

**AGREEMENT**

**BETWEEN**

**BOARD OF EDUCATION**

**of**

**LAPEER COMMUNITY SCHOOLS**

**AND**

**LAPEER MECHANICS ASSOCIATION**

**2023-2025**

## TABLE OF CONTENTS

	Page
ARTICLE 1	DEFINITIONS..... 1
ARTICLE 2	RECOGNITION ..... 1
ARTICLE 3	UNION MEMBERSHIP..... 1
ARTICLE 4	UNION RIGHTS ..... 2
ARTICLE 5	MANAGEMENT RIGHTS ..... 4
ARTICLE 6	LEAVE PROVISIONS..... 4
ARTICLE 7	GRIEVANCE PROCEDURE ..... 10
ARTICLE 8	WORKING CONDITIONS ..... 12
ARTICLE 9	SAFETY AND EQUIPMENT ..... 14
ARTICLE 10	SENIORITY ..... 15
ARTICLE 11	VACANCIES, TRANSFERS AND POSTINGS..... 16
ARTICLE 12	LAYOFF AND RECALL..... 16
ARTICLE 13	PROBATIONARY PERIODS..... 16
ARTICLE 14	EXTRA WORK AND OVERTIME..... 17
ARTICLE 15	RETIREMENT ..... 18
ARTICLE 16	DISCIPLINE OF EMPLOYEES..... 18
ARTICLE 17	EFFECT OF LEGISLATION..... 18
ARTICLE 18	BARGAINING UNIT WORK..... 18
ARTICLE 19	STRIKES AND SANCTIONS ..... 19
ARTICLE 20	COMPENSATION, BENEFITS AND WORK DAYS ..... 20
ARTICLE 21	TERM OF AGREEMENT, SPECIAL PROVISIONS AND RE-OPENER PROVISION..... 26
 APPENDIX A: JOB DESCRIPTIONS	
	Supervisor of Mechanics..... 28
	Head Mechanic..... 29
	School Bus Mechanic ..... 30
	Mechanical Technician ..... 31
 APPENDIX B: LETTERS OF AGREEMENT	
	Attendance Improvement Program ..... 32
	Joint Labor Management (JLM)..... 33
	Evaluations ..... 34

## **AGREEMENT**

This Agreement entered into this 3<sup>rd</sup> day of May, 2023, by and between the Lapeer Community Schools Board of Education hereinafter called the "Board" and the Lapeer Mechanics Association hereinafter called the "Union".

**WITNESSETH:**

### **PREAMBLE**

**WHEREAS** it is the intent and purpose of the parties hereto that this Agreement shall set forth their agreement on rates of pay, hours of work, and terms and conditions of employment of the Board employees covered by this Agreement.

In consideration of the following mutual covenant, it is hereby agreed as follows:

### **ARTICLE 1** **DEFINITIONS**

#### **Section 1**

The terms "Board" and "Union" shall include authorized officers, representatives, and agents. Despite reference herein, the "Board" and "Union" as such, each reserves the right to act hereunder by committee, or designated representative.

#### **Section 2**

Reference to male employees shall include female employees.

### **ARTICLE 2** **RECOGNITION**

The Board hereby recognizes the Union as the exclusive bargaining representative for:

ALL FULL TIME AND REGULAR PART TIME MECHANICS AND MECHANICAL TECHNICIANS OF THE LAPEER COMMUNITY SCHOOLS EXCLUDING ALL SUPERVISORS, ADMINISTRATORS, BUS DRIVERS, TEACHERS, PARAPROFESSIONALS, CUSTODIANS, OFFICE CLERICAL, TEMPORARY AND SUBSTITUTE EMPLOYEES, AND ALL OTHER SCHOOL DISTRICT EMPLOYEES.

### **ARTICLE 3** **UNION MEMBERSHIP**

#### **Section 1**

Bargaining unit members have the right to become or remain a member of, or refrain from becoming or remaining a member of, the Union without interference, coercion, or restraint from the Board or the Union. The Board shall not discipline, discharge, or otherwise discriminate against any employee because of the employee's election regarding membership in, affiliation with, or financial support of the Union.

**Section 2**

The Board shall provide, each October, a master list of all unit employees. In subsequent months the Board shall provide a copy of the October list and a list of all additions and deletions.

**Section 3**

The Board shall provide the Union, at the time of hiring for each new employee, the name, assignment, and the date of hire for the new employee. The Board shall inform the Union on the date of return of any employees returning from leave of absence. The Board shall inform prospective employees prior to hiring of the contents of this article.

**Section 4**

In the event of any legal action against Lapeer Community Schools, its Board of Education, individual Board of Education members, both past and present, or executive and administrative employees, both past and present brought in a court or administrative agency because of its compliance with Article 3, the Union agrees to defend such action, at its own expense and through its own counsel, provided:

- a) The Employer gives timely notice of such action to the Union and permits the Union intervention as a party if it so desires, and
- b) The Employer gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.
- c) The Union shall have complete authority to compromise and settle all claims which it defends under this section.

The Union agrees that in any action so defended, it will indemnify and hold harmless Lapeer Community Schools, its Board of Education, individual Board of Education members, both past and present, or executive and administrative employees, both past and present from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article 3, but this does not include any liability for unemployment compensation paid under the Michigan Employment Security Act.

**ARTICLE 4**  
**UNION RIGHTS**

**Section 1**

The employees and the Union, as their exclusive bargaining representative, shall have and enjoy all the rights and privileges granted to them by Act 379 of the Michigan Public Acts of 1965 as amended from time to time and by other applicable statutes now or hereafter enacted except as expressly limited by the terms of this Agreement.

**Section 2**

The Board agrees to furnish the Union in response to reasonable requests from time to time, all available information concerning the financial resources of the District, tentative budgetary requirements and allocations

and other such information as will assist the Union in developing intelligent, accurate, informed and constructive programs on behalf of the mechanics, together with information which may be necessary for the Union to process any grievance or complaint. Such requests must be in writing and specifically designate the material requested. For materials not normally mass-produced a reasonable cost/charge may be required.

### **Section 3**

The Union and its members shall have the right to use school building facilities at all reasonable hours for meetings, providing such use does not interfere with previous building commitments.

### **Section 4**

Duplicating machinery shall be available for Union use. Materials used solely for the benefit of the Union shall be paid for by the Union. Materials used for preparation of items of mutual and common use shall be provided without cost by the Board.

### **Section 5**

The Union shall appoint stewards and alternate stewards. No steward or alternate, regardless of when selected, shall function as such until the Board has been notified in writing by the President of the Local Union, Chairperson of the Unit, or an International Union or Council Officer of his election.

### **Section 6**

Stewards and their alternates and other Union officials shall be permitted to engage in contract negotiations and adjustment of grievances subject to the limitations set forth in this Agreement.

### **Section 7**

Any steward or alternate steward having an individual grievance in connection with his own work may ask that another steward or alternate or Union Official assist him in adjusting the grievance with his supervisor.

### **Section 8**

Bulletin boards shall be erected in a conspicuous place for the purpose of posting notices of Union business or activities. In no case shall obscene or scurrilous printed or written matter be placed on any bulletin board. All materials posted on bulletin boards shall indicate the organization responsible for the material and clearly indicate the author's identity. Bulletin boards used for the above purpose shall be in areas not commonly frequented by students.

### **Section 9**

All notices required to be given by this Agreement shall be sufficient if mailed to the Board by ordinary mail to such address as the Board shall direct in writing. All notices required to be given to the Union by this Agreement shall be mailed to the Union by ordinary mail, addressed to 5045 Miller Road, Suite C, Flint, Michigan 48507, or to such other address as the Union shall direct in writing. All notices to be given to an employee under this Agreement shall be mailed to her/his last address recorded in the Board's office. It shall be the responsibility of employees to notify the Board and their immediate supervisor of any change of address and phone number within ten (10) days of such change. If the employee does not do this, the Board's obligation is fulfilled and shall not be a factor in a grievance.

## **ARTICLE 5**

### **MANAGEMENT RIGHTS**

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights and authority, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of Michigan and/or the United States, including, but without limiting the generality of the foregoing, the right to:

1. Manage and control the school's business.
2. Direct the working forces and promote, reassign, layoff, and transfer employees as may be necessary as per contract.
3. Determine the size and placement of the working force and location of all work operations.
4. Adopt and enforce reasonable rules and regulations.
5. Determine all services, supplies, and equipment necessary to continue operation.
6. Determine standards of operation and goals for improvement.
7. Determine qualifications for employees generally and the specific qualifications for various positions.
8. Determine all financial policies and operations.
9. Determine the supervisory organization for all operations.

The exercise of these powers, rights and authority, duties and responsibilities by the Board, and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement and by Act 379 of the Michigan Public Acts of 1965. Pursuant to Section 423.215 of the Public Employment Relations Act, the Board is the sole authority to decide matters that are labeled "prohibited subjects of bargaining" unless otherwise changed by subsequent law. Finally, pursuant to P.A. 9 of 2011, an emergency manager appointed under the Local Government and School District Accountability Act may reject, modify, or terminate the collective bargaining agreement as provided within the Local Government and School District Fiscal Accountability Act.

## **ARTICLE 6**

### **LEAVE PROVISIONS**

#### **Section 1**

The Board and Union agree that regular attendance of all employees is essential to the proper operation of the Board's transportation operations. Further, it is agreed that the leave provisions here set forth provide for the reasonable absences from work of employees. The Board reserves the right to investigate suspected abuses of the leave privileges and to require reasonable proof when evidence exists that abuse has occurred. Furthermore, the Board has the right, limited by the provisions of this Agreement and applicable laws, to discipline employees for abuse of leave privileges or for excessive absenteeism or tardiness. The Board confirms the Union's right to use the Grievance Procedure when the Union alleges that the contract has been violated in respect to leaves and absences of employees. It is the responsibility of the employee to notify his/her supervisor of the reason for his/her absence at the time he/she reports his/her absence. Notice of absence from work will only be

accepted from the employee or his/her spouse.

## **Section 2 - Sick Leave**

- A. Mechanics shall receive one (1) sick leave day for every month of regular employment, Mechanics may earn up to twelve (12) leave days per year. Mechanical Technicians shall receive one-half (1/2) sick leave day for every month of the regular employment. Mechanical Technicians may earn up to six (6) sick leave days per year.

Sick leave days will be credited and available for use at the start of each school year. Employees must work or be on paid leave at least one half (1/2) of the work days in a calendar month to be credited with leave days. Employees who do not earn the full amount credited at the start of the school year will have their sick time prorated.

- B. The value of a leave day credited to an employee's individual account is based on his/her regular assignment during the month it was earned. For example, employees who earned leave days on a two-hour assignment may need to use several leave days if they have an absence while assigned to a longer work day.
- C. Employees are limited to 90 sick days (720 hours) as of each July 1. Employees exceeding 90 sick days between July 2 and June 30 of each fiscal year will be bought down to 90 days on July 1 as follows:
- exchange 10 or more days for 2 additional vacation days with each day in excess of 10 being compensated at the amount specified in Article 20, Section 3., I.
  - exchange 5 to 9 days for 1 additional vacation day with each day in excess of 5 being compensated at the amount specified in Article 20., Section 3., I.
  - exchange 1 to 4 days with each day being exchanged for the amount specified in Article 20., Section 3., I.
- D. Sick leave days may be used when an employee's personal illness or physical incapacity makes working impossible or detrimental to the employee's recovery. An employee claiming leave for personal illness extending beyond five (5) consecutive workdays shall be required, before being entitled to further sick pay, to submit to his/her immediate supervisor his/her physician's written statement which shall indicate the date the illness or physical incapacity began as well as the nature and estimated duration of the illness or physical incapacity. Before an employee may return to work after an illness of more than five (5) days duration, a statement shall be submitted to the employee's immediate supervisor from the employee's physician certifying that the employee is capable of returning to work. The Board may require the employee to have an examination by a physician designated by the Board and at the Board's expense.
- E. Sick leave days may be used when an employee needs to remain out of work because of the illness, injury, or incapacity of a member of the employee's immediate family, which includes the employee's spouse, children, parents, brother, sister, grandparents, grandchildren or any other person whose relationship is equivalent to that of a household relative. Sick days in excess of five (5) consecutive work days cannot be used for illness in the family, unless the family member is one who is herein described and has been a member of the employee's household during the previous six (6) months or is a newborn infant.
- F. An employee who resigns and is later rehired is not entitled to previously earned sick leave.
- G. Any employee whose personal illness extends beyond the period of compensation provided by leave day unit provisions shall be granted upon written request, a leave of absence without any pay or fringe

benefits except as paid by the employee or as provided by contract for such time as is necessary for complete recovery from such illness, but not to exceed twelve (12) months. Any employee on medical leave of absence without pay or fringe benefits, except as paid by the employee, shall not be entitled to advancement on the salary schedule, but shall be allowed to accumulate seniority up to three (3) months. During such medical leave the employee shall not maintain other employment unless specifically approved by the Board. If not approved the leave shall be canceled and the employee shall be discharged if he/she does not report to work within five (5) working days of receipt of notification from the Board. The Board may require verification of such extended illness by a physician acceptable to the Board. If the employee's own physician is unacceptable to the Board, the Board shall pay the cost of examination by a doctor acceptable to the Board.

- H. Any employee who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law shall receive from the Board the difference between the disability benefits provided by the Workmen's Compensation Law and the employee's normal per diem rate. To the extent that the Board makes payment to the employee for that portion of his salary not reimbursed under the Workmen's Compensation Law, said partial payments shall be charged pro rata against the employee's accumulated sick leave. The employee shall have the option to use or not use sick day credits during such period. The conditions of return to employment shall be the same as in medical leave. Seniority shall accrue during such period and salary schedule experience shall be allowed.
- I. For any day-to-day or short-term sick leave for which paid sick leave days are or become exhausted, an employee who receives Board-paid medical insurance shall be charged the daily value of medical insurance for each day of such leave. This daily charge will be calculated by multiplying the employee's monthly medical Cobra rate by twelve and dividing the total by 230.

### **Section 3 – Workers Compensation**

It is agreed that any unit employee on workers' compensation will be provided with Board-paid medical benefits (does not include dental or vision insurance) for up to a maximum of six (6) months from the date said employee is no longer utilizing paid sick leave.

Employees qualifying for Workers' Compensation due to a work illness or injury may be returned to work in a "Favored Work Position" that is designed to meet their physical needs and restrictions. Such work will either be SEIU – Mechanics bargaining unit work or work that is not exclusive to any bargaining unit. The decision to return the employee to work will be made by the Superintendent or designee after consulting with the medical personnel responsible for advising the administration on work restrictions. Compensation for such a position will be such that the Board and/or Workers' Compensation carrier will assure the employee an amount equal to the employee's daily rate of pay for work occurring during each of the employee's regular workdays. Favored Work Positions will not replace a regular position and are not subject to the position bidding process.

### **Section 4 - Personal Business Leave**

- A. After an employee has completed forty (40) days of satisfactory work as a regular employee he/she is entitled to two (2) days per year (prorated for employees working less than a full year) for personal business. Unused personal business days may accumulate to four (4) days. Personal business days accumulating in excess of four (4) days shall be transferred to accumulated sick leave.
- B. The following explanations of personal business require no further explanation: legal matter, financial



matter, moving, marriage of employee or immediate family members which shall include father, mother, children, spouse, grandparents, grandchildren, brother, sister, step relatives of like relationship, or in-laws of like relationship. All other requests for use of a leave day for personal business may require further explanation. Whenever possible personal business leave should be prearranged.

- C. Personal business leave is not to be used for extending vacations, recreation, or any reason not related to personal business which could be conducted outside regular work hours.

### **Section 5 - Bereavement Leave**

1. **Bereavement Day**

An employee may be absent without loss of pay for up to a total of three (3) working days for the death of a member of the employee's immediate family which shall include father, mother, children, spouse, grandparents, grandchildren, brother, sister, step family and in-laws of like relationship. These days are not to be deducted from sick leave. An additional two days, if necessary, shall be deducted from sick leave.

If additional time is needed for a death other than the above, approval must be obtained from the Superintendent of Schools or his/her designee and any additional time will be deducted from accumulated paid time off.

2. **Funeral Day**

Two working days per year shall be allowed for the death of a friend or relative not elsewhere covered in this Agreement. The second day is deductible from available paid time off (sick, personal business or PTO). Documentation to verify appropriate use of time may be required.

### **Section 6 - Jury Duty**

Any employee summoned to jury duty shall be paid the employee's regular wage/salary for each working day of absence providing that jury fees, less mileage, are refunded by the employee to the Board. On any day when the employee is not seated on a jury or excused from jury duty, the employee shall report to work unless more than half of his/her work day would be over by the time the employee could reasonably arrive at work. In order to receive payment under this Section, an employee must give the employer prior notice that said employee has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days claimed.

### **Section 7 - Military Leave**

Any employee who is called into the armed services of the United States, or who is activated as a member of the reserve forces, or who enlists in anticipation of induction, or who enlists during a period of time when this country is actively engaged in open hostility involving acts of warfare, shall be granted a leave of absence without pay for the period of such absence. Full credit on the salary schedule and uninterrupted seniority shall be granted to those leaving Lapeer's service and returning thereto, provided that the rights under this paragraph will terminate upon any voluntary extension of such military service.

### **Section 8 - Unpaid Leaves Other Than Medical Leave**

- A. Unpaid leave of absence for good cause for one (1) year may be granted at the discretion of the Board subject to the provisions of this Agreement. Unpaid leave of absence for less than one (1) year in duration may be granted at the discretion of the Board subject to the provisions of this agreement. For

such unpaid leave in excess of ten (10) work days, return rights will be limited to an available position (i.e. vacancy as referenced in Article 11) unless management specifically determines otherwise at the time such leave is granted. The Board reserves the right to grant or deny unpaid leave based upon consideration of the merits of each request and consideration of the proper management of the transportation system. Further, the Board reserves the right to establish policies related to unpaid leave provided such policies are not in violation of provisions of this Agreement or existing laws or regulations. Finally, unpaid leave for vacation-like purposes (e.g. family or individual trip, family reunion, birthday celebration, etc.) is to be discouraged due to operational difficulties caused by such discretionary leaves. Due to such operational consideration, management may deny any and all unpaid leave requests for vacation-like purposes or may limit approval of such requests. Denials of or limits placed on such leaves shall be subject to the grievance process only through level two (Superintendent's level). Any employee taking unpaid leave for vacation-like purposes without prior management approval will be subject to discipline. Finally, any unpaid leave for vacation-like purposes will result in an employee who receives Board-paid medical insurance being charged the daily value of medical insurance for each day of such leave. This daily charge will be calculated by multiplying the employee's monthly medical COBRA rate by twelve and dividing the total by 230.

- B. Except as may otherwise herein be provided, all requests for unpaid leave must be in writing. All requests must be submitted at least ten (10) work days in advance.
- C. **Parental Leave:** Parental Leave shall be granted for the purpose of care for and/or preparation for a newborn child or the adoption of a child whose age at the time of adoption does not exceed ten (10) years of age. Request for such leave must be accompanied by a related statement from a physician if relating to a newborn or from a legal agency if relating to an adoption.
- D. **Religious Holidays:** Three (3) days leave of absence without pay may be granted to employees who wish to observe traditional and customary religious holidays which require, by custom, full day observance. Such leave shall be granted only if the employee shall file written application therefore with his immediate supervisor at least two (2) working days before such religious holidays.
- E. **Union Leave:** Unpaid leave of absence for Union business may be granted for either a one year or two-year period upon written application to the Board. The employee may use up to a total of fifteen (15) days in any single year for Union business leave provided that such leave will not be granted more than three (3) times in a single year even if all fifteen (15) days have not been used. During the entire period of such leave seniority shall accrue.
- F. **Personal Leave:** Employees having completed ten (10) continuous years of service may be granted a personal leave of one (1) full year. The employee on such a leave will not be entitled to return to employment of the Board of Education until the expiration of the complete year. An employee will only be allowed one (1) such leave while employed by the Board of Education. Upon proper application by the employee the Board may, at its discretion, extend such leave for a second year. Leaves under this category may be granted only upon application in writing to the Board and on approval of the Superintendent.

If an employee fails to return within ten (10) days after expiration of his/her leave, or upon being offered an available position, s/he is automatically terminated from employment with the Board of Education.

- G. **Miscellaneous:** Unpaid leave of absence, except military leave, shall be granted only after the completion of probationary service.

## **Section 9 – Family and Medical Leave Act Leave (FMLA)**

The Board will comply with provisions of the Family and Medical Leave Act (FMLA) of 1993 as amended. The Board adheres to a 12-month rolling period in tracking FMLA time for Family/Medical and Qualifying Exigency Family Leaves.

All FMLA leaves shall be unpaid following contractually appropriate utilization of all sick leave days and personal business leave days provided for in this contract; such paid leave days must be taken at the beginning of any leave taken under the Act and shall not extend the maximum 12 work week duration of the FMLA leave.

FMLA leave taken on an intermittent or reduced hours basis will be allowed only to the degree mandated by the Act.

To the maximum degree allowed by the Act, the employee shall provide notice prior to leave, certification to take leave, and medical certification to return from leave as may be required by the Board.

Details regarding District policy and procedures related to FMLA can be found in Board Policy and Administrative Guideline 4430.01. For questions about FMLA, please contact the Human Resources Office.

The Board of Education will continue premium payments for health care benefits up to twelve (12) weeks for an employee who has been granted leave pursuant to the Act. If the employee voluntarily terminates employment, the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee. However, should such voluntary termination be the result of an employee's disability relating to the purpose of the FMLA leave and should such disability be the reason that the employee terminated his/her employment, recovery of premium payments as referenced herein will not be sought.

## **Section 10 - Benefits While on Leave and Return From Leave**

- A. **Vacancies Created by Extended Medical and Parental Leave:** Whenever an employee shall request and confirm in writing to be on medical or parental leave twenty (20) work days or more but less than twelve (12) calendar months a temporary or regular mechanic may be employed as determined by the Board. Upon return the employee shall be returned to the same position.

Employees on extended medical leave or parental leave shall be allowed to accumulate seniority up to three (3) months but shall not accumulate experience credit for salary.

- B. **Vacancies Created by Other Extended Leave:** Whenever an employee shall request and confirm in writing to be on unpaid leave (other than provided in Article A of this section) extending more than twenty (20) work days but less than twelve (12) calendar months, a temporary or regular mechanic may be employed as determined by the Board. Upon timely request to return, the employee shall be offered the first available position within the work division in which the employee was previously working. Should the employee refuse such position, this shall constitute the employee's resignation from employment. Employees on such leaves shall be allowed to accumulate seniority up to thirty (30) calendar days, but shall not accumulate experience credit for salary.

- C. **Benefits While on Leave:** Should an employee be on unpaid leave for less than thirty (30) calendar days all provided benefits shall be extended through the leave period. Should the leave extend beyond thirty (30) calendar days, all benefits shall be terminated on the first day of unpaid leave unless the employee pays the cost of the particular insurance when the company allows individual contribution or as otherwise may be required by COBRA. Should a leave originally requested to be less than thirty (30)

days extend beyond thirty (30) calendar days, the employee shall be responsible for the cost of all fringe benefits provided through the first thirty (30) days.

### **Section 11 - Emergency Leave**

Up to one (1) day may be used per year for emergency or catastrophe such as fire, flood, tornado, or accidents affecting the employee's personal property. For employees who have exhausted paid sick leave and paid personal business leave, emergency days shall not be used for absences which otherwise would be covered by such paid leave.

### **Section 12 - Attendance Incentive**

Good attendance at work is beneficial to the employee, union, and school board. Therefore, compensation under the contract will provide an attendance incentive for regular hours. An employee will be entitled to a quarterly incentive as defined in Article 20, H.

## **ARTICLE 7 GRIEVANCE PROCEDURE**

### **Section 1 - Definitions**

A grievance is a claim by one or more employees of improper application or interpretation of the terms of this Agreement.

### **Section 2**

The term employee includes any individual or group of individuals within the bargaining unit hereinbefore defined, and covered by this Agreement. The term days, when used in this Article, shall mean working days.

### **Section 3 - Purpose**

The purpose of this grievance procedure shall be to settle equitably, at the lowest possible supervisory level, issues which may arise from time to time with respect to claims of improper application or interpretation of the terms of this Agreement. Both parties agree that grievance procedures shall be kept as informal and confidential as appropriate at all levels of the procedure.

### **Section 4 - Representation**

Nothing herein contained shall be construed to prevent any individual bargaining unit employee from presenting a grievance and having the grievance adjusted without the intervention of the Union if the adjustment is not inconsistent with the terms of the Agreement and the Union has been given an opportunity to be present at such adjustment.

### **Section 5**

Any bargaining unit employee may be represented beginning at any level of this procedure by a representative of the Union.

## **Section 6**

Upon request of either party hereto or of the bargaining unit employee or employees involved in a grievance, the latter may be present at any level of the grievance procedure.

## **Section 7 - Procedure**

The time limits provided in this Article shall be strictly observed. The number of days indicated at each level below should be considered as maximum and every effort should be made to expedite and process. The time limits may be extended by mutual written agreement by the authorized representative of each party. An employee who believes s/he may have a grievance shall discuss his/her concern informally with the supervisor; however, the grievance procedure does not begin until Level I procedures are begun.

**Level One:** An employee who believes s/he has a grievance shall present, or have a Union representative present, a written statement of the grievance to the appropriate immediate supervisor of the employee. The written statement must include 1) a description of the alleged contract violation; 2) a statement of the contract item involved; and 3) a statement of the relief or adjustment being sought. The Level One procedure must be started within 10 days of the incident giving rise to the alleged grievance. Upon receipt of such written statement the supervisor shall have two (2) days to meet with the grievant to attempt to resolve the grievance.

**Level Two:** In the event the grievance is not settled at Level One, the Union may appeal the matter to the Superintendent or his designee within five (5) days of receipt of the Level One response. The appeal shall be initiated by a notice in writing directed to the Superintendent. The appeal shall be heard at the earliest possible date, and in all events within twenty (20) working days after the notice of appeal has been filed the Superintendent shall give his/her answer to the grievance in writing.

**Level Three:** Within ten (10) working days of the receipt of the answer at Level Two, the Union may, by written notice to the Superintendent, request that the matter be submitted to arbitration. The parties will attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator after notice is given, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which will likewise govern the arbitration hearing. The demand for arbitration must be filed with the American Arbitration Association within twenty (20) days of the receipt of the answer at Level Three.

In accordance with the Public Employment Relations Act and the rules thereunder, either party may request mediation of a dispute involving the terms of this agreement through the Michigan Employment Relations Commission after a request for arbitration has been filed. The mediation shall be conducted pursuant to the rules of the Michigan Employment Relations Commission.

## **Section 8**

The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Union. Subject to the right of the Board or the Union to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.

**Section 9** - Powers of the Arbitrator are subject to the following limitations:

- A. S/he shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
- B. S/he shall have no power to establish salary scales or to change any salary.

- C. S/he shall have no power to change any practice, policy, or rule of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board provided that all such actions of the Board are to be conditioned by the specific provisions of the Agreement.
- D. S/he shall have no power to interpret state or federal law.
- E. If either party disputes the arbitrability of any grievance under the terms of this Agreement on the basis of timeliness or application, the arbitrator shall be required to rule on the arbitrability question first. If the arbitrator determines the grievance is not arbitrable, but still renders an opinion on the merits of the case, then neither party shall be obligated by the arbitrator's decision on the merits of the case. Such opinion shall be considered advisory.
- F. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent of the Board and Union or unless the Board consolidates grievances of similar nature.
- G. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than sixty (60) days prior to the date on which the grievance is filed.
- H. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment or other compensation that he may have received from any source during the period of back pay.

### **Section 10**

The fees and expenses of the arbitrator shall be shared at the rate of 50% for the Union and 50% for the Board.

### **Section 11**

Should any employee fail to institute a grievance within the time limits specified, the grievance will not be processed. Should an employee fail to appeal a decision within the limits specified, or voluntarily leave the employ of the Board (except a claim involving a remedy directly benefiting the grievant regardless of his employment), all further proceedings on a previously instituted grievance shall be barred.

### **Section 12**

All preparation, filing, presentation, or consideration of grievances shall be held at mutually agreed times.

## **ARTICLE 8 WORKING CONDITIONS**

### **A. Miscellaneous Provisions**

1. The Mechanics' Handbook shall be reviewed each year by the Administration with input from a committee of mechanics appointed by the Union and adherence to its provisions is a condition of employment. The contract shall be the prevailing factor if a difference exists between Handbook and contract.
2. If the Board contends that an employee is not fulfilling her/his responsibilities because of health

problems or if the Board believes that an individual mechanic may be unable to safely perform his/her duties because of physical or mental health problems, the Board may require the employee to have an examination by a doctor designated by the Board and at the Board's expense. If the doctor determines that the employee is unable to effectively fulfill the responsibilities of his/her assignment, the employee will be placed on sick leave or unpaid medical leave until such time as the Board's doctor certifies the employee's fitness to resume his/her assignment.

3. Employees have the responsibility to complete the Michigan School Bus Driver Safety Education Course. Mechanics must attend the program as often as required by law.
4. Employees are responsible for obtaining and maintaining the required Michigan CDL necessary to drive Lapeer Community Schools School Buses. The original cost of the Road Test and the CDL will be reimbursed to the employee upon satisfactory completion of one year of service. The cost of CDL renewal will be reimbursed to each employee who is actively at work. In order to comply with the requirements of the Michigan "S" endorsement the employer agrees to reimburse any employee, for the cost of a second Road Test, who would otherwise qualify for a waiver of the Road Test except for meeting the rule requiring a test of employees with less than two (2) years' service to the District. Employees who cannot be waived for any other reason will not be reimbursed.
5. Employees shall secure the necessary physical examination from a doctor designated by the Board. The cost of the required physical examination is to be borne by the Board.
6. Employees will be assigned bus driving only when no bus driver is available by phone, radio, or personal contact. It is understood that every effort will be made not to assign mechanics to bus driving duties that require them to be subbing on a route performing student stops. The following expectations apply to mechanics when they are called upon to drive bus.
  - All accidents to children while mounting, dismounting, or riding on the bus must be reported by the driver.
  - Drivers have the responsibility to leave buses assigned for special trips in the same condition as when it was assigned.
  - Drivers have the responsibility for the safety and welfare of the students while on the bus. When unsafe conditions exist, the driver shall stop the bus and notify the appropriate supervisor. If the conditions do not improve so that the bus can continue, the supervisor shall be notified.
  - Drivers shall be responsible for regularly assigned children. The bus driver is authorized to pick up and dispatch students assigned to bus only at the designated stops.
  - Drivers are not permitted to transport non-scheduled children on regular runs unless directed by the Transportation Supervisor or building principal.
  - Each driving assignment shall include responsibility for pre-trip inspection and interior cleaning of the bus.

It is further understood that when employees are needed to drive bus while substituting for a

regular bus driver, any mechanic will be able to volunteer for the driving assignment if he can be available to drive on a timely basis. If more than one such mechanic volunteers or if no such mechanic volunteers for such an assignment, an available mechanic (i.e. at work when the driving assignment commences) will be assigned by management based on a rotation basis (two seniority rotation lists will be maintained for this purpose with names on the volunteer list being ordered from the most senior to least senior mechanic and the other list being ordered from least senior to most senior mechanic). Additional hourly pay equal to Year 4 bus driver pay will be made to any mechanic substituting for a regular bus driver (i.e. additional pay does not occur when a mechanic shuttles an empty bus for purposes such as repairs).

**7. Lunch and Break Provisions For Regular Assigned Positions:**

- a. Employees working six (6) or more consecutive hours are entitled to a thirty (30) minute unpaid lunch period.
- b. Employees working eight (8) consecutive hours are entitled to a morning and afternoon paid break not to exceed fifteen (15) minutes. Mechanics working six (6) but less than eight (8) consecutive hours, are entitled to one (1) paid break not to exceed fifteen (15) minutes.

**ARTICLE 9**  
**SAFETY AND EQUIPMENT**

**Section 1**

The Board agrees to make provisions for the safety and health of its employees during the hours of their employment and to comply with applicable governmental regulations, requirements, and standards.

**Section 2 – Non-Discrimination**

The provisions of this contract shall be applied to all employees covered by this Agreement without discrimination on account of sex, age, race, color, creed, national origin, religious or political affiliation, union membership or activity.

**Section 3**

The Board agrees to provide employees with safety items required by law but not items of personal property such as safety shoes. The Board will not provide items of clothing or equipment which employees may wish for personal convenience.

One set of outdoor coveralls shall be provided to each mechanic.

Should the Board require some item of dress, equipment, or safety equipment be used or worn as a condition of employment, the Board shall provide the item.

**Section 4**

The Board shall maintain a minimum of \$5,000,000 public liability and personal damage insurance to protect the employees.



## **ARTICLE 10** **SENIORITY**

### **Section 1 - Definition and Purpose**

Except as otherwise provided herein this Agreement, seniority is the length of continuous service in any job in the bargaining unit. The purpose of seniority is to determine the right of an employee to any job within the bargaining unit except as may elsewhere be provided in this Agreement.

### **Section 2 - Retention of Past Seniority**

All seniority acquired by any employee prior to the date of this Agreement shall be retained.

### **Section 3 - Seniority Lists**

Seniority lists shall be prepared as soon as possible after the date of this contract, and such lists shall be revised every six (6) months thereafter with notification of employee changes as they occur. A copy of such lists shall be given to the Union and copies thereof shall be posted on the employees' bulletin boards. Each list shall include seniority of each employee.

Each employee shall have the right to challenge the accuracy of the seniority reported for him/her in the first list posted for a period of thirty (30) days after posting. Each employee shall have a similar right to challenge the accuracy of each revised list for a period of ten (10) days after posting. If the accuracy of the list shall not be challenged within the time limit above, it shall be conclusively presumed that the lists are correct.

### **Section 4 - Loss of Seniority**

Employment shall be terminated and employees shall lose seniority when they:

- a) Voluntarily quit;
- b) Are discharged for just cause;
- c) Absent themselves from work without notice for three (3) consecutive working days;
- d) Fail to return from approved leaves of absence unless specifically provided for by this Agreement;
- e) Accept other employment during leaves of absence unless specifically provided for by this Agreement.

### **Section 5 - Seniority/Hire Date Determination**

- A. Seniority shall not be accrued until the employee has completed the probationary period. Upon completion of the probationary period, the employee shall receive seniority credit from the first day worked and shall thereafter accrue seniority.
- B. In the event the probationary period begins on the same day for more than one employee in a work division, the seniority dates of those employees shall be determined by lot if and when it becomes necessary to break a tie in seniority. Such determination between one or more employees shall be permanent.

### **Section 6 - Supervision Returning to the Bargaining Unit**

Any member of the bargaining unit at the time of promotion to supervision and who subsequently requests or is returned by management to the bargaining unit shall return to the same class, seniority, and pay level s/he

held prior to his/her appointment to supervision provided s/he does not displace any other employee and shall be placed in the first available position.

**ARTICLE 11**  
**VACANCIES, TRANSFERS AND POSTINGS**

**Section 1 - Vacancies and Postings**

When a vacancy occurs or a new position is created in the bargaining unit the position shall be posted for all bargaining unit members. All employees are eligible to apply by email as directed. Should bargaining unit employees apply, the following criteria shall be considered in filling the position: qualifications and seniority.

**ARTICLE 12**  
**LAYOFF AND RECALL**

**Section 1 - Layoff**

When any employee is laid off, the employee with the least seniority shall be laid off first. The Board shall provide employees with at least seven (7) calendar days' notice of their intended layoff.

**Section 2 - Recall**

- A. Employees having the most applicable seniority will be the first recalled to jobs from which they were laid off.

Any employee removed from his/her position because of reduction in staff who is recalled shall have the right to return to his/her former position without the job being posted if it becomes available within six (6) months of return.

- B. No bargaining unit vacancy shall be filled, except in case of emergency on a temporary basis, so long as any qualified laid off employee who is entitled to be recalled is on layoff status.
- C. Notice of recall shall be given to the employee entitled to be recalled at the last address of the employee recorded by the Board, by certified mail, return receipt requested. The employee shall report to work no later than ten (10) working days after mailing of notice. The failure to report to work within the aforementioned time limit or the refusal of an offer of recall shall constitute the employee's resignation from employment.

**ARTICLE 13**  
**PROBATIONARY PERIODS**

**Section 1 - Length of Probation**

- A. All employees begin the probationary period when assigned to a regular full or part time position. A casual relationship substitute or temporary employee (in a position not to exceed thirty (30) work days) or up to twelve (12) calendar months due to an extended leave pursuant to Article 6., Section 8. shall not be considered to be in a probationary period, nor considered officially hired.
- B. An employee is not officially hired unless he/she is to be assigned to a new or vacant position which shall

be available thirty-one (31) work days or more.

- C. When an employee is officially hired and assigned a regular position the employee shall be on probation one full year from the initial date of hire.

The Union shall represent the probationary employee starting the thirty-first (31) work day in respect to rates of pay, wages, hours of employment and other conditions of employment. The employer shall be the sole judge of the qualifications of probationary employees for continued employment.

- D. During the probationary period, the employee is subject to discharge for unsatisfactory work as determined exclusively by the Board, subject to provisions of Article 13, Section 2.
- E. Should an employee be working as a substitute or temporary employee in a single position for at least thirty (30) work days and then be hired officially and be assigned that same position the original thirty (30) work days shall be applied to the probationary period.

### **Section 2 - Discharge While on Probation**

The discharge of probationary employees shall not be subject to the grievance procedure.

## **ARTICLE 14 EXTRA WORK AND OVERTIME**

### **Section 1- Overtime Equalization**

Overtime opportunities shall be equalized among all bargaining unit mechanics.

### **Section 2 - Equalization**

- A. Equalization chart shall be maintained and posted on a monthly basis.
- B. Employees on approved sick leave, or approved unpaid medical leave shall not be offered or charged hours in the equalization process if such leave is less than twenty-nine (29) consecutive calendar days.
- C. All employees on leave of any nature who have been unavailable for work for thirty (30) or more calendar days shall be placed on average overtime at the time of reinstatement to the overtime equalization list.
- D. All employees on leave of less than twenty-nine (29) days other than medical leave shall be charged the hours for which they were unavailable or refused.
- E. Employees who do not work their regular assignment because of illness shall not be allowed to work overtime on that day.

### **Section 3**

In excess of forty (40) hours worked per week shall be paid at one and one-half (1 1/2) the regular rate.

### **Section 4**

The work week shall be 12:01 a.m. Saturday through 12:00 midnight Friday for payroll purposes.

## **ARTICLE 15** **RETIREMENT**

Unless state or federal laws effective during the course of this contract are contrary, all employees are eligible to work until voluntary retirement. The Board reserves the right to require a mechanic to have a physical by a Board approved doctor certifying the mechanic's fitness to perform the assigned work if the Board has concerns regarding whether the mechanic can perform the essential job duties. The physical will be at the Board's expense.

## **ARTICLE 16** **DISCIPLINE OF EMPLOYEES**

### **Section 1**

Employees may be disciplined, suspended, and discharged only for just cause. The employer shall utilize corrective, progressive, discipline in such cases and shall initiate action within thirty (30) days of becoming aware of an employee's conduct giving rise to such action. It is understood and agreed that corrective progressive discipline allows the Board to skip lower levels of discipline and impose higher levels of discipline, including discharge, so long as there is just cause for the discipline which is imposed based upon the employee's conduct or disciplinary history.

### **Section 2**

In all cases involving disciplinary action or discharge, union representation shall be made available prior to such action, except in cases involving probationary employees.

## **ARTICLE 17** **EFFECT OF LEGISLATION**

If any law now existing or hereinafter enacted or any proclamation, regulation, or edict of any state or national agency shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated and either party hereto upon notice to the other party may reopen for negotiations the invalidated portion. If agreement herein cannot be reached within thirty (30) days, either party may submit the matter to mediation.

## **ARTICLE 18** **BARGAINING UNIT WORK**

### **Section 1**

Non-bargaining unit employees shall not be used to perform work on any job covered by this Agreement when the effect is to displace or reduce in regularly scheduled hours the regular employees in the bargaining unit.

### **Section 2**

The Board shall not use non-unit employees to displace or reduce regular scheduled hours of unit employees. Non-bargaining unit or supervisory employees will not be used to avoid overtime work.

### **Section 3**

The Board expressly reserves the following categories of work to be non-bargaining unit work:

- a) Emergencies when unit employees are not immediately available, and

- b) Instruction training of employees

**ARTICLE 19**  
**STRIKES AND SANCTIONS**

**Section 1**

Neither the Union nor any persons acting in its behalf will cause, authorize, or support, nor will any of its employees take part in, any strike or stoppage of work as defined by Section 1 of the Michigan Public Acts #336 of 1947 as amended for any purpose whatsoever.

**Section 2**

The Union will not support the action of any employee taken in violation of Section 1 nor will it directly or indirectly take reprisals of any kind against any employee who continues or attempts to continue the proper performance of his duties or who refuses to participate in any of the activities prohibited by Section 1.

**Section 3**

Violation of Section 1 by any employee or group of employees will constitute just cause for discipline up to and including discharge.

**Section 4**

The Board, in the event of violation of Sections 1 or 2 will have the right, in addition to the foregoing, and any other remedies available at law, to seek injunctive relief and damages against the Union.

**ARTICLE 20**  
**COMPENSATION, BENEFITS AND WORK DAYS**

**Section 1 - Wage Scales**

**2023-2024 & 2024-2025**  
**Wage Schedule**

	Mechanic Technician	Mechanic	Head Mechanic	Supervisor of Mechanics
LEVEL 1 0 certs	\$17.04	\$21.14	\$23.82	\$26.57
LEVEL 2 4 Certs	\$18.04	\$22.14	\$24.82	\$27.57
LEVEL 3 8 certs	\$19.04	\$23.14	\$25.82	\$28.57
LEVEL 4 12 certs	\$20.04	\$24.14	\$26.82	\$29.57
LEVEL 5 14 certs	\$20.54	\$24.64	\$27.32	\$30.07
LEVEL 6 15 certs	\$20.79	\$24.89	\$27.57	\$30.32

**Special Rates and Payment Rules**

- A. **Attendance at Training Sessions:** For term of contract, wage rate specified above in Mechanics pay per hour if beyond eight hours work per day or overtime rate if Article 14., Section 3 is applicable.
- B. For regularly scheduled vacation day pay the employee will be paid his/her regular classification rate regardless of any substitute assignment prior to or following the vacation day.
- C. **Head Mechanic and Supervisor of Mechanics:** The Head Mechanic and Supervisor of Mechanics shall be appointed by management considering relevant qualifications.
- D. Should any mechanic be called for overtime, except as extension of the regular work hours, the employee shall be paid for a minimum of two (2) hours.
- E. **Certifications:** Employees who obtain/maintains valid certification in the Heavy-Duty and Light-Duty truck areas listed below will advance in level of compensation in accordance to the wage schedule. Placement on the wage schedule will be determined at the time of hire and adjusted on July 1 and January 1 of each year. Certifications obtained after the determination date (July 1 and Jan 1) will not be eligible for advancement on the wage schedule until the following determination date. The current wage schedule reflects the potential of obtaining a total of 15 certifications although only 14 are listed below and available at the time of the settlement of the agreement. The wage schedule reflects the agreement that if a 15<sup>th</sup> certification become available, it would be included in compensation if obtained as indicated in the wage schedule.

**HEAVY DUTY:**

- Engine Repair – Diesel
- Drive Train
- Brakes and Braking Systems
- Suspension and Steering Systems
- Electrical Systems
- Collision-Related Mechanical Repair (not available in heavy-duty)

**LIGHT DUTY:**

- Engine Repair
- Engine Tune-up/Performance
- Front End, Suspension & Steering Systems
- Brakes & Braking Systems
- Automatic Transmission
- Manual Transmission, Front & Rear Drive Axles
- Electrical Systems
- Heating & Air Conditioning

- F. **Financial Incentive:** On the first pay date following the end of each quarter (October, January, April, July), an employee will be paid a financial incentive of \$75 for the prior quarter if s/he did not use more than one (1) sick, personal, or unpaid leave (other than the union leave provided for in Section 8., E.) days during the prior quarter.

**Section 2 - Work Days and Holidays**

- A. Employees shall be classified as twelve (12) month employees and shall be expected to work each day the Central Administration Offices are open Monday through Friday except on holidays as specified below in "D". The Central Office shall be considered to be open when the office is open to public business regardless of the extent or nature of staff actually working in that building or in any other District building.
- B. On days when the Central Administration Offices are officially closed to public business on normal work days, by the superintendent or his/her designee because of weather or emergency conditions, Employees shall not be required to work but shall receive their normal wages. If called to work or mechanic reports to work before learning of the closure because of the above reasons, they shall be paid at two and one-half (2½) times the regular rate.
- C. Employees shall be expected to report as usual on days when the Central Administration Offices are open but school is canceled for students.
- D. Holidays:  
Employees shall not be required to work on the holidays listed below but shall receive their regular wage if the holiday falls on a Monday through Friday. If the holiday falls on a Saturday or Sunday the mechanics shall be given the Monday after or Friday before off with pay:  
  
Day adjacent to July 4 holiday, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, Day before New Years Day, New Years Day, Friday Before Easter, Monday after Easter (or other mutually agreed day), Memorial Day.)
- E. Vacations:  
1). Based on years of service, mechanics will earn credits towards vacation with pay in accordance

with the following schedule. Vacation time is determined as of June 30 each year and is available to be used the following July 1 - June 30.

**Employment as a District Mechanic Unit**

**Vacation Days**

**Employee**

a.	less than one year	number of days from proration scale
b.	one year or more but less than six years	10 days
c.	six years or more but less than twelve years	15 days
d.	twelve years or more but less than fifteen years	20 days
e.	fifteen years or more	22 days

**Proration Scale**

<b><u>First Day of Work</u></b>	<b><u>Days Earned</u></b>	<b><u>First Day of Work</u></b>	<b><u>Days Earned</u></b>
June	0	December	5.5
May	1.5	November	6.5
April	2.5	October	7.5
March	3.0	September	8.0
February	4.0	August	9.0
January	5.0	July 16 - 31	9.0
		July 4 - 15	9.5
		July 1 - 3	10.0

- 2.) All vacations during June, July, and August which are to be for two (2) or more consecutive work days must be scheduled by June 1.
- 3.) The Administration shall have the right to deny vacation use at any time during the year when to allow vacation would result in the work force being undermanned. If the vacation is scheduled and approved at least thirty (30) work days in advance it cannot be canceled.
- 4.) Conflicts in vacation schedules shall be settled by seniority but not to conflict with item "3)" above.
- 5.) Carry-over of vacation days from one school year to another shall not be allowed. Unused vacation days shall be converted to sick days.

**Section 3 - Employee Benefits**

It is the responsibility of each employee to apply for said insurance coverage. No employee shall be eligible for insurance coverage until the beginning of the month following thirty (30) days of work in a regular assignment and until enrolled in the policy. No employee will actually be covered by said insurance coverage until expiration of the waiting period, if any, and until the effective date of the coverage which shall be determined by the carrier. The district is not responsible for benefits available under said insurance coverage for any period when the employee is not covered by the carrier. Notwithstanding anything contained in this Master Agreement, all insurance benefits are subject to the terms and conditions of the applicable policy.

Changes in family status shall be reported by the employee within 30 days of such a change. The employee shall be responsible for any overpayment of premiums made by the board on his/her behalf and/or expenses incurred by the employer for failure to comply with this provision.

- A. **Group of Employees for Insurance Benefits** shall be as follows:



- I. Employees scheduled for and working (including paid leave) eight (8) regular hours per day
- II. Employees scheduled for and working (including paid leave) four (4) or more regular hours per day but less than eight (8) hours

- B. **Long Term Disability:** All employees in Groups I and II shall be provided long term disability insurance, by a carrier determined by the Board, providing two-thirds (2/3) coverage of wages.

LTD Coverage will include the following provisions:

66 2/3% of salary after ninety (90) calendar days qualifying period

24 hour coverage, eligibility/effective date is the first day of the month following 30 days of continuous employment

Pre-existing conditions, limitation waived, 3/12 pre-ex

Social Security freeze with family offset

Six (6) months before new waiting period is required

Premium paid during waiting period for L.T.D. and

premium waiver for persons qualifying for L.T.D.

L.T.D. after ninety (90) days

Mental, nervous, drug and alcohol: These conditions covered without limitations for two (2) years with the requirement of confinement for fourteen (14) consecutive days in each ninety (90) day period thereafter.

- C. **Medical Insurance**

At the option of each Group I employee and as selected in writing by each employee, the Board shall make available to the employee and eligible dependents the medical plan options as identified by the District Health Care Committee.

The Association will identify representatives of the Association to serve on the District Health Care Committee. Annually, the District Healthcare Committee will review district and employee costs related to health insurance in order to explore ways to maintain quality insurance options for district employees. Following discussion and input from representatives of all Bargaining and Non-Union staff, the Committee will advise the medical plan options available to district employees.

- Group I **Mechanics** are eligible for single, 2 person, or full family coverage.
- Group I **Mechanical Technicians** are eligible for only single person coverage. Mechanical Technicians may elect 2-person or full family coverage if needed and will be responsible for the full additional amount of the coverage beyond the Board paid single person coverage rate.

Consistent with P.A. 152, effective July 1, 2012, the Boards shall pay no more for medical benefit plan coverage than what is specified annually, no later than October 1, in a written correspondence titled *Public Employer Contributions to Medical Benefit Plan Annual Cost Limitations*, by the state treasurer on behalf of the Department of Treasury, for the upcoming plan year. If the controlling insurance law is changed, the current contractual language shall govern until successor provisions are agreed upon.

Further, upon expiration of the Master Agreement the Board's premium obligation shall be capped in accordance to PA152 and PA54 until a successor Master Agreement is effectuated.

The employee contributions to medical benefit plan coverage, as referenced above, shall occur through payroll deduction on a schedule to be determined by the Board after consultation with the Association.

## Medical Insurance Waiver

- **Group I Mechanics** who do not take District medical insurance shall receive a medical waiver monthly payment of \$200 after submitting the required Section 125 form.
  - **Group I Mechanical Technicians** who do not take District medical insurance shall receive a medical waiver monthly payment of \$100 after submitting the required Section 125 form.
- 2) Group II employees: Same coverage as provided to Group I. Board paid contribution limited to one-half (1/2) the premium rate.
  - 3) On a schedule to be determined by the Board after consultation with the Union, employees will make payment of their portion of the monthly premium through payroll deduction.
  - 4) Employees are not entitled to medical insurance provisions if employee is covered by another insurance policy or is restricted by the insurance carriers minimum hours provision.
  - 5) Employees who qualify according to rules and underwriting guidelines of the insurance carrier shall have the option of purchasing the following:
    - a) Supplemental Term Life Insurance including Accidental Death and Dismemberment insurance and Seat Belt Coverage
    - b) Dependent Term Life Insurance including Accidental Death and Disbursement Insurance and Seat Belt coverage.

### D. Life Insurance

* Group I	\$15,000
Group II	\$ 8,000

\*Mechanics employed prior to July 1, 1997, shall receive \$20,000 of coverage.

### E. Dental Insurance

1. All Group I employees shall be eligible for:
  - **Non Coordination of Benefit (NON-COB)** -- The Board will provide unit employees and their eligible dependents Non-COB dental insurance with a benefit level of 100% Class I, 80% Class II, 80% Class III, 80% Class IV. Each insured person is limited to a maximum of \$2,000 for Class I, II, and III expenses in any one benefit year and \$1200 lifetime for Class IV. Such insurance will have a benefit level as described in the "Summary of Benefits" located on the District Website under "transparency report".
  - **Coordination of Benefit (COB)** -- If an employee is eligible for other group dental care through a spouse, either within or outside the bargaining unit, COB dental insurance with a benefit level of 50% Class I, 50% Class II, 50% Class III, and 50% Class IV will be provided. Each insured person is limited to a maximum of \$2,000 for Class I, II, III expenses in any one benefit year and \$1,200 lifetime for Class IV. Such insurance will have a benefit level as described in the "Summary of Benefits" located on the District Website under "transparency report". Benefits will be coordinated up to 100% of the dental charge. If the plan of the employee's spouse is less than the district's 50% plan, or if the spouse's plan will not coordinate benefits, the employee may choose either the 100-80-80-80 group or the 50-50-50-50 group.
2. All group II employees will be provided dental insurance for themselves and their eligible dependents. All such employees will be placed in the 50-50-50-50 (COB) group as referenced above.

3. Dental insurance will include endosteal implants subject to limits of the policy.

**F. Optical Insurance**

- 1) The Board shall provide Group I employees a vision plan comparable to the VSP 3 plan.
- 2) The Board shall provide Group II employees a vision plan comparable to the VSP 1 plan.

**G. Years of Service Payment**

- 1) Years of service payment shall be based on years of continuous service as an employee of the district in a regular employee position.
- 2) Employee must be employed as of June 1 of the fiscal year.
- 3) No proration of benefits
- 4) Benefit class based on regular employment for the majority of the sixth month prior to June 1
- 5) To be paid June 30:

All Full-Time 12 Month Employees

5-7 years	\$475
8-11 years	\$500
12-15 years	\$525
16-19 years	\$550
20+ years	\$600

**H. Retirement/Resignation Provisions:**

- Retirement Allowance - Upon retirement/resignation the employee shall be paid \$200 if the employee has worked for the district at least ten (10) years. In addition, the Board will pay \$20 per year above the ten (10) year level upon retirement/resignation.
- Unused Sick - Upon retirement or voluntary termination, an employee with a minimum of ten (10) years service shall be granted fourteen and one-half dollars (\$14.50) for each accumulated sick leave day (day equals 8 hours), not to exceed the accumulation limits set forth in Article 6, Section 2, paragraph C.
- Unused Vacation – When an employee retires or resigns, he/she will receive per diem compensation for any unused vacation credit, including that accrued in the current fiscal year.

**ARTICLE 21**  
**TERM OF AGREEMENT, SPECIAL PROVISIONS**  
**AND RE-OPENER PROVISION**

**Section 1**

This Agreement shall become effective on the 1<sup>st</sup> day of July, 2023 and shall remain in full force and effect without change, addition, or amendment until the 30th day of June, 2025.

**Section 2**

Notice of intent to reopen this Agreement for purposes of negotiating a successor Agreement as to wages, hours and conditions of employment shall be given in writing by the party desiring to reopen the Agreement on or before April 15, 2025, and negotiations shall commence as soon thereafter as feasible.

**Section 3**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.


This Agreement may not be modified in whole or in part by the parties except by an instrument in writing and duly executed by both parties and no departure from any provisions of this Agreement by either party, or by their officers, agent, or representatives, or by members of the bargaining unit shall be construed to constitute a continuing waiver of the right to enforce such provision.

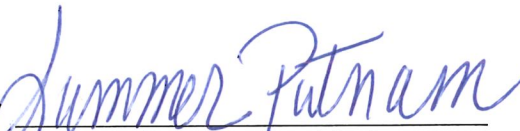
**Section 4**

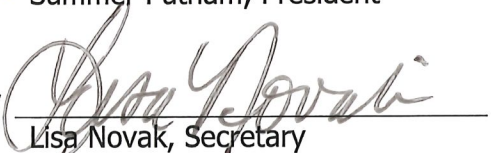
The Board shall pay the cost of printing the Agreement. One copy shall be provided each employee. A maximum of ten (10) copies shall be provided to the Union Office.

**LAPEER MECHANICS ASSOCIATION**

**BOARD OF EDUCATION  
OF THE LAPEER COMMUNITY  
SCHOOL SYSTEM**

By   
\_\_\_\_\_  
Tom Lossing  
Unit Chairperson

By   
\_\_\_\_\_  
Summer Putnam, President

By   
\_\_\_\_\_  
Lisa Novak, Secretary

**APPENDIX A  
JOB DESCRIPTIONS**

## LAPEER COMMUNITY SCHOOLS

- I. JOB TITLE:** Supervisor of Mechanics  
**II. REPORTS TO:** Director of Transportation

**III. GENERAL DESCRIPTION OF POSITION:**

This designation will be given to a Head Mechanic. This individual is responsible for the bus maintenance of the district bus fleet, grounds equipment vehicles, and other school vehicles, to schedule all work and duties of district mechanics that are assigned to transportation, and use his/her capacities to the school's best interest. Facilitate collaboration opportunities with other public and private entities to ensure maximum operation of fleet. Determine which repairs will be handled in-house and which will be outsourced in order to obtain operational effectiveness.

**IV. QUALIFICATIONS:**

- A. Be able to maintain good relationship and responsible attitude with drivers
- B. Be able to train and instruct all mechanics in all phases and systems of mechanical work and evaluate their performance for accepted standards in each area of responsibility
- C. Be proficient in motor work, brake work, electrical systems, wheels, and body and chassis work for both diesel and gas vehicles
- D. Be able to initiate and maintain a recordkeeping system so that a detailed analysis of each bus and cost of maintenance is readily available
- E. Be able to diagnose mechanical problems on and off the road, so as to keep all units operating and functioning at maximum efficiency and safety and at a minimum cost
- F. Must have a valid Michigan Commercial Driver License and be capable of driving a school bus with students per relevant contract language
- G. Must have a high school diploma or GED
- H. Good attendance record

**V. ESSENTIAL JOB FUNCTIONS:**

- A. Oversee all aspects of repair and maintenance of the entire fleet
- B. Order parts and supplies with the assistance of the Director of Transportation
- C. Keep sufficient inventory to keep work flow moving
- D. Conduct systematic and diagnostic inspections of all systems
- E. Road test school buses and school vehicles after repairs
- F. Maintain records of repairs on all school vehicles
- G. Work in conjunction with State Police to facilitate the annual school bus inspection
- H. Work with the Director of Transportation in school bus specifications on purchasing of new vehicles
- I. Attend training workshops on preventive and safety maintenance on school bus chassis
- J. Assist Transportation Supervisor with bus accidents
- K. Schedule garage coverage with absenteeism
- L. Maintain work load per separation of vehicle fleet list
- M. Establish communication with local public and private entities and work to develop a system to collaborate maintenance of fleet
- N. Assign maintenance and repair work to both internal staff or external companies in order to maintain a fully functional fleet

**VI. AUXILIARY JOB FUNCTIONS:**

Perform other related duties, or duties considered by the Director to be non-exclusive bargaining unit work, as assigned by the Director or his/her designee.

**LAPEER COMMUNITY SCHOOLS**

**I. JOB TITLE:** Head Mechanic

**II. REPORTS TO:** Supervisor of Mechanics and in his/her absence the Director of Transportation

**III. GENERAL DESCRIPTION OF POSITION:**

This classification is responsible for the bus maintenance of the district bus fleet, grounds equipment vehicles, and other school vehicles, to schedule all work and duties of district mechanics that are assigned to transportation, and use his capacities to the school's best interest.

**IV. QUALIFICATIONS:**

- A. Be able to maintain good relationship and responsible attitude with drivers
- B. Be able to train and instruct all mechanics in all phases and systems of mechanical work and evaluate their performance for accepted standards in each area of responsibility
- C. Be proficient in motor work, brake work, electrical systems, wheels, and body and chassis work for both diesel and gas vehicles
- D. Be able to initiate and maintain a recordkeeping system so that a detailed analysis of each bus and cost of maintenance is readily available  
Be able to diagnose mechanical problems on and off the road, so as to keep all units operating and functioning at maximum efficiency and safety and at a minimum cost
- E. Must have a valid Michigan Commercial Driver License and be capable of driving a school bus with students per relevant contract language
- F. Must have a high school diploma or GED
- G. Good attendance record

**V. ESSENTIAL JOB FUNCTIONS:**

- A. Order parts and supplies with the assistance of the Director of Transportation
- B. Keep sufficient inventory to keep work flow moving
- C. Conduct systematic and diagnostic inspections of all systems
- D. Road test school buses and school vehicles after repairs
- E. Maintain records of repairs on all school vehicles
- F. Work in conjunction with State Police to facilitate the annual school bus inspection
- G. Work with the Director of Transportation in school bus specifications on purchasing of new vehicles
- H. Attend training workshops on preventive and safety maintenance on school bus chassis.
- I. Assist Transportation Supervisor with bus accidents
- J. Schedule garage coverage with absenteeism
- K. Maintain work load per separation of vehicle fleet list

**VI. AUXILIARY JOB FUNCTIONS:**

Perform other related duties, or duties considered by the Director to be non-exclusive bargaining unit work, as assigned by the Director or his/her designee.

## LAPEER COMMUNITY SCHOOLS

- I. JOB TITLE:** School Bus Mechanic
- II. REPORTS TO:** The Head Mechanic and Supervisor of Mechanics and in his/her absence the Director of Transportation
- III. GENERAL DESCRIPTION OF POSITION:**  
This classification is responsible for the day-to-day maintenance and repair of the district's transportation fleet in a safe operating condition with respect to local, county, and state requirements.
- IV. QUALIFICATIONS:**
- A. Be able to maintain good relationship and responsible attitude with drivers
  - B. Be proficient in motor work, brake work, electrical systems, wheels, and body and chassis work for both diesel and gas vehicles
  - C. Be able to diagnose mechanical problems on and off the road, so as to keep all units operating and functioning at maximum efficiency and safety and at a minimum cost
  - D. Must be able to be the "lead mechanic" when he is the senior mechanic on duty, in the "head mechanic's" absence
  - E. Must be responsible for protecting school system property and securing all buildings and yards under transportation control
  - F. Must attend all required schools and meetings as deemed necessary by the transportation supervisor
  - G. Must have a valid Michigan Commercial Driver License and be capable of driving a school bus with students per relevant contract language
  - H. Must have a high school diploma or GED
  - I. Good attendance record
- V. ESSENTIAL JOB FUNCTIONS:**
- A. Conduct systematic and diagnostic inspection on all systems
  - B. Road test school buses and school vehicles after repairs
  - C. Maintain records of repairs on all school vehicles
  - D. Work in conjunction with State Police to facilitate annual school bus inspection
  - E. Attend training on preventive and safety maintenance on school bus chassis
  - F. Make repairs utilizing gas and electric welding
  - G. Repair and maintenance of diesel and gasoline engines
  - H. Repair and maintenance of electrical systems
  - I. Repair and maintenance of suspension and handling systems
  - J. Repair and maintenance of transmissions and drive trains
  - K. Repair and maintenance of interiors
  - L. Assist Transportation Supervisor with bus accidents
- VI. AUXILIARY JOB FUNCTIONS:**  
Perform other related duties, or duties considered by the Director to be non-exclusive bargaining unit work, as assigned by the Director or his/her designee.



## LAPEER COMMUNITY SCHOOLS

**I. JOB TITLE:** Mechanical Technician

**II. REPORTS TO:** Under the direct supervision of the Head Mechanic with respect to the day-to-day operation of the garage and in his/her absence the Supervisor of Mechanics and/or Director of Transportation

**III. GENERAL DESCRIPTION OF POSITION:**

This classification is responsible to support the day-to-day maintenance and repair of the district's transportation fleet under the direction of the head mechanic in a safe operating condition with respect to local, county, and state requirements.

**IV. QUALIFICATIONS:**

- A. Be able to maintain good relationship and responsible attitude with colleagues
- B. Must have demonstrated successful experience and/or training with both diesel and gas vehicles
- C. Be able to support head mechanics as directed so as to keep all units operating and functioning at maximum efficiency and safety and at a minimum cost
- D. Must be responsible for protecting school system property and securing all buildings and yards under transportation control
- E. Must attend all required schools and meetings as deemed necessary by the transportation supervisor and head mechanic
- F. Must have a valid Michigan Commercial Driver License or be willing to obtain
- G. Must have a high school diploma or GED
- H. Good attendance record

**V. ESSENTIAL JOB FUNCTIONS:**

- A. Conduct systematic and diagnostic inspection on all systems
- B. Road test school buses and school vehicles after repairs
- C. Maintain records of repairs on all school vehicles
- D. Attend trainings in order to obtain proficiency in motor work, brake work, electrical systems, wheels and body and chassis for both diesel and gas vehicles. Work toward obtaining full mechanics certification
- E. Attend training on preventive and safety maintenance on school bus chassis
- F. Assist with making repairs utilizing gas and electric welding
- G. Assist with repair and maintenance of diesel and gasoline engines
- H. Assist with repair and maintenance of electrical systems
- I. Assist with repair and maintenance of suspension and handling systems
- J. Assist with repair and maintenance of transmissions and drive trains
- K. Assist with repair and maintenance of interiors
- L. Assist Transportation Supervisor with bus accidents if necessary

**VI. AUXILIARY JOB FUNCTIONS:**

Perform other related duties, or duties considered by the Director to be non-exclusive bargaining unit work, as assigned by the Transportation Director, Supervisor of Mechanics or Head Mechanic.

## APPENDIX B

**LETTER OF AGREEMENT  
ATTENDANCE IMPROVEMENT PROGRAM**

The following Attendance Improvement Program is provided to address the issue of chronic and excessive poor attendance by employees should such attendance develop. The program may be modified by mutual agreement of Lapeer Community Schools Administration (Administration) and Lapeer Mechanics.

**Background:** It is recognized that occasionally employees have long-term personal or family health and welfare issues that require them to be away from work for extended periods. Employees in this type of situation may qualify for leave under the Family Medical Leave Act (FMLA) for up to twelve weeks to address their needs. The District, in its **Master Agreement** with SEIU MECHANICS, also provides for liberal paid and unpaid leave for personal illness and several other causes as listed in the Agreement.

**Notification of excessive absence:** Employees not covered by FMLA or not on approved long-term unpaid leave, who have exceeded of twelve (12) days absent consisting of any combination of paid sick days and/or unpaid days in one school year, will receive written warning that their absence from work is excessive. The employee may ask for a review of his/her attendance with the Executive Director of Operations; if circumstances warrant as determined by the Executive Director, the written warning may be removed and disregarded. Further, an employee may also be considered excessively absent if a pattern develops regarding a specific aspect of his/her job (such as Friday absences).

**Chronic excessive absence:** Employees who have been determined to be excessively absent twice within a three-year period will be considered chronic. Those employees will be placed on an attendance improvement plan.

**Attendance Improvement Plan:** The Attendance Improvement Plan will be established to regularly review the employee's attendance. The employee will meet with the Director of Transportation after every quarter (45 workdays) and review attendance. If the employee has used more than two (2) sick or non-paid days not covered by FMLA in a quarter the employee will be subject to progressive disciplinary action starting with written reprimand. The second step will be imposed when the employee exceeds two days absence in a subsequent quarter or exceeds six days in the school year. The second step will be a suspension of two days without pay. The third step will be imposed when the employee exceeds two days absence for a third quarter or exceeds ten days in a school year while the plan is in effect. The third step will be a ten-day suspension without pay. The fourth step will be imposed if the employee exceeds two days in a fourth quarter or exceeds fifteen days in a school year. The fourth step will be Superintendent review of a recommendation for discharge. An employee on an Attendance Improvement Plan will not be granted any extended unpaid leave except those that are required to be granted by law or the Agreement.

The employee's attendance will be reviewed at the end of the year. If the employee has received any disciplinary action pertaining to attendance during the year the plan will continue for the next school year. If the employee goes on an approved extended leave (in excess of five days) as required by law or the Agreement, the plan will be extended for a duration equal to said extended leave.

Once an employee has completed an attendance improvement plan the employee will be expected to maintain good attendance. Should an employee meet criteria to be placed on an attendance improvement plan a second time the plan will begin with the second step (two days suspension without pay) and progress from there.

**LETTER OF AGREEMENT  
JOINT LABOR MANAGEMENT (JLM)**

The parties agree that Joint Labor-Management Committee should be formed and should continue to operate during the term of this contract. The Committee would consist of two (2) employees appointed by the Union and two (2) persons appointed by the Board. The Committee may meet on a monthly basis as mutually agreeable. Either the Board or Union may send alternate, substitute representatives. Either party at its discretion may request additional meetings beyond the regularly scheduled meetings. Such meeting attendance is unpaid unless it is during the employee's scheduled work time.

\_\_\_\_\_  
For the Board

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## LETTER OF AGREEMENT EVALUATIONS

The Board and the Union recognize the right, duty, and responsibility of management to make periodic evaluations of the performance of employees. The objectives of the evaluation process are as follows:

- To provide a fair and equitable evaluation system that will help to provide the best possible employees for the Lapeer Community Schools;
- To provide recognition of employee strengths and weaknesses as well as to provide assistance to employees who seek to improve their effectiveness or who need to correct deficiencies which have been identified;
- To facilitate communication between Transportation Director and employee about job expectations and performance;
- To clarify job expectations.

### **A. Evaluators**

The Transportation Director, considering input from the head mechanic as applicable, evaluates employees assigned to a particular position. This Transportation Director or other designee of the superintendent is referred to as the "evaluator" hereinafter.

### **B. Representation**

An employee may have a representative of the Union present at any evaluation conference. The employee is responsible for arranging such representation. The evaluation of non-probationary employees is subject to the grievance procedure to the superintendent level only (Level Two).

### **C. Evaluation Procedure**

1. The work performance of an employee shall be evaluated annually. It is mutually agreed and understood that evaluations may occur as frequently as needed in the judgment of the evaluator.
2. Before an employee is rated as unsatisfactory in his/her job performance, the evaluator shall meet with the individual prior to such a rating being submitted in order to put the employee on notice that his/her job performance is not satisfactory and to discuss means of improvement.
3. If an employee will receive an unsatisfactory overall performance summary, the employee will be notified of such rating prior to the evaluation review meeting so that he/she may arrange for Union representation if so desired. If the employee is rated unsatisfactory in his/her job performance at the evaluation review, the evaluator will counsel the employee as to how to improve and how to proceed in order to strengthen the weakness(es).
4. The employee may attach a rebuttal to any "Performance Rating Report" he or she is in disagreement with.

### **D. Probationary Employees**

Probationary employees shall be evaluated three times prior to the conclusion of their probationary period. Evaluations shall be provided not later than 90, 180 and 365 days into the probationary period. The evaluation of probationary employees shall not be subject to the grievance procedure.



## LAPEER COMMUNITY SCHOOLS PERFORMANCE ASSESSMENT FOR MECHANIC UNIT EMPLOYEES

Name	Position
Hire Date	Location Transportation Department
Evaluation Date	Appraising Supervisor

	Probationary Performance Review	Non Probationary	
Check One (X)	<input type="checkbox"/> 90 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days	<input type="checkbox"/> Annual	<input type="checkbox"/> Corrective Probation (explain)

Performance Rating Factors (X)	U	A	G	O	Comments
Work Quality					
Work Quantity					
Safety Consciousness					
Attendance/Tardiness					
Communication Skills					
Use of Good Judgment					
Job Commitment					
Initiative					
Follows Directions					
Employee Relations					
Technical/Mechanical Skills					
Knowledge of Job					
Diagnostic Equipment					
Preventative Maintenance					
Mechanical Repair					
Body Work					
Parts Ordering, Inventory Stocking					
Dependability					
Cooperation					
Policy and Procedure					
Leadership					
Cleanliness					

Key	
U	Unsatisfactory
A	Average
G	Good
O	Outstanding

What are the employee's strengths and/or special qualifications?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what area(s) and/or way(s) does the employee need to improve to enhance performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has improvement taken place in areas determined to be deficient, if any, in previous performance evaluations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee goal (s) – Consistent with the district's belief in continuous improvement, each employee establishes annual goals that are intended to improve employee performance or otherwise support building/department initiatives. Such goals are developed by the employee in consultation with the supervisor and may be more or less than one year in duration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Rating: Unsatisfactory \_\_\_\_\_ Average \_\_\_\_\_ Good \_\_\_\_\_ Outstanding \_\_\_\_\_

Evaluator's Summary Comments: _____	
_____	
_____	
_____	
_____ Evaluator's Signature _____	Date: _____
_____ Employee's Signature _____	Date: _____

Employee's signature signifies receipt of this evaluation, but not necessarily in agreement with all of its contents