MASTER CONTRACT

Between the

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS BOARD OF EDUCATION

And the

ESSEXVILLE-HAMPTON EDUCATIONAL SUPPORT PERSONNEL (EHESP)/MEA-NEA

For the School Years:

2024-2025
2025-2026
2026-2027

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ARTICLE I -AGREEMENT

This Agreement, entered into this 27th day of June, 2024, by and between the Association (EHESP) MEA-NEA, hereinafter called the "Association," and the Essexville-Hampton Public Schools Board of Education, hereinafter called the "Board."

WITNESSETH:

Whereas, the Board and the Association have a statutory obligation pursuant to Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with the Association as the representative of its secretaries, clerks, media specialists, paraprofessionals, aides, playground supervisors, and hall monitoring/parking lot attendants with respect to hours, wages, terms, and conditions of employment. It is understood that substitutes are not represented by the bargaining unit.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE II- PURPOSE

1. The parties recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Board of Education, bargaining unit members and the Association. The Board and the Association further recognize the mutual benefits of just and expeditious resolution of disputes which may arise as to proper interpretation and implementation of this Agreement, or of policies or regulations of the Board; and accordingly, have included herein a Grievance Procedure for the effective processing and resolution of such disputes.

2. The wages, hours, terms and conditions of employment provided in this Agreement shall remain in effect until changes by written, mutual consent. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

3. It is understood that the following classifications are excluded from the scope of this Agreement: head bookkeeper, payroll clerk, superintendent's secretary, board office receptionist, administrative assistant at the Community Education office, and supervisory personnel.

4. The Board hereby agrees not to negotiate with any other bargaining agent other than the Association for the duration of this Agreement.

5. Notwithstanding their employment, members shall be entitled to full rights of citizenship and no religious or political activities or any member or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such a member.

6. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status or membership in any association with the activities of any employee organization.

ARTICLE III - RIGHTS OF THE ASSOCIATION

1. Pursuant to Act 379 of the Public Acts of 1965, as amended, 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 and other concerted activities for mutual aid and protection or to refrain from such activities. The Board and association undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any individual in the enjoyment of any rights conferred by said Act 379, or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any individual member of the Association, her/his participation in any activities of the Association or collective professional negotiations with the Board, or her/his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment or nonparticipation in the association.

2. It is agreed that non-bargaining unit personnel will not be assigned bargaining unit work.

3. The Board specifically recognizes the rights of its employees appropriately to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such a public agency, or an arbitrator appointed pursuant to the provisions of this Agreement.

4. The Association and its members shall continue to have the right to use school building facilities and equipment, including computers and Internet access, to which bargaining unit members normally have access, at all reasonable hours for Association business subject to scheduling through district procedures. No member shall be prevented from wearing insignia, pins, or other identification of membership in the Association, either on or off school premises. Bulletin boards, school mail, and other established media of communication may be made available upon request and approval by the building principal or Superintendent or his/her designated representative to the Association and its members. Except that these media shall not be used to promote a political candidate or advocate for a political cause, unlawful purpose or interfere with work.

5. The Board agrees to furnish the Association, in response to reasonable written requests, all available public information concerning the financial resources of the District, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of its members, together with information which may be necessary for the Association to process any grievance or complaint. This information shall include but is not limited to names, addresses, seniority, wage, benefit costs, etc., for all members of the bargaining unit, without charge.

6. Whenever a bargaining unit member is called to her/his supervisor's office for the purpose of investigation, which may culminate in a reprimand or disciplinary action, the bargaining unit member will be notified. The bargaining unit member may or may not request the presence of an Association representative. If the bargaining unit member requests the presence of an Association representative, the request may not be denied. No discussion will take place until

the Association representative is available. Association members and representatives may discuss pending issues involving the Association during the work day as long as such discussions are brief and do not interfere with the employee's regular duties and responsibilities, as determined by the building Administrator.

7. The President of the Association shall be notified of the following information within a new employee's first two (2) weeks of employment: name, hire date and time, classification, hours of work, and job location. A list of all members and assignments (paraprofessional, secretary, media specialist) will be maintained and updated quarterly by the end of the high school quarter schedule. This notification can be in e-mail or in writing.

8. Each member of the Association shall have the right, upon request and by appointment, to review the contents of his/her own personnel file. The official personnel file shall be maintained at the office of the Superintendent and members shall have the right to a copy of any of the materials included in such file. The member shall be provided with a dated copy of all materials that are to be placed in the personnel file.

9. Employee Conduct and Responsibilities: Although the parties acknowledge the difficulty of completely and precisely defining the responsibilities of each Employee, it is recognized that the responsibilities shall include the following:

    a. The performance of all duties with reasonable diligence and in a professional manner.

    b. The prompt notification to the Employer of any physical or mental condition of the Employee which may temporarily or permanently impair the ability of the Employee to discharge his/her responsibilities.

    c. Compliance with all applicable laws, regulations, policies and directives which are not contrary to this Agreement.

    d. The avoidance of tardiness or absence and the reasonable anticipation of any event which will necessarily result in tardiness or absence and the prompt reporting of any such tardiness or absence to the Employer.

ARTICLE IV - RIGHTS OF THE BOARD OF EDUCATION

1. It is hereby recognized by all parties hereto that the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States. It is further recognized that the exercise of powers, rights, authority, 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 only by the specific and express terms of this contract and then only to the extent that this contract is in conformance hereof with the Constitution and laws of the State of Michigan and of the United States.

2. The parties agree that this Contract incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as supplement to this Agreement.

ARTICLE V - DUES AND PAYROLL DEDUCTIONS

Membership in the Association is not compulsory. Neither party shall exert any pressure on nor discriminate against an employee regarding such matters.

ARTICLE VI - COMPENSATION

1. The basic compensation of each bargaining unit member shall be set forth in Appendix "A". There shall be no deviation from said compensation rates during the life of this Agreement. Pay will be made on a bi-weekly basis.

2. A bargaining unit member engaged during the working day in negotiations on behalf of the Association with any representatives of the Board in any grievance proceeding shall be released from her/his regular duties without loss of wage.

3. The Association shall have allocated six (6) days or 48 (forty-eight) hours annually without loss of salary, for Association business. The Association shall access this time by written notice, at least one
(1) week in advance, to the Employer by the Association President.

4. Holidays occurring during the vacation period shall not be charged against the vacation allowance.

5. Upon resignation, layoff, or transfer to a position requiring fewer working hours or weeks of employment, members shall receive any unused vacation allowance at the rate of pay received by them at the time the allowance was earned.

ARTICLE VII - HOURS OF WORK

1. A normal workday shall not exceed eight (8) hours, excluding a minimum of one-half (1/2) hour for lunch and a normal work week being Monday through Friday. Time and one-half (1.5 times) shall be paid for overtime worked in excess of 40 (forty) hours in any one week, or eight (8) hours in any one day. Compensatory time, in lieu of overtime pay, must be mutually agreed upon by the employee and their immediate supervisor. Compensatory time is to be computed and compiled on the basis of time and one-half (1.5 times). Scheduling of compensatory time is to be determined by the individual's immediate supervisor after consultation with the Association member. Work performed on weekends (Saturday- Sunday) shall be compensated at double time for all hours after the completion of 40 (forty) hours of work during the work week. An exception to the aforementioned would be a posted and accepted position by an Association member that would include weekend hours. Compensation would be made at the normal hourly rate. The employee's workday shall be a contiguous day, unless mutually agreed upon between the employee, Supervisor, and the Association President.

2. The District will provide a general job description for each position (paraprofessional, media specialist, secretary). Job duties are assigned by the Building Administrator as necessary. While it may be necessary to adjust the duties assigned to bargaining unit members from time to time, to meet an immediate need, it is understood that efficient school administration is best achieved when members of the bargaining unit are working within their area of competence. Therefore, adjustments to duties for all bargaining unit members should be utilized only in emergency situations or on a temporary basis until staffing inadequacies can be addressed and/or corrected. Whenever possible, administration shall arrange temporary staffing adjustments within 1-business day.

3. There are occasions when it becomes necessary for a Paraprofessional to be partnered one-on-one with a student, due to their needs, for a school year. Due to the challenging nature of such assignments, the duration of one-on-one assignments shall last for only one school year unless mutually agreed to by the bargaining unit member and the Building Administrator or when this is not allowed due to the current staffing model. This does not apply to paraprofessionals that were hired in a one-on-one assignment. In the event that a paraprofessional that is in a one-on-one position has interest in working with another student that is in need of a one-on-one, the employee may share this request with administration and the decision will be made based on the best interest of the students and the staffing model. In the event that a one-on-position is eliminated and/or a student matriculates to a different building, the paraprofessional shall be given priority following the student/moving to another school based on their interest and staffing need.

4. Work Schedule:

   Work Days

   - A normal work year for Secretarial Bargaining Unit members shall not exceed 205 days. Said work year may begin as early as three (3) weeks before the start of the student school year and may end as late as two (2) weeks after the end of the student school year but may not exceed 205 days without Administrator approval.
   - The normal work year for Paraprofessionals and Media Specialists will begin at the start of the school year and run until the last day of student attendance for the school year following the District's calendar for teacher work days, including professional development days. This does not include the new teacher professional development day(s).
   - Administration will have the authority to request additional time for all association members if deemed necessary but must mutually be agreed upon between the employee and the administrator.

   Professional Development Days

   - Professional Development Days shall be from 8 – 3:30 PM for all members (including part-time) unless otherwise noted on the official district professional development day calendar. This constitutes 7 hours of pay. Attendance at Professional Development Days is mandatory, therefore, a bargaining unit member shall not use personal or vacation days. A bargaining unit member may be permitted to use a sick day with a physician's note. A pre-approved non-paid leave may be granted by administration for extenuating circumstances. Failure to obtain pre-approved leave may result in disciplinary action.

Half-Days for Students

- Planned half-days for students, when it is a full work day for teachers, shall be required for full-time paraprofessionals, media specialists, and secretaries based on the work schedule for their assigned building. Half-days for students, when it is a full work day for teachers, shall be required for part-time employees while students are present and the remainder of the day (up to 7 hours) may be worked if there is a need and approved by the building administrator in advance.

All employees will be given time during pre-service week to complete all District, State, and Federal training programs.

Paraprofessionals shall be provided with any relevant information that is needed for students being served (health, academic, behavior, etc.) by a District representative.

Any bargaining unit member, upon working 30 (thirty) hours or more a week for four (4) consecutive weeks, or working a total of 1,250 (one thousand, two hundred and fifty) hours or more during a contractual year, shall be considered full-time. Any Association member working less hours than stipulated above shall be considered part-time.

5. When school is closed due to severe inclement weather, an Act of God, or directive, they shall be handled in the following manner:

    1. Regularly scheduled hour(s) not required to be made up will be paid in full, up to a maximum of six (6) days. In the event that a building and/or District is closed for more than six (6) and less than ten (10) allotted days and for those days that do NOT require make-up, the employee shall be given the option to use a personal or vacation day.
    2. Regularly scheduled hour(s) that are required by law to be made up, in order to receive full state aid shall be rescheduled. Bargaining unit members shall be paid for such hour(s) when they are worked.

6. A bargaining unit member will have a relief time of fifteen (15) minutes in the morning and a relief time of fifteen (15) minutes in the afternoon as scheduled by her/his supervisor provided that the individual bargaining unit member is regularly scheduled for six (6) or more hours of work daily. Employees that work four and one-half to five and three-quarter (4.5-5.75) hours will receive one fifteen (15) minute break.

    1. When mutually agreed upon between an administrator and an employee, breaks may be placed consecutively (two 15 minutes placed back-to-back to create a 30-minute paid break) for employees regularly scheduled to work six hours or more per day. This may be revised according to building needs.

    2. The Parties agree that an employee may not have a combined 30-minute paid break (see #1) OR 15 minute paid break AND a 30-minute lunch break combined to end or start the work day. Any other combination of breaks and/or lunch at the start of the day must be approved by the building administrator in writing. The Parties agree that the Board has sole discretion to determine whether an employee can receive the combined break and lunch period.

3. During a paid break, an employee must sign out on a District approved form if they decide to leave the building with administrator approval and sign-in upon return.

4. In the event that an emergency arises and a break is not granted per administration's request, the employee shall be compensated for the 15-minute break that was lost at a one-quarter (¼) hour rate.

5. The Association and employee agree to indemnify and hold the Board or District harmless if an employee leaves campus with administrator approval and is injured during the school day.

7. Bargaining unit members who are scheduled for work, appear for work, and are then sent home shall receive one-half (½) their normal day's pay.

8. When any bargaining unit employee is asked to substitute in the position of an absent bargaining unit employee, the bargaining unit member substituting shall receive her/his regular rate of pay, or the Step 1 base rate for the classification of the position in which the bargaining unit employee is substituting, whichever is greater.

ARTICLE VIII - VACANCIES, PROMOTIONS, LAYOFF, RECALL AND TRANSFERS

1. Whenever any vacancy in the bargaining unit shall occur, the Board shall publicize the same by posting written notice of such vacancy in every building where members are employed. No vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least five (5) workdays in all buildings. All vacancy notices will be delivered to the building principal and secretary. Such notices will be dated and initialed upon receipt and posted immediately. Said posting shall not be required to be posted except during the school year. However, all vacancies occurring during the summer months shall be sent to the Association President via school email. During summer recess, the President of the Association shall be notified
of said vacancy 10 (ten) days before the vacancy is permanently filled. This provision does not apply to temporary summer positions. When any vacancy is permanently filled, the Association President will be notified, in writing, within five (5) working days.

2. A vacancy notice shall include:

    a. Classification.
    b. Type of work.
    c. Minimum requirements necessary for the job.
    d. Minimum hours of work/hours to be worked.

3. All personnel **will** be encouraged to train and prepare for promotional opportunities and insofar as practicable, all vacancies shall be filled by the best available candidate with seniority and with ability, as judged by management, being the major criteria.

    The District shall maintain a training subsection in each employee's personnel file. Certificates of

training shall be maintained in this section for all District-sponsored training, as well as training completed through the employee's own initiative. When promoting, transferring, or reassigning employees, these training certificates shall be used to determine qualification and ability. It is the responsibility of the employee to provide documentation of training to the Employer.

In the event any individual position in any classification has time added in excess of fifteen (15) minutes or more, those individual positions shall be posted for bid within the Collective Bargaining Unit.

4. Effective July 1, 2024, due to the current labor shortage and the increasing need to attract and retain qualified candidates for District vacancies, the Association and the District mutually agree that the District, may grant steps up to the 3rd (third) step on the Wage Schedule to newly hired individuals who possess current and related work experience which is documented and can be verified. Anything beyond Step 3 (three) will require a mutual agreement between the Association Leadership and District Administration.

5. If a reduction in the workforce becomes necessary, in one or more classifications within the bargaining unit, the following layoff and recall procedures will be followed:

   a. Probationary staff (those with less than 120 (one hundred and twenty) calendar days within the school year) shall be moved buildings first or be laid off first if there is no other position available within the District. Probationary staff are not eligible for recall.

   b. If a reduction is still necessary, those with the least seniority within a classification are to be moved buildings first or laid off first if there is no other position available within the District. The displaced employee shall have the right to displace another employee in a lower classification with less District seniority and retain their current step. Any member whose services are so terminated shall be notified at least 14 (fourteen) calendar days in advance in writing by the Board.

   c. Seniority shall not continue to accrue while on layoff but will be frozen at the time of layoff for up to two (2) years.

CLASSIFICATIONS AND SUB-GROUPS

Within each subgroup, employees are considered "qualified" for each lower classification level.

Subgroup A - Paraprofessionals, Office and Library Support Staff

Classification IV: Secretary
Classification III: Media Specialists
Classification II: Paraprofessionals

Seniority is defined to mean the amount of time an individual is continuously employed as a member of the EHESP within the School District. District seniority shall be calculated from the initial date of hire. Seniority shall be established by a date and time stamp on the employee's personnel file at the time of hire. Under no circumstances shall seniority accrue until an employee has served her/his probationary period. If the probationary period is satisfactory, seniority shall be retroactive to the date of hire.

Seniority shall be lost for the following reasons:

- Discharge for cause; Retirement or resignation;
- Acceptance of a position within the District that is outside of the bargaining unit;
- Exceeding the two (2) year limitation on recall rights;
- If an employee on layoff is employed elsewhere and refuses recall.

Seniority shall be based on school years worked. One (1) year of employment is equal to one (1) year of seniority. Employees hired prior to the start of the second semester shall receive one (1) year's seniority. Employees hired after the start of the second semester shall receive one-half (½) year seniority. The seniority list will be posted in the fall of each year. Objections to the list shall be filed within 10 (ten) days. Thereafter, the list shall be considered final and conclusive.

A laid off employee may submit a written letter of intent indicating in which building(s) and positions she/he is willing to sub. Such employees will be granted priority status on the substitute list.

For purposes of future vacancies, employees displaced to a lower classification as a result of reduction in positions and/or programs shall be judged as having the ability to perform the work of their previous classification,

Recall

When there is an increase in the workforce after a layoff, or an opening occurs due to attrition, the position will be posted internally in accordance with Sections A-C above. Laid off employees shall retain recall rights for a period of two (2) years.

Notice

In the event of a recall, the laid off employee shall be informed of the recall via telephone followed by delivery confirmation letter stating the date the employee must return to work. If the employee is employed elsewhere, she/he will be allowed to provide her/his current employer up to a two (2) week notice before returning to work. Notice of recall via delivery confirmation will be mailed to her/his last known address. The employee must respond to such notice within five
(5) workdays after delivery thereof. In the event the employee fails to comply with the above or fails to notify the Employer of a change of address, she/he shall lose all seniority rights under this Agreement. Employees terminated through layoff may elect to escrow any accrued vacation time or be paid for the same. These payments shall be paid in the last paycheck. Accrued sick leave shall be escrowed for use upon employee recall. The District may email communication in addition to the language above.

6. The parties agree that involuntary transfers of bargaining unit members are to be affected only for reasonable cause as determined by the Superintendent/designee after consultation with the Association.

7. When the administration becomes aware of a temporary leave of absence which is originally documented to be in excess of twenty (20) school days, a job posting notice will be placed in each building in order that bargaining unit members may be notified of the temporary vacancy. Individual bargaining unit members may apply to the individual stated within the temporary notice. Seniority and ability, as determined by management, will be considered when filling the temporary vacancy.

8. Employees interested in working during summer school sessions will provide written notice of their desire to the Administrator in charge no later than May 1st. Assignment of these positions will be made by the Administrator based upon the needs of the program and the qualifications of the employee.

9. The parties agree that there are times in which a support staff individual may be needed to cover a class period, as a guest (or substitute) teacher, for a given time period in the day or all day, but at no time will this extend beyond the support staff member's regular scheduled shift without their consent.

    a. The parties agree that state law requires any guest (or substitute) teacher to hold a valid substitute teacher permit.

    b. If an eligible member of the Association agrees to serve as a substitute teacher, the person will contact the Director of Employee Services via email stating their interest and eligibility. Mutual agreement between the administration and the employee interested in serving as a substitute teacher is required in order to move forward.

    c. For any Association member that agrees to serve as a substitute teacher and is deemed eligible by the State of Michigan, the District will pay for the costs associated with obtaining a substitute teaching permit for the given year.

    d. An Association member that has been selected to serve as a guest (or substitute) teacher shall be compensated according to the following formula: $20 per hour of guest teaching assignment rounded up to the nearest .25 hour with .25 hour increments if holding a valid Substitute Teaching Permit issued from the State of Michigan. In the event that an hourly employee's base hourly rate exceeds $20 per hour, the highest number shall be used. In the event that an emergency situation arises and a member is serving as a substitute teacher without a valid substitute teaching permit, the pay shall be $18 per hour or maintain their current rate, whichever is higher.

    In the event that an Association member is needed to supervise a class period(s) when they did not volunteer (regardless of #2 & #3 above) because of an emergency, #4 of this section shall be in effect as student monitoring/safety is paramount.

ARTICLE IX - DISCIPLINE, DEMOTION AND DISCHARGE

1. After satisfactory completion of the probationary period which is 120 (one hundred and twenty) calendar days within the school year, no bargaining unit member shall be disciplined (including warnings, reprimands, suspensions, reductions in rank, discharged, or other actions of a disciplinary nature) for any reason without just cause. Discipline of personnel under the provisions of this Agreement will be conducted in accordance with the basic concepts of due process and Board Policy. A copy of the written disciplinary action given to the bargaining unit members will be given to the Association President, within 1-business day of the date of issue. Any complaint made against a bargaining unit member shall be promptly called to the attention of the bargaining unit member. If substantiated, a corrective procedure will be given except where there is just cause for discharge. This would also include allegations of wrongdoing regarding the employee's private and personal life.

2. Discipline, when invoked, will be progressive in nature. However, Administration shall have the right to invoke a penalty which is appropriate to the seriousness of an individual incident or situation, up to and including Discharge.

3. In the event disciplinary action becomes necessary, after an informal conversation with the Supervisor, the following steps will be followed. Any step or steps, however, may be skipped based on the severity of the situation after discussion with the Association President within 1-business day of the date of issue when the discipline is written. Administration shall have the final determination as to the severity of the consequence.

    a. Documented verbal warning - copy to personnel file.
    b. Written reprimand - copy to personnel file.
    c. Up to ten (10) days off without pay based on the severity of the incident and upon mutual agreement between the Bargaining Unit and the Administration - copy to personnel file.
    d. Discharge - copy to personnel file.

4. Disciplinary action for just cause may be imposed upon an employee for failing to fulfill his/her responsibilities as an employee as outlined in Article III, Section H and Article VII Section D.

5. In the event a bargaining unit member shall be suspended or discharged from employment and believes she/he has been unjustly dealt with, such suspension or discharge shall be a case to be handled in accordance with the Grievance Procedure.

    a. Should it be decided that an injustice has been done in regard to a bargaining unit member's suspension or discharge, the Board agrees to reinstate her/him and pay her/him for all time lost.

ARTICLE X - RESIGNATION

Any employee desiring to resign shall notify the Superintendent or her/his designated representative in writing at least 14 (fourteen) days prior to the effective date. Employees will be paid for all granted, but unused, vacation at the time of her/his resignation. The rate of pay shall be in accordance with the hours worked at the time these days were granted. Employees resigning prior to

the end of the school year shall have her/his vacation days prorated. It is understood that an employee resigning prior to the end of the school year who has used more than her/his prorated number of days shall reimburse the District for said days. Exception: During the school year, if less than 14 (fourteen) calendar days are given for a resignation, there shall be no pay out of any days.

ARTICLE XI - SICK LEAVE

1. The primary purpose of sick leave is to cover the absence of a bargaining unit member from employment due to personal illness sufficiently severe that it would make her/his presence in school inadvisable. Sick time may be used for personal illness (including mental health), immediate family illness or surgery, physical examinations, medical, dental, or other health related treatments or appointments which cannot reasonably be deferred, and which cannot be scheduled outside of the regular workday.

   It is the responsibility of the employee to notify the Building Administrator, at least one (1) hour prior to the start of their workday, when possible, of their absence. It is also the responsibility of the employee to enter all time off requests, using the District required online systems, for approval. Time off requests must be entered as soon as is possible, but not later than 24 hours after the absence has occurred. Failure to enter the request may result in delayed payment and discipline.

   If there is a question or doubt regarding the illness of an employee, or a pattern of excessive absences because of illness (suspected abuse of Sick Days), the Employer shall retain the right to require a doctor's statement verifying the illness. Employer shall also retain the right to place an employee on leave restriction due to a pattern of excessive absences that have not been medically documented.

2. Sick leave balances to include beginning, used, and remaining days will be provided on each bi- weekly pay stub.

   Eight (8) days each school year with pay will be granted to each bargaining unit member because of illness or injury.-During the first year of employment, a bargaining unit member will be granted sick leave days at the end of their probationary period.

   Unused sick leave shall be accumulated. A sick leave day is equivalent to an employee's regularly scheduled workday. All support personnel that retire or leave the district during the school year will have their sick days for said year prorated.

3. In accordance with the Michigan Paid Medical Leave Act (PMLA), paid leave may be used for an eligible hourly employee or employee family member (child, parent, spouse, grandparent, grandchild, or sibling) with any of the following:

   a. Mental or physical illness, injury, or health condition, including related medical diagnosis, care, treatment or preventative medical care;
   b. For a victim of domestic violence or sexual assault, any related medical care or counseling; victim services or legal services; judicial proceedings, or relocation;
   c. For closure of the employee's primary workplace by order of a public official; for an

employee's need to care for a child whose school or place of care has been closed by order of a public official; or a determination by health authorities that the presence of the employee or family member in the community would jeopardize the health of others due to exposure to a communicable disease.

4. Due to the nature of working for a school district and the importance of having employees be at work so as to not adversely affect school operations and/or disrupt the educational process, any suspected abuse of using PTO (paid time off) days will be investigated by the District and may lead to disciplinary action (as outlined in ARTICLE IX) up to and including termination.

ARTICLE XII - LEAVE OF ABSENCE

1. A bargaining unit member whose illness or award under the Worker's Compensation Act continues beyond the unused sick leave period specified in Article XI hereof, will be granted a leave of absence without pay for a period not to exceed one (1) year. Such member, or a member of her/his immediate family in her/his behalf, shall make a written request to the Superintendent for such leave of absence, accompanied by a certificate from her/his physician that she/he is unable to perform her/his duties. She/he shall make a written request to the Superintendent for reinstatement when able to resume her/his duties, accompanied by a certificate from her/his physician evidencing such ability.

   The Board may require the member to submit to a physical and/or mental examination by a physician of its choice and at its cost. If the Board determines that the member is able to resume her/his duties, and her/his leave of absence has not expired, she/he shall be assigned to the same position in which employed prior to the illness or injury, or to a substantially equivalent position, commencing at such date as such a position becomes available.

2. The term "immediate family" as used in this Article, or elsewhere in this Agreement, is defined to mean mother, father, stepmother, stepfather, husband, wife, sister, brother, stepsister, stepbrother, grandparents, mother-in-law, father-in-law, child, stepchild, grandchild (natural or adopted), son-in- law, daughter-in-law, brother-in-law, sister-in-law and/or grandparents-in-law.

LEAVES OF ABSENCE WITH PAY

1. A bargaining unit member will be granted **leaves of absence with pay** to the extent of her/his unused sick leave pay specified in Article XII hereof, each year as follows:

   a. Serious illness of a member of her/his immediate family not to exceed four (4) days if request is made and approved by the Superintendent or her/his designated representative as soon as conditions permit the bargaining unit member to make the request.

   b. For such period of time as the bargaining unit member is necessarily absent from employment because of an emergency, if request therefore is made to and approved by the Superintendent or his/her designated representative, as soon as conditions permit the bargaining unit member to make the request.

2. A bargaining unit member will be granted **leaves of absence with pay, not chargeable against sick leave pay** specified in Article XII hereof each year as follows:

   a. Association members absent from duty because of death of her/his immediate family shall be paid for a maximum of five (5) days for attendance at the funeral if the days are scheduled workdays. Said days are independent of sick leave and are not cumulative.

      Association members absent from duty because of the attendance at the funeral service of an aunt, uncle, niece, and/or nephew shall be paid the equivalent of one (1) day's pay for each day of funeral leave used. Said day is independent of sick leave and is not cumulative. Attendance at a friend's funeral shall be limited to one paid day per year.

   b. Not to exceed 30 (thirty) days while serving as a juror in a Court of Record. The pay of the member shall be reduced by the per diem compensation paid to her/him as a juror.

   c. For such a period of time as designated by the Superintendent for administration-approved educational conferences or conventions.

   d. PERSONAL DAYS

      i. Employees hired before July 1, 2024: A bargaining unit member (part time and full time) will be granted four (4) days each year for the conducting of personal affairs which cannot be conducted outside school hours. During the first year of employment a bargaining unit member will be granted the personal days at the end of their probationary period. Personal business days may be denied for the day before and/or the day after a school holiday. Requests will be granted on a first received, first granted basis, at the discretion of the Building Administrator.

      ii. Employees hired after July 1, 2024: A bargaining unit member (part time and full time) will be granted three (3) days each year for the conducting of personal affairs which cannot be conducted outside school hours. During the first year of employment a bargaining unit member will be granted the personal days at the end of their probationary period. Personal business days may be denied for the day before and/or the day after a school holiday. Requests will be granted on a first received, first granted basis, at the discretion of the Building Administrator.

   e. An Employee may elect to be paid for unused personal days at the end of the school year or carry up to two (2) unused personal days into the following school year for a maximum of five (5) personal days in any school year. The Employee must communicate their choice to Administration prior to the last day of school. In the absence of any communication, the unused personal days will automatically be paid to the Employee.

LEAVES OF ABSENCE WITHOUT PAY

1. An Association member will be granted a **leave of absence without pay and benefits** upon written request for the purpose of childcare attendant to the birth or adoption of the employee's newborn or newly adopted child, not to exceed one (1) year. A member of the Association shall be entitled reemployment within one (1) calendar year from the date of the beginning of the leave of absence. It is recognized that members returning from leave as described in this paragraph will be placed on the step of the salary schedule that the individual enjoyed at the time the leave was granted. Individuals returning will retain accumulated sick leave that was accumulated at the time of commencing leave, provided that no portion of this Article is in conflict with current law.

2. A leave of absence shall be granted to eligible employees in accordance with the Family and Medical Leave Act (FMLA) for the purposes permitted by the FMLA. FMLA leave will run concurrently with paid or unpaid leave for FMLA qualifying events.

3. Bargaining unit members may not save unused leave days to be used at a later date by utilizing unpaid days off throughout the course of the year. Once a bargaining unit member has exhausted all their paid absence days (e.g., vacation, personal, sick) a bargaining unit member MUST have the pre-approval of the Superintendent or his/her designee to take any further days.

   Requests for unpaid leave will be considered on an individual basis. The requests must be made in writing and submitted, at least twenty-four (24) hours prior to the absence, to the appropriate Building Administrator for approval/denial.

   Failure to obtain approval will be subject to disciplinary action as outlined in Article IX. The decision of the Superintendent or his/her designee to deny unpaid leave shall be final and not subject to the grievance procedure.

ARTICLE XIII - TERMINAL LEAVE

1. A bargaining unit member with five (5) up to ten (10) consecutive years of employment, who are NOT eligible for retirement and who resign their position with the District by giving fourteen (14) calendar days' notice, shall receive payment of twenty-five ($25) dollars a day for their individual accumulated sick days. A maximum of one hundred (100) days will be paid out. Such payment shall be made in a lump sum with the final pay.

2. A bargaining member, with at least ten (10) consecutive years of employment, who submits a letter of retirement AND enters into MSPERS shall be paid for their individual accumulated sick days. Payout shall be part-time members (those working less than thirty (30) hours per week) at $35/day and full-time members $45/per day. A maximum of one hundred fifty (150) sick days can be paid out. Payment will be made through a district special pay plan into a 403(b) or 457 account.

3. As to bargaining unit members from "2" above, who were hired before July 1, 2016: 100% of accumulated sick days will be paid out. Payment will be made through a district special pay plan into a 403(b) or 457 account.

An employee that qualifies for terminal leave (under 2 or 3 above) can increase their per diem pay rate from $35 or $45 per day to $45 or $55 per day respectively, by submitting an irrevocable letter of retirement seventy-five (75) calendar days prior to their last day of work.

Employees who leave the District and who do not give proper notice (14 calendar days), or who have been discharged for cause, are not entitled to payment for their accumulated sick days.

In case of death of the employee, the above benefits will be paid to the surviving legal spouse or to the employee's designated beneficiary. The District will provide a beneficiary designation form to each employee.

ARTICLE XIV - GRIEVANCE PROCEDURE

Should differences arise between the Board and the Association, or its members employed by the Board, as to the meaning and application of the provisions of this Agreement, there shall be no suspension of work on account of such difference, but an earnest effort shall be made to settle such difference immediately in the following manner:

Step 1: Within twenty (20) working days of the occurrence or discovery thereof of the facts forming the basis of the grievance, an aggrieved employee may initiate a grievance in writing on forms provided by the Association, or verbally by contacting the employee's Supervisor, who must give an answer within five (5) working days. Should the grievance involve more than one (1) building, or fall outside the authority of the employee's Supervisor, an initial meeting will take place between the Superintendent and his/her designee and shall be processed at Step 2.

Step 2: If the grievance is not settled in Step 1, or no disposition has been made, a copy of the grievance will then be submitted within 10 (ten) working days of receipt of the answer in Step 1 to the Superintendent of Schools. A meeting will then be held as soon as possible, but not later than ten (10) working days, between the Superintendent of Schools and the aggrieved Association/employee for discussion of the grievance. Such meeting may include the aggrieved employee. The decision of the Superintendent of Schools, or his/her designated representative, shall be made in writing within five (5) working days after the meeting.

Step 3: If the grievance is not settled at Step 2, or no disposition has been made, a meeting must be held between representatives of the Association and the School Board or their representatives. The request for a meeting must be forwarded within ten (10) working days upon receipt of answer at Step 2, or the time limit for the answer. The meeting shall be held within 10 (ten) working days of the receipt of the request, or thereafter by mutual agreement. The decision of the Board shall be made in writing within five (5) working days of a meeting.

Step 4: If the grievance is not settled at Step 3, the matter shall then be referred to arbitration by the Board or the Association within 15 (fifteen) working days by filing a demand

for arbitration with the American Arbitration Association. He/she shall be selected through the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration hearing. Neither party shall be permitted to assert in such arbitration proceeding any issues which have not been set forth in the original grievance. The Arbitrator shall have no power to alter or add to or subtract from the terms of this Agreement. The Arbitrator will be without power or authority to make any decision which requires the commission of any act prohibited by law which is in violation of the terms of this Agreement. Each party may present the testimony of witnesses and any pertinent written evidence. The cost of the arbitrator shall be borne equally by the Board and the Association.

Arbitration conducted in accordance with Step 4 shall be binding upon both parties.

ARTICLE XV – INSURANCE

Classification IV: Secretary & Classification III: Media Specialists who are regularly scheduled to work 30 hours or more per week shall receive Board of Education provided health and ancillary benefits. The District shall pay the maximum allowed annual hard cap amount, for the selected insurance plan, towards the total cost of the medical premium and deductible.

Classification II: Paraprofessionals who are regularly scheduled to work 30 hours or more per week shall receive Board of Education provided health and ancillary benefits. The District shall pay the maximum allowed single subscriber annual hard cap amount, for the selected insurance plan, towards the total cost of the medical premium and deductible. If the employee elects to add a family member to the policy, the additional premium shall be the responsibility of the employee and shall be contributed through payroll deduction.

Medical and deductible plan year is January 1 - December 31.

The annual employer paid amount shall adjust annually of each plan year, to the maximum payment that is permitted per the State of Michigan hard cap laws. If no hard cap exists, the base dollar contributed shall equal the percentage increase in insurance costs for the previous year, up to 3% of the January 1, 2024 rates. District Health Insurance Payments after January 1, 2024:

- Single Subscriber $641.90 per month
- Individual and Spouse $1,342.42
- Full Family $1,750.65

Upon separation from the district, all health care costs will be prorated.

1. Any premium/deductible above the hard cap will be the responsibility of the employee and will be contributed through payroll deduction with pre-tax dollars. Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HSA up to the maximum amounts allowed by Federal Law.

Health BENEFIT

PLAN A Option 1	PLAN B ** Option 2	PLAN C Option 3
MESSA Choices II	MESSA ABC Plan 1	MESSA ABC Plan 2
$500/$1000 deductible	$1 ,400/$2,800 deductible	$2,000/$4,000 deductible
$10/$25/$50 OV/UC/ER	No copay	20% co-insurance No Copay
Saver Rx	ABC Rx	ABC Rx
	HSA	HSA

The Board of Education will pay for dental coverage with Class I benefits at 100%, Class II benefits at 80%, Class III benefits at 80%, with an annual maximum of $2,200.00. Class IV (Orthodontics) shall be paid at 80% with a life maximum of $2,200.

In addition, the Board of Education will provide VSP 3 vision insurance.

1. Bargaining unit members who qualify for health care via Article XV.A and who do not carry health insurance provided by the Board of Education, will receive cash in lieu of $2,100/year-payable
   $210 per month for 10 months in the second pay per month.

   In the event that an employee has exhausted all of their PTO (paid time off) days and hours regularly worked drops below their regularly scheduled thirty (30) hours per week due to unpaid absences, cash in lieu of insurance payments will be discontinued for the remainder of the school year.

2. The Board agrees to pay the premium for a $20,000 group term life insurance program, with AD&D, for all bargaining unit members.

3. The existing Internal Revenue Code Section 125 Plan shall not be modified during the term of this Agreement except as mutually agreed or required by law.

ARTICLE XVI - VACATION

1. "Regularly assigned" is defined to mean those hours an individual within the bargaining unit actually works for a minimum of twenty-one (21) weeks per school year.

   Should it become necessary to reduce an employee's hours, vacation time used after the reduction of the employee's hours will be prorated in accordance with the new hours worked. Vacation times to be mutually agreeable between the Supervisor and the individual bargaining unit member.

   a. Classification IV: Secretary & Classification III: Media Specialist bargaining unit members, employed with the District PRIOR to July 1, 2024, assigned to a regular workweek of 30 (thirty) hours or more will be granted vacations as listed below:

      1 year to the completion of 5 years - 5 days paid vacation
      Beginning of 6 years to completion of 9 years - 10 days paid vacation
      Beginning of 10 years of employment - 15 days paid vacation

   Secretaries and Media Specialists hired on or after July 1, 2024 - 5 days paid vacation

b. Classification II: Paraprofessional and any other bargaining unit members working less than 30 hours in one or more classifications shall be considered part time for each classification and receive vacation days accordingly, after their probationary period, will be granted vacation as listed below:
   -Full time (working 30 hours or more) – Five (5) vacation days
   -Part time (less than 30 hours) – Five (5) years and above – 3 paid vacation days
   -Less than five (5) years – 2 paid vacation day

2. Paid vacation days must be used to correspond with the winter and Spring breaks, and other school calendar days when school is not in session. If there are not enough days during the school calendar to allow for the number of days of paid vacation, then individuals with unused vacation days will be paid out, at 100% of their hourly wage, at the end of the school year.

ARTICLE XVII - HOLIDAYS

1. Paid holidays for all regularly assigned bargaining unit members shall be:

Labor Day	New Year's Day
Thanksgiving Recess (2 days)	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	
New Year's Eve Day	

All employees shall receive holiday pay equal to the average hours worked per day. New employees will be paid for holidays following the initial probationary period of 120 calendar days.

2. If a bargaining unit member is assigned to work on a regular basis through the week of 4th of July following regular employment through the school year, said bargaining unit member will be paid holiday pay for the 4th of July.

3. EHESP personnel will not be scheduled to work during the weeks of Christmas vacation and spring break unless mutually agreed between the bargaining unit member and her/his appropriate supervisor(s). When mutually agreed upon, the time worked will be paid out at one and one-half times (1 ½) the employee's hourly rate.

ARTICLE XVIII - MISCELLANEOUS

1. This Agreement shall supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. The provisions of this Agreement shall be governed by the policy of the Board.

2. Copies of this Agreement shall be printed at the expense of the Board of Education and presented to all Association members now employed or hereafter employed by the Board. The District will provide the Association a copy of this Agreement on disk.

3. Should the duties and/or responsibilities of a bargaining unit member substantially change, the Superintendent and the Association will meet and confer about the change.

4. Bargaining unit members who are assigned duties in more than one (1) school building which require that transportation be used between buildings, will be compensated 15 (fifteen) minutes at their current rate of pay for each trip.

5. If any bargaining unit member is complained against or sued by reason of action taken in a job-related function during the working day, the Board will provide legal counsel and render assistance to the bargaining unit member for her/his defense, provided the bargaining unit member was performing her/his duties in accordance with the Board and school policies and was not unreasonable. Members shall exercise reasonable diligence to monitor student use of the Internet/Intranet in their assigned work area. It is agreed by the parties that all users of the District's Internet/Intranet assume personal responsibility for her/his actions. Members who witness inappropriate use of the system will report such misuse to the appropriate authority as soon as their duties allow.

6. The Board shall make reasonable provision for the safety and health of its employees during their hours of employment. Major protective devices and other equipment to protect employees from injury shall be provided by the Board.

7. The Board shall support and assist the bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit member's assigned work area. The Board or its designated representative shall take reasonable steps to relieve the bargaining unit member of responsibilities in respect to students who are disruptive or who repeatedly violate rules and regulations. The Board shall reimburse the bargaining unit member in such instance, for the loss, damage, or destruction of personal property when the loss, damage or destruction is not the result of the bargaining unit member's negligence. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board may take reasonable steps to relieve the bargaining unit member of responsibilities with respect to such pupil. Payment shall be made to the employee up to $1000 or the deductible provided by the insurance company per documented incident with cost verification provided to the District.

8. Individual bargaining unit members may enter into a Tax-Sheltered Annuity Program. The Board of Education will make deductions and purchase annuities which meet the requirements of Section 403(b) of the code for such members who make application, therefore, in a manner satisfactory to the School District. The School District shall select the companies and have no responsibility for the tax or financial results to any employee of such purchases.

9. If, in the performance of regular or assigned duties of the bargaining unit member, without negligence on her/his part, the bargaining unit member shall suffer damage to or theft of her/his clothing or other personal property, but not including damage to automobiles or loss of money to the extent of $5.00 (five dollars), but not more than $100.00 (one hundred dollars) per year, the Board shall make reimbursement. The Board may require subrogation, assignment, and full cooperation by such bargaining unit member in seeking recovery from any party responsible for said loss.

10. Whenever mutually agreeable, a Problem-Solving Committee composed of administrators and bargaining unit personnel shall meet in order to discuss items of concern to all parties. Regular membership of the committee will be composed of two (2) administrators and two (2) bargaining unit members. However, either group may request other interested persons to attend. Whenever a problem occurs, an employee should follow the chain of command (1st - principal, 2nd - assistant superintendent, 3rd - superintendent) in order to resolve the issue.

11. A committee consisting of bargaining unit members and administrators will be appointed mutually by the Superintendent of Schools and the President of the EHESP in order to make recommendations to the Superintendent of Schools concerning job descriptions and personnel evaluation of bargaining unit members. It is understood that a minimum of two (2) administrators will be appointed by the Superintendent of Schools and two (2) individuals will be appointed by the President of the bargaining unit.

12. It is acknowledged and understood that bargaining unit members may be required to administer medications, including giving injections to students as part of the assigned duties of a bargaining unit position in accordance with the strictures of this provision of the Agreement. Administering medication to students, including giving injections, is not to be construed as exclusive bargaining unit work. Bargaining unit employees who are assigned such duties are to administer medication, including injections, in compliance with the current laws and Board Policy in effect at the time the medication is administered. A bargaining unit employee will not be assigned the duty of giving student(s) injections, unless at the time of hire or at any time thereafter, the bargaining unit member has accepted assignment of the duty to give injections and/or signed a statement acknowledging that she/he may be assigned the duty of giving student injections as an assigned duty. The signing of a statement acknowledging that she/he may be assigned the duty of giving student(s) injections may be required by the Board as a condition of hire and shall be binding as a condition of continued employment of the bargaining unit member thereafter. Additionally, if a bargaining unit position is one in which a bargaining unit member is currently giving student injections, giving student injections shall be a requirement for assignment to a vacancy in the position if giving injections to students will continue to be a duty of the position. If a bargaining unit position has not been previously assigned the duty of giving injections, the duty to give student injections may still be required of that bargaining unit member in that newly assigned position. In accordance with the requirements of OSHA Standard for Blood Borne Pathogens Regulations, 29 CFR Part 1910, as amended, Hepatitis B vaccine shall be made available, without cost to the bargaining unit employees whose designated job assignment includes giving student injections. It is understood that bargaining unit members who, in good faith, administer medication to a pupil in compliance with state law and Board Policy are not liable in a criminal action, or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful or wanton misconduct. It is further understood that the Board shall provide liability coverage for any bargaining unit member who dispenses medication to pupils in accordance with Board of Education policy, except for an act or omission amounting to gross negligence or willful or wanton misconduct.

13. Except for current operational and job specific tasks performed by bargaining unit members, proficiency in the use of District hardware/software may be used as an evaluative criterion

only after the employee has been provided workday training, support, and practice in the use of said hardware/software, unless the employee already has a demonstrated proficiency in said hardware/software. Recommendations, requirements, or improvements in the use of hardware/software will be supported with additional workday training, support, and practice.

14. The Employer will provide bargaining unit members with the opportunity for workday training to assist bargaining unit members in avoiding unintentional violations of copyright law and incidents of workplace harassment while using the Internet/Intranet.

15. The district will recognize and provide for the training needs of Association bargaining unit employees related to the development and use of technology in the school district, as a matter of courtesy and mutual interest in the effective development and use of technology in the school district.

16. All bargaining unit members may be evaluated a minimum of once (1 x) every three (3) years by her/his immediate Supervisor or Building Principal. The parties will mutually develop the evaluation instrument and rating system. If any category of the evaluation contains areas of concern, an Individual Development Plan (IDP) will be developed.

ARTICLE XIX - NEGOTIATIONS PROCEDURES

1. In any negotiations described in the Agreement, 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 outside the School District. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board of Education and a majority of the membership of the Association, but the parties mutually pledge that representative 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.

2. Sixty (60) days before the expiration of this Contract, the parties shall initiate negotiations for the purpose of entering into a successor Agreement.

   There shall be three (3) signed copies of any final Agreement. One (1) copy shall be retained by the Board, one (1) by the Superintendent, and one (1) by the Association.

ARTICLE XX - SAVINGS CLAUSE

If any provision or application of this Agreement to a bargaining unit member(s) shall be found contrary to law, then such provision or application shall not be deemed valid and existing except to the extent permitted by law. All provisions or applications shall continue in full force and effect.

During the life of this Agreement, neither the Association nor any of its agents or members shall take part in any strike, that is, the concerted failure to report for work or willful absence of an employee from her/his position, or stoppage of work or abstinence, in whole or in part, from the full, faithful, and proper performance of the bargaining unit member's duties of employment for any purpose whatsoever.

ARTICLE XXII - DURATION OF AGREEMENT

This Agreement constitutes the entire collective bargaining negotiations of all subjects for the term of this Agreement and shall become effective July 1, 2024, upon ratification by the Association and the Board and shall continue in full force and effect and be legally binding on the parties until June 30, 2027.

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS
BOARD OF EDUCATION

Charlie Rochow, President

Amanda LaVigne, Secretary

Justin Ralston, Superintendent

ESSEXVILLE-HAMPTON EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION (EHESP)/MEA-NEA

Carrie Waterman, President

Patricia Walther, Vice President

Janet Miller, Negotiator

Wendy Friend, Negotiator

Amber Orlik, Negotiator

APPENDIX "A" - WAGE SCHEDULE

Paraprofessional			
Step	**2024-2025**	**2025-2026**	**2026-2027**
1	$13.50	$14.00	$14.50
2	$13.75	$14.25	$14.75
3	$14.00	$14.50	$15.00
4	$14.25	$14.75	$15.25
5	$14.50	$15.00	$15.50
6	$14.75	$15.25	$15.75
7	$15.00	$15.50	$16.00
8	$15.25	$15.75	$16.25
9	$15.50	$16.00	$16.50
10	$15.75	$16.25	$16.75

Media Specialist			
Step	**2024-2025**	**2025-2026**	**2026-2027**
1	$14.50	$15.00	$15.50
2	$14.75	$15.25	$15.75
3	$15.00	$15.50	$16.00
4	$15.25	$15.75	$16.25
5	$15.50	$16.00	$16.50
6	$15.75	$16.25	$16.75
7	$16.00	$16.50	$17.00
8	$16.25	$16.75	$17.25
9	$16.50	$17.00	$17.50
10	$16.75	$17.25	$17.75

Secretary			
Step	**2024-2025**	**2025-2026**	**2026-2027**
1	$16.50	$17.00	$17.50
2	$16.75	$17.25	$17.75
3	$17.00	$17.50	$18.00
4	$17.25	$17.75	$18.25
5	$17.50	$18.00	$18.50
6	$17.75	$18.25	$18.75
7	$18.00	$18.50	$19.00
8	$18.25	$18.75	$19.25
9	$18.50	$19.00	$19.50
10	$18.75	$19.25	$19.75

The addition of Step 10 to the pay schedule eliminates the not advancing a step stipend.

At the beginning of each school year, all EHESP members will advance one step.

LONGEVITY

An annual lump sum payment of one thousand seven hundred dollars $1,700 will be paid at the completion of 20 (twenty) years of employment; one thousand four hundred dollars $1,400 at the completion of 15 (fifteen) years of employment; and one thousand one hundred $1,100 at the completion of 10 (ten) years of employment. Longevity payments will be made in June.

To further clarify:

For example, an employee with a hire date in January will receive her/his first longevity payment for reaching 10 (ten) years of employment before she/he reaches her/his 10 (ten) year anniversary date. This will also occur during the school year in which she/he reaches her/his 15th (fifteenth) and 20th (twentieth) anniversary of her/his hire date.

APPENDIX "B"

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

GRIEVANCE REPORT FORM

Grievance No. _____ Date Filed: _____

A. Date cause of grievance occurred: _____

B. Nature of grievance and Article(s) violated: _____

_____

_____

Remedy for grievance: _____

_____

_____

Date: _____ _____
Grievant Signature

_____
Building Assignment

C. Disposition of supervisor: _____

_____

_____

Date: _____ _____
Supervisor's Signature

A. Date received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

_____

_____

Date: _____ _____
Signature