
Woodhaven-Brownstown School District

Learning and Leading for Tomorrow

2021 - 2024 Master Agreement

Between the
Woodhaven-Brownstown School District

and the

Woodhaven-Brownstown
Instructional
Paraprofessional
Association

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ARTICLE 1
Recognition

The Board hereby recognizes the Association as authorized by the provisions of Act 336, P.A. of 1947, as amended, (including Act 379 of 1965) as the sole exclusive bargaining representative for all Woodhaven-Brownstown Instructional Paraprofessionals. The definition of an “instructional paraprofessional” is a person who works directly with students (under the direction or supervision of a teacher or administrator) to assist and support the educational program of the Woodhaven-Brownstown School District. The following are excluded: administrators, clerical staff personnel, maintenance/custodial personnel, transportation personnel, cafeteria personnel, playground and lunchroom personnel, teachers, substitute employees.

The term “paraprofessional” when used in this Agreement shall refer to all employees who have been hired by the Board or its representatives as instructional paraprofessionals.

Nothing contained herein shall be construed to deny or restrict to any paraprofessional rights he/she may have by reason of state or federal law, constitution, or rulings or agencies thereof. Any reference to female paraprofessionals shall also include male paraprofessionals.

The Board agrees not to negotiate with or recognize any paraprofessional organization other than the Woodhaven-Brownstown Instructional Paraprofessional Association for the duration of this Agreement.

The parties shall comply with Public Act 336 of 1947, Section 15, Subsection 7 pertaining to an emergency manager.

Article 2
Management Rights

The Board retains the right in accordance with applicable laws and regulations to:

1. Direct employees of the school.
2. Hire, promote, transfer, assign, and retain employees in position and to suspend, demote, discharge, or take other disciplinary action against employees.
3. Relieve employees from duties because of unsatisfactory performance.
4. Maintain the efficiency of the school operations entrusted to the Woodhaven-Brownstown School District.
5. Determine the methods, means, and personnel by which such operations are to be conducted.
6. Take whatever action may be necessary to carry out the functions of the Woodhaven-Brownstown School District in maintaining a personalized educational program.

The exercises of those powers, rights, authority, duties, and responsibility of the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

[Article 3](#)
Association Rights

Section A - Building Use

The Association and its representatives shall have the right to use school buildings at all reasonable hours provided a building permit has been issued.

Section B - Property Use

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at reasonable times provided that this shall not interfere with their job or interrupt normal school operations.

Section C - Facilities and Equipment Use

The Association shall have the right to use school facilities and equipment, including computers, copy machines, and all other types of audio/visual equipment at reasonable times when such equipment is not otherwise in use or interrupting normal school operations. The Association shall pay for the cost of all materials and supplies associated with such use. The Association agrees to be responsible for the financial loss due to careless or negligent use of school premises and school equipment while carrying out Association business. No equipment shall be removed from the school premises without the consent of the Administration.

Section D - School Board Minutes

The Board agrees to have available on the district website the Board approved minutes and agenda of all regularly scheduled Board meetings.

Section E - Member Non-Discrimination

Membership in the Association shall be open to all paraprofessionals regardless of race, color, national origin, religion, sex, marital status, genetic information, age, or disability.

Section F - Personnel Released Time

A paraprofessional engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any grievance, including arbitration, shall be released from regular duties without loss of salary. Every effort shall be made to conduct grievance procedures and/or negotiation meetings outside of normal school hours.

Section G - Association Representative Lists

The Association shall furnish the employer with written notice of the names of its Association representatives by September 30th of each year, and any changes that may occur during the remainder of the school year shall be reported within ten (10) working days of the occurrence.

Section H - Association Released Time

The Woodhaven-Brownstown Instructional Paraprofessional Association will be allocated six (6) days to be used by the president and/or designee(s) to attend Association conventions and

conferences. Notification must be made in advance and on forms generally provided by the school district, if available. The Board, upon request of the Association president, shall arrange with the president's and/or designee's supervisor for release time to attend meetings requested by the Board.

Section I - Other Non-Discrimination

The Board agrees not to interfere with the rights of employees to become members of the Association and there shall be no discrimination, interference, restraint, or coercion by the Board or any representative against any employee because of Association membership or because of an employee's acting in an official capacity on behalf of the Association and/or the MEA/NEA.

Section J - Private Life

The private life of a paraprofessional is his/her own affair unless the employee's conduct should adversely affect his/her relationship with students or the discharge of the employee's responsibilities.

Section K - Paraprofessional Responsibilities

No instructional paraprofessional shall be responsible for materials or facilities when not on duty, provided building security procedures have been followed.

Section L - Attendance at Conferences

When the Board requests that paraprofessionals attend selected professional programs, conferences, visitations, and/or to view other media or special education programs, funds shall be made available to cover the expense of meals, lodging, travel, and fees. Such expenses are subject to prior approval of the employee's administrator.

Section M - Labor-Management Relations Conferences

Special conferences for important matters will be arranged between the local Union and the Human Resources Director upon the request of either party. Unless otherwise agreed, such meetings shall be between two (2) representatives of the Board and two (2) representatives of the Union. Arrangements for such special conferences shall be held within ten (10) working days after the request is made. An agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. The foregoing shall not restrict the Employer's right to meet and confer with the employees to discuss means to improve the working environment and other matters of concern which are non-contract related and/or non-disciplinary in nature.

Article 4
Payroll

Section A - Payroll Deductions

Upon appropriate written authorization from the paraprofessionals, the Board shall deduct from the earnings of the paraprofessional and make appropriate remittance for annuities, saving bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

Section B - Pay Periods

Wages shall be paid following the commencement of the paraprofessional's first day of work and consistent with the district's regular pay period schedule. Each regularly scheduled paraprofessional shall have the option of equal payments of his/her annual salary or the option of a twenty-one (21) pay schedule.

Salaries shall be paid via direct deposit. Employees shall access their payment vouchers on-line. Beginning in the 2023/24 school year, salaries paid in equal installments shall be paid in twenty-four (24) equal installments.

2021/22 School Year:

- Twenty-six (26) equal installments:
 - o September 3, 2021 and every other Friday, through August 19, 2022 (26 pays)

2022/23 School Year:

- Twenty-five (25) equal installments:
 - o September 2, 2022 and every other Friday, through October 28, 2022 (5 pays)
 - o November 10, 2022 and on the 10th and 25th of each month, through August 2023 (20 pays)

2023/24 School Year, going forward:

- Twenty-four (24) equal installments:
 - o Beginning in September, on the 10th and 25th of each month, through August (24 pays)

Compensation and leave benefits shall be prorated commensurate with the amount of the school year worked.

All paraprofessionals will have their salary posted by direct deposit and will access payment vouchers electronically. In the event something cannot be included on the electronic voucher, written notice shall be provided to all employees by post or district email. The email shall constitute "written notice".

Within the first two (2) weeks of school (or within the first two weeks of hire, if hired after the first two weeks of school) all paraprofessionals shall receive instruction and/or written information on how to access electronic vouchers.

To the extent possible, electronic vouchers shall include the employee's hourly rate. Annually, each employee shall receive a job detail that includes:

- o Rate of pay
- o Hours per day
- o Total anticipated annual compensation
- o Compensation per check
- o And additional medical and/or custodial stipends

This shall also be provided anytime a change in job assignment is made.

Article 5
Staff Reduction

Section A - Reduction

In the event that a staff reduction becomes necessary due to a lack of finances or a decrease in student enrollment, the following procedure will be utilized:

Recognizing the unpredictability of the availability of state and federal funds, the Board agrees to discuss with the Association the possibility of a reduction of staff at the earliest possible date. At this time, the Association will be provided with available facts, rationale, and reasons for the need to lay off staff or eliminate positions. Paraprofessionals whose positions are in jeopardy shall be notified of their reduction, layoff, or elimination of their position in writing eighteen (18) calendar days prior to layoff or elimination of the position.

Prior to any reduction in work hours or staff reduction, the Board shall notify and meet with the Union. Further, the parties agree such a meeting may include discussion and review of alternatives.

If at the end of the August bid meeting, it is determined that a staff reduction becomes necessary, layoff shall be according to seniority. If a senior employee's job is eliminated or reduced by more than four (4) hours per week, or if the employee has a loss of benefits, and no vacant position is available, then that senior employee may replace the least senior employee with similar number of hours and/or benefits and which causes the least disruption to student services, provided the employee possesses the necessary qualifications for that position.

If the hours of an employee are redacted during the school year for reasons other than the availability of state and federal funds, the affected employee shall continue to work the same number of hours, at the direction of the Board. The employee may elect to work the redacted hours only.

Section B - Seniority Date

Seniority shall be defined as the length of service within the district as a member of the bargaining unit. The accumulation of seniority shall begin from the bargaining unit member's first day of work, pending the Board of Education approval of the hiring of the paraprofessional.

In the event more than one (1) paraprofessional is hired at the same time, a number drawing will immediately be held to determine top seniority.

Seniority will be credited on a monthly basis. Ten (10) months credit will equal one (1) year. No more than ten (10) months accrual can be credited for each school year. No seniority credit shall accrue for work in summer school, during unpaid leaves of absence of thirty (30) or more calendar days, or during periods of layoff, unless stated otherwise elsewhere in the contract.

All prior, established seniority status shall remain permanent.

Section C - Seniority List

A district-wide seniority list shall be established and presented to the Association. This list shall be updated at the beginning of each school year or prior to a reduction in force. The names of paraprofessionals on leave shall remain on the seniority list pursuant to Article 5, Section D, Recall, numbers 2 and 3.

Section D - Recall

Laid off paraprofessionals will be recalled to their position or to vacancies in reverse order of layoff. All accumulated wage step increments, sick days, and job rights will resume upon recall. Any paraprofessional called back to a classification/placement other than the one he/she left will serve a forty (40) work day probationary period during which time he/she will be evaluated to determine:

1. His/her desire to remain on the job.
2. His/her ability to perform the job satisfactorily, provided supervisory in-service training has occurred.

If (1) or (2) is invoked in this section, then the paraprofessional will revert to layoff status until such time a position becomes available for which he/she qualifies.

An employee shall remain on layoff according to the following conditions:

1. If an employee is laid off mid-year during her first year of employment she shall remain on the seniority list until October 1 of the following school year.
2. An employee who has worked between one to three school years who is laid off shall remain on the seniority list for a length of time equal to the length of employment.
3. An employee who has worked three or more years shall remain on the seniority list for three years.
4. An employee on layoff who refuses an offer of recall to a position of equal or more hours to the position from which the paraprofessional was laid off shall forfeit their right to recall thus terminating their employment.
5. An employee on layoff who refuses an offer of recall to a position with a loss of more than one hour per day than the position from which they were laid off shall retain recall rights in accordance with the rest of this and any other applicable articles of this agreement.

Section E - Benefits for Laid Off Paraprofessionals

A paraprofessional that has been released because of staff reduction shall, if he/she desires, have priority on the substitute list provided job qualifications and skills can be met, and shall be paid at the current substitute rate of pay. In the event a laid off paraprofessional is called in to specifically substitute in his/her classification for five (5) or more consecutive work days, he/she will be paid at a rate equal to the present rate of pay at his/her step at the time of said layoff.

Any paraprofessional who qualifies for retirement during the reduction year may be permitted to work that year so as to acquire needed service to obtain qualified retirement status with Office of Retirement Services (ORS), if possible. The paraprofessional would need to submit in writing to the Board their letter to retire from the district at the conclusion of the school year so as to qualify for this continued permit to work as described.

Section F - Loss of Seniority

Anyone leaving the bargaining unit shall lose all bargaining unit seniority rights.

Article 6

Hours, Terms and Working Conditions

Section A - Work Year

The work year is subject to change to meet the needs of the individual programs or emergency situations. Paraprofessionals will work four (4) days prior to the first student day and one (1) day after the last student day (or no less than 187 work days). A paraprofessional may utilize flexible scheduling during the four (4) days prior to and one (1) day following the approved calendar, subject to the approval of the supervisor.

When a paraprofessional elects to utilize vacation time, the time shall be compensated and reported in such a manner as to provide the ability to accrue retirement credit for such time, consistent with state laws and regulations.

Should additional work become available and requested by the building administrator and approved by Central Office, the person in the position or currently performing that function, will have the first opportunity for additional hours. If that person refuses the additional work, it will be awarded to the next most senior bargaining unit member in that building. Should no bargaining unit member in the building take the additional hours, the hours will be offered by seniority within the rest of the bargaining unit.

Section B - Work Day

The work day for employees covered by this Agreement shall be established by the Director of Human Resources.

Employees who are assigned work in addition to their normal assignment shall be compensated at the rate of \$1.50 per hour in addition to their regular hourly rate for the duration of the additional assignment.

An additional assignment becomes a change in work day when the employee is paid for that assignment for thirty (30) or more consecutive work days.

When an additional assignment continues beyond thirty (30) or more consecutive work days, it would be considered an exception if it results in

- an increase or decrease of more than four (4) hours per week or
- a change in benefit status , then

the position, that includes this additional assignment, shall be posted as a vacancy in accordance with Article 7 of this Agreement.

Section C - Lunch Period

Paraprofessionals who work five (5) or more consecutive hours shall be provided with a non-paid, duty-free lunch period of not less than thirty (30) minutes.

Section D - Rest Periods

Paraprofessionals who work four (4) or come consecutive hours will be provided with one fifteen (15) minute break. Paraprofessionals who work six (6) or more consecutive hours will be provided with two fifteen (15) minute breaks.

Section E - Staff Meetings

Each paraprofessional if required by their building administrator to attend staff meetings or in-service meetings as part of their regular assignment shall be compensated.

Section F - T.B. Test

T.B. tests will be given according to present Board policy.

Section G - Assault

Any case of assault upon a paraprofessional during working hours shall be promptly reported to the Board or its representative. The Board will provide initial legal consultation at no charge to advise the paraprofessional of his/her rights and obligations to such assault in connection with the handling of the incident by law enforcement and judicial authorities. This initial consultation shall be interpreted to mean no more than one (1) meeting and shall not include courtroom representation.

Section H - School Closing

If the total school district, or an individual building, is closed due to an "Act of God", scheduled paraprofessionals will receive full pay for regularly scheduled assigned hours. If a paraprofessional is required to work in a building where the calamity occurred prior to the building opening for normal school operations, the paraprofessional will be paid double time.

Paraprofessionals shall only be required to work, without additional compensation, those days which are required to be made up per MDE and/or legislative direction.

Section I - Mileage

Any paraprofessional who has a job assignment outside of this school district will receive mileage as provided for in Article 17, Section E, of this Agreement.

Section J - Probationary Period

Newly hired paraprofessionals shall serve a one hundred eighty (180) work day probationary period. There will be no benefits (such as: Holiday pay, sick days, and personal business) provided for new employees except health insurance (if eligible) or qualified bereavement leave days during the first sixty (60) work days of employment. During the first sixty (60) work days only, any scheduled work days missed shall be taken with no pay, and each day missed shall extend the probationary period by the number of days absent. Probationary employees are subject to termination at the discretion of the Board and such termination is not subject to the grievance procedure.

Section K - Overtime and Extra Hours

Overtime is defined as any work hours beyond forty (40) hours per week. Overtime shall only be authorized by the immediate supervisor.

Extra hours related to an employee's current position or overtime shall be assigned first to employees within the building that requires the additional work. If a special skill or experience is required, the supervisor may seek the extra help from other buildings.

If no employee in the building wishes to perform the extra hours or overtime, the supervisor shall call employees on a seniority rotational basis. However, the employer shall not have to call more than three employees in an attempt to secure a rotational employee. If the employer is not successful in securing an overtime-extra hours employee, the employer shall have the right to call any other bargaining unit member. In emergency situations, the employer may hire any individual if bargaining unit members are not available.

Bargaining unit members may volunteer to substitute in any building for another position, provided such subbing does not conflict with the hours of the regular assignment. Bargaining unit volunteers shall have preference for work prior to the employment of non-bargaining unit substitutes. The assignment of bargaining unit substitutes shall be on a rotating basis, based on each building's sign-up list.

Each September and January, during a 2-week period, the paraprofessional shall notify personnel if he/she is interested in working overtime, extra hours, or substituting.

Section L - Medically Fragile and Special Needs Students

The medically fragile student shall be defined by the Michigan Department of Education.

Medically related services include such functions as catheterization, suctioning, aspirating, etc. (compensated).

The special needs student shall be defined as any student not designated as medically fragile yet in need of custodial functions and/or medically related services.

Custodial functions such as diapering, toileting, cleaning, feeding, changing menstrual pads, diabetic testing, etc., shall not be considered medically related tasks (compensated).

The district shall make every reasonable effort to distribute these duties among bargaining unit members at a particular site where medically related services become necessary. For example, if a new student requiring catheterization or other medically fragile services arrives at a building, where possible, these services will be assigned to a different employee than the one already performing these duties for another student. Once assigned to service a medically fragile student, a bargaining unit member will continue with that student for the balance of the year, even if a bargaining unit member with lesser seniority comes to that building during the course of the year.

The IEP will determine the suitability of the use of a paraprofessional with the medically fragile student.

The paraprofessional will be appropriately trained and shall meet appropriate training requirements as deemed necessary by the director of special education. The employee shall be paid during the necessary training period. On a case-by-case basis, the district will determine what training and other support should be provided to a paraprofessional who will be providing services to a medically fragile student.

The paraprofessional shall be provided access, as appropriate, to the doctor's and/or nurse's instructions as to the procedures to be used for each task of a medical nature, as necessary.

If a paraprofessional will be providing services to a medically fragile student, the paraprofessional will be advised in writing of the emergency procedures with the medically fragile student.

The district shall seek a sufficient number of paraprofessionals as it deems necessary for the performance of medically fragile and/or custodial care tasks through postings if it is a new position.

The following provisions will apply:

1. Primary responsibility for performing these services may fall within the job responsibilities of a special education paraprofessional.
2. If a position is not created to perform these services, the district may assign the responsibilities to the least senior special education paraprofessional in the building.
3. If no special education paraprofessional exists in the building, the responsibility may be assigned to the least senior paraprofessional(s) in the building (based on district seniority).
4. Bargaining unit members performing medically fragile services full-time will be compensated an additional \$350 per semester. Custodial functions will be compensated at \$200 per semester for the first student and \$100 per semester for an additional child, with a maximum of \$350 per semester. Special education paraprofessional(s) assigned to the ECP program at Gudith Elementary performing custodial functions will receive a maximum of \$600 per semester.
5. If the paraprofessional(s) assigned is/are not qualified to do the work as documented by medical or other professionals, the district may seek a voluntary transfer from the bargaining unit working the same number of hours as the originally assigned paraprofessional.
6. The displaced employee, if qualified, will take the position of the transferred employee. If no qualified paraprofessional volunteers to take the position, the district may hire from the outside or assign the position on a temporary basis until the position can be filled.
7. If the displaced employee is not qualified to take the position of the transferred employee, or if the district hires outside, the displaced employee will take the position of the least senior bargaining unit member (district-wide) with the same number of hours for which he/she is qualified, and that least senior person will be able to bump an employee lower on the seniority list.
8. These services may, at the determination of administration, require back-up assistance on a periodic or daily basis. Assignment of back-ups is determined in the same manner as the primary (see #2-7).

9. Primary service providers shall be compensated per semester. Back-ups will be compensated per diem.
10. IP (Independence Paraprofessional) positions funded with specifically approved and dedicated special education county, state or federal funds will be posted with an additional stipend of \$500 per year to recognize the unique challenges of these positions. The \$500 stipend shall be paid yearly on the anniversary date of the job award and is awarded to recognize the completion of a full year in that position, with exceptions noted below:
 - a. An IP, who is involuntarily bumped or transferred from their position, will not lose the stipend. Should the student leave the District during the year, the stipend provided under Article 6, Section L, sub-section 10 will be prorated based on the number of days they worked with the student during a one-year period.
 - b. An IP, who voluntarily bids from a position eligible for the stipend to a different position eligible for the stipend, will still receive the stipend; however, the anniversary date will be changed to reflect the date the new position was awarded to the paraprofessional.
 - c. An IP, who voluntarily bids from their position to a position that is not an IP, will not receive this stipend.
 - d. This stipend shall not be prorated for any reason other than that identified in 10a. (above). To qualify for the \$500 stipend, the following criteria must be met:
 - the paraprofessional MUST BE on duty in the IP position a minimum of 170 days from date of award to the anniversary date and,
 - on duty being defined as attendance at the work site as assigned; Act of God days are considered on duty days and counted.

Upon request of the paraprofessional and approval of the IEPC chair or building principal, the paraprofessional shall have the right to attend and participate in an IEPC meeting or evaluation.

In addition, relevant information regarding a special student or a change in program that involves the work responsibilities of a paraprofessional shall be shared with the paraprofessional.

Section M - Highly Qualified Paraprofessionals

All paraprofessionals must meet the requirements of the federal AESEA (American Elementary and Secondary Education Act).

Article 7
Vacancies and Transfers

Section A—Posting

Whenever a vacancy shall occur in an instructional paraprofessional position in the school district, the Board will post the opening internally and externally for a minimum of seven (7) calendar days. Copies of the posting shall be made available electronically to all working paraprofessionals and a copy sent to the president of the Association. A WIPA member has three (3) working days to submit a written bid for the position to the Personnel Department. The written bid must be received by the Personnel Department by the date and time posted on the notice of vacancy. The written bid must include the applicant's name, current building, daytime telephone number, district seniority date, current position, and number of hours currently working. Written bids will be accepted by email, fax, interoffice mail, U.S. mail, and in person.

During the summer months, the president of the Association shall be provided copies of any postings. Any dissemination during the summer shall be the responsibility of the Association.

All vacancies, including layoffs, occurring after the last work day of the school year to be assumed in the fall of the next school year shall be filled at the Bid meeting of paraprofessionals. This meeting will be called at a time agreeable to both Administration and the bargaining unit executive board, but no later than the day before the first work day of the new school year. Members will have access to vacancies according to seniority. Paraprofessionals will be notified of openings three (3) days prior to the bid meeting.

Once a paraprofessional elects a position at the Bid meeting, it is final and cannot be rescinded.

Employees in IP positions following the completion of the August Bid meeting, shall remain in that position until the following August Bid meeting. The Board reserves the right to not award transfers in to new positions mid-year; the most senior employee interested that would have been awarded the position will be made whole for the remainder of the year (i.e., additional hours and/or benefits), provided that the employee works the additional hours at the direction of the Board; the newly created position, if still needed the following school year, will be available for bid in the annual bid meeting.

Any employee restricted from moving positions during the school year shall be allowed to exercise seniority at the next August Bid meeting.

When a "temporary" position is filled by a substitute for 30-days or longer, the continued need will be discussed between the Board and the Association (i.e., Positions funded through Act 18).

Section B - Filling Vacancies

Any instructional paraprofessional may apply for posted vacancies. In filling such vacancy, the Board will consider the paraprofessional's length of service, record of past performance, qualifications and skills, and ability to perform in the position. The Board reserves the right to not award transfers in to new positions mid-year; the most senior employee interested that would have been awarded the position will be made whole for the remainder of the year (i.e. additional hours and/or benefits), provided that the employee works the additional hours at the direction of the Board; the newly created position, if still needed the following school year, will be available for bid in the annual bid meeting. Management may solicit bargaining unit representatives to sit in on interviews for vacant bargaining unit positions.

Current working paraprofessionals assigned to a vacancy shall serve a trial period of sixty (60) workdays. During such trial period, his/her ability to perform satisfactorily shall be the determining factor for job permanency.

Academic testing and/or required ETS ParaPro Assessment may be utilized to determine qualifications for positions involving academic tutoring or work.

Section C - Emergency Transfers

The parties agree that involuntary transfers of employees are to be minimized and avoided whenever possible. Advance notice should be given prior to the start of the workday whenever possible.

Section D - Staffing Information

An email shall be sent to the Association president informing him/her when the position is filled and by whom.

Section E - Combination Positions

Employees may bid into and hold a second job, provided that it does not cause the layoff of another employee (not to be used to break up a full-time position that opens up). It is understood that employees delineated in the last paragraph of article 17, Section A, will receive health benefits. The total number of hours with the combined jobs shall not exceed forty (40) hours per week. If the employee quits one of the positions, the employee shall revert to benefits appropriate to the retained part-time job, including vacation benefits.

Article 8 Evaluation

Section A - Written Evaluation

The evaluation of the work of paraprofessionals is the exclusive responsibility of the assigned administrators. In order that each paraprofessional may be aware of his/her strengths and weaknesses, a written evaluation will be given to each first year paraprofessional. In the second and third year of the same assignment, paraprofessionals will be evaluated each year prior to May 31. Beginning in the fourth year and beyond of the same assignment, the paraprofessional will be evaluated once every two (2) years. If an administrator observes a decline in the performance of a paraprofessional, he shall notify the paraprofessional of his/her deficiency in writing and indicate his/her intent to conduct additional formal evaluations. When a paraprofessional is transferred to a different position, he/she will be evaluated once a year for the first two (2) years.

The written evaluation will include a statement of strengths and/or weaknesses. If weaknesses are noted, the evaluation will include a statement of the improvements desired.

A conference shall take place with the paraprofessional and supervisor following each evaluation. If a paraprofessional's general evaluation is rated unsatisfactory, he/she may request a second evaluation prior to May 31st to show improvement.

Section B - Evaluation Conferences

All evaluations will be discussed with the paraprofessional before they are submitted to the superintendent or designee, and shall bear the signatures of the principal, the paraprofessional, and any other supervisory person involved in the evaluation.

Section C - Rebuttal

Copies of the evaluation shall be submitted to the paraprofessional and the Association within fifteen (15) workdays after the formal evaluation. The paraprofessional then has the option, within ten (10) workdays, to respond in writing regarding their concerns about the evaluation. This response shall be attached to the formal evaluation.

Section D - Personnel File

Each paraprofessional shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association may, at the paraprofessional's request, accompany the paraprofessional in this review, and shall be made in the presence of the administrator of personnel or designee. Each paraprofessional shall receive a copy of all communications, including reprimands that are entered into their personnel file. Each paraprofessional shall have an opportunity to respond in writing to all reprimands and have their response attached thereto.

Section E - Substandard Evaluations

The evaluations of a paraprofessional which results in a less than satisfactory work rating shall constitute the foundation for suspension and dismissal as defined in Article 9—Suspension and Dismissal.

Article 9
Suspension and Dismissal

Section A—Rules and Regulations

Paraprofessionals are expected to comply with policies adopted by the Board or its representatives that are not inconsistent with the provisions of this Agreement.

Section B - Representation

A paraprofessional shall be entitled to have present a representative of the Association when he/she is being reprimanded, warned, or disciplined for any infraction of the rules or delinquency in performance. When a request for such a representative is made, no action shall be taken with respect to the paraprofessional until such a representative of the Association is present.

Section C - Suspension and/or Dismissal

Suspension and/or dismissal shall be made for the following reasons:

1. Undesirable conduct according to the job description, work schedule, and policies and procedures of the building and/or program to which they are assigned and not inconsistent with the provisions of this Agreement.
2. Non-satisfactory evaluations.

Section D - Disciplinary Action

In the event the immediate supervisor and/or building principal deem there is a reasonable and just cause for disciplinary action they shall:

1. Discuss the cause with the paraprofessional and Woodhaven-Brownstown Instructional Paraprofessional representative in a conference. The conference shall include the immediate cause of the reprimand, the notice on how to correct the problem, and the next step the supervisor intends under this procedure if the problem is not corrected. This shall be considered an oral reprimand. The name of the supervisor, the date of the oral reprimand, and a brief description of the reason for the reprimand (e.g., “tardy”, “excessive absences”) will be recorded in the employee’s personnel file.
2. If, as a result of the oral reprimand, the behavior does not improve, the paraprofessional shall receive a *written reprimand* with copies sent to the Woodhaven-Brownstown Instructional Paraprofessional representative and the administrator of personnel. This written reprimand will include the specific nature of the problem, how it is to be resolved, and what will happen if correction does not take place.
3. If, as a result of the written reprimand, the behavior does not improve, the paraprofessional shall be suspended without pay up to three (3) days, with written notice provided of the nature of the problem, how it can be corrected, and what will happen next if correction does not take place.
4. If, as a result of the suspension, and, upon return to work, the behavior does not improve, the paraprofessional may be *discharged* and all benefits ceased.

Nothing herein shall prevent the Board from appropriately disciplining an employee should circumstance warrant. Any disciplinary action or measure imposed upon any employee may be appealed through the regular grievance procedure.

Section E - Just Cause

No paraprofessional who has completed the probationary period shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such discipline, reprimand, or reduction in rank or compensation, including adverse evaluation of a paraprofessional's performance by the Board or representative thereof, shall be subject to the grievance procedure hereinafter set forth. All information forming the basis for disciplinary action will be made available to the paraprofessional and the Association.

Article 10
Grievance Procedure

Section A - Definition of a Grievance

A grievance is a claim that is made by a paraprofessional or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement. Grievances will be processed as hereinafter provided. Failure to respond on the part of the Administration constitutes denial of the grievance on behalf of the Administration. Failure on the part of the Association to respond within the established time limits at any level of the grievance procedure constitutes the grievance being dropped.

Section B—Procedure

Level 1 In the event that a paraprofessional believes there is a basis for a grievance, he/she shall, within ten (10) school days from the occurrence or knowledge of the occurrence, discuss the alleged grievance with his/her immediate supervisor and/or principal either personally or accompanied by his/her Association representative and inform the supervisor and/or principal that the discussion is occurring as part of a Level 1 grievance procedure.

Level 2 If, as a result of the informal discussion with the immediate supervisor and/or principal, a grievance still exists, the grievant may submit the grievance in writing within ten (10) school days, using the proper forms, to the building principal and/or supervisor, signed by the grievant and/or a representative of the Association.

Within ten (10) school days of receipt of the grievance, the immediate supervisor and/or principal shall meet with the paraprofessional and/or the Association representative in an effort to resolve the grievance. The principal and/or supervisor shall indicate his/her disposition of the grievance in writing within ten (10) school days of such meeting, and furnish a copy thereof to the Association.

Level 3 If the Association is not satisfied with the disposition of the grievance or if no disposition has been made within ten (10) school days of such meeting, the grievance shall be transmitted to the Director of Human Resources.

Within ten (10) school days of receipt of the grievance, the Director of Human Resources or designee shall meet with the Association on the grievance and shall indicate his/her disposition in writing within ten (10) school days of such meeting, and furnish a copy thereof to the Association.

Level 4 If the Association is not satisfied with the disposition of the grievance by the Director of Human Resources, or designee, or if no disposition has been made within ten (10) school days of such meeting, the grievance shall be submitted to the Michigan

Employment Relations Commission (MERC) for non-binding consideration by a MERC mediator.

Level 5 If, within ten (10) school days of the conclusion by the MERC mediator, the Association is not satisfied with the disposition of the grievance by the Director of Personnel or his/her designee or if no disposition has been made within ten (10) school days of such conclusion, the grievance shall be transmitted to the Board within ten (10) school days by filing a written copy thereof with the secretary of the Board.

The Board, no later than its next regular meeting or two (2) calendar weeks, whichever shall be later, may hold a hearing on the grievance. A disposition in writing by the Board shall be made no later than ten (10) school days thereafter. A copy of such disposition shall be furnished to the Association.

General Provisions

Section C - Forms

Grievances must be filed on forms provided by the Association. The grievance shall contain the following information: individual(s) filing the grievance, except when filed on behalf of the Association; when the grievance occurred; where the grievance occurred; a brief description of the grievance; article(s) and section(s) of the Agreement violated; the date when grievance was first discussed with principal and/or supervisor, and relief requested. All grievances must be signed by the grievant and/or the Association representative.

Section D - Meetings

Any meetings or hearings held under Levels 1 through 3 of this procedure shall be conducted before or after the working hours of the grievant's scheduled work day except if the parties mutually agree to meet during working hours.

Section E - Appropriate Step

If a grievance arises from the action of authority higher than the principal and/or supervisor of a school, it may be initiated at the appropriate step of this procedure.

Section F - Reinstatement

If any paraprofessional for whom a grievance is sustained shall be found to have been unjustly disciplined and/or discharged, he/she shall be reinstated with full reimbursement of all compensation lost.

Section G - Time Limits

The time limits provided in this article shall be strictly observed but may be extended by written agreement of both parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board and the Association shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Section H - Personal Complaint

If an individual paraprofessional has a personal complaint that he/she desires to discuss with a supervisor or principal, he/she is free to do so without recourse to the grievance procedure. However, if an individual paraprofessional proceeds as above, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present or shall any adjustment of a grievance be inconsistent with the terms of this Agreement.

Article 11
Continuity of Operations

Section A - Uninterrupted Operation

Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes that threaten to interfere with such operations. Therefore, the parties have established a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party. The Association agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any strike against the Woodhaven-Brownstown School District as defined by the Public Employment Relations Act.

Section B - Unfair Labor Practice

The Board and the Association also agree that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by the Public Employment Relations Act 379.

Article 12

Sick Leave, Business, Jury Duty, Bereavement

Section A - Sick Leave

Paraprofessionals shall be granted six (6) sick leave days during their first year of employment and eleven (11) sick leave days each school year thereafter. The unused portion of such allowance shall accumulate from year to year to a maximum of one hundred twenty (120) days. Sick leave is to be used for illness or disability injuries resulting from accidents while not on the job.

If a paraprofessional is absent five (5) consecutive work days (sick and personal business), a doctor's statement concerning the illness may be required by the Director of Human Resources.

Absence occasioned by an emergency illness in the immediate family (as identified in Section E) shall be allowed at full pay as in the case of personal illness and will be deducted from normal sick days.

In the event an employee uses up all his/her sick leave days during a school year and then for any reason other than approved leaves then leaves the district prior to the end of the school year, the employee will have deducted one (1) day for each month he/she has left the district prior to the end of the school year.

Bargaining unit members may bid on postings while on sick leave provided they are able to perform the job when they return from using their sick leave days. A bargaining unit member awarded a position while using sick leave days must assume the newly awarded position within thirty (30) calendar days of its posted start date or forfeit the job award. If forfeited, the job is posted according to Article 7 or this agreement.

When a bargaining unit member's hours change by four (4) hours or less per week (added or reduced) necessitating a change in accumulation of sick and personal time, such a change will be calculated and posted two (2) times during the year—the first day of the work year and the last pay period in January. Additional hours earned shall be credited only on the two dates. Should an employee need to access, prior to the posting, accrued additional sick or personal time earned, a written request must be made to the Personnel Office to calculate and post these additional hours. Should an employee's sick or personal time be decreased due to a change in hours, the readjustment of accrued sick time will be calculated and posted at these two times per year.

Section B - Severance Pay

Employees who retire (as verified through ORS - actual/deferred) from the district and have been employed in the district a minimum of ten (10) consecutive years shall be compensated for accumulated sick and personal business days as follows:

Employees with ten (10) to nineteen (19) consecutive years of employment in the district will be paid at current step on the salary schedule up to a maximum of 300 hours.

Employees with twenty (20) or more consecutive years of employment in the district will be paid at their current step on the salary schedule up to a maximum of 550 hours.

Section C - Retirement Notification Incentive

Employees who qualify for retirement under the ORS criteria and who notify the human resource office by March 1 of the school year in which they retire, shall receive an incentive payment of five hundred dollars (\$500) upon retirement. Retirement shall be defined as final notification from ORS (actual/deferred).

Section D - Personal Business

Each paraprofessional shall be credited with three (3) days per school year without loss of pay to take care of matters of business that cannot be taken care of at a time other than school time. Such business days shall be in addition to sick leave and shall not be accumulated. Personal business days that remain at the end of each school year will be added to the individual's sick leave allowance.

It is expressly understood that business leave days are not to be used for personal pleasure. The paraprofessional may be asked by his/her supervisor to explain the reasons for any business leave requested. Personal business days shall not be used for extending a scheduled school holiday or vacation unless the absence receives prior approval from the Superintendent, or designee, in writing. The paraprofessional must notify the principal as far in advance as possible of such business days.

Section E - Bereavement

Due to a death in a paraprofessional's or spouse's immediate family, the paraprofessional shall be granted up to five (5) days with pay (not chargeable to any leave otherwise granted) at any one time.

The term "immediate family" as used in the section shall mean spouse, parents, children, grandparents, grandchildren, brothers or sisters and their spouses, including step, foster, and adopted family members.

Upon application and approval of the superintendent, or designee, one (1) additional day, per occurrence, may be granted for nieces, nephews, uncles, and aunts; up to five (5) days per school year.

Section F - Jury Duty

A paraprofessional called for jury duty or to give testimony before any judicial or administrative tribunal shall be compensated for the difference between the regular pay and the pay received

for the performance of such obligation. The paraprofessional shall receive his/her regular salary for days spent in performance of such obligation, then will reimburse the school district in the exact amount of his/her jury duty compensation, if any, minus any mileage allotment. Time spent in performing such obligation shall not be subtracted from any leave day provisions.

Section G - Workers' Compensation

Board Commitment - The Board agrees to pay the difference between workers' compensation and the employee's normal take home pay (gross pay minus federal taxes, state taxes, and F.I.C.A.) not to exceed a period of one (1) year.

Doctor's Statement - Before returning to work after an injury or injury-related operation, an employee shall present to the Central Office a statement from the doctor stating that the employee has satisfactorily recovered and is able to return to work with or without restrictions.

Reinstatement - When an employee is able to return to work without restrictions, he/she shall be reinstated to his/her former position according to his/her seniority.

Third Party Decision - In the event of a dispute involving an employee's physical ability to perform his/her job on his/her return to work at the school district and the employee is not satisfied with the determination of the school Board's medical clinic, he/she may submit a report to the school Board from a medical doctor of his/her own choosing and at his/her own expense.

If a dispute still exists, at the request of the Union, the director of the medical clinic and the employee's doctor shall agree upon a third doctor to submit a report to the school Board and the employee, and the decision of such third party will be binding on both parties. The expense of the third party shall be shared equally by the Board and the employee.

Article 13
Leaves of Absence

Section A - Maternity and Childcare Leaves of Absence

Maternity and/or childcare leaves of absence without pay for a period of up to one (1) year plus any unfinished school year will be granted upon proper application and/or medical certification of pregnancy to any paraprofessional. It is further provided that:

1. Seniority accrual shall be consistent with the provisions of Article 5, Section B. It is understood that the paraprofessional shall not accrue sick leave days or holiday benefits during the leave.
2. Paraprofessionals may continue COBRA insurance benefits on a self-pay basis if approved by the insurance carrier.
3. Paraprofessionals, upon return, may be required to provide a physician's statement of ability to perform all necessary duties and functions of the job assignment.
4. Paraprofessionals, upon return, will be reinstated to their former position or a position of like nature for which the paraprofessional is qualified to readily perform all duties and functions of the job assignment.
5. Paraprofessionals, upon return, will be placed at the same step on the salary schedule as they were at the beginning of said leave.
6. Paraprofessionals must provide a thirty (30) calendar day notice of intent to return.

Section B - Medical Leave of Absence

An employee who is unable to work and who furnishes satisfactory evidence from a physician thereof, after exhaustion of sick leave, may be granted a medical leave of absence without pay covering the period of such illness. Such leave must be requested in writing to the superintendent of schools to be approved by the Board of Education. The request for a medical leave must be accompanied by a physician statement documenting such a need. Requests for extensions of said medical leave must be in writing to the superintendent of schools to be approved by the Board of Education and be accompanied by a physician statement as to the need.

Seniority accrual for medical leaves of absence shall only be provided for up to 60 work days.

Hospital and group life insurance premiums shall continue to be paid by the Board of Education to cover the extended illness of an employee who has been approved for a medical leave of absence by the Board of Education for a period not to exceed nine (9) months following the total use of accumulated sick leave days, but the employee who is on an approved medical leave of absence will not accrue sick leave days or holiday benefits.

Return from the stated leave shall be conditioned upon medical proof of fitness and ability to perform all necessary duties and functions of the assignment. The employee must submit documentation from a physician to the superintendent of schools or designee prior to being allowed to return to work.

Bargaining unit members may bid on postings while on approved medical/family medical leaves of absence provided they are able to perform the job when they return from such leave. A bargaining unit member awarded a position while on leave must assume the newly awarded

position within 30 calendar days of its posted start date or forfeit the job award. If forfeited, the job is posted according to Article 7 of this agreement.

Section C - Personal Leave of Absence

Upon application to the Board with a statement of reason, a personal leave of absence may be granted to employees for a period of up to thirty (30) calendar days. The statement shall not be read orally at a public Board of Education meeting. If necessary, this absence may be extended for an additional thirty (30) calendar days. This leave is restricted to sixty (60) total calendar days.

Seniority accrual shall be consistent with the provisions of Article 5, Section B. Hospital and group life insurance premiums shall continue to be paid by the Board, but the employee will not accrue leave days or holiday benefits.

Article 14
Negotiation Procedures

Section A - New Matters

It is contemplated that the terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual consent in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters previously unforeseen or not negotiated may be negotiated by mutual consent of the parties. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information, and otherwise constructively considering and resolving any such matters. New matters not previously negotiated may be negotiated by mutual consent of both parties to the Agreement.

Section B - Open Dates

Between March 1st and March 30th, the parties shall initiate negotiations for the purpose of entering into a successor agreement for the forthcoming year(s). Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representative of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. Both parties agree to submit the final agreement for ratification to their appropriate governing bodies on the same calendar date. After ratification by both parties, their representatives shall attach their signatures to the ratified agreement within ten (10) days. There shall be nine (9) signed copies: three (3) copies for the Board, three (3) for the Association, and three (3) for the superintendent.

Section C - Agenda

Before each negotiation session officially adjourns, the agenda, time and place for the next session shall be mutually agreed upon by the chief negotiators.

[Article 15](#)
Miscellaneous Provisions

Section A - Board Policies

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

Section B - Legal Provision

If any provisions of this Agreement between the parties hereto shall be found contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.

Section C - Contract Printing

Copies of this Agreement entitled "Agreement between the Woodhaven-Brownstown School District and the Woodhaven-Brownstown Instructional Paraprofessional Association" shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all paraprofessionals now employed and hereafter employed.

Article 16
Wages

Salary Schedule:

2021/22: Employees remain at 2020/21 step on 2021/22 salary schedule

2022/23: Employees receive step increase

2023/24: Employees receive step increase and 1% on salary schedule

	2021/22	2022/23	2023/24
1	\$15.00	\$15.00	\$15.15
2	\$15.83	\$15.83	\$15.99
3	\$16.67	\$16.67	\$16.83
4	\$17.50	\$17.50	\$17.68
5	\$18.33	\$18.33	\$18.52
6	\$19.17	\$19.17	\$19.36
7	\$20.00	\$20.00	\$20.20

Paraprofessionals eligible for step increases shall receive such increase at the beginning of the school year.

Bargaining unit members who have completed fifteen (15) years of service in bargaining unit work will receive \$250 on their anniversary date, and in June of each year, thereafter. Bargaining unit members who have completed twenty (20) years of service in bargaining unit work will receive \$500 in June of each year.

Article 17
Insurance Benefits

Section A - Medical Insurance

The Board shall purchase insurance protection through MESSA PAK A, MESSA PAK B, MESSA PAK C, or MESSA PAK D on behalf of members (see addendum).

The Board shall contribute towards the cost of medical insurance the capped amounts in accordance with state law.

Members electing insurance coverage who are married with children shall select either single or family medical coverage.

For premium levels below the cap amounts, the Board shall contribute the difference to qualifying District FSA or HSA account.

Employees Shall Contribute 10% towards the cost of dental and vision insurance. All employee contributions shall be deducted over all pays.

No changes in plans, plan specifications, insurance underwriters, or insurance administrators will be made absent mutual agreement between the parties. Pre-existing conditions shall be covered in any transition between health care options during the life of the contract.

The Board and Administration agree not to seek information concerning a paraprofessional's medical records or the specifics of claims history from any provider.

In addition, a paraprofessional may elect not to have health insurance as provided in Appendix C. If such election is made, the paraprofessional shall receive the appropriate amount specified within the chart below for each month the employee elects not be enrolled in the district-provided plan.

District-wide Participation In-Lieu of Insurance	Monthly In-Lieu of Payment	Annual Payment per Employee
1-70	\$250	\$3,000
71-85	\$350	\$4,200
86-100	\$450	\$5,400
101 +	\$550	\$6,600

Cash in lieu participation is determined twice per year by the number of members enrolled by January 1 and July 1 each year.

Employees hired after August 1, 2018 and working less than six and one-half (6.5) hours per day or under thirty-two and one-half (32.5) hours per week are not eligible for health insurance unless they meet the annual hour requirements as calculated for Affordable Care Act compliance. Employees hired before August 1, 2018 and working six (6) hours per day or thirty (30) hours per week are eligible for health insurance.

Section B - Dental Insurance

The Board agrees to provide to eligible paraprofessionals and their eligible dependents a dental plan as specified in Appendix C. In addition, employees may elect a coordinated benefit dental plan and receive a rebate or options allocation as provided in Appendix C.

Employees hired after August 29, 1994, working less than six (6) hours per day or thirty (30) hours per week are not covered by this insurance.

Section C - Life Insurance

The Board will provide \$15,000 group term life insurance.

Section D - Vision Insurance

The Board shall provide a vision care plan for eligible paraprofessionals and their eligible dependents as described in Appendix C.

Employees hired after August 29, 1994, working less than six (6) hours per day or thirty (30) hours per week are not covered by this insurance.

Section E - Mileage

Paraprofessionals required in the course of their work to drive personal automobiles from one school building to another, for field trips, or for other business of the district shall receive a car allowance equal to the IRS standard mileage rate for deductible business travel.

Article 18
Holidays and Vacation

Section A - Holidays

The Board will provide the following paid holidays for paraprofessionals. A paraprofessional qualifies for paid holidays once they work more than four (4) hours per day. Upon qualification for paid holidays, the paraprofessional will receive holiday hours prorated to the hours currently worked. If the employee quits one of the positions or the district eliminates a program thereby eliminating one of the positions, the employee shall revert to holiday benefits appropriate to the retained part-time job.

Friday before Labor Day	Christmas Eve	Good Friday
Labor Day	Christmas Day	Easter Monday
½ Day before Thanksgiving	New Year's Eve	½ Day before Memorial Day
Thanksgiving	New Year's Day	Memorial Day
Friday following Thanksgiving	Martin Luther King Day*	Mid-Winter Break

*In the event on such day schools are in session, this holiday shall be provided during another break period in the school calendar.

Section B - Vacation

The Board will provide paid vacation days for paraprofessionals. A paraprofessional qualifies for five (5) paid vacation days once they work more than four (4) hours per day, and one (1) full year of service. Upon qualification for paid vacation days, the paraprofessional will receive vacation hours prorated to the hours currently worked. If the employee quits one of the positions or the district eliminates a program thereby eliminating one of the positions, the employee shall revert to vacation benefits appropriate to the retained part-time job.

Only paraprofessionals hired before July 1, 2006, are eligible for paid vacation days.

Paraprofessionals will not be paid for any vacation time that is not used during the school year.

Duration of Agreement

This agreement shall be effective as of August 1, 2021 and will extend to July 31, 2024.

Woodhaven-Brownstown School District
Board of Education

Woodhaven-Brownstown
Instructional Paraprofessional Association

Cara Pimer, President

Kimberly Tackett, President

Robert Harris, Secretary

Pam Sabell

Michelle Payne

Jill Avison

Appendix A
School Calendars

Section A
2021-22 School Year

August 31	Teacher Work Day BMS Open House (4:30 p.m. - 6:00 p.m.) PHMS Open House (5:00 p.m. - 6:30 p.m.)
September 1	Teacher Professional Development WHS Open House (4:30 p.m. - 6:00 p.m.) Elementary Open House (5:00 p.m. - 6:30 p.m.)
September 7	Students First Day (full day)
October 28	BMS P/T Conferences (half day for students)
October 29	Halloween (half day) <i>teacher half of the day - partially used for pd</i>
November 2	Election Day (no school for students)
November 4	PHMS P/T Conference (half day for students)
November 11	WHS P/T Conferences (half day for students)
November 12	Elementary Records Day (half day for students)
November 18	Elementary P/T Conferences (half day for students)
November 24	Half day (day before Thanksgiving)
November 25 - 26	Thanksgiving Recess
December 3	BMS Records Day (half day for students)
Dec. 20 - 31	Winter Recess
January 17	MLK Jr. Day (no school for students)
January 26 - 28	PHMS & WHS Exams (half days for students)
February 3	BMS P/T Conferences (half day for students)
February 18	Mid-Winter Break (half-day)
February 21 - 22	Mid-Winter Break
March 11	Elementary Records Day (half day for students)
March 17	Elementary P/T Conferences (half day for students)
March 18	BMS Records Day (half day for students)
March 23	PHMS P/T Conferences (evening only)
March 24	WHS P/T Conferences (evening only)
March 28 - April 1	Spring Recess
April 15	No School (Good Friday)
May 27	Half Day of School (day before Memorial Day)
May 30	Memorial Day
June 13 - 15	PHMS & WHS Exams (half days for students)
June 14	Records Day (half day for students)
June 15	Last Day of School (half day for students)

2022-23 School Year

August 30	Teacher Work Day Elementary Open House (4:30 p.m. - 6:00 p.m.) WHS Open House (5:00 p.m. - 6:30 p.m.)
August 31	Teacher Professional Development PHMS Open House (4:30 p.m. - 6:00 p.m.) BMS Open House (5:00 p.m. - 6:30 p.m.)
September 6	Students First Day (full day)
October 27	BMS P/T Conferences (half day for students)
October 31	Halloween (half day) <i>teacher half of the day - partially used for pd</i>
November 3	PHMS P/T Conference (half day for students)
November 8	Election Day (no school for students)
November 10	WHS P/T Conferences (half day for students)
November 11	Elementary Records Day (half day for students)
November 17	Elementary P/T Conferences (half day for students)
November 23	Half day (day before Thanksgiving)
November 24 - 25	Thanksgiving Recess
December 2	BMS Records Day (half day for students)
Dec. 26 - Jan. 6	Winter Recess
January 16	MLK Jr. Day (no school for students)
January 25 - 27	PHMS & WHS Exams (half days for students)
February 2	BMS P/T Conferences (half day for students)
February 17	Mid-Winter Break (half-day)
February 20 - 21	Mid-Winter Break
March 10	Elementary Records Day (half day for students)
March 16	Elementary P/T Conferences (half day for students)
March 17	BMS Records Day (half day for students)
March 22	WHS P/T Conferences (evening only)
March 23	PHMS P/T Conferences (evening only)
March 27 - 31	Spring Recess
April 7	No School (Good Friday)
May 26	Half Day of School (day before Memorial Day)
May 29	Memorial Day
June 12 - 14	PHMS & WHS Exams (half days for students)
June 13	Records Day (half day for students)
June 14	Last Day of School (half day for students)

2023-24 School Year

August 29	Teacher Work Day BMS Open House (4:30 p.m. - 6:00 p.m.) PHMS Open House (5:00 p.m. - 6:30 p.m.)
August 30	Teacher Professional Development WHS Open House (4:30 p.m. - 6:00 p.m.) Elementary Open House (5:00 p.m. - 6:30 p.m.)
September 5	Students First Day (full day)
October 26	BMS P/T Conferences (half day for students)
October 31	Halloween (half day) <i>teacher half of the day - partially used for pd</i>
November 2	PHMS P/T Conference (half day for students)
November 7	Election Day (no school for students)
November 9	WHS P/T Conferences (half day for students)
November 10	Elementary Records Day (half day for students)
November 16	Elementary P/T Conferences (half day for students)
November 22	Half day (day before Thanksgiving)
November 23 - 24	Thanksgiving Recess
December 1	BMS Records Day (half day for students)
Dec. 25 - Jan. 5	Winter Recess
January 15	MLK Jr. Day (no school for students)
January 24 - 26	PHMS & WHS Exams (half days for students)
February 1	BMS P/T Conferences (half day for students)
February 16	Mid-Winter Break (half-day)
February 19 - 20	Mid-Winter Break
March 8	Elementary Records Day (half day for students)
March 14	Elementary P/T Conferences (half day for students)
March 15	BMS Records Day (half day for students)
March 20	PHMS P/T Conferences (evening only)
March 21	WHS P/T Conferences (evening only)
March 25 - April 1	Spring Recess
May 24	Half Day of School (day before Memorial Day)
May 27	Memorial Day
June 10 - 12	PHMS & WHS Exams (half days for students)
June 11	Records Day (half day for students)
June 12	Last Day of School (half day for students)

Appendix B
Evaluation Form

Name _____ Program _____

Observation Date _____ Conference Date _____

Building _____

Place a check mark on the blank of the rating that best fits the employee.

Rank the topics below on a scale of 1-5, with 1 as excellent, 2 as good, 3 as fair, 4 as needs improvement, 5 as unsatisfactory.

- | | | | | | |
|------------------------------------|-----|-----|-----|-----|-----|
| A. Knowledge of work | 1__ | 2__ | 3__ | 4__ | 5__ |
| B. Quality of work | 1__ | 2__ | 3__ | 4__ | 5__ |
| C. Initiative | 1__ | 2__ | 3__ | 4__ | 5__ |
| D. Accepts responsibility | 1__ | 2__ | 3__ | 4__ | 5__ |
| E. Dependability | 1__ | 2__ | 3__ | 4__ | 5__ |
| F. Common sense and discretion | 1__ | 2__ | 3__ | 4__ | 5__ |
| G. Attitude | 1__ | 2__ | 3__ | 4__ | 5__ |
| H. Attendance | 1__ | 2__ | 3__ | 4__ | 5__ |
| I. Punctuality | 1__ | 2__ | 3__ | 4__ | 5__ |
| J. Personal appearance | 1__ | 2__ | 3__ | 4__ | 5__ |
| K. Public relations | 1__ | 2__ | 3__ | 4__ | 5__ |
| L. Cooperation with staff | 1__ | 2__ | 3__ | 4__ | 5__ |
| M. Cooperation with management | 1__ | 2__ | 3__ | 4__ | 5__ |
| N. Accepts direction of management | 1__ | 2__ | 3__ | 4__ | 5__ |

Observations/Recommendations

General evaluation of performance in present position:

- Very effective
- Effective
- Requires improvement
- Unsatisfactory

Possibility for continued employment:

- Excellent
- Good
- Fair
- Questionable
- Poor
- Not applicable

Recommend:

- Continue employment
- Terminate employment

Comments:

We have discussed this report:

Evaluator's signature

Date

Paraprofessional's signature

Date

Copies to: Paraprofessional
Evaluator
Personnel Director

[Appendix C](#)

Section 125 Cafeteria Plan

	Employer Paid **	Employee Paid
Medical	MESSA Choices \$20/\$25/\$50 – Saver Rx - \$500/\$1,000 OR MESSA ABC Plan 1 PPH HDHP – ABC Rx - \$1,350/\$2,700 OR MESSA ABC Plan 2 PPO HDHP – ABC Rx - \$2,000/\$4,000 OR MESSA ABC Plan 2 20% co-insurance – PPO HDHP – ABC Rx - \$2,000/\$4,000	Anything over the capped amount See Article 17 - Insurance
Dental	Delta Dental Full Family Class I: 100% Class II: 90% Class III: 90% Class IV: 90% Annual max: \$1,000 Orthodontics: 90%/ \$900 lifetime max No adult orthodontics	10%
Vision	VSP 3 Full Family	10%
Term Life	Base Benefit Level - \$15,000	Supplemental Life Dependent Life
Disability Income	11 days/year Accrue to 120 days	Short Term Disability 14 calendar day waiting period Long Term Disability 180 day waiting period
Medical Expense Reimbursement *Section 125	N/A	Pre-tax dollars used for: Deductibles Co-pays Non-covered and other expenses in accordance with IRS regulations \$2,500 max
Dependent Care *Section 125	N/A	Pre-tax dollars used for: Child care Adult Care Other expenses in accordance with IRS regulations \$2,500-\$5,000 max
Supplemental Insurance *Section 125	N/A	AFLAC supplemental

Appendix D **Bid Procedures**

Special Education Administration will be available to discuss all of the IP positions for the new school year and answer any questions you may have about specific jobs before the bidding process begins.

The President will start by restating the list of positions available for bid (positions added during previous school year and positions added during summer) and from the top of the seniority list, go para by para to the bottom. Individuals interested in a vacant position, and any resultant position that becomes vacant via transfer, shall have the opportunity to bid on said position, by virtue of seniority and qualifications.

For all IP special education positions, the special education administrative team, with the Union President, will discuss and review the interest, qualifications, and related experience with the potential paraprofessional regarding this assignment. Based on the outcome of this discussion, the paraprofessional may or may not be awarded this assignment. If the assignment is not awarded, valid and demonstrable reasons shall be provided. If the request for this assignment is not awarded, the paraprofessional may choose another vacant paraprofessional assignment within the district while in that individual conference associated with the Bid meeting.

- Your decision will be announced to the group so that any necessary changes can be made.
- NO changing your mind once we move on to the next person. All decisions are FINAL!
- Some positions may require the paraprofessional to have special training in order to be awarded the position, i.e., Career and Technical Education (CTE) and Bilingual.
- After the bid process, you will not have the opportunity to move back to your old job if your new job isn't what you wanted.
- EVERYONE has the ability to take an open/vacant position that is listed on the white board.
- You may take 2 positions if the time frame works and you don't go over 8 hours in a day. If the positions are at different buildings, please allow 15 minutes between end time and start time of the two jobs (see Article 7, Section F).
- At the end of the meeting, if your new position has less hours than your previous position, you are entitled per contract to work your old hours for 18 calendar days. You are only able to work the extra hours if the change wasn't your choice. Please see the Director of Human Resources after this meeting so that he can notify your Principal of the difference in time.
- If you qualify for insurance, or lose insurance after the meeting, please see the Director of Human Resources so that payroll can be notified of the change.
- The meeting starts at 7:30 am. (If we have an in-service with the school nurse after the meeting and it takes you over your normal work hours please list it on your timesheet).
- After the meeting, please report to the building that you were in last June. If you are changing buildings, please report there the next day.