

AGREEMENT

between

THE MAINE EDUCATIONAL CENTER FOR
THE DEAF AND HARD OF HEARING/
GOVERNOR BAXTER SCHOOL
FOR THE DEAF

and

THE MAINE STATE
EMPLOYEES ASSOCIATION-
SEIU

SUPPORT SERVICES UNIT

2017-2019

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PREAMBLE

Whereas, the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf Board (hereinafter referred to as "the Board" or "School") and the Maine State Employees Association (hereinafter referred to as "MSEA" or "the Union") desire to establish a constructive, cooperative and harmonious relationship; to avoid any interruption or interference with the operations of the employer; to promote effective service and quality of work life towards the accomplishment of the educational mission of the Board; and to establish an equitable and peaceful procedure for the resolution of differences; this Agreement is entered into by the parties.

ARTICLE 1. UNION RECOGNITION

The Board recognizes the MSEA as the sole and exclusive representative for the purpose of representation and negotiations with respect to wages, hours of work and other conditions of employment for all employees included in the Support Services Bargaining Unit, including Accountants III, Account Support Technicians, Administrative Assistants, Ed Techs II, Ed Techs III, Human Resources Generalists, Maintenance Mechanics, and Maintenance Supervisors. In the event of a dispute between the parties as to future inclusions or exclusions from the unit resulting from the establishment of new or changed classifications or titles, either party to this Agreement may apply to the Maine Labor Relations Board for resolution of the dispute.

Employees will be covered by the provisions of this Agreement after completion of six (6) months of service except for the provision for dismissal for just cause. The just cause provision for dismissal shall apply after completion of 2,080 compensated hours exclusive of overtime hours. All benefits provided to part-time employees shall be prorated to the extent required by School policy. The provisions of Article 14 (Discipline) shall apply after the employee's probationary period of 2,080 compensated hours exclusive of overtime hours has been completed.

ARTICLE 2. ACCESS TO EMPLOYEES

MSEA shall have access to employees covered by this Agreement to carry out its legal responsibilities as a bargaining agent as provided for in this Article.

MSEA's representatives will be granted reasonable access to employees during employees' working hours for the purpose of investigating and processing grievances and for the purposes of administering this Agreement. Such access will be subject to the representative providing the Executive Director or his/her designee notice of the visit. Such access will not disrupt School operations, the educational program or violate MECDHH/GBSD security procedures. If access needs to be temporarily delayed for special reasons, those reasons shall be explained to the MSEA representative.

Any MSEA representative may have access to employees in this unit for the purpose of explaining MSEA programs and benefits during employees' non-working time,

e.g., breaks, lunch periods and after hours, provided such access does not interfere with School operations or the educational program. Such access shall be limited to non-work areas.

ARTICLE 3. BEREAVEMENT LEAVE

Each employee covered by this Agreement shall be allowed up to forty (40) hours leave with pay, for absence resulting from the death of a spouse or partner, child, stepchild, parent or stepparent and up to twenty four (24) hours of leave with full pay for absences resulting from the death of other members of the employee's immediate family. The employee will also be allowed up to eight (8) hours of leave with full pay to attend the funeral of an aunt, uncle, niece, or nephew with the approval of the Director of Human Resources.

"Other members of the immediate family" shall mean the parents of the spouse or partner, guardian, brothers, brother-in-law, stepbrothers, sisters, sister-in-law, stepsisters, wards, grandparents and grandchildren of the employee.

"Partner" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and there is a shared primary residence. This relationship must have existed for at least one (1) continuous year before benefits under this Article may be provided.

ARTICLE 4. BULLETIN BOARDS

The Board shall continue to provide present bulletin board space for the use of MSEA at each work location where bulletin boards are presently provided for the purpose of posting bulletins, notices and other materials in conformance with this Article. The posting of any MSEA materials shall be restricted to such bulletin board space only except that, in each work location where bulletin board space is not provided for MSEA, the Executive Director or his/her designee shall designate an appropriate alternative space where such materials may be posted in consultation with the Union steward.

In no instance may MSEA post any material which is profane, obscene or defamatory to the Board, its representatives or any individual, or which constitutes campaign material between competing employee organizations if it is determined that the posting of such material would violate any obligation of the Board for neutrality. MSEA is solely responsible for the accuracy and ethical standards of any material posted pursuant to this Article. The Executive Director or his/her designee retains the right to remove any materials in violation of this Article.

All posted MSEA materials shall be signed by an authorized representative of the Association or stamped with an official MSEA logo.

ARTICLE 5. CHILDBIRTH, ADOPTION, AND LONG TERM FOSTER CARE LEAVE

Childbirth, adoption or long term foster care leave may be granted to an employee without salary for a period not to exceed one (1) school year. Any childbirth, adoption, or long term foster care leave that also qualifies for federal or state family and medical leave must be taken concurrent with FMLA leave and will be paid to the extent that the employee has accrued paid leave. The balance of the childbirth, adoption, or long term foster care leave will be unpaid. Employees taking childbirth, adoption or long term foster care leave for non-FMLA qualifying purposes have the option of utilizing any accrued paid leave, with the balance being unpaid. Employees shall be allowed to retain insurance benefits during such leave. Except during any period covered by the use of paid and/or federal FMLA leave, retention of insurance benefits shall be at the employee's expense.

The employee must apply to the Executive Director in writing as soon as possible, but no later than thirty (30) days prior to the date requested to begin the leave. The Executive Director has the discretion to deny such leave should an appropriate replacement not be available. Such leave is only available to employees who have primary responsibility for a biological or adopted child under the age of two, or in the case of a child adopted after the age of two, under the age of six.

Employees on such leave must notify the Executive Director by March 1 (or other specific date as determined by the Executive Director) of their intent to return to employment or forfeit their right to return. To minimize disruption to the educational process, employees at the Center School with direct student contact must agree to return at the beginning of an academic quarter or another date specified in advance by the Executive Director. In the case of employees in the Outreach Program with direct student contact, the return date will be determined with consideration for the employee's particular caseload.

Employees will be returned to their previous position or, if said position is not available, to a comparable position.

ARTICLE 6. COMPENSATION

- A. The wage scales for the term of this contract are attached as Appendix A.
- B. **Salary Schedule Progression**
Employees shall progress from step to step in salary grade on the basis of satisfactory job performance, effective on the anniversary of their date of hire or promotion.
- C. **Overtime**
Employees shall be paid one and one half time (1.5) the hourly rate of pay after forty (40) hours of actual work in any week. For the purposes of this article, hours worked includes holidays and vacation leave, but no other time on paid or unpaid leave.

In lieu of overtime pay, employees may choose to take compensating time at the rate of one and half (1.5) hours for each hour of overtime worked.

Employees may not work overtime without the pre-approval of their supervisor.

D. Educational Technicians I, II, III Overtime

Employees shall be paid one and one half time (1.5) the hourly rate of pay after forty (40) hours of actual work in any week. For the purposes of this article, hours worked includes holidays and sick leave, but no other time on paid or unpaid leave.

In lieu of overtime pay, employees may choose to take compensating time at the rate of one and half (1.5) hours for each hour of overtime worked.

Employees may not work overtime without the pre-approval of their supervisor.

E. Call Out

Any employee who is eligible for overtime who is called into work unexpectedly outside of and not continuous with his/her regular hours will be paid a minimum of four (4) hours of the employee's regular rate of pay or hours actually worked at the appropriate rate, whichever is greater. This section shall not apply to an employee who is called in four (4) hours or less prior to the start of his/her workday or shift and who continues to work that day or shift or to an employee held over at the end of their regular workday.

F. Shift Differentials

A shift differential of thirty-five cents (\$.35) per hour shall be paid for all hours worked between 2:00 p.m. and 10:59 p.m. when the majority of the employees shift falls within this time period. A shift differential of forty-five cents (\$.45) per hour shall be paid for all hours worked between 11:00 p.m. and 6:59 a.m. when the majority of the employees shift falls within this time period. The differential provided herein shall be part of base pay for overtime pay purposes, but shall not be applied to any hours paid when the employee is not actually working (sick leave, etc.).

G. Weekend Differentials

Employees shall be eligible for a weekend differential of fifty (\$.50) cents per hour to the base for all hours worked between 11:00 p.m. Friday and 10:59 p.m. Sunday.

H. Standby

1. Any employee eligible for overtime pay who is specifically directed to stand by in a specific location or locations, and who is available for immediate recall duty, shall be paid at sixteen percent (16%) of his/her regular hourly rate for each hour he/she remains in standby status. Such standby pay shall not be paid for any period during the time not available when called.

2. Employees in classifications who now receive standby pay shall not lose it as a result of this provision.

I. Longevity

Employees with ten (10), fifteen (15), twenty (20) and twenty five (25) years of continuous service shall be eligible for a longevity differential for all regular hours worked. This differential shall be twenty five (\$.25) cents per hour upon ten (10) years of continuous service, fifty (\$.50) cents per hour upon fifteen (15) years of continuous service, seventy-five (\$.75) cents per hour upon twenty (20) years of continuous service and one dollar (\$1.00) per hour upon twenty-five (25) years of continuous service.

For purposes of longevity ten (10), fifteen (15), twenty (20) and twenty five (25) years of continuous service is defined as continuous employment with MECDHH/GBSD, including all authorized leaves of absence except leaves taken under the unpaid personal leave of absence article.

Those employees who were working for the State of Maine and transferred to GBSD while it was still part of the Executive Branch shall be able to count all of their years in State service as continuous employment with MECDHH/GBSD for the purposes of computing longevity. In the event such an employee had a break in service while working for the State of Maine, all service following the break counts as continuous employment with MECDHH/GBSD.

J. Educational Technician III Substitute Pay

1. When an Educational Technician III is asked by their supervisor to substitute for the classroom teacher, the Educational Technician III will receive \$25 for eight (8) hours or \$12.50 for four (4) hours that day in addition to their regular wage.

ARTICLE 7. COMPLAINTS AND INVESTIGATIONS

1. This article applies to complaints or allegations made externally and not from normal supervisory activities. In cases of alleged abuse or neglect of students by employees, the Complaints and Investigation Protocol of Abuse and Neglect Investigations or Standards Violations adopted by the Board shall be followed. In such cases, should there be any procedural inconsistencies between the protocol and this article, the protocol shall apply.

2. Any other type of complaint concerning an employee shall be addressed as follows:

a. The Executive Director/designee shall be responsible for insuring that all complaints against an employee on which any action is to be taken or a record is to be made shall be investigated.

b. The Executive Director/designee may interview the complainant prior to notifying the employee.

c. In order to determine whether there is a basis to conduct an investigation, the Executive Director/designee may, at his/her discretion, conduct an informal interview with the employee about whom a complaint has been made. The interview shall be conducted at a reasonable time and, when practicable, on the School premises when the employee is on duty. A union representative may be present to advise the employee during the interview.

d. If the Executive Director/designee determines that there is no basis to further investigate the complaint, the employee shall be informed in writing that a complaint was made against him or her but was unsubstantiated.

e. If the Executive Director/designee determines that there is a basis for further investigation, he/she shall inform the employee in writing.

f. If an employee is to be interviewed as a witness only and in the course of the interview it becomes apparent that the employee witness may be subject to discipline as a result of conduct which is the subject of the interview, the interview shall be postponed for a reasonable time to enable the employee to consult with a union representative.

g. The employee shall be informed in writing of the results of the investigation and any determinations made.

h. The investigation report and supporting documents will be retained permanently by the Executive Director.

ARTICLE 8. CONCLUSION OF NEGOTIATIONS

A. The Board and MSEA agree that this Agreement is the entire Agreement, terminates all prior Agreements or understandings and concludes all collective negotiations during its term. Neither party will during the term of this Agreement seek to unilaterally modify its terms through legislation or other means which may be available to them.

B. Each party agrees that it shall not attempt to compel negotiations during the term of this Agreement on matters that could have been or were raised during the negotiations that preceded this Agreement, or matters that are specifically addressed in this Agreement.

ARTICLE 9. COPIES OF AGREEMENT

The parties shall jointly arrange for printing copies of this Agreement. Each party shall pay for the copies it requires for distribution. The Board agrees to make copies of the Agreement furnished by the MSEA available to new employees with other orientation materials.

ARTICLE 10. COURT SERVICE/JURY DUTY

If an employee is required to appear in court or pursuant to a subpoena or other order of a court or body or to perform jury service, and such appearance or service results in his/her absence from work, he/she shall be granted court service leave for the period of time necessary to fulfill such requirement. Any employee who makes an appearance and whose service is not required shall return to work as soon as practicable after release.

An employee on court service leave for a full day shall receive the difference between the payments received for such court service, excluding any travel allowance, and his/her regular pay.

Any employee returning to work from court service leave shall be paid by the School for his/her actual hours worked or a minimum of the difference between payment received from the court, excluding any travel allowance, and his/her regular pay, whichever is greater.

The provisions of this Article shall not apply to an employee summoned to or appearing before a court or body as a party to any private legal action or in connection with any legal proceeding arising out of the employee's unprofessional or dishonorable conduct; any action brought by the employee against the School; or involving any breach of this Agreement by the employee or MSEA.

ARTICLE 11. COURT TIME

An employee who is called to appear as a witness in his/her official capacity by a court, including administrative court, on a scheduled day off, a scheduled vacation day or other approved day off shall be paid for the hours so spent, including actual, necessary travel time, at his/her regular hourly rate. Payment under this Article shall be the total payment for such court time from all sources other than regular pay for the scheduled day off.

ARTICLE 12. DEFERRED COMPENSATION

The School agrees to submit deductions of the employees who participate in the Deferred Compensation program by payroll deduction as soon as practicable but no later than ten (10) workdays after such deductions are made.

ARTICLE 13. DENTAL INSURANCE

The School agrees to pay one hundred percent (100%) of the employee premium of a dental insurance program for full-time employees for the contract term. The School agrees to provide payroll deduction for dental insurance, provided such arrangements are agreed to by the insurance carrier. Dependent coverage will be available provided there is sufficient employee participation in the dental insurance program. Dependent coverage will be at the employee's expense. Part-time employees are eligible for pro-rated benefits.

ARTICLE 14. DISCIPLINE

1. After the probationary period, no employee shall be disciplined by the School without just cause. Notwithstanding the foregoing, probationary employees may be dismissed without cause.

Disciplinary action requiring just cause shall be limited to the following: oral reprimand, written reprimand, suspension, demotion and dismissal. The principles of progressive discipline shall be followed.

2. No employee covered by this Agreement shall be suspended without pay, demoted or dismissed without first having been given notice in writing of the disciplinary action to be taken. The conduct for which disciplinary action is being imposed and the action to be taken shall be specified in a written notice. Any employee receiving a notice of suspension, demotion, or dismissal will be afforded an opportunity to meet with the Executive Director prior to the action proposed. The employee will be entitled to have a Union representative or steward present. At that meeting the Executive Director will give the employee an explanation of the employer's evidence against the employee (if that has not already been provided) and offer the employee an opportunity to respond. Employees are on notice that a finding of having abused a student is excluded from progressive discipline and may result in termination on first offense.

Any employee suspended without pay, demoted or dismissed, may appeal such disciplinary action to the Board in writing within fifteen (15) workdays after the employee becomes aware of such disciplinary action. The Board's decision may be appealed through the grievance procedure.

ARTICLE 15. DUES DEDUCTION

1. MSEA shall have exclusive rights to payroll deduction of membership dues, service fees and premiums for current MSEA sponsored insurance programs. Deductions for other programs may be mutually agreed to by the parties.

2. The School agrees to deduct MSEA membership dues, service fees and insurance premiums from the pay of those employees who individually request in writing that such deductions be made. Employees who have already authorized such deductions shall not be required to submit new authorizations upon the execution of this Agreement. The employee's written authorization for payroll deductions shall contain the employee's name, social security number, and position. Such authorization shall be transmitted by an authorized representative of MSEA or the employee to the Payroll Office. When such authorization is transmitted directly from the employee to the Payroll Office, a copy of the authorization shall be sent to MSEA.

3. Any change in the amounts to be deducted shall be certified to the Payroll Office by the Treasurer of MSEA at least thirty (30) days in advance of the change. The aggregated deductions of all employees shall be submitted to MSEA together with an

itemized statement as soon as practicable but no later than ten (10) workdays after such deductions are made.

4. MSEA shall indemnify and hold the Board harmless against any and all claims, suits, order or judgments brought or issued against the Board as the result of the action taken or not taken by the School under the provisions of this Article.

5. New employees eligible upon completion of six (6) months service for coverage by this Agreement may also have payroll deduction during their initial six (6) month period.

ARTICLE 16. WELLNESS AND EMPLOYEE ASSISTANCE PROGRAM

There shall be a broad-brush comprehensive Employee Assistance Program (“EAP”) to provide confidential assessment and referral services for School employees. The EAP is intended to aid School employees and their families, and retirees, in cases where personal problems of any nature are having a detrimental effect on the employee’s job performance. Services provided directly by the EAP shall be at no cost.

MECDHH/GBSD is committed to forming a committee whose purpose is to promote wellness activities for all employees. This committee will meet regularly to seek out information and a variety of activities for staff to get involved in. It is also expected that this group will make recommendation to the School Board that will encourage and promote healthy living lifestyle choices for employees.

ARTICLE 17. EMPLOYEE DATA

1. So long as not prohibited by law, the School shall furnish to MSEA each October, at Union expense, the name, address, classification, pay range and step, initial date of hire for each employee covered by this Agreement. An employee may request, in writing, that his/her home address not be released by the School. MSEA shall indemnify, defend and hold the Board harmless against all claims and suits which may arise as a result of the Board furnishing such listing to MSEA.

2. Upon mutual agreement, the School and MSEA will use technology available to each party for the purpose of receiving the aforementioned electronic data in the most efficient manner possible. By mutual agreement, such information transmitted to MSEA in a hard copy format will be transmitted electronically after agreement between the parties on format and content.

ARTICLE 18. EMPLOYEE DEVELOPMENT AND TRAINING

The School will provide suitable staff development and training programs for employees covered by this Agreement within budgetary constraints.

A. Mandated Training

1. Employees shall be given reasonable notice of applicable development and training programs available. Such notice shall include an explanation of the procedure for applying for the program. Participation in any training inside or outside of work hours which is required by the School as a condition of fulfilling the requirements of the employee's job, or any in-service School training which is conducted or undertaken during normally scheduled work hours will be considered as time worked.

2. The School shall pay tuition, course-related fees, other approved course required costs and for necessary travel and lodging for courses required by the Board or Executive Director.

B. Elective Training (not mandated by Administration)

1. Employees may apply to the Director to attend elective training that is directly related to their field. The following conditions apply:

1. Training will be reimbursed at the sole discretion of the Director.
2. If an employee leaves MECDHH/GBSD within two years of receiving reimbursement for elective training, the cost of the training shall be deducted from the employee's pay. If the employee leaves sometime during these two years, the amount due will be prorated accordingly. The employee shall be required to sign an agreement to this effect prior to receiving reimbursement.

ARTICLE 19. EMPLOYEE ORGANIZATION LEAVE

A. Leave for MSEA Organization Activities

The School shall provide Employee Organization Leave without loss of pay or benefits for one employee who is a member and officer of the MSEA Board of Directors to attend a maximum of one (1) one-day meeting per month of the Board of Directors. For purposes of this Article, the Board of Directors shall consist of sixteen (16) members: twelve (12) from the Council, the President, Vice President, Secretary and Treasurer of MSEA. Additionally, the School shall provide one (1) day per year Employee Organization Leave with pay for one MSEA member who has an official capacity to attend the annual MSEA Council meeting. The employee shall provide the Executive Director with at least two (2) weeks' notice of the meeting and provide documentation of attendance upon their return.

B. Leave for Negotiations

Members of the MSEA bargaining team (whose numbers shall not exceed four (4) for each unit) shall suffer no loss in pay or benefits for participation in negotiations for a successor Agreement. No compensation shall be paid if negotiations occur outside an employee's normal work hours. Additionally, leave may be requested for other members necessary for participation on specific negotiations issues and such leave shall not be unreasonably denied. The parties recognize that negotiations that take place during the

employee's work day impact on the educational program and students, and to the extent possible, negotiations will be held outside of the student day.

MSEA shall give reasonable notice to the Executive Director of the names of those bargaining team members who will be attending particular bargaining sessions. MSEA recognizes that exceptional circumstances might preclude the release of an individual on a particular day.

When an employee at a satellite site is a member of the bargaining team, he/she shall participate in negotiations via electronic communication, except when the parties mutually agree that the employee from the satellite site should attend particular negotiation sessions.

C. Stewards

1. The Union may designate one employee to act as a steward on their behalf. The name of the employee designated as steward shall be given to the Executive Director on an annual basis in September. Such steward will be allowed a reasonable amount of time away from his/her work without loss of pay to investigate and process grievances. Prior to leaving his/her work to attend such business, a steward shall obtain consent of his/her supervisor. If operational considerations or workloads temporarily delay the release of a steward to attend to proper duties under this Article, he/she will be released for such purposes as soon as practicable. Whenever a steward works on union business and such work extends beyond the end of his/her normal workday, such activity shall not be considered as time worked for overtime purposes. Any travel or other expenses of a steward's activities shall not be borne by the School.

2. Stewards shall be entitled to two (2) days of leave per year without loss of pay or benefits to participate in official MSEA sponsored steward training. MSEA shall provide the Executive Director with at least two (2) weeks' notice and the employee shall provide documentation of attendance upon their return. No additional compensation shall be paid if the training extends beyond the end of the employee's normal work hours. Such leave shall not be withheld unless operational needs so require and shall not be arbitrarily denied.

D. Leave for Other Organizational Business

Employees engaged in MSEA business may apply for administrative leave without pay. Such applications shall not be unreasonably denied, and if denied the reasons for the denial shall be stated to the applicant in writing. The Executive Director has the authority to deny or defer such leave if it interferes with operations and/or the educational program and to limit the amount of leave used by individual employees. The employee shall provide the Executive Director with at least two (2) weeks' notice of the MSEA business and provide documentation of attendance upon their return.

E. Travel Time

Leave provided in paragraph B of this Article shall apply to and cover actual and necessary travel to and from such meetings required during normal working hours on the day of the meeting or negotiations.

F. Leave to Attend Pre-Retirement Counseling Programs

Employees who will be eligible for retirement within one (1) year will be granted one (1) leave day without loss of pay to attend the MSEA pre-retirement counseling program.

ARTICLE 20. EXPENSE REIMBURSEMENT

A. Mileage Allowance

1. The mileage allowance will be the rate established by the U.S. Internal Revenue Service, and should said rate increase, the School agrees to pay the new rate effective on the date of the increase.

2. Employees with special needs and who operate their own specially equipped vehicle with adapted equipment on School business shall receive a mileage reimbursement rate of an additional thirteen cents (\$.13) per mile.

B. Lodging and Meal Expenses

1. Employees in travel status in the performance of their duties shall be entitled to expenses of necessary lodging and/or meals.

Nothing contained in this Article shall be deemed to alter the present School policy prohibiting reimbursement for meals that are part of an organized meeting or program or overnight travel.

2. Estimated travel expenses shall be advanced to employees when reasonable and when requested. Requests for reimbursement of approved expenses must be submitted within thirty (30) days of when they are incurred and shall be paid within thirty (30) days of submission.

3. Receipts shall not be required for meals eight dollars (\$8.00) and under.

4. Meal allowances for extended stays will be paid at the rate of nine dollars (\$9.00) for breakfast; thirteen dollars (\$13.00) for lunch, and twenty nine dollars (\$29.00) for dinner (or a total of \$51.00 per diem). Breakfast shall not be paid unless it follows an overnight stay.

C. Telephone Expenses

The School shall provide a cell phone as needed on a case-by-case basis.

D. Reimbursement for Courses

The Board shall budget, to the best of its ability, a reasonable amount of funds each fiscal year to reimburse employees for coursework directly related to their field. The following conditions apply: 1) Courses will be reimbursed on a first come, first served

basis until the pool has been depleted for the year (although no employee will be reimbursed for more than two courses per year); 2) Reimbursement will be for 70% of the credit cost of the course, based on the current undergraduate or graduate credit rate at the University of Southern Maine; 3) Employees must be currently employed at MECDHH/GBSD and obtain pre-approval from the Executive Director. The Executive Director's decision as to whether a course is reimbursable is final and non-grievable; 4) Employees must receive a "B" or better in the course to be eligible for reimbursement; and 5) Reimbursement shall only be made for courses pre-approved and taken in the current contract year. If an employee leaves MECDHH/GBSD within two years of receiving reimbursement for a course or courses, the cost of the course(s) shall be deducted from the employee's final pay. Employees shall be required to sign an agreement to this effect prior to receiving reimbursement.

E. Safety Boots and Safety Sneakers

Up to one hundred dollars (\$100.00) toward the cost of safety boots or safety sneakers will be reimbursed every year for custodians and maintenance employees upon submission of appropriate documentation.

F. Uniforms

The School shall provide (7) seven heavy weight short sleeve uniform shirts, (3) three long sleeve heavy weight uniform shirts, and (1) one winter jacket per employee as a start-up uniform in the Maintenance, Security, Custodial, and Fleet Departments. Employees from the above mentioned areas are required to wear and maintain these uniforms.

In addition, on an annual basis, each employee shall receive up to (3) three heavy weight short sleeve uniform shirts and (1) one long sleeve heavy weight uniform shirt. Every five years, the employee shall receive (1) one new jacket. Employees may request additional items as needed.

G. Licenses

The School will reimburse license costs for maintenance employees who receive or renew State licenses for electrician's helper or trainee plumber while employed by the School. If an employee leaves his/her employment within one year of obtaining a license or renewing a license, he/she shall reimburse the School for the cost of the license.

H. Video Display Terminals

1. All employees who spend at least eighty percent (80%) of their work time operating "VDT"'s shall be entitled to an annual examination by an eye doctor at the expense of MECDHH/GBSD when not covered by the employee's health insurance. All costs above and beyond the insurance coverage for this annual eye exam, including a co-pay related to that eye exam, will be reimbursed by MECDHH/GBSD. Prior to reimbursement, employees must submit an itemized receipt from their eye doctor verifying the expense incurred.

2. Employees receiving such annual eye examinations shall receive up to one hundred dollars (\$100.00) toward the cost of regular corrective lenses or glasses needed by the employee as prescribed by the eye doctor. Employees who require bifocal, trifocal or progressive lenses shall receive up to one hundred twenty-five dollars (\$125.00) for the cost of such corrective lenses or glasses needed by the employee as prescribed by the eye doctor. Prior to reimbursement, employees must submit a receipt verifying the expense incurred

ARTICLE 21. EXTRACURRICULAR ACTIVITIES POSITIONS

Extracurricular activity (ECA) stipend positions will be opened and posted for applications each year and will be filled by two-year appointment. An employee's appointment or reappointment to a stipend position will require the approval of the Executive Director. It is understood between the parties that ECA positions are two-year appointments upon favorable review, not subject to just cause.

ARTICLE 22. FLEXIBLE SPENDING ACCOUNTS

The School will take appropriate action to establish two flexible spending accounts. One so that employees may have pre-tax income set aside for the payment of uncovered medical/health related expenses and the other so that employees may have pre-tax income set aside for payment of childcare expenses.

The School agrees to pay for whatever "start-up" fee may be associated with the establishment of such accounts. It is understood that if there is a monthly fee required to participate in such accounts it will be the responsibility of the employee to pay the fee(s). Participation in the flexible spending accounts is on a voluntary basis.

ARTICLE 23. GRIEVANCE PROCEDURE

1. Definitions and Scope

1.1 Employees shall have the right to present grievances in accordance with the procedures prescribed in this Article.

1.2 For purposes of this Agreement, a grievance is a dispute concerning the interpretation or application of the terms or provisions of this Agreement except provisions expressly excluded from the grievance procedure in this Agreement.

2. Procedure

2.1 Step 1: Within fifteen (15) workdays after the act or omission which gives rise to the grievance or an employee becomes aware or should have reasonable become aware that he/she has a grievance, the employee and/or his/her representative shall present the grievance orally to his/her immediate supervisor. The supervisor shall be responsible for taking such steps as are advisable, including consultation with the Director of Operations/HR (HR) and Executive Director in an effort to resolve the grievance.

2.2. Step 2: If the grievance is not resolved within ten (10) work days of submission at Step 1, within ten (10) workdays thereafter the employee and/or his/her representative may present the grievance to his/her supervisor in writing, stating the nature of the grievance, the specific contract provision the employee believes has been violated, and the remedial action requested.

(a) The supervisor shall provide the employee and/or his/her representative with his/her decision in writing within ten (10) workdays of submission. If the grievance is not thereby resolved, within ten (10) workdays after the receipt of the supervisor's written decision, the employee and/or his/her representative shall submit the grievance in writing to HR.

2.3 Step 3: If the grievance is not resolved within ten (10) work days of submission at Step 2, within ten (10) workdays thereafter the employee and/or his/her representative may present the grievance to HR in writing, stating the nature of the grievance, the specific contract provision the employee believes has been violated, and the remedial action requested.

(a) HR shall provide the employee and/or his/her representative with his/her decision in writing within ten (10) workdays of submission. If the grievance is not thereby resolved, within ten (10) workdays after the receipt of HR's written decision, the employee and/or his/her representative shall submit the grievance in writing to the Executive Director.

2.4 Step 4: The Executive Director shall meet with the employee and/or his/her representative and shall provide the employee and/or his/her representative with his/her decision in writing within fifteen (15) workdays of submission.

2.5 Step 5: If the grievance is not resolved at Step 4, within ten (10) workdays after receipt of the written decision of the Executive Director, the MSEA may appeal to the Board by filing a written notice of appeal, together with copies of the written grievance and the Step 4 decision. The Board may meet with the employee and/or his/her representative no later than the next regular Board meeting. The Board shall provide the employee and the Association with a written decision within ten (10) workdays after the conclusion of such meeting.

2.6 Step 6:

(a) If the grievance has not been satisfactorily resolved at Step 5, then MSEA may submit the grievance to arbitration by submitting a request for arbitration to the Executive Director as well as a statement of the grievance specifying the Article, section or clause of the contract alleged to have been violated, along with the concise statement of facts surrounding the issue and the remedial action requested. The request for arbitration shall be received by the Executive Director through personal service or by mailing by registered or certified mail within fifteen (15) workdays of the receipt of the Step 5 decision.

(b) Upon receipt by the Executive Director of a request for arbitration, the parties shall attempt to mutually agree upon an arbitrator. If unable to agree upon an arbitrator within five (5) workdays of receipt of the request for arbitration, the arbitrator shall be selected through the American Arbitration Association (“AAA”) in accordance with the AAA rules then in effect.

The request for arbitration along with a request for a list of arbitrators must be received by AAA within three (3) weeks of the Executive Director’s receipt of the request for arbitration, in order for the AAA administration fees to be shared equally by the parties. If such request is not received by AAA by the expiration of the three (3) weeks but is filed within six (6) weeks, MSEA shall pay the entire AAA administration fee. If a request has not been received by AAA within six (6) weeks of the Executive Director’s receipt of the request for arbitration, MSEA will be deemed to have waived its right to appeal the Step 5 decision to arbitration.

(c) The decision of the arbitrator shall be final and binding consistent with applicable law and this Agreement. The arbitrator shall have no authority to add to, subtract from or modify any provisions of this Agreement. The arbitrator shall have no authority to award interest on any award. All costs of arbitration, including fees and expenses of the arbitrator, shall be divided equally between the parties, except that each party shall bear the costs of preparing and presenting its own case.

(d) The arbitrator shall fix the time and place of the hearing, taking into consideration the convenience of the parties. The arbitrator shall be requested to issue a written decision within thirty (30) days after completion of the proceedings. The arbitrator shall be bound by the rules of the AAA which are applicable to labor relations arbitrations and which are in effect at the time of the arbitration. In the event of a disagreement regarding the arbitrability of an issue, the arbitrator shall make a preliminary determination as to whether the issue is arbitrable. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

(e) In grievances involving dismissal or non-renewal of a non-probationary employee and/or discipline which has led to a dismissal, the arbitration hearing shall be held within four (4) months of the Step 3 decision. Subsequent hearing dates, if necessary, shall be held at the earliest date(s) offered by the assigned arbitrator and which is mutually acceptable to the parties. The parties agree that in the event of a conflict in the scheduling of grievance arbitrations, grievances involving dismissal and/or discipline which has led to a dismissal shall have priority over all other pending grievance arbitration matters between the parties.

3. General Provisions

3.1 The School shall not deny any employee MSEA representation at any stage of the grievance procedure and MSEA shall have the exclusive right to represent

employees in any grievance. When an employee elects to pursue a grievance at Steps 1, 2 or 3 without representation, MSEA shall have the right to be present at any grievance step meeting and shall receive copies of written determinations, if any, at all stages. No resolution of a grievance shall be inconsistent with the provisions of this Agreement.

3.2 All of the time limits contained in this Article may be extended by mutual agreement of the parties and such extensions shall, in order to be effective, be confirmed in writing. The parties may mutually agree to bypass steps of the grievance procedure.

3.3 In no event can a grievance be taken to the next or any succeeding step of this procedure unless the employee and/or his/her representative meets the time limits or extensions thereof. Failure of the School and its representatives to adhere to the prescribed time limits or extensions thereof shall constitute a waiver of the applicable step and the employee and/or MSEA may proceed to the next step.

3.4 Grievances resolved at Steps 1 or 2 shall not constitute a precedent unless a specific agreement to that effect is made by the Executive Director or his/her designee and MSEA.

3.5 Any grievance involving two (2) or more employees within the bargaining unit may be processed jointly.

3.6 An aggrieved employee and any employee representative as may be reasonable shall have the right to inspect and to obtain copies of any records, documents and other materials relevant to the grievance and in the possession of the School to the extent allowed by law. The School shall have the right to inspect and to obtain copies of any records, documents and other materials relevant to the grievance and in the possession of the Union.

3.7 An aggrieved employee and any employee witnesses as may be reasonable shall not suffer any loss of pay and shall not be required to charge leave credits as a result of processing grievances during such employee's or witnesses' regularly scheduled working hours, provided, however, that when such activities extend beyond such employee's or witnesses' scheduled working hours such time shall not be considered as time worked. Such release time shall not be construed to include preparation of paper work, record-keeping, conferences among Association officials or preparation for representation at a grievance hearing. To the extent possible, the parties agree that, to avoid disruption of the educational program, grievances will not be processed or heard during the student day.

3.8 The settlement or an award upon a grievance may or may not be retroactive as the equities of each case demand.

ARTICLE 24. HEALTH AND SAFETY

The School will take appropriate action to assure compliance with all applicable laws concerning the health and safety of employees in its endeavors to provide and maintain safe working conditions. MSEA agrees to support any programs required to meet the health and safety needs of employees.

An employee may request his/her supervisor to provide safety related equipment, clothing, devices or tools as may be required to maintain a safe working environment. Such requests, if denied, may be appealed to the Executive Director whose decision shall be final and binding on the parties.

ARTICLE 25. HEALTH INSURANCE

Effective with the start of the pay week commencing closest to the signing of this contract, employees may be required to pay a portion of the Individual Premium of health insurance depending on their base annual salary as follows:

Less than or equal to \$30,000	0%
Greater than \$30,000 and less than \$80,000	5%
\$80,000 and above	10%

The school shall pay sixty percent (60%) of the cost of dependent premium for each eligible employee who selects dependent coverage. Part-time employees are eligible for pro-rated benefits.

ARTICLE 26. HOLIDAYS

1. All full-year employees (48 weeks or more) have the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriot's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Independence Day	Christmas Day

Employees released from work on these holidays shall be paid for their regularly scheduled hours of work. Time during which an employee is excused from work on holidays shall be considered as time worked for the purpose of computing overtime.

2. Any holiday falling on Saturday shall be observed on the preceding Friday and any holiday falling on Sunday shall be observed on the following Monday. Employees who work the calendar date and who are off on the observed date shall be paid their regular rate of pay for the calendar date only. Employees who work both the calendar date and the observed date shall be paid their regular rate of pay for the observed date only. A reasonable attempt shall be made not to schedule an employee for both the calendar date and the observed date of a holiday. Employees who are not scheduled to

work either the calendar or the observed day of the holiday shall be given either another day off within the same pay period or a day's pay at the option of the School.

3. Employees shall be eligible for holiday pay only if they were in pay status on their normal workday immediately preceding and their normal workday following the day and date on which the holiday is observed.

ARTICLE 27. LABOR/MANAGEMENT COMMITTEE

MSEA, the Board, and Administration are committed to ongoing, meaningful communications; joint problem-solving and building relationships in order to create and maintain a quality working environment. Therefore a Labor/Management Committee is established for the purpose of discussing issues of concern to MSEA, the Board and the Administration. The Committee shall be comprised of one representative (and one alternate) from each MSEA bargaining unit and an equal number of representatives from the Administration. MSEA members will be appointed by the MSEA unit Stewards and the Administrative members will be appointed by the Executive Director. Appointments will be made by October 1 each school year. The Labor/Management Committee may be convened upon request of the Executive Director or unit steward/designee at a mutually agreeable time.

ARTICLE 28. LIFE INSURANCE

The School shall make available group life insurance for employees provided there is sufficient employee interest in such a program. Any such coverage shall be at the employee's own expense.

ARTICLE 29. MAINTENANCE OF BENEFITS

With respect to negotiable wages, hours and working conditions not covered by this Agreement, the School agrees to make no changes without appropriate prior consultation with the Association unless such practice was established pursuant to state law, rule, or other written directive or policy that no longer applies to MECDHH/GBSD procedures. It is understood by the parties that the Board has the authority to set educational policy, subject to a meet and consult requirement.

ARTICLE 30. MANAGEMENT RIGHTS

The MSEA agrees that the Board has and will continue to retain the sole and exclusive right to manage its operations, determine educational policy and retains all management rights, whether exercised or not, unless specifically abridged, modified or delegated by the provisions of this Agreement. Such rights include, but are not limited to, the right to determine the mission, location and size of all facilities and programs; the right to direct its work force; to administer the evaluation system; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions; to discipline and dismiss employees; to determine the size and

composition of the work force; to eliminate positions; to make temporary layoffs at its discretion; to contract out for goods and services; to determine the operating budget of the School; to install new, changed or improved methods of operations; to relieve employees because of lack of work or for other legitimate reasons; to maintain the efficiency of the operations entrusted to them; and to take whatever actions may be necessary to carry out the mission of the School in situations of emergency.

ARTICLE 31. MILITARY LEAVE

Employees who are members of the National Guard or other authorized State military or naval forces, and those employees who are members of the Army, Air Force, Marine, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of pay, and shall accrue sick and annual leave and seniority during periods of annual training not to exceed seventeen (17) calendar days in any federal fiscal year, as specified by provisions of the National Defense Act or Armed Forces Reserve Act of 1952. To the extent possible, employees are requested to schedule their annual training outside of their scheduled work year.

ARTICLE 32. MSEA MEMBERSHIP PACKETS

Each newly hired employee eligible upon completion of six (6) months service for coverage by this Agreement shall be provided by the MSEA with a membership packet. MSEA shall be solely responsible for the material contained in such packets, which shall conform to standards contained in the Bulletin Boards Article. Any questions concerning the contents of these packets or MSEA programs shall be referred to MSEA. The School shall supply MSEA with employee data as specified in Article 19. The School shall also notify MSEA when employees come under coverage of this Agreement due to promotion, demotion, reclassification, transfer or other change of status and those employees who have terminated their School service within thirty (30) days of determination of such change.

MSEA shall indemnify and hold the School harmless against any and all claims, suits, orders or judgments brought or issued against the School as the result of negligence in actions taken or not taken by the School under the provisions of this Article.

ARTICLE 33. MSEA RETIREMENT HANDBOOK

The School shall provide MSEA with the names of employees who make application for retirement so that MSEA may forward a copy of their retirement handbook to such employees for informational purposes.

ARTICLE 34. NON-DISCRIMINATION

The School and MSEA agree that all forms of illegal discrimination, intimidation or harassment will not be tolerated. If proven, such actions will be grounds for discipline up to and including discharge.

The School and MSEA agree that any disputes arising out of the provisions of this Article may be processed through the grievance procedure subject to the School's right to have any such grievance considered at the appropriate level by the School's Affirmative Action Officer. This provision shall not preclude other legal remedies provided by law.

ARTICLE 35. OUTSIDE EMPLOYMENT

Employees may engage in other employment outside of their School working hours so long as the outside employment does not interfere with their work and/or involve a conflict of interest with their School employment. Whenever it appears that any such outside employment might constitute a conflict of interest, the employee is expected to consult with the Executive Director prior to engaging in such outside employment.

ARTICLE 36. PERSONAL TIME

Employees covered under this contract shall be entitled to twenty four (24) hours of personal time per year. Personal leave is intended for important personal business which cannot be scheduled at times other than the school day, such as a household emergency or business appointment. It is not intended for recreational or profit-making purposes. Except in cases of emergency, five (5) days' notice to the employee's immediate supervisor, the Executive Director or his/her designee shall be required prior to the use of personal days. A part-time employee shall earn personal leave in the same proportion as his/her part-time service bears to full-time service. Employees will have hours earned prorated during the first year of employment based on their hire date.

Personal leave may not be used on the day immediately preceding or following a vacation period or holiday. The only exceptions to this prohibition are when the employee has a significant, non-recurring event that cannot be rescheduled for another time. Examples include, but are not limited to, the graduation from high school or college of an immediate family member, the wedding of an immediate family member, or taking a child to college when drop-off is required on a particular day. Any request for an exception to the prohibition of using days before/after a vacation or holiday must be made in writing to the Executive Director at least ten (10) days in advance of the requested date.

Personal days shall not be carried forward from year to year unless the employee is denied a personal day because of operational or educational reasons. Any personal days that an employee does not use may be converted to sick leave at the end of the year, provided the employee has not reached the maximum sick leave accumulation.

Under extenuating circumstances, an employee with fifteen (15) years but less than twenty (20) years of service to MECDDHH/GBSD may apply to the Executive Director for up to four (4) additional hours of personal time. An employee with twenty (20) or more years of service to MECDDHH/GBSD may apply to the Executive Director for up to eight (8) additional hours of personal time.

ARTICLE 37. PERSONAL SERVICES

No employee shall be required to perform services of a personal nature.

ARTICLE 38. PERSONNEL FILES

1. An employee, upon written request to or after prior arrangement with the Executive Director or Director of Operations and Administrative Services, shall be permitted to review his/her personnel files. Such review shall take place during normal office hours and shall be conducted under the supervision of Human Resources. An employee may review his/her personnel files at reasonable times during his/her regular work hours if such review does not require travel out of the normal work area. An employee shall be allowed to place in such file a response of reasonable length to anything contained therein which the employee deems to be adverse.

(a) A written follow-up by the appropriate supervisor or administrator shall occur one year or more after a written reprimand upon written request by the employee.

2. An employee's personnel file shall include, but not be limited to, all memoranda and documents relating to such employee which contain commendations, employee performance appraisals or ratings and records of training programs completed.

3. Upon request an employee shall be provided a copy of any or all materials in his/her personnel files provided that such copies shall be provided at the employee's expense. Copies of material added to the employee's personal file after the effective date of this Agreement shall be furnished at the School's expense and sent to each employee simultaneously with it being placed in his/her personnel file.

ARTICLE 39. PROBATIONARY PERIOD

Each employee will serve a probationary period of one (1) (completion of 2,080 compensated hours exclusive of overtime hours) year from the date of hire. No employee's probationary period shall be extended without the employee being informed in writing thirty (30) days prior to the expiration of such period. Unless notified in writing otherwise prior to the expiration of his/her probationary period or extension thereof, the employee shall be granted regular status immediately following such probationary period.

ARTICLE 40. RESIGNATION

An employee may resign in good standing by giving written notice to the Executive Director at least fourteen (14) calendar days prior to the effective date of the resignation. If less than fourteen (14) calendar days' notice is given for a resignation during the school year, the Executive Director reserves the right not to release the employee before the fourteen (14) calendar days are completed.

An employee may, at the sole discretion of the Executive Director, withdraw his/her resignation up to seven (7) calendar days after the date the resignation was submitted.

ARTICLE 41. RESPONSIBILITIES OF THE PARTIES

The School and MSEA acknowledge the rights and responsibilities of the other party and each agrees to discharge its responsibilities under this Agreement. The MSEA, its officers and representatives at all levels, and all employees are bound to observe the provisions of this Agreement. The Board and its officers and representatives at all levels are bound to observe the provisions of this Agreement.

In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

(a) **Exclusive Negotiations.** The Board will not bargain collectively or meet with any employee organization other than MSEA with reference to terms and conditions of employment of employees covered by this Agreement. If any such organizations request meetings they will be advised by the Board to transmit their requests concerning terms and conditions of employment to MSEA.

(b) **Employees' Rights.** There shall be no interference, intimidation, restraint, coercion or discrimination by either the Board or MSEA as a result of the exercise by any employee within the bargaining unit of his/her statutory rights related to membership in MSEA or any other right granted under the Municipal Public Employees Labor Relations Act.

(c) **Fair Representation.** MSEA acknowledges its statutory responsibility to represent and handle grievances for all employees within the bargaining unit. The School shall not be responsible for actions taken or not taken by MSEA with respect to its responsibility to provide fair representation.

(d) **Efficient Public Service.** The School and MSEA acknowledge their mutual responsibility to encourage and foster efficient and economical service in all activities of the School involving employees. The parties recognize the responsibility of employees to perform the duties assigned them in an efficient and expeditious manner. The parties further recognize the responsibility of the School to promote a working environment and a quality of work life conducive to achievement of these goals.

(e) **Settlement of Grievances.** The applicable procedures of this Agreement shall be followed for the settlement of all grievances, except for provisions excluded from the grievance procedure. All grievances shall be considered carefully and processed promptly.

ARTICLE 42. RETIREMENT CONTRIBUTION REFUNDS

Refund of all employee accumulated contributions to the Member's Contribution Fund of the Maine Public Employees Retirement System shall be made within the time frame provided by law. Currently, refunds shall be made within sixty (60) days after receipt by the System of an application for refund.

ARTICLE 43. RULES AND REGULATIONS

In the event of a conflict between the provisions of this Agreement and Board policies or School rules as they now exist or may from time to time be amended, the provisions of this Agreement shall apply.

ARTICLE 44. SCHOOL VEHICLES AND EQUIPMENT

1. No employee shall be required to operate any School vehicle or equipment which is unsafe. An Employee shall not be subject to any penalty or disciplinary action because of failure or refusal to operate or handle any equipment which he/she reasonably believes to be in unsafe condition. In any such circumstance an employee shall call the matter to the attention of his/her supervisor for proper action.

2. Other than motor vehicles, and except where employees have traditionally supplied their own tools, all employees shall be provided such equipment and tools as are reasonably necessary for their jobs.

ARTICLE 45. SENIORITY, REDUCTION IN FORCE AND VACANCIES

A. Definition

1. (a) Seniority for the purposes described herein is defined as continuous employment, since the last date of hire. Employees shall attain seniority upon completion of their probationary period retroactive to the date of initial hire. When two or more employees have the same length of continuous employment, the employee with the greater total length of employment in the bargaining unit shall be deemed to have the greater seniority. When two or more employees have the same length of total employment in the unit, the employee with the greater total teaching and/or relevant employment experience (used in placement on the salary scale) shall be deemed to have the greater seniority.

(b) When calculating seniority, a part-time employee's years of service will be pro-rated based on full-time equivalent (FTE) status.

2. Seniority shall be broken only as provided in paragraph 4 of this Section. An employee shall continue to accrue seniority during any period while he/she is on layoff and subject to the recall provisions of this Article, during military leave, leaves occasioned by incapacity from work and during any period of an authorized leave of absence except those pursuant to the Unpaid Personal Leaves of Absence Article.

3. A list will be prepared showing employees in their current category (group of related job classifications, i.e., Ed Techs) and then by seniority within their job classification. Lists of employees by seniority in their current classifications and impact area shall be posted on the appropriate School bulletin boards by October 1st each year and shall be provided to MSEA simultaneously. MSEA must notify the Executive Director within 30 calendar days of any disagreements with the list. Any changes to the list, other than those changes resulting from the disposition of disagreements reported during the review period will be made with the approval of the Executive Director.

4. An employee shall lose his/her seniority if he/she:

- (a) Voluntarily resigns;
- (b) Is dismissed for just cause;
- (c) Is laid off and not recalled for work within two (2) years from the date of layoff;
- (d) Fails to return to work or supply a satisfactory reason for not reporting within five (5) workdays of being recalled to work from layoff. Written notice of recall shall be sent by regular mail to the employee's last known address.
- (e) Fails to return after a leave of absence;
- (f) Is a probationary employee who is terminated.

5. Layoffs and recalls to work for a period of three (3) working days or less are temporary and not subject to the provisions of this Article.

B. Categories and Job Classifications (job classifications are listed from highest to lowest)

Educational Technician Category

Educational Technician III
Educational Technician II

Clerk/Administrative Category

Accountant III
Administrative Assistant
Human Resources Generalist
Accounting Support Technician

Building/Maintenance Category

Maintenance Supervisor
Maintenance Mechanic

The Board has the right to establish and add a new category and classifications for any new program which does not fit into an existing area.

C. Layoffs

When the Board determines that a reduction in force is necessary, implementation of that reduction in force will proceed as follows:

(1) If the Board is contemplating the elimination of any bargaining unit positions, the MSEA will be notified. The Board will meet and consult with the MSEA upon request prior to a decision to eliminate any bargaining unit position(s).

(2) The Board determines from which categories and classifications positions are to be abolished or funding eliminated.

(3) The least senior employee in each classification shall be laid off except as modified hereafter. The least senior employee in a classification may be retained and a more senior employee laid off when the least senior employee has more qualifications and ability than a more senior employee relative to the programs and services to be offered. Such comparison shall be made in inverse order of seniority. In such instance, the first employee who has fewer qualifications and abilities than the least senior employee shall be the employee laid off. The application of qualifications and abilities in this article shall be determined by the Board and shall not be subject to review except for arbitrary and capricious action.

a. Qualifications and abilities referred to above shall be determined by certifications, training (courses, workshops, etc.), licensure, which meet the program/service needs in the impact area, advanced degrees related to program/service needs, experience (within or outside the School); and contributions to the School.

(4) More senior employees who occupy positions that are abolished or for which funding is eliminated will be offered reassignment to any vacant position in a lower classification in their category, in order of seniority, provided they are qualified and able to perform the duties of the position they select.

(5) If no vacant positions are available in a lower classification, in lieu of layoff a more senior employee may displace, in order of seniority, the least senior employee in a lower classification in his/her category, provided they are qualified and able to perform the duties of the position.

(6) A part-time employee cannot displace a full time employee

D. Notice of Layoff

Employees to be affected by pending layoff shall be given written notice as soon as practicable but at least ten (10) calendar days before the effective date of the layoff. Copies of any notices from the School to employees under this provision shall be given simultaneously to MSEA.

E. Recalls

A recall register shall be established for each category and classification from which any employee has been laid off. An employee who is notified of layoff will be placed on the recall register for his/her category and classification. Any vacancy occurring in that classification and category shall be offered first to the employees on the recall register. Recalls to work shall be made to the most senior employee in the category who possesses the qualifications and ability to perform the duties of the position.

Employees who refuse recall shall be removed from the recall register.

F. Filling Vacancies

The Board agrees to give notice of vacancies in the bargaining unit and to consider the applications of internal candidates from the bargaining unit for vacant positions as follows:

- (1) All vacancies shall be posted for ten (10) workdays. Postings will be made at all School locations, on the School website and on the employee portal. Notice of vacancies shall include a description of the job, pay rate, required qualifications and abilities, and application deadline and requirements.
- (2) Any employee wishing to be considered for the vacancy shall comply with the applicable application deadline and requirements.
- (3) All qualified employees within the bargaining unit who apply for a vacancy shall be given the opportunity for an interview.
- (4) The Executive Director's decision as to who shall fill a vacancy shall be final.

G. Health Insurance Coverage for Laid off Employees

Employees who have been laid off shall be eligible to participate at their cost in group health insurance as allowed by the health insurance contract and/or law at that time. Employees who desire to maintain group health insurance in accordance with this Article must so notify the Director of Operations/HR in writing as provided by the law in effect at the time of the layoff. Failure to make payments as required shall result in cancellation of insurance.

ARTICLE 46. SEVERABILITY

In the event that any Article, section or portion of this Agreement is found to be invalid or unenforceable by final decision of a tribunal of competent jurisdiction, or shall have the effect of a loss to the School of funds or property or services made available through federal law, then such specific Article, section or portion specified in such decision or which is in such conflict or having such effect, shall be of no force and effect. Upon the issuance of such decision, if either party requests, the parties shall negotiate a substitute for such specific Article, section or portion thereof, provided that the remainder of this Agreement shall continue in full force and effect. The parties agree to use their best efforts to contest any such loss of federal funds which may be threatened.

ARTICLE 47. SICK LEAVE

Section A. Sick Leave

1. Sick leave credit shall be earned at the rate of eight (8) hours per calendar month of service. Sick leave shall be earned from the employee's first date of work. Sick

leave credit shall be earned for any month in which the employee has been in pay status for ten (10) or more workdays. A part-time employee shall earn sick leave in the same proportion as his/her part-time service bears to full-time service. For new hires only, they shall receive sixteen (16) hours of sick credit leave upon hire. These days are to be considered "front-loaded" or issued in advance. Upon reaching their third month of employment and having been in pay status for ten (10) or more workdays in that third month they shall again be eligible to earn sick leave credit. An employee may accumulate unused sick leave up to a maximum of one thousand forty (1,040) hours. However, the amount of unused sick leave accruals which can be credited towards School service for retirement purposes shall be seven hundred twenty (720) hours. When the maximum limitation has been accumulated, days that would normally thereafter be earned shall lapse but shall be recorded by the Human Resources Office. Any employee who has such lapsed sick leave to his/her credit may apply to the Executive Director to have up to one hundred sixty (160) hours of the sick leave restored in the event of an extended illness. The Executive Director at his/her discretion may authorize restoration of such lapsed sick leave after thorough investigation, including complete medical reports of the illness requiring the continued absence of the employee. The Executive Director's decision regarding the use of lapsed sick leave shall be final.

2. Sick leave may be used for illness, necessary medical or dental care that cannot be scheduled during non-work hours, or other disability of the employee. Eighty (80) hours of sick leave per year may be used for a member of the employee's immediate family which requires the attention or presence of the employee. Immediate family as used in this Article shall mean the employee's spouse or partner, the parents of the spouse, the parents, stepparents, guardian, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, wards, grandparents and grandchildren of the employee. For the purposes of this Article, "partner" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and there is a shared primary residence. This relationship must have existed for at least one (1) continuous year before benefits under this Article may be provided.

Employees shall consult with Human Resources to determine if they are eligible for benefits available under the federal or state family medical leave statutes. A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding or days following a holiday or weekend. When a medical examination or doctor's certificate is required on account of use of sick leave in excess of five (5) consecutive workdays, the School shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

3. Notifications of absence under the provisions of this Article shall be given as soon as possible on the first day of absence or as soon thereafter as circumstances permit.

4. Any employee returning from layoff shall have the unused sick leave accrued as of the time of layoff restored upon his/her reinstatement.

Section B. Sick Leave Bank

The purpose of the sick leave bank is to provide potential additional sick time for members who, because of serious prolonged illness or unexpected necessary medical care have (or will as a result of their medical condition) exhausted their accumulated sick leave. The intent of the sick leave bank is not for use of common colds, flu, or elective surgery. Similarly, sick leave bank days will not be used for maternity leave, barring extenuating medical complications.

The bank will be administered by a committee composed of two representatives from Management and two representatives designated by MSEA. A majority vote of the committee shall be required for any days to be granted. The committee shall report to the School Board, the Association and the employees annually, indicating the use of the sick leave bank. The committee may submit recommendations for modification to the operation of the sick leave bank to the School Board and the Association. If the recommendations are ratified by the Board and the Association, the recommendations shall be implemented.

In order to participate in the sick bank one must be covered by a collective bargaining agreement or be a confidential employee. Participation is voluntary; however, one must initially donate eight (8) hours of sick leave to the bank to join. Open enrollment is from September 1st to October 1st of each year. New hires can join the bank within 30 days of becoming eligible to earn sick time.

Employees will continue to donate on a rotating basis, alphabetically, until the bank is built up to a minimum of three hundred and twenty (320) hours. After donating the minimum of eight (8) hours an employee can pass and the rotation will continue until the bank reaches the minimum of three hundred and twenty (320) hours. Employees at any time may donate excess sick time hours over one thousand forty (1,040) that would normally otherwise lapse.

Employees who are retiring from the MECDHH/GBSD may donate sick time over seven hundred and twenty (720) hours, which is the maximum amount that can be credited towards School service for retirement purposes.

Any employees resigning from MECDHH/GBSD may donate their unused sick time to the bank.

The maximum accrual for the bank will be four hundred and eighty (480) hours. However, the bank can exceed the maximum accrual in order to accommodate each qualified employee that wants to be a member of the sick leave bank.

If the bank stays at the maximum there will be no need to replenish the bank. If it drops below the minimum it will need to be replenished. It will be replenished in the

same manner in which it was established starting with the next person on the alphabetical list.

Minimum withdrawal per participant from the bank is twenty-four (24) hours annually. The maximum withdrawal per participant from the bank is one hundred and sixty (160) hours annually.

Sick leave bank hours may be used for the necessary medical care of a member of the employee's immediate family which requires the attention or presence of the employee. Immediate family for the purposes of the sick leave bank shall mean spouse, partner, child, parents, or other dependents living in the employee's home for whom he/she is the primary caregiver.

A part-time employee may participate in the bank and make a pro rata donation of sick leave hours to the bank and, if a request is granted, shall receive pro rata benefits.

If the sick leave bank does not reach the minimum hours required the bank will cease to exist for that school year.

A person withdrawing from membership from the bank will not be able to withdraw their contributions.

ARTICLE 48. UNION SECURITY

1. Selection of Fee

Any new employee hired after the signing date of this Agreement and who is covered by this Agreement shall be required to choose from the options of membership in MSEA-SEIU or payment to MSEA-SEIU of a service fee equal to their pro-rata share of the costs to MSEA-SEIU that are germane to collective bargaining and contract administration as defined by law.

The School will deduct membership dues from the pay of any employee who chooses the option of membership in MSEA-SEIU by signing a written payroll deduction authorization form authorizing deduction from their pay of the membership dues. The School will automatically deduct the service fee from the pay of any other employee, unless the employee is a religious objector as provided under Section 6, effective as follows:

a. For employees who are not members of the Union on the effective date of this agreement, on the first anniversary of said effective date.

b. For employees hired after the effective date of this agreement, within thirty (30) days after the first six (6) months of the beginning of each employee's employment.

2. Calculation of Service Fee

MSEA-SEIU shall determine the amount of the service fee to be charged to non-members, consistent with both applicable law and this Article and shall certify to the School the amount of the service fee.

The service fee paid by part-time employees shall bear the same ratio to part-time dues as the fee paid by full-time employee's bears to the dues amount paid by full-time employees.

3. Change of Status

The right to join MSEA-SEIU shall be determined by the Union's own Constitution and Bylaws. Otherwise, employees may change their status with regard to membership in MSEA-SEIU or service fee payment as follows:

a. Employees may change their status from service fee payer to MSEA-SEIU member, or from MSEA-SEIU member to service fee payer, on a quarterly basis beginning July 1st of each year

b. Employees may also start or eliminate their payroll deduction for MSEA-SEIU dues at any time.

c. Employees who wish to eliminate payroll deduction for membership dues must tender their dues directly to MSEA-SEIU.

d. In order to change status and/or eliminate or change any payroll deduction option consistent with paragraphs (a) through (c) above, and consistent with Section 1, the employee must provide written notice to both MSEA-SEIU and the employee's payroll clerk. MSEA-SEIU and the payroll clerk shall promptly notify one another of a requested change, providing identifying information regarding the employee who made the request.

4. Payments and Deductions

It shall be the sole responsibility of MSEA-SEIU to collect its dues and to verify contributions made in lieu of service fees pursuant to Section 6. No payroll deduction of service fees shall be made from workers' compensation benefits or for any payroll period in which earnings received are insufficient to cover the amount of the deduction, nor shall such deductions be made from subsequent payrolls to retroactively cover the period in question. Employees shall not be penalized for failing to pay service fees for any such pay period(s).

5. Notice and Audit

MSEA-SEIU shall calculate the amount of the fee after the close of its annual audit, based on the expenditures reflected in the most recent available audited records. That calculation shall also be audited to verify that the union's records have actually been audited; have been correctly reproduced from the audit report, and that the union has performed any mathematical adjustments correctly, and for any other purpose required by law. The fee will be effective on a pay date at least thirty (30) days after the notice described below has been provided to members of the bargaining unit, or provided to newly eligible employees.

Once the audit is complete, MSEA-SEIU shall prepare a notice, consistent with applicable law, to all employees covered by this Agreement who are not members of MSEA-SEIU. Such notice shall be updated annually and shall explain the choices and indicate that the sums determined to be the service fee were audited by an independent auditor based on the union's financial records for its most recent fiscal year. The notices shall include all information required by applicable law, including at a minimum, the major categories of expenses, as reflected in the audit; whether each expense will be included in the service fee; the identity of the auditor(s); and the opinion of each audit, including the opinion included in any adjusted audit(s). The School agrees to distribute this notice and dues deduction forms, provided by MSEA-SEIU, to new employees at the time they are hired. MSEA-SEIU shall provide notices required by law to all current bargaining unit employees who are not members of MSEA-SEIU. Any change in the amount of the service fee to be deducted shall be certified to the School by the Treasurer of MSEA-SEIU at least thirty (30) days in advance of the change. At the same time MSEA-SEIU provides the annual notice to non-members, it will also make the notice available to MSEA-SEIU members through means of communication available to the Union, such as posting on MSEA-SEIU's website.

6. Religious Objectors

Any employee covered hereby who maintains that she/he holds a sincere and bona fide religious belief that conflicts with an obligation to financially support MSEA-SEIU, public employee organizations or labor organizations in general may seek religious objector status by petitioning MSEA-SEIU. Any such employee who is found to hold a sincere and bona fide religious belief that conflicts with an obligation to financially support MSEA-SEIU, public employee organizations or labor organizations in general, shall have the right to refuse to make service fee payments; provided, however, that said right to refuse shall continue only so long as the employee makes contributions at least equal in amount to the service fee to a non-religious charitable organization mutually agreed upon by the employee so refusing and the Union, within ten (10) days after each payday. Part-time employees' contributions to non-religious charitable organizations shall coincide in amount with the payments of those part-time employees paying the service fee. MSEA-SEIU shall not unreasonably deny the choice of such non-religious charitable organization suggested by the employee. An administrative or legal challenge to a denial of a petition for religious objector status may be filed in an appropriate forum. The Employer is not such a forum.

Should an employee have a pending written request for religious objector status or a pending administrative or legal challenge regarding their religious objector status, the School will continue to deduct an amount equal to the service fee from the employee's pay until the request is granted or the challenge is resolved in the employee's favor, and that amount will be placed by MSEA-SEIU in an interest-bearing escrow account pending resolution of such dispute or request. MSEA-SEIU shall pay for any maintenance fees associated with such escrow accounts. The School shall not be liable for any fees, costs, damages, expenses, or any other form of liability involved with regard to such escrow accounts. If an employee is granted religious objector status,

MSEA-SEIU will notify the School of the employee's religious objector status, and the School will cease automatic service fee deductions.

It shall be the sole obligation of MSEA-SEIU to certify to the School the name of any employee who has failed to make timely contributions as a religious objector and has, thus, forfeited religious objector status. Once MSEA-SEIU has certified the employee's name to the School, the School will commence and continue to automatically deduct the service fee from the employee's pay as provided in Section 1.

7. Disputes

The amount of the service fee shall be subject to review pursuant to the American Arbitration Association's Rules for Impartial Determination of Union Fees. Pending resolution of any such dispute, the disputed amount of fees shall be placed in an interest-bearing escrow account. MSEA-SEIU shall pay for any maintenance fees associated with such escrow accounts. The School shall not be liable for any fees, costs, damages, expenses, or any other form of liability involved with regard to such escrow accounts.

MSEA-SEIU is solely responsible for payment of the fee charged by AAA for the cost of providing necessary administrative services. The arbitrator will be compensated by MSEA-SEIU, in accordance with the per-diem rate currently on file for that arbitrator with the AAA, and shall be reimbursed for expenses by MSEA-SEIU. Attorneys' fees, witness fees, and other expenses shall be borne by the respective parties. No fees, costs, damages, expenses, or other form of liability involved with regard to arbitration shall be borne by the School.

In the event a dispute under this Article is submitted to arbitration, the arbitrator shall have no power or authority to order the School to pay such service fee on behalf of any employee.

In the event a change in law requires that this type of dispute be resolved in a forum other than arbitration under the auspices of the American Arbitration Association, the dispute resolution procedure will comply with law. All portions of this Article that are unaffected by the change in forum will remain in full force and effect.

8. Indemnification

MSEA-SEIU agrees that it shall indemnify, defend, reimburse, and hold the School harmless (collectively, "Indemnification") against any claim, demand, suit, cost, expense, damages, or any other form of liability, including attorneys' fees, costs, or other liability arising from or incurred as a result of any act taken or not taken by the School, its members, officers, agents, employees, or representatives in complying with or carrying out the provisions of this Article; in reliance on any notice, letter, or authorization forwarded to the School by the union pursuant to this Article; and including but not limited to any charge that the school failed to discharge any duty owed to its employees arising out of the service fee deduction; provided that, nothing herein shall require Indemnification for any intentional deprivation of an individual's constitutional

rights by the School. MSEA-SEIU will intervene in and defend any administrative or court litigation concerning the propriety of any act taken or not taken by the School under this Article. In such litigation the School shall have no obligation to defend its act taken or not taken.

ARTICLE 49. UNPAID PERSONAL LEAVES OF ABSENCE

1. Any employee may apply for an unpaid personal leave of absence. Leave pursuant to this provision may be for a period not exceeding twelve (12) months. Such leave may be granted at the sole discretion of the Board when the Board determines the leave is profitable to the school, essential to the well-being of the employee, and the Board is able to secure a replacement for the employee for the leave period. Employees must consult with Human Resources to determine if they are eligible for benefits available under the state or federal family medical leave statutes if the request for leave is related to personal or family illness. Any personal leave of absence that also qualifies for federal or state family and medical leave must be taken concurrent with FMLA leave and will be paid to the extent that the employee has accrued paid leave. The balance of the personal leave of absence will be unpaid. Except during any period covered by the use of applicable paid leave and/or federal FMLA, retention of insurance benefits shall be at the employee's expense.

2. All requests for such leave and responses shall be in writing. The application for leave must specifically state the reasons for such application and the length of time requested. The employee is required to notify the Executive Director by a pre-determined date whether or not he/she will return to work. If the employee does not provide the required notification, he/she will be deemed to have resigned his/her position.

3. After completion of a period of personal leave of absence, the employee shall be entitled to return to his/her previous position or a comparable position. If the employee's position is abolished during any such leave, he/she shall be notified and allowed to exercise his/her rights under Article 44 of this Agreement.

4. Any leave of absence granted pursuant to this Article may be canceled by the Board at any time for good reason upon written notice to the employee by certified mail to the last address supplied by the employee, specifying a reasonable date of termination of the leave and the reason for cancellation.

5. If the leave of absence is for medical reasons, the Executive Director may, from time to time, require the employee to submit a certificate from the attending physician or a designated physician. If a certificate from a physician other than the attending physician is required, the School shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

ARTICLE 50. USE OF SCHOOL FACILITIES

Where there is available appropriate meeting space in buildings used by the School, MSEA shall be allowed reasonable use of such space at reasonable times for specific meetings, including space suitable for meetings in private between MSEA staff representatives or stewards and employees in the investigation and processing of grievances. Advance arrangements for the use of School facilities shall be made with the Executive Director or his/her designee, consistent with applicable Board policies and rules concerning use of facilities. MSEA shall reimburse the School for any additional expense incurred in allowing use of such space. No other employee organization, except such as have been certified or recognized as the bargaining agent for other School employees, shall have the right to meeting space in School facilities for purposes pertaining to terms and conditions of employment of employees.

The use of School facilities for meetings shall be in non-work areas or where work is not in progress. Other than meetings in private between MSEA staff representatives or stewards and employees in the investigation and processing of grievances, all meetings in School facilities shall be during the off-duty time of employees attending and, in all instances, attendance shall be voluntary. Arrangements for any meetings in School facilities will be made so as to avoid interference with the School's operations and/or educational program, or violation of the School's security program.

ARTICLE 51. VACATION

Employees working 48 weeks per year or more are eligible for vacation. Eight (8) hours shall be earned for each completed full month of service during the first five (5) years of service with the School. Thereafter, provided the last three (3) years of service have been continuous, vacation shall be earned on the following basis: for each completed full month of service with the School, ten (10) hours shall be earned until ten (10) years have been completed; and twelve (12) hours shall be earned until fifteen (15) years have been completed; fourteen (14) hours shall be earned until twenty (20) years have been completed; thereafter, sixteen (16) hours shall be earned. Part-time employees shall earn vacation credits at the higher rates after having worked for the School for the required number of calendar years specified above, such credit to be earned in the same proportion as their part-time service bears to full-time service.

1. Employees shall be entitled to use vacation leave credits at times that do not conflict with the operational or educational needs of the School. Requests for use of vacation leave credits shall not be unreasonably denied. In the event of conflict among employees in scheduling such vacation leave, seniority shall govern.

2. Except in cases of emergency, no employee shall be required to work during vacation.

3. Employees shall be paid a vacation advance for scheduled periods of vacation of one (1) week or more provided they submit written requests for such advance three (3) weeks prior to the pay day on which they want to receive payment.

4. Time during which an employee is excused from work because of holidays or other leave with pay shall be considered as time worked for the purpose of computing vacation leave credit.

5. Employees with fewer than six (6) years of continuous School service shall be entitled to accumulate one hundred sixty (160) hours of unused vacation; employees with six (6) to fewer than eleven (11) years of continuous service shall be entitled to accumulate two hundred (200) hours of unused vacation; employees with eleven (11) to fewer than sixteen (16) years of continuous service shall be entitled to accumulate two hundred forty (240) hours of unused vacation; employees with sixteen (16) to fewer than twenty (20) years of continuous service shall be entitled to accumulate two hundred eighty (280) hours of unused vacation; and employees with twenty (20) or more years of continuous service shall be entitled to accumulate three hundred twenty (320) hours of unused vacation. Employees will be paid for any accrued vacation leave upon separation of employment.

ARTICLE 52. WORK RULES

The Executive Director may change or adopt work rules during the term of this Agreement but such changed or adopted work rules shall not be inconsistent with the terms and provisions of this Agreement. Whenever such work rules are to be changed or adopted, they shall be posted on bulletin boards for seven (7) days before they are to become effective, except in an emergency. Simultaneously with such posting a copy of same shall be forwarded to MSEA. Upon request by MSEA, the Executive Director or his/her designee will meet and consult with MSEA on the proposed changed or new rules.

ARTICLE 53. WORK STOPPAGE AND SLOWDOWN

Employees within the bargaining unit, MSEA and its officers at all levels, agree that they will not instigate, promote, sponsor, condone or engage in any work stoppage, sympathy work stoppage or slowdown.

"Work stoppage" means a concerted failure by employees to report for duty, a concerted absence of employees from work, a concerted stoppage of work, or a concerted slowdown in the full and faithful performance of duties by a group of employees.

The officers of MSEA, at all levels individually and collectively, agree that it is their continuing obligation and responsibility to maintain compliance with this Article, including the remaining at work during any interruption or slowdown of work which may take place.

ARTICLE 54. WORKERS' COMPENSATION

The School shall make every possible effort to promptly pay all compensation awards in accordance with the decisions of the Workers' Compensation Commission. Upon each award of the Workers' Compensation Commission, interest shall be assessed from the date on which the petition is filed at a rate of six percent (6%) per year, provided

that if the prevailing party at any time requests and obtains a continuance for a period in excess of thirty (30) days interest will be suspended for the duration of the continuance. From and after the date of the decree, interest shall be allowed at the rate of ten percent (10%) per year.

Where an employee has been unable to work for one year, the employee may be terminated from his or her position. Such termination shall not be considered disciplinary in any way. If the employee later becomes capable of performing the job duties of the position from which he/she was terminated, the employee may return to that position if it is vacant. If that position is filled, unfunded, or no longer exists, then the employee shall be entitled to be placed in a vacant position or the next available position if no such vacancy exists in the same classification for which the employee is qualified, and shall be treated as if on layoff status.

Prior to possible termination after one year on compensation, an employee will receive at least a ninety (90) day notification of the termination process and, at the same time, will be requested to provide an updated, current medical report which assesses his/her ability or tolerance to return to his/her last position. Should the medical report indicate potential fitness to return to work in the position formerly held within six (6) months of the employee's one (1) year date on workers' compensation, the termination date will be projected ahead to the specified date in the medical report, but in no case, for a period of more than six (6) months on a "one time only basis". The termination date will then become the date established beyond the one (1) year anniversary and will become the automatic date of termination unless the employee returns to work able to perform the duties of the job. However, reasonable accommodations will be made for employees who are disabled.

If an employee who is terminated pursuant to this Article is eligible for and makes application for disability retirement, the School shall continue to provide group health insurance in accordance with the terms of this contract until the employee receives his/her first disability retirement check or until six (6) months after the termination, whichever occurs first.

In the event that any employee who has been terminated pursuant to this Article regains a work capacity and returns to work, the employee shall not lose the benefit of any prior years of School service immediately preceding his/her termination, for purposes of seniority, vacation accrual rate (if applicable) and restoration of sick leave credits.

ARTICLE 55. ACTING CAPACITY

1. Temporary Transfer

When an employee is assigned temporarily by his/her supervisor to a job for which he/she is qualified in a higher pay grade for a period of five (5) days or his/her regular workweek, whichever is less, the employee shall be paid retroactively from the initial date of the temporary transfer for the duration of the temporary transfer. The employee shall be paid as if he/she had been promoted during such transfer. In no event may an employee

acquire any status in a higher classification as a result of his/her temporary transfer. Temporary Transfers shall not be made on an arbitrary or capricious basis. Employees shall not be rotated in temporary transfer in an arbitrary or capricious manner in order to avoid payment of acting capacity pay.

These transfers cannot extend beyond the length of the School year, unless agreed to in advance by MSEA. In any event, these transfers shall not extend beyond one (1) year.

2. Temporary Assignment

A Temporary Assignment is a temporary position approved by the Board on a short term basis. An employee who accepts a temporary assignment shall be eligible for medical/dental/vision insurance the first of the month following thirty (30) days of employment and accrue vacation (when applicable), sick and holiday leave upon 90 days after the temporary assignment begins.

ARTICLE 56. COMPENSATING TIME

Compensating time earned by an overtime eligible employee may be accumulated up to two hundred forty (240) hours. Except where operational or educational needs require otherwise, employees shall be entitled to use compensating time at times of their choice.

ARTICLE 57. HOURS AND WORK SCHEDULES

1. The basic work schedules and practices in effect on the effective date of this Agreement shall not be changed without the employer informing MSEA in advance and negotiating the impact of such changes, if requested, on the affected employees. Negotiations shall occur no longer than a thirty (30) day period prior to the implementation of the change. If the parties have not reached agreement within the thirty (30) day period, the obligation to bargain shall continue.

2. To the extent practicable, employees shall be scheduled in a manner that will not result in split shifts, split days off or frequent changes in work schedules. Every practical effort will be made to equitably treat employees whose jobs require that they work irregular or frequently changed hours, shifts or workweeks.

3. It is recognized that involuntary work schedule changes may have an adverse impact on employees, and the employer recognizes its obligation to avoid or minimize such adverse impact to the extent practicable. An employee will be given at least fourteen (14) calendar days' notice prior to the effective date of the change in his/her individual schedule unless emergency developments preclude the possibility of such notice.

4. All time during which an employee is required to be on active duty shall be considered hours worked.

5. Employees who perform excessively dirty work or who work with toxic or noxious material shall be allowed five (5) minutes personal wash-up time before regularly assigned meal periods and at the end of their workday.

6. Job sharing by qualified employees may be permitted at the discretion of the Executive Director.

ARTICLE 58. OVERTIME ASSIGNMENTS

1. When employees are eligible for overtime pay, overtime work shall be offered to employees within the work location involved from the appropriate work group in continuing rotation on the basis of seniority. Each employee shall be selected in turn according to his/her place on the seniority list by rotation provided, however, the employee whose turn it is to work possesses the qualifications, training and ability to perform the specific work required.

2. An employee requesting to be skipped when it becomes his/her turn to work overtime shall not be rescheduled for overtime work until his/her name is reached again in orderly sequence and an appropriate notation shall be made on the overtime roster.

3. In the event no employee accepts required overtime work, the School shall assign employees within the work location involved from the appropriate work group to perform the overtime work by continuing rotation in inverse order of seniority. Employees who are unavailable, including employees who are on vacation, sick leave or other approved leaves of absence, and employees for whom the requirement of overtime work would cause undue hardship, shall be excused from a required overtime assignment. Employees so excused shall not lose their eligibility for overtime work within the then current rotation.

4. Work in progress, when appropriate, shall be completed by the employee performing the work at the time the determination is made that overtime is required except that an employee for whom the requirement of overtime work would cause undue hardship shall be excused from the overtime assignment.

5. Snow Removal Crew (Essential Personnel) – At the beginning of the season, maintenance, custodial and laborer staff will be allowed to add their name to the Snow Removal Crew list, which will be rotated based on seniority. By putting your name on this list, you are expected to work as needed for snow removal, including overtime. If you elect not to be on the list, it is understood that overtime rotation will not apply to this group and that you will not be contacted for overtime hours for snow removal.

ARTICLE 59. RECLASSIFICATIONS

Reclassifications shall be subject to the regular grievance procedure. No employee shall be reduced in salary as a result of a reclassification. All employees shall be provided with a copy of their current job description at their annual evaluation.

Reclassifications shall be effective retroactive to the date of their filing, and a 1% per month interest rate shall be charged on all monies due, after six (6) months if the reclassification has not been finalized.

Reclassifications in connection with reorganization shall be effective on the date they are approved and implemented.

If qualifications for a classification change, all affected employees currently working in that class shall be grandfathered, unless special licensing or certification is required by State or federal law or to maintain federal or state funds.

ARTICLE 60. REST AND LUNCH PERIODS

1. Each employee shall be allowed two (2) rest periods with pay of fifteen (15) minutes during each 8-hour workday. Employees whose duties involve continuous operations where breaks cannot be scheduled shall take personal rest periods as schedules permit. Part-time employees working four hours per workday shall be allowed one (1) fifteen (15) minute break.

2. Each employee shall be allowed at least one-half (1/2) hour for lunch without pay during each 8-hour day or have his/her lunch period considered as time worked if he/she eats while performing his/her regular duties, at the request of his/her supervisor. This provision does not apply to part-time employees.

3. When it is reasonably anticipated that overtime will extend for at least one (1) hour, an employee shall be allowed a rest period with pay of fifteen (15) minutes between the end of a regular work schedule and the beginning of the overtime work. If overtime is to continue beyond a regular meal time, an employee shall be allowed a meal period with pay of at least one-half (1/2) hour. After completing four (4) hours of overtime, the employee shall be allowed a rest period with pay of fifteen (15) minutes during each additional four (4) hours of overtime. It is not the intent of this paragraph to combine the rest and meal periods provided.

ARTICLE 61. UNIT WORK

If the School contracts out work normally performed by employees within this unit, and if the contracting out results in the elimination of jobs within the unit, the School will negotiate the impact of the contracting on the affected employees. Negotiations, if demanded, will occur no later than a thirty (30) day period prior to implementation of the layoff. If the parties have not reached agreement within the thirty (30) day period, the obligation to bargain shall continue.

ARTICLE 62. TERM OF AGREEMENT

This Agreement shall be effective from July 1, 2017 through and including June 30, 2019. Either party shall give 120 days written notice of a desire to negotiate a new collective bargaining agreement or to modify this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective representatives.

MAINE STATE EMPLOYEES ASSOCIATION, SEIU, SUPPORT SERVICES UNIT

Stephen Kimball

Date: _____

Frank Porter, Chief Negotiator

Date: _____

**MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING/
GOVERNOR BAXTER SCHOOL FOR THE DEAF**

Owen J Logue, Executive Director

Date: _____

Donald Miller, Board Negotiator

Date: _____

MAINE STATE EMPLOYEES ASSOCIATION FEES

Attorney Fees:	\$100.00 per hour
Field Representatives Fees:	\$75.00 per hour
Research Fees:	\$75.00 per hour

All fees are charged on the basis of minimum 15 minute periods.

