

6/30/90

CLERICAL AGREEMENT
between the
BOARD OF EDUCATION
RUDYARD AREA SCHOOLS

and the

RUDYARD AREA SCHOOLS
SECRETARIAL AND CLERICAL ASSOCIATION

July 1, 1987 to June 30, 1990

Rudyard Area Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

RUDYARD AREA SCHOOLS

CLERICAL AGREEMENT

This AGREEMENT is entered into the First day of July 1987 by and between the Board of Education of the Rudyard Area School District, hereinafter called the BOARD and the Rudyard Area Schools Secretarial and Clerical Association, hereinafter called the ASSOCIATION.

WITNESSETH

WHEREAS the BOARD has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the ASSOCIATION as the representatives of its permanent Clerical Personnel with respect to hours, wages, terms, and conditions of employment.

In consideration of the preceding mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A. The BOARD hereby recognizes the ASSOCIATION as the exclusive bargaining representative for all permanent personnel engaged in secretarial and clerical work as specified in Schedule A, excluding teacher aides, part time library clerks, library aides, and any temporary clerical help employed for a specific job. The term "secretarial or clerical", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to female shall include male.

ARTICLE II

EMPLOYEES' RIGHTS

- A. The BOARD hereby agrees that clerical personnel as defined in Article I shall have the right to organize, join, and support the ASSOCIATION for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The BOARD agrees that it will not directly or indirectly discourage or deprive or coerce any clerical employee in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any clerical employee with respect to hours, wages, or any terms or conditions of employment by reason of his or her membership in the ASSOCIATION, the participation in any activities of the ASSOCIATION in collective negotiations with the BOARD, or her institution of any grievance, complaint or proceeding under this Agreement.
- B. The BOARD specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board.
- C. The ASSOCIATION and its members shall have the right to use school facilities during the normal time that the school is open for meetings with such use to be cleared through the principal of the building involved and providing it is not during the regular working hours of the clerical staff. Established media of communications, local telephone calls, and inter-school mail shall be made available to the ASSOCIATION and its members for Association business. It shall be clearly understood that none of the above facilities shall be used for posting or transmitting materials of a political nature, supporting a political party or candidate, or a political issue.

- D. The BOARD agrees to furnish to the ASSOCIATION in response to reasonable requests from time to time all the available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the ASSOCIATION in developing intelligent, accurate, informed, and constructive programs on behalf of the clerical personnel, together with information which may be necessary for the ASSOCIATION to process any grievance or complaint insofar as it does not invade upon the privacy of the personnel files.

ARTICLE III

MANAGEMENT RIGHTS

- A. The BOARD, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing; the right:
1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during working hours. The BOARD agrees that action and activities outside of working hours is their concern only when such actions include moral turpitude or actions that reflect on the good name of the schools.
 2. To hire all employees and to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.
 3. To make the decision as to which clerical staff members shall be retained in the event that a reduction in personnel becomes necessary due to decreased enrollment, financial necessity, or elimination of any clerical position. Seniority, ability, training, and job requirements shall be taken into account. However, none of these factors shall be binding on the decision of the BOARD.
 4. In the event of an increase in clerical staff, those people whose positions have been eliminated will be given the first consideration in filling the position. Seniority, ability, training and job requirements shall be taken into account. The file of those that have been eliminated in Paragraph 3, shall be kept active for a period of three (3) years, and if employed elsewhere during this period, it shall not effect re-employment by Rudyard Area Schools. It is the responsibility of the clerk to keep an updated address in the Central Office. If a position is open, the next eligible person will be notified by certified mail and must respond within ten (10) days.
 5. To determine the working hours, duties, responsibilities and assignment of clerical staff members and the terms and conditions of employment.
 6. To require secretarial and clerical help to obtain a mental or physical examination, within thirty days, at BOARD expense, when there exists a reasonable doubt as to his/her effectiveness due to health problems. The examining physician or physicians to be designated by the BOARD. The results of the examination are to be filed with the BOARD for action as to retention or forced leave of absence. If the secretary or clerk is not satisfied with the results of the first examination, she may request an examination from a second physician at her expense. The physician for the second examination shall be selected by the ASSOCIATION. The results of the examination are to be filed with the BOARD for their action. If the clerk or secretary refuses BOARD recommended examination by an appropriate physician, the decision of the BOARD concerning leave or retirement shall be final.

ARTICLE IVCOMPENSATION

- A. The salaries of clerical personnel are set forth in Schedule A which is attached to and incorporated in this Agreement. Salary Schedule A shall include classification, wage rates and hours of work.
- B. Overtime in excess of the regular hours in any one day, or outside regularly established working hours, or on weekends or holidays shall be paid for at the rate of $1\frac{1}{2}$ times the regular rate of pay. Such overtime may be taken as comp time in lieu of overtime pay.
- C. No overtime shall be worked by any clerical employee without prior authorization by the supervisor to whom they are normally responsible.
- D. The following days which are not worked by clerical staff members shall be considered as paid days: Labor Day, Thanksgiving Holidays, Easter and/or spring holidays according to the school calendar, Christmas Day, New Years Day, Memorial Day, and Fourth of July. A paid day for the Fourth of July applied to twelve month employees only. If any of the above holidays fall on a weekend, the following Monday will be the paid holiday.
- E. Clerical personnel will be released from work on days when school is dismissed early, when, in the judgment of their immediate supervisor, conditions are such as to make driving hazardous. Such released time will not be charged against salary or sick leave. Any clerical employee shall have the right to raise the questions of early dismissal with his supervisor without redress.
- F. Clerical staff members who fall under Class I, II, or III will not be required to work during Christmas vacation as established by the school calendar, nor will they be paid for these days. Any clerical employee in these three classifications who is requested to work during the Christmas vacation will be paid at their regular established rate for those days worked. Only those clerical staff members approved by the Administration will work during any vacation period.
- G. On days when school is not in session due to storms no clerk shall be required to report to work and the day shall be a paid day. Clerical personnel who are requested by their immediate supervisor to report to work will receive time and one-half for the time worked.
- H. Clerical staff members shall be reimbursed at the prevailing IRS rate per mile for personal vehicle used on authorized school travel upon submitting a travel voucher.
- I. The Board agrees to furnish full family medical insurance under SET Ultra Med C or its equivalent with another carrier as determined by the Board of Education subject to the following conditions:
1. Coverage shall start as of October 1 and continue for a period of one (1) calendar year, when the clerk is employed full time for a period of the year required by the position.
 2. When a clerk is employed less than full time, is on non-reimbursable leave, or works only part of a year, her insurance shall be pro-rated.
 3. A single person shall receive up to the amount of a single subscriber's rate.

4. Clerks shall be responsible for applying for this benefit on forms provided prior to October 1st. Any clerk who does not return the form by the above date shall not receive coverage until the next re-opening date of the policy and shall forfeit their monthly entitlement for insurance for those months which were missed. Those clerks not presently covered by one of the above groups must also have their enrollment blank in by October 1st, or within thirty days of date of employment.
5. Those persons not requesting health insurance shall receive \$600.00 in lieu of insurance.

J. Beginning with the 1985-86 school year, the Board agrees to furnish SET Incentive Dental Plan for all full time employees of the bargaining unit and their dependents to a maximum of \$30.00 per month. Employees who do not take dental insurance shall forfeit the benefit. Dental coverage is subject to the following conditions:

1. Coverage shall start as of October 1 and continue for a period of one (1) calendar year, when the clerk is employed full time for a period of the year required by the position.
2. When a clerk is employed less than full time, is on non-reimbursable leave, or works only part of a year, her insurance shall be pro-rated.
3. Clerks shall be responsible for applying for this benefit on forms provided prior to October 1st. Any clerk who does not return the form by the above date shall not receive coverage until the next re-opening date of the policy and shall forfeit their monthly entitlement for insurance for those months which were missed.

K. The Board shall provide each secretarial-clerical employee with Set Ultra-Vision Basic I insurance package. The premium cost of the vision insurance will be shared equally by the Board and the employee.

L. The Board shall provide each secretarial-clerical employee with long term disability insurance. Benefits would begin upon termination of the employee's sick leave but not before the 46th scheduled work day and continue at 66 2/3% to a maximum age 65, sickness or accident, and will include the following features.

1. Monthly maximum of \$1,000.
2. No exclusion of mental and nervous conditions
3. No exclusion of alcoholism or drug addiction
4. Social security freeze
5. Rehabilitation clause
6. Full family social security offset
7. No pre-existing condition or waiting period
8. Maternity benefits covered as any illness
9. Two (2) year own occupation clause
10. Three (3) month waiting period for recurrent disability or any new disability occurring in the same year, after an employee has returned to active employment.

ARTICLE VHOURS OF WORK

- A. The normal work day, stating hours worked per day, will be determined when salary schedule is drawn up and will be so stated in said Schedule A, except for Friday when dismissal shall be thirty minutes prior to regular time.
- B. All clerical personnel shall be entitled to a duty-free uninterrupted lunch period of thirty minutes and will be required to take such.
- C. Clerical personnel will be provided a fifteen minute relief time in the morning and in the afternoon as indicated in their duty schedule.
- D. One member of the clerical staff of the Central Administrative Office shall take the outgoing mail to the post office ten (10) minutes before normal dismissal time each day. It shall be the responsibility of the clerical staffs in the other offices to have the outgoing mail to the Central Office prior to this time.
- E. All new employees shall be on probation for a period of ninety (90) days and right to release such probationary employees shall be vested exclusively in the employer regardless of other provisions of this Agreement. Anniversary date of hire will be retroactive to the beginning of the ninety-day period.

ARTICLE VIWORK LOADS AND ASSIGNMENTS

- A. The Board shall take reasonable measures to regulate work assignments and work loads within each classification.
- B. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status, or membership in or association with the activities of any employee organization.
- C. It should be expressly understood that clerical staff members shall not handle any discipline problems.

ARTICLE VIITRANSFERS

- A. In the event of a vacancy or the creation of a new position, the Superintendent will give due consideration in filling a vacancy or new position to all present clerical staff. Factors such as ability, training, and job requirements will be recognized in this selection of persons to fill vacancies. The secretary of the Association shall be notified of such vacancies or new positions as soon as practicable, and any clerical employee desirous of consideration for such transfer may place on file with the superintendent a statement indicating an interest in transfer within one week after notice to secretary of Association.

ARTICLE VIIIDISCHARGE AND SUSPENSION

- A. An employee discharged or suspended who considers such discharge or suspension without good cause may present a grievance within ten (10) days of such action as provided in Article XIII. Excluded from this provision shall be an employee who is released from employment due to reduction in personnel.
- B. Any discharge or suspension not questioned in writing within ten (10) days of such action shall be considered final.
- C. If any clerical employee for whom a grievance is sustained shall be found to have been unjustly discharged, she shall be reinstated with full reimbursement of all compensation lost.

ARTICLE XIRESIGNATION

- A. Any clerical employee desiring to resign shall give notice in writing to the superintendent with a copy to her or his immediate supervisor at least two weeks prior to termination of employment, unless unusual circumstances warrant a shorter length of time for such action.
- B. Any clerical employee who discontinues her service does not forfeit her right to earned vacation time up to that date.

ARTICLE XLEAVE OF ABSENCE

- A. Sick Leave - Clerical employees will be granted 13 days sick leave per year, with unlimited accumulation for unused portion of each year's leave which shall be available in future years. Such sick leave to be pro-rated for any employee who does not work the normal year for their position.
- B. Leaves of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reasons:

1. Sick leave, which shall include: personal illness which makes it unwise for the employee to be at school; illness in the immediate family, and quarantine. Up to five days sick leave will be granted for death in the immediate family when taken within ten calendar days. Immediate family is interpreted to mean: mother, father, spouse, parent of spouse, brother, sister, child, grandparents, or a dependent in the immediate household.
 2. Three days for the conduct of personal business. Personal business shall be defined as business that cannot be taken care of except during the regular work week. In no instance shall it be used as a vacation day. Employees shall request a personal business day from their supervisor at least two days in advance, except in case of emergency, indicating the reason for the request. Personal days shall not be accumulated from year to year. Days used for personal business shall be charged against the thirteen days sick leave granted per year.
- C. Leave of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:
1. Jury Duty - Persons called for jury duty shall be paid the difference between their pay as a juror and their regular salary (mileage is not salary).
- D. Workmen's Compensation. Any clerical employee who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Act shall receive from the BOARD the difference between the allowance under the Workmen's Compensation Act and her regular salary for a period of time that funds from her accumulative sick leave shall provide. The time paid for under this provision shall be charged against the employee's sick leave.
- E. After seven (7) years service in the Rudyard Schools, a full time clerical employee, upon termination of service, shall receive \$10.00 per day of accumulated sick leave to a maximum of \$650.00.
- F. Any clerical staff member absent from work because of mumps, scarlet fever, measles, or chicken pox shall suffer no loss of compensation and shall not be charged sick leave when proof of such illness is shown by a doctor's statement up to a period of ten school days.
- G. Any clerical employee whose personal illness extends beyond the period of compensation under A and B shall be granted a leave of absence without pay for such time as it is necessary to completely recover from such illness up to a period of six calendar months. Such leave is to be requested in writing within one calendar month of the first day lost because of illness. Upon return from leave, a clerical employee shall be assigned to the same or similar position. Employees on such leave of absence shall be given the benefit of the increment which would have been credited to them had they remained in active service in the school system.
- H. On those days of actual disability due to pregnancy, childbirth, or a medical condition related to pregnancy or childbirth where the employee is prevented from performing duties as verified by a physician, the employee must be allowed to use accumulated sick leave days. If an employee does not have sufficient sick leave accumulated to cover the days of disability due to pregnancy, she would be entitled to unpaid leave until recovered from disability to the same extent an employee would be entitled to unpaid leave for any other disability when sick leave is exhausted.

If an employee desires an unpaid leave of absence, she shall notify the Superintendent of her condition in writing during the fourth month of pregnancy. Her request for a leave shall stipulate the expected date of delivery, the requested date on which the leave is to start, and the requested date of termination of the leave. This request for leave shall be accompanied by a written statement from her doctor indicating her ability to continue to work until the requested date of leave before delivery. In no instance shall this request for leave exceed a period of one year. Prior to returning from pregnancy leave, the clerk shall present a written statement from her doctor indicating her ability to resume work.

- I. Earned seniority shall not be lost by medical or pregnancy leave. No seniority or sick leave will be accumulated during their leave of absence. In no instance shall this leave exceed a period of one year.

ARTICLE XI

VACATIONS

- A. Twelve month employees shall receive five (5) vacation days per year after one year, ten (10) days after two years, fifteen (15) days after ten years, and twenty (20) days after fifteen years. Vacation time for the first two years shall be pro-rated on the basis of 5/12 of a day per month for a twelve month employee who does not work an entire year. All vacation time must be taken prior to June 30 of the following year. Vacation schedules shall be made with the employee and the immediate supervisor with the approval of the Superintendent.
- B. All other clerical employees who do not work twelve months but do work for the full school year, shall be paid for four (4) days vacation after one year, eight (8) days after two years, twelve (12) days after ten years, and sixteen (16) days after fifteen years. Vacation time to be computed at 5/12 of a day per month for any clerical staff member who is not employed for the full school year. Such vacation pay shall be paid on the final check for the school year.

ARTICLE XII

DEDUCTIONS

- A. Upon written authorization the clerical employee may have deducted from her salary any amount she wishes to have invested in tax deferred annuities with the insurance companies and credit unions approved by the BOARD. These deduction authorizations to be turned in by no later than October 1, and not to be changed for the duration of the year.

ARTICLE XIII

GRIEVANCE PROCEDURE

- A. Definitions:
1. A grievance shall mean a complaint by the employee in the bargaining unit that there has been a violation of one or more of the provisions of this Agreement.
 2. The term "days" when used in this section shall, except where otherwise indicated, mean working school days.
- B. Adjustment of Grievances: Grievances of employees within the bargaining unit shall be presented in the following manner:
1. Level One: The employee with a grievance shall discuss the matter with her immediate supervisor or principal within ten (10) days of the occurrence; with the object of resolving the matter informally; or the grievance shall be considered waived.

2. Level Two: In the event that the employee is not satisfied with the disposition of her grievance at Level One, she shall, within five (5) days after the decision at Level One, file the grievance in writing with the Superintendent of Schools who shall issue a decision within five (5) days of receipt. The grievant may be accompanied by two members of the Association.
3. Level Three: In the event the employee is not satisfied with the disposition of her grievance at Level Two, she shall, within five (5) days after the decision at Level Two, file the grievance in writing with the Board. Within five (5) days after the next regular meeting of the Board from receipt of the grievance, the Board shall act upon the grievance. The grievant may be accompanied by two members of the Association.
4. Level Four: In case the Board and the employee are unable to reach a decision, either party has the right to invoke the mediation machinery of the State Labor Mediation Board. Any cost of arbitration by the Labor Mediation Board or arbitrators to be borne equally by the Association and the Board. Any decision by the State Labor Mediation Board shall not be binding on either party.

ARTICLE XIVMISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with terms contained in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board
- B. Copies of this Agreement shall be printed at the expense of the Board and presented to all clerical personnel now employed or hereafter employed by the Board.
- C. The Association and the Board recognize that it is necessary to employ temporary clerical employees at times. A temporary employee shall be defined as one who is hired for a specific project or a specific time without intent on the part of the Board to re-employ her after the temporary job is completed.

ARTICLE XVWAIVER CLAUSE

- A. If any provision of this Agreement or any application of the Agreement to any clerical employee or group of clerical employees shall be found to be 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.

SALARY SCHEDULE A

1. One clerk from each area, if regularly assigned the duties of calling substitutes (before regular working hours), shall be paid \$7.50 per week in addition to her other compensations.
2. Clerical Employees in Class I, II, and III shall work a 37 hour week with the normal working day being from 8:00 am to 4:00 pm with one-half hour for lunch. Daily working hours may be changed to conform with the efficiency of the office operation.
3. Clerical employees in Class IV shall work a 39½ hour week with the normal working day from 7:45 am to 4:15 pm with one-half hour for lunch. Daily working hours may be changed to conform with the efficiency of the office operation or may be changed in the summer months when school is not in session.
4. The length of employment for the year for Class I, II and III shall vary with the individual employee, depending on the amount of work to be done. The time of employment prior to school opening and after school closes is to be determined by the principal or supervisor in each office.
5. The length of employment for Class IV shall be 12 months.
6. Class I, II, and III employees shall be paid currently for the weeks worked. They shall be paid bi-weekly August through June to coincide with the teacher's pay dates.
7. Class IV employees salaries shall be paid bi-weekly, July through June to coincide with the teacher's pay dates.
8. All newly hired secretaries or clerks will serve their first three months at the probationary step on the salary scale. At the end of the probationary period, any prior experience as a secretary will be evaluated by the superintendent and he/she may be placed at any point on the salary scale up to the third year step.

1987-88 SALARY

<u>CLASS I</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 158.37
Balance of First Year	1	1.07	169.45
2nd Year	2	1.14	180.54
3rd Year	3	1.21	191.63
4th Year	4	1.28	202.71
5th Year	5	1.35	213.80
6th Year	6	1.42	224.89
7th Year	7	1.49	235.97
8th Year	8	1.56	247.06
After 20 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	252.00

<u>CLASS II</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 178.69
Balance of First Year	1	1.07	191.19
2nd Year	2	1.14	203.71
3rd Year	3	1.21	216.71
4th Year	4	1.28	228.72
5th Year	5	1.35	241.23
6th Year	6	1.42	253.74
7th Year	7	1.49	266.25
8th Year	8	1.56	278.76
After 20 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	284.33

<u>CLASS III</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 184.03
Balance of First Year	1	1.07	196.92
2nd Year	2	1.14	209.79
3rd Year	3	1.21	222.68
4th Year	4	1.28	235.56
5th Year	5	1.35	248.44
6th Year	6	1.42	261.32
7th Year	7	1.49	274.20
8th Year	8	1.56	287.09
After 20 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	292.83

<u>CLASS IV</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 221.79
Balance of First Year	1	1.07	237.32
2nd Year	2	1.14	252.84
3rd Year	3	1.21	268.37
4th Year	4	1.28	283.89
5th Year	5	1.35	299.42
6th Year	6	1.42	314.94
7th Year	7	1.49	330.47
8th Year	8	1.56	345.99
After 20 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	352.91

1988-89 Salary

<u>CLASS I</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 167.08
Balance of First Year	1	1.07	178.78
2nd Year	2	1.14	190.47
3rd Year	3	1.21	202.17
4th Year	4	1.28	213.86
5th Year	5	1.35	225.56
6th Year	6	1.42	237.25
7th Year	7	1.49	248.95
8th Year	8	1.56	260.64
After 15 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	265.85
After 20 Years " " "	10	2% of Step 8	271.06

<u>CLASS II</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 188.52
Balance of First Year	1	1.07	201.71
2nd Year	2	1.14	214.91
3rd Year	3	1.21	228.11
4th Year	4	1.28	241.31
5th Year	5	1.35	254.50
6th Year	6	1.42	267.70
7th Year	7	1.49	280.89
8th Year	8	1.56	294.09
After 15 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	299.97
After 20 Years " " "	10	2% of Step 8	305.85

<u>CLASS III</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 194.15
Balance of First Year	1	1.07	207.14
2nd Year	2	1.14	221.33
3rd Year	3	1.21	234.92
4th Year	4	1.28	248.51
5th Year	5	1.35	262.10
6th Year	6	1.42	275.69
7th Year	7	1.49	289.28
8th Year	8	1.56	302.87
After 15 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	308.93
After 20 Years " " "	10	2% of Step 8	314.99

<u>CLASS IV</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 233.99
Balance of First Year	1	1.07	250.37
2nd Year	2	1.14	266.75
3rd Year	3	1.21	283.13
4th Year	4	1.28	299.51
5th Year	5	1.35	315.89
6th Year	6	1.42	332.27
7th Year	7	1.49	348.65
8th Year	8	1.56	365.02
After 15 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	372.32
After 20 Years " " "	10	2% of Step 8	379.62

1989-90 SALARY

<u>CLASS I</u>	<u>Step</u>	<u>INDEX</u>	<u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 176.27
Balance of First Year	1	1.07	188.61
2nd Year	2	1.14	200.95
3rd Year	3	1.21	213.29
4th Year	4	1.28	225.63
5th Year	5	1.35	237.96
6th Year	6	1.42	250.30
7th Year	7	1.49	262.64
8th Year	8	1.56	274.98
After 11 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	280.48
After 15 Years " " "	10	2% of Step 8	285.98
After 20 Years " " "	11	2% of Step 8	291.48
 <u>CLASS II</u>	 <u>Step</u>	 <u>INDEX</u>	 <u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 198.89
Balance of First Year	1	1.07	212.81
2nd Year	2	1.14	226.73
3rd Year	3	1.21	240.66
4th Year	4	1.28	254.58
5th Year	5	1.35	268.50
6th Year	6	1.42	282.42
7th Year	7	1.49	296.35
8th Year	8	1.56	310.27
After 11 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	316.48
After 15 Years " " "	10	2% of Step 8	322.69
After 20 Years " " "	11	2% of Step 8	328.90
 <u>CLASS III</u>	 <u>Step</u>	 <u>INDEX</u>	 <u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 204.83
Balance of First Year	1	1.07	219.17
2nd Year	2	1.14	233.51
3rd Year	3	1.21	247.84
4th Year	4	1.28	262.18
5th Year	5	1.35	276.52
6th Year	6	1.42	290.86
7th Year	7	1.49	305.20
8th Year	8	1.56	319.53
After 11 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	325.93
After 15 Years " " "	10	2% of Step 8	332.32
After 20 Years " " "	11	2% of Sept 8	338.71
 <u>CLASS IV</u>	 <u>Step</u>	 <u>INDEX</u>	 <u>WEEKLY</u>
Three-Month Breaking-in Period	Probationary	1.00	\$ 246.86
Balance of First Year	1	1.07	264.14
2nd Year	2	1.14	281.42
3rd Year	3	1.21	298.70
4th Year	4	1.28	315.98
5th Year	5	1.35	333.26
6th Year	6	1.42	350.54
7th Year	7	1.49	367.82
8th Year	8	1.56	385.10
After 11 Years of Service at Rudyard Area Schools in a Secretarial or Clerical Position	9	2% of Step 8	392.80
After 15 Years " " "	10	2% of Step 8	400.50
After 20 Years " " "	11	2% of Step 8	408.20

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1987 and continue to be in effect until June 30, 1990. During the period, March 1, 1988 through March 31, 1990, this Agreement may be re-opened by written request of either party. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

RUDYARD AREA SCHOOLS
BOARD OF EDUCATION

BY R. D. Nealis
SUPERINTENDENT

BY _____

DATE _____

RUDYARD AREA SCHOOLS
SECRETARIAL & CLERICAL ASSOCIATION

BY Jayda Niles

BY William E. Sturgis

DATE 2-29-88