Agreement

between

Huron Intermediate

School District

and

Huron Intermediate

Support Staff

HISSA

July 1, 2026 – June 30, 2029

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AGREEMENT

This Agreement is entered into May 11th, 2026 between the Huron Intermediate School District (hereinafter referred to as the "Employer") and the Huron Intermediate Support Staff Association and MESPA (hereinafter referred to as the "Union").

ARTICLE I – PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, rate of pay, wages and hours of employment. Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed by law to reject, modify, or terminate the collective bargaining agreement as provided by law. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager. This clause is included in this Agreement because it is legally required by state law.

ARTICLE II – RECOGNITION – EMPLOYEES COVERED

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all employees of the Employer included in the bargaining unit described below; excluding day-to-day substitutes and all other substitutes employed for less than one hundred (100) working days in a given school year, supervisors, executive administrative assistants, accountants and all other employees.

Included in the bargaining unit are all special education paraprofessionals, Career/Technical Education paraprofessionals, HATC and HLC administrative assistants, custodians, and lead custodians.

ARTICLE III – EMPLOYER RIGHTS

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except for those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. 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, the equipment, the operations, and to direct the working forces and affairs of the Employer.

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

3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees (if above the employee's classification, such assignment will be temporary and of short duration), determine the size of the work force and to lay off employees so long as such action does not conflict with the seniority and layoff and recall provisions of this Agreement.

4. Determine the services, supplies, and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods of changes therein.

5. Adopt reasonable rules and regulations.

6. Determine the qualifications of employees, including physical conditions.

7. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, division**s** or subdivisions thereof, and the relocation or closing of offices, departments, divisions, or subdivisions, buildings or other facilities.

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

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

10. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.

The exercise of the foregoing powers, rights, duties and responsibilities by the Board and the adoption of policies, rules, regulation and practices in the

furtherance thereof, shall be the exclusive prerogative of the Board, except as otherwise limited by express provision of this Agreement.

ARTICLE IV – EMPLOYEE RIGHTS

A. Nothing contained herein shall be construed to deny or restrict any rights the employee may have under applicable state or federal law or constitution.

B. Any case of assault upon a Bargaining Unit Member shall be promptly reported to the Board. The Board will provide the Bargaining Unit Member with legal counsel or advise the individual of his/her rights and obligation with respect to such assault and shall promptly render all reasonable assistance to the Bargaining Unit Member in connection with handling of the incident by law enforcement and judicial authorities. Up to seven (7) days of time lost of a Bargaining Unit Member in connection with any incident mentioned in this Article shall not be charged against the Bargaining Unit Member's sick bank even though the regular gross earnings shall be maintained.

C. The Board shall reimburse Bargaining Unit Members for loss, damage, or destruction of clothing or personal property while on duty not to exceed one hundred fifty dollars ($150.00) per year with the exception of HATC paraprofessionals who will be provided with a one hundred seventy-five ($175.00) per year for uniforms and damaged clothing allowance.

1. The District will provide to the new custodians four (4) shirts, two (2) of which will be a polo style, and three (3) pair of slacks. The District will replace one (1) shirt and one (1) pair of slacks each year thereafter.

2. The District will provide one (1) pair of Carhart winter garments for each custodian to use. Said garments to be kept on site.

   In the event that a member's glasses are damaged in the course of performing their duties, the member shall use his/her insurance benefit to replace said glasses. Any outstanding balance not paid by the insurance will be paid for by the Board. New glasses will be equivalent to damaged pair, any upgrade will be paid for by the member. In the event that the member has used his/her insurance benefit for the year the Board will pay the cost to replace/repair the glasses. Glasses damaged in the course of performing his/her duties shall not be charged against the above mentioned allowance.

D. In the event a formal written complaint is made against any Bargaining Unit Member, the individual shall be given full information with respect thereto and with respect to an investigation conducted by the Board. The employee may submit a brief explanation in the form of a notation regarding said complaint and the same shall be attached to the file copy and the material in question.

E. An employee shall be entitled, at the employee's request, to have present a representative of the Bargaining Unit when being reprimanded or disciplined for any infraction of the rules or delinquency in professional performance. Whenever the possible discipline is more severe than a reprimand, such representative may, at the employee's request, be a MEA staff representative.

F. The parties recognize the merits of progressive discipline. It is therefore agreed that progressive discipline shall be exercised and shall include, but not be limited to or necessarily to be the order listed; verbal warning, written warning-reprimand, suspension with or without pay, and discharge.

However, certain delinquencies, including, but not limited to, being under the influence of intoxicating beverages or drugs, or theft shall be just cause for immediate dismissal.

G. Each Bargaining Unit member shall be given a yearly status report reflecting: wage, accumulated sick leave, and date of hire. Sick leave shall be reported on the employee's check stub subject to computer ability to make this report.

H. All Bargaining Unit Members shall have full rights of due process, including, but not limited to, the right to confront his/her accuser, fair and competent representation, and a hearing prior to any action which may result in suspension, demotion or dismissal.

ARTICLE V – UNION RIGHTS

A. The Union and its representatives shall have the right to use the Board buildings at all reasonable hours for meetings which do not interfere with the functions of the regular program or previously scheduled activities. Such use will not occur between the hours of eight (8:00) AM and three (3:00) PM. The buildings will be provided at no charge, and it is stipulated that required forms will be filed with the appropriate building office in accordance with Board Policy.

B. The Union shall be permitted to transact official Union business in Board buildings at all reasonable times, provided that it shall not interfere with normal operations. This shall not be construed to mean meeting times.

C. The Board will provide space on existing bulletin boards in each building for the Union and its members for the purpose of posting local MEA vacancies, MEA Financial Services information, meeting notices and copies of this Agreement. Also, the bulletin board in the kitchen at the Intermediate School District Office building may be shared with the Union for the same purposes.

D. The Union shall be permitted use of reproduction equipment when such equipment is not otherwise in use. The Union shall pay for the reasonable cost of all materials and

supplies incidental to such use. This is for local Huron Intermediate Support Staff use only.

E. The Union shall be granted a total of two (2) days per year with pay with which to conduct its Union business. Notification of the use of such day(s) shall be seventy-two (72) hours prior to use.

F. The Board agrees to furnish to the Union in response to all reasonable requests all available public information and information necessary for the Union to process a grievance. The Union shall be responsible for research and computation of the above information.

ARTICLE VI – NO STRIKE CLAUSE

The Union and the Employer recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union and the Employer subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employee take part in any strike, slow down or stoppage of work, boycott or other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for disciplinary action, up to and including discharge.

ARTICLE VII – PAYROLL DEDUCTION

A. Payroll Deduction

1. Upon appropriate written authorization from the Bargaining Unit Member the Employer shall deduct from the wages of any such Bargaining Unit Member and make appropriate remittance for annuities, credit union, savings bond, charitable donations, or any other plans or programs jointly approved by the Union and the Employer.

ARTICLE VIII – MEDICAL INFORMATION

As a condition of continued employment, all employees required to do so, shall file with the office of the Superintendent of Schools, an official statement from a licensed physician or registered nurse which establishes freedom from communicable tuberculosis. This statement must be filed as provided by law and must be received by the office of the Superintendent not earlier than June 30th and not later than one (1) week after the first workday of the employee at the start of each school year in which the test is required.

ARTICLE IX – PROBATIONARY PERIOD

A. All new employees shall serve a ninety (90) days of actual work probationary period.

B. All probationary employees will be observed at least two (2) times during the probationary period. Feedback on the observation will be shared with the employee within five (5) working days.

C. A probationary employee cannot pursue a grievance involving his/her dismissal beyond the second step of the grievance procedure.

ARTICLE X – SENIORITY

A. Seniority shall be defined as the most recent date of hire by the District.

B. When employees complete the probationary period, they will be entered on the seniority list within classification and accumulation of seniority shall begin on the first working day excluding any time worked in the capacity of a substitute for the purpose of this Agreement. Seniority shall accrue within classification.

C. An employee shall lose his/her seniority when he/she retires, resigns or is terminated.

D. The Employer shall prepare and maintain the seniority list. A copy of the seniority list and annual revisions shall be furnished to the Union President in the fall of each year.

ARTICLE XI – WORKING HOURS

A. Excluding the one-half (1/2) hour unpaid lunch break, the normal working hours for employees, covered by this Agreement, shall be Monday through Friday as follows:

CLASSIFICATION	HOURS
HATC and HLC Administrative Assistants	7.5
Lead Custodial/Custodial	8.0
Special Education Paraprofessionals	7.0
Career/Technical Education Paraprofessionals	6.5

Afternoon shift hours will be determined by the Administration.

B. All full day employees shall receive two (2) fifteen (15) minute paid breaks – one (1) in the morning and one (1) in the afternoon. Each full day employee shall have a one-half (1/2) hour, unpaid, lunch break as scheduled by the Administration. A full day employee is an employee who is employed for a minimum of five point eight (5.8) hours per day. Employees who work a minimum of three and one-half (3 ½) hours per day shall receive one (1) fifteen (15) minute paid break period per day**.** Breaks will be incorporated into employee's regular work schedule as scheduled by Administration, in conjunction with the teacher.

C. Employees shall be paid for all hours beyond their normal work day during which they transport children.

D. The following shall apply to all overtime work:

1. Time and one-half will be paid for all hours worked over forty (40) hours in one (1) week**,** provided such overtime has been authorized by your direct supervisor before the overtime will occur.

2. Compensatory time off may be given instead of overtime pay only if mutually agreeable to the Employer and employee. Such compensatory time shall be at time and one-half.

3. The foregoing overtime provisions shall not apply to travel and attendance at conferences if the employee has requested and been granted authorization to attend said conference.

E. This ISD will adhere to state laws regarding the make-up of "Act of God" days. Act of God days will be determined by the Superintendent. Staff will be allowed six (6) full days of time off with pay for each employee's normal workday. If the state allowance falls below six (6), the staff allowance will also drop to match the reduced state allowance (increasing back up to six (6) but not to exceed six (6) if/when the state allowance increases). Days will be converted to hours based on each employee's work

schedule and will be added to employee's "Act of God" leave bank at the beginning of each fiscal year. It is the employee's responsibility to enter their Act of God time within the ISD's Skyward finance system within one-business day of the Act of God time occurring. No carryover of unused hours will occur. Due to the nature of their work, custodians may be required to work on Act of God day.

In the event "Act of God" days exceed the state allowance, staff will be paid for made-up days or hours as they are worked. Employees may access their paid time off (sick, personal, vacation) for days over the legislated allowable hour limit.

Virtual learning days are not considered "Act of God" days.

F. The Employer shall pay for the cost of a commercial driver's license or the renewal of a commercial driver's license required for the Bargaining Unit Member to perform his/her job or position.

G. Employees working in HISD constituent districts shall follow the work year calendar of the district in which he/she works. Employees interested in reconciling scheduling inequalities will reach out to their Supervisor by the 2nd Friday in September.

ARTICLE XII – WORKING CONDITIONS

A. The Employer will train employees to do each task expected of him/her.

B. 1. Special education paraprofessionals shall be responsible for the day-to-day activity of special education students assigned to their program unit. Since the special education teacher may be supervising more than one paraprofessional, each with their own program unit, it is not always possible for the teacher to be physically present in the classroom with the paraprofessional. However, the paraprofessionals must work under the general supervision of special education instructional personnel. The special education teacher is responsible for the content of the instructional program including the writing of annual goals and performance objectives for each special education student, for periodically reviewing the activities that are conducted by the paraprofessional, and periodically evaluating the student's performance.

2. Special education paraprofessionals shall also be responsible to reinforce curriculum and work experience delivered in community environments and vocational sites. While the supervising teacher remains responsible for content, reviewing of on-site activities, and student evaluations, they need not be present in the community environment and/or vocational site.

C. Employees may be required to transport children to and from school in an Intermediate owned vehicle.

D. Employees may be required to distribute or administer medication, perform catheterization, or tube feed with proper training by the school nurse and will be provided appropriate documentation forms, if needed. Any such employee required to provide such service in the course of their employment will be covered under the District's Liability Policies.

E. Notice of resignation must be submitted at least two (2) weeks before the resignation date.

ARTICLE XIII – TRANSFERS AND ASSIGNMENTS

A. The Board reserves unto itself the right to transfer and assign employees.

B. In situations where an employee transfer or reassignment will work an undue hardship upon such employee, the Employer agrees to give due consideration to the desire of the employee.

C. Custodians shall not be involuntarily transferred or assigned to a different shift unless a reduction in custodial workforce has occurred or a personnel conflict has arisen which could not be resolved by union/administration intervention. At that time, the least seniored custodian shall be transferred unless voluntary transfers, agreed upon by all custodians impacted by said voluntary transfers, can be arranged. The Administration shall make every effort to obtain substitute custodians and will develop a pool to accomplish this.

1. In the event of a short term absence, a custodian may be asked to work a different shift until a qualified sub can be obtained or trained. If feasible the least seniored custodian shall be the person changed.

ARTICLE XIV – VACANCIES, PROMOTIONS, JOB POSTINGS & BIDDING PROCEDURES

A. A vacancy shall be defined as a newly created position or a present position that is not filled, which the Board determines to fill. A position shall not be required to be posted if the position is temporarily not filled because of a leave of absence. All vacancies shall be posted on the District's website and notification sent to union President and Treasurer.

1. Postings shall set forth the minimum requirements for the position and expiration date of the posting.

2. Employees interested shall apply in writing within the posting period.

3. During the summer months between school ending and school beginning, all vacancies shall be posted in all buildings where employees are working.

4. Any employee that wishes to receive notice of summertime postings must leave three (3) self-addressed, stamped envelopes with the Superintendent.

    a. Failure to mail postings may not be grieved beyond the Superintendent's level of the grievance procedure.

B. All vacancies within the bargaining unit shall be filled in the following manner:

1. Internal and external applicants may be considered. The Employer will determine in its discretion who is the best qualified applicant.

    a. Should vacancies be filled by internal applicants, then resultant vacancies will be posted**.**

    b. Should these vacancies be filled by internal applicants, the above provision B. 1 of Article XIV shall be repeated.

C. Employees who accept a vacated position will have ten (10) working days beginning with the first day in the vacated position, to reconsider and return to his/her old position. The Employer will have the same ten (10) days as defined above to return the person to his/her original position with good reason. An informal, verbal evaluation will be given to an employee who accepts a vacated position between the 5th working day and the 10th working day in that new position.

ARTICLE XV – LAYOFF AND RECALL

A. It is hereby specifically recognized and agreed that it is within the sole discretion of the Employer to reduce the work force. Prior to a general reduction of the work force, the Employer agrees to notify the Union of the position(s) that are to be eliminated and the employees that are to be laid off.

LAYOFF PROCEDURE

B. In order to promote an orderly reduction in personnel the following procedure will be used according to classification:

1. Probationary employees will be laid off first, provided, however, there is a more senior employee of the same classification qualified to perform the duties of the position being vacated and/or continued.

2. Thereafter, employees having seniority shall be laid off in the inverse order of their seniority (i.e., the least senior employee on the seniority list being laid off first) provided there is a more senior employee of the same classification qualified to perform the duties of the position being vacated and/or continued.

3. In situations where there is no senior employee of the same classification with the qualifications necessary to fill the available position and/or replace the probationary or less senior employee, the more senior employee shall be laid off and the less senior or probationary employee continued in employment.

4. Employees and the Union shall be given no less than ten (10) work days advance notice of an impending layoff, except in the event of a strike, work stoppage or "Act of God," only one (1) day will be given.

RECALL PROCEDURE

C. When the work force is increased after a layoff, seniority employees will be recalled on the basis of seniority (i.e.: the more senior employee on the seniority list within classification being recalled first), except where the senior employee lacks the necessary qualifications to perform the duties of the open position. Changes in work experience, education certification, etc., while on layoff shall not affect the employee's ranking on the layoff list for the purpose of recall during the layoff period. Notice of recall shall be sent to the employee at his/her last official address (as reflected in the Employer's records) by registered or certified mail. If an employee fails to report for work within ten (10) work days of receipt of recall or fourteen (14) work days of mailing of notice of recall, whichever is earlier, or fails to notify the Employer of his/her intent to return on the date specified in the notice, he/she shall be considered as terminated. Employees on layoff shall retain their seniority for purposes of recall for a period of one (1) year. Any employee on layoff for more than two (2) years shall lose his/her seniority and any further rights under this Agreement.

ARTICLE XVI – PERSONNEL FILES & EMPLOYEE COMPETENCE

A. A Bargaining Unit Member shall have the right to review the contents of all records, excluding initial references, of the Board pertaining to said individual, originating after the initial employment, and to have a Union representative present at such review.

B. No material originating after the initial employment which is either evaluating or disciplinary in nature shall be placed in the Bargaining Unit Member's personnel record unless he/she has had an opportunity to review said material. The Bargaining Unit Member may submit a written notation regarding any material and the same shall be attached to the material in question. If a Bargaining Unit Member is requested to sign material to be placed in his/her file, such signature thereon shall be understood to

indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the material's content.

ARTICLE XVII-JURY DUTY

An employee called for jury duty or subpoenaed to give testimony before any judicial or administrative tribunal for a work related issue, shall be compensated for the difference between their normal pay and the pay received for the performance of such obligation. If the employee is released early, the employee shall contact their supervisor about whether to return to work.

ARTICLE XVIII – LEAVE TIME

The first seventy-two (72) hours used will comply with the Earned Sick Time Act**.**

A. Employees covered by this Agreement shall be entitled to sick leave which shall be earned at the rate of one (1) day per month of service accumulative to a maximum of one hundred (100) days. The sick leave shall be allocated in advance. If an employee is hired, resigns, retires, or otherwise discontinues service from the district before earning sick leave for the allocated period, the sick leave will be prorated accordingly and reconciled with their final pay. Days in excess of one hundred (100) will be redeemed at a rate of seventy dollars ($70) per day, (regular hours worked). Payment will be made at the end of each school year.

B. Employees shall be permitted to utilize sick leave for personal or family illness which renders them incapable of performing their assigned duties.

C. Employees injured on the job directly related to their job duties must be examined by a physician identified by the district within 24-hours. If the employee is unable to work due to the injury, the district shall pay for up to five (5) workdays of absence per school year without deduction from sick leave. If the employee subsequently receives Worker Compensation benefits for those days, the employee will reimburse the district for such paid days upon receipt of benefits.

An employee who is absent due to an injury which is compensable under Worker's Compensation may use his/her accumulated sick leave on a proportional basis, to supplement the benefit received from Worker's Compensation, such that the amount of expendable income the employee receives from Worker's Compensation and sick leave does not exceed the amount of expendable income the employee would have received from his/her regular wage amount according to his/her placement on the wage schedule at the time of the injury. The obligation of the Employer is only for the proportional amount necessary to supplement the maximum benefit provided to the employee from Worker's Compensation until the employee's accumulated sick leave is

exhausted or the employee is able to return to work, whichever happens first. Should this supplemental payment be found to be subject to the coordination requirements of Worker's Compensation, such that the amount of the Worker's Compensation benefit is reduced, the employee shall not be allowed the use of sick leave and shall receive only the Worker's compensation benefit provided by that statute.

D. The Superintendent or designee may require a doctor's statement for absence exceeding four (4) consecutive workdays.

E. In the event a sick day is being used– notification will be made through Skyward by entering time off from the employee's appropriate leave bank, as well as the district's substitute software system if a substitute is needed at least one-hour prior to an employee's start time. If the absence is unexpected, the employee will contact their supervisor to make them aware of the leave need and the absence will be entered into the Skyward time off system within 48-hours of the absence.

F. Each Bargaining Unit Member shall be credited with two (2) personal business days not deductible from sick leave at the beginning of each school year. Said days are unquestioned. An employee planning to use a personal business day or days shall make the request to his/her supervisor at least seventy-two (72) hours in advance except in an emergency, which will be subject to the Superintendent's final approval. Unused personal business days shall accumulate as sick leave. A third personal day will automatically be converted from the employee's sick time to personal time. If an employee is hired, resigns, retires, or otherwise discontinues service from the district before earning sick leave for the allocated period, the sick leave will be prorated accordingly and reconciled with their final pay.

G. When sick leave benefits described above are used for childbirth, the staff person will file a written notice from their physician stating when the staff person should begin their leave of absence and when the staff person will be able to return to work after childbirth.

H. An employee with thirty (30) accumulated sick days or more as of June 30th of the previous fiscal year may convert one (1) sick day to one (1) personal day. The conversion of sick to personal day will only take place as long as the employee follows the district's process for electing the conversion and meets the district's notification deadline at the beginning of the school year. Should the process for electing not be followed, and/or by the deadline, the conversion of the day will be denied.

I. Upon retirement or ten (10) years of continuous service to the district the employee shall receive reimbursement of sixty dollars ($60) per day for the unused accumulated sick days – up to a maximum of sixty (60) days. Employees terminated or negotiated a resignation are not eligible for this benefit.

Should said member submit a letter of resignation or retirement to the Superintendent and Human Resources Specialist sixty (60) days prior to June 30th with an effective date no later than June 30th, they shall receive reimbursement of eighty dollars ($80) per day for the unused accumulated sick days-up to a maximum of one hundred (100) days. Employees terminated or negotiated a resignation are not eligible for either benefit.

ARTICLE XIX – UNPAID LEAVES OF ABSENCE

A. Employees, upon written request, may be granted unpaid leaves of absence for the following purposes: military, professional, personal, or study.

B. Employees, upon written request to your direct Supervisor for documentation of need and as soon as employee is made aware, shall be granted unpaid leaves for childbearing, child care, and physical or mental disabilities as defined by the American with Disabilities Act. See the HISD website.

C. Employees making such request shall set forth the following minimal information:

1. Name, date and applicant's signature.
2. Nature of the request.
3. Reason(s) for request and any additional information that could bear on the merits of the requested leave.
4. Date applicant desires to commence and terminate the unpaid leave of absence.

D. Unpaid leaves of absence shall be without pay, fringe benefits, advancement on the wage schedule and shall not exceed a period of one (1) calendar year, unless expressly extended by the Board. Any and all benefits accrued prior to such leave shall be held in escrow until said employee returns from leave.

E. Employees returning from unpaid leave will be placed in his/her former position if available.

F. Employees must give a minimum of thirty (30) calendar days notification of date of returning.

ARTICLE XX - BEREAVEMENT

A. A maximum of five (5) days per death will be allowed for a death in the immediate family: i.e., spouse, domestic partner, children, mother, father, mother-in-law, stepmother, father-in-law, stepfather or grandchild(ren). Up to five (5) additional days per year may be used from the employee's accrued sick leave. Additional days may be granted by the Superintendent or his/her designee which shall be accessed from

employee's paid time off (sick, personal, etc). In the event of a fetus loss, the employee shall be granted up to a five (5) day(s) leave of absence with pay. Fetal loss refers to a dead fetus that has completed at least twenty (20) weeks of gestation and is reported to the state registrar as a fetal death.

B. A maximum of three (3) days per death will be allowed for the death of a: grandparent, brother, sister, brother-in-law, and sister-in-law. Up to two (2) additional days per year may be used from the employee's accrued sick leave for other bereavement leave the employee deems necessary. Additional days may be granted by the Superintendent or his/her designee which shall be accessed from employee's paid time off (sick, personal, etc).

C. A maximum of one (1) day per death will be allowed for the death of a student, with Superintendent approval. Additional days may be granted by the Superintendent or his/her designee which shall be accessed from employee's paid time off (sick, personal, etc).

D. Bereavement leave shall run concurrently with any scheduled breaks, holidays, or non-working days. If a death occurs immediately prior to or during a scheduled break (e.g. spring break, winter break), any portion of the bereavement leave that coincides with such break shall be considered used. Employees shall not be entitled to additional bereavement leave days following the break for days that overlapped with the break period.

Example 1: If an employee is entitled to five (5) days of bereavement leave and a death occurs two (2) days before a scheduled five-day spring break, the two (2) days prior to the break and the three (3) days during the break shall count as bereavement leave. No additional bereavement leave will be granted after the break if the funeral was held during the break.

Example 2: If a death occurs during the scheduled spring break and the funeral or memorial service is not held until after the employee has returned to work, the employee may utilize any remaining bereavement leave days at the time of the service. This option is available only if the funeral services did not take place during the break and the employee has unused bereavement leave available.

ARTICLE XXI – VACATIONS

A. All two hundred and forty five (245) day per year employees shall receive a paid vacation in the following manner:

YEARS IN THE DISTRICT	VACATION WEEK(S)
After one (1) year of employment	1 week
After two (2) years of employment	2 weeks
After five (5) years of employment	3 weeks
After ten (10) years of employment	4 weeks

B. Vacation leave shall be requested at least two (2) weeks in advance to the Supervisor and will be subject to approval.

C. Vacation leave is non-accumulative from year-to-year.

D. To be eligible for a vacation, an employee must have worked eighty percent (80%) of his/her regularly scheduled working hours.

E. If hired after July 1st, the allocation of the vacation time (one week) on the employee's first-year anniversary will be prorated from the first-year anniversary through June 30th. Then on July 1st (to be used July 1st – June 30th), the employee will receive the full week of vacation during the time-off roll and allocation process, and each year subsequent thereafter.

ARTICLE XXII – HOLIDAYS

All Bargaining Unit Members shall have the following days off with pay. Pay shall be based on the employee's regular scheduled hours. Employees must work, take a personal or vacation day, their last scheduled day before, and their first scheduled day after, when appropriate to receive holiday pay.

Labor Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Christmas Eve	New Year's Day
Christmas	Fourth of July*

(* for those employees who work in the summer)

ARTICLE XXIII – GRIEVANCE PROCEDURE

A. A claim by a Bargaining Unit Member, or the Union, that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

B. In the event that a Bargaining Unit Member believes there is a grievance, he/she shall first discuss the alleged grievance with his/her immediate supervisor, either personally or accompanied by the Union Representative. The grievance shall be discussed within ten (10) working days of the violation, misinterpretation or misapplication.

C. If, as a result of the informal discussion with the immediate supervisor, a grievance still exists, the Bargaining Unit Member shall reduce the grievance to writing and file it with the immediate supervisor within five (5) working days of said discussion**.** If the grievance involves more than one (1) work location, it may be filed with the Superintendent or his/her designee.

D. Written grievances as required herein shall contain the following:

1. It shall be signed.
2. It shall be specific.
3. It shall contain a synopsis of the facts giving rise to the alleged violation.
4. It shall cite the section or subsections of this Agreement alleged to have been violated.
5. It shall contain the date of the alleged violation.
6. It shall specify the relief requested.

E. Within five (5) working days of receipt of the grievance, the immediate supervisor shall meet with the Bargaining Unit Member in an effort to resolve the grievance. The immediate supervisor shall indicate, in writing, his/her disposition of the grievance within five (5) working days of such meeting, and shall furnish a copy thereof to the Union.

F. If the Bargaining Unit Member is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting, or ten (10) working days from the date of filing, the grievance shall be transmitted to the Superintendent, or his/her designee within five (5) working days of these time periods. Within five (5) working days, the Superintendent or his/her designee, shall meet with the Bargaining Unit Member on the grievance and shall indicate, in writing, his/her disposition within the five (5) working days of such meeting, and shall furnish a copy thereof to the Union.

G. If the Bargaining Unit Member is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting, or twenty (20) working days from date of filing, the grievance shall be transmitted to the Board of

Education within five (5) working days of these time period**s**. Within twenty-five (25) working days, the Board of Education shall hold a hearing on the grievance and shall indicate, in writing, its disposition within five (5) working days of such hearing, and shall furnish a copy thereof to the Union.

H. If the Union is not satisfied with the disposition of the grievance by the Board of Education, or if no disposition has been made within the period provided above, the grievance may be submitted within ten (10) days, to arbitration. If the parties cannot agree as to the arbitrator, within five (5) working days from the notification that arbitration will be pursued, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

I. The fees and expenses of the arbitrator shall be paid by the party that lost the arbitration.

J. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

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

L. Bargaining Unit Members, who must be involved in the grievance procedure during the work day, shall be excused with pay for that purpose up to a maximum of two (2) workdays.

M. If a grievance arises from the action of an authority higher than the immediate supervisor of the Bargaining Unit Member, the Union may present such grievance at the appropriate step of the grievance procedure.

ARTICLE XXIV – COMPENSATION

A. 2026-2027 increase each step by $2.30 and then add 5%, 2027-2028 5%, 2028-2029 5%. This offer includes all step raises. When hiring a new employee, the Board may evaluate on the basis of experience and abilities and may pay a higher hourly rate than stated herein.

B. Employees must have worked eighty percent (80%) of the position's scheduled hours for a typical year and be on the school district's payroll by April 1st to receive the subsequent July 1st increase.

C. The wage schedule for all employees shall be:

2026-2027 PAY SCHEDULE--BASE					
STEP	**Clerical**	**Parapro-Special Ed**	**Parapro-Career Tech**	**Custodian**	**Lead Custodian**
1	$18.46	$18.46	$18.46	$18.46	$22.48
2	$19.40	$19.40	$19.40	$19.40	$23.94
3	$20.38	$20.38	$20.38	$20.38	$25.40
4	$21.37	$21.37	$21.37	$21.37	$26.86
5	$22.02	$22.02	$22.02	$22.02	$27.77
6	$22.70	$22.70	$22.70	$22.70	$28.69
7	$23.32	$23.32	$23.32	$23.32	$29.57
8	$23.65	$23.65	$23.65	$23.65	$29.90
9	$23.98	$23.98	$23.98	$23.98	$30.23
10	$24.32	$24.32	$24.32	$24.32	$30.54
11	$24.73	$24.73	$24.73	$24.73	$31.19
12	$25.20	$25.20	$25.20	$25.20	$31.86
13	$25.65	$25.65	$25.65	$25.65	$32.51

2027-2028 PAY SCHEDULE--BASE					
STEP	**Clerical**	**Parapro-Special Ed**	**Parapro-Career Tech**	**Custodian**	**Lead Custodian**
1	$19.38	$19.38	$19.38	$19.38	$23.60
2	$20.37	$20.37	$20.37	$20.37	$25.14
3	$21.40	$21.40	$21.40	$21.40	$26.67
4	$22.44	$22.44	$22.44	$22.44	$28.20
5	$23.12	$23.12	$23.12	$23.12	$29.16
6	$23.84	$23.84	$23.84	$23.84	$30.12
7	$24.49	$24.49	$24.49	$24.49	$31.05
8	$24.83	$24.83	$24.83	$24.83	$31.40
9	$25.18	$25.18	$25.18	$25.18	$31.74
10	$25.53	$25.53	$25.53	$25.53	$32.07
11	$25.96	$25.96	$25.96	$25.96	$32.74
12	$26.46	$26.46	$26.46	$26.46	$33.45
13	$26.93	$26.93	$26.93	$26.93	$34.13

2028-2029 PAY SCHEDULE--BASE					
STEP	**Clerical**	**Parapro-Special Ed**	**Parapro-Career Tech**	**Custodian**	**Lead Custodian**
1	$20.35	$20.35	$20.35	$20.35	$24.78
2	$21.39	$21.39	$21.39	$21.39	$26.39
3	$22.47	$22.47	$22.47	$22.47	$28.00
4	$23.56	$23.56	$23.56	$23.56	$29.61
5	$24.28	$24.28	$24.28	$24.28	$30.62
6	$25.03	$25.03	$25.03	$25.03	$31.63
7	$25.71	$25.71	$25.71	$25.71	$32.60
8	$26.07	$26.07	$26.07	$26.07	$32.97
9	$26.44	$26.44	$26.44	$26.44	$33.33
10	$26.81	$26.81	$26.81	$26.81	$33.68
11	$27.26	$27.26	$27.26	$27.26	$34.38
12	$27.78	$27.78	$27.78	$27.78	$35.12
13	$28.28	$28.28	$28.28	$28.28	$35.84

D. Employees holding an associate degree or equivalent credits or eligible for an Annual Technical Center program permit (currently referred to as an Annual Career Authorization (ACA) in a field related to his/her position shall be eligible for an additional premium of four and one-half percent (4.5) of the scheduled rate upon approval of the Superintendent. As of June 30, 2023, an active employee receiving the 4.5% will be grandfathered in with the 4.5% increase with a specific program certification not specified above.

Employees holding a bachelor's degree shall be eligible for an additional premium of five and one-half percent (5.5) of their scheduled rate upon approval of the Superintendent.

Employees holding a master's degree shall be eligible for an additional premium of six and one-half percent (6.5) of their scheduled rate upon approval of the Superintendent.

The support staff person accumulating additional credit to an associate, bachelor, or master's degree will be granted movement for placement on the salary schedule of 4.5%, 5.5%, or 6.5% in the next school year provided written evidence of such accumulation is provided to the Human Resources Specialist no later than July 1 of the previous school year, except that the support staff person completing additional credits between June 15 and September 1 shall submit written evidence of such credit thirty (30) days of the completion of course work if such credits are to be considered for an additional premium on the salary schedule in the coming school year.

E. All employees shall have the option of having their wages pro-rated over twenty-six (26) pays.

F. For recognition of service to Huron Intermediate School District, longevity shall be paid after the completion of the 13th year of service with HISD.

- Years 14-16 $800
- Years 17-20 $1200
- Years 21-24 $1600
- Years 25+ $2000

G. Employees will be reimbursed work-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven. Reimbursement will be made only for mileage driven in EXCESS of the number of round-trip miles an employee would drive to/from the HISD, figured daily. For example, if the HISD is twenty (20) miles from their home, reimbursement will be made only for mileage exceeding forty (40) miles daily.

CAREER/TECHNICAL EDUCATION /HLC SUBSTITUTE

A. Paraprofessionals who meet state requirements for teacher substitution who are asked to substitute for the teacher shall receive their hourly rate of pay plus 75% of a teacher substitute rate of pay.

B. The Employer shall pay the annual authorization fee as required by the State of Michigan for Career/Technical paraprofessionals.

ARTICLE XXV – DISTRIBUTION OF AGREEMENT

The Employer agrees to make available to each employee a copy of this Agreement and to provide a copy of the same Agreement to all new employees entering the employment of the Employer.

ARTICLE XXVI – HEALTH INSURANCE

A. Each school year, each employee will pay the difference in cost between what the Employer contributes to the "hard cap" amounts pursuant to 2011 PA 152 and the premium cost of the insurance plan(s). The board agrees to pay the mandatory hard cap (as defined by the State of Michigan) amount for each eligible employee towards premiums, HSA deductibles, and taxes for medical insurance coverage each year of this agreement.

1.	Prescription co-pay	Per Summary of Benefits
2.	Deductible:	Federally mandated deductible for single, two (2) person, or family
3.	Employee Premium Contribution	everything over the "hard cap" amounts contributed by the Employer pursuant to 2011 PA 152

4. The summary of benefits for each plan offered can be found on the transparency reporting page, under Employer Sponsored Health Care Plans: https://secure.munetrix.com/n/Michigan/Schools/ER/Huron-ISD

All hires made on or after July 1, 2016, will receive single subscriber insurance (medical, dental, and optical). All two hundred-twelve (212) day contract year-round employees will continue to receive the choice of single, 2-person, or family insurance. New employees may purchase 2-person or family insurance by paying the difference in rate from the single subscriber. The employer reserves the right during the term of this agreement to reinstate the 2-person and/or full family insurance for all new hires at the Superintendent's discretion.

B. Employees who work nine (9) months or more will receive twelve (12) months of Board "hard cap" contributions for the above insurance benefits which shall be prorated according to the number of hours worked by the employee. If the employee terminates employment, not including retirement, with the district, the insurance benefits will end at the end of the month of the resignation. Beginning July 1, 2011 no benefits (medical, vision, dental, etc.) shall be provided for employees scheduled to work less than twenty nine (29) hours per week. Employees currently receiving prorated benefits will continue to do so.

C. The sole authority for the selection of the insurance carrier of the plan shall be with the Board. The Board may change insurance carriers at any time provided the benefits (i.e. hospital, surgical, etc…) afforded hereby shall not be diminished from the health plans presently held provided the "hard cap" amounts are not exceeded by the Board.

D. The Board agrees to pay one hundred percent (100%) of the cost of the monthly premium for a basic dental plan. This plan is to provide a maximum annual benefit of $1,200.00.

E. The Board agrees to pay one hundred percent (100%) of the cost of the monthly premium for vision coverage equivalent to VSP 3.

F. The Board's continued liability for insurance benefits for employees injured on the job who are collecting Worker's Compensation shall be limited to eighteen (18) months of coverage from the first of the month in which the injury occurred.

G. The Board agrees to pay one hundred percent (100%) of the cost of the monthly premium for Long Term Disability (LTD) coverage and basic life insurance, for all employees, as follows:

LTD 66 2/3%
$2,500 monthly max.
Freeze on offsets
Alcohol/drug same as any other illness
Mental/Nervous same as any other illness
COLA
90 calendar days modified fill
$5,000 basic life benefit

H. The following amounts will be paid for cash in lieu of insurance (medical, dental, and optical) based on the number of employees from the support staff group choosing the cash in lieu option. Should an employee elect to waive medical insurance, but enroll in dental and optical insurance, cash in lieu will be prorated accordingly.

0-4 employees	$2,500
5-7 employees	$3,500
8+ employees	$4,500

This is only available to full-time employees and will be paid bi-weekly divided among the employee's 21 or 26 pays.

I. All employee contributions for all insurance above the Employer's contributions shall be through automatic payroll deduction.

J. The Employer's contribution for all part time employees eligible for coverage will be prorated.

ARTICLE XXVII – GENERAL PROVISIONS

In the event that any provision of this Agreement shall, at any time, be in violation of a statute or held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree an appeal has been taken within the time provided for doing so, such provisions shall be void and inoperative, however, all other provisions of this Agreement shall continue in effect.

ARTICLE XXVIII – EMPLOYEE EVALUATION

A. Any formal observation of a staff person shall be conducted openly and with full knowledge of the employee.

B. Informal observation which is related to an employee's work abilities and/or job performance may be included in the evaluation.

C. A staff person will be given the opportunity to review and discuss his/her formal evaluation with the reviewing administrator within ten (10) work days of the evaluation.

D. A staff person who disagrees with an evaluation may submit a written notation which may be attached to the file copy of the formal evaluation in question.

E. Evaluation shall not be subject to the grievance procedure.

ARTICLE XXIX – DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2026 and shall continue in effect through June 30, 2029. Negotiations between the parties shall begin sixty (60) days prior to the Agreement expiration date. If, pursuant to such negotiations, and agreement of the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended by mutual agreement of the parties.

Huron Intermediate Support Staff Association/HISSA

Kathleen Perdue
(TCBA Bargainer)
Lisa M Geiges
Richda Rohmann
Betsy Kuss
Carmel Osentoski

Date: 5-11-26

Huron Intermediate School District

Joseph Canedo
(HISD Superintendent)

Date: 5-11-26