

Holt

MASTER AGREEMENT

BETWEEN

HOLT EDUCATIONAL SECRETARIES
ASSOCIATION

and

BOARD OF EDUCATION

of the

HOLT PUBLIC SCHOOLS

1971-1974

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Holt Public Schools
Education Center
4610 Spahr Avenue
Holt, Michigan 48842

1. PREAMBLE

- 1.1 Whereas, the Board of Education is required by law to negotiate with the Holt Educational Secretaries Association on wages, hours, and the terms and conditions of employment of secretaries and the parties through negotiations in good faith have reached agreement on all such matters and desire to execute this agreement:

SECTION 2 Recognition

- 2.1 "The board hereby recognizes the Holt Educational Secretaries Association as the exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all educational secretaries and all personnel engaged in secretarial and clerical work, excluding the Office Manager, Secretary to the Superintendent, Secretary to the Director of Instructional Personnel and Curriculum, Secretary to the Administrative Assistant, Secretary to the Coordinator of Elementary Education, and all substitute and temporary secretaries and student clerical employees.
- 2.11 The term "secretary" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit as above defined.
- 2.12 The term "board" shall include its officers and agents.
- 2.2 The board agrees not to negotiate with any organization other than that designated as the representative pursuant to Act 379, PA of 1965, for the duration of this agreement."

SECTION 3 Rates of Pay and Wages, Fringe Benefits

- 3.1 The salaries of secretaries are set forth in Section 12, Schedule A which is incorporated in the Agreement. Such salary schedule shall remain in effect during the period covered by this Agreement, starting July 1, 1971, and ending June 30, 1972. (see further provisions in Schedule A.)
- 3.2 Insurance-The Board will provide a group life insurance plan with a \$4,000 death benefit and \$40.00 salary protection for each secretary, subject to the terms and conditions of the master policies applicable to such benefits.

Blue Cross-Blue Shield insurance, in accordance with the terms and conditions of the policies, fully paid by the district, will be provided for each secretary at the benefit level in effect at the beginning of the 1971-72 school year. In case of Secretaries who are principal wage earners, the Board, in addition, will pay the cost of providing full family coverage for dependents.

Once coverage is designated it shall not be altered except as death, birth, or social security eligibility is involved or until the next open enrollment period.

Failure to make use of all or any part of the maximum possible premium coverage available shall not make any funds transferable to cash or other form of benefit for the benefit of the secretary or others.

3.3 Upon a secretary's retirement, in accordance with the requirements of the Michigan Public School Employees' Retirement Act, a terminal leave pay will be paid if at least ten years of continuous employment in this school district has occurred.

3.31 \$50 per year of employment in this school district.

3.4 Secretaries are covered by Workman's Compensation benefits for work related injury or illness. In the event of a work related injury or illness the secretary shall be paid at his regular rate but time lost from work is chargeable against the secretary's accumulated bank of sick leave days.

After the five day waiting period, the secretary is eligible for Workman's Compensation benefits, and his pay will be reduced to the difference between said Workman's Compensation benefits and his regular rate. Sick leave will be charged on a pro-rata basis computed on the relationship of his differential pay to his regular rate of pay.

3.5 When a regular pay day occurs within a vacation period during the school year, that pay day shall be advanced to the last day prior to the beginning of said vacation period, provided that not more than one pay period shall be advanced with respect to any vacation period.

3.6 Pay periods shall be every two weeks during the school year.

SECTION 4 Hours of Employment

4.1 The secretaries' normal working hours are 7 1/2 hours daily, Monday through Friday, with a 60 minute lunch except for certain Senior High positions.

4.21 Included in 4.1 of this section are assignments that involve more time than the hours stated above which the Association agrees to perform without extra compensation.

4.22 The assignments shall recognize the principle of the forty hour week.

4.3 Negotiating or grievance procedures scheduled by the Board which involve a secretary in behalf of the Association shall not incur a loss in pay when released from regular duties.

SECTION 5
Leave of Absence

5.1 A secretary shall request permission from the secondary principal at that level and elementary coordinator at that level in advance of attending any conference within the State of Michigan. Final approval shall be by the Director of Instructional Personnel and Curriculum. Conferences outside the State of Michigan require Board approval.

5.11 Permission will be governed by the availability of a substitute, special building situations, and the number of conferences previously attended.

5.12 Expenses will be allowed as follows: 10¢ per mile for automobile; the salary of a substitute if necessary: up to \$10 per night for lodging: meals up to \$1.50 for breakfast, \$3.00 for lunch and \$5.00 for dinner: registration fee; and if transportation is by public carrier, the most economical means.

5.13 Any secretary may make application to the principal to attend a conference at his own expense, except for the pay of the substitute. Verbal or written reports may be required.

5.2 A secretary shall request permission from the secondary principal at that level and elementary coordinator at that level in advance of making any visitation. Final approval shall be by the Director of Instructional Personnel and Curriculum. Visitations shall be within the State of Michigan.

5.21 Permission will be governed by the availability of a substitute. Special building situations, and the number of visitations previously made. No permission will be granted for the day preceding or the day following holidays and vacations, and the first and last days of school year.

5.22 Expenses allowed will be limited to the salary of a substitute if necessary.

5.3 Visitations made by a secretary at the request of the Board shall not be subject to the limitations in 5.2, above. Expenses for visitations outside the school district shall be allowed as outlined in 5.12, above.

5.4 Sick leave chargeable against accumulated sick leave time shall be granted in accordance with this Article. Ten days shall be granted per school year with unlimited accumulation. Secretaries employed for less than a full school year shall receive a pro-rated bank of days.

5.41 Personal Illness

The illness shall be attested to by the secretary through the completion of a sick-leave form furnished by the school, upon the return of the secretary to school. The principal shall endorse the card. The Board reserves the right at such time to require a physical or mental examination of a secretary at the Board's expense by a doctor of its choice should this seem in the best interests of the school. A written statement may be required from the attending physician in cases of an injury or illness that keeps a secretary from work for five or more consecutive working days. A written statement shall be mandatory commencing the eighth calendar day of absence. Also, such a statement shall be mandatory in all cases of absence covered by Workman's Compensation regardless of the length of the absence.

5.42 Illness in the Employee's Household ¹

One day per period of illness of a member of the employee's family shall be granted. The intent of this provision is to provide the employee time to make arrangements for the care of the sick members of his household; otherwise the school does not assume responsibility for family illness. The school reserves the right to require a certified report by the doctor in attendance. In serious emergencies additional days may be granted.

¹ A person for whom the secretary principally is responsible for financial and physical care.

5.43 Death in the Immediate Family

A maximum up to five days may be granted at the time of death when needed in case of a death in the immediate family. The term "immediate family" is defined as follows: husband, wife, parents, grandparents, parents-in-law, brother, sister, brother-in-law, sister-in-law, child, grandchild, son-in-law, daughter-in-law, step-parent, step-sister, step-child, step-brother, or a person for whom the secretary principally is responsible for financial and physical care.

5.44 Funerals outside the Immediate Family

One day may be granted for attendance at funerals of persons outside the immediate family. If additional time is needed, it may be requested as personal business leave.

- 5.5 Two days a year beyond the sick leave allowance may be used for personal business. Notification of desire to take a personal business leave day shall be filed in writing with the Director of Instructional Personnel at least four days in advance (except in the event of an emergency when a shorter notice may be acceptable). In connection with such personal business leave, and upon return to school, the secretary must indicate on the leave card the purpose of the leave. The leave card is to be sent by inter-school mail directly to the Director of Instructional Personnel. Use of personal business leave time may be subject to verification by the Board.

The purpose for which such leave time may be used shall be sound, pressing, unavoidable causes which cannot be handled during the normal school day. A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations, and the first and last days of school year, except when personal business days are granted for funeral attendance not covered by the immediate family.

Personal business leave days not used during a school year will be added to and accrued as sick leave days at beginning of the following year.

- 5.6 Absences not covered by leave policy arranged for preceding the time of absence with the principal and Director of Instructional Personnel or Superintendent shall result in loss of the rate which a substitute would be paid except for absence immediately preceding or following a vacation period or the first or last day of the school year which would result in full pay deduction.

5.7 Emergency closing

5.71 All full time secretaries shall report to work on any day for which they are salaried, except in the case of provisions within the leave of absence or personal business leave policy or unless other specific notification is given by the superintendent through the building principal to the contrary.

5.72 Consideration, in case of inclement weather, will be given for late arrival as follows:

- 5.721 Arrival prior to 12:00 A.M. shall not result in loss.
- 5.722 Arrival after 12:00 A.M. but prior to the close of the school day shall result in the loss of 1/2 a unit as described later.
- 5.723 Provisions (5.721) and(5.722) shall apply only to those employees who report for work on the day in question.
- 5.724 Employees sent home after reporting for work, will be paid a full day's wages, except as provided in (5.722) above.
- 5.725 Failure to arrive shall result in the loss of a personal business day, or in case none is available, the loss of a sick leave day, or in case none is available the loss of the amount of the rate of a substitute pay.

5.8 Other Leaves

- 5.81 Extended leaves may be granted for one year with the approval of the Board.
 - 5.811 Unless otherwise indicated, the following conditions shall apply:
 - 5.8111 Requests for leaves shall be in writing.
 - 5.812 Eligibility shall be based on a minimum of two (2) years continuous employment in the district.
 - 5.8113 All extended leaves shall be limited to one year. Extensions may be granted by the Board.
 - 5.8114 Salary increments shall not accrue.
 - 5.8115 Leave of absence days shall not accrue but unused leave of absence days held at the start of the leave shall be retained.
 - 5.8116 Written notice to the Director of Instructional Personnel of intention to either return or resign shall be given by March 1st of the year in which the leave expires.

5.8117 Re-employment during the school year shall be at the discretion of the Board, and re-employment for the beginning of a new school year shall depend upon an opening on the staff for which the secretary is qualified.

5.82 Pregnancy Leave-Termination of employment by the school in case of pregnancy shall occur at approximately the end of the sixth month. The exact date shall be determined by the school officials in accordance with the health condition of the secretary and identifiable school year calendar intervals. Upon written application, a maternity leave shall be granted without pay commencing no later than the end of the sixth month of pregnancy, except that when this date falls within one school month of the end of the semester, the secretary may be permitted to complete the semester. The secretary shall be entitled to a leave for one year. Extensions may be granted by the Board. Upon return, a secretary may be assigned to the same or similar position, providing a vacancy exists.

5.83 Military Leave-A leave of absence shall be granted a secretary who is inducted or enlists for one period of enlistment in any branch of the Armed Forces of the United States. Reinstatement upon completion of such service shall be in accordance with the requirements of the applicable laws of the United States. Regular salary increments shall accrue.

5.84 Health and Hardship Leaves

5.841 Any secretary whose personal illness extends beyond the period compensated will be granted a leave of absence to a maximum of one year without pay or increment for such time as is necessary for complete recovery. Extensions may be granted by the Board. Upon return from leave, a secretary may be assigned to the same or similar position, providing a vacancy exists.

5.842 Whenever a leave of absence is granted as described, a secretary shall give acceptable professional evidence of recovered health before being permitted to return to employment in this school system.

5.85 Educational Leave

5.851 Peace Corps

A secretary will be granted a leave without pay for a period of minimum enlistment for full-time overseas duty in the Peace Corps. Extensions may be granted by the Board. Regular salary increments shall accrue.

5.852 Study

5.8521 A secretary who has been employed by the Board for at least two years is eligible for a study leave period, without pay, of a maximum of two years. The secretary will be eligible to return to this school system provided a vacancy exists.

5.8522 The secretary will be required to take at least nine semester hours credit per semester (or 9 term hours per quarter) at any recognized Business Schools.

5.8523 The secretary will advance on the salary schedule as he would have advanced had he been employed by the Board.

5.86 Leaves for Other Purposes--No charge shall be made against a secretary's salary or leave days for the following reasons:

5.861 Court appearance when subpoenaed.

5.862 Approved visitation of other schools

5.863 Time necessary to take the Selective Service Physical examination.

5.864 When requested by the Board to attend a particular function.

5.865 Appearance in court necessitated by a school related incident.

5.9

5.91 The secretaries work year begins as follows:

5.911 Twelve month secretaries. July 1, 1971 ending June 30, 1972 less vacation as specified.

5.912 Eleven month secretaries. July 1, 1971, ending June 30, 1972 less twenty working days.

5.913 Ten month secretaries. August 23, 1971 ending June 16, 1972.

5.92 Work years for 1972-73 and 1973-74 shall follow comparable dates as established in the Board calendar.

5.10 Holidays and Vacations:

5.101 The eleven and twelve month secretaries will receive the following holidays; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday following Thanksgiving Day, and Christmas Day.

5.102 The eleven and twelve month secretaries will receive off one half working days of the recognized Spring Vacation and one half working days of the recognized Christmas Vacation.

5.1021 Good Friday is not considered an automatic day off. If the secretary desires to take time off for religious service it will be considered as part of the days taken off.

5.103 Twelve month secretaries earn one day of vacation per month with accumulation of a maximum of twelve days after the first full employment year. After one year, vacation shall be as follows:

<u>Years Service</u>	<u>Days Vacation Per Year</u>
1-5	12
6-7	13
8-9	14
10	15
11	16
12	17
13	18
14	19
15	20

- 5.104 Eleven month secretaries will receive twenty working days vacation during July and or August.
- 5.105 The ten month secretaries will receive the following holidays: Memorial Day, Labor Day, Thandsgiving Day, and the Friday following Thanksgiving Day.
- 5.106 The ten month secretaries will have off the recognized Spring Vacation and Christmas Vacation.
- 5.107 Upon resignation, termination of service, or transfer to a position requiring fewer working hours or weeks of employment, secretaries shall receive any unused vacation allowance at the rate of pay received by them at the time the allowance is earned.
- 5.108 Secretaries who return evenings to work at Parent-Teacher conferences shall receive extra pay or have equal time off in agreement with the Principal.

SECTION 6
Other Conditions

- 6.1 Secretaries who will be affected by a change in assignments will be notified and consulted by their principals as soon as practicable and prior to June 1st.
- 6.2 A staff room will be located in each building that will provide lavatory facilities and appropriate furniture. The Board will involve secretaries in the study and planning for adequately designed and furnished staff rooms for all future buildings and major additions.
- 6.3 Secretaries will be provided a relief time in the morning and in the afternoon as can be conveniently arranged.
- 6.4 Resignations
 - 6.41 Any secretary desiring to resign shall file a resignation form with the Director of Instructional Personnel and Curriculum at least ten (10) working days prior to the effective date.
 - 6.42 Any secretary who discontinues her service does not forfeit her right to earned vacation time or any other earned benefits, except that should she give less than ten (10) working days notice prior to termination of service, she forfeits her accumulated vacation time.

- 6.5 Secretaries who wish to be considered for change of assignment shall notify the principal and Director of Instructional Personnel in writing. Such requests shall be kept on file. The Board recognizes the principle of promotion from within the school system and will consider any qualified and interested applicant. Qualification factors will include years of experience, personal attributes, and performance. In case of the creation of a new position within the jurisdiction of the Association, the secretaries shall be notified by the Board at least fifteen (15) calendar days in advance of the final selection of the person to fill the position.

SECTION 7 Secretary Rights

- 7.1 The Association, on its own and its individual members behalf, retains and reserves without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States.
- 7.2 The Board will furnish to the Association any available public information pertinent to collective bargaining concerning the financial resources of the school district, purpose, allocations and other public information which will assist the Association in developing accurate and constructive programs on the behalf of secretaries. Also, public information which is necessary for the Association to process grievances. One copy shall be furnished. Original records shall be examined only in the Board office.
- 7.3 Secretaries may have access to their personnel files to review any document prepared by the secretary himself, progress evaluation forms prepared by the principal or supervisor and information which is not received as privileged or confidential.
- 7.4 Complaints directed toward a secretary shall be called to the secretary's attention if a permanent record is to be made of such complaint.
- 7.5 Secretaries may request the presence of an Association representative when being reprimanded warned or disciplined.
- 7.6 The Association shall have the right to use school building facilities as follows:

7.61 Time: after school hours when a custodian is on regular duty and at times not in interference with regularly scheduled school activities.

7.62 Authorization by the building principal prior to use when the utilization is before 6:00 P.M. After that hour, authorization is in accordance with Policy A 1310.

7.63 Miscellaneous

7.631 The right to the approved method of use of duplicating equipment after school hours for official business of the Association.

7.632 The use of school mail boxes for official Association business.

- 7.633 An unlisted telephone in the staff room for local calls. The use of extensions outside the office at the secondary level and a designated extension in each of the elementary buildings.
- 7.634 A bulletin board in the staff room for Association use.
- 7.635 Requests for use of other school equipment shall be made of the building principal in advance of the utilization.

SECTION 8

Board Rights

- 8.1 The Board on its own and electors of the school district behalf retains and reserves without limitation all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States.

SECTION 9

Grievance Procedure

- 9.1 A "grievance" is a claim, by one or more secretaries or the Association, of violation or misinterpretation or misapplication of any provision of this Agreement.
- 9.2 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- 9.3 Nothing contained herein will be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate administrator and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this agreement and provided further, the secretary need not exercise such right.
- 9.4 There shall be a Grievance Committee representing the Association which shall be recognized as official representative of the Association in grievance procedures. The names of Grievance Committee members empowered to represent the Association shall be furnished in writing to the Director of Instructional Personnel and Curriculum as soon as possible after their appointment. No such representative shall act on behalf of the Association until the Director of Instructional Personnel and Curriculum has been advised of his appointment in writing by the officers of the Association. Any changes in such representatives shall be reported to the Director of Instructional Personnel and Curriculum in writing as far in advance as possible.

9.5 General Conditions

9.51 Prompt processing of grievances is important. Therefore, all timelimits stated in this procedure shall be considered as maximums, and every effort should be made to expedite the process.

No grievance which has not been filed within the initial time limit prescribed will be heard.

Any grievance which is not appealed to the next higher step of the procedure within the time limit specified will be considered settled on the basis of the decision rendered at the last step heard.

Any grievance upon which no hearing is held, or no decision rendered, within the time limit specified will be considered automatically appealed to the next higher step of the procedure, effective with the expiration of the time limit.

Time limits may be waived only by mutual written consent of all parties to the grievance signed and dated prior to the expiration of the time limit for which a waiver is requested. Any extension of a time limit shall be for a specified number of days.

In all references to time limits in this procedure, the term day or days refers to scheduled secretary work days according to the calendar. Days lost under emergency closing procedures shall not be counted.

9.52 Beyond the initial step of this procedure; appeals by the Association shall be signed, and the Association shall be represented in hearings, by the Chairman of its Grievance Committee, and or such other person (s) who shall be designated in writing by her with authority to act on behalf of the Association.

9.53 Should either party desire to be represented at any hearing under this procedure by legal counsel, it shall notify the other parties sufficiently in advance so that they may be represented by counsel also; and no hearing shall be held at which any party is represented by counsel unless the other parties are also so represented or have waived in writing their right to such representation.

9.54 Should the Association withdraw a grievance at any level, or should the grieving secretary or secretaries leave the employ of the Board, all further proceedings on said grievance shall be barred.

9.6 Formal grievance procedure.

9.61 Except as provided in 9.3, above, all grievances shall be in writing. They shall contain the following information:

9.611 A statement of the facts alleging the violation, including the date when said alleged violation occurred.

9.612 The section (s) of this Agreement which are alleged to have been violated.

9.613 The relief requested.

9.614 The signature or signatures of the grieving parties.

9.615 The date upon which the grievance is filed.

9.62 Initial step.

9.621 A grievance shall be filed within ten (10) days of the alleged violation, misinterpretation or misapplication of this Agreement.

9.622 The grievance shall be filed with the secretary's principal or other immediate supervisor.

9.623 The principal may, at any point prior to rendering a decision, refer the grievance to the next higher step in the procedure, should the matter being grieved be beyond the scope of his authority.

9.624 If the principal decides to hear the grievance, he shall within five (5) days of the filing of the grievance hold a hearing thereon with the grieving secretary (s), and at the secretary's option, the building Association representative.

9.625 Within five (5) days after said hearing, the principal shall render a written decision to the grieving party with a copy to the Association, and a written report of the grievance to the Superintendent.

9.63 Second step.

9.631 If the decision of the principal is unsatisfactory to the grieving secretary, secretaries or the Association, the Association may file a written appeal to the Director of Instructional Personnel and Curriculum within five (5) days after the decision of the principal.

9.632 Within ten (10) days of receiving an appeal, or a grievance by referral from the principal, the Director of Instructional Personnel and Curriculum shall hold a hearing thereon.

9.633 Within five days after said hearing, the Director of Instructional Personnel and Curriculum shall render a written decision thereon, transmitting a copy thereof to the Association, and filing a copy in a permanent file in the Superintendent's Office.

9.64 Third step

9.641 If the decision of the Director of Instructional Personnel and Curriculum is unsatisfactory to the Association, it may file an appeal for mediation with the Michigan Employment Relations Commission, in accordance with the Commission's procedures and law. Such appeal to mediation shall be filed within ten (10) days after the decision of the Director of Instructional Personnel and Curriculum, and a copy of the appeal furnished to the Director of Instructional Personnel and Curriculum when filed.

SECTION 10
Miscellaneous Provision

10.1 If any provision of this Agreement or any application of the Agreement to the Association, the Board or a member of the Board, shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

10.2 Copies of this Agreement shall be prepared by the Board with the cost of reproduction shared equally by the Board and Association and presented to all secretaries now employed or hereafter employed by the Board.

SECTION II Negotiation Procedures

- 11.1 Neither party shall have any control over the selection of the negotiating representative of the other and each may select its own representatives. No final agreement between the parties may be executed without ratification by the Board and by the members of the Association, but both parties agree that representatives selected by each shall be empowered with the authority to make proposals, in the courses of negotiations, subject only to such ultimate ratification.
- 11.2 This Agreement constitutes the full and complete agreement between the parties for the period July 1, 1971 through June 30, 1974, except as follows:
- 11.21 Should any portion of this Agreement be found contrary to law, only that portion so found shall be invalidated, and the remainder of the agreement shall remain in full force and effect. The parties agree to reopen negotiations to amend any invalidated portions of the Agreement in conformity with the law within thirty days.
- 11.22 The parties agree that they may reopen negotiations to amend this Agreement on or after April 1, 1972, with changes to be effective July 1, 1972; and on or after April 1, 1973, with changes to be effective July 1, 1973. Each party shall be limited to not more than three sections of the agreement, plus Section 13, which it may reopen on each such occasion.
- 11.23 The entire agreement shall be reopened for negotiations on or after April 1, 1974 for the period subsequent to the expiration of the agreement.
- 11.24 The Agreement may be reopened for further negotiations by mutual consent of both parties at any time. Such reopened negotiations shall be limited to those Sections upon which there is mutual agreement to reopen.

SECTION 12
Secretarial Classifications

(with length of work year as scheduled or to be extended at time of ratification)

12.1 Classification A (2 positions)

Secretary to Senior High Principal (12 mos.)
Bookkeeping Machine Operator (12 mos.)

12.2 Classification B (7 positions)

Secretary to Junior High Principal (12 mos.)
Secretary to Elementary Principals (4) (10 mos.)
Secretary to Assistant Principal at Senior High (11 mos.)
Secretary-Clerk at Education Center (12 mos.)

12.3 Classification C (12.5 positions)

Library Clerks at Elementary Schools (5) (10 mos.)
Library Clerk at Junior High (10 mos.)
Secretary to Counselors at Senior High (10 mos.)
Secretary to Reading Director (10 mos.)
Secretary to Elementary Librarian (10 mos.)
Secretary at Junior High Office (10 mos.)
Secretary-Receptionist at Education Center (12 mos)
Typist-Switchboard Operator at Education Center (12 mos.)
Secretary to Title I Program (1/2 time) (10 mos.-)

12.4 Classification D (4 positions)

Secretary to Senior High Librarian (10 mos.)
Receptionist at Senior High Office (10 mos.)
Library Clerk at Education Center (10 mos.)
Secretary to Food Service Supervisor (10 mos.-)

12.5 Positions within each classification may be scheduled on a ten, eleven or twelve month month work year.

Secretaries in positions which have been extended to a longer work year, may request in writing a transfer to a shorter work year position. Such secretaries shall receive, in order of seniority, top priority for transfer into any such vacancy for which they are qualified. They must accept the first transfer opportunity offered them, or accept the longer work year assignment. Should sufficient transfer opportunities not occur prior to then, all such secretaries shall be obligated to accept the longer work year assignment as follows:

12.51 For positions extended prior to July 1, 1972;
acceptance on and after July 1, 1973.

12.52 For positions extended between July 1, 1972 and June 30, 1973; acceptance on and after July 1, 1974.

SECTION 13
Schedule A

CLASSIFICATIONS

Exp.	A	B-12	B-11	B-10	C-12	C-10	D
0	\$ -0-	\$ 5,000	\$ 4,830	\$ 4,143	\$ 4,609	\$ 4,008	\$ 3,820
1	5,352	5,203	5,027	4,312	4,813	4,177	3,989
2	5,603	5,406	5,224	4,481	5,016	4,345	4,157
3	5,853	5,610	5,420	4,649	5,220	4,514	4,326
4	6,104	5,813	5,617	4,818	5,423	4,682	4,494
5	6,355	6,017	5,813	4,986	5,626	4,851	4,663
6	6,605	6,220	6,010	5,155	5,830	5,020	4,831
6X	6,856	6,317	6,103	5,235	5,917	5,096	4,904

Experience level 6X is established for placing those secretaries who were at or above the 6 year level on the 1970-71 salary schedule.

Longevity: \$300 added at experience levels 11 and 16.

Continuing Maximum: \$300 added at experience levels 9, 12, and 15.

13.2 Longevity:

13.21 A secretary who has reached the qualifying step to be considered for the longevity benefit must apply at that time.

13.22 Procedure for qualification

13.321 Present evidence of being above average in secretarial performance.

13.322 The evaluation will be done by a committee of four persons as follows:

13.211 The principal of the building.

13.222 The Director of Instructional Personnel and Curriculum.

13.232 Two secretaries selected by the applicant and approved by the principal and director.

13.3 Continuing Maximum

- 13.31 A secretary who has reached maximum salary position on the schedule and wishes to be considered for the Continuing Maximum benefit must apply at that time.
- 13.32 Procedure for qualification.
- 13.321 Earn nine term hours credit in an accredited institution of higher education or a recognized business school or
- 13.322 Earn an equivalent number of term hours by enrolling in non-credit workshops or in-service education seminars. Each twelve hours of attendance will carry one credit.
- 13.323 The course work shall be approved in advance of enrollment by the Director of Instructional Personnel and Curriculum.
- 13.324 The course work must be completed between the time of application and qualifying step.
- 13.325 There must be evidence of superior secretarial performance.
- This evaluation will be done by a committee of four persons as follows:
- 13.3211 The principal of the building.
- 13.3212 The Director of Instructional Personnel and Curriculum
- 13.3213 Two secretaries selected by the applicant and approved by the Principal and the Director.
- 13.326 Before the benefit is granted there must be a transcript of the credits earned or in the case of non-credit courses, proof of attendance signed by the instructor.

SECTION 14
Secretarial Experience

14.1

14.11 Credit for other experience

14.111 Up to two years experience on other jobs may be allowed if considered feasible by the superintendent.

14.112 Experience shall have been in the following areas and must be applicable to position considered:

Stenography, Receptionist, Accounting, Bookkeeping, Typing, Shorthand, and Office Machines.

14.112 After resignation from the Holt Public Schools, a secretary returning to employment with the system will be credited for experience previously accumulated while employed in the system.

14.113 A secretary transferring to a higher classification may remain on the same experience level for the following year unless otherwise determined by the superintendent.

14.114 Part time job experience may be equated to full-time on a direct proportional basis as determined by the superintendent.

SECTION III

Witness _____ Board _____
 _____ By _____
 _____ By _____
 Date _____ Date _____

Witness _____ Association _____
 _____ By _____
 _____ By _____
 Date _____ Date _____

14.13 A secretary transferring to a higher classification may remain on the same experience level for the following year unless otherwise determined by the Department.

14.14 Part-time job experience may be added to full-time on a prorated basis as determined by the Department.

ADDENDUM
to the
MASTER AGREEMENT
between the
HOLT EDUCATIONAL SECRETARIES ASSOCIATION
and the
BOARD OF EDUCATION, HOLT PUBLIC SCHOOLS
1971-74

The following constitute the changes in the Agreement negotiated between the Association and the Board, effective_____.

It is expressly understood that the 1972-73 Salary Schedule is effective retroactively to July 1, 1972.

SIGNED _____
Association President

DATE _____

SIGNED _____
Board President

SIGNED _____
Board Secretary

DATE _____

SECTION 2
Recognition

- 2.1 "The board hereby recognizes the Holt Educational Secretaries Association as the exclusive bargaining representative, as defined in Section II of Act 379, PA of 1965, for all educational secretaries and all personnel engaged in secretarial and clerical work, excluding the Office Manager, Secretary to the Superintendent, Secretary to the Director of Instructional Personnel and Curriculum, Secretary to the Director of Business Services, Secretary to the Coordinator of Elementary Education, Secretary to Personnel and Curriculum Office, and all substitutes and temporary secretaries and student clerical employees.

SECTION 3

Rates of Pay and Wages, Fringe Benefits

- 3.2 Insurance-The Board will provide a group life insurance plan with a \$5,000 death benefit, and \$60.00 per week salary protection for each secretary, subject to the terms and conditions of the master policies applicable to such benefits.
- 3.3 Upon a secretary's retirement, in accordance with the requirements of the Michigan Public School Employees' Retirement Act, a terminal leave pay will be paid if at least ten years of continuous employment in this school district has occurred.
- 3.31 \$50.00 per year of employment in this school district.
- 3.32 If the equivalent of the following language is in the 1973-74 teacher master agreement, the following shall be substituted for 3.3, above, in the 1973-74:
- "Upon a secretary's retirement, in accordance with the requirements of the Michigan Public School Employee's Retirement Act, a terminal leave pay determined by the greater 1 or 2 below will be paid, if at least ten years continuous employment in this school district has occurred.
- (1) \$50.00 per year of employment in this school district or (2) a sum equal to 50% of the current wage for each accumulated leave of absence days. (2) is limited to a sum up to twice the amount calculated by (1)."

SECTION 5
Leave of Absence

- 5.4 Sick leave chargeable against accumulated sick leave time shall be granted in accordance with this Article. Ten days per year for 10 months Secretaries; Twelve days per year for 12 months Secretaries shall be granted per school year with unlimited accumulation. Secretaries employed for less than a full school year shall receive a pro-rated bank of days.

5.8 Other Leaves

5.82 ~~Ex~~ Extended Leave For Pregnancy

Normally, employees going on maternity leave shall begin maternity leave at the end of the sixth month of pregnancy. Requests to vary from this time limit must be supported by a doctor's statement, specifying that the secretary is able to carry on the full responsibility of the secretaries position during such additional time. The statement shall specify the period of time the secretary is allowed to work.

Normally employees will be expected to return from maternity leave within 60 days following delivery. Requests to vary from this requirement must be supported by a doctor's statement, indicating the secretaries condition and date when the secretary may report to work without limitation to carry out the responsibilities to which the secretary will be assigned.

The School District reserves the right at its option to require employees to be examined by a doctor of the district's choice, pursuant to the provisions of Section 5.41.

Secretaries qualifying for maternity leave shall first receive any accumulated sick leave benefits for which they are qualified; after which they shall be placed on extended maternity leave until eligible to return to their duties.

SECTION 12

Secretarial Classifications

12.1 Classification A (2 positions)

Secretary to Senior High Principal
Bookkeeping Machine Operator

12.2 Classification B (8 positions)

Secretary to Junior High Principal
Secretary to Elementary Principals (5)
Secretary to Assistant Principal at Senior High
Payroll Clerk

12.3 Classification C (14 positions)

Library Clerks at Elementary Schools (5)
Secretary to Counselors at Senior High
Secretary to Reading Director
Secretary to Elementary Librarian
Library Clerk at Education Center
Secretary to Junior High Office
Receptionist-Switchboard Operator at Education Center
Secretary to Title I Program
Secretary to Physical Plant Supervisor
Secretary to Community School Coordinator

12.4 Classification D (3 positions)

- * Secretary to Senior High Librarian
 - Receptionist at Senior High Office
 - * Secretary to Food Service Supervisor
- * Position classification unchanged. However, the present incumbents in the positions is "grandfathered" at a "C" salary level for the duration of their tenure in these positions.

SECTION 13
Salary Schedule

Following is the 1972-73 annual salary schedule for secretarial positions covered by this agreement. The annual salary is the official salary schedule.

Also below are salary schedule breakdowns to daily and hourly rates. These breakdowns are provided for convenience. Should any dispute arise concerning the proper salary rate for part-time employees, the pro-ration shall be made from the annual salary.

The breakdowns are based on the following divisions:

12 Month positions, 236.5 days, 1773.75 hours.

10 Month positions, 196 days, 1470 hours.

SECRETARIAL SALARY SCHEDULE
1972-1973
Annual Salary

Exp.	A-12	B-12	B-10	C-12	C-10	D-10
0	\$ -0-	5322	4418	5149	4275	4077
1	5693	5536	4596	5364	4454	4255
2	5958	5750	4774	5578	4631	4433
3	6222	5966	4952	5794	4809	4611
4	6487	6180	5130	6008	4987	4786
5	6752	6395	5307	6222	5165	4966
6	7015	6609	5486	6437	5343	5144
6X	7280	6711	5570	6529	5423	5221

SECRETARIAL SALARY SCHEDULE
1972-1973

Daily Rate

Exp.	A-12	B-12	B-10	C-12	C-10	D-10
0	\$ -0-	22.50	22.54	21.77	21.81	20.80
1	24.07	23.41	23.45	22.68	22.72	21.71
2	25.19	24.31	24.36	23.59	23.63	22.62
3	26.31	25.23	25.27	24.50	24.54	23.53
4	27.43	26.13	26.17	25.40	25.44	24.42
5	28.55	27.04	27.08	26.31	26.35	25.34
6	29.66	27.95	27.99	27.22	27.26	26.24
6X	30.78	28.38	28.42	27.61	27.67	26.64

SECRETARIAL SALARY SCHEDULE
1972-1973

Hourly Rate

Exp.	A-12	B-12	B-10	C-12	C-10	D-10
0	\$ -0-	3.00	3.01	2.90	2.91	2.77
1	3.21	3.12	3.13	3.02	3.03	2.89
2	3.36	3.24	3.25	3.14	3.15	3.02
3	3.51	3.36	3.37	3.27	3.27	3.14
4	3.66	3.48	3.49	3.39	3.39	3.26
5	3.81	3.61	3.61	3.51	3.51	3.38
6	3.95	3.73	3.73	3.63	3.63	3.50
6X	4.10	3.78	3.79	3.68	3.69	3.55

SECTION 14
Secretarial Experience

14.1

14.11 Credit for other experience

14.111 Credit for Experience on other jobs may
be allowed if considered feasible by the
Superintendent.

~~APR 23 1974~~ *Kahl*

SECTION 11
General Experience

11.1

11.11 Credit for other experience

11.111 Credit for Experience on other jobs may
be allowed if considered valuable by the
Department.

ADDENDUM
to the
MASTER AGREEMENT
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- 3.2 Insurance-The Board will provide a group life insurance plan with a \$5,000 death benefit, and \$60.00 per week salary protection for each secretary, subject to the terms and conditions of the master policies applicable to such benefits.
- 3.3 Upon a secretary's retirement, in accordance with the requirements of the Michigan Public School Employees' Retirement Act, a terminal leave pay will be paid if at least ten years of continuous employment in this school district has occurred.
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Secretary to Assistant Principal at Senior High
Payroll Clerk

12.3 Classification C (14 positions)

Library Clerks at Elementary Schools (5)
Secretary to Counselors at Senior High
Secretary to Reading Director
Secretary to Elementary Librarian
Library Clerk at Education Center
Secretary to Junior High Office
Receptionist-Switchboard Operator at Education Center
Secretary to Title I Program
Secretary to Physical Plant Supervisor
Secretary to Community School Coordinator

12.4 Classification D (3 positions)

- * Secretary to Senior High Librarian
Receptionist at Senior High Office
- * Secretary to Food Service Supervisor

* Position classification unchanged. However, the present incumbents in the positions is "grandfathered" at a "C" salary level for the duration of their tenure in these positions.

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Also below are salary schedule breakdowns to daily and hourly rates. These breakdowns are provided for convenience. Should any dispute arise concerning the proper salary rate for part-time employees, the pro-ration shall be made from the annual salary.

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12 Month positions, 236.5 days, 1773.75 hours.
10 Month positions, 196 days, 1470 hours.

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2	25.19	24.31	24.36	23.59	23.63	22.62
3	26.31	25.23	25.27	24.50	24.54	23.53
4	27.43	26.13	26.17	25.40	25.44	24.42
5	28.55	27.04	27.08	26.31	26.35	25.34
6	29.66	27.95	27.99	27.22	27.26	26.24
6X	30.78	28.38	28.42	27.61	27.67	26.64

SECRETARIAL SALARY SCHEDULE
1972-1973

Hourly Rate

Exp.	A-12	B-12	B-10	C-12	C-10	D-10
0	\$ -0-	3.00	3.01	2.90	2.91	2.77
1	3.21	3.12	3.13	3.02	3.03	2.89
2	3.36	3.24	3.25	3.14	3.15	3.02
3	3.51	3.36	3.37	3.27	3.27	3.14
4	3.66	3.48	3.49	3.39	3.39	3.26
5	3.81	3.61	3.61	3.51	3.51	3.38
6	3.95	3.73	3.73	3.63	3.63	3.50
6X	4.10	3.78	3.79	3.68	3.69	3.55

SECTION 14
Secretarial Experience

14.1

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14.111 Credit for Experience on other jobs may
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SECTION 3

Rates of Pay and Wages, Fringe Benefits

- 3.2 Insurance - The Board will provide:**
- 3.21 One of the following three coverages:**
- 3.211 Blue Cross-Blue Shield MVF-1 health insurance, up to full family coverage.
 - 3.212 MESSA Super Med I health insurance, up to full family coverage.
 - 3.213 MESSA Delta Dental Plan D, with 0-2 orthodontic rider, full family coverage.
- 3.22** \$5,000 group life insurance is included in option 3.212, above. Those selecting options 3.211 or 3.213 will also be provided \$5,000 group life insurance in addition.
- 3.23** MESSA long term disability insurance at 60% of monthly contractual salary, with a 90-day waiting period.
- 3.24** Changes from the 1972-73 schedule of insurance benefits to the insurance program described above shall be effective October 1, 1973. An open enrollment period for the selection of optional coverages will be designated in cooperation with the various carriers in September.

- 3.25 Once coverage is designated, it shall not be altered except as birth or adoption, changes in marital status, social security eligibility or death is involved or until the next open enrollment period.

Failure to make use of all or any part of the maximum possible premium coverage available shall not make any funds transferable to cash or other form of benefit for the benefit of the secretary or others.

For new employees employed prior to the 15th day of any month, the contribution shall begin the first of the following month. For those employed subsequent to the 15th of any month, the contribution shall begin the first of the second succeeding month.

For employees leaving the payroll prior to the 15th of any month, the contributions shall cease with that month. For those leaving the payroll subsequent to the 15th of any month, the contribution shall cease after the following month.

Ten month secretaries who resign effective at the end of a school year after having been employed the entire school year, shall have their Board-paid insurance coverages extended through the following September 30.

Twelve month secretaries insurance coverage is from July 1 through June 30.

3.3 Upon a secretary's retirement, in accordance with the requirements of the Michigan Public School Employee's Retirement Act, a terminal leave pay determined by the greater 1 or 2 below will be paid, if at least ten years continuous employment in this school district has occurred.

(1) \$50.00 per year of employment in this school district

or

(2) A sum equal to 50% of the current wage for each accumulated leave of absence day.

No. 2 is limited to a sum up to twice the amount calculated by No. 1.

SECTION 5

Leave of Absence

- 5.4 Sick leave chargeable against accumulated sick leave time shall be granted in accordance with this Article. Ten days per year for 10 month Secretaries; Twelve days per year for 12 month Secretaries shall be granted per school year with a maximum accumulation of ninety days.

Secretaries having more than ninety days accumulated sick leave time on the date of final ratification of this Agreement shall retain the additional days above ninety and may draw against them as the need arises; however, they will be granted no additional days unless, through usage, their accumulated sick leave time is reduced to less than ninety days, at which time they shall be entitled to normal accumulation as described above to a maximum of ninety days.

Secretaries employed for less than a full school year shall received a pro-rated bank of days.

SECTION 12

Secretarial Classifications

12.1 CLASSIFICATION I (4 positions)

Secretary to Senior High Principal
Secretary to Junior High Principal
Payroll Clerk
Accounts Payable Clerk

12.2 CLASSIFICATION II (10 positions)

Secretary to Assistant Principals at Senior High
Receptionist at Education Center
Secretary, Senior High Counselors
Secretary, Reading Director
Elementary Secretaries
Secretary, Community Education Program

12.3 CLASSIFICATION III (4 positions)

Secretary at Junior High Office
Secretary to Library Supervisor
Secretary to Food Service Supervisor
Secretary to Physical Plant Supervisor

12.4 CLASSIFICATION IV (9 positions)

- * Library Clerk to Library Supervisor
- * Library Clerk at Elementary Schools (5)
- Receptionist at Senior High
- Secretary, Title I Program
- * Secretary to Senior High Librarian

* The present incumbents in the positions are "grandfathered" at a III Salary Level for the duration of their tenure in these positions.

SECTION 13

Salary Schedule

Following is the 1973-74 annual salary schedule for secretarial positions covered by this agreement. The annual salary is the official salary schedule.

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The breakdowns are based on the following divisions:

12 month positions, 236.5 days, 1773.75 hours.

10 month positions, 196 days, 1470 hours.

SECRETARIAL SALARY SCHEDULE
1973-74

<u>Exp.</u>	<u>I(12)</u>	<u>II-12</u>	<u>II-10</u>	<u>III-12</u>	<u>III-10</u>	<u>IV(10)</u>
0	\$-0-	\$5,535	\$4,595	\$5,355	\$4,446	\$4,240
1	5,921	5,757	4,780	5,579	4,632	4,425
2	6,196	5,980	4,965	5,801	4,816	4,610
3	6,471	6,205	5,150	6,026	5,001	4,795
4	6,746	6,427	5,335	6,248	5,186	4,977
5	7,022	6,651	5,519	6,471	5,372	5,165
6	7,296	6,873	5,705	6,694	5,556	5,350
6X	7,571	6,979	5,793	6,790	5,640	5,430
1 L/CM	7,971	7,379	6,193	7,190	6,040	5,830

SECRETARIAL SALARY SCHEDULE
1973-74

Daily Rate

Exp.	I-12	II-12	II-10	III-12	III-10	IV-10
0	\$-0-	23.40	23.44	22.64	22.68	21.63
1	25.04	24.34	24.39	23.59	23.63	22.58
2	26.20	25.29	25.33	24.53	24.57	23.52
3	27.36	26.24	26.28	25.48	25.52	24.46
4	28.52	27.18	27.22	26.42	26.46	25.39
5	29.69	28.12	28.16	27.36	27.41	26.35
6	30.85	29.06	29.11	28.30	28.35	27.30
6x	32.01	29.51	29.56	28.71	28.78	27.70
1 L/CM	33.70	31.20	31.60	30.40	30.82	29.74

Hourly Rate

Exp.	I-12	II-12	II-10	III-12	III-10	IV-10
0	\$ -0-	3.12	3.13	3.02	3.02	2.88
1	3.34	3.25	3.25	3.15	3.15	3.01
2	3.49	3.37	3.38	3.27	3.28	3.14
3	3.65	3.50	3.50	3.40	3.40	3.26
4	3.80	3.62	3.63	3.52	3.53	3.39
5	3.96	3.75	3.75	3.65	3.65	3.51
6	4.11	3.87	3.88	3.77	3.78	3.64
6x	4.27	3.93	3.94	3.83	3.84	3.69
1 L/CM	4.49	4.16	4.21	4.05	4.11	3.97