

6/30/947  
(1993/94)

MASTER AGREEMENT

BETWEEN

INTERMEDIATE SCHOOL DISTRICT OF ST. CLAIR COUNTY

AND

EDUCATIONAL TECHNOLOGY ASSOCIATION

1991/92

1992/93

1993/94

*St. Clair County Intermediate School District*

TABLE OF CONTENTS

	Page No.
ARTICLE I Recognition	1
ARTICLE II - Insurance Coverage	
Health Insurance	1
Group Term Insurance	1
Disability Benefits	1
Dental Coverage	2
Vision Care	2
Coordination of Benefits	2
Liability Insurance	2
ARTICLE III - Other Considerations	
A. Health or Sickness Benefits	3
B. Vacation Days	4
C. Holidays	4
D. School Closings	4
E. Optional Annuity	4
F. Jury Duty	4
G. Child Care Leave	5
H. Notice of Layoff	6
I. Professional Development	6
ARTICLE IV - Salary and Allowances	
A. Salary	6
B. District Business Travel	6
C. Mileage	7
D. Personal Allowance	7
E. Provision - retroactive	7
ARTICLE V - WITNESS	7
APPENDIX A - Salary Schedule	8

JOB DESCRIPTIONS

APPENDIX B Computer Operator & User Support Consultant	9
APPENDIX C Technical Support Consultant	10
APPENDIX D Communications & Field Engineering Consultant	11
APPENDIX E Eudcational Technology Application Support Consultant	12
APPENDIX F Lead System Analyst/Application Consultant	13

## ARTICLE I

### Recognition

The Board recognizes the Educational Technology Association as the sole and exclusive negotiating representative for all full-time Computer Programmers and Computer Systems Analysts within the Intermediate School District's Data Center.

Full-time personnel are those who are employed at least 30 hours per week on a continuing basis. Shared-time or part-time personnel are those who are employed less than 22 1/2 hours per week on a continuing basis.

## ARTICLE II

### Insurance Coverage

#### Health Insurance

The District agrees to provide medical insurance through a carrier to be determined by the Board. For the three years of this contract, the District will provide members with SET/SEG Ultra Med, \$50-\$100 deductible, with a \$5.00 prescription co-pay. The Board agrees to refund all premium deductions for health insurance deducted since June, 1991.

All Association members must assume the responsibility for any increased cost in health premiums beyond the 1993/94 insurance year. The Board's base premium shall not exceed the Board base premium for the 1993/94 insurance year. In the event the health insurance premium effective July, 1994 exceeds the Board's base premium for the 1993/94 insurance year, determined by the premium effective July 1, 1993, Association members shall be responsible for the increased premium costs. Costs are to be paid by payroll deduction starting in June 1994.

#### Group Term Insurance

For the three years of this contract or until a new agreement is reached, whichever is later, the Board agrees to pay the actual premium cost to provide each member of the Association \$50,000 of group term insurance with AD and D benefits through a carrier to be determined by the Board.

#### Disability Benefits

For the three years of this contract or until a new agreement is reached, whichever is later, the Board agrees to pay the actual premium cost to provide long-term disability by injury or sickness, subject to carriers exclusions, limitation and reductions as follows:

## Article II, Insurance Coverage, continued

1. 120-day waiting period
2. 66 2/3% of income
3. Maximum of \$2,500 monthly on salary of \$3,750 monthly
4. Maternity coverage
5. Pre-existing conditions waived
6. Social security freeze
7. Alcoholism/drugs waived - 2-year limit
8. Mental/nervous waived - 2-year limit
9. Two-year own occupation coverage

If a member of the Association is eligible for long-term disability benefits, the Board will pay his/her regular salary beyond sick and vacation time until disability insurance benefits become effective.

### Dental Coverage

For the three years of this contract, the Board agrees to provide dental coverage to all eligible members of the Association, through a carrier to be determined by the Board, with benefits equal to the Delta Dental plans specified below:

Class I Benefits - Basic dental services - plan pays 80% (includes exams, radiographs, consultations, preventive treatment, fillings, crown, jackets, oral surgery, etc.)

Class II Benefits - Prosthodontic services - plan pays 80% (includes bridges, partial and complete dentures)

Class III Benefits with Adult Rider - Orthodontic dental services - plan pays 75%, with \$750 maximum (includes necessary treatment and procedures required for correction of malposed teeth).

### Vision Care

For the three years of this contract or until a new agreement is reached, whichever is later, Board agrees to provide coverage equal in benefits to MESSA VSP-A Plan through a carrier to be determined by the Board.

### Coordination of Benefits

The Board agrees to coordinate benefits internally and externally for health, dental and vision insurance where policies and carriers permit.

### Liability Insurance

The Board agrees to provide each member of the Association liability coverage, without corporal punishment exclusions in the total amount of not less than \$1,000,000.

## ARTICLE III

### OTHER CONSIDERATIONS

#### Health or Sickness Benefits

1. 18 days of sick leave will be provided each year to be used for absence caused by illness or physical disability of each member of the Association. Unused portions of sick leave may accumulate up through 200 days.
2. In addition, the District agrees to provide each member of the Association five (5) days each year which shall be non-cumulative and used for the following purposes:
  - A. Illness of a member of the immediate family, which includes mother, father, mother-in-law, father-in-law, husband or wife, children and brother or sister. Such leave shall be granted upon prior request, where possible.
  - B. Death of a close friend.
  - C. Medical or nursing care for members of the immediate family.
  - D. Personal business days. Personal business days are not to be used to extend holidays, or other times off or used for leisure time activities. Personal business days must be for that activity that cannot be scheduled outside of working hours. Personal business days shall be limited to two (2) per year.
  - E. Such other leaves as may be approved by the District upon request.
3. In addition to the leaves specified above, the Board agrees to allow up to five (5) days per incident to be used in the event of a death in the immediate family as defined in (A) above.
4. After ten (10) continuous years of regular employment under contract with the School District, the Board will pay to the member of the Association who retires from the School District, and who meets the minimum requirements for drawing retirement benefits from the Michigan Public School Employees Retirement Fund, terminal pay as follows: one-half of current substitute teacher salary per day for each unused sick day accumulated over 15 days, up to a maximum of two thousand one hundred (\$2,400) dollars; or a member of the Association who dies while employed by the School District and who meets these requirements will be eligible for the same benefits as a member of the unit retiring. The termination pay earned will be paid to the member's

Article III, Other Considerations, continued

beneficiary.

B. Vacation Days

Vacation will be awarded according to the following schedule:

1 through 5 years employment	10 days
6 through 10 years employment	15 days
11 or more years with ISD	20 days

Vacation time shall not accrue beyond two (2) years. One additional vacation day, non-accumulative, will be given to any member of the Association who uses two (2) or less sick days per year. This does not include any time not charged to sick time.

C. Holidays

For the three years of this contract, as determined by the Board and posted prior to the beginning of each school year, there shall be eleven (11) paid holidays.

D. School Closings

All members of the Association shall be paid for all snow days or act of God days called by the Superintendent. If a member previously requested a vacation day, personal day, or has called in ill, and the Superintendent designates the District or building closed, the member involved will not have the day charged against member accumulated vacation, personal, or sick time.

E. Optional Annuity

For any member of the Association not selecting health insurance coverage, the District will, at the member's direction, purchase for the member an annuity equal in value to the monthly single subscriber rate for health insurance.

F. Jury Duty

When a member of the Association is called for jury duty he/she shall be given a leave of absence with pay for the time required for such court appearance. Any payment resulting from court services shall be paid to the Board. A member of the Association shall not be required to report to work for less than 1/2 day.

G. Child Care Leave

A request for child care leave of absence shall be made as soon as the member of the Association determines that she is pregnant. She may continue employment until the anticipated birth of her child, subject to obtaining a

### Article III, Other Considerations, continued

doctor's written statement that she is physically able to continue her employment. In the event that the District questions her medical ability to continue her duties, it may require an updated statement from her doctor that she continues to remain able to discharge her duties.

1. In cases where performance of the member of the Association's responsibilities would adversely effect her or the District, she will be allowed an earlier beginning date for the leave.
2. A member of the Association may take a child care leave of absence for up to one year. This leave shall begin the day after the birth of the child. The member of the Association to be taking a child care leave who desires to return to work shall indicate in writing prior to the birth of her child, an interest to return to work within ninety (90) days following the birth of her child. If she does so, she will be returned to the same position.
3. If the member of the Association does not indicate her desire to return to work prior to the birth of her child, or in the event that she requests and extension of the ninety (90) day child care leave, up to one year, the position may be posted as a permanent position after the initial ninety (90) day period. A member of the Association wishing to return to work after the end of the extended leave shall indicate her intention in writing sixty (60) days prior to the end of that leave.
4. A child care leave shall be an unpaid leave of absence. Seniority shall accrue during the initial ninety (90) day leave period and for an extended leave up to one year from commencement of leave. In all instances return to duty shall be supported by a physician's statement indicating that the member of the Association is capable of returning to the assigned duties. Fringe benefits will be paid for a ninety (90) day period only. This would include any time taken before the child care leave begins. The District will permit a member of the Association on extended child care leave to continue fringe benefits at the member of the Association's expense on a prepayment schedule to be determined by the Business Office.
5. In addition to the above provisions for unpaid child care leave, a pregnant member of the Association shall have the right, if she desires, to receive sick leave benefits for that period of time that her doctor

Article III, Other Considerations, continued

certifies that she is temporarily disabled and is not able to work. The Board shall assume all costs of confirming such certification by a Board appointed doctor. It is expressly understood that this shall not include normal child care.

H. Notice of Layoff

In the event of a layoff the Board shall notify each employee a minimum of 90 days prior to the effective date of layoff.

I. Professional Development

Should the Board or Superintendent require a member of the Association to take courses to improve skills, it is agreed that the Board will pay the tuition and fees associated with such courses.

ARTICLE IV

SALARY AND ALLOWANCES

A. Salary

Salary increases for the three years of this contract are as follows:

1991/92 - 5.5% increase  
1992/93 - 3.5% increase  
1993/94 - 4.5% increase

1. Overtime

One and one half (1 1/2) times the normal hourly rate of pay shall be paid for all hours worked beyond 7.5 hours in any one day.

B. District Business Travel

The District, for approved travel, agrees to pay for full lodging, expenses and mileage at the rate set forth herein and per diem meal allowance of the actual cost up to:

Breakfast @\$6.00  
Lunch @\$7.00  
Dinner @\$12.00  
Daily rate @\$25.00 (In state-no receipts)  
Daily rate @\$35.00 (Out of state-no receipts)  
Actual cost receipts filed with expense.

A member of the Association may request a waiver of the limits

Article IV, Salary & Allowances, continued

on the conference request form or with a receipt.

C. Mileage

1. The District agrees to pay mileage for approved travel at the previous year's IRS rate.
2. If and when a vehicle is available, the District will provide a school vehicle to a member of the Association for approved out-of-county travel. Request for such shall be to the Transportation Office.
3. Mileage sheets for individuals with high number of miles driven regularly may be turned in twice a month. Others are requested to turn their mileage in monthly.

D. Personal Allowance

Members of the Association will also be granted a personal allowance of \$50 yearly, beginning July 1, 1991, and for each year of this agreement thereafter.

E. ALL PROVISIONS OF THIS AGREEMENT SHALL BE RETROACTIVE TO JULY 1, 1992

ARTICLE V

WITNESS

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

EDUCATIONAL TECHNOLOGY ASSOC.  
BARGAINING UNIT REPRESENTATIVES

INTERMEDIATE SCHOOL DISTRICT  
OF ST. CLAIR COUNTY  
BOARD REPRESENTATIVE

Gilda Wheatley  
Kathy Olibodeau  
M. R. Ruby  
James D. Horvanc  
Gwen Rutkopske K.O.T.

Joseph A. Caimi  
 Joseph A. Caimi,  
 Superintendent

ST. CLAIR COUNTY I.S.D.  
EDUCATIONAL TECHNOLOGY ASSOCIATION

## SALARY SCHEDULE

1991/92 + 5.5%

<u>Level</u>	<u>Range</u>
1. Trainee	\$19,027--\$20,944
2. Level I	\$21,693--\$24,506
3. Level II	\$25,434--\$27,678
4. Level III	\$27,941--\$35,699
5. Level IV	\$36,443--\$39,199

1992/93 + 3.5%

1. Trainee	\$19,693--\$21,677
2. Level I	\$22,453--\$25,364
3. Level II	\$26,325--\$28,647
4. Level III	\$28,919--\$36,917
5. Level IV	\$37,719--\$40,571

1993/94 + 4.5%

1. Trainee	\$20,580--\$22,653
2. Level I	\$23,463--\$26,505
3. Level II	\$27,509--\$29,936
4. Level III	\$30,221--\$38,579
5. Level IV	\$39,416--\$42,396

## POSITION DESCRIPTION

**POSITION TITLE:** Computer Operator and User Support Consultant

**BROAD FUNCTION:** Responsible for all computer room activities and user support in a teleprocessing environment.

**RESPONSIBILITIES:**

- Perform production printing while adhering to the required timeframes.
- Provide operational application support in a timely manner (payroll, report cards, etc.).
- Prepare all outgoing information for adherence to delivery (van) and pick-up schedules.
- Operate all peripheral equipment (scanner, burster, decollator, envelope stuffer, etc.).
- Maintain all required log books (back-up, van, credit union, payroll check, accounts payable check, etc.).
- Perform all daily and weekly file back-ups.
- Monitor all computer room equipment performance and diagnose problems.
- Assist users with remote equipment problem determination and solution via telephone.
- Prepare Documentation of Procedures as required.
- Maintain computer room appearance.
- Maintain department's inventory of supplies.
- Produce computer tapes for outside agencies as required (example: credit union).
- Perform department clerical functions, as required (telephone, filing, requisitions, P.O.'s, etc.).
- Serve in a back-up capacity for the following functions: application consulting, telecommunications, and remote hardware problem resolution.

## POSITION DESCRIPTION

POSITION TITLE: Technical Support Consultant

BROAD FUNCTION: Provide technical service and support for the mainframe, network, and personal computer environment.

## RESPONSIBILITIES:

- Develop specifications for new systems, new programs, and/or enhancements to existing applications.
- Program, test, document, and install applications, programs, enhancements, and maintenance.
- Install and test operating system software products, maintenance, or enhancements.
- Monitor the utilization of the mainframe system resources.
- Monitor application system performance.
- Assist St. Clair ISD and local district staff with program problem determination.
- Assist in the preparation of required Federal, State, Local Government and Michigan Department of Education Reports and Transmittal Media.
- Prepare Documentation of Procedures as required.
- Serve in a back-up capacity for the following functions, as required: data/telecommunications, application consulting, and hardware problem determination.

## POSITION DESCRIPTION

**POSITION TITLE:** Communications and Field Engineering Consultant

**BROAD FUNCTION:** Provide technical consultation, service and support for the communication network and the related hardware/software environment.

**RESPONSIBILITIES:**

- Provide consultation, specifications, installation coordination and support on all data/telecommunication installations.
- Provide problem determination and first level repair on all telephone line problems (voice & data).
- Provide problem determination and first level repair service on local and remote devices attached to the mainframe computer system (terminals, printers, PC's, etc.).
- Provide technical support and repair assistance, where possible, on all electronic equipment installed at TEC.
- Install and test DOS and application software on PC's located at St. Clair ISD.
- Provide problem determination services on PC's located at St. Clair ISD.
- Administer telephone logging system.
- Assist ISD staff in the preparation of required Michigan Department of Education transmittal media.
- Prepare Documentation of Procedures as required.
- Assist other Educational Technology Department staff members, as required.

## POSITION DESCRIPTION

POSITION TITLE: Educational Technology Application Support Consultant

BROAD FUNCTION: Provide consultation services in educational technology applications.

## RESPONSIBILITIES:

- Provide consultation and support of the Educational Technology Department's supported software.
- Prepare or assist local school district personnel in the development of specialized reports as needed, using report writer products.
- Conduct in-service training sessions.
- Provide leadership and guidance to county-wide application user groups.
- Prepare or assist in the preparation of required Federal, State, Local Government and Michigan Department of Education Reports and Transmittal Media.
- Prepare Documentation of Procedures as required.
- Develop specifications for new systems, new programs, and/or enhancements to existing applications.
- Test new applications/programs and changes for accuracy.
- Perform year-end procedures to process and close out files and create archives of last year's data and prepare files for next year's data.
- Serve in a back-up capacity for the following functions, as required: computer operations, system and application software maintenance, and network communications.

## POSITION DESCRIPTION

POSITION TITLE: Lead System Analyst/Application Consultant

BROAD FUNCTION: Provide consultation services in educational technology applications. Provide department leadership in the absence of the director.

## RESPONSIBILITIES:

- Manage the Educational Technology Department in the director's absence.
- Provide leadership and guidance to other Educational Technology Department staff members.
- Provide consultation and support of the Educational Technology Department's supported software.
- Prepare or assist local school district personnel in the development of specialized reports as needed, using report writer products.
- Conduct in-service training sessions.
- Provide leadership and guidance to county-wide application user groups.
- Prepare or assist in the preparation of required Federal, State, Local Government and Michigan Department of Education Reports and Transmittal Media.
- Prepare Documentation of Procedures as required.
- Develop specifications for new systems, new programs, and/or enhancements to existing applications.
- Test new applications/programs and changes for accuracy.
- Perform year-end procedures to process and close out files and create archives of last year's data and prepare files for next year's data.
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