

# **MASTER AGREEMENT**

**Between the**

**MANISTEE CUSTODIAL/MAINTENANCE  
EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION/MEA/NEA**

**And**

**MANISTEE AREA PUBLIC SCHOOLS**

**EFFECTIVE: JULY 1, 2023 - JUNE 30, 2026**

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## AGREEMENT

This Agreement, effective July 13, 2023, is by and between the Manistee Area Public Schools, hereinafter referred to as the “Employer,” party of the First Part, and Manistee Custodial/Maintenance Educational Support Personnel Association /MEA/NEA, hereinafter referred to as the “Union,” party of the Second Part.

### ARTICLE I – RECOGNITION

The Employer hereby recognizes the Union as the sole and exclusive bargaining agency for all regularly employed custodians, maintenance personnel, and custodial aides of the school district with respect to rates of pay, hours of employment, and such other conditions of employment as required by Section II of Act 379, Public Acts of 1965. Substitute employees are specifically excluded from this Agreement. The employer reserves the right to establish the position of Maintenance Supervisor thereby excluding that position from this Agreement.

- A. The Employer recognizes and will not directly or indirectly interfere with the rights of the employees to be members of the Union and will not discriminate against employees on account of Union membership or activity and likewise the Union will not interfere or discriminate against any employee who is not a member of the Union.

### ARTICLE II – MANAGEMENT AND EMPLOYEE RIGHTS

#### MANAGEMENT RIGHTS

- A. The Employer, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself without limitation, all powers, rights, authority, duties, and responsibilities, conferred upon and vested in it by the laws and the Constitution of the State of Michigan and the United States, including, but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system and its properties and facilities.
  2. To the full and exclusive control, direction and supervision of operations and working forces, and shall have the right to change jobs or establish new jobs as required by operating procedure, subject to the seniority and other provisions herein contained.
  3. To establish Employer regulations, practices, and safety rules, from time to time, and distribute the same to the employees.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to

the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

#### EMPLOYEES RIGHTS/PROTECTION

- A. To encourage the employee to meet minimum standards of conduct in the performance of their work, a system of progressive discipline shall be fairly applied to all members of the bargaining unit. The following procedure will be established:
1. Discussion of problem - Receive a verbal warning for the first offense.
  2. If a second offense occurs within eighteen (18) months of a verbal warning, the employee shall receive a written reprimand. If more than eighteen (18) months have elapsed since receiving a verbal warning, another verbal warning will be issued.
  3. If a third offense occurs within eighteen (18) months of a written warning, the employee shall be suspended for three days without pay. If more than eighteen (18) months have elapsed since the first written warning, then another written warning shall be issued in lieu of suspension.
  4. If a fourth offense occurs within eighteen (18) months of a disciplinary suspension, the employee shall be discharged. If more than eighteen (18) months have elapsed since being disciplined, the employee shall be suspended as per Step Three of this disciplinary process.
  5. Employees may be discharged immediately without progressing through the above steps in cases of personal misconduct, insubordination, theft, possession of alcoholic beverages, illegal drugs, and other similar offenses, except in cases of contract interpretation.

The Union shall be informed in writing of any disciplinary action taken with respect to its members within five (5) working days of such action. It shall not be necessary to inform the Union of the cause of such discipline, only that the discipline took place.

- B. Any complaint by a parent of a student, an employee of the district or a member of the community, directed toward an employee, shall be promptly called to the employee's attention. It is not within the scope of the district to inform an employee of any investigation regarding the employee by an entity outside of the school district, except as it applies to right to know and information under the Freedom of Information Act.

### **ARTICLE III – SUPERVISION OF EMPLOYEES: CHAIN OF COMMAND**

- A. General Supervision – The Superintendent or his designated representative is responsible for the general supervision of all employees.
- B. Building Supervision – The Facilities Director and Principal of each building are responsible for supervising the day to day work of the custodial staff assigned to buildings. The Facilities Director is responsible for the supervision of district-wide maintenance personnel and is considered to be the coordinator of all district custodial and maintenance functions. The Building Principals shall make work requests to the Facilities Director who shall see that the work is completed. If necessary, he/she has the authority to delegate work to custodians or to reassign custodial work on a temporary basis. In the event the Facilities Director is not available, Principals may direct or redirect custodial work to get jobs done. Evaluation and discipline of custodians shall be the responsibility of the Facilities Director under the advisement of the Building Principals and/or Superintendent or his designated representative. Discharge shall be the responsibility of the Superintendent.

### **ARTICLE IV – GRIEVANCE PROCEDURE**

For purposes of this article the term “days” shall mean work days.

- A. Level 1: Any employees believing that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may within (10) work days of when the employee(s) knew or should have reasonably know about the grievance verbally discuss the conditions resulting in the alleged violation with the building principal or the Facilities Director.
- B. Level 2: Should the alleged violation not be resolved to the satisfaction of the employee or the Union as a result of the verbal discussion, the grievance shall be reduced to writing and filed with the appropriate Building Principal within ten (10) work days. Such grievance shall state specifically the article and section of the Agreement allegedly violated, the conditions resulting in the alleged violation, and the relief sought.
- C. Within ten (10) days of receipt of the grievance, the Building Principal shall meet with the employee(s) and his/her union representative to resolve the grievance. If the grievance cannot be resolved between the parties, the grievance may then be forwarded to the Superintendent of Schools within five (5) days.
- D. Level 3: Within then (10) WORK days of receipt of the grievance, the Superintendent shall meet with the employee/group of employees and his/her union representative in an effort to resolve the grievance. If the grievance cannot be resolved between the parties, the grievance shall be forwarded to the Board, together with a statement of reasons why it could not be resolved and a copy of that statement shall be given to the Union President.

- E. Level 4: Within fifteen (15) WORK days from receipt of a grievance, the Superintendent shall pass upon the grievance. The Superintendent may hold a hearing thereon or prescribe such procedure as deemed appropriate for consideration of the grievance.
- F. If the decision of the Superintendent is not satisfactory to the Union, the grievance may, within fifteen (15) work days, be submitted to the Michigan Employment Relations Commission for appointment of a mediator who will conduct mediation.
- G. Failure to appeal within the above time limits shall be deemed acceptance of the decision. However, either party may request an extension of the timelines and such extension shall be by mutual consent.
- H. A grievance may be withdrawn at any level without prejudice or record.
- I. Miscellaneous:
  - 1. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reasons of such participation.
  - 2. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
  - 3. The Union shall design the grievance form in line with the grievance procedure herein.
  - 4. Access shall be made available to all parties, places and records for all information necessary to the determination and processing of the grievance.
  - 5. Should an employee or the Union fail to institute a grievance or resubmit the grievance to the next level, within the time limits specified, the grievance will not be processed. If the employer fails to respond within the time limits specified, the grievance shall be automatically advanced to the next level.
  - 6. In the case of employment termination, the grievance shall begin with the superintendent level.

**ARTICLE V – EMPLOYMENT- HIRING/VACANCY/TRANSFER  
AND TRAINING**

- A. The basic responsibility of the custodial employees shall be to provide the physical conditions most conducive to carrying out the educational program of the school. Job descriptions for each of the job classifications shall be developed and affixed to this Agreement as Appendix A. The employer retains the right to change, create new or eliminate job descriptions.

- B. New regular employees shall be on probation for a period of ninety (90) days with an administrative evaluation of the employee's work performance completed and reviewed with the employee after thirty (30) days. The right to release such probationary employees shall be vested exclusively with the employer.
- C. Employees shall be added to the seniority list upon the completion of the employee's probationary period and the date of hire for purposes of seniority shall be the date the employee was first hired by the district.
- D. One class of seniority shall be established for all bargaining unit members.
- E. The seniority list shall be given to employees by October 1, of each year.
- F. The employment, transfer, reassignment or dismissal of the employees shall be the responsibility of the Employer or its' designated representative.
- G. The Employer may, if it so desires, require personnel to present a health certificate signed by a reputable physician of their choice and attesting general satisfactory health and freedom from any communicable disease.
- H. Vacancies: New jobs and permanent vacancies shall be emailed by the Employer to all bargaining unit members, within fifteen (15) days of the vacancy. Postings shall remain open for not for less than five (5) days. Action shall be taken to fill the vacancy within fifteen (15) days of the posting expiring. It shall be the responsibility of the Union to confirm that the membership has received the posting.
- I. Temporary and Substitute Employees

A temporary vacancy shall be defined as a temporary absence of any bargaining unit member of one year or less that the district determines must be filled by on a temporary basis.

The employer shall have the right to fill temporary vacancies of 60 days or less with internal and external candidates, and employees serving in a position of sixty days or less duration shall not become members of the collective bargaining unit.

Non-bargaining unit member substitutes shall be used, as needed, on a day to day basis and shall be paid at a rate determined by the Administration.

Bargaining unit members who substitute or accept temporary positions shall be paid their regular rate of pay or the rate of pay of the substitute position, whichever is higher.

Vacancies that are not permanent but extend beyond the sixty (60) day temporary time period shall be posted as any other vacancy. The employee accepting such temporary vacancy does so with the knowledge that when/if the absent employee returns, such

position shall be filled by the absent employee and the appointed employee shall have the right to return to his/her regular job.

Bargaining unit members, who are not requested but voluntarily sub for absent employees, shall be paid the substitute rate.

- J. Job placement will be made by the Employer based upon minimum qualifications in accordance with the job description, performance and ability; however, seniority will prevail when those factors are equal in candidates bidding for the position.
- K. Employees selected to fill a vacancy or transferred from one position to another shall be given a fifteen (15) workday trial in which to show his/her ability to perform on the new job. The Employer shall give reasonable assistance to enable him/her to perform up to the Employer's standards in accordance with the job description. The employee shall be evaluated using the standard evaluation form (see attached) prior to the end of the fifteen (15) workday trial period but a complete written evaluation shall not be completed prior to the last week of the trial.

If the employee is unable to demonstrate the ability to perform the work required during the trial period, in accordance with the minimum standards of the job description, the employer may either extend the trial period up to fifteen (15) additional work days, or the employee shall be returned to his/her previous assignment. The affected employee may exercise the option to return to his/her previous assignment at any time during the trial period.
- L. Transfers: If an employee is transferred to a position with the Employer not included in the bargaining unit and is thereafter transferred again to a position within the bargaining unit, he/she shall maintain but not accrue seniority while working in the position to which he/she was transferred.
- M. Part-time bargaining unit members shall be for thirty (30) hours or less work per week. Any bargaining unit member assigned more than thirty (30) hours per week regular work shall be placed on the full-time wage scale.
- N. Training: Training is an important aspect of the bargaining unit member's position and as such, it is the intent of the district to provide training to the employees.

Bargaining unit members shall be provided training on any unfamiliar equipment or procedures they are required to implement or use, as determined by the district and/or industry standards. Bargaining Unit members may suggest topics of training to the District by submitting same to the Union President. Training may include, but not be limited to, CPR, blood borne pathogens, safety precautions, etc.

Training shall be scheduled as needed.



If any bargaining unit member believes he/she is in need of training or refresher course, the bargaining unit member shall request same in writing to their immediate supervisor.

## **ARTICLE VI – LAY OFF AND RECALL**

### **Seniority Language**

Seniority shall be defined as an employee(s) continuous years of service with the district from the date of hire in a permanent position. Such continuous service shall include approved leave time.

Seniority shall be lost when an employee is terminated, resigns, or retires from the district.

Employees on layoff shall accrue seniority as any other permanent employee up to and including contractual recall of two (2) years, and said seniority shall be awarded on recall.

Employees who accept a position with the district outside the Union (i.e. other union, admin) shall have their seniority frozen until such time the employee returns to the Union. Upon return, the employee shall be placed on the seniority list at the level of years in which their seniority was frozen and shall continue to accumulate from that point.

### **Classification Years of Service**

Employees moving from one classification to another shall retain their years of service for purposes of seniority.

Employees transferred from a classification to another shall not suffer a decrease in their hourly rate of pay but shall have their wage frozen at that higher rate until that higher rate is minimally met on the classification wage scale through service credit and advancement on steps. Once minimally met, the employee shall continue on the classification wage steps as any other employee.

New full time custodians may be given up to five (5) years' experience credit on the wage scale.  
Ex: 3 years of service = 3 years on schedule; 6 years of service = 5 years on schedule.

- A. A layoff shall be a reduction in the workforce. When it is determined by the Employer that the workforce is to be reduced, the Employer shall lay off employees in the following order: Custodians will be reassigned, and workloads and schedules shall be adjusted to reflect the reduction in custodial staff.
1. The first employee(s) to be laid off shall be temporary employees (if any).
  2. The next employee(s) to be laid off shall be probationary employees (if any).
  3. If additional layoffs are necessary, the District shall first ask for voluntary layoff from non-probationary employees and such voluntary layoff shall be accepted

unless it creates a vacancy that must be filled from an outside source. Voluntary layoff shall be subject to normal recall procedures. If no employee voluntarily accepts layoff, the District shall then continue layoff by seniority with least senior laid off first; however, Head Building Custodians shall be the last to be laid off.

- B. A minimum of fourteen (14) workdays notice shall be provided to employees of pending layoff however, the district shall make every effort to provide employee's as much advance notice as possible.
- C. Employees shall have the right to bump a least senior employee if their position is eliminated or reduced in hours provided that the more senior employee is immediately qualified in accordance with the job description to perform the work in an effective and efficient manner. The bumping employee shall be given 30 days to demonstrate proficiency and qualifications.

Recall Rights: Employees shall have the right to recall for two (2) years from the date of layoff. It shall be the responsibility of the employee to notify the district of contact information (address, phone number, etc.) for purposes of layoff and recall.

When the work force is increased after a layoff, qualified bargaining unit members - shall be recalled according to seniority, with the most senior employee on the layoff being recalled first. If an employee fails to report for work within ten (10) calendar days from the date of recall, he/she shall be considered a quit. If special circumstances prevent the recalled employee from reporting to work within the ten (10) day timeframe, including but not limited to: resignation from other employment, personal or professional commitments, illness, etc., the recalled employee shall contact the district for an extension to report. Such extension shall be for no more than an additional fourteen (14) days.

Employees who decline recall to a position of fewer hours shall retain recall rights.

Upon recall, employees shall be credited with full accumulated seniority without penalty for the time on layoff.

## ARTICLE VII – LEAVES

### Paid Sick Leave

- A. All full-time bargaining unit employees shall be provided with twelve (12) days of paid sick leave at the beginning of July 1 - the start of the "benefit year." Regular part-time employees who work at least twenty (20) hours per week shall be provided with (six) full days of paid sick leave at the beginning of July 1, the start of the "benefit year." During the first year of employment starting July 1, he/she shall be granted the twelve (12) days (6 days for regular part-time employees) immediately upon employment with the understanding that should the employee leave the employment of the school district before completing a full year and use more than his/her earned prorated sick leave (one day per month for full time and ½ day per month for regular part-time), then the

Employer shall deduct the excess sick days used from the final paycheck. For employees hired during a benefit year, the District will prorate the paid medical leave that is provided under this subsection. Accrued paid sick leave may be used in one-half day increments. Sick leave may be accumulated to a total of ninety (90) days. If requested by the Employer to provide supporting documentation, an employee will have at least three (3) work days to provide the requested documentation.

B. Paid sick leave may be taken for the following reasons:

The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee. The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee. (Employee's family member includes biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; grandparent; grandchild; a biological, foster or adopted sibling. When there are two individuals that live together for a number of years, they will be covered by the above definition of spouse.) If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault; the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault. For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public emergency.

C. Each employee may be granted up to three (3) days off in the event of a death in his/her immediate family (spouse, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law). Additional days may be granted for extenuating circumstances upon approval of the Superintendent or designated representative.

D. Eligible employees shall receive Family and Medical Leave consistent with the Family and Medical Leave Act (FMLA). Any FMLA leave based on an employee's serious medical condition shall run concurrently with any other leave related to the employee's medical condition such as Worker's Compensation Leave or leave for extended illness described in Article VIII D below.

E. An employee, in case of extended illness, may be granted upon his/her request, a leave of absence of up to one year without pay. Insurance benefits shall be continued by the Employer for a period not to exceed three (3) months. Existing seniority, vacation, and/or

other leave days shall be retained, but not accrue during the leave period. In cases of workers' compensation, insurance benefits shall be continued and seniority shall accrue during the period of disability. Leave benefits shall not accrue during such absences.

- F. Unpaid leaves of absence of up to one year for reasons other than illness may be granted upon written request of the employee. During this period, the employee shall retain but not accrue additional seniority, vacation, or leave days. All Employer-paid benefits shall be suspended for the duration of the granted leave.
- G. Other Non-Medical Leave – The District shall grant upon Board approval, a request for unpaid non-medical leave of absence up to one year. Such request shall be made in writing to the Superintendent. Employees granted such leave, shall have their position protected for return for ninety days. After ninety days, the position will be filled in accordance with this contract (See Article VI. E) After ninety days, in order to return to work, a position must be open within the bargaining unit. Employees returning from a non-medical leave of absence shall not be guaranteed their previous position but shall be guaranteed an open position for which they qualify. No more than two such leaves shall be granted in a calendar year except on the recommendation of the Superintendent.
- H. An employee shall be allowed two (2) personal days. An employee may carry personal days to the following year but no more than four (4) personal days may be accumulated in a contract year. Although the purpose of the day does not need to be stated, the employees must give at least two (2) days' notice in advance. In case of emergency, the two day advance notice shall be waived on approval of the immediate supervisor.

Upon retirement or resignation, unused sick leave shall be paid out to any bargaining unit member with at least five (5) years seniority. Each unused sick day shall be paid at a rate of \$15 (fifteen dollars) per day, up to the maximum of ninety (90) accumulated sick days.

#### **ARTICLE VIII – SNOW DAYS**

All Full and part-time custodians and maintenance employees are expected to report to work at their regular time when schools are closed due to inclement weather.

In the event an official state of emergency has been declared for the Manistee area, employees shall not be expected to report to work and shall not suffer a loss of pay.

#### **ARTICLE IX– OVERTIME PAY**

- A. Effective at the date of this contract, employees shall be paid time and one-half (1½) for all hours over forty (40) hours worked per week. The work week is to begin on Monday of each week. Employees shall no longer accrue overtime (release time). Overtime will be paid out, as earned, each pay period. All accrued release time shall be pay out by July 31, 2023.

- B. If custodians are requested to work overtime for meetings or to open buildings for various organizations, they shall be paid time and one-half (1 ½) wages for hours worked. If custodians are called in to work in such capacity, they shall assist the organization in seating arrangements, clean-up and perform such other services that are helpful to the organization in carrying out the purpose of their meeting. In the event a custodian is directed to remain “on call” during normal off-duty hours, he/she shall be compensated at the rates of \$2.00 per hour for such time. All overtime must be approved by the Building Principal or Facilities Director prior to submittal for payment.

Employees assigned to check buildings on the weekends will be paid at their normal rate. Any issues that are discovered should be immediately reported to the Facility Director. If the employee is directed to work on the reported issue, they shall be paid time and a half (1 ½ time) for those hours.

- C. Any time an employee is called in for an emergency, he/she shall be paid at the rate of time and one-half (1 ½) for actual time worked. At no time shall such pay amount to less than-two (2) hours of the normal rate of pay. Employees called in on a Holiday shall receive premium pay which is two (2) times the wage for hours worked.
- D. Overtime shall be distributed on a rotational basis by building to the extent practical. The Union shall be responsible for maintaining a record of overtime offered/worked to facilitate the rotation.

#### **ARTICLE X – VACATION**

- A. A full-time bargaining unit member shall be granted two (2) weeks’ paid vacation after being employed one full year. July 1<sup>st</sup> of each year shall be established as a computation date for vacation days earned. Partial years’ experience shall result in a pro-ration of allocated vacation days.
- B. After five (5) years, bargaining unit members shall receive one (1) extra vacation day per year not to exceed twenty (20) days.
- C. Generally, vacations shall be taken between the last day of school in June and two weeks before school starts the following year. A master vacation schedule will be set up on June 1<sup>st</sup> with employees having the most seniority given first choice. All vacation schedules must be approved by the Superintendent or his designated representative. All vacation days must be used up by the following June 30<sup>th</sup> or the days will be lost without pay. Exceptions may be made with the approval of the Superintendent or designated representative. If more than one person desires the same day off, seniority will apply if the employee has given thirty (30 days’ advance notice.
- D. When a holiday falls during an employee’s regularly scheduled vacations period, the vacation may be extended one day or the employee will be granted an additional day off at a later time mutually agreeable to the employee and the Employer.

- E. While students are in session, the employee must give at least two (2) days' notice in advance. Advance notice shall be waived on approval of the immediate supervisor.

### ARTICLE XI – INSURANCE

- A. Full time bargaining unit members hired prior to December 30, 2002, will be provided with “Full Family,” “Self-Spouse,” or “Single Subscriber” health, dental and vision benefits, as needed. Bargaining unit members hired after December 30, 2002 shall qualify for single subscriber health, dental, vision and life insurance.
  - 1. Manistee Area Public Schools HMO 80% Priority HSA, HMO 70% Priority HSA, or POS 80%. Refer to the Benefit Summary document for coverage specifics.
  - 2. ADN Dental - 100% Preventative/80% Basic/50% Major & Ortho Insurance
  - 3. \$10,000 term life insurance (employee only).
  - 4. EyeMed Vision with \$80 frame allowance.
  - 5. The Employer shall have the right to change insurance carriers, coverage, or criteria as contained in this Agreement, provided such change provides substantially equivalent or greater coverage when compared to the coverage described herein.
- B. The Employer will provide \$5,000 term life insurance to all part-time custodians and custodial aides working a regular schedule of four (4) or more hours a day.
- C. All employees not electing the Employer-provided hospitalization insurance shall be provided with a section 125 benefit plan in the amount of \$1,200 per year.
- D. The Employer shall provide Long Term Disability Insurance for all employees working a regular daily schedule of four (4) or more hours a day.
- E. Workers' Compensation Insurance shall be maintained pursuant to applicable law.
- F. The Employer shall be responsible for the maximum hard cap allowed by law for medical insurance and 90% of all non-medical insurances. Employee contributions shall be deducted in regular installments from the bargaining unit member's paycheck throughout the school year and such payment shall be deducted with use of a 125 plan.

**ARTICLE XII – HOLIDAYS**

- A. Full-Time Employees – The following days shall be considered holidays for which the employees shall receive his/her regular wages providing such days fall on a regular work day: (If the holiday falls on Sunday, the following Monday will be considered the legal Holiday.) New Year’s Day, New Year’s Eve, Good Friday\*, Memorial Day, July 4<sup>th</sup>, The Work Day Preceding Labor Day, Labor Day, Thanksgiving Day & Day After, Day before Christmas & Christmas Day.

One (1) floating day to be used any time during the year with approval of the Superintendent or his designated representative.

\*Good Friday shall be a paid holiday if school is not in session.

The Employer will grant Friday off as a holiday when Christmas and New Year’s fall on a Thursday.

- B. Part-Time Bargaining Unit Members  
The following days shall be considered holidays for part-time bargaining unit members working a regular schedule of twenty (20) or more hours per week.

Christmas Day	New Year’s Day	Day after Thanksgiving
Thanksgiving Day	Memorial Day	Good Friday (if school is not in session)
Labor Day		

- C. To receive the benefit of the holiday, the employee must be on duty the scheduled work day immediately prior to and the scheduled work day immediately after the holiday, except in cases eligible under sick leave or vacation.
- D. If a scheduled paid holiday falls on a Saturday, the previous Friday will be considered the paid holiday provided school is not in session.
- E. The Friday before Labor Day if it is a legal holiday for schools and the building is ready as deemed by the Principal and/or Facilities Director.

**ARTICLE XIII-WAGES**

A.

<b>2023/2024</b>	<b>Start</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
Custodian	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75
Head Custodian	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25
Grounds Keeping	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75
Maintenance	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75
Maintenance w/ A	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00	\$18.25	\$18.50	\$18.75
Maintenance w/ B	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$19.75
Maintenance w/ C	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25	\$20.50	\$20.75
<b>2024/2025</b>	<b>Start</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
Custodian	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00
Head Custodian	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50
Grounds Keeping	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Maintenance	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Maintenance w/ A	\$17.25	\$17.50	\$17.75	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00
Maintenance w/ B	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00
Maintenance w/ C	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25	\$20.50	\$20.75	\$21.00
<b>2025/2026</b>	<b>Start</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
Custodian	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25
Head Custodian	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75
Grounds Keeping	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00	\$18.25
Maintenance	\$16.50	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00	\$18.25
Maintenance A	\$17.50	\$17.75	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25
Maintenance B	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00	\$20.25
Maintenance C	\$19.50	\$19.75	\$20.00	\$20.25	\$20.50	\$20.75	\$21.00	\$21.25

Don Olk is recognised and grandfathered as meeting the requirements for Maintenance C on the Salary Schedule.

Full time is a regular schedule of 30 hours or more per week.

Part Time: No Sick Time, No Vacation, Not Year Round



MAINTENANCE - Basic maintenance skills

MAINTENANCE A - Basic maintenance skills plus 2 Certificates

MAINTENANCE B - Basic maintenance skills plus 3 Certificates

MAINTENANCE C - Basic maintenance skills plus 4 or more Certificates. OR State of Michigan License in one of the MEP category ( Mechanical or Plumbing or Electrical )

#### Certifications Class

IPM ( Department of Agriculture )

Michigan Pool Operator Certification (Various)

Door hardware ( Architectural Hardware )

Lead Abatement ( MSBO )

CPO Class. ( MSBO )

Asbestos Inspector ( MSBO)

Pass the National Electric Code class

B&G pump and motor school. ( The little Red School House class )

Pass Niagara Tritium Controls class ( Cochrans Supply)

Refrigeration classes ( Ferris State , RSES)

HVAC Classes. ( Ferris State, RSES )

Plumbing Class ( Ferris State, Sloan )

Facility management ( Ferris State )

Other certifications may be considered with the advanced approval of the Superintendent or his/her designee. The District will reimburse employees up to \$250 of course and or testing cost upon the successful completion of each certification. If the District directs the employee to seek certification the District will pay for the full cost of the required classes and up to two test attempts.

- B. Longevity shall be paid out to bargaining unit members annually, on their anniversary date, according to the following years of service:

10 years - \$1000

15 years - \$1250

20 years - \$1500

25 years - \$1750

30 years - \$2000

#### **ARTICLE XIV – VANDALISM**

- A. The Employer agrees to pay for the vandalism on school property of an employee's automobile to a maximum of \$100.00 per incident of uninsured repair costs if approved by the Superintendent or his Agent.

## ARTICLE XV – LUNCH/DINNER PERIODS

- A. The normal meal time allowances for an eight (8) hour shift shall be thirty (30) minutes. The Administration shall have the option of establishing a “duty free” time period or an “on-call” time period. Such arrangements shall be on a regular, rather than a day-to-day basis. Custodians who are on an “on-call” lunch or dinner break shall receive their regular rate of pay for that time period.

Employees who work three (3) or more consecutive hours shall be allowed a paid fifteen (15) minute break.

## ARTICLE XVI – STRIKES

- A. Strikes as defined in the Hutchinson Act, No. 336 of the Public Acts of 1947, are illegal and any custodial employee violating this act thereby abandons his employment. As used in the act, “strike” shall mean the concerted failure to report for duty, the willful absence from one’s position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducting, influencing or coercing a change in the conditions, or compensation, or the rights, privileges, or obligations of employment. In the event that legislation is adopted permitting legal strikes by school employees, this Article becomes null and void.

## ARTICLE XVII – WORK SCHEDULES AND WORK LOADS

- A. If it becomes necessary to alter work schedules or days to cover special events in the schools, the building seniority list will be referred to with low seniority employees rescheduled first unless voluntary reassignment is offered.
- B. The Superintendent or his designated representative will be responsible for establishing written work schedules and written workloads for each custodian position.
- C. In the event a regular custodian will be absent from his position for an extended period of time, the Superintendent or his Agent will consult with appropriate Union representatives to establish the extent to which workloads can be reassigned and temporary replacements need to be hired. When the Employer makes a temporary assignment for the purpose of filling vacancies of employees who are on vacation or on sick leave, the employee will receive the rate of pay of the classification they are assigned to after a period of two weeks.
- D. The Employer will meet with the Union employees to identify and pre-plan any alteration of work schedules to provide advance notice to the affected employee(s). The Employer may establish incentives to address the inconvenience of work schedule changes.

**ARTICLE XVIII – DURATION OF AGREEMENT**

This Agreement shall become effective on July 13, 2023 and shall continue in full force and effect until June 30, 2026.

**MANISTEE AREA PUBLIC SCHOOLS**

**MANISTEE CUSTODIAL – MAINTENANCE  
EDUCATIONAL SUPPORT PERSONNEL  
ASSOCIATION/MEA/NEA**

*Theresa Anderson*  
Theresa Anderson (Jul 26, 2023 09:59 EDT)  
Board of Education

*David Lloyd*

Dated *July 17 2023*

*Ronald Stoneman*  
Ronald Stoneman (Jul 25, 2023 18:37 EDT)  
Superintendent











# Custodial Contract for Signing

Final Audit Report

2023-07-26

Created:	2023-07-24
By:	Sara Schubert (sschubert@manistee.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr-ek6fuGwmK-7EOMDxAxuQ4edRi2M3Yz

## "Custodial Contract for Signing" History

-  Document created by Sara Schubert (sschubert@manistee.org)  
2023-07-24 - 2:49:46 PM GMT- IP address: 136.228.45.1
-  Document emailed to rstoneman@manistee.org for signature  
2023-07-24 - 2:50:34 PM GMT
-  Email viewed by rstoneman@manistee.org  
2023-07-25 - 10:36:20 PM GMT- IP address: 136.228.45.1
-  Signer rstoneman@manistee.org entered name at signing as Ronald Stoneman  
2023-07-25 - 10:37:32 PM GMT- IP address: 136.228.45.1
-  Document e-signed by Ronald Stoneman (rstoneman@manistee.org)  
Signature Date: 2023-07-25 - 10:37:34 PM GMT - Time Source: server- IP address: 136.228.45.1
-  Document emailed to ander2tl@icloud.com for signature  
2023-07-25 - 10:37:35 PM GMT
-  Email viewed by ander2tl@icloud.com  
2023-07-26 - 1:59:00 PM GMT- IP address: 174.240.145.121
-  Signer ander2tl@icloud.com entered name at signing as Theresa Anderson  
2023-07-26 - 1:59:40 PM GMT- IP address: 174.240.145.121
-  Document e-signed by Theresa Anderson (ander2tl@icloud.com)  
Signature Date: 2023-07-26 - 1:59:42 PM GMT - Time Source: server- IP address: 174.240.145.121
-  Agreement completed.  
2023-07-26 - 1:59:42 PM GMT