2026-2030

MASTER CONTRACT

Alma Educational Support Personnel Association

and

Alma Board of Education

TABLE OF CONTENTS

	Page
ARTICLE 1 – RECOGNITION	3
ARTICLE 2 – BOARD RIGHTS	3
ARTICLE 3 – UNION RIGHTS	4
ARTICLE 4 – PAYROLL DEDUCTIONS	6
ARTICLE 5 – EMPLOYEE RIGHTS	6
ARTICLE 6 – DISCIPLINE	6
ARTICLE 7 – SENIORITY	7
ARTICLE 8 – LAY-OFF AND RECALL	8
ARTICLE 9 – VACANCIES, PROMOTIONS AND TRANSFERS	9
ARTICLE 10 – HOURS & ASSIGNMENTS – GENERAL PROVISIONS	11
ARTICLE 11 – HOURS & ASSIGNMENT – FULL YEAR EMPLOYEES	13
ARTICLE 12 – HOURS & ASSIGNMENTS – CAFETERIA	14
ARTICLE 13 – HOURS & ASSIGNMENTS – BUS DRIVERS	14
ARTICLE 14 – DUAL DEPARTMENT EMPLOYEES	16
ARTICLE 15 – EXTRA TIME – GENERAL PROVISIONS	17
ARTICLE 16 – EXTRA TIME – FULL YEAR EMPLOYEES	18
ARTICLE 17 – EXTRA TIME – CAFETERIA	18
ARTICLE 18 – EXTRA TIME – BUS DRIVERS	19
ARTICLE 19 – JURY DUTY	20
ARTICLE 20 – UNPAID LEAVES OF ABSENCE	21
ARTICLE 21 – FUNERAL LEAVE	21
ARTICLE 22 – SICK LEAVE	22
ARTICLE 23 – HOLIDAYS	23
ARTICLE 24 – VACATION	24
ARTICLE 25 – COMPENSATION	26
ARTICLE 26 – HEALTH BENEFITS	27
ARTICLE 27 – DENTAL/VISION BENEFITS	28
ARTICLE 28 – LIFE INSURANCE	30
ARTICLE 29 – LONG TERM DISABILITY	30
ARTICLE 30 – WORKER'S COMPENSATION	31
ARTICLE 31 – UNIFORM ALLOWANCE	32
ARTICLE 32 – RETIREMENT/DEATH BENEFIT	32
ARTICLE 33 – MISCELLANEOUS PROVISIONS	32
ATTENDANCE INCENTIVES	33
ARTICLE 34 – CONTINUITY OF OPERATIONS	34
ARTICLE 35 – WORKING CONDITIONS	34
ARTICLE 36 – NEGOTIATION PROCEDURE	34
ARTICLE 37 – EXTENT OF AGREEMENT	35
ARTICLE 38 – DURATION OF AGREEMENT	35
APPENDIX A – RATE OF PAY	37
APPENDIX B – RATE OF PAY	42
APPENDIX C – RATE OF PAY	45
APPENDIX D – JOB BID FORM	47
APPENDIX E – GRIEVANCE PROCEDURE	48
APPENDIX F – TIME CLOCK PRECEDURE	55
APPENDIX G – REQUEST FOR SUBSTITUTE WORK CONSIDERATION	57
LETTER OF AGREEMENT	59

ARTICLE 1 - RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Michigan Public Acts of 1965, as amended, the Board hereby recognizes the Union as the sole and exclusive bargaining representative for all non-teaching employees employed or to be employed the Alma Public Schools District, excluding office-clerical employees, parapros, school nurses, athletic trainers, community education personnel, security personnel, and supervisors and all other employees in accordance with the certification R01-C-051 as issued by MERC on May 22, 2001

A. The term “employee” when used in this Agreement shall refer to all employees represented by the Union in the bargaining unit as described above. The term “board” as used in this Agreement shall mean the Alma Board of Education. The term “union” as used in this Agreement shall mean the Alma Educational Support Personnel association, MEA/NEA. The term “school district” and/or “Alma Public Schools” as used in this Agreement shall mean the Alma Public Schools, Alma, Michigan.

B. The term “Employee” when used hereinafter in this Agreement shall refer only to members of the bargaining unit.

    1. Regular school-year employees are those employees regularly scheduled to work twenty (20) hours or more, per week during the student school year.

    2. Regular part-time employees are those employees regularly scheduled to work less than twenty (20) hours per week.

    3. Regular full-year employees are those employees regularly scheduled to work 20 hours or more per week, fifty-two (52) weeks per year.

ARTICLE 2 – BOARD RIGHTS

A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other laws or regulations. It is expressly agreed that all rights, powers and authority which ordinarily vest in and have been or will be exercised by the Board of Education shall continue to vest exclusively in and be exercised exclusively by the Board and its agents. Such rights shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business.
2. Continue its rights of assignment and direction of work of all its personnel.
3. The right to direct the working forces, including the right to hire, promote, suspend, discharge, transfer and lay off employees and determine the size of the work force.
4. Determine services, supplies and equipment necessary.
5. Adopt rules and policies and regulations.
6. Determine qualifications of employees.
7. Determine the number and locations or re-location of its facilities.
8. Determine the financial policies, including all accounting procedure, and all matter pertaining to public relations.
9. Determine the size of the management organization, its function and authority.

B. The exercise of the foregoing rights shall be limited only by the specific and express terms of the Agreement and then only to the extent such terms hereof are in accordance with the Laws and Constitution of the State of Michigan and the Law and constitution of the United States.

ARTICLE 3 – UNION RIGHTS

A. The Board hereby agrees that every employee of the Board shall have the Right to freely organize, joint and support the Union for the purpose of engaging in negotiation. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will neither directly or indirectly discourage, coerce, or deprive any employee of the enjoyment of any rights conferred by Act 379 or other laws of Michigan or by the Constitutions of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of membership or non-membership in the Union, participation in any activities of the Union or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement or any written Board policy.

B. The Union and its members shall have the right to use school building

facilities consistent with established procedures, as long as the hours requested by the Union to the superintendent or his designee do not conflict with a previously scheduled use. The Union agrees to pay for replacement of any school property which can be shown to have been damaged or destroyed by its members through its use, above and beyond what can be considered normal “wear and tear”.

C. Other areas of communications such as use of school phones or delivery service, may be utilized, if available, by the Union in accordance with procedures, and if such use does not conflict with school use or add additional expense to the district.

D The Board will provide bulletin boards in each building which may be used by the Union for posting notices of the following types:

1. Notices of recreational and social events.
2. Notices of elections.
3. Notices of results of elections.
4. Notices of meetings.

The Union shall be responsible for the maintenance and care thereof.

E. The Board agrees to make available to the Union upon request, copies of such reports that it may have concerning the financial resources of the districts in accordance with the Freedom of Information Act.

F. Duplication services will be made available through trained school personnel on an actual-cost basis.

G. Union leaves of absence shall be granted for the purpose of attending Union functions. Such days shall be scheduled by the Union President at least five (5) work days in advance, unless in cases of emergency.

H. Duly authorized representative of the Union and their representative affiliate shall be allowed to transmit Union business on school property as delineated by this Agreement. Notice will be given in advance in order to ensure the continuity of operations.

I. The Union shall have access to the Board of Education in accordance with Established Board procedures for public involvement in board meetings.

J. At the request of the Union, second and/or third shift employees shall be released to attend Union meetings. Any affected employees shall arrange with their immediate supervisor a modification in the affected daily schedule so that no loss shall occur in number of hours assigned.

ARTICLE 4- PAYROLL DEDUCTION

A. Upon appropriate written authorization from the bargaining unit member, the employer shall deduct from the wages of any such member and make appropriate remittance for MEA-FS's, MEA-sponsored programs (Tax-deferred annuities, auto insurance, homeowner's insurance, etc.), MESSA programs not fully employer-paid, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and employer.

ARTICLE 5 – EMPLOYEE RIGHTS

A. The Board will reimburse an employee for any loss, damage or destruction of personal effects (including clothing) that results from assault upon the employee while acting within the scope of their duties, provided the employee has not acted negligently. In case of other losses the Board will cooperate whenever possible with authorities in an effort to aid employees in the recovery of losses while the employee is acting within the scope of their duties without negligence.

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

ARTICLE 6 - DISCIPLINE

A. Any disciplinary action taken against an employee shall be with just and proper cause. Alleged misconduct shall be reported promptly to the employee(s) involved and the following forms of corrective discipline may be implemented sequentially depending on the severity and number of occurrences or misconduct:

1. Oral warning
2. Written reprimand
3. Conference with the superintendent
4. Suspension with pay
5. Suspension without pay
6. Demotion and/or
7. Discharge

B. As soon as possible after disciplinary action has taken place, an employee shall be informed in writing of the disciplinary action.

C. An employee shall be entitled, at the employee's request, to have present a representative of the Union when being reprimanded, disciplined, reduced in rank or compensation.

D. In imposing any discipline on a current charge, the board shall not take into account any prior infractions which occurred more than four (4) years previously unless it is information about unprofessional conduct.

E. If an employee is absent for three (3) consecutive working days without notifying their immediate supervisor, the Board shall send written notification to the employee at his last known address that his employment may be terminated. Notice must be given to the Central Office within ninety-six (96) hours. Absence of communication for five (5) consecutive working days constitutes grounds for termination.

ARTICLE 7 – SENIORITY

A. In November and May of each year the Board shall post on bulletin boards the complete seniority list of those employees covered by the bargaining unit. The list shall show the classification, employee name, length of continuous service with the Alma Public Schools and length of service in present classification.

B. Seniority shall be measured from the original date of hire to a regular position (after probationary period has been completed). That date shall become the seniority date for each employee. In a case where two or more employees start to work on the same day, the date of application for employment shall establish priority of position on seniority list.

C. New employees hired in the unit shall be considered as probationary employees for the first sixty (60) working days of their employment with an additional thirty (30) days if requested by the Board in writing prior to the end of the sixty (60) days. When an employee finishes the probationary period he/she shall be entered on the seniority list of the unit and shall rank for seniority from the original date of hire. There shall be no seniority among probationary employees. Probationary employees may be terminated at any time at the discretion of the Board and the termination shall not be subject to the grievance procedure, except in those cases of alleged discrimination and only with respect to alleged discrimination. Persons pursuing relief through legal action for alleged discrimination waive their right to the grievance procedure.

D. Seniority shall be applied on a departmental basis first and then district-wide in accordance with the employee's original date of hire and Section B of this Article. For purposes of this Agreement, the departments are:

1. Custodial
2. Maintenance
3. Cafeteria
4. Transportation

Seniority shall be applied on a departmental basis first for granting vacations and job postings.

E. Board approved leaves of absence and involuntary transfers shall count toward continuous service for the duration of the approved leave or transfer in determining department seniority.

F. Seniority shall terminate upon 1) retirement; 2) resignation; or 3) discharge unless the discharge is unsatisfactory and employment is reinstated through the grievance procedure.

ARTICLE 8 – LAY-OFF AND RECALL

A. The Alma Public Schools shall lay off employees in inverse order of seniority by department providing that the remaining employees have the demonstrated ability and qualifications to perform the remaining work. Employees laid off or bumped out of the department affected shall have the right to bump the least senior employee in another department, provided they have greater district seniority and can meet the minimum qualifications.

B. If an employee receiving health and/or dental/vision benefits pursuant to Articles 26 & 27 of this Agreement is or may be disqualified from such benefits due to a reduction in their work schedule, that employee shall have the right to bump any less senior employee in the department if such bump would restore the employee's eligibility for health and/or dental/vision benefits. If no such bump is possible, then the employee shall have the right to bump the least senior employee in another department, provided they have greater district seniority and can meet the minimum qualifications.

C. In the event of a reduction in staff, any employee on a Board approved leave shall be considered in the same status as an actively employed employee for the purpose of this Article.

D. Notwithstanding their position on the seniority list, president, vice president, secretary/treasurer and a representative/steward from each department in the event of a layoff of any type, be continued at work as long as there is a job in the department which they can perform and shall be recalled to work in the event of lay off in accordance with the recall procedure. When retaining an employee because of super seniority, the Board shall retain the right to determine the necessary qualifications of the job to which the individual will be assigned. If the individual with super seniority does not meet these qualifications, that person shall not be retained.

E. No new employee shall be hired until all qualified laid off employees are recalled to whatever work is available for which they are qualified as determined by the Board, except for that a temporary employee may be hired awaiting report from employees recalled.

F. Leaves of absence may be granted by the Board upon written request when reduction of staff is necessary in compliance with Article 20 – Unpaid Leaves of Absence.

G. Recall:

1. Employees on lay off shall be recalled in the order of seniority by department providing that those recalled have demonstrated ability and qualifications to perform the available work.

2. No employee shall be forced to accept a recall to a position other than which he held prior to lay off.

3. The Board shall give written notice of recall from lay off by sending a certified letter to said employee at his last known address. It shall be the responsibility of each employee to notify the Board of any change in address. The employee's address as it appears on the Board's record shall be conclusive when used in connection with the layoff, recall or other notice to the employee. If an employee fails to report to work within ten (10) calendar days from date of sending of the recall, unless an extension is granted in writing by the Board, said employee shall be considered as a voluntary quit and shall thereby terminate his employment with the school district.

4. Should the Board reinstate a position that had been eliminated, the employee, if not on layoff, who previously held the position, shall be offered the position before it is offered to laid off employees.

5. A recall list shall be maintained for a period not to exceed two (2) years. Thereafter, a laid off employee shall lose his/her right to recall.

ARTICLE 9 – VACANCIES, PROMOTIONS AND TRANSFERS

A. A vacancy, as determined by the Board, shall be defined as any position, either newly created or a present position that is not filled.

B. The following procedure shall be followed regarding any Board determined vacancy:

1. The Board agrees to post determined vacancies on Union bulletin boards. The posting shall include: the designated location, classification, brief statements of the general responsibilities, qualifications and hours assigned.

2. Determined vacancies shall be posted for five (5) departmental working days before an appointment is made. The posting shall be emailed to employees during the summer break and posted on the school web site.

3. Interested employees shall submit in writing, on a form created by the employer (see Appendix D), their qualifications to the supervisor designated on the job posting. The Association president will be provided with a list showing those who applied for the position.

4. All vacancies shall be filled within three (3) departmental working days after the posting period, unless no candidates have applied for the position.

5. An employee offered a vacancy under these provisions shall have twenty-four (24) hours to notify the immediate supervisor of their decision to accept or reject the offer.

6. For the purpose of this section, qualified shall mean, “meeting the minimum qualifications necessary to perform the tasks of the open position.” The employee with the most seniority and qualifications to fulfill the duties of the job shall be given first preference to the open job.

7. Only when there are no qualified applicants as determined by the board from the bargaining unit, the Board may interview and subsequently fill the vacancies with applicants from outside the bargaining unit. In this case, the Board shall make its best efforts to fill the position within ten (10) working days following expiration of the posting.

8. Upon filing the posted position, the name of the employee shall be provided, along with a copy of the job posting, to the Union president.

9. When transferring to a different classification, building, or shift, an employee shall serve a ten (10) working day time period if the employee has subbed in that position before within the last two years. At the end of the trial period, if the employee's work is unsatisfactory according to evaluations conducted, or, if the employee so requests, the employee shall be reinstated to his/her previously held position.

    a. Upon mutual agreement between the employee and the supervisor the employee may waive all or part of this trial period, such waiver to be in writing.

    b. If an employee receiving such a transfer has previously been temporarily assigned in the new classification for one or more periods encompassing ten (10) or more consecutive work days, such time in temporary assignments shall be counted toward the thirty (30) day trial period.

C. If the Board intends to change the work schedules and/or assignments of bargaining unit employees, such intentions shall be communicated to the Association President. If requested by the bargaining unit, a meeting shall be scheduled within three (3) business days of notification to receive input from bargaining unit representatives. The Board will respond to the Association President within five (5) business days as to the result of the meeting.

ARTICLE 10 – HOURS & ASSIGNMENTS – GENERAL PROVISIONS

A. All employees shall have designated work schedules/shifts with an established starting time and quitting time. Work schedules/shifts shall be posted on the bulletin board.

B. The first shift of any day is any shift which regularly starts at or after 4:00 AM, but before 11:00 AM. The second shift is any shift which regularly starts at or after 11:00 AM, but before 7:00 PM. The third shift is any shift which regularly starts at or after 7:00 PM, but before 4:00 AM. For payroll purposes the week shall commence at 12:01 AM Monday and terminate at 12:00 midnight Sunday. The board shall have the right to set the commencement of any shift, provided that a notice of at least one week is duly posted before commencement of said shift.

C. Whenever any representative of the Union or any employee participates during working hours in conferences or meetings as called by the Board or its agents, they shall be paid for the time involved at their regular pay rate for the hours worked.

D. Employees who work eight (8) hours per day will have two fifteen (15) minutes rest periods, one in the middle of the first half of the shift and one in the last half of the shift, the exact time to be determined by supervision within the general terms of the contract. All employees working less than forty (40) but at least twenty (20) hours per week shall be allowed one fifteen (15) minute rest period, to be determined as practicable under the work schedule involved.

E. Employees who presently receive a lunch period will be allowed to leave their building and/or work stations provided they punch in and out according to established time clock procedures (see Appendix F). Travel time between locations is considered part of the employee's lunch time.

F. An employee called back shall be compensated at a minimum of two (2) hours call in time or actual time worked, whichever is greater. An employee called back from vacation shall be compensated four (4) hours call in time at time and one-half or actual time worked at time and one-half, whichever is greater.

G. Temporary Assignments:

1. Temporary assignments shall include any assignment which is created due to the extended absence (30 or more consecutive work days) of any regular employee. If the school determines that the temporary vacancy is going to exceed 30 work days, then the temporary vacancy shall be posted as soon as possible, for the duration of the temporary vacancy. If the temporary vacancy is for an unknown period of time, which lasts for 30 days, then the temporary vacancy shall be posted as a temporary vacancy for an undetermined duration.

2. An employee who voluntarily accepts a temporary assignment shall receive the rate of pay of the department and classification of the temporary assignment. If applicable, this rate shall include the progression defined in Appendix A, Item G.

3. An employee who is involuntarily transferred to a temporary assignment shall receive rate of pay of the department and classification of the temporary assignment or the rate of pay of their regular department and classification, whichever is higher.

H. Temporary Summer Assignments - Employees wishing summer work in another department should submit a Request for Substitute Work Consideration form (Appendix G) each school year to the supervisor of the department they wish to work in. The supervisor will assign employees to a summer position and the hours to be worked subject to board approval of the budget. Assignments will be made on the following criteria:

If the work is routine summer work and does not require any special skills or certification,

a. Seniority in the bargaining unit
b. Experience in that area
c. Previous performance in that department

If special skills are required the criteria will be:

a. Previous performance in the department
b. Seniority in the bargaining unit.

Decisions for work assignments will be made by department supervisor and the needs of the district.

The rate of pay will be calculated by averaging the starting pays from the cafeteria, custodian and bus drivers rates of pay found in Appendices A, B and C. They will also receive holiday pay (July 4th) and one (1) sick day per month worked. If an employee requests additional sick days during this assignment, he/she may have the option to use sick leave at the summer rate of pay or non-paid leave time.

I. Education Placements – Nothing in this Agreement shall limit the placement of students attending Alma Public Schools in work assignments for educational purposes.

ARTICLE 11 – HOURS & ASSIGNMENT – FULL YEAR EMPLOYEES

A. The normal scheduled work day for maintenance, custodian or mechanic employees may be up to eight (8) hours per day, with one-half hour for lunch not included in the eight hour period. However, eight (8) hour employees may request in writing to their immediate supervisor alternations of the lunch period from one-half (1/2) hour to two (2) hours. This request may be made when special circumstances exist or when such changes will facilitate improved work efficiency. The Board reserves the right to approve or disapprove such requests. Furthermore, the Board reserves the right to make lunch time adjustments when it is necessitated by school workloads or work requirements.

B. When schools are closed due to inclement weather or other emergencies, maintenance workers, custodial workers, and mechanics shall be required to report for work.

ARTICLE 12 – HOURS & ASSIGNMENTS – CAFETERIA

A. A lunch will be provided by the board for each employee on each working day.

B. The cafeteria employees shall also be granted one (1) fifteen (15) minute break, to be scheduled and taken as is practicable to the work schedule. Employees working less than three (3) hours a day shall not be entitled to a fifteen (15) minute paid break.

C. When schools are closed due to inclement weather or other emergencies, cafeteria workers will not report to work. Cafeteria workers will be paid for the first 3 cancellation days and will receive no compensation beyond the first 3 cancellation days unless called in by their supervisor. A two (2) hour call in pay will be paid to cafeteria workers who come to work and are sent back home because school is delayed or canceled. Workers may be requested to work the full two (2) hours by their supervisor. Cafeteria workers can request to use sick days to cover pay lost due to days cancelled.

ARTICLE 13 – HOURS & ASSIGNMENTS – BUS DRIVERS

A. Bus driver assignments shall be made according to the following procedures:

1. The Board shall establish the route to be run by each bus driver. A standard time allowance shall be established for each regular run and the driver shall be paid according to this allowance. The minimum paid time for a regular route shall be two (2) hours. Drivers are expected to stay on site and work for the full two (2) hours unless they are released by the Transportation Director or his designee. Regular routes shall include morning and afternoon K-12 runs. For routes which normally require more than two hours, the standard time allowance shall be adjusted by five (5) minute increments. When actual time on a route justifiably exceed the standard allowance (i.e. severe weather, accident, mechanical failure, etc.), the driver shall be paid the actual total time.

2. The assignment of routes shall be made on the basis of bidding by seniority and qualifications at a meeting to be held sometime prior

to the opening of school. Route assignments shall generally be fixed for the school year. However, a senior driver may appeal to the transportation director for reassignment if adversely affected by route changes taking place during the year. This should be done within fifteen (15) business days. The Board shall have the option of making the reassignment or compensating the senior driver as if the reassignment had occurred.

3. Additions or reductions (not less than two (2) hours) to routes will be made to existing routes based upon the route which offers the best access and efficiency for the addition. Such additions will be added to the route within 15 business days. In the event that more than one existing route offer equal access and efficiency, the addition shall be made to the route of the highest seniority driver.

4. A bus driver unable to attend the annual bid meeting shall be allowed to designate in writing the Union transportation steward as a proxy to bid in good faith for the absent transportation employee. Provided that prior to the meeting the employee's written authorization is presented to the transportation steward and director of transportation or his designee.

5. Regular bus drivers will notify the transportation director, in writing, of their interest in substitute driving. Such written notice shall remain in effect until the end of the school year or until changed or revoked by the driver, in writing. If the regular driver asked to fill an assignment refuses three times in a semester, they will not be asked to sub again the remainder of that semester. The notice shall include phone number(s) at which the driver can most likely be contacted for assignments. Temporary substitute positions needing to be filled for Kindergarten and Voc Ed routes shall be offered to the most seniored bargaining unit member.

   When a bus driver takes a special out-of-district route and that school district is not in session when Alma Schools is in session, that regular driver must be used, when possible, to fill any route first before a sub is to be used. If the regular driver asked to fill this assignment refuses three times in a school year, they will be dropped from this assignment. The regular driver filling this position may not give up this assignment to take any extra work or extra trips.

6. Bus drivers shall be paid $10.00 per meal for charter trips that occur during the morning and noon meal periods (5.00 – 7:00 AM, 11:00 AM– 1:00 PM) and $12.00 per meal during the evening meal period (6:00 – 8:00 PM).

7. All driving for the following listed purposes shall be done by employees covered by this Agreement:
   a. All school bus driving. "School Bus" shall be as defined by Michigan law unless prohibited by Article 18.B.
   b. Pre-school-12 students to and from school.
   c. Vans driven for cafeteria and/or mail delivery.

B. Warm-up and inspection time of fifteen (15) minutes shall be included in determining the standard time allowance for routes. If there is thirty (30) minutes or more between a regular route and a charter trip, fifteen (15) minutes warm-up time and inspection will be added.

C. When Alma Public Schools or districts being serviced by Alma Public Schools transportation are closed due to inclement weather or other emergencies bus drivers will not report to work. Bus drivers will be paid for the first 3 cancellation days and will receive no compensation beyond the first 3 cancellation days unless called in by their supervisor. A two (2) hour call in pay will be paid to drivers who are not notified one half (1/2) hour prior to their starting time and come to work and are sent back home because school is canceled. On days when school is delayed, a two (2) hour call in pay will be paid to drivers who report at their regular shift time and accept work assignments during the delay period. Bus Drivers can request to use sick days to cover pay lost due to days cancelled.

ARTICLE 14 – DUAL DEPARTMENT EMPLOYEES

A. Any employee may hold separate jobs in two (2) departments if the combination of hours do not exceed forty (40) hours per week and the hours in one department do not conflict with the other, in accordance with the following conditions:

1. Uniforms shall be provided for each department.

2. An employee working in two departments shall be eligible for extra time in the one department of his/her choice which they shall submit in writing at the time of job assignments. The employee may not accept overtime or extra time hours which conflict with the other job scheduled hours.

3. An employee will accrue seniority independently in each department.

4. Vacation shall be earned in accordance with departmental guidelines but use of vacation shall not conflict with the other department assignments.

5. If the employee is discharged or disciplined in one department, the discharge or discipline carries over into all of the departments.

6. If an employee deems it necessary to grieve a particular problem, the grievance procedure shall start with the immediate supervisor in the department in which the problem originated.

7. An employee's separate jobs shall remain as two for future job posting purposes.

8. An employee holding jobs in two departments shall not receive compensation for travel between department jobs.

9. Call in for inclement weather or emergency situations shall be by department in accordance with department procedures.

10. An employee holding jobs in two departments shall be laid off and recalled by department seniority in each department affected.

11. In case of conflicts with hours worked between the departments, management will notify the employee of which work assignment he/she is to complete.

B. The number of dual department positions between transportation and cafeteria shall not exceed two (2) in the high school cafeteria nor two (2) in the middle school cafeteria. The number of dual department positions between transportation and custodial shall not exceed (2) in the district.

ARTICLE 15 – EXTRA TIME – GENERAL PROVISIONS

A. For purposes of this Agreement, extra time shall mean work hours beyond those regularly scheduled. Employees interested in extra time will notify their supervisor of their intent by signing a list provided by their supervisor at the beginning of each semester. Any employee on this list that declines extra time three (3) consecutive times in a row, unless they are working another shift, will immediately move to the bottom of the list for 60 days.

B. Extra time hours shall be equalized among employees in various departments according to the general provisions and the provisions applicable to specific departments.

C. For the purpose of equalizing extra time, time not worked because the employee was unavailable or did not choose to work will be charged the number of extra time hours of the employees working during that call out period or assignment, except for employees on vacation, sick leave, etc.

D. Extra time work which has been refused by all eligible employees shall be done by the least senior employee in the classification or department or substitute employees at the direction of the Board. When such a junior employee is required to work because others have turned down extra time, he shall not be charged with the extra time he has worked.

E. Equalization of hours shall be posted in each department.

F. When returning from vacation, sick leave, or an unpaid leave of absence of a 10-working-day duration, or more, an employee shall be recorded with the average amount of equalize hours in the department during such absence.

G. New employees will be added to the extra time distribution list when they have completed their probationary period. When they are added to an already active list, the new employee will be charged with the highest number of hours on the list in their classification.

H. In the event employees are not notified of cancellation of week-end or holiday extra time, they shall be compensated for two (2) hours at straight pay.

I. Employees who work less than eight (8) hours per day, when practical and feasible, shall be utilized up to eight (8) hours per day before additional employees are hired.

J. When possible, a twenty-four (24) hour notice for week-end work assignments will be given.

K. An employee offered and accepting a substitute assignment of any amount of hours cannot take another assignment during the time of the initially accepted assignment.

ARTICLE 16 – EXTRA TIME – FULL YEAR EMPLOYEES

A. Extra time hours in the maintenance/custodian department shall be divided as nearly as equal and practical among employees in the same classifications in the buildings starting with the most senior employee. When possible, a twenty-four (24) hour notice for special events extra time hours will be given.

ARTICLE 17 – EXTRA TIME – CAFETERIA

A. Cafeteria employees' extra time shall be divided as nearly as equal and practical among all cafeteria employees on a system-wide basis.

B. Cafeteria employees being assigned extra time shall receive, whenever possible, at least two (2) weeks' notice of any scheduled banquet and/or extracurricular activities that will require extra time hours. Employees who are notified of an extra time assignment less than twenty-four (24) hours before the assignment and refuse shall not be charged the extra time hours.

ARTICLE 18 – EXTRA TIME – BUS DRIVERS

A. The bus driver charter route distribution shall be upon notice of not more than ten (10) calendar days and not less than twenty-four (24) hours. In the event that a trip should materialize under the minimum time limits, the driver receiving the assignment shall have the right to refuse and shall not be charged hours of extra time.

1. Charter trip sheets shall be posted on the board until the trip has been taken.

2. Charter trips will be paid at the starting bus driver pay rate. This includes 15 minutes of pre-trip time, drive time, and all down time.

B. Charter trip assignment shall be made in accordance with the applicable provisions to drivers who are regularly assigned and driving one (1) run or more per day and have completed the probationary period. Drivers interested in charter trips will notify their supervisor of their intent by signing a list provided by their supervisor at the beginning of each semester. If a driver requests to be added to the list after the start of the semester, they will be assigned the hours of the highest driver plus one hour. Regular route drivers will be allowed to drive extra trips only if they do not conflict with the driver's regularly assigned route. Extra trips that conflict with regular route times will be assigned to Transportation Trip Drivers first and if no drivers are available will be assigned to district sub drivers. Eligible drivers for eligible charter trips shall sign trip either "yes" or "no" by 1pm or will be charged with the actual driving time of the refused trip. All charter trips will be posted and emailed to each driver by 8 am. Once a posted trip has a commitment from an eligible driver, the posting will come down immediately. If a person is up first on a trip and says "no", they will be charged no matter the reason, sick, vacation, or other. An employee who is offered an extra trip with less than twelve (12) hours' notice and is unable to take the trip shall not be charged with a refusal. The actual driving record of the charter trip will be returned to the transportation office within twelve (12) hours after the trip or the driver will be charged double driving time.

C. Charter trips between AM and PM regular runs shall be paid a minimum of two (2) hours' time or the actual charter trip runtime, whichever is greater. Add-on hours will be included in the charter trip overtime log. Add-ons are those trips less than two hours, within the school district. Add-on hours will be paid at the driver's current rate of pay. All charter trips and add-ons will be equalized as nearly as practicable throughout the school year.

D. On Monday thru Friday a driver who reports for a regular or charter trip which has been canceled and the driver was not previously notified within one (1) hour shall receive a two (2) hour call out pay or their regular route time, whichever is greater. "Previously notified" shall mean notification received by the driver at least one (1) hour prior to the scheduled report time for the trip.

E. Bus driving that is needed by the Alma Public Schools after the close and before the opening of the normal school year shall be equalized as nearly as possible by the transportation director using those drivers that are interested in working periodically throughout the summer in accordance with the following procedures:

1. Prior to the close of the normal school year, each driver shall sign up indicating the following:

    a. The weeks during the summer that they may be available for summer driving.
    b. The time of day which is best that they can be contacted by phone for a possible driving assignment.
    c. The phone number where they can be reached.

2. A separate summer list of equalized extra time hours will be kept for this period of time only. With no relationship to the regular extra time list that is kept for the regular school year.

3. Special routes that are established for the summer for one week or more will be assigned on a weekly basis to drivers and counted toward the equalization of hours. Only staff working in the summer will have their hours equalized for summer. If an employee chooses not to work in the summer, he/she will not be charged for it.

4. Bus drivers shall be given as much notice as possible in relationship to summer driving but must be prepared, due to the very short notice that is given to the transportation department in running summer routes, to make a commitment at the time of the telephone conversation to drive or not to drive. If a driver can't be reached by phone, a message will be left and the employee has 10 minutes from when the message was left to return the call, or

Transportation will call the next eligible employee.

ARTICLE 19 – JURY DUTY

A. An employee who serves on jury duty shall be paid the difference between his pay for jury duty and his regular pay. Employees that are either temporarily or permanently excused from attendance at the court on any work day are required to report for regular shift duty one hour after being excused by the court unless duty is outside the county.

ARTICLE 20 – UNPAID LEAVES OF ABSENCE

A. Leaves of absence shall be granted without loss of seniority and without pay for:

1. Serving in any elected or appointed position with the Union for two years, not to exceed one employee at a time.

2. Parental leave (one year).

3. Illness leave (one year), physical or mental, with physicians verification, if requested.

4. Prolonged illness in immediate family (one year) spouse or dependents with physician's verification, if requested.

5. Education leave (one year) shall be granted, not to exceed one employee at a time.

6. The Board may grant other leaves of absence for reasons other than stated above.

B. Unpaid leaves may be extended for like cause. All leave requests shall be in writing and approved by the Board before going into effect.

C. Employees shall accrue seniority while on any leave of absence granted by the provisions of this Agreement, and shall be returned to the position they held at the time the leave of absence was granted, or to a position to which his/her seniority entitles him/her.

D. An employee on leave of absence may bid on vacancies which arise during the leave. If an employee on leave is awarded such a vacancy, he/she shall assume that vacancy upon return from leave. A vacancy being held for an employee on leave shall be covered during the remainder of the leave as determined by the Board and shall not be considered a temporary vacancy and need not be posted further.

ARTICLE 21 – FUNERAL LEAVE

A. An employee will be allowed up to three (3) working days as funeral leave days not to be deducted from sick leave in the case of death of an employee's father, mother, father-in-law, mother-in-law, step-parent, spouse, children, grandchildren, step-grandchildren, brother, sister, step-sibling, grandmother, grandfather, step-parents or step-children. Days do not need to be utilized immediately after the death or consecutively.

B. Additional days may be requested from the superintendent and will be deducted from sick leave or vacation time.

C. Funerals for persons other than immediate family will be deducted from sick leave or vacation time depending upon the travel and circumstances involved.

ARTICLE 22 – SICK LEAVE

A. Employees shall earn sick leave at the rate of one day per month for each full month, worked (10 or 12 months per year). Sick leave for a particular year will be posted at the beginning of that year,for each employee based on the amount of sick days that employee is anticipated to earn that year, July 1st for 12 month employees and September 1st for 10 month employees. Posted sick leave is available for immediate use. However, if an employee leaves Alma Public Schools employment before completing that full year of service, sick leave will be prorated and the monetary value of any time used in excess of time earned will be deducted from the employee's last paycheck to the extent permitted by law. An employee's sick day will be equal to the amount of hours in that employee's normally scheduled work day. The maximum accumulation of sick leave will be four hundred-eighty (480) hours.

B. Sick leave may be used, in accordance with the schedule specified herein, for personal illness and family illness as described below. For all absences, the employee is required to notify their immediate supervisor upon the first knowledge of the necessity for the absence.

    1. Personal illness: bona fide physical incapacity to report for and discharge duties, to the extent of unused days credited.

    2. Family illness: one day of sick leave will be allowed for each illness in the immediate family that necessitates the presence of the employee. Extension of sick leave for this purpose may be granted by the superintendent, or his designee, if the seriousness of the illness necessitates the employee's presence. Upon the requests

of the employee, the superintendent (or his designee) may authorize extra days, without pay, for extended family illness.

3. For purposes of this section, immediate family shall mean: father, mother, wife, husband, son, daughter, grandparents, grandchildren and foster children, or a claimed dependent, as defined by the Internal Revenue Service, who is on the employee's income tax return as a dependent.

C. Notwithstanding anything to the contrary in this Agreement, (1) each year an employee may use the sick leave frontloaded for that year for any purpose listed in the Michigan Earned Sick Time Act (ESTA), and (2) when any of that leave is used for an ESTA purpose, ESTA will apply to the use of that leave. For the avoidance of doubt, sick leave days accumulated in prior years may only be used for a personal illness or family illness as specified above unless otherwise stated elsewhere in this Agreement. A doctor's statement may be required by the board to validate the claimed illness, if illness is of more than 3 consecutive days.

D. Abuse and/or misuse of sick leave is cause for dismissal. Bargaining Unit Members that, after an investigation are found guilty of abuse, misuse, falsification, or fraudulent use of sick leave, may result in disciplinary action leading up to suspension or possibly discharge, depending on the individual's personnel record.

E. Sick leave cannot be used by school year employees on days when school is canceled except for previously scheduled medical appointments or as requested under articles 12.C and 13.C.

ARTICLE 23 – HOLIDAYS

A. Employees, except temporary part-time employees, shall have the following days off with pay:

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday – providing school is not in session
Memorial Day
Independence Day

B. Employees shall be paid for the above holidays at their prevailing rate based on the regularly scheduled hours (not temporary) worked per day.

C. Employees required to work on the above named holidays shall receive double time for hours worked.

D. If an employee is on vacation on any of the above named holidays the day shall be counted as a holiday and not a vacation.

E. If an employee is on sick leave when an above holiday is observed, that shall not be counted as sick leave.

F. If a holiday falls on a Saturday or Sunday, the Friday before or the Monday after shall be considered as a holiday, as determined by the district.

G. To be eligible for holiday pay an employee must work his scheduled day before and after the holiday except employees on approved sick leave, vacation, bring in a doctor's note for the absence of the day before or day after, or if the day before or after is cancelled by the school district.

H. For the duration of this contract, if the Board of Education should declare additional paid holidays, the additional holidays shall become part of this contract and become a benefit to the employees covered by the Agreement and subject to the above provisions.

ARTICLE 24 – VACATION

A. Vacation accruals shall be tracked in hours. For purposes of this Article, a day of vacation shall be equal to the employees regularly scheduled hours per day. Temporary hours do not accrue toward vacation hours. Regular full-year employees will accumulate vacation time per month worked, beginning with the first year of employment from date of hire.

B. Vacation – Custodial, maintenance, mechanics and other twelve-month employees shall earn vacation with pay in accordance with the following schedule:

1. Beginning with the first (1) year of employment from date of hire through six (6) years – thirteen (13) days.

2. Beginning with the seventh (7) year of employment and through the fourteenth (14) year – eighteen (18) days.

3. Beginning with the fifteenth (15) year of employment and over twenty-four (24) days.

C. After one (1) year of employment, a regular school year employee will be paid three (3) vacation days during Christmas break and three (3) vacation days during Spring Break. In addition, regular school year employees shall have one (1) vacation day which may be requested to be taken at any time before March 15th. After March 14th, the day must be scheduled with the supervisor in advance. Forty-eight (48) hours minimum notice is expected, but this limit may be waived by the superintendent. This day can be used during Christmas break or spring break as a paid vacation day. After five (5) years of employment, a regular school year employee shall be paid an additional one (1) day of vacation during spring break. After ten (10) years of employment, a regular school year employee shall be paid an additional one (1) day of vacation during Christmas break.

D. Vacations for regular full-year employees shall be granted at such times during the year as are suitable considering the wishes of employees and efficient operations of the district. However, in case of conflict, the Board reserves the right to assign all vacations. The supervisor will make reasonable effort to notify employees, within two (2) weeks, of their response to vacation requests. One (1) vacation day per year may be requested on forty-eight (48) hours' notice. This forty-eight (48) hour limit may be waived by the superintendent.

E. A vacation may not be waived by an employee and extra pay received for work during that period. Regular full year employees may request (subject to administrative approval) to be paid for up to 80 hours of their vacation time at their current hourly rate. These converted vacation hours will be paid out the first pay period following the employee's anniversary date. However, after three (3) years of employment, an employee may accumulate up to five (5) days per year to the maximum he is allowed (Section B) according to his earned vacation schedule. Upon written request and for reasonable cause, an extension of time to use vacation may be granted by the superintendent or his designee.

F. If an employee becomes ill and is under the care of a duly licensed physician during his vacation, that portion of his vacation which was ill (as certified by physician's statement) shall be rescheduled. In the event his incapacity continues through the year, he shall be awarded payment in lieu of vacation.

G. To the extent possible, vacation days shall be taken in blocks of five (5) or more consecutive days. Vacation days cannot be taken in advance to earning them.

H. If an employee is laid off or retires, or severs his employment he shall receive any unused vacation credit, including that accrued since his last anniversary date. A recalled employee who received credit at the time of

lay off for the current calendar year shall have such credit deducted from his vacation the following year.

I. Rates during vacation – in determining vacation pay, employees shall be paid their current rate based on their regularly scheduled day while on vacation and shall receive credit for any benefits provided for in this Agreement.

J. An employee called back from vacation shall be compensated as is referenced in article 10-F.

ARTICLE 25 - COMPENSATION

A. The compensation for various classifications in the bargaining unit shall be as set forth in Appendices A, B and C.

B. All employees will be paid at one and one-half (1 ½) times their base rate for all authorized work over forty (40) hours per week.

C. Double-time shall be paid for all hours worked on Sunday and holidays.

D. Car Mileage – The Board agrees to reimburse employees an amount equal to the current approved IRS per mile for use of their personal cars while on assignments if a school vehicle is not available.

E. Compensation shall be in bi-weekly pay periods in accordance with the district-wide payroll and time clock procedures.

F. Longevity – For continuous years of service as employees of Alma Public Schools a longevity allowance shall be granted as per Appendices A, B, and C.

G. In the event of an inadvertent error in the application of rates of pay, correction of the error will be added to or deducted from the employee's pay retroactively, but not to exceed ninety (90) calendar days.

H. If by the expiration date, a successor agreement has not been reached, pay is retroactive upon ratification of the New Master Agreement.

I. In the event that minimum wage increases above any wages listed, both parties agree to meet to negotiate new wages for the categories affected.

ARTICLE 26 – HEALTH BENEFITS

A. The Board agrees to offer health benefits under the terms set forth in this Article.

B. The Board shall establish, pursuant to Section 125 of the Internal Revenue Code and any other applicable status, rules, and/or regulations, a "cafeteria" benefit plan which, upon proper application by the employee shall offer eligible employees a choice of benefits as follows:

1. Payment by the Board toward the cost of health insurance in an amount of up to:

Classification	2026-27 Monthly
Single	$661.84
Two-person	$1,384.12
Full family	$1,805.03

*Board paid monthly health insurance rates will be at the state hard-cap amount beginning on January 1st of each calendar year. If the state removes hard-cap amounts, the district will continue at the most recent current board-paid contribution amount until January 1st, and then increase board-paid amounts by 3% until/unless a new agreement between the AESPA and Board is reached. Negotiations for this purpose will begin within 30-days of the date of effectiveness.

The benefit levels above are for "regular full-year employees." Employees electing a health insurance plan shall elect in an open enrollment period between the 4 plan options:

Option 1: Health benefit plan (MESSA Choices - $500/1,000 deductible, 0% Coinsurance, Saver Rx).

Option 2: Health benefit plan (MESSA Choices - $500/1,000 deductible, 20% Coinsurance, 3 Tier Rx).

Option #3: Health benefit plan (MESSA ABC Plan1 - $2,000/4,000 deductible, 0% Coinsurance, 3 Tier Rx).

Option #4: Health benefit plan (MESSA Essentials - $375/750 deductible, 20% Coinsurance, EbM Rx).

C. Prorated health benefits: Regular full-year employees working less than 40 hours but not less than 20 hours per week will have benefits prorated

based on 2,080 annual hours. Employees working less than 20 hours per week are not eligible for these benefits.

Newly created, regular full-year positions, (since July 1, 2012) scheduled less than 30 hours a week, will not be eligible for health benefits.

Regular school-year employees working less than 40 hours, but not less than 20 hours per week, will have benefits prorated based on 1,456 annual hours. Hours worked for this calculation will be based on the greater of the prior year's actual hours worked or the current year scheduled hours.

Regular school-year employees hired after June 30, 2002 will have the proration of benefits based on 2,080 annual hours.

School year employees hired after June 30, 2009, who averaged 30 hours or more per week during the District's (ACA) measurement period, will be offered the health plan in article 26.B.1. The board paid amount will be "single coverage" only. Employee may buy up for employee-dependent and family coverage.

D. If an employee selects a benefit the cost of which exceeds the amount contributed by the Board, the employee shall be responsible for such additional cost. The employee may make payment of such additional cost through a salary reduction agreement.

Staff who are school-year employees (10 months) must pay the entire cost of the co-payment for twelve months during the ten months they receive a paycheck.

E. No employee shall be insured, either as primary insured or as a dependent, under more than one health insurance plan sponsored by Alma Public Schools.

F. The Board agrees to provide benefits within the underlying rules and regulations as set forth by the insurance carrier in the Master Contract held by the policy holder.

G. It shall be the responsibility of the employee to inform the Board of any changes in his/her status that may affect his/her insurance status.

ARTICLE 27 – DENTAL/VISION BENEFITS

A. The Board agrees to offer dental and vision benefits under the terms set forth in this Article.

B. The Board shall establish, pursuant to Section 125 of the Internal Revenue Code and any other applicable status, rules, and/or regulations, a “cafeteria” benefit plan which, upon proper application by the employee, shall offer eligible employees a choice of benefits as follows:

1. The Board shall pay one hundred (100%) percent of the dental/vision premiums for single two-person and full family coverage for 12 month employees.

2. Current plans for Delta Dental 90/80/70: $1,000 or BCBS Dental plan with same benefit level, and VSP2.

The benefit levels above are for “regular full-year employees.”

C. Prorated Benefits: Regular full-year employees working less than 40 hours but not less than 20 hours per week will have benefits prorated based on 2,080 annual hours.

Regular school-year employees working less than 40 hours, but not less than 20 hours per week, will have benefits prorated based on 1,456 annual hours. Hours worked for this calculation will be based on the greater of the prior year’s actual hours worked or the current year’s scheduled hours.

Regular school-year employees hired after June 30, 2002 will have the proration of benefits based on 2,080 annual hours. Anyone employed (including subs) prior to July 1, 2002 will be grandfathered in under the existing 1,456 proration.

In lieu of prorated coverage, regular full-year and regular school-year employees working less than 40 hours but not less than 20 hours per week may elect single coverage for which the Board shall pay one hundred (100%) percent of the dental/vision premiums. Employees who desire employee-dependent or family coverage may elect it paying the lesser of either the buy up amount from single coverage or the amount they would pay under their hourly proration.

MESSA dental and vision coverage is mandatory. Members in this group will be able to opt out of dental and/or vision coverage if they are able to provide credible proof of coverage through another source.

Employees working less than 20 hours per week are not eligible for these benefits.

D. If an employee selects a benefit the cost of which exceeds the amount contributed by the Board, the employee shall be responsible for such

additional cost. The employee may make payment of such additional cost through a salary reduction agreement.

Staff who are school-year employees (10 months) must pay the entire cost of the co-payment for twelve months during the ten months they receive a paycheck.

E. No employee shall be insured, either as primary insured or as a dependent, under more than one dental/vision insurance plan sponsored by Alma Public Schools.

F. The Board agrees to provide benefits within the underlying rules and regulations as set forth by the insurance carrier in the Master Contract held by the policy holder.

G. It shall be the responsibility of the employee to inform the Board of any changes in his/her status that may affect his/her insurance status.

ARTICLE 28 – LIFE INSURANCE

A. Upon proper application by the employee, the board agrees to pay the premiums on a term life insurance policy of $20,000 including a matching accidental death and dismemberment coverage, for each eligible employee.

ARTICLE 29 – LONG TERM DISABILITY

A. The Board agrees to provide each eligible employee with a long-term disability insurance program.

1. Benefits up to 70% of contractual salary to take effect sixty (60) non-consecutive work days from the first date of disability; said benefits would continue for one year.

2. Benefits shall continue beyond the first year at the rate of sixty (60) percent of the contractual salary of the year in which the disability occurred, but not beyond the age of 65.

3. The 70% and 60% guarantee shall be inclusive of all other benefits forthcoming to the employee under another section of this contract or from Social Security or other statutory benefits.

   a. Employees shall be carried as “active” during the first year in which they begin receiving disability benefits. They shall have the right to immediate return when physically able. All contract benefits except salary shall accrue as if the employee were on the job,

working. Salary shall be in accordance with the salary payment provisions of the insurance carrier. If an employee receives benefits under both Article 29 and Article 30 for the same injury, they will be carried as “active” for only the first year of the injury.

b. Employees remaining in disability for the second year shall be placed on a Medical Leave of Absence for a period of up to one year. No contractual benefits shall accrue except for the salary payments as provided by the insurance carrier. Fringe benefits may be continued by the employee on a contributory basis, provided it is approved by the carrier. The employee shall be entitled to reinstatement to the first available position for which he/she is qualified, subject first to the provisions of the current collective bargaining agreement.

c. An employee remaining on disability for the third year may lose all re-employment rights at the discretion of the Board of Education.

d. Prior to returning to active status, a person who has received disability benefits shall be required to provide the district with a doctor’s certificate.

ARTICLE 30 – WORKER’S COMPENSATION

A. It is agreed and understood that any person who is disabled by virtue of any injury incurred while on the job, and therefore, eligible for Worker’s Compensation, may supplement the Worker’s Compensation received by receiving sick leave benefits and applying the same while he is out on Worker’s Compensation injury in order to make up the difference between the Worker’s Compensation paid and his regular rate of pay. The sick leave in such instances shall be paid on each pay day until exhausted or until terminated by the employee on notice.

1. Employees shall be carried as “active” during the first year in which they begin receiving workers compensation benefits. They shall have the right to immediate return when physically able. All contract benefits except salary shall accrue as if the employee were on the job, working. Salary shall be in accordance with the salary payment provisions of the insurance carrier. If an employee receives benefits under both Article 29 and Article 30 for the same injury, they will be carried as “active” for only the first year of the injury.

2. Employees remaining on workers compensation for the second year shall be placed on a Medical Leave of Absence for a period of up to one year. No contractual benefits shall accrue except for the

salary payments as provided by the insurance carrier. Fringe benefits may be continued by the employee on a contributory basis, provided it is approved by the carrier. The employee shall be entitled to reinstatement to the first available position for which he/she is qualified, subject first to the provisions of the current collective bargaining agreement.

3. An employee remaining on Workers Compensation for the third year may lose all re-employment rights at the discretion of the Board of Education.

4. Prior to returning to active status, a person who has received Workers Compensation benefits shall be required to provide the district with a doctor's certificate.

ARTICLE 31 – UNIFORM ALLOWANCE

A. The Board agrees to provide uniforms and laundry service for each employee. The service shall provide at least five changes of uniform per week. If appropriate for job duties, the Board shall provide each employee with a coat or jacket and shall pay for its cleaning as appropriate.

B. The Board and A.E.S.P.A. Committee agree to consult annually with the employees in each department concerning the particulars of color, style, fabric and other features of the uniforms. Right of final decision remains with the Board.

C. Employees will wear said uniforms in a neat and clean manner at all times. In the event that an employee has a significant change in size, the Board will replace uniform pieces as needed in a timely manner up to two times per year. The employee will be responsible for the cost of the change for requests beyond the second change.

D. Food service workers will receive up to $200 per year uniform allowance. Employees will be reimbursed for uniform expenses by providing receipts of purchase.

E. During the student summer break and on Fridays, employees may wear shirts with the Alma Public Schools icon, insignia, or school logo.

ARTICLE 32 – RETIREMENT/DEATH BENEFIT

A. Eighty (80) percent of the accumulated unused sick leave shall be paid upon retirement or death of an employee to the beneficiary at the prevailing rate, not to exceed three hundred eighty four hours (480 hours x 80% = 384 hours) total payment.

ARTICLE 33 – MISCELLANEOUS PROVISIONS

A. Copies of the Agreement shall be prepared as soon as possible after signing. One copy shall be given to each employee and ten (10) copies to the Union.

B. Employees who are holding less than 12-month jobs and do not normally work between two successive academic years, or terms, for the Alma Public Schools, shall provide in writing to the Board a home mailing address prior to leaving at the end of the term. It will further be the employee's responsibility to notify the supervisor of any change of address during the period between terms in writing. If an employee fails to notify the Board of his intent to return to work within five (5) calendar days of the date of mailing of the notice, or if he fails to return to work within five (5) calendar days of the date of mailing of the notice, or if he/she fails to return to work within five (5) calendar days from the date of return as set forth in the notice, he/she shall be considered a quit.

C. The Board shall provide each employee with a pass which shall admit the employee and one other person to all home athletic events sponsored by Alma Public schools.

ATTENDANCE INCENTIVES

A. A payment of up to $400.00 will be paid to each employee who has perfect attendance while school is in session. Perfect attendance shall be monitored and awarded within three (3) trimesters. Funeral, jury court subpoena, Family and Medical Leave Act, Earned Sick Time Act, and military leave absences, and absences due to leave granted by the District as a reasonable accommodation under the Americans with Disabilities Act, are not counted as absences for purposes of the attendance incentive.

1. 1st Trimester Period = $100.00
2. 2nd Trimester Period = $100.00
3. 3rd Trimester Period = $100.00

B. An employee earning perfect attendance in all three trimester periods shall receive an additional $100.00 at the end of the school year.

C. An employee with one full absence or less in a measurement period is eligible for an Outstanding Attendance incentive of $75.00.

ARTICLE 34 – CONTINUITY OF OPERATIONS

A. The Union agrees that it will not, during the period of this Agreement, directly engage in or assist in any strike action.

B. The Board agrees that it will not, for the duration of this Agreement, impose a lockout upon the Union.

C. Michigan law allows an emergency financial manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act. Provisions required by this subsection are prohibited subjects of bargaining under this act.

ARTICLE 35 – WORKING CONDITIONS

A. Subject to the limitations of this Agreement, the Board shall continue to set standards of services, issue supplies, materials tools, and equipment necessary to complete the assigned duties.

B. Tools, equipment and materials utilized by employees shall conform to MIOSHA standards.

C. Employees observing a safety hazard on the property shall report it immediately in writing to their immediate supervisor. All employees are responsible to comply with the provisions of MIOSHA.

D. Supervisory employees and other employees not covered by the bargaining unit shall not perform work which is normally performed by the bargaining unit except in case of emergency, or when there are no other employees in the bargaining unit available or for instructional purposes or in aid or help of employees within the bargaining unit.

ARTICLE 36 – NEGOTIATION PROCEDURE

A. This Agreement may be extended only by mutual written consent of both parties. It is further agreed that this Agreement shall continue in full force and effect until June 30, 2030.

    1. Addendum: As of the date of signing of this document, it is agreed that this negotiation has been completed.

B. Both parties agree to enter into negotiations on a new Agreement on wages, hours and working conditions at least ninety (90) days prior to the expiration date of this Agreement.

C. This Agreement shall constitute the full and complete commitments between both parties and may be altered only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

D. When a new job within the unit is established, the Board shall notify, in writing, the president of the Union of the classification title, job description, and the proposed rate. Thereafter the Union may accept these terms in writing within ten (10) days or request a meeting to discuss and resolve any differences. Any new rate arrived at after negotiations shall become effective as of the date of determination.

E. Notice of contract negotiations: Notice shall be in writing and shall be sufficient, if sent by certified mail, addressed, if to the Union, to the president of the local; and if to the Board, addressed to Alma Public Schools, 1500 Pine Avenue, Alma, Michigan 48801; or to any such address as the Union or the Board may make available to each other.

ARTICLE 37 – EXTENT OF AGREEMENT

A. This Agreement supersedes and cancels all previous Agreements, verbal or written or based on alleged district practices between the district and its employees or the Union and constitutes the entire Agreement between the parties.

B. If any provision of this 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 be void except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

ARTICLE 38 – DURATION OF AGREEMENT

A. This Agreement shall be effective July 20, 2026**,** and shall continue in effect until June 30, 2030. This Agreement, together with all the terms, conditions and effects thereof, shall expire on the date indicated.

The bargaining teams agree to meet on a mutually convenient date in January of each school year for the purpose of articulation of the Agreement and discussion of related working conditions.

B. This Agreement is signed this _____day of _____, 2026.

ALMA PUBLIC SCHOOLS	ALMA EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION
_____	_____
President, Board of Education	President, Alma Support Association
_____	_____
Secretary, Board of Education	Representative, Alma Support Assoc.
_____	_____
Superintendent, Alma Public Schools	MEA UniServ Director
_____	_____
Date	Date

APPENDIX A – RATE OF PAY

Rates of Pay

MAINTENANCE/CUSTODIAL

A. Maintenance Specialist – shall have the ability to perform all the skills defined in the general maintenance position; shall have State of Michigan license in at least one of the following: electrical, mechanical, plumbing, HVAC, or have earned a Bachelors or Associates Degree and have at least 3 years of related work experience. The maintenance specialist will assist with prioritization of work orders and projects and may be called upon to lead and coordinate and inspect the work of contract crews and meet with contractors. Provide support during emergencies.

	3%	**2%**	**3%**	**3%**
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$23.35	$23.82	$24.53	$25.27
2	$23.94	$24.42	$25.15	$25.90
3	$24.49	$24.98	$25.73	$26.50
4	$26.44	$26.97	$27.78	$28.61
After 5 years (6%)	$28.03	$28.59	$29.44	$30.33
After 10 years (7%)	$28.29	$28.86	$29.73	$30.62
After 15 years (8%)	$28.56	$29.13	$30.01	$30.91
After 20 years (9%)	$28.82	$29.40	$30.28	$31.19
After 25 years (10%)	$29.09	$29.67	$30.56	$31.48

B. General Maintenance –shall have acquired significant skills by experience in various fields of mechanics, electricity, auto mechanics, carpeting, painting, welding, pipe fitting, grounds, etc. and have the ability to assist in work order prioritization as well as provide support during emergencies. Maintain a clean and orderly work area.

	3%	2%	3%	3%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$17.25	$17.60	$18.13	$18.67
2	$17.81	$18.16	$18.71	$19.27
3	$18.36	$18.73	$19.29	$19.87
4	$18.93	$19.31	$19.89	$20.49
After 5 years (6%)	$20.06	$20.47	$21.08	$21.71
After 10 years (7%)	$20.25	$20.65	$21.27	$21.91
After 15 years (8%)	$20.45	$20.85	$21.48	$22.12
After 20 years (9%)	$20.63	$21.04	$21.67	$22.33
After 25 years (10%)	$20.82	$21.23	$21.87	$22.53

C. Lead Custodian – A custodian who works as a custodian and coordinates and/or supervises the work of other custodians in the building. (Full time lead positions to be posted; temporary lead positions may be appointed from among the custodians in the affected building.)

2026-30
Additional
$.75/hr added to
Regular rate
If assigned

One lead custodian per building.

D. Custodian/General Maintenance – generally custodial work including mopping, waxing, sweeping, etc.: may be assigned general maintenance tasks.

	2%	2%	3%	4%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$15.67	$15.98	$16.46	$17.12
2	$16.37	$16.70	$17.20	$17.89
3	$17.06	$17.41	$17.93	$18.65
4	$17.76	$18.11	$18.66	$19.40
After 5 years (6%)	$18.82	$19.20	$19.77	$20.56
After 10 years (7%)	$19.00	$19.38	$19.96	$20.76
After 15 years (8%)	$19.18	$19.56	$20.15	$20.95
After 20 years (9%)	$19.36	$19.75	$20.34	$21.15
After 25 years (10%)	$19.53	$19.92	$20.52	$21.34

E. Shift premium - $ **.50** per hour, applies to second and third shifts per Article 10, paragraph B.

F. Level of Progression – applies to all bargaining unit employees:

G. Substitutes - If an employee substitutes for twenty (20) consecutive days in the same position, they will receive pay according to the Alma AESPA Master Agreement salary schedule, (including the shift differential premium stipend), beginning on day twenty-one (21).

An employee taking a transfer to, or accepting a job in another department shall be allowed up to four years of credit for pay purposes for other service to the district. This applies for wages schedule purposes only and does not affect departmental seniority.

Example: An employee with six years' experience as a bus driver accepts a job in cafeteria. The employee would be on the 4 year step for pay purposes in cafeteria. Cafeteria seniority would begin from the date when the employee begins work in cafeteria.

Example: An employee with eleven years' experience as a custodian accepts a job in maintenance. The employee would be on the 4 year step for pay purposes in maintenance. Maintenance seniority would begin from the date when the employee begins work in maintenance.

The Board may allow up to four years' experience credit for relevant employment experience outside the district. The Board must first discuss its intentions to do so with representatives of the Union.

H. On-Call Premium

1. During the term of the Agreement, those employees who accept on-call assignments shall be paid $40.00 for a weekend period of $20.00 for a holiday.

2. Additionally, employees will be paid at the employees' regular rate for actual work and call outs as established in Article 15 of this Agreement. Such assignments are to be rotated, to the extent practicable, equally among the employees affected.

3. In the event it cannot fulfill its requirements for on-call coverage, the District will assign workers as required and rotate the on-call coverage, to the extent practicable equally among the qualified employees in the district.

4. The District will post on-call schedules at reasonable intervals. Those qualified workers who prefer not to accept such assignments shall so indicate to their supervisors within ten (10) days of such posting.

5. Qualified employees may trade or give up scheduled On-Call assignments with other qualified employees by requesting approval by the Maintenance Director at least one week prior to the assignment.

6. Employees who are on-call on a designated District holiday as set forth in Article 23 of this Agreement, (except floating holidays), shall be given an additional four (4) hours of vacation time. This four (4) hours of vacation time may be utilized according to the principles in Article 24 of this Agreement.

7. Qualified employees: Full time, regular year employees working under the Maintenance Specialist or General Maintenance classification.

8. Response time: The On-Call employee is expected to be able to report to the work location within an hour's time.

9. On-Call Periods: A weekend (3:30 p.m. Friday through 6:00 a.m. Monday) or a paid holiday that falls during the workweek (Monday – Friday 3:30 p.m. the day before to 6:00 a.m. the following day)

APPENDIX B – RATE OF PAY

Rates of Pay

TRANSPORTATION DEPARTMENT

A. Bus Drivers/Floater

Regular Route Driver-a bargaining unit position to drive a regular morning and afternoon route.

Transportation Floater-a bargaining unit position to drive as a sub for regular routes or ride on bus routes assigned by the Transportation Director. This position is a school year position with a minimum of 2 hours per day.

Transportation Trip Driver-a bargaining unit position to drive as a sub for regular routes and to drive extra trips that conflict with regular route times. This position is an “on call as needed basis” with no regularly scheduled times.

	1%	2%	3%	4%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$18.32	$18.70	$19.27	$20.05
2	$18.88	$19.26	$19.85	$20.66
3	$19.44	$19.84	$20.45	$21.27
4	$20.00	$20.41	$21.03	$21.88
After 5 years (6%)	$21.20	$21.63	$22.29	$23.19
After 10 years (7%)	$21.40	$21.84	$22.51	$23.42
After 15 years (8%)	$21.60	$22.05	$22.72	$23.64
After 20 years (9%)	$21.80	$22.24	$22.92	$23.85
After 25 years (10%)	$22.00	$22.45	$23.13	$24.07

Bus Trip Driver	$17.76	$18.12	$18.67	$19.43

B. Mechanic

Must have a license for certified mechanic and a driver's license. High School diploma and one to three years related experience and/or training preferred.

C. Mechanic II

Length of Service	2023-24	2024-25	2025-26
Starting	$15.42	$15.88	$16.20
1 year	$15.94	$16.42	$16.75
2 years	$16.46	$16.95	$17.29
3 years	$16.97	$17.48	$17.83
4 years	$17.49	$18.02	$18.38
After 5 years (6%)	$18.54	$19.10	$19.48
After 10 years (7%)	$18.72	$19.28	$19.66
After 15 years (8%)	$18.89	$19.46	$19.85
After 20 years (9%)	$19.07	$19.64	$20.03
After 25 years (10%)	$19.24	$19.82	$20.21

Mechanic I

	1%	2%	3%	4%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
0	$34.34	$35.03	$36.08	$37.52
1	$35.00	$35.70	$36.77	$38.24
2	$35.65	$36.37	$37.46	$38.96
3	$36.31	$37.04	$38.15	$39.67
4	$36.97	$37.71	$38.84	$40.39
After 5 years (6%)	$39.19	$39.97	$41.17	$42.82
After 10 years (7%)	$39.55	$40.34	$41.55	$43.22
After 15 years (8%)	$39.93	$40.72	$41.95	$43.62
After 20 years (9%)	$40.29	$41.09	$42.33	$44.02
After 25 years (10%)	$40.66	$41.48	$42.72	$44.43

APPENDIX C – RATE OF PAY

Rates of Pay

CAFETERIA

A. Unit Leader

2026-30
Additional
$.75/hr added to
regular rate
If assigned.

B. Cook

	11%	2%	3%	4%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$15.84	$16.16	$16.64	$17.31
2	$16.69	$17.03	$17.54	$18.24
3	$17.54	$17.89	$18.43	$19.16
4	$18.37	$18.74	$19.30	$20.07
After 5 years (6%)	$19.47	$19.86	$20.45	$21.27
After 10 years (7%)	$19.66	$20.05	$20.65	$21.48
After 15 years (8%)	$19.84	$20.23	$20.84	$21.67
After 20 years (9%)	$20.02	$20.42	$21.04	$21.88
After 25 years (10%)	$20.20	$20.61	$21.22	$22.07

C. Food Delivery/Van Driver Position

	6%	2%	3%	4%
Length of Service	**26-27**	**27-28**	**28-29**	**29-30**
1	$15.61	$15.93	$16.40	$17.06
2	$16.41	$16.74	$17.24	$17.93
3	$17.14	$17.48	$18.01	$18.73
4	$17.97	$18.33	$18.88	$19.63
After 5 years (6%)	$19.05	$19.43	$20.01	$20.81
After 10 years (7%)	$19.23	$19.61	$20.20	$21.01
After 15 years (8%)	$19.41	$19.80	$20.39	$21.21
After 20 years (9%)	$19.59	$19.98	$20.58	$21.40
After 25 years (10%)	$19.77	$20.16	$20.77	$21.60

APPENDIX D – JOB BID FORM

Alma Educational Support Personnel, MEA/NEA
JOB BID FORM

Job Title: _____

Assignment Hours: _____

Job Posting Date: _____

Job Posting Down: _____

Applicant's Name: _____

Today's Date: _____

Statement of your qualifications for this position:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Return this form to the supervisor of the department for which this job is posted. You may be asked for further information and/or a resume'.

APPENDIX E – GRIEVANCE PROCEDURE

A. Definition

A grievance is a claim by an employee or the Union that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement. The grievance procedure shall be the exclusive method for resolving such disputes.

B. Informal Resolution

Prior to filing a formal grievance, an employee shall discuss the matter with the employee's immediate supervisor in an effort to resolve the concern informally.

The informal discussion shall be documented. If the matter is not resolved informally, the grievant may proceed to Step 1 of the grievance procedure.

An informal resolution must be attempted before the formal grievance procedure is activated.

C. Formal Grievance Procedure

A grievance must be presented by the aggrieved employee through the employee's department steward to the employee's immediate supervisor within ten (10) work days after the alleged violation occurred or within ten (10) work days after the employee reasonably should have become aware of the alleged violation.

Failure to file within the prescribed timeline shall constitute a waiver of the grievance.

The grievant, steward/representative, and, at the grievant's request, the Association President or Vice President may be present during grievance meetings.

Step 1 – Written Grievance

The grievance shall be submitted in writing on the mutually agreed-upon grievance form and shall include:

1. Name of the grievant.
2. Department and immediate supervisor.
3. A concise statement of facts giving rise to the grievance.

4. The specific provision(s) of this Agreement alleged to have been violated.
5. The date(s) of the alleged violation.
6. The remedy requested.
7. Signature of the grievant.

Within ten (10) work days after receipt of the grievance, the immediate supervisor shall meet with the grievant, if requested, and provide a written response including the reasons for the decision. Copies shall be provided to the grievant and the Association.

Any grievance resolved at this step shall be documented and signed by the parties. Such resolution shall not constitute precedent unless expressly agreed to in writing.

Step 2 – Superintendent

If the grievance is not satisfactorily resolved at Step 1, the grievant or the Association may appeal the grievance in writing to the Superintendent within ten (10) work days of receipt of the Step 1 response.

The Superintendent or designee shall meet with the grievant and Association representatives within ten (10) work days of receipt of the appeal.

The Superintendent shall issue a written decision within ten (10) work days following the meeting.

Any grievance resolved at this step shall be documented and signed by the parties. Such resolution shall not constitute precedent unless expressly agreed to in writing.

Step 3 – Board of Education

If the grievance remains unresolved, the Association may appeal the grievance to the Board of Education within ten (10) work days following receipt of the Superintendent’s decision.

The Board or its designated representatives shall meet with Association representatives within ten (10) work days of receipt of the appeal.

The Board shall issue a written decision within ten (10) work days following the meeting.

Step 4 – Arbitration

If the grievance remains unresolved after Step 3, the Association may submit the grievance to arbitration by providing written notice to the Superintendent within thirty (30) calendar days following receipt of the Board's decision.

The parties shall attempt to mutually select an arbitrator within ten (10) calendar days. If the parties are unable to agree, either party may request arbitration through the American Arbitration Association pursuant to its rules.

1. The arbitrator's authority shall be limited to interpreting and applying the express provisions of this Agreement.
2. The arbitrator shall have no authority to add to, subtract from, modify, or amend any provision of this Agreement.
3. The arbitrator shall have no authority to substitute his or her judgment for that of the Board in matters where discretion is granted to the Board by this Agreement or by law.
4. The arbitrator shall not award punitive damages, attorney fees, or any remedy contrary to law or this Agreement.
5. The decision of the arbitrator shall be final and binding upon the parties.
6. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.

D. Release Time

When participation in grievance meetings is required during scheduled work hours, employees shall be released without loss of pay. Whenever practical, grievance meetings shall be conducted outside normal working hours.

E. Representation

No employee shall be required to meet with an administrator concerning a formal grievance without the opportunity for Association representation.

F. Time Limits

The time limits established in this procedure shall be strictly observed.

Failure of the grievant or Association to file or appeal a grievance within the specified timelines shall constitute acceptance of the last decision rendered and shall permanently waive the grievance.

Failure of the District to respond within the specified timelines shall permit the grievant or Association to proceed to the next step of the procedure.

G. Burden of Proof

The burden of proving the allegations of the grievance shall rest with the grievant and/or the Association.

I. Definitions

For purposes of this procedure:

- "Work Day" shall mean any day the District administrative offices are open for business.
- "Association" shall mean the Alma Educational Support Personnel Association.

ALMA EDUCATIONAL SUPPORT PERSONNEL. MEA/NEA
GRIEVANCE FORM

Grievance # _____ Date filed: _____

Name of Grievant: _____ Dept. _____

Association Representative: _____

Date Grievance Occurred: _____

Contract Section(s) Violated:

_____

_____
_____
_____
_____
_____
_____
_____
_____

Statement of Grievance

_____
_____
_____
_____
_____
_____
_____
_____

(Use additional sheet if necessary)

Relief Sought:

_____
_____
_____
_____
_____

_____
Signature of Grievant

ALMA EDUCATIONAL SUPPORT PERSONNEL, MEA/NEA
GRIEVANCE FORM
STEP TWO – RESPONSE FROM SUPERVISOR

A. Date of meeting: _____

B. Disposition by Supervisor

_____
_____
_____
_____
_____
_____

_____
Signature of Supervisor & Date

STEP THREE – SUPERINTENDENT

A. Date of meeting: _____

B. Disposition by Superintendent

_____
_____
_____
_____
_____

_____
Signature of Superintendent & Date

STEP FOUR – BOARD OF EDUCATION

A. Date of meeting: _____

B. Disposition by Board of Education

_____
_____

_____

_____

_____

_____

_____
Signature of President of the Board of Education & Date

APPENDIX F – TIME CLOCK PROCEDURES

The purpose of this procedure is to establish uniform procedures for all employees required to use the District's online time clock system and to ensure that employees understand their responsibility for accurately recording time worked.

A. All employees using the online time clock system will:

1. Clock in on or before each assigned work shift and clock out on or after each assigned work shift using the District's approved online time clock system.

2. In the case of clocking in after the scheduled start time, paid time will round down if the employee is three minutes late but post normal time otherwise.
Example: If an employee's shift begins at 7:10 and the employee clocks in at 7:13, paid time begins at 7:10. If the employee clocks in at 7:14, then paid time begins at 7:14.

3. Receive pay for time worked before or after a regular shift only if the time is approved by the supervisor in the online time clock system. Examples: Employee is called in early for extra work, delayed by bus breakdown, emergency run, or other supervisor-approved reason.

4. Report for work on time and complete the assigned shift as scheduled.

5. Obtain supervisor approval in order to make up time at the end of the day due to late arrival at the beginning of the work shift. Any such adjustment must be documented and approved in the online time clock system.

6. Clock out on time, as established by the employee's work schedule, at the close of the work shift unless directed or authorized by a supervisor to work beyond the scheduled shift.

7. Clock out and back in for the lunch period as determined by the work schedule, or whenever leaving the job site for non-work-related reasons. Exceptions may be made by the supervisor. Any reduction or extension of the lunch period requires supervisor approval and must be approved in the online time clock system.

8. Review their recorded time for accuracy during each pay period and promptly report any missed punches, errors, or needed corrections to their supervisor.

9. Clock in and out for all overtime that is worked. Overtime must be authorized by a supervisor. If an employee is covering work responsibilities outside normal working hours and is required to report directly to a work site, the employee must record the time in the online time clock system and provide an explanation for supervisor review and approval.

10. Do not clock in or out for another employee. Employees are responsible for recording only their own time. Clocking in or out for another employee, or asking another employee to do so, may result in disciplinary action.

11. Use only the District-approved method of accessing the online time clock system. Employees must not alter, falsify, or intentionally misrepresent time records.

12. Notify their supervisor as soon as possible if they are unable to clock in or out due to a system issue, forgotten login, lack of access, or other technical problem. The employee will be required to fill out a missed punch/change request form.

13. Submit any required time correction requests in a timely manner and include the reason in the missed punch/change request form. All corrections must be reviewed and approved by the supervisor before payroll is processed.

APPENDIX G – REQUEST FOR SUBSTITUTE WORK CONSIDERATION

_____ - School Year

Employee Name: _____

Department Normally Worked: _____

During **days when school is normally in session**, I would like to be considered for substitute work in the following department(s): **Circle all departments that apply**.

Food Service	Hours Available	_____
Custodial	Hours Available	_____
Transportation	Hours Available	_____
Maintenance	Hours Available	_____

During **Christmas Break**, I would like to be considered for substitute work in the following department(s): **Circle all departments that apply**.

Custodial	Hours Available	_____
Maintenance	Hours Available	_____

During **Spring Break**, I would like to be considered for substitute work in the following department(s): **Circle all departments that apply**.

Custodial	Hours Available	_____
Maintenance	Hours Available	_____

During **Summer Break**, I would like to be considered for substitute work in the following department(s): **Circle all departments that apply**.

Food Service	Hours Available	_____
Custodial	Hours Available	_____
Transportation	Hours Available	_____
Maintenance	Hours Available	_____

Phone number where I can be reached:

_____ During what hours?_____
_____ During what hours?_____

Other information:

_____
_____
_____
_____

Signature: _____
Date submitted: _____

LETTER OF UNDERSTANDING
BETWEEN
ALMA PUBLIC SCHOOLS
AND THE
ALMA EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION, MEA/NEA

The Alma Public Schools and the Alma Educational Support Personnel Association, MEA/NEA have mutually agreed upon the following regarding temporary vacancies of thirty (30) days or longer duration:

Temporary Vacancies

1. When a temporary vacancy of thirty (30) days or longer is posted, bargaining unit members within a department may apply for said position. Should the bargaining unit member be granted the temporary position, said bargaining unit member's original position shall be filled by a sub for the duration of the temporary vacancy. Upon conclusion of the temporary vacancy bargaining unit member shall return to his/her original position with no loss in seniority.

2. If no bargaining unit member within the department applies for said temporary posting, any bargaining unit member within the district may apply.

   a. If the temporary position is granted to a ten-month employee, said employee shall give up his/her current position. Said employee's current seniority earned in his/her original position shall be frozen. At the conclusion of the temporary position, bargaining unit member may return to original department when a position opens. Transportation employees would have to wait until a position is vacant or until the bidding at the beginning of the school year.

   b. If the temporary position is granted to a twelve-month employee, said employee shall have their current departmental seniority frozen until his/her return to the original position. Said employee's position shall be filled by a sub for the duration of the temporary vacancy. Upon conclusion of the temporary vacancy bargaining unit member shall return to his/her original position.

   c. If the temporary vacancy extends past the last school day of the school year, the subbed position will be made available to bargaining unit members for the summer period only. If still vacant at the start of school, the position will revert back to an outside substitute.

FOR THE BOARD:

/s/ **Stacey Luberda-Criner**

Date:

/s/

Date:

FOR THE ASSOCIATION:

/s/ **Belinda Pyle**

Date:

/s/

Date: