

1993-94 School year

**AGREEMENT**  
**between**  
**INTERMEDIATE SCHOOL DISTRICT OF ST. CLAIR COUNTY**  
**and**  
**SUPPORT PERSONNEL ASSOCIATION**

**School Years**

- 1991 - 92**
- 1992 - 93**
- 1993 - 94**

*St. Clair County Intermediate School District*

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## ARTICLE 1

### Recognition

- (A) The St. Clair County Intermediate School District Board of Education, hereinafter referred to as the "Board", hereby recognizes the Intermediate School District of St. Clair County Support Personnel Association, hereinafter referred to as the "Association," as the sole and exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment as described in Section II of Act 379, Michigan Public Acts of 1965, for all support personnel including: but not limited to, media clerks, secretaries, printer service technicians, data clerks, keypunchers, computer operators, media clerk/drivers, data coordinators, accounting clerks, payroll clerks, PBX operators, attendance clerks, and clerk/typists.
- (B) Full time Support Personnel are those who are employed at least 30 hours per week on a continuing basis. Shared time or part-time personnel are those who are employed less than 30 hours per week on a continuing basis.
- (C) The District agrees not to negotiate with any other representatives of personnel described in (A) above, so long as the Association shall be certified as an exclusive bargaining agent for personnel covered by their unit. All personnel represented by the Association in the above unit shall, unless otherwise indicated, hereinafter be referred to as "member."

## ARTICLE 2

### Financial Responsibility

- (A) Membership in the Association is not compulsory. Support Personnel have the right to join, not join, maintain or drop their membership in the Association. Neither party shall exert any pressure on nor discriminate against any member in regard to such matters. However, it is recognized that the Association is required under this Agreement to represent all of the Support Personnel in the bargaining unit fairly and equally without regard to whether or not an individual is a member of the Association.
- (B) All present Support Personnel, as recognized in Article 1, who are members of the Association, are voluntarily committed to the payment of Association dues, or a service fee equal to the amount of said dues as a condition of continued employment.

The parties hereby agree that the failure of any Support Personnel to comply with the provisions of Article 2 shall be just cause for discharge from employment. In the event that any Support Personnel shall not pay the dues or service fee as provided herein, the Association will give written notice to the District of noncompliance. The District, at



the request of the Association, shall give written notice to the employee of the noncompliance with notice that employee will be discharged pursuant to this Article in the event that the noncompliance is not corrected within ten (10) days from the date of notice. In the event that the noncompliance is not corrected within ten days from the date of the notice, the District shall take steps to discharge the employee from employment pursuant to the provisions of this Agreement. The termination shall be effective immediately.

- (C) All future Support Personnel hired by the District who fall into the classifications designated in Article 1 as outlined above after the date of execution of this Agreement shall become obligated as a condition of continued employment after the completion of the probationary period to the payment of Association dues or a service fee equal to the amount of said dues.
- (D) The District agrees to deduct Association dues or service fee from the pay of those employees who individually request voluntarily, in writing, that such deductions be made. These deductions will be made in equal installments from each pay period after receipt of authorization. Deductions shall start on the first pay in September of each school year and run continuously until paid in full. Deduction shall be made on a pro-rated basis for new Support Personnel completing probation. Such deduction shall be for dues only and shall not include any special assessments or special levies. In the case of retirement, discharge, voluntary leaving or layoff, the District shall not be responsible for refunding any portion of said dues. The District shall not be liable to the Association or any of the individual members by reason of the requirement of this section for remittance or payment of dues other than as set forth herein.
- (E) A list of Support Personnel and the amount of dues to be deducted will be furnished to the Payroll Clerk no later than July 1, and remittance of dues money will be sent to the treasurer of the Association within fifteen (15) calendar days of the following month.
- (F) Support Personnel shall tender the authorization for check-off by signing the proper deduction form. (Exhibit C)
- (G) The Association will indemnify, defend and hold the District harmless against any claim made and against any suit instituted against the District on account of any check-off of any payments pursuant to the foregoing, and on account of any failure or refusal on the part of the individual to make any such payment.



### ARTICLE 3

#### Association Rights

Duly authorized representatives of the Association shall be permitted to use school facilities and equipment including typewriters, printing machines, and other copying facilities at reasonable times so long as this shall not interfere with the operations of the school. If there are any costs involved in the use of such equipment, the Association agrees to reimburse the District for the cost thereof.

### ARTICLE 4

#### Employees' Rights and Responsibilities

- (A) The hours, wages, terms and conditions of this contract will be applied without regard to race, religion, national origin, age, sex, or marital status.
- (B) Any person prior to entering the employment of the St. Clair County Intermediate School District may be requested to have a physical examination. Each employee must maintain the necessary good physical and mental health to adequately provide his/her respective service. Written evidence of such good physical and mental health may be requested by the Board, but cost of any such examination to prove good health will be paid by the Board.
- (C) Employees are required to comply with rules, regulations, directions and policies adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement.
- (D) An employee may have access to her/his personnel file in the presence of the Administrator or his/her designee to review any document prepared by the employee herself/himself, college transcripts, progress evaluation forms prepared by the principal or supervisor and information which is not received as privileged or confidential.
- (E) Complaints directed toward an employee must be immediately passed on to them. Employees may request the presence of a representative when being reprimanded, warned or disciplined, subject to the following procedure:
  - 1. Nothing contained herein shall prevent verbal communication between administrators and employees without the presence of a representative. Such contacts including commendation, questioning, suggesting, directing, reminding and correcting, shall be termed casual and shall not include the presence of a representative.



2. Communication to the Superintendent and Board of Education shall be as follows: Staff member to immediate supervisor, to division head, to Superintendent, to Board of Education. It shall be the duty of all administrative personnel to transmit within ten (10) working days communications directed to the Superintendent to be submitted to the Board at the next regularly scheduled meeting.
  3. No written reprimands shall be issued without preceding verbal communication regarding the incident which will be subject of written reprimand.
  4. Before being placed into the employee's permanent record, the employee will be provided a copy of the written reprimand for signature acknowledging only that they are aware of the reprimand. Should the employee refuse to sign within ten (10) days, the reprimand will be submitted to the Association for signature acknowledging only that they are aware of the reprimand. The employee may attach any written statement they choose to the reprimand to be included in the permanent copy.
- (F) Members of the Association shall not be disciplined or discharged provided they perform their assigned responsibilities. The Board retains the right to discipline and discharge a member for just and reasonable cause and in accordance with the policies and provisions of this agreement.
- The Association shall be notified, in writing, of any discipline or discharge action filed with the Superintendent within three (3) working days of the date of such filing.
- Constructive criticism shall be utilized to attempt to correct any deficiency before disciplinary action is required. In case of disciplinary action, the following progressive discipline procedure shall be followed:
1. Verbal reprimand by supervisor.
  2. Continuation - Conference between member and immediate supervisor.
  3. Continuation - Written reprimand by supervisor.
  4. Continuation - Disciplinary suspension or discharge by supervisor
- (G) Individual employees, if they so desire, will assess their skills and abilities at their present position. Testing for typing, etc. will be given by the Personnel Coordinator upon request. This record will be kept in the personnel file for future reference, if they so wish.



- (H) Any employee desiring to resign shall file a letter of resignation with the Superintendent at least two (2) weeks prior to the effective date of resignation.
- (I) When changes in funding should occur; example: hard money (allocated by State or Federal government each year for education on a continuing basis - permanent) to soft money, (money allocated by the State or Federal government in the form of grants - temporary), the Administration will not transfer a member from one funding source to another without written notification to the member involved and the Association President.
- (J) If a member is employed in a position funded with "hard" money and later the position is shifted to "soft" money and subsequently eliminated, the secretary in such position shall be eligible to exercise her/his bumping rights, assuming her/his seniority permits. The District agrees that if a hard money position is shifted to soft money and the original position is re-established, the member affected shall have first priority to obtain that position.

## ARTICLE 5

### Section 1 - Grievance Procedure

The primary purpose of this procedure is to secure an equitable solution to grievances in an orderly and expeditious manner.

- (A) A grievance shall be defined to be a claim or complaint by a member, or group of members, or the Association as to the application or interpretation of this Agreement, either as to the meaning of its terms or as to the rights of the parties under these terms, or as to the justification of action taken pursuant to the terms.
- (B) The Association, in the grievance procedure, shall have the right to represent any member upon the request of the member or to be present at any formal grievance hearing whether representing the member or not.
- (C) The failure of the member of the Association to challenge any action or inaction of the District within five (5) calendar days from the date of the action or inaction shall make such action or inaction incontestable.
- (D) Informal Level: This step shall be taken informally by the individual member, group of members, or Association by requesting in writing a meeting with the appropriate supervisor to discuss the grievance. A meeting shall take place within five (5) calendar days from the request for such meeting. No written record of the determination is required unless requested by the member and/or the Association.



- (E) Formal Level: All formal grievances shall be in writing and submitted to the Superintendent. Formal grievance meeting shall be held by the Superintendent within ten (10) calendar days from receipt of the grievance. A determination shall be in writing and shall be rendered within ten (10) calendar days after the termination of the meeting.
- (F) If the member or the Association is not satisfied with the determination of the Superintendent, the member or the Association may appeal to the Board of Education. Such appeal shall be made within ten (10) calendar days following receipt of the decision by the Superintendent. Written notice requesting appeal shall be given to the Secretary of the Board. The Board shall commence the hearing of the appeal within ten (10) calendar days of the receipt of the request for the appeal. The Board shall issue a written determination at its next regular or special meeting following conclusion of the hearing.
- (G) The time limit required herein may be waived or extended by the mutual consent of the parties.

## Section 2 - Binding Arbitration

- (A) If the grievant and/or the Association does not file a written notice of non-acceptance of the Board's determination within ten (10) working days, the Board's determination shall be deemed to have been accepted. If the grievant and/or the Association files a written notice within ten (10) working days that the Board's determination is not acceptable, and if such grievance is arbitrable as herein provided, the Association may then submit such grievance to grievance arbitration.
- (B) Arbitration Proceedings
1. Demand for Arbitration
    - (a) The Association may appeal arbitrable grievances to grievance arbitration under and in accordance with the rules of the American Arbitration Association then in effect. Such appeal must be taken within ten (10) working days following the receipt of the District's determination.
    - (b) Such demands for arbitration shall be made by written submission defining the issue to be arbitrated. The District shall then have ten (10) working days within which to reply to such submission by filing same with the American Arbitration Association.
  2. Powers of Arbitrator
    - (a) The arbitrator shall be empowered, except as limited herein, after due investigation, to make a decision in cases of alleged violations, misinterpretations, or misapplications of a specific Article or Section of this Agreement.



- (1) He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
  - (2) He shall have no power to establish salary scales, change any salary figures in the Agreement, or increase or change any staffing requirements set forth in this Agreement.
  - (3) His powers shall be limited to deciding whether the District has violated the specific Articles or Sections of this Agreement. It is agreed (except as to the provisions set forth in this Agreement) he shall have no power to change his judgement for that of the District as to the reasonableness of any practice, policy, rule or any action taken by the District.
  - (4) He shall have power to make monetary awards, but not to award monetary damages.
  - (5) In rendering decisions he shall give full recognition to the responsibilities of the Board as indicated in the Board rights provision which establishes the District's rights, powers and authority as that exercised or had by it prior to the date of this Agreement, except as specifically limited by express provisions of this Agreement. His decision shall be consistent with the rights reserved to the District by this provision.
  - (6) If the arbitrability of any grievance under the terms of this Agreement is disputed, or if either party alleges that the other has failed to comply with the grievance or arbitration procedure, the Arbitrator shall first rule on the question of arbitrability or procedure. Should he determine that the grievance is not arbitrable, it shall be referred back to the parties without decision or recommendation as to its merits.
- (b) Although the Arbitrator may cite case law in making his award, he shall have no power to interpret State and/or Federal law, to hear any matter involving constitutional rights or to render any provisions of this Agreement inapplicable by reason thereof.
  - (c) The Arbitrator's decision shall be submitted in writing and shall set forth his findings and conclusions with respect to the issue submitted to arbitration.
  - (d) There shall be no appeal from an Arbitrator's decision if within the scope of his authority as set forth herein, and it shall be final and binding on the Association, members of the bargaining unit, the Association member or members involved and the District.



### 3. Applicability and Duration

Arbitration proceedings shall be confined and limited to grievances arising and growing out of facts, events and occurrences following the date of execution of this Agreement by both parties. No arbitration decision made hereunder shall constitute a binding precedent with respect to the making any new Agreement between the Association and the District.

### 4. Fees and Expenses

- (a) The Arbitrator's fees and expenses, the cost of any hearing room and the cost of a reporter, shall be borne equally by the parties.
  - (b) All other costs and expenses shall be borne by the party incurring them. The expenses and compensation of any witness or participant attending the arbitration proceedings shall be paid by the party calling such witness or requesting such participation.
  - (c) Paid leave time shall be provided any employee of the District who is called to testify at an arbitration hearing with no deduction from leave bank.
- (C) Grievances concerning the following shall not proceed to binding arbitration:
- 1. Individual grievances not appealed by the Association.
  - 2. Grievances initiated by a member or a group of members may not be taken to arbitration without his/her (their) written consent.
  - 3. Any matter which specifically by this contract is not subject to the grievance procedure, and those items which by this contract are provided to be in the sole discretion of the District.

## ARTICLE 6

### Hiring, Merit, Transfers, Vacancies, Reclassification, Job Descriptions

#### Section 1 - Hiring

- (A) All new employees are required to take typing, key stroke, tests before starting date of employment. If shorthand or speedwriting is a part of the job requirement, tests of speed and accuracy in those areas shall be administered.
- (B) A probation period of 90 days will be in effect, with a written evaluation at the end of the probation period. An unsatisfactory evaluation, at the end of the 90 day probationary period, may result in termination.



- (C) All new employees within the Association shall be given full credit on the salary schedule for all past experience specifically related to the position for which they are offered employment.
- (D) The Association secretary shall be notified, in writing, of all new hires who are eligible for membership in the Association (noting name, date, level, and step of employment).
- (E) When two or more new employees are hired on the same day, their order of seniority will be determined by the employee whose last four social security numbers are the greatest. Such person shall be deemed most senior.

#### Section 2 - Merit, Transfers

- (A) All employees covered by this Agreement will advance to the next step on the salary schedule on July 1 of each year, provided that they have been employed at least six consecutive months prior to that date. Persons not qualifying for the step advancement as described above shall not advance until the next forthcoming July.
- (B) Merit Advancement of Step Schedule
  - 1. Upon Superintendent's recommendation and Board of Education approval, members of the association may advance one level from their original classification, subject to the following conditions and limitations:
    - (a) Movement of any individual is restricted to once during tenure of the staff member in the same classification or position.
    - (b) Failure of administration to recommend or failure of Board to approve movement of any staff member is non-grieveable.
    - (c) If a member resigns, is terminated, or transfers, the classification of the position reverts to its original Board approved level.
    - (d) Board approved moves will be from an existing level and step to the next higher level only, and the employee will lose one step in the new classification, ie: movement, if approved, will be from A-4 to B-3; B-2 to C-1; C-3 to D-2, etc.
    - (e) Changes in classification as described above become effective on the first work day following Board approval. It is agreed that a decision on request for merit advancement shall be made within 60 days of presentation to the Superintendent.
- (C) Employees with the greatest seniority will be given preference when ability and qualifications are equal in filling vacancies, in advancement of employees to higher paying jobs within the Association, in making layoffs, in rehiring laid-off employees and in awarding overtime providing no loss of efficiency would occur.



- (D) When an involuntary transfer is necessary, the affected employee and the Association will be notified of the reasons for such transfers.
- (E) When a position within the Association group is eliminated and later reinstated, the employee transferred out of the original position (providing the member is still actively employed by the Intermediate School District) shall be offered the position before it is posted.

### Section 3, Vacancies

#### (A) Definition of a Vacancy

A vacancy exists when one of the following apply:

- . on granted leave for longer than 90 days (medical leave exempt).
  - . transferred to another position by bid.
  - . voluntary termination.
  - . involuntary termination.
- (B) When a vacancy has occurred, as defined in Article 6, Section 3, A, that position shall be posted within five (5) working days.
  - (C) All changes in qualifications, salary level or step from the Board approved Job Description must be presented to the Association within five (5) working days before posting. If disagreement occurs, it is understood that the Association maintains the right of grievance. to Board level. The decision of the Board shall be final.
  - (D) New positions or vacancies in existing positions within the SPA classifications which offer the opportunity for advancement shall be posted at least ten (10) working days prior to filling. Existing members of the clerical group who apply for such positions shall be given consideration providing qualifications are acceptable.
  - (E) When new positions or vacancies occur in existing positions within the SPA which offer the opportunity for advancement, between June 15th and September 1st, existing members of the Association who are not working due to contract year, layoff, or vacation, shall be notified of such positions at the time of posting via U.S. Mail.
  - (F) All members of the Association who are not working due to contract year (10 month employees or laid-off employees) shall be made aware of summer employment opportunities within summer programs operated by the Intermediate School District, and they shall be given an opportunity to apply for such position.



#### Section 4 - Job Descriptions

- (A) The District will provide each position in the Association a written job description consisting of assigned responsibilities and duties and indicating level of classification.
- (B) It will be the responsibility of the District to annually provide to the Association any changes in existing job descriptions.
- (C) Inclusion as an addendum to the contract of position levels, ie. A, B, C, and D.

#### Section 5 - Reclassification

- (A) A position within the Association shall be examined for reclassification when either of the following occur:
  - (1) Increased responsibility not previously reflected by the original job description or posting.
  - (2) Termination of position within an area and/or the absorption of duties by remaining secretary or secretaries.
- (B)
  - (1) Request for reclassification presented to immediate supervisor must be responded to and forwarded to division head within ten (10) working days of written notification.
  - (2) Request must be forwarded to the Superintendent within ten (10) working days of receipt by division head.
  - (3) Recommendation of the Superintendent shall be to SPA member within ten (10) working days of receipt of request. If a negative recommendation is made by Superintendent, SPA member has the right to initiate a reconsideration of this recommendation.

When considering reclassification of a position where typing is not a requirement of the position, the typing requirement stated in the job description may be waived on a "per case" basis by mutual agreement between the Association and the Superintendent.

- (C) Changes in classification will become effective on the first work day following board approval. A decision by the Board on requests for reclassification shall be made within 60 days of presentation to the Superintendent.
- (D) Failure of administration to recommend or failure of the Board to approve reclassification of any position is grievable to Board level. The decision of the Board shall be final.



## ARTICLE 7

### Shared Time & Part-Time Positions

#### Section I - Shared Time Positions

The Board and the Association agree that, in some cases, job sharing is feasible and may be considered for members who wish to work on a 1/2 time basis.

The Board and the Association agree that job sharing will be considered experimental and is in effect only for the duration of this agreement and does not set precedence for future agreements.

Conditions of job sharing are as follows:

- (A) Member salary shall be 1/2 of full time salary.
- (B) Seniority shall accrue at 1/2 the regular rate.
- (C) Members shall split all leave days equally.
- (D) Members agree to forfeit all Dental, Vision and Health Care insurances during job sharing.
- (E) Should annuities be offered in lieu of health care, such annuity payments shall be split equally.
- (F) Should one of the members involved in job sharing be unable to continue and should the administrator not be able to find an appropriate 1/2 time replacement, the remaining member shall take the position full time. Appropriate replacement shall be at the discretion of the administration.
- (G) The members understand that should the position they hold be eliminated that they may exercise the bumping procedure only if there is another shared time or 1/2 time position in which the member(s) are lower on the seniority list.

All members involved in shared time at the effective date of this contract shall be exempt from (G) above.

#### Section II - Part-time Employees

Regular part time employees (those working at least 18 3/4 hours per week but less than full time), shall be entitled to the following:

- (a) Pro-ration of the Board approved salary for the position
- (b) Pro-ration of annual leave days, including sick, vacation days and holidays.
- (c) Pro-ration of annuity allowance in lieu of all insurances.

Employees working less than 18 3/4 hours per week shall not be entitled to any of the benefits of this agreement.



Section III - Substitute, Temporary, and Co-op Employees

- A. It is expressly understood that substitute, temporary, and co-op employees are not covered by this agreement.
- B. Substitute and temporary work opportunities will be offered first to laid off, regular part-time, or 10-month employees who are members of the Association.
- C. Wages will be those earned by the Association member when last employed in an Association position within the Intermediate School District.
- D. Should the Association feel that substitutes, temporary or co-op employees are being utilized to avoid hiring of regular support personnel or to avoid recalling of laid off employees, an appeal may be made to the superintendent whose decision shall be final and non-grievable.

ARTICLE 8

Seniority

- (A) Seniority shall be based on the first day of continuous employment. An employee will accumulate seniority if he/she is on an approved leave of absence granted by the Board of Education up to one (1) year, at which time seniority will be frozen. If an employee is hired to fill a posted temporary position which is covered by the SPA contract and is subsequently hired to fill the same posted position on a permanent basis then seniority will accrue from date of temporary hiring.
- (B) All specially funded employees will accrue seniority.
- (C) An employee will accumulate her/his seniority if she/he is on leave of absence from her/his job to fill a temporary position at the request of the Intermediate School District.
- (D) When members whose services have been so terminated are to be re-employed, those having the greater seniority shall be recalled first, providing no loss in efficiency would occur.
- (E) The Board shall provide the Association with an up-to-date seniority list annually, and they shall keep same on file in the personnel office. The Board agrees that only the names of the employees covered by this Agreement shall be placed on the seniority list. Any employee desiring to protest the correctness of her/his position on the seniority list shall file her/his protest in writing with the personnel office. For the purpose of this Agreement, such list shall be deemed to be correct for any period prior to the date of filing such protest.

The seniority list will also list 10 month, laid-off and those employees on leave of absence. Regularly employed part-time members of the Association will also be listed.



- (F) A member shall lose seniority if she retires, resigns, or is discharged for just cause. In cases of layoff, bargaining unit members shall accumulate seniority for a period of 90 days from the date of layoff, and at the end of that period, seniority shall be frozen. Those members on layoff status shall remain on the seniority list for a period of 36 months from the date of layoff.

## ARTICLE 9

### Layoff Procedures

- (A) In any necessary reduction of the SPA staff, an employee with greater seniority shall be given preference over an employee with less seniority to retain her employment providing qualifications and training are equal. Any employee who is going to be laid off shall be notified at least three (3) weeks in advance, in writing, by the Board or its designee.
- (B) A laid off employee is to notify, in writing, the President of the Support Personnel Association that she/he requests to use bumping procedures within five (5) working days after written notification of layoff. A committee of three (3) members (chosen by Support Personnel Association officers) and one (1) administrator, (chosen by the Superintendent) will be formed. The committee will be appointed for the layoff procedure and dissolved after it completes its designated task. An up-to-date copy of all job descriptions within the Support Personnel Association shall be provided to the committee. This committee will take the request of the laid off member and decide, from the last person on seniority list up, which positions they are qualified to bump. Their recommendation will be given to the Superintendent for the final determination. This will be a (non-)grievable action.
- (C) Any laid-off employee wishing to exercise his/her bumping rights is required to prove her abilities, (if bumping into a different type position--example, typist to bookkeeper) and will be given two weeks to bring his/her skills up to job requirement. Notification of testing is to be given at his/her three week notice of lay-off. The lay-off committee (three Association members and one administrator) is to determine qualification.
- (D) If lay-off does occur, this status will exist until a vacancy or position is available. No employee will have the right to "up-grade" her skills and attempt to bump again on the original lay-off testing.
- (E) Should a member be laid off who is on a B Level be transferred to an A level her pay will remain at the B level for one year. At the end of one year, the member transferred from the B Level to the A Level will begin A Level wages. No extension will be granted.
- (F) Should a B Level position become available during that year, she will have first option for that position, providing she is qualified. Should she refuse the B Level position, wages will immediately drop to A Level.



- (G) If a person is laid off and does not wish to bump, she will be laid off until she has declined an open position (new position or vacancy caused by a person leaving the system) for which she qualifies and employment will be terminated should she refuse.

## ARTICLE 10

### Recall

- (A) The Superintendent shall give written notice of recall from layoff by sending a certified letter to said member, at her last known address. It shall be the responsibility of each member to notify the Superintendent of any changes of address. An employee receiving recall notice shall have five (5) working days in which to notify the Superintendent of intention to return to employment. If the Superintendent has not been notified within five (5) working days of intention to return, the employee shall be deemed to have quit.
- (B) When laid off employees are recalled, those having the greatest seniority shall be recalled first, providing qualifications are equal as determined by the area supervisor with concurrence of the Superintendent.

## ARTICLE 11

### Reduction Procedures

- (A) A person whose position is reduced from 12 month to 10 month or to less than full time shall contact, in writing, the President of the Association regarding her options. This must be done within five (5) working days of receiving her three (3) week written notification from administration.

Below are the options open to the member:

1. If an employee does not voluntarily want reduction, they will take it and when the first full time position (10 or 12 month) becomes available, it will be theirs based on qualifications and seniority.
2. If the above is not satisfactory, the entire SPA members will be surveyed to see who would voluntarily like a reduction. (This does not guarantee a person their same position level). Based on seniority, and similar levels, a voluntary transfer may occur and will be considered permanent.
3. Should the above steps not work out satisfactorily, the procedure will be to use step one above for one year, at which time the employee will be considered permanently in that position.



## ARTICLE 12

### Working Conditions

- (A) The Superintendent shall determine the necessity of closing school due to inclement weather, mechanical failure or other acts of God. The Superintendent may designate a snow day for the entire ISD or for an individual building. If a snow day is determined for the entire ISD, no member will be expected to report to work. If a member has previously requested a vacation day, personal day, or has called in ill, and the Superintendent designates the District or building closed, the member involved will not have the day charged against member's accumulated vacation, personal, or sick time.

If it is deemed necessary because of weather conditions or other acts of God that the District or an individual building be closed after the school day has started all Support Personnel staff in the affected building shall be dismissed. Where a building but not the entire District is closed, those members who are assigned to buildings not designated to close are expected to report to work. In the events that a building is closed due to mechanical failure, only members in that building will not be required to work.

- (B) If a member fails to report to work due to weather conditions when that employee's building is in operation, that member shall have leave deducted unless that member can justify extenuating circumstances, with final determination at the discretion of the appropriate director.
- (C) Should a member of the Association be required to work when a building is closed under this section, he/she will be compensated at one and one half (1-1/2) times his/her regular rate of pay.
- (D) If any building is closed due to lack of student attendance, members of the Association assigned to such building shall be released from duty.
- (E) Temperatures - Should the temperatures in any work area fall below 65 degrees or rise above 85 degrees, members of the Association in such areas may request placement in other work areas until temperatures are increased to comfortable level (minimally 65 degrees and maximally 85 degrees). If agreement cannot be reached, an immediate appeal may be made to the superintendent and/or designee.
- (F) Benefits/Closings - Association members pay and benefits shall not be reduced due to building closures approved by the Superintendent.
- (G) Working Hours - Unless otherwise specified the Intermediate School District office hours are 8:00 a.m. to 4:30 p.m. with staff allowed one hour lunch. Variation in these hours may be necessary due to job assignment, location and responsibility. It is agreed that variation in the hours or conditions of work will be made a part of the posting of the position when it



becomes available. It is further agreed that temporary alterations in hours or conditions of employment, following hiring shall be by mutual consent of the immediate supervisor and the employee.

(H) Relief Time - Members will be provided a fifteen (15) minute relief time in the morning and in the afternoon. This time cannot be used at the beginning or end of the work day.

(I) Overtime - All members shall be paid time and one half (1-1/2) of their base pay for all hours over 37-1/2 hours in a normal work week. Holidays (as long as day before and day after is worked) and building closing shall count as time worked for purposes of overtime computation.

A member shall not, under any circumstances, be required to work on Saturdays, Sundays, or designated holidays. If a member is requested to work on Saturdays, Sundays, or designated holidays, he/she may reject such overtime without prejudice. The overtime assignment may then be offered to other qualified members in the department, as determined by the area supervisor. If no qualified department member is available for the overtime assignment, the area supervisor will be able to offer the work to anyone of their choosing.

(J) Compensatory Time - All compensatory time will be awarded and compensated as outlined in the Fair Labor Standards Act, which at this time requires the following:

1. All comp time must be agreed upon between the employee and administrator prior to the performance of the work.
2. All comp time must be earned at a rate of time and one-half.
3. The specific day(s) the comp time is to be taken must be pre-arranged before the performance of the work.
4. Comp time must be taken during the same pay period in which it is earned.

(K) Attendance Procedures - All members are expected to report by phone to their immediate supervisor or designated person in case of illness or emergency absence from work no later than 8:30 a.m. Whenever possible, advance notice of an absence or a continuing absence from work will be made to the office.

(L) Release Time - Members of the Association shall be released 1/2 hour earlier, one day each month (the day to be mutually acceptable to the Association and the Superintendent) for the purpose of conducting an Association meeting. Members of the Association, so released, are required to either attend the meeting or remain on the job. The Association shall submit to the Superintendent the names of Association members in attendance at all meetings held under this section of the contract.



- (M) Worker's Compensation - Any member who is absent because of any injury or disease for which she/he is compensated under the Michigan Worker's Compensation law, shall receive from the Board the difference between that allowance under the Worker's Compensation Law and her/his regular salary for the duration of the illness, not to exceed her/his maximum sick leave accumulation at the time of injury or disease. If the employee elects, they may take the Worker's Compensation payment only. In such case there will be no charge against sick leave. Members on Worker's Compensation shall accumulate seniority and all insurance benefits for 12 months.

### ARTICLE 13

#### Conference & Professional Development

- (A) The Board, for all administrative approved conference attendance, shall pay registration fees, material cost, and expenses. Allowances shall be the same as those granted teachers.
- (B) The Board will place into a professional development fund the following:

1991/92	1992/93	1993/94
\$2,000.	\$2,100.	\$2,200.

These funds will be distributed by the Support Personnel Association.

- (C) For each ten (10) hours of approved credit hours earned for which the Board did not contribute financially, the Board will pay a one time bonus of \$300 up to a maximum of thirty (30) hours or \$900. If bonus is denied, member has the right to appeal up to Board level.

### ARTICLE 14

#### Leaves

- (A) Leaves of Absence - Special leaves, with or without fringe and financial benefits, may be granted by the Board in situations not specifically covered elsewhere in this Agreement. These leaves shall be requested through the Superintendent and may be granted upon the recommendation of the Superintendent and approval of the Board. A SPA member wishing to return to work after the end of the designated leave shall indicate her/his intention in writing 60 days prior to the end of that leave. She/He will be returned to work if a vacancy exists, with member unable to exercise bumping procedure.
- (B) Medical Leave - A medical leave shall be any leave granted to a member who has exhausted all accumulated sick leave and remains unable to return to work and is under a physician's care. In such instances, the 90-day vacancy requirement shall be waived in accordance with Article 6, Section 3A.



- (C) Child Care Leave - A request for child care leave of absence shall be made as soon as the member determines that she is pregnant. She may continue employment until the anticipated birth of her child, subject to obtaining a doctor's written statement that she is physically able to continue her employment. In the event that the District questions her medical ability to continue her duties, it may require an updated statement from her doctor that she continues to remain able to discharge her duties.
1. In cases where performance of the member's responsibilities would adversely effect her or the District, she will be allowed an earlier beginning date for the leave.
  2. A member may take a child care leave of absence for up to one year. This leave shall begin the date after the birth of the child. The member to be taking a child care leave who desires to return to work shall indicate in writing prior to the birth of the child, an interest to return to work within ninety (90) days following the birth of her child. If she does so, she will be returned to the same position.
  3. If the member does not indicate her desire to return to work prior to the birth of her child or in the event that she requests an extension of the ninety (90) day child care leave, up to one year, the position will be posted as a permanent position after the initial ninety (90) day period. A member wishing to return to work after the end of the extended leave shall indicate her intention in writing sixty (60) days prior to the end of that leave. She will be returned to work if a vacancy exists, with the member unable to exercise the bumping procedure.
  4. A child care leave shall be an unpaid leave of absence. Seniority shall accrue during the initial ninety (90) day leave period and for an extended leave up to one year from commencement of leave. In all instances return to duty shall be supported by a physician's statement indicating that the member is capable of returning to the assigned duties. Fringe benefits will be paid for a ninety (90) day period only. This should include any time taken before the child care leave begins. The District will permit a member on extended child care leave to continue fringe benefits at the member's expense on a prepayment schedule to be determined by the Business Office.
  5. In addition to the above provisions for unpaid child care leave, a pregnant member shall have the right, if she so desires, to receive sick leave benefits for that period of time that her doctor certifies that she is temporarily disabled and is not able to work, up to six weeks, at which time the 90 day Child Care Leave shall commence. The Board shall assume all costs of confirming such certification by a Board appointed doctor. It is expressly understood that this shall not include normal child care.
  6. In the case of adoption Child Care Leave shall commence on the day after receiving custody of the child.



## ARTICLE 15

### Miscellaneous

- (A) Ten and Twelve Month Employees - All ten (10) month employees will work a calendar year to be determined by the St. Clair County Intermediate School District Board of Education. In addition, the members will work five (5) days immediately prior to school opening and the five (5) days immediately following school closing, for a total of 195 work days.

For the 1991/92 year only 10 month SPA members will work the unscheduled 205th day. That day to be scheduled by their administrator. The 1992/93 and 1993/94 calendar to be decided at a later date.

All twelve (12) month employees will be expected to work 52 weeks per year with time off for vacations as allowed by contract and time off for holidays as determined by the Board. The Board will publish and distribute a list of the paid holidays of twelve (12) month employees at the beginning of each school year. The ten (10) month employees will receive the published holidays with the exception of July 4.

## ARTICLE 16

### Employee Benefits

- (A) Health Insurance - For the three years of this contract, the Board agrees to provide medical and surgical insurance for any Bargaining Unit member who is not otherwise covered. The carrier shall be determined by the Board. Coverage will be initiated as soon as permitted by the carrier. Insurance coverage will be paid year round (12) months by the Board

Any members not selecting health insurance coverage will be granted an allowance of \$100 each month for 1991/92, \$110 each month for 1992/93, and \$120 each month for 1993/94 for investment in a tax sheltered annuity and/or toward other optional insurance programs offered by a carrier approved by the Board of Education. In no case will this sum be invested with more than two companies.

Upon expiration of this agreement, the obligation of the Board to pay health insurance premiums shall not exceed the Board's base premium for the 1993/94 school year (i.e. individual employee's premium cost for July of 1993). Upon expiration of this agreement and until a successor agreement is reached, if health insurance premium exceed the Board's base premium for the 1993/94 school year any excess amounts (i.e. amounts over individual employee's premium cost for July of 1993) shall be paid in full by the individual employee by payroll deduction. Such excess amounts shall be deducted in equal amounts from the individual employee's paychecks from the date said excess amounts exist for the balance of the school year.



- (B) Group Term Insurance - The Board agrees to provide to members of the Association who participate in the health insurance program \$35,000 of group term insurance with AD and D benefits through a carrier to be determined by the Board. The Board also agrees to provide to members of the Association not participating in the health insurance program, \$50,000 of group term insurance with AD and D benefits through a carrier to be determined by the Board.
- (C) Dental Coverage - For 1991/1992 - 1992/1993 - 1993/1994 - The Board agrees to provide dental coverage to members of the Association by a carrier to be named by the Board. The carrier shall be Delta Dental and the plan shall be Plan E-0/6 with 80/80/75 benefits, \$750. maximum orthodontic treatment and adult orthodontic rider with \$750. maximum.
- (D) Vision Care - The Board agrees to provide coverage equal in benefit to MESSA VSP-A Vision Care through a carrier to be determined by Board.
- (E) Long Term Disability - The Board agrees to pay 100% of actual premium cost to provide long term disability by injury or sickness, subject to carriers exclusions, limitation and reductions. Carrier to be determined by the Board.
- (F) Paid Holidays - The Board agrees to provide all members of the Association who are twelve (12) month employees, eleven (11) paid holidays to be selected by the Board and published at the beginning of the each school year. See attached calendar for designated days.
- (G) Vacation Schedule - Board agrees that all members of the Association who are employed on a 12 month basis shall accrue vacation days in accordance with the following schedule:
- |                                   |              |
|-----------------------------------|--------------|
| 1 - 5 years of employment         | 10 days/year |
| 6 - 10 year of employment         | 15 days/year |
| 11 - and over years of employment | 20 days/year |
- One additional vacation day, non-accumulative, will be given to any member of the Association who uses two (2) or less sick days per year. This does not include any time not charged to sick leave.
- (H) Perfect Attendance Bonus - The District will pay a "Perfect Attendance Bonus" in the amount of fifty dollars (\$50.00) each four (4) months to each member who has perfect attendance during that four (4) months. Paid holidays, bereavement, and days when school is closed by the District (i.e. snow days) shall not be counted in determining perfect attendance. The four (4) month period shall be any four months, beginning with the first day of any month. 12-month employees are eligible for any (4) four months throughout the year, and 10-month employees are eligible for the months of September through June. The employee shall notify the payroll office when he/she is eligible for said bonus.



- (I) Sick Leave - The Board agrees that sick leave shall be provided to each member of the Association. Sick leave shall be earned at the rate of 1-1/2 days for each month of annual employment and shall be cumulative up to 200 days. Sick leave is for use of the employee only, except that up to five (5) days per year may be taken because of illness in the immediate family, doctor's appointments and dental appointments.
- (J) Retirement Benefit - The Board agrees that upon retirement under the Michigan School Employees Retirement Program or deferred retirement with at least 180 accumulated sick days, the employee or his/her beneficiary shall be paid for accumulated sick time at the employee's then daily rate of pay up to a maximum of \$2,400. for 91/92, \$2,550. for 92/93, \$2,700. for 93/94.
- (K) Definition of immediate family being: mother, father, mother-in-law, father-in-law, spouse, son, step-son, son-in-law, step-son-in-law, daughter, step-daughter, daughter-in-law, step-daughter-in-law, brother, sister, grandmother, and grandfather, grandmother-in-law, and grandfather-in-law, grandchildren, brother-in-law, and sister-in-law.
- (L) Bereavement Leave - Bereavement leave is permitted for a death in the immediate family up to a maximum of five (5) days per incident without payroll deduction or sick leave charge.
- (M) Personal Business Leave Days - The Board agrees that each member of the Association shall be given two (2) days each year which shall be non-cumulative which may be used for business which cannot be scheduled outside of normal business hours. These days are not to be used for extension of vacations or personal holidays. The first such days will be paid by the Board, the second day will be charged against accumulated sick leave time. In addition to the above leave days, up to three (3) additional days, non-cumulative, may be used for doctor/dental appointments, family illness, death of a close friend, family medical or nursing care, etc.
- (N) Jury Duty - When a member is called for jury duty, they shall be given a leave of absence with pay for the time required for such court appearance. Any payment resulting from court services shall be paid to the Board. A member shall not be required to report to work for less than 1/2 day.
- (O) Professional Image Allowance - Members will be paid \$50. per year professional image allowance to aid in the purchase of proper attire for his/her position. This shall be paid to members on July 1 of each year.



ARTICLE 17

Salary and Duration

The District agrees to a salary schedule as indicated in Exhibit A, Levels A through D for 1991/92. This schedule has been increased by 5.5% over the 1990/91 salary schedule; 4.5% for the 1992/1993 salary schedule and 4.5% for the 1993/94 salary schedule.

Shift Premium

Shift Premium - Any association member who commences his/her shift at or after 10:30 a.m. shall for each hour worked be paid a shift premium of the following:

1991/92	1992/93	1993/94
.20/hr.	.25/hr.	.30/hr.

In addition, any association member whose regular work day falls on Saturday or Sunday will be paid shift premium regardless of when shift begins.

Longevity Bonus

Longevity payments to change from current contract amounts to the following:

- Payments of 5% for 8 years of service to the I.S.D.
- Payments of 5% for 13 years of service to the I.S.D.
- Payments of 5% for 18 years of service to the I.S.D.

Each payment will be paid to member on his/her anniversary date. (Exhibit G)

Due to this in 1991/92, we will be paying longevity to all members with 8, 9, & 10 years for the first payment; members with 13, 14, & 15 years for the second payment; and members with 18, 19, & 20 years for the third payment.



1991/92 SPA SALARY SCHEDULE

STEP	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	13,852.22	15,216.51	16,685.52	18,154.48
2	15,111.31	16,475.59	17,944.41	19,413.56
3	16,370.73	17,734.68	19,203.83	20,672.65
4	17,629.81	18,993.77	20,462.59	21,931.74
5	18,888.89	20,252.85	21,722.00	23,191.15
BI-WEEKLY				
1	532.78	585.26	641.76	698.25
2	581.21	633.68	690.17	746.68
3	629.65	682.11	738.61	795.11
4	678.07	730.53	787.03	843.53
5	726.50	778.96	835.47	891.97
DAILY				
1	53.28	58.53	64.18	69.82
2	58.12	63.37	69.02	74.67
3	62.96	68.21	73.86	79.51
4	67.81	73.05	78.70	84.35
5	72.65	77.90	83.55	89.20
HOURLY				
1	7.10	7.81	8.56	9.31
2	7.75	8.45	9.20	9.96
3	8.40	9.09	9.84	10.60
4	9.04	9.74	10.50	11.25
5	9.68	10.38	11.14	11.89

7.50 HOURS/DAY  
260 DAYS/YEAR



1992/93 SPA SALARY SCHEDULE

STEP	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	14,475.57	15,901.25	17,436.37	18,971.43
2	15,791.32	17,216.99	18,751.91	20,287.17
3	17,107.41	18,532.74	20,068.00	21,602.92
4	18,423.15	19,848.49	21,383.41	22,918.67
5	19,738.89	21,164.23	22,699.49	24,234.75

BI-WEEKLY

1	556.76	611.59	670.63	729.68
2	607.36	662.20	721.23	780.28
3	657.98	712.80	771.85	830.89
4	708.59	763.41	822.44	881.49
5	759.19	814.01	873.06	932.11

DAILY

1	55.68	61.16	67.06	72.97
2	60.74	66.22	72.12	78.03
3	65.80	71.28	77.18	83.09
4	70.86	76.34	82.24	88.15
5	75.92	81.40	87.31	93.21

HOURLY

1	7.42	8.16	8.95	9.73
2	8.10	8.83	9.61	10.41
3	8.78	9.50	10.28	11.08
4	9.45	10.18	10.97	11.76
5	10.12	10.85	11.64	12.43

7.5 Hours/Day  
260 Days/Year



1993/94 SPA SALARY SCHEDULE

STEP	LEVEL A	LEVEL B	LEVEL C	LEVEL D
1	15,126.97	16,616.81	18,221.01	19,825.14
2	16,501.93	17,991.75	19,595.75	21,200.09
3	17,877.24	19,366.71	20,971.06	22,575.05
4	19,252.19	20,741.67	22,345.66	23,950.01
5	20,627.14	22,116.62	23,720.97	25,325.31

BI-WEEKLY

1	581.81	639.11	700.81	762.51
2	634.69	692.00	753.69	815.39
3	687.59	744.88	806.58	868.28
4	740.47	797.76	859.45	921.16
5	793.36	850.64	912.35	974.06

DAILY

1	58.18	63.91	70.08	76.25
2	63.47	69.20	75.37	81.54
3	68.76	74.49	80.66	86.83
4	74.05	79.78	85.94	92.12
5	79.34	85.06	91.23	97.41

HOURLY

1	7.75	8.53	9.35	10.17
2	8.46	9.23	10.04	10.88
3	9.18	9.93	10.74	11.58
4	9.88	10.64	11.46	12.29
5	10.58	11.34	12.16	12.99

7.5 Hours/Day  
260 Days/Year



## LEVEL A

Job Description

1. Responsible to designated supervisor/administrator or staff.
2. Work assignments may include the following activities:
  - a. Typing of correspondence, forms & repetitive material
  - b. Acting as a receptionist
  - c. Answering telephones and relaying messages to appropriate personnel
  - d. Maintaining an existing filing system
  - e. Operation of common office machines including data input
  - f. Operation of one or more kinds of specialized equipment
  - g. Distributing mail
  - h. Inventory of supplies
  - i. Assembly of materials (collate, staple, drill, laminate, etc.)
  - j. Other appropriate duties assigned by supervisor
3. This position normally requires no delegation of work responsibility to other employees.
4. This position normally requires no discretionary decision making. It is primarily clerical

Qualifications

1. High school graduate or equivalent, with clerical training or one year experience
2. Typing competency (40-45 WPM corrected) or technical skills as defined in position posting
3. Demonstrated ability to communicate effectively with co-workers and the public
4. Demonstrated ability to maintain business standards of grooming and appearance.



## LEVEL B

Job Description

1. Responsible to designated supervisor/administrator or staff
2. Responsible for performing functions necessary to the efficient operation of the office including:
  - a. Items outlined in Level A position
  - b. Establishing and maintaining an effective routine filing system
  - c. Collect data, prepare reports and maintain records of a repetitive nature or established pattern
  - d. Obtain prices and order supplies through preparation of purchase orders
  - e. Maintain and monitor cash transactions and financial records as directed
  - f. Transcribe and operate word processing equipment
  - g. To handle data of a confidential nature as directed
  - h. Scheduling appointments for assigned staff.
  - i. Other appropriate duties assigned by supervisor
3. Make independent decisions relative to office or position functions at direction of immediate supervisor.

Qualifications

1. High school graduate and satisfactory completion of an approved vocational training program in business office occupations or equal experience of two years or more.
2. Typing competency (45-50 WPM corrected) or technical skills as defined in position
3. Demonstrated ability to communicate effectively with co-workers and the public.
4. Must be able to present a good public image.



## LEVEL C

Job Description

1. Responsible to designated supervisor/administrator or staff
2. Responsible for performing functions necessary to the efficient operation of the office including:
  - a. Items outlined in Level A
  - b. Items outlined in Level B
  - c. Coordinate and facilitate functions of designated clerical staff as directed.
  - d. Responsibility for specialized forms and reports, and routine correspondence as directed
  - e. Other appropriate duties assigned by supervisor

Qualifications

1. Two years post secondary training and satisfactory completion of an approved vocational training program in business office occupations or equal experience of 3 years or more.
2. Typing competency (55-60 WPM corrected) or technical skills as defined in position posting.
3. Ability to relate effectively with co-workers and public
4. Must be able to present a good public image.
5. Demonstrated ability to coordinate and facilitate office functions.



## LEVEL D

### Job Description

1. Responsible directly to designated director
2. Responsible for the following:
  - a. Items outlined in Level A
  - b. Items outlined in Level B
  - c. Items outlined in Level C
  - d. May provide input into clerical evaluations as directed
  - e. May prepare material for contract negotiations
  - f. May be primarily responsible for specific departmental functions and/or activities

### Qualifications

1. Post high school graduate (2 years or more) or satisfactory completion of an approved training program in business office occupations or equal experience of 5 years or more.
2. Typing competency (60 WPM corrected) or technical skills as defined in position posting.
3. Demonstrated ability to initiate, coordinate and facilitate office functions.



DEDUCTION AUTHORIZATION FORM

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUILDING YOU WORK IN: \_\_\_\_\_

I hereby authorize the Intermediate Board of Education to deduct dues for membership in the Secretarial-Clerical Association:

Lump sum of total dues - \$ 26.00

1.00 per pay for 26 pays

I choose to pay by check my dues for membership in the Secretarial-Clerical Association. (check attached)

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



GRIEVANCE NO. \_\_\_\_\_

FORM MUST BE FILED WITHIN FIVE (5) WORKING DAYS OF ALLEDGED OCCURENCE.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

BUILDING \_\_\_\_\_

DIRECT SUPERVISOR \_\_\_\_\_

DIRECTOR \_\_\_\_\_

GRIEVANCE DESCRIPTION \_\_\_\_\_

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Signature

- Copies to: President of Association
- Aggrieved Person
- Direct Supervisor
- Director



NAME \_\_\_\_\_

DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

BUILDING \_\_\_\_\_

REGARDING GRIEVANCE NUMBER \_\_\_\_\_

OBSERVATIONS \_\_\_\_\_

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RECOMMENDATIONS \_\_\_\_\_

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Signature

Copies to: President of Association  
Aggrieved Person  
Direct Supervisor  
Director



SECRETARIAL/CLERICAL EVALUATION

THIS IS AN EVALUATION FORM APPROVED BY BOTH THE SECRETARIAL ASSOCIATION AND THE BOARD OF EDUCATION. NEW EMPLOYEES ARE TO BE EVALUATED AFTER THE FIRST 90 DAYS OF EMPLOYMENT. ALL EVALUATIONS ON EXISTING CLERICAL STAFF ARE TO BE COMPLETED BY MAY OF EACH SCHOOL YEAR.

The following attributes of \_\_\_\_\_ are to be completed by May of each school year.

Building	Classification	School Year				
		EXCELLENT	GOOD	SATISFACTORY	UNSATISFACTORY	NOT APPLICABLE
A T T R I B U T E S						
1. WORK ABILITY:						
A. Self-direction						
B. Judgement & Common Sense						
2. PUBLIC RELATIONS:						
A. With the public						
B. With fellow workers						
3. WORK PERFORMANCE QUALITIES:						
A. Ability to operate necessary office machinery						
B. Proficiency at manual office skills (filing, typing, dictation, phone use, etc.)*						
*If rated unsatisfactory, indicate areas of weakness:						
C. Follow through on work assignments						
D. Accuracy of work (spelling, punctuation, etc.)						
E. Attendance						
F. Punctuality						
4. PERSONAL APPEARANCE:						



PURPOSE:

This evaluation is a means by which our supervisors are able to assist the non-certified employees in determining their strong and weak points. We hope this will be used as a guide for possible improvements.

COMMENTS:

Immediate Supervisor \_\_\_\_\_

Position \_\_\_\_\_

I have read and discussed this evaluation with my supervisor and I am aware that it will become a part of my personnel file.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Original - Personnel  
Second - Building Files  
Third - Employee



INTERMEDIATE SCHOOL DISTRICT OF ST. CLAIR COUNTY

SUPPORT PERSONNEL ASSOCIATION

LONGEVITY NOTIFICATION FORM

Employee NAME \_\_\_\_\_

BLDG. & DEPT. \_\_\_\_\_

On \_\_\_\_\_ I will have completed \_\_\_\_\_ years  
(Date) (8, 13, 18)

with the Intermediate School District and I will qualify for the  
longevity bonus. I am hereby requesting verification by Personnel,  
with notification to Payroll so that my longevity bonus will be  
processed.\*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

PERSONNEL VERIFICATION OF ANNIVERSARY DATE

Date of Hire: \_\_\_\_\_

Signed: \_\_\_\_\_  
Personnel Coordinator

Forwarded to Payroll for Processing: \_\_\_\_\_  
(Date)

Payroll Processed and Paid on: \_\_\_\_\_  
(Date)

\* To be paid once each 8th, 13th and 18th year of service under SPA  
negotiated contract.

Please note: LONGEVITY CHECKS WILL BE ISSUED WITHIN A MAXIMUM PERIOD  
OF TWO (2) WEEKS AFTER PERSONNEL RECEIVES COMPLETED FORM. Please allow  
adequate processing time when applying for this longevity bonus.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and signed by their duly authorized representatives this day 9th day of September, 1991.

SUPPORT PERSONNEL ASSOCIATION

INTERMEDIATE SCHOOL DISTRICT  
OF ST. CLAIR COUNTY

BY Kathryn A. Bacon

BY George Ann Ragle

BY Sue Conway

BY [Signature]

BY Frances L. Washington

BY \_\_\_\_\_

BY Garnette Dupuy

BY \_\_\_\_\_

BY Nancy Jager

BY \_\_\_\_\_

BY Kim M.alay

BY \_\_\_\_\_



Addendum to Article 6,  
Hiring, Merit, Transfers, Vacancies,  
Reclassification, Job Descriptions

LETTER OF UNDERSTANDING  
between  
ST. CLAIR COUNTY INTERMEDIATE SCHOOL DISTRICT  
and  
SUPPORT PERSONNEL ASSOCIATION

Section 1 - Hiring

(F) When a current employee is hired into a different position within the bargaining unit, (s)he shall serve a forty-five (45) working day trial period in the new position to demonstrate that (s)he has the ability to perform the requirements of the position. During the trial period, the employee shall receive the rate of pay for the position (s)he is performing.

At the end of the first twenty (20) working days in the new position the employee and supervisor shall meet for an informal verbal evaluation to discuss progress. No written record shall be made in regard to this meeting.

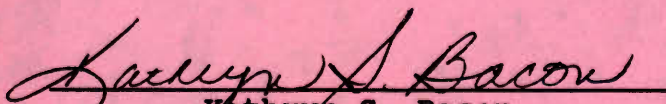
- (1) Reversion by the Employer - If during the trial period the employee fails to fulfill the requirements, (s)he may be reverted to his/her former position at any time, without prejudice, as though (s)he had continuously served in such former position.
- (2) Reversion by the Employee - The employee shall have the right during the trial period to revert to his/her former position at any time without prejudice, if (s)he desires. An employee who returns to his/her former position shall receive the rate of pay of the position being reverted to or former rate of pay, whichever is greater.

The position being vacated shall be posted according to Article 6, Section 3, A and B. This position can not be filled permanently until after the forty-five (45) day waiting period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and signed by their duly authorized representatives this 3rd day of February, 1993.

SUPPORT PERSONNEL ASSOCIATION

INTERMEDIATE SCHOOL DISTRICT  
OF ST. CLAIR COUNTY

  
Kathryn S. Bacon  
President

  
Joseph A. Caimi  
Superintendent



