

Union City Community Schools

“Striving For Excellence in Everything We Do”

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

Board of Education Agenda

Rescheduled Regular Board Meeting	High School Media Center
Tuesday, September 28, 2021	6:30 PM

I. **Call to Order**

a. **Pledge of Allegiance**

b. **Opening Statement**

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

II. **Consent Agenda**

a. **Approval of Minutes**

1. **Regular Meeting 8/16/21**

b. **Resignation**

Ashley Guess has resigned the middle school paraprofessional position as of August 16, 2021.

c. **Field Trip Request**

Middle School Youth in Government is requesting a field trip to Lansing in November for the Youth in Government Conference.

III. **Correspondence**

IV. **Public Comment**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about items on the agenda. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

V. **Action Items**

a. **Financials**

Board action is required to approve the financials for the month ending August 31, 2021.

- b. **High School Course Guide**
Board action needs to take place to approve the addition of the Charger Academy courses and expectations.
- c. **Cook Hires**
Board action is required to approve Jacquelyn Brauker and Kendra Williams as cooks at the high school; and Kelly Smeltzer as cook at the elementary.
- d. **Paraprofessional Hires**
Board action is required to approve Addi McDowell as a paraprofessional at the high school and Alisha Wood as a paraprofessional at the elementary.
- e. **Bus Driver Hire**
Board action is required to approve Stephanie Yearling as a bus driver.
- f. **Teacher Hires**
Board action is required to approve Hannah Katz as a middle school math teacher; and Rebecca Arlt as a high school special education teacher.
- g. **Superintendent Goals**
Board action is required to approve the Superintendent Goals as presented.
- h. **Individual Contracts**
Board action is required to approve the changes in the contracts for the following people as presented.

Kelly AcMoody, Administrative Assistant
 Brian Belanger, Bus Mechanic
 Amber Case, High School Principal
 Alan Cross, High School Custodian
 Lori Cross, Assistant Business Manager
 Hayley Denney, Athletic Director
 Deb Frey, Transportation Supervisor
 Andrew Hemker, Assistant Maintenance Supervisor
 Grant Hutchins, Technology Services Manager
 Jennifer Johnson, Elementary Principal
 Spencer Kever, Maintenance Supervisor
 Sara Leson, Business Manager
 Deb McDowell, Food Service Director
 James Owens, Director of Behavior Support
 Janice Rigel, Academic Interventionist/Community Relations Coordinator
 Kenisha Schley, Academic Interventionist/Community Relations Coordinator
 Scott, Schrader, Elementary Custodian
 Keo Sok, Middle School Custodian
 Jamie Thomas, Middle School Principal

- i. **Closed Session**
Board action is required for the board to adjourn to closed session for the purpose of contract negotiations per Section 8(c) of the open meetings act.
- j. **Collective Bargaining Agreement Contract Approval**
Board action is required to approve the contracts for Bus Drivers, Food Service, Paraprofessional, and Secretarial.

VI. **Discussion Items**

- a. **Board Goals**
Board discussion needs to take place on Board Goals for 2021-2022.

VII. Information

- a. **Board Training on Superintendent Evaluation Tool**
- b. **Substitute Teacher Shortage**
- c. **Bus Camera Installation**
- d. **Security Upgrade Update**
- e. **Job Posting**

VIII. Public Comment

- a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

IX. Board Roundtable

X. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda items four (IV) and eight (VIII).

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.

Monthly Board Meeting
Monday, August 16, 2021 6:30 PM Eastern

High School Media Center
430 St. Joseph Street
Union City, MI 49094

Call To Order

Acting President LaBar called the meeting to order at 6:30 p.m.

Paula DeJongh:	Present
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Absent
Archie Mears:	Present
Kyle Miller:	Present
Jennifer Searls:	Absent

Pledge of Allegiance

Opening Statement

Consent Agenda

The Board of Education approves the consent agenda as presented. This motion, made by Kyle Miller and seconded by Archie Mears, Carried. Miller thanked the retirees and wished them well.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Approval of Minutes

Regular Meeting 7/19/21

Closed Session 7/19/21

Special Meeting 8/2/21

Closed Session 8/2/21

Resignation

Correspondence

Secretary Kyle Miller reported that Jessica Decker, Middle School teacher, had submitted a letter that has been shared with the board and is part of the packet.

Public Comment

Tate Goodwin, Matt Payne, Cindy Chard, Paul Arlt, Jen Gautsche (read daughter Allison's letter), Selah Payne, Lauren Cayo, Ben Chard – general comments regarding the district, Neisa Hoath – all comments regarding supporting the Back to School Guidance and the choice to wear a mask.

Public Comments Statement

Action Items

High School Student Reinstatement

The Board of Education adjourns to closed session for the purpose of discussing the reinstatement of a high school student per Section 8(b) of the Open Meetings Act. This motion, made by Amber Herman and seconded by Kyle Miller, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Acting President LaBar adjourned to closed session at 7:03 p.m.

The Board of Education is required to call the meeting back to order. This motion, made by Archie Mears and seconded by Amber Herman, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Acting President LaBar adjourned to closed session at 8:42 p.m.

Financials

The Board of Education approves the financials for the month ending July 31, 2021 as presented. This motion, made by Archie Mears and seconded by Amber Herman, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea

Yea: 5, Nay: 0

Middle School Interventionist/Paraprofessional Hirings

The Board of Education approves the hirings of Middle School Behavior Interventionist, Jacob Adams; Academic Interventionist/Community Relations Coordinator, Kenisha Schley; Amber Miller, Sharon Cross and Ashley Guess as Paraprofessionals. This motion, made by Kyle Miller and seconded by Archie Mears, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Fall Coaching Recommendation

The Board of Education approves Nathan Cronkright as a volunteer middle school football coach as recommended by Hayley Denney, Athletic Director. This motion, made by Amber Herman and seconded by Archie Mears, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea

Yea: 5, Nay: 0

Weighted Grades

The Board of Education approves the weighted grades recommendation as presented. This motion, made by Amber Herman and seconded by Kyle Miller, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea

Yea: 5, Nay: 0

Student Handbooks

The Board of Education approves the student handbooks as presented. This motion, made by Paula DeJongh and seconded by Kyle Miller, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Letter of Agreement

The Board of Education approves letter of agreement between UCEA/MEA and UCCS as presented. This motion, made by Kyle Miller and seconded by Amber Herman, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Discussion Items

Back To School Safety Guidance

Board discussion took place regarding the Back To School Guidance information. Acting President LaBar read email correspondence from Kara Bercaw, Don Mason and Nicole DeGraff regarding mandating mask wearing for staff and students.

September Board Meeting Dates

The Committee of the Whole meeting scheduled for September 13 has been cancelled and the regular September meeting has been rescheduled for September 28.

Public Comment

Ben Chard – continued general comments about the district and support of the Back To School Guidance plan.

Public Comments Statement

Board Roundtable

DeJongh, LaBar

Adjournment

The Board of Education adjourns the meeting. This motion, made by Kyle Miller and seconded by Paula DeJongh, Carried. Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea, Kyle Miller: Yea
Yea: 5, Nay: 0

Acting President LaBar adjourned the meeting at 8:19 p.m.

Kyle Miller
Secretary

Kelly AcMoody
Recording Secretary

August 16, 2021

To Whom It May Concern:

I Ashley Guess will be resigning from my position as a paraprofessional at Union City Middle School. Due to unforeseen circumstances (result of Covid-19 within family) I will not be able to relocate by the required start date. I thank Mrs. Jamie Thomas and the entire Union City school board for this opportunity, and hope to be able to reapply in the future.

Thanks,

Ashley Guess

GO CHARGERS!!!

FIELD TRIP REQUEST FORM

Teacher: EYRE / BOWERS School/Class: M.S. Youth in Gov't

Request Date: 9/20/21 Trip Date: Nov 21-23, 2021 Destination: LANSING

Number of Students: 20 or 30 Number of Staff/Chaperones: 2 or 3

Purpose of Trip: PARTICIPATE IN THE FALL
M.S. YIG CONFERENCE

Course of Study: CIVIC'S Fee(s): \$250 (GRANT COVERAGE)

Specific Learning Objectives to be Accomplished:

BILL WRITING PROCESS + LEGISLATIVE
PROCEDURES. PARLIAMENTARY PROCEDURE.

Student Behaviors that will Confirm Achievement of the Learning Objectives:

4 STUDENTS WILL WRITE PROPOSED LEGISLATION.
PRACTICE PARLIAMENTARY PROCEDURE.

Course Objectives Related to the Learning Objectives:

CIVIC'S

Pre-Trip Lessons/Activities to be Done in the Classroom:

STUDENTS WILL MEET AFTER SCHOOL
2 TIME / WEEK TO PRACTICE.

Post Trip Activities/Lessons to Reinforce/Extend Learning:

STUDENTS WILL SHARE LEARNING WITH CLASSMATES.

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

Field Trip Approval

Trip Approved: [checked] Trip Disapproved: _____

Principal: [Signature] Date: 09/21/21

NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education

Trip Approved: _____ Trip Disapproved: _____

Superintendent: _____ Date: _____

HIGH SCHOOL USE ONLY

SUBSTITUTE NEEDED: A1 _____ B1 _____ A2 _____ B2 _____ A3 _____ B3 _____ A4 _____ B4 _____

DUE 15 WORKDAYS BEFORE TRIP

SUBMIT 2 COPIES TO BUILDING OFFICE

SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION

2021 UCMS Michigan Youth in Government information and survey

Youth In Government is a program in which students write and submit bills to be acted on by the state Middle School Youth in Government conference held in Lansing on November 21-23, 2021. You will attend this conference! For three days middle school students take over the Capitol building in Lansing. Once there, you will be separated into all different aspects of the law making process from policy makers, debaters, Representatives and Senators to committee members. You will be working in the actual hearing rooms and House and Senate floor in the Capitol building.

The total number of students will be limited to 30. Students will be expected to attend a majority of the after school sessions that will take place on Mondays and Thursdays after school until approximately 3:30 p.m. This is subject to change.

The cost of the program is \$250 plus the cost of meals while in Lansing. This fee will be due no later than October 8, 2021. In the past we have received some funding from the school to help pay for the registration fees. There is also the opportunity to have the entire program paid for by a state grant the we are working on. There will be more details to come on the final cost of the trip.

If your parents have any questions about this program please have them contact Mr. Eyre (741-3375) or Mrs. Bowers (741-3378).

This is an excellent opportunity to have fun while learning about state government. However, this is not a vacation and an excuse to get out of school for a few days. While the work is fun and you are around new people, you will be expected to do a lot of work and participate in many activities. You will also be responsible for all school work which is missed while you are at the conference.

Please see the attached COVID protocols / guidelines for this year and sign the permission form. This is only a survey and does not guarantee a place in the program. Once we have approval we will complete the application process.

AT LEAST ²¹ 20 STUDENTS
HAVE RETURNED THIS SIGNED.

8th - 5

7th - 11

6th - 5

2021 UCMS Michigan Youth in Government information and survey UCMS Youth in Government Participation Permission Survey.

This is just a survey to know how many students have permission from parents to participate in YIG with these health protocols in place. Returning this form does not guarantee a place as UCMS is limited on how many students we take and there is an application process. Please also understand that this also needs to be approved by the Board of Education as it is an overnight trip. Please sign and return by Monday, September 20, 2021.

Student name: _____ Grade: _____

Parent Signature: _____ Date: _____

Printed Name: _____

YMCA Michigan Youth in Government 2021 Health and Safety Protocols

1. Participants will not be permitted to participate in programming if:

- They exhibit COVID-19 symptoms in the 14 days prior to arrival
- They have a positive COVID-19 test within 14 days of the start of the event
- They have COVID-19 symptoms on the day of their arrival
- They are not fully vaccinated and have been determined to be a close contact of someone who has tested positive for COVID-19

2. Overnight Events and Conference requirements for all participants and volunteers;

- Proof of a negative PCR COVID-19 test within 3-5 days of arrival.
 - i. If the participant is fully vaccinated, they may submit their vaccination record in place of taking a PCR test.
 - ii. We recommend delegation advisors collect proof of a negative PCR COVID-19 test within 3-5 days of departure for the event.
- Prior to check in at the conference all participants will also take a rapid antigen test
 - i. Participants traveling to the Lansing event with individuals outside their household will need to take the rapid test **prior to loading the bus or carpool.**

2021 UCMS Michigan Youth in Government information and survey

- If a participant has had COVID-19 in the last 90 days, they will need to submit a date stamped version of their positive PCR test. It must have been at least 10 days prior to the date of submission.

3. For All Events

- Should a participant start to show symptoms and is required to be picked up by a parent or guardian, they will take an on-site antigen test prior to check out.
- Participants should monitor themselves and members of their household for signs or symptoms of COVID-19 14 days prior to arrival.
- Any school or community-based outbreaks (by the state definition of outbreak) of COVID-19 taking place within 14 days of the start of the conference should be reported to the YMCA MYIG staff. This will not disqualify a delegation from participation in the event.

Mask Wearing Policy

YMCA Michigan Youth in Government will be requiring all participants, volunteers and staff to utilize face masks that cover both their nose and mouth while participating in indoor events and conferences.

While outdoors participants, volunteers and staff will not be required to wear masks, pending that are able to be physically distant from individuals not in their delegation. Participants, volunteers and staff will be allowed to wear masks anytime they choose to wear one.

Exceptions include:

1. While sleeping, showering or brushing teeth for all overnight participants
2. While in their own hotel room for all overnight participants
3. While eating and seated during meal times.

Dates of Trip:

November 14-16 or 21-23. We always try to get the later conference but we can not be guaranteed it until we submit our delegation.

7/31/2021 Begin. Cash on Hand:	\$3,286,697		Total of Bills:	947,956
Total Receipts:	\$1,023,470		Total Net Payroll:	237,237
Total Expenditures:	\$1,185,193		Total Bills and Payroll	\$1,185,193
8/31/2021 Total Cash on Hand:	\$3,124,974		to be Approved:	

FOOD SERVICE-August

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Peroid Ending

August 31, 2021

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<u>REVENUE:</u>				
Local Sources	3,584	\$ 10,538	\$6,954	18%
State Sources	0	15,034	15,034	0.00%
Federal Sources	4,111	469,000	464,889	0.00%
INCOMING TRANSFERS	0	0	0	
TOTAL REVENUE	7,696	494,572	\$486,876	
<u>EXPENDITURES:</u>				
Salaries	16,459	122,969	(106,510)	13.38%
Employee Benefits	8,741	72,181	(63,440)	12.11%
Purchased Services	15,231	28,423	(13,192)	53.59%
Supplies & Materials	19,806	263,107	(243,301)	7.53%
Capital Outlay	27,594	3,500	24,094	788.39%
Other Expense	90	3,338	(3,248)	2.70%
Other Transactions	0	32,882		
		526,400	(405,598)	0.00%
TOTAL EXPENDITURES	87,920			
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	87,920	526,400	(405,598)	0.00%
EXCESS REVENUE (EXPENDITURES)	(80,224)	(31,828)		
BEGINNING FUND BALANCE	218,933	218,933		
ENDING FUND BALANCE	\$138,709	\$187,105		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending August 31, 2021

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	16,082	\$ 1,137,133	(1,121,051)	1.41%
State Sources	0	8,578,579	(8,578,579)	0.00%
Federal Sources	0	441,802	(441,802)	0.00%
Other Financing Sources	0	565,000	(565,000)	0.00%
		32,000		
TOTAL REVENUE	16,082	10,722,514	(10,706,432)	
EXPENDITURES				
INSTRUCTION				
Basic Program	1,265,921	5,160,235	3,894,314	24.53%
Added Needs	277,228	1,610,926	1,333,698	17.21%
Total Instruction	1,543,149	6,771,161	5,228,012	
SUPPORT SERVICE EXPENSE				
Pupil	120,777	569,020	448,243	21.23%
Improvement Instructional Staff	21,410	152,797	131,387	14.01%
General Administration	99,119	357,688	258,569	27.71%
School Administration	121,636	650,104	528,468	18.71%
Fiscal Services	64,326	309,432	245,105	20.79%
Operation & Maintenance	255,084	940,805	685,720	27.11%
Transportation	80,170	559,353	479,183	14.33%
Central Support	55,642	313,379	257,737	17.76%
Athletics	69,040	382,557	313,517	18.05%
Community Services	1,247	3,706	2,459	33.65%
Payments to Other Govt Units	0		0	0.00%
Site Improvement Services	0		0	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	25,832	65,000	39,168	0.00%
Fund Modification to Food Service	0	0	0	0.00%
Total Support Services	914,282	4,303,839	2,776,676	
TOTAL EXPENDITURES	2,457,431	11,075,000	8,004,688	
EXCESS REVENUE (EXPENDITURES)	(\$2,441,349)	(\$352,487)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	1,329,314	1,329,314		
BEGINNING FUND BALANCE	1,414,724	1,414,724		
ENDING FUND BALANCE	(\$1,026,625)	\$1,062,237		

10%

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF AUGUST 31, 2021			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF AUGUST 31, 2020		
Current Year			Prior Year		
Balance as of 7/31/2021			Balance as of 7/31/2020		
General Fund Cash Accounts	2,554,900		General Fund Cash Accounts	1,279,104	
Food Service Checking Accounts	22,941		Food Service Checking Accounts	36,677	
Trust & Agency Checking Accounts***	106,683		Trust & Agency Checking Accounts***	n/a	
SF Cash	599,335		SF Cash	401,957	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	305		SF DS Cash 2016	329	
Total Cash On Hand	\$3,286,697		Total Cash On Hand	1,720,599	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	921,730	1,735,748	General Fund Revenue	2,920,985	
Food Service Revenue	101,689	103,584	Food Service Revenue	138,309.71	
Trust & Agency Revenue	0	-	Trust & Agency Revenue	0	
SF Revenue	50	101	SF Revenue	102	
SF DS Revenue 2013	0	0	SF DS Revenue 2013	0	
SF DS Revenue 2016	0	0	SF DS Revenue 2016	0	
Total Revenue	\$1,023,470	1,839,433	Total Revenue	3,059,397	
General Fund Expenses	884,980	2,341,125	General Fund Expenses	779,810	
Net Payroll	237,237	460,389	Net Payroll	217,673	
Food Service Expenses	28,556	30,419	Food Service Expenses	6,429	
Trust & Agency Expenses	0	-	Trust & Agency Expenses	-	
SF Expenses	34,419.63	34,420	SF Expenses	-	
SF DS Expenses 2013	-	-	SF DS Expenses 2013	-	
SF DS Expenses 2016	-	-	SF DS Expenses 2016	-	
Total Expenses	\$1,185,193	2,866,353	Total Expenses	1,003,912	
Balance as of 8/31/2021			Balance as of 8/31/2020		
General Fund Cash Accounts	2,354,413		General Fund Cash Accounts	3,202,606	
Food Service Checking Accounts	96,074		Food Service Checking Accounts	168,558	
Trust & Agency Checking Accounts***	n/a		Trust & Agency Checking Accounts***	n/a	
SF Cash	564,966		SF Cash	402,059	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	305		SF DS Cash 2016	329	
Total Cash On Hand	\$3,124,974		Total Cash On Hand	3,776,084	

Union City High School



Charger Academy Academic Information and Scheduling Guide 2021-2022

- **We value Relationships and Mutual Respect**
- **We value Collaboration and Teamwork**
- **We value Integrity and Ethics**
- **We value Creativity and Innovation**

Union City High School

430 St. Joseph Street

Union City, MI 49094

Main Office: (517) 741- 8561

Counseling Office: (517) 741-3345

Administration

Chris Katz, Superintendent
Email: ckatz@unioncityschools.org

Amber Case, Principal
Email: acase@unioncityschools.org

Hayley Denney, Athletic Director
Email: hdenney@unioncityschools.org

Lu Sexton, Secretary to the Principal
Email: lsexton@unioncityschools.org

Counseling Department

Stacy Guertler, Counselor
Email: sguertler@unioncityschools.org

Susan Connell, Guidance Services
Email: sconnell@unioncityschools.org

Introduction

At Union City High School we aim to prepare all students for life after high school. We now provide an alternative classroom setting to meet the needs of our students who are significantly behind on academic credits and at risk of dropping out of high school. Each student will earn the Michigan Merit credits needed to receive a diploma while developing employability skills and preparing for their post-secondary employment goals.

Students need to apply to the program. Applications will be accepted prior to each academic semester. Admission to the program will be based on seat availability and student need. Only Juniors and Seniors will be eligible to apply. Students must be willing participants and can not be forced into the alternative program. Once enrolled in the Charger Academy, the student is committed to the alternative path for the remainder of their high school experience and may not return to the traditional classroom setting.

Once enrolled in the program, the teacher will work with students to develop a personal learning plan and map out classes through Graduation Alliance. Students' progress will be monitored and courses assigned by the teacher. Students' Educational Development Plans (EDP) will be used to set post-secondary preparation goals. Students will participate in lessons through Xello to research careers and develop their EDP. The teacher and school counselor will work with students to set and track goals based on their desired employment plan for after graduation. This may include work based learning opportunities, dual enrollment, internships, career and technical center enrollment, field trips to potential job sites, and creating networking opportunities for students.

The structure of each school day may look different for each student enrolled in the program. Students will not rotate through classes at Union City High School. They will schedule times each week to work in the Charger Academy classroom with the teacher. Students may only be required to be physically in attendance at the school a few days per week or half days, depending on their course load and employability goals.

Each spring, Union City High School will host a graduation ceremony for the students who successfully earn all of their credits and meet their goals through the Charger Academy. Students will not be able to graduate earlier than their originally anticipated graduation date. After the alternative graduation ceremony, students will be awarded a high school diploma with the same merit as a traditional diploma.

Instructional Planning

Preparation of a student's schedule requires very careful planning. Students will form an Educational Development Plan (EDP) as an ongoing process throughout their high school years. With guidance from the school counselor, and input from their families, students will develop an EDP, which reflects their interests, aptitude, and future career options.

An Education Development Plan (EDP) documents an ongoing process in which a student identifies both career goals and a plan of action to achieve them. The purpose of the EDP is to provide every student with a periodically updated and ongoing record of career planning that will guide them in taking effective steps to enter a career of choice.

Each student develops their first EDP in middle school, stating an initial career goal and desired work and educational experiences to achieve that goal. The school counselors verify that EDPs reflect an individual career decision making process based on career exploration, career assessment information, school performance, and expressed interests.

School counselors also facilitate selection and enrollment into general courses and into specialized education and training programs related to the career pathway of choice indicated in the EDP.

This plan will include:

A. Students select a career pathway to follow in course selection and career planning. (Please see the chart on the following page for a short description of each pathway.)

B. Within each pathway, students will choose courses based upon educational plans beyond high school.

1. Entry level careers
2. Technical certificate, associate degree, or apprenticeship careers
3. Bachelors, masters or doctorate degree careers

As a student progresses through high school, his/her career pathway choices and educational plans will evolve into a post-high school career path that will fulfill his/her school to work goals.

The Six Michigan Career Pathways



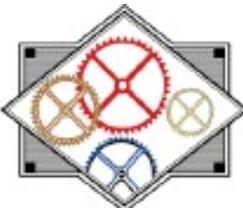
Arts and Communications

Careers in this path are related to humanities and performing, visual, literary and media arts. These include architecture, graphic, interior, and fashion design, writing, film, fine arts, journalism, languages, media, advertising, and public relations.



Business, Management, Marketing, and Technology

Careers in this path are related to the business environment. These include entrepreneurship, sales, marketing, computer information systems, finance, accounting, personnel, economics and management.



Engineering/Manufacturing and Industrial Technology

Careers in this path are related to technologies necessary to design, develop, install, and maintain physical systems. These include engineering, manufacturing, construction, service and related technologies.



Health Sciences

Careers in this path are related to the promotion of health and treatment of disease. These include research, prevention, treatment and related health technologies.



Human Services

Careers in this path are related to economic, political and social systems. These include education, government, law and law enforcement, leisure and recreation, military, religion, child care, social services and personal services



Natural Resources and Agri-Science

Careers in this path are related to agriculture, the environment and natural resources. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture and wildlife.

Scheduling

- A. Classroom presentations are facilitated by the school counselor.
- B. Individual counselor appointments are available (student and/or student and parent) review EDP information (interests, career goals, abilities, teacher recommendations and required courses) and compare course selection with the chosen pathway.

**Union City High School Charger Academy Graduation Requirements
Michigan Merit Curriculum (MMC)
Class of 2021 and beyond**

To prepare Michigan’s students with the skills and knowledge needed for the jobs of the 21st Century global economy, the State of Michigan has enacted a rigorous set of statewide graduation requirements. Union City High School’s Charger Academy has integrated Michigan Merit Curriculum into the requirements of graduation. The following information outlines the requirements.

Course	MMC Requirements	UCHS Requirements	Description
English	4	4	English 9, 10, 11, 12
Mathematics	4	4	Algebra I, Algebra II, Geometry, and a math class in the senior year
Social Studies	3	3	US History, World History, Civics/ Econ
Science	3	3	Physical Science and Biology are required; must also take one of the following: Chemistry, Physics, Anatomy, or Ag Science

Course	MMC Requirements	UCHS Requirements	Description
Physical Education	0.5	0.5	May be replaced by the successful completion of an athletic season.
Health	0.5	0.5	Typically taken in 9th Grade
Visual/Performing/ Applied Arts	1	1	Art, Band, Choir, Drama, BACC, CACC
World Language	2	1 if the student takes an additional visual, performing, or applied arts credit or completes a CTE program	Spanish
Electives	0	0	Waived through Charger Academy enrollment
Total Credit for UCHS Required Courses	18	18	

Personal Curriculum

State statute allows personal curriculum modifications in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the State Content Standards for Mathematics.

- Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a non-public school and is unable to meet the MMC requirements.

The legislative intent of the PC is to individualize the rigor and relevance of the educational experience. In this context, “practicable” is an inclusive term meaning as much of the subject area content expectations as possible during high school instruction. Students with an IEP operate under this same context.

The PC is an option any student or family can explore as a way to modify certain graduation requirements and earn a diploma. The purpose of secondary education is to prepare students for life after high school. Any modification to a student’s graduation requirements needs to be consistent with this purpose. The high school diploma is documentation that the student has met the expectations and possesses the knowledge and skills necessary for postsecondary success. Students who are not pursuing a diploma or students who are unable to meet modified MMC requirements do not need a PC.

Purpose of the Personal Curriculum

The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Providing Flexibility

A PC allows several flexible learning options, including:

- Earning additional credit in specific subject areas and counting these credits toward meeting the state requirements.
- Modifying the mathematics content for students who are challenged with meeting the proficiency requirement in the State Content Standards for math.
- Allowing modifications of the MMC necessary to demonstrate proficiency for students with an IEP.
- Allowing modifications of the MMC necessary to demonstrate proficiency for students transferring to a district from out of state or from a nonpublic school.

When is a Personal Curriculum Modification Appropriate?

A PC may be appropriate for a student who has demonstrated one or more of the following:

- The ability or desire to access advanced or specialized content that cannot be met through electives (e.g., district lacks the resources to provide the course/content, or schedule does not allow student to access district offering).
- The ability to succeed in accelerated or advanced math, science, English language arts, world languages, or career and technical education.
- The academic need to modify the State Content Standards for Mathematics. For a student with an IEP:

- A documented need to make modifications because the student’s disability affects access to and/or demonstration of proficiency in the curriculum.
- Lack of progress on the MMC despite documented interventions, supports, and accommodations.

Contact the Guidance Counselor with questions regarding a personal curriculum.

Michigan Merit Curriculum Changes – Effective April 2015

With the passing of House Bills 4465 and 4466 in June 2014, Graduation Requirements now include:

Mathematics	
Michigan Merit Curriculum	Personal Curriculum Options
4 credits of mathematics, including: 380.1278a (1,a,i)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II or <ul style="list-style-type: none"> • Algebra II over 2 years for 2 credits • Algebra II over 1.5 years for 1.5 credits • A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test 	Algebra II may be modified if the student meets one or more of the following: <ul style="list-style-type: none"> • One semester of algebra II • Algebra II over two years for 2 credits • MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment • One semester of statistics, functions and data analysis or technical mathematics
An additional math credit (trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her final 2 years of high school
English Language Arts (no modifications)	
At least 4 credits of English Language Arts MCL 380.1278b (1,a)	At least 4 credits of English Language Arts MCL 380.1278b (5, f)
Science (no modifications)	
At least 3 credits of science , including: MCL 380.1278b (1,b)	At least 3 credits of science , including: MCL 380.1278b (5, f)
Biology	Biology
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content
One additional science credit or MDE-approved computer science or CTE program	One additional science credit or MDE-approved computer science or CTE program
Social Science	
At least 3 credits in Social Science , including: MCL 380.1278b (1,a,i)	At least 2 credits of social science, including ½ credit of civics MCL 380.1278b (5, h)
1 credit I United States history and geography	1 additional credit in ELA, mathematics, science, a language other than English, or a CTE program
1 credit in world history and geography	
½ credit in economics	
½ Credit in civics	
Health and Physical Education	
At least 1 credit that includes both health and physical education MCL 380.1278a (i,a,ii)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, i)
OR ½ credit in health, plus ½ credit for district-approved participation in extra-curricular athletics or activities involving physical activity	

Michigan Merit Exam

Visual, Performing or Applied Arts	
At least 1 credit of visual, performing, or applied arts <small>MCL 380.1278a (1, a, v)</small>	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program <small>MCL 380.1278b (5, j)</small>
World Languages	
Two world language credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. <small>MCL 380.1278a (2) (Effective class of 2016)</small>	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language "counts" as a world language	
May be an online world language course	
Sub-section K – Students with Disabilities	
	Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP <small>MCL 380.1278b (5, k)</small>
Sub-section L – Transfer Students	
	Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school <small>MCL 380.1278b (5, l)</small>
	The Personal Curriculum includes as much of the subject content as practicable.
	Must include at least 1 math class during final year of HS.
	If the transfer student is enrolled for at least one full school year: <ul style="list-style-type: none"> • Must take at least algebra I or • Must take a course normally taken after algebra I
	Must include civics course
Online Learning Requirement	
A separate online course or learning experience OR integrated online experience throughout each MMC course <small>MCL 380.1278a (1, b)</small>	

In order to earn a diploma, all 11th grade students at Union City High School will be required to participate in the state assessment program (Michigan Merit Exam). The MME assessment includes the SAT, the WorkKeys Test, and state level developed testing in other core subject areas.

This test not only combines items from several tests, it will save students and families time and money. The exam will provide students with:

- A free SAT, a savings of over thirty dollars, college entrance exam score that can be used to apply to college.
- A free Work Keys assessment that connects work skills, training, and testing to improve student's education and job opportunities
- Michigan assessments that measure what students know that parents, educators, and employers say is important in core subject areas and not covered in the SAT and Work Keys.

Calhoun Area Career Center

Career Technology Education

Students who are of junior status, on track towards graduation, and have both the interest and ability, may select a vocational training program offered through the Calhoun Area Career Center (CACC), in Battle Creek and on a limited basis through the Branch Area Career Center in Coldwater. Students selecting a course of study will be transported to and from these centers by district transportation. The courses are offered in half-day sessions and students may earn four credits each year by successfully completing a program. Program information, admission requirements, and center policies are available at:

Calhoun Area Career Center: <http://www.calhounisd.org/cacc/>

Branch Area Career Center: <http://branchisd.org/bacc/>

Many CTE programs offer college credit.

The Calhoun Area Career Center (CACC), located in Battle Creek, Michigan, offers career and technical education (CTE) for 11th and 12th graders in public and private school districts, throughout the Calhoun Intermediate School District (CISD). Since opening in 1970, over 38,000 students have attended the CACC.

Programs have been designed to assist students with integrating academic knowledge and career/technical skills with the flexibility to meet the individual student's needs.

The involvement and support of business and industry have been a key component to the Center's success. Employers want students to be prepared in the areas of science, mathematics, and technology; as well as have problems solving, teamwork, and communication skills. The CACC staff believes that ALL students should graduate from high school with career and technical skills that support success in their chosen career path.

2021-2022 CACC PROGRAM DESCRIPTIONS

Arts & Communications

Graphic Communications Technology

Students explore and develop skills in all aspects of the graphics industry, from design to completion of printed media. Students use professional graphic software programs to design media, such as calendars, posters, and other printed messages. Students also learn skills in the production printing stages of pre-printing, printing, and finishing. Successful students will be prepared to enter careers in most areas of the Graphics field as well as obtain advanced placement in related college programs.

Business, Management, Marketing & Technology

Computer Networking Computer Programming

Do you enjoy being a leader, organizing people, planning activities, and talking? Do you like to work with numbers or ideas? Do you enjoy carrying through with an idea and seeing the end product? Do you like things neat and orderly? Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, or surfing the Internet?

Careers in this pathway are related to all aspects of business including accounting and personnel; economics and finance; business administration and management; computer systems and information processing; sales and marketing.

Programs of study include accounting, computer systems and support, economics and management, entrepreneurship, finance, hospitality and tourism, office administration, personnel, sales and marketing, etc.

Engineering, Manufacturing & Industrial Technology

Automotive Service Technology Aviation Exploration Collision Repair Construction Technology Power Equipment Technology Welding

Are you mechanically inclined and practical? Do you like reading diagrams and blueprints, and drawing building structures? Are you curious about how things work? Would you enjoy painting a house, repairing cars, wiring electrical circuits, or woodworking?

Careers in this pathway are related to technologies necessary to design, develop, install, or maintain physical systems. These include engineering, manufacturing, construction, service, and related technologies.

Programs include architecture, construction, drafting, electronics, engineering and related technologies, math, mechanics and repair, manufacturing technology, physical sciences, physics, machine tools, robotics, etc.

Health Sciences

Emergency Medical Technician (EMT)
21st Century Health Careers
Health Careers Prep
Health Occupations

Do you like to care for people or animals who are sick or help them stay well? Are you interested in diseases and in how the body works? Do you enjoy reading about science and medicine? Would it be fun to learn first aid or volunteer at a hospital or veterinary clinic?

Careers in this pathway are related to the promotion of health as well as research and the prevention and treatment of injuries, conditions, and disease.

Programs include animal care, biological sciences, chemistry, dentistry, fitness, health education, nursing, nutrition, therapy, rehabilitation, hygiene, etc.

Human Services

Education Academy
Early Childhood Education
Law Enforcement
Criminal Justice

Are you friendly, open, understanding, and cooperative? Do you like to work with people to solve problems? Is it important to you to do something that makes things better for other people? Do you like to help friends with family problems? Do you like reading, storytelling, traveling, or tutoring young children?

Careers in this pathway are related to economic, political, and social systems, including child care, civil service, education, government, hospitality, law and law enforcement, leisure and recreation, military, religion and social and personal services.

Programs include child and family services, cosmetology, culinary arts, language arts, law and legal studies, law enforcement, political science, psychology, religion, social services, etc.

Natural Resources & Agriscience

Agriscience

Are you a nature lover? Are you practical; curious about the physical world; interested in plants and animals? Do you enjoy hunting or fishing? Do you like to garden or mow the lawn? Are you interested in the environment? This pathway could have your name on it!

Careers in this pathway are related to natural resources, agriculture, and the environment. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

Programs include agriculture, astronomy, biological sciences, botany, chemistry, earth science, fisheries management, forestry, geography, horticulture, wildlife management, etc.

Early College/RMTC

Early College/Regional Manufacturing Technology Center

The high school, in cooperation with the Regional Manufacturing Technology Center at Kellogg Community College, operates an Early College Program for students who are interested in obtaining a manufacturing certificate after high school. Students who are:

- juniors
- on track to graduate with credits
- have positive school attendance
- are self motivated
- complete the application process

are eligible to apply for the Early College Program.

Students are expected to select 1 of 6 available programs: Electricity/Electronics, Welding (CACC), Machining, Industrial Technology, Pipefitting, or HVAC. Students interested in the Welding program, will attend the Early College through the CACC and not UCHS. Participating students are required to meet with an RMTC representative and tour the RMTC facility with a parent. Students attend classes half days in the mornings Mondays-Thursdays for both their junior and senior years. On Fridays, students are expected to attend the high school all day for normal classes and extra time to read/review RMTC program manuals. During the 5th year (1 year after high school) students are required to attend the RMTC on Mondays-Thursdays and complete a math course online through the high school. Students are not required to attend classes on the UCHS campus during their 5th year. Participating students meet with the building principal each Friday during their junior, senior and 5th years in order to review completed modules and daily attendance at the center. Students are required to complete at least one module a week and be on track at the end of each semester in order to remain in the program. Progress reports are reviewed with the

student and mailed home to the parent on a weekly basis. Students who are not on track with completed modules are not permitted to remain in the program and will have to reimburse UCHS for the cost of the modules. Students who have interest in pursuing the Early College Program are encouraged to contact the school counselor.

Program Provisions

Students enrolled in this program must still meet all graduation requirements of UCHS and should insure that their academic schedule will meet the needs of both high school and post-secondary programs.

Program Funding

Under the provisions of this program, tuition and fees for the post-secondary course will be paid by UCHS up to the limits provided by Michigan Compiled Law. The school district also assumes the financial cost for books and supplies. The school district will pay these fees directly to the post-secondary institution upon being billed.

Curriculum Requirements

Course Name	Course Description	L.C.E Competencies	Minimal Credits/Timeline
Work Experiences 22998 Work Based Learning or CACC, Pre-vocational classes	Workplace experience courses provide students with work experience in a field related to their interests, transition plan and EDP. Goals are typically set by the student, teacher, and employer (although students are not necessarily paid.) These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace. Success = based on training plan & evaluation	<ul style="list-style-type: none"> Knowing and Exploring Employment Possibilities Exploring Employment Choices Seeking, Securing, and Maintaining Employment Exhibiting Appropriate Employment Skills 	2 successful experiences in work based learning with a minimum of 5-15 hours per week.
Life Skills 22206 [Family Living, Nutrition, Culinary Arts, Nutrition, Health, Surviving on your own, Parenting	Life skills courses provide students Personal information Daily household chores Safety Training Technology Skills Kitchen and home living, cooking Shopping Budgeting and Finances Health and Nutrition	<ul style="list-style-type: none"> Managing Personal Finances Caring for Personal Needs Demonstrating Relationship Responsibilities Buying, Preparing, and Consuming Food Buying and Caring for Clothing 	1 credit

		<ul style="list-style-type: none"> Exhibiting responsible citizenship Choosing and accessing Transportation 	
Self Determination (Study Skills)	<p>Disability awareness; when to disclose/when not to [Functional ELA, etc.]</p> <p>Self Advocacy Goal setting Decision making Maintaining and building appropriate and positive relationships</p>	<ul style="list-style-type: none"> Understanding Self-Determination Being Self-Aware Developing Interpersonal Skills Communicating with others Good Decision Making Developing Social Awareness Understanding Disability Rights and Responsibilities 	No credit required by the ISD; exposure given during other classes
Math	Math concepts contributing to daily living and independent functioning. Focus on money manipulation, time, measurement, basic operations, and number fluency.	<ul style="list-style-type: none"> Count money and make correct change Make responsible expenditures Keep financial records Calculate & Pay taxes Use banking 	4 year long classes using the functional curriculum.
English	English concepts contributing to daily living and independent functioning. Including fluent reading, safety awareness, writing abilities, spelling, and vocational based written documents.	<ul style="list-style-type: none"> Communicate with understanding Demonstrating listening and responding skills Apply for a job 	4 year long classes using the functional curriculum

Science	Related to the MiAccess testing curriculum. Life science and physical science courses offered.	<ul style="list-style-type: none"> Problem-Solving Work at expected levels of productivity Practice personal safety 	2 credits Or proof of 2 credits of integration with other functional classes
History	Related to the MiAccess testing curriculum. Geography, American History, Consumer Economics, and Citizenship.	<ul style="list-style-type: none"> Demonstrate knowledge of civil rights and responsibilities Know nature of local, state, and federal governments Demonstrate knowledge of the law and ability to 	2 credits Or proof of 2 credits of integration with other functional classes
Gym/Health	Gen ed course- Modified to functional LCE curriculum	<ul style="list-style-type: none"> Obtain, interpret and understand health information Demonstrate knowledge of physical fitness, nutrition, and weight Exhibit proper grooming and hygiene Dress appropriately Demonstrate knowledge of common illness, prevention and treatment Practice personal safety 	1 credit
Elective	Gen ed course- Modified to functional LCE curriculum		1 credit

Work Based Opportunities

Each spring, UCHS facilitates an informational sessions for students and their families interested in dual enrollment. Interested students are strongly encouraged to attend.

Work Based Learning (WBL) - Purpose, Policies, Expectations and Regulations

The primary goal of the WBL program is to provide the opportunity for the student to further develop and achieve their educational, occupational and employment goals as identified in their Educational Development Plan (EDP) and/or their Individual Educational Plan (IEP) Transition Plan. The educational benefits for the student will be the reinforcement of content of the curriculums taught in the classroom. This program will help the student make the connection from the classroom curriculum to the career/employment world. The WBL community placement programs are noted to excite, motivate and help reduce the dropout rate. A WBL program provides a continuum of services that captures the diversity of how a student learns (book learner to a hands-on learner) and how they are motivated to achieve their educational and career goals in life. The WBL program will support and promote positive school/work habits moving all students towards their post high school goals.

Student/Parent Expectations:

1. The student will abide by ALL the regulations and policies of Union City High School within the Student Handbook. Failure to abide will result in termination of the WBL site placement and student will be assigned a full day schedule at UCHS.
2. The student will abide by the regulations and policies of the WBL site.
3. The student understands that he/she will not be able to attend the WBL site if he/she has not attended school.
4. The student must turn in a weekly time card signed by the WBL supervisor to his/her UCHS WBL contact person.
5. The student and/or parent/guardian is responsible to call their WBL site supervisor if they are not going to be in attendance that day.
6. The student and/or parent/guardian will contact the UCHS WBL contact person with any related concerns.
7. The student must maintain a "C" average or better in all school courses.
8. The student and parent/guardian must sign all WBL forms before a student can report to the WBL site.
9. Transportation is the responsibility of the student unless specified otherwise.

Attendance: Parents are to call in absences within 24 hours. When the student has an unexcused absence the student must report to his/her UCHS WBL contact person to discuss and document the reasons for absences. A plan for the student continuing with the program will be written up. Note that termination of a student from his/her WBL will be discussed. When a student has multiple unexcused absences (2 or more) their WBL program termination will be written up.

UCHS attendance procedures define an unexcused absence (student handbook) as: those absences, which are unauthorized by parent/guardian OR school officials or when absences are not called in within a 24-hour period. It is important to remember that absences are explained by the parent/guardian, but it is the decision of the administration as to whether an absence is excused.

Sexual Harassment: Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or student, or when made by any student to another. (See Student Handbook for procedures and policies.)

The student will follow the regulations and policies set in the UCHS student handbook.

Accidents: The student is to immediately report ALL injuries/accidents to their WBL site supervisor, administration, and their UCHS WBL contact person.

Technology Center Work Based Opportunities

Both the Calhoun Area Career Center and the Branch Area Career Center provide work-based, (cooperative education, job shadowing, placements), opportunities for their students in specific programs. Information regarding these programs will become available to students through the counseling office, program visits, and classroom presentations.

Graduation Alliance

Graduation Alliance has partnered with Union City High School beginning in the 20-21 school year. In coordination with leaders from these institutions of education, they provide dropout recovery services, offer credit recovery programs, expand course offerings, facilitate alternative education academies, run adult diploma programs, provide career training opportunities, and offer social emotional learning assessment and curriculum.

UCHS Course Descriptions

The following listing includes the descriptions of course possibilities offered at Union City High School. Courses listed as *required* will be offered each year. Elective class offerings will be determined by student interest and faculty availability.

LANGUAGE ARTS

Creative Writing (In-Person or Virtual)

.5 Credit (9-12)

This course includes an exploration of short stories, fiction, and dramatic scripts. Students will exercise and fine tune their writing abilities and creative expression through written text.

English 9 A (In-Person or Virtual)

.5 credit (9) required

This is a required course and is a continuation of the skills learned in middle school. This course continues to focus on writing and the students will work on writing more descriptive paragraphs and detailed papers. The papers written in class will be narrative and analytical essays. While writing, the students will use all steps of the writing process. Through our literature studies, our reading will center on the themes of interpersonal relationships and self-reliance – Who am I and how do I fit into my world? Students will also learn the rules and applications of English grammar.

English 9 B (In-Person or Virtual)

.5 credit (9) required

The students will expand on their knowledge of reading, listening, speaking, and especially writing. They will read short stories, essays, poetry, drama as well as 1 drama from Shakespeare. Within each literature unit the students will explore character and plot development, themes, vocabulary in context, writer's craft and genre analysis.

English 10 A (In-Person or Virtual)

.5 credit (10) required

This is a required course which studies major American writers and their works. This course continues to focus on writing and the students will work on writing more descriptive paragraphs and detailed papers. The papers written in class will be narrative, analytical, and persuasive essays. While writing, the students will use all steps of the writing process, including peer editing. Within each literature unit, the students will explore character and plot development, themes, vocabulary in context, writer's craft, and genre analysis. Students will learn the rules and applications of English grammar.

English 10 B (In-Person or Virtual)

.5 credit (10) required

In Semester 2 the students will expand on their knowledge of reading, listening, speaking, and especially writing. They will read short stories, essays, poetry, drama, and two novels as well as reading and identifying pieces of Satire in their lives. Students will also explore the writing process in various forms. The purpose of this course is to foster a competent level of achievement in writing, reading, and speaking.

English 11A (In-Person or Virtual)

.5 credit (11) required

The goal for the required course English Language Arts 11 is to continue to build a solid foundation of knowledge, skills, and strategies in reading, writing, speaking and listening that will be refined, applied, and extended as students engage in more complex ideas, texts, and tasks. In English Language Arts 11A, students will study classic narrative (through the Renaissance) and contemporary informational texts that will be read and analyzed with a special focus on early British literature. They will examine how language evolves over time and analyze human motivations and decision making processes. Eleventh graders will connect with and respond to texts through transformational thinking. They will learn to use forward thinking to help make better decisions, to generate new ideas for solving problems. This course also contains a component focused on preparing for the SAT.

English 11B (In-Person or Virtual)

.5 credit (11) required

The goal for the required course English Language Arts 11 is to continue to build a solid foundation of knowledge, skills, and strategies in reading, writing, speaking and listening. In English Language Arts 11B, students will study classic narrative (through the 1950s) and contemporary informational texts that will be read and analyzed with a special focus on British literature. They will examine human nature and adaptation. Eleventh graders will connect with and respond to texts through transformational thinking. They will learn to use forward thinking to help make better decisions, to generate new ideas for solving problems.

English 12A (In-Person or Virtual)

.5 credit (12) required

This required course is devoted to the study of what makes great literature and writing. Emphasis is placed on leadership. In all instances, the literary techniques used by writers are studied along with their literature. The purpose of this course is to develop an independent critical competency in the study of literature and informational text and to foster a high level of achievement in writing, reading, speaking and listening. There is also a strong college and career readiness component of this course that involves creating and updating resumes and applying to colleges, if applicable.

English 12B (In-Person or Virtual)

.5 credit (12) required

This required course is devoted to the study of what makes great literature and writing. Emphasis is placed on leadership. In all instances, the literary techniques used by writers are studied along with their literature. The purpose of this course is to develop an independent critical competency in the study of literature and informational text and to foster a high level of achievement in writing, reading, speaking and listening. The college and career readiness components emphasized during this semester involve solidifying post-secondary plans and applying for applicable scholarships.

Peer to Peer (In-Person or Virtual)

.5 credit (10-12)

The student enrolled in Peer to Peer will be a mentor, role model, and friend to an at-risk student. In this role, once the mentor student is matched up with another student, the mentor may be with their assigned at-risk student in the at-risk student's class. They will assist the student with such things as appropriate classroom behavior, organization of assignments and supplies, and focusing on what the teacher is saying. The mentor student will check in with advisor to discuss progress of their student, and contribute ideas on how to more effectively help the student progress toward his/her goals.

Expectations of Mentor: Daily attendance, training, journaling activities, positive interactions with staff and students, being a good role model.

** This is a credit/no credit course.

FOREIGN LANGUAGE

Spanish 1 A (In-Person or Virtual)

.5 credit (9-12) required

Beginning with an introduction to the geography of the Spanish-speaking world, students will acquire the vocabulary and communication skills needed to hold a basic conversation. Topics of study include pronunciation, introductions, self-descriptions, favorite activities, likes and dislikes.

Spanish 1 B (In-Person or Virtual)

.5 credit (9-12) required

A continuation of Semester 1, students will build upon previously mastered vocabulary and communication skills. Topics of study will include family, food, locations, and the house. Students will begin more extensive reading and writing in addition to regular practice speaking and listening.

Spanish 2 A (In-Person or Virtual)

.5 credit (10-12)

Students will continue to build upon the vocabulary and communication skills mastered in Spanish 1. Grammar will become more complex as students learn new verb forms including commands and present progressive. Topics of study will include a continuation of the house, chores, and daily responsibilities.

Spanish 2 B (In-Person or Virtual)

.5 credit (10-12)

A continuation of Semester 1, students will begin using the past tense to communicate about memorable experiences via reading, writing, speaking, and listening. Topics of study will include clothing, shopping, and travel.

MATHEMATICS

Algebra A (In-Person or Virtual)

.5 credit (9) required

This course is a required prerequisite for all higher-level math courses. This course will cover solving linear equations, solving absolute value equations, solving linear inequalities, solving absolute value inequalities, graphing linear functions and absolute value functions, writing equations in slope intercept form and writing equations of parallel and perpendicular lines.

Algebra B (In-Person or Virtual)

.5 credit (9) required

This course is a required prerequisite for all higher-level math courses. This course will cover solving systems of linear equations, graphing linear inequalities, radicals and rational exponents, exponent, exponential functions, solving polynomial equations, factoring, graphing quadratic functions, solving quadratic equations and solving radical equations.

Algebra IIA (In-Person or Virtual)

.5 credit (9-12) required

Prerequisite: Algebra (or instructor approval)

This course deals with linear functions, solving linear systems, characteristics of quadratic functions, solving quadratic equations, complex numbers, completing the square, using the quadratic formula, solving non-linear systems, graphing polynomial functions, operations on polynomials, and factoring and solving polynomial equations.

Algebra IIB (In-Person or Virtual)

.5 credit (9-12) required

Topics covered include roots and rational exponents, graphing radical functions, solving radical equations, operations on functions, inverses of functions, exponential and logarithmic functions, the natural base e , inverse and direct variation, graphing rational functions, operations on rational expressions, solving rational equations, and arithmetic and geometric series and sequences.

Functions, Statistics and Trigonometry A (In-Person or Virtual)

.5 credit (11-12)

Prerequisite: Geometry and Algebra II (or instructor approval)

This course is for a student on a college preparatory track or applicable vocational field. Students cover topics in Trigonometry including Unit Circle, graphs of trig functions, inverses of trig functions, solving trig equations, the Law of Sines and the Law of Cosines, arc length and sector area, and radian and degree measure.

Functions, Statistics and Trigonometry B (In-Person or Virtual)

.5 credit (11-12)

Topics include: conic sections, circular functions, binomial theorem, functions, mapping, synthetic substitution, logarithmic and exponential functions, sequences and

series, introduction to probability, lines in a plane, functions and statistics, vectors, mathematical induction, and introduction to calculus and computer applications.

Geometry A (In-Person or Virtual)

.5 credit (9-12) required

The required course deals with the development of a logical approach to providing geometrical concepts. Topics include understanding perimeters and areas, constructing angles, measuring and constructing line segments, proofs about segments and angles, understanding theorems and postulates, inductive and deductive reasoning, understanding parallel and perpendicular lines and completing transformations and similarity transformations.

Geometry B (In-Person or Virtual)

.5 credit (9-12) required

The required course deals with the development of a logical approach to providing geometrical concepts. Topics include naming triangles by sides and angles, proving triangle congruence, relationships with triangles, quadrilaterals and other polygons, proving polygons similarity, right triangles and trigonometry, and relationships of circles.

Personal Finance A (In-Person or Virtual)

.5 credit (11-12)

Personal Finance prepares students to understand economic activities and challenges of individuals and families, the role of lifestyle goals in education and career choices, ways to conduct a successful job search, and different forms of financial options and payment systems.

Personal Finance Part B (In-Person or Virtual)

.5 credit (11-12)

Personal Finance part 2 prepares students to understand economic activities and challenges of individuals and families and their relationship to and with financial forms and documents used in independent living, and shopping options and practices for meeting consumer needs, insurance types and preparation for long term planning, and ways to obtain financing and basic understanding of the economy.

Pre-Algebra A (In-Person or Virtual)

.5 credit (9)

This is an elective math course designed as a supplemental math for students identified as needing additional support in Algebra. Students can take this course at the same time they are taking Algebra in order to review foundational math concepts to support successful completion of the Algebra class.

Pre-Calculus A (In-Person or Virtual)

.5 credit (11-12)

Prerequisite: Functions, Statistics and Trigonometry (or instructor approval)

This course is for the student on a college preparatory track. This course includes mathematical logic, analyzing functions, functions, equations, and inequalities, integers and polynomials, and rational numbers and rational functions.

Pre-Calculus B (In-Person or Virtual)

.5 credit (11-12)

Topics include: trigonometric identities and equations, recursion and mathematical induction, and complex numbers, derivative in calculus, combinatorics, graphs, and circuits, vectors, and the integral in calculus.

SCIENCE

Anatomy A (In-Person or Virtual)

.5 credit (10-12)

In this class students will get an introduction to the study of anatomy and physiology of the human body and systems. This semester includes a study of anatomical terminology, cavities and regions, hierarchy of the human body, biochemistry, tissues, immune system, and bones of the body. Students will also engage in science and engineering practices and skills. This course will cover the student's elective or required science credit.

Anatomy B (In-Person or Virtual)

.5 credits (10-12)

In this class, students will get an introductory study of anatomy and physiology of the human body and systems. This semester includes study of skeletal system, muscle system, digestive system, as well as how systems of the body work together. Students will also engage in science and engineering practices and skills. This course will cover the student's elective or required science credit.

Biology A (In-Person or Virtual)

.5 credit (10-12) required

This course is a required credit. In this semester students will study the characteristics of life, hierarchy and classification in biology, the cell processes of photosynthesis, cellular respiration, and fermentation, matter and energy in organisms and ecosystems, and interdependent relationships in ecosystems. Students will also engage in science and engineering practices and skills.

Biology B (In-Person or Virtual)

.5 credits (10-12) required

This course is a required credit. In this semester students will study biochemistry, DNA, cell differentiation, cell reproduction, genetics, natural selection, and evolution. Students will also engage in science and engineering practices and skills.

Chemistry A (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Physical Science

Topics in this course include scientific measurement and technique, the nature of matter, chemical bonding, organization of matter, mole concepts, and chemical reactions. Students will also engage in science and engineering practice and skills. This course will cover the student's elective or required science credit.

Chemistry B (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Physical Science

Topics covered in this course include kinetic energy, solutions, acids, bases, salts, nuclear chemistry, and basic organic chemistry. Students will also engage in science and engineering practice and skills. This course will cover the student's elective or required science credit.

Earth/Space Science (In-Person or Virtual)

.5 credit (9-12)

Earth/Space Science is a laboratory course with major areas of study in astronomy, geology, meteorology, physical geography, energy, and the environment. This course, which encompasses research design concepts, and uses a class team approach for developing projects using descriptive statistics.

Forensics (In-Person or Virtual)

.5 credit (10-12)

Forensics is the application of science (Chemistry, Physics, and Biology) to the criminal and civil laws that are enforced by police agencies in a criminal justice system. It includes the investigation of fingerprinting, fiber analysis, ballistics, arson, trace evidence analysis, poisons, drugs, blood spatters and blood samples.

Prerequisite to take this course would be a student who has successfully passed either Physical Science, Chemistry, Physics, or Biology.

Physical Science A (In-Person or Virtual)

.5 credit (9) required

In this required course students will study the process of science. Topics in this course include ducton and attributes of matter, the periodic table, chemical and physical changes, in matter, compounds, mixtures, and elements. Students will also engage in science and engineering practices and skills.

Physical Science B (In-Person or Virtual)

.5 credit (9) required

In this required course students will study the processes of science. Topics in the course include electricity and magnetism, electrical circuits, Newton's third law, mechanical systems, conservation, waves, sound, and light. Students will also engage in science and engineering practice and skills.

Physics A (In-Person or Virtual)

.5 credit (11-12)

Topics covered in this course include scientific measurement and techniques, kinematics, vectors, scalars, force, interactions, planetary motion, force, momentum, and impulse. Students will also engage in science and engineering practices and skills. This course will cover the student's elective or required science credit.

Physics B (In-Person or Virtual)

.5 credit (11-12)

Topics covered in this course include work, power, energy, waves, and electromagnetic radiation. Students will also engage in science and engineering practices and skills. The course will cover the student's elective or required science credit.

SOCIAL STUDIES

Civics (In-Person or Virtual)

.5 credit (11-12) required

This class is a required credit. In this course, students will be introduced to the essential concepts of our governmental system. Units covered include: types of government, citizenship, the Constitution, the Bill of Rights, the three branches of the federal government and criminal justice.

Current Events (In-Person or Virtual)

.5 credit (9-12)

This course is designed to explore the ever changing events in our world. It examines political, economic, and social issues that influence all of us. The core of the class will have detailed discussion, critical analysis, and problem solving applications. This is an elective class.

Economics (In-Person or Virtual)

.5 credit (11-12) required

This class is a required credit. In this course, students will be introduced to several economic concepts including: personal finance, supply and demand, money and banking, investing, business essentials and the government's impact on the economy (Federal Reserve, interest rates, fiscal and monetary policy, etc.)

Psychology (In-Person or Virtual)

.5 credit (9-12)

This course is an overview of psychology. Topics studied in this course include; introduction to the study of psychology, altered states of consciousness, sensation and perception, behavioral psychology, memory and intelligence, thinking and language, theories of motivation, the brain, developmental psychology, death and dying, personality theories, psychological disorders and treatments.

United States History A (In-Person or Virtual)

.5 credit (9) required

U.S. History is a required course surveying the political, economic, social, religious and cultural developments of the United States from 1865 to the present. Emphasis is on such topics as postwar reconstruction, westward movement, industrialization, urbanization, imperialism, world conflict, race relations and modern, social and political reform.

United States History B (In-Person or Virtual)

.5 credit (9) required

U.S. History is a required course surveying the political, economic, social, religious and cultural developments of the United States from 1865 to the present. Emphasis is on such topics as postwar reconstruction, westward movement, industrialization, urbanization, imperialism, world conflict, race relations and modern, social and political reform.

World History A (In-Person or Virtual)

.5 credit (10-12) required

This class is a required credit. In this course, students will learn about global or cross-temporal expectations that focus on large-scale patterns occurring in several areas of the globe, such as the collapse or decline of empires, growth of trade networks, war, industrialism, and the diffusion of religions or philosophies. Units include: 300-1500 BC -Early Middle Ages, Late Middle Ages, Byzantine Empire, 15th-18th Centuries-Global systems of trade, Migration, Age of Exploration, Columbian Exchange, Slave Trade and Absolutism.

World History B (In-Person or Virtual)

.5 credit (10-12) required

This class is a required credit. In this course, students will continue to learn about global or cross-temporal expectations that focus on large-scale patterns occurring in several areas of the globe, such as the collapse or decline of empires, growth of trade networks, war, industrialism, and the diffusion of religions or philosophies. Units include: 18th Century-Enlightenment, French Revolution, Industrial Revolution, 1900-Present-Nationalism, Imperialism, World War I & Russian Revolution, WWII & Totalitarianism and the Modern World.

FINE ARTS

Choir (In-Person or Virtual)

.5 credit (9-12)

Vocal Music is open to any student 8-12 that likes to sing and is willing to work hard. No prior music experience is required. The choir will sing many different styles of music from classical to pop. We will have performances in December and May. This course can be repeated every semester throughout high school.

Drama (In-Person or Virtual)

.5 credit (9-12)

Drama is a class that explores all kinds of aspects that involve the theatrical stage and performances. Students will learn about what theater is and how the stage is used to teach life lessons, situations, and solutions through various character interactions. This class also promotes an opportunity for students to break out of their shells, and explore new ways to improve their public communication, by allowing them to interact with each other in various games, scenarios, and film analysis. Students will find themselves immersed in a whole new world that will open their eyes to the various forms of drama and the stage. Come and join the fun!

Exploring Visual Art (In-Person or Virtual)

.5 credit (9-12)

This class is an art sampler. Students will be introduced to multiple mediums, a variety of famous artists and eras, as well as develop the foundation for all other art forms through the elements of design. Students will learn skills in drawing, painting, hand building with clay, and explore other 2D and 3D areas.

Illustration/Animation/Design (In-Person or Virtual)

.5 credit (9-12)

Students will learn about animation, illustration, advertisement, color, and design as they explore marketing concepts. Students will learn about target audiences or consumers as they explore the history of narrative story telling. Students will create dynamic compositions using coloring and design skills. Advanced levels of this course may be taken after successful completion of this course.

Painting (In-Person or Virtual)

.5 credit (9-12)

Students will explore and experience a variety of painting techniques and mediums while making connections with artists throughout history. Students will have the opportunity to create realistic and abstract works while focusing on a deeper understanding of color theory and the application processes. Advanced levels of this course may be taken after successful completion of this course.

Sculpture (In-Person or Virtual)

.5 credit (9-12)

Students will be introduced to three dimensional art. This course allows students to develop a deeper understanding of form and space as they create works with clay, plaster, metal, and more. Students will learn the skills to solve and investigate spatial problems while molding, carving, casting, and hand building. Advanced levels of this course may be taken after successful completion of this course.

Symphonic Band (In-Person or Virtual)

.5 credit (9-12)

This course is designed to address the skills of advanced players and includes all band students in grades nine through twelve. The band will study music from all periods and

styles. The band will march, perform concerts and perform at MSBOA band festivals. Students will have the option of participating in Stage Band, Pep Band and Solo and Ensemble festivals. This course can be repeated every semester throughout high school.

BUSINESS AND TECHNOLOGY

Computer Applications (In-Person or Virtual)

.5 credit (9)

This is a course focusing on the general use of technology. Course content will include digital citizenship, how to use Google (Drive, Docs, Sheets, Slides), how to use the MacBook (folders, finder, apps, etc.), and how to use Schoology, etc.

Multimedia (In-Person or Virtual)

.5 credit (9-12)

This course will examine different types of multimedia technologies. The course is divided into 5 units including: photography, graphic design, animation, sound development and videography. We will use many different software titles during the year including: Adobe Photoshop, Adobe Illustrator, iMovie, Audacity, FL Studio, and many more. Students must be self-motivated and have the ability to work cooperatively as this course is projected oriented with strict deadlines.

Multimedia II (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Successful passing of MM1 & approval from the Instructor

This course builds on the skills developed during MM1. We will use the same programs and will focus on the creation of larger projects and the production of more in depth videos and podcasts. Students must be self-motivated and have the ability to work cooperatively as this course is projected oriented with strict deadlines. Students in this course must also work with first year students and present skills at certain points throughout the year.

Computer Science I (In-Person or Virtual)

.5 credit (9-12)

Prerequisite: Successful passing of Algebra I

This course will help students develop an understanding of the basics of programming and computer science principles. Over the school year, we will cover many topics around computer science and will look at many different aspects of how different languages can work together to develop a full functioning project. Emphasis will be placed on developing projects, working with a team and software / app development.

Computer Science II (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Successful passing of CS1 & approval from the Instructor

This course will use skills developed during CS1 to build larger programs and apps. We will be working on teams and developing more programming skills. Students must be self-motivated and have the ability to work cooperatively as this course is projected oriented with strict deadlines.

Yearbook (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Minimum 3.0 GPA or Approval of Instructor

This is a class that is responsible for the yearlong project of putting together the Union City High School yearbook. Students will learn a variety of skills while completing this important task. Throughout the course of the year, students will learn how to write in a journalistic fashion, study elements of page design, experiment with various elements of photography, create published pieces of work on computers, and many other tasks that are involved with creating a yearbook. Students will be required to sell ad space in the yearbook and to local businesses. Students will be required to take photos at events that occur outside of school hours. This course can be repeated every semester throughout high school.

PHYSICAL EDUCATION

Health (In-Person or Virtual)

.5 credit (9-12)

This is a required course. Topics of study include: holistic health, stress, nutrition, physical fitness, care of skin, hair, ears, eyes, and teeth, human sexuality, substance abuse, disease and health problems, and other selected topics of first aid, safety, environmental health, and consumer health. Students will also learn about STI's, pregnancy prevention methods, and making wise choices.

Physical Education (In-Person or Virtual)

.5 credit (9-12)

This is a required course. Physical education is education through human movement. It is the phase of general education that contributes to the total growth and development of the individual. Health and fitness of the body are two of the major concerns of the physical education program. However, development of the mind and improvement of social skills are also an important aspect of the total physical education curriculum.

As a student of physical education you will discover the value of health and physical fitness. You will learn to develop your own exercise program that you can use for a lifetime. You will learn the correct way to exercise and will determine your fitness needs. Then you will learn the kinds of exercise that best suits your needs.

As a member of the physical education class you will participate in individual and team sports. Some of the activities will be competitive and others will be just for fun. Many of the activities will be studied and tested.

Advanced Physical Education A (In-Person or Virtual)

.5 credit (10-12)

Prerequisite: Physical Education

The common sports of basketball, volleyball and softball are played in the class. Lifetime sports such as golf, tennis, bowling, and racquetball are introduced and practiced. Physical fitness activities such as weight training, jogging, fitness testing, aerobic training, circuit training and cycling are discussed as elements of a well-rounded fitness program. A knowledge and understanding of important fitness principles and sports rules is expected and evaluated through written tests, assignments and papers. The goal is to have these students feel confident in their ability to create their own exercise and/or recreational program after they leave the class.

Strength & Conditioning A (In-Person or Virtual)

.5 credit (9-12)

This is a weight training and cardiovascular exercise course. This class uses set training as the workout device. Weekly classroom work will include subjects such as: basics of muscle, multiple set myth, the perfect program, high intensity training, The Repetition, overcoming the strength plateau, training the injured, fiber types and repetition ranges. This course can be repeated every semester throughout high school.

Nutrition and Food Preparation (In-Person or Virtual)

.5 credit (9-12)

In this course, students learn about safe food handling and develop skills in cooking. This course includes labs where students learn to follow recipes and make food.

Adult Living (In-Person or Virtual)

.5 credit (9-12)

In this course, students learn skills necessary for life after high school. This includes concepts like basic cooking, sewing, budgeting, and caring for children.

Advisory (In-Person or Virtual)

.25 credit (9-12)

In this class, students complete career preparation and exploration activities, develop study skills, and complete SEL lessons. This time is also used to get additional assistance on assignments and to take care of missing work.

SPECIAL EDUCATION

The student's Individualized Education Plan (IEP) must determine the following courses of study.

Basic English (In-Person or Virtual)

1 credit (9-12)

This course is a basic skill class developed for learning disabled students. The goal for

this course is to provide individualized instruction in the areas of written and oral expression. Students will be exposed to writing, grammar, and literary works by various authors. This course may be repeated for credit as determined by the I.E.P.C.

Consumer Math (In-Person or Virtual)

1 credit (9-12)

This course is designed for learning disabled students interested in learning more about practical applications of math skills for everyday life. Topics include earning money and net pay, personal banking, and budgeting.

Basic Biology (In-Person or Virtual)

1 credit (9-12)

This course is designed to help learning disabled students obtain the biology credit for graduation. This course will present science concepts such as classification, genetics, reproduction, and evolution.

Basic World Studies/Global Issues (In-Person or Virtual)

1 credit (9-12)

This course is designed to help learning disabled students obtain the World Cultures credit needed for graduation while improving reading skills. The course will survey the geography, culture, and religions of people in the major regions of the world.

Basic U.S. History (In-Person or Virtual)

1 credit (9-12)

This course is designed to help learning disabled students obtain the U.S. History credit needed for graduation while improving reading skills. This course is a survey of American History from 1800 to the present.

Study Skills (In-Person or Virtual)

1 credit (9-12)

This course is designed as a support for learning disabled students to help them pass regular education classes. The special education teacher will individually assist students with regular education class work and tests. This course may be repeated for credit as determined by the I.E.P.C. Students will be graded on a credit/no credit basis.

Basic Life Science (In-Person or Virtual)

1 credit (9-12)

This course is designed to teach students important science concepts in the context of their day-to-day experiences. The experiments and activities in the course help students discover the application of those concepts.

Basic Physical Science (In-Person or Virtual)

1 credit (9-12)

This course is designed to help learning disabled students obtain the physical science

credit. This course will parallel the concepts covered in Physical Science B with practical applications to the student's daily lives.

Basic Earth Science (In-Person or Virtual)

1 credit (9-12)

This course is designed to help learning disabled students obtain the earth science credit. This course will present science concepts on the planets, atoms, elements, oceans, and climate.

Basic Social Studies (In-Person or Virtual)

1 credit (9-12)

This course covers the basic themes of geography, identifying major physical features of the world, learning about cultural and physical regions of the earth and examining how people and the environment impact each other. Current events are also an integral part of the course.

Basic Life Skills (In-Person or Virtual)

1 credit (9-12)

This course is designed to provide the student with important skills necessary for independent living. Topics include daily living skills, personal-social development, lifestyle choices and problem solving skills.

Basic Job Training (In-Person or Virtual)

1 credit (9-12)

Students will gain actual work experience through on the job training within the school environment. Students will learn custodial skills and basic work habits necessary for independent living.

Basic Language Arts (In-Person or Virtual)

1 credit (9-12)

This course will provide students with individual reading instruction using a variety of techniques, spelling, basic grammar and writing skills.

Basic Math (In-Person or Virtual)

1 credit (9-12)

This course will provide the student with instruction in basic math skills: addition, subtraction, multiplication, and division. Money skills will also be covered.

Additional Information

SEMESTERS

Union City High School operates on a two-semester system per school year. Semester One begins at the beginning of each school year and ends in January. The second semester begins mid-January and is complete when school is dismissed for the summer. Credits are granted, grade point averages are calculated, and attendance issues are resolved on a semester basis (twice annually).

Each semester class at Union City High School is worth .5 credits. Remember that a full-year course is taken both semesters. Full year courses will receive 1 credit, (.5 (1/2) per semester); whereas semester courses receive .5 (1/2) credit. A full time student will earn 3.25 credits per semester. Career Technology Center and Math and Science Center students will earn 1.5 credits at Union City and 2 credits at their centers. Grade point averages are also calculated on a semester basis on a 4-point scale.

A=4 B=3 C=2 D=1 E=0

Attendance issues will be resolved following the guidelines in the Student Handbook each semester.

Report cards with earned credits and current grade point averages will be issued at semester end (twice yearly). Additional grade reports (i.e.: progress reports, marking period report cards) will be issued throughout the school year.

If you have received credit in a class, you may not retake the same class. The exceptions to this rule are Band, Choir, Strength Training, and Art.

Credit Make Up Opportunities

Students should contact the guidance office at the end of each semester for credit remediation opportunities if a required class is failed.

Guidance Services

Students are encouraged to use the multitude of services available through the guidance department. These services are designed to address the needs of all students by helping them to acquire competencies in knowledge of self and others, educational and vocational development and career planning. Class scheduling, vocational and career exploration, college application, financial aid and scholarship assistance, record review, referral services, and personal counseling are available. Please contact the guidance office for assistance.

GA Course Code	Course Name	Category	HS / MS	Description	Quarters / Semesters	Vendor	SCED (Natl) / CEDARS (WA) Codes / Titles
ART110	Art Foundations	Art	HS	In this course, students will study a variety of art tools and materials. With an emphasis on studio production, this course is designed to develop higher-level thinking, art-related technology skills, and an appreciation for aesthetics.	1-S	GA	5151 Art Appreciation
ART211	Digital Photography	Art	HS	In this course, students will discover the history of photography, practice the basics of photography, and identify different techniques used in the field. They will explore how cameras work, and how to use their phone's camera. Students will identify and demonstrate the elements and principles of design used in photography. They will also explain their responsibilities as a photographer and copyright laws, explore the safe handling equipment in photography, and practice to prepare for a career in the field of photography. Students will learn about careers, education, business practices, and creating portfolios in photography. They will learn basic and advanced editing techniques. Students will demonstrate progress in the course through discussions and creating their own artwork.	2-S	GA	05167 / 11054 Photography / Photo Imaging
ART212	Music Aesthetics	Art	HS	In this class, students will explore the use of their bodies, voice and instruments as means of musical expression; improvise and compose music; and expand their listening skills and vocabulary to analyze and evaluate music.	1-S	GA	05118 Music Appreciation

ART300	Art in World Cultures	Art	HS	In this Art course, students will learn about some of the greatest artists while also creating art of their own, including digital art. The course explores the basic principles and elements of art, examines how to critique art, and some of the traditional art of the Americas, Africa, and Oceania in addition to the development of Western art.	1-S	GP	05152 Art Appreciation
BUS112	Introduction to Business	Career/Tech	HS	In this course, students will explore business in global society, learning terminology, concepts, systems, strategies, and current issues. Topics include the business environment, ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements.	1-S	GP	12051 Introductory Business
BUS118	Business Foundations	Career/Tech	HS	In this course, students focus on specializations within three career fields. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics and business relationships. Students will use technology to synthesize and share business information. Employability skills, leadership and communications and personal financial literacy will be addressed.	1-S	GA	22151 Career Exploration

BUS119	Finance Foundations	Career/Tech	HS	In this course, students will be introduced to the specializations offered in this career field. Students will obtain fundamental knowledge and skills in accounting, banking services, corporate finance, insurance, and securities and investments. They will acquire knowledge of financial analysis and application, business law and ethics, economics, international business and business relationships. Knowledge management and information technology will be emphasized. Employability skills, leadership, and communications will be incorporated in learning activities.	2-S	GA	12103 Finance
BUS210	Career Development	Career/Tech	HS	In this class, students will learn and develop the necessary skills to engage in life and career planning. Learners will focus on self-assessment, occupational exploration, and decision-making; discuss the social conditions that impact career development; and implement a strategic career plan.	2-S	GA	22152 Employability Skills
BUS216	Financial Accounting	Career/Tech	HS	In this course, students will track, record, summarize, and report a business's financial transactions. They will develop financial documents, project future income and expenses, and evaluate the accuracy of a business's financial information. Students will also apply tools, strategies, and systems to evaluate a company's financial performance and monitor the use of financial resources. Technology, employability skills, leadership and communications will be incorporated in classroom activities.	2-S	GA	12104 Accounting
BUS217	International Business	Career/Tech	HS	In this course, students will evaluate global business strategies and market-entry methods for conducting business internationally. They will use technology to determine the impact of government, economics,	2-S	GA	12056

				geography, history, ethics and digital communication tools on global trade. Management of sourcing and procurement, quality, distribution and supply chain in a global environment will be emphasized. Students will identify financing options for international operations. They will also analyze the competitiveness of U.S. companies in the international marketplace.			International Business & Marketing
BUS218	Fundamentals of Financial Services	Career/Tech	HS	In this course, students will develop knowledge and skills needed in the banking, insurance and investment industries. They will analyze banking products and services, determine ways in which insurance reduces risk, and calculate insurable losses. Students will also learn to sell financial products and build positive relationships with clients and colleagues. They will use financial ratios to evaluate company performance and select profitable investments for clients. Technology, employability skills, leadership and communications will be incorporated in classroom activities.	2-S	GA	12101 Banking and Finance
BUS314	Legal Environment of Business	Career/Tech	HS	This course will prepare students interested to pursue a career in the legal or business world. They must understand how the legal system functions as well as have a working knowledge of the rules and regulations that govern business. In the first section of this course, students will be introduced to various aspects of the law. In the second section, students will examine all aspects of business law including the judicial system, differences between types of laws and origins of laws, administrative and employment laws and laws impacting individuals as well as businesses. Students will also research real estate and debtor and creditor laws and regulations. Students will learn to support attorneys by conducting legal research. Compliance and contract law will be emphasized.	2-S	GP	04164 Business Law

BUS670	Foundations of Firefighting and Emergency Medical Services	Career/Tech	HS	Firefighting and Emergency Medical Services introduces students to the foundational concepts of firefighting safety and emergency medical services. In the first part of the course, students will analyze the Department of Public Safety Fire Protection and Emergency Medical Services rules and regulations in preparation for further studies in the field. In the second part of the course, students will study key topics relating to business, communications, regulations, and finances. Emphasis will be placed on skills needed to be a strong leader in the field.	2-S	GA	15152 Firefighting
BUS671	Homeland Security	Career/Tech	HS	In Homeland Security, students will learn techniques to secure and protect America's people and infrastructure from natural and manmade disaster. Students will look at a range of issues including cyber security, intelligence gathering, and local emergency planning that can be applied in their own community. Students will also learn to manage critical incidents through training in National Incident Management and the Incident Command System.	2-S	GA	15202 Community Protection

COS110	Teen Living	Life Skills	HS	In this course, students will learn to understand and cope with personal, family and social challenges common during transitional teenage years, with an emphasis on communication, decision-making skills and building stable relationships with family and peers. Students will identify and recognize personal communication styles and discuss the importance of quality communication skills as they relate to issues that impact teenagers, including self- concept, substance abuse, personal loss, dating, pregnancy and child abuse.	2-S	GA	22105 Values Clarification
COS211	Child Development for Caretakers	Life Skills	HS	This course offers a basic introduction to the emotional, physical, and psychological development of a child. Students will explore several developmental models. Students will study the biological and chemical changes in children as they age as well as look into parenting resources.	2-S	GA	19255 Child Development/ Parenting
COS212	Child Development Psychology	Career/Tech	HS	This course offers a basic introduction to the emotional, physical, and psychological development of young children. Students explore several developmental models and theories, along with biological, chemical, and behavioral changes children go through as they grow. Parenting and Caregiver resources are explored, along with roles of various family members and support systems.	2-S	GA	19052 Child Development
COS410	Adult Roles and Responsibilities	Life Skills	HS	Adult Roles and Responsibilities helps students prepare for independent living. This course prepares students to understand the nature, function, and significance of human relationships involving individuals and families. Topics include: family living, parenting, household and money management, decision-making skills, communication skills, self-awareness, crisis management, and the individual's	1-S	GA	19259 Family and Interpersonal Relationships

				roles and responsibilities within the family and community.			
EDU101	Foundations of Education and Training	Education	HS	Students will examine the goals of education and training as well as environments in which education and training are delivered. They will identify learners' and stakeholders' roles, rights and responsibilities in educational systems; assess legal and ethical issues related to education; and determine careers of interest in education and training. Employability skills and state requirements for becoming an educator will also be addressed.	2-S	GA	19151 Teaching Profession
EDU111	Early Childhood Education Principles	Education	HS	Students will examine the history and philosophy of early childhood education, types of early childhood programs, and the roles, rights and responsibilities of learners and stakeholders in early childhood education. Students will assess developmental appropriate practices; legal, ethical and organizational issues; and the challenge of teaching and caring for young children with diverse needs. Career planning and professionalism will also be emphasized throughout the course.	2-S	GA	19153 Teaching - Early Childhood
ENG110	English 9	English	HS	In this course, students will focus on vocabulary development, comparing connotation with denotation and identifying word meanings using sentence structure. Reading instruction will stress inference; analysis of interesting and important information; character development and complex figurative language in narrative literature and poetry. Writing exercises will emphasize the comparison of multiple ideas and perspectives. Students will further develop skills in analytical evaluation and assessment of writing, including a study of the editing process and the evaluation of source materials.	2-S	GA	1001 ELA I

ENG210	English 10	English	HS	In this course, students will engage in reading and writing exercises that promote vocabulary development, using connotative evaluation to better ascertain meaning through analogy and antonym context clues. Reading instruction focuses on electronic text, using explicit and implicit information to evaluate informational text, and on complex figurative language, including simile, metaphor, pun, symbolism and personification. Reading assignments will focus on how politics, history, and culture contribute to great literature. Writing assignments will focus on analysis and interpretation of multiple ideas and perspectives, with an emphasis on persuasive writing.	2-S	GA	1002 ELA II
ENG310	English 11	English	HS	In this class, students will focus on developing skills for analysis and interpretation of texts that include multiple ideas and perspectives. Writing exercises will stress synthesis and conclusion-making skills, as well as developing experience with the editing process.	2-S	GA	1003 ELA III
ENG410	English 12	English	HS	In this course, students will study English as it applies to work, professional training and higher education, with vocabulary studies in word etymologies, Latin roots and the cultural and social impact on the "living" language. Reading assignments will emphasize literary analysis, historical commentary, political statements and culturally and historically significant literary works. Writing assignments will emphasize cause and effect, analysis and refutation of opposing opinions, and important text connections.	2-S	GA	1004 ELA IV

ENG413	Public Speaking	English	HS	In this course, students will explore the art of public speaking. They will examine the foundations of rhetoric, identify speech forms, then write and analyze speeches. Students will focus on how to prepare an effective speech including audience analysis, topic selection, and content organization. Students will practice listening skills, writing skills, and collaboration skills through course assignments and discussions.	1-S	GA	1151 Public Speaking
ENG415	Mythology & Folklore	English	HS	Mighty heroes. Angry gods and goddesses. Cunning animals. Mythology and folklore have been used since the first people gathered around the fire as a way to make sense of humankind and our world. This course focuses on the many myths and legends woven into cultures around the world. Starting with an overview of mythology and the many kinds of folklore, the student will journey with ancient heroes as they slay dragons and outwit the gods, follow fearless warrior women into battle and watch as clever animals outwit those stronger than themselves. They will explore the universality and social significance of myths and folklore, and see how they are still used to shape society today.	1-S	GA	1065 Literature of a Theme

HPE110	Fitness for Life	Health & PE	HS	In this course, students will develop the knowledge and skills necessary to self-assess, create, conduct and evaluate personal fitness programs. Students will demonstrate an understanding of the interrelationships of movement, fitness and nutrition for the performance of fitness activities and exhibit personal and social behaviors appropriate for physical activity settings.	2-S	GA	8016 Lifetime Fitness Ed
HPE111	Health Education	Health & PE	HS	In this course, students will develop an understanding of patterns of behavior that impact human health, with emphasis on the importance of balancing physical, mental, social, emotional and spiritual needs to achieve greater well-being. The class will stress the connection between healthy lifestyles and active, productive and successful lives.	2-S	GA	8051 Health Education
HPE201	Intermediate Fitness	Health & PE	HS	In this course, students will demonstrate knowledge of and competency in motor skills, movement patterns, and strategies needed to perform a variety of physical activities. They will perform various activities that will enhance their level of fitness such as creating a personal fitness plan and analyzing the psychological benefits of fitness. They will discover how to achieve a level of physical fitness for health and performance while demonstrating knowledge of fitness concepts, principles, and strategies. Social interaction, participation, leadership, and cultural diversity will also be emphasized.	2-S	GA	08052 Health and Fitness

HPE210	Principles of Allied Health	Health	HS	In this course students will gain basic knowledge and recognize the clinical skills necessary to assess, plan, provide, and evaluate care to patients in varied healthcare settings. Students will discover first aid principles and techniques needed for response to choking, cardiopulmonary resuscitation, and other life-threatening emergencies. Emphasis will be placed on regulatory compliance, patient safety, pathophysiology, and medical interventions. Additionally, this course introduces psychomotor skills needed to assist individuals in meeting basic human needs.	2-S	GA	08053 Community Health
HPE309	Introduction to Health Care Careers	Health Science	HS	In this course, students will discover different careers in the health care field. They will identify past and current trends in health care by reviewing the history of medicine. Then, they will explore the different health care pathways and learn about the different possibilities offered by this growing field. They will analyze the skills needed for a health care career and consider themselves in one of these roles. After taking this class, students are invited to enroll in the Medical Terminology course so they can start their career in a health care pathway.	1-S	GA	14001 Exploration of Health Care Occupations
HPE311	Medical Terminology	Health Science	HS	In this course, the student will learn medical terminology, symbols and abbreviations, and the application of this language in the field of health care. Although the student will analyze terms related to body structure and function, the main focus will be on medical vocabulary and being able to construct terms using word parts such as roots, suffixes and prefixes.	2-S	GP	08053 Community Health

HPE314	Health, Safety, and Nutrition	Career/Tech	HS	In this course, students will learn about the physical and psychological needs of children, as well as how to meet these needs in group settings. Topics include wellness of young children; health standards, guidelines, and national initiatives; children's nutritional needs; safe and healthy environments; emergency response; child abuse and neglect; educational experiences; and partnering with families.	2-S	GP	08053 Community Health
HPE315	Health, Science, and Technology	Career/Tech	HS	This course provides students with an overview of the opportunities available in the healthcare industry. Students will also learn fundamental skills in effective and safe patient care. In the first part of the course, students will explore necessary skills, attitudes, and behaviors that will help them in the health care career field. They will also be introduced to different laws, systems, and organizations that they need to be familiar with in order to be successful in the field. The second part of the course will focus on the human body, providing care for others, and clinical laboratory concepts.	2-S	GA	08053 Community Health
HPE321	Health Information Technology	Health Science	HS	This course introduces electronic health information systems, designs, implementation, and application. Students gain knowledge and skills in techniques for managing and maintaining electronic health data and compilation, analysis, of healthcare statistics, research protocols and techniques. Topics include imaging technology, information security and integrity, data dictionaries, basic statistical principles, databases, registries, descriptive statistics, research protocol monitoring, including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data.	2-S	GA	08053 Community Health

MAT110	Algebra I	Math	HS	<p>In this class, students will build upon the foundations established in pre-algebra and basic mathematics to develop a growing understanding of how to perform operations and solve problems with real numbers. Students will focus on the importance of linear relations; develop fluency with the language and operations of algebra to analyze and represent relationships; and perform exercises in statistics and statistical methods to solve problems.</p>	2-S	GA	2052 Algebra I
MAT210	Geometry	Math	HS	<p>In this course, students will explore geometry through inductive and deductive processes, technology, constructions, manipulatives and algebraic connections. Students will develop the structure of Euclidean geometry logically and apply the resulting theorems, proofs and formulas to address meaningful problems. Students will use experimentation and inductive reasoning to construct geometric concepts, discover geometric relationships and formulate conjectures. Students will employ deductive logic to construct formal logical arguments and proofs.</p>	2-S	GA	2072 Geometry

MAT300	Financial Math	Math	HS	In the first quarter of Financial Math, students will examine the various ways that people earn money and how that money is managed, saved, and spent. The second quarter addresses the usefulness of both checking and savings accounts and how to manage them, as well as consideration of saving versus investing. Students will explore cash purchases, receipts, and sale prices. Students will apply the appropriate math concepts needed to successfully navigate the implications of every-day financial scenarios, and develop financial decision-making and planning skills.	2-S	GA	2157 Consumer Math / 2210 Consumer Economics & Personal Finance
MAT310	Algebra II	Math	HS	In this course, students will build upon the knowledge previously learned in Algebra I and Geometry, expanding their ability to understand, perform operations and solve problems with real numbers. Students will focus on the importance of linear relations; develop fluency with the language and operations of algebra to analyze and represent relationships; and perform exercises in statistics and statistical methods to solve problems.	2-S	GA	2056 Algebra II
MAT315	Applied Math for Healthcare	Math	HS	In this course, students will review math concepts taught throughout their math careers and use those math concepts in real-life situations. Many of the real-life situations will focus specifically on applications in the HealthCare field. Students will focus on thoroughly understanding number operations with integers, decimals, and percents. They will then focus on how to use Google Spreadsheets for analyzing data and performing math operations.	2-S	GA	02152 Occupationally Applied Mathematics

MAT316	Applied Math for Information Technology	Math	HS	In this course, students will review math concepts taught throughout their math careers and use those math concepts in real-life situations. Many of the real-life situations will focus specifically on applications in the Information Technology field. Students will focus on thoroughly understanding number operations with integers, decimals, and percents. They will then focus on how to use Google Spreadsheets for analyzing data and performing math operations.	2-S	GA	02152 Occupationally Applied Mathematics
MAT410	Pre-Calculus	Math	HS	In this course, students will expand their knowledge of quadratic, exponential and logarithmic functions to include power, polynomial, rational, piece-wise and trigonometric functions. Students will investigate and explore mathematical ideas, develop multiple strategies for analyzing complex situations and use graphing calculators and mathematical software to build understanding and solve problems.	4-Q	GP	2110 Pre-Calculus
MAT420	Calculus	Math	HS	In this course, students will study the branch of mathematics that deals with rates of change in continuous and varying quantities. The class will include exercises in the graphical, numerical, analytical and verbal representation of functions; derivative rates of change and the use of derivatives to solve a variety of problems; and derivative and definite integrals as expressed in both parts of the Fundamental Theorem of Calculus. Students will communicate mathematical solutions both orally and with the written word; use technology to help solve problems, interpret results, and verify conclusions; and determine the reasonableness of solutions.	4-Q	Thinkwe II	2121 Calculus

MAT430	Statistics	Math	HS	In this course, students will complete statistical evaluations through advanced math calculations. Statistics coursework will explore a wide variety of data systems and models, and utilize statistical systems to graph, interpret, and draw conclusions from data. Additionally, students will further develop skills in calculating probability, mean, and understanding the distribution of data within a system.	1-S	GP	2201 Probability & Statistics
MKT110	Principles of Marketing	Career/Tech	HS	In this course, the student will explore factors influencing how marketing decisions are made, including the impact of marketing decisions on an organization and its customers. They gain a working knowledge of practical marketing and business vocabulary. They also evaluate how the actions of competitors influence marketing decisions in the global marketplace.	1-S	GP	12164 Principles of Marketing
MKT111	Introduction to Social Media	Career/Tech	HS	Have a Facebook account? What about Twitter? Whether you've already dipped your toes in the waters of social media or are still standing on the shore wondering what to make of it all, learning how to interact on various social media platforms is crucial in order to survive and thrive in this age of digital communication. In this course, you'll learn the ins and outs of social media platforms such as Facebook, Twitter, Pinterest, Google+, and more. You'll also discover other types of social media you may not have been aware of and how to use them for your benefit—personally, academically, and eventually professionally as well. If you thought social media platforms were just a place to keep track of friends and share personal photos, this course will show you how to use these resources in much more powerful ways.	1-S	GA	10204 Particular Topics in Media Technology

MKT210	Sports and Entertainment Marketing	Career/Tech	HS	<p>Have you ever wished to play sports professionally? Have you dreamed of one day becoming an agent for a celebrity entertainer? If you answered yes to either question, then believe it or not, you've been fantasizing about entering the exciting world of sports and entertainment marketing. Although this particular form of marketing bears some resemblance to traditional marketing, there are many differences as well—including a lot more glitz and glamour! In this course, you'll have the opportunity to explore basic marketing principles and delve deeper into the multi-billion dollar sports and entertainment marketing industry. You'll learn about how professional athletes, sports teams, and well-known entertainers are marketed as commodities and how some of them become billionaires as a result. If you've ever wondered about how things work behind the scenes of a major sporting event such as the Super Bowl or even entertained the idea of playing a role in such an event, then this course will introduce you to the fundamentals of such a career.</p>	1-S	GP	12163 Sports & Entertainment Marketing
MKT211	Marketing Principles	Career/Tech	HS	<p>In this course, students will obtain fundamental knowledge and skills in marketing communications, marketing management, marketing research, merchandising and professional selling. They will acquire knowledge of marketing strategies, market identification techniques, employability skills, business ethics and laws, economic principles and international business. Technology, leadership, and communications will be incorporated into course activities.</p>	2-S	GA	12166 Marketing Management

SCI110	Earth Science	Science	HS	In this course, students will discuss multiple theories about the universe, the technology that supports these theories, and the movement of bodies within the universe. They will learn about characteristics that allow life to exist on Earth, and possibly elsewhere in the universe, as well as Earth's plate boundaries, their movement, and the theories revolving around plate tectonics. Digging deeper, students will examine the Earth's surface to investigate the geothermal activity, and volcanic activity that influence life, climate, and geological formations on earth.	2-S	GA	03008 Earth and Space Science
SCI120	Physical Science	Science	HS	In this course, students will investigate matter and explore its properties and interactions in the world. They will learn to relate speed, velocity, and acceleration to objects in motion. Students will explore the nature of waves, sound, and the electromagnetic spectrum. They will explore electricity, and how electrical charges and electrical currents function. Students will study the physical and chemical properties of matter, including the different states of matter, atomic theory, the Periodic Table of Elements, electrons, bonding, chemical formulas and chemical reactions. Lastly, they will learn how electricity creates energy resources, and consider the environmental and human impacts of different types of resources. Hands-on lab investigations will be emphasized for students to engage with the course material.	2-S	GA	03159 Physical Science

SCI210	Biology	Science	HS	In this course, students will study the ways in which ecosystems are shaped by interactions among living organisms and their physical environment. The class will emphasize the states of change and balance that are constantly at force on the environment and will study the role humans and other organisms play in impacting those states. Units will include an exploration of the composition of organisms; the relationship between organs and organ systems; and the role of DNA in reproduction and genetic expression.	2-S	GP	03051 Biology
SCI310	Chemistry	Science	HS	In this course, students will study matter on Earth and the periodic table of elements, including the relationship that exists between chemical behavior and the structure of atoms. The class will include units on the periodic table, the emission of high-energy particles resulting from nuclear changes, chemical bonding, chemical reactions and dynamic equilibrium.	2-S	GP	03101 Chemistry
SCI320	Anatomy & Physiology	Health Science	HS	In this course the student will learn about anatomical structures and physiology of the human body. Body systems are discussed in terms of how each participates in homeostasis of the body. Students learn about selected major pathologies, including causes, symptoms, diagnostic procedures, and treatments, as well as common changes that occur through the lifespan. They will also be introduced to medical terminology, various biology tests, and laboratory procedures.	2-S	GP	08053 Community Health

SCI410	Physics	Science	HS	In this course, students will study matter, energy, electricity, magnetism, momentum and motion. Lessons will focus on how to measure the motion of an object in terms of position, time, velocity and acceleration; determine the relation between force, mass, and acceleration; determine the strength of gravitational and electric forces; and understand the properties and applications of waves.	4-Q	Thinkwell	03151 Physics
SCI213	Environmental Science	Science	HS	This course presents relationships between organisms and how these relationships relate to the functioning of ecosystems. Students learn the key concepts and processes of nutrient cycling, biomes, pollution, energy resources, and habitat destruction. The course also covers ways to promote biodiversity and create a sustainable future.	2-S	GA	03003 Environmental Science
SOC110	World Geography	Social Sciences	HS	In this course, students will study "the why of the where," exploring how to use geography as a tool to better understand the world in which they live. Learners will evaluate the impact of location, place, movement, region and human-environmental interactions. Emphasis will be placed understanding the human and physical characteristics of places and regions; examining the physical processes and human activities that shape the earth's surface; and applying geographic knowledge to social and political events in history and the modern world.	2-S	GA	04001 World Geography

SOC310	U.S. History	Social Sciences	HS	In this course, students will study the role of and investigate the relationship between events of different time periods in American history; beginning with an exploration of the nation's pre-reconstruction period. Learners will further study the significance of the American Revolution in the industrial development of the United States; understand the structure and function of the United States government established by the Constitution; explore the territorial growth of the United States before the Civil War; examine the expansion of the political system and social rights before the Civil War; and understand the significance of the Civil War Era to the United States.	2-S	GA	04101 US History
SOC313	Current World Issues	Social Sciences	HS	This course explores major issues facing our world today, including social, economic and political issues. Students have the opportunity to conduct research and open-mindedly consider all sides of an issue. Students will study the causes and effects of global issues as they cross cultures and span across time. Students will write informal reflection journals as well as more formal proposals. Students will also create presentations that show a clear understanding of the complexity of various issues.	2-S	GA	04064 Contemporary World Issues
SOC210	World Civilizations	Social Sciences	HS	In this course, students will investigate the interrelationships, over time, of the world's peoples, including the impact of "colliding" areas of the world and the political, economic, social, philosophical, religious, scientific, technological and artistic contributions of many of the world's most influential civilizations. Units of study will include ancient and classical civilizations; the Middle Ages; the ages of revolution, imperialism and industrialism; and the modern world.	2-S	GA	04051 World History

SOC410	U.S. Government	Social Sciences	HS	In this course, students will be introduced to the concept of government, politics, and civic life. They will examine the origins, functions, and structure of our government and discuss the principles and values that the U.S. Constitution promotes. They will study political structure and process, including political parties, voting, and foreign policy. Students will also describe and evaluate the civic and personal responsibilities of citizens, including what it means to be a member of a state and the nation. They will research a public issue, evaluate how to make a reasoned argument, and propose solutions. They will also examine the impact of media on the political process and on social opinion. As a final project, they will research a local community service project and describe how the experience relates to the American ideal of participation.	2-S	GA	04151 US Government
SOC411	Economics	Social Sciences	HS	In quarter one of this course, students will be introduced to the economic way of thinking and the role of economists, markets, and entrepreneurs in the economy. Students will analyze economic systems and market structures and will learn more about labor relations. In quarter two, students will learn about economic indicators, banking, and personal finance. Students will complete activities related to banking and economic basics as well as their personal economics.	1-S	GA	04201 Economics

SPN110	Spanish I	Language	HS	In this course, students will listen, read, write, and speak introductory Spanish. They will identify reasons for learning a language and be exposed to cultures of Spanish speaking countries. Students will use basic vocabulary to express and describe themselves and their world. They will communicate about daily activities, friends, food, locations, community, sports, and technology. They will also write scripts in Spanish and record themselves speaking the language. Emphasis will be placed on using correct vocabulary and grammar throughout the course.	2-S	GA	24052 Spanish I
SPN210	Spanish II	Language	HS	Using knowledge from Spanish 1, students will continue to build skills in listening, reading, writing, and speaking Spanish. They will compare the Spanish language to their own language and be exposed to cultures of Spanish speaking countries. Students will continue to build on their vocabulary skills set to express and describe themselves and their world. They will communicate information about family members, clothing, rooms in their home, ideal vacations, and daily routines. Students will also learn how to order food in a Spanish speaking restaurant and how to use the Spanish past tenses to talk about their childhood. They will also write scripts/short stories in Spanish and record themselves speaking the language. Emphasis will be placed on using correct vocabulary and grammar throughout the course.	2-S	GA	24053 Spanish II

TAA102	I Will Graduate Q1	Program Onboarding	HS	I Will Graduate is designed to give students and introduction to the learning environment used by GA. The online learning environment is the primary area in which students learn, study, complete assignments, and take assessments for their courses. In this course, students learn: how the program works, how to contact members of the support team, how to create a study program, and how to get started with their HS and Beyond Plan. Students will also work through a number of short assessments that will help them and their academic coaches create a learning plan for the year.	1-Q	GA	22102 School Orientation
TCH101	Introduction to Information Technology Careers	Career/Tech	HS	In this course, students will discover different careers in the Information Technology field. They will explore three main areas: hands-on roles, creative roles, and administration/ programming roles. They will examine various positions such Help Desk Technician, Web Developer, and Mobile Application Developer. They will learn about the tasks and responsibilities expected as well as the possibilities offered by a job in this growing field. They will analyze the skills needed for an information technology career and consider themselves in one of these roles.	1-S	GA	10001 Introduction to Computer Technology
TCH111	Information Technology	Career/Tech	HS	This first course in the IT career field is designed to provide students with a working knowledge of computer concepts and essential skills necessary for work and communication in today's society. Students will learn safety, security, and ethical issues in computing and social networking. Students will also learn about input/output systems, computer hardware and operating systems, and office applications.	2-S	GA	10003 Computer and Information Technology

TCH300	Digital Literacy (IC3 Certification)	Career/ Tech	HS	<p>This Digital Literacy course introduces students to computing fundamentals. Students will learn how a computer works, including operating systems, storage, and software. Basic applications are covered, and students learn the fundamentals of word processing, spreadsheets, databases, graphics, presentations, and multimedia skills. In addition the course covers the Internet, networking and communications. Students will learn the basics of telecommunications, understanding how networks work, the history and operation of the internet. Internet research and reliable sources, professional & personal email and messaging communication, social networking, and internet security are also covered. Students will learn to use the internet responsibly and effectively in this course. This course will prepare students to take the assessment called IC3. Passing this assessment earns students a nationally recognized certification in Digital Literacy, which they can use in job searches and applications for higher education.</p>	1-S	GA	10004 Computer Applications
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TCH301	Web Design	Career/Tech	HS	Students will learn the dynamics of the Web environment while pursuing an in-depth study of both Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Web based protocols such as FTP, TCP/IP, and HTTP will be addressed. Students will create a website with tag text elements, special characters, lines, graphics, hypertext links, and graphical tables.	2-S	GA	05254 Web Design
TCH302	Introduction to Digital and Interactive Media	Career/Tech	HS	The course is designed to provide students with knowledge of current industry standard, commercial, and open source programming software to create visual elements in a web or standalone environment; knowledge of aspects of computer visual production, thought, and application; how to map out, design, and test two three-dimensional elements.	2-S	GA	10203 Interactive Media
TCH312	Introduction to Programming	Career/Tech	HS	In this course, students will start by exploring programming projects and then they will dive deeper into basic programming concepts. Students will recognize key elements of working on an information technology project so they can be successful in future careers. Students will then learn the basics of programming concepts, including building simple interactive applications, basic units of logic, and algorithmic solutions.	2-S	GA	10152 Computer Programming
TCH313	Computer Hardware	Career/Tech	HS	In this course, students will learn to install, repair, and troubleshoot computer hardware systems. They will perform preventative maintenance practices and learn techniques for maintaining computer hardware security. Communication skills and professionalism in troubleshooting situations will be emphasized.	2-S	GA	10252 Computer Maintenance

TCH314	Networking	Career/Tech	HS	In this course, students will apply fundamental principles of IT, including the history of IT and its impact on society, common industry terms, systems theory, information storage and retrieval, database management, and computer hardware, software, and peripheral device configuration and installation. This base of knowledge and skills may be applied across the career field. The first part of the course will focus on project planning, equipment, security, and problem solving. The second part of the course explores specific networking topics.	2-S	GA	10102 Networking Systems
TCH315	Foundations of Web and Game Design	Career/Tech	HS	This course introduces students to the foundational concepts of web and game design. In the first part of the course, students will learn about the web and mobile computing environments concluding with an exposure to computer programming. In the second part of the course, students will study key elements of game design with emphasis placed on industry standard programming language constructs that will build their capability in game design.	2-S	GA	10203 Interactive Media

“Striving For Excellence In Everything We Do”



Union City Community Schools

430 St. Joseph Street

Union City, MI 49094

Ph: 517-741-3312

Fax: 517-741-5205

e-mail: dmcdowell@unioncityschools.org

Deborah McDowell

Food Service Supervisor

Dear Members of the Board of Education,

I recommend the following candidate for employment with Union City Schools,

Jacquelyn Brauker

After an interview and fingerprint check, it is with pleasure that I recommend this candidate be added to the hot lunch staff, as an assistant cook, at the High School. Starting date September 08, 2021.

Best Regards,
Deborah McDowell

“Striving For Excellence In Everything We Do”



Union City Community Schools

430 St. Joseph Street

Union City, MI 49094

Ph: 517-741-3312

Fax: 517-741-5205

e-mail: dmcowell@unioncityschools.org

Deborah McDowell

Food Service Supervisor

Dear Members of the Board of Education,

I recommend the following candidate for employment with Union City Schools,

Kendra Williams

After an interview and fingerprint check, it is with pleasure that I recommend this candidate be added to the hot lunch staff, as an assistant cook, at the High School. Starting date September 07, 2021.

Best Regards,
Deborah McDowell

“Striving For Excellence In Everything We Do”



Union City Community Schools

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Union City, MI 49094

Ph: 517-741-3312

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e-mail: dmcowell@unioncityschools.org

Deborah McDowell

Food Service Supervisor

Dear Members of the Board of Education,

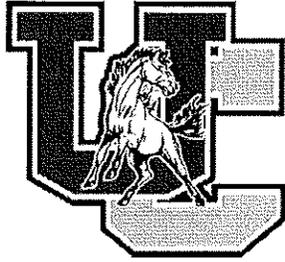
I recommend the following candidate for employment with Union City Schools,

Kelly Smeltzer

After an interview and fingerprint check, it is with pleasure that I recommend this candidate be added to the hot lunch staff, as an assistant cook, at the Elementary School. Starting date August 25, 2021.

Best Regards,
Deborah McDowell

"Striving For Excellence In Everything We Do"



Union City High School
430 St. Joseph Street
Union City, MI 49094
Ph: 517-741-3305
Fax: 517-741-5205
e-mail: acase@unioncityschools.org

Amber Case
Principal

September 14, 2021

Union City Community Schools Board of Education:

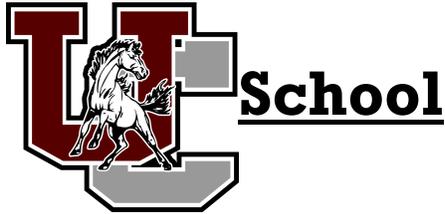
Please accept this letter as a formal recommendation for the hire of Mrs. Addi McDowell as a one-on-one paraprofessional at Union City High School.

Mrs. McDowell has worked with students in the district before and is excited to return. She demonstrated the patience, dependability and organizational skills necessary for this role.

Sincerely,

A handwritten signature in cursive script that reads "Amber Case". The signature is written in black ink and is positioned above the printed name.

Amber Case
High School Principal
Union City Community Schools



Union City Elementary

Jennifer Johnson
601 Walnut Street
Union City, MI 49094
Principal
Ph: 517.741.3302

Union

City

Elementary

jjohnsono@unioncityschools.org

Fax:

Principal
517.741.5205

September 21, 2021

Dear Union City Community Schools Board of Education Members;

Please accept this letter as a formal recommendation for the hire of Mrs. Wood for the position of Paraprofessional and/or LRE Paraprofessional at the Elementary School.

Mrs. Wood has worked in the elementary school before and was able to build many positive relationships with students and staff. She is excited to work at the elementary school again, and I am confident she will be a great addition to our staff.

Again, it is with great pleasure that I recommend Mrs. Wood for the position of elementary paraprofessional.

Sincerely,

Mrs. Jennifer Johnson



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
Ph: 517.741.3350
Fax: 517.741.5205

Deb Frey
Transportation Supervisor
dfrey@unioncityschools.org

September 21, 2021

Dear Board of Education:

I am recommending Stephanie Yearling to be hired as a new bus driver. She has all the qualifications and very strong references. We have two full-time positions and two sub positions available for the 2021-22 school year. In addition, the transportation department will benefit from her employment.

Thank you,

Deb Frey
Transportation Supervisor



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
jthomas@unioncityschools.org
Ph: 517.741.5381
Fax: 517.741.8513

Jamie Thomas
Principal

August 18, 2021

Dear Members of the Board of Education,

It is with great excitement and confidence that I recommend the following candidate for employment at Union City Middle School:

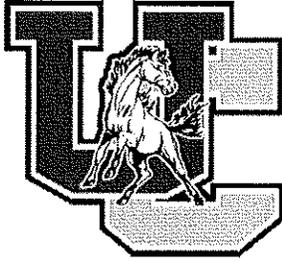
Mrs. Hannah Katz - Mathematics Teacher

Included with this letter are the candidate's resume/employment information. The candidate interviewed with myself and Mr. Katz due to the timing of the situation.

Mrs. Katz brings to us a wealth of knowledge and experience. She is passionate and devoted to working toward the success of her students. Mrs. Katz excited and pumped about becoming a Charger!

After the interview and checking several references, it is without hesitation I recommend Mrs. Katz to be added to the middle school staff.

"Striving For Excellence In Everything We Do"



Union City High School
430 St. Joseph Street
Union City, MI 49094
Ph: 517-741-3305
Fax: 517-741-5205
e-mail: acase@unioncityschools.org

Amber Case
Principal

September 14, 2021

Union City Community Schools Board of Education:

Please accept this letter as a formal recommendation for the hire of Mrs. Rebecca Arlt as a special education teacher at Union City High School.

Mrs. Arlt worked as a special education teacher in the past. She took some time off from teaching to be home with her children and is ready to return to teaching full time.

Based on interactions with Mrs. Arlt so far, I am positive that she will be a valuable addition to the staff.

Sincerely,

A handwritten signature in cursive script that reads "Amber Case". The signature is fluid and matches the printed name below it.

Amber Case
High School Principal
Union City Community Schools



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
Ph: 517.741.8091
Fax: 517.741.5205

Chris Katz
Superintendent
ckatz@unioncityschools.org

9/24/2021

To: UCCS School Board

From: Superintendent Chris Katz

Re: Superintendent Goals

Following our closed session discussion on my goals for this year, I considered the variety of suggestions that were made and believe that these are the four I would very much like to pursue this year.

1. Develop a plan for maximizing the use of the ESSER funds available to the district over the next 3 years to address the needs in our district created by or revealed by the COVID-19 pandemic.
2. Develop a long term facilities plan for a period of 10-15 years. Identify a timeline for repairs, replacements and upgrades necessary to bring our district facilities up to a quality standard and keep them there.
3. Prepare a 5 year budget plan that identifies a staff and service structure that meets the needs of the students in the district while being sustainable financially.
4. Empower and support the principals of each of our buildings in ways that enable them to become true leaders of their staff and create a climate of cooperation and mutual respect.

Thank you,

Chris Katz

UNION CITY COMMUNITY SCHOOLS
Administrative Assistant Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Kelly AcMoody the Administrative Assistant, hereinafter called the "employee";

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

D. The normal workday will begin at 8:00 a.m. and end at 4:00 p.m. during the school year and will begin at 8:00 a.m. and end at 3:30 p.m. during the summer break and winter break when other staff members are not present.

1. The workday will include an hour paid lunch.

2. The employee shall be entitled to a fifteen (15) minute rest period during the four (4) hour work period.

3. The employee shall receive eight (8) hours pay for seven and one-half (7 1/2) hours of work for scheduled hours during the summer months and for hours worked during winter break.
4. The summer schedule shall be determined by the Superintendent.

E. On "delay" or "inclement weather" days all employees should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies;
3. Attend Board of Education meetings, Board financial workshops, or Board committee meetings as required by the Superintendent.
4. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation,

determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interest of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at her own expense present at the hearing.

d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.
 - 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 - 2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and her eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and her eligible family.
- E. LIFE INSURANCE - A total of \$50,000 term life insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to one hundred thirty (130) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

- C. Up to five (5) sick leave days per year may be used for the illness of an immediate family member.
- D. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- E. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools she shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$250.00
15 years	\$500.00
20 years	\$750.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Two (2) floating days during winter break

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30th, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days

Fifteen (15) or more years of service

20 days

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the employee is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Business Manager/Superintendent and shall be coordinated with the vacation days of other Business Office employees.

XII. EVALUATION:

- A. The employee shall formally be evaluated by the Business Manager/Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Business Manager/Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with her position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIV. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XV. PROFESSIONAL DEVELOPMENT:

- A. The employee may choose to enroll in a class (approved by the Superintendent) that is directly related to the employee's job responsibilities at an accredited college or university.
- B. The employee shall receive 90% tuition reimbursement from the Board upon successful completion of approved post-secondary college classes.
- C. The employee, at District expense, shall be permitted to attend instate conferences and workshops which are related to her professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

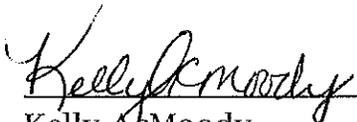
If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not be in conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Administrative Assistant Salary: 2021 - 2022 \$48,157

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:



Kelly AcMoody

9-22-21
Date

President - Jenn Searls

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Bus Mechanic/Assistant Transportation Supervisor
Working Agreement
2021-2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Brian Belanger, Bus Mechanic / Assistant Transportation Supervisor, hereinafter called the "bus mechanic".

WITNESSETH:

I. QUALIFICATIONS:

The bus mechanic will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will begin at 6:30 a.m.

3. The workday will include a half hour unpaid lunch.

4. The bus mechanic shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.
5. The summer schedule shall be determined by the Superintendent.

D. On “delay” or “inclement weather” days the bus mechanic shall report at the regularly scheduled time and work the normal scheduled hours.

III. CONDITIONS OF EMPLOYMENT:

A. The bus mechanic shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Maintain a CDL license and State mechanic’s license.
 - a. The Board shall pay all costs incurred for the licenses.
4. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the bus mechanic shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the bus mechanic and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the bus mechanic.
 - c. The bus mechanic may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The bus mechanic shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. If the bus mechanic drives a bus due to a shortage of bus drivers:
 - 1. The bus mechanic will be compensated above his regular salary, if beyond the forty (40) hour work week.
 - 2. The compensation will be \$16.58 per hour rounded off to the nearest half-hour.
- C. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the bus mechanic with the following insurance programs:

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the bus mechanic and his eligible family.
 - 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 - 2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll

deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the bus mechanic and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the bus mechanic and his eligible family.
- E. LIFE INSURANCE - A total of \$10,000 term life insurance will be provided for the bus mechanic.

VII. COMPENSATED LEAVE:

- A. The bus mechanic shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to ninety (90) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the bus mechanic or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

D. Upon retirement if the bus mechanic has completed a minimum of ten (10) years of continuous service with the Union City Community Schools, he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The bus mechanic shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The bus mechanic is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The bus mechanic will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The bus mechanic will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the bus mechanic shall receive an additional day of vacation; the Friday before or the Monday following the holiday with the approval of the Superintendent.

XI. VACATION:

The bus mechanic shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.

B. Vacation pay will be paid on the regular payday for the period which the bus mechanic is on vacation.

- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of the Transportation Supervisor.

XII. UNIFORMS:

- A. The bus mechanic will be furnished with rental uniforms (shirts/pants).
 - 1. The cost of the uniform rental shall be approved by the Superintendent.

XIII. EVALUATION:

- A. The bus mechanic shall formally be evaluated by the Transportation Supervisor.
 - 1. The bus mechanic will receive a written copy of the evaluation.
- B. If the bus mechanic has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the bus mechanic. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the bus mechanic at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The bus mechanic shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The bus mechanic, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Bus Mechanic/Assistant Transportation Supervisor Salary:

2021 - 2022	\$47,208
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Bus Mechanic:

Brian Belanger

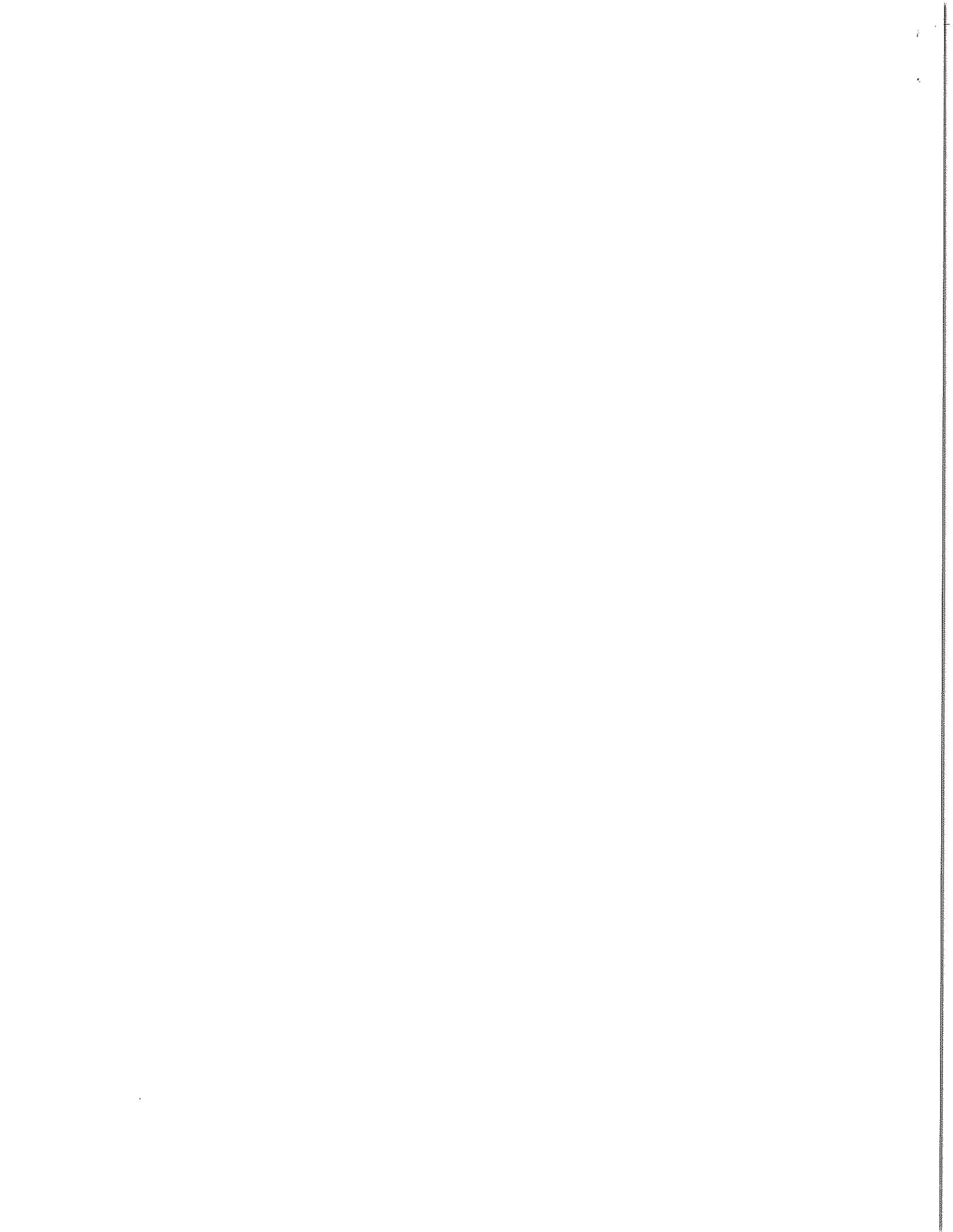
Date

For the Board:

President - Jenn Searls

Superintendent - Chris Katz

Date



CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of the Union City School District (hereinafter "Board") and Amber Case (hereinafter "Administrator") that pursuant to Section 1229(2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the 19th day of April, 2021, has and does hereby employ the said Administrator for a two-year period commencing on July 1, 2021 and ending on June 30, 2023, according to the terms and conditions as described and set forth herein as follows:

Administrator shall perform the duties of High School Principal as prescribed by the Board and as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

Administrator represents that she possesses, holds, and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, including the regulations of the Michigan Department of Education, and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of her continued employment, to meet and maintain all certification and continuing education requirements for the position assigned, as may be required by law and/or by the Michigan Department of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position of assigned as required herein, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Administrator agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which she is responsible during the entire term of this Agreement. Administrator agrees that she will diligently and competently discharge her duties on behalf of the School District to enhance the operation of the School District and will use her best efforts to maintain and improve the quality of the programs and services of the School District.

Administrator shall be paid at an annual salary rate of not less than Eighty-Seven Thousand Five Hundred Fifty Dollars in consideration of her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in

equal bi-weekly installments beginning with the commencement of the employee's actual work time (July 1-June 30).

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and, when executed by Administrator and the Board, shall become part of this Contract.

Administrator is employed on the basis of 210 workdays of work per fiscal year (July 1 through June 30) as scheduled by the Superintendent.

Administrator's performance shall be evaluated by the Superintendent (or her designee) at least annually using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision).

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, violation of Board policy, criminal conduct, if Administrator materially breaches the terms and conditions of this Contract, or for other reasons that are not arbitrary or capricious, as determined by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

This contract is subject to nonrenewal in its final year as set forth in Section 1229 of the Revised School Code. MCL 380.1229.

In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of sixty (60) workdays for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the sixty (60) workday period to be unpaid. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a sixty (60) work day unpaid leave extension in the event of her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

Administrator agrees that she shall not be deemed to be granted continuing tenure in the position initially assigned or to which she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third-party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by her assignment, with or without job accommodation(s). Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party administrator, the Board shall make premium payments on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs:

ANNUITY OPTION

If the administrator's spouse has health insurance, she may elect to receive, in addition the dental, vision and life insurance benefits described below, a dollar amount of \$240 per pay. If the administrator elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the District as a voluntary and elective contribution made through salary reduction.

If the annuity option is chosen by the administrator it shall remain in effect for the life of this agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

HEALTH INSURANCE

Simply Blue PPO/HRA EHIM RX \$3250/\$6250 Deductible
(Health Reimbursement Account)
-Rider FB-OCSM-24 (Chirographic)
-Rider FB-RM100 and FB-PC500M (Preventative)

Deductibles (Fully Reimbursed)

\$5 co-pay on all prescription drugs

The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

DENTAL CARE INSURANCE

Dental care insurance will be provided for the administrator and her eligible family

VISION INSURANCE

A basic vision insurance plan will be provided for the administrator and her eligible family

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the premium for the insurance coverages specified in this Contract, as may be determined by the Board, in its discretion. However, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify Administrator of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. Administrator agrees that the amount of premium contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage,

termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by payment of the premium amounts required to provide the above described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

LONG TERM DISABILITY

A long-term disability plan will be provided for the administrator.

If Administrator is absent from duty on account of personal illness or disability, she shall be allowed full pay for a total of 12 days per contract year, prorated based upon actual days worked (July 1 through June 30). Unused paid leave days hereunder shall be cumulative to a maximum 165 days for absence due to personal illness or disability of Administrator.

Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement procedures established by the Board. Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of her reasonable and necessary expenses in accordance with direction of the Board or its designee.

COMPENSATED LEAVE

The Administrator shall receive twelve (12) sick days per year.

Sick leave days may be accumulated to one-hundred sixty-five (165) days.

Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.

The Superintendent may grant additional time deducted from sick leave days upon request.

Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

ANNUITY

The administrator shall annually receive a tax-deferred annuity in the amount of \$3,250. Annuity payments will be deposited in equal installments with the annuity company within one week of each pay period.

PERSONAL BUSINESS LEAVE

The administrator shall be granted three (3) non-accumulative personal business leave days each

year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

MILEAGE ALLOWANCE

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with his position. The administrator shall submit a monthly mileage reimbursement request to the business office.

PROFESSIONAL DUES

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

PROFESSIONAL DEVELOPMENT

The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the master's degree.

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of her authority. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no prior or concurrent representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract are cancelled and are superseded by the terms of this contract. Provided, that this Contract is voidable pursuant to the provisions of the Revised School Code pertaining to criminal records and criminal history checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

In the event of any dispute between the parties relating to discharge of Administrator during

the term of this Contract, the parties hereby agree to submit such to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association. Arbitration under this provision shall be conducted pursuant to the terms of the Michigan Arbitration Act, MCL 691.1681 *et seq* and MCR 3.602.

The parties intend that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Administrator arising from Administrator's discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

This agreement to arbitrate means that Administrator is waiving her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, Administrator shall have the right to representation by counsel of her choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and Administrator, subject to the right of Administrator to seek to tax such fees as costs against the Board.

Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of Administrator's discharge during the term of this Contract. The Decision and Award of the arbitrator shall be final and binding and judgment thereon may be entered in the Circuit Court for the 37th Judicial Court of Michigan (Calhoun County), MCL 691.1681 *et seq*.

If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

This Contract is executed on behalf of the Union City School District pursuant to the authority granted as contained in the resolution of the Board adopted on April 20, 2020, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Administrator:

For the Board:

Amber Case

President – Jenn Searls

Date

Superintendent – Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Maintenance Custodian Working Agreement
2021-2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Alan Cross, Maintenance Custodian, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will be determined by the Maintenance Supervisor.

3. The workday will include a half hour unpaid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The summer schedule shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall work six (6) hours but may begin at an earlier time to prepare the District buildings and/or parking lots for operation.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statues, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.

6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and his eligible family.
 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 2. The employee's premium obligation for the insurance plan specified in this Article shall be in compliance with the standards set forth in the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. This obligation will be

deducted in twenty-six equal installments. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he/she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee (\$30,000 if the employee elects cash in lieu of insurance).

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to one hundred twenty-five (125) days.

- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to four (4) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$250.00
15 years	\$350.00
20 years	\$450.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year, unless the Superintendent agrees to allow an extension.

B. Vacation pay will be paid on the regular payday for the period in which the employee is on vacation.

C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of other maintenance/custodial employees.

XII. UNIFORMS:

- A. The employee will be furnished three (3) uniforms (shirts/pants) per contract year as approved by the Superintendent.
- B. It shall be the responsibility of the employee to wear the uniform while performing the duties as an employee of the District.
- C. It shall be the responsibility of the employee to keep his uniform in a clean and orderly condition with the reasonable performance of his duties.

XIII. EVALUATION:

- A. The employee shall formally be evaluated by the Maintenance Supervisor/Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Maintenance Custodial Wages:

2021 - 2022

\$18.52 per hour

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Custodian:



Alan Cross

9-22-2021

Date

For the Board:

President - Jenn Searls

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Assistant Business Manager Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Lori Cross the Assistant Business Manager, hereinafter called the "employee."

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

D. The normal workday shall be 8 hours.

1. The workday will include an hour paid lunch.

2. The employee shall be entitled to a fifteen (15) minute rest period during the four (4) hour work period.

3. The employee shall receive eight (8) hours pay for seven and one-half (7 1/2) hours of work for scheduled hours

during the summer months and for hours worked during winter break.

4. The summer schedule shall be determined by the Superintendent.

E. On "delay" or "inclement weather" days all employees should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Attend Board of Education meetings, Board financial workshops, or Board committee meetings as required by the Superintendent.
4. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interest of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at her own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue

until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.
 - 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 - 2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.
- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each

pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

1. If the annuity option is chosen by the administrator, it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce, or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and her eligible family.

D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and her eligible family.

E. LIFE INSURANCE - A total of \$50,000 term life insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.

1. Sick leave days may be accumulated to one hundred thirty (130) days.

- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to five (5) sick leave days per year may be used for the illness of an immediate family member.
- D. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- E. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools she shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$250.00
15 years	\$500.00
20 years	\$750.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
Labor Day	Two (2) floating days during winter break

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30th, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
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Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the employee is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Business Manager/Superintendent and shall be coordinated with the vacation days of other Business Office employees.

XII. EVALUATION:

- A. The employee shall formally be evaluated by the Business Manager/Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Business Manager/Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with her position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIV. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XV. PROFESSIONAL DEVELOPMENT:

- A. The employee may choose to enroll in a class (approved by the Superintendent) that is directly related to the employee's job responsibilities at an accredited college or university.
- B. The employee shall receive 90% tuition reimbursement from the Board upon successful completion of approved post secondary college classes.
- C. The employee, at District expense, shall be permitted to attend instate conferences and workshops which are related to her professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

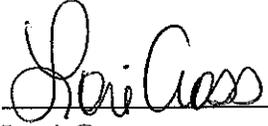
If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

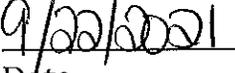
Assistant Business Manager Salary: 2021 - 2022 \$58,352

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:



Lori Cross



Date

President - Jenn Searls

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Athletic Director Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Hayley Denney, Athletic Director, hereinafter called the "administrator"

WITNESSETH:

I. QUALIFICATIONS:

The administrator will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be forty-five (45) weeks.

C. The scheduled workweek shall be 20 hours.

1. The workday will include a half hour paid lunch.

2. The summer schedule will be a flexible schedule averaging hours of work time.

D. On "delay" or "inclement weather" days the administrator should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The administrator shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job

description or as assigned from time to time by the Superintendent.

2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statues, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Attend all Board of Education meetings.

- B. The administrator shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the administrator shall have such qualifications for the position herein designated as required by the State of Michigan and the Board, and shall terminate if the administrator shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the administrator's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The administrator will be notified in writing of her opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the administrator in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the administrator in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the administrator shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the administrator and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the administrator.
 - c. The administrator may have legal counsel at her own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The administrator shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the administrator with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the administrator and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.

2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

1. If the annuity option is chosen by the administrator it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the administrator and her eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the administrator and her eligible family.
- E. LIFE INSURANCE - A total of \$40,000 term life insurance and accidental death insurance will be provided for the administrator.

VII. COMPENSATED LEAVE:

- A. The administrator shall receive twelve (12) sick leave days per year.
 - 1. Sick leave days may be accumulated to one hundred sixty-five (165) days.
- B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- C. Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The administrator shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

IX. HOLIDAYS:

- A. The administrator will be entitled to the following eleven (11) holidays:

Fourth of July

Christmas Day

Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the administrator will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

X. EVALUATION:

A. The administrator shall formally be evaluated once each year by the Superintendent.

1. The administrator will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for administrative improvement.

2. To provide an objective measure of administrative effectiveness.

C. If the administrator has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the administrator. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XI. LEGAL PROTECTION:

The Board shall provide the administrator, at no expense to his, legal counsel and representation in any legal action brought against him as an administrator and will provide liability insurance coverage against liability that results from her performance in the course and scope of employment. This section does not indemnify or save harmless the administrator if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with her position.

- A. The administrator shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XIV. PROFESSIONAL DEVELOPMENT:

- A. The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university.
- B. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the master's degree.
- C. The administrator, at District expense, shall be permitted to attend in state and out-of-state conferences which are related to her professional responsibilities and approved by the Superintendent.

XV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

UNION CITY COMMUNITY SCHOOLS
Transportation Supervisor
Working Agreement
2021-2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Deb Frey, Transportation Supervisor, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be forty-five (45) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will be 8 hours.

3. The workday will include a half hour paid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The scheduled days before and after the first day of school shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall report at the regularly scheduled time and work the normal scheduled hours.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Maintain a CDL license.
 - a. The Board shall pay all costs incurred for the licenses.
4. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.
- B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:
 1. Fail to possess or continue to possess any qualifications required by law.
 2. Be convicted of a felony or of a crime involving moral turpitude.
 3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
 4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.
6. Die
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at her own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. If the employee drives a bus due to a shortage of bus drivers:
 1. The hours driving will be included in the employee's contract.
- C. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.

2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$4000 per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and her eligible family.

D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and her eligible family.

E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.

1. Sick leave days may be accumulated to ninety (90) days.

B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

D. Upon retirement if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools, she shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the employee shall receive an additional day of vacation; the Friday before or the Monday following the holiday with the approval of the Superintendent.

XI. EVALUATION:

A. The employee shall formally be evaluated by the Superintendent.

1. The employee will receive a written copy of the evaluation.

B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with her position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to her professional responsibilities and approved by the Superintendent.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Transportation Supervisor Salary:

2021 - 2022 \$35,000

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Transportation Supervisor:

For the Board:

Deb Frey
Deb Frey

President - Jenn Searls

9-22-21
Date

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Assistant Maintenance Supervisor Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Andy Hemker, Assistant Maintenance Supervisor, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will begin at 6:00 a.m.

3. The workday will include a half hour unpaid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The summer schedule shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall work the normal scheduled hours but may begin at an earlier time to prepare the District buildings and/or parking lots for operation.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.

4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and his eligible family.
 - 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 - 2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

If the annuity option is chosen by the administrator it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to ninety (90) days.
 - 2. A doctor's excuse may be required by the Superintendent to verify illness.
- B. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

- A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

- A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

- B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the employee is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of other maintenance employees.

XII. UNIFORMS:

- A. The employee will be furnished three (3) uniforms (shirts/pants) per contract year as approved by the Superintendent.
- B. It shall be the responsibility of the employee to wear the uniform while performing the duties as an employee of the District.
- C. It shall be the responsibility of the employee to keep his uniform in a clean and orderly condition with the reasonable performance of his duties.

XIII. EVALUATION:

- A. The employee shall formally be evaluated by the Superintendent.
 - 1. The employee will receive a written copy of the evaluation.

B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

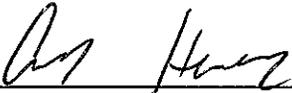
If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Assistant Maintenance Supervisor Salary: 2021 - 2022 \$39,000

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:



Andy Hemker

President - Jenn Searls

Date

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Technology Services Manager Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Grant Hutchins, Technology Services Manager, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled workweek shall be 40 hours.

1. The workday will be 8 hours long. The Superintendent will determine the start and end time.

2. The workday will include an hour paid lunch.

3. The summer schedule will be a flexible schedule averaging 33 hours of work time.

D. On "delay" or "inclement weather" days the employee should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
 2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
- B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The employee will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the employee in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the employee in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LONG TERM DISABILITY - A long term disability plan will be provided for the employee.

F. LIFE INSURANCE - A total of \$20,000 term life insurance and accidental death insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

A. The employee shall receive twelve (12) sick leave days per year.

1. Sick leave days may be accumulated to one hundred sixty-five (165) days.

B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

C. Upon retirement or termination of employment, after ten (10) or more years of service to the District, the employee shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

IX. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Two (2) floating days during winter break

- B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

X. VACATION:

The employee shall receive fifteen (15) vacation days.

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the employee is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent.

XI. EVALUATION:

- A. The employee shall formally be evaluated once each year by the Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. Evaluations will serve a dual purpose.
 - 1. To provide a sound basis for employee improvement.
 - 2. To provide an objective measure of employee effectiveness.
- C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XII. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results

from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XIII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIV. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XV. PROFESSIONAL DEVELOPMENT:

- A. The employee may choose to enroll in a class (approved by the Superintendent) that is directly related to the employee's job responsibilities at an accredited college or university.
- B. The employee shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the bachelor's degree.
- C. The employee, at District expense, shall be permitted to attend in state and out-of-state conferences which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

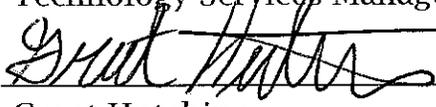
This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Technology Services Manager Salary: 2021-2022 \$42,000.00

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Technology Services Manager:



Grant Hutchins

For the Board:

President - Jenn Searls

09/22/2021
Date

Superintendent - Chris Katz

CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of the Union City School District (hereinafter "Board") and Jennifer Johnson (hereinafter "Administrator") that pursuant to Section 1229(2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the 19th day of April, 2021, has and does hereby employ the said Administrator for a two-year period commencing on July 1, 2021 and ending on June 30, 2023, according to the terms and conditions as described and set forth herein as follows:

Administrator shall perform the duties of Elementary School Principal as prescribed by the Board and as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

Administrator represents that she possesses, holds, and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, including the regulations of the Michigan Department of Education, and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of her continued employment, to meet and maintain all certification and continuing education requirements for the position assigned, as may be required by law and/or by the Michigan Department of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position of assigned as required herein, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Administrator agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which she is responsible during the entire term of this Agreement. Administrator agrees that she will diligently and competently discharge her duties on behalf of the School District to enhance the operation of the School District and will use her best efforts to maintain and improve the quality of the programs and services of the School District.

Administrator shall be paid at an annual salary rate of not less than Eighty One Thousand Ninety Dollars in consideration of her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in equal bi-weekly installments beginning with the commencement of the employee's actual work

time (July 1-June 30).

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and, when executed by Administrator and the Board, shall become part of this Contract.

Administrator is employed on the basis of 210 workdays of work per fiscal year (July 1 through June 30) as scheduled by the Superintendent.

Administrator's performance shall be evaluated by the Superintendent (or her designee) at least annually using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision).

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, violation of Board policy, criminal conduct, if Administrator materially breaches the terms and conditions of this Contract, or for other reasons that are not arbitrary or capricious, as determined by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

This contract is subject to nonrenewal in its final year as set forth in Section 1229 of the Revised School Code. MCL 380.1229.

In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of sixty (60) workdays for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the sixty (60) workday period to be unpaid. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a sixty (60) work day unpaid leave extension in the event of her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

Administrator agrees that she shall not be deemed to be granted continuing tenure in the position initially assigned or to which she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third-party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by her assignment, with or without job accommodation(s). Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party administrator, the Board shall make premium payments on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs:

ANNUITY OPTION

If the administrator's spouse has health insurance, she may elect to receive, in addition the dental, vision and life insurance benefits described below, a dollar amount of \$240 per pay. If the administrator elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the District as a voluntary and elective contribution made through salary reduction.

If the annuity option is chosen by the administrator it shall remain in effect for the life of this agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

HEALTH INSURANCE

Simply Blue PPO/HRA EHIM RX \$3250/\$6250 Deductible
(Health Reimbursement Account)
-Rider FB-OCSM-24 (Chirographic)
-Rider FB-RM100 and FB-PC500M (Preventative)

Deductibles (Fully Reimbursed)

\$5 co-pay on all prescription drugs

The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

DENTAL CARE INSURANCE

Dental care insurance will be provided for the administrator and her eligible family

VISION INSURANCE

A basic vision insurance plan will be provided for the administrator and her eligible family

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the premium for the insurance coverages specified in this Contract, as may be determined by the Board, in its discretion. However, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify Administrator of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. Administrator agrees that the amount of premium contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage,

termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by payment of the premium amounts required to provide the above described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

LONG TERM DISABILITY

A long-term disability plan will be provided for the administrator.

If Administrator is absent from duty on account of personal illness or disability, she shall be allowed full pay for a total of 12 days per contract year, prorated based upon actual days worked (July 1 through June 30). Unused paid leave days hereunder shall be cumulative to a maximum 165 days for absence due to personal illness or disability of Administrator.

Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement procedures established by the Board. Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of her reasonable and necessary expenses in accordance with direction of the Board or its designee.

COMPENSATED LEAVE

The Administrator shall receive twelve (12) sick days per year.

Sick leave days may be accumulated to one-hundred sixty-five (165) days.

Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.

The Superintendent may grant additional time deducted from sick leave days upon request.

Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

ANNUITY

The administrator shall annually receive a tax-deferred annuity in the amount of \$3,250. Annuity payments will be deposited in equal installments with the annuity company within one week of each pay period.

PERSONAL BUSINESS LEAVE

The administrator shall be granted three (3) non-accumulative personal business leave days each

year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

MILEAGE ALLOWANCE

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with his position. The administrator shall submit a monthly mileage reimbursement request to the business office.

PROFESSIONAL DUES

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

PROFESSIONAL DEVELOPMENT

The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the master's degree.

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of her authority. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no prior or concurrent representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract are cancelled and are superseded by the terms of this contract. Provided, that this Contract is voidable pursuant to the provisions of the Revised School Code pertaining to criminal records and criminal history checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

In the event of any dispute between the parties relating to discharge of Administrator during

the term of this Contract, the parties hereby agree to submit such to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association. Arbitration under this provision shall be conducted pursuant to the terms of the Michigan Arbitration Act, MCL 691.1681 *et seq* and MCR 3.602.

The parties intend that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Administrator arising from Administrator's discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

This agreement to arbitrate means that Administrator is waiving her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, Administrator shall have the right to representation by counsel of her choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and Administrator, subject to the right of Administrator to seek to tax such fees as costs against the Board.

Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of Administrator's discharge during the term of this Contract. The Decision and Award of the arbitrator shall be final and binding and judgment thereon may be entered in the Circuit Court for the 37th Judicial Court of Michigan (Calhoun County), MCL 691.1681 *et seq*.

If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

This Contract is executed on behalf of the Union City School District pursuant to the authority granted as contained in the resolution of the Board adopted on April 20, 2020, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Administrator:

For the Board:

Jennifer Johnson

President – Jenn Searls

Date

Superintendent – Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Maintenance Supervisor Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Spencer Keever, Maintenance Supervisor, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will begin at 6:30 a.m.

3. The workday will include a half hour unpaid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The summer schedule shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall work the normal scheduled hours but may begin at an earlier time to prepare the District buildings and/or parking lots for operation.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.

2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

3. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.

2. Be convicted of a felony or of a crime involving moral turpitude.

3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.

4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and his eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

If the annuity option is chosen by the administrator it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee.

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to ninety (90) days.
 - 2. A doctor's excuse may be required by the Superintendent to verify illness.
- B. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

- A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

- A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

- B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the employee is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of other maintenance employees.

XII. UNIFORMS:

- A. The employee will be furnished three (3) uniforms (shirts/pants) per contract year as approved by the Superintendent.
- B. It shall be the responsibility of the employee to wear the uniform while performing the duties as an employee of the District.
- C. It shall be the responsibility of the employee to keep his uniform in a clean and orderly condition with the reasonable performance of his duties.

XIII. EVALUATION:

- A. The employee shall formally be evaluated by the Superintendent.
 - 1. The employee will receive a written copy of the evaluation.

- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

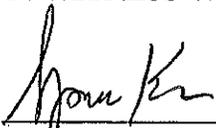
If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Assistant Maintenance Supervisor Salary: 2021 - 2022 \$49,783

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:



Spencer Kever

9/22/21
Date

President - Jenn Searls

Superintendent - Chris Katz

Date

UNION CITY COMMUNITY SCHOOLS
Business Manager Working Agreement

2021-2023

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Sara Leson, Business Manager, hereinafter called the "administrator"

WITNESSETH:

I. QUALIFICATIONS:

The administrator will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2023.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled workweek shall be 40 hours.

1. The workday will include an hour paid lunch.

2. The summer schedule will be a flexible schedule averaging 33 hours of work time.

D. On "delay" or "inclement weather" days the administrator should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The administrator shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.

2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
 3. Attend all Board of Education meetings.
- B. The administrator shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the administrator shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the administrator shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the administrator's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The administrator will be notified in writing of her opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the administrator in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to act and notify the administrator in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the administrator shall:
1. Fail to possess or continue to possess any qualifications required by law.
 2. Be convicted of a felony or of a crime involving moral turpitude.
 3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.

4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the administrator and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the administrator.
 - c. The administrator may have legal counsel at her own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

A The administrator shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.

B The Michigan Public School Employees Retirement shall be paid by the Board.

VI. LONGEVITY

The administrator will be eligible for longevity compensation, as a cash or annuity option, for continuous successful service with the District based on the following schedule:

Year	1	base salary
	2	salary + \$650 in cash or annuity (\$25 per pay) (\$25)
	3	salary + \$650 in cash or annuity (\$25 per pay) (\$50)
	4	salary + \$650 in cash or annuity (\$25 per pay) (\$75)

5	salary + \$650 in cash or annuity (\$25 per pay)	(\$100)
10	Longevity (\$100 per pay in cash or annuity)	(\$200)
15	Longevity (\$100 per pay in cash or annuity)	(\$300)
20	Longevity (\$100 per pay in cash or annuity)	(\$400)
25	Longevity (\$100 per pay in cash or annuity)	(\$500)
30	Longevity (\$100 per pay in cash or annuity)	(\$600)

VII. ANNUITY:

The administrator shall annually receive a tax-deferred annuity in the amount of \$125.00 per pay.

1. Annuity payments will be deposited with the annuity company within one week of the pay period received,

VIII. INSURANCE:

The Board shall provide the administrator with the following insurance programs:

A. HEALTH CARE INSURANCE a comprehensive, semiprivate health care insurance program be provided for the administrator and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the administrator's spouse has health insurance, she may elect to receive, in addition to the dental, vision and life insurance benefits described below, a dollar amount equal to but not to exceed the amount of the single subscriber premium rate for the health insurance. This dollar amount may, at the election of the administrator, be applied toward any insurance carrier options chosen by the administrator and offered by the District or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan. If the

administrator elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the District as a voluntary and elective contribution made through salary reduction.

1. If the annuity option is chosen by the administrator it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the administrator and her eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the administrator and her eligible family.
- E. LONG TERM DISABILITY - A long term disability plan will be provided for the administrator.
- F. LIFE INSURANCE - A total of \$50,000 term life insurance and accidental death insurance will be provided for the administrator.

IX. COMPENSATED LEAVE:

- A. The administrator shall receive twelve (12) sick leave days per year.
 1. Sick leave days may be accumulated to one hundred sixty-five (165)
- B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.
 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- C. Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

X. PERSONAL BUSINESS LEAVE:

The administrator shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

XI. HOLIDAYS:

A. The administrator will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the administrator will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XII. VACATION:

The administrator shall receive twenty (20) vacation days.

A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.

B. Vacation pay will be paid on the regular payday for the period which the administrator is on vacation.

C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent.

XIII. EVALUATION:

A. The administrator shall formally be evaluated once each year by the Superintendent.

1. The administrator will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose,

1. To provide a sound basis for administrative improvement.

2. To provide an objective measure of administrative effectiveness.
- C. If the administrator has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the administrator. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. LEGAL PROTECTION:

The Board shall provide the administrator, at no expense to her, legal counsel and representation in any legal action brought against her as an administrator and will provide liability insurance coverage against liability that results from her performance in the course and scope of employment. This section does not indemnify or save harmless the administrator if said actions are determined to result from negligence, misfeasance, or malfeasance.

XV. MILEAGE ALLOWANCE:

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with her position.

- A. The administrator shall submit a monthly mileage reimbursement request to the Business Office.

XVI. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XVII. PROFESSIONAL DEVELOPMENT:

- A. The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university.
- B. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the 18 credit hours.
- C. The administrator, at District expense, shall be permitted to attend in-state and out-of-state conferences which are related to her professional responsibilities and approved by the Superintendent.

XVIII. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Business Manager Salary	2021-22	\$67,152.00
	2022-23	TBD

This AGREEMENT shall be effect until June 30, 2023.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Business Manager:

Sara Leson

Sara Leson

For the Board:

President – Jenn Searls

9/22/21

Date

Superintendent – Chris Katz

UNION CITY COMMUNITY SCHOOLS
Food Service Director Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Deborah McDowell, Food Service Director, hereinafter called the "director".

WITNESSETH:

I. QUALIFICATIONS:

The director will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be the number of days equal to the student year for which hot lunch is scheduled plus an additional fifteen (15) days for setup, inventory, clean up, and reports.

1. A minimum of five (5) days must be scheduled before and five (5) days after the student school year.

C. The scheduled workday shall be set by the director with the approval of the Superintendent.

1. The director shall post regular office hours.

D. When the teachers are not required to be present, the director will not be required to be present.

2. Rescheduled days to meet the State required days/hours shall be without additional compensation.

E. On "delay" days the director shall report at the regularly scheduled time.

III. CONDITIONS OF EMPLOYMENT:

A. The director shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Interview, hire, and place qualified individuals in the appropriate positions to ensure the food service programs are successful and efficient.
4. Supervise all food service personnel.
5. Establish the work schedules for all food service employees with the approval of the Superintendent.
6. Be responsible for all appropriate time sheets filled out by each food service employee.
7. Work in cooperation with the Business Office to maintain an accurate listing of students that qualify for free and reduced lunch and/or breakfast.
8. Ensure that appropriate and qualified substitutes are secured for the Food Service Department.

9. Prepare the monthly menus and all other monthly financial and State reports as needed for the food service program.
10. Attend food shows and other programs that are appropriate for the position at District expense.
11. Attend Board of Education meetings or Board committee meetings as required by the Superintendent.
12. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.
- B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the director shall:
 1. Fail to possess or continue to possess any qualifications required by law.
 2. Be convicted of a felony or of a crime involving moral turpitude.
 3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
 4. Materially breach the terms of this Agreement.
 5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.

6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the director and she shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the director.
 - c. The director may have legal counsel at her own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The director shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments. Upon completion of the work year, the director may receive the balance of her salary provided she informs the Business Office prior to her last pay before leaving for the summer.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the director with the following insurance programs.

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the director and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

1. If the annuity option is chosen by the administrator it shall remain in effect for the life of this Agreement, except that in the event of unforeseeable circumstances, such as death, divorce, or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the director and her eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the director and her eligible family.
- E. LIFE INSURANCE - A total of \$50,000 term life insurance will be provided for the director.

VII. COMPENSATED LEAVE:

- A. The director shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
 - 1. Sick leave days may be accumulated to one hundred thirty (130) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to three (3) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the director or her spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement, if the director has completed a minimum of ten (10) years of continuous service with the Union City Community Schools she shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to one hundred thirty (130) days.

VIII. PERSONAL BUSINESS LEAVE:

The director shall be granted two (2) non-accumulative personal businesses leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The director is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The director will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00

- A. The longevity compensation will be paid to the employee on the first pay period in December.

X. UNIFORMS:

- A. The director will be reimbursed, with proof of purchase, up to \$100.00 toward the cost of an approved uniform(s) and/or shoes.
- B. It shall be the responsibility of the director to keep her uniform in a clean and orderly condition.

XI. EVALUATION:

- A. The director shall formally be evaluated by the Superintendent.

1. The director will receive a written copy of the evaluation.

B. If the director has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the director. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the director at the per mile rate established by the Internal Revenue Service for use of her vehicle in conducting business associated with her position.

A. The director shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

The director, at District expense, shall be permitted to attend classes, conferences and workshops which are related to her professional responsibilities and approved by the Superintendent.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Food Service Director Salary 2021 - 2022: \$35,000

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Food Service Director:

For the Board:

Deborah McDowell

President - Jenn Searls

Date

Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS
Director of Behavior Supports Working Agreement
2021 - 2023

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and James Owens, Director of Behavior Supports, hereinafter called the "administrator".

WITNESSETH:

I. QUALIFICATIONS:

The administrator will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2023.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled workweek shall be 40 hours.

1. The workday will include an hour paid lunch.

2. The summer schedule will be a flexible schedule averaging 33 hours of work time.

D. On "delay" or "inclement weather" days the administrator should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The administrator shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job

description or as assigned from time to time by the Superintendent.

2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Attend all Board of Education meetings.

- B. The administrator shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the administrator shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the administrator shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the administrator's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The administrator will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the administrator in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the administrator in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the administrator shall:

UNION CITY COMMUNITY SCHOOLS
Director of Behavior Supports Working Agreement
2021 - 2023

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and James Owens, Director of Behavior Supports, hereinafter called the "administrator".

WITNESSETH:

I. QUALIFICATIONS:

The administrator will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2023.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled workweek shall be 40 hours.

1. The workday will include an hour paid lunch.

2. The summer schedule will be a flexible schedule averaging 33 hours of work time.

D. On "delay" or "inclement weather" days the administrator should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The administrator shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job

description or as assigned from time to time by the Superintendent.

2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

3. Attend all Board of Education meetings.

B. The administrator shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the administrator shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the administrator shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the administrator's contract for an additional year.

B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The administrator will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the administrator in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the administrator in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.

C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the administrator shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the administrator and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the administrator.
 - c. The administrator may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The administrator shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the administrator with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the administrator and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the administrator and his eligible family.

D. VISION INSURANCE - A basic vision insurance plan will be provided for the administrator and his eligible family.

E. LONG TERM DISABILITY - A long term disability plan will be provided for the administrator.

F. LIFE INSURANCE - A total of \$50,000 term life insurance and accidental death insurance will be provided for the administrator.

VII. COMPENSATED LEAVE:

A. The administrator shall receive twelve (12) sick leave days per year.

1. Sick leave days may be accumulated to one hundred sixty-five (165) days.

B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

C. Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The administrator shall be granted three (3) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

IX. HOLIDAYS:

A. The administrator will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Two (2) floating days during winter break

- B. When the scheduled holiday falls on a Saturday or Sunday, the administrator will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

X. VACATION:

The administrator shall receive twenty (20) vacation days.

- A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year.
- B. Vacation pay will be paid on the regular payday for the period which the administrator is on vacation.
- C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent.

XI. EVALUATION:

- A. The administrator shall formally be evaluated once each year by the Superintendent.
 - 1. The administrator will receive a written copy of the evaluation.
- B. Evaluations will serve a dual purpose.
 - 1. To provide a sound basis for administrative improvement.
 - 2. To provide an objective measure of administrative effectiveness.
- C. If the administrator has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the administrator. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XII. LEGAL PROTECTION:

The Board shall provide the administrator, at no expense to his, legal counsel and representation in any legal action brought against him as an

administrator and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the administrator if said actions are determined to result from negligence, misfeasance, or malfeasance.

XIII. MILEAGE ALLOWANCE:

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The administrator shall submit a monthly mileage reimbursement request to the Business Office.

XIV. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XV. PROFESSIONAL DEVELOPMENT:

A. The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university.

B. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the master's degree.

C. The administrator, at District expense, shall be permitted to attend in state and out-of-state conferences which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

UNION CITY COMMUNITY SCHOOLS
Academic Interventionist Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Janice Rigel, Academic Interventionist, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin 5 workdays before the students first day of school and end 5 workdays after the students last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 37.5 hours.

1. The workday will include an 30 minute duty free lunch.

C. On "delay" or "inclement weather" days the employee should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
 2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
- B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The employee will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the employee in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the employee in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:
1. Fail to possess or continue to possess any qualifications required by law.

2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental insurance benefits described above, a cash stipend of \$4000 per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.

VII. COMPENSATED LEAVE:

A. The employee shall receive twelve (12) sick leave days per year.

1. Sick leave days may be accumulated to one hundred sixty-five (165) days.

B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

C. Upon retirement or termination of employment, after ten (10) or more years of service to the District, the employee shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

IX. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Two (2) floating days during winter break

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XIV. PROFESSIONAL DEVELOPMENT:

- A. The employee may choose to enroll in a class (approved by the Superintendent) that is directly related to the employee's job responsibilities at an accredited college or university.
- B. The employee shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the bachelor's degree.
- C. The employee, at District expense, shall be permitted to attend in state and out-of-state conferences which are related to his professional responsibilities and approved by the Superintendent.

XV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

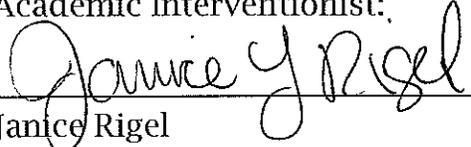
This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Academic Interventionist Salary	2021-2022	\$32,000.00
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Academic Interventionist:



 Janice Rigel

For the Board:

 President - Jenn Searls

9-23-21

 Date

 Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS
Academic Interventionist Working Agreement
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Kenisha Schley, Academic Interventionist, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin 5 workdays before the students first day of school and end 5 workdays after the students last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 37.5 hours.

1. The workday will include an 30 minute duty free lunch.

C. On "delay" or "inclement weather" days the employee should make all efforts to arrive at school by 9:00 a.m.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
 2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
- B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.
- C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

IV. LENGTH OF AGREEMENT:

- A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.
- B. NON-RENEWAL OF CONTRACT - At the March Board of Education Meeting, the Board shall adopt a resolution of the Board's consideration of non-renewal of the contract. The employee will be notified in writing of his opportunity to meet with the Board within thirty (30) days. The Board will, by resolution, at least sixty (60) days before June 30, decide on non-renewal of the contract. Failure to notify the employee in writing at least ninety (90) days before June 30, of the Board's consideration of non-renewal, failure to notify in writing of the opportunity to meet with the Board, or failure to take action and notify the employee in writing at least sixty (60) days before June 30, of the Board's action by resolution on non-renewal will cause the contract to automatically be extended for one (1) year.
- C. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:
1. Fail to possess or continue to possess any qualifications required by law.

2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs:

A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and her eligible family.

1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
2. The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the district for insurance coverage shall be paid directly to the appropriate carrier.

B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he may elect to receive, in addition to the dental insurance benefits described above, a cash stipend of \$4000 per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he/she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.

VII. COMPENSATED LEAVE:

A. The employee shall receive twelve (12) sick leave days per year.

1. Sick leave days may be accumulated to one hundred sixty-five (165) days.

B. Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

C. Upon retirement or termination of employment, after ten (10) or more years of service to the District, the employee shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

IX. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Two (2) floating days during winter break

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DUES:

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

XIV. PROFESSIONAL DEVELOPMENT:

- A. The employee may choose to enroll in a class (approved by the Superintendent) that is directly related to the employee's job responsibilities at an accredited college or university.
- B. The employee shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the bachelor's degree.
- C. The employee, at District expense, shall be permitted to attend in state and out-of-state conferences which are related to his professional responsibilities and approved by the Superintendent.

XV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Academic Interventionist Salary	2021-2022	\$32,000.00
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Academic Interventionist:

For the Board:

Kenisha Schley

President - Jenn Searls

Date

Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS
Maintenance Custodian Working Agreement
2021-2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Scott Schrader, Maintenance Custodian, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will be determined by the Maintenance Supervisor.

3. The workday will include a half hour unpaid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The summer schedule shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall work six (6) hours but may begin at an earlier time to prepare the District buildings and/or parking lots for operation.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.

6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and his eligible family.
 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 2. The employee's premium obligation for the insurance plan specified in this Article shall be in compliance with the standards set forth in the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. This obligation will be

deducted in twenty-six equal installments. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he/she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee (\$30,000 if the employee elects cash in lieu of insurance).

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to one hundred twenty-five (125) days.

- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to four (4) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

IX. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$250.00
15 years	\$350.00
20 years	\$450.00

A. The longevity compensation will be paid to the employee on the first pay period in December.

X. HOLIDAYS:

A. The employee will be entitled to the following eleven (11) holidays:

Fourth of July	Christmas Day
Friday before Labor Day	New Year's Day
Labor Day	Two (2) floating days during winter break
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

XI. VACATION:

The employee shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
Five (5) to fourteen (14) years of service	15 days
Fifteen (15) or more years of service	20 days

A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year, unless the Superintendent agrees to allow an extension.

B. Vacation pay will be paid on the regular payday for the period in which the employee is on vacation.

C. All vacation days shall be scheduled at least two weeks in advance with the Superintendent and shall be coordinated with the vacation days of other maintenance/custodial employees.

XII. UNIFORMS:

- A. The employee will be furnished three (3) uniforms (shirts/pants) per contract year as approved by the Superintendent.
- B. It shall be the responsibility of the employee to wear the uniform while performing the duties as an employee of the District.
- C. It shall be the responsibility of the employee to keep his uniform in a clean and orderly condition with the reasonable performance of his duties.

XIII. EVALUATION:

- A. The employee shall formally be evaluated by the Maintenance Supervisor/Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

XIV. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

UNION CITY COMMUNITY SCHOOLS
Maintenance Custodian Working Agreement
2021-2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Keo Sok, Maintenance Custodian, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that he possesses sufficient credentials required by the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.

B. The work year shall be fifty-two (52) weeks.

C. The scheduled work week shall be 40 hours and shall start on Monday.

1. Daily and weekly work schedules will be maintained as uniformly as possible.

2. The normal workday will be determined by the Maintenance Supervisor.

3. The workday will include a half hour unpaid lunch.

4. The employee shall be entitled to a fifteen (15) minute rest period during each four (4) hours of work.

5. The summer schedule shall be determined by the Superintendent.

D. On "delay" or "inclement weather" days the employee shall work six (6) hours but may begin at an earlier time to prepare the District buildings and/or parking lots for operation.

III. CONDITIONS OF EMPLOYMENT:

A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.
3. Meet any applicable State requirements and/or certification.

IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of sixty (60) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.
5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.

6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
 - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
 - b. Said hearing shall be public or in closed session at the option of the employee.
 - c. The employee may have legal counsel at his own expense present at the hearing.
 - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The salary shall be paid in twenty-six (26) substantially equal installments.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. INSURANCE:

The Board shall provide the employee with the following insurance programs

- A. HEALTH CARE INSURANCE - a comprehensive, semiprivate health care insurance program will be provided for the employee and his eligible family.
 1. The Board shall have the exclusive right to select and hold the policy of the insurance carrier.
 2. The employee's premium obligation for the insurance plan specified in this Article shall be in compliance with the standards set forth in the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. This obligation will be

deducted in twenty-six equal installments. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligation will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

- B. ANNUITY OPTION - If the employee waives health insurance coverage with proof of health insurance elsewhere, he/she may elect to receive, in addition to the dental, vision and life insurance benefits described above, a cash stipend of \$240 each pay per contract year. This dollar amount may, at the election of the employee, be applied toward any insurance carrier options chosen by the employee and offered by the Board or may be received as a cash option under the terms of the Union City Community Schools Cafeteria Plan.

If the employee elects to receive this cash option, he may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the Board as a voluntary and elective contribution made through salary reduction.

- C. DENTAL CARE INSURANCE - Dental care insurance will be provided for the employee and his eligible family.
- D. VISION INSURANCE - A basic vision insurance plan will be provided for the employee and his eligible family.
- E. LIFE INSURANCE - A total of \$20,000 term life insurance will be provided for the employee (\$30,000 if the employee elects cash in lieu of insurance).

VII. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to twelve (12) days per contract year.
 - 1. Sick leave days may be accumulated to one hundred twenty-five (125) days.

- B. A doctor's excuse may be required by the Superintendent to verify illness.
- C. Up to four (4) days, without loss of pay, may be granted upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.
 - 1. The Superintendent may grant additional time deducted from sick leave days upon request.
- D. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VIII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

- A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.
- B. The employee is required to state the reason on the request form.
- C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.
- D. A personal business leave day may not precede or follow a vacation or holiday.

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B. When the scheduled holiday falls on a Saturday or Sunday, the employee will be entitled to a holiday the Friday before or the Monday following the holiday, with the approval of the Superintendent.

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The employee shall, as of June 30, of the new year, be entitled to receive vacation and vacation pay as follows:

One (1) to four (4) years of service	10 days
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A. Vacation earned during any given year must be taken by June 30, following the completed fiscal year, unless the Superintendent agrees to allow an extension.

B. Vacation pay will be paid on the regular payday for the period in which the employee is on vacation.

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- A. The employee shall formally be evaluated by the Maintenance Supervisor/Superintendent.
 - 1. The employee will receive a written copy of the evaluation.
- B. If the employee has been found deficient through the evaluation process, an action plan may be created by the Superintendent with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

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The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

- A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XV. PROFESSIONAL DEVELOPMENT:

The employee, at District expense, shall be permitted to attend instate classes, conferences and workshops which are related to his professional responsibilities and approved by the Superintendent.

XVI. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of the Union City School District (hereinafter "Board") and Jamie Thomas (hereinafter "Administrator") that pursuant to Section 1229(2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the 19th day of April, 2021, has and does hereby employ the said Administrator for a two-year period commencing on July 1, 2021 and ending on June 30, 2023, according to the terms and conditions as described and set forth herein as follows:

Administrator shall perform the duties of Middle School Principal as prescribed by the Board and as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

Administrator represents that she possesses, holds, and will maintain all certificates, credentials and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, including the regulations of the Michigan Department of Education, and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of her continued employment, to meet and maintain all certification and continuing education requirements for the position assigned, as may be required by law and/or by the Michigan Department of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position of assigned as required herein, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Administrator agrees to devote her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which she is responsible during the entire term of this Agreement. Administrator agrees that she will diligently and competently discharge her duties on behalf of the School District to enhance the operation of the School District and will use her best efforts to maintain and improve the quality of the programs and services of the School District.

Administrator shall be paid at an annual salary rate of not less than Eighty-six thousand Forty Dollars in consideration of her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.

Should Administrator be assigned or transferred to another administrative position, the salary paid shall be as established by the Board for that position. The annual salary shall be paid in equal bi-weekly installments beginning with the commencement of the employee's actual work

time (July 1-June 30).

The Board hereby retains the right to increase the annual salary of Administrator during the term of this Contract. Consistent with the provisions of Section 1250 of the Revised School Code, Administrator's job performance and job accomplishments will be significant factors in determining any adjustment to Administrator's compensation. Any increase in salary made during the term of this Contract shall be in the form of a written amendment and, when executed by Administrator and the Board, shall become part of this Contract.

Administrator is employed on the basis of 210 workdays of work per fiscal year (July 1 through June 30) as scheduled by the Superintendent.

Administrator's performance shall be evaluated by the Superintendent (or her designee) at least annually using multiple rating categories that take into account data on student growth as required by Section 1249 of the Revised School Code (or its successor provision).

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, violation of Board policy, criminal conduct, if Administrator materially breaches the terms and conditions of this Contract, or for other reasons that are not arbitrary or capricious, as determined by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate, and the Board shall have no further obligation hereunder.

Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

This contract is subject to nonrenewal in its final year as set forth in Section 1229 of the Revised School Code. MCL 380.1229.

In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of sixty (60) workdays for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued vacation time, with the balance of the sixty (60) workday period to be unpaid. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a sixty (60) work day unpaid leave extension in the event of her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

Administrator agrees that she shall not be deemed to be granted continuing tenure in the position initially assigned or to which she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third-party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by her assignment, with or without job accommodation(s). Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party administrator, the Board shall make premium payments on behalf of Administrator and his/her eligible dependents for enrollment in the following insurance programs:

ANNUITY OPTION

If the administrator's spouse has health insurance, she may elect to receive, in addition the dental, vision and life insurance benefits described below, a dollar amount of \$240 per pay. If the administrator elects to receive this cash option, she may also separately direct this dollar amount to a tax-deferred annuity Section 403b of the Internal Revenue Code offered by the District as a voluntary and elective contribution made through salary reduction.

If the annuity option is chosen by the administrator it shall remain in effect for the life of this agreement, except that in the event of unforeseeable circumstances, such as death, divorce or layoff, which would cause the administrator or dependents not to be covered by health insurance, the health care insurance option may be chosen.

HEALTH INSURANCE

Simply Blue PPO/HRA EHIM RX \$3250/\$6250 Deductible
(Health Reimbursement Account)
-Rider FB-OCSM-24 (Chirographic)
-Rider FB-RM100 and FB-PC500M (Preventative)

Deductibles (Fully Reimbursed)

\$5 co-pay on all prescription drugs

The employee's premium obligation for the insurance plan specified in this Article shall be determined by the limitations established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. Part time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

DENTAL CARE INSURANCE

Dental care insurance will be provided for the administrator and her eligible family

VISION INSURANCE

A basic vision insurance plan will be provided for the administrator and her eligible family

Administrator agrees that the Board has the right to allocate to Administrator responsibility for a portion of the premium for the insurance coverages specified in this Contract, as may be determined by the Board, in its discretion. However, this contribution shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify Administrator of the premium amount for which he/she is responsible in excess of the Board paid premium contributions. Administrator agrees that the amount of premium contributions designated by the Board as Administrator's responsibility shall be payroll deducted from Administrator's compensation.

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company or third party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage,

termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by payment of the premium amounts required to provide the above described insurance coverage(s), shall be relieved from all liability with respect to insurance benefits.

LONG TERM DISABILITY

A long-term disability plan will be provided for the administrator.

If Administrator is absent from duty on account of personal illness or disability, she shall be allowed full pay for a total of 12 days per contract year, prorated based upon actual days worked (July 1 through June 30). Unused paid leave days hereunder shall be cumulative to a maximum 165 days for absence due to personal illness or disability of Administrator.

Administrator shall be eligible to be reimbursed for travel, meals and lodging in accordance with per diem expense and reimbursement procedures established by the Board. Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of her reasonable and necessary expenses in accordance with direction of the Board or its designee.

COMPENSATED LEAVE

The Administrator shall receive twelve (12) sick days per year.

Sick leave days may be accumulated to one-hundred sixty-five (165) days.

Up to five (5) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or her spouse.

The Superintendent may grant additional time deducted from sick leave days upon request.

Upon retirement or termination of employment, after ten (10) or more years of service to the District in an administrative capacity, the administrator shall be compensated at the rate of thirty-five (\$35) dollars per day for unused sick leave days, accumulated up to one hundred (100) days.

ANNUITY

The administrator shall annually receive a tax-deferred annuity in the amount of \$3,250. Annuity payments will be deposited in equal installments with the annuity company within one week of each pay period.

PERSONAL BUSINESS LEAVE

The administrator shall be granted three (3) non-accumulative personal business leave days each

year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular school day.

MILEAGE ALLOWANCE

The Board shall reimburse the administrator at the per mile rate established by the Internal Revenue Service for use of her vehicle (outside of Union City) in conducting business associated with his position. The administrator shall submit a monthly mileage reimbursement request to the business office.

PROFESSIONAL DUES

Membership dues to professional organizations recognized by the Board and approved by the Superintendent shall be paid by the Board.

PROFESSIONAL DEVELOPMENT

The administrator may choose to enroll in a class (approved by the Superintendent) that is directly related to the administrator's job responsibilities at an accredited college or university. The administrator shall receive 90% tuition reimbursement from the Board upon successful completion of classes taken beyond the master's degree.

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of her authority. The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no prior or concurrent representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract are cancelled and are superseded by the terms of this contract. Provided, that this Contract is voidable pursuant to the provisions of the Revised School Code pertaining to criminal records and criminal history checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

In the event of any dispute between the parties relating to discharge of Administrator during

the term of this Contract, the parties hereby agree to submit such to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association. Arbitration under this provision shall be conducted pursuant to the terms of the Michigan Arbitration Act, MCL 691.1681 *et seq* and MCR 3.602.

The parties intend that this process of dispute resolution shall be inclusive of all contract and statutory claims advanced by Administrator arising from Administrator's discharge during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

This agreement to arbitrate means that Administrator is waiving her right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, Administrator shall have the right to representation by counsel of her choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery and the right to a fair hearing. However, Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.

The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and Administrator, subject to the right of Administrator to seek to tax such fees as costs against the Board.

Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of Administrator's discharge during the term of this Contract. The Decision and Award of the arbitrator shall be final and binding and judgment thereon may be entered in the Circuit Court for the 37th Judicial Court of Michigan (Calhoun County), MCL 691.1681 *et seq*.

If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provision(s).

Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

This Contract is executed on behalf of the Union City School District pursuant to the authority granted as contained in the resolution of the Board adopted on April 20, 2020, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Administrator:

Jamie L Thomas

Jamie Thomas

09/21/2021

Date

For the Board:

President – Jenn Searls

Superintendent – Chris Katz

Date

COLLECTIVE BARGAINING AGREEMENT
2021 - 2022

THIS AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS, Counties of Branch and Calhoun, Michigan acting by and through its Board of Education (hereinafter referred to as the "Board") and the Union City Local Association of School Bus Drivers and Aides (hereinafter referred to as the "Association");

WITNESSETH:

ARTICLE 1
PURPOSE AND RECOGNITION

SECTION ONE: PURPOSE

The general purpose of this Agreement is to promote and ensure harmonious relations, cooperation and understanding between the Board and the employees covered hereby and to set forth the terms and conditions of employment.

SECTION TWO: RECOGNITION

The Board, pursuant to the adoption of a Board of Education Resolution on June 19, 1991, recognizes the Association as the exclusive representative of all the employees in the bargaining unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other terms and conditions of employment.

SECTION THREE: EMPLOYEE DEFINED

The word "employee" as used herein shall include all regular bus drivers, excluding substitutes.

- A. Drivers must meet all of the legal requirements established by the State of Michigan and qualifications established by the Board.
- B. A new employee shall be on probationary status for the first ninety (90) workdays as a regular driver. If at any time prior to the completion of the probationary period, the employee's work performance is unsatisfactory, he/she may be dismissed by the Board without appeal by the Association.

SECTION FOUR: LIMITATIONS

- A. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.
- B. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- C. This Agreement shall constitute an obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.
- D. Special Meetings between the Association and the Board or Superintendent may be called by mutual agreement for the purpose of discussing important matters. If there is agreement to hold the meeting during regular working hours, employees participating shall not suffer a loss of pay for the time spent in attending the meeting.

ARTICLE 2 BOARD RIGHTS

SECTION ONE: BOARD RIGHTS

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 it 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 but not in conflict with the conditions of this Agreement, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
- B. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, to discharge, suspend, or demote an employee with cause.
- C. To assign and direct its personnel, determine the hours of work, establish start times, schedule all the foregoing, and to modify or change the assignment/direction/job descriptions as needed.
- D. To assign work and extra duties to employees, determine the size of the work force and to layoff and recall employees.
- E. To determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation.
- F. To determine the financial policies including all accounting procedures and all matters pertaining to public relations.

SECTION TWO: LIMITATIONS

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement, and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE 3 ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities at reasonable hours to conduct meetings of the Association or to transact Association business provided this shall not interfere with

or interrupt normal operations. All use of District facilities shall be scheduled through the appropriate administrative personnel. Such use will be governed by policies adopted by the Board for the use of its facilities.

- B. A Drivers' Room shall be open for a total of six and one-half (6-1/2) hours during the normal work schedule of the drivers.
 - 1. This time shall be mutually agreed upon between the drivers and the Transportation Supervisor.
- C. The Association shall have the right to use District equipment such as copy machines, computer equipment, fax machines, phones or typewriters if operated by a qualified bargaining unit member so as not to interfere in any way with the normal operations of the school. The Association shall reimburse the District for any cost incurred and shall be responsible for the proper operation of all such equipment and shall be liable for any damages caused to said equipment.
- D. The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use the internal mail delivery system of the Board without cost, and the Board shall provide mailboxes for all employees.
 - 1. No controversial material or anything derogatory to the Board or any employee shall be placed or be allowed to remain on the bulletin board.
- E. The Board agrees to furnish the Association, in response to reasonable requests, such public information as required by law, which may be available. The Board shall not have to compile any information that is not already in a format required by state or federal laws in regards to a report format. The Board agrees to supply the request in a timely manner. The Association shall reimburse the Board for reasonable expenses incurred in furnishing information or records available as determined by the Board.
- F. Any case of assault upon a bargaining unit member in conjunction with his/her responsibilities to the District shall be promptly reported to the Board.

- G. In the event a complaint or charge is made by another employee or any person or group not employed by the District against any bargaining unit member, the individual shall be given full information with respect thereto and with respect to any investigation conducted by the Board.
- H. The employees may be represented by a two (2) or three (3) person "Executive Committee"
 - 1. The committee is authorized to act on behalf of the employees to administer the provisions of this Agreement.
- I. Copies of this Agreement shall be printed at the expense of the Board, within thirty (30) days after this Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the District.

ARTICLE 4 EMPLOYEE CONDUCT AND DISCIPLINE

- A. No non-probationary bargaining unit member shall be disciplined without cause. The term "discipline" as used in this Agreement includes warnings, reprimands, suspensions with or without pay, reductions in rank, compensation or occupational advantage, discharges or other actions of a disciplinary nature. The specific grounds for disciplinary action will be presented in writing to the employee and the Association no later than at the time discipline is imposed, provided, however, that during the probationary period, as set forth in Article 1, Section Three, Clause B, a probationary employee may be discharged by the Board for any reason deemed in the best interest of the District. The Board retains the sole discretion to this right.
- B. Any employee involved in an accident, issued a traffic violation, or reported driving in an unsafe manner as determined by the Board may be subject to disciplinary action up to and including discharge with loss of all benefits, rights, and privileges under this Agreement.
 - 1. The action of the Board shall be dependent upon the seriousness of the incident and/or the frequency of the incidents.

- C. A bargaining unit member shall be entitled to have present a representative of the Association during any meeting that will or may lead to disciplinary action by the Board.
1. Should disciplinary action be likely to occur at a given meeting, the employee shall be advised by the Board of the right to representation under this provision of this Agreement prior to the scheduled meeting.
 2. When a request for such representation is made, no action (except as stated in Clause 3 below) shall be taken with respect to the employee until such representative of the Association is present.
 3. Immediate disciplinary action without union representation, may be taken by the Board, if the alleged offense is of a very serious nature.
 - a. Such immediate disciplinary action must be followed by a subsequent meeting where representation shall be available to the member upon request.
- D. The normal disciplinary procedure shall consist of the following, however nothing in this Agreement shall preclude the administration, in its sole discretion, from moving to any advanced step depending upon the seriousness of the offense:
1. verbal
 2. written
 3. suspension - with or without pay
 4. discharge
- E. In the case of the dismissal, demotion, discharge or suspension of a bargaining unit member the Association and member shall be given written notification of the action taken by the Board and the reasons for the discipline as soon as reasonably possible. Causes which shall be deemed sufficient for disciplinary action include, but are not limited to the following:
1. Unauthorized or excessive absence from work;
 2. Commitment or conviction of any criminal infraction of law depending upon the seriousness of the offense or the frequency of the offenses;

3. Inappropriate or immoral conduct involving students or staff;
4. Insubordination;
5. Bringing intoxicants or illegal drugs into or consuming intoxicants or illegal drugs on any school property or reporting to work under the influence of intoxicants or illegal drugs of any kind in any degree whatsoever;
6. Willful violation of any provision of this Agreement;
7. Negligence or willful damage to school property or misappropriation of school supplies or equipment; 8. Deliberate falsification of any records or reports; or
9. Not performing job duties in a satisfactory manner.

F. No suspension shall be effective for a period of more than twenty (20) workdays without the prior approval of the Board.

G. Employees covered by this Agreement shall voluntarily submit to random or scheduled drug and alcohol testing. The cost of this testing shall be paid by the Board. If an employee tests positive for alcohol, they must immediately request and receive a blood or urine test. Failure to request or immediately receive this test or testing positive will be cause for immediate discharge. If an employee tests positive for any illegal drug they will immediately be placed on unpaid leave for one week. The employee must be retested during the week of unpaid leave and submit documented evidence of a negative drug test before they will be allowed to return to work. The cost of additional testing shall be at the expense of the employee. If the employee tests negative for any illegal drug, they will be reimbursed for the test and unpaid leave time at their regular rate of pay. The returning employee as a condition of continuing their employment with the District may be subject to more frequent drug/alcohol testing as well as a written contract with the Board defining further employee requirements. Any employee who tests positive for an illegal drug or alcohol shall be referred to the appropriate legal authorities for an investigation. Employees who have tested positive for any illegal drug or alcohol shall be subject to disciplinary action up to and including immediate discharge. Failure to comply with this section or a second positive test shall be considered misconduct and reason for immediate discharge with loss of all benefits, rights and privileges under this Agreement.

H. A bargaining unit member will have the right to review the contents of the official personnel records maintained in the

Superintendent's office pertaining to said bargaining unit member, originating after initial employment, and to have a representative of the Association accompany him/her in such review. The bargaining unit member must submit a written request to the Superintendent allowing for a reasonable time to comply. The Board shall have a representative at the records review at a mutually agreeable time.

ARTICLE 5 WORK SCHEDULE

SECTION ONE: WORK YEAR, WORKWEEK, AND WORKDAY

- A. The normal workday schedule for all employees shall be established by the Transportation Supervisor based on the Board's determination of the needs and resources of the District and may be changed from time to time as deemed necessary and appropriate by the Board. The number of hours of work will not be reduced without prior consultations with the Association. However, if emergency situations arise, as determined by the Board, the Board has the sole discretion to reduce the number of hours without prior consultation with the Association.
- B. The employee's work year shall be scheduled by the Transportation Supervisor.
- C. The Transportation Supervisor shall post on the bulletin board a listing of routes by bus number and the time the Transportation Supervisor determines it takes to complete each regular and special education run.
 - 1. This shall be posted two weeks prior to the beginning of the regular school year.
- D. Time Cards/Trip papers
All time cards need to be filled out and in your mailbox by 5:00 PM on the designated Friday with the hours of your run and not your bus numbers. If this is not done, the driver will not be paid for this period. Trip papers need to be filled out and signed the night of the trip. If this is not done, the driver will not be paid for this trip. It is the driver's responsibility to fill them out.
- E. Parking
Drivers are to park in designated parking area in front.

F. Keys/Busses

Keys need to be hung up in the Driver's Room after every run. If a driver has a Saturday trip you may take your keys home with you and your bus may be parked in garage if the bus mechanic does not have anything in there to work on.

G. Arrival time/Departure

Drivers are to be at the Garage not more than 30 minutes before their run. Departure time is not more than 15 minutes after your run is completed. Community Unlimited will be the only exception to this rule. Drivers may stay in the driver's room between these runs. The transportation supervisor may waive this in specific instances. Additional time is allowed to accommodate extra duties needed to fulfill our pandemic safety precautions.

H. Slips

It is the driver's responsibility to call parents if a student receives a "write up" on the bus.

I. Garage/Drivers Room

The Driver's Room is open for the drivers to sit in. Drivers are not to be in the garage unless you are reporting a problem with your bus to the mechanic.

SECTION TWO: BUS ROUTES

A. The Board shall have the right to establish, modify or eliminate bus routes.

B. Regular Routes:

1. A regularly scheduled morning and a regularly scheduled afternoon run involving regular pre K - 12 students.
2. A vocational education and/or Math/Science Center run involving a regularly scheduled route leaving from Union City and returning to Union City.

3. A regularly scheduled morning and/or a regularly scheduled afternoon run involving Preprimary Impaired (PPI) students.

C. Special Education Routes:

1. It is understood and agreed that special skills are required to successfully handle children involved in special education runs and that, accordingly, selection of drivers and aides for such runs shall be vested solely in the Board and not subject to established bidding procedures. Special skills;
 - a. Patience
 - b. Attendance
 - c. Verbal Communication Skills
 - d. Ability to deal with biohazard situations daily
2. Employees interested in special education runs shall notify the Transportation Supervisor by the scheduled August bidding meeting.
 - a. Letters of interest shall be renewable annually.

SECTION THREE: BUS ROUTE ASSIGNMENT

- A. At least five (5) days prior to the beginning of the school year and at least five (5) days prior to the beginning of the second semester, employees will be notified of any vacancies or considerable modifications in existing bus routes.
- B. Vacancies and considerable changes in existing bus routes will be posted, and a meeting of drivers will be held for the purpose of bidding on available routes.
- C. An employee may bid on a vacancy in accordance with established bidding procedures, and except as hereinafter provided, bidding shall be on the basis of seniority.
- D. If an assigned route is eliminated after the beginning of the work year, the driver affected may bump into the position held by the least senior employee until the end of the semester or school year, whichever shall occur first.

1. If such employee run is a designated a special education run, the Board shall determine whether or not the driver affected possesses the special skills (Sec 2, Subsection 1) required.
- E. A vacancy occurring during a semester may be temporarily filled by a qualified substitute but the vacancy shall be posted in accordance with the provisions set forth in this section.
- F. If a route is reestablished after being eliminated, the driver previously on that run will be given first choice of the route if they are currently employed.
 1. If refused, the Transportation Supervisor may appoint from the letters of interest of the best-qualified applicants.

SECTION FOUR: EXTRA TRIPS

- A. Extra trips such as field trips and athletic trips are an important part of the total educational program of the District.
- B. All extra trips shall be posted at least five (5) work days in advance, except in cases of emergency.
 1. It is the driver's responsibility to check the posted list(s) and messages concerning their workday.
- C. Assignment of drivers to extra trips shall be based on seniority/rotation except as provided in Clause "H" below.
- D. If no driver shall elect to take the extra trip after the drivers have had two opportunities to bid on the available trip, the Transportation Supervisor may select from a pool of substitute drivers.
- E. Due to a possible shortness of time for the Transportation Supervisor to find a suitable driver for an emergency trip, the Transportation Supervisor has complete discretion on taking the first driver available from the emergency trip list (as immediately available).
- F. Drivers who accept an extra trip that interferes with their regular run shall receive their regular pay rate for that period of time they would be on their regular run.

- G. A driver may, with the approval of the Transportation Supervisor, trade a trip with another driver that already has a trip from that list.
- H. If an extra trip is canceled after it has been bid, the driver shall be at the top of the next bid list as well as in the proper rotation.
- I. Any "in city" trip shall be paid a minimum of one (1) hour and these trips shall be bid by rotation on a separate seniority/bid list.
- J. Drivers are responsible for routes traveled on extra trips and must check intended routes with the Transportation Supervisor prior to departure.
- K. Drivers shall be available at all times during extra trips and will remain at the site.
- L. If the driver cancels a trip, a note will be placed in the driver's file and infractions reflected on the driver's evaluation. On a second offense within a year's time, the driver shall lose thirty (30) days off of the rotation cycle. On a third offense, the driver will lose all privileges to sign up for extra trips for the remainder of the school year.
- M. The seniority list for bidding will restart on the Friday following the last day for students. This is for the purpose of bidding on summer trips. This will continue through the end of the next school year.

SECTION FIVE: SUBSTITUTING

- A. The regular runs are the main responsibilities of the drivers assigned to those runs.
- B. Substitute drivers will be first picked from the pool of qualified substitute drivers.
- C. When a substitute driver is not available, a driver from a regular run may be temporally reassigned.
 - 1. Selection will be based upon the driver's seniority through a rotation cycle.

ARTICLE 6
SCHOOL CLOSURE/DISMISSAL

SECTION ONE: SCHOOL CLOSURE

- A. When school is closed due to inclement weather conditions or any other reason deemed necessary by the Board or its designee, the Board shall have the right to reschedule any days or hours lost for which the District is not permitted to count under Michigan statute and/or Department of Education administrative rules in effect at the time.
- B. When school is closed the employees will not report for work. The employees will be paid their regular rate of pay for the first three (3) days canceled due to adverse weather conditions.
- C. If there are more than three (3) snow days in a year, a driver may use one of there personal days in order to be paid on a snow day.
- D. In case of make-up (rescheduled) days with students beyond the days allowed by statutory provisions and/or administrative rules in effect at the time, all employees who are required to work on any such rescheduled days will be paid their regularly daily/hourly rate of pay for such days.

ARTICLE 7
GENERAL WORKING CONDITIONS

SECTION ONE: UNSAFE WORK

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. At the Board's discretion, employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances.

- A. The Board agrees to furnish all necessary equipment to the driver in order for them to adequately maintain a clean and safe bus.
- B. Each employee shall be responsible for promptly reporting any defects in the bus assigned to such employee to the Transportation Supervisor or his/her designate on forms provided by the Board, a copy of which shall be given to the reporting employee.

1. Any such report shall be made not later than the end of the employee's regular workday.
 2. The determination of whether or not a bus on which a report has been filed is in safe operating condition shall be made by the Transportation Supervisor.
- C. Each employee shall conduct a minimum of three (3) or the required number by the state, bus evacuation drills each school year.
- D. An employee involved in any accident shall immediately report the accident and any physical injury or property damage sustained.
1. An employee shall complete an accident report on forms provided by the Board, including the names and addresses of witnesses to the accident.
 - a. Failure to promptly complete an accident report form may be cause for discipline.
 2. Any employee involved in an accident may be subject to a drug/alcohol test as stated in Article 4, Clause G of this Agreement.

SECTION TWO: FACILITIES

The Board shall provide for each school facility to the extent reasonably available: A. Parking facilities.

B. Telephone facilities for work-related use only. Other phone calls of a personal nature will be charged to the employee.

ARTICLE 8 SENIORITY

SECTION ONE: GENERAL PROVISIONS

A. Seniority shall be defined as length of continuous service in the bargaining unit commencing with the last date of hire. If two (2) or more employees have the same service entrance date, the employee with the lowest last four digits of the social security number shall be determined to be the most senior.

- B. All employees shall accrue seniority on a yearly basis. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to his/her first day of work as a regular driver.
- C. The Board shall maintain an up-to-date seniority list. The seniority list will be updated each school year and a copy provided to each bargaining unit member prior to the scheduled bidding date as set forth in Article 5, Section 3, Clause A. The seniority list, as provided by the Board, shall be conclusively deemed irrevocably to be accurate if no objection(s) is received within five (5) working days of their issuance.
- D. Seniority shall be lost in all positions if the employee;
 - 1. resigns or retires,
 - 2. is discharged,
 - 3. does not return to work when recalled from a layoff, or
 - 4. is absent for three (3) consecutive days without notifying the Transportation Supervisor, or fails to return from an authorized leave of absence on the agreed upon date, unless the Board and the employee shall otherwise expressly agree in writing.

ARTICLE 9 VACANCY AND RESIGNATION

SECTION ONE: VACANCY DEFINED

A vacancy shall be defined as a newly created position or a present position that is not filled and which the Board intends to fill. A vacancy does not pertain to the extension of hours/time an employee works in a particular position.

SECTION TWO: VACANCY POSTING

All vacancies shall be posted on the Driver's bulletin board for a period of ten (10) workdays.

- A. Qualifications in all instances in this Agreement shall be determined by the Board of Education or its designee.

- B. Interested bargaining unit members must apply in writing to the Transportation Supervisor or his/her designee within the ten (10) day posting period.

SECTION THREE: RESIGNATION

A bargaining unit member must give twenty (20) workdays notice of resignation. By mutual agreement this time period may be shortened.

ARTICLE 10 REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

SECTION ONE: REDUCTION IN PERSONNEL

- A. The Board expressly retains the authority to effectuate a reduction in personnel whenever the Board shall, in its sole discretion, determine such a reduction to be necessary or advisable, and for whatever reasons the Board shall, in its sole discretion, determine to have made such action necessary or advisable.
- B. When there is a reduction in the working force, bargaining unit members shall be laid off in accordance with seniority.
 - 1. Probationary employees shall be laid off first.
 - 2. Seniority employees shall be laid off in reverse order of seniority.

SECTION TWO: LAYOFF

Whenever an employee is to be laid off, the Board shall notify the bargaining unit member and the Association President. Such notice shall have an effective layoff date of no less than twenty (20) working days from the date of notice if delivered during the school year.

SECTION THREE: RECALL

- A. Laid-off bargaining unit members shall be recalled in accordance with seniority. The bargaining unit member with the greatest seniority shall be recalled first provided they are qualified and are able to perform the duties of the job that is open.
- B. When recalling laid off bargaining unit members, the Board will notify them by certified mail at their last known address. It shall

be the responsibility of each employee to notify the Board of any change in address. If such bargaining unit member does not notify the Board within twenty (20) working days from the mailing date of such notice that he/she will report for work on the date specified or give a legitimate reason for delay beyond such time, as determined by the Superintendent, he/she will be considered as having quit and all seniority, rights and benefits under this Agreement shall be terminated. The Board may fill the position on a temporary basis until the recalled employee can report for work.

- C. Seniority and recall rights shall expire twenty-four (24) months after the date of layoff for all employees.

ARTICLE 11 GRIEVANCE PROCEDURE

SECTION ONE: OBJECTIVE

It is the intention of the parties to provide a peaceful and orderly procedure to resolve any dispute concerning the interpretation or application of the terms and provisions of this Agreement.

SECTION TWO: DEFINITION

- A. The term "grievance" shall mean; a claim or a complaint by a bargaining unit member or a group of bargaining unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
 - 1. The term "grievance" as defined above shall not apply to the discharge of a probationary employee.
 - 2. Unless specified otherwise, days are workdays not calendar days.

SECTION THREE: HEARING LEVELS

- A. Informal Level: When a cause for complaint occurs, the affected bargaining unit member(s) shall, within five (5) days, request a meeting with the Transportation Supervisor in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the bargaining unit member at such meeting. If the bargaining unit member is not satisfied with the results of the meeting, he/she may formalize the complaint in writing as provided here under.

- B. Formal Level 1: If a complaint is not resolved in a conference between the affected bargaining unit member(s) and the Transportation Supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing within five (5) days of the meeting between the Transportation Supervisor and the affected bargaining unit member(s). A copy of the grievance shall be sent to the Association and the Transportation Supervisor. The Transportation Supervisor shall, within five (5) days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.

- C. Formal Level 2: If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the disposition, the grievance shall be transmitted to the Superintendent or his/her designee within five (5) days thereafter. Within seven (7) days after the grievance has been so submitted, the Superintendent or his/her designee shall meet with the Association on the grievance. The Superintendent or his/her designee, within fifteen (15) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- D. Formal Level 3: If the Association is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within fifteen (15) days after the conclusion of the meeting, the grievance shall be transmitted to the Board within ten (10) days thereafter. At the next regularly scheduled Board of Education meeting, the Board shall meet with the grievant(s) as long as the Board has ten (10) days prior to the next regularly scheduled Board of Education meeting. If not, a special Board of Education meeting may be called at the discretion of the Board to hear the grievance. The Board or its designee within ten (10) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

SECTION FOUR: PROCEDURE

- A. The decision of the Board shall be final and binding.

- B. Any grievance or request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered within

the time specified shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdrawn.

ARTICLE 12 PAID LEAVES

SECTION ONE: SICK LEAVE

- A. All bargaining unit members shall earn one (1) day of sick leave for each month worked accumulating up to ten (10) days for the school year. Those employees required to work during the summer months shall receive two (2) additional sick days.
- B. Unused sick leave may accumulate to ninety (90) days. If employment is terminated, any accumulated sick leave shall be canceled and the employee shall not be compensated either in terminal pay or otherwise.
- C. It is the employee's responsibility to contact the Transportation Supervisor or his/her designee to report an absence for sick leave no later than 1.5 hours prior to the driver's regularly scheduled reporting time. When reporting, the employee is to state their name, the specific reason for the absence, and how long, if known, they will be absent.
 - 1. An employee may be denied sick leave benefits if timely notice is not provided.
 - 2. The Board may require medical proof of illness in writing if the employee has demonstrated chronic absenteeism.
- D. In the event of an extended illness greater than 2 weeks, the employee shall notify the Transportation Supervisor or his/her designee of intent to return to work five (5) days prior to returning to work.

SECTION TWO: SICK DAY USAGE

Sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

- A. Sick leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by personal

illness, pregnancy, injury, or for medical, dental or optical examination or treatment.

1. Sick leave shall be taken in not less than a one half (1/2) day period.
- B. The bargaining unit member shall be granted a maximum of five (5) days of paid leave for illness in the immediate family. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, and grandparents.

SECTION THREE: BEREAVEMENT LEAVE

The bargaining unit member shall be granted a maximum of four (4) days of paid leave per death for immediate family members. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, grandparents, brother and sister.

SECTION FOUR: LEAVE EXTENSION

The Superintendent, acting on his/her discretion, may extend immediate family illness or bereavement leave days. Any additional days will be deducted from the bargaining unit member's sick leave days.

SECTION FIVE: EMPLOYMENT RELATED INJURY

- A. Absences due to documented injury or illness incurred in the course of the bargaining unit member's employment may at the option of the employee be charged against the bargaining unit member's sick leave days on a pro-rata basis to the extent required in addition to Worker's Compensation benefits received to match the employee's regular paycheck provided however, that the Board's responsibility to the employee's salary compensation or benefits shall only be what is available through Worker's Compensation or as required by law.
- B. Upon expiration of the sick leave, the employee who qualifies for Worker's Compensation benefits shall be placed on an unpaid leave of absence as stated under Article 13.

SECTION SIX: PERSONAL BUSINESS LEAVE

- A. The employee shall be granted two (2) days per year for personal business that cannot reasonably be scheduled outside of the regular workday.
- B. Personal business leave shall not be used for other employment or the seeking of other employment.
- C. A bargaining unit member planning to use a Personal Business Leave Day, or days, shall notify the Transportation Supervisor or his/her designee at least three (3) days in advance, except in the case of emergency in which case they must notify the Transportation Supervisor prior to taking such a day. Exceptions may be granted by the Superintendent.
 - 1. Any employee interested in using a personal business day must complete a "Request for Leave Compensation" form at least three (3) days prior to the absence.
 - 2. The Transportation Supervisor will either approve or deny this request by notation and signature on the form. The employee will also be notified verbally of approval or denial.
 - a. A copy of the signed form approving or denying the day will be given to the employee and a copy will be retained for their personnel file.
 - b. If the day is approved, the Transportation Supervisor will add the days to a master calendar that all bus drivers have access to. Bus Drivers are not to add anything to the master calendar.
 - c. If the day is approved, the Transportation Supervisor shall post the name of the substitute driver as soon as one is available.
 - d. The driver shall ensure that the substitute becomes familiar with the route.
 - e. If a substitute is not available, the driver agrees to make every attempt to reschedule the Personal Business Leave Day.

- D. An applicant for a Personal Business Leave Day may be required by Superintendent or his/her designee to state the reason for such absence.
- E. Personal Business Leave Days shall not be granted for the day preceding or following a vacation or holiday without prior approval from the Superintendent.
- F. A bargaining unit member shall be granted a Personal Business Leave Day depending upon the availability of substitutes.
- G. Unused Personal Business Leave Days shall be carried over to the next year as sick days.

SECTION SEVEN: JUDICIAL LEAVE

- A. Any employee who is summoned and reports for jury duty shall be paid by the Board an amount equal to the difference between the amount of wages the employee otherwise would have earned by working for the Board on that day and the daily jury fee paid by the court (not including travel allowance or reimbursement of expenses), for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work for the Board.
- B. Any employee who is subpoenaed to testify during work hours in any school related judicial or administrative matter not initiated by the member or by the Association, shall be paid his/her full compensation and benefits for such time less any compensation, except mileage payment, received for such witness service.
- C. All other judicial leaves shall be deducted from any personal days or sick leave the bargaining unit member has accrued.
- D. In order to receive payment, an employee must give the Transportation Supervisor prior notice that he/she has been summoned for jury duty, and must furnish satisfactory evidence that he/she reported for or performed such acts on the day(s) for which he/she claims payment.

SECTION EIGHT: DEPLETED SICK LEAVE

If a bargaining unit member has depleted his/her sick leave allowance, he/she may continue to be absent upon request and approval from the Board, but absences thereafter, shall be unpaid.

ARTICLE 13 UNPAID LEAVES

SECTION ONE: LEAVE OF ABSENCE

A leave of absence for up to one (1) year without pay or benefits, except as provided for in the Family Medical Leave Act, may be granted by the Board upon written request from a bargaining unit member. Requests for a leave of absence must be submitted at least thirty (30) calendar days (exceptions may be given by the Superintendent) prior to the requested beginning date of leave and shall include the reason for the leave along with the notification of the beginning and ending dates of said leave. Parental/Child Care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child where applicable.

- A. At the discretion of the Board, a one (1) year extension may be granted.
- B. If the Board becomes aware of the employee not fulfilling the intent of the leave, the Board has the right to revoke the leave and/or discipline the employee.
- C. Contingent upon availability of substitutes, a short-term leave of absence may be granted by the Superintendent.
- D. During the duration of any unpaid leave granted, the Board may fill the temporary vacancy created with a "substitute" employee who shall be paid at the regular substitute rate and shall not be a member of the bargaining unit by virtue of such extended substitute status.
- E. While on unpaid leave of absence employees shall not be entitled to compensation or fringe benefits (such as workers compensation insurance, nor any other type of insurance protection provided under this Agreement) and shall not accrue further contractual benefits (such as sick leave, personal leave, or seniority for the

purposes of advancement on the salary schedule). These benefits shall be frozen at the employee's current status.

- F. Failure to return to active duty upon expiration of an unpaid leave shall be conclusively deemed a voluntary quit.
- G. This Article shall not deprive employees of their rights under the Family Medical Leave Act or any other Federal or State statutes.

ARTICLE 14 EVALUATION

SECTION ONE: GENERAL PROVISIONS

- A. The Board may conduct annual evaluations for the primary purpose of assisting employees to improve their performance. At the completion of the probationary period an evaluation of the bargaining unit member's work shall be completed following the procedures of this provision. All written evaluations are to be placed in the bargaining unit member's personnel file.
- B. All observation of the work of each bargaining unit member shall be conducted in person by the Transportation Supervisor or his/her designee and with the full knowledge of the bargaining unit member.
- C. The evaluation shall be by personal observations of the bargaining unit member's work. Observations shall be for periods of time that accurately sample the bargaining unit member's work. The evaluation may not be limited to the actual performance of the job duties, but may also include how the employee relates to his/her peers, students, parents, supervisor, and administration.
- D. All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. Following each formal evaluation a conference will be held to discuss the evaluation. The bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean he/she necessarily agrees with the contents of the evaluation. If the bargaining unit member disagrees with the

evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation.

- E. If the Transportation Supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Board towards that improvement.
- F. In the event a bargaining unit member is not continued in employment, the Board will advise the bargaining unit member of the specific reasons therefore in writing with a copy to the Association except during the probationary period as set forth in Article 1, Section Three, Clause A.

ARTICLE 15 PROFESSIONAL DEVELOPMENT

SECTION ONE: GENERAL PROVISIONS

- A. The Board shall provide the driver with in-service training as required by law. If the employee is required to participate in a training program, the employee shall be paid at the extra trip rate for time spent in any such program prorated to the nearest quarter hour, exclusive of driving time.
 - 1. Employees will be reimbursed for mileage expenses incurred in attending such sessions at the current rate as established by the Board.
 - 2. Employees are expected to car pool to training programs.
 - 3. Any mileage must be approved by the Transportation Supervisor in order for the mileage to be reimbursed.
- B. The Transportation Supervisor may assign drivers to train prospective drivers without regard to seniority.
- C. All bargaining unit members may be offered voluntary professional development training opportunities outside normal work hours. Bargaining unit members shall be paid an amount negotiated by the Association and the Board for such training opportunities.

- D. All bargaining unit members may be required to participate in a conference, training, or a meeting scheduled outside of the employee's regular employment schedule.
 - 1. The employee shall be paid at the extra trip rate for such time prorated to the nearest quarter hour.

ARTICLE 16 COMPENSATION

SECTION ONE: GENERAL PROVISIONS

- A. The salaries, wages, and supplementary compensation of employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and incorporated in this Agreement.
- B. Employees required to work in excess of forty (40) hours per week will be compensated at time and one-half for any such hours worked.
 - 1. Overtime shall be authorized in advance by the Transportation Supervisor understanding that it is unfair for some drivers to receive overtime compensation while others are working less than forty (40) hours.
 - 2. Drivers must not bid on any extra trip that would probably cause more than forty (40) hours in any one work week.
- C. Michigan Public Schools Employee Retirement shall be paid by the Board.
- D. The Board shall have the right to deduct from the pay of each employee such amounts as may be required by law, together with such additional sums as may be mutually agreed upon by the Board and the employee.

E. The Board shall pay for the CDL license required of all bus drivers.

F. The Board shall pay the full cost of a required physical exam, TB test, Drug Screen or required X-Ray and all mandated vaccinations (ie. Hepatitis B) if given or administered by a physician or medical facility designated by the Board.

G. Longevity

1. All employees will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	\$175.00
20 years	\$225.00
25 years	\$275.00
30 years	\$325.00

2. The longevity compensation will be paid to the employee on the first pay period in December.

3. An employee will not be entitled to this payment if claimed under another District Agreement.

H. Upon retirement, an employee who has completed a minimum of ten (10) years of continuous service with the Union City Community Schools shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to eighty (90) days.

1. An employee will not be entitled to this payment if claimed under another District Agreement.

ARTICLE 17 FRINGE BENEFITS

SECTION ONE: INSURANCE

Each employee may purchase insurance at current group rates and at his/her own expense through payroll deduction or direct cash payment to the Business Office. The bargaining unit member selecting this option

shall pay the premium one month in advance or when each premium payment is due as determined by the Board. If the bargaining unit member fails to complete the contract year or to pay the premium amount within the appropriate timeline, the Board is under no obligation to pay any of the premium amount and the policy will immediately terminate. If the policy is terminated, the employee may only reapply during the open enrollment period at the beginning of the next school year.

- A. The Board shall have the exclusive right to select the insurance carrier and to hold the policy on any insurance carrier.
- B. Insurance benefits are provided in accordance with the underwriting rules and regulations set forth in the respective master contracts issued by the carriers to the Board.

SECTION TWO: VISION INSURANCE

A basic vision insurance plan will be provided by the Board for the employee and his/her eligible dependents.

- A. With a receipt, the driver will receive a pro rated portion of \$650 to offset co-pays, and lens costs offered through the insurance carrier.
- B. All drivers are required to utilize doctors that are approved by the insurance carrier.
- C. The driver must submit all receipts under this provision to the Business Office by May 1 of each year.
- D. The reimbursement check shall be paid by the end of May.

SECTION THREE: LIABILITY INSURANCE

The Board agrees to provide liability insurance coverage for employees in the bargaining unit. The insurance coverage shall include a provision for legal representation in cases where claims are made against an employee while such employee is acting within the course of his/her employment and within the scope of his/her authority.

SECTION FOUR: HOLIDAYS

- A. The Board shall pay for the regularly scheduled hours of each bargaining unit member for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day*

*Dependent on pre-Labor Day start.

- B. To be eligible for holiday pay, an employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.
- C. On alternating years the drivers will receive an allowance toward purchase of work boots or coats.

ARTICLE 18 DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2021 and shall continue in effect through June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives on this 28th day of September, 2021.

FOR UNION CITY COMMUNITY SCHOOLS

FOR THE ASSOCIATION

Superintendent

TCMC. Munoz

Negotiator

Date

09-23-2021

Date

Board President

Negotiator

Date

Date

SCHEDULE A

COMPENSATION SCHEDULE

SECTION ONE: RATE OF PAY

2021-22

- A. PROBATION (3 months) \$18.87
 - 1. The step adjustment will take effect after the successful completion of 3 months employment.

- B. REGULAR DRIVERS 2021-22
\$22.44
 - 1. "Trip" as used herein shall be deemed to be the equivalent of one and one-half (1 1/2) hours.
 - 2. Drivers required to drive more than one and one-half hours shall be compensated for every 1/10 of an hour.
 - a. The extended time shall be determined by taking the average of five consecutive runs within the first thirty (30) days of the school year.
 - b. Bus runs shall be monitored by the Transportation Supervisor or his/her designee.
 - c. Any additional compensation owed shall be retroactive to the beginning of this Agreement.

- C. EXTRA TRIPS 2021-2020
\$15.30
 - 1. Compensation for extra trips shall begin fifteen (15) minutes before the bus leaves the bus garage and shall end when the bus arrives back at the bus garage.

SECTION TWO: SCHOOL CLOSINGS

Employees who are not notified of a delay in the opening of school or school closing prior to 6:00 a.m. (special education drivers and aides 5:30 a.m.) shall receive an allowance of \$14.50 for each such day (except for the two days provided for in Article 6, Section One, Clause B).

SECTION THREE: CALL IN ALLOWANCE

Employees who have been assigned an extra trip and failed to receive notification that the trip has been canceled prior to arriving at the bus garage shall receive an allowance of \$14.50.

SECTION FOUR: BUS BREAKDOWN

An employee who is disabled and who is required to remain with the vehicle beyond the termination of the regularly scheduled trip period shall be paid at the extra trip rate for such time prorated to the nearest quarter hour.

**UNION CITY COMMUNITY SCHOOLS
GRIEVANCE REPORT FORM**

Grievance# _____

Distribution of Form

1. Superintendent
2. Supervisor
3. Association
4. Grievant

Submit to Supervisor in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date</u>
_____	_____	_____	_____

STEP 1

A. Date Cause of Grievance Occurred: _____

B. 1. Article/Section/Policy Violated: _____

2. Statement of Grievance: _____

3. Relief Sought: _____

Signature _____ Date _____

C. Disposition of Supervisor: _____

Signature of Supervisor _____ Date _____

D. Disposition of Grievant and/or Association: _____

Signature _____ Date _____

GRIEVANCE REPORT FORM (cont'd)

STEP 2

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature _____ Date _____

C. Position of Grievant and/or Association: _____

Signature _____ Date _____

STEP 3

A. Date Submitted to Board of Education: _____

B. Disposition of Board of Education: _____

Signature _____ Date _____

COLLECTIVE BARGAINING AGREEMENT
2021 - 2022

THIS AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS, Counties of Branch and Calhoun, Michigan acting by and through its Board of Education (hereinafter referred to as the "Board") and the Union City Local Association of Food Service Employees (hereinafter referred to as the "Association");

WITNESSETH:

ARTICLE 1
PURPOSE AND RECOGNITION

SECTION ONE: PURPOSE

The general purpose of this Agreement is to promote and ensure harmonious relations, cooperation and understanding between the Board and the employees covered hereby and to set forth the terms and conditions of employment.

SECTION TWO: RECOGNITION

The Board, pursuant to the adoption of a Board of Education Resolution on June 28, 2000, recognizes the Association as the exclusive representative of all the employees in the bargaining unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other terms and conditions of employment.

SECTION THREE: EMPLOYEE DEFINED

- A. The word "employee" as used herein shall include:
1. Category 1 - Head Cook
 2. Category 2 - Cooks' Helper
- B. A new employee shall be on probationary status for the first sixty (60) workdays. If at any time prior to the completion of the probationary period, the employee's work performance is unsatisfactory, he/she may be dismissed by the Board without appeal by the Association.

SECTION FOUR: LIMITATIONS

- A. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.
- B. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- C. This Agreement shall constitute an obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.
- D. Special Meetings between the Association and the Board or Superintendent may be called by mutual agreement for the purpose of discussing important matters. If there is agreement to hold the meeting during regular working hours, employees participating shall not suffer a loss of pay for the time spent in attending the meeting.

ARTICLE 2 BOARD RIGHTS

SECTION ONE: BOARD RIGHTS

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 it 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 but not in conflict with the conditions of this Agreement, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
- B. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, to discharge, suspend, or demote an employee with cause, and to promote and transfer employees.
- C. To assign and direct its personnel, determine the number of shifts and hours of work, establish start times, schedule all the foregoing, and to modify or change the assignment/direction/job descriptions as needed.
- D. To assign work and extra duties to employees, determine the size of the work force and to layoff and recall employees.
- E. To determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation.
- F. To determine the financial policies including all accounting procedures and all matters pertaining to public relations.

SECTION TWO: SUBCONTRACTING

The Board or its designee shall have the right to subcontract that work, which, in its judgment, it does not have the available manpower to perform, proper equipment, capacity or ability to perform, or cannot perform in an efficient or economical manner. If due to a financial necessity, subcontracting of work would eliminate regularly scheduled hours, jobs and/or cause the laying off of personnel covered by this Agreement the Board agrees to meet with the Association to bargain the impact of such subcontracting.

SECTION THREE: LIMITATIONS

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

terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

SECTION FOUR: EMERGENCY SUBSTITUTE

Supervisory employees, or non-bargaining unit employees, may perform duties normally performed by bargaining unit members whenever the performance of such duties on a temporary basis is necessary to ensure continuity of essential administrative or educational functions of the District.

ARTICLE 3 ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities at reasonable hours to conduct meetings of the Association or to transact Association business provided this shall not interfere with or interrupt normal operations. All use of District facilities shall be scheduled through the appropriate administrative personnel. Such use will be governed by policies adopted by the Board for the use of its facilities.
- B. The Association shall have the right to use District equipment such as copy machines, computer equipment, fax machines, phones or typewriters if operated by a qualified bargaining unit member so as not to interfere in any way with the normal operations of the school. The Association shall reimburse the District for any cost incurred and shall be responsible for the proper operation of all such equipment and shall be liable for any damages caused to said equipment.
- C. The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use the internal mail delivery system of the Board without cost, and the Board shall provide mailboxes for all employees.
- D. The Board agrees to furnish the Association, in response to reasonable requests, such public information as required by law,

which may be available. The Board shall not have to compile any information that is not already in a format required by state or federal laws in regards to a report format. The Board agrees to supply the request in a timely manner. The Association shall reimburse the Board for reasonable expenses incurred in furnishing information or records available as determined by the Board.

- E. The Board shall support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area.
- F. Any case of assault upon a bargaining unit member in conjunction with his/her responsibilities to the District shall be promptly reported to the Board.
- G. In the event a complaint or charge is made by another employee, or any person or group not employed by the District against any bargaining unit member, the individual shall be given full information with respect thereto and with respect to any investigation conducted by the Board.
- H. Copies of this Agreement shall be printed at the expense of the Board, within thirty (30) days after this Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the District.

ARTICLE 4 EMPLOYEE CONDUCT AND DISCIPLINE

- A. No non-probationary bargaining unit member shall be disciplined without cause. The term "discipline" as used in this Agreement includes warnings, reprimands, suspensions with or without pay, reductions in rank, compensation or occupational advantage, discharges or other actions of a disciplinary nature. The specific grounds for disciplinary action will be presented in writing to the employee and the Association no later than at the time discipline is imposed, provided, however, that during the probationary period, as set forth in Article 1, Section Three, Clause B, a probationary employee may be discharged by the Board for any reason deemed in the best interest of the District. The Board retains the sole discretion to this right.

- B. A bargaining unit member shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Board.
1. Should disciplinary action be likely to occur at a given meeting, the employee shall be advised by the Board of the right to representation under this provision of the Agreement prior to the scheduled meeting.
 2. When a request for such representation is made, no action (except as stated in Clause 3 below) shall be taken with respect to the employee until such representative of the Association is present.
 3. Immediate disciplinary action without representation may be taken by the Board if the alleged offense is of a very serious nature.
 - a. Such immediate disciplinary action must be followed by a subsequent meeting where representation shall be available to the member upon request.
- C. The normal disciplinary procedure shall consist of the following, however nothing in this Agreement shall preclude the administration, in its sole discretion, from moving to any advanced step depending upon the seriousness of the offense:
1. verbal
 2. written
 3. suspension - with or without pay
 4. discharge
- D. In the case of the dismissal, demotion, discharge or suspension of a bargaining unit member the Association and member shall be given written notification of the action taken by the Board and the reasons for the discipline as soon as reasonably possible. Causes which shall be deemed sufficient for disciplinary action include, but are not limited to the following:
1. Unauthorized or excessive absence from work;

2. Commitment or conviction of any criminal infraction of law depending upon the seriousness of the offense or the frequency of the offenses;
 3. Inappropriate or immoral conduct involving students or staff;
 4. Insubordination;
 5. Bringing intoxicants or illegal drugs into or consuming intoxicants or illegal drugs on any school property or reporting to work under the influence of intoxicants or illegal drugs of any kind in any degree whatsoever;
 6. Willful violation of any provision of this Agreement;
 7. Negligence or willful damage to school property or misappropriation of school supplies or equipment;
 8. Falsification of any records or reports; or
 9. Not performing job duties in a satisfactory manner.
- E. No suspension shall be effective for a period of more than twenty (20) workdays without the prior approval of the Board.
- F. Employees covered by this Agreement may be required to submit to a drug and/or alcohol test for reasonable cause. The cost of this testing shall be paid by the Board. If an employee tests positive for any illegal drug, nonprescription drug or alcohol, they will immediately be placed on an unpaid leave for a period of time set by the sole discretion of the Board or its designee. The employee must submit documented evidence of a negative test before they will be allowed to return to work. The cost of additional testing shall be at the expense of the Board. The returning employee as a condition of continuing their employment with the District may be subject to more frequent drug/alcohol testing as well as a written contract with the Board defining further employee requirements. Any employee who tests positive may be referred to the appropriate legal authorities for an investigation. Employees who have tested positive shall be subject to disciplinary action up to and including immediate discharge. Failure to comply with this section or a second positive test shall be considered misconduct and reason for immediate discharge with loss of all benefits, rights and privileges under this Agreement.
- G. A bargaining unit member will have the right to review the contents of the official personnel records maintained in the Superintendent's office pertaining to said bargaining unit member, originating after initial employment, and to have a representative

of the Association accompany him/her in such review. The bargaining unit member must submit a written request to the Superintendent allowing for a reasonable time to comply. The Board shall have a representative at the records review at a mutually agreeable time.

ARTICLE 5
WORK YEAR, WORKWEEK, AND WORKDAY

- A. The normal workday schedule for all employees shall be established by the Board based on the Board's determination of the needs and resources of the District and may be changed from time to time as deemed necessary and appropriate by the Board. The number of hours of work will not be reduced without prior consultations with Association. However, if emergency situations arise, as determined by the Board, the Board has the sole discretion to reduce the number of hours without prior consultation with the Association.
1. The work year shall begin with the first day of school on which hot lunch is scheduled.
 2. Cooks and cooks' helpers may be scheduled for up to four (4) additional days to open up and/or clean up the kitchen each year as determined by the Board.
 3. Bargaining unit members shall be entitled to a fifteen (15) minute relief period, as possible or as scheduled by their immediate supervisor, for each four (4) hours of work.
 4. All employees will fill out time cards as required by the Board and submit them to the Food Service Director for signature in a timely manner.

ARTICLE 6
SCHOOL CLOSURE/DISMISSAL

SECTION ONE: SCHOOL CLOSURE

- A. When school is closed due to inclement weather conditions or any other reason deemed necessary by the Board or its designee, the Board shall have the right to reschedule any days or hours lost for which the District is not permitted to count under Michigan statute and/or Department of Education administrative rules in effect at the time.

- B. When school is closed the employees will not report for work. The employees will be paid their regular rate of pay up to the first two (2) days canceled due to adverse weather conditions (for example; ½ day, ½ day, full).
- C. In case of make-up (rescheduled) days with students beyond the days allowed by statutory provisions and/or administrative rules in effect at the time, all employees who are required to work on any such rescheduled days will be paid their regularly daily/hourly rate of pay for such days.
- D. When an act of nature, or a Board directive, forces the closing of a school or other facility of the Board, reasonable effort shall be made to make such public announcements prior to 6:30 a.m.
- E. If school is cancelled more than two (2) days due to weather, the employee has the option to use a personal day to be paid for this missed work day.

SECTION TWO: SCHOOL DELAY

- A. In case of a school delay, all cooks will report to work no later than one hour after their regularly scheduled start time.
- B. If the school is delayed or closed, the Board reserves the right in its sole discretion to call any employees into work on an "as needed" basis. These employees will be paid their regularly hourly rate for the hours they work.

SECTION THREE: EARLY DISMISSAL

When students are sent home early because of individual building closings or a District wide closing due to inclement weather or other emergency, the bargaining unit member's normal workday shall end one half (1/2) hour, or as soon as possible thereafter, after all students leave the building(s). The bargaining unit member shall receive his/her regular rate of pay for the day.

ARTICLE 7
GENERAL WORKING CONDITIONS

SECTION ONE: UNSAFE WORK

- A. Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. At the Board's discretion, employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances.
- B. Employees shall be required to report in writing to the Food Service Director equipment that is deemed to be in an unsafe condition.

SECTION TWO: FACILITIES

The Board shall provide for each school facility to the extent reasonably available:

- A. Parking facilities.
- B. Telephone facilities for work-related use only. Other phone calls of a personal nature will be charged to the employee.

SECTION THREE: UNIFORMS

- A. The Board will provide each employee covered by this Agreement, up to \$100.00 reimbursement for uniform tops and/or shoes for each contract year.
- B. The style and color of uniform tops shall be selected by the Food Service Director with input from the bargaining unit members.
- C. The employee must present receipts showing the purchase to the Business Office within five (5) workdays of the date of purchase to be reimbursed. No uniform purchases will be reimbursed after January 15, of each school year.
- D. Uniforms shall be laundered and maintained by the employee at no expense to the Board.

E. The Association recognizes the importance of the food service staff projecting a favorable image of the school, therefore, the Board will establish minimal dress standards for the employees.

ARTICLE 8 SENIORITY

- A. Seniority shall be defined as length of continuous service in the bargaining unit commencing with the last date of hire. If two (2) or more employees have the same service entrance date, the employee with the lowest last four digits of the social security number shall be determined to be the most senior.
- B. All employees shall accrue seniority on a yearly basis. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to his/her first day of work.
- C. The Board shall maintain an up-to-date seniority list. The seniority list will be updated each school year and a copy provided to each bargaining unit member. The seniority list, as provided by the Board, shall be conclusively deemed irrevocably to be accurate if no objection(s) is received within five (5) working days of their issuance.
- D. Seniority shall be lost in all positions if the employee;
 - 1. resigns or retires,
 - 2. is discharged, or
 - 3. does not return to work in accordance with Article 10, Section Three, Clause B.

ARTICLE 9 VACANCY, TRANSFER, AND RESIGNATION

SECTION ONE: VACANCY DEFINED

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

does not pertain to the extension of hours/time an employee works in a particular position.

SECTION TWO: TRANSFER DEFINED

A transfer shall be defined as a movement from one category to another. A change in assignment, location of assignment or hours of work shall not be deemed a transfer.

SECTION THREE: VACANCY POSTING

All vacancies shall be posted in a conspicuous place in each building of the District for a period of ten (10) workdays.

- A. Postings shall contain the following information:
 - 1. Type of work
 - 2. Location of work
 - 3. Starting date
 - 4. Rate of pay
 - 5. Hours to be worked
 - 6. Category
 - 7. Minimum qualifications as reflected in the job description
- B. Qualifications in all instances in this Agreement shall be determined by the Board or its designee.
- C. Interested bargaining unit members must apply in writing to the Superintendent or his/her designee within the ten (10) day posting period.

SECTION FOUR: TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the seniority, qualifications, and the interests and aspirations of the employees. The Board agrees to give full and equal consideration to present staff members in all vacancies covered by this Agreement. The Board has the right to place a substitute in a vacancy during this process. The Association recognizes that the Superintendent or his/her designee has the sole right to assign employees to positions for which they are qualified.

- B. A bargaining unit member may request a transfer for a different position by submitting a written request to the Superintendent and filing a copy of said request with the president of the Association. The request shall set forth the position sought, the member's qualifications for the position sought, and the reason(s) for the request.
- C. In the event of filling a vacancy or voluntary transfer from one category to another, the bargaining unit member shall be given a thirty (30) workday trial in which to show his/her ability to perform in the new position. The Board shall give the bargaining unit member reasonable assistance to enable him/her to perform up to the Board's standards in the new position. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment. The Board may place a substitute in the bargaining unit member's vacated position during the thirty (30) day trial.
- D. Involuntary transfers of bargaining unit members are to be affected only for reasonable cause. The Association understands that only the Board or its designee has the authority to involuntarily transfer bargaining unit members.
- E. An employee voluntarily transferring, involuntarily transferring or filling a vacancy in another category within the bargaining unit will be placed on the salary schedule according to their current seniority in the bargaining unit.

SECTION FIVE: SUBSTITUTION

If any Cooks' Helper is required by the administration to substitute for a Head Cook the employee will be paid an additional twenty-five cents (25¢) per hour retroactive to the first day of substitution.

SECTION SIX: RESIGNATION

A bargaining unit member must give twenty (20) workday's notice of resignation. By mutual agreement this time period may be shortened.

ARTICLE 10
REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

SECTION ONE: REDUCTION IN PERSONNEL

- A. The Board expressly retains the authority to effectuate reduction in personnel whenever the Board shall, in its sole discretion, determine such a reduction to be necessary or advisable, and for whatever reasons the Board shall, in its sole discretion, determine to have made such action necessary or advisable.
- B. When there is a reduction in the working force, bargaining unit members shall be laid off in accordance with seniority. The employee with the least seniority within a category shall be laid off first. A bargaining unit member with greater seniority, regardless of category, may displace the bargaining unit member with the least seniority provided:
 - 1. the senior bargaining unit member is qualified as determined by the Board; and
 - 2. the senior bargaining unit member can satisfactorily perform the duties of the position as outlined in the job description and/or performed by the current employee.

SECTION TWO: LAYOFF

Whenever an employee is to be laid off, the Board shall notify the bargaining unit member and the Association President. Such notice shall have an effective layoff date of no less than twenty (20) working days from the date of notice if delivered during the school year.

SECTION THREE: RECALL

- A. Laid-off bargaining unit members shall be recalled in accordance with seniority. The bargaining unit member with the greatest seniority shall be recalled first provided they are qualified and are able to perform the duties of the job that is open.
- B. When recalling laid off bargaining unit members, the Board will notify them by certified mail at their last known address. If such bargaining unit member does not notify the Board within twenty (20) working days from the mailing date of such notice that he/she will report for work on the date specified or give a legitimate reason for delay beyond such time, as determined by the

Superintendent, he/she will be considered as having quit and all seniority, rights and benefits under this Agreement shall be terminated. The Board may fill the position on a temporary basis until the recalled employee can report for work. Should an employee on layoff refuse recall to a position equal to or in excess of the hours worked at the time of layoff, for which he/she is qualified, such refusal shall constitute termination of employment.

- C. In the event of a reduction in the work hours, a bargaining unit member with the greater seniority may maintain his/her normal work schedule by displacing the bargaining unit member with the least seniority in which the senior bargaining unit member is qualified as determined by the Board.
- D. Seniority and recall rights shall expire twenty-four (24) months after the date of layoff for all employees.

ARTICLE 11 GRIEVANCE PROCEDURE

SECTION ONE: OBJECTIVE

It is the intention of the parties to provide a peaceful and orderly procedure to resolve any dispute concerning the interpretation or application of the terms and provisions of this Agreement.

SECTION TWO: DEFINITION

- A. The term "grievance" shall mean; a claim or a complaint by a bargaining unit member or a group of bargaining unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
 - 1. The term "grievance" as defined above shall not apply discharge of a probationary employee.
 - 2. Unless specified otherwise, days are workdays not calendar days.

SECTION THREE: HEARING LEVELS

- A. Informal Level: When a cause for complaint occurs, the affected bargaining unit member(s) shall, within five (5) days, request a meeting with his/her immediate supervisor in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the bargaining unit member at such meeting. If the bargaining unit member is not satisfied with the results of the meeting, he/she may formalize the complaint in writing as provided here under.

- B. Formal Level 1: If a complaint is not resolved in a conference between the affected bargaining unit member(s) and his/her immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing within five (5) days of the meeting between the supervisor and the affected bargaining unit member(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within five (5) days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.

- C. Formal Level 2: If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the disposition, the grievance shall be transmitted to the Superintendent or his/her designee within five (5) days thereafter. Within seven (7) days after the grievance has been so submitted, the Superintendent or his/her designee shall meet with the Association on the grievance. The Superintendent or his/her designee, within fifteen (15) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- D. Formal Level 3: If the Association is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within fifteen (15) days after the conclusion of the meeting, the grievance shall be transmitted to the Board within ten (10) days thereafter. At the next regularly scheduled Board of Education meeting, the Board shall meet with the grievant(s) as long as the Board has ten (10) days prior to the next regularly scheduled Board of Education meeting. If not, a special Board of Education meeting may be called at the discretion of the Board to hear the grievance. The Board or its designee within ten (10) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

SECTION FOUR: PROCEDURE

- A. The decision of the Board shall be final and binding.
- B. Any grievance or request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered within the time specified shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdrawn.

ARTICLE 12 PAID LEAVES

SECTION ONE: SICK LEAVE

- A. All bargaining unit members shall earn one (1) day of sick leave for each month worked accumulating up to ten (10) days for the school year.
- B. Starting in their second year of employment, as determined by their anniversary date, bargaining unit members shall receive ten (10) sick days at the beginning of each school year. The unused portion of any employee's sick leave shall accumulate to a maximum allowance of one hundred forty (140) days. If an employee were to resign from employment with the District prior to the end of his/her contractual year, that employee would be entitled to only that number of sick days which is approximately equal to the portion of the year which he/she worked. Sick days used above that proportional number would be deducted from the employee's last paycheck.
- C. The Board shall furnish each bargaining unit member with a written statement within thirty (30) days of the beginning of each school year setting forth the total accumulated sick leave credit for said bargaining unit member.
- D. It is the employee's responsibility to contact his/her immediate supervisor or designee to report an absence for sick leave. When reporting, the employee is to state who they are, the

specific reason for the absence, and how long, if known, they will be absent. The Board may require medical proof of illness in writing if the employee has demonstrated chronic absenteeism.

SECTION TWO: SICK DAY USAGE

The sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

- A. Sick leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by personal illness, pregnancy, injury, or for medical, dental or optical examination or treatment.
- B. The bargaining unit member shall be granted a maximum of four (4) days of paid leave for illness in the immediate family. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, and grandparents.

SECTION THREE: BEREAVEMENT LEAVE

The bargaining unit member shall be granted a maximum of four (4) days of paid leave per death for immediate family members. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, grandparents, brother, and sister.

SECTION FOUR: LEAVE EXTENSION

The Superintendent, acting on his/her discretion, may extend immediate family illness or bereavement leave days. Any additional days will be deducted from the bargaining unit member's sick leave days.

SECTION FIVE: EMPLOYMENT RELATED INJURY

- A. Absences due to documented injury or illness incurred in the course of the bargaining unit member's employment may at the option of the employee be charged against the bargaining unit member's sick leave days on a pro-rata basis to the extent required in addition to Worker's Compensation benefits received to match the employee's regular paycheck provided however, that the Board's responsibility to the employee's salary compensation or

benefits shall only be what is available through Worker's Compensation or as required by law.

- B. Upon expiration of the sick leave, the employee who qualifies for Worker's Compensation benefits shall be placed on an unpaid leave of absence as stated under Article 13.

SECTION SIX: PERSONAL BUSINESS LEAVE

- A. The employee shall be granted two (2) days per year for personal business that cannot reasonably be scheduled outside of the regular workday.
- B. Personal business leave shall not be used for other employment or the seeking of other employment, or for social, recreational, vacation or other similar purposes.
- C. A bargaining unit member planning to use a Personal Business Leave Day, or days, shall notify his/her supervisor at least three (3) days in advance, except in cases of emergency in which case they must notify the supervisor prior to taking such a day. Exceptions may be granted by the Superintendent.
- D. An applicant for a Personal Business Leave Day may be required by the Superintendent or his/her designee to state the reason for such absence.
- E. Personal Business Leave Days shall not be granted for the day preceding or following a vacation or holiday without prior approval from the Superintendent.
- F. A bargaining unit member shall be granted a Personal Business Leave Day depending upon availability of substitutes.
- G. Unused Personal Business Leave Days shall not accumulate from year to year.

SECTION SEVEN: JUDICIAL LEAVE

- A. Any employee who is summoned and reports for jury duty shall be paid by the Board an amount equal to the difference between the amount of wages the employee otherwise would have earned by

Association except during the probationary period as set forth in Article I, Section Three, Clause B.

ARTICLE 15
PROFESSIONAL DEVELOPMENT

- A. All bargaining unit members may be offered voluntary professional development training opportunities outside normal work hours. Bargaining unit members shall be paid an amount negotiated by the Association and the Board for such training opportunities. Employees may take compensatory time in lieu of pay upon prior approval of the Superintendent or his/her designee.
- B. If professional development training is provided during normal work hours the Board, at its sole discretion, may designate mandatory attendance by any or all bargaining unit members. Any absences shall require appropriate documentation as determined by the Board.

ARTICLE 16
COMPENSATION

- A. The salaries, wages, and supplementary compensation of employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and incorporated in this Agreement.
- B. Any employee working in more than one (1) category, for the purposes of benefits and pay, shall be at the separate pay rate for each work category.
- C. Michigan Public Schools Employee Retirement shall be paid by the Board.
- D. Any contract wage increase or step advancement shall take place on the first work day after June 30 of each subsequent year.
- E. The Board shall have the right to deduct from the pay of each employee such amounts as may be required by law, together with such additional sums as may be mutually agreed upon by the Board and the employee.
- F. Longevity

working for the Board on that day and the daily jury fee paid by the court (not including travel allowance or reimbursement of expenses), for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work for the Board.

- B. Any employee who is subpoenaed to testify during work hours in any school related judicial or administrative matter not initiated by the member or by the Association, shall be paid his/her full compensation and benefits for such time less any compensation, except mileage payment, received for such witness service.
- C. All other judicial leaves shall be deducted from any personal days or sick leave the bargaining unit member has accrued.
- D. In order to receive payment, an employee must give the Food Service Director prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that he/she reported for or performed such acts on the day(s) for which he/she claims payment.

SECTION EIGHT: DEPLETED SICK LEAVE

If a bargaining unit member has depleted his/her sick leave allowance, he/she may continue to be absent upon request and approval from the Board, but absences, thereafter, shall be unpaid.

ARTICLE 13 UNPAID LEAVES

SECTION ONE: LEAVE OF ABSENCE

A leave of absence for up to one (1) year without pay or benefits, except as provided for in the Family Medical Leave Act, may be granted by the Board upon written request from a bargaining unit member. Requests for a leave of absence must be submitted at least thirty (30) calendar days (exceptions may be given by the Superintendent) prior to the requested beginning date of leave and shall include the reason for the leave along with the notification of the beginning and ending dates of said leave. Parental/Child Care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child where applicable.

- A. At the discretion of the Board, a one (1) year extension may be granted.
- B. If the Board becomes aware of the employee not fulfilling the intent of the leave, the Board has the right to revoke the leave and/or discipline the employee.
- C. Contingent upon availability of substitutes, a short-term leave of absence may be granted by the Superintendent.
- D. During the duration of any unpaid leave granted, the Board may fill the temporary vacancy created with a "substitute" employee who shall be paid at the regular substitute rate and shall not be a member of the bargaining unit by virtue of such extended substitute status.
- E. While on unpaid leave of absence employees shall not be entitled to compensation or fringe benefits (such as workers compensation insurance, nor any other type of insurance protection provided under this Agreement) and shall not accrue further contractual benefits (such as sick leave, personal leave, or seniority for the purposes of advancement on the salary schedule). These benefits shall be frozen at the employee's current status.
- F. Return from Leave: A bargaining unit member returning from an unpaid leave of absence shall be reinstated to the same position he/she held when the leave began or a similar position. Failure to return to active duty upon expiration of an unpaid leave shall be conclusively deemed a voluntary quit.
- G. This Article shall not deprive employees of their rights under the Family Medical Leave Act or any other Federal or State statutes.

ARTICLE 14
EVALUATION

- A. The Board may conduct annual evaluations for the primary purpose of assisting employees to improve their performance. At the completion of the probationary period an evaluation of the bargaining unit member's work shall be completed following the procedures of this provision. All written evaluations are to be placed in the bargaining unit member's personnel file.
- B. All observation of the work of each bargaining unit member shall be conducted in person by the Food Service Director or Superintendent and with the full knowledge of the bargaining unit member.
- C. The evaluation shall be by personal observations of the bargaining unit member's work. Observations shall be for periods of time that accurately sample the bargaining unit member's work. Each bargaining unit member, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria may not be limited to the actual performance of the job duties, but may also include how the employee relates to his/her peers, students, parents, supervisor, and administration.
- D. All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. Following each formal evaluation, a conference will be held to discuss the evaluation. The bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean he/she necessarily agrees with the contents of the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation.
- E. If the Food Service Director believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Board towards that improvement.
- F. In the event a bargaining unit member is not continued in employment, the Board will advise the bargaining unit member of the specific reasons therefore in writing with a copy to the

1. All employees will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After	10 years	\$150.00
	15 years	\$200.00
	20 years	\$250.00
	25 years	\$300.00
	30 years	\$350.00

2. The longevity compensation will be paid to the employee on the first pay period in December.
- G. Upon retirement, an employee who has completed a minimum of ten (10) years of continuous service with the Union City Community Schools shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.
1. An employee will not be entitled to this payment if claimed under another District Agreement.

ARTICLE 17
FRINGE BENEFITS

- A. The Board shall pay for the regularly scheduled hours of each bargaining unit member for the following holidays.
1. Thanksgiving Day
 2. Day after Thanksgiving
 3. Christmas Day
 4. New Year's Day
 5. Good Friday
 6. Memorial Day
 7. Labor Day*
- *This goes into effect if we have a pre-Labor Day start.
- B. To be eligible for holiday pay, an employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for

reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

ARTICLE 18
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives on this 28th day of September, 2021.

FOR UNION CITY COMMUNITY SCHOOLS

FOR THE ASSOCIATION

Board President

Robin Perry Brabor
Negotiator

Superintendent

Augusta M. [Signature]
Negotiator

Date

9/15/2021

Date

SCHEDULE A
Salary Schedules

Food Service Employees

Position	Step	2021-22
Head Cook	Probationary	13.70
	1	13.92
	2	14.20
	3	14.47
	4	14.80
	5	15.10
	6	15.37
	7	15.62
	8	15.87
	9	16.12
Cook's Helper	Probationary	13.09
	1	13.25
	2	13.46
	3	13.70
	4	13.97
	5	14.31
	6	14.71
	7	14.96
	8	15.21
	9	15.46

**UNION CITY COMMUNITY SCHOOLS
GRIEVANCE REPORT FORM**

Grievance# _____

Distribution of Form

1. Superintendent
2. Supervisor
3. Association
4. Grievant

Submit to Supervisor in Duplicate

Building

Assignment

Name of Grievant

Date

STEP 1

A. Date Cause of Grievance Occurred: _____

B. 1. Article/Section/Policy Violated: _____

2. Statement of Grievance: _____

3. Relief Sought: _____

Signature _____ Date _____

C. Disposition of Supervisor: _____

Signature of Supervisor _____ Date _____

D. Disposition of Grievant and/or Association: _____

Signature _____ Date _____

GRIEVANCE REPORT FORM (cont'd)

STEP 2

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature _____ Date _____

C. Position of Grievant and/or Association: _____

Signature _____ Date _____

STEP 3

A. Date Submitted to Board of Education: _____

B. Disposition of Board of Education: _____

Signature _____ Date _____

COLLECTIVE BARGAINING AGREEMENT
2021-2022

THIS AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS, Counties of Branch and Calhoun, Michigan acting by and through its Board of Education (hereinafter referred to as the "Board") and the Union City Local Association of Clerical/Secretarial Employees (hereinafter referred to as the "Association");

WITNESSETH:

ARTICLE 1
PURPOSE AND RECOGNITION

SECTION ONE: PURPOSE

The general purpose of this Agreement is to promote and insure harmonious relations, cooperation and understanding between the Board and the employees covered hereby and to set forth the terms and conditions of employment.

SECTION TWO: RECOGNITION

The Board, pursuant to the adoption of a Board of Education Resolution on June 28, 2000, recognizes the Association as the exclusive representative of all the employees in the bargaining unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other terms and conditions of employment.

SECTION THREE: EMPLOYEE DEFINED

- A. The word "employee" as used herein shall include:
1. Category 1 - Building Secretary
 2. Category 2 - High School Student Service Secretary
- B. A new employee shall be on probationary status for the first sixty (60) workdays. If at any time prior to the completion of the probationary period, the employee's work performance is

unsatisfactory, he/she may be dismissed by the Board without appeal by the Association.

SECTION FOUR: LIMITATIONS

- A. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.
- B. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- C. This Agreement shall constitute an obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.
- D. Special Meetings between the Association and the Board or Superintendent may be called by mutual agreement for the purpose of discussing important matters. If there is agreement to hold the meeting during regular working hours, employees participating shall not suffer a loss of pay for the time spent in attending the meeting.

ARTICLE 2 BOARD RIGHTS

SECTION ONE: BOARD RIGHTS

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 it 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 but not in conflict with the conditions of this Agreement, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
- B. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, to discharge, suspend, or demote an employee with cause, and to promote and transfer employees.
- C. To assign and direct its personnel, determine the number of shifts and hours of work, establish start times, schedule all the foregoing, and to modify or change the assignment/direction/job descriptions as needed.
- D. To assign work and extra duties to employees, determine the size of the work force and to layoff and recall employees.
- E. To determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation.
- F. To determine the financial policies including all accounting procedures and all matters pertaining to public relations.

SECTION TWO: SUBCONTRACTING

The Board or its designee shall have the right to subcontract that work, which, in its judgment, it does not have the available manpower to perform, proper equipment, capacity or ability to perform, or cannot perform in an efficient or economical manner. If due to a financial necessity, subcontracting of work would eliminate regularly scheduled hours, jobs and/or cause the laying off of personnel covered by this Agreement the Board agrees to meet with the Association to bargain the impact of such subcontracting.

SECTION THREE: LIMITATIONS

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and

discretion in connection therewith shall be limited only by the terms of this Agreement, and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

SECTION FOUR: EMERGENCY SUBSTITUTE

Supervisory employees, or non-bargaining unit employees, may perform duties normally performed by bargaining unit members whenever the performance of such duties on a temporary basis is necessary to ensure continuity of essential administrative or educational functions of the District.

ARTICLE 3 ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities at reasonable hours to conduct meetings of the Association or to transact Association business provided this shall not interfere with or interrupt normal operations. All use of District facilities shall be scheduled through the appropriate administrative personnel. Such use will be governed by policies adopted by the Board for the use of its facilities.
- B. The Association shall have the right to use District equipment such as copy machines, computer equipment, fax machines, phones or typewriters if operated by a qualified bargaining unit member so as not to interfere in any way with the normal operations of the school. The Association shall reimburse the District for any cost incurred and shall be responsible for the proper operation of all such equipment and shall be liable for any damages caused to said equipment.
- C. The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use the internal mail delivery system of the Board without cost, and the Board shall provide mailboxes for all employees.

- D. The Board agrees to furnish the Association, in response to reasonable requests, such public information as required by law, which may be available. The Board shall not have to compile any information that is not already in a format required by state or federal laws in regards to a report format. The Board agrees to supply the request in a timely manner. The Association shall reimburse the Board for reasonable expenses incurred in furnishing information or records available as determined by the Board.
- E. The Board shall support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area.
- F. Any case of assault upon a bargaining unit member in conjunction with his/her responsibilities to the District shall be promptly reported to the Board.
- G. In the event a complaint or charge is made by another employee or any person or group not employed by the District against any bargaining unit member, the individual shall be given full information with respect thereto and with respect to any investigation conducted by the Board.
- H. Copies of this Agreement shall be printed at the expense of the Board, within thirty (30) days after the Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the District.

ARTICLE 4
EMPLOYEE CONDUCT AND DISCIPLINE

- A. No non-probationary bargaining unit member shall be disciplined without cause. The term "discipline" as used in this Agreement includes warnings, reprimands, suspensions with or without pay, reductions in rank, compensation or occupational advantage, discharges or other actions of a disciplinary nature. The specific grounds for disciplinary action will be presented in writing to the employee and the Association no later than at the time discipline is imposed, provided, however, that during the probationary period, as set forth in Article 1, Section Three, Clause B, a probationary employee may be discharged by the Board for any reason deemed

in the best interest of the District. The Board retains the sole discretion to this right.

B. A bargaining unit member shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Board.

1. Should disciplinary action be likely to occur at a given meeting, the employee shall be advised by the Board of the right to representation under this provision of the Agreement prior to the scheduled meeting.
2. When a request for such representation is made, no action (except as stated in Clause 3 below) shall be taken with respect to the employee until such representative of the Association is present.
3. Immediate disciplinary action without representation may be taken by the Board if the alleged offense is of a very serious nature.
 - a. Such immediate disciplinary action must be followed by a subsequent meeting where representation shall be available to the member upon request.

C. The normal disciplinary procedure shall consist of the following, however nothing in this Agreement shall preclude the administration, in its sole discretion, from moving to any advanced step depending upon the seriousness of the offense:

1. verbal
2. written
3. suspension - with or without pay
4. discharge

D. In the case of the dismissal, demotion, discharge or suspension of a bargaining unit member the Association and member shall be given written notification of the action taken by the Board and the reasons for the discipline as soon as reasonably possible. Causes which shall be deemed sufficient for disciplinary action include, but are not limited to the following:

1. Unauthorized or excessive absence from work;
 2. Commitment or conviction of any criminal infraction of law depending upon the seriousness of the offense or the frequency of the offenses;
 3. Inappropriate or immoral conduct involving students or staff;
 4. Insubordination;
 5. Bringing intoxicants or illegal drugs into or consuming intoxicants or illegal drugs on any school property or reporting to work under the influence of intoxicants or illegal drugs of any kind in any degree whatsoever;
 6. Willful violation of any provision of this Agreement;
 7. Negligence or willful damage to school property or misappropriation of school supplies or equipment;
 8. Deliberate falsification of any records or reports; or
 9. Not performing job duties in a satisfactory manner.
- E. No suspension shall be effective for a period of more than twenty (20) workdays without the prior approval of the Board.
- F. Employees covered by this Agreement may be required to submit to a drug and/or alcohol test for reasonable cause. The cost of this testing shall be paid by the Board. If an employee tests positive for any illegal drug, nonprescription drug or alcohol, they will immediately be placed on an unpaid leave for a period of time set by the sole discretion of the Board or its designee. The employee must submit documented evidence of a negative test before they will be allowed to return to work. The cost of additional testing shall be at the expense of the Board. The returning employee as a condition of continuing their employment with the District may be subject to more frequent drug/alcohol testing as well as a written contract with the Board defining further employee requirements. Any employee who tests positive may be referred to the appropriate legal authorities for an investigation. Employees who have tested positive shall be subject to disciplinary action up to and including immediate discharge. Failure to comply with this section or a second positive test shall be considered misconduct and reason for immediate discharge with loss of all benefits, rights and privileges under this Agreement.
- G. A bargaining unit member will have the right to review the contents of the official personnel records maintained in the Superintendent's office pertaining to said bargaining unit member,

originating after initial employment, and to have a representative of the Association accompany him/her in such review. The bargaining unit member must submit a written request to the Superintendent allowing for a reasonable time to comply. The Board shall have a representative at the records review at a mutually agreeable time.

ARTICLE 5
WORK YEAR, WORKWEEK, AND WORKDAY

- A. The normal workday schedule for all employees shall be established by the Board based on the Board's determination of the needs and resources of the Board and may be changed from time to time as deemed necessary and appropriate by the Board. The number of hours of work will not be reduced without prior consultations with the Association. However, if emergency situations arise, as determined by the Board, the Board has the sole discretion to reduce the number of hours without prior consultation with the Association.
- B. Employees in Categories 1 and 2 shall work the following:
 - 1. The work year shall begin ten (10) workdays before the first day for students (if this falls on a Tuesday, the work year will start on Monday) and end ten (10) workdays after the teacher's work year.
 - 2. Eight (8) hours a day and forty (40) hours per week.
 - 3. The employee shall have a thirty (30) minute duty-free paid lunch period.
- D. All employees may be required to work overtime from time to time as determined by the Board. Overtime (any work beyond forty (40) hours per week) shall be compensated at the rate of time and one-half (1 1/2) of the regular hourly pay during a regularly scheduled workweek. Compensatory time may be allowed at the discretion of the Superintendent or his/her designee. Any compensatory time so accrued must be used within the current school year or the employee will be paid the appropriate amount of overtime pay.
- E. If an employee uses paid leave (sick or personal) it cannot be counted whenever overtime would be calculated unless the employee is directed to work beyond his/her normally scheduled

workweek. The hours then, beyond forty (40), shall be counted as overtime.

- F. Bargaining unit members shall be entitled to a fifteen (15) minute relief period, as possible or as scheduled by their immediate supervisor, for each four (4) hours of work.

- G. All employees will fill out time cards as required by the Board and submit them to the Building Principal for signature in a timely manner.

ARTICLE 6
SCHOOL CLOSURE/DISMISSAL

SECTION ONE: SCHOOL CLOSURE

- A. When school is closed due to inclement weather conditions or any other reason deemed necessary by the Board or its designee, the Board shall have the right to reschedule any days or hours lost for which the District is not permitted to count under Michigan statute and/or Department of Education administrative rules in effect at the time.

- B. When school is closed and unless notified by the Superintendent or his/her designee all bargaining unit members will have the option to report to work no later than 9:00 a.m. and work a maximum of six (6) hours. All employees will be paid their regular daily pay for such days.

- C. In case of make-up (rescheduled) days with students beyond the days allowed by statutory provisions and/or administrative rules in effect at the time, all employees who are required to work on any such rescheduled days will be paid their regularly daily/hourly rate of pay for such days.

- D. When an act of nature, or a Board directive, forces the closing of a school or other facility of the Board, reasonable effort shall be made to make such public announcements prior to 6:30 a.m.

SECTION TWO: SCHOOL DELAY

- A. In case of a school delay, all bargaining unit members will report to work at their regularly scheduled time. If the delay turns into a school closing the bargaining unit members workday shall end on the same basis as when students are sent home early.
- B. If the school is delayed or closed, the Board reserves the right in its sole discretion to call any employees into work on an "as needed" basis. These employees will be paid their regularly hourly rate for the hours they work.

SECTION THREE: EARLY DISMISSAL

When students are sent home early because of individual building closings or a District wide closing due to inclement weather or other emergency, the employees are required to remain at work. With the approval from the Superintendent employees may be dismissed early without loss of pay with the understanding that any such dismissal is independent and no precedent shall be established or inferred.

ARTICLE 7 GENERAL WORKING CONDITIONS

SECTION ONE: UNSAFE WORK

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. At the Board's discretion, employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances.

SECTION TWO: FACILITIES AND EQUIPMENT

The Board shall provide for each school facility to the extent reasonably available:

- A. Parking facilities.
- B. Telephone facilities for work-related use only. Other phone calls of a personal nature will be charged to the employee.

- C. Approved first aid kits and materials in each office and appropriate training in the handling of blood, blood products and other bodily products.

ARTICLE 8
SENIORITY

- A. Seniority shall be defined as length of continuous service in the bargaining unit commencing with the last date of hire. If two (2) or more employees have the same service entrance date, the employee with the lowest last four digits of the social security number shall be determined to be the most senior.
- B. All employees shall accrue seniority on a yearly basis. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to his/her first day of work.
- C. The Board shall maintain an up-to-date seniority list. The seniority list will be updated each school year and a copy provided to each bargaining unit member. The seniority list, as provided by the Board, shall be conclusively deemed irrevocably to be accurate if no objection(s) is received within five (5) working days of their issuance.
- D. Seniority shall be lost in all positions if the employee;
 - 1. resigns or retires,
 - 2. is discharged, or
 - 3. does not return to work in accordance with Article 10, Section Three, Clause B.

ARTICLE 9
VACANCY, TRANSFER, AND RESIGNATION

SECTION ONE: VACANCY DEFINED

A vacancy shall be defined as a newly created position or a present position that is not filled and which the Board intends to fill. A vacancy does not pertain to the extension of hours/time an employee works in a particular position.

SECTION TWO: TRANSFER DEFINED

A transfer shall be defined as a movement from one category to another. A change in assignment, location of assignment or hours of work shall not be deemed a transfer.

SECTION THREE: VACANCY POSTING

All vacancies shall be posted in a conspicuous place in each building of the District for a period of ten (10) workdays.

- A. Postings shall contain the following information:
 - 1. Type of work
 - 2. Location of work
 - 3. Starting date
 - 4. Rate of pay
 - 5. Hours to be worked
 - 6. Category
 - 7. Minimum qualifications as reflected in the job description
- B. Qualifications in all instances in this Agreement shall be determined by the Board or its designee.
- C. Interested bargaining unit members must apply in writing to the Superintendent or his/her designee within the ten (10) day posting period.

SECTION FOUR: TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the seniority, qualifications, and the interests and aspirations of the employees. The Board agrees to give full and equal consideration to present staff members in all vacancies covered by this Agreement. The Association recognizes that the Superintendent or his/her designee has the sole right to assign employees to positions for which they are qualified. When a vacancy occurs during the work year, the Board may temporarily fill a position for the remainder of the work year in order to minimize any disruption in the educational program, provided however, that notice of the vacancy for the next school year shall be posted at the time the vacancy is temporarily filled.

- B. A bargaining unit member may request a transfer for a different position by submitting a written request to the Superintendent and filing a copy of said request with the president of the Association. The request shall set forth the position sought, the member's qualifications for the position sought, and the reason(s) for the request.
- C. In the event of filling a vacancy or voluntary transfer from one category to another, the bargaining unit member shall be given a thirty (30) workday trial in which to show his/her ability to perform in the new position. The Board shall give the bargaining unit member reasonable assistance to enable him/her to perform up to the Board's standards in the new position. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment. The Board may place a substitute in the bargaining unit member's vacated position during the thirty (30) day trial.
- D. Involuntary transfers of bargaining unit members are to be effected only for reasonable cause. The Association understands that only the Board or its designee has the authority to involuntarily transfer bargaining unit members.
- E. An employee voluntarily transferring, involuntarily transferring or filling a vacancy in a category within the bargaining unit with a higher pay scale will be placed on the salary schedule so that his/her new step shall be the closest to his/her previous pay but not less than his/her previous pay. An employee voluntarily transferring, involuntarily transferring or filling a vacancy in a category within the bargaining unit with a lower pay scale will be placed on the salary schedule according to their current seniority in the bargaining unit.

SECTION FIVE: RESIGNATION

A bargaining unit member must give twenty (20) workday's notice of resignation. By mutual agreement this time period may be shortened.

ARTICLE 10
REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

SECTION ONE: REDUCTION IN PERSONNEL

- A. The Board expressly retains the authority to effectuate a reduction in personnel whenever the Board shall, in its sole discretion, determine such a reduction to be necessary or advisable, and for whatever reasons the Board shall, in its sole discretion, determine to have made such action necessary or advisable.

- B. When there is a reduction in the work force, bargaining unit members shall be laid off in accordance with seniority. The employee with the least seniority within a category shall be laid off first. A bargaining unit member with greater seniority, regardless of category, may displace the bargaining unit member with the least seniority provided:
 - 1. the senior bargaining unit member is qualified as determined by the Board; and

 - 2. the senior bargaining unit member can satisfactorily perform the duties of the position as outlined in the job description and/or performed by the current employee.
 - a. The bargaining unit member shall be given a thirty (30) day trial in which to demonstrate his/her ability to satisfactorily perform in the new position.

 - b. If, at any time during the thirty (30) day probation period, the employee is deemed unsatisfactory, or does not wish to continue in the position, he/she will be placed on layoff status.

SECTION TWO: LAYOFF

Whenever an employee is to be laid off, the Board shall notify the bargaining unit member and the Association President. Such notice shall have an effective layoff date of no less than twenty (20) working days from the date of notice if delivered during the school year.

SECTION THREE: RECALL

- A. Laid-off bargaining unit members shall be recalled in accordance with seniority. The bargaining unit member with the greatest seniority shall be recalled first provided they are qualified and are able to perform the duties of the job that is open.
- B. When recalling laid off bargaining unit members, the Board will notify them by certified mail at their last known address. If such bargaining unit member does not notify the Board within twenty (20) working days from the mailing date of such notice that he/she will report for work on the date specified or give a legitimate reason for delay beyond such time, as determined by the Superintendent, he/she will be considered as having quit and all seniority, rights and benefits under this Agreement shall be terminated. The Board may fill the position on a temporary basis until the recalled employee can report for work. Should an employee on layoff refuse recall to a position equal to or in excess of the hours worked at the time of layoff, for which he/she is qualified, such refusal shall constitute termination of employment.
- C. In the event of a reduction in the work hours in a category, a bargaining unit member with the greater seniority within the same category may maintain his/her normal work schedule by displacing a bargaining unit member with less seniority.
- D. Seniority and recall rights shall expire twenty-four (24) months after the date of layoff for all employees

ARTICLE 11 GRIEVANCE PROCEDURE

SECTION ONE: OBJECTIVE

It is the intention of the parties to provide a peaceful and orderly procedure to resolve any dispute concerning the interpretation or application of the terms and provisions of this Agreement.

SECTION TWO: DEFINITION

- A. The term "grievance" shall mean; a claim or a complaint by a bargaining unit member or a group of bargaining unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
1. The term "grievance" as defined above shall not apply to the discharge of a probationary employee.
 2. Unless specified otherwise, days are workdays not calendar days.

SECTION THREE: HEARING LEVELS

- A. Informal Level: When a cause for complaint occurs, the affected bargaining unit member(s) shall, within five (5) days, request a meeting with his/her immediate supervisor in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the bargaining unit member at such meeting. If the bargaining unit member is not satisfied with the results of the meeting, he/she may formalize the complaint in writing as provided here under.
- B. Formal Level 1: If a complaint is not resolved in a conference between the affected bargaining unit member(s) and his/her immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing within five (5) days of the meeting between the supervisor and the affected bargaining unit member(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within five (5) days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.
- C. Formal Level 2: If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the disposition, the grievance shall be transmitted to the Superintendent or his/her designee within five (5) days thereafter. Within seven (7) days after the grievance has been so submitted, the Superintendent or his/her designee shall meet with the Association on the grievance. The Superintendent or his/her designee, within fifteen (15) days after

the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- D. Formal Level 3: If the Association is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within fifteen (15) days after the conclusion of the meeting, the grievance shall be transmitted to the Board within ten (10) days thereafter. At the next regularly scheduled Board of Education meeting, the Board shall meet with the grievant(s) as long as the Board has ten (10) days prior to the next regularly scheduled Board of Education meeting. If not, a special Board of Education meeting may be called at the discretion of the Board to hear the grievance. The Board or its designee within ten (10) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- E. Formal Level 4: If the grievance remains unresolved at the conclusion of Level 3, it may be submitted for arbitration at the request of the Association provided written notice of the request for submission to arbitration is delivered to the Superintendent within the ten (10) days after the date of the decision under Level 3. Following the written notice of request for submission to arbitration, the Association representative and a representative of the Board shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within ten (10) days after the date of the request for submission to arbitration, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. The Association must file for arbitration within five (5) days from the date when the parties failed to select an arbitrator.

- F. The fees and expenses of the arbitrator shall be shared equally by the Association and the Board. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of witnesses called by the other.

- G. The arbitrator:
 - 1. shall have no power to alter, add or subtract or modify the terms of this Agreement; or

2. shall not have the power to make awards retroactive before July 1 of the school fiscal year in which the grievance was filed.
- H. The following are excluded from arbitration and the Board's disposition shall be final and binding as to any grievance with regard to any of the following:
1. The termination of any probationary employee or failure to reemploy any probationary employee.
 2. Any matter dealing with negotiations.
 3. Any matter for which the basis of the grievance is not the express terms of this agreement, including any and all allegations of the employee rights created by or through the federal or state constitutions, federal or state laws, and/or rules, regulations or other provisions promulgated, administered or enforced by any federal or state administrative agency.
- I. The decision of the arbitrator shall be final.
- J. No individual shall have the right to appeal a grievance to arbitration without the authorization of the Association.

SECTION FOUR: PROCEDURE

Any grievance or request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered within the time specified, shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdraw

ARTICLE 12

PAID LEAVES

SECTION ONE: SICK LEAVE

- A. All bargaining unit members shall earn one (1) day of sick leave for each month worked accumulating up to ten (10) days for the school year.
- B. Starting in their second year of employment, as determined by their anniversary date, bargaining unit members shall receive ten (10) sick days at the beginning of each school year. The unused portion of any employee's sick leave shall accumulate to a maximum allowance of one hundred forty (140) days. If an employee were to resign from employment with the District prior to the end of his/her contractual year, that employee would be entitled to only that number of sick days which is approximately equal to the portion of the year which he/she worked. Sick days used above that proportional number would be deducted from the employee's last paycheck.
- C. The Board shall furnish each bargaining unit member with a written statement within thirty (30) days of the beginning of each school year setting forth the total accumulated sick leave credit for said bargaining unit member.
- D. It is the employee's responsibility to contact his/her immediate supervisor or designee to report an absence for sick leave. When reporting, the employee is to state who they are, the specific reason for the absence, and how long, if known, they will be absent. The Board may require medical proof of illness in writing if the employee has demonstrated chronic absenteeism.

SECTION TWO: SICK DAY USAGE

The sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

- A. Sick leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by personal illness, pregnancy, injury, or for medical, dental or optical examination or treatment.
- B. The bargaining unit member shall be granted a maximum of four (4) days of paid leave for illness in the immediate family. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, and grandparents.

SECTION THREE: BEREAVEMENT LEAVE

The bargaining unit member shall be granted a maximum of four (4) days of paid leave per death for immediate family members. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, grandparents, brother and sister.

SECTION FOUR: LEAVE EXTENSION

The Superintendent, acting on his/her discretion, may extend immediate family illness or bereavement leave days. Any additional days will be deducted from the bargaining unit member's sick leave days.

SECTION FIVE: EMPLOYMENT RELATED INJURY

- A. Absences due to documented injury or illness incurred in the course of the bargaining unit member's employment may at the option of the employee be charged against the bargaining unit member's sick leave days on a pro-rata basis to the extent required in addition to Worker's Compensation benefits received to match the employee's regular paycheck provided however, that the Board's responsibility to the employee's salary compensation or benefits shall only be what is available through Worker's Compensation or as required by law.
- B. Upon expiration of the sick leave, the employee who qualifies for Worker's Compensation benefits shall be placed on an unpaid leave of absence as stated under Article 13.

SECTION SIX: PERSONAL BUSINESS LEAVE

- A. The employee shall be granted two (2) days per year for personal business that cannot reasonably be scheduled outside of the regular workday.
- B. Personal business leave shall not be used for other employment or the seeking of other employment, or for social, recreational, vacation or other similar purposes.

- C. A bargaining unit member planning to use a Personal Business Leave Day, or days, shall notify his/her supervisor at least three (3) days in advance, except in cases of emergency in which case they must notify the supervisor prior to taking such a day. Exceptions may be granted by the Superintendent.
- D. An applicant for a Personal Business Leave Day may be required by the Superintendent or his/her designee to state the reason for such absence.
- E. Personal Business Leave Days shall not be granted for the day preceding or following a vacation or holiday without prior approval from the Superintendent.
- F. A bargaining unit member shall be granted a Personal Business Leave Day depending upon availability of substitutes.
- G. Unused Personal Business Leave Days shall not accumulate from year to year.

SECTION SEVEN: JUDICIAL LEAVE

- A. Any employee who is summoned and reports for jury duty shall be paid by the Board an amount equal to the difference between the amount of wages the employee otherwise would have earned by working for the Board on that day and the daily jury fee paid by the court (not including travel allowance or reimbursement of expenses), for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work for the Board.
- B. Any employee who is subpoenaed to testify during work hours in any school related judicial or administrative matter not initiated by the member or by the Association, shall be paid his/her full compensation and benefits for such time less any compensation, except mileage payment, received for such witness service.
- C. All other judicial leaves shall be deducted from any personal days or sick leave the bargaining unit member has accrued.
- D. In order to receive payment, an employee must give the Building Principal prior notice that he/she has been summoned for jury duty, and must furnish satisfactory evidence that he/she reported

for or performed such acts on the day(s) for which he/she claims payment.

SECTION EIGHT: DEPLETED SICK LEAVE

If a bargaining unit member has depleted his/her sick leave allowance, he/she may continue to be absent upon request and approval from the Board, but absences thereafter, shall be unpaid.

ARTICLE 13 UNPAID LEAVES

SECTION ONE: LEAVE OF ABSENCE

A leave of absence for up to one (1) year without pay or benefits, except as provided for in the Family Medical Leave Act, may be granted by the Board upon written request from a bargaining unit member. Requests for a leave of absence must be submitted at least thirty (30) calendar days (exceptions may be given by the Superintendent) prior to the requested beginning date of leave and shall include the reason for the leave along with the notification of the beginning and ending dates of said leave. Parental/Child Care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child where applicable.

- A. At the discretion of the Board, a one (1) year extension may be granted.
- B. If the Board becomes aware of the employee not fulfilling the intent of the leave, the Board has the right to revoke the leave and/or discipline the employee.
- C. Contingent upon availability of substitutes, a short-term leave of absence may be granted by the Superintendent.
- D. During the duration of any unpaid leave granted, the Board may fill the temporary vacancy created with a "substitute" employee who shall be paid at the regular substitute rate and shall not be a member of the bargaining unit by virtue of such extended substitute status.

- E. While on unpaid leave of absence employees shall not be entitled to compensation or fringe benefits (such as workers compensation insurance, nor any other type of insurance protection provided under this Agreement) and shall not accrue further contractual benefits (such as sick leave, personal leave, or seniority for the purposes of advancement on the salary schedule). These benefits shall be frozen at the employee's current status.
- F. Return from Leave: A bargaining unit member returning from an unpaid leave of absence shall be reinstated to the same position he/she held when the leave began or a similar position. Failure to return to active duty upon expiration of an unpaid leave shall be conclusively deemed a voluntary quit.
- G. This Article shall not deprive employees of their rights under the Family Medical Leave Act or any other Federal or State statutes.

ARTICLE 14
EVALUATION

- A. The Board may conduct annual evaluations for the primary purpose of assisting employees to improve their performance. At the completion of the probationary period an evaluation of the bargaining unit member's work shall be completed following the procedures of this provision. All written evaluations are to be placed in the bargaining unit member's personnel file.
- B. All observation of the work of each bargaining unit member shall be conducted in person by the Building Principal or Superintendent and with the full knowledge of the bargaining unit member.
- C. The evaluation shall be by personal observations of the bargaining unit member's work. Observations shall be for periods of time that accurately sample the bargaining unit member's work. Each bargaining unit member, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria may not be limited to the actual performance of the job duties, but may also include how the employee relates to his/her peers, students, parents, supervisor, and administration.

- D. All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. Following each formal evaluation, a conference will be held to discuss the evaluation. The bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean he/she necessarily agrees with the contents of the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation.
- E. If the Building Principal believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Board towards that improvement.
- F. In the event a bargaining unit member is not continued in employment, the Board will advise the bargaining unit member of the specific reasons therefore in writing with a copy to the Association except during the probationary period as set forth in Article 1, Section Three, Clause B.

ARTICLE 15
PROFESSIONAL DEVELOPMENT

- A. All bargaining unit members may be offered voluntary professional development training opportunities outside normal work hours. Bargaining unit members shall be paid an amount negotiated by the Association and the Board for such training opportunities. Employees may take compensatory time in lieu of pay upon prior approval of the Superintendent or his/her designee.
- B. If professional development training is provided during normal work hours the Board, at its sole discretion, may designate mandatory attendance by any or all bargaining unit members. Any absences shall require appropriate documentation as determined by the Board.

ARTICLE 16
COMPENSATION

- A. The salaries, wages, and supplementary compensation of employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and incorporated in this Agreement.
- B. Any employee working in more than one (1) category, for the purposes of benefits and pay, shall be at the separate pay rate for each work category.
- C. Michigan Public Schools Employee Retirement shall be paid by the Board.
- D. Any contract wage increase or step advancement shall take place on the first work day after June 30 of each subsequent year.
- E. The Board shall have the right to deduct from the pay of each employee such amounts as may be required by law, together with such additional sums as may be mutually agreed upon by the Board and the employee.
- F. Longevity
 - 1. All employees will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	175.00
20 years	225.00
25 years	275.00
30 years	325.00
 - 2. The longevity compensation will be paid to the employee on the first pay period in December.
- G. Upon retirement, an employee who has completed a minimum of ten (10) years of continuous service with the Union City Community Schools shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

ARTICLE 17
FRINGE BENEFITS

SECTION ONE: INSURANCE

- A. The District, for a twelve month period (September 1 - August 31) during each year of this Agreement, shall make premium contributions, specified below, on behalf of employees (and eligible dependents) for one of the following option packages. The employee shall elect one of the following option packages during open enrollment (or upon hire, as allowed by the carrier). The decision shall be irrevocable for that school year unless compelling family change necessitates change. The election shall be made in conjunction with the Section 125 Plan developed and administered by the District.
- B. Plan A (employee plan including health insurance).

The following insurance plan will be provided to full-time employees (and their eligible dependents) who have a need for health insurance.

1. Health
 - Blue Cross/Blue Shield: Flex Blue HRA Plan 4 (Health Reimbursement Account)
 - Rider FB-OCSM-24 (Chiropractic)
 - Rider FB-RM100 and FB-PC500M (Preventative)
 - a. Deductibles: (Fully Reimbursed Within Network)
 - b. \$5 co-pay on all prescription drugs.
2. Dental
3. Vision
4. Term Life-\$10,000 (Employee Only)

The employee's premium obligation for the health insurance plan specified in Clause B Part 1 of this Article shall be in compliance with the standards set forth in the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq.. This obligation will be deducted equal installments based on the historical number of pay periods per year (by category). Part

time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

C. Plan B (Employee plan when health insurance is not needed)

The following insurance plan will be provided to full-time employees (and their eligible dependents) who do not have need of health insurance.

1. Dental
2. Vision
3. Term Life \$15,000 (employee only)
4. A cash stipend of \$240 each pay per contract year. By entering into a salary reduction agreement, the cash amount (less employee FICA and any applicable withholding) may, at the election of the employee, be applied toward any nontaxable insurance option offered by the District pursuant to Section 125 of the Internal Revenue Code or applied all or in part to a tax-deferred annuity offered by the District pursuant to Section 403b of the Internal Revenue Code. Any employee who selects an option(s) with a cost in excess of the District's contribution will be required to provide the District with a written payroll deduction authorization for the excess in order to be eligible for the option(s).

- E. The health plan specifications in any coverage in this Article shall not include coverage for abortion services which the District is prohibited from funding under Section 166d of the 1997-98 State Aid Act or its successor provision.
- F. Employees newly hired by the District shall be eligible for Board-paid insurance premiums upon acceptance by the insurance carriers of the written application. Employees who are separating from the District through resignation or retirement will have their District paid premiums discontinued the first day of the month following the effective date of separation.

- G. The District agrees to make the premium contributions specified in this Article for the duration of this Agreement. Insurance benefits are provided in accordance with the underwriting rules and regulations set forth in the respective master contracts issued by the carriers to the Board. Disputes over policy coverage between the insurance carrier(s) and employees or their beneficiaries shall not be subject to the Grievance Procedure but shall be a matter solely between the employee and the insurance company.
- H. The Association will cooperate with the Board to discourage insurance coverage which will result in double coverage with no reasonable benefit to the insured.

SECTION TWO: HOLIDAYS

- A. The Board shall pay for the regularly scheduled hours of each bargaining unit member for the following holidays.
 - 1. Friday before Labor Day
 - 2. Labor Day
 - 3. Thanksgiving Day
 - 4. Day after Thanksgiving
 - 5. Christmas Eve
 - 6. Christmas Day
 - 7. New Year's Eve
 - 8. New Year's Day
 - 9. Good Friday
 - 10. Memorial Day
- B. To be eligible for holiday pay, an employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

ARTICLE 18
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives.

FOR UNION CITY COMMUNITY SCHOOLS

FOR THE ASSOCIATION

Board President

Negotiator

Superintendent

Negotiator

Date

Date

SCHEDULE A
Salary Schedules
Secretaries/Clerical

Position	Step	2021-22
Building Secretary, HS Student Services Secretary	Probationary	\$14.75
	1	\$16.27
	2	\$16.56
	3	\$16.85
	4	\$17.13
	5	\$17.39
	6	\$17.69
	7	\$17.97
	8	\$18.25
9	\$18.52	

**UNION CITY COMMUNITY SCHOOLS
GRIEVANCE REPORT FORM**

Grievance # _____

Distribution of Form

1. Superintendent
2. Supervisor
3. Association
4. Grievant

Submit to Supervisor in Duplicate

Building

Assignment

Name of Grievant

Date Filed

STEP 1

- A. Date Cause of Grievance Occurred: _____
- B. 1. Article/Section/Policy Violated: _____
2. Statement of Grievance: _____

3. Relief Sought: _____

Signature _____ Date _____

- C. Disposition of Supervisor: _____

Signature of Supervisor _____ Date _____

- D. Disposition of Grievant and/or Association: _____

Signature _____ Date _____

GRIEVANCE REPORT FORM (cont'd)

STEP 2

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature _____ Date _____

C. Position of Grievant and/or Association: _____

Signature _____ Date _____

STEP 3

A. Date Submitted to Board of Education: _____

B. Disposition of Board of Education: _____

Signature _____ Date _____

STEP 4

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Signature of Arbitrator _____ Date _____

COLLECTIVE BARGAINING AGREEMENT
2021-2022

THIS AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS, Counties of Branch and Calhoun, Michigan acting by and through its Board of Education (hereinafter referred to as the "Board") and the Union City Local Association of Clerical/Secretarial Employees (hereinafter referred to as the "Association");

WITNESSETH:

ARTICLE 1
PURPOSE AND RECOGNITION

SECTION ONE: PURPOSE

The general purpose of this Agreement is to promote and insure harmonious relations, cooperation and understanding between the Board and the employees covered hereby and to set forth the terms and conditions of employment.

SECTION TWO: RECOGNITION

The Board, pursuant to the adoption of a Board of Education Resolution on June 28, 2000, recognizes the Association as the exclusive representative of all the employees in the bargaining unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other terms and conditions of employment.

SECTION THREE: EMPLOYEE DEFINED

- A. The word "employee" as used herein shall include:
 - 1. Category 1 - Building Secretary
 - 2. Category 2 - High School Student Service Secretary

- B. A new employee shall be on probationary status for the first sixty (60) workdays. If at any time prior to the completion of the probationary period, the employee's work performance is

unsatisfactory, he/she may be dismissed by the Board without appeal by the Association.

SECTION FOUR: LIMITATIONS

- A. The parties agree that their undertakings in this Agreement are mutual. Any previously established practice, policy, rule, or regulation which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement.
- B. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
- C. This Agreement shall constitute an obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.
- D. Special Meetings between the Association and the Board or Superintendent may be called by mutual agreement for the purpose of discussing important matters. If there is agreement to hold the meeting during regular working hours, employees participating shall not suffer a loss of pay for the time spent in attending the meeting.

ARTICLE 2 BOARD RIGHTS

SECTION ONE: BOARD RIGHTS

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 it 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 but not in conflict with the conditions of this Agreement, the right:

- A. To the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
- B. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, to discharge, suspend, or demote an employee with cause, and to promote and transfer employees.
- C. To assign and direct its personnel, determine the number of shifts and hours of work, establish start times, schedule all the foregoing, and to modify or change the assignment/direction/job descriptions as needed.
- D. To assign work and extra duties to employees, determine the size of the work force and to layoff and recall employees.
- E. To determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation.
- F. To determine the financial policies including all accounting procedures and all matters pertaining to public relations.

SECTION TWO: SUBCONTRACTING

The Board or its designee shall have the right to subcontract that work, which, in its judgment, it does not have the available manpower to perform, proper equipment, capacity or ability to perform, or cannot perform in an efficient or economical manner. If due to a financial necessity, subcontracting of work would eliminate regularly scheduled hours, jobs and/or cause the laying off of personnel covered by this Agreement the Board agrees to meet with the Association to bargain the impact of such subcontracting.

SECTION THREE: LIMITATIONS

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and

discretion in connection therewith shall be limited only by the terms of this Agreement, and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district or local laws or regulations as they pertain to education.

SECTION FOUR: EMERGENCY SUBSTITUTE

Supervisory employees, or non-bargaining unit employees, may perform duties normally performed by bargaining unit members whenever the performance of such duties on a temporary basis is necessary to ensure continuity of essential administrative or educational functions of the District.

ARTICLE 3 ASSOCIATION RIGHTS

- A. The Association shall have the right to use school facilities at reasonable hours to conduct meetings of the Association or to transact Association business provided this shall not interfere with or interrupt normal operations. All use of District facilities shall be scheduled through the appropriate administrative personnel. Such use will be governed by policies adopted by the Board for the use of its facilities.
- B. The Association shall have the right to use District equipment such as copy machines, computer equipment, fax machines, phones or typewriters if operated by a qualified bargaining unit member so as not to interfere in any way with the normal operations of the school. The Association shall reimburse the District for any cost incurred and shall be responsible for the proper operation of all such equipment and shall be liable for any damages caused to said equipment.
- C. The Association shall have the right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use the internal mail delivery system of the Board without cost, and the Board shall provide mailboxes for all employees.

- D. The Board agrees to furnish the Association, in response to reasonable requests, such public information as required by law, which may be available. The Board shall not have to compile any information that is not already in a format required by state or federal laws in regards to a report format. The Board agrees to supply the request in a timely manner. The Association shall reimburse the Board for reasonable expenses incurred in furnishing information or records available as determined by the Board.
- E. The Board shall support and assist employees with respect to the maintenance of control and discipline of students in the employee's assigned work area.
- F. Any case of assault upon a bargaining unit member in conjunction with his/her responsibilities to the District shall be promptly reported to the Board.
- G. In the event a complaint or charge is made by another employee or any person or group not employed by the District against any bargaining unit member, the individual shall be given full information with respect thereto and with respect to any investigation conducted by the Board.
- H. Copies of this Agreement shall be printed at the expense of the Board, within thirty (30) days after the Agreement is signed, and presented to all bargaining unit members now employed or hereafter employed by the District.

ARTICLE 4
EMPLOYEE CONDUCT AND DISCIPLINE

- A. No non-probationary bargaining unit member shall be disciplined without cause. The term "discipline" as used in this Agreement includes warnings, reprimands, suspensions with or without pay, reductions in rank, compensation or occupational advantage, discharges or other actions of a disciplinary nature. The specific grounds for disciplinary action will be presented in writing to the employee and the Association no later than at the time discipline is imposed, provided, however, that during the probationary period, as set forth in Article 1, Section Three, Clause B, a probationary employee may be discharged by the Board for any reason deemed

in the best interest of the District. The Board retains the sole discretion to this right.

- B. A bargaining unit member shall be entitled to have present a representative of the Association during any meeting which will or may lead to disciplinary action by the Board.
 - 1. Should disciplinary action be likely to occur at a given meeting, the employee shall be advised by the Board of the right to representation under this provision of the Agreement prior to the scheduled meeting.
 - 2. When a request for such representation is made, no action (except as stated in Clause 3 below) shall be taken with respect to the employee until such representative of the Association is present.
 - 3. Immediate disciplinary action without representation may be taken by the Board if the alleged offense is of a very serious nature.
 - a. Such immediate disciplinary action must be followed by a subsequent meeting where representation shall be available to the member upon request.
- C. The normal disciplinary procedure shall consist of the following, however nothing in this Agreement shall preclude the administration, in its sole discretion, from moving to any advanced step depending upon the seriousness of the offense:
 - 1. verbal
 - 2. written
 - 3. suspension - with or without pay
 - 4. discharge
- D. In the case of the dismissal, demotion, discharge or suspension of a bargaining unit member the Association and member shall be given written notification of the action taken by the Board and the reasons for the discipline as soon as reasonably possible. Causes which shall be deemed sufficient for disciplinary action include, but are not limited to the following:

1. Unauthorized or excessive absence from work;
 2. Commitment or conviction of any criminal infraction of law depending upon the seriousness of the offense or the frequency of the offenses;
 3. Inappropriate or immoral conduct involving students or staff;
 4. Insubordination;
 5. Bringing intoxicants or illegal drugs into or consuming intoxicants or illegal drugs on any school property or reporting to work under the influence of intoxicants or illegal drugs of any kind in any degree whatsoever;
 6. Willful violation of any provision of this Agreement;
 7. Negligence or willful damage to school property or misappropriation of school supplies or equipment;
 8. Deliberate falsification of any records or reports; or
 9. Not performing job duties in a satisfactory manner.
- E. No suspension shall be effective for a period of more than twenty (20) workdays without the prior approval of the Board.
- F. Employees covered by this Agreement may be required to submit to a drug and/or alcohol test for reasonable cause. The cost of this testing shall be paid by the Board. If an employee tests positive for any illegal drug, nonprescription drug or alcohol, they will immediately be placed on an unpaid leave for a period of time set by the sole discretion of the Board or its designee. The employee must submit documented evidence of a negative test before they will be allowed to return to work. The cost of additional testing shall be at the expense of the Board. The returning employee as a condition of continuing their employment with the District may be subject to more frequent drug/alcohol testing as well as a written contract with the Board defining further employee requirements. Any employee who tests positive may be referred to the appropriate legal authorities for an investigation. Employees who have tested positive shall be subject to disciplinary action up to and including immediate discharge. Failure to comply with this section or a second positive test shall be considered misconduct and reason for immediate discharge with loss of all benefits, rights and privileges under this Agreement.
- G. A bargaining unit member will have the right to review the contents of the official personnel records maintained in the Superintendent's office pertaining to said bargaining unit member,

originating after initial employment, and to have a representative of the Association accompany him/her in such review. The bargaining unit member must submit a written request to the Superintendent allowing for a reasonable time to comply. The Board shall have a representative at the records review at a mutually agreeable time.

ARTICLE 5
WORK YEAR, WORKWEEK, AND WORKDAY

- A. The normal workday schedule for all employees shall be established by the Board based on the Board's determination of the needs and resources of the Board and may be changed from time to time as deemed necessary and appropriate by the Board. The number of hours of work will not be reduced without prior consultations with the Association. However, if emergency situations arise, as determined by the Board, the Board has the sole discretion to reduce the number of hours without prior consultation with the Association.

- B. Employees in Categories 1 and 2 shall work the following:
 - 1. The work year shall begin ten (10) workdays before the first day for students (if this falls on a Tuesday, the work year will start on Monday) and end ten (10) workdays after the teacher's work year.
 - 2. Eight (8) hours a day and forty (40) hours per week.
 - 3. The employee shall have a thirty (30) minute duty-free paid lunch period.

- D. All employees may be required to work overtime from time to time as determined by the Board. Overtime (any work beyond forty (40) hours per week) shall be compensated at the rate of time and one-half (1 1/2) of the regular hourly pay during a regularly scheduled workweek. Compensatory time may be allowed at the discretion of the Superintendent or his/her designee. Any compensatory time so accrued must be used within the current school year or the employee will be paid the appropriate amount of overtime pay.

- E. If an employee uses paid leave (sick or personal) it cannot be counted whenever overtime would be calculated unless the employee is directed to work beyond his/her normally scheduled

workweek. The hours then, beyond forty (40), shall be counted as overtime.

- F. Bargaining unit members shall be entitled to a fifteen (15) minute relief period, as possible or as scheduled by their immediate supervisor, for each four (4) hours of work.

- G. All employees will fill out time cards as required by the Board and submit them to the Building Principal for signature in a timely manner.

ARTICLE 6
SCHOOL CLOSURE/DISMISSAL

SECTION ONE: SCHOOL CLOSURE

- A. When school is closed due to inclement weather conditions or any other reason deemed necessary by the Board or its designee, the Board shall have the right to reschedule any days or hours lost for which the District is not permitted to count under Michigan statute and/or Department of Education administrative rules in effect at the time.

- B. When school is closed and unless notified by the Superintendent or his/her designee all bargaining unit members will have the option to report to work no later than 9:00 a.m. and work a maximum of six (6) hours. All employees will be paid their regular daily pay for such days.

- C. In case of make-up (rescheduled) days with students beyond the days allowed by statutory provisions and/or administrative rules in effect at the time, all employees who are required to work on any such rescheduled days will be paid their regularly daily/hourly rate of pay for such days.

- D. When an act of nature, or a Board directive, forces the closing of a school or other facility of the Board, reasonable effort shall be made to make such public announcements prior to 6:30 a.m.

SECTION TWO: SCHOOL DELAY

- A. In case of a school delay, all bargaining unit members will report to work at their regularly scheduled time. If the delay turns into a school closing the bargaining unit members workday shall end on the same basis as when students are sent home early.
- B. If the school is delayed or closed, the Board reserves the right in its sole discretion to call any employees into work on an "as needed" basis. These employees will be paid their regularly hourly rate for the hours they work.

SECTION THREE: EARLY DISMISSAL

When students are sent home early because of individual building closings or a District wide closing due to inclement weather or other emergency, the employees are required to remain at work. With the approval from the Superintendent employees may be dismissed early without loss of pay with the understanding that any such dismissal is independent and no precedent shall be established or inferred.

ARTICLE 7 GENERAL WORKING CONDITIONS

SECTION ONE: UNSAFE WORK

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety. At the Board's discretion, employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances.

SECTION TWO: FACILITIES AND EQUIPMENT

The Board shall provide for each school facility to the extent reasonably available:

- A. Parking facilities.
- B. Telephone facilities for work-related use only. Other phone calls of a personal nature will be charged to the employee.

- C. Approved first aid kits and materials in each office and appropriate training in the handling of blood, blood products and other bodily products.

ARTICLE 8
SENIORITY

- A. Seniority shall be defined as length of continuous service in the bargaining unit commencing with the last date of hire. If two (2) or more employees have the same service entrance date, the employee with the lowest last four digits of the social security number shall be determined to be the most senior.
- B. All employees shall accrue seniority on a yearly basis. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to his/her first day of work.
- C. The Board shall maintain an up-to-date seniority list. The seniority list will be updated each school year and a copy provided to each bargaining unit member. The seniority list, as provided by the Board, shall be conclusively deemed irrevocably to be accurate if no objection(s) is received within five (5) working days of their issuance.
- D. Seniority shall be lost in all positions if the employee;
 - 1. resigns or retires,
 - 2. is discharged, or
 - 3. does not return to work in accordance with Article 10, Section Three, Clause B.

ARTICLE 9
VACANCY, TRANSFER, AND RESIGNATION

SECTION ONE: VACANCY DEFINED

A vacancy shall be defined as a newly created position or a present position that is not filled and which the Board intends to fill. A vacancy does not pertain to the extension of hours/time an employee works in a particular position.

SECTION TWO: TRANSFER DEFINED

A transfer shall be defined as a movement from one category to another. A change in assignment, location of assignment or hours of work shall not be deemed a transfer.

SECTION THREE: VACANCY POSTING

All vacancies shall be posted in a conspicuous place in each building of the District for a period of ten (10) workdays.

- A. Postings shall contain the following information:
 - 1. Type of work
 - 2. Location of work
 - 3. Starting date
 - 4. Rate of pay
 - 5. Hours to be worked
 - 6. Category
 - 7. Minimum qualifications as reflected in the job description
- B. Qualifications in all instances in this Agreement shall be determined by the Board or its designee.
- C. Interested bargaining unit members must apply in writing to the Superintendent or his/her designee within the ten (10) day posting period.

SECTION FOUR: TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the seniority, qualifications, and the interests and aspirations of the employees. The Board agrees to give full and equal consideration to present staff members in all vacancies covered by this Agreement. The Association recognizes that the Superintendent or his/her designee has the sole right to assign employees to positions for which they are qualified. When a vacancy occurs during the work year, the Board may temporarily fill a position for the remainder of the work year in order to minimize any disruption in the educational program, provided however, that notice of the vacancy for the next school year shall be posted at the time the vacancy is temporarily filled.

- B. A bargaining unit member may request a transfer for a different position by submitting a written request to the Superintendent and filing a copy of said request with the president of the Association. The request shall set forth the position sought, the member's qualifications for the position sought, and the reason(s) for the request.

- C. In the event of filling a vacancy or voluntary transfer from one category to another, the bargaining unit member shall be given a thirty (30) workday trial in which to show his/her ability to perform in the new position. The Board shall give the bargaining unit member reasonable assistance to enable him/her to perform up to the Board's standards in the new position. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period or at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment. The Board may place a substitute in the bargaining unit member's vacated position during the thirty (30) day trial.

- D. Involuntary transfers of bargaining unit members are to be effected only for reasonable cause. The Association understands that only the Board or its designee has the authority to involuntarily transfer bargaining unit members.

- E. An employee voluntarily transferring, involuntarily transferring or filling a vacancy in a category within the bargaining unit with a higher pay scale will be placed on the salary schedule so that his/her new step shall be the closest to his/her previous pay but not less than his/her previous pay. An employee voluntarily transferring, involuntarily transferring or filling a vacancy in a category within the bargaining unit with a lower pay scale will be placed on the salary schedule according to their current seniority in the bargaining unit.

SECTION FIVE: RESIGNATION

A bargaining unit member must give twenty (20) workday's notice of resignation. By mutual agreement this time period may be shortened.

ARTICLE 10
REDUCTION IN PERSONNEL, LAYOFF, AND RECALL

SECTION ONE: REDUCTION IN PERSONNEL

- A. The Board expressly retains the authority to effectuate a reduction in personnel whenever the Board shall, in its sole discretion, determine such a reduction to be necessary or advisable, and for whatever reasons the Board shall, in its sole discretion, determine to have made such action necessary or advisable.

- B. When there is a reduction in the work force, bargaining unit members shall be laid off in accordance with seniority. The employee with the least seniority within a category shall be laid off first. A bargaining unit member with greater seniority, regardless of category, may displace the bargaining unit member with the least seniority provided:
 - 1. the senior bargaining unit member is qualified as determined by the Board; and
 - 2. the senior bargaining unit member can satisfactorily perform the duties of the position as outlined in the job description and/or performed by the current employee.
 - a. The bargaining unit member shall be given a thirty (30) day trial in which to demonstrate his/her ability to satisfactorily perform in the new position.
 - b. If, at any time during the thirty (30) day probation period, the employee is deemed unsatisfactory, or does not wish to continue in the position, he/she will be placed on layoff status.

SECTION TWO: LAYOFF

Whenever an employee is to be laid off, the Board shall notify the bargaining unit member and the Association President. Such notice shall have an effective layoff date of no less than twenty (20) working days from the date of notice if delivered during the school year.

SECTION THREE: RECALL

- A. Laid-off bargaining unit members shall be recalled in accordance with seniority. The bargaining unit member with the greatest seniority shall be recalled first provided they are qualified and are able to perform the duties of the job that is open.
- B. When recalling laid off bargaining unit members, the Board will notify them by certified mail at their last known address. If such bargaining unit member does not notify the Board within twenty (20) working days from the mailing date of such notice that he/she will report for work on the date specified or give a legitimate reason for delay beyond such time, as determined by the Superintendent, he/she will be considered as having quit and all seniority, rights and benefits under this Agreement shall be terminated. The Board may fill the position on a temporary basis until the recalled employee can report for work. Should an employee on layoff refuse recall to a position equal to or in excess of the hours worked at the time of layoff, for which he/she is qualified, such refusal shall constitute termination of employment.
- C. In the event of a reduction in the work hours in a category, a bargaining unit member with the greater seniority within the same category may maintain his/her normal work schedule by displacing a bargaining unit member with less seniority.
- D. Seniority and recall rights shall expire twenty-four (24) months after the date of layoff for all employees

ARTICLE 11 GRIEVANCE PROCEDURE

SECTION ONE: OBJECTIVE

It is the intention of the parties to provide a peaceful and orderly procedure to resolve any dispute concerning the interpretation or application of the terms and provisions of this Agreement.

SECTION TWO: DEFINITION

- A. The term "grievance" shall mean; a claim or a complaint by a bargaining unit member or a group of bargaining unit members or the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.
1. The term "grievance" as defined above shall not apply to the discharge of a probationary employee.
 2. Unless specified otherwise, days are workdays not calendar days.

SECTION THREE: HEARING LEVELS

- A. Informal Level: When a cause for complaint occurs, the affected bargaining unit member(s) shall, within five (5) days, request a meeting with his/her immediate supervisor in an effort to resolve the complaint. The Association may be notified and a representative thereof present with the bargaining unit member at such meeting. If the bargaining unit member is not satisfied with the results of the meeting, he/she may formalize the complaint in writing as provided here under.
- B. Formal Level 1: If a complaint is not resolved in a conference between the affected bargaining unit member(s) and his/her immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing within five (5) days of the meeting between the supervisor and the affected bargaining unit member(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within five (5) days of receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.
- C. Formal Level 2: If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the disposition, the grievance shall be transmitted to the Superintendent or his/her designee within five (5) days thereafter. Within seven (7) days after the grievance has been so submitted, the Superintendent or his/her designee shall meet with the Association on the grievance. The Superintendent or his/her designee, within fifteen (15) days after

the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- D. Formal Level 3: If the Association is not satisfied with the disposition of the grievance at Level 2 or if no disposition has been made within fifteen (15) days after the conclusion of the meeting, the grievance shall be transmitted to the Board within ten (10) days thereafter. At the next regularly scheduled Board of Education meeting, the Board shall meet with the grievant(s) as long as the Board has ten (10) days prior to the next regularly scheduled Board of Education meeting. If not, a special Board of Education meeting may be called at the discretion of the Board to hear the grievance. The Board or its designee within ten (10) days after the conclusion of the meeting, shall render a written decision thereon with copies to the Association and the grievant(s).

- E. Formal Level 4: If the grievance remains unresolved at the conclusion of Level 3, it may be submitted for arbitration at the request of the Association provided written notice of the request for submission to arbitration is delivered to the Superintendent within the ten (10) days after the date of the decision under Level 3. Following the written notice of request for submission to arbitration, the Association representative and a representative of the Board shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within ten (10) days after the date of the request for submission to arbitration, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. The Association must file for arbitration within five (5) days from the date when the parties failed to select an arbitrator.

- F. The fees and expenses of the arbitrator shall be shared equally by the Association and the Board. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expenses of witnesses called by the other.

- G. The arbitrator:
 - 1. shall have no power to alter, add or subtract or modify the terms of this Agreement; or

2. shall not have the power to make awards retroactive before July 1 of the school fiscal year in which the grievance was filed.
- H. The following are excluded from arbitration and the Board's disposition shall be final and binding as to any grievance with regard to any of the following:
1. The termination of any probationary employee or failure to reemploy any probationary employee.
 2. Any matter dealing with negotiations.
 3. Any matter for which the basis of the grievance is not the express terms of this agreement, including any and all allegations of the employee rights created by or through the federal or state constitutions, federal or state laws, and/or rules, regulations or other provisions promulgated, administered or enforced by any federal or state administrative agency.
- I. The decision of the arbitrator shall be final.
- J. No individual shall have the right to appeal a grievance to arbitration without the authorization of the Association.

SECTION FOUR: PROCEDURE

Any grievance or request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn and shall automatically terminate any further proceedings. Any grievance which is not answered within the time specified, shall be deemed to have been denied and the grievance shall automatically advance to the next grievance level unless withdraw

ARTICLE 12

PAID LEAVES

SECTION ONE: SICK LEAVE

- A. All bargaining unit members shall earn one (1) day of sick leave for each month worked accumulating up to ten (10) days for the school year.
- B. Starting in their second year of employment, as determined by their anniversary date, bargaining unit members shall receive ten (10) sick days at the beginning of each school year. The unused portion of any employee's sick leave shall accumulate to a maximum allowance of one hundred forty (140) days. If an employee were to resign from employment with the District prior to the end of his/her contractual year, that employee would be entitled to only that number of sick days which is approximately equal to the portion of the year which he/she worked. Sick days used above that proportional number would be deducted from the employee's last paycheck.
- C. The Board shall furnish each bargaining unit member with a written statement within thirty (30) days of the beginning of each school year setting forth the total accumulated sick leave credit for said bargaining unit member.
- D. It is the employee's responsibility to contact his/her immediate supervisor or designee to report an absence for sick leave. When reporting, the employee is to state who they are, the specific reason for the absence, and how long, if known, they will be absent. The Board may require medical proof of illness in writing if the employee has demonstrated chronic absenteeism.

SECTION TWO: SICK DAY USAGE

The sick leave days may be taken by a bargaining unit member for the following reasons and subject to the following conditions:

- A. Sick leave shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by personal illness, pregnancy, injury, or for medical, dental or optical examination or treatment.
- B. The bargaining unit member shall be granted a maximum of four (4) days of paid leave for illness in the immediate family. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, and grandparents.

SECTION THREE: BEREAVEMENT LEAVE

The bargaining unit member shall be granted a maximum of four (4) days of paid leave per death for immediate family members. Immediate family shall be interpreted as spouse, parent, children, grandchildren, father and mother-in-law, grandparents, brother and sister.

SECTION FOUR: LEAVE EXTENSION

The Superintendent, acting on his/her discretion, may extend immediate family illness or bereavement leave days. Any additional days will be deducted from the bargaining unit member's sick leave days.

SECTION FIVE: EMPLOYMENT RELATED INJURY

- A. Absences due to documented injury or illness incurred in the course of the bargaining unit member's employment may at the option of the employee be charged against the bargaining unit member's sick leave days on a pro-rata basis to the extent required in addition to Worker's Compensation benefits received to match the employee's regular paycheck provided however, that the Board's responsibility to the employee's salary compensation or benefits shall only be what is available through Worker's Compensation or as required by law.
- B. Upon expiration of the sick leave, the employee who qualifies for Worker's Compensation benefits shall be placed on an unpaid leave of absence as stated under Article 13.

SECTION SIX: PERSONAL BUSINESS LEAVE

- A. The employee shall be granted two (2) days per year for personal business that cannot reasonably be scheduled outside of the regular workday.
- B. Personal business leave shall not be used for other employment or the seeking of other employment, or for social, recreational, vacation or other similar purposes.

- C. A bargaining unit member planning to use a Personal Business Leave Day, or days, shall notify his/her supervisor at least three (3) days in advance, except in cases of emergency in which case they must notify the supervisor prior to taking such a day. Exceptions may be granted by the Superintendent.
- D. An applicant for a Personal Business Leave Day may be required by the Superintendent or his/her designee to state the reason for such absence.
- E. Personal Business Leave Days shall not be granted for the day preceding or following a vacation or holiday without prior approval from the Superintendent.
- F. A bargaining unit member shall be granted a Personal Business Leave Day depending upon availability of substitutes.
- G. Unused Personal Business Leave Days shall not accumulate from year to year.

SECTION SEVEN: JUDICIAL LEAVE

- A. Any employee who is summoned and reports for jury duty shall be paid by the Board an amount equal to the difference between the amount of wages the employee otherwise would have earned by working for the Board on that day and the daily jury fee paid by the court (not including travel allowance or reimbursement of expenses), for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work for the Board.
- B. Any employee who is subpoenaed to testify during work hours in any school related judicial or administrative matter not initiated by the member or by the Association, shall be paid his/her full compensation and benefits for such time less any compensation, except mileage payment, received for such witness service.
- C. All other judicial leaves shall be deducted from any personal days or sick leave the bargaining unit member has accrued.
- D. In order to receive payment, an employee must give the Building Principal prior notice that he/she has been summoned for jury duty, and must furnish satisfactory evidence that he/she reported

for or performed such acts on the day(s) for which he/she claims payment.

SECTION EIGHT: DEPLETED SICK LEAVE

If a bargaining unit member has depleted his/her sick leave allowance, he/she may continue to be absent upon request and approval from the Board, but absences thereafter, shall be unpaid.

ARTICLE 13 UNPAID LEAVES

SECTION ONE: LEAVE OF ABSENCE

A leave of absence for up to one (1) year without pay or benefits, except as provided for in the Family Medical Leave Act, may be granted by the Board upon written request from a bargaining unit member. Requests for a leave of absence must be submitted at least thirty (30) calendar days (exceptions may be given by the Superintendent) prior to the requested beginning date of leave and shall include the reason for the leave along with the notification of the beginning and ending dates of said leave. Parental/Child Care leave requests shall also include a statement from the attending physician indicating the anticipated date of birth of the child where applicable.

- A. At the discretion of the Board, a one (1) year extension may be granted.
- B. If the Board becomes aware of the employee not fulfilling the intent of the leave, the Board has the right to revoke the leave and/or discipline the employee.
- C. Contingent upon availability of substitutes, a short-term leave of absence may be granted by the Superintendent.
- D. During the duration of any unpaid leave granted, the Board may fill the temporary vacancy created with a "substitute" employee who shall be paid at the regular substitute rate and shall not be a member of the bargaining unit by virtue of such extended substitute status.

- E. While on unpaid leave of absence employees shall not be entitled to compensation or fringe benefits (such as workers compensation insurance, nor any other type of insurance protection provided under this Agreement) and shall not accrue further contractual benefits (such as sick leave, personal leave, or seniority for the purposes of advancement on the salary schedule). These benefits shall be frozen at the employee's current status.
- F. Return from Leave: A bargaining unit member returning from an unpaid leave of absence shall be reinstated to the same position he/she held when the leave began or a similar position. Failure to return to active duty upon expiration of an unpaid leave shall be conclusively deemed a voluntary quit.
- G. This Article shall not deprive employees of their rights under the Family Medical Leave Act or any other Federal or State statutes.

ARTICLE 14
EVALUATION

- A. The Board may conduct annual evaluations for the primary purpose of assisting employees to improve their performance. At the completion of the probationary period an evaluation of the bargaining unit member's work shall be completed following the procedures of this provision. All written evaluations are to be placed in the bargaining unit member's personnel file.
- B. All observation of the work of each bargaining unit member shall be conducted in person by the Building Principal or Superintendent and with the full knowledge of the bargaining unit member.
- C. The evaluation shall be by personal observations of the bargaining unit member's work. Observations shall be for periods of time that accurately sample the bargaining unit member's work. Each bargaining unit member, upon his/her employment or at the beginning of the school year, whichever is later, shall be apprised of the specific criteria upon which he/she will be evaluated. The criteria may not be limited to the actual performance of the job duties, but may also include how the employee relates to his/her peers, students, parents, supervisor, and administration.

- D. All evaluations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the evaluation. Following each formal evaluation, a conference will be held to discuss the evaluation. The bargaining unit member shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the bargaining unit member's signature be construed to mean he/she necessarily agrees with the contents of the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation.
- E. If the Building Principal believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Board towards that improvement.
- F. In the event a bargaining unit member is not continued in employment, the Board will advise the bargaining unit member of the specific reasons therefore in writing with a copy to the Association except during the probationary period as set forth in Article 1, Section Three, Clause B.

ARTICLE 15
PROFESSIONAL DEVELOPMENT

- A. All bargaining unit members may be offered voluntary professional development training opportunities outside normal work hours. Bargaining unit members shall be paid an amount negotiated by the Association and the Board for such training opportunities. Employees may take compensatory time in lieu of pay upon prior approval of the Superintendent or his/her designee.
- B. If professional development training is provided during normal work hours the Board, at its sole discretion, may designate mandatory attendance by any or all bargaining unit members. Any absences shall require appropriate documentation as determined by the Board.

ARTICLE 16
COMPENSATION

- A. The salaries, wages, and supplementary compensation of employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and incorporated in this Agreement.
- B. Any employee working in more than one (1) category, for the purposes of benefits and pay, shall be at the separate pay rate for each work category.
- C. Michigan Public Schools Employee Retirement shall be paid by the Board.
- D. Any contract wage increase or step advancement shall take place on the first work day after June 30 of each subsequent year.
- E. The Board shall have the right to deduct from the pay of each employee such amounts as may be required by law, together with such additional sums as may be mutually agreed upon by the Board and the employee.
- F. Longevity
 - 1. All employees will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$125.00
15 years	175.00
20 years	225.00
25 years	275.00
30 years	325.00
 - 2. The longevity compensation will be paid to the employee on the first pay period in December.
- G. Upon retirement, an employee who has completed a minimum of ten (10) years of continuous service with the Union City Community Schools shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

ARTICLE 17
FRINGE BENEFITS

SECTION ONE: INSURANCE

- A. The District, for a twelve month period (September 1 - August 31) during each year of this Agreement, shall make premium contributions, specified below, on behalf of employees (and eligible dependents) for one of the following option packages. The employee shall elect one of the following option packages during open enrollment (or upon hire, as allowed by the carrier). The decision shall be irrevocable for that school year unless compelling family change necessitates change. The election shall be made in conjunction with the Section 125 Plan developed and administered by the District.
- B. Plan A (employee plan including health insurance).

The following insurance plan will be provided to full-time employees (and their eligible dependents) who have a need for health insurance.

1. Health
 - Blue Cross/Blue Shield: Flex Blue HRA Plan 4 (Health Reimbursement Account)
 - Rider FB-OCSM-24 (Chiropractic)
 - Rider FB-RM100 and FB-PC500M (Preventative)
 - a. Deductibles: (Fully Reimbursed Within Network)
 - b. \$5 co-pay on all prescription drugs.
2. Dental
3. Vision
4. Term Life-\$10,000 (Employee Only)

The employee's premium obligation for the health insurance plan specified in Clause B Part 1 of this Article shall be in compliance with the standards set forth in the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq.. This obligation will be deducted equal installments based on the historical number of pay periods per year (by category). Part

time employees' premium obligation will be prorated per the participant's work schedule. All insurance premium obligations will be payroll deducted. All payments by the District for insurance coverage shall be paid directly to the appropriate carrier.

C. Plan B (Employee plan when health insurance is not needed)

The following insurance plan will be provided to full-time employees (and their eligible dependents) who do not have need of health insurance.

1. Dental
2. Vision
3. Term Life \$15,000 (employee only)
4. A cash stipend of \$240 each pay per contract year. By entering into a salary reduction agreement, the cash amount (less employee FICA and any applicable withholding) may, at the election of the employee, be applied toward any nontaxable insurance option offered by the District pursuant to Section 125 of the Internal Revenue Code or applied all or in part to a tax-deferred annuity offered by the District pursuant to Section 403b of the Internal Revenue Code. Any employee who selects an option(s) with a cost in excess of the District's contribution will be required to provide the District with a written payroll deduction authorization for the excess in order to be eligible for the option(s).

- E. The health plan specifications in any coverage in this Article shall not include coverage for abortion services which the District is prohibited from funding under Section 166d of the 1997-98 State Aid Act or its successor provision.
- F. Employees newly hired by the District shall be eligible for Board-paid insurance premiums upon acceptance by the insurance carriers of the written application. Employees who are separating from the District through resignation or retirement will have their District paid premiums discontinued the first day of the month following the effective date of separation.

- G. The District agrees to make the premium contributions specified in this Article for the duration of this Agreement. Insurance benefits are provided in accordance with the underwriting rules and regulations set forth in the respective master contracts issued by the carriers to the Board. Disputes over policy coverage between the insurance carrier(s) and employees or their beneficiaries shall not be subject to the Grievance Procedure but shall be a matter solely between the employee and the insurance company.
- H. The Association will cooperate with the Board to discourage insurance coverage which will result in double coverage with no reasonable benefit to the insured.

SECTION TWO: HOLIDAYS

- A. The Board shall pay for the regularly scheduled hours of each bargaining unit member for the following holidays.
 - 1. Friday before Labor Day
 - 2. Labor Day
 - 3. Thanksgiving Day
 - 4. Day after Thanksgiving
 - 5. Christmas Eve
 - 6. Christmas Day
 - 7. New Year's Eve
 - 8. New Year's Day
 - 9. Good Friday
 - 10. Memorial Day
- B. To be eligible for holiday pay, an employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

ARTICLE 18 DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives.

FOR UNION CITY COMMUNITY SCHOOLS

FOR THE ASSOCIATION

Board President

Negotiator

Superintendent

Negotiator

Date

Date

SCHEDULE A
Salary Schedules
Secretaries/Clerical

Position	Step	2021-22
Building Secretary, HS Student Services Secretary	Probationary	\$14.75
	1	\$16.27
	2	\$16.56
	3	\$16.85
	4	\$17.13
	5	\$17.39
	6	\$17.69
	7	\$17.97
	8	\$18.25
	9	\$18.52
10	\$18.77	

**UNION CITY COMMUNITY SCHOOLS
GRIEVANCE REPORT FORM**

Grievance # _____

Distribution of Form

1. Superintendent
2. Supervisor
3. Association
4. Grievant

Submit to Supervisor in Duplicate

Building

Assignment

Name of Grievant

Date Filed

STEP 1

A. Date Cause of Grievance Occurred: _____

B. 1. Article/Section/Policy Violated: _____

2. Statement of Grievance: _____

3. Relief Sought: _____

Signature _____ Date _____

C. Disposition of Supervisor: _____

Signature of Supervisor _____ Date _____

D. Disposition of Grievant and/or Association: _____

Signature _____ Date _____

GRIEVANCE REPORT FORM (cont'd)

STEP 2

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature _____ Date _____

C. Position of Grievant and/or Association: _____

Signature _____ Date _____

STEP 3

A. Date Submitted to Board of Education: _____

B. Disposition of Board of Education: _____

Signature _____ Date _____

STEP 4

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Signature of Arbitrator _____ Date _____

Union City Community Schools

Board Goals 2020-2021

Mission Statement: Striving for Excellence in Everything We Do

- (1) Target to increase/maintain the fund balance for 2020-2021 with a minimum fund balance of 10%
- (2) Student Achievement:
 - (a) Every student that graduates has a college/career readiness plan. Survey graduates post one year for comparison with plan.
 - (b) Meet or exceed current graduation rate (18-19 rate is 90%/ 1% above cohort schools and 9% above the state average)
 - (c) All students K-8 will show growth in ELA and Math as measured by NWEA.
- (3) Improve the social and emotional health and well-being of the entire school community. As evidenced by improved culture and a reduction in discipline referrals. Data to be used to measure this indicator includes: SWIS referral data (major and minor), MiPHY Data, and other qualitative data as needed.

Future of Union City Community Schools

- All staff love their jobs and have ownership of ALL students
- All students come to school excited to learn
- Decisions are research based and use best practice
- All students want to come to school and it is a safe and nurturing environment
- We are financially stable



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
Ph: 517.741.8091
Fax: 517.741.5205

Chris Katz
Superintendent
ckatz@unioncityschools.org

9/24/2021

To: UCCS School Board

From: Superintendent Chris Katz

Re: Substitute Teacher Shortage

We continue to have a shortage of substitute teachers this year, just as we have had for the last several years. I'm working with our staff as a team to address this problem by examining the causes and doing what we can to eliminate the problem.

We've identified several areas of concern and potential partial solutions that we hope to put in place in order to fix the issue.

Here is what we believe are some of the causes of the current issues we face:

1. Overall shortage of workers that all businesses are facing these days.
2. Changes in state regulations which impact retired teachers ability to work.
3. The use of a service has potentially had the opposite effect of what we hoped:
 1. Some who would sub, would rather work direct than through a service because they don't get credit in the retirement system through the service.
 2. Employees might find it easier to take a sick day if they merely have to enter it into the web site as opposed to calling and speaking with the principal or another school staff member.
 3. Potential subs are perhaps more likely to agree to sub if they receive a personal call instead of having to take the initiative themselves to log in and look for open jobs.
4. Some schools are offering incentives for loyalty. For example, one school apparently rewards subs who work there by giving them a \$400 bonus when they complete 20 days of substitution.

Right now we find ourselves daily having to ask teachers to fill in on their planning period in classrooms in order to cover for absent teachers. Contractually, we must pay them \$45 per hour - which in the high school means we pay \$270 to teachers to fill in each day we can't get an outside sub. Outside subs make \$120 per day, which with the fee to Edustaff cost us \$141.60.

So - we're looking at a variety of options. One that I'll be putting together to bring to the board next month is hiring full time substitute teachers to have available on staff to fill in.

"STRIVING FOR EXCELLENCE IN EVERYTHING WE DO"



Union City Community Schools

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Union City, MI 49094
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Chris Katz
Superintendent
ckatz@unioncityschools.org

We would potentially hire one per building. These subs would be given duties to complete on any day that they are not required to sub. On a day when a sub is needed but not filled by Edustaff they would fill in as the substitute. They would travel to whichever building would need them.

These employees would qualify as substitutes with 60 credit hours and have a permit to sub, but would not be certified teachers. The details on pay, benefits, etc.. required still need to be worked out. The principals are each working on a plan for duties this person could have on days they are not required to sub - although those days would likely be very infrequent.

If after gathering all the information together it appears to be a cost effective way to help solve this problem then I will bring a proposal with all the important data to the board at a future meeting.

We have other ideas we are looking at as well. I'm trying to approach this from multiple angles to keep our costs down and also allow our staff the planning time they need each day.

Thank you,

Chris Katz



Union City Community Schools

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Fax: 517.741.5205

Chris Katz
Superintendent
ckatz@unioncityschools.org

9/24/2021

To: UCCS School Board

From: Superintendent Chris Katz

Re: Bus Camera Installation

The installation of cameras in all of our school busses (except the two new busses on order) has been completed. This project was begun last year. The order was placed in May and the installation scheduled as soon as the company was available.

There are seven cameras installed on each bus. Five on the inside including 1 facing toward the back and 4 along one side in order to view down into each row of seats. There is a forward looking camera on the front of the bus and a camera on the stop arm which will help us with people passing illegal.

We have already used the video from the camera's three times in the first week. The resulting video has been very helpful in getting to the truth of what happened.

If you'd like to see an example of what the video looks like, you can do so on their web site at <https://provisionusa.com/bus/school-bus-camera-systems.php>

Thank you,

Chris Katz



Union City Community Schools

430 St. Joseph Street
Union City, MI 49094
Ph: 517.741.8091
Fax: 517.741.5205

Chris Katz
Superintendent
ckatz@unioncityschools.org

9/24/2021

To: UCCS School Board

From: Superintendent Chris Katz

Re: Status of Security Upgrades

The security upgrade project installation is underway. The company has had workers on site for the last 3 weeks installing the cabling necessary for the cameras and the external entry system.

Some of the equipment necessary for the installation remains to be delivered due to the chip shortage but we're still planning on completion of the project around the end of October.

Thank you,

Chris Katz

Openings as of 9/27/2021
Union City Community Schools

» Union City Community Schools » Administration (1 opening)

Search Postings:

Options ▾

Director of Curriculum, Instruction, and Assessment

JobID: 8374

0

Email To A Friend
Print Version

Administration/Director

9/27/2021

Union City Community Schools Central Office

To Be Determined

10/11/2021

Union City Community Schools - [website](#)

Director of Curriculum, Instruction, and Assessment

Union City Community Schools is seeking a dynamic individual to provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the districts curriculum and instructional services, federal programs, assessment, and evaluation services.

The Director ensures that the district education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

The Director of Curriculum, Instruction, and Assessment reports to the Superintendent.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction (K-12)

- o Responsible for the development and implementation of federal or state aid programs including but not limited to Title I, Title IIA and Title IID.
- o Support all aspects of district instructional and curriculum integration of technology.
- o Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar.
- o Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- o Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues as directed by the Superintendent.
- o Make recommendations pertaining to policy and procedure to the Superintendent.
- o Manage school technology services related to instruction and assessment such as Schoology and Powerschool.
- o Coordinate and supervise the Instructional Support program for the district.
- o Attend all Intermediate Curriculum Council meetings.
- o Provide leadership and direction for the development, revision and continuous improvement of district technology systems.
- o Provide leadership and direction for the development, revision and continuous improvement of district curriculum resources and professional development.
- o Support all aspects of district instructional and curricular integration of technology.
- o Assist professional staff with the software evaluation process.

Personnel (K-12)

- o Participate in the interview and selection process of the instructional staff as appropriate.
- o Supervise and evaluate district staff, as outlined in the District Organizational Chart.
- o Conduct formal and informal observations and supervision of staff.
- o Counsel with principals and teachers on matters of district-wide concerns in order to help them improve their effectiveness.
- o Encourage ethical practices of teachers.
- o Cooperate with administrative and supervisory personnel on the overall education program.
- o General (K-12)
- o Recommend a budget to the Superintendent to meet the objectives of this office and operate within the budget.
- o Attend and actively participate in professional association meetings and conferences at the local, county, state levels.
- o Promote and participate in the public relations program, including the District website and web pages.
- o Serve on district-wide committees as needed.
- o Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him concerning such matters.
- o Establish an open line of communication with the community.
- o Perform any other duties assigned by the Superintendent.

QUALIFICATIONS & EXPERIENCE DESIRED

- o Master's Degree with emphasis on Curriculum and Instruction.
- o Michigan Administrator Certificate
- o Experience as a classroom teacher.
- o Experience working in the areas of curriculum and instruction in a K-12 School District.

Please apply online at www.unioncityschools.org. Click on Departments, Employment.