

3352

6/30/97

**MASTER AGREEMENT**

**BETWEEN**

**MERIDIAN PUBLIC SCHOOLS**

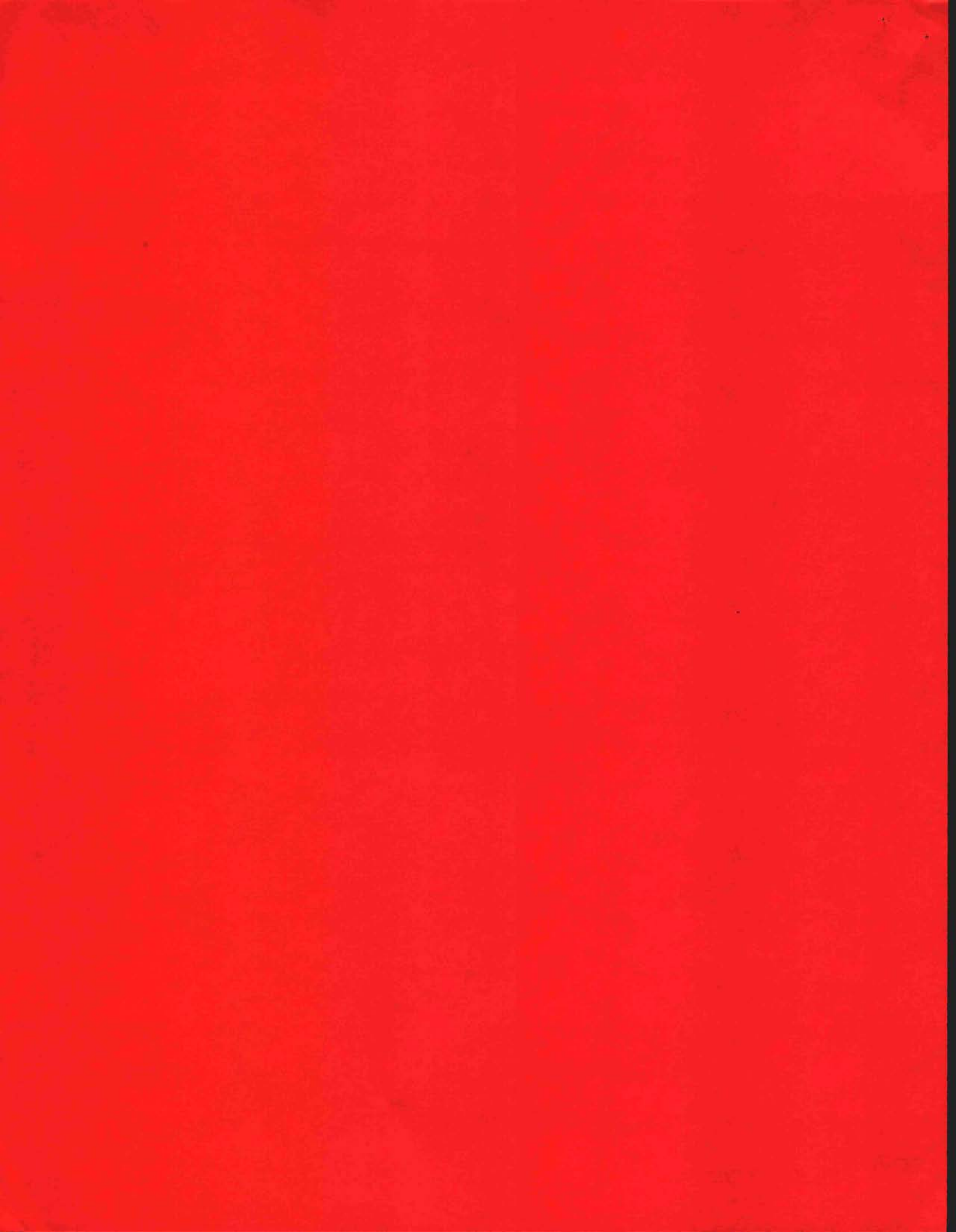
**BOARD OF EDUCATION**

**AND**

**MERIDIAN OFFICE PERSONNEL ASSOCIATION**

**JULY 1, 1994 THROUGH JUNE 30, 1997**

*Meridian Public Schools*



## SECRETARY SALARY SCHEDULE

	94-95	95-96	96-97
S-1 Central Office Secretary and Administrative Bookkeeper			
Step 1	9.66	9.85	10.05
Step 2	10.17	10.37	10.58
Step 3	10.93	11.15	11.38
Step 4	11.45	11.68	11.92
Step 5	11.97	12.21	12.46
Step 6	12.13	12.37	12.62
Step 7	12.44	12.69	12.94
Step 8	12.60	12.85	13.11
Step 9	12.70	12.96	13.22
Step 10	12.92	13.18	13.44
Step 11	13.03	13.29	13.55
Longevity - 2% after 15 years.			

S-2 Building & Adult Ed Secretaries			
Step 1	9.15	9.33	9.52
Step 2	9.53	9.72	9.91
Step 3	9.92	10.12	10.33
Step 4	10.32	10.53	10.74
Step 5	10.72	10.93	11.15
Step 6	10.85	11.07	11.29
Step 7	11.11	11.33	11.56
Step 8	11.24	11.47	11.69
Step 9	11.35	11.58	11.81
Step 10	11.57	11.80	12.04
Step 11	11.68	11.91	12.15
Longevity - 2% after 15 years.			

S-3 Assistant Secretary and Administrative Clerk (52 weeks)			
Step 1	8.49	8.66	8.83
Step 2	8.90	9.08	9.26
Step 3	9.27	9.46	9.65
Step 4	9.67	9.87	10.07
Step 5	10.08	10.28	10.48
Step 6	10.21	10.41	10.62
Step 7	10.47	10.68	10.89
Step 8	10.60	10.81	11.03
Step 9	10.70	10.92	11.13
Step 10	10.91	11.13	11.35
Step 11	11.02	11.24	11.46
Longevity - 2% after 15 years.			

### Placement on the Salary Schedule

Vacation time and/or other applicable fringe benefits, according to the Secretarial Contract, are based upon actual years of service in

the District. Placement on the Salary Schedule may not reflect actual years of service.

Secretary Classification Defined:

10 Month - (40 weeks = 203 or as increased by the Teachers Contract and 7 paid holidays) 10 month have the option to work an extra week prior to the beginning of the year at the discretion of the principal.

12 Month - (52 weeks = 250 work days paid and 10 paid holidays)

PAY RATE INCREASES TO BE EFFECTIVE ON EACH EMPLOYEE'S EMPLOYMENT ANNIVERSARY DATE. Each will be a maximum one (1) year duration.

SHIFT DIFFERENTIAL: Any eight (8) hour Meridian Office Personnel Association member that begins their eight hour work day at 12:00 noon or later, will be paid a fifteen cent (15) per hour additional differential for those days worked.

CLASSIFICATION RETENTION: All office personnel employed at the conclusion of the 1984-85 school year, shall remain in their 1984-85 classifications and shall be paid at that rate ie., Ruth Ann Laplow - S-1 Administrative Secretary.

SUMMER HOURS: When 52 week secretarial staff are granted summer hours (shortened work day granted by Board action) the 10 month secretaries will be granted summer hours for the last 10 days worked in the Spring and the first 10 days worked at the beginning of the new school year.

NEW PERSONNEL CLASSIFICATION - New office personnel hired after July 1, 1985 shall be placed in the appropriate classification commensurate with the position assigned and at the corresponding wage scale.

EXPERIENCE ALLOWANCE FOR NEW EMPLOYEES - Up to 4 years secretarial and office experience will be allowed for placement experience on this pay rate schedule.

IN SERVICE/CONFERENCES - Expenses for one (1) in-service conference or workshop per year subject to principal and superintendent approval over and above any required by the district.

SENIORITY - Seniority in the Meridian Office Personnel Association shall be defined as the length of unbroken continuous service with the district within the office personnel. An employee shall lose all seniority should she retire, resign, or be discharged. Persons on pregnancy leave may be off six weeks without loss of seniority. Should the district determine the need for lay off of office personnel, those with the least seniority shall be laid off first.

INCLEMENT WEATHER DAYS

1. The First Two Days Closed.

When school is closed, if the employee determines that weather conditions warrant it, they shall have the option of not reporting to work upon notification of the appropriate supervisor. In such cases, the employee shall have the option of using a personal day, a vacation day, or deduct to cover the snow day.

2. School Closed any Days AFTER the First Two Previously Discussed.

a. Year-round, Fifty-two Week Employees.

All year-round, fifty-two week secretarial employees are to report for their regular work day. If unsafe driving conditions prohibit an employee from getting to work on time safely or possibly not at all, please contact your immediate supervisor.

b. School Term, Ten Month Employees

School term secretarial employees do NOT report to work on Act of God days beginning with the third Act of God day for the year. Since ALL school days missed, after the first two Act of God days, must be made up, secretarial employees will still be working their full year.

c. Two Hour Delays

When school is delayed due to fog, ice, snow, etc., secretarial employees are to report at their regular time. If it is too unsafe, you be the judge regarding your being on the road.

OVERTIME/COMPENSATORY TIME OFF

All pre-authorized overtime to be paid at 1 1/2 times present step rate. Compensatory time off to be arranged with immediate supervisor.

TWELVE MONTH EMPLOYEES:

Sick Leave

All Twelve month employees shall earn one (1) day of sick leave for each month of service. The day of sick leave earned shall be defined as the normal daily wage that an employee earns in his/her regular assignment of work. Sick leave may be accumulated up to 135 days.

Employees qualifying for sick leave who are absent from work as a result of an injury which is compensated under the Workmen's Compensation Act shall have the option to receive the difference between his/her daily wages and the compensation payments, if such is less up to the extent of the employee's number of days accumulated sick leave.

Absences Chargeable to Sick Leave:

1. Personal illness.
2. Other specified types:
  - a. Quarantines.
  - b. Family illness - Any employee absent due to the illness of members of his/her family may choose to deduct these days from his/her sick leave. Family is to be defined as: father, mother, husband, wife, child, brother or sister. Absence due to extremely serious illness of parents-in-law or grandparents, brother-in-law, sister-in-law, may also be deducted from these days if the employee chooses.

Funeral Leave

1. Death in family:
  - a. Family includes: Husband, wife, children, mother, father, mother-in-law, father-in-law, grandmother,



grandfather, sisters, brothers and any other relative or nonrelative living or making their home in the household of the employee or whose funeral arrangements the employee is responsible. (Not to exceed 5 days per relative.)

2. Attendance at funerals of close relatives and friends not to exceed three (3) days per year. (Other than a. above).

#### Personal Business Days

Twelve month employees may be granted three (3) days for personal business. These three (3) personal business days shall not be granted immediately before or after holidays or vacations, except in emergency conditions, nor may they be used immediately prior to termination of employment. Personal business days are noncumulative.

Procedures to be followed for taking personal business days:

1. Satisfactory arrangements are to be made at least two (2) days in advance and approval from the supervisor to be obtained, unless an emergency exists in which case the two day period is waived.
2. Employees being granted permission to take a personal business day for personal business that must be conducted during the employee's regular working hours, shall be required to sign the proper form which is to be turned in to the office.

#### Paid Holidays

All twelve month employees shall receive ten (10) paid holidays per year. If a holiday falls on an off day for an employee, they shall receive either compensatory time off or one (1) day holiday pay at the option of the employer. Following is a list of holidays with time off with pay: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day.

#### Vacation

Twelve month employees shall be granted paid vacation on the basis of the following:

0 - 12 months	One week (5 days) prorated if less than full work year.
2 - 14 years	Two weeks (10 days) plus additional day for each year over five years (19 days maximum)
15 - 20 years	Four weeks (20 days).
20 years & over	Twenty (20) days plus an additional day each year to twenty-five (25) days.

Years worked as a Meridian Public School secretary ONLY, qualify for vacation time!

Vacation time shall be earned from the date of employment to the

first succeeding July 1 and thereafter shall be computed only from July 1 to June 30 each year so long as the individual's employment continues. Vacation earned the last year worked will be pro-rated if the employee leaves the district before their work year ends. Vacations shall be granted at the discretion of the supervisor, taking into account the needs of the school district and the desires of the employee. Except by special permission of the superintendent, vacations will not be granted from the period of August 15 through September 30. If two or more employees request the same vacation time and only one request can be granted seniority shall be the determining factor.

#### Life Insurance

The Board will provide \$20,000 Life/AD & D Insurance for all twelve month employees. Insurance coverage will be offered only under the carrier selected by the district.

#### Health Insurance

##### Plan "A" - Head of Household

Fully paid health insurance will be provided for those secretaries who qualify as head of household as defined by the Internal Revenue Service. Insurance coverage will be offered only under the carrier selected by the district.

##### Plan "B" - Options

For an employee who does not qualify for Plan "A", the employer will pay the monthly single subscriber health insurance amount toward annuities or insurance options available under the carrier selected by the Board.

#### Long Term Disability Income Insurance (LTD)

The District shall provide an LTD program that requires a three month qualifying period and will reimburse the employee sixty percent of their monthly earnings not to exceed \$1,500.

#### Dental Insurance

Fully paid dental insurance will be provided. Insurance coverage will be offered only under the carrier selected by the district.

#### TEN MONTH EMPLOYEES:

Definition: A ten month employee is defined as a regular employee who works in a job assignment under any of the following conditions:

- a. Works as a regular employee in a position for eight (8) hours a day and forty (40) hours a week during the period of the year when school is in session.
- b. Works as a regular employee in a position calling for less than eight (8) hours a day and less than forty (40) hours a week during the period of the year when school is in session.
- c. Works as a regular employee in a regular position less than eight (8) hours a day and less than forty (40) hours a week during the regular work year.

### Salary Schedule

The employee's year shall be constituted as then (10) months of actual work employment for application of the hourly wage schedule.

### FRINGE BENEFITS

Those employees who work for the school system only on a ten month regular basis as described in the paragraph titled "Definition" shall receive fringe benefits as follows:

#### Sick Leave

The employee shall accumulate his/her one day's normal earnings a month for each month's work (10) and these earnings may be accumulated up to 135 days. They shall be paid their day's normal earnings for each work day missed according to the provisions of the sick leave policy for twelve month employees up to the extent of their accumulated sick leave.

#### Absences Chargeable to Sick Leave:

1. Personal illness.
2. Other specified types:
  - a. Quarantines.
  - b. Family illness - Any employee absent due to the illness of members of his/her family may choose to deduct these days from his/her sick leave. Family is to be defined as: father, mother, husband, wife, child, brother or sister. Absence due to extremely serious illness of parents-in-law or grandparents, brother-in law, sister-in-law, may also be deducted from these days if the employee chooses.

#### Funeral Leave

1. Death in family:
  - a. Family includes: husband, wife, children, mother, father, mother-in-law, father-in-law, grandmother, grandfather, sisters, brothers and any other relative or nonrelative living or making their home in the household of the employee or whose funeral arrangements the employee is responsible. (Not to exceed 5 days per relative.)
2. Attendance at funerals of close relatives and friends not to exceed three (3) days per year. (Other than a. above.)

#### Personal Business Days

Same as twelve month employees except substitute two (2) days.

#### Paid Holidays

New Year's Day, Good Friday, Memorial Day, Labor Day (except for those employees who start after Labor Day), Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

#### Vacation

Paid vacation shall be granted on the basis of the following: Three (3) days per year granted under the same conditions as the twelve



month employees.

Life Insurance

The Board will provide \$20,000 Life/AD & D Insurance for all ten month employees. Insurance coverage will be offered only under the carrier selected by the district.

Health Insurance

Plan "A" - Head of Household

Fully paid health insurance will be provided for those secretaries who qualify as head of household as defined by the Internal Revenue Service. Insurance coverage will be offered only under the carrier selected by the district.

Plan "B" - Options

For an employee who does not qualify for Plan "A", the employer will pay ten-twelfths (10/12) of the monthly single subscriber health insurance amount toward annuities or insurance options available under the carrier selected by the Board.

Long Term Disability Income Insurance (LTD)

The District shall provide an LTD program that requires a three month qualifying period and will reimburse the employee sixty percent of their monthly earnings not to exceed \$1,500.

Dental Insurance

Fully paid dental insurance will be provided. Insurance coverage will be offered only under the carrier selected by the district.

All portions of this agreement shall be effective July 1, 1994 through June 30, 1997. I witness thereof, the parties have executed this agreement by their duly authorized representatives.

*Greg L. Chinn*  
Board of Education

6-26-95  
Date

*John M. Boy*  
Board of Education

6-26-95  
Date

*Kathy Shaffer*  
Meridian Office Personnel Association

6/21/95  
Date

*Mary K. Morgan*  
Meridian Office Personnel Association

6-19-95  
Date

LETTER OF UNDERSTANDING

This is a letter of understanding between the Meridian Office Personnel Association and the Board of Education.

It is agreed as follows:

A new position has been established under the terms of the Meridian Office Personnel Association for a ten month part-time Special Education Secretary. As with other positions, the Board reserves the right to increase/decrease hours or to eliminate the position, if it deems appropriate.

Salary

This position will be paid on the S - 3 Classification.

Fringe Benefits

The part-time Special Education Secretary position will receive fringe benefits as follows as long as it remains less than eight hours per day, 40 hours per week.

Sick Leave: The employee shall accumulate his/her one day's normal earnings a month for each month's work and these earnings may be accumulated up to 135 days. Because this employee works less than full time, sick leave benefits will be prorated.

Absences chargeable to sick leave shall be the same as for other district 10 month employees in this bargaining unit, except that they will be prorated.

Funeral Leave: There shall be no paid funeral leave for the part time Special Education Secretary position.

Personal Business Days: There shall be no paid personal business days for the part-time Special Education Secretary position.

Paid Holidays: There shall be no paid holidays for the part-time Special Education Secretary position.

Vacation: Paid vacation shall be granted on the basis of the following: Three (3) days, prorated, per year.

Insurances: There shall be no paid insurance benefits for the part-time Special Education Secretary position.

Agreed to By:

For the Association

Kathy Shaffer  
President

Date

6/21/95

For the Board of Education

Michael J. Mans  
Superintendent

Date

6-26-95