MASTER AGREEMENT

Between the

Clinton County Regional Education Service Agency

and the

Clinton County Paraprofessional Association, CAEA/MEA/NEA

2026-2027, 2027-2028, 2028-2029

Board Approval: June 15, 2026

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AGREEMENT BETWEEN

CLINTON COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

AND

CLINTON COUNTY PARAPROFESSIONAL ASSOCIATION, CAEA/MEA/NEA

This Agreement commencing July 1, 2026 and ending June 30, 2029, by and between the Clinton County Paraprofessional Association-CAEA/MEA/NEA (CCPPA), hereinafter called the "Union," and Clinton County Regional Education Services Agency (CCRESA) Board of Education, hereinafter called the "Employer."

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

ARTICLE 1 - PURPOSE

1.1 Agreement

This Agreement is negotiated pursuant to the Michigan Public Employment Relations Act (PERA), as amended, to establish the wages, hours, terms and conditions of employment for the members of the bargaining unit herein defined.

1.2 Dispute Resolution

The Employer and the Union recognize the importance of orderly and peaceful labor relations for the mutual interest and benefit of the Employer, bargaining unit members, and the Union. The Employer and the Union further recognize the mutual benefits of just and expeditious resolution of disputes, which may arise as to proper interpretation and implementation of this Agreement or of policies or regulations of the Employer and, accordingly, have included herein a grievance procedure for the effective processing and resolution of such disputes.

1.3 Maintenance of Standards

The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation, which is in conflict with a provision of this Agreement, shall be superseded and replaced by this Agreement.

ARTICLE 2 – RECOGNITION

2.1 Bargaining Unit Defined

The CCRESA Board of Education hereby recognizes CCPPA/CAEA//MEA/NEA as the sole and exclusive bargaining representative for the purpose of and as defined in the PERA, as amended, MCL 423.201 et. seq.; MSA 17.455(1) et. seq., for all full-time and regular part- time, probationary and non-probationary, or on leave Paraprofessional employees of CCRESA. Excluded are supervisors and all other employees and third-party contractors.

2.2 Employees

Unless otherwise indicated, use of the term "employee" or "bargaining unit member" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit. Within the various classifications of bargaining unit members covered herein, there shall be the following categories:

a. A bargaining unit member who is employed permanently and who is not temporary or a substitute.
b. Probationary: A bargaining unit member who is employed to fill a full- or part-time position for a trial period of sixty (60) school days in which the member reports to work. The Board reserves the right to extend the probationary period for an additional thirty (30) working days. The District shall notify the probationary employee of their number of days worked on the 45th day of employment.
c. School-year employee: A bargaining unit member employed to work the number of days required that follows the school calendar.
d. Full-year employee: A bargaining unit member who is employed to work on a twelve (12) month basis.

ARTICLE 3 - EXTENT OF AGREEMENT

3.1 Severability

This Agreement shall constitute a binding obligation of both the Employer and the Union and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement. Should any provision of this Agreement be found contrary to law, the parties shall meet within thirty (30) work days to renegotiate that provision. However, the balance of the Agreement shall remain in effect for the duration of the Agreement.

3.2 Individual Agreements

Any individual contract between the Employer and an individual bargaining unit member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.

3.3 No Wage Increases

Upon expiration of this Agreement, there shall be no step advancement or wage increases until a successor agreement is ratified.

ARTICLE 4 – PAYROLL DEDUCTIONS

4.1 Notification/Indemnification

a. The Employer shall notify the Association of any newly employed bargaining unit members prior to his/her first day of employment.
b. The Association agrees to indemnify and save the Employer, including each individual school board member and administrator, harmless against any and all fees, awards, claims, demands, costs, suits, judgments or other forms of liability that may arise out of or by reason of, action by the Employer for the purpose of complying with this Agreement.
c. If any provision of this Article is deemed invalid under federal or state law, said provision shall be modified to comply with the requirements of the law.

4.2 Payroll Deductions

Upon appropriate written authorization from the paraprofessional, the Board shall deduct from the salary of any paraprofessional and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs approved by the Board. A cafeteria plan to provide optional fringe benefits is available to paraprofessionals.

a. All paraprofessionals will submit a completed timecard on a weekly basis.
b. The pay periods shall be spread over 24 pay periods as selected by the individual paraprofessional pursuant to Appendix B – Sample Paraprofessional Wage Information Sheet.
c. Pay shall be based on the annual salary calculation of the individual paraprofessional, with the calculation excluding scheduled half days. Reconciliation of the presumed hours worked and the actual hours worked by each paraprofessional shall be done each pay period and reflected in the pay for the pay period, including payment for half days worked and omitted from the annual salary calculation. In the event that a paraprofessional has exhausted his/her sick and personal days, the employee's pay for actual hours worked shall be reconciled in the employee's next scheduled pay period.

ARTICLE 5 - UNION RIGHTS

5.1 Information

The Employer agrees to furnish to the Union in response to reasonable requests for all available information concerning the financial resources of the District, the preliminary budget, and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs on behalf of the employees, preparing for grievances and for negotiations. This information includes, but is not limited to: names, addresses, seniority, wage experience credit, anniversary dates of all bargaining unit members and compensation paid to them; and census and membership data.

5.2 Use of Facilities or Equipment

The Union and its representatives shall have the right to conduct Union business on the Employer's property or use the Employer's equipment, providing it has trained operators, at times which do not interfere with or interrupt normal operations or the employees' duty time. If it does interfere with or interrupt normal operations or does affect the employee's duty time it must be approved by the administration. The Union shall pay the cost of rental fees, all materials, supplies and other costs incidental to such use.

5.3 Mail

The Union shall have the right to post notices of activities and matters of Union concern at designated bulletin boards in each building or facility to which employees may be assigned. The Union shall have use of the internal delivery system of the Employer.

5.4 Union Leave

The Union shall have five (5) total days annually of Union leave time at the Employer's expense, provided that the Union reimburse the Employer for a substitute should one be required. The Union shall access this time by written notice to the Employer by the Union President.

Union Stewards may, when necessary, attend to other Union matters during working hours, provided: 1) that they request such time off from their principal\administrator and notify the

principal\administrator before the meeting, and: 2) that their leaving work temporarily will not disrupt operations. If the terms of this section are complied with, the Employer will not deduct any pay for up to twenty (20) hours per the bargaining unit of such time each contract year (July 1 – June 30) for all representatives in said bargaining unit. If the Union exceeds the twenty (20) hours before the end of the contract year, any additional time off will be without pay.

5.5 Special Conferences

Special conferences for important matters of mutual concern may be arranged at the request of either party. Such conferences shall be scheduled within ten (10) working days of such request.

5.6 Competing Organizations

The rights granted herein to the Union shall not be granted or extended to any competing labor organization.

ARTICLE 6 - EMPLOYER RIGHTS

6.1 Board Rights

Nothing contained herein shall be considered to deny or restrict the employer of its rights, responsibilities and authority under the Michigan Revised School Code or any other Laws or regulations. The Union recognizes that the Employer has the responsibility and authority to adopt reasonable rules or policies, to manage and direct, on behalf of the public, operations and activities of the Clinton County Regional Education Service Agency (CCRESA) Board of Education to the extent authorized by the laws and the Constitution of the State of Michigan and of the United States, provided that such rights and responsibilities shall be exercised by the Employer in conformity with the provisions of this Agreement.

The Employer agrees to enforce, as they pertain to the CCRESA, the laws of the State of Michigan, with specific attention being given to the Michigan School Code and regulations promulgated by the Michigan State Board of Education, as well as all Federal laws. The Employer shall not direct or require a bargaining unit member to violate any Federal law, State law, and/or State or Federal regulation.

6.2 Limitations

The Employer recognizes that this Agreement sets forth limitations on the named powers, rights, authorities, duties, and responsibilities, and hereby agrees to be bound by such limitations.

Except as expressly abridged by the provisions of this Agreement, it is agreed that all rights, which ordinarily vest in and have been exercised by the Employer shall continue to vest exclusively in and be exercised by the Employer. Such rights shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its facilities, its equipment, and its operation.
2. Continue its rights, policies, and practices of assignment and direction of its personnel, and scheduling.
3. Direct the working forces, including the right to hire, promote, assign, discipline, transfer and determine the size of the work force.
4. Determine the services, supplies and equipment necessary to continue its operations.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees, including health conditions.

7. Make reasonable provisions for the health, safety, and first aid of its employees during hours of employment.
8. Determine overall goals and objectives as well as the policies affecting the educational programs.
9. Determine the number and locations or relocation of its facilities including the establishment or relocations of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
10. Determine the size and content of the management organization, its functions, authority, and amount of supervision and the table of organization.
11. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

ARTICLE 7 - BARGAINING UNIT MEMBER RIGHTS AND PROTECTIONS

7.1 Right to Organize

Pursuant to the Michigan Public Employment Relations Act, as amended, MCLA 423.201 et. seq.; MSA 17.455(1) et. seq., (PERA), the Employer hereby agrees that every bargaining unit member shall have the right to freely organize, join, and support the Union and to engage in lawful concerted activities for the purposes of collective bargaining or negotiations and other concerted activities for mutual aid and protection.

7.2 Rights Provided by Law

The parties recognize that bargaining unit members enjoy all rights provided to them by law and that this Agreement shall be interpreted and applied in a manner consistent with the law. If a bargaining unit member brings a claim against the Board in any judicial or administrative forum alleging a violation of that individual's legal rights, any proceedings related to those claims shall not be denied through the Grievance Procedure in this Agreement.

7.3 Non-discrimination

The Employer agrees that it will in no way discriminate against or between bargaining unit members covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, gender, gender identity, sexual orientation, marital status, physical characteristics or handicap, or place of residence.

7.4 Discipline and Discharge

No bargaining unit member shall be disciplined without just cause. The term "discipline" as used in this Agreement includes warnings; reprimands; suspensions with or without pay; reductions in rank, compensation, and discharges. Probationary employees (60 work days) may be discharged without just cause at the discretion of the Employer. The Board reserves the right to extend the probationary period for an additional thirty (30) working days.

7.5 Written Discipline

Written warnings or reprimands or suspensions will be given in the form of a formal letter with the full signature of the administrator taking the action and a full signature of the employee acknowledging receipt of the written reprimand. The letter will be delivered only after a meeting has been held at which time the bargaining unit member had an opportunity to be heard. A copy

of a written warning or reprimand or suspension shall be given to the bargaining unit member and the Union in a timely fashion.

7.6 Response to Discipline

Any bargaining unit member who wishes to take exception to a written disciplinary action must respond in writing and shall present a copy of the letter to his/her appropriate administrator. The letter must be signed and dated and filed within ten (10) working days of the written disciplinary action. Such response shall be placed in the bargaining unit member's personnel file, together with a copy of the written disciplinary action issued by the administration and/or Board. A bargaining unit member who files an exception shall not be precluded from also seeking relief through the grievance procedure or other remedy.

7.7 Representation

A bargaining unit member shall be entitled to have present a representative of the Union during any meeting, which will or may lead to disciplinary action by the Employer. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until such representative of the Union is present. Should disciplinary action be likely to occur at a given meeting, the bargaining unit member shall be advised immediately of said possibility and shall be advised by the Employer of the employee's right to representation.

7.8 Discipline System

The district will normally use progressive discipline to address unacceptable acts or performance based issues. Depending upon the severity of the offense, progressive discipline will normally be followed but may include any of the following:

A. Oral warning or reprimand;
B. Written warning or reprimand;
C. Disciplinary suspension with pay;
D. Disciplinary suspension without pay;
E. Termination of employment.

The following acts or omissions by any employee of the district, individually or in concert with any other person or persons, occurring during the course of employment, or apart from employment and of such a nature as to be harmful to the persons served by CCRESA shall constitute cause for conducting an investigation and may result in discipline up to and including termination.

1. Conduct, which violates any, established rules, regulations, policies or directives of the Board.
2. Conduct on the job, which violates local, state or federal law.
3. Conduct that is prejudicial to the proper administration of the duties and obligations imposed on the district by the laws of this state.
4. Conduct that exposes the district or educational profession to contempt, censure, ridicule or reproach.
5. Disclosure of official business that is considered confidential, within the policy of the district (CONFIDENTIALITY/FERPA).
6. Below acceptable standard work performance.
7. Insubordination.

8. Excessive tardiness.
9. Excessive absenteeism.
10. Falsification of time sheets.

7.9 Personnel Files

Paraprofessionals shall have the right to examine their permanent personnel file at the convenience of the Administration at a time mutually agreed to by the paraprofessional and administrator and in the presence of the administration. No information will be released from the employee's personnel file to anyone without first providing notification to the affected bargaining unit member and/or approval as according to law.

7.10 Adverse Material

The Bullard-Plawecki Act will be followed before any disclosure of personal information to a third party.

7.11 Complaints

Any official complaint (written and signed) about an employee's conduct or performance shall be called to the employee's attention within five (5) working days of the receipt of the complaint by the Director of Special Education/Designee. The employee shall receive a copy of the written complaint and shall be given an opportunity to respond to questions during an investigation before disciplinary action is taken. A written report summarizing the investigation of the complaint will be issued within fourteen (14) working days of the date the complaint was filed, absent extenuating circumstances that prevent conclusion of the investigation. In that event, the Employer will notify the Union and employee of the date on which the investigation is expected to be completed.

7.12 Assault

Any case of employment related assault and battery by or upon an employee shall be immediately reported to the employee's supervisor. Any action taken will be in conformity with the law, board policy, administrative regulations or district procedures.

7.13 Fair and Equitable Treatment

The Employer agrees to treat all employees fairly and equitably.

7.14 Accommodation

The Employer shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled individual, unless the Employer can demonstrate that the accommodation will impose an undue hardship on the operation of the program.

The parties will look to the factors set forth in the Americans with Disabilities Act and section 504 of the Vocational Rehabilitation Act to determine whether the accommodation is reasonable and not an undue hardship.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.1 Purpose

The primary purpose of this procedure is to secure, at the lowest level possible, an equitable solution to the problems of the parties. All time lines herein delineated shall be considered working days. A "working day" shall be Monday through Friday when an employee is scheduled to work, excluding winter, spring and summer breaks as well as holidays and other days consistent with the school/work calendar.

The following matters shall not be subject to arbitration, the Board's decision shall be final:

1. Termination or discipline of probationary employees.
2. Scheduling of the work year, workweek, and workday.
3. Granting or denying discretionary leaves of absences.

8.2 Definition of a "GRIEVANCE"

A "grievance" shall mean a specific charge claim and/or a complaint by the Union, bargaining unit member or group of bargaining unit members that there has been a provision of this Agreement that has been violated. Union concerns, unrelated to the provisions of this Agreement, may be pursued through administrative channels, but is not a grievance and will not be subject to the procedures below.

8.3 Response

Immediate supervisors and administrative personnel shall consider promptly all grievances presented to them within the scope of their authority and take such timely action as is required.

8.4 Singular or Joint

Grievances under this Agreement may be initiated by employees in the bargaining unit either singularly or jointly by the Union. Probationary employees have no right to the grievance procedure for discipline or discharge, but they may have access to grievance procedure if the contract has been violated.

8.5 Procedure

All grievances will be handled according to the following procedure. (A supervisor or administrator confronted with a grievance, which he/she lacks authority to resolve, may, upon notification to the Union, advance it to the step where it can be dealt with):

Step 1 - Informal Initiation of Grievance:

Any employee who believes he/she has a grievance shall discuss the issue on an informal basis with his/her immediate supervisor. Union grievances will be filed with the immediate supervisor who is in charge of the area being complained of. The employee will request such discussion within ten (10) working days of the incident-giving rise to the grievance. The employee shall inform the supervisor that the request is Step 1 of the grievance procedure. The employee may have the assistance of a Union representative if the employee so chooses.

The supervisor will hold such discussion with the employee and the Union representative, if requested by the employee, as promptly as possible consistent with not interrupting the normal course of work: but in no case more than five (5) working days after the discussion is requested by the employee.

If the grievance is settled without the participation of the Union, the Union shall be informed of the terms of the settlement.

Step 2 - Formal/Written Initiation of Grievance:
If the grievance is not resolved at Step 1, the matter shall be reduced to writing by the employee or Union and submitted to the appropriate supervisor within five (5) working days from the day of discussion with the supervisor. The written grievance shall include:

(1) Specific sections(s) of this Agreement alleged to have been violated.
(2) A statement of the facts giving rise to the grievance, inclusive of the persons involved.
(3) The relief requested.
(4) Signature of employee or Union Representative.
(5) The date the grievance is filed.
(6) Why the District's answer at Step 1 was not acceptable.

Within five (5) working days after receipt of the grievance, the appropriate supervisor shall give his/her answer in writing to the employee, with a copy to the Union.

Step 3 - First Appeal:
In the event that the employee is not satisfied with the disposition at Step 2, within ten (10) working days after receipt of the appropriate supervisor's answer, he/she may appeal the grievance to the Director of Special Education/Designee. The appeal must be in writing and endorsed by a Union Representative. Within ten (10) working days of receipt of the written appeal, the Director of Special Education/Designee shall hold a hearing in an attempt to resolve the grievance.

Within ten (10) working days after conclusion of the hearing, the administrator or designee shall present the grievant with a written answer to the grievance with a copy to the Union Steward.

Step 4 - Appeal to the Superintendent:
In the event that the employee is not satisfied with the disposition at Step 3, within ten (10) working days after receipt of the Director of Special Education/Designee answer, the employee shall notify the Special Education Administrator\designee, in writing, that he/she desires to continue the grievance. The Union may request to appeal the grievance to the Superintendent or the Union may request to proceed immediately to Step 5.

Upon receipt of the Union's request to continue the grievance, the Superintendent\designee shall hold a hearing within ten (10) working days of receipt of the written appeal in an attempt to resolve the grievance.

Within ten (10) working days after conclusion of the hearing, the Superintendent or designee shall present the grievant with a written answer to the grievance with a copy to the Union Steward.

The Union may within ten (10) working days of receipt of the decision of the Superintendent request in writing to proceed to mediation. If the Union is not satisfied with the Superintendent's decision, the matter may then be referred by the Union, in writing, within fifteen (15) days from

the Superintendent's answer in Step 4, to mediation to the Office of the Michigan Employment Relations Commission. A copy of the notice will be supplied by the Union President to the Superintendent. If the matter is not settled after three mediation sessions, then the matter may be referred to Step 5.

Step 5 - Arbitration:

A. To invoke arbitration, the Union must give written notice to the Superintendent\designee. If the parties cannot mutually agree on an arbitrator within ten (10) working days, the matter will be promptly referred to the Michigan Employment Relations Commission or the American Arbitration Association, in accordance with their respective voluntary arbitration rules and an arbitrator will be selected. The arbitrator so selected shall hear the matter promptly and will issue his/her decision as soon as possible after the date of the closing of the hearing. The arbitrator's decision will be in writing and will set forth his/her findings of facts, reasoning, and conclusions on the issue(s) submitted.
B. The jurisdiction of the arbitrator shall be limited to grievances arising out of the definition of a grievance contained within the Agreement or any written amendments hereto or supplements hereto. The arbitrator shall have full discretion to uphold or rescind disciplinary measures imposed by the Board.
C. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement or Amendments.
D. The decision of the arbitrator shall be final and binding upon both parties.
E. The fee and expenses of the arbitrator shall be split. The Board shall upon request, make employees who are on duty, available as witnesses. One Steward or Union Officer designated by the Union may attend any arbitration proceeding without loss of compensation in any matter.

8.6 Time Limits

The parties have determined that time is of the essence and that the time limits for initiation, answering and appeal of grievances are mandatory. The parties recognize and agree that all labor disputes must be quickly resolved in conformance with the Master Agreement language. All time lines outlined in this Article must be strictly complied with, subject to below.

Time limits at any step of the grievance procedure may be extended only by mutual written agreement between all parties involved. In the event that a grievance is not presented, or is not appealed from one step to another, within the time limit provided, the grievance will be considered as being withdrawn or settled on the basis of the Board's last answer. Failure of the Board to respond to a grievance at any step within the time limits specified shall be considered a denial of the grievance. An employee may withdraw further consideration of a grievance at any stage of the procedure, up to Step 5. Only the Union may appeal a grievance to step 5 or withdraw a grievance that has been appealed to Step 5.

8.7 Notice of Outside Representation

If the employee is represented by legal counsel who is a non-MEA representative at any Step of the grievance procedure, the Supervising administrator\designee will be given at least three (3) working days in advance notice, and may appoint him\herself or a designee as the Board representative.

ARTICLE 9 - SCHOOL CLOSURE/DISMISSAL

9.1 School Closing

When an act beyond the control of the District, or an Employer directive, forces the closing of a school or other facility of the Employer, the bargaining unit members will be notified via radio, television, telephone and or the e-mail system.

If a school district in which a paraprofessional works is open, the paraprofessional is required to report for work.

If a school district in which a paraprofessional works is closed, the paraprofessional is not required to report for work and will be excused from reporting to duty.

Paraprofessionals will receive pay at their hourly rate for their normally scheduled hours on all workdays that the State of Michigan allows for inclement weather that the paraprofessional were expected to work.

The District may use their discretion in determining if paraprofessionals receive pay at their hourly rate during extended school closings related to extreme and unforeseeable circumstances, including but not limited to a pandemic, natural disaster, act of war, or damage to facilities.

Employees will be required to work days that are rescheduled and will be compensated consistent with the employee approved work schedule.

9.2 School Cancellation after Opening

Any occurrences of each school year when the start of school is delayed, or dismissal occurs prior to the regularly scheduled end of the day, paraprofessionals will receive pay at their hourly rate for their normally scheduled hours for the period of delay or dismissal. This does not apply for paraprofessionals using sick, personal business, or other leave on the date of the occurrence.

ARTICLE 10 - WORK YEAR, WORK WEEK, WORKDAY

10.1 Work Year

The work year for all bargaining unit members shall be the full year (52 weeks) with break periods, and holidays, except for those classifications described below:

Paraprofessionals designated as school year employees shall have a designated calendar/work year specified by program, which coincides with the student attendance year and shall be consistent with break periods as listed in this Agreement. In addition to day designated for professional development for paraprofessional staff within the calendar or as otherwise mutually scheduled.

10.2 Working Hours

Special Education Daily Work Hours – Paraprofessionals will be scheduled for 7 hours total each day. Some paraprofessionals, depending on assignment, may have an unpaid lunch break as well (see 10.3). The individual schedule of each paraprofessional, including reporting time, lunch, breaks, and daily dismissal time, will be established by the immediate supervisor. Prior to the implementation of a change in work schedule, at the request of the administration, notice will be

provided to the affected paraprofessional. If a Paraprofessional is also employed by Dean Transportation, a modification of the daily work hours may be considered as long as the employee can still fulfill the responsibilities of the Paraprofessional position for their assigned location.

CTE Daily Work Hours - The individual schedule of each paraprofessional, including reporting time, lunch, breaks, and daily dismissal time, will be established by the immediate supervisor. Prior to the implementation of a change in work schedule, at the request of the administration, notice will be provided to the affected paraprofessional.

Special Education and CTE Time Reporting – Documentation of time worked is to be submitted to the program supervisor for approval and verification within established timelines. Teachers and/or program supervisors must verify the documentation reflecting approved work hours.

10.3 Duty-Free Lunch

Special Education - All other paraprofessional staff will have a working lunch unless otherwise determined by administration (programming needs and staffing levels can impact this option). Bargaining unit members working six (6) or more hours in a day within ECSE programs **may** have an unpaid lunch period if determined by the employer. Bargaining unit members assigned to ECSE that will have a working lunch may be assigned by the employer to work in settings outside of the ECSE classroom (other classrooms, lunch duty, coverage of breaks, etc.)

CTE - Bargaining unit members working 6 or more hours a day may have an unpaid lunch period as determined by the employer.

10.4 Work on Non Student Days

Special Education:
In addition to the scheduled student days, paraprofessionals will also work an additional seven and a half (7.5) FTE days throughout the calendar year.

Four (4) of these FTE days will be designated for professional development built into the school calendar. The paraprofessional shall be required to actively participate in these compensated professional development days. The remaining days will be designated for classroom work, classroom team time, or other duties relevant to the role. Additional days may be authorized by administration based upon identified needs.

Meetings - Paraprofessionals will not as a general rule be required to attend parent-teacher conferences or IEPT meetings. Variations to this provision must be approved by the program supervisor and administrator. Paraprofessional staff required to attend a scheduled staff meeting will be compensated if such time falls outside the regular working hours. Voluntary meetings will be optional and compensation will not be provided.

CTE:
In addition to the scheduled student days, paraprofessional staff may be required to attend and actively participate in compensated professional development and/or meeting days as directed by the program supervisor.

10.5 Summer Work Days

Employment in a program that extends beyond the regularly scheduled school year is at the discretion of paraprofessionals. Those paraprofessionals working in programs during the school year that also operate during the summer will be given the first choice of accepting summer employment. Priority will be given to individuals who commit to working the full summer calendar.

A notification will be sent to all paraprofessionals no later than April 1 of each year to assess interest in additional summer work days. Individuals who are available and interested in being considered for this work will be required to respond expressing interest no later than April 15. The employer shall advise paraprofessionals of the summer assignment by June 1 of each school year.

If available paraprofessional positions are not filled by regular employees, these may be filled at the discretion of the program administrator.

If the district operates a traditional (not balanced) calendar the following will apply to those working the additional summer work days:

- A half-day of additional personal leave will be earned by paraprofessionals working the additional summer work days IF they work more than half of the scheduled summer days.
- One full day of additional personal leave will be earned by paraprofessionals working the additional summer work days IF they work all of the scheduled summer days.

A balanced calendar is defined as any calendar in which there are 8 or fewer summer session days. A traditional calendar is defined as any calendar in which there are 9 or more summer session days.

10.6 Program-Specific Collaboration Days

When a CCRESA Program-Specific Calendar includes a non-student Collaboration Day when other programs are in session, paraprofessionals assigned to those programs may be reassigned for part or all of the day under the following circumstances:

- Unfilled vacancies elsewhere in the organization would create a violation of the required staff-to-student ratio or present a safety concern
- Some or all of the agenda items for the collaboration day do not require paraprofessional involvement
- The planned paraprofessional work for the collaboration day has been completed, there is time remaining in the work day and needs elsewhere in the organization
- A paraprofessional has a split assignment, and part of the assignment is a program in session

10.7 Paid Break

All bargaining unit members working 6 or more hours in a day shall have a 15 minute duty-free paid break. Time for the break to be taken will be determined by the paraprofessional and the classroom teacher. In the event that a paraprofessional is unable to take their break, the reason the break could not be taken must be entered in Skyward.

ARTICLE 11 - SENIORITY

11.1 Seniority Defined

Seniority shall be defined as the length of service within the district as a member of the bargaining unit, i.e., all classifications represented in the recognition clause of this Agreement. Accumulation of seniority shall begin from the bargaining unit member's first working day. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by having the highest last four digits of the social security number.

11.2 Probation

Probationary bargaining unit members shall have no seniority until the completion of the probationary period, at which time their seniority shall revert to their first day of work. All paraprofessionals will be placed on probation for the first sixty (60) school days in which the member reports to work. During this time the paraprofessional's performance will be evaluated, and the paraprofessional will be advised of performance in writing by their supervising administrator. The employee's supervisor will identify any significant problem area and establish the corrective measures to be taken, in writing. If during or following the completion of the probationary period, the employee's performance has not met the requirements of the position, the employee may be re-assigned or terminated. The Board reserves the right to extend the probationary period for an additional thirty (30) working days.

All probationary paraprofessionals will submit a completed timecard on a weekly basis, consistent with the scheduled pay periods as determined by the Business Office.

Pay shall be based on the completed timecard submitted by the probationary employee on a weekly basis. Upon completion of the probationary period, Article 4.3, Paragraphs b and c shall apply and be given full force and effort.

11.3 Classifications

There is one overall classification of job requirements for special education paraprofessional positions but there are some unique assignments below that require special skills or credentials.

- Intervener and Other Special Education Paraprofessional Positions Requiring Specialized Training: The intervener shall be placed on the paraprofessional classification. This position will be paid at the appropriate hourly salary schedule along with an additional annual stipend of $3,500, paid at a rate of $3,500/24 = $145.83 per pay period. If an intervener assignment begins mid-year, the stipend will be prorated. Tuition reimbursement will be provided based on the Clinton County RESA Educational Assistance Program. Article 13 in the Master Agreement will be followed if Clinton County RESA determines that the Intervener position is not needed for student services.
- Paraprofessionals Assigned to CTE: Paraprofessionals assigned to CTE, who also meet the state CTE qualified requirements for the CTE classroom for which they are assigned, and/or community college requirements, and/or the state's substitute teacher requirements are classified as Paraprofessionals with Special Qualifications.

For purposes of this Agreement, all bargaining unit members shall be placed in the paraprofessional classifications based on their current assignments.

11.4 Seniority List

The Employer shall prepare, maintain and provide to the union president the seniority list as requested with revisions and updates.

11.5 Seniority Lost

Seniority shall be lost by a bargaining unit member upon termination for cause, resignation, or retirement. In the event of a voluntary transfer to a non-bargaining unit position, the following apply in regards to seniority:

a. An employee who voluntarily chooses to vacate their non-bargaining unit position to return to a vacant bargaining unit position (for which they are qualified) within one (1) year, will retain their previously accrued seniority within the bargaining unit and begin accumulating seniority again upon their return.
b. An employee who voluntarily chooses to vacate their non-bargaining unit position to return to a vacant bargaining unit position (for which they are qualified) beyond one (1) year, will lose their previously accrued seniority within the bargaining unit.
c. An employee whose non-bargaining unit position is eliminated may return to a vacant bargaining unit position (for which they are qualified) and retain their previously accrued seniority within the bargaining unit and begin accumulating seniority again upon their return. This occurs without constraints on the amount of time that has lapsed. In the event a non-bargaining unit position is eliminated and there is NOT a vacant bargaining unit position (for which they are qualified), an employee may re-enter the bargaining unit and retain their seniority if a vacancy becomes available within 90 working days of the employee's separation from the organization due to non-bargaining unit position elimination.

ARTICLE 12 - VACANCIES, TRANSFERS, AND PROMOTIONS

12.1 Vacancy Defined

A vacancy shall be defined as a newly created position or a present position that is not filled.

Should a vacancy occur at the discretion of administration, consideration will be given to paraprofessionals on layoff with specialized training/experience/qualifications/seniority needed for the specific setting, while minimizing disruption for classrooms and students.

12.2 Posting of Position

New positions or vacant positions will be posted electronically and by e-mail to all paraprofessional bargaining unit members, and open for a period of ten (10) days. A hard copy shall be posted in each building. Paraprofessional staff must submit a letter of interest for the posted position via the districts on-line application system and the administration will give consideration to the request(s) received, with emphasis being placed on maintaining continuity within classroom programs during the course of the regular school year. Staffing decisions shall be at the sole discretion of the administration after giving consideration to written requests submitted by staff.

Said posting shall contain the following information:

a. Type of work
b. Location of work
c. Starting date
d. Rate of pay

e. Hours to be worked
f. Classification
g. Minimum requirements as reflected in the job description

12.3 Request for Transfer

Paraprofessional staff seeking a change in their assignment for the following school year must submit their request in writing by April 1st of each school year. Such requests will be taken into consideration by administration with consideration being given to the following factors: experience, qualifications, performance and seniority. Copies of all requests for position changes and temporary positions shall be sent to the Director of Special Education and the Union President or designee.

12.4 Involuntary Transfers

An explanation will be given to the involuntary transferred bargaining unit members.

12.5 Transfers for Disability Accommodations

If a paraprofessional is unable to carry out the responsibilities of a particular classroom assignment, and upon request and documentation of a disability that can't be reasonably accommodated within the current assignment (as discussed in the interactive process) then other paraprofessional staff will be asked to voluntarily transfer to this person's position, thereby allowing the affected paraprofessional to transfer to a more appropriate assignment for which they are qualified and reasonable accommodations can be implemented without altering the essential job functions. If no other paraprofessionals wish to voluntarily transfer, the administration will initiate an involuntary transfer based on seniority, qualifications, experience, and performance. Should identified restrictions be so extensive that reassignment cannot be reasonably achieved, the employee will need to request an unpaid leave of absence for up to 60 days.

12.6 New Position

Any paraprofessional position opening that occurs after January 1st of the school year may be filled by a temporary substitute for the remainder of the school year. Qualified bargaining unit members on layoff status shall be given the opportunity to fill a substitute position through the CCRESA substitute system, first without affecting their rights for recall to a permanent position.

If the position is needed for the succeeding school year, it shall be posted for the bargaining unit members to make application according to the provisions outlined in the Agreement unless there are bargaining unit members eligible for recall first.

12.7 Temporary Positions

In the event a member of the bargaining unit is on a long-term leave, and the Employer is unable to fill the position with a substitute, the Employer may hire a temporary employee to fill the position. When the paraprofessional who was on leave returns to work, they retain rights to their original position. If there is a vacancy within the organization at that time, the temporary employee may assume that position if they are in good standing with the organization and their skills align with the needs of the vacant position.

ARTICLE 13 - REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

13.1 Layoff

It is specifically recognized that it is within the sole discretion of the Board to reduce its educational program, curriculum, and necessary support staff, and that the procedures set forth here shall be used in laying off employees. Should a layoff be necessary, written notice shall be given to bargaining unit members 15 calendar days before the effective layoff date. If reductions in paraprofessional personnel are determined necessary, the following progression shall be used within the total bargaining unit.

Seniority, Qualifications*, Experience, Performance, and Disciplinary Record, Relevant Special Training

* Qualifications: Any state, federal or CCRESA identified requirements for the position.

Benefits for laid off paraprofessionals will continue through the duration of the month in which the layoff takes place. A COBRA option will be provided to those employees who are eligible and at their own cost who desire an extension of their insurance beyond this time frame.

13.2 Recall

Effective September 14, 2011:

If, within (15) months of the layoff, positions are to be refilled in which the layoff occurred, laid off employees are to be recalled in inverse order of layoff date, with consideration of seniority, qualifications, experience, performance/evaluations, and relevant special training and disciplinary record.

If, within (15) months of the layoff, any new positions are created, laid off full-time employees are to be given priority consideration in inverse order. Laid off employees being considered for a new position must be fully qualified for the vacancy.

13.3 Recall Notification

Laid-off bargaining unit members shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified. Notices of recall shall 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 bargaining unit member is to report back to work. It shall be the bargaining unit member's responsibility to keep the Employer notified as to his/her current mailing address.

A recalled bargaining unit member shall be given five (5) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to notify the Employer of his/her intent to return to work.

Bargaining unit members recalled to full-time work for which they are qualified are obligated to take said work and must report to work within 15 calendar days of receipt of notice to return to work. A bargaining unit member who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority rights. Seniority shall be frozen for the duration of the layoff period.

ARTICLE 14 - PAID LEAVE

14.1 Jury Duty

The Clinton County RESA will pay a paraprofessional who is called for jury duty at the regular rate of pay, minus payments received from the court for time served as a jury member when jury duty takes place during the employee's normal work schedule.

14.2 Sick and Personal Business Leave

At the beginning of each school year, each paraprofessional shall be credited with twelve (12) days of sick and personal business leave. Eight (8) of the days are designated as sick leave and four (4) of the days may be used for personal business. Employees will be allowed to use sick leave days for any purpose listed in the Michigan Earned Sick Time Act (ESTA). The first seventy-two (72) hours of sick leave days that qualify for ESTA may be used as long as ESTA remains in effect. These days will be prorated for paraprofessionals who do not work a full schedule or a full school year.

14.21 Sick Leave

Sick leave may be used for personal illness or during a serious illness of an immediate family member. Immediate family members shall be defined as: spouse, children, stepchildren, parents, in-laws, brothers, sisters, grandparents, grandchildren, legal dependents and members of the employee's household. Absences must be reported via the established Substitute System on or before the day of the absence, in a timely manner to allow opportunity for vacancies to be filled by substitutes. They must also be submitted in Skyward.

The Clinton County RESA may require evidence of illness for absences in excess of three consecutive days, in cases of repeated absences or in cases of excessive use of sick days.

Unused sick leave will accumulate to a maximum of forty-five (45) days. Any paraprofessional with forty- five (45) days of accumulated sick leave will be paid, at the daily paraprofessional substitute rate, for accumulated days earned in excess of forty-five (45). This payment will occur in June or July. Upon retirement, all unused sick leave will be paid at the daily paraprofessional substitute rate. Only employees with a minimum of 15 years of service at CCRESA are eligible for this compensation.

14.22 Personal Business Leave

Personal business days are for business activity that cannot be accomplished before or after normally scheduled work hours. No more than two staff members can request a personal business day at one time.

Personal business must be submitted via Skyward and approved by the Department Administrative Supervisor at least 48 hours in advance of the date. In the absence of the Administrative Supervisor, a special request may be made to the Director. Personal business days will not be used during or prior to or after scheduled breaks. This condition may be waived by the Superintendent. The employee must request to have the day off from the Superintendent. The Superintendent will either
(i) not allow the requested day off; (ii) Allow the day off without pay; or (iii)_Allow the day off with pay. The Superintendent's decision will be final.

In situations where a paraprofessional does not have sufficient sick leave available, the paraprofessional may ask to substitute personal business days for sick leave days. This is an exception process and may be subject to Superintendent approval.
At the end of the school year, unused personal business days will be converted to sick days.

14.3 Illness During the Work Day

Illness occurring during the workday is to be reported to the classroom teacher and administrative program supervisor or their designee. Absences will be reported as half day or full day increments.

14.4 Bereavement

In the case of death among a member of the paraprofessional's immediate family, up to five (5) leave days may be granted. These days will not be deducted from accrued sick leave. Additional days may be granted by the Superintendent/designee. These additional days, if granted, will be deducted from accrued sick leave. Bereavement leave days for purposes of this paragraph shall include the following: spouse or significant other, child, parent, sister, brother, grandparents, grandchildren or any of the preceding individuals on an in-law or step basis.

In case of death among a member of the paraprofessional's extended family, up to two (2) leave days may be granted. These days will not be deducted from accrued sick leave. Additional days may be granted by the Superintendent/designee. These additional days, if granted, will be deducted from accrued sick leave. Bereavement leave days for purposes of this paragraph shall include the following: aunt, uncle, first cousin, niece, nephew or any of the preceding named individuals on an in-law or step basis.

14.5 Sick Leave Donation Program

The Clinton County RESA sponsors a Sick Leave Donation program as approved by the Board of Education on November 7, 2022.

14.6 Absence Due to Physical Harm by a Student

When an employee is absent, as a result of physical harm by a student an incident report has been filed and the employee has been seen by the employer's workman's compensation physician, up to five (5) days may be granted per incident when approved by the immediate supervisor. Additional time off from work for the purpose of recovery beyond the five (5) granted and approved will be deducted from the employee's accumulated sick time.

Upon qualification for long term disability and/or workers' compensation benefits as a result of physical harm by a student, the Board agrees to continue to remit premium payments, on behalf of the employee, for health insurance benefits for up to one year following the qualification of LTD and/or Workers' compensation.

ARTICLE 15 - UNPAID LEAVES

15.1 Unpaid Leave - Reasons Other Than Disability, Personal/Family Illness

Paraprofessional personnel who have exhausted their personal leave, may apply for an unpaid leave of absence for reasons not covered by 15.2. All requests for unpaid leave must be made in writing to the Superintendent/designee.

The maximum duration of unpaid leave in any given school year under 15.1 (whether consecutive

or cumulative) will be 15 workdays. Exceptions to this provision may be granted by the Superintendent/ designee upon written request up to a maximum of one school year.

Wages and fringe benefits, including insurance premiums, benefits provided through the CCRESA cafeteria plan, and sick leave accumulation or payment of sick payout, will not be paid during an approved, unpaid leave.

The employee may not necessarily return to the same assignment prior to the request. In cases where the return date is unknown at the start of the leave, it shall be the employee's responsibility to give written notice to the Employer at least 15 calendar days prior to returning to work. Employees who access unpaid leave without approval of the Superintendent/designee or who frequently access unpaid leave for reasons not covered by 15.2 may be subject to disciplinary action.

15.2 Unpaid Leave – Disability, Personal Illness, or Family Illness

With evidence and certification of disability, paraprofessional personnel may apply for and may be granted an unpaid leave of absence. Application for such leave must be in writing to the Superintendent/designee.

Paraprofessionals may request an unpaid leave for reasons related to personal illness or care of a family member. For purposes of the Family and Medical Leave Act (P.L. 103-3) sick leave allowed and which is taken under this article shall be charged against the paraprofessional's leave entitlement under the Family and Medical Leave Act, at the election of either the Board or the paraprofessional. The paraprofessional may choose to keep up to five (5) paid sick days in their accrued bank while on a leave under FMLA. This shall apply to:

1. Sick leave, which is utilized to care for a family member (child, spouse, or parent) with a serious health condition, including where a paraprofessional must make arrangements for necessary medical and/or nursing care.
2. Sick leave which is utilized due to a serious health condition, which renders the paraprofessional unable to perform the functions of his/her job.

If a paraprofessional fails to return to work from an unpaid leave, and also fails to notify the Director of Special Education with regard to their return, employment will be terminated. Employees will also be responsible for reimbursing the district for insurance premiums during this timeframe.

No employee on an unpaid leave, as described in this agreement may engage in any employment for another public or private educational institution without prior approval.

ARTICLE 16 - HOLIDAYS

16.1 Holidays

All bargaining unit members are eligible for paid holidays, which occur when they are employed and scheduled to work by the district. Pay shall be for the regularly scheduled hours of each bargaining unit member. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day as determined by the employer. To receive holiday pay, employees must work the last scheduled workday prior to the holiday and the first scheduled workday following the holiday. This wording is waived if bargaining members are on Bereavement as stated in Article 14.4. Sick days and Personal Business Days do not meet these criteria for the last scheduled

workday prior to the holiday and the first scheduled workday following the holiday. Upon certain requested situations, the Superintendent may waive this criteria for sick days to receive holiday pay.

To receive holiday pay for the 4th of July, the employee must work each scheduled day of their summer session. The Director of Special Education must submit a list of scheduled workers to the Superintendent for approval. Submission and Superintendent approval must take place prior to the start of the summer session.

The following is the list of approved holidays:

Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Good Friday
Memorial Day

ARTICLE 17 - COMPENSATION AND BENEFITS

17.1 Overtime Pay

Overtime shall be compensated at the rate of time and one-half (1-1/2) of the regular hourly pay for all hours worked in excess of forty (40) hours in one (1) week for which overtime has not already been earned. Sick days or dock days will not count toward the forty (40) hours in a week. All overtime on Sundays and holidays shall be compensated at two (2) times the employee's regular hourly pay for all hours worked.

17.2 Substitutes

a) Substitutes: The Employer shall provide substitutes if required by the absence of a regular bargaining unit member.
b) Substitute Rate: A regular bargaining unit member assigned to perform the work of an absent bargaining unit member will be paid the regular hourly rate for those duties consistent with the reassignment (not all positions consist of the same number of hours/days). Substitutes shall be used to perform bargaining unit work only during instances of an absence by regular bargaining unit members or when an unfilled temporary vacancy exists.

17.21 Substitute as a Teacher

In the case that the Educational Center has a teacher shortage and no substitute has picked up the vacancy, a qualified paraprofessional may be assigned as teacher of record during the vacancy. It is the responsibility of the employee to submit required credentials regarding eligibility to be a qualified substitute. In addition to the paraprofessional's hourly rate, a $40 stipend will be paid for a full day and $20 stipend for a half day. The assignment of such a position shall be decided as follows:

The consideration of assignment shall be done in the following manner:

1. Priority #1) Those paraprofessionals who are assigned to the vacant classroom of which is not filled shall be granted first consideration.
    a. If multiple paraprofessionals are qualified to fulfill a teacher vacancy and are assigned to the same classroom, a rotational consideration shall be established.
2. Priority #2) A paraprofessional may be assigned to a different classroom other than the classroom of which they are assigned if a teacher vacancy is not filled. The paraprofessional may select from the following options:
    a. Option A) I would like to be considered for any teaching position in the building that is not filled.
    b. Option B) I would like to be considered for any teaching position in the building that is not filled with the opportunity to turn down a request. CCRESA will pay for the substitute teaching permit for those qualified paraprofessionals who would like to be considered for teacher of record on dates of which administration cannot fill the position. The determination of such an assignment will be the discretion of the building administrator.

In order to be considered as a substitute teacher at the Educational Center, the paraprofessional can not be on probation.

17.3 Special Qualifications

It is preferred that paraprofessionals employed and assigned to work within the CTE classroom programs meet the federal, state CTE, and/or community college paraprofessionals and state's substitute teacher requirements. To address issues of safety, security and continuity of programming, paraprofessionals hired and assigned to these programs, if appropriately certified, will also serve as the substitute teacher in the absence of the teacher and be compensated at their regular hourly rate of pay, or the substitute rate of pay, whichever is higher

Paraprofessionals falling within special qualifications as defined above shall receive additional compensation as follows: an additional $0.30 per hour.

17.4 Travel Reimbursement

Employees requested to use their personal vehicle for district business shall be reimbursed for mileage at the IRS rate.

Employees incurring parking expenses in the course of their work assignment with the district shall be entitled to reimbursement for such parking expense when the employee provides satisfactory proof of payment.

Request for travel reimbursement should be made and approved through the submission of a Mileage Reimbursement Form.

17.5 Direct Deposit

Paraprofessionals are required to have their payroll check deposited electronically.

17.6 Cash-in-lieu of benefits

The employees can only receive cash in lieu of health insurance in the amount of $400 per month

for 2026-2027, $450 per month for 2027-2028, and $500 per month for 2028-2029, if the member: (1) voluntarily and in writing opts out of the available medical health care plan; and (2) provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Patient Protection and Affordable Care Act (ACA).

17.7 Fringe Benefits

Fringe benefits are provided at the discretion of the Board of Education.

Please refer to the certificate of coverage for a complete description of all terms and conditions of coverage.

The provision of fringe benefits will be commensurate with time worked. Full-time paraprofessional personnel will receive full fringe benefits. Part-time paraprofessional personnel who work at least 20 hours per week in their normal schedule will receive fringe benefits on a pro-rated basis, consistent with the percentage of time worked. For example; 20 hours normal schedule will result in 57% premium coverage (20/35).

Other benefits provided by the Board:

- Dental
- Long Term Disability
- Vision
- Life Insurance - $50,000 term life
- Worker's Compensation Insurance - as required by Michigan laws

A. An employee who is absent because of an injury or diseases under the workers' disability compensation act shall make a written election of one of the following options at the time he/she becomes eligible for workers' compensation benefits:

- The employee may utilize his/her accumulated sick leave for each day absent provided that he/she reimburses the District for the amount of workers' compensation benefits received for the corresponding pay period. Employee shall only be eligible to access this alternative if they have sufficient sick leave accumulation.
- The employee may elect to receive workers' compensation benefits only.
- The employee may elect to receive the difference between his/her regular salary and the amount received as workers' compensation benefits. Such difference in salary shall be computed on a percentage basis, and this percentage shall be deducted from the employee's sick leave accumulation. (For example: if workers' compensation pays sixty percent (60%) of full pay, sick leave will only pay forty percent (40%) and the sick leave accumulation shall be charged .4 of a day for each day so used). Employee shall only be eligible to access this alternative if they have sufficient sick leave accumulation.

17.8 Employment Insurance Benefits

Clinton County Regional Educational Service Agency
Employment Insurance Benefits

Two (2) members of the association are participants in the CCRESA Insurance Committee that meets at least once a year to review and come to consensus on the employee insurance benefits and plans offered. Open enrollment for employee benefits is offered each year in November and December with changes to be effective January 1.

Plan I: All eligible employees will be offered a Health, Dental, and Vision Insurance plan that is competitive and offers reasonable and customary benefits. Efforts are made to offer a variety of health insurance plans to accommodate the individual needs of employees.
Employees will also be offered:

- Term Life Insurance with a benefit of $50,000. This insurance includes accidental death and dismemberment coverages.
- Long Term Disability: After the elimination period, the monthly benefit is an amount equal to 60% of covered monthly earnings with a maximum benefit of $5,000.

Plan II: Employees wishing to opt out of CCRESA health insurance plan will receive cash in lieu of health insurance in the amount of $400 per month for 2026-2027, $450 per month for 2027-2028, and $500 per month for 2028-2029. These employees will be offered a Dental and Vision Insurance plan that is competitive and offers reasonable and customary benefits.
Employees will also be offered:

- Term Life Insurance with a benefit of $50,000. This insurance includes accidental death and dismemberment coverages.
- Long Term Disability: After the elimination period, the monthly benefit is an amount equal to 60% of covered monthly earnings with a maximum benefit of $5,000.

ARTICLE 18 – EVALUATIONS

18.1 Bargaining Unit Members Evaluations

Evaluation of current paraprofessional personnel shall be conducted once a year by the supervising administrator/designee in consultation with the supervising teacher. At the completion of the probationary period, an evaluation of the bargaining unit member's work shall be completed. Each bargaining unit member's evaluation shall include the following statement: "Considering all the factors, the work performance of this bargaining unit member _____ Highly Effective, _____Effective, _____Minimally Effective, _____Ineffective (check one)." A copy of the evaluation with the employee's signature will be placed in the paraprofessional's personnel file, with a copy provided to the paraprofessional.

If performance is ineffective, an Individual Development Plan (IDP) will be developed in consultation with the paraprofessional. Once completed, the paraprofessional and administration must sign and date the IDP. A copy of the IDP will be provided to the paraprofessional, supervising teacher, administration and placed in the employee's personnel file. The IDP will also be implemented and reviewed on a regular basis. Ineffective performance after implementation of the IDP may result in additional discipline up to and including termination.

18.2 Evaluation Conferences

Following each formal evaluation, which shall include a conference with the evaluator, the bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. A bargaining unit member may submit additional comments to the written evaluation if he/she so desires within ten (10) days following the evaluation /conference and attached to the evaluation. All written evaluations are to be placed in the bargaining unit member's personnel file.

18.3 Termination

In the event a bargaining unit member is not continued in employment, the Employer will advise the bargaining unit member of the specific reasons in writing, with a copy to the Union.

ARTICLE 19 – ADDITIONAL DUTIES

19.1 Mentoring

The purpose of the mentor-mentee relationship is to provide new paraprofessionals with acclimation to the organization as well as support and assistance in the introduction to their profession.

Paraprofessionals may serve, on a voluntary basis and with administrative approval, as mentors for paraprofessionals in their first 3 months of employment. For each mentee assigned, the mentor shall be compensated $50 per mentee.

19.2 School District Leadership

School and/or district wide leadership teams are integral in ensuring adherence to CCRESA's vision and mission through a process of continuous improvement. School/district leadership team members must have a mindset of thinking about continuous improvement as constant with the whole child, systems, and equity at the forefront. The scheduled meetings and/or activities of the leadership team happen primarily outside of the regular work day. Leadership team members engage in the following components of the continuous improvement process:

- Assess Needs
- Plan
- Implement
- Monitor/Adjust
- Evaluate

School/District Administrators will identify key perspectives (by role) needed on the School/District Leadership Team. Any available positions shall be posted in the Spring. Interested members shall submit their interest to the appropriate School/District Leader no later than May 15. Assignments will be awarded at the discretion of the School/District Leader. In the event that multiple people are interested in the same position, letters of recommendation from colleagues (currently employed with CCRESA), will be considered in the selection process.

Final selections will be made by June 1. In order to be eligible for participation in the School/District Leadership Team, paraprofessionals must be able to commit to attending a minimum of 75% of the scheduled meetings. Paraprofessionals participating in a leadership team will receive a $500 annual stipend but will not be paid their hourly rate for attending leadership meetings outside of the normal school day.

Article 20 – Duration

All articles of this Agreement shall be effective upon ratification and signature by both parties from July 1, 2026 through June 30, 2029. This agreement shall terminate on July 1, 2029. Either party may initiate negotiations for a successor Agreement by giving written notice to the other party on or after March 1, 2029.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative the day and year written below.

BY Ken Armbrustmacher (Jun 23, 2026 11:25:51 EDT) Jun 23, 2026

PRESIDENT OF THE BOARD DATE

AND Scott Koenigsknecht (Jun 23, 2026 08:33:19 EDT) Jun 23, 2026

SUPERINTENDENT DATE

AND Bonnie LaRue Bonnie LaRue (Jun 24, 2026 20:17:37 EDT) Jun 24, 2026

PRESIDENT OF THE ASSOCIATION DATE

AND Terri Stewart Terri Stewart (Jun 24, 2026 20:21:40 EDT) Jun 24, 2026

TEAM MEMBER OF THE ASSOCIATION DATE

APPENDIX A - SALARY AND COMPENSATION SCHEDULE

Salary Schedule			
Steps	2026-2027	2027-2028	2028-2029
1	16.88	17.39	17.91
2	17.44	17.97	18.51
3	18.00	18.55	19.11
4	18.56	19.13	19.71
5	19.12	19.71	20.31
6	19.68	20.29	20.91
7	20.24	20.87	21.51
8	20.80	21.45	22.11
9	21.36	22.03	22.71
10	21.92	22.61	23.31
11	22.52	23.20	23.90

Eligible employees will receive a one-time, off-schedule payment of $500 on the December 6th payroll. To be eligible for this payment an employee must have been hired and have worked their first day prior to December 1, 2026, and still be employed with CCRESA as of December 1, 2026. This payment will be pro-rated for employees working a regular schedule which is less than the full-time schedule of 1,337 hours (191 days at 7 hours/day).

Longevity Schedule			
Steps	2026-2027	2027-2028	2028-2029
12-20 years	1,000.00	1,000.00	1,000.00
21+ years	2,000.00	2,000.00	2,000.00

When an employee has worked more than 11 years but not more than 20 years with CCRESA the employee will receive the additional longevity amount listed in the schedule above ($1,000 in 2026-2027, 2027-2028 & 2028-2029) paid out over 24 pays.

When an employee has worked more than 20 years with CCRESA the employee will receive the additional longevity amount listed in the schedule above ($2,000 in 2026-2027, 2027-2028 & 2028-2029) paid out over 24 pays.

APPENDIX B – SAMPLE PARAPROFESSIONAL WAGE INFORMATION

NAME for the 20xx-20ss school year, we have you working 188 days at 7 hours per day.

Your pay will begin on August 6, 20xx and go through July 20, 20xx. You will be paid 1/24th of $xx,xxx.xx per pay. This is based on the total number of workdays, total number of hours worked per day, and your current step on the Paraprofessional Pay Scale. In addition to your regular wages, you will be paid 1/24th of $x,xxx.xx per pay for longevity for the 20xx-20xx school year.

If you work additional time or if you do not work your intended number of hours per week, the difference will show up on your next paycheck.

I, NAME, understand that my pay will be disbursed as stated above for the 20xx-20xx school year.

_____

Employee's Signature

APPENDIX C – GRIEVANCE FORM

School_____ Grievance Number_____

STATEMENT OF GRIEVANCE: (Attached) Date of Violation _____

REMEDY REQUESTED: (Attached)
Approved for processing:

_____ _____
Signature of EA Representative Signature of Grievant (use reverse side for additional signatures if more than one)

(Grievant) Date:_____

DIRECTOR'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action:_____ Signature of Director

ASSOCIATION'S RESPONSE:
Satisfactory_____ Unsatisfactory_____
(Reasons Attached)

Date:_____

SUPERINTENDENT'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action:_____ Signature of Director

ASSOCIATION'S RESPONSE:
Satisfactory_____ Unsatisfactory_____
(Reasons Attached)

Date:_____

BOARD'S DISPOSITION: (Attached)

Date Received:_____ _____
Date of Action:_____ Signature of Director

ASSOCIATION'S RESPONSE:
Satisfactory_____ Unsatisfactory_____
(Reasons Attached)

Date:_____ Arbitration Indicated_____