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**LETTER OF AGREEMENT BETWEEN DEARBORN BOARD OF EDUCATION AND THE DEARBORN
FEDERATION OF SCHOOL EMPLOYEES**

Compensation

2021 - 2022

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of School Employees (hereinafter referred to as the DFSE) agree to the following beginning on October 25, 2021.

CLERICAL

- Elimination of Steps 1-4 for the following classifications:
 - Receptionist/Clerk
 - Secretary II
 - Secretary III
 - Secretary IV

On the effective date of this LOA, Clerical employees on steps 1-4 shall move up to step 5 on the 2021-22 DFSE wage schedule. The current steps of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.

- Clerical staff that are on steps 5-11 on October 1, 2021, shall earn a 3% off-schedule payment in years 2021-22 and 2022-23.
- Clerical staff on Step 4 on October 1, 2021, shall earn a 3% off-schedule payment in 2022-23.
- Elimination of the Secretary V classification after the current Secretary V Secretary separates from the District.
- Both parties agree to keep the classification of Payroll and Benefits Specialist in the DFSE but increase the current employee's step on the DFSE wage schedule at the discretion of Human Resources. Human Resources shall have the ability to make this change only during the term of this LOA. This change is necessary to address the long-term goals of this position.
- Both parties agree to exchange the following positions:
 - 4 out of 5 DFSE positions in Human Resources to non-classified, non-instructional positions
 - Replace those four positions by adding the following four new positions to the DFSE:
 - Student Services - Secretary 3
 - Business Services/Payroll Position
 - Virtual K-12 +additional secretary 4 position
 - Secretary IV - Curriculum & Professional Development/Communication

PARAPROFESSIONALS

- On the effective date of this LOA, **Special Education Paraprofessionals** on steps 1-8 shall move up to step 9 of the 2021-22 DFSE wage schedule. The current steps of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.

- All Special Education Paraprofessionals will earn a 3% off-schedule payment in 2021-22 and 2022-23.

On the effective date of this LOA, **Instructional Paraprofessionals (GSRP)** on steps 1-4 shall move up to step 5 of the 2021-22 DFSE wage schedule. The current steps of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.

- All Instructional Paraprofessionals (GSRP) that are on steps 4-11 on October 1, 2021, shall earn a 3% off-schedule payment in years 2021-22 and 2022-23.
- All Instructional Paraprofessionals (GSRP) that are on Step 3 on October 1, 2021, shall earn a 3% off schedule payment in 2022-23.

- **BUS ATTENDANTS**

On the effective date of the LOA, Bus Attendants on steps 3-6 shall move up to step 7 of the 2021-22 DFSE wage schedule. The current steps of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.

Bus Attendants that are on steps 7-11 on October 1, 2021, shall earn a 3% off-schedule payment in years 2021-22 and 2022-23.

BUS DRIVERS

On the effective date of this LOA, Bus Drivers on steps 1-9 shall move up to step 10 of the 2021-22 DFSE wage schedule. The remaining current steps 10 and 11 of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.

Bus Drivers that are on steps 10 and 11 on October 1, 2021, shall earn a 3% off-schedule payment in years 2021-22 and 2022-23.

Bus Drivers that are on step 9 on October 1, 2021, shall earn a 3% off-schedule payment in 2022-23.

GROUNDS

- Both parties agree that grounds will remain under the Building Operations major classification, however, in exchange for the increased compensation outlined below, the newly established and revised articles will apply as follows:
 - [Click here to view the Grounds Article & Revisions](#)
 - [Click here to view the Groups Compensation](#) (Keep Grounds under CustodianL Classification on Salary Schedule)
 - Grounds are not eligible for the 3% stipend for the 2021-22 and 22-23 years.

TRADES (Including LABORERS)

- Both parties agree in exchange for the increased compensation outlined below:
 - [Click here to view the Trades Article & Revisions](#)
 - [Click here to view the Groups Compensation](#) (Keep Grounds under CustodianL Classification on Salary Schedule)
 - Trades and Laborers are not eligible for the 3% stipend for the 2021-22 and 22-23 years.

- The district will create two Diesel Mechanic laborer positions to assist the current mechanics.
 - Letter of Agreement - DFSE - Laborer Position 2021

FOOD SERVICE

- The Bakers and Cooks will join as one classification, renamed Cooks.
- The steps of all listed classifications will change as follows:
 - On the effective date of this LOA, Cashiers, Food Service Assistants, Bakers, Cooks, Satellite Food Service Managers, Food Service Managers II and Food Service Managers I, on steps 1-4 shall move up to step 5 of the 2021-22 DFSE wage schedule. The remaining current steps of 5-11 of the wage schedule shall remain unchanged and not renumbered until the expiration of this LOA on June 30, 2023.
 - Eliminate the first four steps.
 - Move all staff on the first four steps to step 5.
 - Cashiers, Food Service Assistants, Bakers, Cooks, Satellite Food Service Managers, Food Service Managers II and Food Service Managers I, that are on steps 5-11 on October 1, 2021, shall earn a 3% off-schedule payment 2021-22 and 2022-23.
 - Cashiers, Food Service Assistants, Bakers, Cooks, Satellite Food Service Managers, Food Service Managers II and Food Service Managers I that are on Step 4 on October 1, 2021, shall earn a 3% off schedule payment in 2022-23.
 - On the effective date of this LOA, the wage amount of the Cashier, Food Service Assistant, Baker, Cook, Satellite Food Service Manager, Food Service Manager II and Food Service Manager I, starting with step 5 and ending with 11 of the 2021-22 DFSE wage schedule, will increase by \$1.00 at each of the 5-11 steps.
- Between the effective date of this LOA and June 30, 2023, the District and the Union will collaboratively update the job descriptions of the Food Services Department.
- The District and the Union agree to collaboratively work to align the provisions of the SFE contract with the provisions of the DFSE contract.

Article 5A: New Classifications & Reclassifications

- Both parties agree to add the following sentence to Article 5 - New Classifications & Reclassifications.

5A. The Employer and the Union will mutually agree on a pay rate for any new classification within the bargaining unit. In the event the parties are unable to agree as to rate of pay for the new classification and/or whether it is within the bargaining unit, such dispute shall be submitted to the grievance procedure contained in this Agreement. The rate established shall be retroactive to the start of the operation. **The Employer shall have the sole ability to** initiate a request for classification change.

~~1. -Reclassification requests from employees shall be acted upon by a reclassification committee which shall include a chairperson from the Human Resources Department, three (3) members appointed by the employer, and two (2) members appointed by the DFSE. The committee shall meet in May of each year to act on requests filed with the chairperson of the committee, to be effective prior to June 30. (delete entire paragraph)~~

~~Reclassification is concerned solely with investigating, reviewing, and determining that an employee is, in fact, performing the duties of one classification and being paid the rate of another classification. However, the employee must meet all the qualifications for the position and have the necessary test scores on file prior to~~

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~~requesting a reclassification. The committee will have no authority to change the number of hours worked per day or the number of months worked per year by an employee. When an incorrect classification of an employee is determined to exist, the reclassification committee recommends a correction to the Office of Human Resources which may be approved after consultation with the Superintendent. (delete entire paragraph)~~

~~The decision of the reclassification committee is not subject to the grievance procedure. (delete)~~

- ~~4. Application must be filed with the chairperson of the committee by January 1st to be considered at the May meeting. (delete)~~
- ~~5. Any member of the committee, if necessary, may request that the employee and/or supervisor furnish additional information. (delete)~~
- ~~6. The employee shall be notified of the committee's decision in writing within two (2) weeks after the decision is made. (delete)~~

- 1. Changes in classification shall be submitted for approval to the Board of Education.
- 2. Any position which has been held by the current occupant for less than six (6) full months may not **be reclassified without consent from the Union.**
- 3. **The reclassification application must be initiated and submitted by the Department Supervisor or Director.**
- ~~9. The Administration and the Union will meet to discuss mutually beneficial changes in the reclassification procedure during the term of the contract. Any agreement on changes arrived at through such discussions may be implemented prior to the expiration of the existing contract through a letter of agreement appropriately signed by both parties. (delete)~~

Article 19C. Catastrophes

*Both parties agree to the following:
*Absence due to a general catastrophe (such as a severe snowstorm) which makes it impossible for the employee to report shall be paid for by the Employer. There will be no deduction from sick leave days, personal business days or vacation days. Existence of a catastrophe will be determined by the Superintendent. Any employee required to work, and doing so during a period of such general catastrophe, will be paid for the hours of such work at a time and one-half rate above and beyond the provisions immediately above. **Catastrophes are periods of six calendar days or less. More than six days will be collaboratively navigated by union leadership and the District within the parameters of the District resources.***

Article 29. Wage Rate Schedule

*Both parties agree to the following:
*Administration will have the ability to place no more than fifteen (15) staff with adequate experience in new positions anywhere on the salary schedule yearly as follows: 2021-22 -- 15 and 2022-23 -- 15. Change to: **For 2021-22 and 2022-23 a total of 80 salary schedule exemptions on the salary schedule for all classifications based on prior experience, market rates, and demand / level of difficulty to fill, etc. If additional exemptions are required, the District will confer with union leadership.***

3% Stipend for 2021-22 and 2022-23

All classifications not specifically referenced in this LOA will earn an additional 3% off-schedule payment for 2021-22, spread evenly over the remaining pay periods from October through June of the 21-22 school year. The 3% stipend for 2022-23, will be paid October through June of the 22-23 school year. The 3% stipend in each year will be retirement eligible for all employees that receive the stipend.

- The 2021-22, 3% stipend will be calculated on the employee’s base hourly rate and scheduled profile hours on the effective date of this agreement.
 - The 2022-23, 3% stipend will be calculated on the employees base hourly rate and scheduled profile hours on September 1, 2022, and will not include the additional 3% stipend from 21-22 as part of the base rate calculation.
- Both parties agree that during partial building closures the non-instructional staff will be reassigned to buildings that are not closed. It is the responsibility of the employee to contact their supervisor to determine the reassignment location.
 - A stipend of \$250 or \$500 will be issued to all DFSE members that did not receive \$250 from the Covid Grant provided by the Department of Treasury. Therefore, all DFSE members will receive a total of \$500 from the Department of Treasury and/or the District. This stipend will not be retirement eligible and will be paid in the late fall or winter, 2021. Employees that are eligible must have been employed prior to July 1, 2021.
 - Both parties understand the possibility that adding additional steps to the top of the current wage schedule may be a subject of bargaining during the 2023 negotiations.
 - The District agrees to add the two HVAC positions into the DFSE after the current employees separate from the District or sooner, if it is in the best interest of the current HVAC employees and District.

For the Board of Education
Of the School District of the
City of Dearborn

Glenn Maleyko
Dr. Glenn Maleyko, Superintendent

10-27-21
Date

For the Dearborn Federation of School Employees

Al Lerini
Al Lerini, DFSE President

10-27-21
Date