Tentative Agreement between
Ann Arbor Public Schools
And the AAEA/Paraprofessionals
June 10, 2019

2019-2020
Year 1
- Collective Bargaining Agreement for July 1, 2019 to June 30, 2020
- Includes updated language as attached on Articles 5, 8, 9, 14, 17, 19, 22, 25, 31, 32, and SACC
- Financial Opener for Fall 2019
  o Meeting set for October 9, 2019 to discuss benefit options
  o Meeting set for December 2, 2019 to discuss other financials which shall include
    Articles 17, 18, 19, 28, 31, Appendices A and B
- Calendars 2019-2020 to be set

All other provisions of the agreement shall remain in full force and effect as required by law
during negotiations and until the agreement is terminated. No step increases or other increases
to employee pay raises, compensation, or fringe benefits shall occur after June 30, 2020 unless
otherwise agreed

ANN ARBOR PUBLIC SCHOOLS

David A. Comsa
Deputy Superintendent
Human Resource and General Counsel

June 10, 2019
Date

ANN ARBOR EDUCATION ASSOCIATION

George Przygodski
Executive/Director

June 10, 2019
Date
TENTATIVE AGREEMENT

ARTICLE 5
ASSOCIATION RIGHTS

A. **Special Conferences**

Special conferences will be arranged between representatives of the Employer and the Association, at mutually agreeable times, which will not interfere with the normal duties of the employees.

B. **Bulletin Board and School Mail**

The Association shall be permitted to use currently existing bulletin boards designed for such use. In addition, the Association may use school mail and email for routine correspondence provided such correspondence does not advocate interference with the performance or duties of any employee(s) in the District.

C. **Use of Facilities**

The local Association may use the Board of Education building facilities at reasonable times and hours for meetings when such buildings are available and operating staff are on duty. The request for building use must be made to the building administrator. The President of the Association may request use of Board of Education equipment, so long as such use does not interfere with the operation of the Board of Education and the Association reimburses the Board for the costs of materials and supplies used.

D. **Association Representation**

The Association shall notify the Employer of the names of officers and staff of the Association. Up to two (2) of these individuals shall be authorized to investigate and present grievances to the Employer. If the Employer agrees to meet with the Association representatives during their normal workday, they shall be released from work without loss of pay or benefits after the exhaustion of Association leave time. The Association shall notify the Employer who is authorized to investigate and present grievances to the Employer.

E. **Access to Information**

The Employer agrees to furnish to the Association, in response to reasonable requests from time to time, all readily available public information concerning the financial resources of the District, a copy of the adopted budget and such other readily available public information as will assist the Association in developing contract proposals and in processing any grievance or complaint. The Association will provide the Employer with a copy of the Association constitution and bylaws and any changes thereto as they occur.
TENTATIVE AGREEMENT

ARTICLE 5
ASSOCIATION RIGHTS

Copies of this agreement shall be printed at the expense of the Employer and provided to all bargaining unit members now employed or hereinafter employed. The Employer shall provide the Association with fifteen (15) additional copies of this agreement.

The Employer shall provide each employee immediately upon employment a copy of the Master Agreement and an information packet provided by the Association. The Employer shall provide the Association with the name and assignment of each new employee within ten (10) workdays of employment.

F. Association Leave

The parties agree that Association leadership is an integral part of resolving conflicts regarding employment issues, providing representation for members in various meetings with the administrators, and reaching agreement on local contracts. The Employer also recognizes that the leadership has responsibilities to the organization from time to time. To those ends, shall permit the Association President or his/her designee release time of eight (8) hours per month for handling these and other such tasks. However, the time cannot exceed eight (8) hours in any given month unless there is mutual agreement with the administrative supervisor that the absence will not interfere with the educational process. This time will be permitted after first obtaining permission from his/her administrative supervisor prior to leaving the work site on Association business and notifying the administrative supervisor at the destination. The Association representative will also contact the Office of the Deputy Superintendent for Administrative Services to log in the amount of time used on each occasion.

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TENTATIVE AGREEMENT

ARTICLE 8
VACANCIES, TRANSFERS, AND PROMOTIONS

A. Postings

Except for child care positions, whenever a vacancy in any position covered by this agreement shall occur it shall be posted on the District website for five (5) days. A copy of the posting(s) will be sent to the Association and interested employees may apply for posted vacancies by the deadline.

B. Child Care Workers - Spring Application

Each spring, the Board shall invite all childcare workers to submit application for positions with different hours at a different location, or for childcare assistant or supervisor positions, which might become vacant during the summer for the next school year. At any time during the school year, an application may be submitted for any position, which may become vacant during the school year. The Board shall first consider all such applications when filling vacancies, for which the childcare workers have applied. Applications must be renewed each spring.

C. Application

Any employee may apply for such a vacancy. In filling a vacancy, decisions will be based upon the needs of the position, qualifications, seniority, personal interview, experience, letters of recommendation, and most recent evaluation if the employee has been evaluated within the last 3 years.

Any employee who has made proper application for a vacancy and is not granted an interview may, within fourteen (14) calendar days of the last date for submitting an application, request an explanation from Human Resource Services for the denial of an interview.

Upon successful completion of the trial period, an employee may apply for any subsequent vacancy for which he/she is qualified in accordance with the provisions of this Agreement.

D. Transfer to a New Classification

A one (1) year trial period shall apply to all transfers to a new classification.

During the trial period, an employee may return or be returned to a vacant position in his/her former classification, at the Employer's discretion. Reversion shall not occur after 90 workdays unless the employee has been evaluated within 30 workdays of the reversion.

Upon successful completion of the trial period, an employee may apply for any subsequent vacancy for which he/she is qualified in accordance with the provisions of this Agreement.

E. Lateral Transfer

In cases of transfer within the same classification, within 10 workdays after assuming the position, the employee or the Employer may request to return the employee to his/her former
TENTATIVE AGREEMENT

ARTICLE 8
VACANCIES, TRANSFERS, AND PROMOTIONS

position. If the former position does not exist, the employee may be placed in the next available vacancy in the same classification, at the Employer’s discretion. Requests made after 10 workdays, up to 60 calendar days, will be determined on a case-by-case basis by the Deputy Superintendent of Administrative Services.

An employee who receives a lateral transfer may not apply for any subsequent vacancies for a period of 60 calendar days.

F. Involuntary Transfers

The parties agree that involuntary transfers of employees should be minimized, but the parties recognize the right of the Employer to make involuntary transfers as needed. Individuals who are transferred to a lower paying classification will not, as a result of this involuntary transfer, suffer a loss of pay for a period of 90 calendar days. For employees involuntarily transferred after September 30, this save pay period shall be until the end of the work year, or ninety (90) calendar days, whichever is greater. At the end of save pay period, the employee shall be paid at the rate and hours of the position then held. Childcare workers who are involuntarily transferred to positions with fewer hours per week will not have their hours reduced for a period of 90 calendar days. For childcare workers involuntarily transferred after September 30, this save pay period shall be until the end of the work year, or ninety (90) calendar days, whichever is greater. At the end of 90 calendar days, the childcare worker shall be paid for the number of hours he/she is working.

G. Protection for Special Education Paraeducators

Special education paraeducators may be protected from transfer by more senior staff by the building administrator and one other administrator who is in the Instructional Division, chosen by the Association, based upon the need for maintaining the relationship between one or more specific students and a special education paraeducator and adherence to a written list of duties provided at the time of assignment to the student. Such protection must be with certification by the administrators that a change in paraeducators for the following year would be detrimental to any student’s education. During such deliberations, Association members will have the right to submit written information and argumentation about the matter.

H. Reduction of Hours

If a position experiences a reduction in hours per day which results in a reduction of F.T.E., the employee in that position will have the right to transfer to the next available vacancy, which represents an increase in F.T.E., within that job classification for which he/she is qualified. If an employee wishes to move to a different job classification, he/she may apply and be given preference over outside applicants provided he/she is qualified for the position and has a satisfactory evaluation.

If the administrator supervising the new position has objections to the possible placement, she/he may present those objections in writing to the Office of Human Resource Services and to the
TENTATIVE AGREEMENT

ARTICLE 8
VACANCIES, TRANSFERS, AND PROMOTIONS

employee. If the employee wishes to challenge the written objections, he/she may submit a written statement to the Office of Human Resource Services and the supervisor, and may also request a meeting to discuss the objections. A representative of the Office of Human Resource Services will review the objections and any response, and will decide on convening any requested meeting. If the representative of the Office of Human Resource Services determines that the objections are valid, the employee will not receive the placement, but will be eligible, using the same process, for subsequent placement. This right shall continue for the remainder of the school year.

I. Temporary Employees

The Board may employ individuals not presently a member of the bargaining unit to fill temporary and/or newly created positions, which may last up to ninety (90) workdays. Individuals employed in a temporary or newly created position will not be entitled to placement into a bargaining unit position upon expiration of the temporary or newly created position.

J. Elimination of Positions

Any bargaining unit member whose position was eliminated and that same position is reestablished within a two year period shall have the right to return to that position provided they meet the qualifications. The bargaining unit member being returned will be compensated at the pay rate for the reestablished position should s/he choose to accept the position to which s/he would be returned.

ANN ARBOR PUBLIC SCHOOLS

David A. Comsa
Deputy Superintendent
Human Resource and General Counsel

June 10, 2019
Date

ANN ARBOR EDUCATION ASSOCIATION

George Krzygodski
Executive Director

June 10, 2019
Date
TENTATIVE AGREEMENT

ARTICLE 9
EMPLOYMENT STATUS

A. Probation – An employee will serve a one-year probationary period. If at any time during the probationary period a newly hired employee’s work performance is unsatisfactory, he/she may be dismissed without right of appeal by the employee or the Association.

B. Federal and/or State Funded Employees - Federal and/or State funded employees in bargaining unit positions will be covered by the terms and conditions of this agreement but shall serve the same probationary period under the conditions and exclusions specified above. However, where terms of this provision are in conflict with the Law and/or administrative rules of the funding agency, the parties shall meet in an attempt to resolve the conflict. Until a resolution is agreed to, the Law and/or administrative rules shall supersede this agreement.

C. The Employer shall notify the Association of any action taken in compliance with No Child Left Behind Act of 2001, as amended, 20 USC 6301 Et seq., which has an adverse impact on any employee.

D. Job Category and/or job classification as used in this agreement shall refer to employee categories as identified in Appendix C of this Master Agreement.

E. A temporary position is of limited duration, not to exceed one (1) semester

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June 10, 2019
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TENTATIVE AGREEMENT

ARTICLE 14
SICK LEAVE

A. Accruals

1. Employees hired before July 1, 2004 shall receive sick leave accruals as follows:
   
   1 - 10 years of service  1.0 day/month
   11+ years of service     1.5 day/month

2. Employees who on January 1, 2004 were accruing sick leave at 2.0 days/month will continue to accrue and accumulate sick leave at the same rate.

3. Employees hired on or after July 1, 2004 shall receive sick leave accrual at one (1) day per month.

4. Sick leave may accumulate to a maximum of ninety (90) days.

   Employees who on June 30, 2004 had accumulations in excess of 90 days will keep their current accumulations, however such accumulations shall never exceed their June 30, 2004 accumulated balance.

5. For employees who work summer school, sick leave days the length of the summer school day can be utilized by the employee for the purposes described in this article, and according to the following schedule:

   Work less than seven weeks - 1 day
   Work seven weeks or more - 2 days

   These days shall not accumulate from year to year nor be credited to sick leave earned by the employee during the year.

6. Those employees who work in the split position of Child Care/Paraprofessional will be issued a separate sick bank accrual for time worked in child care. Child care accrual will be based on contractual 1.25 hours per day X 10 days for a maximum of 12.5 hours per year.

B. Use of Sick Leave:

1. Sick leave may be used in full or half-day increments.

2. Sick leave may be used by an employee in the event of personal illness or injury, temporary disability, or for illness or injury in the immediate family, which necessitates absence from work.

"Immediate family" in such cases include the employee's spouse, children, parents or foster parents, dependent brothers and sisters and grandparents, and parents-in-law.
TENTATIVE AGREEMENT

ARTICLE 14
SICK LEAVE

Human Resource Services may, under extenuating circumstances approve exceptions to this definition.

3. Sick leave cannot be used for childcare or birth to a member of the immediate family, as defined in three above, who does not reside in the employee's household. Exceptions may be made by Human Resource Services.

4. A verification of illness from a physician may be required for absences immediately before or after a holiday or vacation period or when there is reason to suspect abuse.

5. Employees may use sick days for the purpose of religious observances.

6. Sick leave may be used by an employee for attendance at the funeral of a member of the immediate family. Exceptions may be made by Human Resource Services.

7. Child care workers shall notify their supervisor when they are going to be absent, at least one hour prior to the worker's reporting time.

C. Restrictions on Use

1. Sick leave which qualifies under FMLA guidelines and/or would be deemed eligible under STD criteria would be paid leave up to the maximum of the employee's accumulated sick bank, provided it meets the qualifications in paragraph B above. Further days which meet FMLA standards would be unpaid but not subject to discipline or dismissal if taken under an approved leave of absence.

2. All other sick leave, beyond five (5) days in one fiscal year, may be subject to the following progressive discipline:

   1st occurrence - letter of warning and meeting with supervisor
   2nd occurrence - letter of reprimand
   3rd occurrence - 1 day unpaid suspension
   4th occurrence - 5 days unpaid suspension
   5th occurrence - termination

3. Use of sick leave beyond the employee's personal sick leave accumulation, except those days taken while on an approved unpaid leave of absence, will be subject to the following progressive discipline:

   1st day - letter of warning and meeting with supervisor
   2nd day - 1 day unpaid suspension
   3rd day - 5 days unpaid suspension
   4th day - termination
TENTATIVE AGREEMENT

ARTICLE 14
SICK LEAVE

For the purposes of progressive discipline, absences in Paragraph C-3 may be counted over a period of 24 months.

D. Common Sick Bank

1. The Association may maintain a Common Sick Bank through donations from the members. Effective at the beginning of each school year, employees will contribute up to one (1) day from their personal sick leave accumulations to the Sick Bank. The members' contribution each year will bring the number of days in the Sick Bank to a maximum of two (2) times the membership of the Association. Employees who have exhausted their accumulated sick leave may request use of Sick Bank from the Sick Leave Bank Committee. Sick Bank may be used for personal illness or the physical disability of an employee covered by this Agreement. The allocation of sick bank days shall not exceed the number of days needed to access the Employer provided Long Term Disability benefits. Any days remaining in the bank at the end of a school year shall be carried over to the next year, in addition to those funded above. Unused days contributed by the Employer prior to June 30, 2004 shall remain in the Sick Bank.

2. The parties will establish a Sick Leave Bank Committee with each party having equal authority, to make decisions on allocations to any applicant. The Committee members shall be held harmless by the Employer and the Association for any decisions they make provided those decisions are consistent with mutually approved guidelines for the operation of the Sick Leave Bank and with the law. The decisions of the Committee will be final, and not subject to the grievance procedure described elsewhere in this Agreement.

3. Employees who have exhausted their accumulated personal sick leave credits, or employees who have utilized all but 5 personal sick leave days and who experience an absence of more than 4 consecutive weeks or more than 20 days in an 8 week period for the same illness, may apply for withdrawals in accordance with the following procedures. The Sick Leave Bank Committee, as described in number 2 above, shall determine if applications shall be approved, and may require a second doctor's opinion prior to their decision.

4. Employees applying for using the Common Sick Leave Bank shall call the Office of Human Resource Services prior to the end of the first day when they need to use the Bank whenever medically possible. In cases where they are unable to call, the Sick Leave Bank Committee may waive this requirement. They shall provide a doctor's note to the same office by the fifth day of the illness or disability unless medical circumstances don't allow them to do so. In that case, they shall provide the doctor's note as soon as possible. If an absence is not anticipated to be more than four weeks and then becomes that length, the employee may apply for a retroactive allocation.
TENTATIVE AGREEMENT

ARTICLE 14
SICK LEAVE

5. Days from the Common Sick Leave Bank shall be used only for a physical disability or illness of an employee, which in the judgment of a physician makes it necessary for the employee to be absent from his/her assignment for more than four (4) consecutive weeks.

6. The Sick Leave Bank Committee shall determine the number of days that can be granted to any one individual and at any one time. The amount granted may or may not cover the employee's total period of disability or illness.

ANN ARBOR PUBLIC SCHOOLS

David A. Comsa
Deputy Superintendent
Human Resource and General Counsel

June 10, 2019
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ANN ARBOR EDUCATION ASSOCIATION

George Przygodski
Executive Director

June 10, 2019
Date
TENTATIVE AGREEMENT

ARTICLE 17
COMPENSATION

A. **Placement on Salary Schedule**
The basic compensation is attached, as Appendix A and Appendix B. Initial placement on the salary schedule shall be determined by the Employer. Education beyond high school and relevant experience will be considered.

B. **Overtime**
Overtime shall be paid as follows:
1. Time and one-half for all hours worked over eight (8) hours in one (1) day or forty (40) hours in one (1) week.
2. Two (2) times the hourly rate will be paid for all hours worked on a holiday.

C. **Travel Reimbursement**
The Employer shall pay an employee for any travel required in the performance of his/her duties during the workday at the maximum rate permitted by the Internal Revenue Service. Childcare workers shall be paid for required trips for shopping. Child care workers who work at different sites during the day shall be paid for travel between those sites unless there is a period of at least one and one-half (1 1/2) hours in between work periods at the different sites.

D. **Continuing Education**
Subject to available space, an employee may enroll on a non-fee basis in any one (1) established course of his/her choice each semester offered by the Board's Community Education and Recreation Program.

E. **Separation Pay**
At the retirement or resignation of the employee, and after ten (10) consecutive years of employment with the Board, one-half of the remaining accumulated sick leave shall be paid at the current hourly rate, to the employee.

F. **Direct Deposit**
The Board shall provide for direct deposit of employees' paychecks to any bank, which currently receives deposit from the Ann Arbor Public Schools and/or the Michigan Educational Credit Union.

G. **Method of Payment**
The Board shall pay child care workers on an hourly basis, under the same procedures used for other hourly employees. All other employees shall be paid a salary based on their daily pay times the number of days of work including holidays. Ten-month employees may opt for either a short pay (21 or 22) option or a long pay (26 or 27) option each year (these may vary depending on the calendar). Elementary classroom assistants who begin after the start of school will be able to select from the number of pays remaining from either the short or long pay options. If an employee fails to select an option by July 1, he/she shall be placed on the short pay option. With prior notice to the Union by June 1 of intent to implement the following year, each employee will have his/her pay held one (1) week in arrears.
TENTATIVE AGREEMENT

ARTICLE 17
COMPENSATION

H. Deduction Notification

The Board will make a reasonable effort to notify employees when their pay check is to be reduced in excess of $5.00 due to a change in deductions for fringe benefits, unless the change is due to employee initiated action. The Union will make a reasonable effort to assist in the notification.

I. Paraprofessional/Child Care
Paraprofessionals who work in child care will be paid their hourly paraprofessional rate while providing services in child care.

ANN ARBOR PUBLIC SCHOOLS

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ARTICLE 19
HOLIDAYS

A. Unless school is in session, the following days will be considered holidays and employees shall receive their normal daily rate of pay: Labor Day, Thanksgiving, the Friday after Thanksgiving, the day before Christmas, Christmas Day, the day before New Year's Day, New Year's Day, Memorial Day, and Independence Day.

B. In order to qualify for holiday pay*, employees must work the last scheduled work day before the holiday and first scheduled work day following the holiday, and the holiday must fall within the employee's normal work year. If a holiday falls on Saturday, Friday shall be considered the holiday and if a holiday falls on Sunday, Monday shall be considered the holiday.

* Does not apply for the Labor Day Holiday for the 2019/20 school year only.

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ARTICLE 25
NEGOTIATION PROCEDURES

A. At least ninety (90) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of employees covered by this Agreement.

B. In any negotiations described in this article, neither party shall have control over the selection of the negotiating representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by the Employer and the Association. The parties mutually pledge that representatives selected by each shall be clothed with necessary power and authority to make proposals and concessions in the course of negotiations, subject only to such ultimate ratification.

C. If the parties fail to reach an Agreement in any such negotiations, either party may invoke the procedures established under Public Act 379 as amended.

D. Members of the bargaining team, who are employees of the Board, shall be released from their normal duties without loss of salary and benefits when the two negotiating teams mutually agree to hold negotiations during their normal working hours.

E. Problem Solving Team:

1. The parties hereby agree that the respective bargaining teams for the Employer and the AAEA/P shall meet no less than four times during the school year to attempt to resolve problems. The topics for the meetings shall be established by the group leaders at an agenda planning session for the first meeting, and at the regular meetings for the following meetings thereafter.

2. The agenda will be distributed at least one week before the meetings. Topics may be added to or deleted from the agenda with the consent of the participants.

3. Should any such meeting result in a mutually acceptable amendment to the agreement, the amendment shall be subject to ratification; provided that the negotiating teams shall be empowered to effect temporary accommodations to resolve special problems.

4. The spring meeting will be devoted to reclassification issues. Additional time will be allocated as needed. Objective criteria for reclassification of members will be mutually determined prior to the reclassification meeting. Reclassification of a position shall be subject to ratification.

An employee who wants his/her position to be reclassified shall provide the Association President with a written request for reclassification. The request will include rationale to support the reclassification.
TENTATIVE AGREEMENT

ARTICLE 25
NEGOTIATION PROCEDURES

5. An administrator who wants a position he/she supervises to be reclassified shall provide a written request for reclassification to the Deputy Superintendent General Counsel or Designees. The request will include a rationale to support the reclassification. The President of the Association and the Deputy Superintendent for Administrative Services will determine if the position is eligible for reclassification.

6. All requests for reclassification must be received by the end of the first semester. The determination to reclassify or not rests exclusively with the committee subject to ratification by the Employer and AAEA/P.

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David A. Comsa
Deputy Superintendent
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June 10, 2019
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ANN ARBOR EDUCATION ASSOCIATION

George Przygodek
Executive Director

June 10, 2019
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TENTATIVE AGREEMENT

ARTICLE 31
DURATION OF AGREEMENT

This agreement shall be in effect for the 2019-2020 school year and shall continue in effect until the end of the 2019-2020 school year unless it is extended for a specific period or periods by mutual written agreement of the parties.

In witness whereof the parties hereunto set their hands and seals the dates as indicated:

ANN ARBOR PUBLIC SCHOOLS

[Signature]
David A. Comsa
Deputy Superintendent
Human Resource and General Counsel

June 10, 2019
Date

ANN ARBOR EDUCATION ASSOCIATION

[Signature]
George Przygodski
Executive Director

June 10, 2019
Date
TENTATIVE AGREEMENT

ARTICLE 32

CHILDCARE

A. Childcare Assistant -Pathways and the Program Director Infant/Childcare will be compensated at their hourly rate for necessary professional development sessions for State of Michigan licensing conducted outside of the school day. The District will notify these employees if there are other PD options making off-hours PD unnecessary.

B. The Program Director Infant/Childcare will not be assessed furlough days.

C. The Program Director Infant/Childcare will be compensated for time worked for registration prior to the start of the school year. Any other changes made to the employees work year will be memorialized in writing in an MOA.

D. A newly hired Program Director Infant/Childcare (DDI/C) will be immediately placed on Step 5 of Group 1.

E. Training Pay

a. Child Care Assistants and Group Leaders are required to complete 16 hours of training annually to comply with the State of Michigan Licensing and Regulatory Administration (LARA).

b. Training pay will be available to Assistants and Group Leaders for up to 8 or 16 hours of this required training depending on their hire date. Changes are noted in bold.

   i. All Assistants and Group Leaders hired by October 31 will receive up to 16 hours of paid training time at their currently hourly pay rate.

   ii. All Assistants and Group Leaders hired on or after November 1 will receive up to 8 hours of paid training time at their currently hourly pay rate.

   iii. Assistants and Group Leaders will be paid on a continual basis as they provide proof of completed training. Training pay will not exceed 16 hours for any staff.

c. Training must be school-age child care related and meet the State of Michigan Licensing and Regulatory Administration (LARA) Core Standards. Employees must submit the following to receive payment:

   i. A certificate of completion for each hour of training


d. Only training completed by the last day of school is eligible for payment.
TENTATIVE AGREEMENT

ARTICLE 32
CHILDCARE

F. Option for Mandatory Professional Development on Elementary No-Student Day

a. The School Age Child Care program reserves the right to hold a mandatory training on critical child safety and development issues to all staff each fall.

b. In the event that a mandatory training is held, child care workers will be required to attend this training on a no-school day for students – exact day to be determined when the school district calendar is finalized. TAs who work in child care who have required building or district TA training at the same time shall attend their TA training. If possible, make-up child care training will be available to TAs. District will consult with union on alternative PD dates and times. There will be no penalty to TAs who must miss a mandatory child care training to attend a required TA training.

c. The training will be offered during the regular morning and afternoon shift times, not to exceed 2.75 hours of paid training. Assistants and Group Leaders will be able to choose the training time (morning or afternoon) that works best for them, regardless of their regular schedule.

d. Child care staff (including TAs) will be notified of the child care PD day during August PD and set-up.

G. Those employees who work in the split position of Child Care/Paraprofessional will be issued a separate sick bank accrual for time worked in child care. Child care accrual will be based on contractual 1.25 hours per day X 10 days for a maximum of 12.5 hours per year. (See Article 14(6).)

H. Paraprofessionals who work in child care will be paid their hourly paraprofessional rate while providing services in child care. (See Article 17(I).)

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David A. Comsa
Deputy Superintendent
Human Resource and General Counsel

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George Przygodek
Executive Director

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JOB DESCRIPTION

School Age Child Care - Special Needs Assistant Job Description

District: Ann Arbor Public Schools

POSITION TITLE: School Age Child Care – Special Needs Assistant
POSITION LOCATION: Multiple Locations available
SALARY: $13.00 per hour
10.5 – 24.75 hours per week
AAEA/P Bargaining Unit
REPORTING RELATIONSHIP: Community Education & Recreation /School Age Child Care Administrative Team

The School Age Child Care Special Needs Assistant serves as an aide to the site Supervisor/Group Leader in the before and after school child care programs. Assistants report directly to the Child Care Administrative Team.

QUALIFICATIONS

1. At least 18 years of age.
2. High school diploma or equivalent.
3. Has experience working with children. This experience may include babysitting, parenting or church, camp, or schoolwork.
4. Is flexible and tolerant, exhibiting warmth and a caring respect for children.
5. Has an interest, willingness and/or understanding of varying special needs including Downs Syndrome, Autism, and behavioral issues.
6. Possesses child and adult C. P. R. and First Aid certifications within 3 months of hire.
7. Possesses blood-borne pathogen training, sexual harassment prevention training, concussion training, Hazardous Communications training, seclusion & restraint training, Allergy/Food Management training, child abuse and neglect training & submits a negative TB test result prior to the start of employment.
8. Maintains compliance with all LARA (formerly DHS) licensing paperwork for staff including 16-clock hours of annual staff development. College coursework may apply. Trainings must be completed between January 1st – December 30th.
DUTIES

- Report to work at scheduled time to assist the Group Leader/Supervisor in setting up the center.
- Greet and interact with assigned child(ren) and others.
- As needed, be trained in the areas of: diabetic care, seizure protocol, administering medications, asthma/allergy care, behavior management and other areas.
- Assist child(ren) with arrival, transitions and departure.
- Facilitate communication between students, staff and family members.
- Maintain accurate records monitoring child(ren) behaviors.
- Provide assistance with behavior management, physical management and social skills.
- Carry out necessary procedures to ensure the physical safety and comfort of assigned child(ren), fellow students and staff.
- Work with school staff to modify or create visual materials when needed.
- Assist students with self-care needs, which may include personal hygiene and toileting.
- Review emergency forms, Special Needs Planning Form and other pertinent forms for assigned child(ren) and be aware of special circumstances including health concerns, food allergy plans, custody issues, etc.
- Assist the Group Leader/Supervisor in planning and implementing the daily plan of activities.
- Assist in the implementation of SACC Nutrition curriculum including planning, preparation, serving of snacks and encouraging children’s participation.
- At the end of each session, prepare the childcare space for the next group using the room. This may include moving tables and chairs, sweeping, wiping down tables, etc.
- Advise the Group Leader/Supervisor of problems, needs, and adjustments regarding assigned child(ren).
- Greet and interact with parents each day of assigned child(ren) and relay information about their child’s time in the program.
- Attend and participate in planning meetings and district trainings.
- Sanitize the tables before and after each use.
- Provide feedback to the Administrative Team about site staff, problems, needs and adjustments as requested.
- Regular and reliable attendance.
- Submit time sheets weekly.
- Obtain and read the weekly staff newsletter.
- Check AAPS email daily and wear staff name tag.
- Provide coverage at additional sites as requested by the Child Care Administrative Team.
- Other duties as assigned.
## PAY SCALE

<table>
<thead>
<tr>
<th>Step</th>
<th>Rate/ Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$13.00</td>
</tr>
<tr>
<td>2</td>
<td>$13.39</td>
</tr>
<tr>
<td>3</td>
<td>$13.79</td>
</tr>
<tr>
<td>4</td>
<td>$14.20</td>
</tr>
<tr>
<td>5</td>
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<tr>
<td>L1</td>
<td>$14.77</td>
</tr>
<tr>
<td>L2</td>
<td>$14.92</td>
</tr>
</tbody>
</table>

This scale represents a 3% increase between each step from 1 - 5.

LONGEVITY: L1: 1% higher than Step 5 for Paraeducators with 6 or more years of experience, (calculated from seniority date) in Ann Arbor by 9/30; and 1% higher than Step 3 for Childcare workers with 4 or more years of experience (calculated from seniority date) in Ann Arbor by 9/30. L2: 2% higher than Step 5 for Paraeducators with 8 or more years of experience, (calculated from seniority date) in Ann Arbor by 9/30; and 2% higher than Step 3 for Childcare workers with 6 or more years of experience (calculated from seniority date) in Ann Arbor by 9/30.

### ANN ARBOR PUBLIC SCHOOLS

**David A. Comsa**  
Deputy Superintendent  
Human Resource and General Counsel  
June 10, 2019  
Date

### ANN ARBOR EDUCATION ASSOCIATION

**George Przygoda**  
Executive Director  
June 10, 2019  
Date