

# **MASTER AGREEMENT**

**Centreville Public Schools**

**and**

**Centreville Educational Support Personnel/SMEA**

**AIDES**

**July 1, 2024 2025 - June 30, 2025 2026**

*For BOE approval 5-12-25*

## ARTICLE I

### PURPOSE

### RECOGNITION

The Centreville Public Schools, hereinafter "District" hereby recognizes the Southwestern Michigan Education Association/MEA/NEA, hereinafter the "Union," as the sole and exclusive bargaining representative, for the purpose of and as defined in the Public Employment Relations Act, as amended, MCLA 423.202 et seq.; MSA 17.455(1) et seq., (PERA), for all Instructional and Non-instructional aide personnel employed or to be employed by the District performing or to perform any work currently being performed by bargaining unit members; but excluding all teaching, supervisory, custodial, food service, transportation, farm manager, secretarial or community education personnel and all other employees.

## ARTICLE II

### WORKING CONDITIONS AND HOURS

**2.1 Supervision.** All employees shall be directly responsible to their Supervisor or Administrator and, as such, shall carry out duties assigned to them. All employees will be assigned to a primary administrator, and any change in primary administrator during the school year will be made in writing. All employees are ultimately responsible to the Superintendent.

**2.2 Workday.** The normal workday for each employee shall consist of six hours and fifty minutes (6 hours and 50 minutes) plus an unpaid lunch period of one-half hour.

**2.21 Staff Meetings.** Aides may be required to be in attendance for a minimum of one (1) staff meeting per month as directed and scheduled by the building principal. The aide will be paid their hourly wage for attendance, and the time in and time out shall be written on their timesheet on the date of attendance. Proof of attendance will be required by signing a sign-in sheet at each meeting, and the principal's signature on their timesheet shall serve as verification. Building principals will be directed to conduct business relevant to the aides' position during their time in attendance.

**2.22 Substitute Teaching.** Knowing the importance of aides being able to perform their regular, assigned duties, every effort will be made not to pull them to substitute for a classroom teacher. However, if it is necessary, aides will receive an additional \$50 stipend for a full day and \$25 for a half-day or less of classroom subbing. Aides need to indicate on their timesheet that they subbed for a classroom teacher, either

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for the entire day or for a particular time period.

**2.3 Work Year.** The normal work year shall be equivalent to the number of scheduled student instructional days. A maximum of five (5) additional days may be scheduled by Administration. Aides will report any additional time worked on their time card and will be paid at their regular rate of pay.

**2.4 Half Days.** Aides are not required to work for a full day on half-days for students unless at the directive of the principal or if the aide requests to do so and the request is approved by the building principal. If excused for a half-day, pay will be only for the time worked.

**2.5 Overtime.** All overtime hours must be requested in advance by the building principal and approved by the Superintendent. All overtime shall be paid at time and one half for all hours in excess in one week for all employees. Double time shall be paid for all Sunday and holiday work in excess of normal paid hours. For purposes of overtime, the workweek shall be Monday through Sunday. All employees who have considerations for additional pay, as per 2.51, are excluded from the provisions of this article.

**2.51 Extra-Duty Assignments - Overnight Trips.** In the event the administration requests and authorizes an employee to attend an extra duty overnight assignment which is outside that employee's normal working hours, the District shall compensate that employee at their normal hourly wage for all hours worked, not to exceed eight (8) hours in one day.

**2.6 School Closing:** In case of inclement weather or other act of God days, aides will not be expected to report. Employees will be paid for all state allowable act of God situations. Additional act of God days that occur will be paid when they are made up at the end of the year.

**2.7 Administering Medications:**

Aides will not be required to perform the duties of administering medications (unless a medical emergency requires it), diaper changing, catheterization, and suctioning of students.

**ARTICLE III**

**VACANCIES, PROMOTION, TRANSFER, ASSIGNMENTS**

**3.1 Vacancies and Postings.** When the Board determines that a vacancy arises in a support staff area, Administration shall communicate the posting via email and the District website. **Human Resources shall notify the Union president and vice president of**

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**vacancies and new hires.** No vacancy shall be filled, except in case of emergency, on a temporary basis, until such vacancy shall have been posted for at least five (5) school days or one (1) calendar week when school is not in session.

Postings shall contain the following information:

- A. Type of work
- B. Location of work
- C. Starting date
- D. Rate of pay
- E. Hours to be worked
- F. Classification
- G. Minimum requirements

**3.2 Criteria.** Vacancies shall be filled on the basis of the experience, competency, and qualifications of the applicant.

**3.3. Probationary Period.** The first ninety (90) calendar days of employment of all new employees shall be considered a probationary period. Employees who have not successfully completed their ninety (90) calendar days probationary period will not be issued a terms of employment agreement. During this period, no benefits shall be accrued. Employees may be discharged during this probationary period without specifying cause.

**3.4 Assignments.** Should an employee's service be needed in other areas of the school system than his/her normal assignment, he/she will be expected to take the assignment at the direction of the Superintendent.

**3.5 Transfer.** Employees transferred permanently to another support service position within the school system shall maintain their seniority.

## **ARTICLE IV**

### **AUTHORIZED LEAVES**

**Purpose.** Authorized leaves are provided to meet the legitimate, humanitarian, and personal needs of the staff member consistent with the requirements of the school district.

**4.1 Sick Leave.** Sick leave shall be administered in accordance with the following guidelines, namely;

**4.11 Accrual.** Each full-time and part-time staff member (an employee who is regularly assigned to work 25 or more hours per week) shall be credited with ten (10) days of sick leave at the beginning of the school year. These days shall be pro-rated based on a start date for a new employee during the given school year. Sick

leave days shall be pro-rated in the event that an employee resigns or is terminated from the District during the given school year. Probationary employees must wait until nine (90) calendar days after commencing employment before they can use accrued sick leave. The sick leave days will be paid based on the employee's daily hourly schedule and current hourly rate. The day shall constitute the normal working day for each employee.

**4.12. Use.** Sick leave may be used for:

A. The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventive medical care for the eligible employee. Preventative medical care includes medical or dental appointments if they cannot be scheduled outside the employee's regular work time.

B. The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventive medical care of the eligible employee's family member. Under MCL 408.962 of the Michigan Paid Medical Leave Act, a family member includes a child, stepchild, or legal ward or a child to whom the eligible employee stands in *local parentis*; parent, foster parent, step-part, or adoptive parent or legal guardian; spouse, grandparent, grandchild, biological, foster or adoptive sibling.

C. Sick leave may be taken if the eligible employee or the eligible employee's family member (as defined above) is a victim of domestic violence or sexual assault. Sick leave is available for medical care or psychological or other counseling for a physical or psychological injury or disability; to obtain services from a victim services organization; to re-locate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings relating to or resulting from the domestic violence or sexual assault.

D. An eligible employee shall provide, when requesting to use paid medical leave, any employer-requested medical documentation within at least three (3) days of being requested. An eligible employee who is using paid leave because of domestic violence or sexual assault will be required to provide documentation as provided in Michigan's Paid Medical Leave Act, MCL 408.961 *et seq.*

**4.12 Used Days.** Sick leave shall be deducted in one-half (1/2) day increments.

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Sick leave shall be charged against workdays only and shall cease to accumulate and shall not be used by a staff member during such period as the employee is on an authorized leave of absence, is laid off, or is not otherwise regularly providing services to the Board.

**4.13 Unused Days.** Full and part-time employees are eligible to accumulate up to ~~seventy-five (75)~~ **one hundred (100)** days. After five (5) years of continuous, full-time employment in the district, one quarter (1/4) of all sick leave accumulated shall be paid to the employee upon leaving under honorable conditions. After fifteen (15) years of continuous, full-time employment in the district, one-half (1/2) of all sick leave accumulated shall be paid to the employee upon leaving under honorable conditions. Payment will be made at the employee's current rate of pay upon leaving.

**4.2 Personal Leave.** Each full-time and part-time employee shall be granted up to two (2) personal business days per contractual year. Probationary Aides will be credited with days upon completion of the probationary period. These days shall be pro-rated based on a start date for a new employee during the given school year. The use of personal business days shall be governed by the following guidelines, namely:

**4.21 Use.** Personal leave shall not be used on days immediately before or after scheduled vacations or holidays without the prior written approval of the Superintendent.

**4.22 Procedure.** Each request for personal leave shall be in writing to their immediate supervisor at least forty-eight (48) hours in advance of the anticipated absence (except in case of emergency). Personal business days must be taken, as a minimum, in one-half (1/2) day blocks. Personal business days must be used before days off without pay are allowed.

**4.23 Limitations.** The Board shall not be required to grant personal leave on any one day to more than two staff members from the same area of employment.  
**Unused personal leave can accumulate up to six (6) days.**

**4.3 Bereavement Leave.** Each full-time and part-time employee may take up to three (3) working days for leave with pay in the event of the death of a member of their immediate family as per Article 4.31. These days will not be charged against sick leave. Additional leave for bereavement may be granted by the Superintendent, with such leave being deducted from the employee's sick leave.

**4.31 Immediate Family.** For purposes of this section, immediate family and allowable bereavement leave will be defined as: spouse, parents, children (to include stepchildren), grandparents, brothers, sisters, grandchildren, father-in-law, mother-in-law, up to three (3) days. Brother-in-law, sister-in-law, aunt, uncle, niece, nephew, one day.

**4.4 Workers' Compensation.** In case of an accident on the job, workers' compensation insurance shall pay for days off work. Each day off work will be deducted from sick leave in conformance with the law.

**4.5 Holidays.** The following days shall be observed as paid holidays for all employees who work a normal work year as specified in Article 2.3. New Year's Day and the day prior, Memorial Day, Labor Day, Thanksgiving Day, and the day following, Christmas Day, and the day prior, **the first day of Spring Break, and the last day of Spring Break. To receive holiday pay for the first day of Spring Break, the employee must work a full day on the final student day before Spring Break. To receive holiday pay for the last day of Spring Break, the employee must work a full day on the first student day after Spring Break.** Only full-time employees, as defined in Article 2.2, shall receive holiday pay. Good Friday will be a paid holiday if it is a non-student day. Full-day pay will be given for Good Friday if school is in session for a half day.

**4.6 Part-Time.** All leaves shall be pro-rated.

**4.7 FMLA.** Eligible employees will receive leave under the Family and Medical Leave Act (FMLA), but any leave for a serious medical condition, whether related to the employee or the employee's spouse, child, or parent, will operate concurrently with any other medical leaves that are provided by this Agreement.

**4.8 Exemplary Attendance.** Full-time employees not using sick days, personal business days, or days without pay from the first day they are required to report for the school year through the last day they are required to report for the school year are eligible for a bonus as follows (to be paid within three (3) pay periods of June 15):

- A. 0-1 day used - \$500
- B. 1.5-2 days used - \$200
- C. 2.5-3 days used - \$100

## **ARTICLE V**

### **SUPPORT SERVICE STAFF EVALUATION**

**5.1 Objective.** The Board recognizes the importance and value of developing a procedure for assisting and evaluating the process and success of both newly employed and experienced personnel. Therefore, to this end, the following procedure has been agreed to in an effort to accomplish the goals. **5.2 Evaluation Criteria & Frequency.** The Board acting by and through its administrator(s) shall be responsible for the evaluation of each staff member in the performance of his/her duties. The criteria for a formal evaluation shall be set forth in Appendix I. A probationary employee employed for the full school year shall be evaluated prior to the end of their ninety (90) days probationary period and again prior to

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the end of the school year. Other employees shall be formally evaluated at least once each year.

**5.3 Post-Evaluation Conference.** Within ten (10) days after completion of the written evaluation, the primary administrator and/or supervisor will hold a conference with the employee for the purpose of reviewing the evaluation and recommendations of the administrator(s) and/or supervisor. The employee's signature simply indicates that the evaluation and comments were discussed and does not mean he/she is in agreement with such comments. An employee who disagrees with the evaluation may submit a written response within ten (10) working days, which response shall be attached to the employee's evaluation.

If the administrator(s) and/or supervisor believes that the employee is doing unacceptable work, he/she shall point out in specific terms where the employee is to improve. Appropriate assistance shall be given by the primary administrator and/or supervisor and other employees to the employee.

**5.4 Recommendations and Notice.** The primary administrator and/or supervisor shall evaluate the probationary employees and make advisory recommendations regarding the regular status to the Board on or before the 90th day of their probationary status. All other employees shall be evaluated by their primary administrator and/or supervisor prior to May 1 of any fiscal year.

**5.5 Observation.** Evaluations as proposed in 5.2, 5.3, 5.4, and Appendix I shall be based upon an observation of the aide performing in the job situation.

The primary administrator will hold a conference with the aide for the purpose of reviewing the evaluation and recommendations of the administrator(s) and/or supervisor.

Observation of an aide for evaluation purposes is to be done openly and with the full knowledge of the aides. The classroom teacher(s) with whom the aide works shall have input in the evaluation.

## **ARTICLE VI**

### **LAYOFFS AND RECALL**

**6.1 Determination.** If the Board determines that it is necessary to decrease the number of staff members or otherwise reduce the number of employees in a given work area, or eliminate or consolidate positions, the Board shall notify the members of that work area in writing of its intention to do so and the reason therefore. No employee shall be discharged or laid off pursuant to a necessary reduction in personnel unless she/he has been given written notification of said action.



**6.2 Layoff Procedure.** Layoffs shall be subject to the following conditions:

- A. Employees shall be laid off in the order of seniority (by classification - Instructional vs. Non-instructional) starting with the least senior staff member.
- B. The superintendent will notify the president verbally in April of any potential layoffs. Layoffs will be approved and notified after the regular board meeting in May.
- C. Any layoff shall suspend for the duration of the layoff the Board's obligation to pay salary or fringe benefits under any individual terms of employment under this agreement. An employee shall be eligible to receive any benefits that were earned under but not yet paid prior to the layoff.

**6.3 Recall Procedure.** Recall shall be subject to the following conditions:

- A. Employees shall be recalled in the order of seniority starting with the most senior eligible employee on layoff in that job category (Instructional vs. Non-instructional.)
- B. The Board shall give written notice of recall from layoff by sending a certified letter to the employee at the employee's last known address. It shall be the responsibility of each employee to notify the Board of any address change. If an employee fails to report to work at the specified time, which time shall not be less than ten (10) days from the date of the mailing of the recall notice, if no time was specified in the notice of layoff, unless an extension is granted in writing by the Board, the employee shall be considered a voluntary quit and shall thereby terminate the employee's individual employment contract and any other employment relationship with the Board. The obligation to rehire an employee shall terminate twelve (12) months following such layoff.

**6.4 Seniority.** Full-time and part-time employees shall accrue seniority according to Article 6.41.

In the event, however, an employee is reassigned to a different classification as a result of a reduction in force, the employee shall continue to accrue seniority in the classification from which the employee left, and shall not accrue seniority in the classification to which the employee is assigned.

Probationary days worked will be credited toward seniority following acceptance of full-time employment.

**6.41 Seniority**

Each aide shall accrue seniority by counting beginning dates of employment and continuous service as an aide in the district. Substitute time does not count toward seniority status.

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There shall be two (2) classifications of aides. They are Instructional and Non-Instructional. An aide shall accrue seniority only in the category he/she is hired into.

Probationary days worked will be credited toward seniority following acceptance of full-time employment.

**6.5 Disciplinary Action & Discharge.** The Board shall not discharge any employee without cause. With respect to discharge or suspension, the Board shall first give at least one (1) warning notice of the complaint against the employee in writing. No warning notice or progressive discipline need first be given to an employee before being discharged if the cause for such discharge is for a serious reason, including but not limited to dishonesty, willful destruction of property, insubordination, or conviction of a crime that substantially affects or interferes with school operations.

**6.51 Disciplinary Action Procedure.**

- A. Recorded verbal warning by administrator/supervisor.
- B. Written notice by administrator/supervisor. This notice shall include the date of the above-recorded verbal warning.
- C. Second written notice (Noting A & B above). This notice shall be given by the administrator/supervisor.
- D. The employee may file a written rebuttal of charges within five working days of verbal or written notices.

**ARTICLE VII**

**NEGOTIATIONS PROCEDURES**

**7.1 Scope, Waiver, & Alteration Agreement.** This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Association. This agreement is subject to amendment, alterations, or additions only by a subsequent written agreement between, and executed by the Board and the Association. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent and the future enforcement of all its terms and conditions.

**ARTICLE VIII**

**AUTHORIZED BENEFITS**

**8.1 Health Insurance.**

- A. Employees shall be provided health, dental, life, and vision insurance as set forth

in the accompanying Insurance Appendix.

B. Health, dental, and vision insurance will be set forth on Schedule B.

C. All employees shall be required to prepay for summer coverage.

D. Those employees not choosing health, dental, and vision insurance shall be provided with the benefits set forth in Schedule B.

8.2 **Mileage.** Any employee required by his immediate supervisor to use his/her automobile for the employer's business shall be paid the approved mileage rate as established by the Board of Education.

8.3 **Other Board Reimbursement.** All other Board reimbursements must have prior approval.

8.4 **Retirement.** An Early Resignation Incentive may be established outside the CBA.

## **ARTICLE IX**

### **GRIEVANCE PROCEDURE**

9.1 **General Provisions.** A claim by an employee that there has been a violation, misinterpretation, or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided.

Exclusions. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

A. The termination of services or of failure to re-employ any probationary employee.

B. Any claim of complaint that may be subject to appeal to the state or federal Civil Rights Commission(s), or the Michigan Employment Relation Commission, etc.

C. Any matter involving employee evaluation other than procedure.

Board Representatives. The Board hereby designates the principal of each building to act as its representative at Step One as hereinafter described and the Superintendent or his/her designated representative to act at Step Two as hereinafter described.

Definition. The term "days" as used herein shall mean days in which school is in session. Summer months shall not be counted for the purpose of processing grievances. Timelines may be extended upon mutual agreement by both parties.

Content of Written Grievance. Written grievances as required herein shall contain the following:

- A. It shall be signed by the grievant or grievants;
- B. It shall be specific;
- C. It shall contain a synopsis of the facts giving rise to the alleged violation;
- D. It shall cite the section or subsections of this contract alleged to have been violated;
- E. It shall contain the date of the alleged violation;
- F. It shall specify the relief requested.

Failure of the Association to timely file or appeal a grievance to the next step shall result in rejection of the grievance. Failure of the District to file a timely response results in the grievance automatically moving to the next step.

Step One. An employee alleging a violation of the express provisions of this agreement shall within ten (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve the same. If no resolution is obtained from this discussion, the employee will file a written grievance with the same principal within two (2) days of the discussion. Within five (5) days of the receipt of this written grievance, said principal will respond to the grievance in writing.

Step Two. If no resolution is obtained from the above step, the written grievance shall be filed with the Superintendent within ten (10) days of the principal's response in Step One. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant. Within ten (10) days of the discussion, the Superintendent or his designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the building principal, in which the grievance arose, and place a copy of the same in a permanent file in his office.

Step Three. If no decision is rendered within ten (10) days of the discussion in Step Two, or the Superintendent's decision is unsatisfactory to the grievant, the grievant may appeal to the Board by filing a written grievance along with the decision of the Superintendent with the Secretary of the Board. The Association has ten (10) days to file with the Board.

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Upon the application, as specified above, the Board level grievance hearing will be scheduled at the next regular Board meeting and/or when mutually agreeable to both parties. Within ten (10) days from the hearing of the grievance, the Board shall render its decision in writing. However, in the event the Board wishes to investigate the grievance provided, they shall issue their decision no later than thirty (30) days following the hearing. The Board shall notify the Association of the need for further investigation on their part within ten (10) days of the initial hearing if necessary. In no event shall the Board's decision of the grievance be made by the Board more than thirty (30) days after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the Association.

Step Four. Individual employees shall not have the right to process a grievance to Step Four.

A. If the grievant is not satisfied with the disposition of the grievance at Step Three, and both the grievant and the Association agree to proceed to Step 4, they may within ten (10) days after the decision of the Board refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. The arbitrator shall be selected and the hearing conducted in accordance with the rules and regulations of the American Arbitration Association.

B. Neither party may raise a new defense or ground at Step Four not previously raised or disclosed at the other written steps.

C. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the Arbitrator shall be forthwith placed into effect.

D. Where no wage loss has been caused by the action complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

E. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.

## ARTICLE X

### GENERAL PROVISIONS

**10.1 Full-Time Employment.** All employees who work 34.10 hours per week, according to Article 2.2, will be considered full-time. The provisions of full-time employment shall apply to twelve (12) month and ten (10) month employees. All other employees shall be considered part-time employees.

**10.2 Immunizations.** All employees shall have evidence of adequate immunization from communicable diseases as required by the Michigan Department of Health.

**10.3 Classification.** All employees shall be classified in their area of work as set forth in Section 6.41.

### SCHEDULE A - COMPENSATION

Step	2024-25	2025-26
1	\$14.51	\$14.80
2	\$14.86	\$15.16
3	\$15.21	\$15.51
4	\$15.57	\$15.88
5	\$15.93	\$16.25
6	\$16.18	\$16.50
7	\$16.36	\$16.69
8	\$16.55	\$16.88
9	\$16.61	\$16.94
10	\$16.66	\$16.99

11	\$16.71	\$17.04
12	\$16.78	\$17.12
13	\$16.86	\$17.20
14	\$16.92	\$17.26
15	\$16.94	\$17.28
16	\$16.98	\$17.32
17	\$17.02	\$17.36
18	\$17.06	\$17.40
19	\$17.11	\$17.45
20	\$17.15	\$17.49
21	\$17.19	\$17.53

22	\$17.23	\$17.57
23	\$17.37	\$17.72
24	\$17.41	\$17.76
25	\$17.45	\$17.80
26	\$17.52	\$17.87
27	\$17.56	\$17.91
28	\$17.61	\$17.96
29	\$17.65	\$18.00
30	\$17.69	\$18.04
31	\$17.73	\$18.08

The compensation grid for 2024-25 **2025-26** represents an adjustment to the grid which grants pay increases for each individual step and a **2% increase on all steps**. All Aides will be advanced one step to recognize advancement for the new school year. **The following one-time stipends will be paid in the final pay of the 2025-26 year. Aides must work the entire year to receive this stipend.**

**Steps 1-14: \$500**

**Steps 15-19: \$750**

**Steps 20-25: \$1,000**

**Steps 26+: \$1,500**

Aides not covered under a district-sponsored healthcare plan will receive a one-time

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stipend of \$500 paid in the final pay of the 2024-25 **2025-26** school year. Aides must work the entire school year to receive this stipend.

**SCHEDULE B**

**HEALTH INSURANCE**

Eligible Aides may purchase health, dental, and vision insurance through the Board carrier by making arrangements with the Central Office. All employees are eligible to purchase life insurance through the district. Cost shall be payroll-deducted on a monthly basis. Eligibility requirements for health, dental, and vision insurance shall be as follows:

**Option 1. Health, Dental, and Vision Insurance Allowance.**

**A. Full-time Employees hired before June 7, 1996.** A full-time Aide who has completed the probationary period is eligible to receive an insurance allowance that may be applied toward the purchase of insurance through a board-selected carrier. Each full-time Aide is eligible to receive a sum equivalent to 85% of the single subscriber's monthly premium for 10 months.

**B. Part-time Employees hired before June 7, 1996.** An Aide who works more than three (3) hours per day or more than fifteen (15) hours per week, but less than six and one-half (6½) hours per day or thirty-two and one-half (32½) hours per week is eligible to receive a proration of the 85% of the single subscriber monthly premium rate which may be applied toward the payment of the applicable monthly premium of the coverage plan.

**Option 2. Section 125 Plan.** In lieu of electing insurance coverage, an otherwise eligible Aide may elect to receive a Section 125 Plan benefit as follows:

**A. Full-time Employees hired before June 7, 1996.** During the 2024-25 year, the sum of \$1,149 payable in two (2) installments of \$574.50 each on pay dates closest to December 15 and May 15, respectively. If requested at the beginning of any school year, IN WRITING, this amount may be distributed equally among the eligible member's regular pay periods. The member will be required to notify the employer of their choice between two (2) lump sums or equal disbursement of cash in lieu of money each year. Once notification has been given, the decision may not be changed until the next school year.

**B. Part-time Employees hired before June 7, 1996.** A prorated sum consistent with the number of hours worked by the Aide in relation to the payment in A., above, payable in two substantially equivalent payments on pay dates closest to December 15 and May 15, respectively.

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**Conditions and Limitations.**

**A. Insurance Plan.** The insurance plan shall be a PPO Plan Gold, Silver, Bronze, or HSA (see attached Insurance Appendix) or a substantially equivalent plan as determined by the Board.

**B. Elections.** Each Aide must select either Option 1 or Option 2 not later than September 15, which election is not subject to change. Arrangements for prepayment of the unpaid balance of the insurance plan selected by the employee must be made at the time of election. An Aide who elects Option 2 must be regularly employed by the board on the scheduled payment dates in order to be eligible to receive any such payment.

**C. Premium Adjustments.** It is understood and agreed by the parties that in no event shall the Board be required to increase the 2024-25 monthly premium contribution rates after the expiration of this Agreement except as the parties may mutually agree otherwise.

**D. Insurance Year.** The insurance year shall be deemed to be January 1 through December 31.

**E. Reopener.** It is understood and agreed by the parties that Schedule B shall be reopened for discussion should an affordable option for insurance coverage be made available to aides.

Effective Date and Termination. This Agreement shall commence as of July 1, 2024 **2025**, and shall remain in full force and effect until midnight, June 30, ~~2025~~ **2026**.

**APPROVED SIGNATURES:**

\_\_\_\_\_  
Rod Detweiler, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
TJ Reed, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
CESP Negotiations Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
CESP Negotiations Team Member

\_\_\_\_\_  
Date