



Godfrey-Lee Support Staff

GODFREY-LEE PUBLIC SCHOOLS

MASTER AGREEMENT

BETWEEN THE

GODFREY-LEE SCHOOL DISTRICT

AND

**KENT COUNTY EDUCATION
ASSOCIATION
MEA - NEA**

2025 - 2029

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PREAMBLE

This agreement is between the Godfrey-Lee Board of Education, in the City of Wyoming, Michigan and the Kent County Education Association, (KCEA), affiliated with the Michigan Education Association, hereinafter called the "MEA" and the National Education Association, hereinafter called the "NEA", and the School District of Godfrey-Lee, in the City of Wyoming, Michigan, hereinafter called the "Board". The signatories shall be the sole parties to this agreement.

The term "Local Association", when used hereinafter, shall refer to those employees of the Godfrey-Lee Board as indicated in Article I, Section B. The Association designates the Local Association President, or designee, who shall be a local bargaining unit member, as its representative for the administration of this agreement.

WITNESSETH

WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its support staff with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the Board and the Association recognize the importance of an orderly and peaceful labor relations for the mutual interest and benefit of the Board, bargaining unit members and the Association. The Board and the Association further recognize the mutual benefits of just and expeditious interpretation and implementation of this Agreement or of policies or regulations of the Board; and accordingly, have included herein a grievance procedure for the effective processing and resolution of such disputes.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

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

ARTICLE I RECOGNITION

A. CERTIFICATION

Pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act No. 336 of the Public Acts of 1947, as amended, and in accordance with the "Certification of Representative", Case No. R 88 C-117 dated May 10, 1988, the Godfrey-Lee Public Schools (hereinafter referred to as the "Board") recognizes the Kent County Education Association (hereinafter referred to as the "Association") as the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

B. THE UNIT

Pursuant to the certification, the Board recognizes the Association as the exclusive representative for those persons (hereinafter referred to as "Bargaining Unit Members") who are employed by the Board in the following position(s).

All regularly scheduled full-time and part-time maintenance, secretarial, bus drivers, and paraprofessional employees, (including Title I paraprofessionals) and language paraprofessionals under Bilingual/ELL.

C. EXCLUDED FROM THE UNIT

Excluded from this unit is any person employed by the Board in the following position(s):

Central Office confidential personnel, supervisors, temporary, casual, substitutes, and all other employees.

D. NEW POSITIONS

Any new position, except as noted in "C" above, created during the life of this agreement, possessing the same community of interest as found in "B" above, will be added to the Unit.

E. MUTUAL CONSENT

Nothing in this agreement shall require either the Board or Association to negotiate during the term of this agreement. However, this agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the Board and Association, in writing, and signed by representatives of the Board and Association.

The wages, hours, terms and conditions of employment provided in this Agreement shall remain in effect until changed by written, mutual consent. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.

ARTICLE II BOARD RIGHTS AND RESPONSIBILITIES

A. AUTHORITY

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, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing, but not in conflict with the conditions of this Agreement, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the employer.
2. Make assignments and direct the work of all of its personnel as set forth in this Agreement, determine the number of shifts and hours of work and starting times and schedule all the foregoing.
3. Direct the working forces, including the right to hire, promote, suspend and discharge employees for just cause, assign work or extra duties to employees, determine the size of the work force and to lay off and recall employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein with input from the Association, if offered.
5. Adopt reasonable rules and regulations.
6. Determine their qualifications and the conditions of continued employment.
7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities.
8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, and amount of supervision.

B. LIMITS ON BOARD RIGHTS

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement.

ARTICLE III ASSOCIATION AND BARGAINING UNIT MEMBER RIGHTS

A. ACT 379 OF 1965

Pursuant to the Michigan Public Employment Act, the Board hereby agrees that every bargaining unit member employed by the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any bargaining unit member with respect to hours, wages, or any term or conditions of employment by reason of his/her membership the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this agreement, or otherwise with respect to any terms or conditions of employment.

B. SCHOOL LAWS

Nothing contained herein shall be construed to deny or restrict to any bargaining unit members, rights he/she may have under the Michigan General School Laws or other applicable laws and regulations.

The rights granted to bargaining unit members hereunder shall be deemed to be in addition to those provided by law.

C. USE OF BUILDINGS

The Association and its members shall have the right to use school building facilities for meetings when not conflicting with the duties of the employees or regular scheduled activities of the District. All arrangements should be made through the Superintendent or their designee and any additional cost incurred for the use of the facilities shall be borne by the Association. The Association will be notified as to who will be the Superintendent's designee.

D. CONDUCTING LOCAL ASSOCIATION BUSINESS

Duly authorized representatives of the Association shall be permitted to transact official local association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations or interfere with the duties of the bargaining unit member.

E. USE OF EQUIPMENT

The Local Association, for Local Association business, shall have the right to use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use. The Local Association shall pay the reasonable cost of all materials and supplies incident to such use.

F. BULLETIN BOARDS

The Local Association shall have the right to post notices of activities and matters of Local Association concern on support staff bulletin boards, at least one of which shall be provided in each school building. The Local Association may use the district mail service, internet facilities, and mailboxes for communications to bargaining unit members.

G. INFORMATION

The Board agrees to furnish to the Local Association in response to written requests, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board Meetings, treasurer's reports, census and membership data, the school directory, salaries and such other non-privileged information and will assist the Local Association in developing intelligent, accurate, informed and constructive programs on behalf of the bargaining unit members together with information which may be necessary for the Local Association to process any grievance or complaint.

H. LOCAL ASSOCIATION INPUT

When the need arises, the President of the Association and the Superintendent or designee may meet, at a mutually agreeable time, for the purpose of reviewing the implementation of the agreement and to resolve problems that may arise.

I. CITIZENSHIP

The bargaining unit members shall be entitled to full rights of citizenship and no religious or political activities of any bargaining unit members or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such bargaining unit members unless it

negatively affects the job performance of the bargaining unit member.

J. CIVIL RIGHTS

The parties agree not to discriminate against employees on the basis of any protected category as required by law.

K. OTHER ORGANIZATIONS

The rights granted herein to the Local Association shall not be granted or extended to any competing labor organization.

L. BOARD MEETING AGENDA

The Board shall place on the Agenda of each Regular Board Meeting, any matters brought to its consideration by the Local Association as long as those matters are made known to the Superintendent and a copy of the item(s) are placed in his/her possession at least four (4) normal working days prior to said regular meeting.

M. FREEDOM OF INFORMATION ACT

If a FOIA request is made for any information on any member of the bargaining unit employed by the district, the Board of Education or administrator representing the Board shall:

1. Notify immediately the affected employee(s) in writing who are subject to the FOIA request.
2. Release to the employee(s), names of all those requesting the FOIA documents.
3. Allow the employee(s) and/or the Association to review said documents or files before releasing any information or documents.
4. Exclude from the FOIA request response all materials not timely or inappropriate and information excluded under federal and state laws.
5. The Board of Education and/or its representatives should take the full legal timeline as permitted under the law to comply with the FOIA request.

N. PAYROLL DEDUCTIONS

Any bargaining unit employee may voluntarily become a member of the Association. A member of the Association or an employee who has applied for membership may sign and deliver to the District a signed form (paper or electronic) authorizing the payroll deduction of dues - which amounts and dates are determined between the Association member and Michigan Education Association (MEA). The District shall process payroll deduction forms received from members on the following payroll - as applicable to the schedule and format provided from the MEA - and will transmit these payments to the MEA via provided ACH bi-weekly in alignment to the District's payroll cycles. Such authorizations shall continue in effect from year-to-year, in accordance with the provided schedule from the employee and/or MEA, unless revoked in writing by the member under procedures administered by the Association. In the event of any legal action against the District brought in a court or administrative agency because it complied with this Article, the Association agrees to indemnify, defend, and hold the District harmless from such action, at its own expense and through its own counsel, provided the District gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and the District cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels. The Association shall have complete authority to compromise and settle all claims which it defends under this section.

ARTICLE IV **WORK YEAR - WORK WEEK - WORK DAY**

A. WORK YEAR

1. School Year Bargaining Unit Members ("Paraprofessionals"): The normal work year for school year bargaining unit members shall follow the Support Staff Calendar made available annually to all staff (see Appendix C).
2. Twelve-Month Bargaining Unit Members ("Operations"): The normal work year for twelve-month (year round) bargaining unit members shall follow the twelve-month calendar.
3. Secretarial Bargaining Unit Members ("Secretaries"): The normal work year for secretarial bargaining unit members shall begin three (3) weeks before the start of the student school year and end two (2) weeks after the end of the student school year; and follow the Support Staff Calendar for "Office Staff Report Days" made available annually to all staff (see Appendix C). Secretarial bargaining unit members may not request additional time to complete assignments at the end of the year.

B. WORK DAY/WORK WEEK

1. Work Week: The work schedule will be developed by the Employer based on the Employer's determination of the needs and resources of the District. The normal work week for bargaining unit members shall be five (5) days per week, Monday through Friday, unless mutually rearranged between the Employer and the bargaining unit member. Any work schedule shall not be construed as a guarantee of hours of work.
2. Work Day
The work day for each classification is as follows:

Operations	Eight (8) hours per day (hours may vary for aides)
Secretaries	Eight (8) hours per day
Paraprofessionals	Minimum offered of five (5) hours per day, may be less if mutually agreed upon

C. BREAKS

All Bargaining unit members shall be entitled to a fifteen (15) minute relief period. Bargaining unit members will earn an additional fifteen (15) minute relief period if their worked shift is equal to or greater than eight (8) hours.

D. OVERTIME ROTATION

Overtime opportunities, including bus trips, will be offered as equally as possible among all available operations employees. Any offered trip that results in overtime to a bargaining unit member shall result in that member rotating to the bottom of the selection process for the purpose of fairly balancing the overtime opportunity. All overtime rotational systems and opportunities will use bargaining member seniority status as the basis for preference and priority.

E. LUNCH BREAKS

All bargaining unit members whose job requires five (5) or more consecutive hours in one day will be entitled to at least one-half (1/2) hour unpaid lunch period. If breaks are interrupted, they may be resumed at a more convenient time.

F. CLOSINGS

School closings will be announced utilizing standardized district communications, including but not exclusive to: social media, email, television and automated phone calls.

All bargaining unit members will be paid and not required to work for school cancellations, unless requested by supervisors. Those individuals will be guaranteed a minimum of a two (2) hour shift, and they will be awarded a half (0.5) vacation day to their leave time balance if the two (2) hour shift is completed in accordance with their supervisor's expectations. This time worked does not add to any guaranteed closure pay. All members are guaranteed their normal scheduled hours, which are comprised of any worked time and the net remaining shift hours that can be credited due to the closure. If any employee believes work requested to perform on closure days is not managed fairly amongst eligible employees, the matter may be addressed through the grievance process. For closures occurring during an employee's shift, this vacation award does not apply.

G. SPLIT SHIFT

Extended split shifts will not be assigned unless mutually agreed between the Employer and the bargaining unit member.

H. CALL IN

Operations bargaining unit members called in to work on their off-duty time shall be guaranteed a minimum of two (2) hours overtime work.

I. ABSENCES

Bargaining unit members shall be expected to contact their direct supervisor in an agreed-upon method, that is also in a timely and professional manner (i.e. two (2) hours notice via telephone/text, proper utilization of absence management software, etc.) to report unavailability to report to work. Once a bargaining unit member has reported unavailability, it shall be the responsibility of the Administration to arrange for a shift coverage. If a pattern of untimely communication indicates the potential for misuse of leave, the district may request a meeting with the employee to discuss possible disciplinary measures.

J. CALENDAR

A work calendar including shift hours will be developed each year and communicated to all bargaining members by Administration (Appendix C). The version of the calendar that is associated with bargaining unit members will be completed and approved in collaboration between Administration and the Local Association annually when the School Calendar is made available. Emergency shift changes on a temporary basis may be instituted with one-day notice but may be refused if conflicts are present.

K. PROFESSIONAL DEVELOPMENT DAYS

All members of the bargaining unit will be provided professional development opportunities on days when professional development days are scheduled for staff (see Calendar – Appendix C). Professional development sessions may be provided jointly with the teachers if the subject matter is appropriate to support staff or may be scheduled independently. If no professional development topic is developed that is applicable to a bargaining member's role, then a normal work shift can be worked in lieu of the session - if approved by their supervisor. The District and the Association shall meet to create relevant professional development topics for bargaining members each year.

L. ABSENCE MANAGEMENT AND CROSS TRAINING

When the need arises for a bargaining member to cover for an absence of another regularly scheduled bargaining member within the same job classification, the Annual Role Flexibility & Professional Interest Form (see Appendix B) will be utilized to establish first attempts to manage said situations. Should no members be identified as preferred coverage providers or volunteers, rotational selection systems will use bargaining member seniority status as the basis for priority. Additionally, the Annual Role Flexibility & Professional Interest Form will also be utilized by the District to provide opportunities for bargaining members to be cross trained in other variations of their job classification to promote proper training and opportunities for professional growth and experience with different tasks and roles.

ARTICLE V **WORKING CONDITIONS**

A. SUPERVISORS

A bargaining unit member shall be responsible to report to an identified direct supervisor, and said supervisor is to be designated by the Board or designee annually. In the absence of a direct supervisor, the bargaining unit members shall not be held accountable or made responsible for the administration or supervision of the building. Notification as to who is the direct supervisor shall be disclosed on the bargaining unit's offer letter as well as on their annual notice of assignment.

B. MATERIALS

The Board shall provide without cost to the bargaining unit member, the following:

- (1) First aid kits and materials in each building office.
- (2) Safety equipment including, but not limited to: goggles, shields, barriers, hard hats, safety shoes, glasses and auditory protection devices where applicable as required by MIOSHA.
- (3) Reimbursement for the cost of applicable licenses (i.e. CDL, WorkKeys, etc) or the renewal of licenses required for the bargaining unit member to perform their job or position.
- (4) Tools and materials necessary to perform assigned jobs as determined by the direct supervisor.

C. PROVISION OF SPACE

The Board will provide a lockable space and a mailbox for each bargaining unit member.

D. FACILITIES

The Board shall provide rest areas and restrooms for bargaining unit member use.

E. TELEPHONE

Telephone facilities shall be made available to bargaining unit members for their reasonable use, not to include personal toll calls charged to the school.

F. VENDING MACHINES

Upon the request of the Local Association, a vending machine shall be installed in the District in an area designated by the Board.

G. PARKING

Adequate non-street parking facilities shall be provided and properly maintained and identified

exclusively for staff use.

H. UNSAFE CONDITIONS

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety or well-being.

ARTICLE VI JOB DESCRIPTIONS

Job Descriptions shall be reviewed, approved and updated collaboratively between Administration and bargaining unit whenever updates are suggested. All bargaining unit members will have access with the most updated version. If a job description is changed, both parties shall meet to bargain over the wages, hours, and working conditions. The descriptions will include at a minimum:

- (1) Job Title and Description
- (2) Minimum requirements
- (3) A specific statement of required tasks and responsibilities.
- (4) No job description shall require employees to perform job duties outside of their assigned job classification.

All job offers shall include the rate of pay, location and title of position. Copies shall be sent to the Local Association as well as the bargaining unit member.

ARTICLE VII VACANCIES, PROMOTIONS AND TRANSFERS

A. VACANCY

A vacancy shall be defined as a newly created position or a present position that is not filled that the Board wants to fill.

B. POSTING

When the Board determines that there is a vacancy to be filled, the position will be posted internally for five (5) days. The posting will be subsequently expanded to external candidates thereafter.

Said posting shall contain the following information:

- (a) Type of work
- (b) Location of work
- (c) Starting date
- (d) Rate of pay
- (e) Hours to be worked
- (f) Classification
- (g) Minimum Requirements - Copy of the Applicable Job Description

Interested bargaining unit members may apply through the District hiring software online within the identified posting period. A verification of receipt shall be sent to the applicant. All bargaining unit members shall be granted, at the minimum an interview or courtesy conversation discussing the role with the applicable District Administration and if able, a bargaining unit member or representative.

C. ASSIGNMENT

Vacancies shall be filled with the most senior qualified applicants from within the affected classification, providing that they are qualified and can perform the posted job in an effective and efficient manner and meets the minimum requirements of the posted job as per section (B) above.

Further priority consideration will be given to qualified internal bargaining unit members from other classifications before external candidates. When qualifications are similar between external and members outside classification, the internal most seniority shall receive the position. It is understood that Administration has the right to determine qualifications.

D. NOTIFICATION

The Board shall act at the next regularly scheduled Board meeting. When the Board reaches a decision, each applicant shall be so notified in writing with a copy provided to the Association.

E. TRIAL PERIOD

In the event of promotion in the classification or transfer from one classification to another, the bargaining unit member shall be given a thirty (30) workday trial period in which to show their ability to perform on the new job. The Board shall give the promoted or transferred bargaining unit member reasonable assistance to enable them to perform up to the Board's standards on the new job. If the bargaining unit member is unable to demonstrate the ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to their previous assignment.

After successfully completing the thirty (30) day trial period, the bargaining unit member shall remain in any new classification assignment until July 1st before being eligible to apply for another transfer unless such transfer was involuntary or a layoff and the previous job classification is reinstated within the one-year period.

If a bargaining unit member whose job is displaced requests more than one trial period, the matter will be deferred to a tri-party composed of the Superintendent or designee, the GLSSA president or designee and a third party agreeable to both the District and the Association. If the majority opinion of the tri-party is that a second bump in this instance would be too hard on the district, it will not be allowed. If the tri-party majority feels it deprives the bargaining unit member of their rights and is too harsh, it would be allowed.

F. WAGE SCALE

Bargaining unit members shall not be placed on a lower step (salary schedule, wage scale) due to involuntary transfers.

G. INVOLUNTARY TRANSFER

The parties agree that involuntary transfers of bargaining unit members are to be minimized and avoided whenever possible and affected only for reasonable and just cause.

H. TEMPORARY POSITIONS

Any bargaining unit member asked by a supervisor to temporarily assume the duties of another bargaining unit member will be paid for those duties at the classification pay scale of which they are working. A bargaining unit member's pay rate shall not be reduced by any temporary change in duties.

I. REHIRING OF RETIRED BARGAINING UNIT MEMBERS

Retired bargaining unit members who are rehired into a bargaining unit position shall be subject to the following:

1. Seniority will begin as of the first day of rehire.

2. There will be no carryover of benefits, i.e. vacation, leave days, insurances, from prior employment. Any benefits will accrue from the time of rehire excluding those under Article XIX-Insurance Protection.
3. This article will not provide any benefits retroactively.

ARTICLE VIII **LEAVE DAY POLICY**

A. LEAVE DAYS – DEDUCTIBLE

Each bargaining unit member will be credited their annual paid leave pay on July 1, the beginning of the benefit year. Each school year bargaining unit member ("Paraprofessionals") will be credited with twelve (12) paid leave days. Twelve-Month and Secretarial bargaining unit members ("Operations and "Secretaries") will be credited with fifteen (15) paid leave days. The unused portion of paid leave days shall accumulate from year to year without limitation.

The annual awarded leave shall be shown as a denomination of hours equating to the number of days earned as referenced above. For each bargaining member, the number of hours awarded annually shall be determined based on their respective work week scheduled hours compared to the standard hourly full-time employee of forty (40) hours. A paid leave day shall be based on the employee's regularly scheduled daily hours.

Example: a paraprofessional works five (5) hours per day, five (5) days per week, equating to 25 hours total per week. 25 hours compared to 40 hours equates to 62.5% of full-time status. This paraprofessional shall accrue 62.5% of twelve (12) paid leave days of 8 hours per day, equating to 60 hours total annually. This 60-hour award is thus equivalent to twelve (12) days of a normal shift – five (hours) – worked for this paraprofessional.

This methodology and practice are important to note due to the possibility of some bargaining members not working consistent hours or days, which would make the weekly scheduled work week period the standard measurement to determine the annual award.

It is understood that should the employee leave the employment of the School District before completing a full year and use more than their earned prorated paid leave days, then the Employer shall deduct the excess paid leave days from the employee's final paycheck. For employees hired during a benefit year, the Employer shall prorate the paid leave days that are provided under this subsection based on the remaining report days scheduled, rounded to the nearest 0.25 hours.

If requested by the Employer, an employee will have at least three work days to provide supporting medical documentation for use of paid leave days.

B. USE OF DAYS

Leave days deducted from the total may be taken for the following reasons subject to the following conditions:

1. The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
2. The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee. (Employee's family member includes biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; grandparent; grandchild; a biological,

foster or adopted sibling. When there are two individuals that live together for a number of years, they will be covered by the above definition of spouse.)

3. If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault; the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
4. For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public emergency.
5. Funerals: To attend funerals for non-immediate family members deaths. Additional days may be granted at the discretion of the Superintendent or designee.
6. Medical Care or Nursing Care: The bargaining unit member may use up to four (4) days to make arrangements for medical or nursing care for a member of one's immediate family as defined in Paragraph #3 above.
7. Personal Days: The bargaining unit member may use two (2) days per fiscal year for personal business. These days may be used consecutively once within the school year.
 - a. Bargaining unit members desiring to use such leave shall notify at least four (4) working days in advance of the anticipated absence, except in cases of emergency, in such case the bargaining unit member shall notify as soon as possible. The notification by the bargaining unit member shall be completed by the district's online timekeeping system.
 - b. Such leave is not to be used for other compensated work. Such leave will not be granted or used for the first or last day of the school year or the last working day preceding or the first working day following a vacation period. (Exceptions: graduation exercises for the bargaining unit member, spouse or children; honors convocation honoring the bargaining unit member and/or military departure of children).

C. LEAVE DAYS – NOT DEDUCTIBLE

Leave days with pay not chargeable against the bargaining unit member's leave days shall be granted for the following reasons:

1. **Funerals**

To make arrangements for and attend the funeral of immediate family members, (mother, father, spouse, or those who stand in their stead, sister, brother, grandparents, grandchildren, children, foster children, in-laws, and relatives of the employee or spouse) up to three (3) days may be used.

2. **Jury Duty**

A bargaining unit member who serves on jury duty during his/her normal work hours will be paid the difference between his/her pay for jury duty and his/her regular pay. Money received as reimbursement for expenses will not be considered as a part of the pay received. Bargaining unit members shall furnish a written statement from the court showing the day and time of jury duty or witness service they were eligible to receive for each day, including reimbursed expenses. Those who work second shift and miss work hours because of jury duty may come in to work after jury duty and only report to the school district that portion of

jury duty pay earned during the scheduled work shift.

3. Court Appearances

When subpoenaed as a witness in school related activities.

4. Workers' Compensation

A bargaining unit member who is absent due to an injury which is compensatory under Workers' Compensation, may use his/her accumulated sick leave on a proportional basis to supplement the benefit received from Workers' Compensation so that the amount of expendable income the bargaining unit member receives from Workers' Compensation and sick leave does not exceed the amount of expendable income the bargaining unit member would have received from his/her regular salary amount according to his/her placement on the salary schedule at the time of injury. The obligation of the Employer is only for the proportional amount necessary to supplement the maximum benefit provided to the bargaining unit member from Workers' Compensation until the bargaining unit member's accumulated sick leave is exhausted or the bargaining unit member returns to work, which ever happens first. Should this supplemental payment be found to be subject to the coordination requirements of Workers' Compensation, so that the amount of the Workers' Compensation benefit is reduced, the bargaining unit member shall not be allowed the use of sick leave and shall receive only the Workers' Compensation benefit provided by the statute. Board paid insurance will continue during a Workers' Compensation disability until earned sick leave is exhausted, plus sixty (60) calendar days.

5. Military Service Physical Examination: Such time as required.

6. Administrative Requests: Attending any function when so requested by the administration.

7. Conferences: Expenses for attendance at conferences will be reimbursed. Permission to attend a conference is subject to the approval of the immediate supervisor and requests to attend these conferences are to be presented to the immediate supervisor at least four (4) days in advance of planned attendance.

D. LEAVE DAYS – RECORD

The district will provide each bargaining unit member their usage of leave/personal/vacation days or hours on their biweekly paystub.

E. SICK LEAVE DONATION

When emergencies arise for any bargaining unit member which necessitates more sick leave than the member has accumulated, they may request additional leave days by the following procedures:

Donating Days:

Any bargaining unit member at their own discretion may relinquish up to and including five (5) of their unused portion of leave days (calculated at their respective amount of daily hours) above thirty (30) days of their available leave balance to another bargaining member whose emergency accumulation is or will be depleted, but at no time is the number of transferred leave days to be more than the number of allowable days that said teacher has already accumulated for the current year.

Request for Donation:

Staff that have exhausted their leave accumulation due to a documented personal or family medical issue that occurred during the current school year may contact the Association in writing to begin the donation process when they have five (5) total days or less. Staff may submit a

doctor's note to the district and the Association to begin the process prior to have five (5) total days or less. Staff may request a donation of days once per calendar year unless otherwise agreed upon by the district and the Association in the event of serious illness.

If the employee is eligible for long-term disability, they will not be eligible to request additional sick leave.

F. ASSOCIATION LEAVE DAYS

The Union shall be provided a total of three (3) one person days per year of paid released time for its officers and representatives to attend conferences and other Union business. The Union will pay the cost of furnishing substitutes, if they are used. Additional days may be added at the discretion of the Superintendent or designee.

G. ATTENDANCE INCENTIVE

Regular attendance is expected of all bargaining unit members. In appreciation for those employees who meet this standard for an entire school year, the Board will pay the following amounts in the last pay period in May. A day of absence is considered one day's worth of hours in the respective employees' daily shift. This incentive will not be affected using approved personal/vacation days, bereavement days, or medically verified leave days.

Days Absent	Attendance Bonus
0	\$500
1	\$400
2	\$300

ARTICLE IX UNPAID LEAVE OF ABSENCE

Bargaining unit member may, upon written request, be granted a leave of absence without pay, not to exceed one (1) year, subject to renewal at the discretion of the Board for:

1. Serving in any elected or appointed position (public or private).
- *2. Maternity/child care/adoption leave.
- *3. Illness leave (physical or mental).
- *4. Prolonged illness in the family.
5. Educational leave.
- *6. Military duty leave.
7. Work experience leave.

*Items 2, 3, 4 and 6 shall be granted the first year.

Requests for extension must be submitted in writing thirty (30) days prior to the expiration of the leave.

Upon return from leave, the bargaining unit member shall be returned to the position he/she held at the time the leave was granted or to a similar position to which his/her seniority and qualifications entitled him/her.

Unpaid leave for maternity/childcare/adoption or prolonged personal or family illness shall be granted for requests up to twelve (12) weeks each year, even during the first year. Salary, benefits, and seniority will not accumulate unpaid leaves of one (1) year or more, except in the case of military duty leave.

Family and Medical Leave Act. The Employer will follow the requirements of the Family and Medical Leave Act (FMLA). Any leave under the FMLA will run concurrently with any other leave of absence to which the employee is entitled.

Bargaining unit members may not save unused leave days to be used at a later date by utilizing unpaid days off throughout the course of the year. Once the days are exhausted, staff will need to have written approval from their respective supervisors to take off any further days or must obtain medical notes corroborating any leave.

ARTICLE X SUBCONTRACTING

The right to contract or subcontract is vested in the Employer.

ARTICLE XI BARGAINING UNIT MEMBER PROTECTION, EVALUATION AND PROGRESS

A. BARGAINING UNIT MEMBER EVALUATION

A subcommittee of the Association and District shall meet and develop a new model for evaluations that shall include, but limited to, the process, procedure and duration of the new model. Once the product is completed, it shall be taken back to both the membership of the Association and the Board of Education for final approval. The process language and procedure shall be placed in Article XI while the respective form(s) shall be placed in the applicable Appendix.

B. COMPLAINTS

Any complaint made against a bargaining unit member or person for whom the bargaining unit member is administratively responsible, by a parent, student, or other person, will be promptly called to the attention of the bargaining unit member. Complaints shall not be incorporated into the bargaining unit member's evaluation or personnel file unless the complaint has been reduced to writing and the bargaining unit member has been informed of the complaint in advance.

C. FUNCTIONS

When conducting the observation, the immediate supervisor shall not attempt to participate in the functions which are the duties and responsibilities of the bargaining unit member.

D. PERSONNEL FILE

Each bargaining unit member shall have the right, upon request, to review the contents of any file concerning him/her excluding initial reference, in the presence of an administrator. A representative of the Association may, at the bargaining unit member's request, accompany the bargaining unit member in this review. Each bargaining unit member's personnel file shall contain the following minimum items of information:

1. All evaluation reports.

No material may be placed within the personnel file without allowing the bargaining unit member an opportunity within ten (10) days to file a response thereto, and said response shall become a part of said file.

E. SUBJECT TO GRIEVANCE

It is expressly understood that the content of an evaluation shall not be the subject of a grievance.

However, an alleged violation of the evaluation procedure as set forth in this agreement may be grieved.

F. TERMINATION

Prior to the administration recommending to the Board that a bargaining unit member be terminated, the bargaining unit member will be notified of such recommendation.

G. PROBATIONARY PERIOD

All bargaining unit members employed by Godfrey-Lee Public Schools for the first time shall serve a sixty (60) calendar day probationary period. Upon completion of said sixty (60) day probationary period, he/she shall be considered a permanent employee and shall be granted seniority and benefits back to the first day he/she worked for the district.

All permanent bargaining unit members, who voluntarily apply for and are accepted to a new classification, shall serve a 30 work-day tryout period in the new classification. During the thirty (30) work day tryout period, the bargaining unit member may decide to return to his/her former position (which will be held open or filled with a substitute for thirty (30) days) or the district may decide to return the bargaining unit member to his/her former position. This action will not be eligible for grievance.

Any bargaining unit member involuntarily transferred to a new classification shall not be required to serve a probationary period in the new classification.

H. REPRESENTATION

A bargaining unit member shall have an opportunity to have present a representative of the Local Association when he/she is being reprimanded or disciplined for any infraction of school policy or delinquency in performance, excluding the formal observations and evaluations. No action shall be taken with respect to the bargaining unit member until such representative of the Local Association is present. The Local Association representative may invite to the meeting an Association representative from KCEA/MEA. A member of the Association involved in extracurricular activities may have a representative present in an unofficial capacity when he/she is being reprimanded, warned, or disciplined.

I. DISCIPLINE/JUST CAUSE

No bargaining unit member shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any profession advantage without just cause. Any such disciplinary action, reprimand, or reduction in rank, compensation or advantage shall be subject to the professional grievance negotiations procedure herein set forth. Any such discipline shall be progressive in nature except in cases of theft, possession of drugs or intoxicants and serious misconduct, which may incur the immediate penalty of discharge.

ARTICLE XII

HOLIDAYS

A. HOLIDAY PAY

Holiday pay will be determined by the number of hours normally scheduled per day. Bargaining unit members will be eligible for the following holidays:

Labor Day	New Year's Eve
Thanksgiving	New Year's Day
Day after Thanksgiving	July 4 th *
Christmas Eve	Memorial Day
Christmas Day	Martin Luther King Day
Juneteenth*	

*Holidays over scheduled summer breaks as specified are only eligible for year-round employees.

B. RESTRICTIONS

To receive holiday pay, the bargaining unit member must work the last assigned workday before and after the holiday unless off due to a medical condition or illness. Written medical verification shall be required for either to receive holiday pay. If the holiday falls on a Saturday, then the preceding Friday shall be the holiday. If the holiday falls on a Sunday, then the Monday following shall be the holiday.

C. MISCELLANEOUS PROVISIONS

1. Part-time bargaining unit members will receive holiday pay prorated at their regular contract ratio to full-time.
2. It is understood that should a holiday fall on a scheduled student day, arrangements for rescheduling holidays will be made with the Superintendent or designee and the Association President.

D. DESIGNATED SCHOOL BREAK PAY

"Paraprofessionals" and "Secretaries" will be paid ten (10) total days of their regularly scheduled workday (excludes after school programs) for the collective time off for calendar designated breaks - Winter Break and Spring Break, respectively. These dates are exclusive of paid holidays listed above in A.

During the designated six-week summer break period, Fridays shall be considered non-report days for Calendar-Year "Operations" employees and will be paid days. The District's operations will be closed to the public on these Fridays.

Employees may choose to work voluntarily on days during these periods with supervisor approval; however, employees are expected to report to work if requested by their supervisor, provided proper accommodations for the workday are communicated in advance. Certain roles with year-round or seasonal responsibilities (such as summer maintenance, construction projects, transportation services, etc.) may require regular attendance on these days and are excluded from the non-report day provision. Supervisors retain the right to determine and assign work based on operational needs.

ARTICLE XIII TRANSFERABLE EXPERIENCE

A. OUTSIDE EXPERIENCE

All new hires shall be placed on Step 1 of the respective salary schedule. Should the Board and Association feel the new hire has extensive qualifications and experience, both parties may meet to find an advanced step beyond Step 1. At no point will a new hire be placed higher than Step 3 on the respective salary schedule.

ARTICLE XIV WAGES, HOURS, TERMS AND CONDITIONS OF EMPLOYMENT

The wages, hours, terms and conditions of employment provided in this Agreement shall remain in effect until changed by mutual agreement.

ARTICLE XV **LAYOFF AND RECALL**

A. LAYOFF AND RECALL

In the event it becomes necessary to reduce the number of bargaining unit members through layoff of employment, the Board will follow the layoff procedure outlined below:

1. Prior to any necessary reduction of bargaining unit members, the Association President and the Superintendent or designee, will meet to review the contract and plan for implementation of the layoff procedure.
2. The Board will consider the application of any bargaining unit member who voluntarily requests to be placed on layoff status.
3. If reduction is still necessary, the probationary bargaining unit member with the least seniority in the affected job classification with the Board will be laid off first, provided there is a fully qualified bargaining unit member to replace and perform all the needed duties of the laid off and/or existing positions. (Seniority is district wide, not classification wide.) The Board is not required to keep any employee in a position for which they are not qualified.
4. If a reduction is still necessary, the procedure outlined in paragraph 3 above will be repeated until sufficient reduction is reached.
5. If reduction is still necessary, the procedure outlined in paragraphs 2 and 3 above will be repeated with non-probationary bargaining unit members until sufficient reduction is reached.
6. It is understood that displaced bargaining unit members may exercise their seniority rights by bumping the last senior bargaining unit member with a comparable job which they are qualified to perform.

B. SENIORITY

1. All bargaining unit members stated in the recognition clause will accrue and accumulate seniority from the original date of hire unless otherwise provided for by law.
2. Ties in seniority shall be broken by a drawing. This drawing will set the order of seniority for bargaining unit members involved until their termination, resignation, or retirement.
3. Seniority shall be lost by a bargaining unit member:
 - a. Upon termination, resignation or retirement,
 - b. If discharged permanently for proper cause after receiving due process
 - c. If absent for three (3) consecutive days without notifying their direct supervisor, unless satisfactory reason is provided.

C. QUALIFIED

Qualified should be defined as follows and includes all the following:

1. Any bargaining unit member who has successfully completed a probationary period in a classification or meets the requirements of the job description (See Article VI) is deemed qualified.
2. Any bargaining unit member who has regularly performed services in the position or classification to be filled or continued, for the Board within the last three (3) years preceding the layoff.
3. Any bargaining unit member who has received a "satisfactory" or its equivalent (see Article

XI), evaluation during the last two (2) years preceding layoff.

D. WAGES AND BENEFITS

Any layoff pursuant to this Agreement shall automatically terminate the bargaining unit member's individual employment benefits allowed including all wages and benefits within this Master Agreement, except that insurance benefits will be paid throughout the summer if the school year was completed. In the event of a recall of any bargaining unit member on layoff, the Board shall restore all rights, wages, and benefits provided for in the Agreement which is in effect at the time of recall to such bargaining unit member.

E. ADDRESS

Any bargaining unit member who is on layoff shall keep the HR and Business Office Departments informed of his/her current home address and telephone number.

F. RECALL

Bargaining unit members on layoff shall be recalled in the inverse order of the layoff procedure provided the bargaining unit member being recalled is fully qualified within the respective classification (as defined in paragraph C above) to be employed in the existing vacancy.

G. REPORTING DATE

Any bargaining unit member who is recalled and does not make himself or herself available for employment within fifteen (15) working days of certified mailing of notice, or on a later date mutually agreed upon by the Board and the bargaining unit member, shall be considered and treated as a voluntary termination of employment from the Board by the bargaining unit member.

H. CONTINUOUS LAYOFF

Bargaining unit members on layoff shall retain their seniority for purposes of recall for a period of three (3) full years, after which they shall lose their seniority and any further rights under this agreement.

I. NOTICE

The bargaining unit member who is to be laid off shall be given thirty (30) calendar days written notification of such action.

If a bargaining unit member is laid off during the school year, said unit member's health benefits shall continue to remain in effect without cost to the member to the end of the next full month following the date of layoff to the extent available through the contracted insurance agent. If the school year was completed, benefits will continue through the summer.

**ARTICLE XVI
COMPENSATION**

A. BASIC COMPENSATION

The basic compensation of each bargaining unit member shall be set forth in Appendix A. There shall be no deviation from said compensation rates during the life of this Agreement.

B. OVERTIME

1. Time and one-half (1.5x) will be paid for any work over forty (40) hours per week, as well as any time worked on Saturdays or Sundays (unless these days are part of a regularly

scheduled work week). Worked hours on Holidays will be paid double (2x), this worked time replaces any previously awarded holiday pay up to the number of hours worked.

2. In lieu of overtime pay, the bargaining member may opt to convert worked overtime hours into banked vacation leave hours. The maximum they may accrue annually is three (3) days of respective hours (hours calculated based on the employee's daily shift). The conversion of overtime hours to vacation leave hours is computed at a ratio of 1.5 vacation hours to one (1) hour worked of overtime.

C. PAYDAY

Payday shall be every two (2) weeks for the previous weeks of work based upon time sheets approved by the supervisor.

D. TRAVEL

Bargaining unit members using their own vehicles at the request of the District shall be reimbursed at the current IRS rate per mile.

E. CALENDAR

For assignments requested which exceed the days of duty specified by the Support Staff School calendar (Appendix C), bargaining unit members will be compensated at their normal rate.

F. EXTRACURRICULAR

Bargaining unit members involved in voluntary extra duty assignments as set forth in Appendix B1 and B2 of the teacher agreement, shall be compensated in accordance with the provisions in the teacher agreement without deviation.

In the event a bargaining unit member needs to sub for a teacher, the member will be paid at the teacher supply rate.

G. TRANSPORTATION CONDITIONS

Each bus driver's schedule will accommodate one (1) twenty (20) minute period per day for required bus inspection, fueling and check. An additional ten (10) minutes will be allotted for required bus checks for each extra trip.

Mileage Reimbursement:

Staff members who pick up buses at the local bus garage will be eligible for mileage reimbursement. The mileage will be programmed bi-weekly for daily round trips (i.e. 6 miles total to and from the Wyoming bus garage from the district). Reimbursement will be made at the IRS mileage reimbursement rate for staff.

Meal Compensation:

In addition to mileage, staff members involved in transportation trips after school hours (afterschool or summer school programming not included) will be entitled to a programmed meal compensation. A per diem rate of \$15 will be provided for every trip scheduled after school hours.

Approval Process:

To ensure transparency and accountability, all staff members receiving the proposed mileage and meal per diem will be reviewed and approved bi-weekly by the transportation supervisor by means of the provided Transportation Schedule before processing by the payroll department.

H. UNIFORMS & APPAREL – OPERATIONS EMPLOYEES

All Operations bargaining unit members shall be provided with district-funded clothing, laundry services and equipment necessary for professional, safe, and visible operations work.

District Commitments:

Provision or reimbursement for all district-approved uniforms and work apparel, including but not limited to:

- Shirts, pants, shorts
- Jackets (winter and summer)
- All-weather boots, safety shoes, and appropriate footwear
- Protective outerwear such as coveralls, rain gear, hats, and gloves as needed
- Safety gear (e.g., high-visibility vests, steel-toe footwear) will be provided or reimbursed as required by assignment.

New hires will receive a full uniform set upon onboarding. Operations staff shall have access to protective coveralls at each worksite. Bus drivers will continue to receive district-provided jackets. All uniforms and jackets shall be district-branded or otherwise visibly marked to identify employees as staff members.

Employee Requirements:

- Employees must wear district-approved apparel when working in public-facing settings, including but not limited to:
 - Hallways, school grounds, during bus operations, athletic events, and public gatherings
- Cleaning and upkeep of provided uniforms is the responsibility of the employee (can utilize District provided laundry service).
- Replacements for worn, damaged, or sizing needs will be accommodated reasonably and collaboratively between Operations supervisors and/or Human Resources.

I. DIRECT DEPOSIT

Direct deposits will be made available to any bank or credit union. A copy of the paycheck stub will be available electronically through the District's payroll system. If an employee does not have a bank account, a payroll card, or a printed paycheck will be provided by the District at the District's expense as required by law.

ARTICLE XVII

STUDENT DISCIPLINE AND BARGAINING UNIT MEMBER PROTECTION

A. RESPONSIBILITY

The Board shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit member's assigned work area. The Board or its designated representative shall take reasonable steps to relieve the bargaining unit member of responsibilities in respect to students who are disruptive or who repeatedly violate rules and regulations. Bargaining unit members may use such physical force with a student as is necessary to protect themselves, a fellow bargaining unit member, teacher, an administrator or another student from attack, physical abuse or injury, or to prevent damage to district property. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board may take reasonable steps to relieve the bargaining unit member of responsibilities with respect to such pupils. If the bargaining unit member is injured in such an altercation, approved medical and hospital expenses incurred during the following twelve (12) months which are not covered by Workers' Compensation or hospitalization insurance will be reimbursed by the Board.

B. ADMINISTRATION OF MEDICATION

For those medications that need to be administered in school, there shall be a written school policy, developed by representatives of the Board, Association, and parents that set the parameters for when the school will provide for the administration of medication, both prescription and non-prescription, to students and for self-administration of medications by students in the school setting. The policy shall include a definition of medications and corresponding administrative procedures, i.e., orally, by inhaler or injection, in drop form or applied to the skin. The policy shall specify who "does what" (i.e., transporting medication from home to school, etc.) and shall provide paid in-service training for staff who will be administering medications. Written permission from the parents and the physician, as well as written instructions for the administration of the medication, must be submitted prior to the administration of any medication to any student. No bargaining unit member shall administer any medication to a student without an adult witness present.

C. PERSONAL PROPERTY

The Board shall reimburse the bargaining unit member in such instance, for the loss, damage or destruction of personal property when the loss, damage or destruction is not the result of the bargaining unit member's negligence.

D. ASSAULT & LEGAL COUNSEL

Any case of assault upon a bargaining unit member shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the bargaining unit member of their rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the bargaining unit member in connection with the handling of the incident by law enforcement and judicial authorities. If any bargaining unit member is complained against or sued as a result of any action taken by the bargaining unit member while in pursuit of his/her employment, the Board will provide legal counsel, consistent with the Board Liability Insurance Policy, to advise the bargaining unit member of his/her rights and obligations with respect to such complaint or suit, as long as such action was not contrary to Board policy, rules or regulations and render all necessary assistance to the bargaining unit member in his/her defense as covered under the existing Board Liability Insurance Policy.

E. TIME LOST

The Board reserves the right to pay the bargaining unit member for time lost on a case-to-case basis in connection with any incident in this article.

F. COMPLAINTS FROM PARENTS

No action shall be taken upon any complaint by the parent of a student directed towards the bargaining unit member unless that complaint is in writing and signed by the parent. Nor shall notice thereof be included in the said bargaining unit member's personnel file, unless a copy of the information is provided to the bargaining unit member concerned.

G. RULES AND REGULATIONS

Expulsion and suspension procedures will follow the adopted Board Policies and the School Code. Bargaining unit members will have access to the Board Policies, rules and regulations through the district's website.

ARTICLE XVIII INSURANCE PROTECTION

A. FULL-TIME STATUS BARGAINING MEMBERS

Any employee who works 30 or more hours per week may elect insurance coverage for single, 2-person, or full family according to one of the options as defined section C. These annual employer paid amounts shall adjust at the beginning of each medical benefit coverage year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

Should the premium for a plan fall below the Hard Cap, the employee is entitled to compensation equal to the difference between the employer's maximum contribution and the premium of the plan in the following manner the employee chooses:

- Health Savings Plan (HSA)
- An employer approved 403(b) annuity account

The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from the employee's first full paycheck through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include all of the provisions necessary for pre-tax contributions to an employee's HSA account, if applicable. Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HSA up to the maximum amounts allowed by Federal law.

All other non-medical ancillary benefits shall be fully employer paid and provided to all employees in the bargaining unit. Those employees not electing Medical Coverage shall receive cash-in-lieu of these benefits in the amount of \$6,000, paid bi-weekly.

B. PART-TIME STATUS BARGAINING MEMBERS

All bargaining unit members who are scheduled to work less than thirty (30) hours per week, the district will provide \$45,000 in life insurance and \$1,000 paid bi-weekly, prorated for start or resignation date if applicable.

C. OFFERED INSURANCE PLANS

For the medical benefit plan coverage year 2025 (effective 7/1/25, subject to change annually), eligible employees shall have the following MESSA medical plans available in MESSA Packages:

1. MESSA Package 1 Choices, \$500/1,000, \$25 OV, Tier 5 Rx, w/EA1
2. MESSA Package 2 ABC, \$1,650/\$3,300, Tier 3 Rx, w/EA1, HEQ
3. MESSA Package 3 Balance+, \$1,650/\$3,300, Balance+ Rx, 20% co insurance, w/EA1, HEQ
4. MESSA Package 4 Essentials by MESSA, \$375/750 10 TH, 25 OV/50 SV/50UC/200 ER, 20% Co Insurance, EbM Rx, w/EA1

The parties understand that in the event the minimum deductible necessary for a medical plan to comply with HSA - administered through Health Equity (HEQ) - eligibility is increased beyond the current deductible level in applicable plans, the deductible will automatically adjust to meet the federal minimum requirement.

The Employer shall provide to all full-time status bargaining members the following MESSA ancillary benefits:

- MESSA Life Insurance:
\$50,000 w/AD&D and Waiver of Premium
- MESSA LTD:
66 2/3% of existing salary
\$4,000 maximum benefit
- MESSA/Delta Dental Plan:
100/90/90/80, \$3,000 annual max, \$3,000 lifetime maximum, includes Adult Orthodontics
- MESSA/Vision Service Plan:
MESSA Vision Preferred

ARTICLE XIX **VACATION LEAVE**

New or rehired school year or secretarial employees (non-52 weeks) hired on or after July 1, 2013, shall not earn vacation leave. Any grandfathered vacation leave award from previous contract or employment agreements will remain in effect.

All Operations bargaining members shall be awarded twenty (20) days of vacation time. All vacation days must be used by the end of the year as no days will be carried over year to year. Days will be given to those who qualify on July 1 but will be prorated based on days earned if bargaining unit member leaves prior to the end of the school year or if hired mid-year. Any bargaining unit member wishing to take a vacation must complete a vacation request at least four (4) days prior to the vacation time desired and it must be approved by their immediate supervisor. All other vacation time permitted by contract will be expected to be taken during non-student days.

ARTICLE XX **GRIEVANCE PROCEDURE**

A. AGENT

Any bargaining unit member, or the Association believing that there has been a violation, misinterpretation or misapplication of any provisions of this Agreement relating to wages, hours, terms or conditions of employment, may file a written grievance with the Board or its designated representative. The KCEA designates the Local Association President as the agent responsible for processing grievances.

B. THE PROCEDURE GOVERNING GRIEVANCES

1. Definitions:

- a. A grievance is a claim by a bargaining unit member(s) that there has been an alleged violation of the Agreement. All such grievances shall be processed as hereinafter provided.
- b. An "aggrieved bargaining unit member" is the person or persons who are affected by the claim, hereinafter called the aggrieved.
- c. The term "bargaining unit member" includes any individual or group who is employed in a position, (see Article I, Section B) represented by the Association.
- d. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- e. The term "days" shall mean workdays.

2. Purpose:

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any bargaining unit member with a grievance to discuss the matter informally with any appropriate member of the administration.

3. Structure:

The Local Association shall establish a Grievance Committee which shall be broadly

representative and which shall serve as the Local Association grievance committee. In the event that any Local Association representative or any member of the Grievance Committee is a party in interest to any grievance, they shall disqualify themselves and a substitute shall be named by the Local Association.

4. Procedure:

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. All grievances, support of grievances, answers, and decisions shall be in writing beginning with Level II, and must be submitted on the Grievance Form. The Grievance Report Form shall be available in the following places: Superintendent's office, Human Resources offices, and the Local Association President's office.

All grievances must follow the steps described in this agreement starting with level one (I) and ending with level (V), with the exception of class or group grievances which have their own procedures (see Section on Class or Group Grievances). In the event that there is a failure to appeal a decision at any level within the specified time lines, said failure shall be deemed an acceptance of the decision at that level and further proceeding of the case shall be prohibited.

The bargaining unit member has at their disposal three (3) procedures for handling their grievance: 1) they may proceed to process the grievance by themselves, 2) with the Association agent, 3) they may elect to have the Association agent confer for them. It is understood that the Association shall be informed of any grievance disposition.

a. Level One - Oral - Immediate Supervisor:

The aggrieved believing that there has been a violation shall within ten (10) school days of the alleged occurrence of the grievance, orally discuss the grievance with the Immediate Supervisor and the representative of the Local Association in an attempt to resolve the matter. If no resolution is obtained following the discussion, the grievance will continue in accordance with Level Two, on the Grievance form as shown in the Appendix. An oral grievance shall contain the following:

1. It must contain a synopsis of the facts giving rise to the alleged violation.
2. It must specify the section or subsections of the contract alleged to have been violated.
3. It must specify the relief requested.

b. Level Two - Written - Immediate Supervisor:

Any written grievance filed by the aggrieved must be received within twenty (20) school days from the alleged violation and no later than ten (10) days after the Level I meeting. The Board hereby designates for its representatives for such purposes, the Principal in each school building and the program administrator for programs not having a principal. Within five (5) school days of the receipt of the grievance, the grievant and/or Local Association representative shall meet with the building principal or program administrator in an effort to resolve the grievance.

The written grievance must include:

1. The signature of the Association President or Grievance Chair.
2. A synopsis of the facts giving rise to the alleged violation.
3. Specific sections or subsections of the contract alleged to have been violated.
4. Specific relief requested.

The aggrieved shall be present at each level of the grievance procedure unless it is

mutually agreed between the Local Association President and the Board representative that the aggrieved shall not be present.

Within five (5) days of the meeting at Level II, the employer will respond in writing to the Association. If the response is not agreeable, the grievance moves to Level III.

c. Level Three - Superintendent:

Any grievance at Level III must be received by the Superintendent within five (5) days of the Level II response on the grievance form. The Superintendent shall respond to the grievant within five (5) days of receipt at Level III on the grievance form. If the Level III response is still not satisfactory to the Association, they must request the grievance move to Level IV.

d. Level Four - Board:

The Superintendent must receive the request to move to Level IV within five (5) days of the date of the Level III response. The Association's request to move to Level IV must be received at least five (5) days prior to the next Regular Board meeting in order to be considered at that meeting. When the Board considers the grievance it may:

1. Hold a hearing, or
2. Designate one or more members to hold a hearing, or
3. Otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance.

Final Board level response must be within ten (10) days of the Board meeting at which the grievance was heard unless an extension is mutually agreed upon.

e. Level Five - Arbitration:

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration. If submitted, it must be done within twenty (20) school days of the date of the Board level response. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such Arbitration proceedings, any grounds or to rely on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree that judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

C. CLASS OR GROUP GRIEVANCES

1. Definition:

Class or Group Grievances arising from the same issue involving multiple supervisors or multiple buildings may begin at Level III with the Superintendent. A grievance involving an individual may also be filed at this level when the Executive Board of the Association agrees that the perceived violation occurred as a result of a written or oral communication from the Superintendent. In any event, actions resulting in written or oral communications from the Principal or direct supervisor can not be initiated at the Superintendent Level.

2. Structure:

The President or Grievance Chair of the Association may initiate a class or group grievance

by notifying the Superintendent of the need to meet to discuss the perceived violation.

3. Procedure:

Class or group grievances will follow the steps and time lines specific to them, beginning at the Superintendent Level. In the event that there is a failure to appeal a decision at any level within the specified time lines, said failure shall be deemed an acceptance of the decision at that level and further proceeding of the case shall be prohibited.

a. Level One - Oral - Superintendent

The Association President or Grievance Chair must meet with the Superintendent or designee within five (5) days of the perceived contract violation in an effort to resolve the problem.

The oral discussion must include:

1. A synopsis of the facts giving rise to the alleged violation.
2. Specific sections or subsections of the contract alleged to have been violated.
3. Specific relief requested.

If no resolution is obtained following the discussion, the grievance will continue in accordance with Level II on the grievance form shown in the appendix.

b. Level Two - Written - Superintendent

Any written grievance filed by the Association must be received by the Superintendent within ten (10) school days from the alleged violation. The written grievance must include:

1. The signature of the Association President or Grievance Chair.
2. A synopsis of the facts giving rise to the alleged violation.
3. Specific sections or subsections of the contract alleged to have been violated.
4. Specific relief requested.

The Superintendent shall respond to the Association within ten (10) days of the receipt of the written grievance form. If the response at this level is not satisfactory, the Association may request the grievance move to the next level.

c. Level Three - Board

The Superintendent must receive the request to move to Level III within five (5) days of the date of the Level II response. The Association request to move to Level III must be received at least five (5) days prior to the next regular Board meeting in order to be considered at that meeting. When the Board considers the grievance it may:

1. Hold a hearing, or
2. Designate one or more members to hold a hearing, or
3. Otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance.

Final Board level response must be within ten (10) days of the Board meeting in which the grievance was heard unless an extension is mutually agreed upon.

d. Level Four - Arbitration

If the decision of the Board is not satisfactory to the Association, the grievance may be submitted to arbitration. If submitted, it must be done within twenty (20) school days of the date of the Board level response. The arbitrator shall be selected by the

American Arbitration Association in accord with its rules, which shall likewise govern the Arbitration hearing. The Board and Association shall not be permitted to assert in such Arbitration proceedings, any grounds or to rely on any evidence not previously disclosed to the Board and to the Association. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree that judgment thereon may be entered in any court of competent jurisdiction where such award does not conflict with or deny the powers and duties of the Board granted by Legislative Act.

D. AUTHORITY

If any aggrieved for whom a grievance is sustained shall be found to have been improperly reprimanded, improperly deprived of a position or unjustly discharged, the arbitrator will have authority to reinstate the bargaining unit member with full reimbursement for all lost compensation. The costs of any arbitration under this Article shall be shared equally by the Board and the Association.

E. OTHER REMEDIES

It is expressly understood that the grievance procedure shall not apply to those matters for which statute authorizes specific remedy.

F. TIME LIMITS

It is understood that the time limits are maximum and can be extended with the written mutual consent of both parties. Both parties should be encouraged to process grievance as rapidly as possible and within the limits and procedure as set forth herein.

G. END OF YEAR TIMELINE

In the event a grievance is filed after May 1 of any year and strict adherence to the time limits may result in hardship of any party, the Superintendent or designee shall use their best efforts to process such grievances prior to the end of the school term or as soon thereafter as possible. If the grievance is processed to arbitration, upon mutual agreement, the grievance may be submitted to expedited arbitration under the rules of the American Arbitration Association.

H. MISCELLANEOUS

1. A grievance may be withdrawn at any level at any time.
2. No reprisals of any kind shall be taken by either party against anyone for participating in the grievance procedure by reason of such participation.
3. The arbitrator shall have no power to order the following:
 - a. Re-employment of any probationary bargaining unit member.
4. Probationary bargaining unit members shall be allowed a Board level hearing in cases of non re-employment.
5. A bargaining unit member who must be involved in a grievance procedure during the workday shall be excused with pay for that purpose.

ARTICLE XXI **NEGOTIATION PROCEDURE**

A. DISCUSSIONS

It is contemplated that matters not specifically covered by this Agreement but of common concern to the Parties shall be subject to professional discussions between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively considering and resolving any such matters.

B. COMPENSATION SCHEDULES

The Compensation Schedule set forth in Appendix A, as hereto attached shall be in effect for the duration of this contract. At least sixty (60) days prior to the expiration of this Agreement, the parties will likewise begin negotiations for the new Agreement covering wages, hours, terms and conditions of employment of bargaining unit members employed by the Board.

In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representative of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the bargaining unit members and by a majority of the Board, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.

ARTICLE XXII **MISCELLANEOUS PROVISIONS**

A. FULL AGREEMENT

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

B. BOARD POLICY

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. All bargaining unit members covered under this Agreement who participate in the production of tapes, publications or other produced material shall retain residual rights should they be copyrighted or sold by the district except that the school directly shall be entitled to free use of such materials.

C. CONTRARY TO LAW

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. BOARD MINUTES

Board minutes, agendas, reports and budgets prior or after each Board meeting will be always made available to the Association by means of request or online access – with the exception for confidential materials.

E. AGREEMENT COPIES

The Board will post a copy of the collective bargaining agreement on its website and additionally will furnish ten (10) additional copies of the Master Agreement to the Association for its use.

ARTICLE XXIII RETIREMENT/SEVERANCE

A. YEARS OF SERVICE

Any bargaining unit member of the Godfrey-Lee Public School District who works twenty-five (25) hours per week or more and has completed ten (10) years of work with the system, shall be paid the sum of forty (\$40) dollars for each year of service upon retiring or voluntarily leaving the system. A year of service will be quantified as one (1) year if the bargaining unit member works a minimum of ninety (90) days within the respective contract year. This methodology additionally applies to longevity wage enhancements as well.

B. SICK LEAVE PAYOUT

A bargaining unit member with ten (10) years of service or more with Godfrey-Lee Public Schools shall be compensated for unused leave days at a rate of twenty-five dollars (\$25.00) per day up to 300 days. Members with fifteen (15) years of service or more with the District at the time of ratification shall not be held to the 300-day maximum.

If a member with ten (10) years of service or more notifies the District of their intent to retire at the end of the respective fiscal year by April 15th of their final year of employment (or three months prior to the date of retirement/resignation), the member will be compensated for unused sick leave up to 300 days as follows:

\$40 per day for those having accumulated 50-99 sick leave days
\$50 per day for those having accumulated 100-150 sick leave days
\$60 per day for those having accumulated 151-200 sick leave days
\$70 per day for those having accumulated 201-300 sick leave days

A leave day is considered one day's worth of hours in the respective employee's daily shift.

ARTICLE XXIV DURATION OF CONTRACT

This agreement shall be effective as of July 1, 2025 and shall continue in effect until the 30th day of June, 2029. This agreement shall not be extended orally and it is understood that it shall expire on the date indicated. All items herein considered and agreed upon shall be effective for the duration of this agreement. No other items shall be negotiated except by mutual agreement by the Board of Education and the Association. Officially designated personnel for the Board of Education and the Association have affixed their signatures hereto:

GODFREY-LEE PUBLIC SCHOOLS
BOARD OF EDUCATION

James Schaefer
Board President
Allyson Zamora
Vice President
George L. Miller
Secretary
ML
Spokesperson

KENT COUNTY EDUCATION ASSOCIATION
GODFREY-LEE SUPPORT STAFF ASSOCIATION

Maureen McCallister
KCEA/MEA/NEA
Maria Baker
GLSSA President
Wanda Wilkins
Spokesperson
B. Edwards
Spokesperson

Signed this day:

June 30, 2025

APPENDIX A
SUPPORT STAFF COMPENSATION SCHEDULES

							LONGEVITY					
							YEARS	2025-26	2026-27	2027-28	2028-29	
2025-26	STEPS							0	\$0.00	\$0.00	\$0.00	
	1	2	3	4	5	MAX	1	\$0.00	\$0.00	\$0.00	\$0.00	
SECRETARY	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00	2	\$0.00	\$0.00	\$0.00	\$0.00	
PARAPROFESSIONAL	\$16.65	\$17.00	\$17.30	\$18.30	\$19.30	\$20.30	3	\$0.25	\$0.26	\$0.27	\$0.27	
OPERATIONS	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00	4	\$0.50	\$0.52	\$0.53	\$0.55	
							5	\$1.00	\$1.03	\$1.06	\$1.09	
							6	\$1.10	\$1.13	\$1.17	\$1.20	
							7	\$1.20	\$1.24	\$1.27	\$1.31	
2026-27	STEPS							8	\$1.30	\$1.34	\$1.38	\$1.42
	1	2	3	4	5	MAX	9	\$1.40	\$1.44	\$1.49	\$1.53	
SECRETARY	\$18.63	\$19.67	\$20.70	\$21.70	\$22.70	\$23.70	10	\$1.50	\$1.55	\$1.59	\$1.64	
PARAPROFESSIONAL	\$17.23	\$17.60	\$17.91	\$18.91	\$19.91	\$20.91	11	\$1.60	\$1.65	\$1.70	\$1.75	
OPERATIONS	\$21.74	\$22.77	\$23.81	\$24.81	\$25.81	\$26.81	12	\$1.70	\$1.75	\$1.80	\$1.86	
							13	\$1.80	\$1.85	\$1.91	\$1.97	
							14	\$1.90	\$1.96	\$2.02	\$2.08	
							15	\$2.00	\$2.06	\$2.12	\$2.19	
							16	\$2.10	\$2.16	\$2.23	\$2.29	
2027-28	STEPS							17	\$2.20	\$2.27	\$2.33	\$2.40
	1	2	3	4	5	MAX	18	\$2.30	\$2.37	\$2.44	\$2.51	
SECRETARY	\$19.24	\$20.30	\$21.37	\$22.37	\$23.37	\$24.37	19	\$2.40	\$2.47	\$2.55	\$2.62	
PARAPROFESSIONAL	\$17.79	\$18.17	\$18.49	\$19.49	\$20.49	\$21.49	20	\$2.50	\$2.58	\$2.65	\$2.73	
OPERATIONS	\$22.44	\$23.51	\$24.58	\$25.58	\$26.58	\$27.58	21	\$2.60	\$2.68	\$2.76	\$2.84	
							22	\$2.70	\$2.78	\$2.86	\$2.95	
							23	\$2.80	\$2.88	\$2.97	\$3.06	
							24	\$2.90	\$2.99	\$3.08	\$3.17	
2028-29	STEPS							25	\$3.00	\$3.09	\$3.18	\$3.28
	1	2	3	4	5	MAX	26	\$3.10	\$3.19	\$3.29	\$3.39	
SECRETARY	\$19.81	\$20.91	\$22.01	\$23.01	\$24.01	\$25.01	27	\$3.20	\$3.30	\$3.39	\$3.50	
PARAPROFESSIONAL	\$18.33	\$18.71	\$19.04	\$20.04	\$21.04	\$22.04	28	\$3.30	\$3.40	\$3.50	\$3.61	
OPERATIONS	\$23.11	\$24.22	\$25.32	\$26.32	\$27.32	\$28.32	29	\$3.40	\$3.50	\$3.61	\$3.72	
							30	\$3.50	\$3.61	\$3.71	\$3.82	

APPENDIX B

ANNUAL ROLE FLEXIBILITY & PROFESSIONAL INTEREST FORM “Paraprofessionals” Example

School Year: _____

Name: _____

Current Primary Assignment: _____

Building or Department: _____

Section 1: Role Flexibility & Interest

Please indicate your comfort and interest level for each of the following roles within your job classification.

- Comfortable | Want Training | Not Comfortable — Instructional/Classroom Support
- Comfortable | Want Training | Not Comfortable — Special Education Student Support
- Comfortable | Want Training | Not Comfortable — Health/Personal Care Aide
- Comfortable | Want Training | Not Comfortable — English Learner (EL) Support
- Comfortable | Want Training | Not Comfortable — Media Center/Library Services
- Comfortable | Want Training | Not Comfortable — Behavior Support (Tier 1/PBIS)
- Comfortable | Want Training | Not Comfortable — Lunch/Recess Supervision
- Comfortable | Want Training | Not Comfortable — Transportation Aide (Bus/Walking)

Section 2: Location Preferences

Primary Location Preference: _____

Secondary Location Preference (if any): _____

Willing to float/support at other locations: Yes No

Section 3: Professional Development Interest

Would you be interested in any of the following?

Cross-training opportunities

Shadowing another staff member

Receiving mentorship for another role

Additional Comments or elaboration if marked yes above:

Section 4: Acknowledgment

I acknowledge that my role within this classification may shift based on student needs, program schedules, or district staffing adjustments. I understand that this form will be used to guide reassignment and professional development planning, in accordance with the current GLSSA contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

APPENDIX C
SUPPORT STAFF CALENDAR (2025-26)*

*FUTURE SCHOOL YEAR CALENDARS TO BE ADDED ONCE AVAILABLE

School District: Godfrey-Lee Public Schools School Year: 2025-26 - Support Staff Calendar

July 2025				
M	T	W	T	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Day 22
District PD
Office Staff 1
Total 23

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

School Day 18
Half PD 0.5
Office Staff 0.5
Total 19

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

School Day
District PD
Office Staff 10
Total 10

Color Key

	Regular Day Schedule
	Half Day - PM Office Staff Only
	Office Staff Report
	Full Day District PD
	Half Day AM District PD (PM Office PD Only)
	No Report Day

Note: Partial days are counted as 1 for summation purposes

Summary-Total Scheduled Days	
School Days	176
Half Days-PM Office Only	8
District PD (Half/Full)	5.5
Office Staff Report Only	29.5
Total Scheduled Days	207

GODFREY-LEE PUBLIC SCHOOLS
GRIEVANCE REPORT FORM – INDIVIDUAL GRIEVANCE

Name of Grievant _____ Building(s) _____

Assignment _____ Date Cause of Grievance Occurred ____/____/____

LEVEL I – ORAL GRIEVANCE

Date of Level I Oral Discussion ____/____/____ Persons Present at Level I Meeting _____

LEVEL II – WRITTEN GRIEVANCE

Date of Level II Meeting ____/____/____ Persons Present at Level II Meeting _____

Statement of Grievance _____

Contract Sections Violated _____

Relief Sought _____

Signature of Grievant or Agent _____ Date ____/____/____

Date Principal or Administrator Received Level II Grievance ____/____/____

Disposition by Principal or Administrator _____

Principal Signature _____ Date ____/____/____

Position of Grievant and/or Association _____

Signature _____ Date ____/____/____

LEVEL III - SUPERINTENDENT

Date Received by Superintendent _____/_____/_____

Disposition of Superintendent _____

Signature _____ Date of Response _____ / _____ / _____

Position of Grievant and/or Association _____

Signature _____ Date ____ / ____ / ____

LEVEL IV – BOARD OF EDUCATION

Date Received by Superintendent for the Board of Education ____ / ____ / ____

Date of the Next Regularly Scheduled Board Meeting ____/____/____

Disposition by Board of Education _____

Signature _____ Date ____ / ____ / ____

Position of Grievant and/or Association

Signature _____ Date ____ / ____ / ____

LEVEL V – ARBITRATION

Date Submitted for Arbitration ____ / ____ / ____ Signature _____

GODFREY-LEE PUBLIC SCHOOLS
GRIEVANCE REPORT FORM – CLASS OR GROUP GRIEVANCE

Name of Group or Class _____

Building(s) _____ Date Cause of Grievance Occurred ____/____/____

LEVEL I – ORAL – SUPERINTENDENT

Date of Level I Oral Discussion ____/____/____ Persons Present at Level I Meeting _____

LEVEL II – WRITTEN – SUPERINTENDENT

Statement of Grievance _____

Contract Sections Violated _____

Relief Sought _____

Signature of Association President or Grievance Chairperson _____

Date ____/____/____

Date Superintendent Received Level II Grievance ____/____/____

Disposition by Superintendent _____

Signature _____ Date ____/____/____

LEVEL III – BOARD OF EDUCATION

Date Received by Superintendent for the Board of Education ____/____/____

Date of the Next Regularly Scheduled Board Meeting ____/____/____

Disposition by Board of Education _____

Signature _____ Date ____/____/____

Position of Association _____

Signature of Association President or Grievance Chairperson _____

Date ____/____/____

LEVEL IV – ARBITRATION

Date Submitted for Arbitration ____/____/____ Signature _____



GODFREY-LEE
LEGENDS
EST. 1857

SUPPORT STAFF EVALUATION FORM

Appendix D

Support Staff Evaluation Form 2025-26

Employee Information

Name: _____

Position: _____

Building/Department: _____

Evaluator: _____

Section 1: Evaluation Timeline & Documentation

<u>Objective</u>	<u>Due Date</u>	<u>Meeting Date/Notes</u>
Initial Goal Setting Meeting	September 30th, 2025	
First Observation*	December 15th, 2025	
Mid-Year Review Meeting	January 31st, 2026	
Second Observation*	April 15th, 2026	
End of Year Evaluation Meeting	May 30th, 2026	

*A job observation will be conducted for a minimum of 15 minutes. The purpose of this observation is to gain an understanding of the employee's performance within their typical work environment. Observations may be scheduled in advance or conducted without prior notice to ensure an authentic representation of day-to-day responsibilities and interactions. This process is intended to support professional development and workplace effectiveness.



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Section 2: Performance Measurements & Focus Area Options

Effective (3) = Regularly performs as expected, no documented conversations of issues

Developing (2) = Lacking effectiveness at times, instances of documented concerns

Needs Support (1) = Numerous occurrences of documented concerns and clearly needs improvement or supports

Measurements of Performance (select 2 for focus areas)
Demonstrates knowledge of job duties and procedures
Demonstrates communication in a professional and timely manner
Plans, schedules, and prioritizes tasks effectively
Demonstrates initiative, collaboration, and follow-through
Maintains positive relationships with staff and supervisors
Demonstrates compassion in interactions with students and community
Consistently maintains regular attendance and demonstrates punctuality
Exhibits adaptability and flexibility when faced with new challenges and opportunities



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Section 3a: Setting Focus Areas

Focus Area 1:

Plan to Reach Goal:

Barriers/Challenges (any needed training, supports, materials):

Focus Area 2:

Plan to Reach Goal:

Barriers/Challenges (any needed training, supports, materials):

Section 3b: Focus Areas and Progress Monitoring

Mid-Year Goal Update (Date: _____)

Focus Area 1: _____

Summary of Progress:

Employees Perspective of Progress:

Updated Challenges or Supports Needed:



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Focus Area 2: _____

Summary of Progress:

Employees Perspective of Progress:

Updated Challenges or Supports Needed:

End of Year-Year Goal Update (Date: _____)

Focus Area 1: _____

Final Progress Summary:

Employee's Self Evaluation Summary:

Recommendations for Next Year:

Focus Area 2: _____

Final Progress Summary:

Employee's Self Evaluation Summary:

Recommendations for Next Year:

Section 4: Total Performance Area Review



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Measurements of Performance (Ignore selected focus areas)	Rating (1-3): Effective, Developing, Needs Support
Demonstrates knowledge of job duties and procedures	
Demonstrates communication in a professional and timely manner	
Plans, schedules, and prioritizes tasks effectively	
Demonstrates initiative, collaboration, and follow-through	
Maintains positive relationships with staff and supervisors	
Demonstrates compassion in interactions with students and community	
Attendance and punctuality	
Adaptability and Flexibility	



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Section 5: Strengths, Feedback, Affirmations

Key Strengths/Affirmations:

Areas for Growth:

Section 6: Final Evaluation and Overall Rating

A. Focus Areas 1 & 2 Average Score: _____

B. Performance Domains Average Score: _____

C. Final Score $((A+B)/2)$ _____

Evaluator Notes or Recommendations:

Employee Comments (Optional):

Signatures

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____



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Appendix A: Individual Development Plan (IDP)

(For employees identified as needing targeted professional growth or support)

Employee Name: _____

Position: _____

Evaluator: _____

Building/Department: _____

Date Initiated: _____

1. Identified Area(s) of Significant Need

Describe the specific performance domain(s) or behavior(s) that require improvement based on evaluation evidence or documented concerns.

Area of Concern	Description of Deficiency	Supporting Evidence/Examples



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2. Improvement Goals

Clearly state measurable goals to address each area of concern. Goals should be realistic, observable, and time-bound.

Goal #	Improvement Objective	Expected Outcome	Timeline/Deadline
1.			
2.			

3. Planned Supports and Resources

Identify the specific support measures that will be provided to assist the employee in meeting improvement goals.

Support or Resource	Responsible Person	Frequency/Duration	Notes



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4. Monitoring and Feedback Schedule

Document planned check-ins and progress monitoring discussions between evaluator and employee.

Date	Focus Area(s) Reviewed	Summary of Progress	Evaluator Notes	Employee Comments
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5. Midpoint Review

Date: _____

Summary of Progress:

Updated Goals/Supports (if applicable):

Evaluator's Interim Determination:

Satisfactory Progress Limited Progress Unsatisfactory Progress



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6. Final Review and Outcome

Date: _____

Summary of Results:

Evaluator's Determination:

Area of Concern Resolved Continued Development Needed Consider HR Action / Reassignment

Evaluator Signature: _____ Date: _____

Employee Signature: _____ Date: _____

7. Final Reflection (Optional)

Employee's self-reflection on growth, lessons learned, and ongoing professional goals:
