

MASTER AGREEMENT

between



THE SCHOOL DISTRICT
of the
CITY OF WYANDOTTE

and

WYANDOTTE EDUCATION
ADMINISTRATIVE ASSISTANTS
ASSOCIATION/MICHIGAN EDUCATION
ASSOCIATION (WEAAA/MEA)

July 1, 2024 – June 30, 2026

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Agreement entered into and effective this 27th day of June, 2024, by and between the Board of Education of the School District of the City of Wyandotte, Michigan, hereinafter called the "Board", and the Wyandotte Education Administrative Assistants Association, hereinafter called the "Association".

ARTICLE 1 – PREAMBLE

The Board and the Association hereby affirm their mutual interest in the development of educational programs of the highest quality, consistent with community resources, for the benefit of the students and the community of Wyandotte.

This Agreement is entered into in furtherance of the mutual desire of the Association and the Board to develop and maintain an atmosphere of mutual respect and to provide effective channels of communication between the Board and the Association.

ARTICLE 2 – RECOGNITION

The Board recognizes the Wyandotte Education Administrative Assistants Association as the exclusive bargaining agent, for the purpose of collective bargaining with respect to wages, hours of employment, and other conditions of employment, for all full time and regular part time office and clerical employees employed by the Board of Education of The School District of the City of Wyandotte. The Executive Assistant to the Superintendent, the Executive Assistant to the Director of Human Resources, Accountant, all teaching, professional, and supervisory employees, and all other employees shall be excluded.

ARTICLE 3 – HOURS OF WORK

Section 1. The normal work week shall be forty (40) hours, Monday through Friday. The normal work day shall be eight (8) hours with a one-half (1/2) hour paid lunch. Starting and ending times shall be determined by the appropriate administrator.

Section 2. When a decision is made to close the schools of the district because of An Act of God, as defined by the Department of Education, public notice of such decision shall be given as soon as possible. Employees shall not be required to report to work/engage in work for the period of time for which the state allows days to be forgiven with full pay.

If the number of days goes beyond the number of days in which the state allows forgiveness, employees may not be required to report to work, but shall be required to engage in remote work/virtual learning, as directed by the Employer.

Section 3. Hours in excess of forty (40) hours per week shall be compensated at one and one half (1.5) times the overage. It shall be the individual employee's choice to receive monetary compensation time or time off in lieu of pay, when overtime is worked. An employee shall be allowed to use any accumulated compensatory time within the same pay cycle or any time thereafter. Any accumulated compensatory time not used by the end of the current school year shall be paid to the employee at the current rate of pay.

Section 4. Ten (10) and eleven (11) month employees shall have the opportunity to work up to four (4) more days with prior knowledge and mutual agreement of an administrator. The days elected to work do not have to be the same each year.

ARTICLE 4 – ABSENCE

Notification of absence shall be given to the immediate supervisor at least one (1) hour before the employee normally reports to work. Time absent will be in increments of one (1) hour. Willful or repeated failure to observe this clause will result in discipline .

ARTICLE 5 – LEAVES OF ABSENCE

Section 1. An employee shall be allowed leave for sickness, physical or mental disabilities at the rate of one (1) day a month, cumulative to ten (10), eleven (11), or twelve (12) days within a given year depending on the service year of the employee.

Section 2. Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extension, the accrual of seniority and other benefits and privileges, reinstatement and payment under this Article, shall be applied to such disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other physical and mental disabilities. For purposes of the implementation of this Article, the period and commencement of disability shall be determined by certification of the employee's attending physician.

Section 3. During the first year of employment, an employee shall have available for use only earned sick leave. For example, after one (1) calendar month's employment, the employee shall have one (1) day available; after two (2) calendar month's employment, two (2) days, etc.

If the employee is absent in excess of earned accumulated sick leave, deductions shall be made from the employee's salary. At the end of the school year, however, the employee shall be reimbursed for such deductions if there is earned sick leave to her/his credit at that time.

Section 4. After her/his first year of employment, an employee will be immediately eligible for sick leave amounting to her/his allotment for the current year plus any days accumulated from previous years

Section 5. (a) In the event an employee works less than her/his regular service year, her/his sick leave shall be pro-rated for that year.

(b) In the event an employee terminates her/his employment, she/he shall

reimburse the Board for any overpayment of sick leave which may have been made or the Board may deduct such overpayment from the final salary check or retirement benefit.

Section 6. Credit shall be given to an employee at the end of her/his service year for the unused portion of her/his sick leave allowance.

Leave for illness may be accumulated for an unlimited number of days . The base date from which all such service accumulations shall begin is July 1st of each year.

Section 7. Every employee who has been in the Wyandotte School System five (5) consecutive years shall receive five (5) additional sick leave days one time only, if their current sick leave balance is at fifty (50) days or more.

Section 8. No sick leave shall be charged against an employee's allowance except for absence which occurs on a day when employees would normally be expected to be on duty.

Section 9. An employee who is absent three (3) or more consecutive days, due to sickness or disability, must present a satisfactory report from a physician and in addition, may be required to submit to an examination by a physician designated by the Human Resources Director.

Section 10. Whenever an employee returns to duty from an injury or illness, she/he must follow policy procedures as determined by the Board.

Section 11. Necessary calls to the doctor's office, dentist's office, or out-patient hospital services, shall be deducted from accumulated sick leave.

Section 12. Leave without pay or salary increment may be granted for not more than one (1) year for care of a sick member of the immediate family. Sufficient proof that such leave is necessary such as certification by the attending physician must be submitted to the Superintendent of Schools before such leave will be granted.

Section 13. Parental Care Leave. An employee who desires a child care leave must make a written application to the employer who may grant such leave. Such leave must be applied for the period dating from the birth/adoption of the child for a period of up to one (1) year. The employee may return to the same position if she/he returns within one (1) year.

An additional year of leave may be requested by the employee. The specific job is not guaranteed upon the return of the employee.

Section 14. Unpaid personal leave may be authorized by the Superintendent for a period of one (1) semester or six (6) months.

Section 15. Family Medical Leave Act (FMLA) leaves will be permitted as required by law for serious illness of an employee, care of a seriously ill parent, spouse, child, or child care leave for up to twelve (12) weeks per year, after completing one (1) full year of employment.

ARTICLE 6 – PERSONAL BUSINESS

Section 1. For the transaction of personal business there shall be an annual allotment not to exceed three (3) days with pay which, if not used, may be added to the accumulated sick leave days in accordance with Article V, Section 6.

When a Personal Business absence will immediately precede or immediately follow a vacation, holiday or a day of school dismissed by the Board, the employee shall not be entitled to personal business pay allotment unless prior permission has been obtained from the Superintendent. Any other personal business leave must be authorized in advance by the employee's immediate supervisor.

Section 2. Personal Business shall be defined as a serious emergency, catastrophe or an unusually important occurrence necessitating an absence from work. Marriage or graduation of employee or member of immediate family, hospitalization of member of immediate family, required appearance in court, and funerals (excluding immediate family) are examples of "important occurrences".

The immediate family shall consist of: spouse, child, parent, sibling, aunt, uncle, grandparent, grandchild, niece, nephew, in-laws.

ARTICLE 7 – DEATH IN THE IMMEDIATE FAMILY

If the employer suspects abuse, employees may be required to provide a letter to verify attendance and relationship.

Section 1. Employees shall be allowed five (5) days off with pay for the death of a Spouse, Child (Natural, Step, Foster, Adopted), Mother, Father, Brother, Sister, and Legal Dependent residing in the employee's household.

Section 2. Employees shall be allowed three (3) days off with pay for the death of a Grandparent, Grandchild, Legal Guardian, Step-Parent, Mother-in-Law, Father-in-Law, Brother-in-Law, Sister-in-Law, Son-in-Law, and Daughter-in-Law.

Section 3. Employees shall be allowed one (1) day off with pay for the death of an Aunt, Uncle, Niece and Nephew.

Section 4. An employee who travels a minimum of one hundred (100) miles shall be allowed one (1) additional day with pay in addition to those delineated in Sections 1, 2, and 3.

Section 5. An employee who travels two hundred (200) miles or more shall be allowed two (2) additional days with pay in addition to those days delineated in Sections 1, 2, and 3.

ARTICLE 8 – VACATION

Section 1. All full-time twelve (12) month employees who have completed at least twelve (12) months of employment as of July 1st, and who have worked twelve (12) months since the preceding July 1st shall be entitled to receive an annual vacation of ten (10) work days (i.e. Monday through Friday). Such employees who have completed five (5) years or more employment as of July 1st, and who have worked twelve (12) months since the preceding July 1st, shall be entitled to receive the following annual vacation:

Length of Employment Vacation

- 5 years 11 work days
- 6 years 12 work days
- 7 years 13 work days
- 8 years 15 work days
- 15 years 18 work days
- 20 years 20 work days
- 21 years 21 work days
- 22 years 22 work days
- 23 years 23 work days
- 24 years 24 work days
- 25 years 25 work days

Section 2. All full-time employees who are employed for a service year of ten (10) months or more, but less than twelve (12) months, who have completed ten (10) or more months of employment as of July 1st, and who have worked ten (10) or more months since the preceding July 1st, shall be entitled to receive an annual vacation of eight (8) work days (i.e. Monday through Friday). Such employees, who have worked ten (10) months or more since the preceding July 1st, shall be entitled to receive the following annual vacation.

Length of Employment Vacation

- 5 years 9 work days
- 6 years 10 work days
- 7 years 11 work days
- 8 years 13 work days
- 15 years 16 work days
- 20 years 18 work days
- 23 years 19 work days
- 25 years 20 work days

It is understood that employees covered by Section 2 above shall be paid for earned vacation.

Section 3. All full-time employees referred to in Section 1 above who have worked less than their full service year since the preceding July 1st, but who have worked six (6) months or more during such period shall be entitled to receive a pro-rata annual vacation. For example, an employee who has worked six (6) months shall receive one-half (1/2) of the annual vacation

specified in Section 1.

Section 4. All full-time employees referred to in Section 2 above who have worked less than their full service year since the preceding July 1st, but who have worked five (5) months or more during such period shall be entitled to receive a pro-rata annual vacation. For example, an employee who has worked for five (5) months shall receive one-half (1/2) of the annual vacation specified in Section 2.

Section 5. An employee who voluntarily terminates employment or retires shall be entitled to receive her/his earned vacation to the time of such termination or retirement.

Section 6. The employee's birthday shall be considered as an additional vacation day.

ARTICLE 9 – HOLIDAYS

Section 1. The following days will be recognized and observed as holidays except when classes may be scheduled, to be paid as indicated for ten (10), eleven (11), twelve (12) month employees:

WEAAA HOLIDAY SCHEDULE	Observed Day of the Week	10/11 mo.	12 month
<i>Floating Holiday***</i>	<i>Any</i>	<i>1 Day</i>	<i>1 Day</i>
Week of 4th of July (5 days)	Varies	No School	Holidays (5)
Friday Before Labor Day	Friday	Holiday	Holiday
Labor Day	Monday	Holiday	Holiday
Day Before Thanksgiving*	Wednesday	No School	C.O. Closed
Thanksgiving	Thursday	Holiday	Holiday
Day After Thanksgiving	Friday	Holiday	Holiday
Christmas Eve	Varies	Holiday	Holiday
Christmas Day	Varies	Holiday	Holiday
Day After Christmas	Varies	Holiday	Holiday
Holiday Break Remainder (5 days unpaid)*	Varies	No School (5)	C.O. Closed (5)
New Year's Eve	Varies	No School	Holiday
New Year's Day	Varies	Holiday	Holiday
MLK Jr Day*	Monday	No School	C.O. Closed
Winter Break Day	Varies	Holiday	Holiday
President's Day	Monday	Holiday	Holiday
Spring Break Monday	Monday	Holiday	Holiday
Spring Break Tuesday	Tuesday	Holiday	Holiday

Spring Break Wednesday*	Wednesday	No School	C.O. Closed
Spring Break Thursday*	Thursday	No School	C.O. Closed
Spring Break Friday**	Friday	No School	C.O. Closed
Good Friday	Friday	Holiday	Holiday
Memorial Day	Monday	Holiday	Holiday
*CO Closed, Unpaid Days	<i>Paid Days</i>	14	20
**Unpaid, unless Good Friday falls during Spring Break			
***Not included in total			

Section 2. All employees will have one (1) floating holiday. In lieu of taking this day, an employee may elect to receive compensation at their current daily rate at the end of the school year. If receiving compensation, the Director of Human Resources office must be notified in writing no later than the first (1st) pay period in May.

ARTICLE 10 – PERSONAL ILLNESS

Section 1. Upon the recommendation of the Superintendent, the Board may grant a leave of absence to an employee who is unable to perform her/his regular duties for an extended period of time because of personal illness, provided written certification of illness is received from a physician. Such leave of absence shall be without increment and without salary unless otherwise provided by the cumulative sick leave policy.

Section 2. Extended health leave due to physical or mental causes not falling within the cumulative sick leave policy may be granted without pay to an employee upon the recommendation of the Superintendent and upon the approval of the Board. The attending physician shall send separately to the Superintendent a written diagnosis. Such health leave may be considered for renewal annually upon the written stipulations given in the preceding statement. No salary increment shall be recognized for such leave.

ARTICLE 11 – NOTICE UPON TERMINATION OF EMPLOYMENT

Section 1. Any employee who leaves the employment of the Board shall give at least two (2) weeks’ notice in writing to the Superintendent and to her/his immediate supervisor.

ARTICLE 12 – GRIEVANCE PROCEDURE

Section 1. A “grievance” is hereby defined as a complaint by an employee or a group of employees based upon an alleged violation of the provisions of this Agreement, or a difference as to the interpretation or application of this Agreement.

Section 2. It is recognized that grievances should be processed as rapidly as possible, and the number of days indicated at each step of the grievance procedure shall be the maximum time allowed for presenting a grievance. The time limits specified may, however, be extended by

mutual agreement in writing.

Section 3. All grievances shall be presented in accordance with the following procedure:

STEP ONE: Within a ten (10) working-day period of a grievance, or knowledge of a grievance, employees may present a grievance personally, or through their Union representative, to their immediate supervisor. The immediate supervisor shall attempt to adjust the matter as soon as possible and in any event within ten (10) working days.

STEP TWO: If the grievance is not resolved at Step One, it may be presented in writing within ten (10) working days to the Human Resources Director. He/she shall respond to this grievance within ten (10) working days.

STEP THREE: If the response at Step Two is not satisfactory, the grievance may be presented to the Superintendent of Schools or designee within ten (10) working days. The Superintendent or designee shall answer such a grievance within ten (10) working days.

STEP FOUR: If the grievance is not resolved at the previous step, the grievance may be submitted to arbitration by submitting a request, therefore, to the other party within thirty (30) days after the completion of the previous step:

- i. The arbitrator shall be selected in accordance with the rules of the American Arbitration Association.
- ii. Fees and Expenses of Arbitration:
 - A. The Association and employer will share the filing fees and expenses of the arbitration, i.e. those specifically listed on the selected arbitrator's expense/cost/fee schedule, when the arbitrator finds in favor of the association.
 - B. All other expenses/costs/fees, including, but not limited to, witnesses and attorneys, shall be borne by the party incurring such expense.
 - C. If it is necessary to cancel an arbitration hearing, the party requesting cancellation shall be responsible for any expenses/costs/fees of doing so unless a written agreement to the contrary is agreed upon between the parties.
- iii. The arbitrator shall have no power to: (a) add to, subtract from, alter, or in any way modify the terms of this agreement; (b) establish or modify any wage rate.
- iv. The arbitrator shall render a decision as soon as possible following the hearing. Decisions of the arbitrator shall be final and binding on the Union, its members, the employee or employees involved and on the employer.

Section 4. The failure of an employee or the Union to proceed to the next step of the grievance procedure within the time limits herein set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of a supervisor or administrator to communicate his/her

decision to the employee or the Union at any step within the time limits specified shall permit the employee or the Union to proceed to the next step.

ARTICLE 13 – JOB POSTINGS

Section 1. Any vacant position within the bargaining unit as defined in Article II shall be posted on the District website and emailed to staff within ten (10) business days. When a position is to be filled, it shall be filled within a reasonable amount of time.

Section 2. The Board specifically reserves the right to determine the necessary qualifications for each position where internal or external applicants apply. The Union shall be allowed to have one (1) individual take part in the interviews of applicants, when held. The Union and Administration shall collaborate and determine the individual taking part in interviews. The Employer shall have the final decision as to what applicant receives a position.

Bargaining unit applicants are guaranteed an interview. Class B employees shall have right of first refusal to an open Class B position based on seniority with the understanding that the individual has the necessary qualifications. If no internal applicants apply for an open position, the employer may fill the position from outside the bargaining unit.

ARTICLE 14 – SENIORITY

Section 1. Seniority is the length of employment in a position in the School District of the City of Wyandotte which is now part of the bargaining unit. (See Article II, Recognition).

If the employer deems it necessary to reduce the number of positions held by bargaining unit members, the person(s) laid off because of said reduction shall be the person(s) with the least seniority, provided that there is/are qualified bargaining unit member(s) to fill the position(s) of the person(s) with the least seniority.

A bargaining unit member reassigned under this Article shall have a thirty (30) day trial period in which to prove her/his qualifications. Recall shall be in inverse order of layoff.

ARTICLE 15 – NEGOTIATIONS

Section 1. Negotiations in good faith for a successor agreement shall begin no later than three (3) calendar months prior to the expiration of this Agreement.

Section 2. Finalized copy of contract shall be given to the negotiating committee five (5) working days before group ratification.

Section 3. Any agreement so negotiated shall be in writing and shall apply to all members of the bargaining unit. Said signed approved agreement shall be posted on the District website as soon as possible and preferably no later than three (3) months after date of ratification.

ARTICLE 16 – SALARIES

Section 1. The hourly wage rates for employees in this bargaining unit for the term of this agreement are found in Appendix A.

Section 2. For an employee whose scheduled service year is less than a full calendar year, the annual salary (excluding vacation pay) shall be divided into equal paychecks correlating to the number of two (2) week pay periods which fall in her/his service year, or they may be divided into twenty-six (26) pay periods, as per the employee's option. All employees will receive their pay through direct deposit. Vacation pay for an employee whose service work year is less than a full calendar year and chooses not to use twenty-six (26) pay periods, shall be paid with the last regular paycheck for her/his service year.

Section 3. WEAAA Classifications/Titles/Assignment

Classification A - 12 Month Assignment*

Administrative Specialist – Operations
Administrative Specialist – Payroll & Bookkeeping
Administrative Specialist – Student Programs & Services
Administrative Specialist – Pupil Accounting/Student Program & Services
Administrative Specialist – Center Programs Budget & Transportation
Administrative Specialist – Business Office
Administrative Specialist – Benefits & Accounts Payable
Administrative Specialist – Athletics*, 215 Days
Administrative Specialist – Information Technology

Classification B - 200 Days

Administrative Assistant – High School, Substitutes/Attendance

Classification B - 205 Days

Administrative Assistant – Elementary (Garfield)
Administrative Assistant – Elementary (Jefferson)
Administrative Assistant – Elementary (Monroe)
Administrative Assistant – Elementary (Washington)
Administrative Assistant – Center Program (Jo Brighton)
Administrative Assistant – Center Program (Madison)
Administrative Assistant – Center Program (Jo Brighton/Madison/Wyandotte Transition)
Administrative Assistant – Center Program (The Lincoln Center)

Classification B - 210 Days

Administrative Assistant – Middle School, Principal's Office
Administrative Assistant – Middle School, Counseling
Administrative Assistant – Middle School, Attendance
Administrative Assistant – High School, Reception/Switchboard

Classification B - 215 Days

Administrative Assistant – High School, Principal's Office
Administrative Assistant – High School, Enrollment/Attendance
Administrative Assistant – Counseling & Records
Administrative Assistant – High School, Vocational Education

Section 4. Any bargaining unit employee who is accredited/certified by a professional organization shall receive an additional salary increment of six-hundred dollars (\$600) annually or; any bargaining unit employee who has earned an Associate's Degree shall receive an additional salary increment of eight-hundred dollars (\$800) annually or, any bargaining unit employee who has earned a Bachelor's Degree shall receive an additional salary increment of two thousand (\$2,000) annually.

Section 5. To initially qualify for the award, documentation for the CPS rating must be submitted to the Human Resources Office by October 15th. The Board will reimburse the cost of the CPS examination upon successful passing of the examination. Professional release time will be granted to take the examination.

Section 6. The district will provide an annual allowance of two hundred \$200.00 per member that can be used to cover fees associated with approved professional development courses. This allowance only applies to professional development activities directly related to training required as a part of the essential job functions.

An employee will be eligible to receive up to an additional \$1.00 per hour for 9 CEU's of approved professional training. The following incremental schedule will be applied as employees earn contact hours. An employee's wage will be adjusted either July 1 or at mid-year, January 1.

2 CEU's (20 contact hours)	.25 per hour
4 CEU's (40 contact hours)	.50 per hour
6 CEU's (60 contact hours)	.75 per hour
9 CEU's (90 contact hours)	\$1.00 per hour

Section 7. For those who have completed college credits of less than an Associate's Degree, ten-dollars (\$10) per credit earned and approved will be paid on an annual basis up to a maximum of fifty (50) credits or five hundred dollars (\$500). The college coursework award will be paid if it is approved prior to completion. Initial documentation of satisfactory completion must be provided prior to October 15th to the Human Resources Office.

Section 8. Every employee who has been in the Wyandotte School District five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) consecutive years shall receive a longevity payment of one-hundred and fifty dollars (\$150) for each of the years delineated.

ARTICLE 17 – INSURANCE AND RETIREMENT BENEFITS

Section 1. The Board shall provide each employee the option to elect a District provided health insurance plan. The Board may choose to self-insure this benefit through a plan administered by Blue Cross/Blue Shield or health insurance coverage may change after negotiations and upon mutual agreement between the WEAAA and the Board. It is agreed and acknowledged by the parties that the Board may not provide health insurance benefits or payments to its employees electing health insurance greater than those levels prescribed under Michigan Public Act 152 of 2011. Or, The Board shall pay the employee twelve hundred dollars (\$1,200) in monthly payments of one hundred dollars (\$100) each, in lieu of health insurance benefits.

The Board and Association agree to the health, dental, vision and LTD insurance listed in the Budget & Salary Compensation Transparency Reporting on the employer website.

Section 2. The Board will provide the opportunity for members of the Association to voluntarily make contributions to a Flexible Spending Account (FSA) for the purposes of health care costs and/or child/dependent care expenses. In the event of the death of an employee, at any time, payment of the amount delineated above shall be made to the estate of the employee. Any employee who receives the payment delineated above shall only be eligible for the payment one (1) time.

Section 3. No payment shall be made for any unused leave for illness accumulated by any employee at the time of her/his resignation, dismissal, leave of absence, retirement, except as indicated below.

An employee serving 10 consecutive years within the WEAAA unit and eligible for retirement due to age, years of service, or medical reasons, shall receive \$100 per day for all of their accumulated time as delineated in the last paragraph of Article V, Section 6.

The estate of the family shall also receive the same payment as a result of the death of the employee.

Any employee who receives the payment delineated above shall only be eligible for the payment one (1) time.

Section 4. The following death benefit shall be paid for the term of this contract \$25,000. This benefit shall be proportionately reduced for persons whose work year is for a shorter period of time.

ARTICLE 18 – GENERAL

Section 1. The Association shall not cause, engage in or sanction any strike or refusal to perform the duties of employment by any employee, and no employee shall cause or participate in any strike or refusal to perform the duties of her/his employment. Further, the Association shall not cause, engage in or sanction any sit-ins, or other such demonstrations, and no employee shall participate in any sit-ins or similar activities.

Section 2. The Board shall have the right to transfer, promote, demote or discharge any employees. Any transfer, demotion, discipline or discharge shall be for just cause. An employee may appeal a violation consistent with the Grievance Procedure (ARTICLE XII).

Section 3. Any paid time used by an employee shall be considered work time for purposes of proration of benefits.

Section 4. The Board shall have the right to establish reasonable rules and regulations consistent with this contract with consultation.

Section 5. The Board shall have the right to medically investigate any employee's absence which

is reported as being for medical reasons.

Section 6. The Board reserves all rights and powers conferred upon it by the Constitution and Laws of the State of Michigan and of the United States, except as expressly limited by this Agreement.

Section 7. Subject to the express provisions of this Agreement, the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion, in the proper discharge of their duties and responsibilities, to control, supervise and manage the School District and its secretarial-clerical staff under governing law, ordinances, rules and regulations -- Municipal, State and Federal. In all matters under this Agreement calling for the exercise of judgment or discretion on the part of the Board (including, by way of illustration and not limitation, the assignment, transfer or promotion of employees) the decision of the Board shall be final and binding if made in good faith (i.e., not arbitrarily, capriciously or without rational basis in fact) except where some other standard of grievability may be set forth in this Agreement.

Section 8. Any employee who has left the employment of the Board for any reason shall forfeit all rights and privileges except as may specifically be provided for to the contrary in this contract.

Section 9. Tube feeding, catheterization, injections, and regularly scheduled nebulizers (breathing treatments) will be performed by administrative assistants on a strictly voluntary basis. Training, when necessary, shall be provided. Other medical and hygienic needs will be performed as currently practiced.

Section 10. An Emergency Financial Manager (EFM) appointed under the local government and school district fiscal accountability act may reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district accountability act. Provisions required by this subsection are prohibited subjects of bargaining under the act.

Section 11: The union and employer shall mutually agree upon a calendar for return to work dates/days, work dates/days, end of school year dates/days, and holidays for 10, 11, and 12 month employees. These dates/days shall be adhered to and may not be altered/changed without approval of the union.

ARTICLE 19 – EVALUATION

Section 1. A new employee or a person in a new position will be formally evaluated after the first thirty (30) days of employment in that position. A new employee or a person in a new position will be formally evaluated again, after the first complete school year or calendar year, whichever comes first, depending upon the job, in that position.

Section 2. All employees will be formally evaluated every year, thirty (30) days before the end of their work year.

Section 3. An evaluation system will be used that will allow the employee to self-evaluate prior

to the actual evaluation. A pre-conference will be scheduled with the supervisor/evaluator to discuss the form and expectations during this formal evaluation period and process.

After the supervisor completes the evaluation, a post conference will be held to discuss the evaluation. If the secretarial/clerical employee does not agree with any or all of the evaluation, a response may be added to the evaluation.

Section 4. The purpose of the evaluation process is to improve performance and communication between the employee and the supervisor.

ARTICLE 20 – ASSOCIATION DAYS

Section 1. The Board shall provide a total of six (6) days for the Association to be used for its members involved in Association business. Additional days may be requested, but are subject to approval.

ARTICLE 21 – WORKER’S COMPENSATION

Section 1. Any injury incurred in the cause of employment must be promptly reported to the employee's Building Administrator. A report of any injury shall be submitted in writing on a form to be provided by the Board.

Section 2. Employees injured in the course of employment will be treated by a physician or medical facility designated by the employer.

Section 3. Employees whose injury requires time lost from the job will be compensated by the employer, for all regular hours, during the first eight (8) days of injury with no charge to the employee's sick allowance.

Section 4. If the employee so wishes, an employee who is incapacitated by a personal injury arising out of and in the course of her/his employment will be paid the difference between the benefits received under the Michigan Workers Compensation laws and one hundred percent (100%) of the employee's straight-time earning, exclusive of premiums and overtime. Such difference will be deducted from the employee's accumulated sick leave credits and will be paid until the employee's sick leave credits have been depleted.

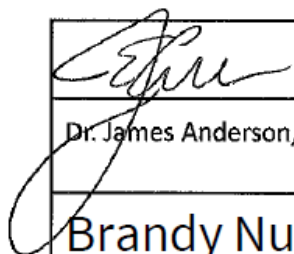
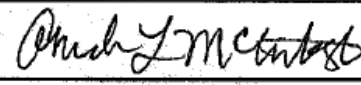

ARTICLE 22 – DURATION OF AGREEMENT


Section 1. A two (2) year agreement covering the 2024-2025 SY, and 2025-2026 SY.

Section 2. This Agreement shall be in effect from July 1, 2024 through June 30, 2026 and shall continue in effect from year to year thereafter unless written request to modify or terminate is delivered by either party to the other at least sixty (60) days, but not more than ninety (90) days prior.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

**SCHOOL DISTRICT WEAAA/MEA
OF THE CITY OF WYANDOTTE ADMINISTRATIVE ASSISTANTS ASSOCIATION**

	6/27/24		6/27/24
Dr. James Anderson, Superintendent	Date	Amanda McIntosh, WEAAA President	Date
Brandy Nusser	Jul 11, 2024	Christie Neal	Jul 15, 2024
Brandy Nusser, Director of Finance	Date	Christie Neal	Date
Tonya Brodie	Jul 15, 2024	Amber Fagerman	Jul 15, 2024
Tonya Brodie, Director of HR	Date	Amber Fagerman	Date
			6-27-24
		Kathleen Elden	Date

Signature: 
Email: nusserb@wy.k12.mi.us

Signature: Christie Neal
Christie Neal (Jul 15, 2024 08:29 EDT)
Email: nealc@wy.k12.mi.us

Signature: Amber Fagerman
Amber Fagerman (Jul 15, 2024 08:48 EDT)
Email: fagerma@wy.k12.mi.us

Signature: Tonya Brodie
Tonya Brodie (Jul 15, 2024 08:49 EDT)
Email: brodiet@wy.k12.mi.us

APPENDIX A - SALARY SCHEDULE

<u>Class A</u>		
	<u>2024-2025</u>	<u>2025-2026</u>
Step 1	\$20.50	\$21.53
Step 2	\$21.90	\$23.00
Step 3	\$23.30	\$24.47
Step 4	\$24.70	\$25.94
Step 5	\$26.10	\$27.41
Step 6	\$27.50	\$28.88
<u>Class B</u>		
	<u>2024-2025</u>	<u>2025-2026</u>
Step 1	\$17.25	\$18.11
Step 2	\$19.00	\$19.95
Step 3	\$20.75	\$21.79
Step 4	\$22.50	\$23.63
Step 5	\$24.25	\$25.46
Step 6	\$26.00	\$27.30

Single step increases shall be granted to all employees each year of the contract.

The intent of the employer is to hire all employees in Class A at Step 1. If the employer cannot fill a position based upon the Step 1 hourly wage rate, the employer has the discretion to provide the hourly wage rate up to Step 3 . Notwithstanding the previous sentence, the employer has the discretion to place the Payroll & Bookkeeping position at a step of the wage schedule higher than Step 3.

Employees in Class B shall be hired at Step 1. The employee in the Payroll & Bookkeeping position shall receive an additional one dollar (\$1.00) per hour.

For instances when an employee is directed to work by the Superintendent, or his/her designee during Holiday Break, Spring Break or Fourth of July Break, the employer shall compensate the individual two-times their hourly rate in addition to any holiday pay. In addition, the employee shall be allowed to work remotely, when approved by the Superintendent or his/her designee.

After fifteen (15) years of service in the WEAAA Unit, all employees shall receive an additional one dollar (\$1.00) per hour.

If an employee moves between classifications, the employee shall maintain seniority and be placed on the appropriate step that does not result in a reduction in their hourly wage. It is understood a Class A employee moving to a Class B position could receive a reduction in pay but would be placed at the highest step resulting in lowest loss of pay.

APPENDIX B - SCHOOL CALENDAR(S)

CLASS B, plus Athletic Administrative Specialist

WEAAA EMPLOYEES, 2024-25 SCHOOL YEAR

Jul-24					Days	Nov-24					Days	Mar-25					Days								
M	T	W	Th	F	wk	M	T	W	Th	F	wk	M	T	W	Th	F	wk								
				Work Days	0					1	Work Days	18	18	3	4	5	6	7	Work Days	15	36				
				Paid Holidays	0		4	5	6	7	8									Paid Holidays	2	37			
				Unpaid off	0		18	19	20	21	22										Unpaid off	4	38		
				Total Paid	0		25	26	27	28	29										Total Paid	17	39		
				Total Paid	0						Total Paid	20									Total Paid	17			
Aug-24					Days	Dec-24					Days	Apr-25					Days								
M	T	W	Th	F	wk	M	T	W	Th	F	wk	M	T	W	Th	F	wk								
				Work Days	2	5	2	3	4	5	6	Work Days	15	23		1	2	3	4	Work Days	21	40			
				Paid Holidays	1		9	10	11	12	13										Paid Holidays	1	41		
				Unpaid off	0		16	17	18	19	20											Unpaid off	0	42	
				Total Paid	3		23	24	25	26	27											Total Paid	22	43	
				Total Paid	3		30	31			Total Paid	18										Total Paid	22		
Sep-24					Days	Jan-25					Days	May-25					Days								
M	T	W	Th	F	wk	M	T	W	Th	F	wk	M	T	W	Th	F	wk								
2	3	6	7	8	Work Days	20	10		1	2	3	Work Days	19	27			1	2	Work Days	20	44				
9	10	11	12	13	Paid Holidays	1	11	6	7	8	9	10									Paid Holidays	1	45		
16	17	18	19	20	Unpaid off	0	12	13	14	15	16	17										Unpaid off	1	46	
23	24	25	26	27	Total Paid	21	13	20	21	22	23	24										Total Paid	21	47	
30					Total Paid	21	27	28	29	30	31											Total Paid	21	48	
					Total Paid	21						Total Paid	20									Total Paid	21		
Oct-24					Days	Feb-25					Days	Jun-25					Days								
M	T	W	Th	F	wk	M	T	W	Th	F	wk	M	T	W	Th	F	wk								
	1	2	3	4	Work Days	23	14	3	4	5	6	7	Work Days	18	32	2	3	4	5	6	Work Days	8	49		
	7	8	9	10	11	Paid Holidays	0	15	10	11	12	13	14									Paid Holidays	0	50	
	14	15	16	17	18	Unpaid off	0	16	17	18	19	20	21										Unpaid off	0	51
	21	22	23	24	25	Total Paid	23	17	24	25	26	27	28										Total Paid	8	52
	28	29	30	31	Total Paid	23						Total Paid	20										Total Paid	8	
					Total Paid	23						Total Paid	20										Total Paid	8	

	START	END
200 Day Contract	8/26/2024	6/18/2025
205 Day Contract	8/19/2024	6/18/2025
210 Day Contract	8/19/2024	6/25/2025
215 Day Contract	8/12/2024	6/25/2025

APPENDIX B - SCHOOL CALENDAR(S)

CLASS A - 12 MONTH

WEAAA EMPLOYEES, 2024-25 SCHOOL YEAR

Jul-24						Days	Nov-24						Days	Mar-25						Days															
M	T	W	Th	F		1	2	3	4	5		M	T	W	Th	F		1	2	3	4	5		M	T	W	Th	F		1	2	3	4	5	
1	2	3	4	5	Work Days	18	1					1				1	Work Days	18	18	3	4	5	6	7	Work Days	15	36								
8	9	10	11	12		2	4	5	6	7	8	2	4	5	6	7	8	19	10	11	12	13	14		37										
15	16	17	18	19	Paid Holidays	5	3	11	12	13	14	15	3	11	12	13	14	15	20	17	18	19	20	21	Paid Holidays	2	38								
22	23	24	25	26		4	4	18	19	20	21	22	4	18	19	20	21	22	21	24	25	26	27	28		39									
29	30	31			Unpaid Off	0		25	26	27	28	29		25	26	27	28	29	22	31					Unpaid Off	4									
					Total Paid	23						Total Paid	20						Total Paid	17															
Aug-24						Days	Dec-24						Days	Apr-25						Days															
M	T	W	Th	F		5	6	7	8	9		M	T	W	Th	F		5	6	7	8	9		M	T	W	Th	F		5	6	7	8	9	
				1	2	Work Days	21	5	2	3	4	5	6	Work Days	15	23		1	2	3	4	Work Days	21	40											
5	6	7	8	9		6	6	9	10	11	12	13	6	9	10	11	12	13	24	7	8	9	10	11		41									
12	13	14	15	16	Paid Holidays	1	7	18	17	18	19	20	7	18	17	18	19	20	25	14	15	16	17	18	Paid Holidays	1	42								
19	20	21	22	23		8	8	23	24	25	26	27	8	23	24	25	26	27	26	21	22	23	24	25		43									
26	27	28	29	30	Unpaid Off	0	9	30	31				9	30	31					28	29	30			Unpaid Off	0									
					Total Paid	22						Total Paid	19						Total Paid	22															
Sep-24						Days	Jan-25						Days	May-25						Days															
M	T	W	Th	F		10	11	12	13	14		M	T	W	Th	F		10	11	12	13	14		M	T	W	Th	F		10	11	12	13	14	
2	3	6	7	8	Work Days	20	10			1	2	3	Work Days	19	27			1	2	Work Days	20	44													
9	10	11	12	13		11	11	6	7	8	9	10	11	6	7	8	9	10	28	5	6	7	8	9		45									
16	17	18	19	20	Paid Holidays	1	12	13	14	15	16	17	12	13	14	15	16	17	29	12	13	14	15	16	Paid Holidays	1	46								
23	24	25	26	27		13	13	20	21	22	23	24	13	20	21	22	23	24	30	19	20	21	22	23		47									
30					Unpaid Off	0		27	28	29	30	31		27	28	29	30	31	31	26	27	28	29	30	Unpaid Off	1	48								
					Total Paid	21						Total Paid	20						Total Paid	21															
Oct-24						Days	Feb-25						Days	Jun-25						Days															
M	T	W	Th	F		14	15	16	17	18		M	T	W	Th	F		14	15	16	17	18		M	T	W	Th	F		14	15	16	17	18	
	1	2	3	4	Work Days	23	14	3	4	5	6	7	Work Days	18	32	2	3	4	5	6	Work Days	21	49												
7	8	9	10	11		15	15	10	11	12	13	14	15	10	11	12	13	14	33	9	10	11	12	13		50									
14	15	16	17	18	Paid Holidays	0	16	17	18	19	20	21	16	17	18	19	20	21	34	16	17	18	19	20	Paid Holidays	0	51								
21	22	23	24	25		17	17	24	25	26	27	28	17	24	25	26	27	28	35	23	24	25	26	27		52									
28	29	30	31		Unpaid Off	0														30					Unpaid Off	0									
					Total Paid	23						Total Paid	20						Total Paid	21															