



MASTER AGREEMENT
BETWEEN
THE GRANDVILLE BOARD OF EDUCATION
AND
THE GRANDVILLE EDUCATIONAL SUPPORT STAFF
ASSOCIATION
(KCEA, MEA, NEA)

2022-23, 2023-24, AND 2024-25

GRANDVILLE PUBLIC SCHOOLS
3839 PRAIRIE SW
GRANDVILLE, MICHIGAN 49418

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AGREEMENT

This Agreement entered into this 1st day of July 2022 by and between the Board of Education of the Grandville Public Schools, hereinafter called the "Board", and the Kent County Education Association/Michigan Education Association/National Education Association, hereinafter called the "Association," through its local affiliate the Grandville Educational Support Staff Association.

PREAMBLE

WHEREAS, the Board of Education of the Grandville Public Schools has a statutory obligation pursuant to Michigan Statutes to bargain with the Association as the representative of its Transportation, Custodial and Maintenance, and Security personnel with respect to hours, wages, terms, and conditions of employment, and

WHEREAS, both parties, following extended and deliberate negotiations, have reached certain understanding which they desire to memorialize,

NOW THEREFORE, in consideration of the following mutual covenants, the Board and the Association agree as follows:

ARTICLE I **RIGHTS OF THE BOARD OF EDUCATION**

A. Legal Rights and Authority

The Board of Education, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including, but without limiting, the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its employees, properties, and facilities.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications, the conditions of their dismissal or demotion, and to promote and transfer all such employees.

B. Limitation By Agreement

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE II **RECOGNITION**

A. Included and Excluded Employees

The Board of Education hereby recognizes the Association as the exclusive bargaining representative, as defined in applicable Michigan Statutes, for full-time and regular part-time transportation, custodial and maintenance, and security personnel, employed by the Grandville Public Schools, excluding all other school personnel.

1. Full-time custodial/maintenance employees are defined as employees working thirty (30) hours or more each week for the full calendar year. Regular part-time custodial/maintenance employees are defined as employees working twenty (20) hours or more for six (6) months or more of the full calendar year. Seasonal grounds employees and cleaner employees referenced in this Agreement are exempt from this provision.

2. Custodial/maintenance non-regular part-time employees, temporary employees, high school students, and employees hired under special federal or state funded training programs are exempted and excluded from this Agreement. Such employees shall not be used to reduce bargaining unit work. Non-regular part-time employees are defined as employees working less than twenty (20) hours per week. Temporary employees are defined as employees whose job or employment period is for three (3) months or less. Full and part-time cleaners employed directly by the Board (not outsourced) shall be in the bargaining unit.
3. For transportation employees, full-time is defined as being scheduled to work twenty-six (26) hours or more per week for a full school year (up to 230 days). Regular part-time is defined as a weekly run(s) commitment and less than twenty-six (26) hours per week for a full school year. Substitutes shall become members of the bargaining unit once they have worked 30 consecutive scheduled work days. Any regular full-time or part-time driver that chooses to return to substitute status shall forfeit all seniority and membership rights in the unit. Full and part-time mechanics shall be included in the bargaining unit.
4. Full-time security employees are defined as employees working thirty (30) hours or more each week for the full school year. Regular part-time security employees are defined as employees working twenty (20) hours or more each week for the full school year.

B. Exclusive Bargaining Agent

The Board of Education agrees not to negotiate with any employees' organization nor individual employees, other than authorized leaders and/or representatives of the Association for the duration of this Agreement.

ARTICLE III
EMPLOYEE RIGHTS

A. Right to Organize and Support Association

Pursuant to applicable Michigan Statutes, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive, or coerce an employee in the enjoyment of any rights conferred by the laws of Michigan or the Constitution of the State of Michigan and the United States. The Board will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any lawful activities in the Association or collective negotiations with the Board, or his/her institution of any grievance under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Mediation

The Board specifically recognizes the right of its employees appropriately to involve the assistance of the State Labor Mediation Board or a mediator from a public agency.

C. Use of School Facilities

The Association and its members shall have the right to use a school building room for meetings, provided they meet the guidelines as set by the Board in the "Use of School Facilities Policy" and the room has not been previously scheduled for other events, or other normally scheduled school events, and that the use of such room does not result in the payment of custodial overtime.

The Association may use School copy machines for most association business. The machines may not be used for any activities or actions that may have a negative effect on the Board. The association agrees to

use the machines at times that shall not interfere with or disrupt normal school operations and may be assessed a reasonable fee for the cost of all materials and supplies incident to such use(s).

D. Public Information

The Board agrees to furnish any public information which may be necessary for the Association to process any grievance and bargaining.

E. Personnel Files

An employee will have the right to review the contents of his/her records of the School District pertaining to said employee, origination after the initial employment, and to have a representative of the Association accompany him/her in such review. If documents containing personally identifying information are kept in a District facility other than the Human Resources Office they must be stored in a secure location.

The employee will be notified if written communication(s) is/are placed in his/her personnel file.

If a Freedom of Information Act (FOIA) request is made for any information on any member of the bargaining unit, the Board or administrator representing the Board shall notify the affected employee(s) immediately. The Board shall release to the employees(s) names of all those requesting information under FOIA. The Board shall further allow the employee(s) and the Association to review said documents or files prior to their release, and exclude from release all materials that are untimely or are excluded under state and federal laws.

F. Complaints Against Employee

Complaints against an employee, if they are to be the basis for disciplinary action, shall be put in writing. In the event an employee is given a letter of reprimand and the employee feels that the letter of reprimand was unjust or unfair, he/she may put his/her objections in writing and have them attached to the letter of reprimand to be placed in his/her personnel file.

G. Use of School Mails

The Association may use the District's mailboxes for communication to Association members, provided it distributes the materials. A copy of each notice and each mass distribution shall be given to the administration at the time of posting or distribution.

H. Copies of Agreement

The Board agrees to provide a copy of this Agreement for each employee and fifteen (15) extra copies to the Association.

I. Just Cause

Employees who have completed their probationary period with the Board shall not be given a written reprimand, suspended without pay or terminated without reasonable and just cause.

J. Association Meetings

The Association shall be provided one hundred and twenty (120) hours per year of released time for its officers and representatives to attend conferences and other Association business. The employer shall cover the cost of the first forty (40) hours of said released time. Thereafter, the Association shall reimburse the Board one-half (½) the wage cost of such released time for use of any of the remaining eighty (80) hours at the member's current wage rate.

It is understood, however, that such released time shall not be used for organizing, encouraging, or participating in activities such as demonstrations, picketing, the interruption or disturbance of the continuous, normal education of children in other school districts, and/or to aide or abet any other school district on strike as defined under PA 336 (PERA). Application must be made to the employee's immediate supervisor via the building principal, if applicable. Advance notice of five (5) days or more shall be given to the employee's immediate supervisor except in cases of emergency; in such case, the request shall be

submitted to the employee's immediate supervisor as soon as possible. At least one (1) member from each classification may be released at the same time. The District may restrict additional Association leave time from the same classification if substitutes are not available.

Each school year, the Association will be allowed up to one and one-half (1 ½) hours of release time to schedule general membership meetings on days when students are not in attendance. The one and one-half (1 ½) hours may be apportioned for not more than one (1) meeting per year. The date, time and place of the meetings shall be mutually arranged between the Board and the Association president. Any employees who are otherwise scheduled to work on the date and at the time of the meeting shall be released from their scheduled duties, without loss of pay, to attend the meetings, which shall include necessary travel time to and from their work sites.

K. Transportation of Medically Fragile Students

The Board shall reimburse, to those drivers who are required take a CPR instruction course, the cost upon successful completion of the course. If the training is not provided by the Board, the Board shall reimburse, to those drivers who are required take a CPR instruction course, the cost upon successful completion of the course and mileage cost at the current IRS rate. All time spent in training and traveling to and from an off-site training location shall be considered "on duty" and compensated in accordance with Article XI of this agreement and applicable law.

L. Work Environment

The Board agrees that all employees have the right to a safe and healthy environment in the workplace. All employees shall be treated with dignity and respect. All employees are expected to behave in a manner that maintains a safe work environment.

ARTICLE IV
CONDITIONS OF EMPLOYMENT

A. Extended Work Schedule - Custodial/Maintenance

An employee in each school may be responsible for opening and/or closing the building in accordance with his/her posted work schedule and may be responsible for accommodating activities which take place in the building other than during the hours included in his/her posted work schedule.

All employees of the maintenance department will be scheduled so that each employee will pick up one Saturday a month to provide coverage for events. This will be a "swing" schedule so the maintenance/grounds department employees will work three weeks of Monday – Friday and one week of Tuesday – Saturday on a rotation.

B. Extra Duties - Custodial/Maintenance

If an employee is required by his/her supervisor to check his/her building on a weekend or holiday, a minimum of one (1) hour shall be paid at time and one-half for such duty when checking an elementary building.

If an employee is required by his/her supervisor to check the Middle School on a weekend or holiday, a minimum of one and one-half (1½) hours shall be paid at time and one-half for such duty.

If an employee is required by his/her supervisor to check the High School on a weekend or holiday, a minimum of two (2) hours shall be paid at time and one-half for such duty.

If an employee is required by his/her supervisor to come back to his/her building after he/she has left his/her normal working shift, he/she shall be paid time and one-half at a minimum of two (2) hours for such duty.

When an engineer is called after his/her regularly scheduled work hours for advice, he/she shall receive one (1) hour pay, or the actual time worked, whichever is more. Any additional calls or work required within the hour will not receive additional compensation. Time off in lieu of the hour pay may be assigned at the discretion, and direction of the supervisor within the same work week. If time is not given off, it will be paid at the appropriate rate.

C. Shift Schedule - Custodial/Maintenance and Security Personnel

The normal work day for custodians, maintenance, and security personnel is eight (8) hours per day. The normal work week is five (5) consecutive normal work days. Any work in excess of forty (40) hours per week, that is Monday through Friday, and is an extension either at the beginning or the ending of a normal work day, shall be paid at time and one-half for such work.

It is agreed that the Supervisor of Operations has the discretion to assign overtime hours to custodial staff.

Overtime will be paid after forty (40) hours worked in a week. Holidays, jury duty, sick leave, personal leave, and deaths in immediate family will count as days/hours worked for computation of hours worked in a week.

On occasion, employees are called into work outside of their normal schedule or after he/she has left his/her normal working shift, due to an emergency or unforeseen situation at one of the school buildings. Should this occur, he/she shall be paid time and one-half at a minimum of two (2) hours or the actual time required, whichever is greater. When this type of situation occurs, it is understood that the eligibility for overtime wages as addressed in the above paragraph does not apply.

All job assignments to custodial and security employees will come directly from the Operations/Transportation Supervisor. A fifteen (15) minute break period will be granted every 4 hours worked.

D. Summer Work Schedule - Custodial/Maintenance

For summer months, a committee from the bargaining unit shall meet with the Operations/Transportation Supervisor to attempt to schedule a four (4) day work week for those employees who desire it and considering that all buildings will be covered for summer work and school programs. The normal weekly hours will be worked in four (4) days instead of five (5). Straight time (not time and one-half) will be paid for each of the hours worked as stated above.

E. Snow Removal - Custodial/Maintenance

During the snow removal season, if the Grounds Department needs additional workers to remove snow or to salt the Board's drives, parking lots, or side walks, the Board may designate one (1) Maintenance employee as defined in Article XIII regarding employee classification, to assist the Grounds Department in snow removal after working hours. The Board will try to fill this need on a voluntary basis. If more than one employee volunteers, the needed assistance will be offered to the most senior voluntary Maintenance employee. If there are no volunteers, then Maintenance employees shall be assigned on an annual rotational basis, with the least senior being assigned first. Said employees shall maintain his/her regular hourly rate of pay.

If a Grounds or Maintenance employee is requested by 3:30 p.m. to work the next day outside his/her normal working hours, the employee's schedule will be adjusted without additional compensation, working at the regular hourly rate of pay for the first eight hours providing the employee does not exceed forty (40) hours of time worked. If the request is made after 3:30 p.m., the employee shall be compensated at time and one-half (1 ½) for the first two (2) hours worked without regard to the total number of hours worked in the week.

If any bargaining unit member other than a Grounds or the designated Maintenance employee is requested to remove snow before or after his/her normal working hours, the employee shall receive a

minimum of two (2) hours pay or the actual time worked, whichever is greater, at the time and one-half (1 ½) rate without regard to the total number of hours worked in the week. Should the Board on its own authority determine to restore this practice, the language in this section shall apply. This language does not impact or limit the Board decision to continue to outsource these services.

F. Extra Assignment Drivers

Transportation employees may be hired to work in the school buildings during lunch periods to assist in the cleaning and custodial work of the buildings and district. Duties include but are not limited to table cleaning, trash, table tear down, floor cleaning, weeding, exterior trash pick-up, salting sidewalks, snow removal, lunchroom supervisor, playground supervisor, etc... Additional positions available under this article include Rovers who are available as coverage for absences, noon bus runs, mail, and other duties assigned by the supervisor. Employees will work up to 2 hours in between the morning and afternoon bus runs.

G. Vacancies

Custodial/Maintenance

The Board, in its attempt to find the best qualified person for a position, agrees that it is desirable, in filling vacancies in the bargaining unit, to do so by actively considering each request from within the bargaining unit. In making its decision, the Board shall use seniority and job related qualifications which shall remain consistent for each classification (i.e., II, III, Grounds, etc.). If qualifications are relatively equal and job performance evaluations are satisfactory, seniority shall be the deciding factor. However, the Board shall not be limited in its selection of personnel to permanently fill vacant positions to applicants from within the bargaining unit or to the persons temporarily assigned to such positions.

Whenever a vacancy in the bargaining unit arises or is anticipated, the Superintendent, or his/her designee, shall give not less than seven (7) days written notice (not including Saturday, Sunday, and legal holidays) to the Association President with the appropriate number of postings for each building before the position is filled. The job posting shall include the hours for the position. If a position's hours are changed by four (4) hours or more, it shall be reposted and filled through the vacancy process.

Nothing herein shall prevent the Board from making temporary assignments of personnel from within or outside of the custodial/maintenance staff.

Involuntary permanent transfers shall be avoided whenever practical.

An employee who voluntarily transfers (bids and is offered) from a position in which he/she is not currently employed to a maintenance, engineer, grounds, painter, truck driver, or custodial IV position shall be given a twenty (20) day working trial period during which the employee may return to his/her former position on request by either the transferred employee or the Board.

Security

The Board, in its attempt to find the best qualified person for a position, agrees that it is desirable, in filling vacancies in the bargaining unit, to do so by actively considering each request from within the bargaining unit. The Board shall use seniority and job-related qualifications in making its decision. If qualifications are relatively equal and job performance evaluations are satisfactory, seniority shall be the deciding factor. However, the Board shall not be limited in its selection of personnel to permanently fill vacant positions to applicants from within the bargaining unit or to the person(s) temporarily assigned to such positions.

Whenever a vacancy in the bargaining unit arises or is anticipated, the Superintendent, or his/her designee, shall give not less than seven (7) days written notice (not including Saturday, Sunday, and legal holidays) to the Association President with the appropriate number of postings for each building before the position is filled.

Nothing herein shall prevent the Board from making temporary assignments of personnel from within or outside of the security staff.

Involuntary permanent transfers shall be avoided whenever practical.

H. Transfers – Custodial/Maintenance

When a custodial/maintenance employee is advanced or transferred to a new position on a trial basis, he/she shall be placed at an appropriate wage scale of the salary schedule of that position. Such placement will be determined upon the recommendation of the immediate Supervisor and approval of the Assistant Superintendent for Human Resources on the basis of the employee's previous work experience, similarities of the work components of his/her previous classification with the new position, and similar considerations. Placement shall be to a step providing some wage increase and shall not cause a change in the employee's increment increase on the contract's anniversary date. If the employee is transferred back to a position in a lower classification, he/she shall also revert back to that wage scale.

I. Experience Credit - All Employees

A beginning or previous employee may be placed at an appropriate wage scale consistent with his/her previous work experience upon recommendation of the immediate Supervisor and approval of the Assistant Superintendent of Human Resources provided the Association is so informed.

J. Work Outside Classification – Custodial/Maintenance

If, for the good of the Board, in work scheduling, a custodial/maintenance employee is taken from his/her regular assignment for two (2) consecutive days (16 hours) or more, and given work in a higher classification, he/she shall be paid at the higher rate for hours worked out of his/her own classification. Such transfers will be voluntary when practical.

K. Probationary Period - All Employees

Probationary employees are entitled to holiday and sick leave allowances.

After the conclusion of a satisfactory period of probation, all matters pertaining to benefits and to seniority will revert to the employee's initial day of service.

Custodial/Maintenance/Grounds

A unit employee beginning his/her first service with the Board shall be deemed to be in a probationary status. The probationary period shall be six (6) calendar months taken from and including the first day of employment. Within two (2) weeks of commencing employment, the employer will provide the Board and the unit with written notice identifying the last day of the probationary period.

If, at any time prior to the conclusion of the six (6) calendar months probationary period, the employee's work performance is of unacceptable quality, he/she may upon written recommendation of the Operations/Transportation Supervisor and the approval of the Assistant Superintendent for Human Resources, be subject to immediate dismissal. Under no circumstances will the Board's trial or probationary period be extended beyond the six (6) calendar months period.

Transportation/Security

A unit employee beginning his/her first service with the Board shall be deemed to be in a probationary status. The probationary period shall be for the first one hundred twenty-five (125) work days. Within two (2) weeks of commencing employment, the employer will provide the Board and the unit with written notice identifying the last day of the probationary period. If this date changes due to changes in the starting date of the school year, the Board shall provide an amended notice. Substitute drivers who had previously attained seniority as a substitute must complete a probationary period to become a permanent regular driver. If during this probationary period they are unsuccessful, they will be returned to substitute driver status.

If at any time prior to the conclusion of the one hundred and twenty-five (125) work day probationary period, the employee's work performance is of unacceptable quality, he/she may, upon the recommendation of the immediate Supervisor and with the approval of Assistant Superintendent for Human Resources, be subject to immediate dismissal. Under no circumstances will the employee's trial or probationary period be extended beyond the one hundred twenty-five (125) work day period.

L. Job Description - All Employees

Each employee will be provided a copy of his/her job description. Such description shall provide the basis for job postings.

M. Spring Break – Custodial/Maintenance

Every reasonable effort will be made to schedule all custodial/maintenance employees for the day (first) shift during the spring break period recognizing, however, that certain K-12 activities may have to be scheduled during the second or third shift.

N. Custodial/Maintenance Training

The Board shall cover the cost of all coursework and licensing for training required by the district.

O. Run Openings

1. Qualifications

The Transportation Supervisor will determine who shall drive specific runs when openings occur using bid procedures in this section. Several factors will be considered when assigning bus runs. These factors include but may not be limited to the following:

- a. The number and the overall behavior patterns of students on the runs.
- b. The ability of the bus driver to cope with the demands of the run.
- c. The desires of the bus driver.
- d. Disabilities (if any) of the students.
- e. Seniority with the Board when all other qualifications are determined equal by the Transportation Supervisor.

2. Annual Run Selection

- a. Bus runs will be posted and all drivers will be notified of the Run Selection Date at least two (2) days prior to that date. The Run Selection Date shall be four to six (4-6) weeks following the first day of student instruction. On run selection date, regular drivers shall select from available routes in seniority order. Drivers wishing to split a run using job share language in item f below shall not bid until all other regular drivers have selected a run.
- b. Drivers unable to attend in person must appoint a bargaining unit employee proxy in writing to make a selection on their behalf on the Run Selection Date. The Transportation Supervisor and proxy will meet prior to the Run Selection to identify the routes the driver wishes to post for. When designating their proxy, the driver should list at least three (3) runs in order of preference. The run selected by the proxy shall be final and binding.
- c. If the driver has a last-minute emergency, he/she must call the transportation office prior to the designated time for the run selection. The driver must verbally identify a proxy to select a run for them (see b above). The supervisor shall have sole discretion as to the validity of the emergency. A person who does not show or call for whatever reason for the run selection will only be able to pick runs left after the run selection process is complete.

- d. Each regular driver shall continue to drive the route closest to the driver's route from the previous school year through the Run Selection Date. Each regular driver shall commence driving the newly bid runs no later than October 1.
- e. The Director of Transportation will use the district owned software package to establish runs and run times for the school year. These times and runs will be updated beginning in the month of August. Such changes shall be completed at least one week prior to the run selection date. Some adjustments may be necessary to account for local knowledge of road times that the software package would not take into account. (An example of this would be traffic flow around the high school on a school day morning.)

All am/pm routes will be at least 2 hours. If a driver finds that the set route time does not truly reflect the actual time the route takes, he/she may request a review. The Director of Transportation and an Association representative will conduct the review.

This set run time will be the time that the driver is paid whenever that run is driven.

- f. Job Share – Two drivers wishing to share a route may jointly bid on a route. On half day's drivers may alternate covering the route. Such drivers selecting a split run using annual run selection language in item s. above shall not bid until all regular drivers have selected a run. If a driver wishes to enter into a job share during the school year they must relinquish their current run and it shall be bid on as an Opening During School Year run. Such drivers shall be allowed to bid on remaining runs after that process is complete.

3. Openings During School Year

K-12 Openings:

- a. Run openings will be posted on the drivers' bulletin board.
- b. When a run opening occurs during the school year, the opening will be posted in accordance with 2.a. above for two (2) work days. Once the original opening is filled, each opening thereafter will be posted for one and a half (1½) work days until all runs are filled.
- c. Drivers wishing to utilize item 2.f. above shall select portions of a run before newly hired regular drivers are assigned runs.

4. Trip Openings

Bus drivers are encouraged to drive field trips. The process by which drivers are selected for specific trips shall be as follows:

- a. At the beginning of the school year, the Transportation Supervisor or his/her designee shall list all drivers by his/her seniority with the Board. Any driver in the bargaining unit shall be eligible for trips so long as said trip(s) shall not make the driver eligible for more than five (5) hours of overtime compensation and/or the trip does not conflict with the driver's regular run assignment. Substitutes outside of the bargaining unit shall be listed on a separate seniority list by hire date. Substitutes without seniority shall be eligible for trips by hire date after substitutes with seniority, provided the trip has not been selected by a regular driver.

Trips will be posted by number on the trip clipboard on Tuesday for trips for the following week.

- b. A driver wishing to drive for one or more trips should place the numbers of desired trips in preferential order by his/her name.
- c. Postings will be removed from the trip clipboard for assignment at 9:30 am on Friday.

- d. Assignments will be made by the Transportation Office in accordance with the Trip Drivers' List. Trip slips (assignments) will be placed in mailboxes.
- e. Normally, assignments will be given to the bus driver highest on the Drivers' List if two or more drivers sign up for the same trip. However, a driver may not take more than one (1) trip per week, unless no one else signs up.
- f. If a driver is assigned a trip but becomes unavailable for that trip, he/she must contact the Transportation Office forty-eight (48) hours in advance for trips scheduled Tuesday through Friday, or by 3:00 p.m. on Friday for trips on the following Monday. The office will reassign the trip.
- g. Trips cannot interfere with regular morning, noon, or afternoon bus runs. Trips can only interrupt a noon run with the permission of the Transportation Supervisor or his/her designee.
- h. Trips will be paid at the regular driver's rate. All weekend trips shall include a paid pre-trip time of ten (10) minutes. If the Transportation Supervisor requests a driver to drive a trip because of an unusual or emergency situation, the pay rate may be adjusted as deemed necessary by the Supervisor.
- i. Selection of Trip Drivers:
 - 1. Preference for trip assignments will go on a straight seniority basis among regular drivers. Drivers will select their trip assignments in rank order of preference.
 - 2. On the first round of bids drivers may only be selected for a single trip and may not bid more than five (5) hours of overtime (5 hours above 40 hours).
 - 3. On the second round, drivers will be selected by straight seniority without limits on overtime and the number of trips.
 - 4. Trips that are not selected will be available to substitutes with seniority in order then substitutes outside the bargaining unit.
 - 5. If a trip is cancelled, the driver may choose from available assignments within that week. After assignments are made and a trip does not require the number of buses requested, the least senior driver(s) will lose the trip.

5. Field Trip Cancellations

If a field trip is cancelled, the driver will be paid for one (1) hour for a week day trip and two (2) hour for an unscheduled work day trip.

If a field trip is cancelled less than two (2) hours before departure, the driver will be paid for the full trip, and for rotation purposes, will be considered to have taken the trip.

6. Blue Slips

The selection for a driver on the blue slips will be based on straight seniority. A regular driver can sign up for a blue slip trip, as long as there is not conflict with regular run or existing trip (if the driver has one scheduled).

P. Shuttle Transportation

1. Runs will be bid and assigned on the run selection date and shall be based on straight seniority.
2. If a run becomes available after the run selection date, drivers will be selected using O.3. above
3. Runs assigned due to absence during the day, runs will be offered to regular drivers by straight seniority first and then substitute drivers as practical and based on availability.

Q. Trainers

The employer will provide two (2) or more trainer positions, as necessary (number to be determined by Transportation Supervisor). Positions will be posted internally, as well as externally. Preference will be given to internal candidates, but the Transportation Supervisor shall make the final selection. The Transportation Supervisor will rotate trainers' time whenever possible in an attempt to equalize their extra compensation. Qualifications will include the applicant's self-direction, attendance, communication skills, organization skills, and driving skills. The applicant must successfully complete the following prior to employment as a trainer:

1. A CDL road test
2. The DOT physical requirements
3. A physical agility test developed by the Transportation Supervisor
4. A Beginning Driving class within six (6) months of employment as a trainer. Failure to either take the class or pass it successfully even after employment as a trainer will nullify the appointment.
 - a. If all qualifications are equal, seniority will determine who is selected.

R. DOT Drug Testing

All drivers will be paid their regular hourly rate of pay for any time spent for DOT drug testing required by law.

S. Cameras On Buses

Cameras on buses shall not be used in the evaluation of drivers, unless mutually agreed to by both parties. Cameras shall be used for the primary purpose of maintaining student discipline on the bus.

T. Work Related Training

A joint Association/Administration committee will be established to identify and develop work-related training opportunities and classes for bargaining unit members. GESSA will appoint its own representative to said committee.

U. Reimbursements

1. A New Driver Training: New driver will be required to take new driver road training. New drivers will be reimbursed at the hourly rate for training under Article XII.D.

Veteran Driver Training: A veteran driver who may be required to retrain because of accidents, citations, or medical reasons shall receive up to two (2) hours of road training with the Board paying the trainer. The driver may be required to pay for a road test at the conclusion of the retraining.

Veteran drivers will be paid for up to two (2) hours for training that may be required for accidents, citations, or medical reasons at the driver's hourly wage

2. Reimbursement for CDL Requirements: Veteran drivers in the current employment of the Board will be reimbursed each time they renew their CDL license.

Drivers new to the Board will purchase their CDL license. At the successful conclusion of six (6) months, they will be reimbursed for the cost of the CDL license. Should any driver fail the road test, he/she shall pay for any additional road tests.

Drivers new to the Board who already have their CDL license shall not be reimbursed for the cost of the license.

3. Reimbursement for Physicals: Veteran and new drivers must have their physicals at the facility determined by the Operations/Transportation Supervisor. The cost of the basic physical for both veteran and new drivers will be paid by the Board.

Should a driver (veteran or new) have a correctable medical problem and fail the physical, the driver will be responsible for the cost of additional physicals. Correctable medical problems may include, but not be limited to, such things as a driver's failure to take prescribed high blood pressure medication, failure to follow diabetes prescriptions and other such problems which result in failure of the physical. The Operations/Transportation Supervisor shall discuss such failures with the driver. The driver shall pay for the cost of the additional physical.

ARTICLE V

VACATIONS AND HOLIDAYS

Transportation and security employees do not earn paid vacation time and are not eligible for paid vacation leave.

A. General Conditions - Custodial/Maintenance

1. Vacation time is earned and computed on a yearly basis (July 1 of each year).
2. Vacation earned during any year (July 1 - June 30) must be taken during and before the end of the following year.
3. Arrangements for vacations must be made with and approved by the Operations Supervisor, in advance. If more employees want a certain vacation period than can be spared at that time, preference may be given to the employee with the longest period of service.
4. Vacation time is to be paid at the employee's normal rate.
5. Vacation allowance shall not be accumulated from one fiscal year to the next.
6. Upon termination of an employee's service, any allowable earned unused vacation shall be paid to the employee. It is understood that any extra days of vacation which are a result of Section D.3.a. and D.3.b. shall be allowable and shall be payable upon termination of employment.
7. Vacation days will be calculated on the basis of the employee's normal work day. (e.g., an eight (8) hour day equals an (8) hour vacation day, a four (4) hour work day equals a four (4) hour vacation day).

B. Requests for Vacations - Custodial/Maintenance

1. Vacations must be arranged in advance and shall be scheduled according to the employee's seniority. Vacations are to be arranged and approved with the Operations/Transportation Supervisor.

2. The supervisor shall give vacation request forms to the employees by May 15. The employees shall return the completed forms to the supervisor by June 1. The supervisor shall post the vacation assignments by July 1. Requests for vacation made after the above procedure is used, shall be made on a first come, first served basis rather than on a seniority basis.
3. Should the employee's vacation include one of the holidays listed below in this Article, equivalent additional vacation time will be granted to compensate for the holiday.

C. Length of Vacations - Custodial/Maintenance Effective July 1, 2022

1. Vacation Table

Years of Service	Vacation Days
0-1 Years	5 Days
1-3 Years	12 Days
4-6 Years	15 Days
7-10 Years	18 Days
11-14 Years	21 Days
15 Years or greater	25 Days

2. In the first six (6) years of employment, the employee may take up to five (5) earned vacation days during the school year, subject to the guidelines as follows. After six (6) years of continuous employment, the employee may take any of his/her earned vacation, which is over 14 days, during the school year, as long as no more than one employee is gone in any one week. Any employee may take vacation during Christmas and Spring break upon approval of the Operations/Transportation Supervisor. No vacation may be used during the week prior to the start of school and the first week of school each year by custodial personnel, unless there are extenuating circumstances.

D. Holidays – All Employees

1. In order for a new or beginning custodial/maintenance, security or transportation employee to be eligible for holiday pay, he/she must have been employed and worked twenty (20) or more work days prior to the paid holiday.
2. To qualify for holiday pay all custodial/maintenance, security, and transportation employees shall complete the last scheduled work day prior to the holiday and commence work at the scheduled time on the next regularly scheduled work day after the holiday. This requirement may be waived in the event an employee is unable to work the work day before or after the holiday because he/she is on a paid leave day.
3. Custodial/maintenance employees will be paid, but not required to work, on the following holidays: July 4, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, the day before New Year's Day, New Year's Day, Memorial Day, and the last day of spring break.
 - a. If the holiday falls on a Saturday, the Friday preceding will be the designated holiday. If the holiday falls on a Sunday, the following Monday will be the designated holiday.
 - b. The day after Thanksgiving will be considered a holiday unless it is deemed by the Board of Education and/or the Administrative Staff to be in the best interest of the school district to work that day. Should it be deemed necessary to work that day, each employee required to work that day will be entitled to one extra day of vacation with pay.

4. Transportation employees, who are regularly scheduled to work the full school year and who have worked in a regular assignment a minimum of twenty (20) consecutive work days prior to the holiday, shall receive pay for the number of hours normally scheduled for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	New Years Eve
Day after Thanksgiving	New Years Day
Christmas Eve	Memorial Day

- a. Drivers must work their regularly scheduled daily runs immediately before and after the holiday to be eligible. Labor Day shall be the only exception. All regularly scheduled drivers with established routes will be paid for Labor Day.

5. Security employees will be paid, but not required to work, on the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	New Years Eve
Day after Thanksgiving	New Years Day
Christmas Eve	Memorial Day

ARTICLE VI

LEGAL PROTECTION

A. Assault

Any case of assault upon an Association employee due to his/her employment shall be promptly reported to the Board, or its designated representative. To the extent covered by the district's insurance policies, the Board shall provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.

B. Civil Action

If a civil lawsuit is instituted by a member of the bargaining unit as a result of an assault by a student or member of the public, the Board shall cooperate with the employee to the extent legally permitted if the lawsuit involves:

1. An action taken by the employee while on duty.
2. The employee was following Board policy when taking the action
3. The employee is not suing the Board or co-employees.

C. Legal Assistance

If an employee in the bargaining unit is civilly sued as the result of an altercation with a student or member of the public while working for, the Board shall render reasonable legal assistance to the extent covered by the district's insurance policies to defend the employee if the employee:

1. Acted prudently and reasonably
2. Was deemed to be acting within the scope of Board rules, regulations, and policy by the Administrative staff.

D. Legal Assistance Limitations

Reasonable legal assistance shall be interpreted as providing legal services to defend the employee in his/her rights, including appeal, provided the employee does not otherwise have paid legal counsel available. The attorney for the Board shall advise the Board how to proceed based on the merits of the case.

E. Vandalism

The Board shall cover the cost of the employee's auto insurance deductible up to \$250 if vandalism occurs to his/her vehicle on school property in retaliation to action properly taken by the employee within the scope of his/her duties. It is necessary for the employee to file a police report in order to receive the reimbursement.

ARTICLE VII
INSURANCE, CLOTHING, TRAINING, AND MILEAGE ALLOWANCE

A. Insurance Coverage – Custodial Maintenance

1. Health Insurance - Effective upon the ratification of this agreement, the Board shall pay the maximum hard cap annual amounts designated by the State Treasurer in compliance with Section 3 of the Publicly Funded Health Insurance Contribution Act for the 2019 plan year. The hard cap amounts apply toward the total cost of the medical plan cost each year. These paid benefits will be adjusted annually during open enrollment which will go into effect January 1st of each plan year.

For the duration of the agreement the District shall contribute the maximum allowable contribution permitted by the PA 152 of 2011, as amended in 2019, “hard cap” published by the Michigan Department of Treasury toward medical insurance coverage. In this agreement, increased cap amounts shall be effective January 1 of each year.

Employees will pay any additional cost greater than the District’s hard cap limit through payroll deduction. Any amount that is below the hard cap will be contributed to the employee’s HSA on a monthly basis. Provisions necessary for pre-tax contributions to the employee’s HSA account will be administered through insurance plan preferred provider.

Regular part-time custodial/maintenance employees are eligible, on the basis of the conditions and terms of the various insurance coverages, for one-half the amount of the premiums towards the insurance benefits provided a full-year employee as above.

2. Non-Medical

Employees shall be provided ancillary benefits (non-medical insurance) at employer expense for the life of this agreement. The employer cap on ancillary line increases at 4% per calendar year. See chart below for rates.

For 22/23, 23/24, and 24/25, the employer shall cover up to 100% of the cost of dental, vision, life, and LTD, subject to the following caps:

2022 Monthly Caps (all lines)

Single	\$86.00
Double	\$137.00
Family	\$238.00

2023 Monthly Caps (all lines)

Single	\$89.44
Double	\$142.48
Family	\$247.52

2024 Monthly Caps (all lines)

Single	\$93.01
Double	\$148.18
Family	\$257.42

2025 Monthly Caps (all lines)

Single	\$96.73
Double	\$154.11
Family	\$267.72

If rate increases during the life of the agreement exceed above caps, the Association may propose changes to insurances to avoid employee cost.

B. Transportation/Security

1. Health Insurance - Effective upon the ratification of this agreement, the Board shall pay the maximum hard cap annual amounts designated by the State Treasurer in compliance with Section 3 of the Publicly Funded Health Insurance Contribution Act for the 2019 plan year. The hard cap amounts apply toward the total cost of the medical plan cost each year. These paid benefits will be adjusted annually during open enrollment which will go into effect January 1st of each plan year.

For the duration of the agreement the District shall contribute the maximum allowable contribution permitted by the PA 152 of 2011, as amended in 2019, "hard cap" published by the Michigan Department of Treasury toward medical insurance coverage. In this agreement, increased cap amounts shall be effective January 1 of each year.

Employees will pay any additional cost greater than the District's hard cap limit through payroll deduction. Any amount that is below the hard cap will be contributed to the employee's HSA on a monthly basis. Provisions necessary for pre-tax contributions to the employee's HSA account will be administered through insurance plan preferred provider. Insurance eligibility for full-time security guards shall be based on regularly scheduled hours of six (6) or more hours per day (30 hours per week).

Eligibility for full-time driver benefits will be determined on the third (3rd) Monday of October. Regularly scheduled hours of 5.2 hours per day shall equal full-time status for transportation.

The Board shall provide for all drivers in the bargaining unit a life insurance benefit in the amount of \$10,000.

2. Non-Medical

Employees shall be provided ancillary benefits (non-medical insurance) at employer expense for the life of this agreement. The employer cap on ancillary line increases at 4% per calendar year. See chart below for rates.

For 22/23, 23/24, and 24/25, the employer shall cover up to 100% of the cost of dental, vision, Life, and LTD, subject to the following caps:

2022 Monthly Caps (all lines)

Single	\$86.00
Double	\$137.00
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Single	\$93.01
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Double	\$148.18
Family	\$257.42

2025 Monthly Caps (all lines)

Single	\$96.73
Double	\$154.11
Family	\$267.72

If rate increases during the life of the agreement exceed above caps, the Association may propose changes to insurances to avoid employee cost.

C. Option Group

1. Custodial/Maintenance, Transportation, and Security

Bargaining unit members will have the option to waive medical insurance.

The Board will provide to each employee who elects not to receive medical insurance 90% of the state cap for single subscriber rate cash in lieu of insurance for the 2022-23 school year and beyond. If the state CPI cap does not increase, employees will remain at their current cash in lieu amount. Bargaining unit members electing this option remain eligible for dental, vision, life insurance and long-term disability.

D. Health Care Information & Status Form

The employee shall keep the Human Resources Office informed and up to date on any changes occurring during the remainder of the year which would change the amount of his/her monthly contribution.

E. Uniforms - Custodial/Maintenance

1. The Board shall annually provide uniforms to each full-time non-probationary custodial/maintenance employee as follows:

- a. Custodial employees shall have the choice of either three (3) full uniforms or five (5) shirts. Each employee shall be required to wear the employer-provided shirt. A joint Association/Administration Committee shall be formed to develop a "choice" plan that permits employees to choose from a variety of uniform elements (of equal value), i.e. shirts, pants, jackets, boots, etc., as needed, in lieu of and in the event that the employee does not need the uniform allotment detailed above. Each party shall appoint its own representatives to the committee.
- b. Maintenance/grounds employees shall have the choice of a) four (4) full uniforms or b) five (5) shirts. Every third year, employees shall have the option of selecting three (3) full uniforms and either a Carhartt-style jacket or bibs in lieu of a) or b) above. Each employee shall be required to wear the employer-provided shirt.
- c. Any wearing apparel, other than currently purchased uniforms, worn by an employee during working hours must be approved by the Board.
- d. The Board will reimburse or purchase one set of steel toed safety shoes/boots per year for each employee where such safety shoes/boots are required by MIOSHA regulations up to \$300.

2. The Board will order such uniforms, insofar as practical, in time for the beginning of the new school year (September 1). The Board will provide and order one set of steel toed safety shoes per year for each employee, where such safety shoes are required by MIOSHA regulations, insofar

as practical, in time for the beginning of the new school year (September 1). The Association and/or any employee interested in giving any suggestions and/or information to the Board regarding the selection of uniforms should do so by July 1.

3. In so far as practical, uniforms furnished to males and females will be comparable in cost.
4. The Board shall provide each full-time probationary custodial/maintenance employee with three (3) shirts. Each employee shall be required to wear the employer-provided shirt. Additional wearing apparel worn by such an employee must be approved by the Board. Such an employee shall receive the non-probationary uniform allowance as specified in paragraphs 1(a) or 1(b) above when uniforms are furnished for custodial/maintenance employees in the following year.
5. Regular part-time custodial/maintenance employees are eligible, on the basis of the conditions and terms stated above, for one uniform per year.
6. The Board will provide one pair of eye protection devices per year where such eye protection is required by law or established safety standards. Requests for prescription safety glasses will be directed to Operations Supervisor and will be considered on an individual basis.

F. Uniforms - Transportation

The Board shall provide to each transportation non-probationary employee the choice of a spring jacket, winter jacket, hoodies, vest, shirt or like clothing with a Grandville Public Schools logo not to exceed \$150 every two (2) years of active employment. Apparel will be ordered, in so far as practical, in time for the beginning of the new school year (September 1). After the probationary period is successfully satisfied, the employee may order apparel.

Each school year a joint Association/Administrative Committee shall be formed to develop a choice plan that permits employees to choose from a variety of jackets, shirts, hoodies, vests and like clothing. Each party shall appoint its own representative to the committee. All apparel will have the Grandville Public Schools name on it.

G. Uniforms / Security

The Board shall annually provide each security guard with five (5) shirts and an identifying security badge. The employee shall be required to wear the employer-provided shirts. In addition, every three (3) years, the Board shall provide a jacket for security guards whose job responsibilities include outside security. Rain gear shall also be made available by the Board for outside security guards.

H. Travel Reimbursement - Custodial/Maintenance

Travel for custodial/maintenance employees from the first building or job assignment of each day to the last building or job assignment of each day shall be compensated in accordance with the current IRS rate.

I. Professional Development – All Employees

A joint Association/Board committee will be established to identify and develop work-related training opportunities and classes for bargaining unit members. GESSA will appoint its own representatives to said committee.

ARTICLE VIII
LEAVE FROM DUTY PROVISIONS

A. Family Leave Act

The leave provisions of this Agreement shall comply with the requirements of the Federal Family and Medical Leave Act language. All such leave shall run concurrently with, and not in addition to, any other applicable leave granted in this Agreement. Contact the Human Resources Department for information on current FMLA regulations.

B. Accumulation Rate

Custodial/Maintenance

1. Custodial/maintenance employees shall be granted (prorated share) one day leave from duty for each full calendar month worked with a maximum of 140 days accumulated leave.

Transportation

1. Transportation employees shall earn nine (9) days per year for illness or injury. Such days shall be earned at the rate of one (1) day per each full calendar month worked. Such days may be accumulated to one hundred days.

Security

1. Security guards shall earn and have available for their use nine (9) days per year for illness or injury. Beginning with the 2003-04 school year, such days shall be earned at the rate of one (1) day per each full calendar month worked. Such days may be accumulated to forty-eight (48) days.

C. Use of Leave

Custodial/maintenance, security, and transportation employees shall operate under the following provisions:

Leave available and accumulated under this policy may be used for the following reasons without deduction from salary as follows:

1. Physical or mental illness, injury, or health condition of the employee or his or her family member.
2. Medical Diagnosis, care, or treatment of the employee or employee's family member.
3. Preventative care of the employee or his or her family member.
4. Closure of the employee's primary workplace by order of a public official due to a public health emergency.
5. The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency.
6. The employee's, or his or her family member's, exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider.
7. For domestic violence or sexual assault situations, employees may use paid medical leave for any of the following:
 - i. Medical care or psychological or other counseling.
 - ii. Receiving services from a victim services organization.
 - iii. Relocation and obtaining legal services.
 - iv. Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
8. Each Funeral – Up to 2 days per year

Definitions – A "family member" includes:

1. A biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis:
2. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child:
3. An individual to whom the employee is "legally married under the laws of any state":
4. A grandparent or grandchild; and
5. A biological, foster, or adopted sibling.

6. An employee may request special consideration for an absence not allowed herein by filing a request with their Supervisor. He/She shall consult with the appropriate administrative personnel before deciding the matter.

D. Adoption of Child

Employees that have arranged and been notified that adoption of a child has been secured, may use up to ten (10) days paid sick leave, provided they have accumulated sick leave, within six (6) weeks of the adoption date. It is implied that a leave for adoption should be one parent only and the employee shall provide the Superintendent or his/her designee with proper documentation from the appropriate authorities. When possible, at least six (6) weeks' notice should be given in writing of the intent to take an adoption leave and submitted to the Superintendent or his/her designee.

E. Death in Immediate Family

A custodial/maintenance employee, or full-time or regular part-time transportation-or security employee, who has worked continuously for one or more years for the Board will be allowed up to a maximum of five (5) days of leave from duty, with pay, for each death in immediate family. Such days of leave from duty will not be chargeable to leave accumulated under the provisions of this Article. Immediate family is defined as spouse, parents, step parents, grandparents, grandparent-in-laws, step-grandparent, father-in-law, mother-in-law, child, stepchild, sister, brother, grandchild, or significant others approved by the Superintendent or designee.

F. Personal Leave

The intent of the leave from duty policy is to make it possible for employees to be absent for legitimate purposes without a deduction from salary. Abuse of this benefit by an employee may be cause for disciplinary action.

At the beginning of each school year, each custodian/maintenance, transportation and security employee shall be credited with three (3) days to be used for personal leave without loss of salary. A Personal Leave Day (PLD) may be used for any purpose at the discretion of the bargaining unit member except that such days shall not be used for the purpose of extending a holiday or vacation period, to render employment to others, or to engage in union or Association activities. The current practice of verifying the need for the use of a personal day before or after a holiday or vacation period shall continue.

An Association member planning to use a Personal Leave Day shall notify his/her supervisor at least five (5) days in advance, except in cases of emergency, by completing the Notification/Request for Leave Form. The bargaining unit member shall be notified within 48 hours if the requested leave time has been approved/disapproved. The use of Personal Leave days may be restricted by a lack of availability of substitutes. Back-to-back Personal Days cannot be used by any individual unless approved in advance by the Assistant Superintendent for Human Resources at his/her discretion.

If a bargaining unit employee is unable to report for work due to inclement weather, he/she may use one of his/her personal leave days, provided he/she still has leave available.

At the conclusion of the school year, any unused personal leave days will be automatically rolled into the employee's accumulated sick leave days.

G. Family Catastrophic and Severe Illness

In the event that an employee covered in this agreement or said employee's family member experiences a severe or catastrophic illness or injury and that member has exhausted their sick days; the member may petition other association members to donate sick days directly to them. Procedures for this to occur are set in Appendix A.

H. Unauthorized Leave

For absences not covered above or authorized by the Board, an appropriate salary deduction will be made for each day of absence. Fractional day or hour absences will be deducted on a prorata basis.

I. Notification

An employee who needs to be absent from work for any reason shall notify his/her immediate Supervisor or his/her designee at least one (1) hour prior to his/her regularly scheduled starting time or, if possible, in advance of the day of absence. Upon return after an absence, the employee will complete an EMPLOYEE ABSENCE AND SUBSTITUTE TIME REPORT.

J. Part-Time Employees

Regular part-time employees are eligible, on the basis of the conditions and terms stated above, for a prorated leave from duty allowance.

K. Inclement Weather

Custodial/Maintenance

Should an unscheduled school closing occur, due to severe inclement weather, custodial/maintenance employees shall have a grace period of one (1) hour later in reporting to work with no loss of pay. If a custodial/maintenance employee is unable to report for work due to inclement weather, he/she may use one of his/her personal leave days, provided he/she still has leave available.

Transportation

When school is announced as being closed, transportation will be paid a ½ day rate for the first six "snow days" and will receive their full day's pay starting with the 7th day. The district will continue to evaluate the need to compensate employees in this agreement when more than two (2) consecutive "snow days" occur within any school year.

School Delay for Fog, Ice, Etc: School delays (normally two (2) hour delays) will be announced on radio and television as soon as a delay is decided by the Board. At the same time, drivers will be called and informed of the delay. Drivers do not have to report to the Transportation Office during the delay. Drivers will also be compensated for their regularly scheduled run.

ARTICLE IX
LEAVES OF ABSENCE

A. Extended Illness

A full-time employee who has worked three (3) full years or more, whose personal illness extends beyond the period compensated under the leave from duty policy, shall be granted a leave of absence without pay or fringe benefits for the time necessary for complete recovery of such illness up to a maximum of one year. The Board reserves the right to require a doctor's certificate and/or other evidence of such illness and, upon return, evidence of the employee's fitness to return to duty. The returning employee will be assigned to his/her same position if he/she returns to work within three (3) consecutive months of his/her last day worked or if his/her projected return-to-work date is within six (6) consecutive months of his/her last day worked. If the absence extended beyond the limits in the previous sentence, the returning employee may be assigned to a substantially equivalent position for which he/she is qualified. If the absence is three months or longer, it is understood that adequate notice of availability of one month or more must be given. The employee will retain his/her seniority, accumulated leave, and any other rights or benefits as of the beginning of his/her leave.

B. Return to Work

All long-term leaves are considered leaves from the school system and not from a specific position therein.

C. Termination of Leave

The intent of the leave policy is to make it possible for employees to be absent for legitimate purposes. All rights and privileges of employees on leave expire or are canceled as of the termination date of the employee's leave, or upon his/her refusal of a valid job offer (upon notice of availability and intent to return to work), or if the employee accepts employment elsewhere, whichever occurs first.

D. Extension of Leave

The Board shall have the prerogative to extend leaves or to grant leaves for reasons not covered in the Master Agreement when such leaves are requested by the employee and would be in the best interest of the school system.

E. Requests for Leave

Requests for leave, excluding sick leave, shall be in writing, stating reasons, signed by the employee, and given to his/her immediate supervisor.

F. Jury Duty

Members of the bargaining unit may fulfill their civic duty to serve Jury Duty. The payment for jury duty (exclusive of mileage) shall be turned over to the Board. The employee shall be compensated as if he/she had worked the regular schedule. If an employee has jury duty for less than ½ day, the employee is required to return to work and complete the remaining hours of his/her shift.

ARTICLE X
EMPLOYEE DISCIPLINE

A. Board Rights/Fairness

The Board and its Administrative Staff, when exercising its right to discipline school employees will do so with respect for the dignity of the employee, and will act in good faith upon fair investigation and in light of the available facts.

B. Notification to Employee

Alleged misconduct or other reasons for disciplinary action shall be brought to the attention of the particular employee involved.

C. Right to Association Representation

An employee shall have the right, upon request, to Association representation for disciplinary action that is greater than an oral reprimand or warning. If such representation is requested, disciplinary action will not be implemented until such representation is obtained by the employee, provided, however, there will be a delay of no longer than one (1) work day in order to allow an employee to secure such Association representation. This delay is waived in disciplinary cases involving the health, safety, and/or well-being of students, school staff, and school district residents.

D. Removal of Record

An employee may request the removal of an article from his/her personnel file if it is more than three (3) years old. The retention or removal of the record shall be at the sole discretion of the Board.

ARTICLE XI
PROFESSIONAL GRIEVANCE PROCEDURE

A. Definition

A grievance is a claim based upon a belief by an employee or a group of employees that there has been a violation, misinterpretation, or misapplication of any provision of the Agreement. Prohibited subjects of bargaining are not subject to the grievance procedure.

B. Filing a Grievance

A grievance may be filed by an employee who has been aggrieved or by the Association on behalf of an employee or group of employees, and signed by the affected employee(s) or the Association President. If the grievance is signed only by the Association President, it may be processed through the Superintendent's level only.

C. Time Limits

All such grievances shall be initiated within the time set out in this Article.

D. Association Grievance

The Association may file a grievance with the immediate Supervisor when rights given to it by this Agreement as an Association have been violated. The Kent County Education Association designated the Grandville ESP President or his/her designated representative as the local agent responsible for processing grievances. The Association may also file a grievance without the consent of the affected employee except that such grievance shall not be permitted to go beyond the Superintendent level.

E. Procedure

1. The grievant shall discuss such matter with the principal of the building involved and/or the immediate Supervisor within seven (7) days (not including Saturdays, Sundays, or legal holidays) after the event occurs.
2. In the event such discussion does not resolve the matter satisfactorily, the grievant involved may, within five (5) days (not including Saturdays, Sundays, or legal holidays) thereafter, file a written grievance with the appropriate Supervisor, Building and Grounds or Transportation, or his/her designated representative.
3. Within five (5) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if the employees and Association so desire, with a representative of the Association acting on behalf of such employees who have filed grievances.
4. The Supervisor or his designated representative will make a final decision within five (5) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.
5. In the event the aggrieved is (are) not satisfied with the disposition of the grievance, he/she (they) shall within ten (10) working days thereafter, ask for a meeting with the Assistant Superintendent of Human Resources in an effort to resolve the grievance. The Assistant Superintendent of Human Resources or his/her designated representative will make a final decision within five (5) days of the meeting, submitting the reasons for approval or disapproval to the Association in writing.

In the event the aggrieved is (are) not satisfied with the disposition of the grievance, he/she (they) shall within ten (10) working days thereafter, ask for a meeting with the Superintendent in an effort to resolve the grievance.
6. The Superintendent will make a final decision within five (5) days of the meeting, submitting the reasons for approval or disapproval to the Association in writing.
7. If such a decision is not satisfactory, the grievance may be submitted by the Association to arbitration by written notice to the American Arbitration Association given within fifteen (15) working days after receipt of the decision.
 - a. Grievance involving reprimand, suspension, or discharge of an employee with less than one (1) year of continuous service with the Board is not arbitrable.

- b. An impartial arbitrator shall be promptly selected by the parties through the American Arbitration Association to decide the matter. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and he/she shall have no power to alter, add to, or subtract from the terms of this Agreement as written. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

8. All grievances shall include the following:
 - a. Facts of the case
 - b. A reference to the specific provision in the contract which has been violated
 - c. Signature of the employee, employees involved or the Association President.
 - d. A request for a specific remedy.

9. No grievance is to be processed during the working hours of the employee involved or an employee's representative. Any withdrawal or abandonment of a grievance by an employee shall immediately terminate such a grievance, and the Association shall have no authority to continue such a grievance, provided that any resolution of such grievance shall be consistent with the terms of this Agreement.

10. The failure of an aggrieved employee to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the same grievance. Time limits may be extended by mutual agreement of the aggrieved employee and the Board (or its designee) provided such extension is requested within the time limits stated in the grievance procedure.

11. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be paid by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.

ARTICLE XII
NEGOTIATIONS PROCEDURE

A. Time Lines

After January 1, but not later than April 1 of the year in which this contract ends, the parties will begin negotiations for the new Agreement covering wages, hours, terms, and conditions of employment of the Board's employees covered by this Agreement.

B. Selection of Bargaining Representatives

In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or without the school district. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the membership of the Association and by a majority of the Board, but the parties agree that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

C. Mediation

If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation process of the State Labor Mediation Board or take any other lawful measures it may deem appropriate.

ARTICLE XIII
WAGE SCALE

A. Pay Raises – All Employees

If a current agreement is available, all pay increases shall be on July 1 of each year. If an employee is hired after April 1st, they shall not be eligible for their first step increase until the second July step advancement date.

B. Custodial and Maintenance - Wage Scale

2022-23

Position	Base	1	2	3	4	5	6
Custodian, Painter	16.13	16.86	17.61	18.40	19.24	20.10	21.00
Maintenance	17.75	18.66	19.58	20.56	21.58	22.67	23.13
Skill Trades, Asst Mechanic	20.44	21.34	22.31	23.31	24.37	25.46	26.60
Engineer, Mechanic	21.54	22.52	23.52	24.59	25.69	26.85	28.06

- Engineer and mechanic will receive an additional \$0.50 to the above rate

2023-24

Position	Base	1	2	3	4	5	6
Custodian, Painter	16.65	17.41	18.18	19.00	19.87	20.76	21.68
Maintenance	18.33	19.26	20.22	21.23	22.28	23.41	23.88
Skill Trades, Asst Mechanic	21.10	22.03	23.03	24.06	25.16	26.29	27.47
Engineer, Mechanic	22.24	23.25	24.29	25.38	26.52	27.73	28.97

- Engineer and mechanic will receive an additional \$0.50 to the above rate

2024-25

Position	Base	1	2	3	4	5	6
Custodian, Painter	17.11	17.88	18.68	19.52	20.41	21.33	22.28
Maintenance	18.83	19.79	20.78	21.81	22.89	24.05	24.54
Skill Trades, Asst Mechanic	21.68	22.64	23.67	24.73	25.85	27.01	28.22
Engineer, Mechanic	22.85	23.89	24.96	26.08	27.25	28.49	29.77

- Engineer and mechanic will receive an additional \$0.50 to the above rate

A 10 cent per hour premium will be added to each elementary school custodian’s regular rate where that custodian has primary responsibility for the building.

- a. **Skilled Trades Code Updates**
The Board shall pay the cost of all code updates required to maintain licensing for electricians and other skilled trade positions.
- b. **Non-Regular Placement**
It is understood when a position requires skill, knowledge, and duties substantially above a given classification, that an employee may be placed on a point between the wage scales of the two categories by mutual consent.
- c. **Base Salary Placement**

Base salary remains in effect for six calendar months after which an employee is advanced to Step

- d. Maintenance employees will move to step 4 on the Skill Trades wage scale after completing one year at Step 6 on the Maintenance scale.

C. Lunch Support and Playground Support (Set at Base Rate of Transportation Wage Scale)

2022-23	2023-24	2024-25
17.49	18.20	18.80

D. Transportation - Wage Scale

	\$0.78	\$0.71	\$0.60
Runs, Trips, Training	2022-23	2023-24	2024-25
Step 1	17.49	18.20	18.80
Step 2	18.23	18.94	19.54
Step 3	19.02	19.73	20.33
Step 4	19.84	20.55	21.15
Step 5	20.70	21.41	22.01
Step 6	21.60	22.31	22.91

For required meetings with the Transportation Supervisor and a parent or principal, the field trip rate shall apply.

The training rate shall be paid to all drivers who are required by the Board to attend any state, Board or other work-related meetings, in-services or training.

Two (2) additional professional development days will be added to the driver work year.

Step advancement shall be made each year on July 1.

E. Security Guards - Wage Scale

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
2022-23	16.43	17.15	17.94	18.74	19.59	20.46	4%
2023-24	16.97	17.71	18.52	19.35	20.23	21.12	3.25%
2024-25	17.43	18.19	19.03	19.88	20.79	21.70	2.75%

The work year for security guards shall be extended at the high school by four (4) weeks to cover driver’s training and summer school. Security guards shall have the opportunity to divide said work, such that it can be shared among the staff.

**ARTICLE XIV
LONGEVITY AND ACCUMULATED LEAVE BONUS**

A. Qualification

An employee who has worked continuously for the Board and has completed the required number of years of service as stated below shall be eligible for longevity payments and accumulated leave bonus in accordance with the terms and conditions of this Article.

1. Payment of Longevity – Maintenance/Grounds Staff and Custodial Staff

Longevity payments shall be paid on the last pay period prior to June 30. After completion of:

5 years	\$700/year
10 years	\$800/year
15 years	\$900/year
20 years	\$1000/year
25 years	\$1100/year

2. Payment of Accumulated Leave Bonus – All Employees

Maintenance/Grounds employees who have accumulated sick leave will be eligible for an accumulated leave bonus paid on the last pay period prior to June 30 if they have combined years of service and accumulated leave as listed below.

5 years	40 days accumulated sick leave	\$400
10 years	55 days accumulated sick leave	\$550
15 years	70 days accumulated sick leave	\$750
20 years	85 days accumulated sick leave	\$950

3. Payment of Longevity – Transportation

Drivers shall be eligible for a longevity payment paid throughout the school year after the completion of:

5 years	\$0.35 addition to hourly wage
20 years	\$0.35 addition to hourly wage and \$341.67 lump sum paid on the last pay period prior to June 30.
25 years	\$0.35 addition to hourly wage and \$441.67 lump sum paid on the last pay period prior to June 30.

Retention Bonus – Transportation

December 23	\$828
April 23	\$414
August 23	\$828 (Attendance fewer than five sick days in previous school year unless leave was result of FMLA) *All drivers will be held harmless to the attendance clause for August 23, 2022.*

Payment of Accumulated Leave Bonus – Transportation

Transportation employees who have accumulated sick leave will be eligible for an accumulated leave bonus paid on the last pay period prior to June 30 if they have combined years of service and accumulated leave as listed below.

5 years	40 days accumulated sick leave	\$275
10 years	55 days accumulated sick leave	\$275
15 years	70 days accumulated sick leave	\$275
20 years	85 days accumulated sick leave	\$275

4. Payment of Longevity - Security Guard

Security guards shall be eligible for a longevity payment paid on the last pay period prior to June 30. After completion of:

5 years	\$575/year
10 years	\$675/year
15 years	\$775/year
20 years	\$875/year
25 years	\$975/year

ARTICLE XV
SAVING CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVI
REDUCTION OF STAFF

A. Custodial Maintenance

1. Determination of Number of Positions

When it becomes necessary to reduce staff, the Board will determine the number of positions in each classification.

2. Basis for Layoffs

Seniority shall be defined as the length of an employee's service within the bargaining unit's respective seniority classifications (custodial/maintenance, security, or transportation) from the employee's most recent date of hire or placement into the bargaining unit. Time spent on layoff or unpaid leave of absence shall not accumulate as service time for seniority but shall not constitute a break in continuous employment.

Layoffs will occur in reverse seniority order.

The classifications in rank of highest to lowest are:

1. Engineer
2. Skilled Trades, Mechanic
3. Maintenance
4. Painter, Custodian

3. Bumping Rights

An employee whose position has been eliminated may bump a position in the same classification, but not in a higher one, provided that the employee has less seniority than the employee exercising his/her bumping rights.

An employee having been laid off from one classification (as per 2. above) may bump a position in the next lower classification, but not in a higher one, providing he/she had not previously worked unsatisfactorily in that classification and that the employee has less seniority than the employee exercising his/her bumping rights.

- a. If there is no one of less seniority in the next lower classification, the employee may bump a position in the next lower classification and so on, providing that the employee has less seniority than the employee exercising his/her bumping rights.
- b. Any person who has been bumped by another in a higher classification may, in turn, bump a position in the next lower classification, providing that the employee has less seniority than the employee exercising his/her bumping rights.
- c. In the event that a Class II position is eliminated by the Board and such action would result in the layoff of a Class II employee who has more seniority than the least senior Class III employee, the following procedure will prevail:

(1) The least senior Class III employee will be laid off.

(2) The resulting Class III position will be posted and filled from those Class III and Class II employees employed by the Board at that time.

(3) If the position is filled by another Class III employee, the resulting Class III vacancy will again be posted.

4. Recall Limits

Employees who are laid off from the District shall remain eligible for recall for two (2) full years, after which employees shall lose recall rights. For employees with 10 years or more of service, recall rights will be for three (3) full years.

Employees who are laid off from one classification but remain employed in a lower classification will remain eligible for permanent recall rights to their former classification provided that they have maintained the skills and certification for the position.

5. Order of Recall

When the staff is again increased, the persons are to be recalled to work in reverse order from which they were laid off.

6. Notification Time Requirement

At least forty-five (45) calendar days' notice, if possible, with longer notice if available, will be given before the employee will be laid off.

7. Notification Procedure

Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Board's records. The recall notices shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to the employee's current mailing address. A recalled employee shall notify the employer, as soon as possible, of acceptance or rejection and must report to work within ten (10) working days. The Board may fill the position on a temporary basis until the recalled employee can report for work. An employee offered a full-time position that declines the recall to work is considered a voluntary quit.

8. Retention of Seniority

Seniority shall be frozen during layoff.

B. Transportation

1. Seniority

Seniority shall be defined as the length of an employee's service within the bargaining unit's respective seniority classifications from the employee's most recent date of hire or placement into the bargaining unit. Time spent on layoff or unpaid leave of absence shall not accumulate as service time for seniority but shall not constitute a break in continuous employment.

a. Classifications: Transportation (Drivers)

b. Seniority by Classifications: Seniority is not cumulative between Transportation and Custodial/Maintenance and/or Security and may be exercised only within the classification in which it is accumulated. Involuntary movements from one classification to another shall not terminate seniority the employee has accumulated in any other classification during that employee's current period of employment. Voluntary moves between classifications shall result in a termination of seniority in the previous classification.

- c. Ties: In the event more than one employee has the same length of service in a seniority classification, seniority ranking shall be determined first by ranking those employees who worked in a substitute or temporary position within the unit, then within the Board, then by the date of the acceptance of offer and, finally, ranking employees in order of the highest four-digit numbers taken from the last four digits of each employee's social security number. The Association President shall be provided copies of the new hire acceptances.
- d. Date of Hire: Upon fulfilling the probationary period, an employee shall be credited with seniority rights from the date of employment, or placement into the unit. Substitute drivers shall attain seniority by working thirty (30) consecutive scheduled work days.
- e. For regular part-time drivers who attained seniority as a result of changes in Article 2.A.3. effective for the 2022-2025 agreement shall have a seniority date retroactive to the date their "weekly commitment" began.
- f. Seniority Lost: Seniority shall be lost by a bargaining unit member:
 - a. Upon termination, resignation, or retirement
 - b. If discharged permanently for just cause after receiving due process
 - c. Substitute driver that has attained seniority or driver voluntarily becoming a substitute driver declines to work an average of three (3) days per week over a calendar month.

2. Layoff Procedure:

This procedure will be followed if the Board determines it is necessary to lay off bus drivers. For example, this procedure will be used if the Board eliminated transportation for students transported by Association members.

- a. The Operations/Transportation Supervisor will assign any available routes according to the criteria listed under "Route Openings".
- b. If a driver wishes to appeal a decision of the supervisor, he/she may appeal to a committee consisting of a bus driver appointed by GESSA, the Supervisor and Assistant Superintendent for Human Resources. The decision of the committee will be final.
- c. The overall Drivers' Seniority List will be used where all other qualifications are determined equal by the district.
- d. If it is necessary to reduce the work force of the bus drivers, the driver laid off shall be placed into the substitute pool status within the bargaining unit.

3. Recall Limits

Employees shall remain eligible for recall for two (2) full years, after which employees shall lose recall rights. For employees with ten (10) years or more of service, recall rights will be for three (3) full years.

4. Order of Recall

When the staff is again increased, the persons are to be recalled to work in reverse order from which they were laid off.

5. Notification Time Requirement

At least thirty (30) calendar days' notice and notification by June 30, if possible, will be given before an employee is laid off, and the lay off is for the following year.

6. Notification Procedure

Notices of recall shall be sent by certified or registered mail to the last-known address as shown on the Board's records. The recall notices shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to the employee's current mailing address. A recalled employee shall notify the employer, as soon as possible, of acceptance or rejection and must report to work within ten (10) working days. The Board may fill the position on a temporary basis until the recalled employee can report for work. An employee offered a full-time position that declines the recall to work is considered a voluntary quit.

7. Retention of Seniority

Seniority shall be frozen during layoff.

C. Security

Determination of Number of Positions

When it becomes necessary to reduce staff, the Board will determine the number of positions in each classification.

1. Basis for Layoff

Seniority shall be defined as the length of an employee's service within the bargaining unit's respective seniority classifications (custodial/maintenance, security, transportation) from the employee's most recent date of hire or placement into the bargaining unit. Time spent on layoff or unpaid leave of absence shall not accumulate as service time for seniority but shall not constitute a break in continuous employment. Layoffs will occur in reverse seniority order.

2. Recall Limits

Employees shall remain eligible for recall for two (2) full years, after which employees shall lose recall rights. For employees with ten (10) years or more of service, recall rights will be for three (3) full years.

3. Order of Recall

When the staff is again increased, the persons are to be recalled to work in reverse order from which they were laid off.

4. Notification Time Requirement

At least thirty (30) calendar days' notice and notification by June 30, if possible, will be given before an employee is laid off, and the lay off is for the following year.

5. Notification Procedure

Notices of recall shall be sent by certified or registered mail to the last-known address as shown on the Board's records. The recall notices shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Board notified as to the employee's current mailing address. A recalled employee shall notify the employer, as soon as possible, of acceptance or rejection and must report to work within ten (10) working days. The Board may fill the position on a temporary basis until the recalled employee can report for work. An employee who declines a position in the same classification that is substantially equivalent in hours is considered a voluntary quit.

6. Retention of Seniority

Seniority shall be frozen during layoff.

ARTICLE XVII
RETIREMENT SERVICE CREDIT

Employee Purchase or Repayment of Retirement Service Credit

- A. The Internal Revenue Code (IRC) Section 414(h)(2) permits employer “pick-up” of the employee portion of contributions to a retirement plan, thereby resulting in tax deferral of employee contributions. Under the MPSERS plan conditions, employees may be allowed to: (1) redeposit contributions previously withdrawn plus interest, and when full payment is made before termination of employment, the previously forfeited service is reinstated in full; and/or: (2) military active duty.
- B. Therefore, in order to permit tax deferral for the additional employee contribution amounts, the employer has adopted the payroll resolution attached to this agreement as Appendix B and implemented the salary reduction (payroll authorization) agreement attached to this agreement as Appendix C for the employee wishing to purchase additional retirement service credit or to repay retirement contributions previously withdrawn (plus interest). The employee that wishes to exercise this option shall enter into a binding IRREVOCABLE payroll deduction authorization by completing a Tax-Deferred Service Credit Purchase Agreement/Payroll Authorization form. The employee shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to MPSERS.

ARTICLE XVIII
DURATION OF AGREEMENT

A. Effective Date

This Agreement shall be effective as of July 1st, 2022 unless otherwise specified in this Agreement and shall continue in effect until the 30th day of June, 2025. After January 1, 2025, but no later than April 1, 2025, the parties will give notice to the other party of the desire to begin full contract negotiations.

B. No Strike Agreement

Consistent with the declared purpose to better serve the interests of children, the Association and each employee agree that during the life of this Agreement they will not encourage, cause, or participate in any interruption of or disturbance with the continuous, normal education of such children.

An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act and School District Fiscal Accountability Act, 2012 Public Act 36.

GRANDVILLE ESP/KENT COUNTY
EDUCATION ASSOCIATION

GRANDVILLE BOARD OF EDUCATION

By _____
Local Unit President

By _____
Board of Education President

By _____
Local Unit Representative

By _____
Board of Education Secretary

By _____
Local Unit Representative

By _____
Grandville Public Schools Chief Negotiator

APPENDIX A

The member has depleted all sick days and has petitioned the GESSA Executive Board to request sick day donations from Association members.

Association members may donate up to two (2) days to the above member.

GESSA will contact all members requesting the donation of sick days. Association members will complete and sign a separate form for each day donated. The Association will manage the donated pool of sick days. They will submit the signed donation forms to the payroll office designating the number of days to be donated each pay period.

The use of donated days will be dispensed by means of a random drawing of members donating at least one sick day. This procedure will continue until all donating individuals have used one day. The same process will be followed for individuals who have donated a second day or the above individual returns to work.

Each pay period, the payroll office will notify the Association members who have had days deducted from their donated days.

Appendix B Grievance Report Form

**GRIEVANCE REPORT FORM
GRANDVILLE EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION**

Grievance # _____

Grandville Public Schools/Kent County Education Association

Name of Grievant	Building	Assignment	Date Filed

Chapter 1 Level I

A. Date cause of grievance occurred

B. Specific article/law/rule/regulation violated

C. Statement of grievance:

D. Remedy requested:

Signature of Grievant

Date

Signature of Association Representative

Date

E. Date of meeting with supervisor: _____

F. Disposition (Supervisor)

Signature of Supervisor

Date

G. Disposition of Grievant

Signature of Grievant

Date

Signature of Association Representative

Date

Chapter 2 Level II

A. Date of Meeting with the Assistant Superintendent-Human Resources

B. Disposition (management):

Signature - Asst Superintendent-Human Resources

Date

C. Disposition of Grievant

Chapter 3

Signature of Grievant

Date

Signature of Association Representative

Date

Chapter 4

D. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

Signature of Association Representative

Date

Chapter 5 Level III

A. Date of Meeting with the Superintendent

B. Disposition (management):

Signature of Superintendent

Date

C. Disposition of Grievant

Chapter 6

Signature of Grievant

Date

Signature of Association Representative

Date

Chapter 7

D. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

Signature of Association Representative

Date

Chapter 8

Chapter 9 Level IV

Binding Arbitration

A. Date Appealed to Arbitration _____

Appendix C

Transportation Department Glossary

Run- A regular journey that occurs weekly, semi-daily or daily.

Route- A run that involves picking up or dropping off students at residential locations and taking them to a school building.

AM- Pick-up portion of a route.

PM- Drop off portion of a route.

Shuttle- A run transporting students from one school location (or school partner) to another.

Noon run- a route or shuttle without a reciprocal run at some other time of day.

Attached Runs- Journeys that are not routes that are considered a portion of the route that are within the 2 hour minimum pay for bid runs.

Tack on Runs- Journeys that are not routes that are considered a portion of the route that exceed the 2 hour minimum pay for bid runs.

Trip- A journey that does not occur or reoccur regularly.

Seasonal Shuttle Trip- Trip that occurs regularly over a limited period of the year transporting two between two school (or partner) locations.

Field Trip- A one-time trip that goes from a school location to a community location and returns later that day.

Athletic (Field) Trip- A one-time trip that goes from a school location to the location of an athletic competition and returns later that day.

Activity (Field) Trip- A one-time trip that goes from a school location to the location of a student activity returning later that day.

Overnight- "Modifier" of a trip where driver retrieves the group the next day or later after an overnight stay.