MASTER AGREEMENT
2026-2030

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM

THE GROSSE POINTE EDUCATIONAL OFFICE ASSOCIATION/MEA

20601 Morningside Dr, Grosse Pointe Woods, MI 48236

Agreement Between
The Grosse Pointe Educational Office Association/MEA
and
The Grosse Pointe Public School System
2026 – 2030

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THIS AGREEMENT entered into as of the, 23rd day of June 2026 by and between the BOARD OF EDUCATION of THE GROSSE POINTE PUBLIC SCHOOL SYSTEM, WAYNE COUNTY, MICHIGAN, hereinafter called "the BOARD" and the GROSSE POINTE EDUCATIONAL OFFICE ASSOCIATION, MEA, hereinafter called "the ASSOCIATION"

ARTICLE I

PREAMBLE

1.0 WHEREAS, on February 7, 1966, the Association was formally recognized by the Board as the exclusive representative, for the purposes of collective negotiations with the Board with respect to rates of pay, wages, hours of employment, and other conditions of employment of the employees covered by this Agreement; and

1.1 WHEREAS, following extensive negotiations, certain understandings have been reached between representatives of the Board and the Association concerning such matters for the years 2026-2030.

1.2 NOW, THEREFORE, in consideration of the following mutual covenants, the Association and Board hereby agree as follows.

ARTICLE II

RECOGNITION

2.0 The Board recognizes the Association as the sole and exclusive bargaining representative for all hourly office workers (but excluding all substitutes, irregular or temporary employees, all confidential employees, and all supervisory and office administrative personnel who have authority to hire, fire, evaluate or demote employees) employed by the Board, in all matters of disputes or grievances which may arise during the term of the Agreement as to the application, interpretation or compliance of either party as to its rights under this Agreement. If the Board decreases the hours of a position in the bargaining unit to less than one-half of a full schedule, it will nevertheless remain in the bargaining unit. The secretaries to the Superintendent of Schools the Deputy Superintendent of Educational Services, the Assistant Superintendent for Business & Operations, and the Assistant Superintendent of Human Resources are not members of the bargaining unit represented by the Association. All office workers covered by this Agreement are hereinafter referred to as "EMPLOYEES."

ARTICLE III

RIGHTS OF THE BOARD

3.0 There is reserved exclusively to the Board all responsibilities, powers, rights, and authority vested in it by the laws and constitution of Michigan and the United States or which have been heretofore properly exercised by it, excepting where expressly and in specific terms limited by the provisions of this Agreement, which rights shall include, by the way of illustration and without limiting the generality of the foregoing, the following:

3.1 To manage and administer the School System, its properties and facilities and to direct its employees in the course of their duties;

3.2 To hire all employees and, subject to the provisions of law and this Agreement, determine their qualifications and the conditions of their continued employment, their dismissal or demotion, to assign duties, responsibilities and the place of work to employees to fill vacancies, and to promote, re-assign and transfer any such employee;

3.3 To establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of employees and their working conditions which are not inconsistent with the provisions of this Agreement or violative of law; and

3.4 To determine future staffing needs of the bargaining unit.

3.5 None of the foregoing rights shall be exercised in such a manner as to conflict with any other express provision of this Agreement or supplemental written understandings between the parties.

3.6 The Board further recognizes the valuable assistance to be gained in its responsibility of determining school policies from effective communication with the Association. Accordingly, it is agreed that representatives of the Board and the Association shall meet periodically when necessary to discuss school policies of legitimate concern to the Association and problems relating to the implementation of the Agreement, to review the administration of the contract and to resolve any problems that are not of a grievance nature. It is intended that these meetings will produce a high level of mutual understanding and that problems will be resolved on an equitable basis.

3.7 In no event are such meetings to be used for discussion of existing grievances, or by either party to demand any modifications to the provisions of the Agreement, except with the prior consent of the other party.

ARTICLE IV

FAIR EMPLOYMENT PRACTICES

4.0 The Board agrees that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, genetic information or marital status be excluded from participation in, be denied the benefits of the Association or any other employee organization. It is understood that no matter arising under this paragraph shall be subject to the arbitration provision of the grievance procedure.

4.1 The Association agrees that it shall admit all employees to its membership without discrimination by reason of race, creed, color, national origin, sex, age, marital status, non-disabling handicap, or membership or participation in the activities of any other employee organization. Membership in the Association shall not be required as a condition of employment of any employee with the Board. It is understood that no matter arising under this paragraph shall be subject to the arbitration provision of the grievance procedure.

ARTICLE V

RIGHTS OF THE ASSOCIATION

ACCESS TO BOARD INFORMATION

5.0 The Board agrees to furnish to the Association, upon reasonable request, such information concerning the financial resources of the School District, which by law is available to its residents. In addition, the Board will furnish the Association, upon reasonable request, tentative budgetary requirements and allocation, under consideration by the Board of Education that will assist the Association in developing accurate, informed and constructive proposals (which may be made only at the times expressly permitted by this Agreement) concerning the rates of pay, wages, hours of work, and other conditions of employment of employees. Furthermore, the Board agrees to furnish to the Association, upon reasonable request, such legally permissible information which is not reasonably available elsewhere and which is necessary for the Association to process efficiently any grievance in the grievance procedure.

5.1 The Association shall be advised by the Board of any new or modified fiscal, budgetary, or tax programs which are proposed or under consideration, and the Association shall be given reasonable opportunity to consult with the Board with respect to the proposed annual budget prior to its adoption and general publication.

5.2 It is agreed and recognized, however, that except for expenditures contained in any annual budget which are required by the terms of the Agreement, the authority to adopt all parts of the annual budget of the School District resides exclusively with the Board and during the term of this

Agreement shall not be the subject of mandatory negotiation with the Association, nor subject to any proceeding under the grievance procedure.

PAYROLL DEDUCTIONS

5.3 For purposes of this Article, the term "year" shall mean the twelve month period beginning with July 1st of each year.

5.4 The Board agrees to continue to make voluntary payroll deductions, upon written authorization therefore, from the salaries of employees for the following: United Foundation, Tax Sheltered Annuities, Hospitalization insurance rider premiums, U. S. Savings Bonds purchases; union dues to the extent permitted by law; and agrees to disburse these deductions for the purposes intended. Procedures for these payroll deductions shall be established by the Board's Business Office.

5.5 Union dues are eligible for payroll deduct, twice a month, September – June, twenty (20) pays.

PROFESSIONAL MEETINGS

5.6 In the belief that attendance at professional meetings is desirable to maintain and improve clerical competence and proficiency, and to enhance the educational program of the school district, the Association shall be encouraged to participate in such meetings.

5.7 The Board will allocate $1,000 annually to cover the expenses for attendance at the meetings and the full cost of all necessary substitutes used in connection with such absences.

RELEASED TIME

5.8 The President or their designated representative(s) shall be granted twenty (20) days per year of paid release time to serve the Association for Association business. Upon request the Chief Personnel Officer or designee may grant the president or their designated representatives additional days of paid release time.

BUILDING FACILITIES

5.9 The Association and its members may use the Board's building facilities at reasonable times and hours for meetings when such building(s) are available and operating staff are on duty. The request for building use must be made to the building administrator. The Association and its members may make use of Board's equipment and supplies at times and under procedure approved by the building principals or Superintendent of Schools. The Association agrees to reimburse the Board for damage to equipment entrusted to its use and for any materials used for its purposes. The Association may post Association notices on any bulletin board ordinarily designated for Association use.

ARTICLE VI

GRIEVANCE PROCEDURE

DEFINITIONS

6.0 A "Grievance" shall mean a complaint by an employee, or a group of employees or the Association, based upon an event, condition, or circumstance under which an employee works, allegedly caused by a violation, misinterpretation, or misapplication of any provision of this Agreement.

6.1 An "Aggrieved Person" shall mean the person or persons making the complaint, either individually or through the Association.

GENERAL PRINCIPLES

6.2 The primary purpose of the procedure set forth in this Article is to secure, at the earliest level possible, equitable solutions to complaints or grievances. Both parties agree that proceedings under this Article shall be kept as informal and confidential as may be appropriate.

6.3 It shall be the firm policy of the Board to assure to every employee an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to his/her employment status.

6.4 Except as otherwise provided herein, any aggrieved person may be represented at all meetings and all hearings at all levels of the grievance procedure by another employee, or by another person; provided, however, the aggrieved person shall in no event be represented by an officer, agent, or other representative of any employee organization other than the Association; and provided further, when an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all levels of the grievance procedure after the first level.

6.5 Nothing in this Agreement shall be interpreted to mean that an individual employee shall be prevented from presenting a grievance (or having an adjustment in an individual grievance) without the Association becoming directly involved as long as any such adjustment does not violate the terms of this Agreement. The Association has the right to be present when such an adjustment is to be made. The Board further agrees to provide immediately to the Association a copy of all written grievances lodged and decisions rendered relative to these grievances, together with the supporting reasons for the decisions.

6.6 The failure of an aggrieved person to proceed to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver by that aggrieved party of any further appeal concerning the particular grievance; provided, however, in the event new facts are obtained which were not previously known to his/her but which, if they had been known, might have influenced the disposition of the grievance, the presentation of such information to the Association shall constitute grounds to reopen the grievance procedure at that level at which it had been terminated; provided, further, in the event a decision has been rendered in a grievance and the decision has not been implemented or has been violated, the presentation of such evidence to the parties in interest shall constitute grounds to reopen the grievance at the level at which it had been terminated. Time limits set forth in this Article VI may be extended, shortened, or eliminated by written agreement of the Board and the Association. The failure of an aggrieved party to proceed to the next step shall not be deemed a precedent for future grievances.

6.7 If in the judgment of the Association, a grievance affects a group of employees at more than one building, such grievance shall be considered a "class" grievance and shall be commenced at level three. As a condition to commencing a "class" grievance, the Association shall inform the Board of the employees affected by such grievance. Both parties agree that the purpose of the grievance procedure is best served when the "class" is properly defined. A "class" grievance under this section shall not be considered unless it is submitted in writing to the Superintendent of Schools or his/her designee within fifteen (15) days after the event or occurrence, which is the basis of the grievance, became known to the president of the Association.

6.8 At any level the failure of an administrator to communicate his/her decision to the employee within the specified time limits shall constitute a denial of the grievance and permit his/her and/or the Association to proceed to the next level.

6.9 It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties.

6.10 Forms for filing grievances, serving notices, taking appeals, reports and recommendations, and other necessary documents that have been approved by the Board and Association shall be printed and given appropriate distribution by the Board.

6.11 The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article VI:

6.12 The termination or discipline of a probationary employee; see 8.41

6.13 The provisions of any insurance contracts and/or policies provided pursuant to Appendix B of this Agreement;

6.14 Any matter set forth in this Agreement which is covered by a state or federal statute and may be pursued through an administrative agency. It is the purpose of this provision to deny use of the grievance procedure to employees who have one or more administrative remedies available to them outside of the scope of this Agreement.

PROCEDURE

INFORMAL CONFERENCE

6.15 Prior to invoking the grievance procedure at Level One an employee who has a complaint will discuss the matter with his/her immediate administrator. He/she may be accompanied by a member of the Association if he/she so desires. The matter must be discussed not later than ten (10) duty days after the occurrence on which the complaint is based, or the complaint or a subsequent complaint will not be considered.

LEVEL ONE

6.16 If a complaint is not satisfactorily resolved at the informal conference, the aggrieved person shall informally discuss the situation with the Association. If the Association decides the grievance has merit, a written grievance to this effect shall be given to the immediate administrator not later than five (5) duty days after the matter was discussed between the immediate administrator and the aggrieved person. Within five (5) duty days of receipt of the written grievance, the aggrieved person's immediate administrator shall state his/her decision in writing concerning the grievance, together with the supporting reasons therefore, and furnish one copy to the aggrieved person and two copies to the Association.

LEVEL TWO

6.17 If the immediate administrator denies the grievance, the Association may within five (5) duty days refer the grievance to the Chief Personnel Officer or designee.

LEVEL THREE

6.18 Within ten (10) duty days after receipt of the written grievance, the Chief Personnel Officer or designee shall meet with the aggrieved party to consider the grievance. Any employee of the Board having knowledge of the matter may be required on request of either party to attend this meeting as a witness. Within five (5) duty days the Chief Personnel Officer or designee shall prepare an answer to the grievance, accompanied by supporting reasons. Copies of the answer shall be given to the aggrieved person and the Association.

LEVEL FOUR

6.19 Any grievance which remains unsettled after having been fully processed through Level Three of the grievance procedure shall be submitted to binding arbitration, upon the written demand of the Association. In order to be effective, such written demand must be made within sixty (60) days after the final answer of the Chief Personnel Officer or designee to the grievance has been given to the Association in Level Three of the grievance procedure.

6.20 Except where modified by written agreement signed by the Board and the Association, the voluntary labor arbitration rules of the American Arbitration Association shall apply to the selection of the impartial arbitrator and to the arbitration proceedings. The Board and the Association agree to accept the arbitrator's award as final and binding upon all parties including the employee(s) involved in the grievance.

6.21 In connection with the arbitration of any grievance hereunder the following rules shall apply:

6.22 In no event shall an arbitrator be empowered to modify, detract from or alter the provisions of this Agreement. His power shall be limited to determining whether the Board has violated, misinterpreted or misapplied any of the terms of the Agreement. The decision of the arbitrator shall be in writing and shall cover only the issues in dispute without recommendations as to other matters.

6.23 The questions to be arbitrated shall be jointly stipulated by the Board and the Association, or if they are unable to agree, each party shall submit its written statement of the questions to the arbitrator and each other at least ten (10) days in advance of the scheduled hearing date.

6.24 No more than one grievance may be heard by the arbitrator at one time unless both parties agree to consolidate two or more grievances for hearing and decision, or unless the arbitrator directs the consolidation of two or more grievances submitted to arbitration arising out of the same incident and involving similar questions of dispute.

6.25 The fees and expenses of the arbitrator and the fees of the American Arbitration Association shall be shared equally by the Board and Association.

6.26 Grievances not resolved within the specified time frame may be moved to the next level of the grievance procedure.

COMMUNICATIONS

6.27 The President of the Association or another Association member designated by the President shall be recognized by the Board as the official representative of the Association to receive official communications under this grievance procedure.

ARTICLE VII

RIGHTS OF THE EMPLOYEE

LIMITS OF RESPONSIBILITY

7.0 Employees shall be expected to exercise reasonable care with respect to the safety of pupils and property of pupils and the Board, but shall only be responsible for loss or damage to any such property when such loss or damage is due to negligence on the part of the employee. The Board shall provide comprehensive liability insurance protection under the liability policy now carried by the Board for all employees in its employ, with limits of $300,000 for a single injury, $500,000 for single occurrence, and $50,000 for the property of third parties, against damages arising out of the negligence of any employee while acting within the scope of his/her duties as such, subject to the exclusions contained in such policy. In addition to these basic amounts of insurance the Board shall provide a $5,000,000 umbrella liability policy to supplement and extend the above described basic coverages. The Board shall continue to carry workers' compensation insurance coverage for all employees in the manner required by the laws of Michigan. Insurance carriers are to be selected by the Board.

7.1 No employee shall be required to administer any first aid for a student. An employee may, however, administer first aid, at his/her discretion, when the situation so demands. It is the responsibility of the employee to exercise reasonable protective attention to a student and take immediate steps to notify the proper authorities in the event of a student injury or illness.

7.2 No employee shall be required to transport any child for any reason.

7.3 No employee shall be required to do personal work of administrators or teachers, but is expected to do work assigned which the immediate supervisor or administrator determines to be of a civic or charitable nature tied to the Grosse Pointe Public School District or community. The burden of responsibility shall rest solely with the administrator for all assigned work.

7.4 The responsibility for the administration of medication to students rests with building administrators. However, building administrators may delegate to employees the responsibility for the administration of medication(s) to students. An employee shall only be required to administer medication to students pursuant to the written permission of the pupil's parent or guardian and in compliance with the written instructions of a physician. All administration of medications shall be in the presence of a second adult and in a manner consistent with Board Policy.

VACANCIES

7.5 The Board may establish or change the work classifications or duties of any employee. The Association will be consulted of any change in classification or duties within ten (10) days of such change. The parties agree to meet and jointly work together on any new position, its job description, duties and responsibilities. The parties further agree to work, jointly to update and/or amend job description, duties and responsibilities when either party feel that such changes are necessary.

7.6 Employees within the jurisdiction of the unit will be afforded an opportunity to be considered for transfer or promotion prior to the recall of laid off employees or the employment of new personnel.

7.7 Transfer shall mean the movement from one position to another position in the unit which carries the same or a lower hourly rate. Promotion shall mean movement from one classification to another classification which carries a higher hourly rate.

7.8 In the event of a new or vacant position resulting from retirement, resignation, leave of absence or other termination of employment, the Board agrees that such vacancy shall be posted for a period of at least six (6) working days using the district's online posting process and broadcast email notice to employees. The only official posting location is 20601 Morningside Dr, the Administration Building. Positions resulting from the first vacancy will be posted for a period of at least three (3) working days using the aforementioned process. The posting shall include the job classification, job location, length of work year, duties, qualifications, and deadline for receiving applications.

7.9 Probationary employees are not eligible to apply for a transfer or a promotion to another position in the bargaining unit. An employee who voluntarily transfers (in the same classification) shall not be eligible to transfer voluntarily for the period of twelve (12) months from the effective date of the transfer.

7.10 Normally, each employee who applies for a posted opening will be granted an interview with the appropriate administrator, and an administrator from the Human Resources Department where deemed necessary.

7.11 Transfer of an employee shall be based on qualifications, amount and quality of experience, and seniority. Promotion of an employee shall be based on qualifications and ability. Seniority shall be considered only when two or more applicants have equal qualifications and abilities.

7.12 Each employee will be informed in writing as to approval or denial of his/her bid for transfer or promotion within six (6) days after all interviews are completed. If an employee's bid is denied he/she shall, upon request, be granted an interview with the appropriate administrator to discuss the matter and the reasons for denial will be placed in writing at his/her request. However, the denial of bid for transfer and promotion shall not be subject to the grievance procedure but shall be subject to the provisions set forth in paragraph 7.14.

7.13 Each employee receiving a promotion shall have a trial period of thirty (30) duty days in the new position. During the trial period the employee shall receive the pay rate for the job he/she is performing. An employee shall have a right during his/her trial period to revert back to his/her former position if he/she so desires. In addition, the Board shall have the right to revert an employee back to his/her former position if such employee's work is unsatisfactory. In such case written notice of the unsatisfactory work will be given to the employee.

7.14 An employee whose bid for transfer and/or promotion is denied or who received less than a satisfactory rating on his/her evaluation may file an appeal with the Office/Board Review Panel. The Review Panel shall be composed of two members appointed by the President of the Association and two members appointed by the Chief Personnel Officer or designee. Before initiating an appeal an employee must first exhaust the remedies provided in Paragraphs 7.12, whichever is applicable. If the problem is not resolved the employee may appeal to the Review Panel. The appeal must be in writing and must be filed with the Chief Personnel Officer or designee no later than (fifteen) 15 working days after receipt of the letter of denial or the adverse evaluation. The appeal must contain a specific but concise statement of the facts upon which it is based along with reasons why the employee believes the denial or evaluation is in error. Within a reasonable time after receipt of the appeal the Review Panel will

meet and consider all evidence submitted and formulate a recommendation. The recommendation will be forwarded to the Superintendent.for decision and a copy sent to the affected employee. The decision of the Superintendent shall be final.

PERSONAL PROPERTY OF EMPLOYEES

7.15 The Board shall reimburse an employee, in an amount not to exceed $1,000.00 for loss, damage, theft, or destruction, while on duty of his/her personal property of a kind normally worn or brought into the school building, when the same has not been caused by the negligence of the employee. This obligation shall not encompass wear, tear, or gradual deterioration of property, or loss of money. This obligation shall not extend to any loss or damage to motor vehicles of an employee. This obligation shall extend only to (that portion of) any such loss not covered by insurance taken out by the employee and shall be payable only after the employee has first exhausted all possibility of collecting for such loss under his/her own insurance, if any.

7.16 In the event any employee chooses to bring personal property, of a type described above (but excluding clothing and personal effects) and having a value greater than one-hundred dollars ($100.00), to a work station, the following procedure must first be followed:

7.17 Discuss with the supervisor the manner in which the material or equipment is to be used,

7.18 Discuss the safety factor of the equipment;

7.19 Establish with the supervisor the value of the property prior to its use;

7.20 Determine with the supervisor the length of time the personal property is to remain in the building and assume the responsibility for its removal at a specified time.

LEAVES OF ABSENCE

GENERAL LEAVE PROVISIONS

GENERAL LEAVE OF ABSENCE

7.21 The Board may grant an employee an unpaid leave of absence for any purpose it considers worthwhile for a period not to exceed one year subject to renewal at the discretion of the Board for an additional period not to exceed one year.

7.22 In order to provide for continuity in the performance of duties the following rules shall apply in cases of pregnancy:

7.23 The employee shall inform the Board within a reasonable time after he/she has confirmation of his/her pregnancy;

7.24 The employee shall submit periodic medical reports on prescribed forms, as requested, to assure the Board of the employee's ability to perform his/her duties;

7.25 The employee shall be eligible for sick leave at the time he/she becomes disabled as certified by his/her physician;

7.26 Within three weeks after delivery the employee shall file with the Human Resources Office a recommendation from his/her physician of the tentative date of return to duties. If the employee desires a leave of absence the same must be requested by the end of the third week following delivery of the child;

7.27 When the employee's physician certifies that the disability has ended the employee shall immediately return to his/her duties;

7.28 When the Board questions the certification of the employee's physician as to the beginning and/or ending of the period of disability (more than one month before or after delivery), it may seek an opinion concerning the same from its physician. Any examination required by the Board shall be at Board expense. The decision of the Board physician shall be final.

SHORT LEAVES

7.29 Leaves of absence for less than one half of a school year are defined as Short Leaves. Such leaves may be granted under conditions prescribed by the Board and/or this Master Agreement.

7.30 Short Leaves are classified as follows: Personal Leave, Personal Illness (Sick Leave), Illness or Death in Immediate Family, Court Appearance, Jury Duty, and Special.

7.31 Short leave application forms as furnished by the Board are to be completed for all such leaves (except unplanned leaves for personal illness) prior to the leave. When this is not possible due to unusual circumstances the application shall be completed and processed at the earliest reasonable date.

DEFINITION OF ILLNESS OR DISABILITY

7.32 Refer to Paragraph 7.56

7.33 An employee shall keep his/her immediate supervisor reasonably advised of his/her whereabouts while on sick leave.

BENEFITS

7.34 Eligible employees on leave of absence shall be paid at a daily rate determined by their base salary for regularly scheduled duty days during which they are absent from work by reason of illness or disability. Pay for use of Individual Roll Bank time after 29 working days, will be paid at 75% of the hourly rate (paragraph 7.53).

7.35 If benefits continue to be payable in a succeeding school year, such benefits shall be increased on the date the employee would have begun active employment in such succeeding school year had he/she not become ill or disabled, such increase to be determined by the employee's hourly wages for such ensuing school year.

7.36 Leave benefits shall be reduced by benefits payable to the employee under the Michigan Workers' Compensation Act, for such period of illness (excepting payments under such laws specifically for hospital or medical expense, or for specific allowances for loss of members or disfigurements) and leave will be charged on a pro rata basis. Any lump sum settlement in redemption of liability under such laws shall result in the reduction of sick leave benefits in amounts equal to the workers' compensation benefits the employee would have been entitled to had there been no lump sum redemption, but not to exceed in total the amount of the settlement. Moreover, fringe benefits (including vacation, holidays, insurance benefits, etc.) will not be extended beyond the commencement of long-term disability except health insurance which shall be continued at the employee's cost in accordance with Federal Law.

TERMINATION OF BENEFITS

7.37 The Board has purchased an insurance contract providing Long Term Disability Insurance, as described in Appendix C, for all employees who have completed one year of service. Leave benefits shall terminate as of the date the employee exhausts coverage under Paragraphs 7.56-7.58, or becomes eligible to receive, or would be entitled to receive upon timely pursuit of a claim therefore, monthly income benefits as provided in said long term disability insurance contract.

7.38 Leave benefits for employees who qualify under Paragraphs 7.49 – 7.64 shall terminate in any event at the expiration of leave bank time paid to the employee (unless the employee subsequently becomes re-eligible by return to regular employment), notwithstanding the fact that such employee may be ineligible for long term disability insurance benefits for reasons beyond the control of the Board of Education. Leave benefits for probationary employees shall terminate upon exhaustion of an employee's leave bank time.

7.39 Leave benefits shall terminate upon the occurrence of the employee's retirement date or upon any other separation of employment with the Board.

APPLICATION FOR LEAVE OF ABSENCE

The District shall comply with the Earned Sick Leave Act of 2025. Employees will be treated with respect and in accordance with the law when absences are necessary. Employees will represent themselves with the same respect to the employer with the understanding that they are there to support the students/operation of the District and that inappropriate use of days (ie. Before and after a holiday) or patterns of absences may result in the discipline of employees who intentionally misapply the law.

7.40 In personal illness cases of an emergency or unanticipated nature, personal or telephone notification shall be given to the central office or to the employee's immediate supervisor as soon as possible but normally one (1) hour before the employee reports for work. If the unanticipated illness appears that it will continue beyond the initial day, the employee shall notify his/her immediate supervisor as soon as they are able on the first day of absence as to the approximate duration of his/her illness so that substitute arrangements can be made.

7.41 In cases where necessity for personal illness leave can be anticipated, application for such leave shall be made on the prescribed form, available at any school office, and forwarded to the office of the Chief Personnel Officer or designee.

RETURN TO DUTY

7.42 When an employee's personal leave absence is anticipated to extend beyond ten (10) duty days, the employee may be required to provide the Human Resources Department with a physician's certificate, on a prescribed form, indicating the nature of such illness and the anticipated period of absence. The employee may be required to file additional certification each thirty (30) days thereafter and immediately prior to return to duty. During the period of confinement, and prior to return to duty, the Board may require an examination by its physician at Board expense. The decision of the Board physician shall be final.

7.43 When returning from a leave of absence the Board shall determine such employee's ability to return to duty. This determination may be based on an advisory opinion from a panel of three qualified physicians. In such cases, the panel of physicians shall consist of one physician selected by the employee, one selected by the Board, and a third selected by the other two appointees. The recommendations of this panel (which shall be advisory only as to the matter) shall be placed in writing, with a copy thereof being made available to the employee. The Board will assume the payment of fees for the services of all three physicians in this regard.

ABUSES OF SICK LEAVE POLICY

7.44 After the third day of absences the Board may require him/her to furnish information and a physician's certificate concerning the absence. When an employee is unable to substantiate the necessity of sick leave absence by a physician's certification, where required, or where it is otherwise determined by the Board that illness or disability of an employee does not or did not exist although claimed by an employee for purposes of obtaining sick leave, absence from duties in such cases shall be deemed an unexcused absence and subject to pay deduction as well as to other disciplinary action.

GENERAL PROVISIONS

7.45 Return to duty from extended leaves of absence shall be subject to the following conditions:

7.46 Satisfactory evidence of physical or mental health shall be filed with the Board as directed before the employee is returned to duty;

7.47 An employee shall be returned to his/her assignment at the conclusion of a period of approved leave not to exceed one-half of the employee's work year, subject to Article IX (Reduction of Staff.) The Board shall make every effort to return an employee who has been on an extended leave of absence exceeding one-half of his/her work year to the same or comparable job to that held before the leave, and shall extend the leave for an additional year if requested to do so by an employee who is unwilling to accept a different assignment;

7.47.1 Prior to June 30, the Board will provide detailed information or a convenient means for obtaining information about each employee's attendance for the preceding school year.

SHORT TERM LEAVES BEYOND THE CONTROL OF THE EMPLOYEE

COURT APPEARANCE

7.48 An employee shall be compensated by the Board to the extent of the difference between the employee's daily salary and the amounts he/she is paid for a required appearance in a court of record as a plaintiff, defendant or witness under subpoena in a case connected with his/her employment while absent from work for such purposes. The same shall hold true

when an employee is subpoenaed as a witness to appear in a court of record.

JURY DUTY

7.49 A paid leave of absence not charged to the employee shall be granted any employee who is summoned and reports for jury duty during the months he/she is assigned to work. However, the employee shall report for work on those duty days of the week when the court rules or custom dictates that no jury trials are to be conducted, or the jury panel is not required to be in attendance at court. Any employee assigned to jury duty shall promptly inform the Department of Human Resources of any days he/she will be available for duties during said period.

LEAVE FOR DEATH IN THE IMMEDIATE FAMILY

7.50 Leave with pay, not charged to the employee for up to five (5) duty days because of the death in the immediate family, beginning with the first day of absence and ending four (4) duty days later, additional days may be granted at the discretion of the Superintendent or designee, and are not subject to Article VI.

7.51 Immediate family shall mean: grandparents, mother, father, mother-in-law, father-in-law, brother, sister, child, daughter-in-law, son-in-law, grandchild, spouse, step child, step parents, and step grandparents. Leave for death of an additional household member may be granted by the Chief Personnel Officer or designee upon request.

7.52 Leave with pay not charged to the employee for one day will be allowed for the death of an aunt, uncle, first cousin, niece, nephew, brother-in-law and sister-in-law.

SPECIAL LEAVES

7.53 The Superintendent may approve a request for a special short leave, with or without pay, for a period of less than one semester.

7.54 The Board, at the request of a non-probationary employee, shall provide a special short leave of absence without pay. Such requests shall be submitted in writing to their immediate supervisor and to the Chief Personnel Officer or designee fourteen (14) calendar days prior to the requested leave. Such leave shall be for the number of days requested by the employee up to a maximum of ten (10) duty days. The ten (10) days may be taken at one time or may be split up and taken on two or three occasions during the duration of this contract. However, leave may not be taken at times which will interfere with continuity of operations (i.e., beginning and ending of the school year, student count days).

SICK LEAVE—LONG TERM DISABILITY

7.55 Only personal illness or disability as defined in Paragraph 7.18 are covered by this leave policy. When an employee becomes eligible for LTD benefits, he/she shall be considered to be placed on leave of absence, and his/her position shall be posted, notwithstanding his/her continued eligibility for LTD benefits. The employee shall notify the Human Resources department not later than May 31 of his/her intent to return to work for the subsequent school year. Such return shall be subject to all other relevant provisions of the agreement. In the event that the employee is not able to return to work at the commencement of the next school year, an additional year's health shall be granted. In no case shall such leaves extend beyond four years in duration.

SHORT TERM LEAVES SUBJECT TO LIMITED CONTROL OF THE EMPLOYEE

PERSONAL ILLNESS OR DISABILITY (PREVIOUSLY SICK LEAVE)

FAMILY ILLNESS

7.56 Paid leave for emergency or serious illness in the immediate family. This leave is primarily for the purpose of making arrangements for necessary medical or nursing care. Immediate family for this purpose shall mean: grandparents, parents, siblings, child, grandchild, spouse, stepparents and stepchildren.

PERSONAL BUSINESS

7.57 Employees may use up to two (2) days annually of their Individual Leave Bank for Personal

Business. It is agreed that personal business days are provided for the vast number of business, professional, family, and religious obligations an Employee regularly encounters which cannot be met outside the regular school day. Personal business days are not intended for casual or indiscriminate use. It is not permissible to use personal business days for: recreational or sporting events (hunting, fishing, athletic contests of all kinds), shopping, job hunting, vacation, and other employment of any kind. Normally, personal business leave applications shall be processed a minimum of two school days before the leave occurs, however, circumstances may arise that do not permit the Employee the opportunity to provide two (2) day advance notice. When requesting a personal business day Employees shall provide the reason for the absence (as defined above). In the event administration needs further clarification, the Employee shall provide such clarification as requested.

7.57.1 Personal Business may be used for absences for emergency or serious illness outside the immediate family.

7.57.2 Personal Business normally shall not be available immediately before or after holidays, breaks and vacation days. Exceptions to this rule may be granted in unusual circumstances by the Chief Personnel Officer or designee.

FUNERAL OF A NON-IMMEDIATE FAMILY MEMBER

7.58 Leave to attend the funeral of a non-immediate family member is defined in Paragraph 7.59.

INDIVIDUAL LEAVE BANK

7.59 When an employee is on any approved leave, they must remain in a paid status utilizing all available banked, including Roll Bank Days, until they are placed in an unpaid status.

7.60 Each Employee will be provided 12 days at the beginning of the school year an individual leave bank. Days in this bank may be used for personal illness, family illness, personal business (maximum of two per year) and the funeral of a non-immediate family member. While an Employee is using days from their Individual Leave Bank they will be paid their regular rate of pay.

INDIVIDUAL ROLL BANK

7.61 Employees shall be provided an Individual Roll Bank for their use for Personal Illness absences in a school year once their Individual Leave Bank has been depleted. When using their Individual Roll Bank or electing to use vacation days for this purpose, an employee may be required to provide a copy of a doctor's note substantiating that the medical condition prevents the Employee from being at work.

7.62 After an employee has exhausted his/her annual Individual Leave Bank, they may use up to five (5) days from their Individual Roll Bank for the purpose of Family Illness per year.

7.63 Employees may use their Individual Roll Bank days for absences that exceed their provided number of Individual Leave Bank through their 29th day being absent. Once an Employee is absent more than 29 days in a year they may not use Individual Roll Bank days even if they have Individual Roll Bank days remaining in their personal account unless the employee returns and additional days are required for the same diagnostic code.

ADDITION OF DAYS TO ROLL BANK

7.64 Days will be added to the Individual Roll Bank on an annual basis.

SHORT TERM DISABILITY PLAN FOR EMPLOYEES

7.65 The district shall create and fund a self-funded Short-Term Disability plan for Employees. This plan will be administered by a 3rd party of the district's choice. Employees will only be eligible to use the Short-Term Disability plan as determined by the policy carrier.

7.66 Employees must apply for Short-Term Disability and employees may receive compensation from the Short-Term Disability plan starting with their 25th duty day of absence of the school year through a maximum of their 90th duty day of absence. Absences starting with their 91st duty day of absence shall be covered by the district LTD plan.

7.67 Upon the 25th duty day of absence from the district the Employee shall be provided 66 2/3rds

of their daily rate. Compensation through this plan will be paid through the 3rd party administrator. Compensation through this plan is not considered compensation by the Office of Retirement Services and will not be subject to MPSERS.

The following is an example intended to illustrate the effects above:

Betty Smith is an Employee who started the 2026-27 school year with 16 days in her Individual Roll Bank,. Betty experienced the following absences:

September 14 & 15 (2 days) – Personal Illness from Individual Leave Bank

October 12-14 (3 days) – Family Illness from Individual Leave Bank

January 11 (1 day) – Personal Business from Individual Leave Bank

On February 1st Betty suffers a medical condition that prevents her from attending work for 45 work days.

The first 6 days of the absence, Betty uses her remaining Individual Leave Bank days (receiving her full pay).

For absences number 7 through 22 (16 days) Betty uses her Individual Roll Bank days (receiving 75% of her regular daily pay).

For absences 23 – 24 Betty goes into an Unpaid Status.

For absences 25 – 45 Betty is compensated via the 3rd party administered Short Term Disability plan at a rate of 66 2/3rds of her daily rate.

LONG TERM DISABILITY PLAN

7.68 The district shall fund a long-term disability plan that pays the Employee 60% of their daily rate starting after the 90-day elimination period. In the event that Employee experiences a gap in compensation between STD and LTD, the district shall fund a bridge of continued STD.

HEALTH INSURANCE PREMIUM

7.69 The Employee shall be eligible for Board Paid insurance coverage (health, dental and vision) while using Individual Leave Bank days, Individual Roll Bank days or Short-Term Disability coverage. The Employee will be responsible for paying the employee portion.

WORKER'S COMPENSATION

7.70 Employees absent from work for an absence eligible for Workers Compensation payments will receive their full pay (hourly rate and longevity) through qualifying for Workers Compensation. If an Employee is found eligible for Worker's Compensation payments, any Individual Leave Bank or Roll Bank days used by the Employee for that absence reason will be restored.

FAMILY MEDICAL LEAVE ACT (FMLA)

7.71 The Board will grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees in accordance with the Family Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Chief Personnel Officer or designee. When the need is foreseeable, notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days' notice, the employee must give as much notice as is practicable. Proper certification of the reason for the leave must be provided. An employee may be required to use all available paid leave time (i.e., sick leave, personal leave, and/or vacation leave) for all or part of the duration of the leave, with any balance of time being without pay. At the end of the FMLA leave, the employee will be returned to his/her position held prior to the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

7.72 The FMLA clock will begin on the day of the Employee's absence from work for a FMLA eligible condition.

PATERNITY LEAVE

7.73 Employees may use up to sixty (60) days from their available Individual Leave Bank Days and Roll Bank Days and Roll Bank Days for the purpose of bonding with the new child, in accordance with FMLA.

ADOPTION LEAVE

7.74 Employees who are in the process of permanently, legally adopting a child may use up to sixty (60) days from the available Individual Leave Bank Days and Roll Bank Days for the purpose of adopting a new child in accordance with FMLA. Employees may not use the Short-Term Disability program for this purpose.

7.75 Employees may use up continue to have their rights under the FMLA for adoption purposes.

Employees may use up to sixty (60)days from their available Individual Leave Bank Days and Roll Bank Days for the purpose of childbirth and bonding, in accordance with FMLA.

ARTICLE VIII

WORKING CONDITIONS

WORK YEAR AND WORK DAY

See Letter of Understanding Regarding Work Years of Non-12 Month Employees

8.0 Twelve (12) month employees; July 1 - June 30.

8.1 Eleven (11) month employees; 238 duty days, during period from July 27 through June 30.

8.2 Ten and three-fourths (10-3/4) month employees; 233 duty days, during period from August 2 through June 30.

8.3 Ten and one-half (10-1/2) month employees; 227 duty days, during period from August 10 through June 30.

8.4 a. Ten (10) month employees; 216 duty days. Up to seventeen (17) duty days shall be scheduled in some combination immediately prior to the first student attendance day or immediately after the last student attendance day. The work year will not extend beyond June 30.

b. Ten and one-quarter (10.25) month Secretary to the Elementary Principal employees; 221 duty days. Up to twenty-two (22) duty days shall be scheduled in some combination immediately prior to the first student attendance day or immediately after the last student attendance day. The work year will not extend beyond June 30.

8.5 Full time employees shall work a five day week consisting of 37 hours per week during the school year except during the winter, midwinter, and spring recesses when such employees shall work 7 hours per day. During the school summer vacation employees shall work 35 hours per week if they are scheduled for duty during this period of time.

8.6 During weeks students are not in session that clerical staff are assigned to work they may work their assigned hours over four days rather than five days with the permission of their supervisor. Clerical staff that elect and are approved to work a four day week shall not earn overtime as a result of working their hours over four days. Clerical staff are still eligible for overtime in the event they exceed their regularly schedule total hours for the week. Clerical staff shall work a five day week the week prior to school starting.

8.7 The starting time and length of daily working hours for each employee shall be determined by the Superintendent. The times and hours shall be posted report times shall be at least fifteen (15) minutes prior to door being opened for students and are subject to change upon 10 days notice except when unusual or emergency situations necessitate an earlier change. Each full time employee shall have a lunch period of one hour (unpaid) per working day, and two fifteen minute relief periods per day. Should it be necessary for a member to work through their lunch due to coverage or building duties they will be paid, as general rule employees are not permitted to take their fifteen (15) minute breaks at the start or end of their workday.

8.8 While there is reserved by the Board the right to schedule overtime, it is its policy to keep overtime at a minimum. However, overtime shall not be used to reduce the work force. Overtime may be necessary especially when our students safety is a concern. However, it will be kept to a minimum and shall not be used to reduce the work force.

8.9 During the period school is in session—when employees are required to work 7½ hours per day—an overtime employee will earn 1½ times their hourly rate set forth in Appendix A for each hour (or portion thereof) worked in excess of eight (8) hours per day or forty (40) hours per week. All hours (or portion thereof) worked up to eight (8) hours per day or forty (40) hours per week shall be paid at the straight time rate. Approved sick leave days, personal leave days, or holidays shall be considered as time worked when overtime is due.

8.10 Employees required to work on any of the holidays listed in Paragraph 10.38, shall receive double their regular hourly rate for all hours worked in addition to full pay for said holidays, except as modified by Paragraph 10.38. Vacations will not affect overtime.

8.11 The Board may hire extra help to do bargaining unit work at a rate the Board may determine at the time of hiring. The parties agree that the use of the contracted workers will be limited to temporary assignment, under 90 days. All other vacancies, shall be filled with a Grosse Pointe employee. The district shall actively recruit for all vacant positions and may use temporary substitute employees, but only as long as the district continues to seek to fill said vacancy.

OVERTIME

8.12 Approved overtime in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at time and one-half in money.

8.13 Approved overtime in excess of the regular work day or work week but less than eight (8) hours per day of forty (40) hours per week shall be compensated at straight time in money;

8.14 Prior approval of the supervisor is to be obtained before the employee puts in the overtime;

8.15 A current record of extra time worked shall be kept in the building/department, all entries to be initialed by the supervisor and the employee;

8.16 Extra time shall be based on any hours in excess of 37 per week during the time school is session (September-June) and in excess of 35 per week when school is recessed for the summer;

8.17 When an employee works outside of his/her regular work year, such time will be compensated as wages to be paid at the employees regular rate of pay.

EVALUATION OF WORK OF EMPLOYEES

8.18 The work of a new employee shall be evaluated in writing by her immediate supervisor to the Chief Personnel Officer or designee near the end of any probationary period of employment and at the discretion of the Chief Personnel Officer or designee, annually, but no less than once every three years thereafter. An employee shall have the opportunity to discuss his/her evaluation with his/her supervisor, a reasonable length of time to prepare a supplementary statement for inclusion in his/her own files if he/she wishes, and a copy of the evaluation for his/her own files. Employees shall have access to their personnel files. The content of evaluations shall not be subject to the grievance procedure but shall be subject to the provisions set forth in paragraph 7.14.

8.19 The Board agrees to consult with the Association concerning the content of the forms to be used in the evaluation process.

PROBATIONARY PERIOD

8.20 Probationary employees shall be on probation for the first six months of employment during their work year. If the probationary period is not completed by the end of the current year the time remaining for its completion shall be served during the next year.

8.21 Probationary employees shall not be eligible for any benefits during the first sixty (60) days of employment. Upon successfully completing this trial period such employees will become eligible for benefits provided they meet the conditions and requirements for the same.

8.22 There will be no seniority among probationary employees. Upon satisfactory completion of the

probationary period the employee's seniority will be computed from the first day of employment.

8.23 The Association shall represent probationary employees for the purpose of collective bargaining, and administering the Agreement. However, during the probationary period the Board shall have sole discretion in matters of discharge of such employees which action shall not be subject to review through the grievance procedures except as provided in Paragraph 8.24.

8.24 Probationary employees are not eligible to apply for a transfer or a promotion to another position in the bargaining unit.

DISCIPLINARY ACTION—GENERAL

8.25 No employee shall be disciplined without reasonable and just cause.

DISCIPLINARY ACTION

8.26 The four (4) levels of disciplinary action, listed in ascending order of severity normally shall be implemented by the Board in the event such action becomes necessary:

8.27 Verbal, which may be memorialized in writing;

8.28 Written reprimand;

8.29 Suspension without pay;

8.30 Discharge.

8.31 Also, loss of pay (dockings) may be imposed for unauthorized absences.

DISCHARGE OR DEMOTION

8.32 The Board of Education shall consider the following acts as examples of, but not limited to, the type of conduct which may constitute just and reasonable cause for discharge or suspension without pay of an employee. In appropriate cases, the following acts may in lieu of an immediate discharge or demotion, result in a written reprimand to the employee:

8.33 Insubordination, which is defined as a willful disobedience of an order or instruction of a designated superior acting within the realm of his responsibility and authority subject only to the situation where compliance with the order or instruction would clearly endanger the health or safety of the employee involved. The Board of Education may consider an unauthorized absence by an employee from his/her duties as insubordination;

8.34 Repetition of conduct which was the basis of a previous written warning to the employee during the same school year or of two prior written warnings (for the same or similar offense) given the employee any time during a two (2) year period of employment by The Grosse Pointe Public School System;

8.35 An intentional false material statement or representation made in his/her employment application, if discovered in the first three years of employment;

8.36 Intentional destruction, or theft of property of the Board of Education, or of fellow employees of the Board, or of a student;

8.37 Any misconduct, endangering or threatening to endanger, the person or reputation of any other employee or any student;

8.38 Reporting to work in an intoxicated condition and/or the use or consumption of alcohol during assigned working hours;

8.39 Any behavior on the job which is illegal either under federal or state laws or statutes;

8.40 Conviction of, or pleading guilty or no-contest, to a felony charge in any criminal court of record.

DISCHARGE OF PROBATIONARY EMPLOYEES

8.41 The Board may, at its discretion, discharge an employee at any time during his/her six month probationary period. If such probationary employee has successfully completed his/her sixty

day trial period he/she may appeal such discharge through the grievance procedure up to Level Three. However, the decision of the Chief Personnel Officer or designee shall be final.

DISCIPLINE—MISCELLANEOUS

8.42 No grievance complaining of the validity or reasonableness of any disciplinary rules adopted by the Board shall be recognized until action is taken by the Board under such a rule.

8.43 No employee shall be given a written or oral reprimand or notice of any type of discipline by an administrator in the presence of any other person except an Association representative and/or another administrator there at the request of the employee and/or the administrator.

TERMINATION OF EMPLOYMENT

8.44 The employee or the Board shall be required to provide the other two weeks notice (10 working days) whenever the termination of employment is to occur, except during the initial 60 day trial period, when a one day notice is all that is required. Failure of the employee to give such notice shall result in a forfeiture of all accrued vacation pay owing the employee. Failure of the Board to give such notice shall cause the Board to be liable for pay to the employee beginning on the date, if any, such notice is actually given, to a maximum of ten (10) days pay.

SEVERANCE PAYMENT

8.45 The Board shall provide employees $200 per year for all completed years of service with the Board when such services are severed per mutual agreement of the parties. Such severance would not be awarded as a result of termination due to a disciplinary action resulting in dismissal per Paragraph 8.32 or without proper due notice of the employee per Paragraph 8.44.

8.46 Employees will be compensated $75 per day for each Individual Roll Bank day remaining in their bank upon resignation for the purposes of retirement. (The final year of the employee's service in the district will be added to the final Individual Roll Bank calculation for the purposes of this payout.) This payout will be made into a 403(b) for the employee.

ARTICLE IX

REDUCTION OF STAFF

9.0 The Association acknowledges that among the rights reserved to the Board under Article III hereof, is authority to reduce the clerical staff in the School District and in any of its schools, particularly when such action is necessitated by reason of an insufficiency of operational tax revenues available to the Board, by reduced enrollments, or by the closing of a school building(s).

9.1 The Board shall consult with the Association, prior to finalizing any plan resulting in the reduction of clerical staff, concerning the necessity for such action. Procedures for identification of employees whose employment will be affected by such action will be discussed with the Association before any action is taken. A determination by the Board to reduce the clerical staff shall not be subject to appeal through the grievance procedure.

9.2 When a reduction of staff due to lowered enrollments, insufficiency of operating revenues, and/or modification of work loads in a building or department is mandated, the Association agrees that after consultation with the Board, the reduction may be accomplished either via the lay off of employees or via the shortening of the work year of one or more employees in a building and/or department to achieve the necessary budget economies. The Board pledges to make every reasonable effort to obtain the necessary financial support to prevent such reductions in staff and/or curtailments of work years as well as to make appropriate adjustments to work loads if the work force is reduced.

DEFINITION OF SENIORITY

9.3 Seniority shall be earned during employment in any classifications set forth in Appendix A hereto (Salary Schedule). Subject to the following conditions:

9.4 A full year of employment shall count the same as any other full year of employment even though the number of duty days may be different;

9.5 An assignment which begins any time after the first day of any school year (July 1) shall count as a

fractional year of service, rounded to the nearest whole month;

9.6 All bargaining unit members shall receive full seniority credit for all years of service in assignments in the bargaining unit;

9.7 An employee's beginning seniority date shall be their original date of hire if they successfully complete their probationary period within the bargaining unit, or their official date of transfer into this bargaining unit from any other bargaining unit—seniority does not carry over between bargaining units.

9.8 The parties shall meet prior to any "bumping" to review, and change any discrepancies to the seniority list.

LOSS OF SENIORITY

9.9 All seniority is lost when:

9.10 There is a voluntary severance of employment, in writing, by the employee; or

9.11 There is a voluntary transfer to another bargaining unit; or

9.12 The employee is discharged for just and reasonable cause; or

9.13 The employee is laid off for a period of one year or the length of her seniority, whichever is the greater period.

9.14 An employee who has been laid off in a reduction of staff, refuses an offer in writing from the Board for a position for which he/she is qualified and is at least equal in time worked per day to her former position, or refuses to respond in writing within fifteen (15) days of mailing of a written offer from the Board of a position for which he/she is qualified and is at least equal in time worked per day to her former position.

9.15 A written seniority list shall be prepared annually by February 1st. Such list shall be posted in all buildings of the School District and a copy provided to the Association. This list will include those members currently on lay-off.

LAYOFF NOTICE AND PROCESS

9.16 Whenever possible, a written notice of discontinuance of service because of a necessary reduction of staff shall be given to each employee affected thereby not later than June 1st of each school year, if such discontinuance is to become effective as of the end of that school year. Where services of an employee are discontinued at a time other than the end of the school year, the Board will provide any employee whose services are to be discontinued ten days notice, whenever possible.

9.17 General principles to be observed by the Board in effecting a reduction of staff will be as follows:

9.18 For the purposes of this article, there shall be five (5) seniority classifications, identical to those described in Appendix A hereto (Classifications A-F);

9.19 Vacancies developing in the normal course of events shall not be filled by newly hired employees, if there are currently in the employ of the Board unit members in the same or higher classification as the vacancy and whose jobs have been identified as subject to elimination;

9.20 Probationary employees working in the classification where positions will be eliminated shall be laid off prior to the layoff of any seniority employee in the classification, provided there are qualified employees available to perform the work of the probationary employee.

9.21 An employee whose position is to be eliminated or whose work year and/or work day is to be shortened or who will be displaced by another employee, in a reduction of staff, the following procedure shall be followed:

9.22 The employee shall be transferred to an open position in her classification for which he/she is qualified and that is comparable in length of day to that held at the time of the reduction;

9.23 If no such open position exists, the employee shall have a single right to exercise seniority in her own or lower rated classification against the lowest seniority employee therein to retain a position comparable in length of day to that held at the time of reduction.

9.24 Any employee who has worked the full school year and has severed employment or been laid off will receive health, dental and vision insurance benefits for the months of July and August. Any employee who works more than half a year but less than a full year and had severed employment or has been laid off will receive an additional month of health, dental and vision insurance benefits.

RECALL

9.25 Any employee who has completed probation and whose service within the school district has been terminated because of a necessary reduction in staff, upon application, shall be appointed to the first vacancy within the classification where he/she was working as of the date he/she was laid off, or in another lower rated classification in which he/she is qualified, based upon his/her relative seniority in the school system. No laid off employee shall be entitled to be recalled to a vacancy in a higher classification than that he/she was assigned at the time of his/her layoff unless (i) there are no other qualified employees with greater seniority available to fill that position and (ii) he/she is qualified for such higher position.

ARTICLE X

SALARY SCHEDULE AND OTHER BENEFITS

SALARY SCHEDULES

10.0 The district will place new hires at Step 1 unless the candidate has documented experience working in another district or similar industry; in this situation, the district may offer a step closest to the candidate's current hourly wage , but at no time can a new hire be placed higher than Step 4 and shall consult the union president, prior to making an offer to the candidate.

IMPLEMENTATION OF SALARY AND FRINGE BENEFIT POLICIES

10.1 If the Board determines that there has been or will be a significant reduction in the duties of a clerical staff member as a result of change in the organization of a department or office, or a change in the role or the title of the administrator of a department or office or in the function of a department or office, there shall be no downward change in classification or change in salary status of a clerical staff member for at least 120 duty days or until the end of the employee's work year, whichever is longest. If the Board determines that there are no significant reductions in duties of the clerical staff member, the classification shall remain the same.

10.2 During this period (120 duty days or ending of work year) the employee may opt to take the first opening available of equal classification provided he/she is considered by the Board to have skills and ability to perform the job. In such a situation posting is not necessary.

10.3 This section shall not, in any way, supersede the provisions of Article IX, Reduction of Staff.

ANNUAL INCREASE IN COMPENSATION

10.4 All employees who have not reached the maximum salary step of their classification shall be entitled to advance to the next step in their classification at the beginning of each work year, except as provided in Paragraph 10.5.

10.5 Employees who have worked at least one-half of their work year will be entitled to advance to the next higher step on the salary schedule at the beginning of the work year.

PROMOTION TO ANOTHER CLASSIFICATION

10.6 An employee who is upgraded to a higher classification will remain on the same step he/she was on in his/her former classification. (Example: Classification A, Step 5 to Classification B, Step 5).
The Board may make individual adjustments over the above guarantee as to the salary step of any employee transferred to another classification.

10.7 The classification of a new job or the reclassification of an existing position will be done in mutual consultation of the parties.

10.8 Should the Association disagree with the classification of a new position or the reclassification of an existing job, it may appeal to the Job Evaluation Review Committee. The Job Evaluation Review Committee will be composed of two members, appointed by the President of the Association and two members appointed by the Board. The appeal shall be in writing and shall contain a concise statement of the facts upon which the appeal is based, along with the reasons why the Association disagrees with the decision of the Board. The appeal must be filed within 21 calendar days after the Association has been notified of the classification or reclassification. After review of the appeal, the committee will forward its recommendation to the Superintendent. The decision of the Superintendent will be final.

10.9 Employees requesting a reclassification shall submit their request to the Job Evaluation Review Committee. Employees requesting a change to a higher classification must demonstrate that there has been a significant change in the skills required to perform the job or that the job responsibilities have significantly increased.

10.10 The Job Evaluation Review Committee shall review Appendix A, "Office Personnel Classification" and make recommendations to the Board and the Association.

TEMPORARY ASSIGNMENTS

10.11 Any employee who is required to temporarily assume the duties of another bargaining unit employee shall be paid at his/her regular rate of pay for the first five (5) continuous working days. If he/she is required to continue in such temporary position for more than five (5) continuous working days:

10.12 He/She shall be paid at the rate within the higher classification that corresponds to her present step. The employee shall be paid the higher rate of pay only in the event that he/she assumes the major portion of the higher classification duties;

10.13 The additional pay of the higher classification shall be retroactive to the first day of assuming such additional duties.

CREDIT HOURS

10.14 Employees who have completed job related courses will be paid additional compensation in accordance with the schedule set forth below. The courses must have been taken outside of working hours. The determination of whether an out-of-district course is job related will be made by the Chief Personnel Officer or designee. The differential will be included in the overtime rate. By June 1, each employee will be given an accounting of his/her credit/course status.

Credit Hours	Hourly Differential
75	.52
150	.64
225	.74
300	.85
375	.95

ELIGIBILITY FOR FRINGE BENEFITS

10.15 Full time employees (those employees who work full time for nine or more months per year) are eligible for all of the fringe benefits provided by the Board, provided the employee meets the conditions set forth in Paragraphs 10.16-10.18 (long service increments), 7.17-7.18

(sick leave), 10.36-10.41 (paid holidays), 10.22-10.35 (vacations) and Appendix B (insurance benefits).

10.16 All bargaining unit employees who are regularly employed shall be eligible for long service increments, sick leave, paid holidays and vacations on a prorated basis (the proportion that their regularly scheduled hours of work per week bears to thirty-seven (37) hours) provided they meet the conditions and requirements for such benefits. They shall also be eligible for insurance benefits. However, the Board's contribution to the premium cost of such benefits shall be limited to that percentage of the premium cost which is equivalent to the percentage of full-time service rendered by the employee. The balance of the premium cost shall be paid by the part time employee, if he/she elects to be covered, under a payroll deduction plan established by the Board.

LONG SERVICE INCREMENTS

10.17 An employee shall qualify for long service increments by serving seven (7) years with the Board as a (full or part time) employee in any bargaining unit. Long service increments for such eligible employees shall be calculated on an hourly rate of pay and determined as follows:

After the employees 7th anniversary date	$0.50
After the employees 12th anniversary date	$0.80
After the employees 17th anniversary date	$0.90
After the employees 22nd anniversary date	$1.25

10.18 All bargaining unit employees who are regularly employed shall be entitled to a long service increment on completion of the above service requirements on a pro-rated basis. The long service increment shall bear the same relationship to a full increment as the part time assignment bears to a full assignment. Such part time salaried employment must be consecutive and continuous to be counted for longevity purposes.

10.19 Long service increments shall be payable beginning with the first paycheck due the employee after the employee's 7th, 12th, or 17th, 22nd anniversary date (assuming full seniority has been accrued). The employee shall be responsible for giving the Human Resources Department thirty (30) days written notice of the impending anniversary date. Retroactive payment to the anniversary date will not be made to an employee failing to notify in a timely manner. Appointment letters must indicate long service amounts separately from monthly salaries.

PAY PERIOD

10.20 Employees will receive their paychecks in 26 installments.

10.21 The Board agrees, upon written authorization of the employee, to make available the opportunity for direct deposit of employee's pay checks to the bank(s) and account(s) of their choice. Procedures for this process will be established by the Business Office and be implemented within 60 days of the ratification of this document.

INSURANCE BENEFITS

10.22 The Board will provide the income protection and insurance benefits for eligible employees covered by the Master Agreement set forth in Appendix B.

VACATIONS

10.23 Twelve-month employees, who are actively employed by the Board during the school years covered by this agreement shall be entitled to vacations as described below. Vacations are calculated on a fiscal year basis.

10.24 1st year - ½ day for each month worked for 12-month employees (may not be used until after completion of probationary period.)

10.25 2nd year - 3/4 day for each month worked for 12-month employees.

	12 months
3-5 years	10 days
6-12 years	15 days
13 or over	20 days

10.26 Employees hired for less than 12 months work will receive a vacation allowance in accordance with Paragraph 10.34. When an employee moves to a 12 month position his/her vacation allowance will be calculated from his/her original date of hire.

10.27 Vacation time earned or granted during the current fiscal year (July 1 - June 30) must be taken no later than December 31st of the next fiscal year. No employee will earn vacation time while on (paid or unpaid) sick leave which exceeds twenty (20) consecutive duty days.

10.28 Twelve (12) month employees working regularly on a part time basis of half time or more shall be granted vacation allowance in accordance with the above schedule, but on a prorated basis. The pro-ration shall be the fraction that their regularly scheduled hours of work per week bears to 37 hours.

10.29 On an annual basis, vacation days must be utilized, except with special advance permission from the Board, no vacation pay will be given for unused vacation days.

10.30 Vacations are to be taken at such times as mutually agreed upon by the employee's immediate supervisor and the employee, and as approved by the Chief Personnel Officer or designee.

10.31 Not applicable while Letter of Understanding for Non-12 Month Employees Work Year is in effect. It is required that vacations for eligible employees who work less than twelve months must be taken during the winter, midwinter, and spring recesses or when schools are closed. Any excess time may be taken at times which will not interfere with the continuity of operations and which is mutually agreed upon.

10.32 Upon resignation or other termination of service, employees shall receive a prorated portion of the vacation pay to which they are entitled for the year in which resignation or termination of service occurs.

10.33 Prior service with the Board which is interrupted by a period of more than twelve (12) consecutive months where employment with the Board was ceased, shall not be considered in compiling eligibility for vacations.

10.34 Not applicable while Letter of Understanding for Non-12 Month Employees Work Year is in effect. Employees who are not eligible for any vacation allowance may request time off without pay when schools are closed. Such request will be granted upon the approval of the immediate supervisor and the Chief Personnel Officer or designee.

10.35 Not applicable while Letter of Understanding for Non-12 Month Employees Work Year is in effect. Employees who work less than 10.5 months and are not eligible for vacation allowance under Paragraph 10.29 and are on Step 4 or higher of the current wage schedule will be granted four (4) vacation days with pay during the winter, mid-winter, or spring recess or when schools are closed. Employees who work less than twelve (12) months but 10.5 months or more and are not eligible for vacation allowance under Paragraph 10.26 and are on Step 4 or higher will be granted six (6) vacation days with pay during the winter, mid-winter, or spring recess or when schools are closed.

10.36 Not applicable while Letter of Understanding for Non-12 Month Employees Work Year is in effect. All employees who have completed their probationary period with the Board and who have used three (3) days or fewer days of personal illness and/or illness in the immediate family shall be eligible for bonus vacation day(s) during the following year according to the chart below. Employees who do not earn vacation will be eligible to receive time off from work as bonus vacation day(s) at their regular rate of pay.

Number of absence days		Bonus vacation days
2 or 3		1
1		2
0		3

HOLIDAYS

10.37 The following days each year are recognized as paid holidays for those employees in whose work year they fall:

Holiday
Juneteenth
Independence Day
Labor Day
Thanksgiving
Christmas
New Year
Martin Luther King Jr. Day**
Mid-Winter Break*
Good Friday**
Spring Break (First 2 Days)
Memorial Day

It is understood that if school is in session when a holiday is to be observed, the Board may arrange for such a holiday to be observed on another day.

10.38 If the GPEA calendar does not provide a date for a mid-winter break, the members of the Association of Educational Office Personnel will receive the Monday after Easter in lieu of that as a paid holiday.

10.39 If Christmas Day or New Year's Day occur on a Thursday, the Friday of that same week is to be considered a holiday with pay.

10.40 Eligibility of regular part time salaried employees for holiday pay shall be contingent upon whether or not the holiday falls on a scheduled work day.

10.41 It is understood that if school is in session on any day when a holiday is to be observed, the Board will arrange for such holiday to be observed on another day.

10.42 Employees who are required to work by their supervisor on a forgiven day when the school system is closed will earn wages for the actual hours worked.

ARTICLE XI

STRIKE PROHIBITION

11.0 The Association recognizes that strikes, as defined by Section 1 of Public Act 336 of 1947, as amended, of Michigan, by public employees are contrary to law and public policy. The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement, it shall not direct, instigate, participate in, encourage or support any strike against the Board by any employee or group of employees.

ARTICLE XII

MISCELLANEOUS

12.0 This Agreement shall supersede any rules, or practices of the Board which shall be contrary or inconsistent with its terms.

12.1 Neither the Board nor an individual employee shall negotiate an agreement that is contrary to any of the terms and conditions of this Master Agreement.

12.2 If any article or section of this Agreement shall at any time be held contrary to law by a court or tribunal of competent jurisdiction from whose final judgment for doing so, such provisions shall be void and inoperative; however, all other provisions of this Agreement shall continue in

effect, and upon written request by either party, within ten (10) days of the action, the parties agree to confer in an attempt to reach a mutually satisfactory replacement, if necessary.

12.3 Program Advisory Committees (PAC's) are established to facilitate the site based budgeting process. Participation on such committees is voluntary. If the employee participates on a PAC, he/she will receive credit hours for the time spent during non-duty hours.

12.4 Except where clearly intended to refer solely to the members of the Board of Education of The Grosse Pointe Public School System, the word "Board" as used herein, may have reference either to said Board of Education or to the Administrative Staff of the School District.

ARTICLE XIII

DURATION OF AGREEMENT

13.0 This Agreement and all of its provisions (subject to any provisions hereof which are expressly stated to become effective at a later date) shall be effective July 1, 2026. Notwithstanding the foregoing, however, this Agreement shall not become effective unless and until it is:

13.1 Approved by the Board of Education of The Grosse Pointe Public School System by resolution duly adopted.

13.2 This Agreement shall continue in full force and effect to and including June 30, 2030, and thereafter for successive one (1) year periods, unless notice of termination is given in writing by either party to the other, not less than three (3) months nor more than six (6) months prior to June 30, 2030 or successive anniversaries of such date; and upon giving of such notice, this Agreement shall terminate as of June 30, 2030, or a successive anniversary of such date, as the case may be.

13.3 Neither party shall demand any modifications of this Agreement; nor shall either of them be obligated to bargain collectively with the other with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered herein, even though the same may not have been within the knowledge or contemplation of either party at the time of negotiation of this Agreement, unless the right to request subsequent negotiations as to a specific matter is expressly provided herein.

13.4 Any notices required hereunder shall be sufficient if mailed:

To the Board: Chief Personnel Officer
The Grosse Pointe Public School System
20601 Morningside Dr, Grosse Pointe, Michigan 48236

To the Association: The then-elected President of the Grosse Pointe Education Association at his/her residence.

IN WITNESS WHEREOF, the parties have executed the attached Agreement by their duly authorized representatives on June 23, 2026.

Board of Education The Grosse Pointe Public School System By	Grosse Pointe Education Association MEA-NEA By
Clint Derringer President	Teresa Bennett, GPAEOA
Valarie St. John Secretary	Kristen Stovall, GPAEOA
Moussa Hamka. Assistant Superintendent of Human Resources	Timothy Cuoto, MEA

APPENDIX A

OFFICE PERSONNEL SALARY SCHEDULE

Classification A

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 16.07	$ 16.55	$ 17.05	$ 17.56
2	$ 16.38	$ 16.87	$ 17.37	$ 17.90
3	$ 17.18	$ 17.70	$ 18.23	$ 18.77
4	$ 17.99	$ 18.53	$ 19.09	$ 19.66
5	$ 18.83	$ 19.39	$ 19.98	$ 20.57
6	$ 20.68	$ 21.30	$ 21.94	$ 22.60
7	$ 21.09	$ 21.73	$ 22.38	$ 23.05

Classification B

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 16.66	$ 17.15	$ 17.67	$ 18.20
2	$ 17.51	$ 18.04	$ 18.58	$ 19.13
3	$ 18.33	$ 18.88	$ 19.45	$ 20.03
4	$ 19.23	$ 19.81	$ 20.40	$ 21.01
5	$ 20.05	$ 20.66	$ 21.28	$ 21.91
6	$ 22.02	$ 22.68	$ 23.36	$ 24.06
7	$ 22.46	$ 23.14	$ 23.83	$ 24.55

Classification C

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 18.06	$ 18.60	$ 19.16	$ 19.73
2	$ 18.87	$ 19.44	$ 20.02	$ 20.62
3	$ 19.75	$ 20.34	$ 20.95	$ 21.58
4	$ 20.68	$ 21.30	$ 21.94	$ 22.60
5	$ 21.50	$ 22.14	$ 22.81	$ 23.49
6	$ 23.64	$ 24.35	$ 25.08	$ 25.83
7	$ 24.10	$ 24.83	$ 25.57	$ 26.34

Classification D

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 18.76	$ 19.32	$ 19.90	$ 20.50
2	$ 19.64	$ 20.23	$ 20.84	$ 21.46
3	$ 20.59	$ 21.21	$ 21.84	$ 22.50
4	$ 21.49	$ 22.13	$ 22.79	$ 23.48
5	$ 22.40	$ 23.07	$ 23.77	$ 24.48
6	$ 24.52	$ 25.26	$ 26.02	$ 26.80
7	$ 25.02	$ 25.77	$ 26.54	$ 27.34

Classification E (D+)

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 19.13	$ 19.70	$ 20.29	$ 20.90
2	$ 20.03	$ 20.63	$ 21.25	$ 21.89
3	$ 20.96	$ 21.59	$ 22.24	$ 22.90
4	$ 21.87	$ 22.52	$ 23.20	$ 23.89
5	$ 22.75	$ 23.44	$ 24.14	$ 24.86
6	$ 24.97	$ 25.72	$ 26.49	$ 27.28
7	$ 25.72	$ 26.49	$ 27.29	$ 28.10

Classification F

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$ 19.51	$ 20.09	$ 20.70	$ 21.32
2	$ 20.44	$ 21.05	$ 21.68	$ 22.33
3	$ 21.34	$ 21.98	$ 22.64	$ 23.32
4	$ 22.24	$ 22.90	$ 23.59	$ 24.30
5	$ 23.10	$ 23.80	$ 24.51	$ 25.25
6	$ 25.42	$ 26.18	$ 26.97	$ 27.78
7	$ 25.93	$ 26.70	$ 27.50	$ 28.33

APPENDIX B

OFFICE PERSONNEL CLASSIFICATIONS

CLASSIFICATION A

Attendance Clerk, H.S.

Athletic Clerk, H.S.

Counseling Center Clerk, H.S.

General Office Clerk, Elementary

General Office Clerk, H.S.

General Office Clerk, M.S.

General Office Clerk, Human Resources

Receptionist, H.S.

CLASSIFICATION B

Account Clerk

Accounts Payable Clerk

Attendance Clerk, M.S.

Enrollment Clerk, H.S.

Financial Clerk, Community Education

Financial Clerk, H.S.

General Office Clerk, Community Education

Library Clerk, H.S.

Secretary to Cafeteria Supervisor

Secretary to Information Services

Secretary to M.S. Assistant Principal

Staff Development Secretary

CLASSIFICATION C

Accounting Clerk

Assessment Program Secretary

Human Resources Clerk

Payroll Clerk

Secretary to Community Education Supervisor

Secretary to H.S. Asst. Principal

Secretary to H.S. Asst. Principal/Finance

Secretary to Program Supervisor/Bldg Administrator

Secretary to Student Services

Secretary to Support Services

Student Records Clerk, H.S.

CLASSIFICATION D

General Office Clerk, Community Education

Information Services Enrollment Secretary

CLASSIFICATION E

Curriculum Services Secretary

Finance Assistant

Payroll Clerk

Secretary to Director of Student Services

Secretary to Elementary Principals

Secretary to Middle School Principals

Substitute Teacher Coordinator

CLASSIFICATION F

Secretary to Athletic Director

Curriculum Services Secretary

Residency and Enrollment Specialist

Secretary to H.S. Asst. Principal/Athletic Director (Dual Role Only)

Secretary to Asst. Supt. For Curriculum, Assessment and Instruction

Secretary to Executive Director of Instructional Services and Technology

Secretary to High School Principal

APPENDIX C

FLEXIBLE BENEFITS PROGRAM

C.1 The Board will provide a flexible benefits program that offers employees choices among the benefit plans described in the paragraphs below and in the annual Benefit Program Handbook which can be found in the Staff Resources section of the district website.

C.2 Newly hired employees are eligible to participate in the Short-Term Disability, life, health, dental, and vision portions of the flexible benefits plan as of the first day of the month following completion of 60 days of service.

C.3 The Board, in consultation with the GPAEOP will establish a menu of benefit options that will be available to employees under the flexible benefits plan. The cost of each benefit option will be determined by the insurance carrier or plan administrator. All benefits, conditions and requirements of the following plans shall be as set forth in the policies of insurance and as interpreted by the plan administrators and/or carriers.

C.4 Full- time employees whose status is full family or two-person and who choose to waive any health care coverage participation will receive $1,100 per year for doing so (in cash or annuity from the district's approved annuity list). Employees whose family status is single and who choose to waive any health care coverage participation will receive $550 per year for doing so. The stipend paid for waiving health care coverage participation will be prorated for employees who are not employed for the full school year, and for employees working less than full-time.

C.5 The flexible benefits plan will include the following benefit plans:

LONG TERM DISABILITY INSURANCE

C.6 The board will provide long term disability insurance after 1 year of employment that has the following features:

1. 90 cumulative work day waiting period or the exhaustion of sick leave as defined in Paragraph 7.29;
2. Payment of 60% of base monthly earnings to a maximum of $3,500 per month;
3. Two year mental/substance abuse limitation;
4. Family social security offset.

GROUP LIFE INSURANCE

C.7 The Board will provide core group life and accidental death and dismemberment coverage in the amount of $30,000. Additional life insurance coverage will be available through the flexible benefits plan.

HEALTH COVERAGE

C.8 Employees will be offered Blue Cross Blue Shield Community Blue PPO Plan 10, with a $20 copay for office visits, $20 chiropractic office copays and $100 Emergency Room visit including a $15/$50 / 50% $70 min - $100 max prescription copay with contraceptive coverage, with MOPD 2x rider, P-D Contraceptive rider and routine mammography. Employees will have the option of electing single, 2-person or family coverage. Should the District implement a new health insurance during the life of this contract, the new policy shall be offered to all eligible members of the Grosse Pointe Association of Educational Office Personnel.

C.9 Employees who are covered by another health insurance plan may elect to waive coverage in any of the above plans.

C.10 The Board shall have the right to determine the health insurance providers and agrees that the same will be recognized and reliable ones.

DENTAL COVERAGE

C.11 The dental insurance coverage for an out-of-network dental facility would be covered with $1,200 maximum payment per routine visit per year and $1,000 lifetime orthodontic per dependent with 80% coverage. Dental insurance coverage for in-network dental facility would be covered with $1,500 maximum payment per routine visit with 80% coverage and $1,200 lifetime orthodontic per dependent with 80% coverage. In addition, the flexible benefits plan will include at least one less expensive dental plan option

C.12 Employees will have the option of electing single, 2-person or family coverage. Dependent children are eligible until the end of the calendar year they turn age 26.

VISION COVERAGE

C.13 The primary plan will provide up to $69 for an eye exam, $98-$160 for lenses, and $90 for frames annually. Between $119-$293 will be provided for contact lenses purchased in lieu of lenses and frames. In addition, the flexible benefits plan will include at least one less expensive vision plan option.

C.14 Employees will have the option of electing single, 2-person or family coverage. Dependent children are eligible until the end of the calendar year they turn age 26.

WAIVE COVERAGE OPTION

C.15 Employees may choose to waive any medical plan participation.

C.16 Full time employees will be required to elect dental, vision, basic life and long-term disability insurance plans. Part time employees may elect to waive coverage in these plans.

MEDICAL PLAN COSTS

C.17 Employees will be offered Blue Cross Blue Shield Community Blue PPO Plan 10, with a $20 copay for office visits, $20 chiropractic office copays and $100 Emergency Room visit including a $15/$50 / 50% $70 min - $100 max prescription copay with contraceptive coverage, with MOPD 2x rider, P-D Contraceptive rider and routine mammography. Employees will have the option of electing single, 2-person or family coverage. Should the District implement a new health insurance during the life of this contract, the new policy shall be offered to all eligible members of the Grosse Pointe Association of Educational Office Personnel.

C.18 Each benefit plan option included within the flexible benefits plan will have costs determined prior to the annual open enrollment period. The cost of this plan will be based on illustrative rates. Should the District implement a new health insurance during the life of this contract, the new policy shall be offered to all eligible members of the Grosse Pointe Association of Educational Office Personnel.

C.19 Full time employees will receive an amount of health plan benefit credits that equals 80% of the cost of the Blue Cross Blue Shield Community Blue PPO Plan 10. Employees shall pay 20% of the monthly premium cost for the coverage level elected over 26 pays through pre-tax payroll deductions. Should the District implement a new health insurance during the life of this contract, the new policy shall be offered to all eligible members of the Grosse Pointe Association of Educational Office Personnel.

C.20 Employees working less than full time but at least 50% will be eligible for the health care plan. If health coverage is elected, the Board will calculate the FTE equivalent of the plan based on the percentage of time the teacher is employed with the district. For example, if the cost of the full family health plan is $17,442 and a full-time employee credited by the Board for 80% of this cost, then the Board would contribute for a full-time employee a total of $13,954. For an 0.8 employee with the district, the Board would pay for 80% of the Board contribution to health care and therefore, contribute $11,163 with the remaining balance of $6279 being the responsibility of the 0.8 FTE employee with an automatic pre-tax deduction of this amount to be paid via automatic payroll deduction over 26 pays.

NON-MEDICAL BENEFIT PLAN COSTS

C.21 Costs for dental and vision will be determined prior to the Annual Open Enrollment period. The cost of this plan will be based on illustrative rates. Life and long-term disability insurance plans will equal the actual premium cost of the plans.

GENERAL PROVISIONS

C.22 The Board, by payment of the premium payments required to provide the coverages set forth in this Appendix C shall be relieved from all liability with respect to the benefits provided by the insurance coverages as above described. The failure of an insurance company to provide any of the benefits for which it has contracted, for any reason, shall not result in any liability to the Board or the Association nor shall such failure be considered a breach by either of them of any obligation under this Appendix C.

C.23 The Association agrees to explore and discuss with the Administration methods for possible cost controls when, in any one insurance year, health insurance premiums increase greater than five percent (5%).

C.24 In addition, the Association agrees to endorse a voluntary wellness and health awareness program. Possible wellness programs could include, but not be limited to, stress reduction, weight loss and control, smoking cessation, cholesterol improvements, CPR, flu prevention, hand hygiene, etc.

SECTION 125 OF IRS CODE

C.25 The employer shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. Said plan document shall cover the cafeteria plan adopted in this agreement. The plan will become effective upon ratification of the contract. Full and part time employees will be eligible to participate in the health care and dependent day care flexible spending accounts made available under the Section 125 cafeteria plan.

*The District has the authority to make any necessary deductions automatically from the office personnel's payroll under the Michigan Payment of Wages and Fringe Benefit Act.

APPENDIX D

LETTER OF UNDERSTANDING FOR NON 12 MONTH EMPLOYEES

WORK YEAR PILOT

Beginning with the 2013-14 school year, all employees who work in non-12-month assignments will have their work year defined by:

- Required paid days based on teacher work days and student attendance days
- Required paid days prior to the school year (August) and after the school year (June), which may be adjusted based on building needs, but must be offset so total paid work days/hours in a school year are not exceeded.
- Flex hours used to cover work hours outside the regular work day (Ex. back-to-school night, parent-teacher conferences, open house)
- Paid holidays
- No work will be required during winter-break, mid-winter break and spring break
- The work year will not extend beyond June 30.

Employees will no longer be required to accumulate non-duty days or use vacation days to cover time off during the winter, mid-winter and spring breaks.

Employees will be paid for work days/hours and flex hours similar to those worked in 2016-2017* as follows:

- 10.0 month employees: 216 work days= 1586 paid hours
- 10.25 month employees: 221work days = 1621 paid hours
- 10.50 month employees: 227 work days = 1663 paid hours
- 11.00 month employees: 238 work days = 1740 paid hours

Work days/hours and flex hours may be adjusted to reflect the actual school calendar. The GPAEOP and the district agree to review the pilot at the end of the 2013-14 school year, and if there are no major adjustments required, this letter of understanding will remain in effect for the duration of the contract.

*For the term of this agreement the parties agree that all eligible members of the unit shall receive six rather than four days of Flex Time. This is an identical solution that was implemented during the 2016-2017 school year.

LETTER OF AGREEMENT
between
Grosse Pointe Public Schools (*district*)
and the
The Grosse Pointe Association of Educational Office Personnel/MEA

Whereas, the parties entered into a Tentative Agreement on June 12, 2026

Whereas, the Tentative Agreement is for the contract term from July 1, 2026 – June 30, 2030

Now therefore, through the negotiation process, the parties have mutually agreed to the following:

- To form a committee made up of up to five (5) representatives from Administration and up to five (5) representatives from both Association

- The task of this committee is to research, review practices, and recommend to both parties for consideration the restoration and implementation of Compensatory Time while remaining in compliance with Federal and Michigan Wage and Hour rules, regulations an laws.

- The committee will make a recommendation no later than May 1, 2027.

By entering into this Agreement, neither the Board nor Association waive any other rights or protections respectively afforded to them by the terms of the CBA, except as otherwise specifically waived, modified, or relinquished.

To the extent that this Agreement conflicts with the parties' current Collective Bargaining Agreement(s), this Agreement shall control to the extent of such conflict

For the district:

6/17/26

Moussa Hamka, Assistant Superintendent Date

For the association(s):

Teresa Bennett 6/17/26

Teresa Bennett, President Date
The Grosse Pointe Association of Educational Office Personnel/MEA

LETTER OF AGREEMENT
between
Grosse Pointe Public Schools (*district*)
and the
The Grosse Pointe Association of Educational Office Personnel/MEA

Whereas, the parties entered into a Tentative Agreement on June 12, 2026

Whereas, the Tentative Agreement is for the contract term from July 1, 2026 – June 30, 2030

Now therefore, through the negotiation process, the parties have mutually agreed to the following:

- To form a committee made up of up to five (5) representatives from Administration and up to five (5) representatives from both Association
- The task of this committee is to research, review practices, and recommend to both parties for consideration the incorporation of long standing "Letter of Understanding for Non-12 month employees: Work year pilot" which has been in place since the 2013-2014 school year.
- The committee will focus on employees work calendar, number of work days, and hours per day.
- The committee will make a recommendation no later than May 1, 2027.

By entering into this Agreement, neither the Board nor Association waive any other rights or protections respectively afforded to them by the terms of the CBA, except as otherwise specifically waived, modified, or relinquished.

To the extent that this Agreement conflicts with the parties' current Collective Bargaining Agreement(s), this Agreement shall control to the extent of such conflict

For the district:

6/17/26

Moussa Hamka, Assistant Superintendent Date

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6/17/26

Teresa Bennett, President Date
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