MASTER AGREEMENT
2026-2030

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM

THE GROSSE POINTE EDUCATIONAL PARAPROFESSIONAL ASSOCIATION/MEA

20601 Morningside Dr, Grosse Pointe Woods, MI 48236

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

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THIS AGREEMENT entered into as of the, 23st 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 PARAPROFESSIONAL ASSOCIATION, MEA, hereinafter called "the ASSOCIATION".

ARTICLE 1

RECOGNITION

PURPOSE

1.0 The parties hereby enter into this Agreement pursuant to the authority granted by Act 379 of the Michigan Public Acts of 1965, as amended.

DEFINITIONS

1.1 BOARD shall mean the Board of Education of The Grosse Pointe Public School System such matters for the years 2026-2030.

1.2 ASSOCIATION shall mean the Grosse Pointe Educational Paraprofessional Association.

1.3 EMPLOYEE shall mean any member of the bargaining unit.

1.4 ADMINISTRATOR/SUPERVISOR shall mean any employee of the Board who holds an administrative position or supervisory position.

1.5 In the construction of the words used in this agreement whenever the singular is used, it shall include the plural; whenever the feminine is used, it shall include the masculine.

RECOGNITION OF THE ASSOCIATION

1.6 The Board recognizes the MEA/GPEPA as the bargaining representative for all General and Special Education instructional paraprofessionals, Middle School hall monitors and Ed Tech paraprofessionals, but excluding supervisors and all other employees.

SCOPE OF AGREEMENT

1.7 It is mutually agreed that this Agreement represents the complete agreement between the parties. However, matters not specifically covered by this Agreement, which affect wages, hours or other conditions of employment, may be discussed upon mutual agreement of the parties.

BOARD RIGHTS

1.8 The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

to the executive management and administrative control of the school system and its properties and facilities, and to direct the work and activities of its employees;

to hire all employees and subject to the provisions of the law, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;

to determine hours of employment, duties, responsibilities, and assignments of all employees under this Agreement, and the terms and conditions of employment;

to determine the methods, means and personnel by which operations are to be conducted; maintain efficiency of operations; and take such actions as may be necessary to carry out its missions;

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;

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

ARTICLE 2

ASSOCIATION MATTERS

ASSOCIATION USE OF SCHOOL FACILITIES

2.0 The Association may use available school facilities without charge for GPEPA meetings upon securing the approval of the appropriate administrator.

ASSOCIATION USE OF INTER-SCHOOL MAIL SERVICE

2.1 The Association shall have the right to use the inter-school mail service, including electronic mail, to communicate with its members, provided that all materials sent are clearly identified and the Association accepts all responsibility for such materials.

SCHOOL EQUIPMENT

2.2 The Association may make reasonable use of school equipment and supplies at times and under procedures approved by the building administrator. The Association agrees to reimburse the Board for damage to equipment used by it and for any materials consumed.

ASSOCIATION REPRESENTATIVES

2.3 It is agreed that not more than one representative per building shall be recognized by the Board as the official representative of the Association for all employees in that building. Representatives shall be employees of the school system. The Association shall immediately identify to the Chief Personnel Officer (CPO) or designee and building administrator the names of employees selected as association representatives.

2.4 All Association business conducted by the representative shall be outside the scheduled working day except as otherwise authorized by the Chief Personnel Officer. The representative shall perform his/her duties as representative without interference with his/her own job functions or the job functions of other employees.

RELEASE TIME—ASSOCIATION

2.5 At the beginning of each school year, the Association shall be authorized twenty (20) days to be used by designated representatives or officers of the Association to participate in area, state or national activities of the Association which benefit the school system. The release time will be with pay and the Association agrees to assume one-half of the costs of substitutes if they are necessary. A written request for such release time shall be submitted to the appropriate administrator not less than 48 hours in advance of the start of the activity. The appropriate administrator for the President of the GPEPA is the Chief Personnel Officer (CPO) or designee. Upon request to the Chief Personnel Officer (CPO) or designee, additional time beyond the twenty (20) days may be granted.

INFORMATION

2.6 The Board shall make available, upon reasonable request, information relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement as provided by law.

PAYROLL DEDUCTIONS

2.7 The Board agrees to make voluntary payroll deductions, upon written authorization, from the salaries of employees for the following: United Foundation, Tax Deferred Annuities; 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.

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

PERSONAL PROPERTY OF EMPLOYEES

2.9 The Board shall reimburse an employee, in any amount not to exceed $1,000.00 for loss, damage, theft, or destruction, while on duty of personal property of a kind normally worn or brought into the school building, when the same has not been caused by negligence of the employee.

2.10 All employees shall have a lockable space for personal items made available to them at their work site.

ARTICLE 3

GRIEVANCE PROCEDURE

3.0 DEFINITION—A grievance is a complaint by an employee or a group of employees that there has been a violation of any expressed provision of this Agreement or established board policy affecting bargaining unit members.

3.1 PROCEDURE—Grievances shall be presented and adjusted according to the following procedure:

3.2 INFORMAL CONFERENCE—Prior to invoking the grievance procedure at Step 1 an employee who has a complaint shall informally discuss the matter with his/her building administrator. The request for a meeting to discuss the matter must be made within ten (10) school days following the act or condition which is the basis of the complaint. The building administrator shall make arrangements to hold a meeting within five (5) school days of the employee's request and shall make his/her decision known within five (5) school days after the meeting.

3.3 STEP ONE—In the event the matter is not resolved informally, a written grievance may be filed with the building administrator within five (5) school days after being advised of the decision at the informal stage of this procedure. Within five (5) school days after receiving the grievance, the building administrator shall state their decision in writing, and shall furnish a copy to the aggrieved party.

3.4 STEP TWO—Within five (5) school days after receiving the decision of the building administrator, the aggrieved party may appeal to the Chief Personnel Officer (CPO) or designee. The appeal shall be in writing and shall be accompanied by a copy of the decision at Step 1. Within ten (10) school days after receipt of the appeal, the Chief Personnel Officer (CPO) or designee will meet with the aggrieved party to consider the grievance. Any person having knowledge of this matter may be required to attend this meeting as a witness. A written decision on the matter shall be given to the aggrieved party and the Association within five (5) school days after the meeting.

3.5 STEP THREE—Within sixty (60) calendar days after receiving the decision of the Chief Personnel Officer (CPO) or designee, the Association may submit the grievance to arbitration upon written demand to the Board. If a demand for arbitration is not made upon the Board within said sixty (60) day period, the grievance shall be deemed settled on the basis of the last answer of the Board in Step Two.

3.6 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.

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

3.8 In no event shall an arbitrator be empowered to add to, subtract from, disregard, alter or modify any of the provisions of this Agreement. Their power shall be limited to determining whether the Board has violated, misinterpreted or misapplied any of the terms of the Agreement or established personnel policy and he shall have no authority to substitute their judgment for that of the Board. Moreover, he shall not imply obligations and conditions binding upon the Board from this Agreement; it being expressly understood that any matter not specifically set forth in this Agreement remains within the reserved rights of the Board. The decision of the arbitrator shall be in writing and shall cover only the issues in dispute without recommendations as to other matters.

3.9 He shall have no power to decide any question which, under this Agreement, is within the responsibility of the Board to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of the Board and shall so construe the Agreement so there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.

3.10 Both the arbitrability and the merits of any grievance may be jointly considered by the arbitrator. The Arbitrator's decision shall be final and binding upon the District, the Association and the Building Administrator(s) involved.

3.11 Any grievances not advanced to the next Step by the Association within the time limit in that Step shall be deemed abandoned. Time limits may be extended by mutual agreement of the Board and the Association in writing; then the new date shall prevail.

3.12 The Board shall not be required to pay back wages of more than fifteen (15) working days prior to the date a grievance is filed by invoking the informal conference (Article 3.2).

3.13 All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment/underemployment earnings as approved by the unemployment insurance agency (UIA).

3.14 No decision in any one grievance shall require a retroactive wage adjustment in any other grievance, unless such grievance has been designed as a representative grievance by mutual written agreement by the parties.

3.15 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.

3.16 The fees and expenses of the arbitrator and the fees of the American Arbitration Association shall be paid by the losing party.

GENERAL PROCEDURES

3.17 All complaints and appeals must be in writing. They shall contain a specific but concise statement of the facts upon which the grievance is based, a specific reference to the Articles and sections of the Agreement which have allegedly been violated, the date of the alleged violation, the specific nature of the relief requested and, shall be signed and dated by the employee involved. Forms for filing grievances and taking appeals shall be formulated by the Board and the Association. However, the availability of said forms to employees shall be the responsibility of the Association.

3.18 Any employee may present a grievance for adjustment without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given an opportunity to be present at such adjustment.

3.19 There shall be strict adherence to the time limits specified in this procedure except when a time limit, in any specific instance, is extended by mutual written agreement.

3.20 Failure of an administrator to report any decision within the specified time limit at any step of the grievance procedure shall automatically move the grievance to the next step in the grievance procedure. Failure of an employee to file a grievance or appeal within the specified time limit at any step of the grievance procedure shall constitute a clear and specific denial by the Board and administration of the merits of such grievance or appeal.

3.21 At the request of an employee an Association Representative may be present at all grievance meetings held under this procedure.

3.22 The following matters, among others specified elsewhere in this Agreement, shall not be subject to arbitration under this grievance procedure:

- The termination or discipline of a probationary employee.
- The provisions of any insurance contracts and/or policies provided pursuant to this Agreement.
- Employee evaluations.
- 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 arbitration procedure to employees who have one or more administrative remedies available to them outside of the scope of this Agreement.

ARTICLE 4

PROVISIONS AFFECTING EMPLOYMENT

EMPLOYEE RESPONSIBILITY

4.0 It is mutually agreed that the educational quality of the school district reflects the ideals, motives, preparation and conduct of its employees. In discharging his/her work responsibilities, each employee shall be responsible to the appropriate administrator and shall diligently, and to the best of his/her ability, perform all assignments and responsibilities and comply with the policies, rules and regulations, and practices of the Board and the provisions of this Agreement.

HIGHLY QUALIFIED REQUIREMENT

4.1 All paraprofessionals shall meet the Every Student Succeeds Act (ESSA) of 2015 requirements prior to being hired.

4.2 The parties agree to form a committee of Board and Association representatives as needed to review and discuss professional development opportunities for paraprofessionals.

HEALTH REQUIREMENTS

4.3 Each employee shall maintain a condition of health sufficient to permit him/her to successfully perform the expressed and implied duties of his/her position. The District reserves the right to require a health examination of any employee by a doctor designated by the Board at the Board's expense.

ASSAULT UPON AN EMPLOYEE

4.4 Any case of assault upon an employee shall be promptly reported to the Board. For any such assault which occurs during the performance of official duties, and within the scope of board policy, the Board will advise the employee of his/her rights and obligations with respect to such assault. Moreover, the employee will not suffer any loss of wages for an absence due to such assault up to the time he/she qualifies for workers' compensation. However, if such (workers' compensation) benefits are made retroactive the Board shall recover all wages paid during the period of retroactivity.

WORKERS COMPENSATION

4.5 Workers Compensation shall be provided as specified by law. In addition, the Board will pay to the employee the difference between the amount paid by Workers Compensation and his/her regular daily rate.

LIABILITY INSURANCE

4.6 Each employee, while acting within the scope of his/her official duties, will be covered by the

provisions of the school district's liability insurance policy.

PERSONNEL FILE

4.7 No official report or derogatory statement about an employee shall be considered part of an employee's personnel file unless such employee is sent a dated copy. The employee shall have the right to submit a response to the report or statement. Every employee has a right to review the contents of his/her personnel file. The employee may request that negative material of a non-recurring nature be removed from the file after three (3) years.

ARTICLE 5

WORKING CONDITIONS

WORK YEAR

5.0 The work year for paraprofessionals shall be all student days, the first teacher day, and all professional development days. It would exclude records days, and conferences. Hall monitors shall not be assigned to work non-student attendance days unless given advanced notice by the building administrator.

WORK WEEK

5.1 The normal work week for full time employees shall be between thirty (30) and thirty-seven and one-half (37.5) hours. Some employees may be required by the appropriate administrator to work more than thirty-seven and one-half (37.5) hours per week. The typical day for elementary paraprofessionals will be 6.5 hours, except kindergarten paraprofessionals are 6.75 hours. The typical day for elementary special education paraprofessionals will be 7.0 hours, and the typical day for middle school and high school paraprofessionals will be 6.75 hours. The typical work-day for Hall Monitors will range between 6.75 – 7.5 hours, depending on the duties/responsibilities assigned by the administrator. Subject to the above limitations, it is the intent of the agreement that employees report to work five minutes before the start of the student day and leave work five minutes after the end of the student day. A work week of less than thirty (30) hours is considered part time employment. Employees shall be paid the appropriate hourly rate for the number of hours worked per week. Individual work schedules for each building will be established by the appropriate administrator. All employees will be entitled to a duty-free unpaid lunch period of at least thirty (30) minutes. However, depending upon building assignments, this unpaid lunch may be extended to coincide with the student lunch period. An alternative lunchtime will be mutually agreed upon by the employee and the building administrator. All full time employees are entitled to a ten (10) minute break in the morning and a ten (10) minute break in the afternoon. Such breaks cannot be used to extend the lunchtime break unless mutually agreed upon by the employee and the building administrator.

5.2 Building principals will give each employee a written copy of their work schedule within the first workweek. A copy of the schedule will be sent to the Association President.

PLAYGROUND OR LUNCHROOM DUTIES

5.3 A bargaining unit employee may be asked to supervise lunchrooms and/or playgrounds. If assigned to these duties, that employee shall be paid at his/her contractual hourly rate and will be paid through completion and submission of a timesheet. An employee may choose to clean lunchrooms but will not be required to do so.

OVERTIME

5.4 Approved overtime in excess of the regular work week but less than 40 hours per week will be compensated at straight time in money. Approved overtime in excess of 40 hours per week will be compensated at time and one-half in money.

EMPLOYEE CATEGORIES

5.5 The Board and the Association recognize three categories of employees: full-time, part-time, and probationary.

5.6 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.

SUBSTITUTES

5.7 A substitute may fill a vacancy for a period not to exceed thirty (30) duty days. A position to be vacated for a period longer than thirty (30) duty days will be posted. If urgent need necessitates the hiring of temporary personnel, the Administration will meet with the Association to so advise the Association and to determine the duration of said position(s).

5.8 The District shall actively recruit for all vacant positions and upon exhaustion of such efforts may use temporary substitute employees, as long as the District continues to seek to fill said vacancy.

SUBSTITUTE TEACHING

5.9 In an emergency situation, a paraprofessional who is a certified teacher may be asked to substitute for a teacher who is absent from school. Accepting substitute assignments will be voluntary. No paraprofessional will be substitute for more than ten (10) days in a school year.

PROBATIONARY PERIOD

5.10 Employees shall be on probation for the first ten (10) 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. 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 and discipline of such employees, but such action shall be subject to review through Step Two of the grievance procedure and the determination made at that Step Two shall be final.

5.11 .Upon successfully completing this trial period probationary employees will become eligible for sick leave.

ASSIGNMENTS AND TRANSFER

5.12 Assignment to a position within a category or subcategory will be made by the appropriate administrator in the best interests of the educational program and the school system. Prior to final assignments, the administrator will consult with the President of the Association to discuss the process. The Board will notify the GPEPA President of any transfer, change or assignment, or new hire.

5.13 Transfer shall be defined as a change of building and/or category or subcategory. However, it does not include a change of building which results from the movement of a program.

5.14 Vacancy shall be defined as an opening resulting from retirement, resignation or other termination of employment. It shall also include a new position.

5.15 When the Board has declared that a vacancy exists it will post such vacancy on the district web site for a period of at least six working days. The posting will include the category or subcategory, building, duties, hourly rate, hours per week, and deadline for receiving applications. During the summer months (when school is not in session) vacancies will continue to be posted on the district web site.

5.16 Normally, each employee who applies for a posted position will be granted an interview with the appropriate administrator(s).

5.17 Transfer of an employee will be based on demonstrated aptitude, skills, training, ability to work effectively with students and staff, and experience both in and outside the district.

5.18 Each employee will be informed in writing of the disposition of his/her transfer request within six

duty days after all interviews are completed.

5.19 An employee may be transferred by the Chief Personnel Officer (CPO) or designee, when, in his/her judgment, it is in the best interests of the instructional program and/or the school district. It is agreed that the decision to transfer an employee will not be made in an arbitrary or capricious manner. Moreover, no employee will suffer a reduction in wages as a result of such transfer. The Association President will be consulted during this process.

DISCIPLINE/DISCHARGE

5.20 No employee who has successfully completed his/her probationary period shall be disciplined or discharged except for reasonable and just cause. Normally, disciplinary action will be taken in private and the employee may request that an Association Representative be present.

5.21 The types of disciplinary action which normally will be taken are a warning, a written reprimand, suspension without pay, and discharge.

5.22 The Board 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 for such period as the Board may determine of an employee:

Insubordination, which is defined as a willful disobedience of an order or instruction of a designated superior acting within the realm of his/her 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.

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 reprimands (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.

An intentional false material statement or representation made in his/her employment application if discovered in the first three (3) years of employment.

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

Illegal personal misconduct, including immorality or assaulting, endangering or threatening to endanger, the person of any other employee or any student.

Reporting to work in an intoxicated condition and/or the use of or consumption of alcohol during the work day.

Any behavior on the job which is illegal either under Federal or State laws or statutes.

Conviction of or pleading guilty to, a felony charge in any criminal court of record.

EMERGENCY CLOSING OF SCHOOLS

5.23 It shall be the responsibility of the Board to determine whether conditions warrant the closing of schools. If it is determined that a school or schools should be closed (and no delayed opening is planned), employees of those schools shall not be required to report to their job assignments and will not suffer any loss of pay. If a building is closed after the start of the normal work day, the employee shall suffer no loss of pay for that day. All employees are required to report for duty at times when only a fraction of the school system may be closed down. In the event of an emergency when only some children are excused on a scheduled day of attendance, instructional paraprofessionals may be reassigned to other duties or buildings for the duration of the emergency.

EVALUATION

5.24 Probationary employees will be evaluated twice during their probationary period, once at the end of the trial period (first three months) and once before the end of the probationary period (total of ten months). If, after the first evaluation, the work of a probationary employee is not satisfactory, the employee will be placed on an Individualized Plan of Improvement. After a successful probationary period is completed, each employee will be evaluated at least once every

three (3) years. An evaluation will also be performed when: (1) there has been a major categorical change of assignment within a building; (2) there has been a change in building assignment; (3) there has been a concern indicated. It is understood that all evaluations will be in writing. An employee will have an opportunity to discuss his/her evaluation with his/her supervisor, a reasonable time to prepare a supplementary statement for inclusion in his/her files if he/she wishes, and a copy of the evaluation.

ADMINISTRATION OF MEDICATION TO STUDENTS

5.25 An employee shall not be required to administer medication to students unless directed by his/her administrator to do so. When required to administer medication to a student, such administration must be done in the presence of another adult pursuant to written permission of the pupil's parents or guardian and in compliance with the instructions of a physician.

FIRST AID, HYGIENE, MEDICAL PROCEDURES

5.26 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. No employee shall be required to perform any personal care hygiene procedure or invasive procedure for a student without an adult witness present. At the time of initial employment, paraprofessionals will be advised that unit members may be required to perform these duties.

TRAINING

5.27 The District will provide new employee orientation for all employees within a month of the employee's hire date. This orientation shall take place during the employee's scheduled work day. The orientation will include the District policies, the educational programs in which they shall be employed, and the laws which affect their work environment.

5.28 Paraprofessionals will be provided appropriate supervised training before performing medical or physical procedures with students who have medical needs, especially those students who are determined to be medically fragile.

5.29 Emergency medical procedures will be identified. The paraprofessional will be trained in these procedures. Said procedures will be posted in the facility where the procedure is to be administered. A certified health care professional will be available by phone at all times the procedure is to be administered.

HEPATITIS IMMUNIZATION

5.30 Paraprofessionals who are at risk of contracting Hepatitis B because of the nature of the care they provide shall be eligible to receive Hepatitis B immunization. Administration will determine risk.

TRANSPORTATION OF STUDENTS

5.31 Employees shall not be required to transport students in vehicles. Employees shall not be required to carry a disabled student except in an exceptional situation or as a temporary expedient when necessary structural changes are being made to create a barrier-free building. Any employee participating in the carrying or lifting of a disabled student shall be appropriately trained so as to provide the safest and least humiliating means of carrying the disabled student.

CAMPING

5.32 No employee will be required to accompany a teacher on a camping trip. If the trip extends beyond the regular hours of the work day, the employee will be paid his/her hourly rate for the additional time. However, no employee will be compensated up to a maximum of 12 hours per day.

ARTICLE 6

LEAVES OF ABSENCE

GENERAL LEAVE PROVISIONS

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.

UNPAID LEAVE OF ABSENCE

6.0 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. Upon expiration of leave an employee who was on leave one month or less or was on leave two months or less due to illness or disability will be returned to his/her position. Employees whose leave are in excess of the one or two months above shall be eligible for the first vacancy for which they are qualified. Moreover, satisfactory evidence of physical or mental health shall be filed with the Board as directed before the employee is returned to duty.

6.1 Upon application to and approval from the Assistant Superintendent of Human Resources, an employee may receive a short unpaid leave of absence for worthwhile needs. The leave shall not interfere with the continuity of operations.

LEAVE OF ABSENCE – LONG TERM DISABILITY

6.2 When an employee becomes eligible for LTD benefits, they shall be considered to be placed on a leave of absence, and their position shall be posted, notwithstanding their 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 leave shall be granted. In no case shall such leaves extend beyond four years in duration.

6.3 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 for a period of one year from the date of insurance carrier approval of long term disability benefits.

6.4 For purposes of leave, illness or disability means the complete inability of the employee, due to sickness or injury, to perform any and every duty pertaining to his/her assignment with the Board. Illness includes cases where emergency medical procedures are required. Illness or disability shall not exist where an employee is actively working for the Board, another employer, or in self-employment. Illness or disability shall not exist where caused or contributed by intentionally self-inflicted body injury or war or any act of war.

6.5 An employee shall keep Human Resources apprised of their employment status with any other employer with the same or similar physical requirements of their position. The District shall comply with

6.6 In personal illness cases of an emergency or unanticipated nature, absence will be reported to automated attendance system prior to 7:00 a.m. If such notification is after 7:00 a.m., a phone call is required to the employee's building administrator as soon as possible but at least one (1) hour before the employee reports for work. However, any employee who is scheduled to begin work after 11:00 a.m., will be expected to give three (3) hours' notice. If the unanticipated illness appears that it will continue beyond the initial day, the employee shall notify his/her building administrator as soon as they are able with the approximate duration of his/her illness. In cases where necessity for leave can be anticipated, application for such leave shall be made on the prescribed form, and forwarded to the office of the Chief Personnel Officer (CPO) or designee.

6.7 An employee may be required to furnish information and/or a physician's certificate concerning

his/her absence in accordance with the law. When an employee is unable to substantiate the necessity of a leave of absence by a physician's certification, where required.

GENERAL LEAVE OF ABSENCE

6.8 Eligible employees on leave shall be paid 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

6.9 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 she not become ill or disabled, such increase to be determined by the employee's contracted base salary for such ensuing school year.

TERMINATION OF BENEFITS

6.10 The Board has purchased an insurance contract providing long term disability insurance, as described in Appendix B, for all employees who have completed one year of service. Leave benefits shall terminate as of the date the employee exhausts coverage under Article 6.2 - 6.6 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.

6.11 Leave benefits for employees who qualify under Articles 6.2 – 6.6 shall terminate in any event at the expiration of leave bank time (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 leave bank time.

6.12 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

6.13 Absences shall be reported to the automated attendance system prior to 7:00 A.M. If such notification is after 7:00A.M., a phone call is required to the employee's building administrator as soon as possible but at least one (1) hour before the employee reports for work. However, any employee who is scheduled to begin work after 11:00 a.m. will be expected to give three (3) hours' notice. Failure to meet this requirement may result in an appropriate deduction of pay unless failure to notify was beyond control of the employee. If the unanticipated illness appears that it will continue beyond the initial day, the employee shall notify his/her building administrator as soon as they are able with the approximate duration of his/her illness so that substitute arrangements can be made.

6.14 When an employee's leave of absence is anticipated to extend beyond ten (10) duty day, 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.

RETURN TO DUTY

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

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

An employee shall be returned to their assignment at the conclusion of a period of approved leave not to exceed one-half of the employee's work year, subject to Article 7 (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 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; 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

6.16 An employee may be required at the time of their absences to furnish information and a physician's certificate concerning their absence as the board may require. 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.

SHORT TERM LEAVES BEYOND THE CONTROL OF THE EMPLOYEE

JURY DUTY

6.17 An employee who serves on jury duty will be granted a leave of absence. The employee will be paid for the days while on jury duty. When the employee is excused from jury duty for a half day or more he/she must notify his/her building administrator immediately and report to his/her work location. Employees will complete the proper form and submit official proof of the days served.

FUNERAL LEAVE

6.18 Leave with pay, not charged to the employees bank, for up to five (5) duty days because of 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 6. Immediate family shall be defined as mother, father, mother-in-law, father-in-law, grandparents, grandchild, sister, brother, spouse, child, daughter-in-law, son-in-law, stepchild, foster child, step parent, or step-grandparents. This same leave will be granted to any employee serving as the legal guardian of a decedent. Leave for the death of an additional household member may be granted by the Chief Personnel Officer (CPO) or designee upon request.

6.19 Leave with pay, not charged to the employees bank, for one day will be allowed for the death of an aunt, uncle, first cousin, niece, nephew, brother-in-law, sister-in-law, spouse's grandmother, and spouse's grandfather.

SHORT TERM LEAVES SUBJECT TO LIMITED CONTROL OF THE EMPLOYEE

PERSONAL ILLNESS LEAVE (PREVIOUSLY SICK LEAVE)

6.20 For purposes of Personal Illness, illness or disability means the complete inability of the employee, due to sickness or injury, to perform any and every duty pertaining to his/her assignment with the Board. Illness includes cases where emergency medical procedures are required. Appointments for medical examinations and diagnostic testing or for other health or medical care appointments which cannot be scheduled outside the normal school day shall qualify for leave under the terms of sick leave. Illness or disability shall not exist where an employee is actively working for the Board, another employer, or in self-employment, or is confined in a penal institution. (CCL)

FAMILY ILLNESS

6.21 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, spouse, stepparents and stepchildren.

PERSONAL BUSINESS (PREVIOUSLY PERSONAL LEAVE)

6.22 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 a teacher 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.

FUNERAL OF A NON-IMMEDIATE FAMILY MEMBER

6.23 Leave to attend the funeral of a non-immediate family member. For the purposes of this category immediate family member is defined as a spouse, parent, spouse's parent, grandparents, sister, brother, child, grandchild, daughter-in-law, son-in-law, stepchild, foster child, step-parents or step grandparents of either the employee or their spouse.

INDIVIDUAL LEAVE BANK

6.24 Each employee will be provided 10 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

6.25 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 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.

6.26 Employees may use their Individual Roll Bank days for absences that exceed their provided number of Individual Leave Bank days 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.

6.27 When an employee is on any approved leave, they must remain in a paid status utilizing all banked, including roll bank days, until they are placed in an unpaid status.

6.28 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.

ADDITION OF DAYS TO ROLL BANK

6.29 Days will be added to the Individual Roll Bank on an annual basis using the following formula:

SHORT TERM DISABILITY PLAN-

6.30 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 for their own personal illness defined as when they are unable to perform the material and substantial duties of their own occupation because of sickness or injury, and are under the regular care of a doctor.

6.31 Employees may receive compensation from the Short-Term Disability plan starting with their 25th consecutive duty day of absence through a maximum of their 89th day of absence. Absences

starting with their 91st consecutive duty day of absence shall be covered by the district LTD plan.

6.32 Upon the 30th day of absence from the employee shall be provided 66 2/3rds of their daily rate up to $290 per day whichever is smaller. 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.

6.33 For the purpose of computing, an employee's hourly rate X hours per day plus any longevity payment will be used.

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

Betty Smith is a paraprofessional who had started the 2026-27 school year with 18 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/Personal Business days (receiving her full pay). For absences number 7 through 24 (18 days) Betty uses her Individual Roll Bank days (receiving 75% pay). 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 or $290, whichever is less.

LONG TERM DISABILITY BENEFIT

6.35 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 the employee experiences a gap in compensation between STD and LTD, the district shall fund a bridge of continued STD.

PART TIME EMPLOYEES

6.36 When using days from their Individual Leave Bank, Individual Roll Bank or the Short-Term Disability Plan part –time employees will be awarded and will use a fractional day equal to their current FTE. The following example is intended to illustrate this effect:

During the 2026-27 school year Barbara Smith is a .5 FTE employee with 8 days in her Individual Roll Bank to start the school year. Barbara becomes ill on October 1st and per her doctor's orders she must miss 3 weeks (15 days) of work. Barbara uses her 5 Individual Leave Bank days (10 days times her FTE of .5) for the first 10 half days of the absence. After these first 10 half days her Individual Leave Bank was exhausted. She uses 5 half days or 2.5 total days of her 8 available Individual Roll Bank days to provide her compensation (these days will be paid at .5 of her daily rate. The 75% pay deduction will only be applied to each day she uses an Individual Roll Bank day.)

HEALTH INSURANCE PREMIUM

6.37 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 and any 20% surcharge as outlined in 11.14.

WORKER'S COMPENSATION

6.38 Employees absent for work for an absence eligible for Worker's 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.

6.39 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 time 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 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.

FAMILY & MEDICAL LEAVE (FMLA)

6.40 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 and Medical Leave Act of 1993 (FMLA). Employees whose work day is considered full time (6 hours or greater) shall be eligible for the same benefits allowed other full time employees in accordance with the Family Medical Leave Act of 1993. All requests for such leave will be made to the Assistant Superintendent of Human Resources. When the need is foreseeable, notice will be given thirty (30) days before the start of the 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 will 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 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. All rules that govern FMLA shall apply to such leave other than the hour requirement which shall be understood to be a minimum of 1,050 within the previous year. This provision is effective as long as FMLA is not modified by law and remains effective in other district agreements.

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

PAY FOR UNUSED INDIVIDUAL ROLL BANK DAYS

6.42 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.

PATERNITY LEAVE

6.43 Employees may use their Individual Leave Bank for the purposes of paternity leave.

ADOPTION LEAVE

6.44 Female employees who are in the process of permanently, legally adopting a child may use available Individual Leave Bank Days and Roll Bank Days for the purpose of bonding with the new child. Employees may not use the Short-Term Disability program for this purpose.

6.45 Male employees who are in the process of permanently, legally adopting a child may use available Individual Leave Bank Days and Roll Bank Days for the purpose of bonding with the new child. Employees may not use the Short Term Disability program for this purpose.

6.46 Employees continue to have their rights under the FMLA for adoption purposes.

ARTICLE 7

REDUCTION OF STAFF

SENIORITY

7.0 Seniority shall be defined as follows:

Seniority shall have two components: 1) length of service and 2) earned qualification.

7.1 Length of service shall be determined from an employee's uninterrupted date of hire. Employees on unpaid leaves of absence for more than 20 duty days shall lose seniority for all days in excess of 20 unpaid days.

7.2 Qualification is earned by successfully working 10 continuous months, one-half time or greater, within a specific work category outlined in Article 7.7. Once the qualification is earned, all of employee's earned year in length of service shall apply to any/all earned categories.

7.3 If two or more employees have earned qualification in a category and have the same length of

service, they shall be placed on the seniority list in order of their hire dates. If two or more employees have the same length of service and the same hire date, they shall be placed on the seniority list in order of the dates that their applications for District employment were first received by the Human Resources.

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

7.5 By May 1 of each year, the Board will provide the Association with an updated seniority list which includes both length of service and qualifications earned. The list will be distributed to each building in the District. Should a member disagree with his/her placement on this list, s/he will have fifteen (15) duty days from publication of the list in which to file a complaint with the Human Resources Department.

7.6 Building principals shall post the seniority list on the employee posting board.

CATEGORIES AND SUBCATEGORIES

7.7 The following categories and subcategories are hereby established:

Attendants	Hall Monitor and/or Locker Room Attendant
Ed Tech	Ed Tech Paraprofessional
Vocational	Vocational Instructional Paraprofessional: Automotive, Career Center, Business, Distributive Education/Marketing, Commercial Foods, Child Care
General Education (a)	Instructional Paraprofessional General Education including Magnet Program, Pre-Kindergarten, etc.
Special Education	Special Education Instructional Paraprofessional: All Levels; Resource Room Programs, Cross Categorical Special Education Classrooms, Transition Services, Classrooms for Students with Cognitive Impairments, Autism Spectrum Disorders, Emotional Impairments, and Early Childhood Developmental Delay, Health Care Paraprofessionals, Paraprofessionals for Students with Physical or Sensory Impairments
General Education (b)	Computer Education Instructional Paraprofessional, Student Center , Title I

LAYOFF AND RECALL

7.8 In the event the Board elects to reduce the number of positions in the bargaining unit, the Board will give at least ten (10) days notice of lay off, whenever possible. Prior to implementing the layoffs, the Board will meet and confer with the Association concerning the accuracy of the lay off list.

7.9 Employees with no earned qualifications in a category will be laid off first according to length of service.

7.10 The next step in layoff procedure will occur from the list of categorically qualified employees. From each categorical group, the employee(s) with the lowest length of service will be laid off.

7.11 An employee identified for layoff may bump the lowest seniority employee in another category in which s/he has been determined to be qualified.

7.12 Bumping rights will prevail over transfer requests.

7.13 Employees cannot claim vacant positions out of their category or subcategory. However, they may apply and be considered for transfers to vacancies in other categories or subcategories.

7.14 Seniority employees who are laid off shall retain their recall rights for a period equal to the length of their seniority.

7.15 Laid off employees will be recalled to categories or subcategories for which they are qualified in

the reverse order of layoff.

7.16 Notice of recall will be sent to the employee at his/her last known address by certified mail. If the employee refuses or fails to respond in writing within ten (10) days of the mailing of said notice, he/she shall be considered to have voluntarily severed employment with the district.

7.17 During the period of layoff no wages or fringe benefits will be paid nor will seniority or wage increments accrue. However, any laid off employee recalled to a position will retain previously accumulated and credited seniority. Any recognized member of this bargaining group who is laid off at the end of the school year will receive health coverage through August 31st. A recognized bargaining member laid off during the school year will receive an additional month of health coverage from the date of layoff.

LAYOFF AND RECALL, PROBATIONARY EMPLOYEES

7.18 Probationary employees shall be terminated. However, they may apply for vacancies that occur in their previous category or in other categories.

7.19 If a laid off probationary employee is selected for a bargaining unit vacancy and begins work in that position within 45 duty days of his/her last day of work prior to being laid off, he/she shall be reinstated to District employment with no break in service. Prior uninterrupted service in the bargaining unit shall be counted toward completion of probation, calculation of seniority, and eligibility for benefits.

7.20 If a laid off probationary employee is selected for a bargaining unit vacancy and begins work in that position more than 45 duty days after he/she last worked prior to being laid off, he/she shall be considered a new hire. Prior service shall not count toward completion of probation, the calculation of seniority, or benefit eligibility except as noted in the following paragraph 7.21.

7.21 Exceptions to the benefit eligibility provisions in paragraph 7.20 above are as follows: Insurance plans (life, medical, dental, and vision) may be reinstated effective the first day of the month following re-hire if there has been less than a 90 day lapse in the employee's District-sponsored insurance coverage, including any time under COBRA.

7.22 Vacant positions, use of contracted workers: The parties agree that the use of contracted workers will be limited to temporary assignments, under 90 days. All other vacancies, during the first semester, 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.

ARTICLE 8

EMPLOYEE COMPENSATION AND FRINGE BENEFITS

EMPLOYEE COMPENSATION

8.0 Employees will be compensated by the Board in accordance with the hourly wage schedule set forth in Appendix A of this Agreement. In order to be eligible for the annual increment eligible employees must work more than one-half of the scheduled work year.

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

LONGEVITY

8.2 Employees shall be eligible to receive longevity pay beginning with the first paycheck due the employee following completion of five (5) years of service and the top of the salary schedule (employees will be held harmless if they are already earning longevity). The annual longevity amount payable will be prorated if the anniversary date occurs after the beginning of the school year. It shall be the responsibility of each employee to notify the Human Resources Department in

writing thirty days prior to his/her eligibility date for longevity payment. A longevity notification that is not received timely will be processed beginning with the next scheduled paycheck and prorated for that school year according to the date the notification was received. Longevity will be paid according to the following schedule. It is understood that the amounts do not compound.

Longevity	Amount per Hour
Beginning of 6th year	$0.55
Beginning of 10th year	$0.80
Beginning of 15th year	$1.30
Beginning of 20th year	$1.80
Upon completion of 25th year	$2.30

CREDIT HOURS

8.3 Employees who have taken 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 a course is job related will be made by the Chief Personnel Officer (CPO) or designee.

Credit Hours	Hourly Differential
100	75¢ per hour
200	95¢ per hour

INSURANCE BENEFITS

8.4 The Board will provide insurance benefits to eligible employees as set forth in Appendix B of this Agreement.

PAY PERIODS

8.5 Employees shall have the option to receive their paychecks in either 21 or 26 installments for regular hours worked. Any hours worked beyond those regularly assigned shall be paid via a time sheet in the manner required by the building administrator.

8.6 When a scheduled pay day falls within a holiday break, paychecks will be mailed to the employee.

8.7 The Board agrees to make direct deposit of a member's pay check to the bank(s) and account(s) of their choice. Procedures for this process will be established by the business office.

8.8 Members will receive the right to contribute to a tax-sheltered annuity (TSA). This will be in accordance with IRS guidelines. Members must select one of the companies doing business with the school district.

REIMBURSEMENT OF TRAVEL

8.9 Employees who travel as a part of their assignment shall be compensated for mileage at the IRS rate per mile in accordance with procedures established by the Business Office.

HOLIDAYS

Holidays	
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving*
Mid-Winter Break (one day)	Christmas Eve
Good Friday	Christmas Day
Memorial Day	New Year's Eve*
Labor Day*	

8.10 Should the first work day occur prior to Labor Day, Labor Day shall be a paid holiday for those employees who have worked the first scheduled work day before and the first scheduled work day after Labor Day. If the GPEA calendar does not provide a day off for students on Martin Luther King, Jr. Day, then the members of GPEPA will not have that day as a paid holiday.

PART TIME EMPLOYEES

8.11 Employees scheduled to work less than 30 hours per week shall be eligible for leave benefits, and holidays on a prorated basis which shall be the proportion that their regularly scheduled hours of work per week bear to 30 hours. They shall also be eligible for insurance benefits. However, the Board's contribution to the premium cost of insurance 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.

8.12 It is understood that if the bargaining unit is expanded through a MERC conducted election none of the provisions of this Agreement shall apply to those employees who become a part of the unit as a result of such election. It is further understood that the subjects of wages, hours and other conditions of employment, as they apply to the above-mentioned employees, shall be subject to collective bargaining between representatives of the Board and the Association.

SEVERANCE INCENTIVE PAYMENT

8.13 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.

ARTICLE 9

MATTERS CONTRARY TO THE AGREEMENT

9.0 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 or decree no appeal has been taken within the time provided 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

ARTICLE 10

DURATION OF THE AGREEMENT

10.0 This Agreement shall be effective as of July 1, 2026, and shall continue in full force and effect until June 30, 2030. If either party desires to terminate, modify or change this Agreement, they shall give the other party written notice to that effect, not less than ninety (90) days prior to June 30, 2030. In the event that neither party serves upon the other timely notice to terminate, modify or change this Agreement in the manner set forth herein, then this Agreement shall automatically be extended for a period of one (1) additional year until which extension shall be subject to the provisions for termination, modification, or change and extension as set forth herein.

10.1 Any notices required hereunder shall be sufficient if mailed:

To the Board: C/O Assistant Superintendent of Human Resources
The Grosse Pointe Public School System
20601 Morningside
Grosse Pointe Woods, MI 48236

To the Association: The then elected President of the Grosse Pointe Educational Paraprofessional Association at his/her residence

IN WITNESS WHEREOF, the parties have executed the attached Agreement by their duly authorized representatives on June 30, 2026.

Board of Education The Grosse Pointe Public School System By	Grosse Pointe Education Association MEA-NEA By
Clint Derringer President	Mary Snell, President
Valarie St. John Secretary	Timothy Couto, MEA
Moussa Hamka. Assistant Superintendent of Human Resources	

APPENDIX A

SALARY SCHEDULE

Classification A

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$16.17	$16.66	$17.16	$17.67
2	$16.55	$17.05	$17.56	$18.09
3	$17.49	$18.01	$18.55	$19.11
4	$18.45	$19.00	$19.57	$20.16
5	$18.81	$19.37	$19.95	$20.55

Classification C

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$17.41	$17.93	$18.47	$19.02
2	$18.47	$19.02	$19.59	$20.18
3	$19.53	$20.11	$20.72	$21.34
4	$20.60	$21.22	$21.85	$22.51
5	$21.00	$21.63	$22.28	$22.95

Classification S

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$18.14	$18.68	$19.24	$19.82
2	$19.17	$19.74	$20.33	$20.94
3	$20.20	$20.80	$21.43	$22.07
4	$21.24	$21.87	$22.53	$23.21
5	$21.63	$22.27	$22.94	$23.63

ACT 18 – ASD/MOCI

Step	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
1	$22.93	$23.62	$24.33	$25.06
2	$23.96	$24.68	$25.42	$26.18
3	$24.99	$25.74	$26.51	$27.31
4	$26.03	$26.81	$27.62	$28.44
5	$26.42	$27.21	$28.03	$28.87

If a paraprofessional is involuntarily transferred from ACT 18 – ASD/MOCI, they will be moved to classification S, Step 5.

APPENDIX B

INSURANCE BENEFITS

11.0 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

11.1 Newly hired employees are eligible to participate in the life and health portions of the flexible benefits plan as of the first day of the month following completion of 60 days of service.

11.2 The Board, in consultation with the GPEPA 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.

11.3 The flexible benefits plan will include the following benefit plans:

LIFE INSURANCE

11.4 The Board will provide each employee core group life and accidental death and dismemberment coverage of $20,000. Employees who work less than 6 hours per day are also eligible for such insurance. However, the Board's contribution to the premium cost of such insurance shall be limited to that percentage of the premium cost which is equivalent to the percentage of full time service (6 hours per day) 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. All benefits, conditions, and requirements shall be as set forth in the policy of insurance and as interpreted by the carrier.

HEALTH COVERAGE

11.5 A plan equivalent to the Blue Cross Blue Shield Community Blue PPO Plan 4, with a $20.00 co-pay for office and $20 co-pay for chiropractic visits, including a $15.00 generic/$50.00 formulary50% $70.00 min-$100.00 max non-formulary prescription drug card, with MOPD 2x rider, P-D Contraceptive Rider, and routine mammography and increased emergency room visit to $250 co-pay. Employees will have the option of electing single, 2-person or family coverage. Should the district implement a new health insurance carrier during the life of this contract, the new policy shall be offered paraprofessional association. Should the District implement a new health insurance carrier during the life of this contract, the new policy shall be offered to all eligible members of the Grosse Pointe Educational Paraprofessional Association.

11.6 Employees who work less than six (6) hours per day are also eligible for such insurance. However, the Board's contribution to the premium cost of such insurance shall be limited to that percentage of the premium cost which is equivalent to the percentage of full time service (6 hours per day) rendered by the employee.

11.7 All benefits, conditions and requirements shall be as set forth in the policy of insurance and as interpreted by the carrier.

OPT OUT STIPEND

11.8 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.

OPTICAL AND DENTAL INSURANCE

11.9 Employees will be enrolled in to the district's primary dental benefit plan, providing an 80% benefit on all covered services up to a $1,500 annual maximum payment per covered member as well as an 80% orthodontia benefit up to $1,200 per lifetime per dependent.

11.10 Any employee who terminates employment but works the full school year will receive insurance benefits for the months of July and August. Any employee who terminates employment but works more than half a year but less than a full year will receive an additional month of insurance benefits. The one or two months of health care covered by the Board starts the COBRA time frame.

LONG TERM DISABILITY INSURANCE

11.11 The Board will provide such insurance after 1 year of employment to eligible employees which will have the following requirements and benefits:

90 duty day waiting period;

Payment of 60% of base monthly earnings to a maximum of $2,500.00 per month to age 65;

All benefits, conditions and requirements shall be as set forth in the policy of insurance and as interpreted by the carrier.

ELIGIBILITY

11.12 The above provision does not apply to spouses eligible for group health plan coverage that does not coordinate with the Flexible Plan described above.

11.13 The provision does not require an employee's spouse to enroll the employee's dependent children in the spouse's group health plan coverage. Employees have the option to elect single, 2-person or family coverage for medical, dental and vision benefits. Dependent children are eligible until the end of the calendar year they turn age 26 for each of these plans.

HEALTH CARE CONTRIBUTION

11.14 Employees covered by health insurance benefits will be assessed 20% of the associated cost of the elected plan premium payment in pre-tax dollars deducted over 21 or 26 pay periods.

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

LETTER OF AGREEMENT

between the

Grosse Pointe Public School System

and the

Grosse Pointe Educational Paraprofessional Association

Regarding Independence Paraprofessionals – ACT 18 Classification

This Letter of Agreement ("Agreement") is entered into by and between the **Grosse Pointe Public School System ("District")** and the **Grosse Pointe Educational Paraprofessional Association ("GPEPA" or "Association")**, collectively referred to as the "Parties."

WHEREAS, the District and the Association are parties to a collective bargaining agreement, which expires August 31, 2030, governing the wages, hours, and terms and conditions of employment for employees represented by GPEPA; and

WHEREAS, certain paraprofessional positions providing services to Act 18-eligible students are eligible for the **ACT 18 classification in Appendix A** when the position and/or assignment meets applicable Act 18 funding requirements and is approved by the Fiscal Agent; and

WHEREAS, the Parties recognize that students eligible for Act 18 services may receive educational programming and support within their **least restrictive environment ("LRE")**, including settings in which Independence Paraprofessional support is necessary to meet the needs of an Act 18-eligible student; and

WHEREAS, the Parties desire to establish that Independence Paraprofessionals may be eligible for the Act 18 classification when assigned to provide paraprofessional support to Act 18-eligible students in their least restrictive environments and when such assignment is approved by the applicable Fiscal Agent for Act 18 funding; and

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the District and the Association agree as follows:

1. Eligibility for ACT18 Classification

An Independence Paraprofessional shall be eligible for placement in the ACT 18 classification when:

a. the employee is assigned to provide paraprofessional support to one or more Act 18-eligible students who are being educated in their least restrictive environment; **and**

b. the position and/or assignment has been approved by the applicable Fiscal Agent for Act 18 funding.

Eligibility for the ACT 18 classification shall exist only for the period during which the employee continues to perform a qualifying assignment meeting the above requirements.

2. Assignment-Based Classification

The Parties expressly agree that placement in the ACT 18 classification is **assignment-based** and shall not create a vested right, individual entitlement, or guarantee of continued placement or compensation at the ACT 18 rate.

3. Change in Assignment or Eligibility

Consistent with the treatment of other Act 18-funded paraprofessional positions, if the circumstances supporting an employee's eligibility for the ACT 18 classification change for any reason, including but not limited to a change in student assignment, student placement, employee assignment, Act 18 eligibility, Fiscal Agent approval, or applicable funding, the employee shall no longer be entitled to the Act 18 classification unless the employee otherwise continues to meet the eligibility requirements established by this Agreement.

Upon the loss of Act 18 eligibility, the employee shall be placed in the classification and corresponding rate of pay applicable to the employee's then-current assignment under the Collective Bargaining Agreement, Classification S Step 5.

Any classification and compensation adjustment shall be **effective as of the date the qualifying change occurs**, regardless of the date on which the District administratively processes the change.

4. No Guarantee of Act 18 Classification

The Parties expressly acknowledge that **no bargaining-unit member is guaranteed placement in or continued eligibility for the Act 18 classification.**

Act 18 classification and compensation are contingent upon the employee continuing to perform an assignment that satisfies the requirements of this Agreement and remains eligible and approved for applicable Act 18 funding.

5. Collective Bargaining Agreement

Where Appendix A currently reads ACT 18 - ASD/MOCI will now read Act 18

Except as expressly modified by this Agreement, all provisions of the Collective Bargaining Agreement between the District and GPEPA shall remain in full force and effect.

In the event of a conflict between this Agreement and the Collective Bargaining Agreement concerning the specific subject matter addressed herein, the terms of this Agreement shall control for the duration of this Agreement.

6. Non-Precedent

This Agreement is limited to the specific circumstances and classifications addressed herein. It shall not establish a precedent or past practice regarding any other bargaining-unit classification, assignment, compensation provision, or other term or condition of employment, except as expressly provided herein.

7. Entire Agreement and Modification

This Agreement represents the complete understanding of the Parties concerning the subject matter addressed herein and may be modified only by mutual written agreement of the District and the Association.

8. Effective Date and Duration

This Agreement shall become effective upon execution by both Parties and shall remain in effect unless and until modified or terminated by mutual written agreement of the Parties.

For the District:		For the Association:
Nicole Pilgrim Chief Personnel Officer Date 9-10-26		Mary Snell President Date 9/10/26