

AGREEMENT

between

STOCKBRIDGE COMMUNITY SCHOOLS

100 Price Avenue Ste A
Stockbridge, MI 49285-9791

and

STOCKBRIDGE CUSTODIAL MAINTENANCE ASSOCIATION, MEA/NEA

1216 Kendale Boulevard
East Lansing, MI 48823

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ARTICLE 1 - PURPOSE

It is the purpose of this Agreement to promote and ensure harmonious relations, cooperation, and understanding between the Employer and covered employees, to ensure collective bargaining, and to establish standards of wages, hours, and other terms and conditions of employment.

ARTICLE 2 - UNION RECOGNITION

- (a) The Employer recognizes the Union as the sole and exclusive collective bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining as to rates of pay, wages, hours, and other terms and conditions of employment.
- (b) The term "employee" includes all Maintenance and personnel and Custodians who are employees of the Employer, but does not include students who may be periodically employed to perform work of the nature performed by the employees.
- (c) The term "Employer" means the Stockbridge Community Schools, its Board of Education and, where appropriate, its administrative employees.
- (d) The term "Union" means the Stockbridge Custodial Maintenance Association, MEA/NEA.
- (e) The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the Union.
- (f) The Union will defend, indemnify, and save harmless the Employer, the Board of Education members and administrative staff from any and all costs, expenses and liabilities of whatsoever kind or nature, including costs of witnesses, attorney fees or other incidental costs of prosecution or defense, which may in any way result from enforcement of the provisions of this Article.

ARTICLE 3 - NON-DISCRIMINATION

The Employer and the Union both recognize their responsibilities under Federal, State, and Local laws pertaining to fair employment practices as well as the moral principles involved in the area of Civil Rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation and gender identity), age, national origin, ethnicity, disability, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category.

ARTICLE 4 - BOARD AND ADMINISTRATIVE RULES

There is reserved exclusively to the Board all responsibilities, powers, rights, and authority vested in it by the laws and Constitution of the State of Michigan and the United States or which have been properly exercised by it, excepting where expressly, and in specific terms are limited by this Agreement. It is further recognized that the Board, in meeting its responsibilities and in exercising its powers and rights, acts through its administrative staff. It is agreed that the Board retains the responsibilities, among others, for establishing and enforcing equitable and reasonable rules and personnel policies.

The Board reserves the right to take steps necessary to comply with the Americans with Disabilities Act (ADA). No steps shall be taken or accommodations made that violate this Agreement, except as required by the Act.

ARTICLE 5 - ASSOCIATION RIGHTS

Upon request by the Union and the presentation of proper credentials, non-bargaining unit members who are officers, or accredited representatives of the Union shall be admitted into the building of the District during working hours for the purpose of transacting official business, provided, that said business shall not interfere with the normal

operation of the District and the duties of the employees

ARTICLE 6 - REPRESENTATION

- (a) The employees shall be represented by a President and Chief Steward which shall be chosen or selected in a manner determined by the employees and the Union, and whose names shall be furnished to the Employer in writing.
- (b) Reasonable arrangements will be made to allow the President or Chief Steward time off with pay for the purpose of attending grievance meetings. The Chief Steward will be allowed reasonable time off to investigate grievances after reasonable arrangements have been made with the appropriate supervisor(s). The President and Chief Steward will be permitted time off with pay for attending negotiation meetings.
- (c) During their term of office, the President and the Chief Steward shall be deemed to head the seniority list solely for the purpose of lay-off and recall, provided however, that they are qualified to do the required work. Upon termination of their term, their status shall revert to the status they would have been in (i.e., active employment or layoff) had they not enjoyed super seniority.
- (d) The President shall be furnished the following information within a newly hired employee's first week of employment: name, date of hire, address, classification, and job location.
- (e) A total of eight (8) days shall be allowed for Association business. These days shall be used at the discretion of the Association with three (3) days prior notification to the Administration except in an emergency. The Association shall pay for the substitute if provided. Allowing more than one (1) person to be gone on a particular day shall be based upon the availability of a substitute.

ARTICLE 7 - SAFETY PRACTICES

- (a) The Employer will take reasonable measures to prevent and eliminate any present or potential job hazards which the employee may encounter at their places of work, in accordance with the Occupational Safety and Health Act, State and Local regulations.
- (b) An employee who breaks their glasses on the job will be able to have the glasses replaced with the Employer paying fifty percent (50%) and the employee paying fifty percent (50%). This provision can only be used by each employee once every two (2) years.
- (c) When lifting objects, an employee shall take whatever precautions and use whatever equipment necessary to avoid injury.
- (d) Use of cell phone or telephone calls during work hours will be limited to work-related or emergency calls.

ARTICLE 8 - JURISDICTION

Employees who are not bargaining unit employees shall not perform work covered by this Agreement, except for the purposes of:

Substitution
Instructional Training
Student Assistants
Youth Employment
Training Programs Community Volunteers
Unit Supervisors

This Article shall not prohibit non-bargaining unit employees from assisting bargaining unit employees in the

performance of their duties, provided that such assistance will not result in a loss of basic wages or traditional overtime for bargaining unit employees.

ARTICLE 9 - SENIORITY

(a) A newly-hired employee shall be on a probationary status for ninety (90) calendar days taken from and including the first day of employment. Calendar days falling during summer or semester break periods or vacation periods when the newly hired employee is not scheduled to work shall not be counted toward the ninety (90) calendar day probationary period. If at any time prior to the completion of the ninety (90) calendar day probationary period the employee's work performance is unsatisfactory, the employee may be dismissed by the Employer during this period without appeal by the Union. Probationary employees who are absent during their first ninety (90) calendar days of employment shall work additional days equal to the number of days absent and such employees shall not have completed their probationary period until these additional days have been worked. The ninety (90) calendar day probationary period may be waived by petition of the maintenance director and approval by the superintendent.

(b) After satisfactory completion of the probationary period, seniority and all matters pertaining to sick leave and vacations, except wages and fringe benefits, shall be retroactive to the date of hire.

If there is more than one (1) employee hired on the same day, the employee who accepts the position first shall have more seniority. The Employer shall note on the application the date and time the employee is hired, and shall notify the Union in writing as to these facts. If the Union disagrees with the furnished information, it must notify the Employer in writing of that fact no later than five (5) working days from the date of the receipt of this information. If the Union does not challenge the information furnished by the Employer within the specified time period, the employees shall be placed on the seniority list based on the information furnished by the Employer.

(c) Employees shall be laid off and recalled according to their seniority in their classification. An employee scheduled to be laid off shall have the right to displace a lesser seniority employee in their classification, provided the senior employee is qualified to hold the position held by the lesser seniority employee. Seniority shall accumulate while on layoff for up to one (1) year or the length of the employee's seniority at the time of layoff, whichever is less.

(d) An employee will lose seniority for the following reasons:

1. The employee resigns or retires.
2. The employee is discharged for just cause.

(e) Seniority shall be frozen for the following periods of time:

1. An employee is transferred to a supervisory position, with the employee having the right to exercise seniority within the bargaining unit if the employee vacates their supervisory position.
2. An employee is laid off for more than one (1) year or the length of previous service, whichever is less.
3. An employee is on a discretionary unpaid leave of absence.

(f) Upon request, a current seniority list shall be provided to the Union. Such a list shall contain name, address, date of hire, classification, seniority date and the employee's current rate of pay. The Union agrees to notify the district of any changes with the President or Chief Steward.

(g) Employees will remain on the recall list for a period of three (3) years. After three (3) years, if the employee has not been recalled, the employee will lose any recall right. Working as a substitute does not count as a recall.

ARTICLE 10 - TRANSFER AND PROMOTIONAL PROCEDURE

- (a) Notice of all vacancies and newly-created positions to be filled shall be posted on employee bulletin boards within ten (10) working days from the date of the determination to fill the vacancy, and the employees shall be given five (5) working days to make application to fill the vacancy or new position. The Employer shall, from the list of applicants, fill the vacancy or new position (provided the employee has all the necessary qualifications to perform the duties of the job involved). All subsequent vacancies shall be filled by the most senior applicant (provided the employee has all the necessary qualifications to perform the duties of the job involved). When an employee is a successful bidder on a job, the employee shall have the option to return to their former position within thirty (30) workdays. Upon the position being awarded, the Employer shall post on the employees' bulletin board the name of the employee or employees who were transferred to the new or open positions. Postings pertaining to newly created positions or vacancies shall contain the following information: type of work, starting rate of pay, hours to be worked, and classification.
- (b) Temporary transfers shall be for a period of no longer than thirty (30) days. If it is not mutually agreeable between the parties to extend the temporary transfer beyond the thirty (30) calendar day time period, the position shall then be considered an open position and posted for bidding from interested employees.
- (c) A temporary vacancy on the day shift, which the Employer can initially determine will exist for two (2) weeks or more, due to the absence of the regularly scheduled day shift employee, will be offered first to employees working on evening or night shift. If such evening and night shift employees decline the temporary transfer, a substitute may be used in the position. Employees will be offered the opportunity for day shift hours by seniority.
- (d) An employee temporarily assigned to work for an eight (8) hour day or more in a different classification shall receive the rate of pay of the classification into which transferred, or their own rate or pay, whichever is higher

ARTICLE 11 - NEW JOBS

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

ARTICLE 12 - DISCIPLINE-DISCHARGE

Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employee having the right to defend themselves against any and all charges. Written notification or dismissal, suspension or other disciplinary action shall be sent to the employee and the Union. Employees shall be given notice of any pending investigation and shall be advised of the right to a representative before being interviewed. When the Employer feels that disciplinary action is warranted, such action must be taken within five (5) working days of the occurrence of the condition giving rise to the action, or within five (5) working days of the date that it is reasonable to assume that the Employer first became fully aware of the conditions giving rise to the discipline. Among, but not

limited to, the causes which shall be deemed sufficient for dismissal, suspension and/or other disciplinary action are the following: drunkenness, dishonesty, insubordination, repeated and chronic tardiness.

ARTICLE 13 - LEAVE OF ABSENCE

- (a) An employee who, because of illness or accident which is non-compensable under the Worker's Compensation Law, is unable to report for work and has exhausted all means of compensation from the Employer, shall be granted leave of absence for a period of one (1) year, which may be extended upon mutual agreement, provided the employee notifies the Employer thirty (30) days in advance of employee's expected return that the employee will not be returning, and provided further that the employee supplies the Employer with a certificate from a medical or osteopathic doctor of the necessity for such absence and for the continuation of such absence when the same is requested by the Employer. The employee shall furnish the Employer with medical proof that the employee is able to return to work before the employee returns from their medical leave. The Board has the right to ask for a second opinion from a doctor of its choice. If such a request is made, the Board will pay the costs.
- (b) Leaves of absence without pay shall be granted for no more than one (1) year for prolonged serious physical or mental illness in the immediate family. For purposes of this Section, the term "immediate family" shall be defined as spouse, parents, stepparents, parents-in-law, brothers, sisters, or children of the employee, provided the immediate family member lives in the same house as the employee. The employee shall have the right to request renewal of such leave.
- (c) Leaves of absence without pay may be granted for no more than one (1) year for training related to an employee's regular duties in an approved educational institution. The Employer has the option of extending the leave based upon the relevance of the training for the job function.
- (d) The reinstatement rights of any employee who enters the uniformed services of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.
- (e) Leaves of absence will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, provided such employees make a written request for such leave of absence immediately upon receiving their orders to report for such duty.
- (f) Any employee in the bargaining unit who is elected or appointed for full-time position or office in the Union whose duties require their absence for the term of such office or position.
- (g) All reasons for leaves of absence shall be in writing at least thirty (30) days in advance, except in the case of emergency, stating the reason for the request and the approximate length of leave requested, with a copy of the request to be maintained by the Employer.
- (h) An employee who meets all of the requirements for the leaves specified in Sections (a), (b), (d), (e) and (f) of this Article shall be granted a leave of absence without pay and fringe benefits. The employee shall not accumulate seniority during a discretionary leave of absence.

ARTICLE 14 - GRIEVANCE PROCEDURE

DEFINITIONS

- (a) A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of the express terms of this Agreement.
- (b) The time elements in the steps can be shortened or extended upon written agreement between the parties.
- (c) For the purpose of processing grievances, days shall be defined as working days, excluding Saturdays,

Sundays, or holiday(s).

- (d) A grievance concerning alleged safety hazards may be processed directly to Step Three of the grievance procedure upon the employee having orally discussed the grievance with the immediate supervisor.
- (e) Any grievance which is not appealed within the specified time limits set forth in that step level, shall be considered to be settled on the basis of the decision rendered at the previous level. The failure of the Employer at any step level of the grievance procedure to communicate the decision on the grievance in writing to the Union within the prescribed time limits set forth in that step level of the grievance procedure shall require that the grievance be advanced to the next step.
- (f) Written grievances are required to contain the following:
 - 1. Signature of the grievant(s) or a representative of the union. Synopsis of the facts giving rise to the alleged violation.
 - 2. Identified section or subsection of this contract alleged to have been violated. Date of the alleged violation.
 - 3. It shall specify the relief requested.
- (g) A grievance not presented for disposition through the grievance procedure within five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date it is reasonable to assume that the employee first became aware of the conditions giving rise to the grievance, shall not hereafter be considered a grievance under this Agreement.

STEP ONE

- (a) Any employee having a grievance shall discuss the grievance informally with their supervisor within the five (5) working day period set forth in Section (f) of the definitions portion of this Article. If the grievance is not settled orally, the employee may meet with the Chief Steward to discuss the grievance within five (5) working days of the informal discussion with the employee's supervisor.
- (b) Within ten (10) days of the informal discussion between the employee and supervisor, the Chief Steward may submit the grievance, in writing, to the maintenance supervisor stating the remedy or correction requested plus the facts upon which the grievance is based and the Section(s) of the Agreement alleged to be violated. The employee and/or the Chief Steward shall sign the grievance.

STEP TWO

- (a) Maintenance supervisor shall then within five (5) working days meet with the Chief Steward to discuss the grievance.
- (b) The maintenance supervisor shall then give their decision in writing within five (5) working days of their meeting with the Chief Steward.

STEP THREE

- (a) Any appeal of a decision rendered by the maintenance supervisor shall be presented in writing to the Superintendent within five (5) working days of the receipt of the written decision of the maintenance supervisor.
- (b) The appeal shall be in writing and shall state the reason or reasons why the decision of the maintenance supervisor was not satisfactory.

STEP FOUR

- (a) The Superintendent shall meet with the UniServ Director at a time mutually agreeable to them, but no later than fifteen (15) calendar days following receipt of the appeal.
- (b) The Superintendent of Schools shall give their decision in writing relative to the grievance within five (5) working days of the meeting with the UniServ Director.

STEP FIVE

- (a) If the decision of the Superintendent is not satisfactory, an appeal must be presented in writing within ten (10) working days, and state the reason or reasons why the decision of the Superintendent was unsatisfactory.
- (b) A committee of at least three (3) Board of Education members shall meet with the UniServ Director at a time mutually agreeable to them, but no later than thirty (30) calendar days from the date of receipt of appeal.
- (c) The committee from the Board of Education shall give its decision in writing relative to the grievance within five (5) working days of their meeting with the UniServ Director.

STEP SIX

- (a) If the Union is not satisfied with the disposition of the grievance by the Board of Education committee, or, if the Board of Education committee does not render a disposition then within ten (10) days from the date of receipt of the decision rendered by the Board of Education, or the date that Board's/committee's decision was due, the grievance may be submitted to arbitration by filing a demand for arbitration with the American Arbitration Association. The arbitrator shall be selected in accordance with the rules of the American Arbitration Association which shall also govern the arbitration proceedings.
- (b) Each party shall be responsible for the expenses of the witnesses that they may call during any arbitration hearing.
- (c) The fees and expenses of the arbitrator shall be borne equally by the parties.
- (d) The arbitrator shall render their decision in writing not later than thirty (30) calendar days from the conclusion of the arbitration hearing or no later than thirty (30) calendar days from the submission of post hearing briefs.
- (e) The decision of the arbitrator shall conform to the Michigan Uniform Arbitration Act and shall be final, conclusive and binding upon all employees, the Employer and the Union subject to the right of the Employer or the Union to judicial review.
- (f) The following types of disputes are specifically excluded from arbitration:
 - 1. The termination of any probationary employee or failure to reemploy any probationary employee.
 - 2. Any matter within the jurisdiction of the Michigan Department of Civil Rights or the Equal Employment opportunity Commission.
 - 3. Any matter which is a prohibited or illegal bargaining subject under the Public Employment Relations Act.
- (g) The Arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute their discretion for that of any of the parties.

ARTICLE 15 - HOURS AND WORK WEEK

Section One - Work Day and Week

- (a) The regularly scheduled work week shall consist of forty (40) hours beginning at 12:01a.m. Monday and ending one hundred twenty (120) hours thereafter.
- (b) The normal workday shall be eight (8) consecutive hours, which shall include a thirty (30) minute paid lunch. The lunch period shall be thirty (30) consecutive minutes mutually agreed upon by the employee and the Building Principal and/or employee's supervisor. The employees shall be required to perform any job duties which would be required during their lunch.
- (c) There shall be no change in the work schedule of the employees covered by this Agreement without a

thirty (30) day notice unless it is mutually agreeable to the Employer and the Union, except for Act of God days, as described in Article 17, Section 4 (b), and the establishment of summer hours.

Section Two - Overtime

Overtime rates shall be paid as follows:

- (a) Time and one-half (1-1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one (1) work week for which overtime has not already been earned.
- (b) Time and one-half (1-1/2) will be paid for all hours worked on Saturday with the exception of the normally scheduled third (3rd) shift employees.
- (c) Double time (2X) will be paid for all hours worked on Sunday.

Section Three - Call Back

When an employee is required to return to work after the completion of their regularly scheduled working hours for burglar alarms, the employee shall receive pay for the actual time worked at time and one-half (1- 1/2) their regular rate of pay or a minimum of three (3) hours pay at their straight time hourly rate, whichever is greater.

Section Four - Reporting Pay

Any employee called to work or permitted to come to work without being notified by the Employer that there will be no work, or who has not been notified that there is less work than they are regularly scheduled to work, shall receive four (4) hours pay, or if the employee is regularly scheduled to work less than four (4) hours per day, that employee shall receive their regular daily rate of pay.

Section Five - Distribution of Overtime within the Building

The more senior employees placed at the top of the lists. Employees who work in more than one (1) building shall be required to designate which building overtime list the employee desires to be placed upon. This designation cannot later be changed. When the Employer determines work should be performed through the assignment of overtime, the following procedure shall be followed:

Step One

The overtime shall be offered to the employees within the classification and building where the overtime is needed based upon the overtime list for that building.

Step Two

If the overtime opportunity is not filled through Step One, the overtime shall be offered to other employees within the classification, based upon the District-wide overtime list.

The names of the employees who accept or decline overtime pursuant to Steps One and Two shall be placed at the bottom of the building and District-wide overtime lists. The overtime lists will be kept by the Employer. The Employer's obligation to offer overtime will be fulfilled if an attempt is made to contact the employee by telephone. If possible, the employee will be contacted by 6:00 a.m. For day shift overtime and by 12:00 noon for afternoon overtime.

Step Three

If the overtime opportunity is not filled through Steps One and Two, the Employer shall have the right to assign the overtime to an employee in accordance with Steps One and Two, except the seniority lists shall be inverted. For the purpose of this step three overtime, an employee may decline overtime if: (1) the employee can obtain another qualified bargaining unit member to perform the overtime, (2) the employee has already performed two mandatory overtime assignments, or (3) extenuating circumstances.

Section Four

Where the need for overtime is known in advance, the Employer shall provide notice of the need as soon as feasible. This section shall not require more than one-week advance notice.

Section Five

All employees will be entitled to two (2) fifteen (15) minute relief times, except that an employee working less than five (5) hours per day may receive only one (1) fifteen (15) minute relief time. Relief time must be taken after the first hour and before the last hour in the employee's workday. Relief time cannot be taken in conjunction with the employee's lunch period. Employees working overtime past a regular shift will be entitled to an additional fifteen (15) minute relief period for every two (2) hours worked.

Section Six

When a substitute is needed, an attempt will be made to contact laid off employees before others are called. Laid-off employees used as substitutes will be paid the substitute rate of pay.

Section Seven

If an employee is absent due to illness which is not expected to last more than five (5) workdays and the Employer cannot obtain a substitute, employees in the classification of the absent employee will be offered the overtime to perform the absent employee's duties. Overtime will be offered in accordance with Steps One and Two set forth in Section Five of this Article. This Section shall not be construed to limit the Employer's discretion regarding how the work of an absent employee should be performed where the absence is due to reasons other than illness anticipated to be of a duration of less than five (5) working days.

ARTICLE 16 -SICK LEAVE AND FUNERAL LEAVE

Section One - Sick Leave

- (a) At the beginning of each calendar year (July 1), each employee shall be credited with twelve (12) days sick leave allowance to be used for absences caused by physical/mental illness or disability of the employee or of a family member. Sick days may also be taken for meetings at their child's school related to the child's health or disability, closure of the child's school or place of care due to a public health emergency, or for the healthcare, relocation, or legal matters when the employee or family member is the victim of domestic violence or sexual assault.
- (b) For purposes of this section, a family member shall include: a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child; an individual to whom the employee is legally married under the laws of any state or a domestic partner; a grandparent; a grandchild; a biological, foster, or adopted sibling; an individual related by blood to the employee; or an individual whose close association with the employee is the equivalent of a family relationship.
- (c) The unused portion of such allowance shall accumulate from year to year with no limit on the maximum number accumulated. If an employee leaves employment with the District before the end of the calendar year, their final paycheck will be prorated for sick days not earned at the rate of one (1) day per month.
- (d) Sick leave shall be granted to an employee when he/she is incapacitated from the performance of duties by sickness or injury. Sick days may be used to attend to any family member who is ill. Employees shall call in as soon as they are aware they will not be able to work. To be eligible for paid sick leave, a first shift employee must provide at least one (1) hour advance notice that the employee will be absent and a second shift employee must provide at least two (2) hours advance notice that the employee will be absent. The Employer may request verification of any illness, which extends beyond three (3) consecutive days. Sick days may be used for medical, dental, or optical examinations or treatment of the employee if the employee gives written notice three (3) days in advance, except in emergency. The notice must include the name of the doctor and the time of the appointment.
- (e) Quarterly, based upon the contract year, each employee with perfect attendance shall receive a bonus of seventy-five dollars (\$75.00) Perfect attendance shall be defined as:

1. No absence other than funeral leave, jury duty, or vacation.
 2. Employee reports for and leaves work at the proper time.
- (f) The Employer shall maintain records of sick leave and vacation accumulated and taken so that they will be available to employees upon request once every six (6) months.
- (g) All employees covered by this Agreement who have completed five (5) years of service with the Employer shall be paid twenty-five dollars (\$25.00) per day upon retirement with a maximum payment of three thousand dollars (\$3,000) to be paid.

Section Two - Funeral Leave

- (a) All employees covered by this Agreement shall be granted up to five (5) working days off with pay for a death in the employee's immediate family.

For the purpose of this section, immediate family shall include spouse, grandparents, spouse's grandparents, parents, parents-in-law, stepparents, brothers, sisters, grandchildren or children of the employee. Additional time off for traveling to said funeral shall be granted and such additional time shall be charged to the employee's allowable sick leave.

- (b) Employees shall be granted up to two (2) working days off with pay due to the death of a brother-in-law, sister-in-law, or stepchild.
- (c) Employees shall be granted one-half (1/2) day with pay to attend funerals of non-family members (if staffing permits). Such time shall be charged to the employee's sick bank.

Section Three - Personal Business Days

All employees covered by this Agreement shall be entitled to two (2) days per year for personal emergency and/or business leave which shall not be charged against allowable sick leave. Any unused personal business days shall be accumulated into the employee's individual sick leave bank in addition to the employee's normal sick leave accumulation. Requests for personal business leave shall be granted under the following conditions subject to staffing:

- (a) Requests for leaves must be submitted in writing at least three (3) days in advance to the Director of Buildings and Grounds.
- (b) In applying for such days, the employee is verifying proper use.
- (c) Business leave shall only be granted for business, which cannot be completed during non-working time. It shall not be used for recreational purposes, seeking other employment or performing another job.
- (d) Personal business days shall not be granted for the days immediately preceding or following holidays and vacations.
- (e) Advance notice and holiday or vacation provisions may be waived in cases of emergency.
- (f) Misuse of such days shall subject the employee to disciplinary action.

Section Four - Emergency School Closing

- (a) Whenever schools are closed due to severe weather or other emergencies, the employees covered by this Agreement shall report for a minimum of four (4) hours and be paid for their normal workday. Any hours authorized and worked beyond four (4) hours will be paid in addition to the full day's pay at the regular hourly rate of pay. School closing shall mean if the school is closed before 9:00a.m.
- (b) Employee's work schedule may be changed during emergency school closings as long as the employee is notified three (3) hours before their shift is scheduled to begin. This provision applies only to the second and third shift and only when there is an activity that cannot be canceled. Notice may be reduced to not less than one (1) hour notice when three (3) hours notice is not possible.
- (c) The Superintendent or designee may grant a change of shift starting times, if so requested by employees.

With the permission of the Superintendent or designee, second and third shift employees may advance the starting and ending times of their shift when school is closed due to an emergency school closing.

- (d) Custodians who have pre arranged personal business days, or have pre arranged appointments related to family/personal sick days may call the superintendent's office on emergency snow days to make themselves available for work. By reporting for work as directed, they may then be paid per Article 17 Section Four of this Agreement.

Section Five

Whenever a building is in use during other than normal working hours for scheduled activities that in the opinion of the supervisor will generate a need for custodial services, a Custodian will be assigned for the necessary cleanup. Such Custodian will be selected from the school-wide overtime list and rotated as equally as possible according to seniority.

ARTICLE 17 - HOLIDAYS

- (a) The Employer will pay the normal day's pay for the following holidays, even though no work is performed by the employee:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
*July Fourth	Day Christmas Day
Day before/after July Fourth	*President's Day
Friday before Labor Day	

*The day before/after the July Fourth holiday shall be taken the weekday day before or after July Fourth or the weekday day before or after the weekend day containing July Fourth as mutually agreed upon. The President's Day holiday shall be taken on the day school is not in session in observance of President's Day. If either the day before/after July Fourth, Friday before Labor Day, or President's Day is not available, a vacation day shall be substituted.

- (b) Employees required to work on any of the above-named holidays shall receive double time (2X) for hours worked in addition to the regular holiday pay.
- (c) If an employee is on vacation or paid sick leave on any of the above named holidays, the employee shall be entitled to an additional day off with pay for the holiday, or the employee shall receive eight (8) hours pay for the holiday.
- (d) When the scheduled holiday falls on a Saturday, the employee shall receive the Friday prior to the holiday off with pay for the holiday; in the event the scheduled holiday falls on a Sunday, the employee shall receive the Monday after the holiday off with pay. If either the Friday prior to the holiday or the Monday after the holiday are school session days, the employee shall receive the day off with pay for the holiday at a later date that is mutually agreeable to the employee and the Employer.
- (e) Employees off sick on the holiday or the day before or after the holiday may be required by the Employer to submit medical proof of illness in order to receive holiday pay.
- (f) The Superintendent or designee may grant a change of shift starting times if so requested by employees. With the permission of the Superintendent or designee, second and third shift employees may advance the starting and ending times of their shift on holidays which are not paid holidays.

ARTICLE 18 - INSURANCE PROTECTION

Section One - Medical Insurance

- (a) Negotiations on health insurance will continue during which current insurance coverage will remain. All other provisions of the contract will be operative upon bargaining unit ratification. The Employer contribution toward the annual premium costs for medical benefit plans shall be limited to the statutory "hard cap" set forth in the Publicly-Funded Health Insurance Contribution Act. MCL 15.561 et seq. Employees insured through the District program will contribute through payroll deduction the premium amount that exceeds the hard cap amount. As permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act, MCL 15.563, these premium cost caps shall be annually adjusted as determined by the State Treasurer. This adjustment shall not continue beyond the expiration of this Agreement.
- (b) If the employee does not elect to receive the medical insurance benefits in Section One shall receive a cash in lieu of four hundred (\$400.00) dollars per month.

Section Two - Dental Insurance

The Employer agrees to pay 90% of the entire premium for the Dental Benefits Plan covering the SEA.

Section Three - Life Insurance

The Employer shall pay the total premium for term life insurance policy in the amount of Twenty thousand dollars (\$20,000.00) plus AD&D as posted on the district transparency website under custodians.

Section Four - Short Term Disability

The Employer shall pay 90% of the short-term disability benefits covering 60% of the employee's basic weekly salary (40 hours per week) to a maximum of \$500 beginning on the 16th day for a maximum benefit period of twenty-four (24) weeks.

Section Five - Vision

The Employer agrees to pay 90% of the entire premium for Vision Benefits Plan covering the SEA.

Section Six - 125 Plan

The District maintains a 125 Plan.

ARTICLE 19 - VACATIONS

- (a) For employees hired before July 1, 2009, after one (1) year of service, two (2) weeks vacation with pay; after five (5) years of service, three (3) weeks vacation with pay; after ten (10) years of service four (4) weeks vacation with pay; after an employee's eleventh (11th) year of service the employee will receive an additional vacation day, and one (1) day will be granted every two (2) years thereafter.
- (b) For employees hired after July 1, 2009:
 - 1. After one (1) year of service: one (1) week of paid vacation;
 - 2. After three (3) years of service: two (2) weeks of paid vacation;
 - 3. Beginning with the sixth (6th) year of service through the tenth (10th) year: employees shall receive one (1) additional paid vacation day per year of service;
 - 4. After ten (10) years of service: three (3) weeks of paid vacation;
 - 5. Beginning with the twelfth (12th) year: employees shall receive one (1) additional paid vacation day every two (2) years of service up to a maximum of four (4) weeks of paid vacation;
- (c) In lieu of vacation, the Employer will pay the dollar value of the employee's vacation that the employee has accumulated when the Employer receives a written request for such from the employee.

- (d) An employee terminating employment or on a leave of absence may receive the cash payout for their accumulated vacation earned at the time of their last day worked.
- (e) Each employee may take only one (1) week of their vacation during actual student scheduled time each school year. The employee must give one (1) week notice to the Employer. Exceptions will be made at the Superintendent's discretion. A second week will be provided to an employee if a substitute is available and if the requested vacation does not cause any undue disruption to school operations.
- (f) Vacation will be scheduled on a first-come basis. If two (2) people apply on the same day, seniority will prevail.
- (g) A maximum of sixty (60) days of vacation may be taken in a single school year.

ARTICLE 20 - GENERAL

Section One - Tax Sheltered Annuities

The Employer agrees to deduct premiums for variable tax deferred annuities solely paid for by the employee and to remit such premiums to the Employer designated insurance company.

Section Two - Deductions

The Employer agrees to make available to the employees covered by this Agreement any payroll deduction services that are available through the District such as Savings Bonds, Credit Union.

Section Three - Continuing Education

The Employer agrees to pay the full tuition fee or any other amount mutually agreed to by the parties for any employee it so designates to attend a workshop, in-service training seminar, self-improvement course, or other job-related training which is of such a nature specifically designed to provide on-the-job improvement.

Section Four - Physical Examination

The Employer agrees to pay the full cost of any physical examination by the Employer's selected physician in all instances when the Employer requires such physical examination.

Section Five

Upon written request, the Employer shall provide an individual pass for each employee, which will provide that employee free admission to all school athletic events held at Stockbridge Schools.

Section Six

If there is no heat or water in a building, with the permission of the Superintendent or designee, the custodian may leave without loss of pay.

Section Seven

With the permission of the Superintendent or designee, a custodian shall be given additional time to do their cleaning if an activity runs late.

ARTICLE 21 - JURY DUTY

An Employee requested to appear for jury qualification or service, or who is ordered to testify in court under subpoena (with the exception of court appearances related to labor disputes involving the Board) shall receive their pay from the Employer for such time lost as a result of such appearances or service, less any compensation received from the court. The employee shall notify the Employer as to their ability to report to work on a day-to-day basis.

ARTICLE 22 - WORKER'S COMPENSATION

If an employee suffers an injury or illness that is compensable under the Michigan Worker's Compensation Act, the employee will be entitled to use their sick leave in the same manner as if the injury or illness was not compensable under Worker's Compensation, provided that said employee reimburses the Employer the amount of wage continuation benefits the employee receives under Worker's Compensation for any day for which the employee receives sick pay from the Employer. For any day that the employee receives sick pay from the Employer and reimburses the Employer for Worker's Compensation received, the employee's sick leave will be reduced by one-half (1/2) day for the first sixty (60) days, then one-quarter (1/4) day thereafter.

ARTICLE 23 - BENEFITS

Any employee who works less than the established hours in their classification and is covered by this Agreement shall be entitled to a prorated portion of all the benefits as provided under this Agreement based on the hours the employee works for the Employer, with the exception of the hospital insurance in which the employee must regularly be scheduled to work a minimum of thirty (30) hours per week to be eligible for such benefit. Part-time employees will be prorated at one-half (1/2) of the benefits of regular employees if it is permitted by the rules of the carrier.

ARTICLE 24 - CLASSIFICATION AND COMPENSATION

The parties agree that the employees covered by this Agreement shall be considered engaged in the type of work and classifications as set forth on Schedule A.

ARTICLE 25 - BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding on the parties, their successors and assigns.

ARTICLE 26 - SCOPE, WAIVER, AND ALTERATION OF AGREEMENT

Section One

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or conditions contained herein shall be made by any employee or group of employees with the Employer unless executed in writing between the parties and the same has been ratified by the Union.

Section Two

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

Section Three

If any Article or section of this Agreement or any supplements thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and supplements shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE 27 - TERMINATION AND MODIFICATION

- (a) This Agreement shall continue in full force and effective until June 30, 2029
- (b) If either party desires to terminate this Agreement, it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination or withdraw the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year thereafter, subject to notice of termination by either party on ninety (90) calendar days written notice, prior to the current year of termination.
- (c) If either party desires to modify or change this Agreement, it shall, ninety (90) calendar days prior to the termination date or any subsequent date of termination, give written notice to the amendment or amendments desired. If notice of amendment has been given in accordance with this paragraph, this Agreement may be terminated by either party upon ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.
- (d) An emergency manager appointed under the law has the authority to reject, modify, or terminate the collective bargaining agreement as provided in the law.
- (e) Notice of termination or modification shall be in writing and shall be sufficient if sent by Certified Mail to the Union, the Stockbridge Maintenance/Custodial Association, MEA/NEA, 1216 Kendale Boulevard, East Lansing, MI 48823, and if the Employer, addressed to the Stockbridge Community Schools, 100 Price Avenue STE A, Stockbridge, Michigan 49285.
- (f) The effective date of this Agreement is upon ratification by both parties.

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

STOCKBRIDGE COMMUNITY SCHOOLS

**STOCKBRIDGE CUSTODIAL
MAINTENANCE ASSOCIATION, MEA/NEA**

Brian Friddle, Superintendent

Kevin Smith, President

Carrie Graham, Board of Education President

Clarke Jeffers, Chief Steward

**SCHEDULE A
SALARY SCHEDULE**

POSITION	7/1/26 – 6/30/27	7/1/27 – 6/30/28	7/1/28 – 6/30/29
Maintenance	\$21.49	\$21.87	\$22.20
Custodial	\$19.12	\$19.45	\$19.74

LONGEVITY

Years	2026-27	2027-28	2028-29
6 - 10	\$500	\$550	\$550
11 - 15	\$650	\$700	\$700
16 and +	\$800	\$850	\$850

To be eligible for the lump-sum longevity payment, the following conditions must be satisfied:

- (1) The employee must work at least 1500 hours in the year. Hours spent on paid sick leave, paid holidays and approved leave shall count toward the fifteen hundred (1500) hours.
- (2) The employee must be employed on the last day of the Contract year. The lump-sum payment shall be made with the last pay of the Contract year.

FUND EQUITY - FOR SCHOOL YEAR 2025-2026

The Board of Education's goal is to stay in the 15 - 20% range.

If the fund equity declines below 6%, the group wages will be frozen.

MEMORANDUM OF UNDERSTANDING

The Union and the Board agree that, based on the District's financial condition and other criteria set by the Board, the Board may offer early retirement incentives to members of this Bargaining Unit, all in compliance with applicable State and Federal statutes and regulations.

SCHEDULE B

HEAD CUSTODIAN JOB DESCRIPTION

1. Be able to handle the operation and general maintenance of all equipment in their building.
2. Display initiative in maintaining the operation and appearance of their building.
3. Be able to assume leadership and responsibility in satisfactorily laying out the work with others and communicating with others concerning their work responsibility.
4. Be able to properly initiate requisitions to adequately maintain supply levels of materials in the buildings.
5. Be physically vigorous enough to perform the work required.
6. Have good moral habits.
7. Be able to read, write, and follow instructions.
8. Be able to work with children, staff, and the public.
9. Exhibit a positive attitude of pride in their assignment, the appearance of their building and/or their equipment and work.
10. Be able to initiate, work at and complete tasks without close supervision.
11. Continues to perform normal custodial duties as required.
12. Be responsible for the monthly checklist report for their building.

SCHEDULE C

CUSTODIAN JOB DESCRIPTION

Duties Statement

The Custodian shall be responsible for the performance of duties involving the care and maintenance of buildings and grounds. The Custodian is under the direction of the Supervisor of Buildings and Grounds or any other administrator appointed by the Employer, who is responsible to the Superintendent of Schools.

Typical Examples of Work Performed:

The Custodian carries set routine tasks of daily cleaning which includes sweeping and mopping of floors; floor washing as needed; emptying and cleaning waste receptacles; dusting and straightening the arrangement of furniture and equipment; cleaning chalkboards, heating units, ledges, shelves and sills; cleaning and sanitizing of restrooms, shower rooms and kitchen; replacing expendable supplies; replacing light tubes and bulbs; leaving classrooms, halls, offices, cafeterias and other areas in proper condition for use. The Custodian performs minor repair and maintenance jobs regarding the building structure, plumbing, electrical systems, hardware, heating and ventilation, furniture and equipment in building and on grounds, performing periodic thorough cleaning tasks as directed on floors, walls, doors, windows, ceilings, furniture, plumbing equipment, painting, refinishing, constructing and remodeling. The Custodian shall maintain school roadways, lawn, shrubbery, trees, fencing, drains, playgrounds and their equipment, the athletic fields and their equipment as directed. The custodian maintains security and assists other employees in guarding against theft, vandalism, fire, explosion, storm damage, reports any matter of potential danger, misconduct, and equipment malfunction, and renders assistance until help arrives in order to protect lives and property, sets good examples for young people using sound judgment and displaying proper attitudes in performing the work, dealing with others, and in personal appearance and conduct, perform the duties with care and thoroughness using good sense and in the knowledge that the Custodian's contributions are an indispensable part of the teamwork required in promoting good education. The Custodian shall carry out matters of preparing facilities for use at school and community events and on the premises, then returns the areas to proper condition of regular use. The Custodian shall load and unload trucks, move, store, transport and unpack supplies, materials and any other such duty as required by the building administrator or custodial supervisor.