

June 30, 1972

East Grand Rapids

A G R E E M E N T

BETWEEN

THE BOARD OF EDUCATION

of the

EAST GRAND RAPIDS PUBLIC SCHOOLS

and the

EAST GRAND RAPIDS SECRETARIAL ASSOCIATION

July 1, 1969 - June 30, 1972

East Grand Rapids Public Schools
Kent County, Michigan

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University

EAST GRAND RAPIDS PUBLIC SCHOOLS
Kent County, Michigan

ARTICLE I. INTRODUCTION

When policies are spelled out so that everyone concerned understands them, better working relationships result. This is the reason for the secretarial personnel policies being listed in the form of a handbook. In the future, these policies will be changed and additions made in cooperation with the secretaries and their immediate superior before being presented for adoption by the Board of Education. These recommendations shall be given to the Board in their original form as presented to the assistant superintendent for business affairs from the secretaries.

ARTICLE II. GENERAL ATTITUDES

The secretary should recognize that she is a part of the general team working for the community. She is responsible directly to her principal; however, her responsibilities never can stop there. In her daily contacts with the community, teachers, and student, she must always be aware that she is often the most important person in public relations. To many, she is literally the voice of the school system. She is always on the alert to improve her skills. The Board of Education has authorized the reimbursement of the cost of courses taken by a secretary to improve her ability. Such courses must be approved by the superintendent of schools.

ARTICLE III. DEFINITION OF TERMS

- A. A full-time employee as used throughout the remainder of this agreement, is defined as one who works 10 or more months, 8 hours a day, 5 days a week, during a fiscal year.
- B. A regular part-time employee as used throughout the remainder of this agreement, is defined as one who works 10 or more months, 4 hours a day, 5 days a week, during a fiscal year.

ARTICLE IV. CONDITIONS OF EMPLOYEMENT

A. Probationary Period

- 1. A new employee hired to fill a vacancy, other than that of a temporary nature, shall have a status of a probationary employee for a full three calendar month period. Employment during the probationary period shall be on a day-to-day basis with no paid holidays or sick leave, should they fall during the probationary period.
- 2. Health insurance and life insurance benefits will be instated at the time of employment. (See J-1 and J-2 for exceptions.)

3. After an employee has completed the probationary period of employment and has proven to be satisfactory, the employee will be given the status of a regular employee and thereafter employment shall be on a month-to-month basis.

B. Health

1. Each employee before taking up his duties for the school district must have on file in the business office a health certificate signed by a licensed doctor of medicine. Employment in any position shall be contingent upon the individual's physical fitness for his duties being approved by the examining physician.
2. This certificate must be renewed at the option of the assistant superintendent for business affairs or superintendent of schools.
3. The cost of each initial physical examination will be paid by the Board of Education up to \$20. Upon proof of examination, payment will be made directly to the employee. The employee, in turn, is responsible for commitments to the doctor. The Board will pay the cost of any other examination required by it. (The Board of Education, at its expense, will provide the opportunity for all employees to take the required annual TB test. Any employee who fails to take advantage of this opportunity will be required to pay for the test.)
4. Any employee absent because of an extended or serious illness (one week is considered to be an extended illness) shall present at the office of the assistant superintendent for business affairs, prior to his return to service, a statement from his doctor indicating that his health is satisfactory to resume his normal duties.

C. Salary Payments

Salary payments will be made on alternate Fridays. Income tax and retirement deductions will be made from all pays. Authorized deductions will be taken from all but two pays. The two exceptions take place during a month when three pay periods occur. The two months where three pay periods occur will vary from year to year.

D. Working Hours

All employees will work a total of 40 hours per week unless otherwise specified by the assistant superintendent for business affairs, or the employee's immediate supervisor. The normal daily hours are from 8:00 a.m. to 5:00 p.m. with an hour off for lunch. However, there are instances where these hours can vary; it is up to the building principal, or the

immediate supervisor, to work out a satisfactory lunch hour as well as any other changes in the 8:00 a.m. to 5:00 p.m. work day.

1. During Christmas vacation, Spring vacation, B.I.E. Day, and one of the MEA days, if this convention is being held, the work day will be 7-1/2 hours.
2. During the summer, the work day will be 7-1/2 hours. The summer hour work day schedule begins two weeks after school is closed and ends two weeks prior to the opening of school in September. Secretaries and clerical staff members are expected to take their vacation during this time unless other arrangements have been made with the building principal and/or the assistant superintendent for business affairs for a different period. (Employees receive 8 hrs. pay for 7.5 hr. periods.)

E. Overtime Pay

In the event that a secretary or a clerk typist should be required to work overtime at the beginning or at the end of a day, said employee is paid at the rate of 1-1/2 times his hourly rate for the period of such overtime.

F. Holidays

1. At no time will there be less than ten paid holidays for full-time employees during any fiscal year.
2. New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the Friday following Thanksgiving Day, and Christmas Day will be considered as paid holidays.
3. All employees will be released at 12:00 noon on December 24, December 31, and March 27, for the 1969-70 school year. All employees will be released at 12:00 noon on December 24, December 31, and April 9, for the 1970-71 school year. Since Christmas falls on a Monday during the 1971-72 school year, and New Year's also falls on Monday, paragraph 5 will take into consideration any time off after consulting with the secretarial association. However, all employees will be released at 12:00 noon on March 31 of 1972. Should the employee elect to take the entire day off before Christmas and New Year's, the employee's salary will be adjusted accordingly.
4. Should any holiday fall on a Saturday or Sunday, the Monday following will be considered a paid holiday. There may be exceptions to this policy where the school calendar specifies otherwise, and then that day will be a paid holiday.
5. Additional time off may be given to all employees at the discretion of the assistant superintendent for business affairs, and upon consultation with building principals or immediate supervisors.

6. The above provisions will apply to regular employees only, provided, however, that they have thirty days of continuous service before such holiday and have completed their last scheduled work day prior to the holiday and commence work at the scheduled time on their next scheduled work day after the holiday. In the event an employee is unable to work the day prior to, or after, the holiday because of proven illness or injury which began during the week of the holiday, this policy shall not apply.
7. Regular part-time employees working 4 or more hours per day, 5 days per week, and 10 months or more, will receive their normal daily pay based on an hourly rate for any legal holiday as described in F-2, should that holiday fall within the employee's regularly scheduled work week.

G. Vacations

1. Two weeks vacation with pay is given to employees having been employed for one full school year. If the employee has not been employed for a complete year, vacation days are prorated, based upon the percentage of the school year employed by July 1. After ten years of service completed prior to July 1, three weeks vacation with pay is given. After fifteen years of service completed prior to July 1, four weeks vacation with pay is given.
2. Employees working 8 hours per day and 10 months or more, shall have a paid vacation prorated according to the time worked per year, to an accumulation of two weeks after five years of service.
3. The employee should clear his vacation with the building principal or immediate supervisor. Forms are provided by the business office and must be used when applying for leaves of this nature.

H. Leaves of Absence

1. Illness. An employee absent from duty on account of personal illness or injury shall be paid his full salary for the period of such absence, not to exceed one day per month or a total of 12 in any one year, except where additional time has been accumulated. If accumulated sick leave is exceeded, full deduction of prorated daily salary will be made for period of absence. Probationary employees will not receive sick leave benefits until termination of probation, at which time sick leave will be instated and retroactive. Each employee shall have placed to his credit 12 days of sick leave each year and the maximum number of unused days so accumulated shall be 175.

1. Illness (continued)

When ill, the building principal or immediate supervisor for whom the employee works shall be notified before 7:15 a.m. that said employee will not be present.

2. Illness in Immediate Family. Absence without loss of salary shall be allowed, not to exceed 5 days in any school year for illness in the immediate family. Such absence shall be deducted from the employee's accumulative sick leave.
3. Personal Business. Each employee will be allowed one day of absence during each fiscal year without loss of salary, to transact personal business or to attend to affairs of a personal nature, which cannot be conducted outside the regular work day. An applicant for a personal business leave day should notify, in writing, the assistant superintendent for business affairs or his designated representative at least 5 days in advance of such leave, unless an emergency arises.
4. Death in Family. Absence without loss of salary shall be allowed, not to exceed 5 days a year, upon the death of a husband, wife, parent, brother, sister, child, parent-in-law, or others, at the discretion of the assistant superintendent for business affairs. Each day of any absence under this policy shall be charged against the employee's sick leave days.
5. Other. Any absence for reasons other than the above must be discussed in advance with the assistant superintendent for business affairs or his representative. Cases not specifically defined in these policies will be handled on an individual basis.

I. Workmen's Compensation

1. An employee injured on the job shall report such injury at once to the assistant superintendent for business affairs and said employee's immediate supervisor.
2. An employee injured requiring loss of time from work, and receiving workmen's compensation, shall report the amount of such compensation to the office of the assistant superintendent for business affairs. Additional payment up to the employee's regular salary will be paid to said employee as long as the employee has accumulated sick leave benefits due.
3. One day of sick leave will be deducted for every three days while under workmen's compensation.

J. Insurance

1. The Board will pay up to \$25 per month toward the actual cost of providing medical care insurance in behalf of each full-time employee who is a subscriber under either the Blue Cross - Blue Shield or the MEA medical care insurance plans. Such contributions shall begin in the case of new employees at the beginning of the insurance month, immediately following the time they begin their duties. Coverage will terminate on the effective date of resignation, or when that employee leaves employment, whichever comes first.
 - a. A single person qualifies for individual membership under group provisions.
 - b. Contribution shall not apply to loss-of-time benefits, or any other optional benefits, such as life insurance, dependent life insurance, long-term disability or dental care.
2. The Board agrees to buy \$10,000 term life and \$10,000 accidental death insurance coverage for all full-time employees. Coverage will terminate on the effective date of resignation, or on the date that the employee leaves employment, whichever comes first.
3. Regular part-time employees working 4 or more hours per day, 5 days a week, and 10 or more months per fiscal year, shall receive one half the amount of medical care and life insurance benefits provided a full-time employee under J-1 and J-2.

K. Basic Pay and Merit Steps

1. An employee who does not meet the qualifications for a salary increase will be told of her deficiencies, in writing, by the assistant superintendent for business affairs, or his designated representative. Such salary increase may be withheld until the employee shall qualify to be reconsidered for a normal increment.
2. Previous experience, not to exceed two years of secretarial or related experience, will be evaluated for new employees, with consideration being given to the appropriate wage step within a given classification at the discretion of the assistant superintendent for business affairs.

L. Retirement

Retirement is mandatory at the end of the fiscal year in which the sixty-fifth birthday occurs.

M. Transfers, Assignments, and Promotions

Whenever a vacancy occurs in a position within the secretarial clerical unit, the assistant superintendent for business affairs will post such vacancy for a period of 5 working days. Any interested employee may apply, in writing, to the assistant superintendent for business affairs indicating the employee's interest in said position. Such vacancy shall be filled by the assistant superintendent for business affairs on the basis of fitness for the job. Prime consideration will be given to present employees.

N. Severe Weather

In case of tornado alerts, secretaries will have the option when CODE YELLOW exists, and after the children leave the building, to take shelter in the location of their choice.

When either CODE YELLOW or CODE RED is lifted, and if the employee has completed 4 hours or more of the work day, the employee will receive a full day's pay.

If a secretary is unable to reach a school building by 10:00 a.m. because of severe weather, a full day's pay will be deducted. However, said employee will be permitted to make up the time lost at a time mutually acceptable to the immediate supervisor.

ARTICLE V. MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be prepared at the expense of the Board and presented to all employees now or hereafter employed by the Board.
- B. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms.
- C. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. During the negotiations leading up to this Agreement each party had the opportunity to bargain on all proper matters. This represents the entire Agreement of the parties. It is further expressly understood and agreed that during its term neither party shall be required to engage in further collective bargaining on any matter or subject whether mentioned herein or not.

- E. The Association recognizes that the cessation or interruption of services by employees as defined in Section 1 of Public Act 336 of 1947 of Michigan, as amended, is contrary to law and public policy. Accordingly, the Association and the employees agree that during the term of this Agreement, they will not direct, instigate, participate in, encourage or support any cessation or interruption of services by any employee or group of employees.

ARTICLE VI. DURATION OF AGREEMENT

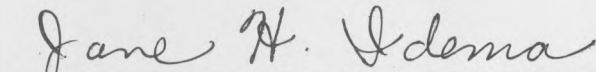
This Agreement shall become effective July 1, 1969 and remain in effect until June 30, 1972, provided that J-1 under Article IV and Salary Schedule only shall be renegotiated for 1970-71 and 1971-72. Upon written notice given on or before January 15, 1972, the parties agree to negotiate over a successor Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their authorized representatives as of the 26th day of June, 1969.

BOARD OF EDUCATION OF THE EAST
GRAND RAPIDS PUBLIC SCHOOLS

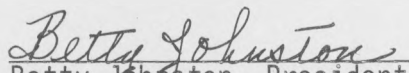


Dr. William O. Vandenberg, President




Jane H. Idema, Secretary

EAST GRAND RAPIDS SECRETARIAL ASSOCIATION



Betty Johnston, President



Lois Brenner, Member Negotiating Team



Beverly London, Member Negotiating Team

SECRETARIAL JOB CLASSIFICATION

CLASSIFICATION

POSITION

I

Manager - Internal Funds, Hot Lunch Fund,
ESEA II, Ass't Bookkeeper

Secretary to Ass't Supt. for Instruction

Secretary to High School Principal

General Administrative Secretary

II

Secretary to Junior High School Principal

Secretary to Elementary Principal

Secretary to Ass't High School Principal

Secretary to Librarian - High School

Counseling Office Secretary - High School

III

Clerk Typist - High School and Junior High School

Secretary (part-time) to Counseling Personnel -
Jr. High School

Library Clerk

Part-time Secretary (Less than 8 hours)

EAST GRAND RAPIDS PUBLIC SCHOOLS
Kent County, Michigan

SECRETARIAL SALARY SCHEDULE

<u>Classification</u>		<u>Hourly</u>
I	Minimum	\$2.43
		2.57
		2.71
		2.85
		2.99
	3.08	
	Maximum	3.21
II	Minimum	2.33
		2.47
		2.61
		2.75
		2.89
	2.98	
	Maximum	3.11
III	Minimum	2.05
		2.20
		2.30
		2.40
	Maximum	2.50

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LABOR & INDUSTRIAL RELATIONS