjust schedules within the normal school day or work day as needed. An employee’s work hours shall normally be scheduled consecutively with no break in the scheduled work time, except for paid breaks and unpaid lunch time as provided in this Agreement.

8.2 The normal full-time work day shall generally be 8 hours. These hours, unless otherwise determined by the school, shall be 8:00AM to 5:00PM. The normal work week shall generally not exceed 40 hours, Monday through Friday.

Work assignments hours will run concurrently. An employee’s regular work assignment will not be scheduled with non-work time interruptions or downtime. (Example: employee is scheduled to report from 8-10 and then is scheduled again for that position from 12:00-2:00). This does not prevent an employee from substituting in an assignment that may entail non-work time between assignments, or from applying for and being awarded another posted position in addition to the employee’s regular assignment which may entail downtime between positions. Regularly scheduled breaks and lunch periods do not constitute “downtime” referenced here.

8.3 If the Board determines it is necessary to reduce hours, the following procedures shall be followed:

8.3.1 If work hours are reduced, qualified volunteers shall be solicited through a special posting or some similar process in the affected sites. Voluntary reduction of hours shall be done by seniority; the most senior volunteer will be given priority consideration for the voluntary reduction, provided qualified employees exist to perform the remaining work.

8.3.2 The Board will consider the volunteers in determining which hours will be reduced.

8.3.3 Employees who have their regularly scheduled hours reduced by more than one hour per week from their schedules as they existed in the beginning of the previous school year or upon employment, or employees who have their position eliminated, shall have the right to bump a less senior employee within his or her classification to preserve the employee's work hours or the greatest portion thereof, provided that the bump position is not scheduled for any more hours than the reduced employee's work hours prior to the reduction. In the event that more than one employee suffers a reduction in hours, thus activating this provision of the contract, then the affected employees shall bump a less senior employee based on their seniority order from most to least senior. The bumped employee may take the position of the employee whose hours are reduced if that bumped employee can properly perform the work without training to do the core of the job. If the bumped employee cannot perform the work of the employee whose hours are reduced, s/he shall be considered a reduced employee and able to exercise rights under this provision or the layoff and recall section. (section 12.6) The board reserves the right in its sole discretion to provide a transition period in the event a one-on-one special education teaching assistant is bumped as a result of this provision. The transition period may include delaying the bump until the end of a marking period in which the bump would otherwise occur. If the bump is delayed, the reduction in hours for the reduced employee will also be delayed until the bump occurs. If practical the parties will make the changes allowed in this provision in a large group meeting arranged upon the agreement of the parties.

8.3.4 Additionally, hours can be reduced on days when the school calendar has students in school for less than a full day, or not at all, without following the above procedures.

8.4 If a position is modified and work hours increased on a regular basis by more than one (1) hour a week the position must be reposted among the bargaining unit. In the event that no qualified employee applies for the position the employee originally assigned the position shall continue in the position.

8.5 All employees who are scheduled to work in excess of four and one-half (4.5) consecutive hours shall be entitled to a duty-free, uninterrupted, unpaid

lunch period. Length of lunch period is not to exceed one hour and not to be less than one-half hour.

8.6 Employees shall have a relief break of not more than 15 minutes in the morning and in the afternoon, or for each 3 to 4 successive work hour period; such relief break to be scheduled at the approximate mid-point of the morning, afternoon, or 3 to 4 hour work period.

8.7 On days school is closed due to severe weather the start time for full year employees will be 10:00AM. Employees will work to their normal quitting time and receive their full day's wage. Employees unable to report by 10:00AM will be permitted to make up the lost time at a time mutually acceptable to the immediate supervisor. (also see Art. 14.8)

8.8 Each school year Class I and Class II (TA) employees will be informed of the time and place that the district will make fifteen (15) hours of professional development available for optional job related training for each employee. This training will be scheduled when the students are not in session. This professional development time can be offered after the regular school day employees who attend the professional development training activities will be paid for all time in attendance, at the employee's regular scheduled rate of pay. An employee's choice to not access this training will not negatively impact the employee's work record.

Class III and IV employees will continue to have professional development available upon request and administrative approval. All professional development time beyond the regular school day shall be paid at the employee's regular hourly rate of pay.

8.9 Employees who elect to attend their building open house and/or orientation will be compensated for all time worked during this event with a one hour minimum at the employee's regular hourly rate of pay. Attendance at these events is optional.

8.10 All employees will be compensated at the employee's regular hourly rate of pay for one (1) hour per month to attend their building monthly staff meetings or school improvement meetings directly at the conclusion of the workday or immediately prior to the start of the regular workday. These meetings will be considered voluntary.

ARTICLE 9

PROBATION AND SENIORITY

9.1 **Probationary Employee** - Each new employee shall be considered to be on probation and shall have no seniority (as defined herein) until such employee

has worked sixty (60) working days for the Board. During the probationary period, employment shall be at the discretion of the Board, without regard for the provision of this agreement and without recourse to the grievance procedure. The Board shall have no obligation to rehire or recall any employee who is laid off or discharged during the probationary period, nor to retain any employee for the length of probation. Upon successful completion of the probationary period, an employee shall attain seniority effective as of the employee's last date of hire (as defined herein in this Article). During the probationary period, a probationary employee shall receive no fringe benefits.

(Note: Upon ratification of this agreement academic interventionists who are employed by the district for sixty days as of ratification of this agreement shall be considered to have served the employee's full required probationary period in this bargaining unit.)

9.1.1 At the completion of the probationary period, the employee shall be notified in writing by the Board, whether or not the employee is to be continued and placed on seniority status, the placement of which would then attain regular status.

9.1.2 If a temporary employee attains a non-temporary position, the employee's probationary period shall commence on the date of hire into that position.

9.2 **Seniority** - Seniority shall be defined as the length of an employee's continuous service in the employ of the Board in a bargaining unit position since the employee's last date of hire.

Academic interventionists (A.I.) employed as of the ratification of the 2013-2015 agreement will be placed on the seniority list with the ratification date of the agreement as their seniority date as the "last date of hire" referenced above using the employee's original hire date into the A.I. position to determine placement among other employees with the ratification date for a seniority date. If a tie-breaker is still needed 9.2.2 will be used to determine seniority placement.

9.2.1 The term "last date of hire" shall mean the date upon which an employee first reported to work at the instruction of the Board, and was subject to the terms of this agreement as a probationary or bargaining unit employee, since which the employee has not quit, been discharged, or otherwise had such employment terminated as stated in section 4 below.

9.2.2 If two or more employees have the same initial day of work in the unit, seniority will be determined among them by the last four digits of their social security numbers. The higher number shall have the greater seniority.

9.2.3 All new employees shall be placed on probation until each employee has worked 60 working days for the Board. At the end of this probationary period, if the employee is still in employ of the Board, the employee's name shall be placed on the seniority list as of his or her last date of hire.

9.3 **Seniority Lists** - The Board shall prepare and maintain the seniority list. A current seniority list shall be provided to the Union President by November 1st each year. It is the Association's responsibility to notify the Superintendent or designee in writing of any error within twenty (20) working days from receipt of the list.

9.3.1 If written notice of error is not timely provided, the Board is entitled to rely on and act upon the list. After that date the list will be considered correct unless satisfactory evidence of the need for correction is presented or a new list is printed. The Board shall rely on and act upon any corrected list as they would any list confirmed by the union as outlined above. No grievance shall be filed that requires retroactive relief prior to the date of discovery as a remedy, if the Board has in good faith, acted in reliance upon the list confirmed by the Union in accordance with this section.

9.3.2 There will be three separate seniority lists. Employees will exercise their seniority only within the group where they are currently assigned, except as provided for in Article 8, 11, 12:

Group A - employees in position classifications III and IV.

Group B - employees in position classifications I and II.

Group C - employees in positions as academic interventionists (AI) (seniority for current employees in this classification begins upon ratification of this agreement with a tie-breaker as set in this article for members hired on the same date.)

9.4 **Loss of Seniority** - An employee shall lose all seniority, shall terminate the employment relationship, and forfeit all bargaining unit rights upon the happening of, but not limited to, one of the following events:

9.4.1 The employee quits.

9.4.2 The employee is discharged and is not reinstated through any proceedings.

9.4.3 The employee retires.

9.4.4 The employee leaves the bargaining unit for another position within the District.

9.4.5 The employee is on an unpaid leave of absence for illness, injury or disability in excess of twenty-four (24) months.

9.4.6 The employee is absent for three (3) consecutive working days or more without any notice to the Board.

9.4.7 The employee fails to return from leave on the agreed upon date without providing notice to the Board as provided in Article 14.

9.4.8 The employee does not return from layoff as set forth in the recall procedure without providing notice to the Board.

9.4.8 The employee has not been recalled from layoff after: The greater of forty-eight (48) months or one-half the employee's length of employment within the bargaining unit as of date of notice of layoff.

9.5 Temporary Employees - In the event an employee being temporarily replaced quits the position or her/his employment with the district is terminated, the position shall be posted as a vacant position as soon as reasonably possible if the Board does not intend to reduce the position. The temporary employee or substitute may remain in the position until the vacancy is filled, or until the end of the current semester, if the Board intends to reduce the position. The Board may fill the vacancy when it deems appropriate, but no later than the beginning of the next school year. In such cases, the temporary or substitute employee, if continued for more than a semester, shall then be paid at step 1 until the vacancy is filled, in no event shall this arrangement continue past the beginning of the next school year. If the temporary or substitute employee has been hired into a posted vacant position during the course of the temporary assignment the employee will assume that position when the vacant position becomes available or upon the conclusion of his temporary assignment, as determined by the Board.

ARTICLE 10 **GRIEVANCE PROCEDURE**

10.1 **Grievance Procedure** - A grievance is defined as any alleged violation or misapplication of a specific provision of this agreement.

10.2 A "day" is a "work day" which is defined as a day when the grievant is regularly scheduled to work. The parties will attempt to process a grievance involving a school year employee filed after the end of the school year in as expeditious a manner as possible. The work days of the grievant will be the "outside" time limit for summer-time grievances referred to here.

10.3 All grievances shall be processed during time which does not interfere with the performance of employee job responsibilities. This does not preclude the processing of grievances during work hours and during release time as long as it does not disrupt the employee's work.

10.4 **Informal Level** - An employee having a grievance may meet with his or her supervisor, and at the employee's choice a Union representative, in an effort to resolve the matter informally within ten (10) work days of the incident or circumstances giving rise to the alleged violation, or within ten (10) work days from the time that the involved grievant first knew or could have known of the facts giving rise to the grievance in situations where the employee could not reasonably have known at the time of the actual occurrence of such facts. If the grievant is not satisfied with the outcome of the meeting, she/he may file a written level one grievance with her/his immediate supervisor within ten (10) work days of the meeting.

10.5 **Formal Level**

Step One:

10.5.1 Any grievance may be formally initiated at this level. A grievance processed at this level must be reduced to writing, state the facts upon which it is based and when they occurred, specify the section(s) of this agreement which has allegedly been violated, specify the relief requested, and be signed and dated by the aggrieved employee and the Association.

10.5.2 A Level One grievance shall be filed no later than ten (10) work days after the informal level meeting. If an informal level meeting did not occur, the level one grievance shall be filed no later than ten (10) work days after the time the involved grievant first knew or could have known of the facts giving rise to the grievance in situations where the grievant could not reasonable have known at the time of the occurrence.

10.5.3 If a meeting was not held at the Informal Level, within ten (10) days of receipt of the grievance, the supervisor shall hold a meeting with the grievant and a Union representative to discuss and attempt to resolve the grievance. The supervisor shall provide the grievant with a written response within five (5) days of the meeting or within ten (10) days of the receipt of the grievance if no meeting is held.

10.5.4 Association grievances must be signed by the Association President or her/his designee, and shall identify aggrieved employees, if any. If the alleged contract violation or misapplication originated with the Administration Office in the first place or if it involves more than one supervisor, the Association grievance shall be initiated with the Superintendent.

10.6 **Step Two** - If the grievance is not settled in Step One, and the aggrieved employee and the Association desire to advance the grievance to the Second Step, the employee and/or Association must serve written notice of such appeal upon the Superintendent, or designee within ten (10) working days after receipt of the Supervisor's written Step One answer. The Superintendent shall meet with the aggrieved employee(s) and Union representative(s) and shall give the aggrieved employee and the Association a written, Step Two response within ten (10) working days after receiving the grievance at this Step.

10.7 **Step Three** - If the grievance has not been settled at Step Two, and the Association desires to appeal it to the Third Step, a written notice of such appeal must be served upon the Superintendent of Schools, or in the event of his unavailability, upon his designee within ten (10) working days after the Step Two answer. The Superintendent of Schools shall submit the grievance to the Board or a Board committee at the Board's option. A hearing shall be held before at least three (3) members of the Board of Education at the next regularly scheduled Board or committee meeting or within thirty (30) calendar days, whichever occurs first, after receipt of the Step Three grievance. The Board or its designated committee shall give to the Association a written answer of disposition to the grievance within twenty (20) calendar days following the above-referenced hearing or at its next regularly scheduled meeting following the grievance hearing whichever is sooner.

10.8 **Step Four** - If the grievance is not settled at Step Three and the Association desires to appeal it to the Fourth Step, the Association must file a written request for binding arbitration with either the American Arbitration Association (AAA) or Michigan Arbitration & Mediation Association (MAMA) and must serve a written copy of such request upon the Superintendent, all within fifteen (15) working days after the Board's Step Three answer. AAA or MAMA shall appoint an arbitrator in accordance with their rules.

10.8.1 Any such binding arbitration proceeding shall be subject to all of the following terms and conditions:

a. The recommendation(s) of the arbitrator shall be binding upon the Board and the Association. However, each party may have its legal remedies if the arbitrator exceeds the powers described in this Agreement.

b. Not more than one (1) grievance shall be heard by any arbitrator at any one time unless the parties mutually agree otherwise. The arbitration hearing shall be held in Board offices; or at a mutually agreeable site.

c. The arbitrator shall have no authority, directly or indirectly, to add to, subtract from, disregard, alter or modify any provision or provisions of the Agreement; her/his powers are limited to interpreting this Agreement.

d. The arbitrator shall not base his/her recommendation(s) on state or federal law, or interpret state or federal law or the Constitution, but must make recommendation(s) solely on the basis of the provisions of this Agreement.

e. The arbitrator shall not recommend any alteration in any policies, rules and/or actions of the Board which are not specifically in violation of this Agreement.

f. The arbitrator shall not recommend any monetary or financial adjustment or settlement of a grievance retroactively more than twenty five (25) working days before the date of filing the grievance, or the payroll period immediately preceding initiation of the grievance at the Informal Level, whichever is longer; and any claim for or recommendation of back wages shall be offset by any unemployment compensation paid, and by any compensation derived from any substitute employment or interim earnings (provided such earnings were not part of grievant's earnings prior to the incident precipitating the grievance), during the period for which back wages are sought.

g. The arbitrator shall not recommend any punitive damages.

h. The arbitrator shall have no power to recommend new salary schedules, or to recommend any monetary adjustment where there has been no wage loss.

i. The costs or expenses of the arbitrator shall be borne by the party least supported by the arbitrator's decision as determined by the arbitrator. Any costs or expenses individually incurred by the parties, however, including any transcript of an arbitration proceeding ordered by a party shall be borne by the party incurring the cost of expense.

j. Any grievance which is not appealed to binding arbitration within the time limit hereinabove provided shall be considered adjusted and may not thereafter be so appealed.

k. The arbitrator shall have no power to decide any question which, under this agreement, is within the responsibility of management to decide, except as they may be specifically limited by this agreement.

l. Grievances which are not filed or appealed in the manner or within the time limits specified in the grievance procedure shall be considered to have been withdrawn or abandoned and shall not be resubmitted. If the Board fails or neglects to answer a grievance within the time limits specified at the various steps of the grievance procedure, the grievance shall automatically be referred to the next higher step in the grievance procedure.

m. It is understood and agreed, however, that the time limits specified in this grievance procedure may be extended by mutual agreement in writing between the aggrieved employee or Association and the Board.

n. Notwithstanding any other provisions hereof, any individual employee may at any time present a grievance through Step Two on the employee's own behalf and have the grievance adjusted, without intervention by the Association, if the adjustment is not inconsistent with the terms of this agreement, provided the Association has been afforded an opportunity to be present at such adjustment. A copy of any adjusted grievance under this paragraph will be forwarded to the Association President.

o. The decision of the arbitrator shall be final as to all parties and shall be enforceable through application of the Circuit Court for the County of Newaygo for enforcement.

p. Students' FERPA rights will be honored throughout the process.

q. Any grounds or evidence not identified in the grievance procedure by written reference shall not be admitted at arbitration, except in the event that testimony provides newly discovered evidence, as the parties agree that the purpose of this procedure is to resolve all disputes at the earliest possible phase, and surprising the other party with new evidence or grounds at arbitration is contrary to that mutually recognized goal.

r. The grievance and arbitration procedure shall not apply to:

1. The discharge, discipline, failure to re-employ or suspension of a probationary employee.
2. Any matter involving the content of an employee's written evaluation, unless specifically stated otherwise herein.
3. Any provision of this agreement which contains an express exclusion from this procedure.
4. Any matter prescribed by law over which the Board either has no power or discretion, provided the matter and/or its impact is not addressed specifically in this Agreement. However, alleged contract violations that arise from the contractual impact of such matters prescribed by law are fully arbitrable, except for the nonnegotiable impacts identified in PA 112.

s. The following matters shall not be advanced to arbitration, though they may be processed through the grievance procedure:

1. Any matter or complaint for which there is recourse under state or federal statutes, (specifically EEOC, MDCR and OCR).
2. The content of any job description or posting, the qualifications or performance expectations required of any position.
3. Alleged procedural violations of Article 17 may advance to arbitration, but no evaluation shall be rescinded solely due to alleged procedural defects, unless such defects resulted in discipline or financial loss to the employee.

ARTICLE 11

VACANCIES AND PROMOTION

11.1 **Vacancy Defined** - A vacancy shall be defined as a newly created position, or a present position that is not filled and that the Board intends to fill.

11.2 **Vacancy Posting** - All vacancies shall be posted in a conspicuous place in each building of the District and shall remain open for application for a period of five (5) work days from the day after the vacancy posting was actually faxed or delivered to the buildings and sites. Said posting shall contain the following information:

1. Type of work
2. Location of work
3. Starting Date
4. Rate of Pay
5. Hours to be Worked
6. Classification
7. Summary of Job Requirements, including minimum requirements as reflected in the job description.

11.3 **Vacancy Notification** - Interested employees may apply in writing to the Superintendent, or designee, within the posting period. The Employer shall notify employees who provide it with stamped, self-addressed envelopes of vacancies occurring during the summer months (June, July, and August).

11.4 **Filling of Vacancies** - The vacancy shall be filled with the applicant who is most qualified based on the job description, posting, prior experience and job

attainments, recommendations, evaluations, attendance, work record, and length of service within the unit, where applicable.

11.4.1 In the event that the Board determines that two or more internal applicants are equally qualified for the vacant position, the Board shall give priority to qualified applicants from within the affected classification. Seniority shall be used as a determiner, with the most senior applicant being awarded the position, when two or more internal applicants are equally qualified.

11.4.2 The Board supports a policy of promoting from within existing bargaining unit. The Board shall first give priority to applications from within the bargaining unit, providing the bargaining unit applicant(s) has the necessary qualifications, ability, training and/or experience to perform the work as outlined in the job description of the vacancy, in an efficient and effective manner. If the bargaining unit applicant does not possess these qualities, then the Board may accept qualified candidates from existing staff, including temporary employees who may not be members of the bargaining unit. If there are no qualified candidates from the bargaining unit or from existing staff, then the Board may solicit candidates from outside the District.

11.5 **Selection** - Within twenty (20) workdays after the expiration of the posting period, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant interviewed for the position shall be so notified in writing with a copy provided to the Union President.

11.6 **Transfer Rights** - In the event that an employee is upgraded or promoted to a higher classification pay scale, she/he shall be placed on the Step immediately above the Step that most closely reflects the employee's wage rate at the date of the promotion or upgrade. In no event will the employee be paid less than her/his pay rate at promotion or upgrade.

11.7 **Involuntary Transfers** - A transfer is a change in building (except that building changes that occur with the transfer of a one-on-one special education student/aide shall not be considered involuntary). A change of assignment within a building is not a transfer. Involuntary transfers of employees shall not be capricious and shall be minimized to the extent reasonably possible. In the event that the Board determines that a transfer is needed, the Board will first seek qualified volunteers willing to accept the transfer. After October 1st each year except for emergency situations employees will be given at least ten (10) work days notice prior to a transfer.

11.7.1 If no qualified volunteer is available, the Board may involuntarily transfer either the least senior employee in the affected classification, or if a specific building is determined by the Board to have excess staff, the least senior employee within that classification within the identified building. In either case, the employee must be qualified to do the job without training to do

the core of the job. The parties also agree that involuntary transfers shall be made with due regard to preserve the District's educational programming.

11.7.2 If a regular education TA is involuntarily transferred to a special education TA assignment, the employee so transferred shall receive priority consideration for the next regular education TA vacancy for which the TA is qualified. In such event it is understood that the timing of an award of a regular education TA vacancy to an involuntarily transferred special education TA shall be made with minimal disruption to the educational program of the affected student.

11.8 Temporary Assumption of Duties - Employees shall not be placed on a lower step (wage schedule) due to transfers, nor shall they suffer any loss of accrued seniority, vacation, holiday or leave benefits.

ARTICLE 12 **STAFF REDUCTION**

12.1 Layoff Defined - Layoff shall be defined as a necessary reduction in the work force beyond normal attrition as determined by the Board. A reduction in staff does not include a reduction in hours except only as described in Section 8.3.3.

12.2 For the purpose of layoff and recall, employees will exercise their seniority first within their classification and then within the bargaining unit.

12.3 If the Board envisions layoffs for the succeeding school year, it shall notify the Association of that intent by May 15 and at that time share staffing plans and anticipated lay-offs for the upcoming school year. Any employee(s) being laid off for the succeeding school year shall be notified by June 1 prior to the school year in which the layoff will be effective. Such notice will not apply when layoffs are due to work stoppages or Acts of God.

12.4 In the event the Board determines a reduction in staff is needed, these procedures will be followed:

12.4.1 The Board shall determine the number of positions in the classification to be reduced and identify specific, if any, positions that are to be reduced.

12.4.2 Long term substitutes, temporary and probationary employees shall be laid off first in the affected classification provided the remaining employees are presently qualified to perform the duties of the available positions.

12.4.3 Volunteers will be solicited for the necessary layoff provided the remaining employees are presently qualified to perform the duties of the

available positions without training to do the core of the job. In the event that there are not adequate volunteers, seniority employees will be laid off in inverse order of seniority (least senior employee first) within the affected seniority group, provided the remaining employees are presently able to perform the duties of the available positions without training to do the core of the job as presented in the current job description.

12.4.4 The employee(s) laid off shall have the option of bumping **into any position held by the last twelve senior staff** within the affected classification **provided that the laid off employee is more senior than the employee being bumped. This bumping shall** preserve the **laid off** employee's work hours or the greatest portion thereof **but will not result in the laid off employee gaining** work hours. In the event **that this bumping** cannot preserve the employee's work hours the employee can bump the least senior employee within the unit, from any classification where the employee can preserve the largest portion of work hours, provided the laid off employee has more seniority than the employee bumped, and is presently able to do the core of the job. In the event the employee bumps to a new classification the employee shall be paid on the pay scale of the new classification at the experience step that is the closest to the pay rate of the employee's previous position.

12.5 The employer shall not hire a new employee while there are employees on layoff presently qualified to perform the available work without training to do the core of the job, as determined by the Board, for a vacancy or newly created position.

12.6 In the event that a building or program is reduced or closed, employees whose positions are eliminated shall have the right to bump a less senior employee in her/his classification for which the senior employee is presently able to perform the duties and which allow the employee as much as possible to maintain his/her previous work hours. If there is no one to bump within the classification which allows the employee as much as possible to maintain his/her previous work hours, the employee may bump the least senior employee in another classification, provided the reduced employee is presently able to do the least senior employee's duties in an efficient and effective manner. It is understood that any bumping of special education one-on-one teaching assistants shall generally occur at the end of a marking period or semester to minimize disruption to the affected student. If a bump is delayed pursuant to the foregoing sentence, the reduced staff member will not be reduced in hours or pay, or will continue in the original position until the bump can occur.

12.7 **Substitute Priority** - A laid-off employee shall, upon application and at his/her option, be granted priority status for substitute assignments according to his/her seniority.

12.8 Laid-off employees may continue their health, dental and life insurance benefits by paying the regular monthly subscriber group rate premium for such benefits to the employer.

12.9 **Recall** - The Board will recall laid off employees in order of seniority, with the most senior recalled first, provided the most senior person on layoff is presently qualified to perform the available work without training to do the core of the job. The Board is not required to recall probationary, temporary or substitute employees.

12.10 Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address.

12.11 A recalled employee shall be given ten (10) business days from receipt of notice, excluding Saturday, Sunday and holidays to return to work, exceptions may be made by the Superintendent or designee. The Employer may fill the position on a temporary basis until the recalled employee can report for work.

12.12 Employees recalled to full-time work of equal pay and benefits for which they are qualified are obligated to take said work. An employee who declines recall to full-time work of equal pay and benefits for which he/she is qualified shall forfeit his/her seniority rights.

12.13 Employees on layoff shall not forfeit seniority until recall rights end as stated in Article 9.4.9.

12.14 Acceptance or refusal of recall to a position which is lower in pay and/or benefits than the position from which the employee was laid-off shall not affect his/her rights to recall to an equivalent position and the employee shall continue to be considered eligible and available for recall.

ARTICLE 13 **RESIGNATION**

13.1 Any employee who resigns shall notify his/her immediate supervisor in writing at least two weeks prior to the effective date of resignation.

13.2 Any employee who discontinues his/her services does not forfeit his/her right to earned vacation time, provided proper notice is given as stated in 13.1.

ARTICLE 14

LEAVES

14.1 Sick leave allowance for full-time employees shall accrue at the rate of 12 days per fiscal year accumulative to 120 days. Sick leave allowance for School Year employees (defined in Article I, Section D) shall accrue at the rate of 10 normal days per fiscal year accumulative to 91 days (02-03), 92 days (03-04).

Employees may use up to 3 personal leave days per current fiscal year for business which cannot be handled any other time than during the school day, charged to the sick leave allowance.

Personal leave must be requested in writing at least 24 hours in advance. In an emergency this notice will be waived. Such personal leave days must be taken in increments of no less than one-half day.

Each year each employee can convert one (1) sick leave day to one (1) personal leave day in addition to the leave days above. This day is to be used with notice and under the same rules as a personal leave day (above).

Sick leave allowance is intended primarily for the employee; however, it may be used for family illness – including children, stepchildren, foster children, spouse, and parents or stepparents, and grandchildren. Sick leave is not to be used for the routine care of the family.

It is the intent of this agreement that each employee shall be entitled to utilize up to 2 sick leave days annually for dental or medical appointments. Sick leave allocated for this purpose may be taken in such time increments as is necessary to insure the least amount of lost work time.

The District will create a sick leave payout for unused sick days for employees who retire from the District. Any days accumulated beyond fifty (50) days not to exceed ninety-one (91) at a rate of seventy-five percent (75%) for each day.

14.2 When an employee is ill, s/he must notify the principal or immediate supervisor one hour prior to the usual starting time.

14.3 If accumulated sick leave is exceeded, full deduction of pro-rated daily salary will be made for the period of absence.

14.4 Probationary employees will not receive sick leave benefits during the probationary period. If, at the end of the probationary period, the employee is retained in a regular position, sick leave will be granted at that time and pro-rated for the first year per Section 14.1.

14.5 In cases of illness that exceed 3 or more sick days in any one month, or any questionable absences, the Board shall have the right to require verification of the illness or absence. If the Board requires a form of verification that causes additional expense to the employee and the expense is not covered by insurance, the Board shall reimburse any reasonable expense for an office visit to a health provider to obtain the verification, provided that the questioned absence is justifiably excused as a result of such verification.

In accordance with applicable law, such as the ADA and the FMLA, the District may require verification of an illness or absence that falls under the purview of the law within the timeframe established in the law.

14.6 A bereavement leave, with pay, not to be charged against sick leave or vacation, to a maximum of 3 working days for each death in the immediate family, shall be made available for each non-probationary employee, if the bereavement period occurs during their normal working schedule.

For purposes of bereavement leave, "immediate family" shall be defined as an employee's wife, husband, children, mother, father, sister, brother, mother-in-law, father-in-law, and grandchildren.

In addition to the above, each employee will be entitled to one day bereavement leave for the following family members: niece, nephew, grandparents, brother or sister-in-law, aunt or uncle; provided this bereavement leave time does not exceed two full days in any given school year. In case of an emergency, this leave may be extended with the approval of the immediate supervisor. The extended period of absence may be charged to vacation time, sick leave, or personal leave or shall be deducted at the prorated daily salary.

14.7 If it is necessary to lose part of a day, two hours or less, for appointments with a doctor, dentist, or a lawyer, all seniority employees, may with the approval of the immediate supervisor, be permitted to make up the lost time at a time mutually agreed upon with the supervisor.

14.8 Instructional Assistants, Media Center Assistants, and School-Year Secretaries shall receive pay equal to their regular scheduled hours for school closings caused by acts of God or other unplanned closures such as bomb threats, boiler malfunctions or loss of electricity, provided the District is paid for the day or part of the day by the State. In the event an employee is on paid leave, sick leave or bereavement leave during part or all of the school closure days as defined in this section, then the pay for the school closure time and that time on leave will not be charged against the employee's paid leave time.

14.9 The granting of sick leave without pay guarantees to the employee their right to return to his/her previous job upon return from sick leave providing the employee returns within 12 work weeks. A "work week" in this case shall be defined as a week, or part of a work week, that the absent employee would have

been scheduled to work if not absent. Subject to Article 9, Section 4, Item 5, any employee who is on sick leave without pay and returns to work beyond the 12 work weeks cited above shall resume her/his previous position if it is filled by a temporary employee or substitute. If the position is not available, he/she shall be offered the first available position the employee is qualified to fill.

During said leave, the employee shall receive no benefits whatsoever granted under this contract with the exception of health insurance which shall be continued in force at the expense of the Board as required by the FMLA.

14.10 General Leave - Unpaid leaves of absence not exceeding one calendar year may be granted to an employee after completion of the employee's probationary period. The granting or denial of any such leave of absence shall be in the sole and absolute discretion of the Board or administration, and the granting or denial of any such leave of absence in any one case shall not constitute any practice or precedent whatsoever insofar as any other case is concerned. No such leave of absence shall be granted, if at all, before the same has been requested in writing to and approved in writing by the Superintendent; and any extensions or renewals shall be in the sole discretion of the Board and may not be grieved.

Upon return from leave, an employee shall return to her/his position if the leave has been for a semester or less. If the leave is more than a semester in length, the employee shall return to the first available position for which she/he is qualified.

Any leave of absence shall be considered null and void should the employee permanently change his/her place of residence in such a manner as to make said employee unavailable for work upon the expiration of the leave.

14.11 Employees shall be given an unpaid leave of absence up to one (1) year to attend to the adoption of a child or to attend to the adopted child. The employee will have the option of using up to ten (10) days of accumulated sick leave during this leave. The district will continue the employee's health care coverage, if applicable; under this leave policy through the end of the month in which the first twelve (12) workweeks of this leave expire or through the end of the month in which the employee has exhausted any accumulated sick leave, whichever period is longer. The employee shall be returned to his/her previous position when returning from the adoption leave which must coincide with the beginning of any new semester/trimester if the adoption leave is set to expire within five (5) weeks of the end of any semester/trimester. It is understood that the adoption leave is available to both male and female employees.

14.12 Proration of Benefits - After an employee has successfully attained non-probationary status, the benefits available as specified elsewhere in this agreement will be prorated during the first year of employment using the number of months scheduled to work divided by the number of months normally worked

in a year for that position. Example: Class IV, full-year new employee starting work on 11/8/98 would be entitled to 8.0 sick leave days ($8/12 \times 12 = 8.0$) during the 98-99 school year. On each July 1 thereafter, that employee would be entitled to an additional 12 days.

14.13 Jury Duty - An employee called for jury duty shall be granted leave of absence from the District for those days required to serve. The employee will be paid his/her regular wages for jury duty time served that does not exceed four (4) work weeks. The Board may, at its discretion, pay for additional days served on jury duty beyond the four work weeks. Jury duty pay (less travel expenses) earned during such time shall be paid by the employee to the District. Jury duty pay received on days in which the employee is not paid by the District would be retained by the employee.

14.14 Family and Medical Leave - Nothing in this agreement shall be interpreted to interfere with employees' rights under the Family and Medical Leave Act (FMLA). An explanation of FMLA rights is included in Appendix B. All FMLA leaves shall run concurrently with paid or unpaid sick leaves as permitted by the FMLA and to the extent that the sick leave qualifies for FMLA leave. Paid vacation and personal leave shall also be applied to FMLA leave at the discretion of the employee. If an employee requests intermittent or reduced schedule leave, the District may temporarily transfer the employee to an available alternative position (with equivalent pay and benefits) to better accommodate recurring or intermittent periods of leave. If an employee does not return to work after an FMLA leave, for reasons other than the continuation of the condition giving rise to the leave or for other reasons beyond the employee's control as defined in the FMLA regulations, the Board may deduct from any monies then owed the employee, the insurance premiums paid during the FMLA leave. Any alleged Board violations of the FMLA shall be dealt with under the FMLA procedures. (see Appendix B for the DOL Fact Sheet)

14.15 If an employee violates a restriction of an approved leave of absence, gives a false reason for obtaining a leave, or works for remuneration while on an approved leave, unless the work for remuneration is done with the prior written consent of the Board or existed prior to the leave, the employee may be subject to discipline for abuse of leave in accordance with this agreement.

If an employee overstays a leave without giving notice, or applies for an extension but fails to provide substantiation for the extension as requested as soon as is reasonably possible, the employee is deemed to have quit her/his job.

ARTICLE 15
LIFE INSURANCE

15.1 Employees who regularly work 20 hours or more per week will receive a \$10,000 group term basic life insurance benefit, with AD&D, subject to the terms and conditions of the carrier to be selected by the Board.

ARTICLE 16
HOLIDAYS AND VACATIONS

16.1 All employees shall be paid for legal holidays as listed in 16.3, which normally occur during the employee's regularly scheduled work year, provided the employee works the regularly scheduled work day before and the regularly scheduled work day after the scheduled holiday. An employee is considered to have worked if the employee is on an approved paid leave or vacation. If an employee is on sick leave the regularly scheduled work day before or after the holiday, holiday pay will be paid. The District has the right to request a valid doctor's slip indicating the employee was sick that day.

16.2 In the event the legal holiday falls on a weekend, the holiday will be taken on the Friday before or the following Monday, as agreed upon with the immediate supervisor unless otherwise determined by the District.

16.3 Employees who would normally be scheduled to work the regularly scheduled work day before and the regularly scheduled work day after any holiday listed below shall receive their average daily rate of compensation for that holiday (based on a 5 day work week).

Holidays for the duration of this contract shall include the following: (12 days)

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Day before/after Christmas
- Christmas Day
- Day before/after New Year's
- New Year's Day
- Floating Holiday*
- Good Friday
- Memorial Day
- Martin Luther King Day (in the event there is no school)

*All employees shall be paid for one floating holiday annually. All floating holiday requests must be submitted on Staff Absence Forms.

School year employees shall submit Staff Absence Forms for a Floating Holiday during spring break or winter break or some other non-scheduled time, as each building site determines by a majority vote of the affected unit employees. Full year employees shall submit staff absence forms for a floating holiday after approval by the building principal.

16.4 Full-time employees will receive paid vacation time on the following schedule:

After one full year of service	10 working days
After the 2nd year of service	10 working days
After the 3rd year of service	11 working days
After the 4th year of service	12 working days
After the 5th year of service	13 working days
After the 6th year of service	14 working days
After the 7th year of service	15 working days
After the 15th year of service	16 working days
After the 16th year of service	17 working days
After the 17th year of service	18 working days
After the 18th year of service	19 working days
After the 19th year of service	20 working days

In addition, first year employees will earn vacation days to be taken after July 1 of the next school year according to how many full months they worked prior to July 1. For example, assume an employee's start date is 9/8/97. Vacation equals 9 months divided by 12 and that sum multiplied by 10 or 7.5 days ($9/12 \times 10 = 7.5$ days) for the 1998-1999 school year (to be rounded to the nearest half day).

16.5 Full-time employees may choose the time of their vacation upon mutual agreement with their immediate supervisor. Earned vacation must be used by the conclusion of the fiscal year unless the vacation is arranged for the convenience of the school system. The employee may also choose to carry over a maximum of 4 days vacation into the next fiscal year. Vacation days shall be taken in increments of at least 1/2 day at a time.

16.6 Upon resignation or termination of service, employees shall be permitted to use vacation time earned to date, provided notice is given per Article 13.

ARTICLE 17

PERFORMANCE REVIEW

17.1 Timely evaluation of employee performance is valuable and necessary for employees and the Board. The evaluation process should provide information to the employee about job performance and employment status.

17.2 Employees shall be evaluated by appropriate administrative personnel familiar with the employee's performance. Non-administrative professional staff employed by the Board (including but not limited to classroom teachers) familiar with the employee's job requirements and daily performance, may provide input as described herein, but shall not be responsible for evaluating employee performance.

17.3 Such professional staff may be asked to provide written input of employee performance or conduct at work, based on direct observation of the employee during the evaluation period. Any input provided by professional staff that is used as part of the evaluation process shall be signed by the professional staff member and made available to the employee upon request. If the evaluator asks for input from professional staff as part of the evaluation, the employee shall be advised of the request.

17.4 When evaluating an employee's overall performance, the appropriate building administrator or supervisor will prepare a written performance review, using Appendix B.

17.5 Non-probationary employees shall receive a performance review at least once every three (3) years, or more often if the evaluator or employee determines a need to do so.

17.6 A performance review period shall begin with written notice to the employee that her/his performance is being formally reviewed. The employee shall also be advised of the name of the evaluator, and the dates of the review period, which shall be at least 30 work days and no more than one work year (not extending beyond June 30), unless the employee or evaluator requests continuation of the review. A copy of the evaluation form (Appendix B) and appropriate job description shall also be provided to the employee at this time. The review period may also be modified by mutual agreement between the employee and evaluator.

17.7 Evaluation of an employee's overall performance shall generally be based on a composite of any or all of the following: direct observation of the employee's work performance by the evaluator(s), input from professional staff provided in accordance with 17.2 and 17.3, and other information about employee conduct or performance since the last formal evaluation, including disciplinary action, if any, brought to the employee's attention in a timely manner after the evaluator

became aware of such conduct or performance. A formal observation will normally be scheduled in advance with the employee. Informal or unscheduled observations may also be conducted as part of the overall evaluation process. Evaluators should promptly advise the employee during the evaluation process if there are concerns about the employee's performance or work related conduct. If the evaluator believes an employee's performance is deficient or unsatisfactory, she/he may involve another administrator for a second opinion or to provide suggestions for improvement, and will so notify the employee. If an employee is recommended for discharge based on an unsatisfactory evaluation, the employee may ask the Superintendent to involve a second administrator to provide a second opinion.

17.8 The evaluator shall meet with the employee before the end of the employee's work year to discuss the final evaluation. At this conference, the employee shall receive a completed evaluation form, which the employee shall sign at the conference, unless the parties agree after discussion that changes should be made, in which case, the employee shall sign when presented with an amended form. The signature evidences receipt and not agreement with the contents of the evaluation. A copy of the signed evaluation shall be given to the employee and placed in the employee's personnel file.

17.9 If the employee disagrees with the evaluation, she/he may submit a written response within twenty (20) working days after receipt of the evaluation, which shall be attached to the file copy of the evaluation.

17.10 Each evaluation shall include the following statement at the end: "Considering all factors, the employee's work performance is (check one):

Satisfactory Improvement Needed Unsatisfactory"

17.11 At any time, an administrator may discuss an area of concern about an employee's performance. The parties agree that discussions about performance that may lead to discipline or an unsatisfactory rating on an evaluation shall occur within a reasonable time after the concern develops, generally no later than 15 work days after the administrator is aware of the concern. However, it is recognized that circumstances do occur that interfere with the administrator's ability to initiate such discussions within the desired timeframe. If the 15 day standard cannot be met, the administrator will inform the employee, during the 15 day period, of the need to discuss the concern, and will offer a future date and time for such purpose.

MISCELLANEOUS PROVISIONS

18.1 The school will not penalize Association members for their activities in the Association by transferring work normally performed by Association members to employees not covered by this Agreement.

18.2 A copy of this agreement will be provided to the President and in alternate years, to each member of the Association, with the Board providing copies to each member during the first year of the agreement. The agreement will be incorporated into the Board Policy Manual and filed in the office of each Media Center.

18.3 Employees may request in writing, attendance at professional meetings or workshops. If such requests are approved, the Board shall cover reasonable expenses as approved in advance. Such requests will be submitted to the immediate supervisor who, upon approval, will forward them to the Business Manager.

18.4 Employees who are required to attend In-Service Days will be paid their normal daily rate for such attendance.

18.5 At the completion of the probationary period, each employee covered by this contract will be assigned a position, a classification, and a salary class and step within that class (as indicated in Appendix C).

18.5.1 At the beginning of each school year thereafter, each employee will receive a notice of his/her continued assignment and step. This assignment will remain in effect until the following July 1, except in the event of a job transfer when the position, the classification and the salary class/step of the employee will be changed if applicable.

18.5.2 Any employee working at least two-thirds of a given year will advance to the next step on the salary schedule on the first July 1 following regular status placement.

18.5.3 Upon receipt of the notice, the employee will be granted a two week period in which to review his/her job status as described in the above paragraph. Any grievance under this section must be initiated within this two week period.

18.6 In the event a para-professional believes that he/she is being incorrectly asked to substitute for a classroom teacher, that para-professional has the right to immediately contact and notify the Superintendent and/or Assistant Superintendent of the situation.

18. **Mandatory** food allergy training will be offered once each month prior to Christmas. The school nurse will provide dates to the staff.

POSITION CLASSIFICATIONS

19.1 Current job descriptions have been developed and are available upon request. Each new employee shall be given a copy of their current job description.

19.2 If the Board chooses to modify the current job descriptions, or create new job descriptions, the Association will be provided copies of the proposed changes, or new job descriptions, and given an opportunity to meet with the administration to provide input on the proposed changes at least 30 calendar days prior to implementation.

19.3 Any modified or new job descriptions will be provided to the Association President and the affected employees upon adoption by the Board.

19.4 Commencing with the first year of this contract and for the entire term of this contract, an employee within a designated skill level or classification may be recommended for placement in any higher classification (for upgrading purposes only) by the employee's administrative supervisor, irrespective of the fact that the employee is a full-time or school-year employee. Final evaluation and approval to be determined by the Superintendent. This provision shall supersede any conflicting provisions of this agreement

ARTICLE 20 **WAGE SCHEDULE**

20.1 Salary and wage schedules for 2021-22 and 2022-23 are attached as Appendix "A."

20.2 Employees will advance to the next step on the salary schedule on July 1 of each year, within guidelines of 18.5. For the school year 2020-21 all employees eligible for a step increase will receive three (3) steps and will be paid the full value of the full step increase.

20.3 There shall be longevity pay available for qualified employees based on the following criteria: (note: the above step schedule in Section 20.2 also applies to the longevity steps shown below.)

20.3.1 Employees who have completed 9 years of employment shall receive an additional wage increase based upon an amount which is equivalent to 1.5% of the step 1 pay scale within the respective employee's classification. The qualification for and payment of this additional wage shall be made in accordance with the same guidelines that have been utilized in the past with respect to an employee's qualifications for a step increase.

20.3.2 Employees who have completed 12 years of employment shall receive an additional wage increase based upon an amount which is equivalent to 4.5% of the Step I pay scale within the respective employee's classification. The qualification for and payment of this additional wage shall be made in accordance with the same guidelines that have been utilized in the past with respect to an employee's qualifications for a step increase.

20.3.3 The longevity pay of 4.5% as determined in subparagraph 20.3.1 above shall continue during the employee's 14th and 15th years of service.

20.3.4 Upon completing 15 years of employment, the employee shall be entitled to an additional wage increase equivalent to 7.0% of the Step I pay scale within the respective classification of the employee. Qualification for and payment of this increase shall be in accordance with the same procedures employed with respect to an employee's eligibility for a step increase. Thereafter employees with more than 15 years seniority shall be entitled to longevity pay as above computed, at the rate of 6.0% of the Step I pay scale within the respective classification of the employee, until the employee completes 20 years of employment.

20.3.5 Upon completing 20 years of employment, the employee shall be entitled to an additional wage increase equivalent to 7.5% of the Step 1 pay scale within the respective classification of the employee. Qualification for and payment of this increase shall be in accordance with the same procedures employed with respect to an employee's eligibility for a step increase. Thereafter employees with more than 20 years seniority shall be entitled to longevity pay as above computed, at the rate of 7.5% of the Step I pay scale within the respective classification of the employee.

20.3.6 Upon completing 25 years of employment, the employee shall be entitled to an additional wage increase equivalent to 8.0% of the Step 1 pay scale within the respective classification of the employee. Qualification for and payment of this increase shall be in accordance with the same procedures employed with respect to an employee's eligibility for a step increase. Thereafter employees with more than 25 years seniority shall be entitled to longevity pay as above computed, at the rate of 8.0% of the Step I pay scale within the respective classification of the employee.

20.4 Summer school teacher assistant pay rates to be established per the attached Appendix A salary schedule at Class I - up to Step 4. The pay rate would not change on July 1 to the new schedule, but would remain the same for the current position for the entire summer.

20.5 Effective August 26, 2002, employees who are assigned to perform the following health related services: catheterizations, tube feeding, injections, suctioning or special toileting, will be paid an additional premium of \$10.00 per day in addition to the employee's regular wages. The employee shall be responsible to document such time on a form as directed by the District. (note: This provision does not provide premium wage for observers.)

ARTICLE 21 **EXTENT OF AGREEMENT**

21.1 Any individual contract between the employer and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any provision inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

21.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to: (1) any subject or matter referred to, or covered in this Agreement; (2) any subject or matter which was discussed during negotiations but about which no agreement was reached.

ARTICLE 22 **CONTINUITY OF OPERATIONS**

It is the intention of the parties hereto that the procedures set forth herein shall serve as a peaceful means for the settlement of any dispute which may arise between them as to the interpretation or application of this Agreement. Therefore, the Association and its members, individually and collectively, agree that during the term of this Agreement there shall be no strikes, stoppage of work, or interruption of work and the Board agrees that it will not institute any lockout during the term of this agreement. The Board may grieve violations of this paragraph as well as pursue other legal remedies.

ARTICLE 23

DURATION OF AGREEMENT

This agreement is the complete agreement between the parties and, except as stated otherwise herein, shall become effective as of July 1, 2019 and shall remain in effect until June 30, 2021.

BOARD OF EDUCATION NEGOTIATION COMMITTEE

Business Manager	Date	Administrator	Date
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Board Designee	Date
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FREMONT EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

FESPA Negotiator	Date	Association Rep.	Date
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BOARD OF EDUCATION

President	Date	Secretary	Date
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APPENDIX A

**WAGE SCHEDULE
2021-22**

2021/22 FESPA						2021/22 Hourly Base		12.74			
Wage Schedule						2021/22 Monthly Base		2,334.15			
Step	Class I Index	Class I (Hour)	Class II Index	Class II (Hour)	Class III Index	Class III (Hour)	Class IV Index	Class IV (Month)	Class IV (Hour)	Class IV (Bi-Weekly)	Class V (Hour)
1	1.000	12.74	1.010	12.85	1.000	13.47	1.185	2,766	15.96	1,276.73	18.00
2	1.040	13.25	1.045	13.30	1.050	14.14	1.247	2,911	16.79	1,343.44	
3	1.074	13.68	1.109	14.13	1.114	15.01	1.314	3,067	17.69	1,415.33	
4	1.111	14.16	1.167	14.88	1.184	15.94	1.388	3,241	18.70	1,495.61	
5	1.144	14.56	1.230	15.66	1.249	16.82	1.453	3,392	19.57	1,565.63	
6	1.180	15.03	1.290	16.43	1.310	17.65	1.520	3,548	20.47	1,637.52	
7	1.223	15.58	1.329	16.93	1.347	18.14	1.559	3,639	20.99	1,679.53	
8	1.268	16.15	1.348	17.18	1.361	18.33	1.578	3,683	21.25	1,700.07	
1.5% Longevity		16.34		17.37		18.53		3,725	21.49	1,719.22	
4.5% Longevity		16.72		17.76		18.94		3,808	21.97	1,757.52	
7.0% Longevity		17.04		18.08		19.28		3,877	22.37	1,789.44	
7.5% Longevity		17.11		18.14		19.34		3,891	22.45	1,795.83	
8.5% Longevity		17.23		18.27		19.48		3,919	22.61	1,808.59	
Longevity:											
1.5% of base salary within classification after 9 years						4.5% of base salary within classification after 12 years					
7.0% of base salary within classification after 15 years						7.5% of base salary within classification after 20 years					
						8.5% of base salary within classification after 25 years					

**WAGE SCHEDULE
2022-23**

2022/23 FESPA						2022/23 Hourly Base		12.99			
Wage Schedule						2022/23 Monthly Base		2,380.83			
Step	Class I Index	Class I (Hour)	Class II Index	Class II (Hour)	Class III Index	Class III (Hour)	Class IV Index	Class IV (Month)	Class IV (Hour)	Class IV (Bi-Weekly)	Class V (Hour)
1	1.000	12.99	1.010	13.11	1.000	13.74	1.185	2,822	16.28	1,302.26	18.36
2	1.040	13.51	1.045	13.57	1.050	14.42	1.247	2,969	17.13	1,370.31	
3	1.074	13.95	1.109	14.41	1.114	15.31	1.314	3,128	18.05	1,443.63	
4	1.111	14.44	1.167	15.18	1.184	16.26	1.388	3,305	19.07	1,525.53	
5	1.144	14.86	1.230	15.97	1.249	17.16	1.453	3,460	19.96	1,596.95	
6	1.180	15.33	1.290	16.76	1.310	18.00	1.520	3,619	20.88	1,670.27	
7	1.223	15.89	1.329	17.27	1.347	18.50	1.559	3,712	21.41	1,713.12	
8	1.268	16.47	1.348	17.52	1.361	18.70	1.578	3,757	21.68	1,734.07	
1.5% Longevity		16.66		17.72		18.91		3,799	21.92	1,753.27	
4.5% Longevity		17.05		18.11		19.32		3,884	22.41	1,792.47	
7.0% Longevity		17.38		18.44		19.66		3,955	22.82	1,825.27	
7.5% Longevity		17.44		18.50		19.73		3,969	22.90	1,831.67	
8.5% Longevity		17.57		18.63		19.87		3,996	23.06	1,844.47	
Longevity:											
1.5% of base salary within classification after 9 years						4.5% of base salary within classification after 12 years					
7.0% of base salary within classification after 15 years						7.5% of base salary within classification after 20 years					
						8.5% of base salary within classification after 25 years					

2021 - 22 – 10% + Steps

\$1,000 Stipend after completion of 2021-22 school year

2022 - 23 – 2% + Steps

\$1,000 Stipend after completion of 2022-23 school year

APPENDIX B

EMPLOYEE PERFORMANCE EVALUATION

DATE: _____ NAME: _____

JOB TITLE: _____ JOB LOCATION: _____

PERIOD UNDER REVIEW: _____

DATE OF LAST EVALUATION: _____

Please complete this form carefully and thoroughly. The purpose of this assessment tool is to:

Provide an instrument that can be used to initiate a discussion with the employee about her/his job performance.

Provide objective criteria for personnel performance evaluations on a standard basis.

PROCEDURE:

Pages 2 and 3 describe traits identified with job success or failure. Decide for each, the level at which the employee performed for this rating period.

Refer back to page 2 and 3 to comment on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

If improvement is needed, note suggestions for improvement where appropriate.

EVALUATION SCALE:

S = Satisfactory
 U = Unsatisfactory
 IN = Improvement Needed
 NA = Not applicable

AREAS OF EVALUATION	SU	IN	NA	Comments
1. Demonstrate appropriate job knowledge.	_____	_____	_____	_____
2. Knows and implements instructional programs under teacher supervision.	_____	_____	_____	_____
3. Effectively assists teacher with instructional strategies.	_____	_____	_____	_____
4. Under teacher direction, works effectively with individual students and with small groups.	_____	_____	_____	_____
5. Effectively assists teacher with student supervision.	_____	_____	_____	_____
6. Maintains safe and orderly physical classroom or office environment.	_____	_____	_____	_____
7. Establishes effective rapport with students.	_____	_____	_____	_____
8. Establishes effective rapport with parents.	_____	_____	_____	_____
9. Consistently treats students fairly.	_____	_____	_____	_____
10. Effective oral communication to students, staff and parents.	_____	_____	_____	_____
11. Effective written communication to students, staff and parents.	_____	_____	_____	_____
12. Maintains confidentiality of student records and information.	_____	_____	_____	_____
13. Is knowledgeable about office equipment and procedures district software and technology.	_____	_____	_____	_____

AREAS OF EVALUATION	S	U	IN	NA	Comments
14. Effectively manages office in principal's absence per principal's guidelines.	_____	_____	_____	_____	_____
15. Typing/word processor skills	_____	_____	_____	_____	_____
16. Effective telephone manners.	_____	_____	_____	_____	_____
17. Demonstrates problem solving skills.	_____	_____	_____	_____	_____
18. Establishes effective working rapport with district staff.	_____	_____	_____	_____	_____
19. Follows directions with accuracy.	_____	_____	_____	_____	_____
20. Demonstrates punctuality, reliability in attendance.	_____	_____	_____	_____	_____
21. Tactfulness and courteousness.	_____	_____	_____	_____	_____
22. Demonstrates initiative.	_____	_____	_____	_____	_____
23. Maintains attire appropriate for educational/office environment.	_____	_____	_____	_____	_____
24. Follows board and building policies and procedures.	_____	_____	_____	_____	_____
25. Demonstrates effective time management skills.	_____	_____	_____	_____	_____
26. Other assigned duties, if applicable.	_____	_____	_____	_____	_____

Evaluation Comments Page- (attach addendum if desired)

Employee's strengths/weaknesses

Considering all factors, the employee's work performance is:

Satisfactory Improvement Needed Unsatisfactory

*Suggestions for improvement:

Has this evaluation been discussed with the employee? _____ Yes _____ No

Date of Evaluation Conference _____

Signature of Evaluator _____ Date _____

Signature of Employee _____ Date _____

Note: Employee signature here indicates receipt of this document and not agreement with its contents.

** Must be completed if employee rated Unsatisfactory or Improvement Needed, unless dismissal recommended.*

APPENDIX C

GENERAL DESCRIPTION OF CLASSIFICATIONS

Office/Secretarial/Clerical: An assignment to perform the activities of preparing, transferring, transcribing, systematizing, or preserving communication, records, and transactions, including the operation of machines to accomplish such activities. The Secretary to the Superintendent is specifically excluded.

Teacher Assistants: An assignment to assist a teacher with routine activities associated with teaching, those activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.

Media Center Assistants: An assignment to assist a librarian with the routine activities associated with selecting, acquiring, preparing, cataloging, and circulating books, printed materials, audio visual aids, and audio visual equipment.

Building Assistants: An assignment to perform clerical tasks; media center tasks; and/or teacher assistant tasks as assigned by supervisor. Assignment may also include clearing snow from entryways and main sidewalks (e.g. areas not attended to by grounds/maintenance crew); set-up/take-down breakfast and lunch tables and clean-up gym floor; conducting non-routine cleanup (e.g. cleanups which must be performed immediately); and working with children in a variety of settings, including before school and noon-hour supervision and/or after-school bus dismissal supervision.

Academic Interventionists:

An assignment to primarily be responsible to work individually or in small groups with students identified to have at risk characteristics or who are struggling academically. The assignment will also include the responsibility of working closely with parents, faculty, and the school administration to assist in ensuring student learning. (for specifics see job description)

