A MASTER AGREEMENT

Between the

PICKFORD EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION

And the

PICKFORD BOARD OF EDUCATION

September 1, 2025 — August 31, 2027

Table of Contents

PICKFORD EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION TABLE OF CONTENTS i

ARTICLE 1: PURPOSE, RECOGNITION, AND AUTHORITIES 1

ARTICLE 2: BOARD RIGHTS 1

ARTICLE 3: ASSOCIATION RIGHTS 2

ARTICLE 4: EMPLOYEE RIGHTS, PROTECTIONS, AND WORKING CONDITIONS 3

ARTICLE 5: HOURS OF EMPLOYMENT 4

ARTICLE 6: EMPLOYEE EVALUATION 5

ARTICLE 7: COMPENSATION AND BENEFITS 5

ARTICLE 8: PAID LEAVE 6

ARTICLE 9: UNPAID LEAVES 6

ARTICLE 10: SICK BANK 7

ARTICLE 11: SENIORITY 7

ARTICLE 12: VACANCIES, PROMOTIONS, AND TRANSFERS 8

ARTICLE 13: REDUCTION IN PERSONNEL, LAYOFF AND RECALL 9

ARTICLE 14: GRIEVANCE PROCEDURE 10

ARTICLE 15: DURATION OF AGREEMENT 12

ARTICLE 16: CERTIFICATE OF RATIFICATION 12

APPENDIX A: SCHEDULE A (Payscale) A

APPENDIX A: SCHEDULE B (Additional Compensation) B

APPENDIX A: SCHEDULE C (Insurance) E

APPENDIX B: PICKFORD EDUCATIONAL SUPPORT PERSONNEL SICK DAY BANK REQUEST G

APPENDIX B: PICKFORD EDUCATIONAL SUPPORT PERSONNEL VOLUNTARY LEAVE DAY DONATION TRANSFER AUTHORIZATION H

ARTICLE 1: PURPOSE, RECOGNITION, AND AUTHORITIES

A. This Agreement is entered into effective September 1, 2025, by and between the Pickford Board of Education, on behalf of itself and its designees, hereinafter called the "Board" and the Michigan Education Association, hereinafter called "Association" through its local affiliate, the Pickford Educational Support Personnel Association, MEA/NEA.

B. The Board hereby recognizes the Pickford Educational Support Personnel Association, MEA/NEA, as the sole and exclusive bargaining representative for all full time and regular part time secretaries, cafeteria staff, para-professionals, and bus drivers. The term “employee” when used in this agreement shall refer to all employees represented by the Association in the bargaining unit.

C. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only though the voluntary, mutual consent of the parties in written and signed amendments to this Agreement.

D. This agreement shall supersede any rules, regulations or practices of the Board which are contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

E. Any individual contract between the Board and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

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

ARTICLE 2: BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

ARTICLE 3: ASSOCIATION RIGHTS

A. Bulletin board space shall be made available by the Board in the school lounge, for posting notices of Association meetings, elections and other recreational and social activities. The bulletin board shall not be used for posting or transmitting materials of a political nature, supporting political parties or candidates or political issues.

B. Association employees shall be permitted to use school equipment at reasonable times, at reasonable times, when such equipment is not otherwise in use at school for Association purposes. Available supplies may be purchased by the Association at cost. Association employees will be allowed internet access including email through the District provider for Association purposes, provided the employee adheres to and is fully compliant with any and all of the district's acceptable use policies. District e-mail shall not be used for transmitting materials of a political nature, supporting political parties or candidates, or political issues. No equipment shall be removed from the site without prior permission of the Board or its designee. The Association shall pay for all reasonable cost to the district for any repairs or damage caused by Association use of such equipment. The use of school facilities for Association meetings is also permitted provided it does not interfere with other activities.

C. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, including any time away from the employee's duty station.

D. The Association will designate one person whose goal it will be to meet with the superintendent as a liaison, ideally, on a bimonthly basis or as needed. Additionally, the parties agree to meet for the purpose of discussing items of mutual interest and concern.

E. The Board agrees to provide the Association, in response to written requests, available information which is necessary and pertinent to collective bargaining and/or handling of a grievance. The Association may have copies of this data by paying the district the reasonable cost of producing the copies. However, the Board is under no obligation to prepare studies, reports or surveys for the Association.

F. The Association President will be provided the contents of the Board packet that will be discussed in open session at the time the packets are sent to the Board Members. If the event items are exempted by the Superintendent from the packet, the Association President and Superintendent may confer on the reasons.

G. The right of contracting and subcontracting is vested solely in the board.

H. The Board shall provide at no cost to the Association the equivalent of 4 employee days per year of released time for the handling of Association business as deemed appropriate by the Association President. Notification of use of association leave will be made 48 hours in advance to the Board. This time shall be used by officers or

local agents of the Association. The agents are approved by the Association's President. A copy of the appointees shall be made available to the Superintendent no later than the second Friday after school commences. Association days are not cumulative.

I. A bargaining unit member elected to a State office In the Association shall be credited with 5 days release time not chargeable to the Association release time with pay to attend related meetings and activities necessary to fulfill the obligations of that office. No more than 2 days will be taken consecutively. The Association will reimburse the school district for released time for an individual serving as a state officer in MEA or serving on an MEA committee.

ARTICLE 4: EMPLOYEE RIGHTS, PROTECTIONS, AND WORKING CONDITIONS

A. No employee shall be disciplined, suspended or discharged without just cause. The exercise of any religious or political rights outside of times of employment will not be grounds for any discipline or discrimination with respect to employment. A bargaining unit employee shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the district. When a request for such representation is made, no action shall be taken with respect to the bargaining unit employee until the representative of the Association is present. The meeting will not be delayed for more than two work days without agreement between the Association and Administration.

B. An employee may, upon request, review the contents of his personnel file. 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 seriously by the Superintendent. An employee may request that specific disciplinary material be removed from their personnel file after 3 years if no documentation of subsequent incidents of the same or similar nature have been added since that date.

C. If a Freedom of Information Act (FOIA) request is received for an employee’s personnel file or personnel file information, the employee will be notified of the request and the name of the person making the request when it is received by an administrator. If the employee indicates that they 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.

D. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health. Employees that are asked to assist students with diabetic management will be properly trained. No employee will be required to assist in diabetic management without that employee's written consent.

E. The Board will support and assist employees with respect to the maintenance of control and discipline of students in the employee's work area. An employee may use such force as is necessary to protect themselves, another employee, teacher, administrator, or student, or property from attack, physical abuse, or injury.

F. Any case of criminal assault on an employee by a student shall be promptly reported to the Board or its designee. Time spent in connection with court proceedings by an employee in connection with the incident shall not be charged against the employee provided the employee is not judged the guilty party in the incident by the court.

G. The Board shall provide rest areas, lounges, and restrooms for employee use.

H. The noon hour and recess supervision of the school's playground shall be covered by two school employees, or by one school employee with a communication device if there are less than 60 students on the playground.

I. Students shall not be used to perform the jobs of bargaining unit members in order to reduce a current unit member's hours.

ARTICLE 5: HOURS OF EMPLOYMENT

A. The normal scheduled work week will be Monday through Friday.

B. Time and one-half will be paid for all hours worked in excess of forty hours in one work week. Double time will be paid for all hours worked on Sundays and holidays. Overtime shall be divided among employees within each department. Advance notice of overtime will be given to the affected employee whenever possible.

C. Any employee except bus drivers who works seven or more hours per day will receive one 15 minute break in the morning and one 15 minute break in the afternoon in addition to a 30 minute lunch period. Any employee who works from 4 1/2 hours but less than 7 hours will have one continuous 30 minute break only.

D. The Board agrees to work employees only within their own classification, unless otherwise mutually agreed to in writing by the affected employee and the supervisor. An employee may be employed by the board in multiple classifications to work up to a total of forty hours per week.

E. When schools are closed to students due to an order of the Superintendent or other governmental authority, employees shall be excused from reporting for duty, without loss of pay. If necessary, in extenuating circumstances as decided by the Superintendent or designee, employees shall report for or remain at their duty stations until excused by an administrator.

F. If a para-professional is assigned a one-to-one assignment and the student is not present that day, the district may assign other duties for the day. The parties may mutually agree to excuse the para-professional without pay for the day.

ARTICLE 6: EMPLOYEE EVALUATION

A. Each employee will be evaluated, based on their job description, at least once every two (2) years. Each probationary employee will be evaluated, based on their job description, at least once during their probationary period.

B. All evaluations must be discussed with the employee before they are submitted to the Superintendent and shall bear the signatures of the evaluator and the employee. Employees will be provided the opportunity to discuss their evaluation with the supervisor who prepared it. An employee's signature on the evaluation will not constitute approval of the evaluation, but indicate the employee is familiar with it. If the employee does not agree with the evaluation, they may attach a written response to the evaluation.

C. A copy of the written evaluation shall be made available to the employee at least one (1) day prior to their personal interview with their supervisor.

ARTICLE 7: COMPENSATION AND BENEFITS

A. The compensation and benefits for members of the bargaining unit covered by this agreement are set forth in Appendix A, Schedule A (pay scales), Schedule B (additional compensation), and Schedule C (insurance options), which are attached and incorporated into this agreement.

B. Members of the bargaining unit who qualify financially may elect to be paid on a twenty-six bi-weekly installment plan.

C. The Board will make payroll deductions upon receipt of written authorization from the employee for the following and any other programs jointly approved by the Association and the Board:
    1. Up to two (2) separate banking institutions
    2. Tax Sheltered Annuities.

D. The Board will include an up-to-date total of leave time on the regularly issued pay checks.

ARTICLE 8: PAID LEAVE

A. At the beginning of each school year, each employee shall be credited with nine (9) days of sick leave, the unused portion of which shall accumulate from year to year up to 140 days. The leave days may be taken by the employee for personal illness or disability and for any other reasons outlined in the Michigan Earned Sick Time Act (ESTA). In addition to reasons under ESTA, sick leave days may be taken by an Employee for the following reasons:

1. Death in the Immediate Family - Employees may use up to four (4) available days for each occurrence of family needs due to a death. Immediate family shall be interpreted to mean husband, wife, mother, father, a brother, a sister, children, grandchildren, father and mother-in-law, aunt, uncle, grandparents, and any other person who is living in the same household.
2. Other Deaths - The Employee may take one (1) day per death to attend the funeral of any person, with administration approval.

B. In addition to the sick days above, At the beginning of each school year, employees shall be credited with three (3) personal business days. Use of these days will be granted upon prior approval by the immediate supervisor or superintendent at least twenty-four (24) hours in advance. Days may not be used before or after a holiday without special permission from the superintendent. These days may be contingent on the availability of substitutes. Unused personal days will roll over and accrue as sick leave days at the end of each school year.

C. Employees may be granted 2 days per year administrative leave for the purpose of training for workshops, etc. to improve their work performance subject to approval of the Superintendent.

D. Employees called to serve on juries or subpoenaed to serve as a witness shall be granted the difference in daily rate of pay over and above the amount paid by the court. Employees must provide a court payment voucher. This amount shall be paid at the earliest payroll date.

ARTICLE 9: UNPAID LEAVES

A. Leaves of absence without pay or benefits up to one (1) year in duration may be granted upon written request from an Employee without loss of accumulation of seniority. An Employee who is unable to work because of personal illness or disability, who has qualified for long term disability and exhausted all sick leave available shall upon application be granted a leave of absence without pay for the duration of such illness or disability, up to one year, and the leave may be extended for one additional year upon written request of the Employee.

B. Requests for leaves of absence shall include the reason for the leave along with notification of the beginning and ending dates of said leave. Parental/child-care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child.

C. An employee returning from a leave of absence shall be reinstated to the same or similar position and classification they held when the leave began. At least ten (10) working days prior to the date a leave is scheduled to expire, an Employee shall notify the Board of their intent to return to work.

ARTICLE 10: SICK BANK

A. A sick bank, administered by a committee comprised of two (2) persons appointed by the Board and three (3) persons appointed by the Association, for the benefit of employees shall be made available for employees who have exhausted their own accrued sick time for personal illness time.

B. An employee is an eligible applicant if their unpaid sick leave has been approved by the Board.

C. An eligible applicant to the sick bank shall submit an application (Appendix B, Form A) to the committee for review and approval. Decisions of the sick bank committee shall not be the subject of any grievance process.

D. An employee may request up to sixty (60) days of sick leave donations from the sick bank. Any employee may request up to ten (10) days for the purpose of maternity leave. This may be extended by thirty (30) days upon request for recovery from childbirth.

E. Upon approval of a request by the committee, the committee shall transmit the approval to the President of the Association, and send a notice of the number of days requested on the approved Voluntary Leave Day Donation form (Appendix B, Form B) with a response deadline of five (5) working days. No Voluntary Leave Day Donation forms will be accepted after the deadline.

F. Donations are given on an “as requested” basis and do not accrue. If more days are donated than were specified in the original request, donations will be divided equally from those donating and the balance will be returned to the original donor(s).

ARTICLE 11: SENIORITY

A. A newly hired employee shall be on probationary status for forty-five (45) working days, taken from and including the first day of employment. Probationary employees who are absent on scheduled work days or who serve their probationary period during the non-school session period in which their job is not operative, shall work additional days equal to the number of days that the employee was absent or equal to the number of days the Job was not operative and such employee shall not have completed their probationary period until these additional days have been worked.

B. Upon satisfactory completion of the probationary period the employee's seniority will be retroactive back to the date of hire. Part time employees shall accrue seniority on a prorated basis.

C. An updated seniority list shall be furnished to the union representative on or before October 1st of each year. Such list will contain (1) employee's name. (2) date of hire, (3) classification, (4) seniority in classification(s). Seniority in classification shall be as of the date of entry into the classification. An employee will arrange to meet with the Superintendent or his designee within five (5) workdays to discuss any discrepancies to the seniority list. If agreement cannot be reached at this meeting

the employee will have the right to grieve the seniority list using the procedure set forth in this agreement.

D. Those employees who are funded under special State of Federal programs are subject to the conditions of that specific program in regard to their employment status.

E. An employee will lose their seniority for the following reasons:
    1. The employee resigns.
    2. The employee is discharged.
    3. The employee is laid off for a period of 1 year.
    4. The employee is absent for 3 consecutive working days without properly notifying the Board.
    5. An employee is laid off, fails to notify the Board of their intent to return to work within three working days from the date that the employee received notification that they are to return to work
    6. The employee retires.

F. The following classifications shall include:
    1. Secretaries (Elementary and Secondary)
    2. Food Service (Head Cook, Cook, Cafeteria Assistant)
    3. Educational Aides (Teacher, Special Ed. Para Professionals)
    4. General Aides (Playground; Bus)
    5. Transportation (Bus Drivers)
    6. Bus Mechanic
    7. Transportation Supervisor

ARTICLE 12: VACANCIES, PROMOTIONS, AND TRANSFERS

A. A vacancy shall be defined as any bargaining unit position newly created or not currently filled. Any bargaining unit member may apply for a posted vacancy. The posting will include:
    1. Type of work.
    2. Location of work.
    3. Starting date.
    4. Rate of pay.
    5. Hours to be worked.
    6. Job description.
    7. Minimum requirements.

B. All vacancies shall be posted for a period of five (5) days and sent to employees by email. Interested employees may apply in writing to the superintendent or designee.

C. Preference shall be given to qualified applicants from within the bargaining unit and seniority will be the weighing factor in filling of any vacancy for which the applicants meet the minimum requirements. However, part-time employees do not automatically move into full-time employment.

D. A vacancy shall be posted as a temporary position if the vacancy is expected to extend beyond three (3) weeks but still has an expected end date. Upon expiration of the temporary position, the employee who applied for and was placed in the temporary position shall be returned to their former position. The posting for a temporary vacancy will include the same information as a regular vacancy but also include an expected duration of the assignment.

E. The Board shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall be so notified in writing with a copy provided to the Association.

F. Employees transferred to a different classification or different position shall retain their same rate for a period of thirty (30) days as a trial period. Effective with the satisfactory completion of the trial period the employee shall be compensated at the rate for the new classification including the thirty (30) day trial period. Any employee involuntarily transferred from their classification to another classification with the bargaining unit, shall be paid either their present rate or the rate of the position to which the employee is transferred, whichever is higher. Under no circumstances shall any employee's hours of employment be reduced due to involuntary transfer. The parties agree that involuntary transfers are to be minimized and avoided whenever possible.

G. Subbing shall be defined as a vacancy if it entails at least one week or longer.
    1. Interested employees may apply in writing each school year.
    2. Subbing positions shall be filled with the most qualified applicant.

ARTICLE 13: REDUCTION IN PERSONNEL, LAYOFF AND RECALL

A. Upon determination by the Board that a reduction in work force is necessary, the Board shall meet with the Association President, or designee, at least two (2} weeks prior to the effective date of layoff except in case of emergency, then this limit will be waivered. At such meeting the Board shall submit a list of the number of employees scheduled for layoff, their names, seniority, job titles and work location.

B. Employees to be laid off will be given notice of the layoff fourteen (14) calendar days prior to their layoff date, except in the case of emergency.

C. If the district deems a reduction in the work force is necessary employees shall be laid off by classification as follows:
    1. Probationary employees.
    2. Employees with the least seniority.

D. There shall be no "bumping" across classification. Employees who transfer from one classification to another shall have their seniority frozen in the old classification and will be placed at the bottom of the new classification seniority list.

E. In the event of recall to any job classifications, laid off employees shall be recalled in inverse order of layoff. Notice of recall will be sent to the employees last known address by registered mail.

F. Any employee who is laid off shall have the right to exercise their seniority, in that classification and return to a vacant position in that classification which occurs during the layoff period. The Board will give first consideration to the most seniored laid off employee for new job positions which may not fall into their Job classification status.

G. In the event of a reduction in the work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining their normal work schedule, provided they have greater classification seniority than the employee they seeks to replace. In no case shall a reduction of any employee's work hours take effect until the Board gives ten (10) work days written notice to the affected employee(s), provided Job assignments can be covered.

H. A laid off employee will be given priority consideration on the substitute list.

ARTICLE 14: GRIEVANCE PROCEDURE

A. Unless exempted, an alleged misrepresentation or application of the terms of this agreement may be addressed only by utilizing the following grievance process.

Level One – Within five (5) employee work days of the matter's occurrence, the member of the bargaining unit must orally discuss the grievance with their immediate supervisor in an attempt to reach a resolution. If there is no clear, non-bargaining unit supervisor, the employee shall initiate the oral discussion with the superintendent. If no resolution is obtained within three (3) employee work days of the discussion, the employee shall reduce the grievance to writing and proceed within five (5) work days of said discussion to submit the written grievance to the Superintendent or their designated agent to advance to Level Two.

A written grievance must cite the section or sections (article and paragraph) of the contract alleged to have been violated, the date(s) and facts giving rise to the violation, the specific relief requested, and be signed by the grievant or grieving parties. Any written grievance not in accordance with these requirements may be rejected as improper. Such a rejection shall not extend the five (5) employee work day time limitation unless mutually agreed to by the parties. If a written grievance is not submitted within the five (5) employee work day time frame, the grievance is considered resolved.

Level Two - Within five (5) employee work days of receipt of a proper written grievance, the Superintendent or their designated agent shall arrange a meeting with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) employee work days of the discussion, the Superintendent or their designated agent shall render their

decision in writing, transmitting a copy of same to the grievant, the Association secretary, the immediate supervisor in which the grievance arose, and place a copy of same in a permanent file in their office. The parties may mutually agree to extend the five (5) employee work day deadline. If no decision is rendered by the deadline, or if the decision is unsatisfactory to the grievant and the Association, the grievant may, within five (5) employee work days proceed to Level Three.

Level Three - Within five (5) employee work days of receipt of the Superintendent, or their designee's Level Two answer or non-decision, the Association may initiate the process of arbitration. A failure to file for arbitration within the five (5) employee work day timeframe shall deem the grievance settled and not subject to arbitration.

The arbitrator shall be selected within the rules and policies of the AAA. Any costs and expenses for the arbitrator shall be borne equally between the Board and the Association. Witness fees, preparation costs, presentation costs, and other such expenses for each individual party shall be at the expense of the respective individual parties. If either party desires a verbatim record of the testimony and proceedings, the requesting party shall cause a record to be made, pay the cost of the record and shall make available, at no cost to the other party and the arbitrator.

The authority of the arbitrator shall be limited to the issues presented in the written grievance in Level Two. In making their decision, the arbitrator cannot modify, detract from, add to, or alter any provisions of this Agreement. The arbitrator shall be bound by the principles of law relating to the Interpretation of contracts as followed by courts of competent Jurisdiction. The arbitrator shall be requested to issue their decision within thirty (30} days after the close of the hearing.

The decision of the arbitrator shall be final and binding on both parties. Nothing contained herein precludes the parties from mutually agreeing to use an expedited arbitration process.

B. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when an employee or a participating Association representative are to be at their assigned duty stations, unless approved by the immediate supervisor. During testimony before the arbitrator it is understood a reasonable number of employees shall be allowed to testify during their assigned working hours without loss of time or pay.

C. Back pay adjustments shall be limited to the actual amount of earnings lost.

D. Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.

E. The following matters shall not be the basis of any grievance:
   1. The termination of services of, or failure to re-employ any probationary employee.
   2. Any matter not referred to in this Agreement for which there is recourse under State or Federal statutes.
   3. Any matter referred to in this Agreement for which there is recourse under State or Federal statutes, and the member of the bargaining unit elects to pursue proceedings under the statute.

ARTICLE 15: DURATION OF AGREEMENT

This Agreement shall be effective as of _____, and shall continue in effect until August 31, 2027. If pursuant to such negotiations an agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual consent. Copies of this Agreement shall be available online on the district website.

ARTICLE 16: CERTIFICATE OF RATIFICATION

The undersigned, official representatives of the Board of Education of Pickford Public Schools and of the Pickford Education Support Personnel Association, hereby certify that the contract language comprising this Agreement has been ratified by a majority vote of the membership of their respective organization.

For the Pickford Education Support Personnel Association: Dated:

_____
_____

For the Board of Education:

_____
_____

APPENDIX A: SCHEDULE A (Pay scale)

Secretaries. Cooks, Kitchen Aides. Para-Professionals

	2025-2026	2026-2027
1-4 years	$16.00	$17.00
5-10 years	$18.00	$19.00
11 years plus	$20.00	$21.00

Ass't Cooks when filling in for Head Cook will make $1.00 above their current hourly rate.

Head Cook, Bus Supervisor and other lead positions as determined bv the administration based on iob descriptions are paid an additional $1.00 per hour.

	2025-2026	2026-2027
1-4 years	$17.00	$18.00
5-10 years	$19.00	$20.00
11 years plus	$21.00	$22.00

Bus Drivers[1]

	2025-2026	2026-2027
0-5 years	$23.00	$24.00
6-10 years	$24.00	$25.00
11 years plus	$25.00	$26.00

Bus Supervisor

	2025-2026	2026-2027
0-5 years	$17.00	$18.00
6-10 years	$18.00	$19.00
11 years plus	$19.00	$20.00

This rate applies to regular daily runs, and bus prep and maintenance.

For the 2025-2026 school year, employees will receive a $500 stipend. The parties agree to a limited wage opener to discuss a possible stipend the second year.

At the option of the Superintendent, compensatory time off may be granted in lieu of overtime equivalent to one and a half (1.5) times the extra hours worked. Compensatory time may accrue up to a maximum of 24 hours then overtime compensation will be paid to the employee. Comp time taken shall be upon the approval of the Superintendent with requests submitted one (1) day in advance. Unused comp time shall be paid out at the beginning of winter break and the end of the school year.

[1] One half year of credit will be given for each year successfully worked outside the district up to a maximum of five (5) years of credit.

APPENDIX A: SCHEDULE B (Additional Compensation)

Overtime

Time and one-half will be paid for all hours in excess of forty hours in one week. Double time will be paid for all hours worked on Sundays and holidays.

Subbing

In the event a bargaining unit member is absent from their assignment, and the need for a substitute exists, then the assignment shall be first offered to the most seniored person in that classification provided it will extend that person's total number of hours for that particular day. If the most seniored person is unable or unwilling to substitute, the assignment shall be offered to the remaining persons in that classification in descending order.

Any employee who substitutes for another member's assignment, will assume the entire daily assignment of the absent member and will forego any and all portions of their own regular assignment for that day.

An employee who chooses to substitute in another job assignment will be entitled to make the rate for the position they hold the greatest number of hours per day, or the substitute rate whichever is greater.

When a kitchen staff employee is absent, and no substitute is available to be assigned to that position, the kitchen staff employees shall cover the work of the absent employee. On the occasions that this additional work is required of those employees, the hours covered working will be compensated between the present kitchen staff employees by dividing the step one wage between the employees.

Subbing shall be defined as a vacancy if it entails at least one week or longer. Interested members of the bargaining unit may apply in writing each school year. Subbing positions shall be filled with the most qualified applicants. Title positions will be remunerated for services within the confines of the title yearly budgets.

Holidays

The Board will pay the normal day's pay at their regular rate for the following holidays:

Labor Day (for members of the bargaining unit who are working prior to Labor Day)
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year’s Eve Day
New Year’s Day
Easter Monday
Memorial Day
Independence Day (for members of the bargaining unit scheduled to work in July)

In the event that a scheduled holiday falls on a Saturday, the employee shall receive the Friday prior off; in the event that the holiday falls on a Sunday, the employee shall receive the Monday off. In the event that either the Friday prior to the holiday or the Monday after the holiday are school session days, the employee shall be granted a day off with pay for the holiday on a future date that is applied for by the employee and approved by the administration.

Unless specifically dictated by job requirements, members of the bargaining unit are not required to report for work during teacher in-service time. Members of the bargaining unit may, (1) use compensation time for this purpose, (2) work additional hours at another time of the week (at a time mutually agreed upon by the employee and the superintendent), or (3) suffer loss of compensation for this time.

Longevity pay

Longevity incentives shall be paid in a separate check by June 15 of each year on the following schedule:

5-9 years	$200
10-14 years	$300
15-19 years	$400
20+ years	$550

Sick leave pay out

If a bargaining unit member's service is terminated voluntarily, they shall receive compensation for every accumulated personal leave for illness day up to 140 days in the amount of $30.00 per personal leave for illness day providing the employee has served at least 10 years in the district.

Retirement longevity pay out

In recognition of service to the district, a retiring employee who has been employed by the district for ten (10) continuous years shall receive fifty dollars ($50) per year for each year of service in the district. Payment of this amount shall be immediately after the employee has received his/her first retirement check from the Michigan Public School Employees Retirement System.

Extra runs for Bus Drivers

All qualified bargaining unit members gaining seniority as bus drivers shall have priority to sign up for extra runs. The extra runs will be covered in the following manner:

1. 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.

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

3. Additional Extra runs will be numbered consecutively as they are received in the director's office. Drivers will be given twenty-four (24) hour notice whenever possible.

4. Additional extra runs will be assigned on a rotational basis beginning with the driver with the most classification seniority. Failure to accept an assignment on rotation will count as the same as accepting the trip.

Bus Drivers will make the following for extra runs, including "sit-time," which is the period of time that elapses between the arrival at the destination on an extra run and the time of departure home, subject to limitations on overnight extra runs below:

2025-2026	2026-2027	2027-2028
$18.00	$18.50	$19.00

Drivers on extra runs where meal stops are necessary will be reimbursed for the meal at the prevailing rate as set by Board policy. During sit-time on a non-overnight trip, the driver is to remain with the respective activity except for refueling or for having a meal. The activity leader/coach should be able to contact the driver immediately, if needed. On overnight extra runs bus drivers shall be paid extra run time up to (16) hours per day.

Miscellaneous

The Board will reimburse a bus driver the difference between an operator license and a chauffeur license.

Bus drivers will be compensated at their regular wage rate for each hour of attendance at bus driving training school that is required to maintain their certification.

An employee who is required to use their personal vehicle on approved school business will be reimbursed at the prevailing IRS rate per mile.

Food service personnel shall be paid for two (2) days to get ready to start school, and one (1) day to close up the kitchen for the year after school is dismissed for the year.

APPENDIX A: SCHEDULE C (Insurance)

The Board will make payments of medical insurance premiums, up to the state mandated hard cap under Public Act 152 of 2011, as amended including summer months for an eligible employee who completes the school year.

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

Medical insurance may be reviewed annually by the group and the Board upon expiration of the Upper Peninsula Area Purchasing Agreement letter of agreement.

For those selecting HSA's the HSA will be pre-funded in January for 6 months, then July 2 months, September 4 months. (6-2-4)

If medical premiums fall below the hard cap, the difference remaining, if any, will be equally disbursed to respective employee Health Savings Accounts.

If an Employee with an HSA separates from employment prior to the reimbursement of the Board's HSA payments, any remaining funds owed to the Board will be deducted from any monies owed to the employee.

The district shall provide the following additional benefits:

Long Term Disability:	70% $3,000 maximum 90 Calendar Days - modified fill Pre-existing limits waived Minimum payout - 5% Mental/Nervous - same as any other illness Alcohol/Drug - same as any other illness
Vision:	VSP 2
Dental:	(100:90/90/90: $1,500) with adult Ortho Class I, II, Ill Maximum $1,000
Negotiated Life:	$20,000 AD&D

The Board agrees to establish a qualified Section 125 cafeteria Plan and upon application by employees not taking health insurance, agrees to pay cash in lieu in the following manner:

For employees working over 32 hours per week: $400 per month.
For employees working over 20 but under 32 hours per week: $200 per month.
For employees working under 20 hours per week: $85 per month

APPENDIX B: Sick Bank Forms

APPENDIX B: PICKFORD EDUCATIONAL SUPPORT
PERSONNEL SICK DAY BANK REQUEST

I _____, request _____ sick days for the following dates

_____ through _____

Please provide a brief description of your circumstances below, and any details that are pertinent to your request.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed

_____

Dated

APPENDIX B: Sick Bank Forms

APPENDIX B: PICKFORD EDUCATIONAL SUPPORT
PERSONNEL VOLUNTARY LEAVE DAY DONATION TRANSFER
AUTHORIZATION

_____ Days have been requested from the Pickford Educational Support Staff due to a medical issue. Please fill out the following form completely if days of leave are being voluntarily donated.

I _____ understand all the information below:
Donor name printed

- My donation is voluntary.
- My donation will be used for the individual requesting days as of _____
- My donation is non-refundable and non-transferable.

Please transfer_____days to for the request made as of _____.

_____ _____
Donor Signature Date

Please make sure that the form is filled out completely and turned in to the envelope in the business manager's mailbox by _____.

ANY FORMS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED

Please note that if more days are donated than requested, donations will be divided equally from those donating and the balance will be returned to the original donor. Donations will be reviewed on _____.

Business Ofice Use Only:

Date received _____ Date received in Payroll_____
Transferred amount _____ Transferred by_____

Updated as of 5/9/2025