

# AGREEMENT

Between

KENT COUNTY INTERMEDIATE SCHOOL DISTRICT

And

INTERPRETERS FOR THE DEAF AND/OR HARD OF HEARING

August 12, 2024 through August 13, 2027

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# **AGREEMENT**

## **Section A. Parties**

This AGREEMENT is made and entered into on August 12, 2024 between the BOARD OF EDUCATION OF THE KENT INTERMEDIATE SCHOOL DISTRICT, a school district of general power district hereinafter referred to as the “BOARD” or the “DISTRICT”, and the Kent ISD INTERPRETERS FOR THE DEAF AND/OR HARD OF HEARING.

## **Section B. Application**

All terms and conditions of employment specified in this contract apply only to those within the bargaining unit of the Kent ISD Interpreters for the Deaf and/or Hard of Hearing, that are employees of the Board of Education of the Kent Intermediate School District as specified in Article I, Recognition Clause.

The power to decide whether or not to enter into, ratify, or execute a collective bargaining agreement with the Kent ISD Board of Education rests solely with the members of the Kent ISD Interpreters for the Deaf and/or Hard of Hearing Association and shall not be delegated to any bargaining representative or any education association or conditioned on approval by any bargaining representative or any education association.

## **Section C. Headings**

The headings used in this Agreement are for reference only and shall not add to nor subtract from the express terms and provisions contained therein.

# **PURPOSE**

## **Section A. Establish Terms and Conditions**

This Agreement is negotiated pursuant to the Public Employment Relations Act No. 336 of the Public Acts of 1947 as amended, to establish the terms and conditions of employment for the members of the bargaining unit herein defined.

## **Section B. Cooperative Dispute Resolution**

The Board and the Association recognize it is the intent and purpose of this Agreement to promote and ensure a spirit of confidence and cooperation between the Board and its Employees as well as establish an orderly and peaceful resolution of labor disputes which may arise during the life of this Agreement; and accordingly, have included herein a grievance procedure for the effective processing and resolution of such disputes.

## **Section C. Binding Obligation**

The provisions of this Agreement shall constitute a binding obligation of the parties for the duration hereof or until changed by written, mutual consent.

## **ARTICLE I - RECOGNITION**

The Board hereby recognizes the Kent ISD Interpreters for the Deaf and/or Hard of Hearing, Kent County Education Association, the Michigan Education Association, and the National Education Association, (NESPA/KCEA/MEA/NEA), as the sole and exclusive bargaining agent, for all full-year, school year and regularly scheduled part-time, interpreters for the deaf or hard of hearing, excluding Supervisors of interpreters, substitutes, and all other employees.

## **ARTICLE II - ASSOCIATION RIGHTS**

### **Section A. School Building Use**

The Association and its members may request to use the Kent ISD district facilities at reasonable hours for meetings as long as the building is covered by the operating staff. Requests for use of Northview district facilities are at the discretion of Northview's administration. Room arrangements shall be made with the principal involved or the Superintendent or designee. The Association may be required to secure an approved Building Use permit before the use of any school facility.

### **Section B. Posting Notices and School Mail Use**

The Association will have the right to place notices, circulars, and other material on Association bulletin boards, with at least one of which shall be provided in each work site, and mail boxes. Authorized representatives of the Association will assume the responsibility for posting or distributing materials of the Association. The school mail system may be utilized by the Association for its official business.

### **Section C. School Equipment Use**

The Association may use office equipment at reasonable times when such equipment is not in use. Administrative notification will be given prior to such use. The Association shall furnish all materials and supplies incidental to its operation.

### **Section D. Information**

The Board will, in accordance with any applicable policy or laws, furnish the Association, in response to written request, copies of public records or documents. The Association may be requested to compensate the Board for the cost of reproduction and making the materials available. The Board shall be responsive to requests from the Association for information regarding bargaining unit members (including hires, resignations and reassignments,) not to exceed once per month.

### **Section E. Membership Fees and Payroll Deduction**

Change of Status. The Board will make available to the treasurer of the Association the names and addresses of each employee separated from the payroll, hired, laid off, recalled, placed on approved leave of absence, or a change of address within fifteen (15) days of such change.

## **Section F. Association Release Time**

1. **Grievances/Negotiations.** The Association shall not lose time or pay for authorized time spent investigating complaints and or handling grievances, or negotiations during their regular scheduled working hours. The Board shall not be obligated to grant time during the employee's paid working hours.
2. **Association Conferences/Training Sessions.** Each school year, the Association shall be allowed up to twenty (20) hours of released time for employees at the trip rate of pay to attend conferences and training sessions endorsed by the Association. The Board in its discretion may approve these hours for other Association related activities upon request from the Association on each occasion.
3. **Union Meetings.** The Association will make every effort to schedule meetings during non-working times. Release time will be used only when absolutely necessary.
4. It is understood that, subject to ORS requirements, service credit for union release time may be subject to the Association or employee reimbursing Kent ISD for the employer's ORS costs for that amount of release time each school year.

## **ARTICLE III - EMPLOYEE RIGHTS**

### **Section A. Right to Support Association**

Pursuant to applicable Michigan statutes the Board hereby agrees that every employee of the Board of Education shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining. The Board will not directly or indirectly discourage, deprive, or coerce any employees in the enjoyment of any rights conferred by Act 379 of the State of Michigan or of the Constitution of the United States.

### **Section B. Non-Discrimination**

The Board will not discriminate against any employee with respect to hours, wages or any term or condition of employment by reason of membership in the Association, participation in collective bargaining with the Board, nor institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

### **Section C. Discipline**

Any employee may be disciplined for misconduct or failure to properly perform duties. No employee shall be reprimanded, disciplined, discharged, reduced in rank or compensation for reasons that are arbitrary or capricious. All such discipline shall be progressive in nature. The following represents progressive disciplinary action:

1. Oral reprimand
2. Written reprimand
3. Suspension with or without pay, as determined by supervisor
4. Termination



The purpose of progressive discipline is to correct the misconduct or failure to properly perform duties at the lowest effective step. Discipline will be progressive in nature except in cases where there have been violations of the law or extreme violations of the written rules and policies of the district. Written rules and policies of the district will be made available to employees at their work site.

#### **Section D. Association Representation**

Any bargaining unit member who is to be reprimanded, warned or disciplined for any infraction of school policy or delinquency in their performance, will, upon the bargaining unit member's request, have an Association representative of her/his choice at the reprimand, warning or discipline. When a request for such representation is made, either by the Board or the Association, no action will be taken until a representative can be present. It is understood that the administration may require a meeting be held with the bargaining unit member within a reasonable time period, generally within 1-2 business days. In extreme cases of misconduct, the Board reserves the right to place an employee on unpaid leave pending the meeting with the Association representative. The Association will provide the Board with a known representative for the employee.

#### **Section E. Personnel File**

Each employee has the right to review the complete contents of her/his personnel file. A representative of the Association may accompany the employee if so requested. No evaluative material may be placed in the personnel file to which the employee has not been allowed to respond in writing. All written responses by the employee will be included in the personnel file. The Central Office file is the official personnel file. The employee shall be notified of any external request to review or copy their personnel file. Before any documents are released, the employee will have the opportunity to review the request and all documents subject to the request. An Association representative may be present. A bargaining unit member will be notified via email if a person other than the supervising administrator or Human Resources team member requests access to their personnel file and whether that access was granted.

#### **Section F. Complaints**

No material, including student, parental, or school personnel complaints, will be placed in the employee's personnel file unless the employee has had an opportunity to review the material. Complaints against the employee shall be reduced to writing with the complaints, administrative action taken, and remedy clearly stated. The employee may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the employee is requested to sign any material, such signature shall be understood to indicate awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

## **Section G. Evaluations**

Each employee shall be evaluated at least once during each succeeding year (on or before June 1).

If an employee receives an unsatisfactory evaluation for the school year she/he must be evaluated at least twice during the succeeding school year. The Supervisor will conduct on-site observations of interpreters. There will be at least one period of observation at a time agreed upon by the Supervisor, mainstream teacher and interpreter for evaluation purposes. There may be unannounced observations, if needed. If deemed necessary by the Supervisor or interpreter, written comments will be given to the interpreter within fifteen (15) working days after the formal observation and a meeting to discuss the comments will be promptly scheduled. Depending on availability, an interpreter may request an observation by a Deaf/Hard of Hearing staff member and/or another staff interpreter upon informing the Supervisor. However, the Supervisor's final evaluation will be the official evaluation. An evaluation of total job performance will be discussed at a conference by June 1. Areas addressed include interpreter's skills, attendance, punctuality, dependability, relationship with others, flexibility and professional development.

The evaluation shall be performed by the Supervisor.

- If an evaluation conference has not been held or scheduled by June 1 of each year, the interpreter's performance is deemed to be satisfactory for the preceding school year.

The evaluation shall be reviewed with the employee with a counter signature indicating having reviewed the evaluation. Each employee may attach her/his comments to the evaluation before transmittal to the Administration office.

## **ARTICLE IV - BOARD RIGHTS**

1. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Laws of the State of Michigan and of the Federal Government of the United States. Except as stated by the Agreement, all the rights, powers, and authority the Board had prior to this Agreement are retained by the Board.
2. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by the way of illustration and not by way of limitation, the right to:
  - a. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
  - b. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work, starting and ending times, length of the work year, and scheduling of all the foregoing, but not in conflict with the specific provision of this Agreement, and the right to establish, modify or change any work

or business of hours or days.

- c. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees both voluntarily and involuntarily, assign and reassign employees, effectuate an employee evaluation system, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
- d. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
- e. Adopt reasonable rules and regulations.
- f. To hire all employees, to determine their qualifications, and conditions of continued employment, or their dismissal, demotion; and promote and transfer all such employees.
- g. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- h. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
- i. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- J. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement
- k. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.
- I. The Board shall continue to have exclusive right to establish, modify, or change any condition except those covered by provisions of the Agreement.

## **ARTICLE V - SENIORITY, LAYOFF, RECALL AND VACANCIES**

### **Section A. Status Definition**

#### **Full Time and Part-time Employees**

1. Full Time - Employees working six (6) hours or more per day and at least a school year or more, but less than 48 weeks.
2. Part Time - Year round or school year employees working on a regular basis but less than thirty hours per week.

### **Section B. Seniority**

Seniority shall be defined as length of continuous service in the employ of the School Board commencing with the date of last hire. All new employees shall be considered probationary until they have worked for one hundred eighty (180) work days. At the discretion of the Administration, the probationary period may be extended for up to an additional 180 work days. During this

probationary period, employees will have no seniority status. At the end of the probationary period each employee will be entered on the seniority list as of the date of last hire. Probationary employees may be terminated with or without cause.

### **Section C. Layoff and Recall**

In all promotions to positions covered by this Agreement as well as in all layoffs and recalls, the seniority of employees within the group shall be considered along with skill and ability of the employees concerned. Provided the skill, State qualification/National certification, ability, job performance, and work history of employees are relatively equal, as determined by the Administration, seniority shall govern.

In the event a layoff is necessary, the employee will be provided with a minimum of twenty business days (20) notice prior to the layoff going into effect.

- a) The Assistant Superintendent of Human Resources and Legal Services will meet with the Association President to discuss the proposed layoff.
- b) The Assistant Superintendent of Human Resources and Legal Services and the Association President will attempt to reduce staff through attrition and/or voluntary layoff in the appropriate area.
- c) If further reductions are necessary, probationary employees will be laid off.
- d) If further reductions are necessary, the Assistant Superintendent of Human Resources and Legal Services and the Association President will meet to discuss the layoff procedure.
- e) The employee shall remain on the layoff list for up to 24 months from the effective date of the layoff.

In the event of recall, the employee shall respond in writing within five (5) business days. If the employee declines recall, they shall be removed from the recall list and all seniority rights shall be terminated.

Seniority of an employee shall automatically terminate if she/he voluntarily quits, is discharged for reasons that are not arbitrary or capricious, declines recall, fails to timely respond to recall, she/he fails to report after a leave of absence, or upon expiration of the 24-month recall period.

### **Section D. Insurance**

Insurance will be carried to the end of the month in which a layoff occurs or to the end of the fiscal year if the layoff occurs at the end of a school year. Insurance at the COBRA rates will be offered to all laid off employees.

### **Section E. Vacancies**

Notices of vacancies shall be posted online. No vacancy shall be filled until it has been posted for at least five (5) business days.

## **ARTICLE VI - CONDITIONS OF EMPLOYMENT**

### **Section A. Certification**

All interpreters are required to meet the state Certification requirements unless a waiver is granted

due to the availability of certified interpreters. Proof of certification level and test scores must be filed with the Office of Human Resources no later than September 1 of the current school year. Placement on the salary schedule will be based on having all appropriate certification materials on file at Human Resources.

- The District will reimburse the employee on an annual basis up to eight hundred dollars (\$800) for costs associated with maintaining or increasing their certification level or for tuition in a related educational field. Proof of completion for reimbursement must be submitted no later than June 15 of the year in which the course(s) were completed. To receive reimbursement for costs associated with maintaining or increasing certification, evidence of successful completion of the approved courses must be presented to the Supervisor.

### **Section B. Work Year**

The normal work year will be all student instruction days plus the regular teacher work days in accordance with Northview's District calendar.

### **Section C. Working Hours**

All full-time, regular employees shall be scheduled to work a 7.5 hour day. The normal working hours shall be assigned by the immediate Supervisor. Additional daily hours may be granted at the discretion of the Supervisor. All employees shall receive a 30 minute duty free lunch as scheduled. An employee may at his/her option work through his/her duty free lunch if requested by the building principal or Supervisor.

### **Section D. Staff Meetings**

Each regular employee is required to attend staff meetings as part of their regular assignment, unless excused in advance by their Supervisor.

### **Section E. Reporting Pay**

An employee scheduled to report to work, and who reports to work, but no work is available, shall cover any unfilled assignments. If there are no unfilled assignments, the employee shall make themselves available for the purposes of teamwork, collaboration, or mentorship.

### **Section F. Extended Day Provisions**

Interpreters who are required to return or make a separate trip in order to provide services will be guaranteed pay for two (2) hours, or the actual hours worked if greater than two hours. Those individuals who assume an activity assignment which is a continuation of the day will be paid for actual hours worked.

An interpreter, as deemed necessary by the Supervisor with consideration based on IEP, coach, teacher, and interpreter may be required to accompany a student to an off-campus school event and will be paid from the time the school transportation leaves the campus until transportation returns.

An interpreter scheduled to report for an extended day activity who discovers that the event has been cancelled, rescheduled, or the student/parent involved failed to attend the event shall be

entitled to a minimum of two (2) hours pay or up to one half of the scheduled event time, whichever is greater, provided he /she has not been previously notified by noon of the day of the event or by 6:00 p.m. the evening before a weekend or an all-day event.

### **Section G. Preparation Time**

Each K-6 employee who has a continuous schedule of four (4) hours or more is entitled to a total of forty five (45) minutes of paid preparation time during his/her work day (including one 30 minute segment and one 15 minute segment). Each 7-12 employee with a continuous schedule of four (4) hours or more is entitled to one paid preparation period equal to one full class period. An interpreter will receive pay at the rate of double time at his/her per diem rate if required to interpret during this preparation period.

### **Section H. Professional Development**

All professional development days shall be in alignment with teacher professional development dates per Northview's calendar. The Supervisor shall plan programming for the professional development days that focuses on interpreter enhancement. The Supervisor shall make an effort to provide CEU opportunities. At least one day (or two half-days) shall be a planned program delivered by an outside presenter.

All scheduled professional development days or half days will be required workdays unless the employee is excused in advance by the Supervisor.

### **Section I. Travel Reimbursement**

An interpreter who is requested to provide services off-campus after hours and provides her/his own transportation will be paid in accordance with the IRS allowable rate, an interpreter who is requested to provide services between work sites during the workday and provides his/her own transportation will be paid in accordance with the current IRS allowable rate. For events during the school year starting after the end of the normal school day, an interpreter will be paid in accordance with the current IRS allowable rate for mileage, to and from the event. Requests shall be submitted at the end of each month.

### **Section J. Holiday Vacation Pay**

If required to work during holidays, Saturdays/Sundays, or Holiday Break / Mid-winter break / Spring Break vacation, an interpreter will receive 1½ times their normal per diem rate. Interpreting services provided during the contractual work day but outside of the employee's normal assignment, specifically for requested interpreting during staff meetings or professional development shall be compensated at 1.30 times their normal per diem rate.

### **Section K. Summer Work**

If required to work during the summer weeks, an interpreter will be paid at 1.30 times their normal per diem rate.

### **Section L. Extra Assignments**

When filling extra assignments such as interpreting for after school activities, the Supervisor shall consider qualifications, experience, and the best interest of the student. When these factors are relatively equal, seniority shall govern on a rotating basis.

## **ARTICLE VII - RETIREMENT**

### **Section A. General Conditions**

The Board of Education may require retirement of any employee whose physical or mental health, as determined by a qualified physician, makes it impossible for the employee to meet the normal obligations of her/his regular assignments. The expense of this medical examination shall be assumed by the Board of Education.

### **Section B. MPSERS Eligibility**

After ten (10) years of continuous employment a school year employee who immediately qualifies to receive a pension from the Michigan Public School Retirement System (within six (6) months of leaving the district) and who severs employment with the Kent Intermediate School District, shall be paid by the Board for each day of accumulated unused sick days at the following rate \$50 per day for school year employees, and regular part-time employees working at least 16 hours per week shall receive \$25 per day for accumulated sick days, limited to a total of 140 accumulated days.

- Interpreters having completed fifteen (15) years of service as a district employee shall upon severance/retirement receive a one-time One Thousand Dollar (\$1,000) payment in the form of a non-elective employer contribution to a 403(b) plan. The payment will be made within sixty (60) days following the final compensation payment. Regular part-time employees will receive this payment at the prorated levels.

Note: provisions of Section B must be based a confirmed ORS retirement, with written notification provided to Human Resources not later than March 15th of the year of retirement. Mid-school year retirements are not eligible unless the parties mutually agree to an exception.

## **ARTICLE VIII-LEAVES WITH PAY**

### **Section A. Paid Sick Leave**

1. Each bargaining unit member shall accumulate sick absence at the rate of one (1) day for each full month of service without limitation as to accumulation.
2. Absence on "sick leave" shall be allowed for either personal illness or immediate family illness. Immediate family shall include only the spouse, child, grandchild, father, mother, brother, sister, brother-in-law, sister in-law, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law of the professional staff member.
3. If there is probably cause to suspect the misuse of sick absence, a bargaining unit member, upon the request of the Superintendent, shall promptly substantiate such sick absence by a written physician's statement or by such other evidence as the Superintendent may require.

**Attendance Incentive:** Prompt, reliable and regular attendance is expected of all employees. In appreciation for those interpreters who meet this standard for an entire school year, the Board will pay the following amounts no later than the last pay period in June.

<b>WORK DAYS ABSENT</b>	<b>ATTENDANCE BONUS</b>
2 Days	\$325
3 Days	\$300
4 Days	\$275

### **Section B. Bereavement Leave**

Absence will be allowed for the bereavement of the member's immediate family or of their spouse's immediate family as follows:

Up to 5 days for the death of a spouse, child, grandchild, father, mother, brother, sister, grandfather, grandmother, father-in-law, mother-in-law

Up to 3 days for the death of a brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, aunts, uncles, cousins, nieces and nephews of the professional staff member. If there exists a demonstrated need to travel for this purpose beyond a 200 mile radius of the bargaining unit member's residence, an additional one or two days may be utilized, as needed – not to exceed a total of 5 days.

These days do not have to be consecutive, but may not be split into more than two occurrences.

Any absence for other than immediate family as detailed above requires advance written approval from the Asst. Superintendent of Human Resources.

### **Section C. Jury Duty**

Employees who are summoned for jury duty examination and investigation must notify the Business Office within twenty-four (24) hours of receipt of such notice.

If such employee then reports for jury duty, that individual shall continue to receive the regular daily wage for each day on which the individual reports for or performs jury duty and on which the employee would otherwise have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for jury duty pay differential, the employee must furnish the Business Office with a written statement from the appropriate public official listing amounts of pay received, the days on jury duty, and a check for the full amount of the jury fee paid, excluding any travel allowance paid to the employee by the court. This payment by the employee shall be made to the Business office no later than two (2) weeks after the return from jury duty. Any employee found abusing



this privilege shall not be entitled to the pay differential.

#### **Section D. Snow Days**

Employees will be paid when school is canceled for snow day(s) or other "Acts of God" unless the day(s) are required to be rescheduled to meet the State requirement for hours and days of instruction. If school is closed, no interpreter will be docked for a previously scheduled sick or personal day.

#### **Section E. Other**

Any absence for reasons other than the above must be discussed in advance with the Superintendent or designee. Cases not specifically defined in these policies will be handled on an individual basis.

All leaves are considered as time off for the reasons necessary for the protection of the employee. Any employee who willfully violates or misuses this policy or who misrepresents any statements or conditions under this policy shall forfeit all pay for this stated period and any further rights under this policy unless reinstated in good standing by the Superintendent or designee. The offense may constitute grounds for dismissal.

#### **Section F. Sick Day Donation Protocol**

Intent and Purpose: A sick leave donation protocol shall be administered for circumstances using the FMLA guidelines.

The intent of the sick leave donation protocol is to bridge the time/days between a bargaining unit member's accumulated sick days and long term disability or in the cases of prolonged illness in which absences are frequent but long-term disability is not available.

A unit staff member wishing to request donation of days must submit the following information in writing or electronically to Human Resources for communication to the members:

Type of illness with a doctor's verification that the member is unfit to return to work. This verification must include the length of time the bargaining unit member may be off work.

Sick days requested are to be used for long term, extended serious medical conditions which must require a doctor's verification statement (see FMLA guidelines).

A bargaining unit member requesting donated sick days must have exhausted his/her sick leave day balance at the time of the request.

Re-evaluation of the bargaining unit member's circumstances may occur after 15-20 days per the union or the administration request. At this time there may be one more request for days. After there are two requests, no more will be made unless there are extenuating circumstances.

## Donation of Sick Days by Bargaining Unit Members

Up to 2 sick days per year/per bargaining unit member may be donated.

Members must have accumulated a minimum of twenty (20) sick days in order to donate to the Sick Bank.

## Administration of Sick Leave Donation Protocol

The donation and usage of sick leave donations will be monitored and maintained by The District.

It is understood by the parties to the agreement that it is the intent of Kent Intermediate School District that the provisions of the FMLA be followed and adhered to with regard to those parties covered by the Master Agreement.

## Section G. Personal Leave

1. Each bargaining unit member will be allowed four (4) days of absence during each school year without loss of salary for personal use.
2. Personal days may not be taken the first two (2) weeks of the school year except in extenuating circumstances. Personal days may be used immediately after a holiday or vacation period at the discretion of the supervisor.
3. Two (2) personal days may be used together if approved by the supervisor.
4. There will be no carry-over of Personal Days.
5. At the end of the school year, any unused personal time will be compensated at the bargaining unit member's discretion using one of the following methods:
  - a. Two hundred dollars (\$200) per individual per day,
  - b. Day for day transfer into the bargaining unit member's accumulated paid sick leave.

## ARTICLE IX- LEAVES WITHOUT PAY

### Section A. General Conditions

Employees may, at the discretion of the Board be granted a leave of absence without pay. An employee on an approved leave of absence will continue to accrue seniority while on leave. Experience credit does not accrue while on leave; however, step placement will be maintained. An employee on an approved leave can accept substitute or extra-curricular assignments. An employee on leave may continue their insurance coverage by paying the required premiums in advance each month. An employee will be returned from leave if an opening exists or will be assigned to the next vacant position.

### Section B. Request Procedure

The request for leave without pay shall be in writing and shall be signed by the employee and

given to the immediate Supervisor or Director.

### **Section C. Absence without Approval**

Absence without leave approval, except in emergency situations, shall be cause for termination of employment.

### **Section D. Other**

Leaves of absences will not normally be granted for vacation periods and purposes for the extension of school vacation periods or holidays.

### **Section E. FMLA**

#### Family Medical Leave Act (FMLA)

The District will grant FMLA leaves under the terms and conditions as described herein and in accordance with the FMLA. FMLA leave is unpaid, unless otherwise described below.

1. Employees are eligible for FMLA leave if they have been employed by the District for at least 12 months prior to the commencement of the leave and have worked at least 1250 hours during the year preceding the start of the leave (1250 hours is defined as “hours worked” and does not include paid leaves, holidays, school breaks or other paid or unpaid leave). If the leave is foreseeable, the employee will provide the District with a minimum of thirty (30) days prior written notice. When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable. The notice will include the reason for the leave, the beginning date and expected ending date. All FMLA requests will receive a response as to the employee’s eligibility within five (5) business days in accordance with applicable FMLA regulations.
2. Eligible employees may take up to a total of 12 weeks of FMLA leave for one or more of the following reasons:
  - a. The birth of a child or placement of a child with the employee for adoption or foster care;
  - b. To care for a spouse, child or parent of the employee who has a serious health condition as defined by the FMLA;
  - c. The employee’s own serious health condition that makes the employee unable to work.
  - d. To address certain qualifying exigencies permitted under the FMLA when the employee’s spouse, child or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
  - e. Additionally, for leaves of the type described in (f) below, an employee is eligible for up to 26 workweeks of unpaid leave in a single 12-month period:

- f. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for a FMLA-qualifying reason other than to care for a covered service member.
3. Employees who qualify for FMLA due to the birth of a child shall be eligible to use accrued paid leave for six (6) weeks following a vaginal birth or eight (8) weeks following a caesarean birth. The utilization of paid leave may be extended with medical documentation establishing that the employee continues to experience a serious health condition related to the birth beyond the initial 6-8 weeks. Accrued paid leave may be used by staff members to care for a spouse who has given birth for up to two (2) weeks following the birth. Use of additional accrued paid leave by the spouse may also be approved by the District beyond the two weeks with appropriate medical documentation. Upon return from an approved FMLA leave for the birth of a child (or legal adoption) the district will restore up to 5 paid leave days that were used during the leave. If the employee had no paid leave to use, no such restoration shall be made.
  4. The District may require a complete and sufficient medical certification of the serious health condition from the employee's health care provider or the employee's spouse, child or parent's health care provider. Certification, if required, must include the date on which the condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to work due to a serious health condition or the employee is needed to care for a spouse, child or parent with a serious health condition.

Generally, the employee must provide the requested certification to the District within 15 calendar days after the District's request. If an employee fails to return the certification in a timely manner, the District may delay or deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided.

The District at its expense, may require a second and/or third opinion in accordance with applicable FMLA regulations.

5. Upon return to work, the District may require a written notification (Fitness for Duty) from the health care provider certifying that the employee is able to return to work.
6. Eligible spouses who work for the District are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:
  - a. the birth of a son or daughter and bonding with the newborn child,

- b. the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and
- c. the care of a parent with a serious health condition.

When both spouses are employed by the District a combined total of 26 work weeks of leave during the single 12 month period is available if the leave is taken to care for a covered service member with a serious injury or illness.

7. Entitlement for child care or bonding leave ends after the child reaches the age of one (1) year or 12 months after the adoption or placement of the child. Employees may not use FMLA leave for bonding leave or new placement of a child intermittently or to work a reduced schedule without the District's prior approval. The mother shall be entitled to up to 30 days of paid leave for a normal birth (up to 40 days for cesarean birth) to the extent she has sick days available in her sick leave bank. The father in such case may use up to 10 paid days from his sick leave bank, to the extent he has sick days available. In the event that medical complications require a longer leave for the illness of a spouse, up to 30 additional sick days, if available, may be used for that spouse's personal illness upon providing the District with medical documentation requiring such additional leave.
8. In the event that an employee will require intermittent or reduced leave under the terms of the FMLA due to planned medical treatment, the District will work with the employee to arrange a mutually agreeable leave schedule according to the provisions of the FMLA. **The employee must consult with the District and make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider.**
9. Upon the employee's return from leave, he/she will be restored either to the same position of employment previously held or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Assignment of the employee will be the decision of the Board.

Health benefits will be continued during the leave under the same conditions and at the same level as if the employee were employed. To maintain insurance coverage while on unpaid FMLA leave, an employee will need to continue to make any normal contributions to the cost of health insurance premiums. Cash in lieu payments will not continue during unpaid FMLA.

A bargaining unit member who does not return to work at the end of the FMLA Leave will be expected to reimburse the School Board for the medical, dental and vision premiums or expenses, whichever is applicable to the bargaining unit member.

Seniority will continue to accrue during the leave.

10. The District, at its sole option, may require the employee to use accrued paid leave concurrent with the Family and Medical Leave Act.
11. Fringe benefits will continue as specified under FMLA for any leave which meets with the provisions of FMLA.

## **ARTICLE X- WORKERS COMPENSATION**

An employee who is absent due to an injury and is eligible for Workers' Compensation benefits will receive benefits according to State rules and regulations of the Workers' Compensation law. An employee injured on the job shall report such injury at once to Human Resources and the building principal. All reports must be filed no later than seven (7) days after the incident occurred with Human Resources.

An employee who qualifies for Workers' Compensation will be afforded medical care premium payments as specified in Article XVI, Insurance, through the end of the fiscal year in which the injury occurs.

## **ARTICLE XI - GRIEVANCE PROCEDURE**

### **Section A. Definition**

A grievance shall be defined as an alleged violation or misapplication of any specific provision of this Agreement. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance, but such grievance shall be submitted to the following grievance procedure. Any individual may present a grievance to the Board or its representatives, as long as any adjustment is not inconsistent with the terms of this Agreement.

### **Section B.**

Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment and the Association has been given the opportunity to review the agreement.

### **Section C.**

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

1. Adverse evaluation shall not be subject to the grievance procedure.
2. The termination of services or failure to re-employ any probationary employee.

3. Any claim or complaint for which there is another remedial procedure or form established by law or board policy (e.g. Policy 4122).
4. Any claim or complaint regarding the retirement plan or any insurance plans or the amount of payment by the insurance companies.

#### **Section D. Procedure**

1. **Time Limits** - Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. If the time limits of Step One (1) are violated no grievance can be processed. In the event the written answer is not submitted in the time specified, the aggrieved may proceed to the next step. The time limits specified may, however, be extended by mutual agreement, in writing, between the Association President and the Superintendent or designee.
  - a. For the purpose of the time limits in the grievance procedure, holidays observed under this agreement, Saturdays, Sundays, Winter and Spring Breaks and unscheduled school closings shall not be counted.
  - b. All other days that are normal school year work days will be counted in the time limits. It is understood that the time limits are maximums and can be extended with the written mutual consent of both parties.
2. **Grievance Forms** - A supply of the grievance forms shall be on file with the Association, Supervisor of Interpreters, and the Central Office. Only the approved grievance form will be used.

#### **3. Steps-**

**Step One** - An employee shall within fifteen (15) working days of the discovery of the occurrence of the grievance orally discuss the matter with his/her immediate Supervisor with the objective of resolving the matter informally. The employee shall inform the Supervisor that the particular discussion is the step-one discussion of the Grievance Procedure.

**Step Two-** If the aggrieved is not satisfied with the disposition from the oral discussion and wishes to further pursue the matter, s/he shall file the grievance in writing with the Supervisor within five (5) working days of the oral discussion of the grievance with the Supervisor for Interpreters, whichever is applicable.

Within five (5) working days of the filing of the written grievance, the Supervisor of Interpreters or his representative will meet with the aggrieved employee, or the aggrieved employee and her/his Association Representative if the employee requests the Association Representative to be present, in an effort to resolve the grievance. The Supervisor of Hearing Interpreters will have five (5) work days from the date of this meeting to respond in writing as to her/his disposition.

An Association grievance commencing at this step shall be filed within ten (10) work days of the alleged occurrence of such a grievance.

### **Step Three-**

- a. If the aggrieved is not satisfied with the disposition of the grievance at Step Two, she/he shall within five (5) working days thereafter transmit the grievance to the Superintendent or designee indicating a desire to pursue the grievance to Step Three. At this step, the grievance must be signed by the aggrieved and the Association.
- b. Within ten (10) working days of receipt of such grievance, the Superintendent or designee may meet with the aggrieved and the Association Representative(s) to discuss the issues. A written answer shall be given to the aggrieved and the Association representative within ten (10) working days after receipt of such grievance if the Administration elects not to hold a conference to discuss the grievance, or within five (5) work days after the conference if a conference is held.

**Step Four** - If the decision of the Superintendent or designee is not satisfactory to the Association, the grievance may be submitted for arbitration by written notice from the Association within fifteen (15) workdays after receipt of the Superintendent or designee's decision. If the grievance is submitted to Arbitration, the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The Arbitrator shall have no power to alter, add or to subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator.

4. Limits of Arbitrator and Fees of Arbitration - The arbitrator's authority is limited to deciding whether a specific provision of this Agreement has been violated. The decision of the arbitrator, if within his scope of authority, is final and binding. The Arbitrator's fee and other arbitrator expenses will be divided equally between the parties. Each party must bear his own personal expenses in connection with the grievance.

The arbitrator shall have no power to rule on the termination of service of a probationary employee or the failure to reemploy any probationary employee, or any matter involving the content of an employee's evaluation.

5. Grievance Form - Grievances will be filed only on the form specifically designed for such a purpose and referred to as "Grievance Report Forms - for Kent Intermediate School District." (See Appendix C) Copies of this form will be available from the Administration Office and Offices of the Association.



## **ARTICLE XIV - LONGEVITY**

### **Longevity**

School year employees having successfully completed five (5) years of employment shall receive longevity pay per the following schedule:

Five (5) years	\$600.00
Ten (10) years	\$1,000.00
Fifteen (15) years	\$1,200.00
Twenty (20) years	\$1,400.00

Longevity eligibility shall be determined by counting total years of continuous service for the school as of June 30 of each year. Longevity pay will be paid to the employee in a lump sum in June beginning with the completion of the fifth year.

A regular part time employee, who works 16 hours or more, shall receive the above benefits pro-rated, based on actual hours worked. Service credit will be based on continuous years of employment with the school district.

## **ARTICLE XV - . DEGREE STIPEND - INTERPRETERS**

### **Degree Stipend**

Each interpreter providing proof of successful completion of a planned program at a college/university resulting in the granting of a degree will have additional compensation added to the based salary as follows:

Associates Degree	\$550.00
Bachelor's Degree	\$600.00
Master's Degree	\$850.00

This stipend will be paid, in two equal installments, on the first pay period of December and the first pay period of June.

## **ARTICLE XVI - INSURANCE**

The Board will provide, if elected, insurance benefits according to the following schedule. The specific terms and conditions of these coverages are set forth in the group policies provided.

## **Section A. Health Insurance**

Effective August 12, 2024, the Employer shall pay not more per month towards the medical plan than the following amounts: \$641.90 single; \$1,342.42 two person and \$1,750.65 family. Employees currently enrolled in one of the District's existing medical plans will continue in that plan thru December 31, 2024. There will be no employer contribution to a Health Savings Account, except in cases in which any differential exists between the healthcare premium cost and the healthcare premium contribution caps. In such case, the difference shall be deposited to the bargaining unit member's health savings account (H.S.A.) or medical flex account no later than 30 days from the implementation of the plan.

Effective January 1, 2025 through December 31, 2025, and continuing each January 1 thereafter during the life of this agreement, the employer's monthly cost shall increase by not more than the PA 152 percent increase for that medical benefit plan coverage year published by the State Treasurer. Employees electing medical plan coverage shall pay the difference in cost via payroll deduction pursuant to the District's IRS section 125 plan and there shall be no employer contribution to the health savings account.

Eligible employees may elect to enroll in one of the following plans:

Plan A – MESSA ABC Plan 1 \$1600/\$3200 0% Co-Insurance

Plan B – MESSA Balance+ \$1600/\$3200 20% Co-Insurance

Plan C – MESSA Choices \$1000/\$2000 10% Co-Insurance

Plan D – MESSA Essentials \$375/\$750 20% Co-Insurance

Cash in Lieu (Medical Waived) 75% of PA 152 Single Subscriber Hard Cap

These plan options, rates and the respective employee contributions are estimated only and will be subject to adjustment based on updated claims experience that influence the annual illustrative rates, as well as any other adjustments defined in this section. Any changes will be communicated through Open Enrollment. Such adjustments in the employee costs based on these factors shall not be subject to challenge or grievance.

In spring of 2025, in preparation for the 2026 medical benefit plan year (1/1/2026 – 12/31/2026) the parties agree to collaborate to identify and compare at least three different medical insurance carriers with various plan options to be presented and considered via a side-by-side analysis prior to the end of the 2025-26 school year. This with the intention of allowing the unit members to provide input for open enrollment 2026.

The District shall not pay more towards annual medical costs than the hard cap limits established pursuant to section 3 of the Publicly Funded Health Insurance Contribution Act.

Bargaining unit members employed less than full time, but at least half-time, will receive a prorated share of medical if they contribute their prorated share for insurance coverage, provided that the District is not required to pay on their behalf any penalty, exchange, fee or other cost as a result of PPACA.

If a bargaining unit member waives medical coverage, it will be necessary to show proof of MEC medical insurance coverage from another source.

Open Enrollment - Changes in insurance plans can only be made during the open enrollment period (month of November) except in the case of a qualifying event as allowed by the underwriter.

3. Any claim settlement between the employee and the above carrier will not be subject to the grievance procedure. The District's obligation is limited to paying its stated monthly contribution towards the annual medical costs.
4. Employees and/or dependents who have their primary health coverage provided through the employer of their spouse will not be entitled to duplicate payment on the same benefit pursuant to the above, nor will they be eligible for a separate District contribution to the HSA, where applicable. If the employee should lose such coverage, they will become eligible for benefits of this agreement without penalty.
5. If during the life of this agreement the Federal Government issues new regulations under PPACA or its successor which would lead to the District paying any type of tax, penalty or fee, this article shall be re-opened for further negotiations. Likewise, the District may elect to provide additional plan options in order to comply with PPACA or its successor.
6. Each bargaining unit employee receiving health insurance during all or any portion of a calendar month will contribute by pre-tax payroll deduction a monthly amount equal to the difference between the District's contribution and the actual cost of the coverage. The cost of the health insurance for these purposes shall include the then-current illustrative renewal rates and all other related District expenses, taxes, and contributions.

Both parties agree to comply with the Affordable Care Act or its successor and agree that the district may make adjustments based on any future rulings, findings and government guidance on compliance.

Subject to applicable law, employees working less than full time, but at least half-time who elect medical coverage are responsible for all annual medical costs beyond the prorated employer contribution toward the total costs.

#### **Section B. Dental & Vision**

The Board will provide vision and dental insurance for employees and their eligible dependents.

#### **Section C. Life**

The Board agrees to provide Term Life and \$25,000 Accidental Death & Dismemberment

Insurance coverage for all school year employees equal to 1 x annual salary (maximum of \$50,000). The Board will not be liable for claims beyond what its' carrier(s) will provide.

#### **Section D. Long-Term Disability**

The Board of Education will make available to each school year employee a Salary Protection (Long Term Disability) insurance program to enhance the present paid sick leave provisions with the

following conditions:

- a. There will be a limit of 66 - 2/3 of income not to exceed \$3,000 per month prorated over a twelve (12) month period to age 65.
- b. The Board of Education will consider any financial offset such as Workers' Compensation, Social Security, other insurance income, etc., to determine its obligation to the employee. (freeze on offsets)
- c. Alcoholism/drug addictions - 2 year limit. Mental/nervous - 2 year limit.
- d. The coverage shall become effective at the beginning of the insurance month immediately following date of employment.
- e. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services as an interpreter employee.

All coverages shall begin, in the case of new employees, at the beginning of the insurance month immediately following the time they begin employment and notify the Board of their desire to have such insurance. No change can be made after October 1 unless a qualifying event occurs as defined by the policy. Coverage will terminate at the end of the month in which the employee leaves the School District.

### **ARTICLE XVII - SALARY SCHEDULE QUALIFICATIONS**

Placement on the salary schedule will be based on having all appropriate certification materials on file at Human Resources.

New employees will be placed on the salary schedule by the Superintendent or designee based on certification level and prior experience and/or educational preparation.

Advancement on the salary schedule to the next experience step or certification level will be based upon the following criteria:

- a. Receipt of a satisfactory evaluation for the immediately preceding school year.
- b. Working at least eight hundred (800) hours during the preceding school year. Hours worked will be evaluated at the beginning of each semester and part-time employees will be advanced to the next salary step at the beginning of the semester if they have worked a total of 800 hours, or more, since being placed on their current salary step.
- c. An employee who successfully completes the requirements for another certification level

will be placed on the new salary schedule at the next regular pay period after furnishing evidence of completion. An employee passing the EIPA 4.0 or BEI II for the first time, moving from Lane A to Lane B will be paid retroactively back to the date of the exam that resulted in the Lane B eligibility.

**For the 2024-25 School Year:**

**Lane A "Underqualified" shall be \$33,078 at every Step.**

**In all other lanes, remove the existing 2023-24 Step 1 and Renumber accordingly while increase those lanes by 4%. Staff eligible to move on steps advance one step in 2024-25.**

**2025-26 School Year: Step + 3.5% on wage scale**

**2026-27 School Year: Step + 3% on wage scale**

In the event that an interpreter fails to keep his/her current certification level, the interpreter will have the remainder of the pay year to retake the test. If after retaking the test, and again failing to earn the previous certification level then the pay will be adjusted accordingly effective with the second test date.

## **ARTICLE XVIII - NO STRIKE**

### **No Strike**

The Association nor any person acting in its behalf nor any individual employee will cause, authorize, support or take part in any strike (i.e. the concerted failure to report for duty, or willful absence of an employee from her/his work position, or stoppage of work or abstinence, in whole or in part from the full faithful and proper performance of the employee's duties or employment) for any purpose whatsoever.

**ARTICLE XVIV - DURATION**

**Section A. Contract in Force**

This contract shall become effective August 12, 2024 and remain in null force end effective until August 13, 2027.

**Section 8. Timelines for Future Negotiations**

On or before June 1, 2027, the Board or Education .agrees to meet with representatives or the Interpreters for the Deaf and/or Hard of Hearing Association and discuss proposals that each may make for incorporation into the contract to cover the period following the termination of this Agreement. Such discussions shall be scheduled from time to time until all suggestions have been heard and a sub5titute contract, agreeable to a majority of the interpreters in the unit covered, has been proposed by the Board of Education.

IN WITNESS WHEREOF the parties have caused this Agreement to be extended on their behalf by their duly authorized representatives.

THE BOARD OF EDUCATION OF  
ASSOCIATION THE KENT INTERMEDIATE SCHOOL DISTRICT

*Andrea Haidle*

INTERPERTERS FOR THE DEAF AND/OR HARD OF HEARING  
of INTERPRETERS

*Mr. Jugh*  
*Melissa Mokette*

**DHH Interpreter Salary Schedule  
2024-2025  
Removed Old Step 1 and Increased 4%**

	A	B	C	D	E
	Under Qualified 1	EIPA 4.0 + OR BEi II	EIPA 4.0 + AND BEi1	EIPA4.0+ AND BEi 2 OR 2 EIPA OR NIC	2EIPA4.0+ AND NIC 4+ yrs OR BEI3
<b>Step 1</b>	\$33,078	\$36,280	\$37,717	\$38,477	\$39,237
<b>2</b>	\$33,078	\$37,124	\$38,592	\$39,368	\$40,129
<b>3</b>	\$33,078	\$37,949	\$39,436	\$40,260	\$41,037
<b>4</b>	\$33,078	\$38,758	\$40,344	\$41,136	\$41,944
<b>5</b>	\$33,078	\$39,617	\$41,218	\$42,044	\$42,870
<b>6</b>	\$33,078	\$40,425	\$42,011	\$42,853	\$43,696
<b>7</b>	\$33,078	\$41,234	\$42,853	\$43,728	\$44,587
<b>8</b>	\$33,078	\$42,026	\$43,711	\$44,587	\$45,462
<b>9</b>	\$33,078	\$42,870	\$44,604	\$45,496	\$46,388
<b>10</b>	\$33,078	\$43,746	\$45,478	\$46,404	\$47,295
<b>11</b>	\$33,078	\$44,620	\$46,404	\$47,346	\$48,270
<b>12</b>	\$33,078	\$45,296	\$47,097	\$48,039	\$48,979
<b>13</b>	\$33,078	\$45,726	\$47,576	\$48,534	\$49,476
<b>14</b>	\$33,078	\$46,419	\$48,285	\$49,261	\$50,218
<b>15</b>	\$33,078	\$47,113	\$49,013	\$50,004	\$50,978
<b>16</b>	\$33,078	\$49,469	\$51,462	\$52,503	\$53,527
<b>17</b>		\$51,942	\$54,036	\$55,128	\$56,203
<b>18</b>		\$54,538	\$56,737	\$57,884	\$59,012

**Salary Schedule Qualification:**

An employee who successfully completes the requirements for another certification level will be placed on the new salary schedule which will be effective at the beginning of the next regular pay period following the presentation of the certificate to Human Resources.

APPENDIX B - GRIEVANCE REPORT FORM

Grievance# \_\_\_\_\_

Date Filed \_\_\_\_\_

\_\_\_\_\_  
Name of Grievant

\_\_\_\_\_  
Assignment

STEP ONE

A. Date Cause of Grievance Occurred \_\_\_\_\_  
\_\_\_\_\_

B. Date of Awareness of Cause of Grievance \_\_\_\_\_

C. Date of Informal Discussion with Supervisor \_\_\_\_\_

STEP TWO

A. Date of Written Grievance \_\_\_\_\_

B. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

D. Date of Step Two meeting \_\_\_\_\_

E. Disposition of Director of Interpreter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Interpreter

\_\_\_\_\_  
Date

STEP THREE

A. Position of Grievant and Association \_\_\_\_\_  
\_\_\_\_\_



---

Signature of Grievant

Signature of Association  
Officer/Representative

Date

B. Date of Receipt of Grievance

C. Date of Step Three Meeting, if held \_\_\_\_\_

D. Disposition of Superintendent or  
Designee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

E. Position of Association: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant

Signature of Association  
Officer/Representative

Date

#### STEP FOUR

A. Date Submitted to Arbitration

B. Disposition of Arbitrator \_\_\_\_\_

\_\_\_\_\_  
Date

### Notice of Non-Discrimination

Kent Intermediate School District does not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy, gender identity, or sexual orientation) height, weight, marital status, physical characteristics, disability, or any other legally protected characteristics.

Kent Intermediate School District does not discriminate on the basis of race, color, religion, gender, national heritage, age, height, weight, marital status, handicap, disability or limited English proficiency in any of its programs or activities.

Any questions or complaints concerning non-discrimination policies, Title II, the Age Discrimination Act, Title VI or IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Kent Intermediate  
School District  
2930 Knapp St NE  
Grand Rapids MI 49525  
616-364-1333