

Contractual Agreement

between the

WELLS TOWNSHIP SCHOOL DISTRICT #18

Board of Education

and the

Wells Township Support Staff

Effective July 1, 2019

Through June 30, 2020

Revised 08/19/2019

INTRODUCTION

The following terms as listed in the Agreement between the Wells Township School Board of Education and Support Staff Bargaining Unit should be interpreted as follows:

- Board refers to Board of Education of Wells Township School District.
- Bargaining Unit refers to bus driver, custodian, and cook of the district.

ARTICLE I – EMPLOYEES’ RIGHTS

- A. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, sex or marital status.
- B. Support Staff have a right to file a grievance (Form A) if they feel any part of this contract has not been upheld. Grievances must be filed, with the administration, within fourteen (14) days after the employee knew or should have known if he/she exercised reasonable diligence and attention that the cause of the grievance had occurred in order to become the basis for a claim. Administrative response must occur within five (5) days after grievance is filed. If a solution can not be met, the local ISD/RESA will be brought in for mediation.

ARTICLE II – PROFESSIONAL COMPENSATION

- A. The salaries of support staff covered by this agreement are set forth in Schedule B, which is attached to and incorporated in this agreement. Each pay period each support staff shall receive the following information:
 - a. Gross Pay
 - b. Breakdown of deductions including:
 - i. Federal Income Tax
 - ii. State Income Tax
 - iii. Social Security
 - iv. Other deductions to be limited to whatever number that can be accommodated by current payroll processing programs.
- B. The salary schedules are based upon a normal weekly work load according to the accepted school calendar.

- a. Bus driver 5.5 hours a day per school days
- b. Cook 5.5 hours a day per school days
- c. Custodian 3 hours a day per school days

C. The following legal holidays shall be observed and school closed:

New Year's Day
 Memorial Day
 Labor Day
 Thanksgiving Day
 Christmas Day

D. Support staff will be paid on a basis of (26) twenty-six payments.

| | |
|--------------------|-------------------|
| August 30, 2019 | February 28, 2020 |
| September 13, 2019 | March 13, 2020 |
| September 27, 2019 | March 27, 2020 |
| October 11, 2019 | April 10, 2020 |
| October 25, 2019 | April 24, 2020 |
| November 08, 2019 | May 08, 2020 |
| November 22, 2019 | May 22, 2020 |
| December 06, 2019 | June 05, 2020 |
| December 20, 2019 | June 19, 2020 |
| January 03, 2020 | July 03, 2020 |
| January 17, 2020 | July 17, 2020 |
| January 31, 2020 | July 31, 2020 |
| February 14, 2020 | August 14, 2020 |

ARTICLE IV – INSURANCE PROTECTION

A. The Board provides insurance for employees working 32 hours per week.

ARTICLE V – EXPENSES AND EXTRACURRICULAR ACTIVITIES

- A. The cook will not be responsible for any extracurricular activities with the exception of Community Meals, Christmas Program, and Spring Program.
- B. Dates for the above extracurricular activities shall be established with cook input and be published two (2) weeks prior to the activity.
- C. Support Staff shall receive mileage to any conference or special meetings approved by the Board or its designee that they are requested to attend.

- D. Travel and/or shopping by support staff will be reimbursed mileage according to IRS per diem. All travel/shopping trips must have prior approval from administrator.

ARTICLE VI– LEAVES OF ABSENCE WITH PAY – SECTION I

- A. PERSONAL DAYS /ILLNESS – A maximum of ten (10) days of personal and/or sick leave per school year is granted. A staff member may accumulate up to fifty (50) personal/sick leave days with 100% reimbursement of actual daily pay at retirement, up to \$5,000.00.

- B. FUNERAL LEAVE shall be allowed to a maximum (unless further extended by the Board) of five (5) successive days, counting the day of death as the first day, in the event of the death of a staff’s immediate family member or the death of the staff’s spouse’s immediate family. (Spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted and step members are also included in immediate family.)

LEAVES WITHOUT PAY – SECTION II

- A. PREGNANCY – The District shall grant a child care or pregnancy leave of up to 12 weeks of the school year without pay to staff requesting such leave in writing. The staff may use all accumulated sick and personal days with full pay for those days until such days run out or terminate. The staff will be guaranteed the same or similar position when he/she returns from leave.

ARTICLE VIII – MANAGEMENT RIGHTS

- A. The Wells Township School District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States including the right to the executive management and administrative control of the school system. The exercise of these powers, rights and authority, duties and

responsibilities by the School and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement. It is understood between the parties that any policy changes, real or contemplated, which shall bear on this Agreement, shall be subject to negotiation.

ARTICLE IX- DURATION

- A. This Agreement shall be effective as of July 1, 2019, and shall continue in effect for one year until June 30, 2020.
- B. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- C. Copies of this agreement titled “Contractual Agreement between the Wells Township School District #18 and the Support Staffs’ Bargaining Unit” shall be printed at the expense of the board within 30 days after the agreement is signed and presented to all staff now employed, hereafter employed or considered for employment by the Board. All school district personnel policies or any changes in said policies shall be distributed to all support staff within thirty days of the commencement of this contract or upon employment.

Bargaining Unit and Board Signatures

| | | | |
|-------|-----------------|-------|-------|
| _____ | Board President | _____ | Staff |
| _____ | Vice-President | _____ | Staff |
| _____ | Treasurer | _____ | Staff |
| _____ | Secretary | | |
| _____ | Trustee | | |

Schedule B/Wages

2019-2020 School Year

School Bus Driver

Salary: \$15,097.50 (5.5 hours per day/183 days)
Contract Period: August through June each year
Benefits: Paid State Retirement
Ten (10) personal/sick days accumulative to 50 days

Custodian

Salary: \$8,060.00 (3 hours per day/180 days and 8 hours per day/10 days)
Contract Period: July through June each year
Benefits: Paid State Retirement
Ten (10) personal/sick days accumulative to 50 days

Cook

Salary: \$13,733.22 (5.5 hours per day/180 days)
Contract Period: September through June each year
Benefits: Paid State Retirement
Ten (10) personal/sick days accumulative to 50 days

FORM A
WELLS TOWNSHIP GRIEVANCE FORM

NAME: _____

ADDRESS: _____

TITLE: _____

DATE(S) OF VIOLATION OR GRIEVANCE: _____

SECTION(S) OF CONTRACT VIOLATED: _____

FACTS: _____

RESOLVED: _____

Signature of Grievant(s)

Signature of Administrator

Wells Township School District 2019-2020 Calendar

| <ul style="list-style-type: none"> ▪ 180 Student/185 Teacher ▪ 6.75 hours (6 hrs 45min) ▪ (176X6.75) ▪ 1,188+(4X3.42)=1,201.68 hours ▪ Start Time 8:50 ▪ End Time 3:35 | | <p>21 Early Release</p> <p>Days = 20 Student/20Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">FEBRUARY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> | FEBRUARY 2020 | | | | | | | S | M | T | W | Th | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>28-29 August Teacher PD</p> <p>2 Labor Day No School</p> <p>3 First Day of School</p> <p>Days = 20 Student/20 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">SEPTEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | SEPTEMBER 2019 | | | | | | | S | M | T | W | Th | F | S | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | <p>20 3rd Marking Period Ends</p> <p>March 30-April 3 Spring Break</p> <p>Days = 20 Student/20 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">MARCH 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | MARCH 2020 | | | | | | | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
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| OCTOBER 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| APRIL 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>1 1st Marking Period Ends</p> <p>8 ½ Day Conferences</p> <p>27-28 Thanksgiving Break</p> <p>Days = 18 Student/18 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">NOVEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> | NOVEMBER 2019 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <p>22 Early Release</p> <p>25 Memorial Day No School</p> <p>Days = 20 Student/20 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">MAY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | MAY 2020 | | | | | | | S | M | T | W | Th | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
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| <p>Winter Break-</p> <p>December 21-January 3</p> <p>Days = 15 Student/15 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">DECEMBER 2019</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr style="background-color: #cccccc;"><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr style="background-color: #cccccc;"><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | DECEMBER 2019 | | | | | | | S | M | T | W | Th | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <p>8 Final ½ Day</p> <p>Days = 6 Student/6 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">JUNE 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr style="background-color: #cccccc;"><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr style="background-color: #cccccc;"><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr style="background-color: #cccccc;"><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr style="background-color: #cccccc;"><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | JUNE 2020 | | | | | | | S | M | T | W | Th | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | |
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| <p>6 Return from break</p> <p>17 2nd Marking Period Ends</p> <p>Days = 20 Student/20 Teacher</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">JANUARY 2020</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr style="background-color: #cccccc;"><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> | JANUARY 2020 | | | | | | | S | M | T | W | Th | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | <p>8</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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