

8/31/74

Grand Blanc Community Schools.

MASTER CONTRACT

BETWEEN

GRAND BLANC COMMUNITY SCHOOLS

CLERICAL ASSOCIATION

AND THE

BOARD OF EDUCATION

OF

GRAND BLANC COMMUNITY SCHOOLS

September 3, 1973

through

August 31, 1974

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This Handbook for the Clerical Staff of the Grand Blanc Community Schools, shall also constitute the master contract between the Board of Education, Grand Blanc Community Schools, hereinafter referred to as the "Board" and the Grand Blanc Community Schools Clerical Association, hereinafter referred to as the "Clerical Staff" and/or "Association".

This agreement has been entered into in good faith by both parties, and shall establish a specific understanding relative to wages, hours, and other specified terms and conditions of employment for the period beginning September 3, 1973 and ending August 31, 1974. This agreement constitutes an entire agreement between the parties, and no verbal statement shall supersede any of its provisions. This agreement embodies all the obligations between the parties evolving from a collective bargaining process, and supersedes all prior relationships existing by contract or past practice.

This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

FOR THE BOARD OF EDUCATION

FOR THE CLERICAL ASSOCIATION

President

President

Secretary

Secretary

Treasurer

Treasurer

Date

Date

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ARTICLE 1

Recognition

1. The Board of Education recognizes the Grand Blanc Community Schools Clerical Staff as the exclusive representative of the regular full time employees who hold operational assignments in the areas of clerical, secretarial and related services, except those listed in paragraph (2) below.

2. For the purposes of this handbook, the term "employee" shall include all employees as defined in paragraph (1) above, excepting:
 - a. Part time employees and substitutes (those not eligible for fringe benefits).
 - b. Those who have not attained seniority.
 - c. Those who serve in a capacity as "executive secretaries", namely, the Secretary to the Superintendent of Schools, the Secretaries to the Assistant Superintendents of Schools, Controller of the Grand Blanc Community Schools, and the Secretary to the Supervisor of Personnel and Instruction and classified accountants.

ARTICLE 11

Staff Security and Conditions of Employment

1. Anything herein to the contrary notwithstanding, an employee shall not be required to become a member of, or continue membership in, the Clerical Staff Association as a condition of employment.
2. The Clerical Staff Association will furnish the Board, within fifteen (15) days from date of request, the names of all members belonging to the Association and the Business Office shall furnish the Association the names of all regular clerical employees within the same time limitation from date of request.
3. The right to hire; promote; discharge or discipline for cause; and to maintain discipline and efficiency of employees, is the sole responsibility of the Board of Education except that Association members shall not be discriminated against as such. In addition, the structure of the educational program, the location of physical facilities, the schedules of productive effort, the methods, processes and means of operation are solely and exclusively the responsibility of the Board of Education.
4. An employee shall provide not less than two weeks' written notice prior to voluntary separation of employment. In the event of the establishment, elimination or change of classifications, which would result in the permanent lay-off of any employee, not less than two weeks' written notice shall be provided the employee prior to the intended date of separation of employment.

ARTICLE 11 - continued

5. The parties recognize that by public act all employees of the Board of Education are required to present evidence of freedom from communicable Tuberculosis as a condition of entering its employment, and annually thereafter, including all full or part-time personnel, or day-to-day substitutes, on the basis of tests conducted in accordance with Section 7 of the Act. A clinic for the administration of the Tuberculosis tine test will be scheduled for the fall, in cooperation with the County Health Department, after the start of the school year. All employees may avail themselves of this testing service, the cost of which shall be borne by the Board. Those employees who have had previous 'positive' reactions to a tine, and such reaction is a matter of record, shall be referred to the County Health Department for a PPD test. If such person has had a previous positive reaction to a PPD test, and such reaction is a matter of record, they will be referred to either the County Health Department for X-ray or to such other source for X-ray as the Board may designate. The Board shall retain the right to designate such physician. If an employee produces a medical statement to the effect he is unable to take the tine or PPD test because of other medical reasons, he will be referred for an X-ray examination to a doctor designated by the Board of Education. It is the responsibility of the employee to furnish a written statement prior to the issuance of authorization for an X-ray exam. Any person wishing to choose another acceptable form of T.B. test, other than that made available by the Board as outlined above, shall bear all costs of such tests. Any person entering the employ of the Board after the termination of the scheduled test, shall assume all costs of such tests.

ARTICLE 11 - continued

6. The school clerical staff does not enjoy certain protections or authority afforded under the certification process required of teachers and administrators and are therefore discouraged from attempting to deal directly with pupils in areas which normally come under the jurisdiction of the certified staff, i.e. discipline, counseling, dispensing of authorized medicine, etc.

Only upon a written directive from the principal or supervisor shall a member of the clerical staff assume responsibilities normally delegated to members of the certified staff.

7. When weather and/or road conditions make it necessary to close schools and teachers are not required to report, the clerical staff also shall not be required to report, except that if an administrator requests an employee to work, the employee will be allowed a day off, with pay, at a future date agreeable to both the employee and administrator. In the event the employee involved elects premium payment for the day in lieu of compensable time off, the employee shall be paid the rate of time and one-half her regular rate of pay for the hours worked on the day involved.
8. If any employee is complained against or sued by reason of action taken by the employee while discharging her duties, except in the case of corporal punishment, the Board will provide protection as defined in existing, or like, liability policy which shall remain in existence for the duration of this contract.

ARTICLE 11 - continued

9. The Board agrees to provide a payroll deduction plan for those bargaining unit members properly enrolled in the Flint Teachers Credit Union.

It is understood that those wishing to enroll, make changes (once enrolled), or drop from participation in said Credit Union, shall make all such arrangements through the Flint Teachers Credit Union, who, in turn, will furnish all necessary information, forms, authorizations, etc. to the Business Office of the Grand Blanc Community Schools.

Once enrolled, the Business Office of the Grand Blanc Community Schools shall not be required to make more than one change during the school year. Request for more than the one change, due to extenuating circumstances, shall be in writing and shall be approved, if a reason satisfactory to the Employer is provided.

10. Any member of the Association who is involved in any multi-district, regional or state meeting of their Professional Association will, if feasible from a practical standpoint, be excused to attend such meetings without loss of pay, provided approved coverage for the employee involved shall be furnished where needed, by the Association and without cost to the Board.

Attendance at other conferences, which are designed to improve employee performance, skills and abilities, and of subsequent benefit to the School District, may be authorized by submitting conference requests through established procedures. In the event the applicant has established the benefit to the District, absence not to exceed one day, or portion thereof, may be authorized without loss of pay.

ARTICLE 11 - continued

11. In the event the contemplated schedule of ten (10) or eleven (11) months is extended to more than ten (10) or eleven (11) months, the individual or individuals will work the established schedule and will be given an option for the next available opening consistent with her preference for duration of work schedule. Written preference for duration of work schedule must be filled within two (2) consecutive weeks of notification of the change to an extended schedule.

ARTICLE 111

Seniority

1. Employees shall be regarded as temporary employees until they have completed the 90 calendar day probationary period. There shall be no responsibility for the re-employment of temporary employees if they are laid off or discharged during this period.
2. In order to acquire seniority, a new or re-hired employee must be hired as a full-time employee, and must complete 90 calendar days of employment, uninterrupted by lay-off or leave of absence. In the event a temporary employee is temporarily laid off and reinstated, and acquires 90 calendar days of employment within 120 days of the employee's date of hire, seniority shall be established as of 90 days prior to the day the employee completes the probationary period.
3. Seniority shall be by occupational groups and by total length of service in any or all occupational groups of the school system as represented by the Association.
4. When changes in methods, procedures, policies or budgetary restrictions would otherwise require the permanent laying off of employees, the seniority of the displaced employees shall become System-wide within the Association, and they may be transferred out of the group in line with their seniority to work they are capable of doing, as comparable to the work they have been doing as may be available, at the rate for the job to which they have been transferred.
 - a. Upon recall to the position there shall be no loss of seniority.
 - b. Seniority shall be broken if the employee refuses to return to work in a position similar to that formerly held.

ARTICLE 111 - continued

- c. There shall be no loss of seniority if the employee is offered and accepts another clerical position in the school system.
5. The transfer, assignment and/or promotion of employees shall be the sole responsibility of the Board, subject to the following:

- a. It shall be the policy of the Administration to cooperate in every practical way with employees who desire transfers to new positions or vacancies which may occur in the school system in their area of employment.

Accordingly, such employees shall make known their desires by written application to their personnel department, stating their desires, qualifications and experience.

- b. Notices of vacancies, openings and/or new positions shall be prepared and posted in each school building and a copy of such notice given to the Chairman of the Staff Association. In the event no applications for a position so posted are received by the Business Office within seven (7) days of such posting, such position shall be filled without further obligation or consideration of the Association. The name, salary, and effective date of placement within the Bargaining Unit will be provided to the Association President (or in her absence the Vice President) as the vacancy is filled.
- c. The ability, experience, training and capability of all applicants or candidates shall be reviewed and considered by the Administrators involved. In cases where above factors are considered equal, preference shall be given in order of seniority by occupational group and/or seniority with the System, whichever bears the most relevance to the case involved.

6. Seniority shall be broken for the following reasons:

- a. If the employee quits
- b. If the employee is discharged
- c. If the employee is absent for three(3) working days without properly notifying her immediate supervisor, unless extenuating circumstances shall exist

ARTICLE 111 - continued

- d. Age: The employment of any employee shall be terminated not later than June 30th of the fiscal year in which she reaches her 65th birthday. Such seniority as may be accrued shall be cancelled after June 30th of the fiscal year in which she reaches her 65th birthday.
 - e. The employee fails to report for work upon notice of a recall, from a layoff, by certified mail or a telegram to the last known address within three (3) days of notice of recall. Extenuating circumstances for failure to report will be considered and may result in reinstatement to the next available opening for which the employee is qualified.
 - f. The employee fails to report for work on the first regularly scheduled work day following a leave of absence, or fails to secure an approved extension of a leave of absence. The employee may be reinstated if absent without an extension of leave for no more than three (3) consecutive work days but presents a reason satisfactory to the Employer for the employee's inability to secure an extension.
 - g. The employee falsifies personnel records or falsifies the reason for a leave of absence on or after September 1, 1973.
 - h. The employee is employed elsewhere during a leave of absence.
7. Should a continued enforced absence, such as sickness, require an employee to be absent from her work over an extended period of time, the following considerations shall be applied:
- a. Seniority shall continue to accumulate for a period not to exceed three (3) months.
 - b. After three (3) months' continued absence, the job vacated may be filled permanently.
 - c. The seniority of an individual involved in an enforced and prolonged absence shall be reinstated provided she returns to work within a period of one year, except that in no event shall this apply where the length of absence exceeds seniority accumulated at the time such absence began.
 - d. The obligation to re-employ an individual involved in an enforced absence extending beyond three (3) months shall be subject to the condition that an opening is available for which such individual may be qualified.

ARTICLE 111 - continued

- e. There shall be no obligation on the part of the Board to contribute to hospitalization or other fringe benefits beyond the three (3) month period.
- f. Vacation benefits shall not accrue beyond one day per month worked during the fiscal year in which the prolonged absence occurs.

ARTICLE 1V

Working Hours

1. For the purpose of computing the normal wage scale of all employees covered by this agreement, the regular working day shall consist of eight (8) hours, exclusive of the lunch period, and the regular work week shall be forty (40) hours. Employees shall have an uninterrupted lunch break of not less than thirty (30) minutes.
2. For the purpose of computing "overtime" wages, all time worked exceeding eight (8) hours in a single day or forty (40) hours within one week shall be paid at one and one-half the regular hourly rate. All overtime necessary shall be equalized among employees as far as practical.
3. Any such overtime worked shall be authorized by the respective principal or supervisor prior to performing any work at the overtime rate.
4. Hours and conditions relating to "Holidays":
 - a. Employees shall be paid for the following "holidays" at their regular established rate when such holidays fall within their assigned "work year".

New Years Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and the Friday immediately following, Christmas Day and Good Friday.

To be eligible to receive wages for a "Paid Holiday", the employee must work the last regularly scheduled work day immediately preceding and following such holiday.
 - b. If an employee is absent due to illness during a period where such holiday occurs, she will be eligible for payment only if she would normally be paid through accumulated sick leave, which would be "non-chargeable" for the holiday involved.

ARTICLE 1V - continued

5. The "work year" of all ten-month employees shall begin on the Monday immediately preceding Labor Day and shall follow the same Easter vacation schedule as teachers. Such vacation period shall be without pay. This paragraph became effective with the 1972-73 school year.

ARTICLE V

Wages

1. The wages of employees covered by this agreement are set forth in Schedule "A", which is attached to and incorporated in this agreement. Such wage schedule shall remain in effect during the period covered by this agreement.
2. To be eligible for advancement on the wage schedule on July 1st of each calendar year, an employee must have been employed prior to January 1st of that calendar year and have maintained a record of satisfactory performance of assigned duties.
3. If it occurs that an employee is engaged during normal working hours in negotiating on behalf of the Association with any representative of the Board, such employee may be released from her regular duties without loss of wages.

ARTICLE VI

Insurance Protection

Pursuant to the authority set forth in Section 617 of the School Code of 1955, as amended, the Board agrees to furnish all seniority employees the following insurance protection:

1. Hospitalization and Medical Protection:

- a. It is the agreed intent to provide hospitalization and medical protection to those on the clerical staff where such coverage is not provided through another source (i.e. protection provided by the employer of the spouse, etc.).
- *b. In keeping with the above stated intent, "Blue Cross-Blue Shield MVF-2" with drug prescription, co-pay \$2.00 deductible, insurance will be provided by the Board, excluding F and S riders, to the employee and family where applicable.
- c. No contribution shall be made by the employer in lieu of the above for any coverage other than as stated above.

2. Long Term Disability Insurance:

The Board shall provide without cost to the employee, Long Term Disability Insurance assuring payment to the employee in the event of long term disability a monthly income benefit equal to 60% of basic monthly earnings to age 65. The long term disability benefit will start after thirteen (13) consecutive weeks of total disability in accordance with the terms of said policy.

3. Life Insurance:

The Board shall provide without cost to the employee a \$2,000.00 life insurance policy to age 65. Upon reaching age 65, such insurance coverage shall be reduced by 50%.

*This paragraph shall become effective on December 1, 1971, for any coverage not presently extended to employees.

ARTICLE VII

Vacation Schedules

1. Those employed and assigned on a twelve month basis shall be eligible for the following paid vacation benefits:
 - a. After the first year --- one week (persons employed after January 1st of a fiscal year shall be eligible for 1/2 day per month worked to June 30th following employment, and shall be eligible for two weeks' paid vacation the second summer).
 - b. After two years --- two weeks
 - c. After five years --- three weeks

2. Those employed and assigned on an eleven month basis shall be eligible for the following vacation benefits:
 - a. One to five years, inclusive --- one week (Normally Christmas week)
 - b. After five years --- two weeks (vacation periods to be arranged) and/or designated by the administrator involved.

3. Those employed and assigned on a ten month basis shall be eligible for the following vacation benefits:

After one year --- one week (normally Christmas week)

NOTE:

- a. Because the vacation periods of most ten and eleven month employees fall within the school year, an employee beginning at the start of a "work year" assignment shall be eligible for the vacation period designated, however should the employee leave before completing the full assigned work year period, any vacation days "paid" but not "earned" shall be deducted from the final check.

- b. An employee entering an assignment after the normal start of a work year, shall be eligible for a pro-rated portion of vacation benefits subject to the "leaving" adjustment described in (a) above, except that this condition shall apply only to those actively employed prior to January 1st.

ARTICLE VIII

Sick and Personal Business Leave

1. Sick and personal business leave will be granted to all full time clerical personnel on the basis of one day for each month employed (i.e. 10 month employees, 10 days; 11 month employees, 11 days; 12 month employees, 12 days) accumulative to 90 days*; the year's total days of sick leave to be allotted at the beginning of each school year. In cases where the employee leaves the school system before the completion of the year, a deduction will be made from the final pay, if necessary.

Leave may be used as either personal business leave, to a maximum of three (3) days yearly, not accumulative, or sick leave.

Sick leave will be granted for the following reasons:

- a. Illness of the employee. (A physician's statement may be required in cases where absence exceeds three (3) consecutive days).
- b. Quarantine of employee in case of contagious disease, such quarantine having been imposed by the health authorities.
- c. Illness or death in the employee's immediate family -- the immediate family to be defined as parents, sisters, brothers, spouse and/or children.
- d. In case of death of another member of the family, or in case of other unusual circumstances, absence may be allowed by the Superintendent, upon request, and at his discretion.

Personal business leave must be applied for in writing, with specific reasons, in advance of the absence for the Supervisor's approval. If the matter is of an extremely personal nature, the individual shall so state in her initial request, in lieu of specific reasons. One of the three days allowable may be granted on such basis.

*Not more than sixty-five (65) days shall apply to one consecutive absence. Any remaining balance above the 65 days shall be reinstated as accumulated sick leave at the time the employee returns to work.

ARTICLE VIII - continued

Personal business will cover the following areas:

- a. Court cases
- b. Legal personal business
- c. Other matters allowable at the discretion of the Superintendent

No personal business days shall be granted immediately preceding or following a holiday or vacation period, without extreme cause.

ARTICLE 1X

Leaves of Absence

1. A clerical employee may be granted a leave of absence upon application and approval of the Administration for the following purposes:
 - a. Maternity leave
 - b. Unusual circumstances which would prohibit the employee from working in her normal assignment. Such circumstances shall be evaluated and a determination made by the Superintendent, as to the granting of such leave.
2. No leave of absence shall be for more than a period of one year. All leaves shall be for a specific period of time. Upon termination of the leave period, the employee shall be given priority consideration for any available position similar to that which was vacated by the leave.
3. No increment credit, seniority credit, or sick leave credit shall be allowed during the period of leave.
4. Salary shall be determined by placing the employee on the salary step attained at the time leave was granted, within the classification of the work assignment upon return to work.
5. In cases of maternity leave, the employee may be allowed to work until four months prior to the expected birth date of the child, or until she and her doctor determine she should go on leave, provided the employee demonstrates the physical and emotional capabilities required in the position.

ARTICLE X

Longevity

1. In addition to the salary as determined by placement on the salary schedule (Appendix "A" of this Agreement), an additional annual sum shall be prorated over the employee's contract period, in accordance with the following schedule: *
 - a. After ten (10) years -- \$200.00
 - b. After fifteen (15) years -- \$300.00
 - c. After twenty (20) years -- \$400.00

2. In appreciation for services rendered to the school district, a terminal leave payment will be offered, except in case of discharge, in proportion to years of credited service in the District, as reflected in the seniority list. Notice of intent to terminate services shall be given as soon as practical and at least two (2) weeks prior to the termination of services.

Such terminal leave payment shall be in accord with the following schedule

<u>Completion</u>	<u>Amount</u>
10 to 14 years	\$15.00 per year
15 to 19 years	\$25.00 per year
20 years and more	\$40.00 per year

*Service as accumulated within those work areas represented by the Clerical Association.

ARTICLE XI

Grievance Procedure

Definitions

1. A grievance is defined as an alleged violation of the specific and express terms of this contract.
2. The "aggrieved person" is the person or persons making the claim.
3. The term "employee" includes any individual or group who is a member of the bargaining unit covered by this contract.
4. A "party of interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
5. The terms "days" shall mean either "calendar days" or "working days", whichever is indicated in the following grievance procedure:

GRIEVANCE PROCEDURE

1. STEP ONE - Level One
 - a. Any employee having a grievance or one designated member of a group having a grievance, should first take the grievance up with the immediate Supervisor involved, who will attempt to adjust it. If the grievance is not adjusted, the employee shall notify the Committee of the Association and they, together with the employee, during non-work hours, shall reduce the grievance to writing on forms provided by the Board. This shall be signed by the employee involved and one copy shall be given to the Supervisor within five (5) work days of the date of the alleged violation. A decision shall be rendered, in writing, within five (5) work days.
 - b. In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) working days after presentation of the grievance, he may file an appeal of the disposition in writing with the Association Committee and with the Supervisor involved.

ARTICLE XI - continued

Within five (5) working days of receipt of the grievance, the Association Committee shall decide whether or not there is a legitimate grievance. If the Committee decides that no grievance exists, and so notifies the claimant, the employee may continue to process his claim without Association support. If the Committee decides there is a legitimate grievance, it shall immediately notify and process the claim with highest administrative management under Step Two procedure.

- c. Any grievance not appealed from a decision at any step of this procedure to the next step within five (5) working days of such decision, shall be considered settled on the basis of the last decision and not subject to further appeal.

2. STEP TWO - Level Two

- a. The Association Committee may request a meeting with the highest Administrative management upon submittal of the unresolved grievance or grievances in writing.
- b. Within fifteen (15) calendar days from submittal of such a request, a meeting shall be arranged and a decision rendered, in writing, by a representative of the Board.

3. STEP THREE - Level Three

- a. Any grievance not adjusted under Step One or Step Two and the Association Committee believes it has grounds for appeal from the Administrative decision, the President of the Association Committee shall file with the Administration, an appeal of the Level Two disposition on forms provided by the Board. Such an appeal shall constitute a request that an appeal hearing be established. The Association shall provide to the Board of Education a written outline of the specific terms of the Agreement claimed to have been violated, the relief requested, and shall specifically outline the facts and reasons relied upon to justify a reversal or modification of the appealed Step Two answer.
- b. The case will then be considered by the Board, and an appeal committee will be designated by the Board, to consist of (1) The Board as a whole, or (2) One or more designated members of the Board, and/or (3) Two designated members of the Administration, at least one of whom has not participated in prior steps of the procedure. The Association shall be represented by the representative committee of the Association and the aggrieved employee, if so desired.
- c. If a decision is not reached at this hearing, a decision will be furnished in writing to the President of the Association Committee within ten (10) working days after such hearing.

ARTICLE XI - continued

4. STEP FOUR - Level Four

Where applicable, a request for hearing by the Michigan Labor Mediation Board may be initiated by the aggrieved party, under the procedure as prescribed by that Board.

5. The Board of Education and/or Administration shall have the right to initiate grievances at the Step Two level and follow the grievance procedure as established.
6. This procedure shall not preclude the right of an individual to follow this procedure without representation by the Association, except that he shall in no event be represented by an agent, officer or other representative of any organization other than the Association.
7. Both the Association and the Board recognize that the primary objective of both parties to this contract is to insure, protect, continue and improve the high quality of education in the Grand Blanc School District. This requires good relations and cooperation between the Board, the Administration and the Association to attain efficient and uninterrupted operation of the facilities and functions of the School System. This grievance procedure is established to provide a peaceful and orderly method for the resolution of disputes. The parties hereby agree to process all disputes subject to the grievance procedure in the manner set forth herein, and agree that no demonstrations, public release or displays of information, or any action tending to disrupt the normal operation of the School System, be initiated, participated in or condoned by either party in connection with such disputes until the grievance procedure has been exhausted.

ARTICLE XI

Evaluation of Clerical Staff

1. The work performance of all clerical staff shall be evaluated in writing at least once annually. This evaluation to be completed prior to March 15.
2. Evaluation shall be conducted by the employee's immediate supervisor.
3. A copy of the written evaluation shall be given to the employee at the time of the interview, or within ten (10) days.
4. A copy of the evaluation form will be provided the Association prior to publication of the form.

ARTICLE XIII

Negotiation Procedures

1. The parties expressly declare that they have bargained between them on all phases of hours, wages, and working conditions and that this agreement represents their full and complete agreement without reservation or unexpressed understanding. Any aspect of hours, wages and working conditions not covered by a particular provision of this agreement is declared to have been expressly eliminated as a subject for bargaining during the life of this agreement and may not be raised for further bargaining or negotiations without the written consent of all the parties hereto.

2. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district, except that the Association shall not use or allow to be present, in any capacity, an officer of any rival labor organization, unless they are currently employed by the Board and an active member of the Association. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject to such ultimate ratification by both parties.

ARTICLE XLV

Check Off of Association Dues and Association Security

1. An employee who is a member of the Association at the time this Agreement becomes effective, shall continue membership in the Association for the duration of this Agreement to the extent of paying the membership dues uniformly required as a condition of acquiring or retaining membership in the Association.
2. An employee who is not a member of the Association at the time this agreement becomes effective, may become a member of the Association immediately and shall remain a member of the Association to the extent of paying the membership dues uniformly required as a condition of acquiring or retaining membership in the Association.
3. Anything herein to the contrary notwithstanding, an employee shall not be required to become a member of, or continue membership in the Association as a condition of employment.
4. The Association shall accept into membership each employee covered by this Agreement who tenders to the Association the periodic dues uniformly required as a condition of acquiring or retaining membership in the Association.
5. The Association will furnish the Board, within fifteen (15) days from date of request, the names of all members paying dues direct to the Association. The Business Office shall furnish the Association the names of all new regular employees, including the first date of employment and also names of all employees leaving the employ of the District, as soon as practical.

ARTICLE XLV - continued

6. During the life of this Agreement, the Board agrees to deduct Association dues levied by the Association in equal amounts applied to each payroll period from the pay of each employee who executes or has executed the "Authorization for Check-off of Dues" form provided by the Board of Education; provided, however, that the Board will continue to deduct dues from the pay of each employee for whom it has on file an unrevoked "Authorization Form".
7. Check-off deductions under all properly executed Authorizations for check-off of dues forms which have been received by the Business Office not less than ten (10) days prior to a payroll date, shall begin with that payroll.
8. Dues deductions shall be remitted to the designated financial officer of the Association once each month within ten (10) days after the last payroll date of the month. The Business Office shall furnish the designated financial officer of the Association, at the time of remittance of dues, a list of those for whom deductions have been made and the amounts of such deductions.
9. In cases where a deduction is made which duplicates a payment already made to the Association by an employee, or where a dispute should arise as to the validity of a check-off deduction where a properly executed authorization for check-off of dues form is on file, refunds to the employee will be made by the Association.

ARTICLE XLV - continued

10. In the event the net earnings of an employee are not sufficient to cover Association membership dues for any pay period, it shall be the obligation of the Association to collect such sums as may be due from the employee concerned.

ARTICLE XV

New Job Classification and Rate

Section 1 - In the event the Board establishes and places in use a new job classification, a temporary weekly rate shall be established by the Board and written notice of the rate and job classification title will be furnished to the Association President.

Section 2 - If the Association objects to the proposed classification and/or temporary rate, it shall so notify the Board in writing within ten (10) days following the date of notice, and shall be subject to negotiations.

Section 3 - Upon agreement or in the event the Board's classification and/or temporary rate is not objected to by the Association within the time limits, the rate and job classification shall be considered final and become a part of Appendix A.

ARTICLE XVI

Termination

This Agreement shall become effective on September 3, 1973 and shall remain in full force and effect until August 31, 1974 and thereafter for successive periods of one (1) year unless either party shall, on or after the 90th day and on or before the 60th day prior to expiration serve written notice on the other party of a desire to terminate, modify, alter, renegotiate, change or amend this agreement. A notice of desire to modify, alter, amend, renegotiate or change, or any combination thereof, shall have the effect of terminating the entire agreement at 11:59 P.M. on August 31, 1974, in the same manner as a notice of desire to terminate unless before that time and date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment.

APPENDIX A

Clerical Staff Schedule - 1973 - 1974

CLASSIFICATION

Typist - Learner

Inexperienced employee doing routine typing and learning varied office functions and simple clerical tasks.

<u>Step</u>	<u>Weekly Rate</u>
1	88.50
2 (if deemed required)	92.25

Clerk - Typist

General typing, accurately and with reasonable speed of work of more than average difficulty; general office filing, record keeping assignments, receiving visitors, telephone answering and general office tasks. In general, work is laid out by supervisor in more than average detail.

<u>Step</u>	<u>Weekly Rate</u>
1	108.00
2	113.50
3	118.00
4	123.00
5	128.00
6	132.75
7	138.00

Library Clerk

Duties shall include, but not necessarily be limited to:

Unpack and shelve (or otherwise arrange) new materials (print and non-print), file catalog cards, shelf list cards, circulation cards, clippings, pamphlets, and pictures. Check in, file and circulate periodicals; adapt catalog cards as needed, process book orders, reading lists, and bibliographies as prepared by librarians.

Maintain circulation records, maintain vertical file and/or picture file, process requests for film rentals, materials from IMC, materials from Genesee County Library and schedule use of audio-visual equipment.

Prepare bulletin boards and other displays, assemble materials for teacher instructional units, maintain library inventory, and maintain card catalog. Prepare catalog cards for non-book materials, keep financial and statistical records for library, mend library materials and duplicate materials as needed.

APPENDIX "A" - continued

Library Clerk - continued

Shall be aware of instruction provided by the librarian, assisting the classroom teacher in follow-up of library instruction, and carrying out activities related to library instruction as requested by Librarian.

<u>Step</u>	<u>Weekly Rate</u>
1	108.00
2	113.50
3	118.00
4	123.00
5	128.00
6	132.75
7 (maximum)	138.00

Child Accounting - Transportation

Shall work under the direction of the Supervisor of Personnel and Instruction in the area of child accounting and related areas. Duties and responsibilities shall include the compilation of attendance and/or child accounting reports that may be required at the local, intermediate or state level. Records, billings and collection of tuition for non-resident students. Compilation of census reports when taken and such other duties as may be delegated.

Shall work under the direction of the Assistant Superintendent for Business and Administrative Services in the area of transportation services. Duties and responsibilities shall include the compilation of transportation reports that may be required at the local, intermediate or state level. Shall assist the Supervisor of Transportation in the preparation of route maps and pupil accounting for Transportation Services and such other duties as may be assigned.

<u>Step</u>	<u>Weekly Rate</u>
1	108.00
2	113.50
3	118.00
4	123.00
5	128.00
6	132.75
7 (maximum)	138.00

Secretary - Class 11 - Guidance

Members of the Clerical Staff assigned as secretaries to the Guidance and Counseling Offices of Secondary schools. In addition to the clerical skills of the clerk-typist, poise, mature judgment and an understanding and feeling for boys and girls is essential. Scheduling of appointments, office organization and accuracy in all work is important. Works under the direction of the Guidance Staff.

APPENDIX "A" - continued

Secretary - Class - Guidance - continued

<u>Step</u>	<u>Weekly Rate</u>
1	113.00
2	118.50
3	123.25
4	128.50
5	133.75
6	139.00
7 (maximum)	144.25

Activities Accounts Bookkeeper

Under the direction of the High School Principal, shall assume the responsibility for areas of work as assigned. Duties and responsibilities shall include: hand bookkeeping of ledgers on pegboard system for all activities accounts, handling receipts and disbursements of all activities funds and properly accounting for same within the system established. Shall prepare interim reports for the Business Office, if requested. Shall properly balance out all accounts at the completion of each fiscal year and have records in order for annual audit.

<u>Step</u>	<u>Weekly Rate</u>
1	118.25
2	124.25
3	128.50
4	133.75
5	138.50
6	143.75
7 (maximum)	149.00

Secretary - Class 1 (Secretary to Building Principal - Usually 11-month position)

Shall possess good knowledge and ability to handle office organization, function and routine. Ability to take and transcribe accurately varied and rapid dictation is desirable. Poise, mature judgment, ability to meet people and handle situations under pressure with tact, important. Understanding and feeling for children is essential. Record keeping, scheduling appointments, routine reports, organization of general office procedures and telephone diplomacy are important.

<u>Step</u>	<u>Weekly Rate</u>
1	118.25
2	123.75
3	129.50
4	135.25
5	140.50
6	146.25
7 (maximum)	152.00

APPENDIX "A" - continued

Assistant Bookkeeper -- (12 month position)

Under the direction of the Bookkeeper shall assume responsibility for areas of work as assigned. Duties and responsibilities shall include: operation of all machines relative to the bookkeeping department, organizing, computing and checking the payroll operation. Organizing, checking and reviewing accounts payable; posting and assisting in the preparation of monthly budget reports, and such other duties as may be delegated.

<u>Step</u>	<u>Weekly Rate</u>
1	123.50
2	129.50
3	136.25
4	142.00
5	148.50
6	155.25
7 (maximum)	161.00

Receptionist and Switchboard - Central Office

The switchboard operator handles calls for four school buildings and performs as a receptionist for all visitors to the Central Office.

In addition to the above duties, responsibilities include:

- a. Coordinates daily requirements for substitute teachers and calls same. Schedules accurately, upon advance notification, substitute teacher placement including coverage for field trips, conferences, etc., when necessary. Keeps daily records of all placement for payroll, audit, and certification purposes.
- b. Receives and sorts all inter-school and U.S. mail for distribution to buildings. Handles all outgoing mail through postage meter.
- c. Assumes responsibility for handling and accounting for Central Office petty cash.
- d. Records messages for itinerant and administrative personnel when necessary.
- e. Gives direction to co-op student when on duty.
- f. Assumes other periodic and/or seasonal duties as assigned.

APPENDIX "A" - continued

Receptionist and Switchboard (continued)

<u>Step</u>	<u>Weekly Rate</u>
1	109.00
2	114.00
3	118.50
4	124.25
5	129.50
6	135.25
7 (maximum)	140.50

It is recommended that during the period it is necessary to operate split-shift sessions in a building or buildings, it may be necessary to receive calls for substitutes at home, if requirements for the early shift are to be met.

During the period this situation exists, an annual premium of \$375.00, in addition to the above schedule, shall be pro-rated over the year.

CLERICAL STAFF CALENDAR

1973-74

August 27, 1973	10-month employees begin work	
September 3, 1973	Paid Holiday	Labor Day
November 22 & 23, 1973	Paid Holiday	Thanksgiving
December 24 - 31 (Inclusive)	Paid Vacation	Christmas (10 & 11-month employees only)
December 25, 1973 (10, 11 & 12-month employees)	Paid Holiday	Christmas
December 31, 1973 & Jan 1, 1974 (12-month employees)	Paid Holiday	New Years
January 1, 1974 (10 & 11-month employees)	Paid Holiday	New Years
*April 12, 1974	Paid Holiday	Good Friday
April 15 & 16, 1974 (10-month employees)	Unpaid Easter Vacation	Easter Recess
May 27, 1974	Paid Holiday	Memorial Day
June 14, 1974	10-month employees work year ends	
June 28, 1974	11-month employees work year ends	
July 4, 1974	Paid Holiday (those eligible)	Fourth of July

*Pursuant to Article 1V, section 5, ten-month employees who report to work one week prior to the opening of school will take April 15 and 16 as unpaid vacation during Easter Recess and will be paid for Good Friday.