

6/30/90

SECRETARIAL AGREEMENT

BETWEEN

BOARD OF EDUCATION

OF

SAULT STE. MARIE AREA PUBLIC SCHOOLS

AND

BARGAINING UNIT

OF

UNITED STEEL WORKERS

OF

AMERICA AFL-CIO

Sault Ste. Marie Area Public Schools

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

July 1, 1986 to June 30, 1990

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SAULT STE. MARIE AREA PUBLIC SCHOOLS
SAULT STE. MARIE, MICHIGAN

SECRETARIAL AGREEMENT

July 1, 1986 - June 30, 1990

THIS AGREEMENT is effective this first day of July, 1986, by and between the BOARD OF EDUCATION, SAULT STE. MARIE AREA PUBLIC SCHOOLS, Michigan, hereinafter called the "EMPLOYER" and the UNITED STEEL WORKERS OF AMERICA, AFL-CIO, hereinafter called the "UNION".

WITNESSETH: WHEREAS, the parties have negotiated for the purpose of arriving at an agreement setting forth the rates of pay, wages, and all other conditions of employment of the employees as hereinafter defined, the following sets forth the agreement reached in these areas.

ARTICLE I

RECOGNITION

SECTION 1. Recognition. The Union shall be and is hereby recognized as the sole and exclusive collective bargaining agent for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the employees of the Employer as defined in this paragraph, The term "EMPLOYEES" as used in this Agreement, shall mean all permanent personnel engaged in secretarial work with the exception of temporary employees as hereinafter defined. Excluded are the confidential secretaries for the Superintendent, Director of Personnel, and employees in the Indian Education Program subject to rules and regulations of the Indian Parent Committee.

SECTION 2. Non-Discrimination. The Employer recognizes and will not directly or indirectly interfere with the rights of employees to be members of the Union and will not discriminate against employees on account of Union membership or activity. Neither the Union nor any of its members will intimidate or coerce any employee or interfere with his right to work because of his refusal to participate in Union membership or activity. However, the Employer and Union agree to an agency shop provision whereby all employees presently in the

bargaining unit and all new employees upon completion of probation will be required as a condition of employment to remit to the Union monthly the amount of the regular monthly dues and initiation fee.

SECTION 3. Dues Deduction. Where so authorized and directed on a mutually acceptable form, the Employer will deduct on the first payday of each month the sum of the employee's dues, initiation fees, and legal assessments, if any, in amounts designated by the Union, and remit the same to the International Treasurer at the address which he authorizes for this purpose. The check shall be accompanied by a list of names showing dues, etc., deducted or the reason for no deduction. A copy of said list shall be furnished to the financial secretary of the local Union.

ARTICLE II

REPRESENTATION AND GRIEVANCE PROCEDURE

SECTION 1. Definition.

- a. A grievance is a written complaint upon an event or condition which is allegedly in violation of this agreement.
- b. The grievant is the person or persons making this claim.

SECTION 2. Grievance Committee. For the purpose of effectively representing the employees coming within the jurisdiction of the Union and this Agreement, the Union shall select a grievance committee consisting of three members, all of whom shall be employees of the Employer.

SECTION 3. Grievance Committee Members. The Union shall furnish the Employer with the names of the grievance committee members and the Employer agrees to deal with these representatives of the Union in settling grievances and in bargaining under this Agreement.

SECTION 4. Grievance Procedure. Grievances shall be submitted in writing and shall be taken up for adjustment in each case as necessary as follows:

In order to be considered in the grievance procedure, a grievance must be filed not later than twenty (20) working days after the event giving rise to the grievance or not later than twenty (20) working days after the facts giving rise to the grievance should have reasonably been known to the employee(s) involved.

Step 1: By the employee(s) involved, a grievance committee member, and the employee's immediate supervisor.

Step 2: If the grievance is not settled in Step 1, it may be advanced to this Step provided notice of appeal is given to the Director of Personnel, the Employer representative at this Step, not later than ten (10) working days after the last meeting in Step 1.

Step 3: In the event the grievance is not settled in Step 2, it may be appealed to the Board of Education if notice of such appeal is given not later than ten (10) working days after receipt of the answer in Step 2.

Step 4: In the event that either party decides that further meetings in Step 3 above will not lead to a settlement of the grievance, either party may submit the grievance to arbitration as hereinafter outlined.

When a grievance is filed in Step 1, a meeting shall be arranged as soon as possible but not later than three (3) working days after the grievance is filed.

When a grievance is appealed to Step 2, a meeting will be held not later than ten (10) working days after date of appeal notice.

When a grievance is appealed to Step 3, a meeting shall be set as soon as possible but not later than the next scheduled meeting of the Board of Education.

In the event that either party decides that further meetings in Step 3 are fruitless it may submit the grievance to arbitration as follows: Either

party desiring to arbitrate a matter will notify the other party in writing setting forth the matter or matters to be arbitrated. Not later than five (5) working days after receipt of such a notice, the parties will meet for the purpose of choosing an arbitrator. In the event the parties are unable to agree on the choice of an arbitrator, the Michigan Employment Relations Commission will be asked to choose one and hearings will commence as soon as they can be arranged.

The decision of the arbitrator will be final and binding on the parties. The arbitrator will have no power to add to, detract from, or modify this Agreement and the subject of a general wage increase shall not be subject to arbitration. The expense of the arbitrator will be borne equally by the parties hereto.

Employees attending mutually arranged grievance meetings will not lose any regular pay nor be paid extra for non-work time spent.

The employees shall have the right to use school facilities as mutually arranged for meetings and established media of communication. Telephone and interschool mail will be available for legitimate Union business.

The committee may call in Representatives of the International Union at any step of the procedure.

Either party may request the services of the Michigan Employment Relations Commission at any stage of the grievance procedure short of arbitration.

The Chairman of the grievance committee shall be permitted to spend a reasonable amount of time away from the job without loss of pay to assist in the adjustment of grievances or the investigation of the same after reporting to the immediate supervisor. Attempts to schedule such matters will be made so as to have a minimal effect on the work. Consent to leave the job will not be arbitrarily withheld.

ARTICLE III

DISCHARGE AND SUSPENSION

SECTION 1. Discharge and Suspension. Any employee who is discharged or suspended and considers such action without good cause shall file or cause to be filed a grievance within five (5) working days of the suspension or discharge and the matter will be processed under Article II above.

Any suspension or discharge which is not questioned within five (5) working days shall not later be subject to question.

ARTICLE IV

SENIORITY AND PROMOTIONS

SECTION 1. Job Opportunity. The parties recognize that job opportunity and security should increase in proportion to the ability to perform the work and to the length of service of the employee within the bargaining unit. The parties agree that in all cases of promotion, demotion, transfer, recall, layoff and the filling of vacancies, the following factors will be considered: (a) ability (qualifications) to perform the available work, (b) seniority, (c) physical fitness for the work. Factor (a) ability or qualifications, will be determined by the Employer as well as (c) physical fitness to perform the work. In the event that factors (a) and (c) are relatively equal (b) seniority will be the determining factor in all cases of promotion, demotion, transfer, recall, layoff, and the filling of vacancies.

In the event an employee applying for a vacancy is not fully qualified at the time of application, she will be afforded a training period of not more than four (4) weeks. If the employee or supervisor feels that the employee is not qualified at the end of the training period, the employee will go back to their previous job. This will involve the employee currently in that position to go back to their previous position and so on.

Employees who feel that discrimination has occurred relative to the selection of a person to fill a vacancy on the basis of qualifications will have the right to file a grievance within the framework of the grievance procedure as outlined in Article II.

In the event of a reduction in force which necessitates the layoff of any employee from the system, the employee(s) with the least seniority in a job classification where the reduction is made will be the first to be laid off, keeping in mind that the remaining employees must be qualified to perform the work.

An employee released under the above who has seniority enough to avoid layoff by displacing another person with less seniority within the same classification or a lower rated classification shall have the right providing the employee is qualified to perform the work of the displaced employee.

An employee who has held a position in a higher classification within the district will be permitted to exercise seniority rights into the classification previously held.

Employees on layoff will be placed at the top of the substitute list and given priority status.

SECTION 2. New Employees. New employees shall be on probation for a period of sixty (60) calendar days before they accrue any seniority rights. The right to release such employees during this period shall be vested exclusively in the Employer regardless of other provisions of this Agreement. Probationary employees retained in excess of sixty (60) days shall have seniority from date of hire.

SECTION 3. Permanent Vacancies. Within two weeks after the actual occurrence of a permanent vacancy a notice will be mailed to all members of the bargaining unit indicating the vacancy and the rate of pay therefore. All positions will be posted that have a rate, level change, or hour change if over

one (1) hour per day. The senior employee who has the necessary qualifications, or who would have them after the training period in Section 1 of this Article, who bids the job will be awarded the position.

SECTION 4. Seniority. Seniority shall be broken only by discharge, voluntary quit, or layoff for more than two (2) years. In the event of recall, a laid off employee shall be given one week's notice of recall by registered mail to the employee's last known address. In the event the employee fails to make herself available for work at the end of said one (1) week without just cause, all seniority rights shall be lost under this Agreement.

SECTION 5. Temporary Workers. The parties recognize that it is necessary to employ temporary workers at times. A temporary worker shall be defined as one who is hired for a specific project not to exceed sixty (60) calendar days without the intent of the employer to reemploy him/her after the temporary job is completed. Such temporary workers shall accrue no seniority but, if later hired permanently, will be given a retroactive seniority date computed by counting back from the permanent hiring date the actual number of days worked as a temporary employee during the year preceding the date of permanent hire in a capacity of work covered by this Agreement. Layed off employees will be given consideration for temporary work if they are capable of handling the particular job.

If substitutes are needed during the summer, we will give preference to their subbing in their categories but at the substitute rate.

SECTION 6. Handicapped. The parties agree that employees handicapped by physical impairment in a manner or degree to restrict their ability to perform assigned work should receive special consideration under the seniority

provisions. An employee asking for such consideration should produce satisfactory medical evidence as to the disability.

Seniority provisions may be altered or waived with respect to such employees as mutually agreed upon between the Employer and the Union. The provisions hereunder shall not be applicable to employees eligible for retirement.

ARTICLE V

HOURS OF WORK

SECTION 1. Working Hours. The working hours per day and per week shall be shown in the schedule of hours and wages attached hereto and made a part hereof.

The employees will have an uninterrupted lunch period of at least one-half ($\frac{1}{2}$) hour midway of the workday and shall also be entitled to a fifteen (15) minute relief period during A.M. and P.M. portions of the day.

SECTION 2. Established Hours. The established hours of work on any classification shall be changed only after mutual agreement of the parties hereto.

SECTION 3. Inclement Weather. If inclement weather prevents an employee from getting to work after a reasonable attempt to do so, the employee will lose no pay. The employee must call the immediate supervisor or the answering service to advise of the inability to get to work at the normal arrival time and indicate insofar as possible the expected arrival time. If the entire school system is closed due to inclement weather, employees will be released from duty without loss of pay.

SECTION 4 Shift Work. Employees who work on the second shift shall receive a shift differential in addition to their regular pay of twenty (20) cents per hour additional compensation. Such differential is to be added to the total wages and does not increase the hourly rate they will be paid for all hours

worked on a shift. The first shift is any shift that starts on or after 6:00 a.m. and before 5:00 p.m. The second shift is one that starts on or after 5:00 p.m. but before 9:00 p.m.

Personnel working the second shift will be allowed to take one hour off to attend union meetings with the time to be made up at the discretion of the supervisor.

ARTICLE VI

WAGES

SECTION 1. Wage Rates. The wage rates for all job classifications covered hereunder are shown on the Wage Schedule attached hereto and made a part hereof as "Appendix C". The Board of Education will pay the employee's contribution to the Michigan Public Schools Employment Retirement Fund. In the event a new job classification is contemplated or a substantial change is made in an existing job, the rate of pay therefore will be mutually arrived at.

SECTION 2. Overtime. Time and one-half shall be paid for all hours worked in excess of eight (8) in any one (1) day or forty (40) hours in any one (1) week. Both daily and weekly overtime shall not be paid for the same overtime hours. No employee will be required to take time off to offset overtime worked.

SECTION 3. Temporary Transfer. An employee temporarily transferred to a job held by a higher rated employee shall be paid the higher rate while on that job and an employee temporarily transferred to a lower rated job shall retain her own rate.

SECTION 4. Holidays. The employees will be entitled to the following holidays off with regular pay: New Year's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, Day After Christmas, or days celebrated therefor. If a holiday falls on Saturday, Sunday, or a day when school is in session, the

individual will select a mutually agreeable substitute day when school is not in session. Arrangements will be made ten days in advance.

In addition to the above, a mutually agreeable floating holiday may be taken when school is not in session. This holiday may be taken individually in half ($\frac{1}{2}$) day increments.

Employees scheduled to work on any listed holiday shall be paid straight time for such work in addition to the idle holiday allowance.

In the event one or more of the holidays falls in an employee's vacation, vacation time will not be charged for the holidays.

SECTION 5. Retirement Benefits. Upon completion of fifteen (15) years consecutive service with the Employer, an employee eligible for Michigan Public School Retirement Benefits will be entitled to one (1) month's pay at his/her established rate, upon actual retirement under the retirement plan.

SECTION 6. Unused Sick Leave. Those employees who have accumulated unused sick days in excess of 100 days will receive upon retirement, a one-time payment for the number of unused sick days accumulated during their last five years of employment according to the following procedure:

\$30.00 per day for those employed at least five (5) hours or more per day.

\$25.00 per day for those employed for four (4) hours per day.

\$20.00 per day for those employed for three (3) hours per day.

\$15.00 per day for those employed for two (2) hours per day.

\$10.00 per day for those employed for one (1) hour per day.

ARTICLE VII

WORKING CONDITIONS

SECTION 1. Non-Discrimination. The parties agree that there will be no discrimination in the administration of this contract for any reason including race, color, creed, national origin, age, sex, or marital status.

SECTION 2. Agreement. The Employer agrees that each new employee will be given a copy of this Agreement when hired, together with an explanation of pertinent portions thereof including particularly any entitlement under fringe benefits for which the new employee is or will be expected to make application.

ARTICLE VIII

LEAVES OF ABSENCE

SECTION 1. Sick Leave. Sick leave shall be earned on the basis of one and one-half (1½) days per month worked. Sick leave for all secretarial personnel is subject to unlimited accumulation.

Secretarial employees will be permitted to take time off for dental or doctor appointments if these appointments cannot be made during non-working hours. These arrangements must be approved by the immediate supervisor and the lost time would have to be made up at the discretion of the immediate supervisor. It is understood that thus it would be unnecessary to take sick leave for such short periods.

SECTION 2. Personal Business Leave. Two days personal business leave per year are available upon written request to the Director of Personnel to be taken from the accumulated sick leave. Such leave will only be granted for the purpose of conducting personal business which could not, because of it's nature, be done at a time other than working hours. Twelve (12) month employees, will be allowed one additional day.

SECTION 3. Family Illness. Each secretarial employee shall be allowed five (5) days for illness in the immediate family, three (3) days are

non-accumulative and two (2) days may be deducted from sick leave. Immediate family shall be interpreted as husband, wife, mother, father, sister, brother, children, grandchildren, father and mother-in-law, and grandparents of member or spouse, this also includes a dependent living in the immediate household. The term household is interpreted as those who dwell under the same roof and comprise a family or domestic establishment.

SECTION 4. Funeral Leave. Each secretarial employee will be allowed five (5) days non-accumulative, for each death in the immediate family. Family is interpreted to mean spouse, parent, parent of spouse, brother, sister, brother-in-law, sister-in-law, child or his spouse, grandchild, grandparent of employee or spouse, aunt and uncle of employee or spouse.

SECTION 5. Jury Duty Or Witness. An employee who serves on jury duty or witness will be paid the difference between their pay for jury or witness and their regular pay. Employees shall furnish a written statement from the court showing the day and time of jury or witness duty and the amount of jury or witness fees they were eligible to receive for each day.

SECTION 6. Education Leave. Leave of absence without pay may be granted upon application for the purpose of further educational study. The regular salary increment occurring during such period shall be allowed.

SECTION 7. Maternity/Child Care Leave. Maternity leave will be treated as sick leave. An employee desiring sick leave for maternity purposes will submit a written request accompanied by a doctor certificate. Up to six (6) weeks of accumulated sick leave will be made available. If additional sick leave is needed, medical certification will be required.

Child care leave without pay will be granted at a time requested in writing by the employee for a period of not more than one (1) year subsequent to the birth/adoption of said child.

SECTION 8. Conference Leave. Upon request and with administration approval, attendance at certain conferences, workshops and institutes for the upgrading of the secretarial employees' skills without loss of pay and with expenses paid by the Employer will be permitted.

SECTION 9. Leave of Absence. An employee desiring a leave of absence shall file a written request for such leave with the Director of Personnel outlining the reason for such request and the duration of the leave requested and a copy of said request shall be sent to the recording secretary of the Local Union.

Leave of absence will only be granted for good cause and no leave will be granted for the purpose of working elsewhere. Any employee working elsewhere during a leave of absence granted hereunder will be terminated immediately.

Leaves of absence will be for a pre-determined time period and the employee will either:

- a. Return to work at the expiration of a leave
- b. Request and receive an extension of such leave
- c. Terminate his employment on the date the leave expires.

An employee on leave of absence will forfeit any right to bid on vacancies which may occur during such leave and will have no inherent right to any promotions which occur during such leave upon return to work.

The Board of Education may consider a leave of absence without pay for one (1) year with the possibility of one extension for a second year.

During any authorized leave of absence without pay of more than fifteen (15) consecutive calendar days, a member will not accrue sick leave nor be eligible for any fringe benefits paid by the Board including but not limited to hospitalization.

During any leave granted hereunder, the employee shall continue to accumulate seniority. Upon return to work after a short term leave the employee will be returned to the job last held before such leave.

An employee returning from a leave of four months or longer will be placed in the job formerly held if possible or as an alternative, may be placed on another position at equal pay.

No leave of absence hereunder shall be necessary in case of illness or injury to the employee.

ARTICLE IX

INSURANCE

SECTION 1. Insurance. The Board of Education reserves the right to select the insurance carrier, provided coverage is equal.

SECTION 2. Health Insurance. The Board of Education will provide the equivalent of full family twelve (12) month coverage of Blue Cross-Blue Shield Master Medical Plan MVFI Medical/Surgical care and riders D45NM-ML-1MB/OB-DCCR-DC coverage for each employee and family. In the event the employee does not select such coverage, the employee shall be entitled to have the equivalent amount of single subscriber coverage in U. S. Savings Bonds.

Any person whose employment terminates prior to a contractual period will receive pro-rated benefits for the time worked. In such case coverage shall be for the months of employment.

SECTION 3. Prescription Drug Plan. The Board of Education will provide a prescription drug two (\$2.00) dollar co-pay plan equivalent to Blue Cross-Blue Shield Prescription Drug Group Benefit Certificate PD87 two (\$2.00) dollar, full year coverage.

SECTION 4. Dental Insurance. The Board of Education will provide full family incentive plan coverage for the full year for dental insurance for all members of the bargaining unit.

SECTION 5. Vision Insurance. The Board of Education will provide full family coverage for the full year for vision insurance for all members of the bargaining unit.

SECTION 6. Life Insurance. The Employer will provide life insurance coverage including double indemnity for accidental death and dismemberment, in the amount of \$10,000.00. The Employer shall pay the cost of this coverage.

The insurance outlined above shall be available to all employees who indicate a desire for such coverage immediately without a physical examination. An employee who does not indicate a desire for such coverage immediately may be required to take a physical exam if he later requests such coverage in accordance with insurance carrier rules. New employees shall be eligible for such coverage upon successful completion of probation.

SECTION 7. Worker Compensation. Any secretarial employee who is absent because of injury or disease compensable under the Michigan Worker Compensation Act, shall receive from the Board of Education the difference between the allowance under the Compensation Act and the regular salary for a period of time that funds from accumulated sick leave shall provide.

ARTICLE X

VACATIONS

SECTION 1. Vacation Schedule. Employees will be entitled to vacation as follows:

	<u>10 month</u>	<u>11 month</u>	<u>12 month</u>
1. First year thru fourth year:	10 days	11 days	13 days
2. Beginning with fifth year thru ninth year:	11	12	14
3. Beginning with tenth year thru fourteenth year:	14	16	18
4. Beginning with fifteenth year thru nineteenth year:	18	20	23
5. Twenty years and beyond	20	22	25

a. Employees shall be eligible for earned vacation on their anniversary date. Vacation days shall not be granted for the first or last day of the school year.

b. All ten and eleven month employees must take their vacation during school breaks and not during the regular school year when school is in session. All unused days will be paid on their anniversary date.

c. Twelve month employees will be permitted to carry over five (5) days vacation maximum from one year to the next.

d. Holidays occurring during the vacation period shall not be charged against the vacation allowance.

e. If added vacation causes the employment period to carry over into the next year, pay for the July 4th holiday will not be allowed.

SECTION 2. Vacation Proration. Upon resignation, termination of services, or transfer to a position requiring fewer working hours or weeks of employment, secretarial personnel shall receive any unused vacation allowance at the rate of pay received by them at the time the allowance was earned.

ARTICLE XI

MISCELLANEOUS

SECTION 1. Prior Practices. Prior practices and privileges granted the employees which are not in conflict with the provisions of this Agreement shall be continued.

SECTION 2. Employer Rights. The Employer has the exclusive right to plan the work, direct the work force, determine qualifications as referred to in this Agreement, hire new employees, and discipline employees for just cause.

SECTION 3. Invalidation of Portions. In the event that any portion of this Agreement is declared invalid by any court or competent jurisdiction or the enactment of a new statute or the modification of an existing statute, such portion of the contract shall be invalid but other portions of the Agreement shall be in full force and effect. The parties agree to meet and confer for the purpose of renegotiating the invalid portion, keeping in mind the intent of the invalidated portion.

ARTICLE XII

TENURE

THIS AGREEMENT shall be in full force and effect from July 1, 1986, until June 30, 1990, and shall renew itself for annual periods thereafter unless either party shall notify the other of a desire to modify or terminate the agreement.

Such notice shall be given not less than one-hundred-twenty (120) days prior to any anniversary date or expiration date by Registered or Certified Mail and if by the Union be addressed to Board of Education, 460 West Spruce Street, Sault Ste. Marie, Michigan 49783, and if by the Employer, to the District Office of the Union at 609 Providence Building, Duluth, Minnesota 55802. Either Party, by like written notice, may change the address to which notice is sent.

The parties agree to meet for the purpose of negotiations not later than fifteen (15) days after receipt of notice.

IN WITNESS WHEREOF, EACH OF the parties hereto has caused this Agreement to be signed by its duly authorized representatives as of the date first above written.

SAULT STE. MARIE BOARD OF EDUCATION

BY William F. Ingold
Superintendent of Schools

BY Quinn C. Dawson
Director of Personnel

UNITED STEEL WORKERS OF AMERICA AFL-CIO

BY John R. Williams
International President

BY Edgar L. Ball
International Secretary

BY James D. McLehane
International Treasurer

BY George Decker
International Vice-President Admn.

BY John DeF...
International Vice-President Hum.Aff.

BY Eldon D. Kirsch
District Director

BY Carl R. Miller
Staff Representative

By Local Union 13569 Committee:

Michael P. Cooper President

Elizabeth A. Marble

Lris Jeanne Greenhorn

Laurie D. Liche

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APPENDIX "A"

COST OF LIVING ALLOWANCE

All employees covered by this Agreement shall be covered by the provisions for a Cost of Living Allowance as set forth in this section:

A. For the purposes of this Section -

1. "Consumer Price Index" refers to the "Consumer Price Index for Urban Wage Earners and Clerical Workers - United States - (All Items - 1967 = 100)" published by the Bureau of Labor Statistics, U. S. Department of Labor.
2. "Consumer Price Index Base" refers to the Consumer Price Index for the month of June, 1986 (published in July, 1986, as 323.4).
3. Adjustment dates October 1, 1986, January 1, 1987, April 1, 1987, and so forth in three month increments.
4. Change in the Consumer Price Index is defined as the difference between (i) the Consumer Price Index Base and (ii) the Consumer Price Index base for the second calendar month next preceding the month in which the applicable adjustment date falls.
5. Cost of Living Adjustment will be payable for the three month period as calculated below.

B. Effective on each adjustment date, a cost of living adjustment equal to one (1) cent per hour for each full .4 of a point change in the Consumer Price Index shall become payable for all hours actually worked and for any reporting allowance credited before the next adjustment date.

- C. The Cost of Living adjustment shall be an "add on" and shall not be a part of the employee's wage rate or salary and shall not be used in the calculation of overtime or call-in pay but shall be used in the calculated pay for vacation, sick leave and other types of pay or benefits.
- D. Should the Consumer Price Index schedule for Urban Wage Earners and Clerical Workers, All Items 1967 = 100, as published by the Bureau of Labor Statistics (BLS), U. S. Department of Labor, become unavailable the parties shall attempt to adjust this Section, or if agreement is not reached, request the Bureau of Labor Statistics to provide the appropriate conversion or adjustment which shall be applicable as to the appropriate adjustment date and thereafter. The purpose of such conversion shall be to produce, as nearly as possible, the same result as would have been achieved using the index in its present form.

APPENDIX "B"

COST OF LIVING SCHEDULE

323.4 = 0 cents	335.0 = 29	346.6 = 58
323.8 = 1	335.4 = 30	347.0 = 59
324.2 = 2	335.8 = 31	347.4 = 60
324.6 = 3	336.2 = 32	347.8 = 61
325.0 = 4	336.6 = 33	348.2 = 62
325.4 = 5	337.0 = 34	348.6 = 63
325.8 = 6	337.4 = 35	349.0 = 64
326.2 = 7	337.8 = 36	349.4 = 65
326.6 = 8	338.2 = 37	349.8 = 66
327.0 = 9	338.6 = 38	350.2 = 67
327.4 = 10	339.0 = 39	350.6 = 68
327.8 = 11	339.4 = 40	351.0 = 69
328.2 = 12	339.8 = 41	351.4 = 70
328.6 = 13	340.2 = 42	351.8 = 71
329.0 = 14	340.6 = 43	352.2 = 72
329.4 = 15	341.0 = 44	352.6 = 73
329.8 = 16	341.4 = 45	353.0 = 74
330.2 = 17	341.8 = 46	353.4 = 75
330.6 = 18	342.2 = 47	353.8 = 76
331.0 = 19	342.6 = 48	354.2 = 77
331.4 = 20	343.0 = 49	354.6 = 78
331.8 = 21	343.4 = 50	355.0 = 79
332.2 = 22	343.8 = 51	355.4 = 80
332.6 = 23	344.2 = 52	355.8 = 81
333.0 = 24	344.6 = 53	356.2 = 82
333.4 = 25	345.0 = 54	356.6 = 83
333.8 = 26	345.4 = 55	357.0 = 84
334.2 = 27	345.8 = 56	357.4 = 85
334.6 = 28	346.2 = 57	357.8 = 86

For the three month period commencing with each adjustment date, the Cost of Living adjustment is determined by the above schedule, using the CPI index for the applicable month as specified in the following list:

ADJUSTMENT DATE

October 1
 January 1
 April 1
 July 1

PERIOD COVERED

July, August, September
 October, November, December
 January, February, March
 April, May, June

APPENDIX "D"

MANNING TABLE

POSITIONS AND HOURS

LEVEL III - Clerical Secretaries

<u>Building</u>	<u>Daily Working Hours</u>	<u>Hours Per Week</u>	<u>Weeks Per Year</u>
High School - Special Needs	4.0	20.0	40.0
High School - Switchboard/Receptionist	8.0	40.0	44.0

LEVEL II - Clerical Secretaries

<u>Building</u>	<u>Daily Working Hours</u>	<u>Hours Per Week</u>	<u>Weeks Per Year</u>
High School - Attendance	8.0	40.0	40.0
High School - Recep/Ath/Asst.Principal	8.0	40.0	44.0
High School - Student Records	8.0	40.0	45.0
High School - Community School	8.0	40.0	44.0
Junior High - Principal	8.0	40.0	42.0
Junior High - Bookkeeper	8.0	40.0	42.0
Malcolm - Central Adm.Word Processor	8.0	40.0	46.0
Soo - Elementary/Transportation	8.0	40.0	43.0
Bruce - Elementary	7.5	37.5	42.0
Jefferson - Elementary	7.5	37.5	42.0
Lincoln - Elementary	8.0	40.0	42.0
McKinley - Elementary	7.5	37.5	42.0
Washington - Elementary	8.0	40.0	42.0

LEVEL I - Secretarial Special

<u>Building</u>	<u>Daily Working Hours</u>	<u>Hours Per Week</u>	<u>Weeks Per Year</u>
High School - Bookkeeper	8.0	40.0	45.0
Malcolm - Special Education	8.0	40.0	46.0
Malcolm - Payroll	8.0	40.0	52.0
Malcolm - Purchasing	8.0	40.0	52.0
Malcolm - Bookkeeper	8.0	40.0	52.0
Malcolm - Compensatory Education	8.0	40.0	52.0
High School - Principal	8.0	40.0	52.0
High School - Skill Center	8.0	40.0	46.0
High School - Community School Program	8.0	40.0	52.0

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APPENDIX "E"

SCHOOL CALENDAR

1986-87

Teachers Report	Aug. 28
Teachers Work Day -half-day-floating.	Aug. 25-29
Labor Day	Sept. 1
Students Report	Sept. 2
In-Service Day.	Oct. 1
Thanksgiving Break (Noon Dismissal)	Nov.26, 27, 28
Last Day of Classes Before Christmas (full day)	Dec. 23
School Resumes.	Jan. 5
Last Day of Semester for Students	Jan. 22
Teachers Work Day	Jan. 23
Last Day of Classes Before Spring Break (half day)	Apr. 3
Easter.	Apr. 19
School Resumes.	Apr. 20
Memorial Day.	May 25
Last Day of Semester for Students	June 11
Baccalaureate	June 11
Teachers Work Day	June 12
Commencement.	June 14