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Agreement Between  
The Jackson Public Schools

and

The Jackson Educational Secretaries Association

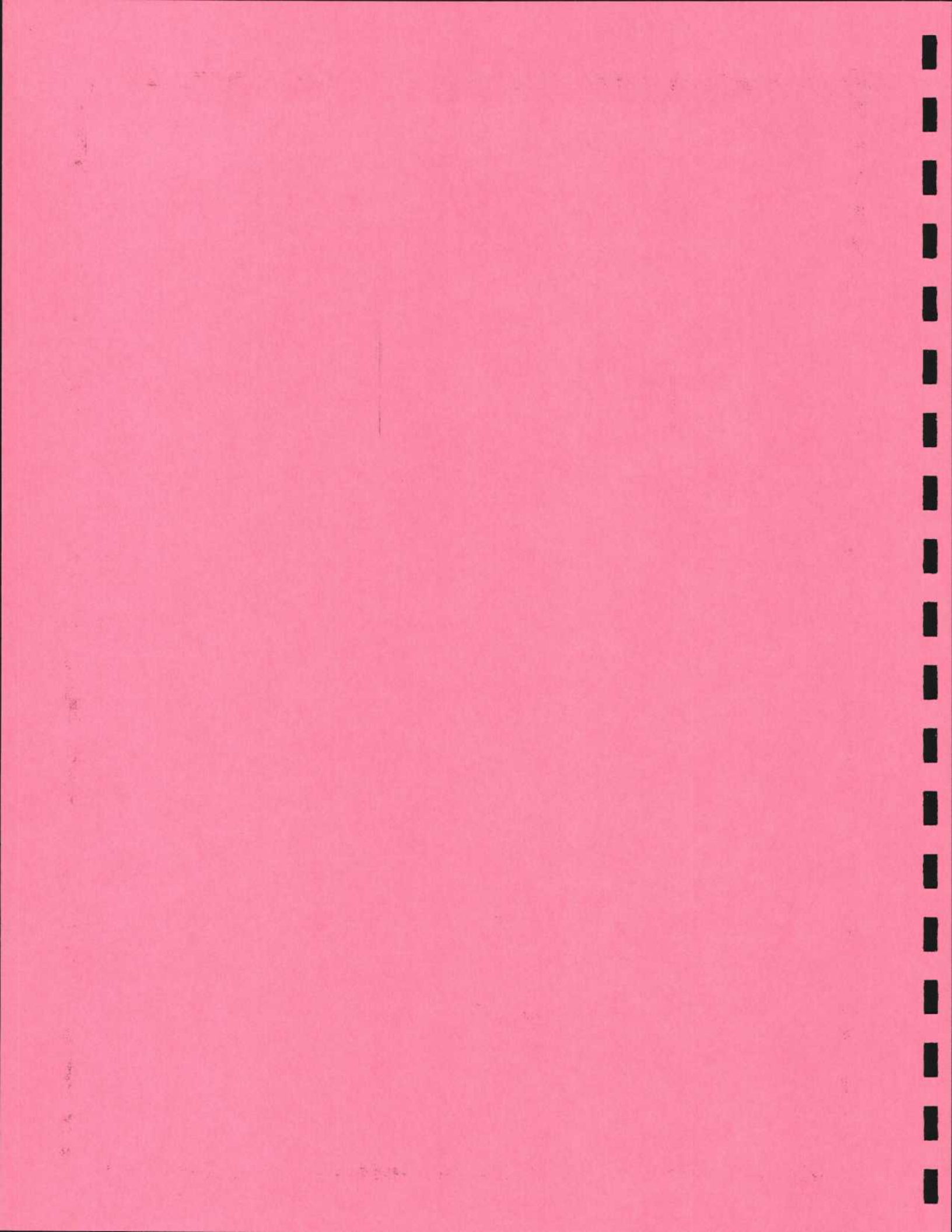
Jackson, Michigan

July 1, 1995

Through

June 30, 1997

*Jackson Public Schools*



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**AGREEMENT  
BETWEEN  
JACKSON PUBLIC SCHOOLS  
JACKSON, MICHIGAN  
AND  
THE JACKSON EDUCATIONAL SECRETARIES ASSOCIATION**

This Agreement is effective the First day of July, 1995, by and between the Board of Education of the Jackson Public Schools of Jackson, Michigan, hereinafter called the "Board" and the Jackson Educational Secretaries Association, hereinafter called the "Association".

**ARTICLE 1**

**RECOGNITION**

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative as defined in Section II of Act 379 Public Acts of 1965, for all educational secretaries and all personnel engaged in secretarial and clerical work including all classifications in Appendix A of this Contract except Superintendent of Schools' secretary, the secretary of the Associate for Human Resource Services, and the Deputy Superintendent for Financial Services' secretary. Other personnel, whose classifications are changed or created in accordance with the terms and conditions of this Agreement will be included in the above unit.
- B. The term "secretary" or "employee" when used in this Agreement shall be defined as an individual represented by the bargaining unit as described above.
- C. The Board agrees not to negotiate with any secretarial or clerical organization other than the Association for the duration of this Agreement.
- D. The employer agrees to provide a copy of all written job postings to the Association President.

**ARTICLE 2**

**NEGOTIATIONS PROCEDURES**

- A. Both parties agree to enter into negotiations on a new Agreement on wages, hours, and working conditions at least ninety (90) days prior to the expiration date of the Agreement.
- B. All negotiations shall, unless otherwise mutually agreed upon, take place during regular working hours (7:30 a.m. - 4:30 p.m.). The first twenty (20) hours will be paid for in full by the Board. Thereafter, the cost of

negotiations which take place during the regular working hours shall be shared on a 50-50 basis by the Board and the Association.

**C. Professional Council**

1. A joint committee representing the Association and the Board shall meet within fourteen (14) days of written request of either party for the purpose of reviewing the contractual problem, to resolve problems that may result from this Agreement or other items of concern to the Association or the Board.
2. The committee shall be composed of up to three (3) representatives each, of the Board and the Association.
3. Each party shall submit to the other, at least one (1) week in advance, when possible, an agenda covering what they wish to discuss.
4. Should such a meeting result in a mutually acceptable amendment to this Agreement, then the amendment shall be subject to ratification by the Board and the Association. The Professional Council shall be empowered to effect relief to resolve special problems pending ratification.

**ARTICLE 3**

**GRIEVANCE PROCEDURE**

**A. Intent**

The primary purpose of this procedure is to secure in the most efficient manner equitable solutions to a claim of an aggrieved party. Both parties agree that these proceedings shall be kept confidential at each level of this procedure. Nothing contained herein shall be construed as limiting the right of any secretary with a grievance, or the supervisor, to discuss the manner informally with an appropriate member of the Administration or Association.

- B. A "grievance" is a claim by an employee or group of employees or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or any successor agreement entered into pursuant to this Agreement.

**C. General**

1. A grievant(s) failing to meet the time limits as set forth herein shall forfeit the right to further pro-



cess said grievance and therefore management's last answer shall constitute the final disposition of said grievance.

2. A supervisor failing to meet the time limits as set forth herein shall permit the grievant(s) to proceed to the next level within ten (10) working days from the date when the supervisor's time for answer expired.
3. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement provided that the Association has been given the opportunity to be present at such adjustment.
4. Either party may involve their representative at any and all stages of the grievance proceedings.
5. A grievance may be withdrawn at any level without establishing a precedent.
6. There shall be no reprisal of any kind against any employee involved in the grievance procedure.
7. All available information necessary to the determination and processing of any grievance shall be furnished upon request to all parties involved in said grievance.
8. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
9. The grievant(s) and grievant's Association Representative shall be released from duty, with no pay loss, to attend grievance meetings and hearings called by the Administration or the Board which are scheduled during the normal working day of the grievant(s).
10. Reasonable release time shall be granted for the purpose of investigation of a grievance by the President or the President's designee which shall not be abused.

D. Procedures

1. Level One

- a. The grievant(s) shall discuss the complaint with the immediate supervisor within ten (10) working

days of the grievant(s) knowledge of the event or occurrence which is the basis for the complaint.

- b. The immediate supervisor shall render an oral decision to the grievant(s) within two (2) working days of the above discussion.

2. Level Two

- a. If the Level One decision is not satisfactory, the oral complaint shall be reduced to writing on the Grievance Report Form (Appendix F) and shall be presented to the immediate supervisor and the Association within four (4) working days of the receipt of the Level One answer.
- b. The immediate supervisor shall hold a meeting with the grievant(s) and grievant's Association Representative within four (4) working days of the receipt of the Level One answer.
- c. The immediate supervisor shall render a written decision to the grievant(s) and the grievant's Association Representative within four (4) working days of receipt of the grievance.

3. Level Three

- a. If the Level Two decision is not satisfactory, the grievance shall be presented to the Superintendent or designee within five (5) working days of receipt of the grievance.
- b. The Superintendent or designee shall hold a meeting with the grievant(s) and the grievant's Association Representative within five (5) working days of the meeting.

4. Level Four

- a. If the Association is not satisfied with the Level Three disposition of the grievance by the Superintendent, or if no disposition has been made within the period above provided, the grievance may, at the option of the Association, be submitted to arbitration.
- b. If the parties cannot agree as to the arbitrator, he/she shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings.

- c. The right to demand arbitration over an unadjusted grievance is limited to a period of thirty (30) calendar days from the final action taken on such grievance under the last step in the grievance procedure immediately prior to arbitration, and any grievance not submitted within such period shall be deemed settled on the basis of the last answer given.
- d. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to reply on any evidence not previously disclosed to the other party.
- e. The arbitrator shall limit his/her decision strictly to the interpretation, application or enforcement of the provision of this Agreement, and he/she shall be without power and authority to make any decisions; (1) contrary to, inconsistent with or modifying or varying in any way the terms of this Agreement, or (2) granting any right or relief for any period of time whatsoever prior to the execution of this Agreement.
- f. The decision of the arbitrator in a case shall not require a retroactive wage adjustment in another case.
- g. The arbitrator's decision shall be final and binding on the Association, all employees covered by this Agreement, and on the Board.
- h. In the event a case is appealed to an arbitrator and he/she finds that he/she has no power to rule on such case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.
- i. The expense of the arbitrator shall be paid by the losing party and the arbitrator will assess costs in each case in accordance with this principle.

**E. Rights to Representation**

All parties of interest shall be present and may be represented by another person at all meetings and hearings at any level of the Grievance Procedure. In no event shall any employee be represented by an officer, agent, or representative of any organization in conflict or competition with the Association. Provided further, when an employee is not represented by the Association, the Association shall have the right on its request to have

its representative present to state its views at all stages of the grievance procedure.

**F. Appeal of Discharge or Suspension**

1. Written notice of Discharge or Suspension shall be presented to the employee and the Association on the same day.
2. Grievances involving an appeal of Discharge or Suspension shall be initiated directly to Level Three within five (5) working days of receipt of written notice as provided above.
3. Once the grievance has been initiated at Level Three, the normal grievance procedures shall be followed as set forth in this Article.

**G. The Association may initiate a grievance directly at Level Three when either of the following conditions apply:**

1. A grievance involves a group of employees or an issue which applies to the unit as a whole or,
2. The action precipitating the grievance was initiated by management at a level higher than the immediate supervisor.

Such grievances shall be initiated at Level Three and the normal grievance procedures shall be followed as set forth in this Article.

**ARTICLE 4**

**BOARD RIGHTS**

**A. The board, on its own behalf and on behalf of electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of Michigan, including, but without limiting the generality of the foregoing, the right:**

1. To provide executive management and administrative control of the system and its properties and facilities, and the activities of its employees:
2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, which includes the right to reduce forces, or their dismissal or demotions; and to promote, transfer, and assign all such employees.

3. To determine the hours of work, duties, responsibilities, and assignments of employees who are or become members of this unit.
  4. The Board further reserves the right to promulgate and enforce reasonable discipline and work rules which are not inconsistent with the Labor Agreement which will be reasonably applied.
- B. The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof, are in conformance with the Laws of the State of Michigan.
- C. The right of contracting or subcontracting is vested in the employer. The right to contract or subcontract shall not be used for the purpose of undermining the Association nor to discriminate against any of its members nor shall it result in the reduction of the present work force nor in the event of extension of service shall it be used to avoid the performance of work covered under this Agreement.
- D. The rights reserved herein shall not be applied in a manner inconsistent with other provisions of this Labor Agreement.

## ARTICLE 5

### ASSOCIATION RIGHTS

- A. The parties agree that there shall be no discrimination against any employee with respect to hours, wages, or any conditions of employment by reason of his/her membership in the Association, his/her participation in the activities of the Association or collective negotiations with the Board, or his/her institution of any grievance, complaint or proceedings under the terms of this Agreement.
- B. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings. Meetings are to be requested in writing in advance and subject to regular scheduling procedures. Meetings are not to interfere with the regularly-scheduled school activities. When week-end or evening use results in added costs to the District, and the Association is informed in advance, such costs will be billed to and paid by the Association. Costs shall be in accordance with the current existing policy of the Board.

- C. Bulletin board space conveniently located and the use of telephone communications for local calls to be used on a reasonable basis, shall be made available to the Association and its members.
- D. The Board agrees to furnish to the Association, in response to written requests from time to time, available information which the Association requires to process grievances, administer this Agreement, and to formulate contract proposals.
- E. The Association shall have the right to use school facilities and equipment including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. The Association agrees not to use such equipment or facilities in direct action against the Board of Education or the Administration growing out of labor dispute.
- F. During the school year, the Association President, or his/her designee, will be given seven (7) work days with pay for Association business. Said days shall be scheduled and used at the discretion of the Association President. Additional time may be granted by the Superintendent of Schools should the seriousness of the situation warrant.

## ARTICLE 6

### AGENCY SHOP, DUES, AND PAYROLL DEDUCTIONS

- A. All employees as a condition of employment shall within thirty (30) days from the commencement of employee duties either:
  - 1. Join the Association and sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments of the Association (including the National, Michigan and Jackson County Education Association), which authorization shall continue in effect from year to year unless revoked in writing between August 1, and August 31, of a given year, or
  - 2. Pay a service fee to the Association in an amount determined as appropriate under the MEA Policy and Procedures Regarding Objections to Political Ideological Expenditures, provided, however, that the employee may authorize payroll deduction for such fee in the same manner as provided in paragraph A-1 of this Article. In the event that an employee shall not pay the service fee directly to the Association

or authorize payment through payroll deductions, the Board shall, pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the service fee from the employee's wages and remit same to the Association.

- B. The Association agrees promptly to advise the Board of all members of the bargaining unit who have not fulfilled the provisions of Paragraph A and to furnish any other information needed by the Board to fulfill the provisions of this Article. The Board agrees promptly to advise the Association of all additions, deletions, or change in status of members of the bargaining unit.
- C. Authorized deduction of membership dues shall be made from each pay check each month for twenty (20) pays beginning with the second paycheck in September and ending in June of each year and the Board agrees to promptly and monthly remit to the Association Treasurer all monies so deducted, accompanied by a list of employees from whom deductions have been made. Employees may also pay their dues in full to the Association Treasurer within sixty (60) days of the onset of each school year.
- D. The Board will use its best efforts to make the aforesaid deductions in the manner set forth, but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Association agrees to properly refund such monies as soon as practical.
  - 1. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits or other form of liability that shall arise out of or by reason of action taken by the Board in reliance upon claims made by the Association that an employee must be discharged because the employee is not a member in good standing.
- E. The Board shall also make payroll deductions upon written authorization from employees for the following and any other programs jointly approved by the Association and the Board:
  - 1. Credit Union
  - 2. Tax-Sheltered Annuities
  - 3. Professional Associations
  - 4. Available Insurance Options
  - 5. United Way
  - 6. Savings Bonds
  - 7. City Bank, Republic Bank, and Comerica Bank
  - 8. Jackson Education Fund

## ARTICLE 7

### EMPLOYEE RIGHTS AND PROTECTION

- A. Nothing contained herein shall be construed to deny or restrict to any employee rights he/she may have under any applicable law or constitution.
- B. The private life of an employee is his/her own affair unless his/her conduct should adversely affect his/her relationship with students or the discharge of his/her responsibilities.
- C. Both parties have the responsibility to see that the provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation, height, weight, non-job interfering handicap, or arrest record.
- D. Any case of criminal assault upon an employee while on official school business or school-related business shall be promptly reported to the police by the Board or its designee. The Board shall provide legal advice to acquaint the employee with his/her rights and obligations with respect to such assault.
- E. Time lost by an employee in connection with any incident related to "D" above shall not be charged against the employee unless negligence is proved.
- F. Any complaint directed toward an employee shall be promptly called to the employee's attention. If such complaint is to be made a part of the employee's personnel file or a matter of other written record, management must reveal the name of the complainant and the nature of the complaint. The employee may submit a written statement to be attached to and filed with the original complaint.
- G. When no other person of authority is present or readily available, employees may use such physical force on the person of a pupil as is necessary to prevent a pupil from injuring himself/herself or others, or to prevent damage to school property and for no other purpose. The Board shall provide consultation with an attorney in the event the employee is complained against or sued for such action.
- H. Employees shall be provided a locked area for personal belongings for protection from potential theft. The immediate supervisor(s) shall be responsible for determining the location of the secured area(s) and for informing the employee(s) of the location of same. The



District is not an insurer of the employees' belongings and it is understood that employees failing to take advantage of locked areas assume the risk of loss.

- I. It is understood that an employee may refuse to carry out an order which threatens physical well-being or safety.
- J. An employee shall be entitled, at his/her request to have present a representative of the Association when he/she is being reprimanded or disciplined for any infraction of rules or delinquency in professional performance.
- K. No employee shall be disciplined, reprimanded or reduced in compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand, or reduction in compensation or deprivation of advantage of the Board or representatives thereof, shall be done in privacy. The employee shall be informed of the basis for disciplinary action and will be provided with all information concerning the basis for this action.
- L. Any material which is negative or disciplinary in nature must be reviewed and signed by the employee in order to be of any effect. Signing does not necessarily indicate agreement. The employee shall have two (2) weeks, ten (10) school days, to submit a written statement in regard to such materials for inclusion with the materials, in the personnel files.
- M. Each employee shall have the right upon request to review the contents of his/her own personnel file. A representative of the Association may, at the employee's request, accompany the employee in this review. Any warning or reprimand not received by the employee may be removed from the file at the employee's discretion. The review shall be made in the presence of the individual in charge of Human Resources or their designee or the Superintendent of Schools. Privileged information which is specifically exempted from review shall include such confidential credentials and related personal references normally sought at the time of employment.
- N. An employee believing that material contained in their personnel file is false or incorrect may, at their option, register a complaint through the grievance procedure to have said material corrected or expunged from their file.
- O. Any warning or reprimand in an employee's personnel file which does not relate to a recurring incident within a three (3) year period from the date of warning or reprimand shall be removed from the file at the written request of the employee. Said warning or reprimand shall

not be used in a future disciplinary action against said employee.

## ARTICLE 8

### SENIORITY, LAYOFF AND RECALL

#### A. Seniority

1. On October 1 and April 1 of each year the Board shall publish and distribute a seniority list to each member of the bargaining unit. Such list shall include all individuals who hold seniority as a result of the Master Agreement.
2. In the event that more than one individual has the same last date of hire according to the aforementioned seniority list, a drawing shall be held to determine position on the seniority list. The Association and the employees so affected shall be notified in writing of the date, time, and place of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected employees and Association Representatives to be in attendance.
3. Seniority shall be measured from the last date of hire. That date (adjusted, if need be, in accordance with the following principles) shall become the seniority date and number for each employee.
4. An employee's seniority for persons hired after September 1, 1985 shall be on a system-wide basis in accordance with the employee's last day of hire. Seniority will be pro-rated for an employee whose working assignment is less than the 40-hour week; i.e., a 20-hour week assignment is half the seniority of a 40-hour position.
5. Employees who have, since their last date of hire, had approved leaves of absence without pay for more than thirty (30) calendar days for reasons other than service with the Armed Forces of the United States, shall not lose seniority nor gain additional seniority while on such leave. Upon return, they shall accrue seniority at the point where they left off at their departure.
6. Employees on leave of absence to serve the Armed Forces of the United States will accrue seniority if given an honorable discharge and returned to work in accordance with Michigan Laws relating to Veterans.

7. Any employees who choose a supervisory, executive or confidential position shall not accrue seniority while working outside the bargaining unit. Said employees may return to the bargaining unit only when their jobs are eliminated and at such time may exercise previously accrued seniority and bump back into the unit in accordance with the procedures as set forth in Article VIII, B-3, a and b.
8. Employees on layoff shall continue to accrue seniority during the entire period of said layoff.
9. Leaves of absence without pay of less than thirty (30) calendar days and leaves of absence with pay shall not interrupt continuous service nor be deducted from seniority.
10. Absences of leave without pay in excess of thirty (30) calendar days, except for service with the Armed Forces of the United States, shall be deducted in computing total service but shall not serve to interrupt continuous service.

11. Loss of Seniority

An employee shall lose seniority for any of the following reasons:

- a. If the employee quits.
- b. If the employee is discharged for just cause.
- c. If the employee overstays a leave of absence, unless otherwise agreed to in writing by the Superintendent and the Association.
- d. If the employee's time on layoff exceeds the greater of twelve (12) months or a period equal to the employee's accumulated seniority to date of layoff.
- e. If the employee obtains a leave of absence and does not utilize the leave as set forth in the request.
- f. If a settlement with the employee has been made for permanent and total disability.
- g. Retirement.

B. Layoff

1. In the event it becomes necessary to reduce the work force for any reason, probationary and temporary employees shall be laid off first. Thereafter, further reduction shall be in accordance with seniority, however, employees retained must have the ability to perform the work available and possess the necessary skills required for the job and be qualified to perform the same, which means that with minimum instruc-

tion the work can be performed without unduly impairing the efficiency of the operation. Decisions regarding performance shall be made by the employer, such decisions being subject to the grievance procedure.

2. Notice of layoff shall be made thirty (30) calendar days prior to the layoff.
3. Procedure
  - a. An employee forced to change jobs as a result of a reduction in the work force may exercise seniority District-wide and shall displace the least senior person in their classification, subject to the qualifications set forth above in paragraph B-1.
  - b. In the event it is impossible to exercise seniority in this manner, the employee may exercise seniority into a higher or lower classification by displacing the lowest senior employee there, subject to the qualification set forth above in paragraph B-1. In the event the employee exercises seniority to a higher classification, the position will be posted in accordance with Article 9.
  - c. When seniority is to be exercised as a result of a reduction in the work force, the employee must give notice of intent to exercise seniority within three (3) working days of the notice of layoff by submitting in writing their intent to the Human Resource Office on a form to be provided. If the employee fails to give such notice, they will forfeit their right to exercise seniority in the above manner and must take the layoff.
  - d. Positions shall be filled by the above described manner within the 14-day period.
  - e. If there is more than one employee at a time forced to change jobs because of a reduction in the work force, then a meeting of employees, who might be affected, will be held. The President of the Association or designee shall also be present at the meeting.

At the meeting, the most senior employee in the highest classification affected shall exercise seniority to the position(s) available, in accordance with the procedures above, i.e., if two Class Grade #12 Senior Clerk Typist positions are to be reduced, the most senior of the employees

will have a choice of assignment of the two least senior persons in their classification.

C. Recall

1. Employees shall be recalled in order of seniority with the most senior employee being recalled first subject to the employee having the ability to perform the work available and possessing the necessary skill required for the job and be qualified to perform the same which means that with minimum instruction the work can be performed without unduly impairing the efficiency of the operation.
  - a. The employee shall be recalled by telephone.
  - b. A certified letter to the last known address will follow with a copy to the President of the Association.
  - c. The employee shall have five (5) work days to give notice of intent to return and if not working, must return within five (5) work days of notice of intent to return. If the employee has taken another position, the employee must return within ten (10) work days.
  - d. If the employee fails to receive proper notice as a result of having moved without providing the Human Resource Office of the correct or new address, seniority shall be terminated and it shall be deemed a voluntary quit.
  - e. Failure to give proper notice of intent to return or to return within the prescribed time periods above will result in a loss of seniority and shall be deemed a voluntary quit.
2. An employee may refuse recall to a classification other than the one held prior to layoff within a period of six (6) weeks following initial recall provided this would not cause the Board to hire from outside the bargaining unit.
3. Should the Board reinstate a position that had been eliminated within one year after the initial recall, the employee, if not on layoff, who previously held the position shall be offered the position before it is offered to laid off employees, unless that employee has previously exercised seniority to obtain a different position by bidding out of the position to which the employee had been recalled.

## ARTICLE 9

### VACANCIES, PROMOTIONS AND TRANSFERS

- A. 1. A position is considered vacant when a position is newly created or an employee quits or retires or is discharged for cause or when an employee transfers or is promoted. In the event an employee is on leave of absence for any reason, such position shall be considered vacant after ninety (90) consecutive days except as provided in Article 11, G.
2. When additional duties are placed in a position, the Professional Council will consider the desires of the employee in that position, research the skills required and the training available and any other relevant information. The Professional Council will then make a determination as to whether the position will or will not be posted.

In the event it becomes necessary to reduce or increase the work hours/weeks in a position, the employee shall have the option of remaining in the position. Should the employee not choose that option, the employee shall then exercise her/his right to bump in accordance with the contract language.

3. During the time a position is vacant and before a position must be posted, a temporary assignment of an existing employee may be affected if the employee agrees and the school district requests such assignment. After fifteen (15) consecutive working days in such assignment, the employee will be placed at the appropriate pay grade for that assignment, only if the pay grade is higher than the employee's regular position pay, and if the employee possesses the necessary skills for the higher class grade. The pay grade would be retroactive to the beginning of the fifteen (15) working days. The temporary assignment would be in effect as long as the employee and supervisor were in mutual agreement. In no event will the other provisions of Article 9 be violated.

#### B. Posting of Vacancies

1. The Administration agrees to post known vacancies in all buildings as soon as they occur as described above.
2. When school is not in session, notice of the posting will be sent to the President of the Association and those employees who have requested copies from Human Resource Office.

3. Vacancies shall be posted for seven (7) calendar days in the buildings.

C. Filling of Vacancies

1. Any employee may apply in writing for a posted position except an employee who has been in an assignment less than sixty (60) working days. All employees may apply in writing for a posted position if it is to a higher classification.
  2. All vacancies shall be filled within fourteen (14) calendar days from the end of the posting period, unless no candidates from JESA seniority list have applied for the vacancy.
  3. The parties agree that unrequested transfers of employees are to be minimized and avoided whenever possible.
  4. A successful bidder shall be notified within one work week from the time the posting is withdrawn. Unsuccessful bidders shall likewise be notified as to the disposition of the vacancy.
  5. Promotions or transfers within the unit shall be made on the basis of seniority and the ability of the employee to perform the work, which means the employee possesses the necessary skills required for the job and can perform the work with minimum instruction and without unduly impairing the efficiency of the operation and subject to the employee having had previous successful evaluations.
- D. All timelines associated with the posting and filling of vacancies, including the trial period, shall be considered maximums. When dealing with a flexible timeline, expedited decisions are encouraged.
- E. The person selected for the position will be granted up to ten (10) work days as a trial period to determine their ability to perform the job and their desire to remain on the job. During the trial period, they shall be paid at the rate for the job for which they are assigned. If an employee fails to perform the work for the position for which they have bid or they decide they do not wish to continue, they shall be returned to their former position within the ten (10) day period.
- F. A transferred or promoted employee may be asked to spend up to three (3) days providing training to their replacement(s). Any further training assistance, beyond the three (3) days, shall be at the prerogative of the employee.

- G. It is understood that a transferred or promoted employee will provide, when requested, information about certain aspects of their former position. In no case will they work in a dual assignment.
- H. Any ten (10) month employee in the bargaining unit interested in substituting during the summer shall submit to the Human Resource Office a letter indicating their interest in subbing during the summer months. When substitutes are needed, the employer will call the secretary(s) on a seniority basis, provided the secretary is qualified as per the existing job description and that such qualification is necessary for the position as a substitute.

## ARTICLE 10

### WORKING CONDITIONS

- A. The normal work day shall be eight (8) hours per day. The normal work week shall be forty (40) hours per week, Monday through Friday.
- B. The Board recognizes the principle of a forty (40) hour work week and will set schedules and make work assignments which can reasonably be accomplished within the afore described work week. The Board will not require secretaries regularly to work in excess of such work week within or outside of any school building.
- C. Any secretary, who by mutual agreement with his/her immediate supervisor, starts his/her work earlier shall be able to quit an equivalent amount of time earlier.
- D. All secretaries shall be entitled to a duty-free, uninterrupted lunch period of not less than one (1) hour. Secretaries who agree to a scheduled lunch period of less than one (1) hour shall be permitted to leave early to compensate.
- E. The normal work hours shall be from 7:30 a.m. to 4:30 p.m. Any deviation shall be by administrative directive.
- F. Secretaries will be provided a fifteen (15) minute duty-free break in the morning and in the afternoon.
- G. When schools are not open because of "Act of God" days employees are not expected to report for work with no loss of pay or leave. Such paid days shall be limited to two (2) per school year.
  - 1. In the event that schools are closed for three (3) or more "Act of God" days in a school year, the following shall apply:



12-Month Employees - The employee shall not be expected to report to work. The employee may elect to use a vacation or personal business day, or lose a day's pay.

10-Month Employees - The employee shall not be expected to report to work, but will be expected to work on the make-up day.

2. When "Act of God" days are made up, pursuant to the current state aid act, bargaining unit members shall be required to report to work. Neither the closure of schools due to "Act of God" days nor the rescheduling of such days, shall act to increase or decrease the amount of compensation due to a bargaining unit member in accordance with their step and level on the salary schedule.
  3. Maintenance and Payroll secretaries may be required by the supervisor to report on any "Act of God" days; however, if they are required to report, they will have the option between compensatory time or additional regular hourly rate of pay for the actual hours worked. Actual hours worked begins one-half hour after the employer's telephone call to come in. Transportation will be provided as requested.
- H. Since efficient school administration is promoted when secretaries are working within their area of competence without excessive and overburdening demands, secretaries shall not be assigned non-secretarial, non-bargaining unit work which may be properly distributed to other personnel except temporarily and for good cause. Accommodation will be made in the secretary's normal workload, if necessary, to accomplish the additional assignment.
- I. During vacation periods every endeavor will be made to correlate the hours of employment for secretarial and other non-certified personnel in the building. Under no circumstances will a secretary be required to work as the sole occupant of the building.
- J. Adequate parking facilities shall be made available to secretaries for their exclusive use when possible. All future building, modernization and site expansion will include adequate parking facilities for secretaries. All parking spaces, with the exception of those secretaries who use their cars regularly for duties connected with their assignments shall be assigned by seniority.
- K. The provisions of the Agreement, and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, height, weight, non-job

interfering handicap or arrest record or membership in/or association with the activities of any secretarial organization. It is agreed, however, that efforts will be made to recruit and retain qualified minority group secretaries to approximate the percentage of minority group students within the Jackson Public Schools.

- L. If specific secretarial or clerical positions are to be eliminated, written notice shall be provided the Association and the secretary involved two (2) weeks in advance of such elimination.
- M. Upon employment, the name of each secretary shall be provided along with a written job description for the work he/she is expected to perform to the President of J.E.S.A.
- N. In the event the opening of the school year is delayed or the school year is interrupted by causes other than an Act of God, and school is scheduled to be in session on holiday-related days, Christmas vacation, Spring vacation, or the last week of June, secretaries will be required to work on all such days that school is in session, and all other days as might be necessary to complete the school year. Compensatory time off for work performed on any days listed above will be arranged by mutual agreement between the secretary and his/her immediate supervisor.

It is agreed between the parties that the intent of Article 10, N, is that if school should be delayed due to causes other than "Acts of God," secretaries and their supervisors will consider the alternative of banking days off during the delay. Such banked time may be used as work days by the Board during the time that school is later in session.

O. **Substitute Secretarial Time for Allen and Bennett Schools**

No more than twenty (20) work days per building per year at Allen and Bennett Schools may be scheduled. Scheduling of additional assistance shall be done by the building principal.

- P. If a building is closed during the work day, employees will either,
  - 1. Be released within thirty (30) minutes of closing or,
  - 2. Be relocated to another building to do work related to their specific assignment.

**Q. Medical Service to Students**

1. Employee service shall be limited to the dispensing of Band-Aids and ice packs, taking temperatures, and minimal assistance to determine the degree of injury or illness.
2. Latex gloves shall be readily available to each employee and must be used whenever working with body fluids.

**R. Administration of Medication to Students**

Employees shall not be required to administer non-prescription medication to students. Employees may be required to administer oral prescription medication to students only under the following conditions:

1. A current JPS School-Administered Medication Form has been completed, returned, and available to the employee.
2. Medication must be administered in the presence of an adult witness.
3. A School-Administered Medication Record must be maintained at a current status.
4. The Employer shall indemnify and save harmless from any liability employees who administer medication to pupils.

**ARTICLE 11**

**LEAVES OF ABSENCE**

**A. Sick Leave**

1. Any secretary, except temporary and seasonal secretaries shall be granted effective the first day of employment ten (10) work days of sick leave credit per year for ten (10) month employees and twelve (12) work days of sick leave credit per year for twelve (12) month employees. Any excess of leave time beyond the prorated leave time that is used, shall be deducted from the employee's pay. In addition, secretaries who have completed five (5) years of continuous service shall be allowed an additional five (5) days of sick leave per year. This additional five (5) days shall be added to the secretary's total each year after she/he has completed five (5) years of continuous service, and an additional five (5) days each year thereafter for continuous service. The first year shall be calculated

on a pro-rated basis (to the nearest half day) and thereafter on July 1 of each year (.42 day per month). Unused sick leave shall be accumulative indefinitely.

2. Sick leave allowance for secretaries injured while working for the Board and thus becoming eligible for Worker's Compensation benefits shall be as follows:
    - a. Accumulated sick leave days shall, on an optional basis to the secretary, be made available to the injured secretary during the period she/he is unable to work as a result of an accident.
    - b. If the secretary chooses the option of using sick leave days, her/his Worker's Compensation benefits shall be supplemented by school funds to give the secretary the equivalent of her/his regular daily rate. The secretary's sick leave would be charged with a proportionate amount of time lost, based on the ratio of school funds used to make the secretary's regular daily rate.
- B. Leaves of absence with pay chargeable against the secretary's sick leave allowance shall be granted for the following reasons:
1. Sick leave for personal illness or accident, not connected with duties of the secretary.
  2. Illness or disabling accident in the immediate family (spouse, children, parents of spouse, and parents of secretary) not to exceed eight (8) days per year.
  3. Emergency Leave - construed to mean time necessary for the conduct of personal affairs - which cannot normally be handled outside the regular work hours. Emergency leave shall include the following items, in addition to other emergencies which must be approved by the immediate supervisor:
    - a. One (1) day for attendance at school graduation of a son, daughter, or spouse. A maximum of two (2) days additional time will be allowed when travel is required.
    - b. Necessary absence in excess of three (3) days for each death in the immediate family (mother, father, spouse, children, mother or father of spouse, brothers, sisters of secretary and spouse).

c. Attendance at the funeral of persons whose relationship to the secretary warrants such attendance.

4. Personal Leave - personal leave shall be construed to mean time necessary to conduct personal affairs of a business or legal nature, family responsibilities which cannot be handled outside of school duty hours, or time absent when schools are closed because of "Act of God" days. Such leave shall be limited to two (2) days per fiscal year. Such leave will be granted at the discretion of the Human Resource Office when required for time immediately preceding or following holiday or vacation periods. All personal leave requests must be submitted at least forty-eight (48) hours in advance of date of leave, except in an emergency situation.
5. Anytime "immediate family" is mentioned in this Agreement, it also includes step family. (For example, father includes step-father, mother includes step-mother, etc.)

C. Leaves of absence with pay and not chargeable against the secretary's sick leave allowance shall be granted for the following reasons:

1. Two (2) work days per year for illness or disabling accident in the immediate family (spouse, children, parents of secretary and spouse).
2. A maximum of three (3) work days for each death in the immediate family (spouse, children, mother, father, brothers or sisters, grandparents and grandchildren of secretary or spouse).
3. Absence when called for Jury Service. Pay by the Board shall be limited to the difference between the jury duty pay and the secretary's regular daily salary, except that full salary will be paid if the secretary turns her/his pay over to the Board.
4. Court appearance as a witness in any case connected with the secretary's employment with the Jackson Public Schools.
5. Secretaries will be released one (1) day each school year for attending area or regional conferences of the Michigan Association of Education Office Personnel. The total number of released for such conferences shall not exceed 25% of the bargaining unit included in this Contract. Requests for such release must be made at least two (2) weeks in advance of the days required to the immediate supervisor.

The Jackson Educational Secretaries Association will forward a compiled list of secretaries requesting the time to the Human Resource Office.

- D. Leaves of absence without pay or fringe benefits for a reasonable period not to exceed one (1) year, will be granted when requested in writing by any secretary who has been employed for one (1) or more years with the Jackson Public School District without loss of seniority in any of the following cases: (A second year may be granted at the option of the Board if requested at least sixty (60) days before the expiration of the original approved leave).
1. Serving in any elected or appointed position, either public or association.
  2. Personal illness, either physical or mental. Request to return must be accompanied by a Board-designated physician's statement that the secretary is able to resume her/his regular duties.
  3. Prolonged illness in the immediate family, limited to spouse, children, parents of secretary and spouse.
  4. Maternity - Request to return must be accompanied by a physician's statement that the secretary is able to resume her regular duties.
  5. Other leaves for reasons as specified in the application if requested by the secretary. Such reasons will be subject to review by the Association and the Board.

E. **Return from Leave of Absence**

Return from approved leave of absence must be requested by the secretary in writing prior to the termination of her/his leave.

1. All leaves of absence are made from the Jackson Public School District and not from a specific position therein.
2. The secretary will be placed on the active list upon termination of leave and may apply for vacancies that occur in accordance with Article 8 of the Agreement.
3. The secretary will be dropped from the seniority list at such time as she/he refuses appointment to a position within the classification which she/he held at the time the leave was granted.

4. Failure to comply with the regulations as outlined in this section shall be considered as a resignation and a forfeit of seniority rights.
  5. The secretary will be dropped from the seniority list if she/he accepts employment with another employer while on leave of absence. The above will not apply to persons involved in rehabilitation or training programs required by illness or disability or while on active military service, as required by law.
- F. In addition to leaves authorized above, the immediate supervisor may authorize a secretary to be absent without pay for personal reasons for a period(s) not to exceed twenty (20) work days in any calendar year. Her/his position may be filled by a substitute for this period of time.
- G. Leaves of absence without pay for periods of more than twenty (20) days but no longer than one hundred twenty-five (125) days may be granted by the Associate for Human Resource Services, if in his/her opinion the leave may benefit the Jackson Public Schools and the secretary concerned. In such cases, the position may be filled by a substitute for the period of the leave.
- H. A secretary who is absent from duty shall report the reason and anticipated duration of the absence to his/her immediate supervisor. This report will be made at least forty-five (45) minutes prior to the start of the work day unless prevented by extenuating circumstances. All unauthorized and unreported absences shall be considered without leave and deduction of pay for the secretary shall be made for the period of the absence. Such absence may be made the grounds for disciplinary action by the Superintendent upon recommendation by the department head or principal.

## ARTICLE 12

### HOLIDAYS AND VACATIONS

#### A. Holidays

1. The following days shall be observed as paid holidays:

Day before New Year's Day  
New Year's Day  
Martin Luther King Day  
Presidents' Day  
One-half day on Good Friday  
Memorial Day

Independence Day  
Labor Day  
One-half day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Day before Christmas  
Christmas Day  
Day after Christmas  
One Floating Holiday

2. If Independence Day falls on Tuesday or Thursday, the preceding Monday or succeeding Friday shall be observed as a paid holiday.
3. Whenever any of the above holidays shall fall on Saturday, the preceding Friday shall be observed as the holiday. If the holiday falls on Sunday, the following Monday shall be observed as the holiday.
4. The secretary shall be eligible for holiday pay under the following conditions:
  - a. The secretary would have been scheduled to work on such a day if it had not been observed as a holiday, unless the secretary is on vacation, sick leave, or other authorized leave with pay.
  - b. The secretary worked her/his last scheduled work day prior to the holiday (first half of the day on those days designed a one-half day off) unless she/he is excused by the Board, or she/he is absent for any reasonable purpose. The Board and the Association shall mutually agree upon whether the purpose is reasonable in each case.
  - c. If the holiday is observed on a secretary's scheduled vacation, her/his vacation shall be extended by the number of holidays observed. If the holiday is observed while she/he is on sick leave, the holiday will not be deducted from her/his sick leave allowance.
5. Secretaries will be excused after four (4) hours of work one (1) day per year to attend an annual picnic, and after four (4) hours of work one (1) day per year to attend a Christmas luncheon. Christmas luncheon day shall be a day during Christmas break. The annual luncheon and picnic shall be scheduled by mutual agreement of both parties.



B. Vacation

1. Annual paid vacation leave for 52-week employees shall be based on the employee's employment anniversary, and shall be awarded as follows:

6 months - 8 years of service	10 days
9 years - 15 years of service	15 days
16 years - 20 years of service	20 days
21 years and beyond	22 days

2. Vacation leave for those employed less than 52 weeks per year will be prorated based on the number of weeks worked. The pro-rated vacation leave for 43 and 44-week employees, consistent with "1" above, shall be:

6 months - 8 years of service	8.5 days
9 years - 15 years of service	12.5 days
16 years - 20 years of service	17.0 days
21 years and beyond	19 days

3. Vacation day hours earned shall be equal to the work day hours.
4. Annual vacation leave for all employees shall be credited and available for use each July 1. No vacation leave may be taken during the first six (6) months of employment. If an employee leaves J.P.S. employment, any excess of leave time beyond the pro-rated leave time (earned) that is used, shall be deducted from the employee's final pay. Pro-rated leave time shall be based on the employee's anniversary date.
5. For those moving to a higher level of vacation days during the ensuing fiscal year (July 1 through June 30), the higher number of days will be credited on July 1.
6. Annual vacation carry-over to the next fiscal year is limited to a maximum of thirty (30) days. Vacation leave may be taken in excess of vacation credit earned by service prior to the starting date of leave.
7. Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may be charged against vacation leave credit.
8. Each department head or principal shall keep necessary records of vacation leave credit and shall schedule vacation leaves with particular regard to

seniority of secretaries, in accord with operating requirements and, insofar as possible, according to the desires of the secretaries. A secretary may use all or part of her/his allocated vacation allowance at any one time subject to the provisions above.

9. 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 was earned. A secretary who terminates without two (2) weeks notice or who is discharged for just cause shall forfeit vacation allowance.

### ARTICLE 13

#### COMPENSATION

- A. Employee hourly rates shall be set forth in Appendix C. These rates shall be calculated using the Salary Scale Index in Appendix B.

The Base Rates, Index 1.00, shall be as follows:

July 1, 1995 through June 30, 1996,	\$8.99
July 1, 1996 through June 30, 1997	\$9.17

- B. All secretaries shall be compensated for paid time in excess of forty (40) hours per week at a rate of one and one-half times their regular hourly rate or by time and one-half off. All secretaries covered by the Agreement shall have the option of either wages or time accrued off. Wages or time accrued by overtime work will be compensated during the normal pay period earned. Secretaries shall be compensated for time worked on any holiday as prescribed for overtime in addition to the regular pay for the holiday.
- C. Payment will be made on a bi-weekly basis on alternate Fridays. Each payment shall cover the bi-weekly period ending on Friday previous to the scheduled pay date.
- D. Part-Time Employees: Any regularly employed secretary on a continuing work schedule for less than full time, shall be compensated at the appropriate hourly wage rate.
- E. School-Year Employees: Any regularly employed secretary on a continuing work schedule during the school term and working less than the full twelve (12) months during each year, shall be compensated at the hourly rates specified for the class of her/his position during the periods actually worked or while on authorized leave

with pay, or, if the employee so elects, and the exact number of bi-weekly pay periods she/he will work is known in advance, the employee may be paid on a year-around basis at a rate calculated as follows:

$$\text{Adjusted bi-weekly pay} = \frac{\text{Total yearly pay anticipated}}{26}$$

All pay adjustments for absence without leave or other reasons as specified in this Agreement will be made in accordance with the hourly rate.

F. Entrance Salary Rates

1. Entrance Rate on Initial Employment

Original appointment to any position shall be made at the minimum rate and advancement from the minimum rate within a salary or wage range shall be by successive steps. The Superintendent may approve initial compensation for a position at a rate higher than the minimum rate in the range for the class when the needs of the service make such action necessary; provided that such secretary shall not be initially compensated above the third step of the range. Any such exception shall be based on the outstanding and unusual character of the secretary's experience and ability over and above the qualifications specified for the class, or an experience of extreme difficulty in successfully hiring at the entrance rate.

2. Starting Rate on Return to Duty

When a secretary returns to duty in the same class or position after a separation from service, such secretary shall receive the rate in the pay range at the step at which she/he was paid at the time of separation and shall subsequently serve there for at least such period as is normally required for advancement to the next step.

3. Rate of Pay on Promotion or Up-Grading

In any case where a secretary is promoted to a class with a higher pay range or the classification of her/his position is changed to a higher grade, the new rate shall be at the same step in the higher grade.

G. Movement from one salary step to the next shall be automatic and shall be effective as of the anniversary date of the employee.

H. Probation and Advancement Within a Pay Range

1. Probation

After initial appointment to a position in the classified service, the first six (6) months of service in that position shall be considered the period of probation. Upon satisfactory conclusion of the six (6) months probationary service, the salary or wage of the secretary shall be advanced one-half (1/2) of the increment to the next higher step in the salary or wage range for the class to which her/his position is allocated.

2. Advancement in the Base Range

At the completion of the first year of service, the secretary shall be advanced to the next higher rate in the appropriate salary or wage range provided that her/ his service has been satisfactory. Subsequent advancement within the range shall be dependent upon the recommendation of the department head or supervisor concerned and approval by the Superintendent when the secretary has satisfactorily completed at least one (1) year of service at her/his current rate in the appropriate pay range. Such advancement shall be made yearly until the secretary has reached the maximum base rate of the range for her/his position.

I. Job Description and Classification

1. Job descriptions and classifications shall be as set forth in a letter of agreement between the parties and shall not be altered for the duration of this Agreement unless mutually agreed to in writing by the Board and Association.
2. Requests for job description revisions shall be submitted to the Associate for Human Resource Services who shall place said request on the Agenda of the next meeting of the Professional Council, held in accordance with Article 2-C.
3. In the case of newly created positions, the Board and Association shall enter into negotiations regarding the classification of said positions. Said negotiations shall not cause any other portion of this Agreement to be reopened or renegotiated, except as otherwise agreed to in writing by the parties. A newly created position shall not be filled until such time as the parties have signed a letter of agreement setting forth the job description and classification of the new position.

4. Request for classification revisions may be made by the Board, the Association, or an employee in accordance with the Procedure for Reclassification Reviews found in Appendices D and E.
  - a. If the revision is to a classification calling for the same class grade, no salary change will be made.
  - b. If the revision is to a classification for a higher class grade, the secretary will be placed on the same step of a higher grade, where she/he will remain until her/his regular anniversary date calls for the advancement in step.
  - c. If the revision is to a classification calling for a lower class grade, the secretary will be placed in the new classification and title, but will retain her/his present salary status until such time as:
    1. The salary at the appropriate step of the schedule equals or exceeds the frozen salary rate and/or (step movement will continue where appropriate).
    2. The salary is changed through a successful appeal as provided for in Article 13-I-2, Job Descriptions and Classification.

J. **Retirement**

The Board shall not adopt nor impose any policy regarding the retirement age of secretaries which is in conflict with the provisions of this Agreement or applicable State or Federal laws. Secretaries shall not be required to retire from active service if such retirement would prevent the secretary from obtaining thirty (30) years of retirement service credit.

K. **Terminal Leave**

Terminal leave shall be paid at sixty (60) percent of the final rate of pay for a maximum of one hundred twenty (120) days of unused accumulated sick leave days, either to her/his estate upon death while in the Board's employ, or upon retirement under the provisions of the Michigan Public Schools Employees' Retirement Act.

L. **Insurance Protection**

1. The Board agrees to provide each secretary with her/his choice of either Plan A or Plan B of the insurance protection plans as provided below:

Plan A

1. Full Family MESSA Super Care-1
2. MESSA Long-term Disability
3. \$20,000 MESSA Term Life Insurance
4. MESSA/Delta Dental Plan E-07
5. MESSA Vision (VSP 2)

Plan B

1. \$50 per month for MESSA options or a Tax-sheltered annuity.
2. MESSA Long-term Disability
3. MESSA/Delta Dental Plan Auto +/08
4. \$30,000 MESSA Term Life Insurance
5. MESSA Vision (VSP 3)

General Provisions:

1. When appropriate MESSA-care and Medicare premiums instead of regular health care coverage will be paid on behalf of the secretary, spouse, and/or dependents.
2. Any secretary who for any reason retains group health insurance coverage, with coordination of benefits, from any source other than the health insurance provided by virtue of this Agreement, and her/his employment with the District, shall be ineligible and shall otherwise not receive the health insurance coverage provided herein, unless the coverage provided her/his spouse through the spouse's employment required said coverage. The secretary may select Plan A above if not taking health insurance elsewhere and shall otherwise be eligible for Plan B above. Every secretary shall annually verify in writing the existence or non-existence of any such outside group health insurance coverage. The following form shall be distributed to all secretaries during the open enrollment period:

a. Health Insurance Coverage

I hereby declare that the health insurance that I receive pursuant to Article 13-L of the Contract between the JPS and the JESA is the only group health insurance coverage, with coordination of benefits, that I retain or am otherwise eligible to receive benefits from:

Date \_\_\_\_\_

Signature of Secretary \_\_\_\_\_

3. Short-term Disability Coverage - A benefit of .662/3 of the secretary's hourly rate shall be paid when the following conditions are met:

- a. The exhaustion of sick days and
  - b. The expiration of thirty (30) work days of illness. These "30 work days" need not be consecutive nor for the same illness but must have occurred within twelve (12) months. But, the last three days must be consecutive workdays and for the same condition.
  - c. The benefits shall be equal to those of the MESSA LTD program provided in this Article. These benefits will continue until LTD benefits have begun.
4. Secretaries working for a minimum of twenty four (24) hours per week shall be given coverage as provided above. The current twenty (20) hour per week employee in the Special Education position will still be eligible for benefits at a twenty (20) hour minimum. Employees hired after January 1, 1996, will be subject to the twenty-four (24) hour minimum.
  5. In the event of layoff, the Board of Education agrees to pay insurance benefits for the month that the employee was laid off plus one (1) month.
  6. It is understood and agreed that there will be no duplication of coverage under medical insurance benefits by the secretary, if the spouse is offered medical coverage by the Jackson Public Schools Board of Education.
  7. The parties will negotiate the impact of any state or national health insurance program which might occur during the term of the 1992-95 Agreement.
- M. If the secretary is driving her/his own automobile on official school business and if the Board and the secretary are jointly liable as a result of such automobile use, then the Board will maintain liability insurance in excess of the secretary's personal liability insurance. The secretary must report forthwith in writing to the Business Office any accident involving the secretary while on school business and maintain, at least the minimum liability insurance as required by Michigan Law to gain advantage of this coverage.
- N. A mileage allowance for authorized travel on official school business by a secretary in a personally-owned automobile shall be paid at the current rate established by the PNA.

- O. Yearly passes covering all athletic events shall be made available to secretaries and spouses for the high school. A written request along with \$1.00 per pass shall be sent to the high school athletic director within two (2) weeks after the start of school. Such pass covers one person only and is not transferable.

#### ARTICLE 14

##### EMPLOYEE EVALUATIONS

- A. Professional evaluation of the work of employees shall be accomplished in writing under the following circumstances:
1. Each school year, the immediate supervisor of the employee shall submit written evaluations of the performance of each employee under their supervision. They shall consist of a rating and descriptive statement of the employee's performance as indicated on the evaluation form provided. (Appendix G).
  2. Evaluations shall be made upon completion of 90 days employment and six (6) months employment. Thereafter, employees will be evaluated in May of each year. In preparing this report, the immediate supervisor of the employee shall involve all supervisory personnel working with the secretary at the time of the evaluation. Failure to evaluate as stated shall presume satisfactory in all categories.
  3. If a supervisor believes an employee is doing unacceptable work, the reasons therefore shall be set forth in specific terms as shall an identification of the specific ways in which the employee is to improve when applicable. In subsequent evaluations, failure to again note a specific deficiency shall be interpreted to mean that adequate improvement has taken place.
  4. All evaluations must be discussed with the employee before they are submitted to the Superintendent or her/ his designee and shall bear the signatures of the evaluator(s) and the employee. Employees are required to sign the evaluation to indicate that they have seen it. Employees will be provided the opportunity to discuss their evaluation with the supervisor(s) who prepared it. An employee's signature on the evaluation will not constitute approval of the evaluation, but indicates the employee is familiar with it.



5. After consultation with the supervisor, her/his designee, or other persons in a supervisory position in relation to the employee who has been involved in the preparation of the evaluation, the employee will have the right to add remarks, statements, or other information pertinent to the evaluation. Such remarks shall be attached to the original evaluation and shall contain the signature of both the employee and the person(s) preparing the evaluation.
6. The immediate supervisor may at any time submit additional reports to the Superintendent or her/his designee, concerning the performance of individual employees with the provision that such evaluations conform to the requirements set forth in this Article.
7. A copy of the written evaluation shall be submitted to the employee at the time of such personal interview.
8. In the event of an unsatisfactory evaluation, the employee may request re-evaluation after 30 days.
9. No comments shall be added to the evaluation by a supervisor(s) after it is signed by the employee.
10. No employee shall be required to fill out a self-evaluation form.

## ARTICLE 15

### EMPLOYEE IMPROVEMENT

- A. In cases where a secretary agrees to attend a workshop or takes additional specialized training at the specific request of the Board, her/his enrollment fee will be paid and her/his regular salary shall continue during the workshop or training period. No overtime salary will be paid in such cases.
- B. A secretary required to attend a workshop or take specialized training shall have her/his enrollment fee, materials and mileage paid by the Board. When such training takes place outside the Jackson area, necessary expense for room and meals shall also be paid by the Board. Regular salary shall continue during this period.
- C. The Board will pay enrollment fees for four (4) secretaries with a maximum of ten (10) days total, each year desiring to attend workshops, in-service training sessions, or statewide conventions. Her/his regular salary shall continue during the workshop training period. The

Association reserves the right to assign secretaries wishing to attend sessions.

- D. Secretaries may enroll in the Jackson Public Schools Adult Education Program or the Jackson Community College or other appropriate colleges for courses that would directly relate to their employment with the school district provided that:
1. Enrollment in such courses must have prior approval of the Human Resource Office.
  2. Fees for approved courses shall be paid by the Board of Education.
  3. Courses shall be limited to one per semester.
  4. Request for approval must be made in writing, stating course and fees and meeting nights at least two (2) weeks in advance of the first meeting.

#### ARTICLE 16

##### MISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms, and supersedes and cancels all previous Agreements, verbal or written or based on alleged past practices, between the school district and the Association, and shall constitute the entire agreement between the parties. Any amendment or Agreement supplemental hereto shall not be binding upon either party until such amendment or Agreement has been duly ratified by both parties.
- B. If any provision of the Agreement or any application of the Agreement to any secretary or group of secretaries shall be found contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions and application shall continue in full force and effect.
- C. Copies of this Agreement shall be duplicated at the expense of the Board and presented to all secretaries now employed or hereafter employed by the Board during the duration of the Agreement.
- D. The Board and the Association agree to the principle that differences shall be resolved by the appropriate and peaceful means concerning any matter which is subject to the grievance procedure, without interruption of the school program. Accordingly, the Association agrees

that during the term of this Agreement, it shall not direct, instigate, or support any strike action in such cases against the Board. As used herein, the term "strike" shall mean the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions or compensation, or the rights, privileges or obligations of employment. Failure of employee(s) to return to her/his work station upon request by the Board shall result in disciplinary action up to and including discharge.

**ARTICLE 17**

**DURATION OF THIS AGREEMENT**

This Agreement shall be effective as of July 1, 1995, and shall continue in effect through June 30, 1997. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. This Agreement may be extended by mutual agreement, in writing, signed by both parties.

In Witness Whereof, the parties have executed this Agreement by their duly authorized representative.

JACKSON EDUCATIONAL SECRETARIES  
ASSOCIATION  
JACKSON, MICHIGAN

THE BOARD OF EDUCATION  
THE JACKSON PUBLIC SCHOOLS  
JACKSON, MICHIGAN

BY Mary Davis  
(Association President)

BY James Kici  
(Board President)

BY Marilyn Chene  
(Negotiation Chairperson)

BY Lauretta D. Harding  
(Board Secretary)

**APPENDIX A**  
**CLERICAL AND FISCAL GROUP CLASSIFICATION PLAN**

<u>Class Grade</u>	<u>Job Title</u>
11	Switchboard Operator
11	Computer Operator/Attendance
12	Elementary Clerk Typist
12	Middle Sch. Clerk Typist/Switchboard Operator
12	High School Counselors' Secretary
12	Special Education IEPC Secretary
12	Chapter I Assistant Technician
12	Middle School Clerk Typist
13	Early Childhood/Personnel Secretary
13	Middle School Attendance Secretary
13	High School Attendance Secretary
13	High Sch. Clerk Typist/Switchboard Operator
13	High School Secretary
13	High School Athletic Director's Secretary
13	Federal Programs Clerk Typist
13	Business Office Account Clerk
13	Special Education Clerk Typist
13	JEF/Transportation Secretary
13	Federal Programs/Curriculum Secretary
14	Elementary School Secretary
14	Middle School Secretary
14	Middle School Scheduling Secretary
14	High School Secretary
14	Alternative School Secretary
14	Adult Educ. Records/Student Schedules Sec.
14	Maintenance Account Clerk
14	Education Service Center Clerk Typist
14	Printer
14	Graphic Typist/Printer
15	Middle School Administrative Secretary
15	Adult Education Bookkeeper
15	Warehouse Account Clerk
15	Federal Programs Administrative Secretary
15	Maintenance Administrative Secretary
15	Data Systems Operator/Programmer
15	Transportation Secretary
15	Payroll Account Clerk
15	Special Education Administrative Secretary
15	Special Education Registrar
15	Central Office Administrative Secretary
15	Administrative Services Secretary
16	Adolescent Health Sec./Middle Sch. Bookkeeper
16	High School Scheduling Admin. Secretary
16	High School Bookkeeper
16	High School Records Secretary
16	High School Administrative Secretary
16	Adult Education Administrative Secretary
16	Chief Payroll Account Clerk
16	District Bookkeeper
16	Print Shop Coordinator

**APPENDIX B  
CLERICAL AND FISCAL GROUP SALARY SCALE INDEX**

Grade	1.0000	1.0500	1.1025	1.1576	1.2155	1.2763	1.3401
10	1.0000	1.0500	1.1025	1.1576	1.2155	1.2763	1.3401
11	1.0500	1.1025	1.1576	1.2155	1.2763	1.3401	1.4071
12	1.1025	1.1576	1.2155	1.2763	1.3401	1.4071	1.4775
13	1.1576	1.2155	1.2763	1.3401	1.4071	1.4775	1.5514
14	1.2155	1.2763	1.3401	1.4071	1.4775	1.5514	1.6290
15	1.2763	1.3401	1.4071	1.4775	1.5514	1.6290	1.7105
16	1.3401	1.4071	1.4775	1.5514	1.6290	1.7105	1.7960

**APPENDIX C**

**Effective July 1, 1995 - June 30, 1996**

Class Grade	Minimum First Year	Second Year	Third Year	Fourth Year	Max. Fifth Year	8 Yrs & 1Yr.at Max. Rate	15 Yrs. & 1Yr at Long I.
						Long I	Long II
10	8.99	9.44	9.91	10.41	10.93	11.47	12.05
11	9.44	9.91	10.41	10.93	11.47	12.05	12.65
12	9.91	10.41	10.93	11.47	12.05	12.65	13.28
13	10.41	10.93	11.47	12.05	12.65	13.28	13.95
14	10.93	11.47	12.05	12.65	13.28	13.95	14.64
15	11.47	12.05	12.65	13.28	13.95	14.64	15.38
16	12.05	12.65	13.28	13.95	14.64	15.38	16.15

**Effective July 1, 1996 - June 30, 1997**

Grade	Year	Year	Year	Year	Year	Long I	Long II
10	9.17	9.63	10.11	10.62	11.15	11.70	12.29
11	9.63	10.11	10.62	11.15	11.70	12.29	12.90
12	10.11	10.62	11.15	11.70	12.29	12.90	13.55
13	10.62	11.15	11.70	12.29	12.90	13.55	14.23
14	11.15	11.70	12.29	12.90	13.55	14.23	14.94
15	11.70	12.29	12.90	13.55	14.23	14.94	15.69
16	12.29	12.90	13.55	14.23	14.94	15.69	16.47

To calculate annual salary, multiply hourly rate by the following:  
 52-week employee 2080 hours      43-week employee 1720 hours  
 44-week employee 1760 hours

## APPENDIX D

### PROCEDURE FOR RECLASSIFICATION REVIEW

#### A. Submission of Request

1. Request for classification revisions shall be submitted to the Associate for Human Resource Services.
2. Copies of requests shall be forwarded to the Association President.
3. The Associate for Human Resource Services and the Association will identify a mutually agreeable Professional Council meeting date. The meeting date will be set within fourteen (14) days of receipt of the written request of either party.

#### B. Professional Council

1. In addition to the committee representatives provided for in Article 2, Paragraph C, the Council will include one additional person when dealing with reclassification reviews.
2. This additional voting member of the Council shall be selected by mutual agreement of the parties and will serve a one (1) year renewable term.

#### C. Consideration of Request

1. The moving party requesting a revision will be given the opportunity to make their appeal to the Professional Council.
2. The Council, in executive session, shall, after appropriate discussion, determine by a majority vote if a request will:
  - a. Be submitted to the research consultant for a job analysis evaluation;
  - b. Be resolved by the Council; or
  - c. Denied any further consideration.
3. Each member of the Council shall hold one (1) vote. Votes shall be conducted by secret ballot.
4. The Council's inability to agree upon options a, b, or c will be viewed as selection of option a. A request denied any further consideration may only be resubmitted to the Council after the expiration of six months from the date of the Council's action, or if further changes have been made in the job.
5. The Council may, for the sake of efficiency, decide to consolidate similar requests for revisions. All final decisions on requested revisions shall be implemented forthwith, i.e., see 6-g.

6. Requests submitted to the Research Consultant

- a. The Associate for Human Resource Services shall contact the consultant.
- b. The Council will review and clarify their expectations with the consultant.
- c. The consultant will determine how the required data will be gathered and the schedule for such.
- d. The Council will be obligated to cooperate with and assist the consultant when requested.
- e. All costs associated with a job analysis evaluation shall be shared equally between the parties.
- f. The results of the job analysis evaluation will be submitted to the Professional Council. The Council, acting within the terms of the Agreement, shall then determine, by vote, the appropriate disposition of the review.
- g. When a reclassification review results in a classification revision, the revision will take effect the first of the month following the decision.

**APPENDIX E**

**RECLASSIFICATION TABLE**

A contractual agreement providing for the revision of Appendix A, Clerical and Fiscal Group Classification Plan, became effective September 1, 1991. That agreement also provided for appeals or reviews of the classifications. In preparation for said reviews, the parties have also entered into a procedural understanding entitled, *Procedure for Reclassification Reviews*.

The effected classifications were, in the most part, generated by a point-factor evaluation system. This same point-factor system will serve as the basis for reclassification appeals. In order to make an objective classification placement, it is necessary to establish a "point to grade" range.

Therefore, the Board and the Association agree that the following point to grade ranges will be used as the standard for job placement within the Class Grades 10 through 16.

**POINT TO GRADE TABLE**

<u>CLASS GRADE</u>	<u>POINT RANGE</u>
10	810 - 1225
11	1226 - 1250
12	1251 - 1280
13	1281 - 1320
14	1321 - 1360
15	1361 - 1410
16	1411 - 1480

**APPENDIX F**

**JACKSON EDUCATIONAL SECRETARIES ASSOCIATION**

**Jackson, Michigan**

**GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ Jackson Public Schools

**Distribution of Form**

Refer to J.E.S.A. Agreement for Time Limits

1. Superintendent
2. Supervisor
3. Association
4. Secretary

Submit to Supervisor in Duplicate

Building                      Assignment                      Name of Grievant                      Date Filed

**LEVEL I and II**

Date Cause of Grievance Occurred: \_\_\_\_\_

1. Statement of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relief Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant                      /                      Date

3. Disposition by Supervisor: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor                      /                      Date

4. Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant                      /                      Date



LEVEL III

1. Date Received by Grievance Committee: \_\_\_\_\_

Position of Grievance Committee: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

2. Date Received by Superintendent or Designee: \_\_\_\_\_

Disposition of Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

3. Position of Grievant and/or Association: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

LEVEL IV

1. Date Received by Board of Education or Designee: \_\_\_\_\_

Disposition by Board: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

2. Position of Grievant and/or Association: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

LEVEL V

1. Date Submitted to Arbitration: \_\_\_\_\_

Disposition and Award of Arbitrator: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ / Date \_\_\_\_\_

**APPENDIX G**  
**SECRETARIES**  
**EVALUATION FORM**

\_\_\_\_\_  
Department/School

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Position

**Directions: It is not necessary to comment about each characteristic. Comments are to reflect a behavioral description of employee performance.**

The degree that the employee is achieving the work expected in terms of quality, quantity, neatness and accuracy.

The degree that the employees personality, poise, habits, conduct and character meet the requirements of the job.

The degree that the employee relates and establishes rapport with students of various backgrounds.

The degree of flexibility and ability to meet changing assignments.

The degree that the employee relates to teachers, principals and other adults in the building.

Other Comments:

Overall I rate this employee as: \_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Unsatisfactory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluating Administrator

This report has been reviewed by me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee to signify receipt, not agreement.

Employee Comments:

**APPENDIX H**  
**SECRETARIAL CONTINUING EDUCATION**  
**APPLICATION FORM**

Secretaries may enroll in the Jackson Public Schools Adult Education Program, Jackson Community College or any appropriate college for courses that would directly relate to their employment with the School District provided that:

1. Enrollment in such courses must have prior approval of Human Resources.
2. Fees for approved classes shall be paid for by the Board of Education after evidence of satisfactory completion of the course.
3. Courses shall be limited to one per semester.
4. Request for approval must be made in writing, stating course name, fees, and meeting nights at least two (2) weeks in advance of the first meeting.

Complete the form below and submit to Human Resources for approval.

-----

Name \_\_\_\_\_ School/Dept. \_\_\_\_\_

Course Name \_\_\_\_\_  
(include a copy of the course description)

Course Dates \_\_\_\_\_

How is this course directly related to your employment with the School District? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved

Not Approved

Rationale: \_\_\_\_\_

\_\_\_\_\_

Associate for Human Resources \_\_\_\_\_

Date \_\_\_\_\_

Revised 2/96

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