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MASTER AGREEMENT

Between the

DE TOUR NON-INSTRUCTIONAL ASSOCIATION

And the

DE TOUR AREA SCHOOLS BOARD OF EDUCATION

September 1, 2025-August 31, 2028

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Master Agreement

Between

The Board of Education and DeTour Non-Instructional Association

This agreement entered into this 1st day of September 2025 by and between the Board of Education of DeTour Area Schools, DeTour Village, Michigan, hereinafter called the "Board" and the DeTour Non-Instructional Association, an affiliate of the Michigan Education Association/National Education Association hereinafter called the "Association."

WITNESSETH

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as to the Representative of its employees with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate professional negotiations, have reached certain understandings which they desire to memorialize. In consideration of the following mutual covenants, it is hereby agreed as follows:

RECOGNITION – ARTICLE 1

A. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965 for all non-instructional employees in the Association, excluding the Secretary to the Superintendent, and the Supervisor of the Plant and Transportation, and the Technology Coordinator/Librarian.

EMPLOYEE RIGHTS – ARTICLE 2

A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every non-instructional 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 lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association or collective professional negotiations with the Board, or his institution of any grievance, complaint or proceeding in this Agreement or otherwise to any terms or conditions of employment.

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B. The Association and its members shall have the right to use the school building facilities for their meetings, outside of regular school hours, upon notification to the administration. Established media of communications shall be made available to the Association and its members. The PA system may be used for brief announcements of Association meetings after administration approval.

C. No employee will be disciplined (including warnings, reprimands, suspensions, reduction in rank or occupational advantage, discharges, or other actions of a disciplinary nature) without just cause. An employee will be entitled to have present a representative of the union during any meeting which leads or may lead to disciplinary action. The representative shall be the same person throughout the process with the exception of the area union rep, who may become involved at any time. The specific grounds forming the basis for disciplinary action will be available to the employee in writing.

D. An employee will have the right to review the contents of all records excluding initial references, 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 or party requesting review of employee shall have said employee's written permission. Other examination of an employee's files shall be limited to qualified supervisory personnel.

   1. An employee may, upon request, review the contents of his personnel file. A representative of the Association may accompany the employee in this review. The employee may submit a written statement to be attached to the material in question.

   2. No material will be placed in an employee's personnel file, originating after initial employment, unless a copy of the material has been given to the employee. Any complaint directed towards an employee shall be promptly called to the employee's attention if considered serious by the Superintendent, if written into the employee's file, or is used for reprimanding an employee.

   3. When material is to be placed in an employee's file, the affected employee shall review and sign said material, such signature shall be understood to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.

   4. If a freedom of information act (FOIA) request is received for a member's personnel file or personnel file information, the member will be notified of the request when it is received by an administrator. If the member indicates that he/she will challenge whether the information is disclosable under the FOIA, the Board will take the maximum time permitted by the FOIA before it responds to the FOIA request.

E. Any case of assault upon an employee will be promptly reported to the employer. The employer will render all reasonable assistance to the employee.

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MANAGEMENT RIGHTS CLAUSE – ARTICLE 3

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all power, 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, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
3. To establish procedures and schedules of work for all employment areas.
4. To determine the duties, responsibilities and assignments of each employee, and the terms and conditions of employment.

DUTIES/WORK HOURS/OVERTIME – ARTICLE 4

A. The duties of all non-instructional employees will be as set forth in the individual job descriptions in effect.

B. The normal work year, work week, and workday are established in Schedule A-L.

C. All employees will be entitled to a 15-minute break for ever three (3) continuous hours of work.

D. Overtime will be offered in the following priority:

   1. On a rotational basis by seniority within the classification in which the overtime applies. An employee who refuses overtime shall have such refused overtime equated as time worked.
   2. On a seniority basis to other members of the bargaining unit having the ability to do the work.

E. All hours in excess of forty (40) hours per week will be considered overtime hours for purposes of compensation.

F. When work is available in the school district due to paid leave, unpaid leave of absence, special projects, and temporary vacancies (vacated, posted and until permanently filled), such vacancies must be offered to bargaining unit members before it is offered to persons outside the bargaining unit. When the district has at least 48 hours' notice of such vacancy, such work shall be offered first to employees in the classification by seniority, in rotation, and secondly to other bargaining unit members and any members who are laid off and have recall rights.

G. No overtime shall be allowed unless given prior approval by the superintendent.

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LEAVES – ARTICLE 5

A. Sick Leave –
Employees may use sick leave for any permissible use outlined in the Earned Sick Time Act, and for pregnancy related absences including childbirth and recovery.

Employees hired prior to September 1, 2013, that are absent from duty due to illness in the immediate family shall be allowed full pay for a total of thirteen (13) days per school year, with no maximum accumulation.

Employees hired after September 1, 2013, that are absent from duty due to illness in the immediate family shall be allowed full pay for a total of ten (10) days per school year, with an accumulation up to 60 days.

1. Immediate family shall mean the employee and spouse, children, stepchildren, parents, mother-in-law and father-in-law, daughter- and son-in-law, or a person having lived in the employee's household for the immediately preceding year or more.
2. The Employer will furnish each employee with a written statement at the beginning of each school year setting forth the sick leave credit.
3. Employees who have been on sick leave for 4 or more days, if requested, shall provide the Employer with a doctor's written release or approval prior to returning to work. If the employer decides to require documentation for earned sick time, the employer must pay for all out-of-pocket expenses the employee incurs in obtaining the documentation.
4. Should a member exhaust his/her accumulated leave allotment of sick and personal days, and following a five (5) workday waiting period, may utilize voluntary contribution of sick leave days from other bargaining unit members to a maximum of sixty (60) days per academic year. The Association shall be responsible for the solicitation of such donated sick leave days from the members and the proper completion of authorized sick leave deduction forms.

B. Personal Leave – Upon prior request of at least twenty-four (24) hours and with the approval of the administration, based on the availability of substitutes, an employee may use up to four (4) personal days per year. Personal Leave days shall be deducted from sick leave allotment. The use of Personal Leave days is to be for conducting business of a personal nature that cannot otherwise be conducted on non-work hours.

C. Jury Duty – Any employee called for jury duty will notify his/her employer so that such duty can be deferred to another time. At such time jury duty occurs, the Employer will remunerate the employee the difference between the daily jury duty rate and the employee's wages.

D. To conduct Association business during the school year, the Association shall be credited with five (5) days to be used by members of the Association to conduct Association business; such use to be at the discretion of the Association. Additional days may be taken; however, the Association shall reimburse the Board for all costs association for substitutes (salary, FICA and

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retirement), if used. The Association shall request leave from the Board not less than forty-eight (48) hours in advance.

1. Not more than two (2) members may take said leave on the same day.
2. No more than two (2) events per month will be used for such leave.
3. Prior approval is to be obtained similar to that obtained for personal business leave.

E. Bereavement Leave – In the event of the death of close relatives, employees may utilize up to five (5) days of accrued sick leave, with the approval of the Superintendent, provided they attend the funeral of the deceased. Close relatives are interpreted to mean spouse, children, stepchildren, parent, and parent of spouse.

If the death occurs among a brother, sister, brother-in-law, sister-in-law, daughter-in-law or son-in-law, grandchild, grandparent, aunts or uncles of employee or his/her spouse, or a person having lived in the employee's household for one calendar year or more before death, employees may utilize up to three (3) days of accrued sick leave, with the approval of the Superintendent, provided they attend the funeral of the deceased.

F. Additional leave may be granted in special cases, subject to the approval of the Superintendent, with such additional leave charged to accrued sick leave, or taken as leave without pay.

UNPAID LEAVE – ARTICLE 6

A. General Conditions

Leaves of absence without pay or benefits of more than one (1) month and up to twelve (12) months duration may be granted upon written request from an employee without loss of accumulation of seniority. Such leaves shall include but not be limited to health reasons, childcare, family emergencies, etc.

An employee returning from a leave of absence will be reinstated to the same or similar position as when the leave began. At least ten (10) working days prior to the date of leave is scheduled to expire, an employee will notify the employer of his/her intent to return to work.

Leaves of absence without pay for duration of less than one (1) month shall be with health benefits and seniority accrual.

WORKING CONDITIONS – ARTICLE 7

A. Employees shall not be required to work under unsafe or hazardous conditions to perform tasks which endanger their health, safety, or well-being.

B. The Employer will provide adequate rest areas and rest rooms for employees' use.

C. The Employer will support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area. The Employer or its designated

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representatives will take reasonable steps to assist the employee with respect to students who are disruptive or repeatedly violate rules and regulations.

D. An employee who is required to use his/her personal vehicle on approved school business will be reimbursed at the IRS allowance rate per mile.

E. Any non-instructional employee who is required to attend a job-oriented workshop or class not during the regular workday will be reimbursed at their hourly rate, not to exceed $85.00 per day, plus travel expense.

F. ESP employees shall receive their regular rate of pay for all state "forgiven" snow days.

G. In cases of contracting or sub-contracting affecting employees covered by this Agreement, the District will hold advance discussion with the Association prior to bidding the contract. The Association will be advised of the nature, scope and reason the District is contemplating contracting out the work.

PROBATION AND SENIORITY – ARTICLE 8

A. New hires in the district shall serve a ninety (90) calendar day probationary period with an evaluation monthly. Compensation shall be $.50/per hour less than the regular rate of pay. Full pay may be granted at the end of any thirty (30) day period. In the event that an employee shall become ill during his/her trial period, such trial period shall be extended until he/she has worked an equivalent number of days to cover such illness, unless said illness totals less than five (5) working days.

B. Seniority will be defined as the length of continuous service within the school district. Accumulation of seniority will begin on the employee's first working day. In the event that more than one individual has the same starting date of work, position on the seniority list will be determined by casting lots.

C. Probationary employees will have no seniority until the completion of the probationary period at which time their seniority will revert to their first day of work.

D. The employer will prepare and maintain the seniority list. The initial seniority list will be prepared within sixty (60) calendar days after the effective date of this Agreement. A copy of the seniority list will be furnished to employees.

E. All employees affected by this Agreement will receive seniority rights.

F. Seniority will be lost by an employee upon termination, resignation, retirement, or transfer to non-bargaining unit positions for more than six months.

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REDUCTION IN PERSONNEL, LAYOFF AND RECALL – ARTICLE 9

A. Layoff will be defined as a necessary reduction in the work force beyond normal attrition.

B. No employee will be laid off pursuant to a necessary reduction in the work force unless said employee has been notified of said layoff (total or partial) at least thirty (30) days prior to the effective date of the layoff. Such notice shall also be sent to the Local President at the time it is sent to the employee.

C. In the event of a necessary reduction in work force, the employer shall first layoff probationary employees, then the least senior employees. In no case shall a new employee be employed by the employer while there are laid off employees who are qualified for a vacant or newly created position.

D. In the event of a reduction in work force results in an elimination of a position or a reduction in hours in a department, the effected employee may claim seniority over another employee for the purpose of maintaining his/her position for which they are qualified, assuming he/she has greater departmental seniority than the employee he/she seeks to replace.

   Employees who wish to exercise their seniority rights to bump shall exercise such rights within ten (10) working days in writing to the superintendent of schools. If the employee does not exercise their bumping rights, they will be laid off and recalled in accordance with the recall section of this agreement.

E. A laid off employee shall upon application, and at his/her option, be granted priority status on the substitute list according to his/her seniority. Laid off employees may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the employer.

F. Laid off employees will be recalled in reverse order of layoff to any position for which they are qualified. Any employee who has served more than sixty (60) working days in a classification shall be deemed qualified for any position in that classification.

G. Notices of recall will be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address. A recalled employee shall be given at least five (5) calendar days from receipt of notice, excluding Saturdays and Sundays, to report to work. The employer may fill the position on a temporary basis until the recalled employee can report for work providing the employee reports within the five (5) day period. Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which he/she is qualified shall forfeit his/her seniority rights.

H. An employee on layoff shall remain on the layoff list for up to two (2) years.

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JOB POSTINGS AND BIDDING PROCEDURES – ARTICLE 10

A. A vacancy will be defined as a position that is not filled. All vacancies and newly created positions including additional hours within the bargaining unit shall be posted at least five (5) working days prior to filling the vacancies. The postings shall be located on bulletin boards in each building and shall set forth the minimum requirements for the position. Employees interested shall apply in writing within five (5) working days from the end of the posting period. Postings will contain the following information:

   1. Type of work
   2. Location of work
   3. Starting date
   4. Hours to be worked
   5. Minimum requirements

B. The job shall be awarded or denied within seven (7) working days after the posting period. The Association President shall receive notification of all bargaining unit applicants for the position and the successful candidate. In the event the senior applicant is denied the job, reasons for denial shall be given, in writing, to the employee and the Association representative. In the event the senior applicant disagrees with the reasons for denial, it shall be a proper subject for the grievance procedure. The Employer shall furnish the president with a copy of each job posting at the same time the postings are posted on the bulletin board.

C. Vacancies shall be filled on the following basis:

   Step 1. First consideration shall be given to employees in the same classification series or in a directly related position who meet the minimum qualifications for the job under consideration. In the event there is more than one applicant, consideration shall be given the employee with the most seniority in the classification series or in the directly related position(s).

   Step 2. In the event a vacancy is not filled under Step 1, consideration shall next be given to other employees in the bargaining unit who meet the minimum qualifications for the job under consideration. In the event there is more than one applicant for the vacancy, consideration shall be given the employee with the most seniority in the bargaining unit.

   Step 3. If no interest is shown from within the bargaining unit during the interval posting period, or if applicants from within the bargaining unit do not meet the minimum qualifications for the job under consideration, the manner in which the job will be filled will be at the sole discretion of the Employer.

D. During the trial period the employee shall have the opportunity to revert to the employee's former classification. If the Employer determines through evaluation that the employee is unsatisfactory in the new position, the employee will revert to the employee's former classification. In the event the employee disagrees it shall be a proper subject for the Grievance Procedure.

E. During the trial period, employees will receive the pay rate of the job they are performing.

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GRIEVANCE PROCEDURE – ARTICLE 11

A. A claim by an employee that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereunder provided.

B. The grievance procedure shall not apply to any matter which is prescribed by law or State regulations, or over which the Board is powerless to act.

C. In the event that an employee believes there is a basis for a grievance, he/she shall within ten (10) days discuss the alleged grievance with the Superintendent, at which time he may be accompanied by his Association Representative.

D. If as a result of the informal discussion with the Superintendent, a grievance still exists, the employee may invoke the formal grievance procedure on the proper form. A copy of the grievance form shall be delivered to the Superintendent.

E. Within five (5) calendar days of receipt of the grievance, the Superintendent shall meet with the employee in an effort to resolve the grievance. The Superintendent shall indicate his disposition of the grievance in writing within five (5) calendar days of such meeting and shall furnish a copy thereof to the employee.

F. If the employee is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within five (5) calendar days of such meeting, or ten (10) calendar days from the date of filing, whichever shall be later, the grievance shall be transmitted to the Board by filing a written copy thereof with the President of the Board. The Board, no later than its next regular meeting or two calendar weeks, whichever shall be later, shall meet with the employee on the grievance, review such grievance, or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than five (5) calendar days thereafter. A copy of such disposition shall be furnished to the employee.

G. If the grievance is not settled through mediation services, or if such services are not requested by either party, either party may, within ten (10) work days, give written notice of intention to go to arbitration to the other party, and must file for arbitration with the American Arbitration Association within thirty (30) work days after the Review Conference, with a copy of filing notice sent to the other party. If no such notice is given within the ten (10) workday period, and arbitration is not filed with the American Arbitration Association with the thirty (30) workday period, the grievance shall be deemed settled and not subject to arbitration.

   The Association shall initiate the process of arbitration. If the parties cannot agree upon an arbitrator, he/she shall be selected in accordance with the rules of the American Arbitration Association, except each party shall have the right to peremptorily strike not more than three from the list of arbitrators. The Association shall strike the first name; the Employer shall then strike one name. This process shall be repeated three times.

   The jurisdictional authority of the arbitrator is defined and limited to the determination of any grievance which involves a controversy concerning compliance with any provision of this Agreement and is submitted to the arbitrator consistent with the provisions of this Agreement.

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In making his/her decision, the arbitrator cannot modify, detract from, or alter the provisions of the contract, and shall be bound by the principles of law relating to the interpretation of contracts followed by the Michigan Courts.

The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and argument.

H. The fees and expenses of the arbitrator shall be shared equally by both parties.

I. The term "days" when used in this contract shall mean workdays. Time limits in the grievance procedure shall be strictly observed but may be extended by mutual written agreement.

J. Notwithstanding the expiration of this agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

K. The grievance form shall be an appendix to this Agreement

VACATION TIME – ARTICLE 12

A. 18 days of paid vacation time shall be allowed to "school year" or ten (10) month employees.

These days may be used as paid time off, on days that DeTour Schools is regularly scheduled to be closed (for example: a holiday, winter break or spring break).

B. Vacation pay shall be for the same number of hours per day as the employee's regular daily work hours.

C. Vacation days used outside of scheduled closures shall be upon the approval of the Superintendent with all such requests to be submitted in writing at least four (4) days in advance. If the request is not approved the employee shall receive a written copy of the reason(s) for disapproval.

D. If vacation days are not taken, they will be paid at the end of the year at the employee's current rate of pay.

ASSOCIATION, DUES, SERVICE FEES AND PAYROLL DEDUCTIONS – ARTICLE 13

A. Each employee, on or before thirty (30) days from the date of commencement of duties of the effective date of this Agreement, whichever is later will have the choice to join the Association.

B. Upon written authorization from the employee, the employer will deduct from the salary of that employee up to two (2) special deductibles. The member shall have the ability to make such authorization twice each school year. Authorization shall be made with the district prior to the first pay of the school year and prior to the first pay of the second semester.

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RETIREMENT – ARTICLE 14

A. An employee will be allowed to continue his/her employment, assuming satisfactory performance, until retirement age as prescribed by the then existing law.

SICK LEAVE HOURS – ARTICLE 15

Upon employee elective termination of employment, after ten (10) years in the district, an employee shall receive for each accumulated sick day, severance pay based on the following schedule:

A.	For the first 50 days	$10.00 per day
B.	For 51 through 99 days	$15.00 per day
C.	For 100 days and over	$20.00 per day

The amount of severance pay shall be capped at $4000.

INSURANCE – ARTICLE 16

Health Insurance

1. The Board will make payment of medical insurance premiums, up to the State mandated hard cap, for each eligible employee and their families to provide insurance coverage for the full twelve (12) month period, commencing January 1st and ending December 31st of each year of this agreement.

   Employees who resign after the last day of school will continue to receive the benefits outlined in this article until August 31.

2. Employees eligible for medical and ancillary insurance will be defined as employees working on average of 6 hours per day for the school year.

3. Medical Insurance for eligible employees:

   Medical Insurance will be provided through the Upper Peninsula Area Purchase Agreement.

   Medical coverage shall include all MESSA medical insurance riders that do not increase the cost of the premium.

   Medical insurance may be reviewed annually by the group and the Board without opening any other areas of this contract upon expiration of the Upper Peninsula Area Purchasing Agreement letter of agreement.

   Eligible employees not electing medical insurance shall receive cash-in-lieu of $475 per month in addition to the ancillary insurances listed below.

   Ancillary Insurance for eligible employees:

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LONG TERM DISABILITY:
Percentage: 70%
Maximum Monthly Benefit: $5,000
Qualifying Period: 90 CDMF
Own Occupation: 2 years
Social Security Offset: Primary
Minimum Payout: 5%
Offset Freeze: Yes
Alcoholism/Drug Waiver: 2 YEARS
Mental/Nervous Waiver: 2 YEARS
Rehabilitation & Maternity: Standard
Cost of Living Adjustment: No
Survivor Income Benefit: No
Education Supplement Benefit: No
Pre-Existing Condition Waiver: Yes

LIFE VOLUME w/AD&D: $50,000

VISION PLAN: VSP 3 Plus P 250 CL

DENTAL: I, III, & III - Max: 100/90/90 $2000

Class IV + Maximum: 90: $3,000

A. An eligible employee will be entitled to the previously mentioned benefits, upon satisfactory completion of their probationary period.

SALARY SCHEDULE – ARTICLE 17

A. Salary schedules and conditions of employment are set forth below in Schedules "A" through "D" which are incorporated into and made a part of the Agreement.

B. Employees temporarily assigned, for an hour or more, to work in a classification with a higher pay rate, shall receive the pay rate for the higher classification.

C. A person transferring to another classification with ten (10) or more years of seniority shall receive compensation at the highest rate of the new classification.

D. All bargaining unit members will be paid on a timecard basis for hours worked during the payroll period.

E. Period credit may be paid to those employees who are required to supervise a teacher's class when such supervision is outside the job description of said employee. Such supervision shall be only in cases of emergency.

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1. Such supervision shall be at the request of an administrator.

2. Period credit will be paid for 30 or more minutes.

3. The employee may elect to work 30 or more minutes overtime and not take period credit.

4. Accumulated period credit must be used by the end of the calendar year.

5. Period credit time taken shall be upon the approval of the Superintendent with requests submitted one (1) day in advance.

D. Employees shall earn longevity payments in accordance with the following schedule.

Payment shall be made the first pay in December. Employees laid off shall have longevity prorated according to days worked.

Years of Service	
Upon completion of years 2-5	$700.00
Upon completion of years 6-10	$800.00
Upon completion of years 11-15	$900.00
Upon completion of years 15 and for any additional years of service	$1,000.00

Salary Schedule

	2025 - 2026	2026 - 2027	2027 - 2028
Bus Drivers	$ 28.50	$ 32.00	$ 35.50
Custodians	$ 26.50	$ 30.00	$ 33.50
Food Service	$ 22.50	$ 26.00	$ 29.50
Paraprofessionals	$ 22.50	$ 26.00	$ 29.50
Secretary	$ 23.00	$ 26.50	$ 30.00

SCHEDULE A – BUS DRIVERS

A. Regular Routes

1. All bus routes will be timed in a fair and equitable manner for a complete round trip in order to establish daily time allowances for each driver. Employee will be notified in writing of the timing with five (5) working days. Routes will be timed if requested by either party prior to October 15th of each year. Timing shall be done for all requested routes, including school care and buses. Timing will be done according to the speed limits as specified by State Law.

2. In addition to the daily time allowance for regular morning and afternoon trips, and additional thirty (30) minutes per day shall be allowed for normal maintenance checks, fueling, warm up and cleaning the bus. A driver making more than two (2) trips per day will be allowed five (5) minutes warm up time for the noon run.

3. If a bus breaks down, the regular driving salary shall be paid during this time.

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4. Drivers will be paid for the actual time driven plus their warm-up time and waiting time. The time will be rounded up to the nearest fifteen (15) minutes each day.

5. Drivers of noon Kindergarten routes shall be paid at their regular hourly rate for the established time allowance.

B. Special Trips

1. Bus drivers shall be paid their regular rate for actual travel time and waiting time pursuant to Section 3(f).

2. On overnight trips, the driver shall be compensated at their regular rate for actual travel time and for waiting time pursuant to Section 3(f), however, not to exceed eight (8) hours per day.

3. All qualified bargaining unit members gaining seniority as bus drivers shall be allowed to sign up for special trips. The special trips will be covered in the following manner.

a. A meeting will be scheduled between the parties to be conducted within seven (7) days of the beginning of the school year, for the purpose of signing up for fall athletic trips. A similar meeting will be scheduled for winter athletic trips.

b. Drivers who sign up will be numbered according to seniority.

c. Extra trips will be numbered consecutively as they are received in the director's office. Drivers will be given twenty-four (24) hours notice whenever possible.

d. Field trips may be assigned to drivers as the trips are scheduled on a rotational basis. The rotational list will begin with the highest seniority to the lowest seniority person.

e. If no driver in a rotational accepts a field trip, it may be offered to substitute drivers.

f. If no driver accepts a field trip, the least senior driver shall be required to accept the field trip.

g. Every effort will be made to provide at least three (3) days' notice for all field trips.

h. No driver will be required to chaperone field trip activities.

i. Once trips have been scheduled, two drivers that both have filed trips in the same week may switch trips if it is mutually agreeable. This switching does not impact the rotation schedule and is not the responsibility of the bus supervisor.

j. Drivers on "Special Trips" where meal stops are necessary will be reimbursed for the meal at the teacher's rate.

k. "Waiting time" for the purpose of this Agreement, shall be that period of time which elapses between the arrival at the destination on a "special trip" and the time of departure home, and will be paid at the waiting time rate of pay of $21 an hour.

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l. The expectation of the administration is that when a trip is fewer than sixty-five (65) miles round trip, that drivers be expected to return to the bus garage. Sit time will not be paid for those trips without prior approval of the superintendent.

m. Regular runs that require ferry travel will be paid at the driver's current rate from time of origin to the time of return.

C. Other Trips

1. Sports Trips. When selecting drivers for interscholastic sports, one lead driver will be selected for each of the sporting events listed below. Drivers with the most seniority will have the first opportunity to select a particular sport for which they would like to be lead driver. Other sports will be assigned to drivers on a rotational basis, beginning with the highest seniority to the lowest seniority person. The lead driver will drive for their selected sport for the entire season. If for some reason, the driver of a selected sport is not able to make a particular run, the driver will make every effort to find an appropriate substitute for that trip. Drivers may also switch trips if it is mutually agreeable. The administration will find a substitute driver for any sports trip in which a lead driver is unable to find a substitute.

Fall	Winter	Spring
Football	Boys' Basketball	Boys' Golf
Volleyball	Girls' Basketball	Girls' Golf
Cross Country		Track

2. Shuttle Runs. Shuttle runs will have one designated driver whenever possible. For shuttle runs related to sports team practices, one driver will be assigned for all shuttles.

3. Skills Center. One driver will be designated for all Skills Center runs.

D. General

1. Drivers shall be responsible for reporting the need for repairs on their buses, but shall not be responsible for having the repairs made, other than delivering their buses to the repair shop.
2. Complaints made against drivers shall be promptly called to their attention.
3. Drivers shall be reimbursed for the cost of their CDL license and any endorsements required for the duties of driving bus.
4. Mileage rate for personal car shall be at the IRS rate.
5. Any employee that plugs the bus in during the winter months on a daily basis if the bus is housed at their home shall receive $50 to be paid in the last check each year.
6. In the event that bus routes are changed at the beginning or during the school year, and the time difference is thirty (30) minutes or more, bumping will be allowed according to seniority.

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7. DeTour Area Schools will reimburse for costs of a Department of Transportation physical.
8. DeTour Area Schools will reimburse for costs associated with Michigan School Code requirements for fingerprinting.
9. Bus Drivers taking a physical road test required by the MDE will be reimbursed for initial test only. Subsequent tests are the responsibility of the driver.
10. Bus Driver Trainer shall receive $5 more per hour while training other drivers.
11. The Board will provide jackets to regular bus drivers every three (3) years, cost will not exceed $200 a jacket.

SCHEDULE B – TEACHER AIDES

Any additional days worked beyond student days the member shall be paid their hourly rate.

A. Teacher Aides shall work the school calendar.

B. The working hours for Teacher Aides shall be established by the Board and shall include at least a thirty (30) minute unpaid lunch period.

C. The assignment and duties of Teacher Aides shall be determined by the Principal.

SCHEDULE C – FOOD SERVICE

Any additional days worked beyond student days the member shall be paid their hourly rate.

A. The hours and days worked by Food Service employees shall be established by the Board.

SCHEDULE D – SCHOOL YEAR CUSTODIAN

Any additional days worked beyond student days the member shall be paid their hourly rate.

A. The hours and days worked by Custodians shall be established by the Board.

B. Daily working hours for each Custodian shall be determined by the Board.

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DURATION – ARTICLE 18

A. The Board will print and make available to the Association ten (10) copies of the Master Agreement and individual copies for each non-instructional employee no later than sixty (60) days after ratification by both parties. Each new non-instructional employee shall be provided a copy of the Agreement.

B. Duration of the Agreement shall be for a three (3) year period, beginning on September 1, 2025, and terminate August 31, 2028.

C. This Agreement constitutes the sole and entire existing agreement between the parties, and it supersedes all prior practices and restrictions.

D. Any indication in this contract where bargaining unit members will be notified in writing shall be satisfied by mailing the same to the bargaining unit member's last known address by first class mail and/or a return receipt email and/or personal delivery.

Signed:

FOR THE ASSOCIATION:

Signed by:
CC252CAC680B4C6...

President

Signed by:
DEAB66766A684A1...

MEA UniServ Director

FOR THE BOARD OF EDUCATION:

Signed by:
782DE8AECE0E4A0...

President

DocuSigned by:
991913742212405...

District Superintendent