

**THE ROSEVILLE COMMUNITY SCHOOLS**

**AGREEMENT**

**2023 - 2026**

(Including Supplemental Agreements)



**THE AMERICAN FEDERATION  
OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES  
COUNCIL 25 LOCAL 732**

**BOARD OF EDUCATION**

**THERESA GENEST  
PRESIDENT**

**KEVIN SWITANOWSKI  
VICE PRESIDENT**

**JOSEPH DEFELICE  
SECRETARY**

**MATTHEW MCCARTNEY  
TREASURER**

**GINA AIUTO  
TRUSTEE**

**MICHELLE BRUN  
TRUSTEE**

**MICHELLE WILLIAMS-WARD  
TRUSTEE**

## TABLE OF CONTENTS

<b>ARTICLE NO.</b>		<b>PAGE</b>
ARTICLE 1	PURPOSE AND INTENT	1
ARTICLE 2	RECOGNITION	1
ARTICLE 3	MANAGEMENT RIGHTS	2
ARTICLE 4	NO STRIKE CLAUSE	2
ARTICLE 5	UNION MEMBERSHIP	2-3
ARTICLE 6	AID TO OTHER UNIONS AND UNION ACTIVITIES	3
ARTICLE 7	UNION REPRESENTATION	3-4
ARTICLE 8	SPECIAL CONFERENCES	4
ARTICLE 9	GRIEVANCES	5
ARTICLE 10	GRIEVANCE PROCEDURE	5-7
ARTICLE 11	DISCIPLINARY ACTION, SUSPENSION AND DISCHARGE	7-8
ARTICLE 12	PROBATION AND SENIORITY	8
ARTICLE 13	SENIORITY	9-10
ARTICLE 14	LAYOFF AND RECALL PROCEDURES	10-12
ARTICLE 15	VACANCIES	12
ARTICLE 16	TRANSFERS	13
ARTICLE 17	PROMOTIONS	13-14
ARTICLE 18	LEAVES OF ABSENCE	15-18
ARTICLE 19	LEAVES OF ABSENCE NON - COMPENSABLE	19-21
ARTICLE 20	HOLIDAYS	21-22
ARTICLE 21	VACATION	22-24

## TABLE OF CONTENTS

<b>ARTICLE NO.</b>		<b>PAGE</b>
ARTICLE 22	LONGEVITY	25-28
ARTICLE 23	MISCELLANEOUS	
	23.01 SUMMER HELP	28
	23.02 ACCESS TO SCHOOL RECORDS	28
	23.03 ACCESS TO PERSONNEL RECORDS	29
	23.04 SUMMER POSITIONS	29
	23.05 NEGOTIATION SESSIONS	29
	23.06 UNION USE OF EQUIPMENT	29
	23.07 CUSTODIAN ON DUTY	29
	23.08 FEDERAL/STATE FUNDED PROGRAMS	29
ARTICLE 24	OVERTIME	30-31
ARTICLE 25	RETIREMENT	31-32
ARTICLE 26	WORKING CONDITIONS	32-37
ARTICLE 27	OBLIGATIONS OF THE BOARD	38-40
ARTICLE 28	LAW SAVING CLAUSE	41
ARTICLE 29	RATIFICATION AND APPROVAL	41
ARTICLE 30	DURATION OF AGREEMENT	41-42
APPENDIX A APPENDIX B	SALARY SCHEDULE AND ADDED BENEFITS	43-49
APPENDIX C	SICK & PERSONAL DAY USAGE INCENTIVES	50
APPENDIX D	TRANSPORTATION AGREEMENT	51
APPENDIX E	OFFICIAL GREVANCE FORM	52
APPENDIX F	VACATION APPROVAL PROCEDURES	53
APPENDIX G	CLARIFICATION OF PROBATIONARY PERIOD	54
APPENDIX H	CLARIFICATION OF EXTRA HOURS	54

# COLLECTIVE BARGAINING AGREEMENT

This Agreement was entered into on July 1, 2023, between the Roseville Community Schools, hereinafter referred to as the "Employer" or the "Board" and the American Federation of State, County and Municipal Employees, Council 25 and its affiliated Local 732, hereinafter referred to as the "Union".

## ARTICLE 1 PURPOSE AND INTENT

- 1.01 The general purpose of this Agreement is to set forth terms and conditions of employment, to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.
- 1.02 The parties recognize that the interests of the community and the security of the employees are dependent upon the Employer's success in establishing a proper service to the community. To these ends, the Employer and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective parties at all levels and among all employees.
- 1.03 It is also mutually agreed and understood that this contract shall require the signed approval of Local 732, Council 25 of the American Federation of State, County and Municipal Employees and the Board of Education of the Roseville Community Schools, Macomb County, Michigan, parties to this Agreement, in order to be binding upon the members of the Union and the School District.

## ARTICLE 2 RECOGNITION

- 2.01 Pursuant to, and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement of all employees of the Employer included in the bargaining unit described as follows:

All non-teaching employees including school building office clerical as represented by the Union in the past; excluding noon aides, crossing guards, administrative clerical personnel, teacher aides, Administrators, Superintendent, Assistant Superintendents, Directors, Coordinators, Supervisors, Principals, substitutes, and student trainees.

## ARTICLE 3 MANAGEMENT RIGHTS

3.01 The Board of Education on its own behalf and on behalf of the electors of the district, hereby retains and reserves without limitation the powers, rights, authority, duties, and responsibilities conferred and vested in it by the Laws and the Constitution of the State of Michigan and of the United States, except as the same are expressly and specifically limited by this Agreement.

**ARTICLE 4  
NO STRIKE CLAUSE**

4.01 The Union and the Employer agree that they will both abide by the law in regards to strikes and lockouts.

**ARTICLE 5  
UNION MEMBERSHIP**

5.01 Membership in the Union is not compulsory. All employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against any employee as regards such matters.

5.02 The Board agrees that every employee in the bargaining unit shall have the right to organize, join and support the Union, provided that employees shall not engage in Union activities during working hours that distract from their duties except as it may be necessary to discuss a grievance in accordance with the procedure established.

5.03 The Employer will not aid or promote any outside labor group or organization that purports to engage in collective bargaining on behalf of this unit or make any agreement with any group or organization for the purpose of undermining the Union.

5.04 The Union and its members may use District building facilities at reasonable times and hours for meetings when such buildings are available and operating staffs are on duty. The request for building use must be made to the building administrator. The Union may post notices on any bulletin board ordinarily designed for the Union use.

## ARTICLE 5

### UNION MEMBERSHIP (continued)

- 5.05 The Board agrees to furnish to the Union, in response to reasonable requests from time to time, available information concerning the financial resources of the District. Such other information to assist the Union in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information that may be necessary for the Union to process any grievance or complaint will also be provided. However, nothing herein shall be construed to expand the provision in the Freedom of Information Act.
- 5.06 If any provisions of this Article are invalid under Federal Law or the Laws of the State of Michigan, such provisions shall be modified to comply with the requirements of Federal and State law or shall be renegotiated for the purpose of adequate replacement. The Agreement shall also be guided by the Federal Wage Price Council directives and controls.

## ARTICLE 6

### AID TO OTHER UNIONS AND UNION ACTIVITIES

- 6.01 The Employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.
- 6.02 It is understood that employees shall not engage in Union activities during regular working hours that distract from their duties except, as it is necessary to discuss a grievance in accordance with the procedure established.

## ARTICLE 7

### UNION REPRESENTATION

- 7.01 The unit membership shall be divided into the following groups.
- Group 1 – Maintenance and Custodians
  - Group 2 – Elementary and Secondary Clerical
  - Group 3 – Special Education Aides
  - Group 4 – Head Cooks and Cooks
  - Group 5 – Bus Drivers

## ARTICLE 7

### UNION REPRESENTATION (continued)

- 7.02 The employees in each group shall be represented by one steward on each shift who shall be a regular employee working in that group and on that shift. During overtime periods, an alternate steward may be appointed by the President of the Union.
- 7.03 Any new classification or additional representation shall be subject to mutual agreement of the parties to this Agreement.
- 7.04 After the election or appointment of officers and stewards the Union shall prepare a listing of all elected officers and stewards of Local 732 and shall furnish the listing to the Superintendent/Designee of Personnel.

## ARTICLE 8

### SPECIAL CONFERENCES

- 8.01 Special conferences for specific matters shall be arranged between the Union President and the Superintendent/Designee, at the request of either party. Such conference shall include no fewer than two (2) and no more than four (4) representatives of the Union and no fewer than two (2) and no more than four (4) representatives of the Employer.
- 8.02 A written agenda of the matters to be taken up at the special conference shall be presented at the time that the conference is requested. Matters taken up shall be confined to those included in the agenda.
- 8.03 Such conferences shall be held between the hours of 9:00 a.m. and 3:00 p.m. Representatives of the Union shall not suffer loss of pay for time spent at such conferences.
- 8.04 Representatives of the Council and/or the International Union may be present at such special conferences. Representatives shall be limited to a total of three (3).
- 8.05 Special conferences shall be scheduled as early as possible after the request is filed. In no case shall the conference be delayed more than five (5) days after the filing of the request except by mutual agreement of both parties.



## **ARTICLE 9 GRIEVANCES**

### 9.01 Definition

A claim by an employee, group of employees or the Union that there has been a violation, misapplication or misinterpretation of the terms of this Agreement or any differences that arise between the parties related to rates of pay, hours of employment or conditions of employment covered by this Agreement, shall be deemed a grievance under this contract and will be subject to the grievance procedure as provided herein.

### 9.02 Time Limits

Time limits shall be adhered to except as the parties may mutually agree in writing to extend them. In the event the Employer fails to respond to a grievance within the time limit, the grievance shall be considered eligible for appeal at the next step of the procedure.

### 9.03 Investigation of Grievances

The steward from the affected classification shall be allowed up to two (2) hours per week to investigate or process grievances. Upon request, time may be extended by mutual agreement with the immediate supervisor and notification to the Employer's representative.

If a steward is to be absent from his/her work station for the purpose of investigating a grievance, he/she shall notify his immediate supervisor prior to leaving his/her work station.

### 9.04 Definition of Days

All references to days dealing with the grievance procedure shall be deemed to refer to regular working days when the central administrative office is open for business.

## **ARTICLE 10 GRIEVANCE PROCEDURE**

### 10.01 Step 1 - Informal Procedure

An employee who believes he/she has a grievance may present such grievance on an informal basis to his/her immediate supervisor. The steward may be present.

ARTICLE 10  
GRIEVANCE PROCEDURE (continued)

10.02 Step 2 – Formal Procedure

If the employee believes the grievance has not been resolved at the informal step, it shall be reduced to writing by the Union stating the articles and sections believed to be violated, a statement of the occurrence and the remedy requested to satisfy the grievance. Such written grievance shall be presented to the appropriate administrator.

The administrator shall respond in writing to the Union within ten (10) working days after the receipt of the grievance. Should the Board fail to respond, the Union may move the grievance to the next step in the grievance procedure.

10.03 Step 3

If the response of Administration is not satisfactory, the Union may submit the grievance to the Superintendent/Designee within ten (10) working days.

A meeting shall be arranged between the representatives of the Union and the representatives of the Employer within ten (10) working days of the receipt of the grievance by the Superintendent/Designee.

The Superintendent/Designee shall respond in writing to the grievance within ten (10) working days after the meeting with the Union.

The representatives of the Union may meet at a place designated by the Employer, on the Employer's property for at least one-half hour immediately preceding the meeting at which the grievance will be discussed.

10.04 Step 4 - Arbitration

If Administration and the Union are unable to resolve any grievance, the grievance may be submitted to arbitration within thirty (30) calendar days after the decision of the Superintendent/Designee. The grievance shall be considered submitted to arbitration when written notice is submitted to the Superintendent/Designee by the Union informing the Superintendent/ Designee of the Union's intent to arbitrate the grievance.

AFSCME Council 25 Arbitration Department shall send a list of Ad-Hoc arbitrators to the District, within sixty (60) calendar days of the Union's submission of the letter of intent, to see if the parties can mutually accept an Arbitrator.

ARTICLE 10  
GRIEVANCE PROCEDURE (continued)

If the parties are unable to agree, the case will be filed with the American Arbitration Association. In either case, the parties will be bound by the rules and procedures of the American Arbitration Association.

The decision of the arbitrator shall be final and binding on both parties.

10.05 Prior to arbitration either the Union or the Board may request a pre-arbitration hearing or mediation. Should the problem be resolved, the Union shall notify the Arbitrator through the American Arbitration Association.

10.06 Powers of Arbitrator

The arbitrator shall have no power or authority to add to, delete from, alter or modify the terms of this Agreement.

10.07 The arbitrator shall be requested to submit his/her decision on the matter within thirty (30) calendar days after conclusion of the hearing.

10.08 The fees of the American Arbitration Association and of the arbitrator shall be shared equally by both parties. All other expenses shall be borne by the party incurring the expense.

**ARTICLE 11**  
**DISCIPLINARY ACTION, SUSPENSION AND DISCHARGE**

11.01 Disciplinary action shall be considered to include one or more of the following actions taken by the Employer: oral reprimand, written reprimand, disciplinary suspension and discharge. In the first offense of a minor nature, the action will be an oral reprimand. Should the problem continue, a written reprimand will be issued. Further problems may result in suspension and ultimately discharge. The initial action of the Employer may be suspension or discharge if, in the opinion of the Employer, the nature of the infraction merits such action.

11.02 A. Written disciplinary action shall remain in an Employee's personnel file for four (4) year(s) from date of issue. If there has been no additional related written disciplinary action during that period of time, the Employee may request that the item be removed from the file.

B. Union representative shall be allowed access to all personnel files of members of Local 732 provided the representative(s) have written permission of the member(s).

## ARTICLE 11

### DISCIPLINARY ACTION, SUSPENSION AND DISCHARGE (continued)

- 11.03 Any disciplinary action shall be handled in a manner that will not embarrass an employee before other employees or the public.
- 11.04 For just cause, the Board or their representative may suspend without pay or discharge an employee. The employee and the appropriate steward shall be notified in writing of the action taken.
- 11.05 The Union or the employee shall have the right to appeal the suspension, demotion or discharge as a grievance at the second step of the grievance procedure.
- 11.06 An employee found to be unjustly suspended or discharged shall be reinstated according to the conditions agreed to in the conditions of the settlement.
- 11.07 The Union President shall be advised in writing of all written reprimands, suspensions, demotions or discharges of employees in the bargaining unit.

## ARTICLE 12 PROBATION AND SENIORITY

- 12.01 A. Newly hired employees shall be considered as probationary employees for the first sixty (60) working days of their employment. When an employee has completed his/her probationary period by accumulating sixty (60) working days of employment he/she shall be entered upon the seniority list of the unit and shall rank for seniority from the first day of employment. (See Appendix G: Clarification for Custodial)
- B. If the newly-hired employee is found unsatisfactory within the sixty (60) working day period, he/she shall be dismissed.
- 12.02 There shall be no seniority among probationary employees.
- 12.03 The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this contract and Act 379 except that the Employer shall have the right of discharge or disciplinary action other than for Union activity.
- 12.04 Probationary employees shall be eligible the first day of the month following their hire to receive fringe benefits including hospitalization insurance and life insurance. They are entitled to holiday pay and overtime during their probationary period, and will accumulate sick days during this period but may not use sick days, personal days or funeral days with pay until the completion of sixty (60) working days of employment.

## ARTICLE 13 SENIORITY

- 13.01 Bargaining unit members will have a Bargaining Unit Seniority date and Group Seniority date(s) as defined below:
1. The Bargaining Unit Seniority (Anniversary Date) date is effective the first day of hire in the bargaining unit and is awarded upon successful completion of her/his probationary period. Bargaining Unit seniority shall be used to calculate fringe benefits (i.e. vacations, sick leave, longevity, etc.).
  2. The Group Seniority date is effective the first day of hire within one of the groups listed below. The Employee shall be awarded his/her Group Seniority date upon successful completion of any probationary period or trial period. Seniority for the purposes of assignment, transfer, layoff, recall, etc. shall be established within a specific classification.
    - Group 1 – Maintenance and Custodians
    - Group 2 – Elementary and Secondary Clerical
    - Group 3 – Special Education Aides
    - Group 4 – Head Cooks and Cooks
    - Group 5 – Bus Drivers
- 13.02 Seniority shall not be affected by the race, religion, sex, marital status, dependents or handicap of the employee.
- 13.03 Seniority lists shall be posted at least once each six months and will show all employees by classification within their group in order of seniority. Classification is defined as a specific pay rate within the Group. Copies of all lists shall be sent to the Union president.
- 13.04 If the seniority list is not challenged by either party within 90 days from the date of posting, it shall be deemed to be accepted as accurate.
- 13.05 New employees shall be given action slips to establish their Bargaining Unit seniority dates.
- 13.06 A. An employee shall lose his/her seniority for the following reasons:
1. The employee quits or resigns.
  2. The employee is discharged and the discharge is not reversed through the grievance procedure as set forth in this Agreement.
  3. The employee retires.
- B. An employee shall lose his/her seniority and have his/her employment terminated for the following reasons:
1. He/she is absent for four consecutive working days without giving proper notification to the Employer. In the event of such absence, the Employer will send written notification to the Union and to the employee at his/her last known address, notifying the employee that he/she has lost all seniority and this his/her employment has been terminated.

ARTICLE 13  
SENIORITY (continued)

2. The employee fails to return to work from lay off within ten working days after the issuance of a notice of recall by certified letter to the last known address of such employee as shown by the Employer's records or fails to return from leave at its conclusion.
3. The employee is on lay off for a period exceeding the time limits defined in Article 14.06.

13.07 Notwithstanding their positions on the seniority list, the president and the chief steward of the local union shall, in the event of layoff only, be continued at work as long as there is a job for which they are qualified.

The stewards notwithstanding their position on the seniority list, shall in the event of layoff be continued at work as long as there is a job in their group for which they are qualified and, if laid off, shall be recalled to work for the first open position in their group for which they are qualified.

Should the qualifications of a steward to perform in a given position be questioned, the matter shall be referred to a special conference for consideration before the steward is laid off.

The number to be protected under this provision shall not exceed seven (7) members of the union.

13.08 Any employee that bids on the position of Bus Driver/Custodian shall not gain seniority on the Custodial seniority list. Those employees will gain their seniority on the Bus Drivers seniority list. Bus Driver/Custodian will be taken from the bus drivers.

**ARTICLE 14  
LAY OFF AND RECALL PROCEDURES**

14.01 The term lay off means a reduction of the work force.

14.02 In the event of lay off, the following order of lay off shall be used within a classification being reduced:

- A. Lay off of temporary employees.
- B. Lay off of probationary employees.
- C. Lay off of employees within their classification according to their group seniority in effect at the time of the reduction.

## ARTICLE 14

### LAY OFF AND RECAL PROCEDURES (continued)

- 14.03 Employees to be laid off shall be given at least seven (7) calendar days notice of layoff. The President of the local Union shall be given a list of those employees being laid off on the same date as the notices are issued to employees.
- 14.04 An employee removed from his position due to reduction of the work force shall be allowed to exercise his seniority rights to bump a less senior employee provided that:
- A. The employee meets the minimum qualifications, as established by the Superintendent/Designee for the new position at the time the bump is exercised.
  - B. Using group seniority, the more senior employee may bump a less senior employee in that group which includes the senior employee's present classification.
    - Group 1 – Maintenance and Custodians
    - Group 2 – Elementary and Secondary Clerical
    - Group 3 – Special Education Aides
    - Group 4 –Head Cooks and Cooks
    - Group 5 – Bus Drivers
  - C. An employee may bump into a classification, which he/she has previously held in another group. If a senior employee has no experience in a second classification they may bump the least senior employee in the group to avoid layoff provided they meet the minimum qualifications as established by the Superintendent/Designee at the time of the bump.
  - D. Should a transfer and a bump arise at or around the same time, the bump will occur first, and then the transfer will follow.
  - E. No employee may bump a less senior employee at a higher classification or pay rate than herself/himself.
  - F. A more senior employee working less than seven hours per day may not bump a less senior employee working seven or more hours per day.
  - G. An employee who has bumping rights as described herein shall have the right to exercise the bump or to accept the layoff until recalled.
  - H. The least senior employees who remain unplaced after the reduction in the required job classifications and bumping is completed shall remain on layoff.
- 14.05 The layoff procedure described herein does not apply to the normal reductions of the work force that takes place when school is not in session. This refers to ten (10) and ten and one half (10 ½) month employees.

## ARTICLE 14

### LAY OFF AND RECAL PROCEDURES (continued)

- 14.06 Employees laid off on or after July 1, 2006, shall remain on the recall list for a period not to exceed his/her length of active service in the Bargaining Unit, or for two (2) years, whichever is the lesser.
- 14.07 Laid off employees shall be recalled in inverse order of the layoff, within their group/classification. Employees who have exercised their right to bump shall be given the opportunity to return to their original position or pre-bumping group/classification when a vacancy occurs before a recall is issued.
- 14.08 Recall will be by written notice, return receipt requested, to the employee's last known address on file with the Employer and shall require that the employee report for work within ten (10) working days after delivery or proof of non-delivery of the notice. If an employee fails to report within the period set forth, he/she shall be considered to have terminated his/her employment.

## **ARTICLE 15 VACANCIES**

- 15.01 Definition
- A vacancy shall be considered to exist when a current employee quits, retires, is terminated, is transferred or is promoted, or when a new position is created and management determines a vacancy exists.
- 15.02 When a vacancy exists or a new position is created within the bargaining unit, employees shall be given an opportunity to bid for that position on the basis of their seniority in the classification in which the vacancy exists and minimum qualifications as established by the Superintendent/Designee.
- All vacancies will be posted, bid and awarded in a reasonable time. Postings for vacancies that arise during the summer or over a holiday recess, may be delayed until school resumes.
- 15.03 In the event that a new position is created that falls within the bargaining unit and cannot be placed in an existing pay category, the employer will notify the Union prior to establishing a new type of position and rate structure. If the Union does not agree that the rate of pay and description of the job are proper, the matter shall become subject to special conference for resolution.
- 15.04 Employees interested in a vacancy shall state their interest in writing within the posted bid period.
- 15.05 Should two four (4) hour positions exist within a job classification, the Employer agrees whenever possible to combine them to create a full time position. The minimum regular work schedule shall be no less than two (2) hours.



## **ARTICLE 16 TRANSFERS**

### 16.01 Definition

An employee move shall be termed a transfer when the movement is within his/her classification to a position with the same general job requirements and no additional compensation is involved. If a transfer is requested, transfers and demotions shall be made before promotions are granted. If no transfer has been requested, then demotions and promotions shall be granted according to minimum qualifications and seniority.

**EXAMPLE:** A Control Clerk position is vacant. A Counselor Clerk and a Control Clerk bid. The more senior between the Counselor Clerk and Control Clerk is awarded the position because transfers and demotions are treated equally and come before promotions.

**EXAMPLE:** A Mail Truck Driver position is vacant. Applicants are a Custodian with 10 years' seniority seeking a promotion; a Maintenance person with 12 years' seniority seeking a demotion; and a Head Custodian with 11 years' seniority seeking a demotion. Because there were no transfer requests, demotions and promotions are treated equally and the qualified candidate with the most seniority (Maintenance person in this case) is awarded the position.

It is agreed that the positions of Custodians, Grounds Crew, Utility Custodian, Watchman/Custodian, Cafeteria Truck Driver, Pool Custodian, Night Leader, Bus Driver/Mechanic Helper, and Warehouse Custodian will be considered transfers for purposes of bidding on the positions. This agreement in no way alters or modifies the bumping provisions of this agreement.

16.02 Should more than one employee from within the same job classification bid on a vacancy, the more senior qualified employee shall be awarded the position.

## **ARTICLE 17 PROMOTIONS**

### 17.01 Definition

- A. A promotion shall be considered as a change in job classification or assignment which results in additional compensation for additional responsibilities.
- B. Promotions and demotions will take place within the groups listed below, except as cited in 17.04;

ARTICLE 17  
PROMOTIONS (continued)

- Group 1 – Maintenance and Custodians
- Group 2 – Elementary and Secondary Clerical
- Group 3 – Special Education Aides
- Group 4 – Head Cooks and Cooks
- Group 5 – Bus Drivers

17.02 Promotions within the group shall be made on the basis of seniority and minimum qualifications. Members of the Unit as of July 1, 1991 shall not be required to have graduated from high school or possess a GED certificate as minimum qualification for promotions.

17.03 In the event the senior applicant is denied the promotion, reasons for the denial shall be presented in writing to the employee and to the President and to the Chief Steward. In the event that the employee disagrees with the reasons for the denial, the matter may be processed through the grievance procedure to the Superintendent/Designee.

17.04 If no one from within the group bids on the position, interested employees from other groups may submit a letter of interest before the posting expires. All applicants will be equally considered. The best applicant, including outside applicants, will be awarded the position.

If testing and/or interviews are part of the selection process two Union representatives will observe the testing and the interviews, one representative on company time and the other on unpaid time.

17.05 An employee promoted to a new classification shall be placed at the step in his new position, which provides for no less than forty-three cents (\$.43) per hour increase or if no such step exists, at the top of the scale for the new classification.

17.06 Should an employee of the Building and Grounds or the clerical division bid on and be awarded a promotion, he/she shall not be eligible to bid for a transfer for one year from the date the promotion takes effect. Exception: Short hour cooks shall be permitted to bid on seven (7) hour positions, as they become available.

17.07 Employees who work on a temporary basis in a classification or position that pays a higher rate than their own shall be paid at the step of the new classification which provides for at least a fifteen (.15) cent per hour increase or if no such step exists, at the top of the scale for the temporary classification.

**ARTICLE 18  
LEAVES OF ABSENCE**

18.01 Funeral Leave

- A. An employee shall be allowed up to five (5) working days per year as funeral leave in the event of death in the immediate family of the employee. The immediate family shall be defined as spouse, father, mother, grandfather, grandmother, brother, sister, son, daughter, or grandchild and the corresponding in-laws of the employee.
- B. An employee may use up to two (2) days per year from the employee's personal leave bank to attend the funeral of a relative not listed as immediate family, or that of a close friend. Use of these days will not be charged against the employee's attendance incentive award.
- C. In the event there is a funeral for a member of the Union, all members assigned to the same building as the deceased shall be able to attend the funeral without loss of pay or funeral leave days.
- D. An employee may be granted up to the five (5) days indicated in "A" to attend the funeral of a relative not listed as immediate family, upon application to and approved by the Superintendent/Designee. Indication or evidence of a close relationship over an extended period will be expected.
- E. The employee shall inform his/her immediate supervisor of his/her need to be absent for funeral leave, in advance, if at all possible. The notification shall include the name of the deceased, the relationship and the length of the absence expected.
- F. In the event of more than one death in the immediate family as defined in Item A., the Superintendent/Designee for Personnel may grant up to 5 additional days.  
  
Funeral days used in accordance with the above shall not be charged against an employee's individual sick leave bank, or as personal leave.
- G. Funeral days shall not accumulate.

18.02 Sick Leave

Sick leave may be used for the following reasons:

- 1. Personal illness or injury.
- 2. Serious illness or injury of a member of the employee's immediate family.

Employees covered by this Agreement shall accumulate sick leave as follows:

Twelve (12) month employees shall accumulate twelve (12) days per year, or one day per month.

ARTICLE 18  
LEAVES OF ABSENCE (continued)

Ten (10) and ten and one-half (10 1/2) month employees shall accumulate ten (10) days per year, or one day per month. An additional day may be added for clerical staff who receive pay for more than one-half of the district working days in August.

An employee shall maintain two banks of sick leave. Seventy-five percent (75%) of each month's earned sick leave shall be reserved in a bank for short-term illness (short-term bank). Twenty-five percent (25%) of each month's earned sick leave shall be reserved in a bank for long-term illness (long-term bank) until the long-term bank reaches a total accumulation of sixty (60) days. After that limit has been reached, one hundred percent (100%) of each month's accumulation may be reserved in the short-term bank, at the employee's discretion.

An employee may choose to allocate any additional days from their short-term bank to their long-term bank.

An employee may only access time from their long-term bank for the following conditions/situations:

- Hospitalizations
- Long-term or chronic care
- Major injury or illness

In extenuating circumstances, employees may appeal to the Superintendent/Designee for approval to use the long-term bank.

- A. If the employee fails to provide the required documentation when using sick leave, including doctor's notes, if required, and a 701 form, the administration is authorized to deduct an amount equal to the undocumented sick leave payment from a future paycheck. All forms must be submitted immediately upon the employee's return to work following an absence.
- B. The "day" as used for the basis of accumulation shall be the schedule of daily hours to which each employee is regularly assigned.
- C. Earned time shall be credited to an employee's individual bank at the beginning of each month; but an employee shall not earn sick leave following any month in which the employee did not receive pay for more than one-half of the scheduled working days in that month.

Any employee who leaves employment without having received pay for more than one-half of the scheduled working days in the month shall have one month's earned sick time deducted from his/her sick bank.

ARTICLE 18  
LEAVES OF ABSENCE (continued)

- D. Unused sick leave shall accumulate without limit.
1. Employees may be eligible for bonus vacation as outlined in Appendix C.
- E. An employee's absence due to illness or injury shall be charged to his individual accumulated sick leave allowance. An employee, while on paid sick leave, shall be deemed to be on continuous employment for the purpose of computing all benefits, including seniority, referred to in this Agreement. An employee who has exhausted his/her accumulated allowance may request non-compensable leave.
- F. Employees who have a need to use days from their sick leave accumulation shall notify their immediate supervisor of their absence in advance.
1. All custodial and maintenance and transportation personnel shall report their absence to the Department of Buildings and Grounds at least one (1) hour before the start of his/her shift. A recorder will be provided for custodial and maintenance employees to report absences (445-5697).
  2. Clerical and Special Education Aides personnel shall report their absence to the central switchboard no later than 7:00 a.m.
  3. Food Service personnel shall report their absence to the office of the Supervisor of Food Service by 7:00 a.m., except in emergency situations. In addition, Food Service personnel who start work prior to 7:00 a.m. shall make arrangements with his/her designated representative one-hour before they are due to start work.
- Failure to give proper notice may result in payroll deduction of the employee's regular daily wage. Exceptions may be made in extenuating circumstances.
- G. Upon return from layoff or approved leave of absence, the employee's accumulated sick leave bank will be reinstated with the amount equal to the days held at the time of layoff and/or days remaining after an approved leave of absence.
- H. Absence due to illness or injury in the immediate family shall not exceed one (1) day except in unusual or extenuating circumstances. If additional time is needed the employee will contact the Personnel Office for approval.

ARTICLE 18  
LEAVES OF ABSENCE (continued)

- I. An employee absent more than eight (8) consecutive working days or absent due to a serious or contagious illness shall provide a statement from his/her physician certifying his/her recovery and ability to return to full employment before returning to work.
- J. Sick leave allowance shall not be granted for additional service such as night school, summer school, election duty or overtime assignments.

18.03 Personal Leave Days

An employee may use up to three days per year from his/her accumulated sick leave allowance for personal leave. Such days may be taken before or after a holiday providing it does not conflict with the school calendar.

Personal leave must be requested in writing at least one week in advance of its intended use.

One additional day, also to be deducted from accumulated sick leave, may be used for urgent personal business that can only be conducted during the employee's regular working hours. Evidence of the nature of the business must be provided and approval received at least twenty-four hours in advance of the intended absence. In an extreme emergency, the time limitation for personal business may be waived.

18.04 Jury Duty

An employee who is officially summoned for jury duty shall be paid the difference between his/her regular pay and his/her pay for jury duty for the days served.

18.05 Injury on the Job

An employee who suffers injuries which result in lost time and compensation under the Michigan Workers' Compensation Act, and has 15 or more days in his/her short term sick bank shall be paid the difference between his/her regular net wages and payment received under provisions of the Act for one year without loss of sick days; and paid one-half the difference between his/her regular net wages and payment received under provisions of the Act for the second year without loss of sick days. Longevity shall be earned for those days during which the employee receives the subsidy without the loss of sick days.

Administration is authorized to deduct advances and over payments from the wages of employees who suffer injuries compensable under the Michigan Workers' Compensation Act. The amount of deductions will be regulated by the rules and regulations of the Michigan Department of Labor.

ARTICLE 18  
LEAVES OF ABSENCE (continued)

- 18.06 Members of the Union elected to attend a function of the International Union or the Metro Council 25, such as a convention or conference, shall be allowed time off without loss of pay, provided that such time off granted for this purpose shall not exceed fifteen (15) employee-days per year. Members attending under this provision shall be certified by the local president.

**ARTICLE 19**  
**LEAVES OF ABSENCE - NON COMPENSABLE**

- 19.01 Leaves of absence without pay may be granted for a reasonable period not to exceed one (1) year, for reasons of physical incapacity or for the purpose of Union representation with the specified conditions as hereinafter provided.
- 19.02 Leave Due to Physical Incapacity
- A. Employees who have exhausted their accumulated sick days or become eligible for payment under the disability insurance provisions shall, upon request, be granted a non-compensable sick leave for a period up to one year. An employee returning from such leave shall be placed back to the position, location and shift that he/she occupied before the leave occurred. The returning employee shall notify the Personnel Office of his/her intent to return at least seven (7) days in advance.
  - B. Employees on non-compensable sick leave shall receive continued benefits for hospitalization and life insurance for one (1) year from the beginning date of their non-compensable leave.
  - C. Employees on non-compensable sick leave shall continue to accrue seniority.
  - D. Non-compensable sick leave may be extended for a second year, without fringe benefits, provided such request is made thirty (30) days prior to the expiration of the first year of such leave.
  - E. An employee returning during the second year of non-compensable sick leave shall be placed for immediate assignment in the first available position within his/her classification. If necessary to provide the opening, the employee with the least seniority in that group or classification may be bumped.
  - F. Should an employee on non-compensable sick leave return within a two year period, and the classification in which he/she last worked no longer exists, he/she shall have the rights that he/she would have had under the layoff and recall provisions of Article 14 as far as bumping is concerned.

ARTICLE 19  
LEAVES OF ABSENCE - NON COMPENSABLE (continued)

19.03 Leave for Union Business

- A. Members of the Union elected to an office in the local or international organization or selected by the Union to do work which takes them away from their employment with the Employer shall, at the request of the Union, be granted a leave of absence without pay or fringe benefits for a period not to exceed one (1) year.
- B. Leave for Union business shall be renewed each year for one (1) year periods up to the number of accumulated years of service with the district, provided that a certified request is made each year by the Union for the succeeding year prior to the expiration of the then current year.
- C. An employee granted leave for Union business shall, if he/she returns within a one (1) year period, be reinstated in the position, location, and shift that he/she occupied prior to such leave. Should he/she return after the one (1) year period, he/she shall be placed in the first available position in his/her classification. If necessary, the person in that group/classification with the least seniority may be bumped.
- D. Seniority shall be broken if a certified request for leave is not made as herein provided, and the employee fails to report for duty at the expiration of the approved leave and, also if the employee granted such leave, resigns or is severed from the representation position and does not apply for reinstatement within ten (10) days.

19.04 Military Service

The Board will follow all Federal Laws required with respect to active service.

19.05 Other Leaves

- A. Leaves of absence in excess of thirty (30) days for reasons other than those described above may be granted without pay or benefits and without seniority accumulation at the option of the Employer for a specific period of time, not to exceed one (1) year.
- B. Extensions to such leaves will not be granted if the total leave exceeds one (1) year.
- C. Employees returning from such leave shall be placed in the first available position for which he/she is qualified within the classification from which he/she was granted leave. If necessary to provide the opening, the person with the least seniority holding such a position may be bumped.



ARTICLE 19  
LEAVES OF ABSENCE - NON COMPENSABLE (continued)

19.06 Short-Term Leave

- A. Short-term consent leaves, without pay but with continuing fringe benefits and continuing seniority accrual, may be granted, at the option of the Employer, for periods of not less than five (5) nor more than thirty (30) days. When granted, specific leave dates and termination of leave dates shall be established. Employees granted such leave shall be required to report for duty upon the termination of such leave.
- B. No more than four (4) employees will be granted consent leaves concurrently. Dates of application shall prevail in cases where more employees request such leave for the same period.

The employer reserves the right to limit such short-term consent leaves to one (1) member from a classification or to deny any such leave if it will adversely affect the operation of the schools.

- C. Employees returning from short-term consent leaves shall return to the position, location, and shift that they held prior to the leave.

**ARTICLE 20  
HOLIDAYS**

20.01 An employee whose regular work schedule includes any or all of the following days, and who is on duty the complete scheduled work day immediately prior to, and the complete scheduled work day following the holiday, shall receive a holiday with pay at the employee's current wage for such days:

July 4	Day before New Year's Day
Labor Day	New Year's Day
Thanksgiving Day	Two days during school spring recess; to be established when the district calendar is set.
Day after Thanksgiving Day	
Day before Christmas Day	Memorial Day
Christmas Day	

20.02 Should any of the holidays described fall on Saturday, the preceding Friday shall be the general holiday. Should a holiday fall on Sunday, the general holiday shall be on Monday.

Where the holiday is changed under this provision and an employee works on the day declared a general holiday, he/she shall receive double time in addition to his regular day's pay. Should he/she work Saturday or Sunday, other sections of this Agreement shall apply.

ARTICLE 20  
HOLIDAYS (continued)

- 20.03 An employee absent due to illness or advance approved personal leave shall be considered as being present for holiday pay purposes.
- 20.04 It is agreed between both parties that the holidays shall be observed only when they do not conflict with the school calendar. If holidays conflict with the school calendar, the Union and the Employer shall mutually agree to a compensatory holiday.

**ARTICLE 21  
VACATION**

- 21.01 The calculation of vacation earnings for twelve-month employees shall begin on July 1 and end on June 30.

For 10 ½ month employees, the calculation of vacation earnings shall begin on the first workday of the school year and end on the last workday of the school year.

An employee shall not earn vacation time for any month in which the employee did not receive pay for more than one-half of the scheduled working days in that month.

- 21.02 The vacation allowance for twelve-month employees shall be as follows:
- A. Employees with at least six (6) months of service but less than twelve (12) months of service by June 30 shall be eligible for one (1) week of vacation, effective the following July 1.
  - B. Employees with at least twelve (12) months of service by June 30 shall be eligible for two (2) weeks of vacation, effective the following July 1.
  - C. Employees with at least five (5) years of service by June 30 shall be eligible for three (3) weeks of vacation, effective the following July 1.
  - D. Employees with at least fifteen (15) years of service by June 30 shall be eligible for four (4) weeks of vacation, effective the following July 1.

- 21.03 Vacations for Clerical, Cafeteria and Other 10 or 10 1/2 Month Employees.
- A. Employees who will complete from six (6) months to nine (9) months of employment during the school year shall be granted their pro-rata share of vacation days which will be included within the school calendar.
  - B. Employees with one (1) to five (5) school years of employment shall be granted eight (8) vacation days.

ARTICLE 21  
VACATION (continued)

- C. Employees who have completed five (5) school years shall be granted twelve (12) vacation days.
- D. Employees who have completed fifteen (15) school years of service shall be granted fourteen (14) vacation days.
- E. All 10 or 10 1/2 month employees shall take their vacations on scheduled down days included in the calendar to the extent possible. Any additional days shall be taken during the school year prior to the last two weeks of the school year. Vacations will not be approved for the first two (2) weeks of the school year, with the exception of the Friday before Labor Day. Vacation days may not be carried over to the next year. If mutual agreement cannot be reached at the building level, the employee may appeal to the personnel office. If approved in advance by the personnel office, the employee may be paid for unused days at the end of the year.

21.04 All accumulated vacation days must be used between July 1 and June 30, with no carryover to the next year.

Vacation time must be used by June 30. There shall be no time carried forward except for cases in which management has requested specific arrangements to account for district needs.

21.05 Vacations will be granted at such times during the year as are suitable, considering the wishes of the employees and the efficiency of the department or building involved.

During the period from the first day of school in September through the last day of school in June, no more than ten (10) percent of the twelve month staff may be granted vacation privileges at any one time.

When schools are closed for summer recess, vacations will be scheduled with the following guidelines.

Elementary Buildings - All custodians in the building will coordinate their vacation schedules so that at least one custodian is on duty at all times.

Secondary School Custodians, Maintenance, Grounds Crew, Bus Mechanics, Food Truck Drivers and Warehouse - Each group will coordinate its vacation schedules so that at least 50% of the group is on duty at all times.

ARTICLE 21  
VACATION (continued)

21.06 For the most part, the vacations of twelve month employees must be taken in increments of at least one (1) week. With prior approval of the building principal and/or the Director of Buildings and Grounds, up to five (5) vacation days may be scheduled in full day units shorter than one week. Such scheduling must be approved at least two weeks in advance and must not interfere with the operation of the department.

Initial vacation requests for the upcoming school year including Christmas, New Year, Easter, Thanksgiving and mid-winter break weeks must be submitted by June 15 and approved by the Director of Buildings and Grounds. Weeklong requests will have priority over short time requests. Requests received by the June 15 deadline will be filled based on seniority.

After June 15 seniority will not have priority. Approval will be based on date and time of request. Up to two weeks of time may be requested with four weeks advance notice.

Any vacation time for the operational year that has not been submitted for approval by April 1<sup>st</sup> of the operational year will be assigned by management using employee input if possible.

21.07 When a holiday is observed by the employee during a scheduled vacation, the vacation shall be extended by one (1) day for each holiday that occurs during the employee's vacation period.

21.08 Employees shall be given an opportunity to express their choice of vacation dates. However, the vacation schedule shall be as approved by the Supervisor concerned. If employee requested dates must be denied, the more senior employee shall receive preference.

21.09 Employees shall receive their current rate of pay based on their regular salary schedule while on vacation, and receive credit for any benefits provided for in this Agreement.

21.10 All 10 or 10 1/2 month employees who are not entitled to paid vacation days for all days when school is closed and who will receive pay deduction, may upon request, use a personal day instead.

**ARTICLE 22  
LONGEVITY**

22.01 Longevity payments shall be made to all employees according to the schedule based or prorated on years of service within the Roseville Community Schools.

22.02 All longevity payments will be made on the first pay period in December.

22.03 Longevity payments for any employees working less than three (3) hours per day will be computed at the end of the school year on the following formula:

$$\frac{\text{No. of Hours Worked} \times \text{Years of Service}}{\text{Payment Amount}} = 2080$$

22.04 Longevity payment for seven and one half and eight hour employees, including custodians, maintenance, warehouse, and clerical personnel regularly employed for twelve months.

Years of Service

In the Sixth Year thru the Ninth Year	\$ 525.00
In the Tenth Year thru the 14th Year	\$ 675.00
In the 15th Year thru the 19th Year	\$1700.00
In the 20th Year thru the 24th Year	\$2100.00
In the 25th Year and thereafter	\$2400.00

ARTICLE 22  
LONGEVITY (continued)

Six to eight hour employees including clerical, cafeteria and drivers employed for ten and one-half months.

Years of service

In the Sixth Year thru the Ninth Year	\$ 484.00
In the Tenth Year thru the 14th Year	\$ 608.00
In the 15th Year thru the 19th Year	\$1504.00
In the 20th Year thru the 24th Year	\$1880.00
In the 25th Year and thereafter	\$2180.00

Short Hour Employees -Three to four hour employees, employed for twelve (12) months.

Years of Service

In the Sixth Year thru the Ninth Year	\$ 428.00
In the Tenth Year thru the 14th Year	\$ 497.00
In the 15th Year thru the 19th Year	\$1162.00
In the 20th Year thru the 24th Year	\$1380.00
In the 25th Year and thereafter	\$1680.00

ARTICLE 22  
LONGEVITY (continued)

Five to six hour employees, employed for twelve (12) months.

<u>Years of Service</u>	
In the Sixth Year thru the Ninth Year	\$ 471.00
In the Tenth Year thru the 14th Year	\$ 575.00
In the 15th Year thru the 19th Year	\$1402.00
In the 20th Year thru the 24th Year	\$1730.00
In the 25th Year	\$2030.00

Three to four hour employees employed for 10 or 10 1/2 months.

<u>Years of Service</u>	
In the Sixth Year thru the Ninth Year	\$ 423.00
In the Tenth Year thru the 14th Year	\$ 487.00
In the 15th Year thru the 19th Year	\$1134.00
In the 20th Year thru the 24th Year	\$1342.00
In the 25th Year and thereafter	\$1642.00

ARTICLE 22  
LONGEVITY (continued)

Five or six hour employees, employed for 10 or 10 1/2 months.

Years of Service

In the Sixth Year thru the Ninth Year	\$ 462.00
In the Tenth Year thru the 14th Year	\$ 561.00
In the 15th Year thru the 19th Year	\$1360.00
In the 20th Year thru the 24th Year	\$1660.00
In the 25th Year and thereafter	\$1960.00

22.05 Proration of Longevity Credit

Should an employee working less than six (6) hours per day be promoted or transferred to a full time position, the longevity payments for that year shall be prorated based on the amount of the year spent in the short hour position. Payments after that period shall be based on full credit for all years of service.

**ARTICLE 23  
MISCELLANEOUS**

23.01 Summer Help

During the summer period, when regular classes are not in session, the Employer may hire additional help for jobs which will neither add to nor subtract from the work of the regular employees including laid off employees. The additional help will be shared 50/50 by interested members of Local 732 and outside help management may decide to employ. This excludes regular substitutes who shall continue to work as assigned and shall not be a part of the above ratio.

23.02 Access to School Records

Employees may have access to the public records of the Board of Education upon request during regular office hours.



ARTICLE 23  
MISCELLANEOUS (continued)

23.03 Access to Personnel Records

Employees may review their individual personnel records excluding any confidential records, such as, references received prior to employment, upon request, during regular office hours.

23.04 Summer Positions

Where summer positions are available through the operation of special summer programs, the openings will be posted if they fall within the work normally performed by members of the unit during the school year.

Selections will be made on the following basis:

- A. Persons within the building where the program is to operate will be given preference within their classification.
- B. Should the employees within the building not bid on the position, it shall be filled by qualified applicants on the basis of seniority.
- C. When duties performed are exactly the same, the employee shall receive the same rate of pay as they receive during the school year.

The parties recognize that certain federal programs require the utilization of local community residents. In such situations, non-union, non-employees may be hired to fill those positions required.

23.05 It is agreed that negotiation sessions between the parties shall be held at times mutually agreeable to both parties. Time will be shared with the Union negotiators receiving some release time from their positions. It is also agreed that management will not insist on unusual or arbitrary hours to circumvent the above paragraph.

23.06 Union building representatives and Union officers shall be permitted use of office machines. Papers, stencils and similar materials used shall be replaced by the Union. Use of equipment and materials shall be limited to local Union business.

23.07 When a building is in use for classes or for public programs, there shall be a custodian on duty.

23.08 The Employer may cooperate with the federal or state funded programs such as, WIN, Vocational Rehabilitation or Youth Corps without Union intervention as long as the Employer does not use persons from such programs to replace regular employees. Such employment shall be within all federal guidelines.

## **ARTICLE 24 OVERTIME**

- 24.01 Full time employees shall be paid overtime rates for time worked beyond their regular shift.
- 24.02 Double time rate shall be paid for holidays and Sunday work unless otherwise noted herein. Time and one-half shall be paid for all hours worked on Saturday unless otherwise noted.
- 24.03 Short hour employees may work extra hours up to eight (8) hours per day without overtime pay provided the hours are within a regular shift. Hours beyond a regular shift shall be paid at time and one-half. (See Appendix H: Memo of Clarification)
- 24.04
- A. Management may assign no more than seven (7) substitutes to replace employees absent from their positions. If additional coverage is needed, management may assign overtime from the building and/or master overtime list(s).
  - B. When overtime is necessary, it shall first be offered to full time members of the building staff where the overtime is needed. Overtime assignments shall be rotated so as to equalize overtime within the classification to the extent possible. Custodians who are assigned two buildings shall equalize their overtime between the two buildings.
- 24.05 Employees who are interested in overtime work outside of their own buildings shall submit their names to their immediate supervisors to be placed on a master overtime list for his/her classification provided the employee is qualified. There shall be a separate list for:
- 1. Custodian Maintenance Department
  - 2. Snow removal and Grass cutting. This list is limited to members of the Custodial/Maintenance Department who have demonstrated the ability to operate the necessary equipment properly and safely.

If no employee in a given building claims an overtime assignment, the immediate supervisor shall make assignments from a list of those who have submitted their names and are qualified. Names will be listed in order of seniority. Overtime assignments shall be rotated so as to equalize overtime on the list to the extent possible. An employee rejecting an assignment shall be charged for the overtime refused and will be passed until the next time his/her name appears in rotation on the list.

If management assigns overtime out of order the remedy will be to equalize the overtime as possible with the next assignment(s).

ARTICLE 24  
OVERTIME (continued)

- 24.06 Employees whose regular days off are Saturday and Sunday who are required to work on Saturday shall be paid time and one-half for hours worked. If required to work on Sunday, they shall be paid at double time.
- 24.07 An employee called in for overtime duty shall be guaranteed a minimum of two (2) hours pay at the rate of time and one-half on their regular day or Saturday, double time for Sunday and triple time for holidays.

**ARTICLE 25  
RETIREMENT**

- 25.01 An employee may retire in accordance with the provisions set forth by the Michigan Public School Employees Retirement Act.
- 25.02 An eligible employee may retire and receive full severance benefits provided he retires under the provision of the Michigan Public School Employees Retirement Act.
- 25.03 Upon submission of proof of retirement through the provisions of the Michigan Public Employees Retirement, employees shall receive a severance payment for their accumulated sick leave banks as follows:

Short-Term Sick Leave Bank

Employees shall receive a severance payment in the amount of fifty percent (50%) of the first seventy (70) accumulated sick leave days in their individual bank. Plus twenty percent (20%) of any additional sick leave accumulation ranging from 71 – 220 days.

Long-Term Sick Leave Bank

Employees shall receive a severance payment in the amount of seventy-five percent (75%) of the balance of days remaining.

Based on this formula, the maximum payout from both banks shall not exceed sixty five (65) days.

- 25.04 Individuals who were active members of the bargaining unit in September 2011 will receive five days pay at the time of their retirement from the district. Payment will be calculated at their then current daily rate.

Individuals who were active members of the bargaining unit in 2013/2014 will receive an additional five (5) days pay at the time of their retirement. Payout will be based on the 2012/2013 daily rate or the then prevailing daily rate, whichever is greater.

- 25.05 In the event of the death of an employee, the severance payment described in Section 03 of this Article shall be made to the estate of the employee or his/her named beneficiary as outlined in their life insurance contract, unless otherwise requested by the employee in writing, at the same rate and under the same conditions as would accrue upon retirement.
- 25.06 In the event of retirement or the death of an employee, the prorated share of any longevity payment earned as of that date shall be paid as a part of the final severance payment.
- 25.07 In the event of the retirement or death of an employee, the prorated share of any vacation pay earned but not used as of that date, shall be paid as part of the final severance payment.

**ARTICLE 26  
WORKING CONDITIONS**

- 26.01 Bus Drivers – Annual Bid
  - A. Following the fifth week during which classes are held, all bus runs, except twelve month routes, shall be posted and drivers shall be permitted to bid for positions on the basis of seniority with the most senior full time driver having first choice. After full time drivers have chosen their routes, part time drivers shall have the opportunity to bid on the basis of seniority.
  - B. After the Annual Bid, any bus run that is increased or decreased by thirty (30) minutes shall go up for rebid. An employee would be allowed to bid only if it is an increase in time for him/her.
  - C. New routes and permanent vacancies will be bid when they occur.
- 26.02 Working Day
  - A. A full working day shall normally consist of the following:
 

1.	Custodian	8 hours
2.	Maintenance	8 hours
3.	Secondary Clerical	7 1/2 hours
4.	Elementary Secretary	7 1/2 hours
5.	Head Cooks and Cooks	As assigned but not to exceed 7 hours as a regular shift.
6.	Drivers	As assigned but not to exceed 8 hours as a regular shift.
7.	Special Education Aide	As assigned but not to exceed 7 hours as a regular shift.

ARTICLE 26  
WORKING CONDITIONS (continued)

26.03 Shifts

- A. Employees shall be eligible for premium pay when regularly assigned to an afternoon or midnight shift.
- B. Shifts shall be defined as follows:
  - 1. Day Shift Any assignment starting on or after 4:00 a.m. but before 11:00 a.m. shall be considered a part of the day shift.
  - 2. Afternoon Shift Any assignment starting on or after 11:00 a.m. but before 7:00 p.m. shall be considered a part of the afternoon shift.
  - 3. Midnight Shift Any assignment starting on or after 7:00 p.m. but before 4:00 a.m. shall be considered a part of the midnight shift.
- C. A person shall be considered assigned to a shift if his assignment is of a duration of at least five (5) working days.

26.04 Employees shall be at their workstation ready to begin their duties at their assigned time.

26.05 Starting Time

Starting time for each employee shall be set by:

- A. Custodians Director of Buildings and Grounds
- B. Clerical Immediate Supervisor
- C. Head Cooks and Cooks Food Service Supervisor
- D. Drivers Director of Buildings and Grounds
- E. Maintenance Director of Buildings and Grounds
- F. Spec. Ed. Aides Building Principal

ARTICLE 26  
WORKING CONDITIONS (continued)

26.06 Break Time

Employees scheduled to work from 4 to 6 hours shall be permitted one fifteen (15) minute break during the day. Employees scheduled 6 hours or more shall be permitted one fifteen minute break in the first half of their shifts and a fifteen (15) minute break in the second half of their shifts.

26.07 Lunch Periods

A. Custodians Twenty (20) minutes, included as a part of the regular shift.

B. Head Cooks and Cooks (5 to 7 hours) Twenty (20) minutes, included as a part of regular shift

Head Cooks and Cooks (Less than 5 hours) As arranged, not included as part of a regular shift.

C. Drivers As arranged with supervisor, not included as part of a regular shift

D. Secretarial, Clerical and Office & Building Aides One (1) hour, not included as part of regular shift

When clerical lunch hour is to be determined, the most senior employee shall be given preference.

E. Spec. Ed. Aides As arranged, no less than thirty (30) minutes, not included as part of regular shift.

F. Head Custodian High School Thirty (30) minutes, not included as part of regular shift.

G. Head Custodian Junior High Thirty (30) minutes, not included as part of regular shift.

H. Warehouse Personnel and Maintenance Department One twenty (20) minute lunch period included as part of the regular shift. Paid lunch must be taken at site of assignment.

ARTICLE 26  
WORKING CONDITIONS (continued)

26.08 Work Week

- A. The regular work week shall be five (5) days per week. Employees who regularly work on Saturday and Sunday shall receive straight time for those days unless holidays are involved.
- B. Employees called in on days, which are their regular days off, shall be paid time and one-half for hours worked on such days. If such days are holidays, they shall be paid double time in addition to their holiday pay.
- C. The minimum regular work schedule shall be no less than two (2) hours.

26.09 Hours - Schools Not in Session

- A. During any period when classes are not in session for two (2) days or more, afternoon and midnight shift employees shall work the day shift as defined in this agreement. Administration reserves the right to maintain coverage based on building needs.

Should a night activity be scheduled during this period, the lowest seniority evening or night custodian within the building shall be assigned to cover until closing at the regular rate.

- B. Summer hours, as defined by the Board, will begin the Monday following the close of school in June.

Two (2) weeks prior to the start of the student school year in the fall, the low senior afternoon employee in each building will begin a late start shift for a one (1) week period to cover the building.

One (1) week prior to the start of the student school year in the fall, regular hours will resume for all custodial staff.

- C. At Roseville High School, administration reserves the right to maintain evening coverage based on building needs. Any change in hours shall be assigned to the lowest seniority evening or night shift custodian to cover until closing. When possible, notice of a change in shift shall be given to the affected employee forty-eight (48) hours in advance of the change.

26.10 Evaluation of Work Loads

- A. At the request of the employee, the principal or the Director of Buildings and Grounds, an evaluation of the workloads within a building may be conducted. As workloads are reevaluated, the Employer shall consult with the affected steward before the revised work load is implemented. Should the Union believe that the work load distribution in a given location is not equitable, the problem may be referred to a special conference.

ARTICLE 26  
WORKING CONDITIONS (continued)

- B. The employer agrees that in any movement of work, or discontinuation of work location, the employer will meet with the union prior to any movement of affected employees.

26.11 Snow Removal

- A. Snow removal shall hold priority over normal custodial duties. For unusually heavy snows, the district will make such provisions for machine removal as may be possible.
- B. On days which the district is closed because of inclement weather which teachers are not required to make up with extra days, custodial and maintenance employees working eight (8) hours or more shall be given eight (8) hours of compensatory time to be taken during the employees vacation or at a time school is not in session. Employees unable to report at the scheduled starting time must notify supervision. In order to qualify for compensatory time, the custodians and maintenance must actually work eight (8) hours. Anything less, even if combined with leave time of any kind does not or will not qualify for compensatory time.

The District will provide foul weather gear as recommended by the Director of Buildings and Grounds.

26.12 Miscellaneous

The Central Administration shall provide the Union with the names of persons to be considered as immediate supervisor for each group of employees within the unit. This listing shall be provided by September 1 of each year as quickly as possible whenever changes are made. The Superintendent will notify the Union as to whom his/her designated representative will be in the administration of the contract.

26.13 Responsibility of Head Custodian

The Head Custodian shall be responsible for the care, maintenance and security of the school building. He/she is directly responsible to the building Principal(s) and indirectly responsible to the Director of Building and Grounds for the cleanliness, orderliness and general state of repair of the building and its grounds.

In addition to completing his/her own custodial and maintenance duties, the Head Custodian shall be responsible for conveying the Principal's written and oral directives regarding work assignments to the building custodial staff.

The building Custodian is responsible for carrying out such directives, as conveyed by the Building Principal through the Head Custodian.



ARTICLE 26  
WORKING CONDITIONS (continued)

26.14 Responsibilities of Head Cook and Cook

The Head Cook shall be responsible for the routine operations of the kitchen. He/she is directly responsible for orderliness, food safety, safe kitchen practices, meeting dietary guidelines, adhering to USDA regulations and all other procedures as directed by the Supervisor of Food Service. All Head Cooks and elementary Cooks must maintain current Health Department approved manager's certification.

After receiving a passing score, Head Cooks and elementary Cooks will be reimbursed the cost of taking the Health Department approved manager's certification test.

In addition to completing his/her own kitchen duties; the Head Cook shall be responsible for conveying the Supervisor of Food Services written and oral directives regarding work assignments to the kitchen staff.

The Cooks are responsible for carrying out such directives, as conveyed by the Supervisor of Food Service and/or through the Head Cook.

District sponsored events that involve the use of the school's kitchen may, at the discretion of Administration, require the presence of a cook for all or part of the event.

26.15 Emergency Conditions

When emergency conditions exist in a building or buildings, and teachers and students are dismissed early, and the building is declared closed, and the lost time will not be made up by teachers; clerical staff, special education aides, cooks and drivers shall be dismissed without loss of pay.

26.16 Emergency Manager

The following language is inserted pursuant to Act. No. 9 of the Public Acts of 2011, and is not the result of mutual agreement on the provision by the parties:

This entire agreement or specific provisions of this agreement may be rejected, modified, or terminated by an emergency financial manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4.

**ARTICLE 27**  
**OBLIGATIONS OF THE BOARD**

27.01 Union Bulletin Boards

The Employer shall provide bulletin boards in each building which may be used by the Union for posting notices pertaining to Union activities of Local 732.

27.02 Uniforms required to be worn by employees of the school system shall be purchased at the expense of the school district, except in the case of drivers who shall be allocated a specific amount for uniform and laundry. Custodians, maintenance personnel, head cooks and cooks shall be allotted a specified amount to launder their uniforms.

27.03 Mileage Payments

School personnel required to use their own automobiles on official school business shall be reimbursed at the district's prevailing mileage rate, upon submission of the proper form approved by their immediate supervisor.

27.04 Pay Periods

All payroll checks will be issued as direct deposits to a banking institution designated by the employee.

All full time employees shall be paid on alternate Fridays an amount equal to their earnings for the preceding two weeks.

Ten and ten and one-half month employees who work more than six and one-half hours (6.5) per day on a fixed schedule may choose 21 or 26 pay periods.

Administration is authorized to deduct from future checks any payroll advances, overpayments for absences by employees who do not have days in their sick banks, or the Employee's share of the pension contribution made on behalf of an Employee on Worker's Compensation.

27.05 Rates of Pay

Rates of pay shall be as described in Appendix A for each group/classification and/or type of position.

27.06 Custodian-watchman shall be assigned to either warehouse and delivery duties or as school replacements on days when school is in session at the discretion of the Director of Buildings and Grounds.

When school is not in session, they may be assigned to a building if other personnel assigned to that building are absent due to vacation schedules or illness.

ARTICLE 27  
Obligations of the Board (continued)

27.07 Medical Insurance

- A. The Employer agrees to provide medical insurance for full time employees hired into Local 732 prior to August 15, 2010 and working seven (7) hours or more per day and his/her immediate family through a plan approved by the Board of Education.

The coverage for the 2012-13 school year includes the following parameters:  
Deductible - \$250 single / \$500 family  
Co-pays – 20% of defined costs up to an annual maximum of \$1,000 single / \$2,000 family  
Office visits - \$30  
Emergency Room - \$250  
Prescriptions: scaled three-tier formula for prescription copays that includes documentation of medical necessity for non-preferred drugs.

- B. Employees hired into the bargaining unit after August 15, 2010 and working seven (7) hours or more per day will be eligible for the medical insurance benefit for the employee only.
1. Effective 07/01/2021 all new employees are offered only the High Deductible Health Plan.
    - a. In the first year of enrollment the district will make a one-time contribution - \$750 single, \$1,000 couple, \$1,250 family
    - b. The contribution shall be prorated based on hire date and paid in full at the end of the probationary period.
    - c. After the first year of enrollment \$650 single / \$850 couple-family will be deposited in the HSA annually in January.
    - d. 80/20 rules apply – employees must contribute at least 20% annually (Example: minimum employee contribution of \$125 on district contribution of \$500)
    - e. Based on a January 1<sup>st</sup> Enrollment
    - f. L-732 and District agree to work on details to address turnover and impact on HSA funds.
- C. Effective October 1, 2011, bargaining unit members receiving medical benefits will be responsible for a monthly contribution equivalent to 20% of the current illustrative rate for their level of coverage.
- D. Members (with a scheduled 7 hours or more) who do not enroll in medical coverage programs, and show documentation that they have coverage from a different source will be eligible for an annual stipend in the amount of \$1000. In the case where a married member's spouse is also eligible for medical coverage with the Roseville Schools only one of the married couple will be eligible for any stipend or added benefit listed below.
- E. If employer requires a physical examination, the employer will pay for it.
- F. All bargaining unit members will be eligible to participate in the district's 125 Flexible Spending Plan.

ARTICLE 27

Obligations of the Board (continued)

27.08 Life Insurance

The Employer shall provide Life Insurance policies for employees covered under this contract as follows:

Thirty (30) hours per week or more	\$30,000.00
Twenty (20) to thirty (30) hours	\$15,000.00

27.09 Disability Insurance

The Employer will provide long term disability insurance for each employee hired prior to August 15, 2010 and working thirty five (35) hours per week or more in their regular assignment. The terms of the policy shall provide that eligibility begin after 90 days of disability. All terms and conditions of the policy shall prevail subject to the rules and regulations of the carrier.

27.10 Optical Insurance

The Board shall contract to provide Optical Insurance to full time employees hired before August 15, 2010 and their families.

27.11 Dental Insurance

Full time employees shall be eligible for a dental insurance plan providing the following benefits with annual maximum of \$1,500 per Tier I member and \$1,000 per Tier II member for class I, II, & III services.

1. 100% coverage for examinations, cleaning and emergency palliative care, except radiographs.
2. 85% on balance of Class I procedures.
3. 60/40% insurance/employee co-payment for all Class II procedures.
4. 50/50% insurance employee co-payment for all Class III benefits.

**ARTICLE 28  
LAW SAVING CLAUSE**

28.01 In the event that any of the terms, conditions or provisions of this Agreement should be rendered or declared invalid by reasons of existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, such provision shall be null and void: however, all other terms, conditions and provisions shall remain in full effect. A special conference may be called to discuss the provisions declared or rendered invalid.

**ARTICLE 29  
RATIFICATION AND APPROVAL**

29.01 The Union agrees to submit this Agreement to the employees of the bargaining unit covered by this Agreement for ratification by them. It is further agreed that the bargaining team will recommend to the employees that it be ratified.

**ARTICLE 30  
DURATION OF AGREEMENT**

30.01 This Agreement shall become effective July 1, 2023, and shall continue in full force and effect up to and including June 30, 2026, when it shall terminate. One limited item may be opened during this contract: 27.07-A Medical Benefits. Should either party desire to continue this Agreement or renegotiate it, they shall give the other party written notice to that effect not less than sixty (60) days nor more than one hundred twenty (120) days prior to its expiration date.

30.02 Neither party shall be required to agree to any modifications to the Agreement nor shall they be required to bargain collectively with the other with respect to any subject or matter covered or referred to in this Agreement or with respect to any subject or matter not covered or referred to in this Agreement.

Should the parties mutually agree, they may reach supplemental agreements or amendments. Any such supplemental agreements or amendments shall be approved or rejected within a period of twenty (20) days following the conclusion of negotiations.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

ROSEVILLE COMMUNITY SCHOOLS

LOCAL 732, AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL  
EMPLOYEES COUNCIL 25, AFL-CIO

\_\_\_\_\_  
Mark Blaszkowski  
Superintendent

\_\_\_\_\_  
Rhonda Trowse, AFSCME Council 25  
Staff Representative

\_\_\_\_\_  
Peter Hedemark  
Assistant Superintendent/  
Chief Negotiator

\_\_\_\_\_  
Dean Pitruzzello  
President

\_\_\_\_\_  
David Rice  
Assistant Superintendent

\_\_\_\_\_  
Patrick Eineichner  
Vice President

\_\_\_\_\_  
Dennis Jenkins  
Executive Board Member

\_\_\_\_\_  
Eugene Pickutoski  
Maintenance/Day Custodial Steward

\_\_\_\_\_  
Ron Van Maele  
Afternoon Custodial Steward

\_\_\_\_\_  
Jennifer Lewis  
Transportation Steward

\_\_\_\_\_  
Audrey Skelly  
Cook Steward

\_\_\_\_\_  
Les Billhymer  
Clerical/Special Ed Aide Steward

\_\_\_\_\_  
Date

**APPENDIX A  
SALARY SCHEDULES**

**CUSTODIAN AND MAINTENANCE GROUPS  
Employees Hired on or before  
August 15, 2010**

<b>Position</b>	<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
Custodian, Grounds Crew, Utility Custodian, Cafeteria Truck Driver, Pool Custodian, Warehouse/Mail Truck Driver	Probation	18.69	19.25	19.83
	Step 1.0	20.39	21.00	21.63
	Step 2.0	21.18	21.82	22.47
	Step 3.0	21.98	22.64	23.32
Sr High Head Custodian	Probation	21.18	21.82	22.47
	Step 1.0	22.97	23.66	24.37
	Step 2.0	23.80	24.51	25.25
	Step 3.0	24.69	25.43	26.19
Maintenance Mechanic (No Tier 2)	Probation	23.18	23.88	24.60
	Step 1.0	24.94	25.69	26.46
	Step 2.0	25.85	26.63	27.43
	Step 3.0	26.78	27.58	28.41
Bus Drivers - Regular 4 to 8 hours (No Tier 2)	Probation	18.28	18.83	19.39
	Step 1.0	19.54	20.13	20.73
	Step 2.0	20.01	20.61	21.23
	Step 3.0	20.86	21.49	22.13

Chauffeur License: Employees required by the employer to have a valid CDL-BP or CDL-PS license shall be reimbursed for the license fee or fee for renewal upon presentation of a valid receipt for such a fee.

# APPENDIX A SALARY SCHEDULES

## CLERICAL GROUPS Employees Hired on or before August 15, 2010

Position	Step	2023-2024	2023-2024	2023-2024
Administrative Assistant I to High School Principal	Probation	18.53	19.09	19.66
	Step 1.0	19.42	20.00	20.60
	Step 2.0	20.20	20.81	21.43
	Step 3.0	21.00	21.63	22.28
	Step 4.0	23.12	23.81	24.52
Administrative Assistant I to Asst. High Sch. Principal, Administrative Assistant I to Jr. High Sch Principal, Administrative Assistant I to Elementary Principal	Probation	18.03	18.57	19.13
	Step 1.0	18.91	19.48	20.06
	Step 2.0	19.60	20.19	20.80
	Step 3.0	20.41	21.02	21.65
	Step 4.0	22.65	23.33	24.03
Attendance, Counselor's Clerk, Internal Accounts Clerk	Probation	17.70	18.23	18.78
	Step 1.0	18.66	19.22	19.80
	Step 2.0	19.49	20.07	20.67
	Step 3.0	20.20	20.81	21.43
	Step 4.0	22.32	22.99	23.68
Administrative Assistant II to Assistant Principal, Administrative Assistant II to Elementary Principal/GSRP	Probation	17.16	17.67	18.20
	Step 1.0	18.01	18.55	19.11
	Step 2.0	18.72	19.28	19.86
	Step 3.0	19.59	20.18	20.79
	Step 4.0	21.67	22.32	22.99
Control Clerk	Probation	16.72	17.22	17.74
	Step 1.0	17.57	18.10	18.64
	Step 2.0	18.27	18.82	19.38
	Step 3.0	19.15	19.72	20.31
	Step 4.0	21.23	21.87	22.53
General Clerk	Probation	16.26	16.75	17.25
	Step 1.0	17.11	17.62	18.15
	Step 2.0	17.79	18.32	18.87
	Step 3.0	18.66	19.22	19.80
	Step 4.0	20.70	21.32	21.96



**APPENDIX A  
SALARY SCHEDULES**

**SPECIAL EDUCATION AIDE  
Employees Hired on or before  
August 15, 2010**

Position	Step	2023-2024	2023-2024	2023-2024
Special Education Aide	Probation	17.39	17.91	18.45
	Step 1.0	19.06	19.63	20.22
	Step 2.0	19.82	20.41	21.02
	Step 3.0	20.61	21.23	21.87

**SALARY SCHEDULE  
CAFETERIA GROUP  
(no Tier 2)**

Position	Step	2023-2024	2023-2024	2023-2024
Culinary Tech/Trainer	Probation	15.53	16.00	16.48
	Step 1.0	16.35	16.84	17.35
	Step 2.0	16.92	17.43	17.95
	Step 3.0	17.58	18.11	18.65
	Step 4.0	18.35	18.90	19.47
Head Cook	Probation	14.47	14.90	15.35
	Step 1.0	15.29	15.75	16.22
	Step 2.0	15.87	16.35	16.84
	Step 3.0	16.52	17.02	17.53
	Step 4.0	17.30	17.82	18.35
RHS Head Cook	Probation	14.74	15.18	15.64
	Step 1.0	15.55	16.02	16.50
	Step 2.0	16.13	16.61	17.11
	Step 3.0	16.79	17.29	17.81
	Step 4.0	17.57	18.10	18.64
Lead Cook	Probation	13.60	14.01	14.43
	Step 1.0	14.16	14.58	15.02
	Step 2.0	14.68	15.12	15.57
Cook	Probation	13.60	14.01	14.43
	Step 1.0	14.16	14.58	15.02
	Step 2.0	14.68	15.12	15.57

Head cooks and cooks who supply evidence that they have successfully completed the coursework for Health Department approved Manager certification will receive a one-time payment of \$200, less any district cost for tuition, mileage, etc

**APPENDIX A  
SALARY SCHEDULES**

**CUSTODIAN AND MAINTENANCE GROUPS  
Tier 2 Employees Hired after  
August 15, 2010**

<b>Position</b>	<b>Step</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2023-2024</b>
Custodian, Grounds Crew, Utility Custodian, Cafeteria Truck Driver, Pool Custodian, Warehouse/Mail Truck Driver	Probation	16.06	16.54	17.04
	Step 1.0	17.52	18.05	18.59
	Step 2.0	18.19	18.74	19.30
	Step 3.0	18.87	19.44	20.02
Sr High Head Custodian	Probation	18.19	18.74	19.30
	Step 1.0	19.72	20.31	20.92
	Step 2.0	20.44	21.05	21.68
	Step 3.0	21.20	21.84	22.50

Chauffeur License: Employees required by the employer to have a valid CDL-BP or CDL-PS license shall be reimbursed for the license fee or fee for renewal upon presentation of a valid receipt for such a fee.

# APPENDIX A SALARY SCHEDULES

## CLERICAL GROUPS Tier 2 Employees Hired after August 15, 2010

Position	Step	2023-2024	2023-2024	2023-2024
Administrative Assistant I to High School Principal	Probation	17.90	18.44	18.99
	Step 1.0	18.76	19.32	19.90
	Step 2.0	19.51	20.10	20.70
	Step 3.0	20.28	20.89	21.52
	Step 4.0	22.32	22.99	23.68
Administrative Assistant I to Asst. High Sch. Principal, Administrative Assistant I to Jr. High Sch Principal, Administrative Assistant I to Elementary Principal	Probation	17.42	17.94	18.48
	Step 1.0	18.26	18.81	19.37
	Step 2.0	18.93	19.50	20.09
	Step 3.0	19.72	20.31	20.92
	Step 4.0	21.88	22.54	23.22
Attendance, Counselor's Clerk, Internal Accounts Clerk	Probation	15.19	15.65	16.12
	Step 1.0	16.02	16.50	17.00
	Step 2.0	16.73	17.23	17.75
	Step 3.0	17.35	17.87	18.41
	Step 4.0	19.16	19.73	20.32
Administrative Assistant II to Assistant Principal, Administrative Assistant II to Elementary Principal/GSRP	Probation	14.80	15.24	15.70
	Step 1.0	15.53	16.00	16.48
	Step 2.0	16.14	16.62	17.12
	Step 3.0	16.89	17.40	17.92
	Step 4.0	18.67	19.23	19.81
Control Clerk	Probation	14.36	14.79	15.23
	Step 1.0	15.09	15.54	16.01
	Step 2.0	15.70	16.17	16.66
	Step 3.0	16.45	16.94	17.45
	Step 4.0	18.23	18.78	19.34
General Clerk	Probation	13.95	14.37	14.80
	Step 1.0	14.70	15.14	15.59
	Step 2.0	15.26	15.72	16.19
	Step 3.0	16.02	16.50	17.00
	Step 4.0	17.78	18.31	18.86

**APPENDIX A  
SALARY SCHEDULES**

**SPECIAL EDUCATION AIDE  
Tier 2 Employees Hired after  
August 15, 2010**

<b>Position</b>	<b>Step</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2023-2024</b>
Special Education Aide	Probation	14.92	15.37	15.83
	Step 1.0	16.36	16.85	17.36
	Step 2.0	17.02	17.53	18.06
	Step 3.0	17.70	18.23	18.78

**SALARY SCHEDULE  
CAFETERIA GROUP  
(no Tier 2)**

<b>Position</b>	<b>Step</b>	<b>2023-2024</b>	<b>2023-2024</b>	<b>2023-2024</b>
-----------------	-------------	------------------	------------------	------------------

**APPENDIX B  
SUPPLEMENTAL SALARY INFORMATION**

Hourly Rate Premiums:

Afternoon shift.....	\$ .50
Bus Drivers maintain all three (3) certs and DOT physical.....	\$ 1.50
Cafeteria Truck Driver .....	\$ .50
Clerical with related Associates or Bachelors Degree .....	\$ .50
Food Service Premiums:	
Lead Cook & Tier II Head Cook (stipend in addition to Serv-Safe & SNA).....	\$ 1.00
<i>Example: Lead Cook Level I = \$1.75, Cook Level III = \$1.60</i>	
Serv-Safe .....	\$ .50
SNA Level I .....	\$ .25
SNA Level II .....	\$ .35
SNA Level III .....	\$ .50
SNA Level IV.....	\$ 1.00
Grounds Crew.....	\$ 1.00
Lead Maintenance (sole discretion of administration) .....	\$ 1.50
Mail Truck Driver.....	\$ .50
Maintenance w/technical license .....	\$ 1.50
<i>(such as HVAC, journeyman specialties, etc. as required for day-to-day work in position.)</i>	
Master Mechanic (certified) .....	\$ 1.50
Midnight shift.....	\$ .50
Night Leader .....	\$ .50
Pool Custodian .....	\$ 1.00
<i>(one pool stipend to \$1.00 with license, assigned by administration, no change to current assignment)</i>	
RHS Day Custodian/Grounds .....	\$ 1.00
RMS Day Custodian/Grounds .....	\$ 1.00
Warehouse / Mail Truck Driver .....	\$ 1.00

These premiums are added to the hourly rate and are not cumulative from year to year. Premiums are not considered part of compensation for the purpose of bumping.

Uniform Allowance

Groups listed below to receive a uniform allowance in the amount of \$75 payable two (2) times per year. Payment will begin when the uniforms have been purchased. Employees are required to launder their uniforms.

- Custodial and Maintenance
- Bus Drivers
- Cafeteria

When steps are granted, all eligible non-probationary employees will advance on July 1<sup>st</sup>. Whenever an employee is promoted or reclassified upward, the employee will be placed on the step of the salary scale providing a minimum increase of \$ .43 (forty-three cents) per hour or will be at the maximum of the new scale whichever is lesser.

## APPENDIX C

### SICK AND PERSONAL DAY USAGE INCENTIVES

- A) For each qualification period worked without a deduction from his/her sick bank or an unpaid absence, employees shall qualify for additional vacation days or additional pay according to the following program:

EXAMPLE:

First Qualification Period: Choice of one (1) vacation day, (.5) days pay, or Fifty Dollars (\$50) at the employee's option.

Second Qualification Period: Choice of one (1) vacation day, (.5) days pay, or Fifty Dollars (\$50) at the employee's option.

Third Qualification Period: Choice of one (1) vacation day, (.5) days pay, or Fifty Dollars (\$50) at the employee's option.

Fourth Qualification Period: If the employee has already received three (3) vacation days during that school year then payment of (.5) days pay or fifty (\$50) is to be provided. If the three (3) vacation days have not been earned then the choice of a vacation day, (.5) days pay, or fifty (\$50) may be taken at the employee's option.

- B) Beginning October 1, 2003, qualification periods are as follows:

- a) 12 month employee - January 1 - March 31  
April 1 - June 30  
July 1 - September 30  
October 1 - December 31

- b) 10 ½ month employees – First work day of the school year through the last work day of the first trimester, the first work day of the second trimester through the last work day of the second trimester and the first work day of the third trimester through the last work day of the school year.

- C) Any employee who achieves perfect attendance (no deductions from his/her sick bank or no unpaid absence) for the entire work year will be granted an additional vacation day and 1.0 days pay (not less than \$75.00) at the conclusion of the work year.

Work year is defined as follows:

- a) 12 month employees - July 1 - June 30  
b) 10 ½ month employees – First day of work in the fall through last day of work in June.

If there has been anything inadvertently left out of the contract because of the reorganization of the sections, it was not intentional and the language will still be in effect.

**APPENDIX D**  
**MEMORANDUM OF UNDERSTANDING**

The following Agreement is made in full settlement of the class action transportation grievance scheduled to be heard by the American Arbitration Association on April 23, 1986. That grievance is hereby withdrawn in return for the following understandings:

- A. If the District determines that students are to be transported to and/or from the following school sponsored activities, the students shall be transported by a school owned vehicle driven by a member of the bargaining unit:
  - 1. Athletic competitions where school teams are participants.
  - 2. Field trips which are required as part of any credit class.
  - 3. Other competitions, fairs, or tournaments where the District sponsors the participants.
  
- B. **Exception:** The terms of paragraph A shall not apply to transportation of not more than fourteen (14) students and two (2) vehicles to the same destination if the vehicles are operated by a certified employee of the District.

Effective July 1, 1995.

The terms of this Agreement shall not limit the right of the District to utilize public transportation or require students to provide their own transportation to non-required activities as has been done in the past provided this does not result in any loss of work customarily performed by members of this bargaining unit. Examples where bus drivers are not required are: band camp (except where the Board authorizes a school bus), ROTC trips, out of state, overnight activities.

Transportation of any students to any regularly scheduled class or activity which is part of the student's academic program is acknowledged to be bargaining unit work. Except, a certified or professional employee may, within the limitations of paragraph 1 B, transport students in a school vehicle for the purpose of testing, evaluation or other special activities.

**OFFICIAL GRIEVANCE FORM**

NAME OF EMPLOYEE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_

WORK LOCATION \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_

TITLE \_\_\_\_\_

**STATEMENT OF GRIEVANCE:**

List applicable violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Adjustment required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I authorize the A.F.S.C.M.E. Local \_\_\_\_\_ as my representative to act for me in the disposition of this grievance**

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

Signature of Union Representative \_\_\_\_\_ Title \_\_\_\_\_

Date Presented to Management Representative \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Disposition of Grievance: \_\_\_\_\_

\_\_\_\_\_



## APPENDIX F

### VACATION APPROVAL PROCEDURES

#### Local 732

#### Custodial / Maintenance Attendance/Vacation Guidelines

1. All sick days must be called into the Building and Grounds office (586-445-5697). Early morning, week-end and after hours calls will be recorded on the answering machine.
2. All vacation days must be approved in advance by Administration.
3. All vacation time must be used by June 30<sup>th</sup> of the current year. Any vacation time that has not been requested by April 1 will be assigned using employee input if possible. Special circumstances may be presented to management for consideration for an exception to the June 30<sup>th</sup> cutoff.
4. All week long requests (including Christmas, New Year, Easter, Thanksgiving and Mid Winter break weeks) must be submitted by June 15. Week long requests will have priority over short time requests. Requests received by the June 15 deadline will be filled based on seniority. Up to two weeks of time may be submitted 30 days in advance for approval after June 15. Seniority will not have priority on such requests. Approval will be based on the order requests are received.
5. Employees may be held to originally scheduled vacations if they are not cancelled inside of a 30-day window.
6. Vacations will not be approved in blocks longer than two weeks. Employees may be approved for a second two week block; however there must be a minimum of three weeks between the blocks.
7. During the period from the first day of school in September through the last day of school in June, no more than ten (10) percent of the twelve month staff may be granted vacation privileges at any one time.

When schools are closed for summer or holiday recess, vacations will be scheduled with the following guidelines.

Elementary Buildings – all custodians in the building will coordinate their vacation schedules so that at least one custodian is on duty at all times.

Secondary School Custodians, Maintenance, Grounds Crew, Bus Mechanics, Food Truck Drivers and Warehouse – Each group will coordinate its vacation schedules so that at least 50% of the group is on duty at all times.

8. Cases of management making special requests of staff to adjust vacation shall be considered a special circumstance for consideration.

\*Special circumstances may be presented for consideration.

## APPENDIX G

CLARIFICATION OF PROBATIONARY PERIOD  
ARTICLE 12.01-A  
Letter of Understanding - Local 732 – 7/27/2001  
For New Hire Custodial 12-Month Employees

Newly hired custodians currently serve a sixty-day probationary period. For clarity purposes, only days when school is in session will be counted toward the probationary period. Days that fall during a break where twelve-month employees are scheduled to work while students and ten-and-a-half month employees are not in session (Thanksgiving, Christmas, etc.), as well as the summer will NOT count towards the probationary period.

## APPENDIX H

CLARIFICATION OF EXTRA HOURS  
ARTICLE 24.03  
Memo of Clarification – Local 732 – 06/07/2023

Regular shift shall be defined as within Contracted Bid Hours. Exception: Utility drivers assigned to an alternative route assume the hours of that route.

Extended hours to a shift are not considered overtime.

Examples not overtime:

- Cook extending shift to finish
- Driver runs over on route
- Bus clean-up
- Driver involved in accident
- Bus mechanical issue
- 2nd driver sent to scene of accident to pick up students while on shift
- Inclement weather
- Construction
- Shuttles
- Utility driver dropping for athletics (not a stay-with)
- Hours that fall between an AM/PM shift

Examples of overtime:

- Driver is assigned to additional duties such as athletic run or travel beyond regular shift
- Employee called-in from home
- Hours beyond eight (8)

<b>A</b>			<b>H continued...</b>	
Afternoon Shift – Custodial	33		Hours – Shifts	32-33
Aid to Other Unions & Activities	3		Hours, Schools Not In Session	35
Annual Bid Bus Drivers	32			
Arbitrator, Powers of	7		<b>I</b>	
<b>B</b>			Incentive –	
Bargaining Agreement	1		Sick & Personal Day Usage	50
Management Rights	2		Injury on the Job	18
No Strike Clause	2		Insurances	
Bulletin Boards, Union	38		Dental	40
Bumping Rights	11		Disability	40
			Life	39
<b>C</b>			Medical	39
Conferences, Special	4		Optical	40
<b>D</b>			<b>J</b>	
Day Shift Custodial	33		Jury Duty	18
Dental Insurance	40			
Disability Insurance	40		<b>L</b>	
Disciplinary Action, Suspension, Discharge	7-8		Law Saving Clause	41
Duration of Agreement	41		Lay Off and Recall Procedures	10-12
<b>E</b>			Leaves of Absence	15-19
Emergency Conditions	37		Funeral	15
Custodial			Sick Day	15-18
Cafeteria			Personal Leave	18
Clerical			Jury Duty	18
Transportation			Injury On-the-Job	18
Extra Hours Clarification	54		Leaves, Non-Compensable due to	
<b>F</b>			Physical Incapacity	19
Funeral Leave	15		Union Business	20
<b>G</b>			Military Service	20
Grievances Definition	5		Other Leaves	20
Grievance Form	52		Short-term Leave	21
Grievance, Investigation of	5		Sick & Personal Day Usage Incentive	50
Grievance, Presentation of	5		Vacation	22-24
Grievance Procedure	5-7		Letter of Agreement	54
<b>H</b>			Life Insurance	40
Head Custodian, Responsibility of	36		Longevity	25-28
Head Cook, Responsibility of	37		Proration of Longevity Credit	28
Holidays	21-22		<b>M</b>	
			Management Rights	2
			Medical Insurance	39
			Memorandum of Understanding-Transportation	55
			Midnight Shift	33
			Mileage Payments	38

<b>N</b>			<b>U</b>	
No Strike Clause	2		Uniform Allowance	49
<b>O</b>			Union Bulletin Boards	38
Obligations of Board	38-40		Union Membership	2-3
Optical Insurance	40		Union Representation	3
Overtime	30-31		<b>V</b>	
<b>P</b>			Vacancies	12
Pay Periods	38		Vacation	22-24
Personal Leave	18		Vacation Approval Procedures	53
Personnel Records,			<b>W</b>	
Access to	28-29		Working Conditions-	32-37
Probation & Seniority	8-10		Cafeteria	
Probationary Clarification	54		Clerical	
Promotions	13-14		Custodial	
Purpose and Intent	1		Transportation	
<b>R</b>			Workmen's Compensation –	
Rates of Pay	38		Injury on the job	18
Ratification and Approval	41			
Recall & Layoff Procedures	10-12			
Recognition	1			
Retirement	31-32			
<b>S</b>				
Salary Schedule	43-48			
Added Benefits/				
Hourly rate premium	49			
Seniority	8-10			
Short-Term Leave	21			
Sick Leave	15-18			
Sick & Personal Day				
Usage Incentive	50			
Snow Removal	36			
Starting Time	33			
Summer Help	28			
Summer Positions	29			
Suspension & Discharge-				
(Disciplinary Action)	7-8			
<b>T</b>				
Transfers	12-13			
Transportation Agreement	51			

Roseville Board of Education  
AFSME Local 732  
June 12, 2023

1. For 2023-2024, 2024-2025, and 2025-2026 all eligible employees will advance one (1) step on the salary schedule each year.
2. All steps will increase as follows:
  - a. 2023-2024 school year increase by 3.0%
    - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June.\*
  - b. 2024-2025 school year increase by 3.0%
    - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June if there is a fund balance increase as determined by the fiscal year audit of the 2023/2024 school year.\*
  - c. 2025-2026 school year increase by 3.0%
    - i. Members will receive a 2% off schedule payment paid half (1/2) in January and half (1/2) in June if there is a fund balance increase as determined by the fiscal year audit of the 2024/2025 school year.\*

\*Off schedule payment is based on contractual base salary.

3. HSA Annual Stipend raised to \$650 single / \$850 couple-family annually. (Article 27.07, Item B-1-c).
  1. Initial stipend paid in full at end of probationary period.

4. Article 27.11 – Dental  
Annual maximum (for class I, II, & III services): increase to \$1,500 per Tier I member.

Dental coverage will be added for qualifying Tier II members with an annual maximum (for class I, II, & III services): \$1,000 per Tier II member.

Contract language to read:

Full time employees shall be eligible for a dental insurance plan providing the following benefits with annual maximum of \$1,500 per Tier I member and \$1,000 per Tier II member for class I, II, & III services.

- A. 100% coverage for examinations, cleaning and emergency palliative care, except radiographs
- B. 85% on balance of Class I procedures
- C. 60/40% insurance/employee co-payment for all Class II procedures
- D. 50/50% insurance employee co-payment for all Class III procedures


5. Add to Appendix B Supplemental Salary Information:
  2. When steps are granted, all eligible non-probationary employees will advance on July 1<sup>st</sup>
  3. .25 cent stipend to .50 cents for the following positions:
    - a. Afternoon shift
    - b. Cafeteria truck driver
    - c. Mail truck driver
    - d. Midnight shift
    - e. Night leader
  4. One (1) pool stipend to \$1.00 with license, assigned by administration. No change to current assignment.
6. Uniform allowance increase to \$75 all groups two (2) times per year.
7. Add grandchild to the list of immediate family with regard to funeral leave.

8. This contract shall be in full effect through June 30 of 2026. One limited item may be opened during this contract: 27.07-A Medical Benefits.
9. Salary Schedule – Clerical Groups:
  - Change all Secretary titles to Administrative Assistant I. No change in pay.
  - Add new classification group above Control Clerk titled Administrative Assistant Level II to Assistant Principal, Administrative Assistant Level II to Elementary Principal/GSRP. Change in pay .43 cents added to each step.
  - Administrative Assistant Level II to Assistant Principal – One (1) position at RMS, Three (3) positions at RHS
  - Administrative Assistant Level II to Elementary Principal/GSRP – One (1) position at Green
  - One (1) Control Clerk at EMS handling attendance adjusted to Attendance Clerk.



---

**Roseville Community Schools**  
Roseville, Michigan

TO: Pat Eineichner, Local 732 President  
FROM:  Peter Hedemark, Assistant Superintendent of Human Resources  
DATE: June 13, 2023  
SUBJECT: Increase Associate's Degree Stipend

Per discussion after signing the L-732 agreement, it was determined that a negotiated item was missed in the document.

As part of the agreement signed on June 12, 2023, the Associate's Degree stipend for clerical will be increased from .25 cents to .50 cents.

/tl





## APPENDIX H

CLARIFICATION OF EXTRA HOURS  
ARTICLE 24.03  
Memo of Clarification – Local 732 – 06/07/2023

Regular shift shall be defined as within Contracted Bid Hours. Exception: Utility drivers assigned to an alternative route assume the hours of that route.

Extended hours to a shift are not considered overtime.

Examples not overtime:

- Cook extending shift to finish
- Driver runs over on route
- Bus clean-up
- Driver involved in accident
- Bus mechanical issue
- 2nd driver sent to scene of accident to pick up students while on shift
- Inclement weather
- Construction
- Shuttles
- Utility driver dropping for athletics (not a stay-with)
- Hours that fall between an AM/PM shift

Examples of overtime:

- Driver is assigned to additional duties such as athletic run or travel beyond regular shift
- Employee called-in from home
- Hours beyond eight (8)

24.03 Short hour employees may work extra hours up to eight (8) hours per day without overtime pay, provided the hours are within a regular shift. Hours beyond a regular shift shall be paid at time and one-half. (See Appendix H: Memo of Clarification)