



Agreement
between the
Plymouth-Canton Board of Education
and the
Plymouth-Canton
Extended Day Association
PCEDA

2025 - 2026

Contents

ARTICLE I	3
RECOGNITION	3
ARTICLE II	3
JUST CAUSE	3
ARTICLE III	3
NON-DISCRIMINATION	3
ARTICLE IV	3
MANAGEMENT RIGHTS	3
ARTICLE V	5
UNION MEMBERSHIP	5
ARTICLE VI	6
PROBATION AND SENIORITY	6
ARTICLE VII	6
GRIEVANCE PROCEDURE	6
ARTICLE VIII	9
PROGRAM STAFFING	9
STAFF PLACEMENTS, REDUCTIONS, DISPLACEMENT, LAYOFFS and VACANCIES	9
GUIDELINES FOR ASSIGNMENT PLACEMENT	9
ARTICLE IX	12
SUMMER CAMP STAFFING	12
ARTICLE X	12
EVALUATION	12
ARTICLE XI	13
LONGEVITY	13
ARTICLE XII	13
SITE DIRECTOR MENTOR PROGRAM	13
ARTICLE XIII	14
PROFESSIONAL DEVELOPMENT	14
ARTICLE XIV	14
HOLIDAYS	14
ARTICLE XV	15
BENEFITS	15

ARTICLE XVI	17
SCHOOL CANCELLATION	17
ARTICLE XVII	17
SALARY SCHEDULE	17
APPENDIX A.....	20
APPENDIX B.....	25

ARTICLE I

RECOGNITION

The Board recognizes the association as the sole and exclusive bargaining representative for extended day employees including Site Directors, Supervisors, Assistants and Floating Extended Day Personnel. Extended Day administrator(s), extended day office personnel, temporary summer-only employees, and all other district employees are excluded.

ARTICLE II

JUST CAUSE

No employee shall be disciplined or discharged without just cause. The specific grounds forming the basis for disciplinary action or discharge shall be made available to the employee and the PCEDA President in writing. Any cause for discipline or discharge known to the employer and on which action or notification has been initiated by the employer shall follow due process.

ARTICLE III

NON-DISCRIMINATION

The employer and the association agree to not discriminate against any employee on the basis of religion, race, color, national origin, age, gender, height, weight, handicap, sexual orientation, marital status, membership or participation in, or association with the activities of the association, in accordance with the law.

ARTICLE IV

MANAGEMENT RIGHTS

- 4.1 The Board hereby and retains onto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by laws, and the constitution

of the State of Michigan and of the United States. The matters contained in this agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between parties during the term of this Agreement, unless by mutual consent. Such rights shall include, by way of illustration and not by way of limitation, the right:

- A. To the executive management and administrative control of the school system and its properties, facilities, equipment, operation, activities and responsibilities of its employees;
- B. to determine the size of the workforce including the right to hire all employees and, subject to provision of the law, to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion, and to promote and transfer all such employees;
- C. to establish levels and assignment of employees as deemed necessary or advisable by the Employer;
- D. to determine services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules and standards of operations; the means, methods and processes of carrying on the work including automation or contracting thereof, or changes therein, the institution of new and/or improved methods or changes therein;
- E. to establish, modify, or change any work or business or school hours or days;
- F. to adopt rules, regulations, and determine the number of employees required and the length of their assignments;
- G. to determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, buildings or other facilities;
- H. to determine the size of the management organizations, its functions, authority, amount of supervision and table or organizations, provided that the Employers shall not abridge any rights from employees as specifically provided for in this Agreement;
- I. determine financial policies including all accounting procedures and all matters relating to public relations;
- J. to determine the policy affecting the selection, testing or training of employees providing that such selection shall be based upon lawful criteria;
- K. the right of Administration to perform work in training, supervising, and filling in for association members in emergency situations as they have in the past.

The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement and shall be expressly limited by said provisions.

- 4.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, the adoption and equal application 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 specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Laws and Constitution of the State of Michigan and the Laws and Constitution of the United States.

ARTICLE V

UNION MEMBERSHIP

- A. Employees covered by this agreement may elect to become a member of the Plymouth-Canton Extended Day Association. If the employee elects to join the union and pay union dues, or pay to the union a representation service fee, the amount shall be determined by the union as the employee's pro rata share of the union's cost of negotiating and administering the collective bargaining agreement.
- B. Any employee who is a member of the union, or who has applied for membership, may sign and deliver to MEA a membership form authorizing deduction of dues, as established by the union.
- C. The union shall have the right to use school buildings, property and facilities without charge to conduct union business. Arrangements shall be made with the building administrator at least one week in advance.
- D. Inter-school phone service, email, mail delivery and available technology to support the program shall be granted to the Extended Day programs.
- E. The employer agrees not to discriminate against any employee on the basis of membership or participation in the union.
- F. The bargaining teams of the Plymouth-Canton Community Schools and the Plymouth-Canton Extended Day Association, MEA/NEA have a mutual obligation pursuant to Act 379 of the Michigan Public School Act of 1965, to bargain in good faith with respect to hours, wages, terms and conditions of employment for personnel represented by the union.
- G. A digital copy of the completed master agreement will be emailed to the PCEDA President. The PCEDA President will distribute an electronic copy of the master agreement to all PCEDA members. A copy of this agreement shall be duplicated and distributed to each building where PCEDA members are present within thirty (30) days of ratification.
- H. The union shall be granted the use of twelve (12) paid days per year for association business and/or attendance at the representative assemblies, conferences, conventions, workshops and training. The PCEDA President shall notify the Extended Day Coordinator in advance of dates, times and members using association days. Additional time shall be granted upon agreement between the President of the association and the human resources administrator based upon a specific situation.

Consideration shall also be given to the possible effect of the Extended Day program needs.

ARTICLE VI

PROBATION AND SENIORITY

- A. Seniority standing shall be granted to all employees covered by this agreement. All new employees shall be placed on the seniority list as of the first day of employment, upon the completion of a probationary period of sixty (60) working days of employment. Probationary employees may be discharged or disciplined by the employer without the same causing a breach of this agreement or constituting a grievance. Seniority ties shall be broken by social security number. The employee with the highest last four digits of the social security number shall be placed ahead of others with the same seniority. Seniority for full time or part time extended day staff shall be defined as total years of service from date of unit hire including leave and layoff periods.
- B. An employee's seniority shall terminate:
 - 1. If an employee resigns or is discharged.
 - 2. If the employee's lay off period exceeds two times their seniority or reaches a two (2) year maximum.
 - 3. If the employee retires.
 - 4. Upon assignment to a regular position, an employee who has been laid off will maintain formerly accumulated seniority and leave days.
- C. The employer shall prepare, maintain and submit to the union the seniority list. The initial seniority list shall be submitted to the union within thirty (30) days of the ratification of this agreement, with revisions submitted thereafter upon request of the PCEDA President.

ARTICLE VII

GRIEVANCE PROCEDURE

- 7.1 A grievance shall be defined as a written complaint by an employee in the bargaining unit alleging a violation, misinterpretation or misapplication of the specific terms of this agreement.
 - A. A working day shall be Monday through Friday, excluding holidays.
 - B. Time limits may be extended by mutual agreement.

- C. Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last decision rendered.
- D. A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.

7.2 INFORMAL CONFERENCE

The employee may within ten (10) working days of the alleged occurrence discuss their problem with the Extended Day Coordinator and/or his or her designee.

Any employee not satisfied with a personal conference may take their problem to the PCEDA President for consultation. The PCEDA President may visit the Extended Day Coordinator in a further effort to resolve the grievance, which said visit shall occur within the ten (10) working days after the event giving rise to the problem. The Extended Day Coordinator shall give their decision to the PCEDA President within five (5) working days.

The PCEDA President shall take the decision to the PCEDA Executive Committee, where the Executive Committee shall approve of, and process all grievances to be pursued beyond informal conference level of the grievance procedure.

7.3 All grievances shall follow this procedure:

A. Step 1 – Extended Day Coordinator

If the problem is not resolved in the informal conference, it shall be reduced to writing, clearly stating the claimed basis for the grievance and shall be signed by the employee and presented to the Extended Day Coordinator by the PCEDA President within fifteen (15) working days after the alleged occurrence. The written grievance may be discussed with the Extended Day Coordinator by not more than two (2) union representatives accompanied by the employee, at the discretion of the union. Within ten (10) working days after receiving the written grievance, the Extended Day Coordinator shall communicate their decision in writing to the PCEDA President.

B. Step 2 - Administrator who oversees Extended Day

Within ten (10) working days after delivery of the Extended Day Coordinator's decision, the grievance may be appealed to the Administrator who oversees Extended Day or h their designee, by the union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1. Within ten (10) working days after delivery of the appeal, the Administrator who oversees Extended Day or their designee shall investigate the grievance and shall communicate their decision in writing to the PCEDA President.

C. Step 3 – Human Resources Level

Within ten (10) working days after delivery of the Administrator who oversees Extended Day decision, the grievance may be appealed to the Human Resources Administrator or their designee, by the union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the grievance is based and shall be accompanied by previous decisions. Within ten (10) working days following a hearing, the Human Resources Administrator or their designee shall communicate his/her decision in writing together with the supporting reasons to the PCEDA President, the Administrator who oversees Extended Day, the Human Resources Administrator responsible for Extended Day and the Extended Day Coordinator.

D. Step 4 – Arbitration Level

Any unresolved grievance which relates to the alleged interpretation, application or enforcement of a provision of this agreement, which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance with the following:

1. Arbitration shall be invoked within ten (10) working days of the decision in step 3 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice, the party desiring arbitration shall refer the matter to the American Arbitration Association for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules except where expressly provided otherwise in the agreement.
2. The arbitrator, the union or the employer may call any witness in an arbitration hearing.
3. Each party shall be responsible for expenses of the witnesses they may call.
4. The arbitrator shall have no power to rule on any matter not involving an alleged violation of specific provisions of this agreement.
5. The arbitrator shall not have jurisdiction to add to or subtract from or modify any part of this agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute their discretion for that of any of the parties hereto.
6. The decision of the arbitrator shall be final, conclusive and binding upon the parties.
7. The expenses of the arbitrator shall be borne equally by the parties.
8. In the event that a case is appealed to an arbitrator on which he/she has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

ARTICLE VIII

PROGRAM STAFFING

- A. The Board will follow state guidelines for state licensing in regard to student/staff ratio.
- B. The Board will post all vacancies and notify all Extended Day staff of open positions.
- C. The Board will periodically review hiring requirements for all Extended Day positions and will follow district standard practices for interviewing and hiring.
- D. Employees will be given tentative assignments by August 1. The assignments will indicate site location and hours for the next school year. Employees reduced in hours by the district which would make them benefit ineligible, would be able to continue their benefit level the next school year.
- E. Extended Day will accommodate changes in regularly scheduled school calendar days and times. A normal working day will include planning time.

STAFF PLACEMENTS, REDUCTIONS, DISPLACEMENT, LAYOFFS and VACANCIES

GUIDELINES FOR ASSIGNMENT PLACEMENT

At the beginning of each school year, seniority will prevail in assignments within the district. When displacements occur, the least senior employee in each classification (assistant, supervisor, and site director) in the district will be displaced. When there are special circumstances that can be justified by the Coordinator of Extended Day Program to Human Resources and the PCEDA President, they must all agree before anything but seniority will decide on placement of an employee.

When the district develops a pool of displaced PCEDA employees during the summer, the PCEDA President will be involved with Human Resources in the reassignment process. Human Resources will coordinate the placement of each displaced PCEDA employee. Human Resources will meet with the PCEDA President to review and finalize the placements.

In unique situations a PCEDA employee may be displaced during the year because of a student or program change, the least senior PCEDA employee in the district within the classification requiring displacement will be displaced. Human Resources will receive the new assignment from the Coordinator of Extended Day Programs and will consult with the PCEDA President prior to placement.

PCEDA employees can volunteer for a change of assignment for the following school year by submitting a written request (email accepted) to the Coordinator of Extended Day Programs by May 1st.

DISPLACED EMPLOYEES

- A. Displacement within the classification will be by seniority. Upon exhaustion of classification seniority, the employee will then be assigned to the displacement pool for assignment, bargaining unit seniority permitting.
- B. Displaced employees will be assigned by classification, according to seniority.
- C. Employees who are reduced in hours by 25% or more from initial hours as of September 1st of each year shall have the option of displacing the lowest seniority person in their classification who has comparable hours and/or hours as close as possible.

Employees who do not qualify for benefits due to the reduction of hours, shall have the option of displacing the lowest seniority person in their classification who qualifies for benefits.

- D. Displaced PCEDA employees who are reassigned to a different work location may opt instead for a voluntary non-paid leave of absence for a period of up to one (1) year.
- E. If remaining on lay-off would cause the District to hire a new employee the recalled
- F. PCEDA employee must accept the assignment or be terminated.

LAYOFF OF EMPLOYEES

- A. When a reduction in workforce occurs, then layoff shall be by seniority.
- B. Except for unusual circumstances, no employee shall be laid off pursuant to a necessary reduction in the work force unless the Union and the employee has been notified of the layoff in writing at least ten (10) calendar days prior to the effective date of such layoff.
- C. The administration will not utilize substitutes in the place of regular employees in Extended Day during a layoff, unless laid off employees refuse to substitute. It is the responsibility of the laid off employee to notify the Human Resources Department of their availability to substitute. In no case shall a new employee be employed by the Employer while there are laid-off employees unless they have been offered the position in question or the employee does not qualify. Full time employees will be offered a part-time position.
- D. Recall of laid off employees shall be accomplished in a reverse order of layoff. Notice of recall from layoff will be sent in writing to the employee's last known address on record with the Human Resources Department.

Such notice will state the place, time and date on which the employee is to report to work. It is the employee's responsibility to keep the Human Resources Office notified as to their current mailing address. Upon receipt of notice, an employee will have ten (10) calendar days to accept a recall. The administration may temporarily fill the position in the meantime.

Employees recalled to work are obligated to take the assignment. Employees who decline, or who fail to respond within ten (10) calendar days of receipt of notice of recall shall forfeit seniority rights and be terminated.

Any employee who is laid-off and recalled shall not lose previously accumulated and credited seniority.

- E. If the layoff is to be a temporary situation, the employee shall be given the first opportunity to apply for an open Extended Day position; further, that he/she be afforded an opportunity at preferred substitute work.
- F. Upon assignment to a regular position, an employee who has been laid off will maintain formerly accumulated seniority and leave days.

VACANCIES AND TRANSFERS

A vacancy shall be determined by the Employer and be defined as an unfilled position, either an existing or newly created classification as indicated in the recognition clause.

FILLING VACANCIES

- A. All vacancies and new positions will be posted for a minimum of five (5) work days on the District website.

Vacancies and new positions will be filled from present bargaining unit applicants who have completed their probationary period and meet the qualifications as posted. Upon their request, any unsuccessful bargaining unit applicant with greater seniority than the selected applicant will receive an explanation as to why they were not selected. If no present bargaining unit applicant meets the qualifications, the District may hire an external applicant.

- B. Postings shall be maintained on the district website and a written comprehensive list provided upon request, but not more frequently than one (1) time per month.
- C. In the event it becomes necessary for a substitute employee to remain in a position beyond 15 work days, the Human Resources Department will notify the PCEDA President and provide an explanation as to why the position has not been filled.

CLASSIFICATIONS OF EXTENDED DAY EMPLOYEES

Assistant	Assistant Floater
Supervisor	Supervisor Floater
Site Director	Summer Camp On-Site Coordinator
Summer Camp Assistant	Summer Camp Site Director
Summer Camp Assistant Floater	Summer Camp Site Director Floater

All postings shall contain the following information: job title, location, starting date, rate, hours, qualifications, and duties.

ARTICLE IX

SUMMER CAMP STAFFING

- A. Those Extended Day employees desiring to work the summer camp program shall submit the preferred work schedule form by the deadline determined by the Extended Day Coordinator.
- B. Staff shall be placed in the summer camp program by seniority within the bargaining unit, relevant experience with grade levels and availability.
- C. If Extended Day employees do not receive their 1st or 2nd position and shift preference, they will be contacted directly before any further placement.
- D. Summer camp positions shall be filled by current bargaining unit members before placement of any preschool staff or external candidates.
- E. On-site summer coordinator's rate of pay will equal the top step of the site director salary. Summer on-site coordinator will receive a \$500 stipend for summer work.

ARTICLE X

EVALUATION

- A. It is the intent of the parties that the Extended Day employees be evaluated annually. The Extended Day Coordinator shall meet with the Site Directors of each site to obtain verbal input on each employee's performance before writing and signing the evaluation of each employee.

- B. A committee comprised of three PCEDA members and three members of the administrative staff shall be established to review the effectiveness of the evaluation process on a periodic basis.
- C. When possible, evaluations shall be completed by June 1 of each year. Evaluation form(s) shall be included in the Extended Day Handbook.

ARTICLE XI

LONGEVITY

Eligible employees will receive longevity payments on the anniversary date of the employee.

5 – 9 years	\$300
10 – 13 years	\$450
14 – 18 years	\$700
19 years and above	\$950

If an employee is in more than one bargaining unit, they will receive the longevity payment which is the higher amount of the units.

ARTICLE XII

SITE DIRECTOR MENTOR PROGRAM

- A. The Board will provide a site director mentor program with up to two (2) site directors based on availability recommended by the Extended Day Coordinator.
- B. The site directors are eligible to decline the recommendation.
- C. There will be a stipend of \$200 for each site director serving as a mentor.
- D. At least one (1) mentoring site director will meet with each new site director hire at their new site.
- E. Mentoring site directors are also available to those who have been promoted to site director positions.
- F. The mentoring site director shall maintain a meeting log complete with dates and times.

ARTICLE XIII

PROFESSIONAL DEVELOPMENT

All pre-planned professional development days shall be added to the group calendar and communicated to employees as soon as possible.

The District will provide all minimum professional development requirements to each employee as needed, annually. Minimum hours and specific courses are determined by the Michigan Licensing and Regulatory Affairs (LARA) department. All required training will be paid at the regular rate of the employee.

Opportunities for additional training throughout the year may periodically be offered by the Program Coordinator. Any employee to whom a training is offered shall know in advance if the training will be paid or if it is a voluntary opportunity. There is no expectation that all employees will be offered the same number of additional paid hours of training. Training opportunities will vary based on classification and program needs.

ARTICLE XIV

HOLIDAYS

- A. HOLIDAYS (Paid) - Employees who meet eligibility requirements will be paid the same number of hours they are normally scheduled to work at their regular rate of pay. In order to qualify for pay for a holiday, an employee (unless ill) must work the last scheduled work day prior to and the next scheduled work day after such holiday.

Staff members working twenty (20) or more hours will receive the following holidays:

- | | |
|------------------------------|---------------------------------------|
| 1. Thanksgiving | 7. MLK Day |
| 2. Friday after Thanksgiving | 8. Presidents' Day |
| 3. Christmas Eve | 9. Wednesday before Thanksgiving |
| 4. Christmas Day | or alternative day if that Wednesday |
| 5. New Year's Day | is a work day |
| 6. Memorial Day | 10. July 4 th (Summer Camp |
| | employees only) |
| | 11. Four (4) Personal holidays |

Personal holidays must be taken when school is not in session. Employees must provide timely notice of the intention to take a personal holiday to the building administrator or their designee.

All holidays, including the four personal holidays, will be moved to the new group calendar. The four personal holidays will be published in the calendar so all employees will know which days will be paid holidays.

Staff members working sixteen-nineteen (16-19) hours will receive the following holiday:

1. Memorial Day

ARTICLE XV

BENEFITS

15.1 Leave Days

- A. Staff members working less than 25 hours per week will earn paid time off based on hours worked, not including hours used as paid time off. The accrual rate shall be 1 hour of sick time for every 30 hours of time actually worked. All other provisions of PA 2 of 2025, the Earned Sick Time Act/ESTA) shall be followed.
- B. Staff members working 25 hours or more per week will receive 0.8 leave days per month, for a total of 8 full leave days for September through June.
- C. Leave days will be placed in employee's leave bank as earned throughout the year.
- D. All summer employees shall accrue additional sick time at the same rate as employees working less than 25 hours (1 hour for every 30 hours worked). Earned sick time in the summer will be added to the regular bank for all employees.
- E. Leave days carry over year to year.
- F. Thirty Day Extension Bank: This additional 30 days constitutes a personal "extension bank" available to each employee one time during the period of their employment in the district. Days may be used for one illness or split among multiple illnesses over the individual's period of employment in the district. Days may be used for personal illness only. Absence beyond the additional thirty (30) days shall mean full loss of pay.
- G. Leave For Jury Duty: Employees serving on jury duty shall be paid the difference between jury hearings, excluding mileage, and regular earnings for a period not to exceed a two (2) month period.
- H. Bereavement Days: All employees covered by this Agreement may take up to five (5) working days off with pay from the employee's sick bank balance for a death in the employee's immediate family. The immediate family shall be construed to mean one (1) of the following: husband, wife, children, parents, brother, sister, grandparents, mother-in-law, father-in-law, grandchildren, any other relative or non-relative living and making their home in the household of the employee, or any individual who has a significant personal meaning to the employee. Additional time off from the employee's sick bank may be granted for necessary time to travel to distant states for funeral services providing said time is arranged for with the Extended Day Coordinator at least forty-eight (48) hours prior to the time taken. The District has the right to monitor bereavement day utilization to ensure the benefit is not being abused.

15.2 Staff Discount Extended Day Tuition

All Extended Day staff can enroll their own child, step-child, foster child, or legal guardian in the program at a twenty percent (20%) discount as a taxable benefit. All discounts must be processed and approved by the Coordinator of the Extended Day program. If an employee leaves the Extended Day group, for any reason, but wishes to keep their child or guardian enrolled in the Extended Program, the discount will be removed effective after the last day of employment.

15.3 Student Teaching Placement

Any Extended Day employee who is pursuing a Michigan teaching certificate through an accredited teacher education program with the State of Michigan, and who would like to complete their student teaching experience with the Plymouth-Canton Community Schools, shall be guaranteed a placement within the District. Specific building or grade level will not be guaranteed. The employee must initiate this placement with their undergraduate institution and the P-CCS Human Resources Department.

15.4 Health Insurance – Single Health Benefits

- A. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for single health care expenditures each year not to exceed the hard cap limits set forth in PA152, for all regular employees working 30 or more hours per week.
- B. Employees working 20-29 hours per week who were hired prior to November 14, 2018 will be grandfathered for single health benefits based on hours at the time of ratification. Subsequent changes to hours will not change their benefit eligibility.

15.5 Dental Insurance

- A. The Employer shall pay the premium/illustrated rates for dental insurance (internal and external, COB-Coordination of Benefits-suffixing) for all employees working thirty (30) or more hours per week. The Board reserves the right to bid and name the insurance carrier or become self-insured provided the same levels of coverage are met. See *Appendix B*.

15.6 Vision Insurance

- A. The Board agrees to provide vision care coverage to employees who work thirty (30) or more hours per week. The Board reserves the right to bid and name the insurance carrier or become self-insured provided the same levels of coverage are met. See *Appendix B*.

ARTICLE XVI

SCHOOL CANCELLATION

15.1 A. All regular seniority employees will be paid for any day when school is canceled by an Act of God such as storms, snow, etc., which is not rescheduled.

B. If a regular employee reports to work on an Act of God day, due to the District failing to announce the school cancellation or is required to work any portion of that day, the employee will be paid for the hours worked in addition to A or B above.

ARTICLE XVII

SALARY SCHEDULE

2025/26

Eliminate current Step 1 for all classifications.

Add a new step above the current Step 4 that is 3% higher than current Step 4.

All employees get a step increase.

Renumber steps 1-4.

Current Step	New Step	Assistant	Supervisor	Site Director
±	n/a	\$15.32	\$17.28	\$19.00
2	1	\$16.04	\$18.09	\$19.90
3	2	\$16.84	\$18.99	\$20.90
4	3	\$17.68	\$19.94	\$21.94
NEW	4	\$18.21	\$20.54	\$22.60

Revenue Sharing

If the annual audit report shows that in the previous school year, the Extended Day Program had total revenues that exceeded total expenditures, before any intra-district transfers, by at least \$25,000, employees working 20 or more hours per week shall receive the following:

20-29.9-hour employees: \$500

30+ hour employees: \$750

The revenue sharing bonus shall be paid on the first pay in November. In order to be eligible for the revenue sharing bonus, employees must have worked the previous school year with a start date no later than October 31st.

If the annual audit report shows that in the previous school year, the Extended Day Program had total revenues that exceeded total expenditures, before any intra-district transfers, by at least \$130,000, all employees shall receive a bonus. The total amount of money to be distributed will be twenty (20) percent of the total amount of revenue that exceeded the total expenditures for the year. The money shall be distributed to all employees based on a pro rata share of the total hours worked by the group, calculated on November 1st of the year the bonus will be distributed. See example below:

Total revenue amount over total expenditure amount: \$130,000.

Bonus to be distributed to all employees. $\$130,000 * 0.2 = \$26,000$.

Total work hours for all positions, vacancies included, on November 1st: 38,727 hours annually (summer not included)

Total annual hours for employee John Smith: 1,218.75 hours annually (summer not included)

Employee John Smith share of total hours: $1,218.75/38,727 = 3.1\%$

Employee John Smith's bonus: $.031 * \$26,000 = \$806$

DURATION OF CONTRACT

This language of this contract will become effective July 1, 2025 and terminate on June 30, 2026

FOR:

Plymouth-Canton Extended
Day Association

Dawn Hansen

Dawn Hansen
PCEDA President

Jason Foster

Jason Foster
Negotiator

Robin Wiley

Robin Wiley
Negotiator

Seth Furlow

Seth Furlow
MEA UniServ Director

Plymouth-Canton Community Schools

Abdul Madyun

Abdul Madyun
Chief Human Resources Officer

Lisa Anglin

Dr. Lisa Anglin
Executive Director of Human Resources

Frank Ruggirello

Frank Ruggirello
Executive Director of Communications & Marketing

Lisa Trucks

Lisa Trucks
Extended Day Coordinator

Ally Meyette

Ally Meyette
Human Resources Coordinator

APPENDIX A – Benefit Summary Sheet

EXTENDED DAY

Employees working 30 hours or more per week

Eligibility Period: 90 calendar days for health/60 working days all other benefits

HEALTH

Company: Blue Cross Blue Shield PPO and Blue Care Network HMO
Telephone: 1-800-637-2227 (claims & I.D. Cards)
Internet address: www.bcbsm.com

Benefits:

Employees working 30 or more hours per week can pay the difference in premium to add dependent children to the plan.

(See pages 22-24 for plan choices)

Effective: End of eligibility period
Employee Cost: Amount above hard cap set by PA 152
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents if not done at the time of the event)
Benefit Year: January – December
Coverage: Single Only

DENTAL INSURANCE

Company: BCBS Blue Dental PPO (www.mibluedentist.com)
Telephone: 1-888-826-8152
Group: #71757
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after completion of eligibility period

Benefit:

COB Sufficing
1. 90% without other coverage
2. 50% with other coverage
\$1,500 annual max, \$1500 life time ortho max
Benefit year: January – December

VISION INSURANCE

Company: NVA (National Vision Administrators)
 Telephone: 1-800-672-7723
 Group: 8662
 Open Enrollment: May to be effective September 1
 (One time to enroll or add dependents, if not done at the time of the event.)
 Effective: 1st of the month after date of hire

BENEFITS

EXAM

IN-NETWORK

Covered 100%

OUT-OF-NETWORK

Up to \$48

LENSES

Standard Glass or Plastic Covered 100%

Single Vision Up to \$63
 Bi-Focal Up to \$72
 Tri-Focal Up to \$90
 Lenticular Up to \$110

LENS OPTIONS

Progressives (Standard) 100%
 Progressives (Premium) 100%

N/A
N/A

FRAME

Covered up to \$44 (20% off remaining balance over \$44 allowance)

Up to \$44

CONTACT LENSES

Up to \$150 Retail Allowance
 (15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$150)

Up to \$150

Benefit year: January - December

FSA, HSA and DEPENDENT CARE ACCOUNT

Company: HealthEquity
 Telephone: 1-866-346-5800
 Plan year: September - August

EMPLOYEE ASSISTANCE PROGRAM

Company: ULLIANCE
 Telephone: 1-800-448-8326
www.lifeadvisor.com

FINANCIAL ASSISTANCE PROGRAM

Company: Your Moneline
 Telephone: 1-833-890-4077
yourmoneyline.com/pccsk12

***NOTE:** All insurance claim forms are available in the school office and in the Employee Benefit office.

Plymouth Canton Community Schools

Plan Offering - EXTENDED DAY

SEPTEMBER 1, 2025 - AUGUST 31, 2026												
BCBS COMMUNITY BLUE PPO	Plan Choice #1		Plan Choice #2		Plan Choice #3		Plan Choice #4		Plan Choice #5		Plan Choice #6	
Plan Design	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Single/Family)	\$250/\$500	\$500/\$1,000	\$500 / \$1,000	\$1,000/\$2,000	\$500 / \$1,000	\$1,000/\$2,000	\$1,250/\$2,500	\$2,500/\$5,000	\$1,450/\$2,900	\$2,900/\$5,800	\$2,000/\$4,000	\$4,000/\$8,000
Office Visit / Urgent Care	\$20 copay	80% after deductible	\$20 copay	70% after deductible	\$20 copay	60% after deductible	\$30 copay	80% after deductible	\$15 Office Visit/\$40 Urgent Care	70% after deductible	\$30 Office Visit/\$60 Urgent Care	60% after deductible
Emergency Room	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$250 copay (waived if injury or if admitted)	\$250 copay (waived if injury or if admitted)
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	100% after deductible	80% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible
Coinsurance Maximum (Single/Family) Not Including	None	\$1,000/\$2,000	\$1,000/\$2,000	\$2,000/\$4,000	\$1,000/\$2,000	\$3,000/\$6,000	N/A	\$3,000/\$6,000	\$1,000/\$2,000	\$2,000/\$4,000	\$1,500/\$3,000	\$3,000/\$6,000
Prescription Drugs	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 1)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic \$40 Brand \$40 Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year

SEPTEMBER 1, 2025 - AUGUST 31, 2026				
BCBS COMMUNITY BLUE PPO	Plan Choice #7 (BCBS HSA) HSA Compatible		Plan Choice #8 (BCBS HSA) HSA Compatible	
Plan Design	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible (Single/Family)	\$2,000/\$4,000	\$4,000/\$8,000	\$2,500/\$5,000	\$5,000/\$10,000
Office Visit / Urgent Care	80% after deductible	60% after deductible	80% after deductible	60% after deductible
Emergency Room	80% after deductible	60% after deductible	80% after deductible	60% after deductible
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinurance	80% after deductible	80% after deductible	80% after deductible	80% after deductible
Coinurance Maximum (Single/Family) Not Including Deductible	N/A	N/A	N/A	N/A
Prescription Drugs (copays for HSA plans apply after deductible is met)	\$15 Generic \$50 Brand 50% (\$70 min/\$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays	\$15 Generic \$50 Brand 50% (\$70 min/\$100 max) Non Preferred Brand (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	\$3,000 per member/\$6,000 for 2 or more members per calendar year	\$5,000 per member/\$12,000 for 2 or more members per calendar year	\$4,000 per member/\$8,000 for 2 or more members per calendar year	\$6,000 per member/\$16,000 for 2 or more members per calendar year

SEPTEMBER 1, 2025 - AUGUST 31, 2026		
BCBS BLUE CARE NETWORK HMO	Plan Choice #9 (BCN HMO) Compatible with FSA account	Plan Choice #10 (BCN HMO HSA) Compatible with HSA Account
Plan Design	In-Network	In-Network
Deductible (Single/Family)	\$2,000/\$4,000	\$3,000 (need to meet before anything covered)/\$6,000 (2 or more members need to meet family deductible before anything is covered).
Office Visit / Urgent Care	\$30 office visit/\$65 urgent care copay	80% after deductible
Emergency Room	\$300 copay (waived if injury or if admitted)	80% after deductible
Preventive Care	100% (not subject to deductible)	100% (not subject to deductible)
Coinsurance	80% after deductible	80% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	\$1,500 / \$3,000	N/A
Prescription Drugs	\$15 Generic \$50 Brand 50% (\$70 min/\$100 max) Non Preferred Brand (Mail Order x 2)	\$15 Generic after ded. \$50 Brand after ded. 50% (\$70 min/\$100 max) Non Preferred Brand after ded. (Mail Order x 2)
Out-of-Pocket Maximum In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays	\$6,350 per member/\$12,700 for 2 or more members per calendar year	\$4,000 per member/\$8,000 for 2 or more members per calendar year

APPENDIX B - CALENDAR

2025/26 Extended Day STAFF WORK SCHEDULE

Extended Day PCEDA Employees
20+ hours per week

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

0	0	1	22
			23

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

0	3	0	18
			21

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

21	0	0	1
			22

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22	0	0	1
			23

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

16	0	3	1
			20

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

15	0	6	2
			23

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

19	0	2	1
			22

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

18	0	1	1
			20

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

19	0	0	3
			22

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

19	0	0	3
			22

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

20	0	1	0
			21

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

9	0	0	13
			22

10 MONTH EMPLOYEES		DAYS	HOURS
TOTAL PAID DAYS		195	
WORKDAYS		177	(Does not include PD)
HOLIDAYS		14	
PROFESSIONAL DEV.		3	
UNPAID DAYS		67	

2025/26 Extended Day STAFF WORK SCHEDULE

Extended Day PCEDA Employees
16-19 hours per week

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

0	0	0	23
23			

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

0	3	0	18
21			

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

21	0	0	1
22			

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22	0	0	1
23			

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

16	0	0	4
20			

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

15	0	0	8
23			

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

19	0	0	3
22			

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

18	0	1	2
20			

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

19	0	0	3
22			

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

19	0	0	3
22			

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

20	0	1	0
21			

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

9	0	0	13
22			

10 MONTH EMPLOYEES		DAYS	HOURS
TOTAL PAID DAYS		182	
WORKDAYS		177	(Does not include PD)
HOLIDAYS		1	
PROFESSIONAL DEV.		3	
UNPAID DAYS		78	

2025/26 Extended Day STAFF WORK SCHEDULE

Extended Day PCEDA Employees
under 16 hours per week

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

0	0	0	23
23			

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

0	3	0	18
21			

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

21	0	0	1
22			

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22	0	0	1
23			

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

16	0	0	4
20			

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

15	0	0	8
23			

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

19	0	0	3
22			

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

18	0	0	2
20			

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

19	0	0	3
22			

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

19	0	0	3
22			

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

20	0	0	1
21			

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

9	0	0	13
22			

10 MONTH EMPLOYEES		DAYS	HOURS
TOTAL PAID DAYS		181	
WORKDAYS		177	(Does not include PD)
PROFESSIONAL DEV.		3	
UNPAID DAYS		81	

B	
Benefits	15
Benefits Summary Sheet	21
Bereavement Days	16

C	
Calendar	26
Classifications	12
Conformance with the Laws and Constitution	5

D	
Dental Insurance	17
Displaced staff	9, 10
Duration of contract	20

E	
Evaluation	13

F	
Filling vacancies	11

G	
Grandfathered	17
Grievance Procedure	6

H	
Health Insurance	16
Holidays	14

I	
Informal Conference	7

J	
Just Cause	3

L	
Layoff	10
Leave Days	15
Leave For Jury Duty	16
Longevity	13

M	
Management Rights	4

N	
<u>Non-Discrimination</u>	3

P	
Personal holiday	14
Posting days	11
Probation	6
Probationary period	6
<u>Professional Development</u>	14
Program Staffing	9

Q	
Qualify for holiday pay	14

R	
Recall from layoff	11
Recognition	3
Revenue Sharing	19

S	
Salary Schedule	17
School cancellation	17
Seniority	6
Seniority list	6
Seniority standing	6
Seniority termination	6
Seniority ties	6
Site Director Mentor Program	13
Staff Discount Extended Day Tuition	16
Staff placements	9
Student Teaching Placement	16
Summer Camp Staffing	12

T	
Thirty day extension bank	15

U	
Union days	6
Union Membership	5

V	
Vacancies and transfers	11
Vision Insurance	17