

Master Agreement

Between

The Caledonia Board of Education

And the

Caledonia Educational Support Staff Association  
(CESSA)

1 July, 2023 - 30 June 2026

## Table of Contents

Article 1 Recognition	3	Article 17 Compensation/Wages	14
Article 2 Rights	4	Article 18 Benefits	14
Article 3 Seniority	5	Article 19 Additional Provisions	15
Article 4 Suspension – Termination	6	Article 20 Education Fund	15
Article 5 Layoff and Recall	6	Article 21 Continuity Of Operations	16
Article 6 Vacancies	7	Article 22 Duration	17
Article 7 Assignments – Transfers	7	Article 23 Agreement Details	17
Article 8 Grievance Procedures	7	Table 1 Assigned Hours and Days	18
Article 9 Work Schedules/Conditions	9	Table 2 Paid Leave/Holidays	19
Article 10 Leaves of Absence	9	Table 3 Vacation Categories	20
Article 11 Holidays	11	Table 4 Benefit Levels	21
Article 12 Vacations	12	Sick Leave Donation	22
Article 13 “Act of God”/Delay Days	12	Wage Scales	23-25
Article 14 Workers Compensation	12		
Article 15 Retirement Benefit	13		
Article 16 Mileage Reimbursement	13		

Article 1  
Recognition

1.1 Agreement

This agreement is entered into between the Board of Education of the Caledonia Community School, hereafter called the “Board” and the Caledonia Educational Support Staff Association hereafter called the “CESSA”

1.2 The Unit

ParaProfessional (School Position)	Secretary (Less Than 52 Week Position)
1.2.1.1 Level 1 Gen Ed	2.2.2.1.1 Level 1 Secretary
1.2.1.2 Utility Para	2.2.2.1.2 Level 3 Sec. EL/MS/Resource Center
1.2.1.3 Level 2 Gen Ed	2.2.2.1.3 Level 3 Sec. HS
1.2.1.4 Level 3 Gen Ed	2.2.2.1.4 Level 4 Sec. HS
1.2.1.5 Level 1 SPED	2.2.2.1.5 MS Student Services
1.2.1.6 Level 2 SPED	
1.2.1.7 Level 3 SPED	
1.2.1.8 Job Skills Trainer	
Secretary (52 Week Positions)	Excluded from the Unit
2.3.1.1 HS Athletic Office Coordinator	Excluded from the Unit are all supervisors, central office clerical/secretaries, substitute employees, privatized/subcontracted employees, teachers, substitute teachers, maintenance workers, custodians, temporary employees and any individual that is a member of another employee group.
2.3.1.2 High School Registrar	
2.3.1.3 Middle School Secretary/Registrar	
2.3.1.4 Operations Secretary	
2.3.1.6 Lead Secretary - Level 4 HS	

1.3 Excluded from the Unit are all supervisors, central office clerical/secretaries, substitute employees, privatized/subcontracted employees, substitute teachers, teachers, para-professionals, seasonal, temporary employees and any individual that is a member of another employee group.

1.4 New Positions

Any new position created by the Board after the ratification date of this Agreement possessing the same community may be included in this unit.

1.5 Negotiations

The Board agrees not to negotiate with any organization other than the CESSA for the duration of this Agreement.

## Article 2 Rights

### 2.1 Board of Education Rights

2.1.1 Establish Policies – CESSA acknowledges that the Board, as officially constituted under the laws of the State of Michigan, is responsible for the establishment of policies designed to govern and maintain the school system.

2.1.2 Powers, Rights and Authority – The Board on its own behalf and on the behalf of the electors of the school district, retains and reserves 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 of the United States, including, but without limiting the generality of the following rights:

2.1.2.1 Management and Control – Delegate to the executive management and administrative control of the school system and its employees, properties and facilities.

2.1.2.2 Relationship to Employees – To hire all employees, and subject to the provisions of law, to determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer all such employees.

2.1.2.3 Additional Rights – The Board delegates to its administrative staff the responsibilities of enforcing policies; the construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, promotion and termination of employees; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all its managerial rights and authority except as limited by law.

### 2.2 CESSA Rights

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

2.2.2 Religious and Political Discrimination – Employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or lack thereof shall be grounds of any discipline or discrimination with respect to the employment of the employee. However, CESSA recognizes that it is the employee's responsibility to fulfill his/her employment obligations.

Article 3  
Seniority

- 3.1 District Seniority – Seniority shall be defined as the amount of continuous service to the district from the employee’s most recent date of hire (Board Hire Date) in his/her classification.
- 3.2 Seniority within Classification – Seniority shall accrue while working in classifications listed in 1.2. Seniority shall not accrue while in positions outside this agreement, while on approved leave or while on layoff. Seniority in a classification shall not be lost when an employee transfers from a classification but shall be frozen until such time as the employee may return to a position within the classification.
- 3.3 Accrual When Off the Job - - All Employees – Employees continue to accrue seniority when off the job due to an injury incurred while on the job or during time receiving accumulated sick leave pay, but not during non-work disabilities beyond accumulated leave. Employees on layoff will neither lose nor accrue seniority.
- 3.4 Ties – In the event more than one employee has the same length of service in a classification, seniority ranking shall be determined by ranking those employees in order of the highest four digit numbers taken from the last four digits of each employee’s social security number.
- 3.5 Loss of Seniority – Seniority shall be lost by an employee for the following reasons:
- 3.5.1 Termination
  - 3.5.2 Resignation
  - 3.5.3 Absence of three (3) consecutive days without notice to the employer
  - 3.5.4 Failure to notify the Employer of intent to return to work within three (3) days from the receipt of the recall notice or failure to return to work within ten (10) working days from the effective date of the recall notice.
  - 3.5.5 Layoff for a period of one (1) year.
- 3.6 Probation Period – Any employee employed on a regular part-time or full-time basis shall serve a sixty (60) workday probationary period. If a probationary employee is absent during the probationary period, the probation period shall be extended accordingly.
- 3.6.1 Probationary employees shall have no seniority until the successful completion of the probationary period. The termination of a probationary employee is not subject to the grievance procedure.
- 3.7 Third Party Contracted Employees – Privatized employees are “at will” employees and are exempt from all provisions of this agreement.

Article 4  
Suspension – Termination

4.1 Suspension

- 4.1.1 The employee may be subjected to suspension for good and just cause by the Superintendent. At all times, the employee has the full right to due process.
- 4.1.2 A suspension may be paid or unpaid at the discretion of the Superintendent.

4.2 Termination

- 4.2.1 During the term of employment, the employee shall be subjected to termination for good and just cause by the Superintendent.
  - 4.2.2 No termination shall be effective unless written charges have been served upon the employee and he/she has had an opportunity for a fair hearing before the Superintendent.
  - 4.2.3 Notification of the hearing shall be in writing five (5) work days prior to the scheduled hearing date.
  - 4.2.4 A hearing with the Superintendent shall be private.
  - 4.2.5 The employee may have representation, at the hearing, from a maximum of two (2) members from the CESSA group. If the employee desires legal representation then the cost/expense will be the responsibility of the employee.
  - 4.2.6 The employee will receive the results, in writing, of the hearing within five (5) working days after the hearing.
- 4.3 Upon termination employees will not be compensated for unpaid leave time.

Article 5  
Layoff and Recall

5.1 Definition – Layoff shall be defined as a reduction in the workforce.

5.2 Layoff Procedure – In the event of a reduction in the workforce, the following procedure shall be followed:

- 5.2.1 Seniority and Qualifications – The overriding factor in reducing the workforce will be the least qualified will be the first reduction in each classification (1.2.1-1.2.3). Seniority may be applied if employees hold the same qualifications and those employees with the least seniority will be laid off first within each classification.

- 5.2.2 Bumping – Bumping another employee in a classification will be disallowed as it is the right of management to assign employees to positions based on qualifications and performance.
- 5.2.3 Layoff Notice – Employees to be laid off shall be given ten (10) workdays notice prior to the effective date of layoff.
- 5.2.4 Recall – When a position becomes open in a classification the Board reserves the right to recall employees on layoff based on qualifications and past performance. However, the Board also retains the right to fill the position with a new employee rather than one on layoff.
- 5.2.5 Rejecting Recall – An employee rejecting recall to a position or one with fewer hours shall be removed from the recall list and loses any chance to return to work. The recall rejection is in effect an employee resignation from the district.
- 5.2.6 Duration of Recall – The employer shall maintain reduced or laid off employees on a recall list for a period of one (1) year.

## Article 6 Vacancies

- 6.1 Posting – All vacancies shall be posted on the District webpage and applications will only be accepted through the District application service. The postings will be open for a minimum period of five (5) working days. The posting shall contain the following information: position, duties, qualifications, and method of application.
- 6.2 Qualifications – Vacant positions shall be filled with the best-qualified applicant. Applications from all current employees shall be considered as well as external candidates.

## Article 7 Assignments – Transfers

- 7.1 Assignment – The Board retains the right of assignment of all employees and the assignment right isn't contested through the grievance procedure.
- 7.2 Involuntary Transfer – The Board reserves the right to transfer employees from one building to another or from one program to another for staffing needs, disciplinary reasons or due to personality conflicts.
- 7.3 Temporary Assignment – Any employee required by his/her supervisor to temporarily assume the duties of another employee for more than five (5) working days will be notified in writing.
- 7.4 Voluntary Transfer – Any employee who voluntarily transfers to a higher paid classification or occupation shall be placed at the step closest to that which produces a raise.

## Article 8

### Grievance Procedures

8.0 Any member of the Association may submit a grievance if there is cause to believe there is a violation of this Agreement. Grievances shall be processed in a timely and orderly manner as described in each step of the grievance procedure. Grievances must cite specific Articles of the Agreement that were allegedly violated: statements of fact upon which the alleged violation is based, and relief sought by the grievant. Timelines may be extended by a written mutual agreement. At each step, a representative of the Association may accompany the grievant. Any expense incurred throughout the grievance procedure shall be borne by the party incurring them.

#### 8.1 Step 1: Discussion

A member with a grievance shall discuss it with his/her immediate supervisor within five (5) working days of the alleged violation.

#### 8.2 Step 2: Written Form

If the grievance is not settled to the mutual satisfaction of both parties, the grievance must be reduced to writing, signed by the grievant and submitted to the grievant's immediate supervisor within five (5) working days following the date of Step 1 (discussion). The immediate supervisor shall respond in writing within five (5) working days after receipt of the written grievance.

#### 8.3 Step 3: Human Resource Level

The written grievance and immediate supervisor's response shall be forwarded by the grievant to the Human Resource Director for discussion and determination. If the grievance is not settled to the mutual satisfaction of both parties the Human Resource shall respond in writing within 5 working days after receipt of the written grievance.

#### 8.4 Step 4: Superintendent Level

If the determination of the immediate supervisor does not relieve the grievant it may be submitted to the Superintendent of Schools within five (5) working days after receiving the written disposition from the immediate supervisor. After investigating the facts of the matter and conferring with both parties, the Superintendent shall issue a written disposition of the grievance within ten (10) working days of receipt of the grievance from Step 3.

#### 8.5 Step 5: Arbitration

No individual employee shall have the right to submit a grievance to Step 5. If the decision in Step 4 is unsatisfactory to the Association, the grievance may be submitted to arbitration by written notice within thirty (30) calendar days of the Step 4 disposition. The parties shall meet within fourteen (14) calendar days to mutually select an arbitrator.

8.6 Exclusions – The following issues shall be excluded from the grievance procedure:

8.6.1 The dismissal of a probationary employee.

- 8.6.2 The substance of an employee's evaluation.
- 8.6.3 Determination of an employee's qualifications.
- 8.6.4 The privatization of the Association's classifications and assigned work.

Article 9  
Work Schedules and Working Conditions

- 9.1.1 Determining Hours Daily Schedules, for all employees, shall be coordinated by the supervisor. This includes the starting and ending time, break times, and lunch times. The immediate supervisor shall provide a written work schedule to each employee specifying the hours to be worked.
- 9.2 Notice of Change – Every effort will be made to provide advance notice to the employee of a change in assignment or building, recognizing that there may be events which preclude any advance notice.
- 9.3 Electronic Communications – Telephone facilities shall be made available to staff for their personal use. Long distance calls of a personal nature shall not be charged to the school phone. Computers provided to employees by the district should be reserved for professional use. Personal cell phones should not be used during instructional time, unless conducting District business. The Internet, e-mail and other electronic media will be governed by Board guidelines and policy.
- 9.4 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety or well-being. Employees shall report all unsafe conditions to their supervisor immediately.
- 9.5 Assigned Work Hours/Weeks are listed on Table 1, (Page 19).

Article 10  
Leave of Absence

- 10.1 Sick Leave
  - 10.1.1 Sick leave may accumulate to a maximum of 180 days for all classifications.
  - 10.1.2 Sick leave may be used for personal illness of the employee, the employee's spouse, children, or parents and other individuals residing for an extended period of time in the employee's household. Use of sick leave for illness in the immediate family (spouse, child or parent) is not to exceed five (5) days per school year, except with the approval of the school administration.
  - 10.1.3 Sick days shall be used in increments of full days or half days.
  - 10.1.4 Sick leave provisions for all classifications are listed on Table 2 (Page 20).
    - 10.1.3.1 Sick Leave Donation (See page 22)

10.2 Bereavement Leave – Bereavement leave may be used due to the death in the immediate family. This leave for the immediate family isn't charged against accumulated sick leave. Immediate family includes parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, in-laws, spouses and individuals residing for an extended period of time in the household. One of the days allocated may be used to attend the funeral of someone not in the immediate family. At the district's discretion, additional days may be granted. Bereavement days are not cumulative.

10.2.1 Bereavement days shall be used in full or half day increments.

10.2.2 Bereavement leave provisions for all classifications are listed on Table 2 (Page 20).

10.3 Personal Days – These days are non-cumulative and are to be used with appropriate discretion. Requests for personal days must be to the supervisor ten (10) working days prior to the desired day off. Personal days are allocated as additional days above sick leave allocated days and may be rolled to sick leave if not used. June 01 is the deadline for submitting the form to roll the unused personal days to sick leave.

10.3.1 Personal days shall be used in full or half day increments.

10.3.2 Personal day provisions for all classifications are listed in Table 2 (Page 20).

10.4 Leaves with Pay – Leaves of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:

10.4.1 Absence for jury duty. The employee will be paid for the hours normally worked, less the per diem jury duty pay, not including mileage expense.

10.4.2 Court appearance as a witness in any case connected with the employee's employment.

10.4.3 Employees may use vacation days, compensating days or sick days if they are subpoenaed for non-work related court proceedings.

10.4.4 Approved attendance at conferences, workshops, or in-service meetings related to the employee's work and approved by the supervisor.

10.5 Leaves without Pay – Leaves of absence without pay may be granted upon the recommendation of the Superintendent to the Board of Education for a period not to exceed one (1) year. The employee must file a letter of request with the Superintendent and list the reason for the leave and the length of time they will be off work. The following reasons are acceptable for an unpaid leave of absence:

10.5.1 The conditions at home require the employee to remain home.

10.5.2 Personal illness (with written verification by a physician) that exceeds the amount of sick leave accumulated.

10.5.3 Other requests deemed appropriate by the Superintendent.

10.5.4 The employee shall not receive credit on the salary schedule for the unpaid leave time off, and seniority shall be frozen during such leaves.

- 10.6 Family and Medical Leave Act – Parties agree to abide by the rules and regulations set forth in the Family and Medical Leave Act (Federal) of 1993. This section shall not be construed as limiting the right of a member to elect to substitute paid leave for unpaid leave in accordance with Section 102 (d) (2) of the aforementioned legislation. The employee must request FMLA to the Superintendent in writing with a reasonable time frame prior to taking leave. Once Human Resources has enough information to determine that an employee's leave request or extended absence from work qualifies as FMLA leave, it must be designated as FMLA leave.
- 10.7 Medical Statement – Any employee absent for five (5) consecutive days or more may be required to present to the supervisor, prior to returning to work, a statement from a Physician indicating that the employee's health is satisfactory to resume normal work duties. If the supervisor is in doubt about the employee's health and ability to perform their duties, the supervisor may send the employee to a Physician of his/her choice for further examination at the expense of the Board.
- 10.8 Violations of Leave – All leaves are considered as time off for the reasons stated and necessary for the protection of the employee. Any employee who willfully violates or misuses this policy on leave with pay or who misrepresents and statements or conditions under this policy shall forfeit all pay for this stated period and any further rights under this policy unless reinstated in good standing by the supervisor. Violation of this leave policy may involve disciplinary up to and including termination/dismissal.

## Article 11 Holidays

- 11.0 Employees shall be paid but not required to work on the listed days for each employee classification. The employee must work the scheduled day before and the first scheduled workday after the holiday to qualify for holiday pay. Employees may use vacation days, personal days, or comp days prior to or immediately after holidays with supervisor approval. Employees that call in sick on the scheduled day before or the first scheduled day for the holiday are not eligible for holiday pay, unless approved by the Supervisor. If a holiday falls on a weekend then the day will be taken on a non-instructional day designated by the business office (i.e. Christmas Eve is on Friday and Christmas Day is on Saturday; employees would be off on Friday for Christmas Eve and off on Monday for Christmas Day.

11.1.0 Holiday provisions for all classifications are listed on Table 2 (Page 20).

## Article 12 Vacations

- 12.1 Vacation days are allocated to employees based on classifications and categories listed on Table 3, (Page 20).
- 12.2 New Employees: If an employee is board hired after 01 July, his/her vacation time will be prorated and may be used in the current year.
- 12.3 Vacation days should be used in the contract year in which they are granted. Fifty (50) percent of days may be carried over until 31 August, following the end of the school year (07/01– 06/30) in which the days were to be used, unless an extension is granted by the Supervisor.

12.4 Vacation days are prorated upon retirement.

12.5 Unused vacation days will not be paid out to employees that terminate employment.

### Article 13 Unscheduled School Closings and School Delayed Day

#### 13.1 Unscheduled School Closing

13.1.1 Unscheduled school closings are defined as days when pupil instruction is not provided because of conditions not within the control of school authorities such as severe storms (snow days) and other “Acts of God” days: i.e. fires, epidemics, mechanical failure, or health conditions as defined by city, county or state agencies.

13.1.2 Unit members are not required to report for up to 4 unscheduled school closing days. Beginning on the 5th unscheduled school closing day an employee will be compensated if they report to work for the hours worked. If an employee doesn’t report to work they may take vacation, personal, or sick time to receive pay for the day off.

#### 13.2 Unscheduled Delayed Days

13.2.1 Unscheduled delayed days are defined as days in which the school starting time is delayed because of weather or other conditions that impede the regular starting time to be followed. A school delay is defined as a delay that is two (2) or more hours in duration.

13.2.2 An employee must report to work for the balance of the re-scheduled day to receive compensation for the hours worked.

### Article 14 Workers Compensation

#### 14.0 Workers Compensation Guidelines

14.1 Injury/Accident Reporting – An employee injured on the job shall report such injury at once to the immediate Supervisor and the Administration Office immediately following the injury. All reports must be filed at the Administration Office as soon as possible after the incident has occurred but no later than the next working day.

14.2 Reporting Earnings – Should an employee injury require loss of time and earn the employee workers compensation benefits, said compensation shall be reported, by the employee, to the administration office immediately upon receipt.

14.3 Limits - When legally possible an employee will be compensated under the workers compensation law rather than the employee’s accumulated sick leave. Should workers compensation be less than the employee’s regular wage, the difference may be made up through available sick leave benefits.

14.4 Time Counted – The time the employee spends waiting for and receiving medical treatment shall be counted as hours worked if treated at place of work or at the employer’s direction, during the workday, on the day of the injury.

Article 15  
Retirement Benefit

15.0 Eligibility-Retirement severance is only available to support staff members that:

15.01 Have been employed by the District fifteen (15) or more years.

15.02 Are eligible to retire under the MSPERS (Michigan Public School Employees Retirement System).

15.03 Are in good standing with the District at the time of their retirement.

15.1 Retirement Benefits –Upon Retiring from the employment with the District, eligible support staff members will receive the following monetary amounts based on the number of sick days accrued:

Sick Days Accumulated	Amount Per Day	Range of Dollar Amounts
1-50	\$15.00	\$15 - \$750
51-75	\$20.00	\$1,020 - \$1500
76-100	\$25.00	\$1,900 - \$2,500
101-150	\$30.00	\$3,030 - \$4,500

15.2 Payment shall be made in the form of non-elective employer contribution to a 403(b) plan account or cash.

15.3 Employees who voluntarily terminate employment from the district are not eligible for retirement benefits or any type of severance payment.

Article 16  
Mileage Reimbursement

16.0 All bargaining unit members will be paid the IRS mileage reimbursement rate when using a personal vehicle for district business.

Article 17  
Compensation/Wages

17.0 Wage schedules for employees are listed on pages 23-25.

17.1 Classification provisions applicable to Appendix A: Steps are not the equivalent of years of service or experience but are assigned by the Central Office.

17.1.1 Steps shall be granted each year of this agreement. Step advancement will take place by July1 of each contract year.

17.2 All Classification:

17.2.1 All bargaining unit members will be paid overtime at time and one half, for all work over forty (40) hours per week, when approved by the immediate supervisor.

17.3 Special Education ParaProfessional Pay Differential

17.3.1 Classifications: 1.2.1.5 - 1.2.1.7 (Special Education ParaProfessionals) assigned to programs (may include CI, MOSI, EI, ASD) or as a 1-1 ParaProfessional that requires the employee to perform basic medical procedures, toileting assistance and other related services may be eligible for a \$1.00 Pay Differential. The Director of Special Programs will make the eligibility determination.

17.4 Premium Pay at 20 Years of Service

17.4.1 Unit members will receive a .25 cent per hour wage premium after completing 20 years of satisfactory service with the district. It is the responsibility of the employee to complete the Request for Wage Premium form prior to their anniversary date. The premium will only be added to an employee's wage once the form is received. Forms received after the anniversary date will be processed during the next pay period and are not retroactive to the anniversary date.

17.5 Pay Differential

17.5.1 Classifications: 2.3.1.1- HS Athletic Office Coordinator will be placed on Step 9 of the 23/24 scale and after reaching Step 15, will be paid a \$2.00 per hour differential. When the current incumbent vacates the position, the differential will be eliminated from the agreement.

17.5.2 2.2.2.1.7 HS Sup./Budget will be placed on Step 7 of the 23/24 scale and after reaching Step 15, will be paid a \$2.00 per hour differential. When the current incumbent vacates the position, the differential will be eliminated from the agreement.

17.5.3 1.2.1.8 Job Skills Trainer will receive a \$1.50 per hour differential. The Jobs Skills Lane has been closed.

Article 18  
Benefits

18.0 Health Insurance - Employees are eligible for health insurance upon hire. The employee will pay the premium difference between the actual premium cost and the "hard cap" that they qualify and select. The premium contribution by the employee will be payroll deduction over nineteen (19) pay periods and will be with pre-tax dollars as per the District's Section 125 Plan. Health Benefit allocations are listed in Table 4, Page 20.

18.0.1 The Board shall pay up to the premium as permitted by State law for the "hard cap". The "hard cap" is for the duration of this agreement and will be adjusted annually (01 January) as per State guidelines.

- 18.0.2 Employees selecting an insurance plan in which the yearly premium amount is less than the hard cap amount may elect to have the difference placed in the HSA associated with that plan.
- 18.2 Dental Insurance - The Board will offer dental insurance to eligible employees. Any employee contribution may be with pre-tax dollars through the District's Section 125 Plan. The employee's premium payments will be made through payroll deductions for 19 pay periods.
- 18.3 Vision Insurance - The Board will offer vision insurance to eligible employees. Any employee contribution may be with pre-tax dollars through the District's Section 125 Plan. The employee's premium payments will be made through payroll deductions for 19 pay periods.
- 18.4 Cash-in-Lieu Of – CILO is an amount of money allocated to an employee for their forfeiture of their medical, vision, and dental benefits.
- 18.6.1 Any qualifying employee will be paid CILO over 19 pay periods.
- 18.6.2 Once an employee selects CILO they may not change to health insurance for that fiscal year, unless there is a qualifying event as determined by IRS guidelines.
- 18.6.3 The maximum CILO entitlement for employees is \$3,515.
- 18.5 Certain employees are not eligible for medical insurance benefits. Notwithstanding these eligibility rules, if such an employee is credited with 30 or more hours of service per week during a measurement period, the Board reserves the right to offer medical insurance benefits to the employee to the extent necessary to avoid or reduce the employer's shared responsibility payments under the Affordable Care Act. This rule shall apply beginning as of the Board's 2015 effective date with respect to the shared responsibility provisions of the Affordable Care Act.
- 18.6 Those employees who qualify for single subscriber insurance have the ability to purchase family insurance provided that their earnings are sufficient to pay for the additional premium expense. Failure to pay the associated premium will result in termination of the enhanced plan.
- 18.5 Benefit Grandfather Clause- Employees hired prior to 1 July 2014 will maintain their current benefit levels as recorded by the District.
- 18.6 Those employees who qualify for single subscriber insurance have the ability to purchase family insurance provided that their earnings are sufficient to pay for the additional premium expense. Failure to pay the associated premium will result in termination of the enhanced plan.

## Article 19 Education Fund

- 19.0 Any support staff employee that works an average of 35 hours per week will qualify for a maximum of \$500.00 tuition reimbursement. The reimbursement can be used for college credit courses or certification programs offered by non-college institutions.

- 19.1 Courses must be pre-approved by the immediate supervisor and the classes must be related to the employee's assigned position.
- 19.2 An employee will be reimbursed for the tuition once they submit their grades and evidence of tuition payment.
- 19.3 Employees are eligible for reimbursement once each fiscal year (July 1 to June 30).

Article 21  
Continuity of Operations

- 20.1 No Strike – During the terms of this Agreement, neither the Association nor any person acting in its behalf, nor any individual employee will cause, authorize, support or take part in any strike (i.e., the concerted failure to report to work, or willful absence of any employee from his/her position or stoppage of work or the employee's duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Caledonia Schools.
- 20.2 No Reprisals – The Association will not support the action of any employee taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against an employee who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate any of the activities of the Article.
- 20.3 Violation by Association – In the event the Association or any employee(s) or both violate the intent of this Agreement the Association shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any employee involved in the violation of this Article may be subject to disciplinary action.
- 20.4 Violation by Board – In the event the Board violates the intent of this Article, the Board shall be held liable for any and all damages and/or expenses incurred or suffered by the Association.
- 20.5 No Lockout – During the life of this Agreement, the Caledonia Board of Education will not “lockout” any member of the Association in any school of the Caledonia School District.
- 20.6 Negotiations – The Association and the Administration will meet sixty (60) calendar days prior to the expiration of the Agreement to mutually design a meeting schedule for negotiations.
- 20.7 Evaluations – Each employee will be evaluated annually prior to June 30. The evaluation form and process will follow district guidelines and those mandated by the State.

Article 21  
Duration

This Agreement shall be effective upon ratification and shall continue in effect for three (3) years 01 July 2023 until 30 June 2026. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date here indicated. However, upon mutual consent of both parties to the Agreement, renegotiation of part or all of this Agreement may take place at any time during the term of this contractual agreement.

Board Representatives		Association Representatives	
Marcy White	BOE President	Carrie Kuttenger	<del>Carrie Kuttenger</del> 7-11-23
<i>Marcy L White</i>	<i>6-27-23</i>	Christy Tape	Christy Tape 7-11-23
Jason Saidoo	BOE Treasurer		
<i>Jason Saidoo</i>	<i>6-27-23</i>		
Darrell Kingsbury	Assistant Superintendent		
<i>Darrell Kingsbury</i>	<i>27 June 23</i>		
Sara Devries	Chief Financial Officer		
<i>Sara Devries</i>	<i>6-27-23</i>		

Article 23  
Agreement Details

2023-2024	2024-2025	2025-2026
Compress scales to 15 steps Step transition for unit members Add 4 inclement weather days Common sick leave donation language .25 cents differential after 20 years of service	1.5% Wage Scale Increase Step Increase	1.5% Wage Scale Increase Step Increase

Table 1 Assigned Hours and Days							
Classification		Hours Day	Hours/Week	Hours Year	Days Year	Leave Time Hours	Pay Lane
Para-Professional (School Year Positions)							
1.2.1.1	Level 1 Gen Ed	Variable	27.5	1006.5	183	5.5	1
1.2.1.2	Level 1 Utility Gen Ed	Variable	29.5	1079.7	183	5.9	1
1.2.1.3	Level 2 Gen Ed	6.5	32.5	1189.5	183	6.5	1
1.2.1.4	Level 3 Gen Ed	7.5	37.5	1372.5	183	7.5	1
1.2.1.5	Level 1 SPED	Variable	27.5	1006.5	183	5.5	1
1.2.1.6	Level 2 SPED	6.5	32.5	1189.5	183	6.5	1
1.2.1.7	Level 3 SPED	7.5	37.5	1372.5	183	7.5	1
1.2.1.8	Job Skills Trainer	7.5	37.5	1372.5	183	7.5	2
Secretary (Less Than 52 Week Positions)							
2.2.2.1.1	Level 1 Secretary	Variable	27.5	1061.5	193	5.5	1
2.2.2.1.2	Level 3 Sec. EL/MS/HS	7.5	37.5	1522.5	203	7.5	2
2.2.2.1.3	Level 3 Sec. Res. Center	8	40	1624	203	8	2
2.2.2.1.4	MS Student Services	8	40	1624	203	8	2
2.2.2.1.5	Level 4 Sec. EL/MS/HS	8	40	1664	208	8	3
2.2.2.1.7	HS Sup./Budget	8	40	1744	218	8	3
2.2.2.1.8	HS Sup./Outreach	8	40	1744	218	8	3
Secretary (52 Week Positions)							
2.3.1.1	Athl. Office Coord.	8	40	2080	260	8	3
2.3.1.2	HS Registrar	8	40	2080	260	8	3
2.3.1.3	MS Secretary/Registrar	8	40	2080	260	8	3
2.3.1.4	Operations Secretary	8	40	2080	260	8	3
2.3.1.6	Lead Sec. - Level 4 HS	8	40	2080	260	8	3
Assigned Hours and Days Defined							
Hours per Day = Maximum number of hours to be worked each day							
Hours per Week = Maximum number of hours to be worked each week							
Hours per Year = Maximum number of hours to be worked July 1 to June 30							
183 Days per Year = 183 days comprising the school year							
193 Days per Year = 183 days comprising the school year + 5 Days before and 5 Days after							
203 Days per Year = 183 days comprising the school year + 10 Days before and 10 Days after							
208 Days per Year = 183 days comprising the school year + 10 Days before and 15 Days after							
218 Days per Year = 183 days comprising the school year + 20 Days before and 15 Days after							
Holiday and Leave Time Defined							
(1) Leave time, if applicable, is included in the work schedule of all classifications assigned to work 2080 hours per year. Leave time will be paid in the hourly increments listed in Table A at the normal rate of pay.							
(2) Leave time, if applicable, is <u>not</u> included in the work schedule of all classifications working less than 2080 hours per year. Leave time will be paid in the hourly increments listed in Table A at the normal rate of pay.							
(3) Leave time = Vacation Days, Personal Days, Holidays, Sick Days, Bereavement Days							

Table 2 Paid Leave Time/Holidays					
Classification		Sick Days	Bereavement Days	Personal Day	Holidays
Para-Professional (School Year Positions)					
1.2.1.1	Level 1 Gen Ed	7	5	2	8
1.2.1.2	Level 1 Utility Gen Ed	7	5	2	8
1.2.1.3	Level 2 Gen Ed	7	5	2	8
1.2.1.4	Level 3 Gen Ed	7	5	2	8
1.2.1.5	Level 1 SPED	7	5	2	8
1.2.1.6	Level 2 SPED	7	5	2	8
1.2.1.7	Level 3 SPED	7	5	2	8
1.2.1.8	Job Skills Trainer	7	5	2	8
Secretary (Less Than 52 Week Positions)					
2.2.2.1.1	Level 1 Sec. EL/MS/HS	7	5	2	8
2.2.2.1.2	Level 3 Sec. EL/MS/HS	7	5	2	8
2.2.2.1.3	Level 3 Sec. Res. Cent.	7	5	2	8
2.2.2.1.4	MS Student Services	7	5	2	8
2.2.2.1.5	Level 4 Sec. EL/MS/HS	7	5	2	8
2.2.2.1.6	Pre-School Coord.	7	5	2	8
2.2.2.1.7	HS Sup./Budget	7	5	2	8
2.2.2.1.8	HS Sup./Outreach	7	5	2	8
Secretary (52 Week Positions)					
2.3.1.1	HS Athl. Office Coord.	10	5	2	9
2.3.1.2	HS Registrar	10	5	2	9
2.3.1.3	MS Secretary/Registrar	10	5	2	9
2.3.1.4	Operations Secretary	10	5	2	9
2.3.1.6	Lead Sec. - Level 4 HS	10	5	2	9
		8 Holidays		9 Holidays	
		Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve New Year's Day Memorial Day		July 4 <sup>th</sup> Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve New Year's Day Memorial Day	

**Table 3  
Vacation Categories**

Classification		Category
<b>Para-Professional (School Year Positions)</b>		
1.2.1.1	Level 1 Gen Ed	1
1.2.1.2	Level 1 Utility Gen Ed	1
1.2.1.3	Level 2 Gen Ed	1
1.2.1.4	Level 3 Gen Ed	1
1.2.1.5	Level 1 SPED	1
1.2.1.6	Level 2 SPED	1
1.2.1.7	Level 3 SPED	1
1.2.1.8	Job Skills Trainer	1
<b>Secretary (Less Than 52 Week Positions)</b>		
2.2.2.1.1	Level 1 Sec. EL/MS/HS	1
2.2.2.1.2	Level 3 Sec. EL/MS/HS	2
2.2.2.1.3	Level 3 Sec. Res. Cent.	2
2.2.2.1.4	MS Student Services	2
2.2.2.1.5	Level 4 Sec. EL/MS/HS	2
2.2.2.1.7	HS Sup./Budget	2
2.2.2.1.8	HS Sup./Outreach	2
<b>Secretary (52 Week Positions)</b>		
2.3.1.1	HS Athl. Office Coord.	3
2.3.1.2	HS Registrar	3
2.3.1.3	MS Secretary/Registrar	3
2.3.1.4	Operations Secretary	3
2.3.1.6	Lead Sec. - Level 4 HS	3
<p>Example: Employee Hired July 1, 2021            10 Days granted upon hire            15 Days granted after serving 4 years            20 Days granted after serving 6 years            25 Days granted after serving 15 years</p>		<p>Example: Employee Hired January 1, 2022            5 Days granted upon hire (Prorated) (Year 1)            10 Days granted year 2            15 Days granted after serving 4 years            20 Days granted after serving 6 years            25 Days granted after serving 15 years</p>

Category 1  
No Benefit Offered

Category 2

<u>Days Granted</u>	<u>Service Years</u>
5	0-4 Years
10	5-7
15	8 +

Category 3

<u>Days Granted</u>	<u>Service Years</u>
10	0-4 Years
15	5-6
20	7-15
25	16 +

Vacation days will be granted on July 1 of each contract year. For vacation purposes, the first service year will be the contract year of hire.

Table 4  
Benefit Levels

Classification		Level
Para-Professional (School Year Positions)		
1.2.1.1	Level 1 Gen Ed	1
1.2.1.2	Level 1 Utility Gen Ed	1
1.2.1.3	Level 2 Gen Ed	2
1.2.1.4	Level 3 Gen Ed	2
1.2.1.5	Level 1 SPED	1
1.2.1.6	Level 2 SPED	2
1.2.1.7	Level 3 SPED	2
1.2.1.8	Job Skills Trainer	2
Secretary (Less Than 52 Week Positions)		
2.2.2.1.1	Level 1 Secretary	1
2.2.2.1.2	Level 3 Sec. EL/MS/HS	2
2.2.2.1.3	Level 3 Sec. Res. Cent.	2
2.2.2.1.4	MS Student Services	2
2.2.2.1.5	Level 4 Sec. EL/MS/HS	2
2.2.2.1.7	HS Sup./Budget	2
2.2.2.1.8	HS Sup./Outreach	2
2.2.2.1.9	Resource Center Coord.	2
Secretary (52 Week Positions)		
2.3.1.1	HS Athl. Office Coord.	3
2.3.1.2	HS Registrar	3
2.3.1.3	MS Secretary/Registrar	3
2.3.1.4	Operations Secretary	3
2.3.1.6	Lead Sec. - Level 4 HS	3

Benefit Levels

Level 1

No Benefits Offered

Level 2

Single Subscriber Health Insurance  
 Single Subscriber Dental Insurance  
 Single Subscriber Vision Insurance  
 Cash In-Lieu Of = \$3,515

Level 3

Full Family Health Insurance  
 Full Family Dental Insurance  
 Full Family Vision Insurance  
 Life Insurance = \$45,000  
 Cash In-Lieu Of = \$3,515

## Sick Leave Donation (Article 10.1.3)

### Purpose

All employees covered by this agreement may participate in the sick leave donation process or (SLD). The Sick Leave Donation process is intended to complement other provisions of this Agreement for the purposes of personal illness/injury and disability. The purpose of this process is to assist employees that have exhausted the days in his/her accumulated sick leave bank and bridge the time/days to eligibility for long term disability. The SLD is not a substitute for purchasing short term disability insurance.

### Eligibility:

- Members must have exhausted all days in his/her accumulated sick leave bank, including days credited for the current school year.
- Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement.
- Non-critical medical conditions will not be considered for Sick Leave Donation.
- The District's Human Resource Director will review each request and make the final determination for eligibility.

### Request Process:

- Members shall submit requests electronically to the Human Resource Director. The request must include a physician's statement along with the purpose of the request and anticipated length of absence.
- The Human Resource Director will make a final determination of acceptance or denial.
- The Human Resource Director will communicate the final decision to the member.
- A unit member is eligible for no more than 20 donated sick days per request.

### Donation Process:

- The Human Resource Director will distribute an electronic donation form to the bargaining unit members in the building where the requestor works. If the approved number of days is not received at the building level the request will be sent to unit members in all buildings.
- Unit members may donate up to 2 sick days per contract year.
- Members must have accumulated at least twenty (20) sick days in order to SLD.

## Wage Scales

Lane 1					
Level 1-3 ParaProfessional and Level 1 Secretary					
22-23 Step Column (A)	23-24 Step Column (B)	New 23/24 Steps	23-24	24-25	25-26
1	2	1	15.25	15.51	15.78
2	2	2	15.65	15.91	16.18
3	3	3	16.05	16.31	16.58
4	4	4	16.45	16.71	16.98
5	5	5	16.85	17.11	17.38
6	6	6	17.25	17.51	17.78
7	7	7	17.65	17.91	18.18
8	7	8	18.05	18.31	18.58
9	8	9	18.45	18.71	18.98
10	8	10	18.85	19.11	19.38
11	11	11	19.25	19.51	19.78
12	11	12	19.65	19.91	20.18
13	12	13	20.05	20.31	20.58
14	12	14	20.45	20.71	20.98
15	13	15	20.85	21.11	21.38
16	13	STEP Transition: Moving from a 20 step to 15 step scale requires some staff members to be placed on a different step beginning with the 23-24 school year. To determine your new step placement look for your current step in column A. Move to the adjacent cell in column B and this indicates the step you will be placed on			
17	14				
18	14				
19	15				
20	15				

Lane 2					
Level 3 Secretary EL, MS, HS and Resource Center, MS Student Services					
22-23 Step Column (A)	23-24 Step Column (B)	New 23/24 Steps	23-24	24-25	25-26
1	2	1	15.75	16.02	16.30
2	2	2	16.25	16.52	16.80
3	4	3	16.75	17.02	17.30
4	6	4	17.25	17.52	17.80
5	8	5	17.75	18.02	18.30
6	9	6	18.25	18.52	18.80
7	9	7	18.75	19.02	19.30
8	10	8	19.25	19.52	19.80
9	10	9	19.75	20.02	20.30
10	11	10	20.25	20.52	20.80
11	12	11	20.75	21.02	21.30
12	12	12	21.25	21.52	21.80
13	13	13	21.75	22.02	22.30
14	13	14	22.25	22.52	22.80
15	14	15	23.00	23.27	23.55
16	14	<p>STEP Transition: Moving from a 20 step to 15 step scale requires some staff members to be placed on a different step beginning with the 23-24 school year. To determine your new step placement look for your current step in column A. Move to the adjacent cell in column B and this indicates the step you will be placed on</p>			
17	14				
18	15				
19	15				
20	15				

Lane 3					
Level 4 Secretary EL, MS, HS, Operations Secretary, HS Registrar, HS Support-Out Reach, HS Support Budget, Athletic Office Coordinator					
22-23 Step Column (A)	23-24 Step Column (B)	New 23/24 Steps	23-24	24-25	25-26
1	1	1	16.00	16.28	16.57
2	3	2	16.40	16.68	16.97
3	5	3	17.00	17.28	17.57
4	7	4	17.60	17.88	18.17
5	8	5	18.20	18.48	18.77
6	9	6	18.80	19.08	19.37
7	9	7	19.40	19.68	19.97
8	10	8	20.00	20.28	20.57
9	11	9	20.60	20.88	21.17
10	12	10	21.20	21.48	21.77
11	13	11	21.80	22.08	22.37
12	13	12	22.40	22.68	22.97
13	13	13	23.00	23.28	23.57
14	13	14	23.60	23.88	24.17
15	14	15	24.20	24.48	24.77
16	14	STEP Transition: Moving from a 20 step to 15 step scale requires some staff members to be placed on a different step beginning with the 23-24 school year. To determine your new step placement look for your current step in column A. Move to the adjacent cell in column B and this indicates the step you will be placed on.			
17	14				
18	14				
19	15				
20	15				

2.3.1.1 HS Athletic Office Coordinator will be placed on Step 9 of the 23/24 scale and after reaching Step 15, will be paid a \$2.00 per hour differential.

2.2.2.1.7 HS Sup./Budget will be placed on Step 7 of the 23/24 scale and after reaching Step 15, will be paid a \$2.00 per hour differential.