COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CASSOPOLIS PUBLIC SCHOOLS

AND

CASSOPOLIS SERVICE EMPLOYEE ASSOCIATION, MEA / NEA

JULY 1, 2026 - JUNE 30, 2029

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THIS AGREEMENT, made as of the date hereafter set forth by and between the CASSOPOLIS PUBLIC SCHOOLS, Cass County, Michigan, Acting by and through its Board of Education (hereafter called the "Employer") and CASSOPOLIS SERVICE EMPLOYEES ASSOCIATION, MEA/NEA (hereafter called the "Association"),

WITNESSETH:

ARTICLE 1

PURPOSE AND RECOGNITION

1.10 Purpose The purpose of this Agreement is to set forth the wages, hours and terms and conditions of employment for Employees in the bargaining unit as defined below.

1.20 Recognition The Employer, pursuant to the certification of the Michigan Employment Relations Commission dated September 13, 1977, recognizes the Association as the exclusive representative of all the Employees in the bargaining unit in respect to rates of pay, wages, hours of employment, and other conditions of employment.

1.30 Employee Defined The word “Employee” as used herein shall mean all full-time and regular part-time clerical Employees, maintenance, mechanics, cafeteria workers, paraprofessionals, bus drivers, special education drivers, media specialists, lead custodian, lead food service and aides (not hired through a third party), excluding administrators, teachers, substitutes, confidential Employees, payroll administrator, supervisory Employees and all other Employees

1.40 Limitations The purposes for which recognition is granted shall conform to the provisions of applicable law, including, but not limited to, the Public Employment Relations Act, as amended.

ARTICLE 2

EMPLOYER RIGHTS AND RESPONSIBILITIES

2.10 Management Rights The District retains all rights, powers and authority vested in it by the laws and constitution of Michigan and the United States. All policies of the Board of Education, Board of Education minutes, or powers which have been properly exercised by it, shall be limited only by the express provisions of this Agreement and shall remain in full force and effect, unless changed by the Employer. Any additions, subtractions or revisions, as may be made by the Employer from time to time, shall be limited only by the express provisions of this Agreement and shall remain in full force and effect unless changed by the Employer. The Employer reserves all rights, powers and privileges inherent in it or conferred upon it from any source, provided, however, that all of the foregoing being manifestly recognized and intended to convey complete power in the Employer shall be limited but only as specifically limited by express provisions of this Agreement and under Act 336 of the Michigan Public Acts as amended, shall include by way of illustration and not by way of limitation, the right to:

2.11 Adopt reasonable rules and regulations; manage and control the schools' business, equipment, and operations; and direct the working forces and affairs of the Employer.

2.12 Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, and the right to establish, modify or change any work or business hours or days, but not in conflict with the specific provisions of this Agreement.

2.13 Direct the working forces, including the right to hire, promote, suspend and discharge Employees, transfer Employees, assign work or extra duties to Employees, determine the size of the work force and to lay off Employees in compliance with the express terms of this Agreement.

2.14 Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including all aspects of instruction, automation thereof or changes therein, the institution of new and/or improved methods or changes therein limited only by the express terms of this Agreement.

2.15 Determine the qualifications of Employees, based on non-arbitrary and capricious standards; and determine the testing and training of Employees.

2.16 Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

2.17 Determine the placement of operations, production, services, maintenance, or distribution of work, and the source of materials and supplies.

2.18 Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

2.19 Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from Employees as specifically provided for in this Agreement.

2.20 Employer Cooperation The Employer agrees to cooperate with the Association in the application of this Agreement and further agrees that it will not engage in any lockout or related activity.

ARTICLE 3

ASSOCIATION AND EMPLOYEE RIGHTS AND RESPONSIBILITIES

3.10 Association Rights The Association shall have, in addition to other rights expressly set forth herein or provided by statute, the following rights:

3.11 Meeting Facilities The use of school facilities at reasonable hours for meetings, provided that such use shall be without cost to the Employer and shall not interfere with the primary educational use of the facilities. The Association agrees to abide by the rules and regulations established by the Employer for use of school facilities.

3.12 Bulletin Boards The use of designated bulletin boards, or sections thereof, for the purpose of giving notice of Association activities, however, that in no event shall controversial matter or anything derogatory to the Employer or any Employee be placed or be allowed to remain on such bulletin boards. No Association materials of any kind shall be displayed on or about the physical facilities of the Employer except on designated bulletin boards.
The Association may use intra-district mail services to distribute Association materials provided such materials are signed by an Association officer.

3.13 State Association Representatives Duly authorized representatives of the State Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal school operations. The representative shall check in with the administration prior to the transaction of such business.

3.14 Association Representatives Employees shall be represented by stewards/ MEA staff who shall be regular Employees of the bargaining unit. Should it become necessary for a steward to attend a meeting called by management during working hours said steward shall do so without loss of pay.

3.15 Payroll Deductions

3.151 The Employer and the Association recognize that every Employee shall have the right, pursuant to the Michigan Employment Relations Act, to freely organize, join and support an organization for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. The Employer and Association undertake and agree that they will not directly or indirectly discourage, deprive or coerce any Employee in the enjoyment of any rights conferred by the Act or other laws, that they will not discriminate against any Employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in an organization, participation in any activities of that organization or collective professional negotiations with the Employer or institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

3.152 The Association agrees to indemnify and save the Employer harmless from and against any and all claims, suits and or other form of liability that may arise out of or by reason of any action taken by the Employer in reliance upon or in compliance with the terms and provisions of this Article.

3.20 Association Responsibilities The Association shall have, in addition to other responsibilities expressly set forth herein or provide by law, the following responsibilities:

3.21 Association Representative The Association shall promptly notify the Employer in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice.

3.22 Concerted Activities The Association agrees that it will in good faith cooperate with the Employer in attempting to assure that reasonable work standards, schedules and the rules and regulations of the Employer are complied with and that it will not directly or indirectly encourage, permit or cause any concerted work stoppage, slowdown, strike or other interference with the day-to-day operations of the Employer.

3.23 Association Activities Except by the express agreement of the Employer, the performance of the duties of an Employee shall not be interrupted for the purpose of conducting any Association activities whatsoever, provided, however, that this provision shall not prevent the authorized representatives of the Association from having such reasonable contact with members of the Association as shall be necessary to ascertain that the terms of this Agreement are being observed.

3.30 Personnel Files An Employee shall have the right to review the contents of all records, excluding initial reference, of the district pertaining to said Employee originating after initial employment and to have a representative of the Association accompany him/her in such review. All adverse material including complaints, letters of reprimand and evaluations shall remain in the personnel file. The parties acknowledge that MCL 380.1230B prohibits the removal from any personnel file, any documentation related to “unprofessional conduct.”

3.40 Complaints No material, including but not limited to complaints, originating after initial employment will be placed in an Employee's personnel file unless the Employee has had the opportunity to review the material. Complaints against the Employee shall be put in writing with names of complainant and administrative action taken, unless such complaint is perceived to be a Title 9 issue or SORA offence. The Employee may submit a written response within twenty (20) days regarding any material in the file which will be attached to the file copy of the material being responded to.

3.50 Assault Any case of alleged physical or verbal assault upon an Employee while the Employee is on official legitimate school business shall be reported within three (3) days to the Employer or its designated representative. The Employee may obtain legal counsel concerning his/her rights and obligations with respect to such assault. The Employer will provide reimbursement of up to $300 for such legal fees. Employees will

also have access to the District offered Employee Assistance Program (EAP) available until March 31, 2027.

3.60 Student Discipline The Employer shall, to the extent practical and possible, support and assist Employees with respect to the maintenance of control and discipline of students in the Employee's assigned work area. Maintenance Employees shall not be required to supervise students in the normal course of their employment, except in cases of emergency.

3.70 Administering Medication Bargaining unit members may be required to administer medication to pupils when the following conditions are met:

3.71 Applicable Board of Education policies are complied with.

3.72 The Employer shall provide liability insurance coverage to bargaining unit members to the same extent provided teachers.

3.73 All members authorized to administer medication or treatment will receive annual training on applicable Board of Education policies and the Superintendent’s guidelines, as well as appropriate procedures for administering the medication or treatment. Training will be updated as necessitated by changes in the law or Board of Education policy.

ARTICLE 4

WORK SCHEDULE AND DUTIES, COMPENSATION AND BENEFITS

4.10 Regular Compensation The basic compensation of each Employee shall be set forth on Schedule A.

4.11 Clarification of work schedule for the school year.
A letter will be sent to each employee prior to the beginning of the school year to clarify permanent work schedule and assigned positions. If an employee is assigned an additional permanent assignment, an updated letter will be issued and filed in Employee's personnel file.
Daily work hours will be calculated on most current work schedule on file in personnel file.

4.12 Additional Assigned Work Hours
This section does not apply to an employee who is normally scheduled to a 40-hour work week.
During the school year, employees who are identified by management as Affordable Health Care Act (ACA) eligible may be assigned additional hours, as long as the employee is qualified and capable to perform other assigned duties, up to four hours per day without a job posting.
Employees who work less than 30 hours per week will not be allowed to exceed 29 hours in any given week without management's approval.
Any and all additional hours assigned shall be solely at management's discretion.
Employees cannot earn or use sick time or personal leave time for these additional assigned hours.
Extra hours shall not conflict with extra scheduled hours. Daily work hours will be calculated on most current work schedule on file in personnel file.

4.20 Other Compensation Any Employee conducting out-of-district school related business that exceeds five hours shall be reimbursed up to $17.50 per meal. Claims for reimbursement for meals (no alcoholic beverages) must be accompanied by a detailed restaurant receipt which includes the name of the restaurant and date of purchase within 24 hours upon returning to work. Mileage to conduct school business shall be reimbursed at the current IRS rate.

4.30 Overtime Compensation

4.31 Computation An employee shall be entitled to receive overtime for hours worked over 40 hours per week. If an employee is called into work on a paid holiday an employee will be paid for the paid day and their regular rate of pay to equal double time.

4.32 Overtime Scheduling Overtime work shall be as scheduled by the Employer and, except in the case of an emergency, must be authorized by the Employer in advance. The Employer shall assign overtime on a rotational basis within the department. If departmental rotation cannot satisfy the need of the Employer, overtime shall be assigned within the bargaining unit according to seniority among qualified Employees. Overtime hours not worked by an Employee, when requested, shall be counted as hours worked for the purposes of overtime scheduling. The Employer agrees that the regularly scheduled workweek of Employees shall not be rescheduled solely to avoid the payment

of overtime. Overtime shall be recorded by management and an overtime chart shall be made available to the Association.

4.321 If no one volunteers for overtime, then overtime may be assigned in inverse order of seniority on a rotating basis within the department, or within the building when applicable. When the supervisor determines that there is a need for overtime to be assigned involuntarily, such assignments shall be made as soon as is practicable. Except in an emergency, such assignments will be made by 12:00 Noon on the day(s) the work is to be done.

4.322 In the event of an emergency or an unanticipated condition, volunteers will be solicited from those Employees in the department who are most readily available. In the event there are no volunteers, the overtime assignment order will be applied to the Employees in the department readily available beginning with the least senior.

4.40 Substitutes The Employer will hire substitutes during the absence of regular Employees if the administration determines that one is necessary. The work of the absent Employee may be offered to other Employees regularly assigned to that department and building. If those Employees refuse the work, it may be offered to Employees in that department at other buildings. Duties of the absent Employee may be assigned to Employees working. In case of conflict between normal and assigned duties, the immediate supervisor will indicate the priority of work to be done during the shift.

4.41 If the Employer determines that a substitute will be hired for an absent Employee the work will be offered to a regular Employee scheduled to work less hours that day. This will be done on a rotating seniority basis providing this does not cause the Employer to pay overtime (unless otherwise determined by the Employer as in the first paragraph of Section 4.40 above) and the Employee is qualified to do the work. This will be done according to building and department and shall be recorded by management on a chart which shall be made available to the Association. Should the Employee move into a higher classification he/she shall be paid at his/her regular rate or the step 1 of the classification, whichever is greater. A substitute may be assigned a position from which the Employee moved, if the Employer deems it necessary. There will be only 1 displacement and this shall not apply to bus drivers.

4.42 If an Employee is temporarily assigned to fill a vacancy in a higher classification they will be paid at their regular rate of pay, or the step 1 of the higher classification, whichever is higher. When filling a position outside of the regular assignment, such as summer work or fill in work to reach 40 hours, the employee will be placed on the step 1 of the position. There will be exceptions for prior experience, which will be discussed and determined by Administration and Union. Payroll needs to be notified of any changes to steps.

4.50 Breaks

4.51 Lunch Breaks All Employees working at least five (5) consecutive hours per day shall be entitled to an unpaid, duty free, lunch period of 30 minutes. Certain Employees, due to the nature of their assignment may be required to be "on call" during their lunch period. In such cases, affected Employees will be scheduled for a 30 minute paid lunch period as part of their normal 8-hour shift.

4.52 Relief Breaks All Employees working six (6) or more hours shall be entitled to two (2) fifteen-(15) minute paid relief breaks per shift. Employees working at least three (3) but less than six (6) shall be entitled to one (1) relief break per shift.

4.60 Benefits The Employer shall provide benefits as set forth on Schedule B. In addition, All bargaining unit members may be offered two (2) voluntary in-service training opportunities in conjunction with in-service training scheduled for the instructional staff. Such training opportunities shall be fully paid by the Employer, and each employee shall be given his/her regular rate of pay for the hours of the in-service.

4.70 Deductions The Employer shall have the right to deduct from the pay of each Employee such amounts as may be required by law and as may be due the Employer from the Employee, together with such additional sums as may be mutually agreed upon by the Employer and the Employee.

4.80 Bus Driver Assignments

4.81 The District will have regular route drivers i.e., K-12 regular route, single run drivers, and the vocational education run. Employees will be on site and available for assigned routes/duties, unless released by the transportation supervisor. The intent is that regular drivers will drive an A.M. and P.M. run and will be on duty for at least six (6) hours per school day, if double routes exist. The District, with notification to the Association, will re-evaluate the district bussing needs at the beginning of each school year, based on the average route times.

4.811 The transportation supervisor will notify the drivers in writing of their daily starting and ending times.

4.812 At the beginning of each month the transportation supervisor will notify the driver in writing if there is a change in their starting and ending times.

4.82 The hourly rate will be per Schedule A of the Collective Bargaining Agreement, (i.e., CBA).

4.83 Any routes beyond the stipulated will have driver compensation per the terms of the current CBA.

4.90 Instructional Paraprofessionals as Substitute Teachers

4.91 The Employer and the Association acknowledge that on occasion, when a regular certified teacher is not in his/her regular assignment, the district may be unable to secure a fully certified substitute teacher.

4.92 In such a circumstance, the parties agree that a certified substitute paraprofessional, who is certified to perform substiture duties, may be asked to supervise the students and teaching station assigned to the absent certified teacher. If the district requests a paraprofessional to become a certified substitute, the district will reimburse any costs associated with the process upon satisfactory completion of the required coursework.

4.93 Such assignment will be offered, based on seniority, from within the teacher's building on a rotating basis.

4.94 If no certified substitute paraprofessional willingly wishes to supervise the students on the day no substitute teacher is available, the principal has the right to assign a certified substitute paraprofessional to the duty, unless otherwise accepted by the Michigan Department of Education. Such assignment will be made on a reverse rotation beginning with the least seniored instructional paraprofessional. There shall be no disciplinary actions if previous conflicting commitments are verified.

4.95 The Employer and the Association agree that the instructor of record for the circumstance that is basis of this Section (4.90) of the Collective Bargaining Agreement is the building principal.

4.96 The principal will direct the activities of both the substitute certified paraprofessional and the students.

4.97 It is agreed that the principal, or an agent of the principal, will visit the classroom often during the school day (i.e., no less than four times).

4.98 Substitute Certified Paraprofessionals that accept or are assigned the duty that is the subject of this Section (4.90) of the Collective Bargaining Agreement will be paid their regular rate plus a $3+/hour differential for all hours worked on the referenced day(s).

ARTICLE 5

SENIORITY

5.10 Probationary Period A new Employee shall be in a probationary status for the first thirty (30) workdays of active employment. There shall be no seniority for probationary Employees, and such Employees, including laid-off, suspended, or discharged probationary Employees, shall have no recourse to the terms of this Agreement, except that upon completion of the above thirty (30) days, said Employees shall be entitled to the fringe benefits allowed herein. Probationary Employees will not be paid for any Employer paid days. All Employees hired after the effective date of this Agreement shall have a seniority date that shall be thirty (30) days prior to the completion of their probationary period. Any absence dates shall not be counted toward the completion of the thirty (30) day probationary period.

5.20 Seniority Defined Upon the satisfactory completion of the probationary period, seniority shall be determined in accordance with the following guidelines:

5.21 Departmental An Employee's departmental seniority shall be defined as his/her continuous length of service since he/she last entered the department in which he/she is employed on a regular and permanent basis by hire or bid. For purposes of this Section, "department" is defined as work units in 13.125.

5.22 Unit-Wide An Employee's unit-wide seniority shall be defined as his/her length of continuous service with the Employer since his/her last hiring date as a regular Employee.

5.30 Seniority Lists The Employer shall prepare and maintain seniority lists as defined in this Article. The initial seniority list(s) shall be prepared October 1st of each year for seniority as of September 15th and copies shall be furnished to the Association. The Association shall notify the Employer of any error with appropriate documentation within fifteen (15) days from and after receipt thereof. If the Association does not notify the Employer within said fifteen (15) days, the seniority list will be considered final and accepted by the Association. Notification of all new hires under this Master Agreement, will be sent to the Association President within five days of the hire.

5.40 Loss of Seniority Seniority shall be lost if the Employee:

5.41 Voluntarily quits or resigns;

5.42 Is discharged and the discharge is not reversed through the procedure set forth in this Agreement;

5.43 Retires;

5.44 Leaves the bargaining unit while remaining as a district Employee;

5.45 Abandons his/her position (following three consecutive days of absence without leave); or

5.46 Otherwise terminates his/her employment relationship with the Employer.

5.47 Has not been recalled within one (1) year of layoff.

5.48 Any laid off employee who was offered a position on recall but declines.

ARTICLE 6

VACANCIES AND JOB OPENINGS

6.10 Vacancy Definition A vacancy shall be defined as a newly created position or a present position that the Employer intends to fill.

6.11 Bargaining unit positions which are expected to exist not longer than ninety (90) workdays shall be considered as temporary.

6.12 Temporary positions need not be posted nor does the person filling the position become a member of the bargaining unit.

6.13 If the position is either expected to exist longer than ninety (90) workdays, or, in fact, does exist longer than ninety (90) workdays, it shall be posted as a vacancy according to subsequent Sections of Article 6.

6.20 Posting of Vacancies All vacancies shall be posted on the Association bulletin board in each building of the district for a period of seven (7) workdays. Interested Employees may apply in writing to the Superintendent or designee within the posting period. Summer vacancies shall be posted for a period of ten (10) days. The Association president will be notified of all summer vacancies on the day the vacancy is posted. Posting shall contain a job title, Schedule A classification, job location, anticipated number of days and hours, and essential skills.

6.30 Bidding Any Employee in the unit may bid for a vacancy. If an Employee is absent from work, which absence is authorized pursuant to Article 8, the Association shall have the right to submit a bid in writing on behalf of the Employee within the posting period.

6.40 Selection Except as herein provided, transfers and promotions within the bargaining unit shall be made by the Employer on the basis of ability and unit-wide seniority. The position shall be awarded to the most senior Employee who has the qualifications and skills necessary to perform the duties of the vacant position. The most senior Employee in the Department in which the vacancy exists who has the requisite skills and qualifications shall be given preference. The Employer reserves the right to verify minimum qualifications and skills before awarding the position, which may include but not be limited to skill testing of Employees. If the vacancy is not filled by bidding, the Employer shall have the right to employ a new hire. The District retains the sole discretion to place employees in vacancies based on the required skills and certifications.

6.50 Trial Period The successful applicant shall be granted a trial period of thirty (30) workdays. If an Employee demonstrates a clear lack of ability to learn the job, or where safety and health are involved, may be removed sooner. If the Employee fails to perform satisfactorily in the new classification or position during the trial period or provides written notice to the Employer of a desire to return to his/her former classification or position, he/she shall be returned to his/her former classification or position and rate of pay without any loss of seniority. The successful applicant may waive their 30-day trial period if mutually agreed to in writing by the Employee and Employer.

6.60 Compensation The Employee shall be entitled to receive during the trial period the rate of pay designated for the new classification or position.

6.61 If an Employee moves into a higher classification (i.e., a classification with a higher rate of pay) he/she shall not suffer a reduction in pay but shall be placed on the step with the pay rate closest to his/her former step which will give the Employee a pay increase.

6.62 Should an Employee voluntarily move into a lower paid classification, he/she shall be placed at the same experience step in the lower classification as he/she held in the higher paid classification.

6.63 No Employee shall suffer a reduction in vacation time due to movement into a higher classification.

6.70 Other Transfers Nothing herein shall limit the right of the Employer to temporarily transfer or promote an Employee for a period not to exceed sixty (60) days, nor to transfer or promote an Employee who had not applied for such transfer or promotion, if in the opinion of the Employer there shall be no qualified applicants. An Employee who has been temporarily transferred shall receive the rate of pay designated for such position, provided that such rate is higher than his/her former rate.

6.80 Bidding Limitations The Employer shall not be required to transfer an Employee more than once during a twelve-(12) month period but employees can apply for posted vacancies at any time.

ARTICLE 7

LAYOFF AND RECALL

7.10 Determination If the number of Employees shall be in excess of the current requirements of the Employer, the Employer shall have the right to reduce the number of Employees. Compensation and fringe benefits shall be suspended during any periods of layoff.

7.20 Notice of Layoff The Employer shall give ten (10) days written notice of layoff to the Employee(s) affected.

7.30 Layoff Procedure When the Employer determines that layoff(s) or other reduction in staffing (days, hours, etc.) is necessary, a laid-off Employee shall have the right to utilize his/her seniority in his/her department, and displace a less senior Employee in his/her department, provided that there shall be qualified Employees remaining to meet the requirements of the Employer. A laid-off Employee shall have the right to displace a less senior Employee in another department, provided he/she has the necessary seniority in that department, and is qualified to perform the duties of the displaced Employee. In no event, however, shall there be more than one (1) displacement of an Employee with less seniority per laid-off Employee. It is expressly understood that retention of departmental seniority in department(s) other than that which the Employee is working only applies to this Article.

7.31 In the event of layoff, Employee(s) on leave who the Employer determines may be directly affected by the layoff shall be notified by mail by the Employer.

7.32 When a position is eliminated and is later reinstated, the Employee transferred out of his/her department shall be offered his/her departmental position before it is posted.

7.33 In the event there is a reduction in the hours or days for a certain position, the person affected shall be allowed to use seniority to bump a person with less seniority that has equal or greater annual hours, as provided for in this Section of this Agreement.

7.34 Any individual who is displaced due to elimination of his/her job shall have the right to use seniority to bump into another position, as provided for in this Section of this Agreement.

7.35 Laid-off, as used in this Agreement, shall be defined as being out of work or having a reduction in days or hours.

7.36 An individual whose position is eliminated or who is laid-off or bumped under this Article during the school year shall have three (3) school days to exercise his/her bumping rights or five (5) workdays if during the summer recess. The employer may verify receipt of the notice through certified mail or mail returned as undeliverable, unless prior arrangements are made with central office.

If three or more positions are changed or eliminated, a bumping meeting will be held. The meeting will be held with agreement between CSEA and Administration.

7.37 If an employee is unavailable to attend a bumping meeting, it is their responsibility to notify the leadership of the CSEA of their intentions, by letter, email or by phone during the meeting (written documentation needs to follow decision by five days).

7.40 Order of Recall The Employer shall recall Employees in the inverse order in which they were laid-off, within their respective departments, provided that the most senior Employee so recalled is qualified to perform the duties of the position to be staffed.

7.50 Notice of Recall The Employer shall give written notice of recall from layoff by personal service or by sending a certified letter to the Employee at his/her last known address. If the Employee fails to report for work within five (5) days from the date of the receipt of such notice of recall or personal service thereof, unless an extension is granted in writing by the Employer, the Employee shall be considered as a voluntary quit and shall thereby automatically terminate his/her employment relationship with the Employer. The Employer may verify receipt of the recall notice through certified mail or mail returned as undeliverable, unless prior arrangements are made with Central Office. The obligation of the Employer to recall a laid-off Employee shall terminate twelve (12) months following such layoff.

7.60 Change of Contact Information It shall be the responsibility of each Employee to notify the Employer of any change of address or any other contact information. The Employee's address as it appears on the Employer's record shall be conclusive.

ARTICLE 8

AUTHORIZED ABSENCE

8.10 Sick Leave Upon the completion of the initial thirty (30) days worked of the probationary period, each employee will receive three personal days at the beginning of the school year. Twelve month employees may accumulate up to 9 (nine) sick days per year, and extended school year employees may accumulate up to seven (7) sick days per school year. School year employees may accumulate up to six (6) sick days per school year. If an employee leaves prior to the end of the last of the school year, they will be responsible for reimbursement of unearned sick days.

8.11 Use Sick Leave may be used for:

8.111 Any physical or mental condition which disables an Employee preventing him/her from performing his/her assigned duties, excluding any condition compensable by Workers' Compensation.

8.112 Any communicable disease which would be hazardous to the health of students or other Employees.

8.113 Physical examinations or medical treatment which cannot reasonably be scheduled during scheduled vacation periods or outside of the Employee's regular workday.

8.114 Funeral leave to the extent hereinafter provided.

8.115 The illness of an Employee’s spouse, child, legal dependent, or parent. More than four (4) days for family illness may be used if prior approval is granted by the Employee’s supervisor. All requests for more than four (4) days must be accompanied by a note from a physician documenting the family member’s illness.

8.12 Sick Leave Accumulation Employees may accumulate sick leave up to one hundred ten (110) days. The amount of unused leave for each Employee shall be certified by the Employer at least each twelve-(12) months. Any excess days used will be deducted from the Employee's final paycheck.

8.13 General Procedures Sick leave shall be allocated in hourly increments, shall be charged against working days only, and shall cease to accumulate during such period as the Employee is on vacation or a leave of absence, laid off, receiving Worker's Compensation or disability insurance benefits, or otherwise not regularly providing services to the Employer.

8.20 Funeral / Bereavement Leave

8.21 Immediate Family Employees will be granted up to five (5) days absence due to death in the immediate family, this shall be defined as: spouse, mother, father, children, siblings, grandchildren. (3) three days absences due to death of the following: mother-in-law, father-in-law, sister-in-law,

brother-in-law, son-in-law, daughter-in-law, grandparents, stepchildren. In the event the Employee is unable to attend the funeral, they will be entitled up to two (2) bereavement days for members of the immediate family – listed above.

8.22 Others Other funeral leave shall be granted with permission of the Supervisor and Business Office. These days will come from accumulated vacation, sick, personal days, or will be unpaid.

8.30 Personal Leave All Employees covered by this Agreement shall be allowed three personal leave days per year. The Employer may impose reasonable restrictions on any leave requested for a working day immediately before or after a holiday, weekend or vacation any other time. Unused personel leave days that are remaining at the end of the school year will rolled over to sick days.

8.40 Jury Leave An Employee who is subpoenaed to appear for jury service or to give testimony before any judicial or governmental tribunal shall be entitled to receive regular compensation, less any fees paid other than mileage reimbursement. The Employee shall provide verification of jury/witness service and shall return to his/her duties whenever his/her attendance in Court is not actually required.

8.50 Family Medical Leave Act – FMLA

Section A: Subject to the provisions herein, the Board shall grant the following unpaid leaves of absence, under FMLA guidelines if qualified by IRS guideline. These include maternity, child care, adoptive, family care and such leaves.

Section B: If an employee is planning such leave, they should notify their Supervisor and the Superintendent's office 30 days prior.

Section C: Failure to return from leave at the time specified shall be conclusively deemed a resignation unless mutually agreed upon by the Superintendent and the employee prior to said date.

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8.60 Association Days. At the beginning of the school year, the Association shall be credited with six (6) days, with no more than two (2) days granted per person and a limit of two (2) persons with the exception of the president being allowed three (3) days at the discretion of the Business Manager or designee. The Association agrees to request such days no less than three (3) calendar days in advance and shall reimburse the district for any substitute costs.

ARTICLE 9

EMPLOYEE CONDUCT AND DISCIPLINE

9.10 Employee Conduct Although the parties acknowledge the difficulty of completely and precisely defining the proper standards of conduct for each Employee, it is recognized that they include the following:

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

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

9.13 The prompt notification of the Employer of any defective condition in the physical facilities of the District which may cause injury or damage, or which may be required in order to provide proper maintenance.

9.14 The prompt notification of the Employer of any misuse, abuse, or illegal use of any of the physical facilities of the District for which the Employee has responsibility.

9.15 The compliance with all applicable laws, regulations, policies and directives which are not contrary to law or to this Agreement.

9.16 The avoidance of tardiness or absence, including 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.

9.17 The avoidance of outside employment or other competing activities which may reasonably impair the ability of an Employee to adequately discharge his/her duties.

9.18 The avoidance of any activity which is contrary to the best interests of the Employer and its responsibility to the public for the education, safety and well-being of students and other persons who may use its facilities, and for the proper preservation of public property.

9.19 The Employer and the Association agree that chronic absence cannot be condoned. An Employee suspected of excessive absence or abuse of any excused leave shall be provided notice by the administration in a meeting with the Employee and, at the Employee's request, an Association representative. Subsequent to receiving notice, the Employee will be required to correct their absenteeism or provide satisfactory medical certification or other satisfactory justification for the absenteeism. For administration purposes, a written record of a verbal warning will be maintained by the Employer.

9.20 Disciplinary Action Upon the completion of the probationary period, an Employee shall not be reprimanded, suspended, demoted or discharged without just cause. Just

cause shall include, but not be limited to, the failure of an Employee to discharge his/her responsibilities or to maintain proper standards of conduct. The discipline shall be determined by the Employer, discipline may include an oral or written reprimand, suspension, demotion, or discharge. The parties recognize that the severity of an offense may provide for the acceleration of the progression of discipline, or skipping one or more disciplinary steps. Any Employee or group of Employees called into any meeting for the purpose of discipline may request the presence of an authorized Association representative, and such request shall not be denied.

9.21 The Association agrees that the Employer has just cause to discharge any Employee who is convicted of a felony or high court misdemeanor.

ARTICLE 10

GRIEVANCE PROCEDURE

10.10 Grievance Levels

10.11 Informal Adjustment Prior to filing a written grievance, the grievant shall meet with the immediate supervisor within ten (10) days of the event for the purpose of attempting to adjust such alleged grievance without further proceedings. An Employee shall state that this is the informal adjustment step within the grievance procedure. An Employee may assert his/her legal right to present such grievance directly to the Employer and have it adjusted without the intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and provided further that the Association is given the opportunity to be present at such adjustment.

10.12 Written Grievance If the grievance is not satisfactorily resolved at the informal conference, the Grievant shall have five (5) business days within which to file a written grievance, which grievance shall include:

10.121 An identification of the grievant(s),

10.122 The date of the event,

10.123 The specific facts upon which the grievance is based,

10.124 The applicable portion(s) of the Agreement to be interpreted,

10.125 The specific relief requested,

10.126 The date of the grievance, and

10.127 The signature of the grievant.

10.128 A reply shall be filed within ten (10) days from the receipt of the written grievance.

10.13 Formal Conference If the reply is not satisfactory and a request is made within five (5) days from the receipt of the reply, or if the association as a whole is the grievant, a formal conference shall be held within ten (10) days from the receipt of such request. The purpose of such formal conference shall be to seek a positive and constructive disposition of the grievance and to avoid the necessity for further proceedings. Any mutual agreement as to the disposition of the grievance shall be in writing. If the parties are unable to reach agreement, the Employer shall file a reply within ten (10) days after the completion of the formal conference unless both parties during the course of the conference request that the conference be adjourned and reconvened with a State Mediator.

10.14 Arbitration If the grievance is not satisfactorily resolved at the formal conference, the grievance shall be submitted to arbitration if such request is

made within ten (10) days from the receipt of the conference reply. Arbitration shall be conducted in accordance with the following guidelines, namely:

10.141 The American Arbitration Association, in accord with its rules, which shall likewise govern the arbitration proceeding, shall select an arbitrator.

10.142 The Employer and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

10.143 The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement.

10.144 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.

10.145 The rules of evidence, as applied, in a non-jury civil case in Circuit Court shall be followed as far as practicable, but the arbitrator may admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent men in the conduct of their affairs. Irrelevant, immaterial or unduly repetitious evidence may be excluded.

10.146 The arbitrator shall render his/her written decision within thirty (30) days from the conclusions of the hearing, unless extended by mutual agreement of the parties, which decision shall separately set forth his/her specific findings of fact, conclusions and decisions.

10.147 Either party shall have the right within ten (10) days from the receipt of the decision of the arbitrator to apply to a court of competent jurisdiction for a rehearing of the grievance both as to the facts and the law, provided, however, that if application is not made within such time the decision of the arbitrator shall be binding.

10.20 General Procedures

10.21 Definitions As used in this Article, the word:

10.211 "Party" includes the Employer, the Association, and an Employee or group of Employees.

10.212 "Grievant" means the Association or Employee filing the grievance. If a grievant is an Employee, he/she shall have the right to personally attend each conference or hearing and/or have an authorized representative present.

10.213 "Event" means the act or omission which the grievant alleges violates one or more provisions of the Agreement.

10.214 A "grievance" shall be defined as an alleged violation of the terms or provisions of Agreement.

10.22 Form of Action All grievances, replies and requests shall be in writing and shall be filed with each party.

10.23 Exclusions The grievance procedure shall not apply to:

10.231 Any grievance concerning which proceedings are pending before any administrative tribunal, agency or court, it being the intention of the parties that a grievant shall have one (1) remedy only.

10.232 Any discipline or discharge of a probationary Employee.

10.233 Any provision of the Agreement which contains an express exclusion from this procedure.

10.24 Other Grievances Either party may require that all grievances involving the same event be combined in one (1) grievance proceeding.

10.25 Withdrawals and Denials Any grievance which is not filed or any request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered within the time specified shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdrawn.

10.26 Time and Place of Proceedings All proceedings shall be conducted in such manner as to be least disruptive to the operation of the Employer's activities.

10.27 Cost The expenses and fees of the arbitrator and the American Arbitration Association shall be paid by the loser.

10.28 Contract Termination The provisions of this Article shall be automatically extended beyond the contract expiration date to the extent required to complete the processing of a grievance filed prior to such expiration date.

ARTICLE 11

BUS DRIVERS AND RELIEF DRIVERS

11.10 Driver Compensation

11.11 When bus drivers are not driving a bus, their rate of pay for other duties associated with their bus driving assignment will be paid at $16.00 per hour.

11.12 The Employer shall, for each driver/mechanic, pay the cost for one successful road test physical exam. The Employee will be paid his/her hourly rate for the time necessary for the physical exam, provided that the physical exam was scheduled at the request of the Employer. The district shall also pay for driver/mechanics renewal license and training required to maintain their Commercial Driver's License or to meet any other State or Federal requirements. Any additional road tests due to points or other driving violations shall be the responsibility of the driver.

11.13 Extra-curricular school activities and sport trips will be awarded to drivers who have not exceeded 43.0 hours per one-week period. If the driver exceeds the 43.0 hour limit in any one-week period, the said driver will be moved to the bottom of the rotation for any additional trips the following week unless approved by Administration.

11.14 Any drivers declining any trips with less than 24 hours notice will be moved to the bottom of the rotation for any additional trips the following week unless approved by Administration.

11.20 Establishment of Run Time

11.21 At the beginning of each school year, the Employer shall establish the run time for each route on which the hourly driving time shall be paid. The Employee has the right to have a repeat time study if the Employee disagrees with the established run time. The Employee must request the repeat time study within ten (10) working days of the day they become aware of the run time established by the Employer. No more than one additional time study can be requested by either party per semester.

11.30 Regular Route Bidding

11.31 Bus drivers/relief drivers will bid on regular routes with seniority being the deciding factor. This bidding will take place once a year before the opening of school.

11.40 Trip Rates

11.41 Pay for trips other than regular daily runs including vans, shall be at $16.00 per hour. Pay for any trip that interferes with a driver's normal schedule shall be at such rate so that the driver shall suffer no loss in compensation for said trip.

11.42 Any trip in excess of 150 miles, one (1) way, and trips to Chicago will have one (1) additional driver. If there are no volunteers, one will be assigned. Drivers will receive their regular driving rate, for all regular scheduled hours and trip rate for any hours beyond the driver's regularly scheduled hours. Additional drivers shall be paid $16.00 per hour when not driving. Participation as an additional driver shall not affect a driver's standing on the rotation list.

11.43 In the event that the district is closed and there are still events taking place, Cassopolis Bus Drivers will be asked first to bid on the trip. If no Cassopolis driver bids on the trip, Transportation Department will seek a driver from an outside source. If no driver is found, 11.5300 will be followed.

11.50 Posting and Bidding Trips

11.51 Extra-curricular school activities including sport trips shall be posted in the driver's break room using one seniority list by the Transportation Supervisor or an Administrator. Bus drivers will have twenty-four (24) hours to indicate their choice of trips after they are posted.

11.52 Regular drivers who have A.M. and P.M. assignments and desire to have a mid-day assignment or mid-day trips may declare their availability for such mid-day assignments. Drivers who have other obligations during the mid-day may declare themselves unavailable for mid-day assignments. Mid-day assignments will be made from the available driver list. The provisions contained in 11.5300 will not apply to mid-day assignments for those drivers who have declared themselves unavailable. However, before applying the provisions of 11.5300 to the available driver list, Administration will offer the assignment to unavailable mid-day drivers. Upon unavailability of a regular driver (bargaining unit) for extra-curricular school activities or sport trips, the district shall have the right to ask a probationary, relief, or substitute driver. If a probationary, relief, or substitute driver declines an extra-curricular school activities or sport trip the district shall have the right to assign the run to a regular/probationary/relief driver. In the case of the latter, the assignment process shall proceed through the most recent seniority list in reverse order.

11.53 Upon unavailability of a regular driver (bargaining unit) for extra-curricular school activities or sport trips, the district shall have the right to ask a probationary, relief, or substitute driver. If a probationary, relief, or substitute driver declines an extra-curricular school activities or sport trip the district shall have the right to assign the run to a regular/probationary/relief driver. In the case of the latter, the assignment process shall proceed through the most recent seniority list in reverse order.

11.54 If an emergency situation occurs (defined as three (3) days or less), where a normal posting procedure cannot be done or where no bus, probationary or relief driver signs up for a trip, the Employer shall have the right to assign drivers to trips on a rotating basis starting with the least senior driver moving toward the most senior driver.

11.55 If a driver is informed by the Transportation Supervisor that they are to be on call, the driver will be paid minimum wage during the “on call” period.

11.60 Summer Transportation Trip Assignments

11.61 All long-term summer transportation will be considered a summer transportation assignment (STA) and will be subject to bid. Bidding will occur on a single date prior to the beginning of summer or as additional STA’s are identified. Employees who have bid and accepted a STA shall not be eligible to bid on future conflicting assignments. Single or intermittently assigned trips are not considered STA’s and shall be paid at the Field Trip rate (11.41).

11.62 Pay for STA’s will be at the Employee’s current rate of pay.

11.63 Summer trips will be posted by email. Drivers are responsible for checking and replying to email within 24 hours of posting. Employer will assign trip after 24-hour response period has elapsed.

ARTICLE 12

MISCELLANEOUS

12.10 Cafeteria Personnel

12.11 Cafeteria personnel who work outside their normal day or during vacation periods will be reimbursed at their regular hourly rate.

12.12 Bidding for this temporary cafeteria work shall be done in the same manner as the bus drivers. If a worker turns down an opportunity for this work, they will be moved to the bottom of the list. The District has the right to assign personnel if no one agrees to accept the work.

12.13 The District agrees to give the cafeteria personnel as much advance notice as possible of work outside the normal day or during vacation periods.

12.20 General Duties

12.21 The general duties of each Employee shall include those activities within the Employee's work classification which may from time-to-time be assigned by the Employer.

12.22 In the event the Employer reduces the hours within a classification, unless the reduction is the result of economic necessity as determined by the Employer, the Employer shall first attempt to effectuate the reduction through layoff. If this is not feasible, assignment to the positions reduced shall be in accordance with classification seniority. Should an Employee's hours be reduced to a point where they will experience a reduction in fringe benefits, they will be given thirty (30) days' notice before the benefits are actually reduced.

ARTICLE 13

CONTRACT ADMINISTRATION

13.10 Interpretations and Definitions

13.11 Interpretations Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

13.111 The parties agree to meet on at least a monthly basis during the school year to discuss any issues of mutual concern.

13.12 Definitions

13.121 Day For purposes of this Agreement, the word "day" shall mean any calendar day that the central administrative offices of the District are open except Saturday, Sunday, or a scheduled holiday, and except as the context otherwise requires.

13.122 Captions Captions are included only for the convenience of reference and shall not modify in any way the language of any Article, Section or Provision contained in this Agreement to which such captions may refer.

13.123 Employee For purposes of this Agreement,

13.1231 "Twelve-Month Employee" shall mean any Employee who is regularly scheduled to work on a twelve (12) month basis.

13.1232 "School-Year Employee" shall mean any Employee who is regularly scheduled to work during the normal school year.

13.1233 "Extended School-Year Employee" shall mean any Employee who is regularly scheduled to work at least thirty-eight (38) weeks but less than forty-eight (48) weeks during the fiscal year.

13.1234 "Full-Time Employee" shall mean any Employee who is regularly scheduled to work at least forty (40) hours per week, except as the contract otherwise requires.

13.1235 "Part-Time Employee" shall mean any Employee who is regularly scheduled to work less than full-time, or a bus

driver who does not drive at least two (2) regularly scheduled AM and PM runs per day.

13.20 Scope, Waiver and Alteration of Agreement This Agreement is intended to set forth the entire understanding between the parties and each party waives the right to enter into negotiations on any subject during the term of this Agreement, unless the Agreement makes express provision therefore, except upon the voluntary prior written consent of both parties. No alteration or modification of this Agreement shall be effective unless executed in writing by the parties. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms of this Agreement.

13.21 Policies and Other Agreements Nothing in this Agreement shall limit the right of the Employer to adopt policies, initiate programs, and enter into agreements which are not contrary to the terms of this Agreement.

13.22 Zipper Clause This Agreement constitutes the complete agreement of the parties. It shall supersede any rules, regulations or practices of the Employer which shall be contrary to or inconsistent with its terms. If an individual contract contains any language inconsistent with this Agreement during its duration shall be controlling. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board of Education. During the term of this Agreement the parties; may mutually agree to enter into supplemental agreements which must be reduced to writing and signed by the parties hereto to be valid.

13.30 Productivity and Contracting The parties recognize the obligation of the Employer to the public to maintain and preserve at a reasonable cost the physical facilities and services of the District. Accordingly, nothing in this Agreement shall limit the right of the Employer to use such equipment, techniques and procedures or to contract or subcontract such work as the Employer may determine to be in the best interest of the public. However, this provision shall not operate to allow the Employer to undermine the Association or discriminate against any of its members. The Association will receive notification of intent to investigate alternatives from outside sources.

13.40 Jurisdiction In addition to the rights of the Employer set forth in other provisions of this Agreement, the Employer shall have the right to employ or otherwise engage the services of persons not covered by this Agreement for the purpose of instructional training, job evaluation and experimentation, emergencies, or seasonal help during vacation periods when school is not in session.

13.50 Jobs and Classifications The Employer may modify, or eliminate existing classifications or positions, and establish such new or revised job descriptions, specifications, classifications, and rates of pay as may be appropriate provided that the action shall not be directed toward reducing the rate of a job in which no substantial change in the job itself has occurred. The performance of duties by an Employee within the same classification or position at more than one (1) location within the District shall not constitute the modification or establishment of a new or revised job classification or position. The Employer shall meet with the Association within thirty (30) days after the establishment of any new or changed job for the purpose of bargaining the rate and classification.

13.60 District Closures The Employer may alter the work schedule to the extent the Employer determines necessary to comply with applicable local, state or federal laws or regulation; the availability of utilities; or for other circumstances beyond the control of the Employer, except that in this latter regard if school is closed by reason of adverse weather or other emergency and Employees are not requested to come in to work, they shall receive their regular rate of pay for such days or hours, provided that the Employer shall not be required to pay an Employee for more than the equivalent of six (6) of the Employee's normal workdays during a fiscal year. Employees who are not required to come to work may use personal, vacation, or sick days for days 7, 8, or 9 in a year. The absences will be credited back to the employees if the days are forgiven by the state. Note that employee must have absence times and some employees (custodians, maintenance, utility) may be required to come to work and there is no equivalent relief. If any such days or hours are required by the State to be rescheduled, the Employees shall not receive compensation for the scheduled days or hours. If school is closed after an employee's reporting time, the district will compensate that employee for no less than 1 hour.

13.61 If an Employee is called into work during such times, the following will apply: The district will pay double time if an employee is "Called in" by their supervisor after hours in an emergency situation. Double time will not be paid for hours that have been discussed in advance, for example snow plowing, except if it's on a Holiday or Act of God Day. An employee will be paid for the district paid day and their regular rate of pay to equal double time.

13.62 For days beyond six (6) in a fiscal year, the Employee shall have the option to work his/her normal number of hours, subject to approval by the Employer. In addition, the Employer shall have the right to require Employees to report to work. All of these hours shall be at regular pay.

13.63 If required to report to work on such days, Employees shall not be disciplined if they are unable to report to work due to severe weather conditions.

13.70 Non-Discrimination Each of the parties agree that the provisions of this Agreement shall be applied uniformly and without discrimination due to sex, age, marital status, race, creed or whether or not the Employee is a member of the Association.

13.80 Notices Any written notices given pursuant to this Agreement, unless personally served, shall be deemed to have been received three (3) days following its deposit in the United States mail, postage prepaid, when addressed as follows:

13.81 Employer's Address

Office of the Superintendent
Cassopolis Public Schools
22721 Diamond Cove Street
Cassopolis, MI 49031

13.82 Association's Address

CSEA/MEA
104 West Ferry, Suite 5 #201
Berrien Springs, MI 49103

13.83 Employee's Address

As set forth in the records of the Employer.

13.90 Effective Date and Termination The terms of this Agreement shall remain in full force and effect from July 1, 2026 through June 30, 2029 (except as herein otherwise provided) and until either party desiring to change or terminate this Agreement notifies the other party at least sixty (60) days prior to June 30, 2029, or any subsequent year. Such written notice shall be sent by mail to the recognized address of the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed 6/23, 2026.

CASSOPOLIS
SERVICE EMPLOYEES ASSOCIATION
MEA/NEA

By Mark Hoffman
Its Uni-Serv Director

By Julie L. Shaefer
Its CSEA President

CASSOPOLIS
PUBLIC SCHOOLS
CASS COUNTY, MICHIGAN

By
Its President

By
Its Secretary

SCHEDULE A

2026-2027							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Bus Driver	19.44	20.17	21.77	22.42	23.09	24.50	25.23
Cook	15.00	15.30	16.29	16.79	17.29	17.81	18.34
Custodian	15.00	15.30	16.29	16.79	17.29	17.81	18.34
Driver	15.00	15.30	15.75	15.90	16.20	16.45	16.94
Instructional Para	15.00	15.30	15.90	16.30	16.95	17.05	17.56
Lead Custodian	17.00	17.30	18.29	18.79	19.29	19.81	20.34
Lead Food Service	15.50	15.80	16.54	17.48	17.95	18.43	18.98
Library Para	15.00	15.30	15.75	15.90	16.20	16.45	16.94
Maintenance	20.26	20.85	22.27	22.94	23.63	24.34	25.07
Mechanic	20.13	20.79	22.54	23.21	23.92	24.63	25.37
Media Specialist	16.48	17.09	17.77	18.30	18.85	19.41	20.00
Non-Instructional Para	15.00	15.30	15.75	15.90	16.20	16.45	16.94
Office Clerical	16.20	16.71	17.76	18.29	18.85	19.41	20.00
Utility	15.30	15.75	16.82	17.32	17.85	18.38	18.93
Note: All employees staying on their current 2025-2026 step for the 2026-2027 school year.							

2027-2028 and 2028-2029							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Bus Driver	19.92	20.67	22.32	22.98	23.67	25.11	25.99
Cook	15.38	15.68	16.70	17.21	17.72	18.26	18.89
Custodian	15.38	15.68	16.70	17.21	17.72	18.26	18.89
Driver	15.38	15.68	16.14	16.30	16.61	16.86	17.45
Instructional Para	15.38	15.68	16.30	16.71	17.37	17.48	18.09
Lead Custodian	17.38	17.68	18.70	19.21	19.72	20.26	20.89
Lead Food Service	15.88	16.20	16.96	17.92	18.40	18.89	19.55
Library Para	15.38	15.68	16.14	16.30	16.61	16.86	17.45
Maintenance	20.77	21.37	22.82	23.51	24.22	24.95	25.82
Mechanic	20.63	21.31	23.10	23.79	24.51	25.24	26.13
Media Specialist	16.48	17.09	17.77	18.30	18.85	19.41	20.60
Non-Instructional Para	15.38	15.68	16.14	16.30	16.61	16.86	17.45
Office Clerical	16.60	17.13	18.20	18.75	19.32	19.90	20.60
Utility	15.68	16.14	17.24	17.76	18.30	18.83	19.50

B.30 Insurance

The parties agree to review to review compliance to the requirements of the Affordable Health Care Act by May 1st of each year of this Agreement.

B.31 Except as hereinafter provided, Employee working twenty-five (25) hours or more per week shall be entitled to receive the following:

B.311 Delta Dental 80-20 dental insurance with Coordination of Benefits.

B.32 Life Insurance All Employees shall be provided, without cost, $10,000 MESSA Negotiated Term Life with AD&D.

B.33 Employees who work thirty (30) hours or more will be offered single subscriber health insurance coverage at the single subscriber hard cap rate to meet the Affordable Health Care Act. Any additional cost incurred above the state single subscriber hard cap shall be at the employee's expense. For employees who are eligible for health insurance who do not select health insurance coverage, the district will contribute cash in lieu of insurance in the amount of $300 per month.

B.34 Separation of Employment If an employee resigns after June 30th for the upcoming school year, they will be responsible for the full insurance premiums for the months of July and August. Premiums will be pro-rated if an employee leaves prior to June 30th of the current school year.

B.40 Retirement The Employer will pay the current MSPERS contribution rate to the State Retirement Fund for each Employee in accordance with the law.

B.50 Exclusions Substitute and temporary work does not qualify for any fringe benefits.

B. 60 Longevity

B. 61 Employees achieving 20-26 years of service with the District shall receive an annual bonus of $350 on the 2nd payroll of June each year.

B. 62 Employees achieving 27+ years of service with the District shall receive an annual bonus of $450 on the 2nd payroll of June each year.

A.20 **Unused Sick Days** Any Employee retiring (as defined by Michigan Public School Employees Retirement System) shall be paid according to the following schedule:

1 – 109 Unused Sick Days	$50 per Day

A.21 If the Employee has one hundred ten (110) days of unused sick days at the time of retirement, all one hundred ten (110) days will be paid at a rate of $50 for each day.

A.30 **Compensation Incentives** At the end of each school year, CSEA employees may choose to turn in half of their remaining combination of personal and sick days, with a maximum of 5.5 accumulated sick days, at their daily rate of pay. The other half of their sick days would stay in their sick day balance.

A.31 **Annual Stipend** An employee who has worked 6 months and is actively employed on December 1st of the current year will be eligible for the following: An employee working an average of at least four (4) hours per day by December 1st will receive a $500 stipend. An employee working less than an average of four (4) hours per day will receive a $250 stipend.

A.40 **Administration of Compensation**

A.41 Anniversary dates for all Employees shall be recognized twice a year as follows:

A.411 January 1 for those persons employed between January 1 and June 30 of any year.

A.412 July 1 for those persons employed between July 1 and December 31 of any year.

SCHEDULE B

BENEFITS

B.10 Vacations

B.11 Twelve-Month Employees Each twelve (12) month employee shall be entitled to have a vacation with pay at a time mutually agreeable to the Employee and the Employer in accordance with the following schedule, namely:

EMPLOYMENT PERIOD (Years of Uninterrupted Service)	VACATION ALLOWANCE (Number of Workdays)
One (1)	Five (5)
Two (2) to Nine (9)	Ten (10)
Ten (10)	Fifteen (15)
Eleven (11)	Sixteen (16)
Twelve (12)	Seventeen (17)
Thirteen (13)	Eighteen (18)
Fourteen (14)	Nineteen (19)
Fifteen (15) or More	Twenty (20)

B.111 Employees may not start the July 1 fiscal year with more than their current annual vacation allotment plus ten (10) days. Employees will be compensated at their current rate of pay for any accumulated vacation days beyond that amount. The compensation will be at her/his current rate of pay and will be paid each year no later than November 20.

B.12 Extended School-Year Employees Extended school year Employees who work at least twenty-seven and one half (27.5) hours per week shall be entitled to receive ten (10) days of vacation with pay to be scheduled during the Christmas and/or Spring recesses, subject to the approval of the Employer or its designate.

B.20 Holidays

B.21 Twelve-Month Employees Twelve (12) month Employees shall receive the following holidays, namely:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- July 4th
- Friday before Labor Day
- Labor Day

- Thanksgiving Break
- Day before Christmas
- Christmas Day
- New Year’s Eve

B.22 Extended School-Year Employees Extended school year Employees shall receive the following holidays, namely:

- New Year's Day
- Martin Luther King Jr. Day
- President’s Day
- Good Friday
- Memorial Day
- Friday before Labor Day
- Labor Day
- Thanksgiving Break
- Day before Christmas
- Christmas Day
- New Year’s Eve

B.23 School-Year Employees School year Employees shall receive the following holidays, namely:

- New Year's Day
- Martin Luther King Jr. Day
- President’s Day
- Good Friday
- Memorial Day
- Thanksgiving Break
- Day before Christmas
- Christmas Day
- New Year’s Eve

B.24 An Employee shall receive his/her regular compensation for the above holidays if the Employee was not absent the last scheduled workday preceding the holiday and the first scheduled workday following the holiday unless any such absence is authorized pursuant to Article 8. If a holiday falls on a Sunday and is celebrated by law on Monday, Monday shall be considered the holiday. If a holiday falls on a Saturday, Friday shall be considered the holiday. If a holiday falls during an Employee's scheduled vacation period, an additional day of vacation may be taken.