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6/30/93

MASTER AGREEMENT

BETWEEN

EAST CHINA SECRETARIES ASSOCIATION -

**MICHIGAN EDUCATION ASSOCIATION
EDUCATIONAL SUPPORT PERSONNEL**

AND

EAST CHINA TOWNSHIP SCHOOL DISTRICT

BOARD OF EDUCATION

FOR THE PERIOD OF

JULY 1, 1990 - JUNE 30, 1993

East China Township Public Schools

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AGREEMENT

THIS AGREEMENT made and entered into this 11th day of February, 1991, by and between EAST CHINA TOWNSHIP SCHOOL DISTRICT, hereinafter referred to as the "Employer" or the "Board", and the EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION, MEA/NEA, through its local affiliate, THE EAST CHINA SECRETARIES ASSOCIATION, hereinafter referred to as the "Association."

WITNESSETH

In consideration of the premises and the mutual covenants and promises of the parties hereto, it is hereby agreed as follows:

PREAMBLE

Whereas, it is the desire of the parties to this Agreement to work together harmoniously and to promote and maintain relations between the Employer and the Association, which will serve to the best interest of all concerned; Now, Therefore, the parties hereto agree as follows:

ARTICLE I

Recognition

A. Pursuant to and in accordance with Act No. 379 of the Public Acts of 1965, the Board hereby recognizes the MICHIGAN EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION through its local affiliate, THE EAST CHINA SECRETARIES ASSOCIATION, as the exclusive bargaining representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and working conditions of all employees of the Employer included in the following bargaining unit:

All full-time office clerical employees, excluding supervisors, secretary to the Superintendent, secretary to the Director of Personnel, secretary to the Business Manager, students, substitutes and all other personnel.

Full-time employees shall mean those employees scheduled to work at least six (6) hours per day or thirty (30) hours per week for at least forty (40) weeks during the fiscal year July 1st to June 30th. All personnel represented by the Association in the above defined unit shall, unless otherwise indicated hereinafter, be referred to as "secretaries."

B. The Board agrees not to negotiate with any educational secretaries organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual secretary from presenting a grievance and having the grievance adjusted without intervention of the Association through Level II. However, the adjustment cannot be inconsistent with the terms of the bargaining agreement in effect and the bargaining representative must be given an opportunity to be present for such adjustment.

ARTICLE II

Employees' Rights

A. Pursuant to Act No. 379 of the Public Acts of 1965, the Board hereby agrees that secretaries employed by the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any secretary in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any secretary with respect to hours, wages, or any terms or conditions of employment by reason of her membership in the Association, her participation in any lawful activities of the Association or collective professional negotiations with the Board, or her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its secretaries to appropriately invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.

C. The Association and its members shall have the right to use school building facilities at all reasonable hours for meetings, at no expense to the School Board. No secretary shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises. Bulletin boards shall be made available to the Association and its members for posting of materials such as notices of meetings, notices of elections, Association recreational and social events. The Association will be allowed to use the inter-office school mail facilities

for such notices provided the Board shall have no responsibility in any way for any material in connection with the use of these facilities.

D. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information normally compiled as public documents concerning the financial resources of the District, tentative budgetary requirements and allocations as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the secretaries. However, the compilation of statistical data and budgetary information not normally required of the District is the responsibility of the Association. Copies of the Board agenda and attachments will be directed to the Association President.

ARTICLE III

Compensation

A. The salaries of secretaries covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Secretaries will have the option of receiving their pay in either twenty-two or twenty-six (26) equal pays. The increment of the salary schedule will only be granted once per fiscal year beginning July 1. Personnel hired on or before December 31 will be given a full year of credit on the salary schedule at the beginning of the next fiscal year beginning July 1. Personnel hired between January 1 and June 30 will not be granted a salary increment for that period of time. Secretaries will be required to submit biweekly payroll timesheets verifying days worked, paid holidays, absence, etc., during their work year.

B. The following legal holidays shall be observed for secretaries on a 52-week work schedule and they shall be paid: New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, Good Friday and Easter Monday if school is not in session. Ordinarily, if a holiday falls on Saturday, it shall be observed on Friday, and if the holiday falls on Sunday, it shall be observed on Monday.

1. The following holidays shall be counted as days worked for secretaries on a work schedule of less than 52 weeks: New Year's Eve, New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, Good Friday and Easter Monday if school is not in session. If a holiday falls on Saturday, it shall be observed on Friday, if it falls on Sunday, it shall be observed on Monday.

2. Vacation

- a. The vacation year shall be July 1 through June 30. The vacation service years are to be earned by vacation year.
- b. Secretaries hired prior to January 1 will be given credit for a full year of employment for vacation purposes. Secretaries hired after January 1 but prior to July 1 get no credit toward vacation for this period of time either the year of hire or thereafter.
- c. No service credit will be given for any year in which the secretary was on a leave of absence for more than six (6) months or laid-off for more than six (6) months.

d. 52-Week Employees:

<u>Years of Service</u>	<u>Vacation Days</u>
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After One Year	5
After Two Years	10
After Six Years	15
After Twelve Years	20
After Twenty Years	25

e. Less than 52-Week Employees Hired Before 04-18-88:

<u>Years of Service</u>	<u>Vacation Days</u>				
<u>Weeks Worked</u>	<u>40-42</u>	<u>43-44</u>	<u>45-46</u>	<u>47-48</u>	<u>49-50</u>
After One Year	1	1	2	3	4
After Two Years	1.5	2	4	6	8
After Six Years	2	3	5	7	9
After Twelve Years	2.5	4	6	8	10
After Twenty Years	3	5	7	9	11

C. If a full-time secretary who works less than 52-weeks transfers to a 52-week secretarial position, he/she will receive one (1) year of credit for vacation purposes under this schedule for each year of service for the years spent in a secretarial position of less than 52-weeks.

D. If a 52-week secretary transfers to a secretarial position of less than 52-weeks, he/she will receive one (1) year of credit for vacation purposes under this schedule for each year of service for the years spent in a 52-week secretarial position.

E. Secretaries have the right to choose the time of their vacations subject to work schedule. No vacation time may be taken while school is in session without the permission of the Superintendent or his designee.

F. Secretaries are permitted to choose either a split or an entire vacation subject to work schedule.

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

H. 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.

I. Vacation time will not be accumulative and will not be compensable if not taken, unless prior approval is given by the Director of Personnel. Vacation earned the previous fiscal year (July 1 - June 30) must be taken by August 31 of the following year. By example, a 52 week employee who earns five vacation days during the 1988-89 school year, is eligible to use those five days between July 1, 1989 and August 31, 1990.

J. A maximum of two (2) secretaries who are designated by the President of the Association, and upon written notice at least seven (7) days in advance to the Director of Personnel, shall be released from regular duties without loss of salary one (1) day each year for the purpose of participating in area or regional meetings of the County or State Association of Educational Secretaries.

K. **Snow Days**

1. When schools are closed to students due to adverse weather conditions or other acts of God (hereafter "snow days") secretaries shall not be required to report for work and shall be paid their regular rate of pay, provided, however, secretaries who work fifty-two (52) weeks shall receive their regular rate of pay for such days to a maximum of four (4) days per year. Any snow days over four (4) days per year missed by 52-week secretaries shall be without pay; however, 52-week secretaries will be allowed to use accumulated sick leave days and/or vacation time for up to two (2) additional "snow days" if needed. The use of sick

leave days and/or vacation time for these two (2) days is at the discretion of the secretary. If a secretary is asked to work and agrees to do so, she will be given compensatory time off at a later time mutually agreed upon.

2. If snow days are made up during the regularly scheduled calendar school year such as during spring break, secretaries work less than fifty-two (52) weeks shall work the make-up days as set by the Board of Education without additional compensation. Fifty-two (52) week secretaries shall work their regular schedule on make-up days and shall not receive any additional compensation above their regular rate of pay for these make-up days.
3. If snow days are made up after the end of the regularly scheduled school year, secretaries shall work their regular schedule and shall receive their regular rate of pay. If the District adds any work days to the secretaries' work year, the secretaries who would not otherwise be working shall be paid for said additional work days.
4. If the District is not required to make up snow days under State law, then the following shall apply:

"When all schools are closed to students due to adverse or inclement weather conditions, the secretaries shall not be required to report for work but shall be paid up to a maximum of six (6) days per year."

If a secretary is asked to work and agrees to do so, she will be given compensatory time off at a later time mutually agreed upon.

L. If a secretary is transferred to or substitutes in a higher classification position, she will receive the higher rate of pay for this position for over five (5) continuous work days.

M. The hourly rate for all hours worked over forty (40) hours in one (1) week will be time plus one-half (1-1/2 times the hourly rate). A week is defined as 12:01 a.m. Sunday through midnight on Saturday.

N. The district will pay a "perfect attendance bonus" in the amount of fifty dollars (\$50.00) each quarter to each secretary who has perfect attendance during that quarter. If any employee receives the bonus for all quarters in a year as defined below, the bonus for the last or final quarter of the year shall be one hundred dollars (\$100.00). Vacation days, personal business days, paid holidays and days when school is closed by the district (i.e. snow days) shall not be counted

in determining perfect attendance. The quarters for 52 week secretaries shall be September through November, December through February, March through May, and June through August; the quarters for less than 52 week secretaries shall be September through November, December through February, and March through May. This bonus will be paid in the month following the quarter. 52-week secretaries are eligible for four quarters, and less than 52-week secretaries are eligible for the quarters from September through May. The employee shall notify the payroll office when he/she is eligible for said bonus.

ARTICLE IV

Hours of Work

- A. The normal work day shall be eight (8) hours per day not including lunch. The normal work week shall be forty (40) hours per week, Monday through Friday, except for employees hired for less hours.
- B. All secretaries shall be entitled to a duty-free uninterrupted unpaid lunch period for not less than one-half hour (1/2) hour.
- C. Secretaries will be provided a fifteen (15) minute relief time in the morning and in the afternoon. Normally, this break time cannot be used at the beginning or end of the work day.
- D. Summer Work Schedule - Commencing with the first Monday following the close of the regular school year and continuing until the 3rd Monday preceding Labor Day, secretaries shall work seven and one-half (7 1/2) hours per day and will be paid for eight (8) hours. The unpaid lunch period shall be in addition to the seven and one-half (7 1/2) hours of work.
- E. Secretaries shall be notified in writing of the start of the work year no later than two (2) weeks prior to the start of the work year. The secretarial work year will be as follows:

52-week Secretary - 52 weeks including vacation and holidays as set forth herein

44-week Secretary - 220 work days including vacation and holidays as set forth herein

43-week Secretary - 215 work days including vacation and holidays as set forth herein

42-week Secretary - 210 work days including vacation and holidays as set forth herein.

If there is a reduction in staff and/or a reduction in the length of work year, the procedure followed will be in accordance with the Seniority, Layoff & Recall provisions of the Master Agreement.

ARTICLE V

Work Loads and Assignments

- A. Secretaries shall not regularly be assigned work outside their job descriptions.
- B. When additional help is deemed necessary by the Director of Personnel, the secretary shall receive the services of a Co-op girl or other appropriate assistance.

ARTICLE VI

Seniority, Layoff & Recall

- A. Seniority shall be defined as length of continuous service within the District as of the bargaining unit member's first working day. In the circumstance of more than one (1) individual beginning employment on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. Any secretary who accepts any secretarial position within the District outside the bargaining unit shall have her accumulated seniority frozen. Seniority under this Agreement accrues only to bargaining unit members.
- B. A bargaining unit member shall be deemed to have terminated his/her employment if he/she retires, resigns, or is discharged for just cause which is not reversed through the grievance procedure.
- C. A seniority list shall be published by the Board to the Association by October 1, of each year.
- D. In any reduction of the secretarial staff, a secretary with greater seniority shall be given preference over a secretary with less service to retain her employment as long as she meets the qualifications for the position. A reduction of staff is the elimination of a position, a reduction of the work year of over two (2) weeks, or a reduction of over five (5) hours per week. Any secretary whose position is involved in a reduction of staff shall be given two (2) weeks written advance notice.
- E. Laid off secretaries shall be recalled in reverse order of layoff to any secretarial position for which they are qualified.

F. Notice of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the employee is to report back to work. It shall be the employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled employee shall be given at least eighteen (18) calendar days from the date of the mailing of the recall notice to report to work. Employees recalled to work for which they are qualified are obligated to take said work. An employee who declines recall to perform work for which he/she is qualified shall be deemed to have terminated his/her employment. The Association will be notified of any recall.

G. Employees on layoff shall retain their seniority for purpose of recall for a period of three (3) years. An employee on layoff for more than three (3) years shall lose his/her seniority rights and all other rights and benefits of this Agreement. This three (3) year recall provision shall be effective July 1, 1985.

H. A secretary shall serve a probationary period of ten (10) working months.

ARTICLE VII

Vacancies, Transfers & Promotions

A. A vacancy shall be defined as a newly created bargaining unit position or a present bargaining unit secretarial position that is not filled.

B. Whenever any vacancy in any bargaining unit position in the District shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association President and providing for posting in each school building. No vacancy shall be filled, except in case of an emergency on a temporary basis, until such vacancy shall have been posted for at least five (5) working days. Said posting shall contain the following information:

1. Position classification
2. Location of work
3. Starting date
4. Rate of pay
5. Current length of work year/hours
6. Summary of minimum requirements

Interested employees must apply in writing to the Superintendent or his designee within the five (5) day posting period. The Board may consider late applications from within the bargaining unit at its sole discretion.

C. All job vacancies shall be posted for a period of five (5) working days in each operating building during the regular school year. During the summer months when school is not in session, notices of job vacancies shall be posted in all buildings where there are fifty-two (52) week secretaries. Upon written request to the Director of Personnel, secretaries working less than fifty-two (52) weeks shall be mailed notices of job vacancies which occur while such secretaries are away from their jobs. Such requests shall be furnished to the Director of Personnel prior to the end of such secretary's work year and shall include the address to which the notices are to be mailed.

D. When a position is filled under this ARTICLE, the President of the Association shall be notified of the successful candidate at the time the position is filled.

E. A "promotion" is an upward change to an open position in a higher classification which results in additional compensation for additional duties or responsibilities to be performed during the regular working day. A "transfer" is a lateral change to a vacant position within the same classification or salary level.

F. A secretary promoted shall receive the higher rate of pay for all hours worked in the new position. A secretary selected for a vacancy will be moved to that position no later than thirty (30) working days from the date the position actually becomes vacant or the end of posting notice date, whichever is later. If a secretary reverts to her former position, she will receive that rate of pay. A secretary moving to a vacancy will not be allowed to apply for another vacancy for one (1) year without the approval of the Director of Personnel.

G. A secretary promoted or transferred shall be granted up to a maximum of thirty (30) working days as a trial period to determine her desire to remain on the job and for the Board to determine her ability to perform the job. After the trial period, the secretary who reverts to her previous position either at her request or by Board determination, shall do so without loss of seniority. The decision of the Board is not subject to the grievance procedure.

H. Authorized promotions and transfers within the bargaining unit shall be made on the basis of qualifications and seniority. In the event the most senior applicant is denied a promotion or transfer, a request for hearing concerning the reasons for denial may be filed with the Director of Personnel within ten (10) working days but not thereafter. The Director of Personnel will react within five (5) working days after the hearing date. If the secretary disagrees with the reasons, she shall have the right to invoke the grievance procedure with the Director of Personnel at Level II and may proceed through Level III.

I. Not more than three (3) years of credit for business experience and/or business school education shall be allowed on the salary schedule. Comparable

clerical experience within the school system may be allowed at full credit in addition to any credit that may be allowed for business experience and/or business school education. The above experience allowed on the salary schedule is at the discretion of the Board and is not subject to the grievance procedure.

J. Any secretary asked by her supervisor to temporarily assume the duties of another secretary, will be paid the regular rate for those duties for the time worked. A temporary change in duties will not result in a reduction in pay.

ARTICLE VIII

Paid Leave

A. Sick leave shall accrue at the rate of one and one-half (1-1/2) days per month for each month of active employment in this District during the terms of this contract, not to exceed eighteen (18) days per year. The accumulation shall be limited to a maximum of two hundred and one (201) days.

B. Sick days without loss of pay may be taken for the days scheduled to work up to the maximum accumulation of such sick days for the following reasons and subject to such limitations as provided:

1. Illness or physical disability or any exposure to contagious disease that requires isolation as certified to by a physician licensed to practice. The Board or its designees reserve the right to require a physician's statement for any period of illness or disability.
2. Death in the immediate family, a maximum of four (4) days per incident, at least three (3) days of which shall be between the time of death to and including the day of the funeral. Immediate family shall be interpreted as husband, wife, children, mother, father, brother, sister, grandchildren, father and mother-in-law, and grandparent.
3. For serious emergency illness or disability in the immediate family and/or to make arrangements for medical or nursing care for serious emergency illness or disability in the immediate family, but not to exceed three (3) days per incident with a total allowance of six (6) days per year for all such incidents. However, the Board may require verification of the need at its discretion.
4. For the funeral of a brother-in-law, sister-in-law, niece, nephew, and the death of a relative residing in the same household, but limited to one (1) day per incident.

C. A secretary will be allowed to use accumulated sick leave days to offset the loss or difference between Workers' Compensation and her regular daily wage. The rate of sick leave deduction will be prorated based on the difference allowed under Workers' Compensation to the regular daily wage. The Employer's maximum liability under this paragraph shall be the salary amount of the secretary's accumulated sick leave days at the time of the claim. If the secretary is receiving Workers' Compensation benefits from the School District, she will continue to have her health insurance and dental insurance paid by the Board up to twelve (12) months from the date of injury or illness. These benefits are subject to the rules and regulations of the Board's Carrier and the Board's only responsibility is to pay the School District group rate premiums if allowed to do so by the Board's Carrier. The secretary will continue to accumulate seniority if she is receiving Workers' Compensation benefits from the School District.

D. A maximum of three (3) personal business days (non cumulative), one of which is without review, will be allowed annually without loss of pay, chargeable against sick days, for business and family obligations that cannot be met outside the regular school day. Personal business days may be used for such things as court appearances, attending graduation exercises of children and attending funerals of relatives and close personal friends, provided that written arrangements are made with the school principal or supervisor three (3) days in advance of the anticipated absence. In case of an emergency, the principal or supervisor may waive the three (3) day written advance notice. Except for funerals of relatives and close personal friends and court appearances which cannot be postponed, the last working day before or after a holiday or vacation will not be recognized by the Board as a personal business day. Personal business days will not be permitted for the purposes of personal pleasure such as travel, hunting, skiing, sports events, extended vacations or for gainful employment. Routine doctor and dentist appointments are to be scheduled on the secretary's personal time. Emergency doctor and dentist appointments will be deducted from sick leave. The three (3) days advance notice is not required for the funerals of relatives or close personal friends. It is not the intent of personal business days to extend a vacation, holiday or weekend. A day without review will not be allowed the last working day before or the first working day after a holiday or vacation period, during a shortened work week, in conjunction with a day off without pay or cannot be included along with vacation days. No more than three (3) secretaries, district wide, will be granted a day without review on the same day. If more than three (3) secretaries apply, the approval will be based on the order of receipt. The three (3) day advance notice is also required for the request for a leave day without review.

E. **Jury Duty** - If called for jury duty, a secretary will be expected to request service during the summer months or at other times when school is not in session. While on jury duty, the Board will pay the difference between the amount paid by the court, excluding mileage and expenses, and the amount ordinarily received in

salary. The secretary will be required to work the days she is not serving as a juror. While on jury duty, no deduction will be made from sick days and/or vacation days.

ARTICLE IX

Unpaid Leaves of Absence

A. After the completion of her probationary period, a secretary whose personal illness extends beyond the accumulation of her sick leave days shall be granted, upon written request, a leave of absence without pay and without benefits for a period of up to six (6) months. During this period she may return to the same position. If her illness extends beyond this six (6) month period, she may be granted a leave of absence without pay and without benefits for up to an additional twelve (12) months. During this twelve (12) month period she will be allowed to return to the same position or a substantially equivalent position, if available. During the six (6) months she will accrue her seniority and during the additional twelve (12) months she will maintain her seniority but will not have any leave time credited for advancement on the salary schedule nor will she receive any other benefits. This position will be posted to a thirty (30) day maximum period on a temporary filling of job. After thirty (30) days, the position shall be posted to the membership and will be filled by the membership by qualifications and seniority for the duration. The person acquiring said position shall be paid the rate of that classification. Any secretary not returning to work upon the expiration of her unpaid leave shall be terminated. If the secretary does not return, then the position must be posted as an open position. If the secretary who was on leave returns to her position as allowed, then the membership secretary who filled the position will be considered as having her position eliminated.

B. A personal leave of absence without pay and without benefits may be granted, upon written request, for a period of up to ninety (90) calendar days. During this period of absence, a secretary may return to the same position and accrue seniority and maintain any accumulated sick leave. If a secretary does not return from this leave as scheduled, she will be deemed to have terminated her employment.

C. Child Care or Maternity Leave - After the completion of her probationary period, a secretary may request a Child Care or Maternity Leave for up to a twelve (12) month period. She may return to the same position or a comparable position, if available. She may return early if a position is open for which she is qualified. The return from leave should be arranged so that optimum use can be made of the secretary's time to the benefit of the School District. The secretary shall notify the

Board of her intention to return at least two (2) months before the expiration of her leave. Failure to so notify the Board of her intention to return shall be deemed to mean that the secretary has resigned her position. This leave shall be without pay, without benefits, without salary credit, and without seniority credit. Any secretary who wishes to work beyond the end of her seventh (7th) month of pregnancy shall furnish the Board with a certificate from her personal physician that she can continue working without danger to her health and well-being. A Child Care Leave is normally defined as taking a leave to be with a child in your own household up through age six (6).

ARTICLE X

Resignation

- A. Any secretary desiring to resign shall file a resignation letter with the Board (Office of Personnel) at least ten (10) working days prior to effective date.
- B. Any secretary who discontinues her services does not forfeit her right to earned vacation time.

ARTICLE XI

Severance Pay

In appreciation for services to the School District, a severance payment for sick leave accumulated over fifty (50) days in accordance with ARTICLE VIII, Section A, will be paid to the secretary when she leaves the system providing she shall have a minimum of ten (10) years of continuous employment prior to resigning or retiring according to the following schedule:

1990-91	\$25 per day	maximum payment \$3,100
1991-92	\$25 per day	maximum payment \$3,200
1992-93	\$25 per day	maximum payment \$3,300

ARTICLE XII

Insurance Protection

A. HEALTH, DENTAL, AND VISION COVERAGE

1. **Health Insurance** - Beginning with the effective date of coverage the Board will pay the cost of hospital-medical-surgical insurance for secretaries under the Blue Cross/Blue Shield Plan MVF II, Option 4 (Single, Two Person, or Family) currently in effect in the school district for each regularly employed secretary who works six (6) or more hours daily and who makes proper application to the Central Administrative Office on forms as required by the Carrier. The provisions of the Group policy and the rules and regulations of the Carrier will govern as to the commencement and duration of benefits and all other aspects of coverage. The Board's sole and only responsibility shall be to pay its portion of premiums as set forth in this paragraph. Subscribers will be allowed to select health insurance Option SD (Sponsored Dependent) at their own expense through payroll deduction. Upon written authorization by the secretary, the Board will deduct from the secretary's paycheck and transmit to the Blue Cross/Blue Shield for the additional option selected by the secretary. It is understood that the contribution made in one (1) month is actually for coverage commencing the first day of the following month and retroactive payments will not be made. It is understood that double health insurance coverage is not permitted.
2. **Dental Insurance** - The Board will pay the premium for dental insurance equivalent to the current Blue Cross/Blue Shield Plan that is in effect. However, the Board shall determine the Carrier and specific plan.
3. **Vision Insurance** - Upon proper written application, the Board will pay the premium (single, two-person, or family, whichever is applicable) for a vision plan with benefits no less than the Blue Cross/Blue Shield Vision Program A-80 which is currently in effect. The plan shall include internal and external coordination of benefits. The provisions of the group policy and the rules and regulations of the Carrier will govern as to the commencement, amount, and duration of benefits and all other aspects of coverage. The Board's sole and only responsibility shall be to pay the premiums.

If there is an improvement in the teachers' dental and/or health insurance plan, the secretaries will be given similar coverage. The Board shall determine the Carrier and specific plan. The provisions of the group policy

and the rules and regulations of the Carrier will govern as to commencement, amount and duration of benefits and all other aspects of coverage.

B. **Long Term Disability Insurance** - The Board will pay the premium for long term disability insurance protection for each employee covered by this contract under a group policy with a Carrier selected by the Board. The policy will be of a type where benefits are payable for continuing disability commencing six (6) months after absence due to sickness or accident commences and shall be not more than sixty percent (60%) of base salary or a maximum amount as follows, whichever is lesser:

1990-91 school year	-	maximum of \$1,200
1991-92 school year	-	maximum of \$1,300
1992-93 school year	-	maximum of \$1,400

The provisions of the group policy and the rules and regulations of the Carrier will govern as to commencement, amount and duration of benefits and all other aspects of coverage. The Board's sole and only responsibility shall be to pay the premiums.

C. **Term Life Insurance** - The Board will pay the premium for Group Term Life Insurance protection in the face amount of thirty-five thousand dollars (\$35,000) for each clerical person under a group policy with a Carrier selected by the Board. Subject to agreement by the Carrier, the policy will include the following privileges:

1. Clerical personnel who start work after the effective date of the policy will be covered effective the first day of the month following active employment.
2. Clerical personnel leaving employment with the School District after the effective date of the policy will be covered until the first day of the month following departure;
3. Clerical personnel will have the right to convert coverage when discontinuing employment with the School District without physical certification as to insurability.

The provisions of the group policy and the rules and regulations of the Carrier will govern as to the commencement and duration of benefits and all other aspects of coverage. The Board's sole and only responsibility shall be to pay its portion of premiums as set forth in this paragraph.

For each secretary for whom the Board does not pay any premium for the medical/hospital insurance described in ARTICLE XIII-A and if the secretary certifies that he/she is covered by another contract medical/hospital plan, the

secretary will have the choice of one of the following, effective the first of the month following active employment:

- Twelve thousand dollars (\$12,000) of additional Group Term Life Insurance, or
- Fifty dollars (\$50.00) per month for a Board paid tax sheltered annuity. The tax sheltered annuity Carrier selected by the secretary must be one of those previously approved by the Board of Education. In order to receive this tax sheltered benefit, the secretary must make proper written application on forms as required by the Carrier and/or the Board. Less than 52-week secretaries will receive this annuity for the full 12-month period.

D. **Insurance Payments** - The Board will continue to make payments of insurance premiums and/or annuities subject to the approval and provisions of the Carrier as follows:

1. For the months of July and August even though the secretary may not be scheduled to work.
2. Secretaries on maternity or child care leave - to provide coverage to the end of the month in which the leave commences.
3. Resignation during the school year - to provide coverage to the end of the month in which the resignation commences.
4. Retirement or resignation at the end of the school year - to provide coverage through August or until the secretary is covered by another plan, whichever is earlier.

E. In order to effect change in coverage and/or initiate coverage under the various insurance plans, the secretary must complete the appropriate forms of the Carrier at the Central Administrative Office of the school district. The provisions of the group policy and the rules and regulations of the Carrier will govern as to the commencement and duration of benefits and all other aspects of coverage. The Board's sole and only responsibility shall be to pay its portion of the premiums. The master insurance policies are available at the Central Administrative Office of the school district, and the Association having examined them agrees that the coverages afforded thereby meet the requirements of the Agreement.

ARTICLE XIII

Continuing Education

A. The Board shall pay the fees, transportation, and reasonable living expenses for one (1) or two (2) members of the Association to attend the annual State Conference or the annual workshop of the Michigan Association of Educational Secretaries if approved by the Superintendent.

B. With prior approval of the Director of Personnel or the Superintendent of Schools, the Board will reimburse secretary(s) one-half (1/2) of the cost of tuition, fees and books up to a total maximum of \$100.00 in any one fiscal year for any course work, classes or training which is related to or will augment or improve the secretary's performance of his/her responsibilities. This training includes but is not limited to course work taken at the college level, business or secretarial courses, computer or other high tech courses or training. To receive reimbursement, the secretary must submit proof of successful completion of the work and paid receipts covering same.

ARTICLE XIV

Negotiation Procedures

A. The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

B. In any negotiations described in this ARTICLE, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the membership of the Association, but the parties mutually pledge that the representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures.

ARTICLE XV

Grievance Procedure

A. A grievance is defined as an alleged violation of a specific article or section of the Agreement. A grievance not filed with the Board or its designated representative within ten (10) working days of the alleged violation is null and void.

B. In the event that an employee believes that there is a basis for a grievance, she shall follow the procedure listed:

1. Level I - The matter shall be discussed informally with her supervisor or principal.
2. Level II - Within five (5) working days of the meeting at Level I, if the employee is not satisfied with the disposition of the grievance at Level I, she shall file the grievance in writing with the Director of Personnel who shall arrange a meeting with the grievant and/or Association representative within five (5) working days of its receipt and shall render a decision within five (5) working days of the meeting.
3. Level III - In the event the employee is not satisfied with the disposition of the grievance at Level II, she shall file a grievance with the Board within ten (10) working days of the disposition at Level II. The Board shall take up the grievance at its' next informational meeting and shall render its' decision within ten (10) working days of the next action meeting.
4. Level IV - If the Association is not satisfied with the disposition by the Board, the Association may submit the grievance to arbitration within fifteen (15) working days of the receipt of the disposition from the Board or within fifteen (15) working days of when the disposition should have been made by the Board. If the parties cannot agree upon an arbitrator within five (5) working days, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

C. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. The arbitrator shall have no power to establish a new job rate or to change the existing wage rate structure, or to establish new jobs, or change existing job content, or establish work standards, or to substitute his judgment for that of the Board. His authority shall be limited to deciding whether a specific article and section of this Agreement has been violated and shall be subject in all cases to the rights, responsibilities, and authority of the parties under the Michigan General School Laws and any other national, state, county, district, or local laws. The arbitrator shall not usurp the functions of the Board or the proper exercise of its judgment and discretion under law and this Agreement. The decision of the arbitrator, if within the scope of his authority, as above set forth, shall be final and binding.

D. The fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear his own expense in connection therewith.

E. A written resume on the grievance form which is attached shall accompany the grievance through each step. Such resume shall record what is approved or denied, giving the reasons for such decision, and shall be signed by both parties at each step. The complete disposition shall be attached to the original grievance and filed with both parties for future reference and/or record.

F. The time limits provided in this ARTICLE shall be strictly observed but may be extended by written agreement of the parties. Failure to answer a grievance within the period specified moves the grievance automatically to the next step. Failure to file an appeal of a decision within the specified time limits shall render the grievance null and void.

G. The following matters shall not be the basis of any grievance filed under the procedure outlined in this ARTICLE:

1. Any matter in which it is specifically stated in this Agreement that the decision or approval of the Board, the Superintendent or the Administration is final and/or any matter in which it is stated that the decision of the Board is not subject to the grievance procedure.
2. The termination of services of any probationary secretary.

H. The grievant is the only secretary who will be allowed to be absent from work without loss of pay in order to participate in an arbitration hearing. If there is more than one grievant at the arbitration hearing, the Association will bear the expense of any substitute costs for any additional grievant(s). If the number of secretaries required to be present at arbitration hearing would cause undue disruption to the District, such hearing will be held outside working hours. During grievance

hearings, a secretary will only be allowed to participate during school hours with the approval of the Director of Personnel or Superintendent.

I. A working day is defined as a regular work day for a fifty-two (52) week employee.

ARTICLE XVI

Evaluation

A. All monitoring or observations of any employee shall be conducted openly. Employee evaluation shall be based on observation or knowledge of employee work for periods of time that accurately sample the work. Formal evaluations shall be made in writing on the evaluation form(s) set forth herein in Appendix C.

B. All evaluations shall be reduced to writing on the evaluation form and a copy given to the employee within ten (10) work days of the evaluation. At the request of the employee, an evaluation conference shall be held within five (5) work days of receipt of the evaluation. If the employee disagrees with the evaluation, she may submit a written response which shall be attached to all copies of the evaluation.

C. Following each formal evaluation, the evaluation shall be signed by the immediate supervisor and employee. The employee's signature shall indicate that she has received a copy of the evaluation. In no case shall the employee's signature be construed to mean that she necessarily agrees with the contents of the evaluation. The employee shall be given a signed copy of the evaluation, and another signed copy shall be placed in the employee's file.

ARTICLE XVII

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. It shall likewise supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.

B. Copies of this Agreement shall be made at the expense of the Board and a copy presented to each secretary now employed or hereafter employed by the Board. Twelve (12) copies shall be provided to the Union.

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

ARTICLE XVIII

Management Rights

Subject to the terms of this Agreement, and except as modified by the specific terms of this Agreement, the Employer retains all rights and powers to manage the East China Public Schools, and to direct its employees. The Association recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan and as are inherent in the rights and responsibilities to manage the Public School System, including, but not limited to, the right:

1. To the exclusive management and administrative control of the school system and its properties and facilities, and the activities of its employees during working hours;
2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees;
3. To determine the hours of work and the duties, responsibilities, and assignments of employees, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, 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 hereof are in conformance with the Laws and Constitution of the State of Michigan, and the Laws and Constitution of the United States.

ARTICLE XIX

No-Strike Clause

During the period of this Agreement, the Association members agree not to strike or encourage a strike.

ARTICLE XX

Union Dues or Fees and Payroll Deductions

A. Any Bargaining Unit Member who is not a member of the Union in good standing or who does not make application for membership within thirty (30) days from the date of commencement of duties, shall, as a condition of employment pay as a service fee to the Union an amount equivalent to the Union's regular dues and assessments, excluding initiation fees; provided, however, that the Bargaining Unit Member may authorize payroll deductions for such fee in the same manner as provided below. In the event that a Bargaining Unit Member shall not pay such service fee directly to the Union or authorize payment through payroll deduction as provided in this Agreement, the Board shall, at the request of the Union, terminate the employment of such Bargaining Unit Member. The parties expressly recognize that the failure of any Bargaining Unit Member to comply with the provisions of this ARTICLE is just and reasonable cause for discharge.

B. During the period of time covered by this Agreement, the Employer agrees to deduct monthly from the pay of the Employee all regular and usual dues and assessments, excluding initiation fees, of the Union, levied in accordance with its Constitution and by-laws, or service fee equal to the regular dues and assessments; provided, however, that the Union presents to the Employer an authorization signed by the Employee allowing such deduction and payment to the Union. Changes either as to additions in Union membership or changes in dues will be certified to the Employer in writing by the Union at least one (1) month in advance of the effective date of the change.

C. For new employees, the payment of dues or representation fee shall start no later than the month following completion of thirty-one (31) days of employment.

D. The Union will indemnify, defend and hold the Employer harmless against any claim made, and against any suit instituted against the Employer on account of any check-off of Union dues, or representation fee equivalent to dues, or discharge of any employee for failure to authorize the deduction of such dues, or representation fee, or failure to pay dues, or representation fee.

E. The amount of dues will be certified in writing to the Employer by the Secretary-Treasurer of the Union. Normally, the deductions will be made the first pay of the month, and the amount of the dues, or representation fee forwarded to the Union no later than the 20th of the month.

F. The procedure in all cases of discharge for violation of this Article shall be as follows:

1. The Union shall notify the secretary of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance, and shall further advise the recipient that a request for discharge will be filed with the Board in the event compliance is not effected.
2. If the secretary fails to comply, the Union may file charges in writing with the Board, and shall request termination of the secretary's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.

G. The Board, upon receiving a signed statement from the Union's President indicating the secretary has failed to comply with the requirements of this ARTICLE, shall immediately notify said secretary that her services will be discontinued at the end of thirty (30) working days. However, if at the end of this period the secretary or secretaries receiving the termination notice shall then be engaged in pursuing any legal remedies contesting the discharge under this provision before a court of competent jurisdiction, such secretary's services shall not be terminated until such time as such secretaries have either obtained a final decision as to the legality of said discharge, or said secretary or secretaries have ceased to pursue the legal remedies in said matter in a court of competent jurisdiction.

H. The Union shall indemnify the Board and hold it harmless from any and all costs and expenses incurred by the Board in connection with this ARTICLE including claims for unemployment compensation without limiting the general obligation of the Union hereunder. The Union agrees to assume the legal defense of any action or proceeding brought against the Board by reason of any action taken or not taken by the Board under this ARTICLE. If the Union does not defend the Board within the required time limits or settle such action or proceeding, the Union shall reimburse the Board, promptly upon demand, for all reasonable legal fees and expenses incurred by the Board in connection with such action or proceeding. If the Union fails to make prompt reimbursement, the Board shall be entitled, in addition to any other legal remedies, to apply to such indebtedness of the Union to the Board, until paid in full, all dues, assessments and representation benefit fees collected by the Board on behalf of the Union pursuant to the provisions of this ARTICLE.

I. The Union, after consultation with the Board, has the right to decide whether to defend such action or proceeding or whether or not to appeal the decision of any court or other tribunal rendered therein. The Union shall assume all liability for failure to defend any such action or proceeding and shall be liable for all costs of appeal including judgments that may be rendered.

J. The Union has the right to choose the legal counsel to defend any such action or proceeding.

K. With respect to all sums deducted by the Board pursuant to authorization by the employee, whether for Professional Dues or Representation Benefit Fee, the Board agrees to remit promptly to the Association all monies so deducted.

L. During the term of this Agreement, the Board will honor requests for payroll deductions for credit union, Association dues, Representation Benefit Fees, health insurance, tax sheltered annuities and charitable contributions. These deductions must be in accordance with Board policy and have prior approval by the Board.

M. Nothing herein shall require any secretary to be a member of any organization.

N. This ARTICLE takes effect upon ratification by the Board of Education. Retroactive dues or service fees, if any, will not be part of any payroll deduction requirement nor any part of any employment requirement.

ARTICLE XXI

Discharge and Demotion

No non-probationary secretary shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.

ARTICLE XXII

Duration of Agreement

This Agreement shall be in effect as of July 1, 1990, until June 30, 1993. This Agreement shall not be extended orally, and it is expressly understood that it expires on the date indicated.

EAST CHINA TOWNSHIP SCHOOL DISTRICT

By _____
Its President

And _____
Its Secretary

Date _____

EAST CHINA SECRETARIES ASSOCIATION - MEA/NEA

By Dawn M. Trudeau
President

By Rosalie A. Roland
Secretary

By _____
Representing the MICHIGAN EDUCATION ASSOCIATION -
EDUCATIONAL SUPPORT PERSONNEL

Date _____

Bargaining Team Members

MEA/NEA: Rosalie Roland, Dawn Trudeau, Linda Tedrick, Rhonda Chartier, Pat Richey

Board: Martin Good, Carolyn Goozen, Robert Rood, Gary Fletcher

APPENDIX A
SALARY SCHEDULE

Elementary Secretaries

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1.	\$ 9.60	\$ 10.13	\$ 10.69
2.	10.02	10.57	11.16
3.	10.45	11.02	11.63
4.	10.92	11.52	12.15
5.	11.39	12.02	12.68

Director's, Secondary Principals' Secretaries & Bookkeepers

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1.	\$ 9.71	\$ 10.24	\$ 10.80
2.	10.13	10.69	11.27
3.	10.55	11.13	11.74
4.	10.97	11.57	12.21
5.	11.50	12.13	12.80

Clerk-Typists

<u>Step</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
1.	\$ 8.81	\$ 9.29	\$ 9.80
2.	9.23	9.74	10.28
3.	9.71	10.24	10.80
4.	10.23	10.79	11.38
5.	10.71	11.30	11.92

**APPENDIX B
GRIEVANCE FORM
MICHIGAN EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION**

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>
<hr/>		
LEVEL I:	Date of Informal Meeting with Supervisor	<hr/>
LEVEL II:	A. Date Cause of Grievance Occurred	<hr/>
	B. Contract Article(s) Violated	<hr/>
	C.* Statement of Grievance	<hr/>
	D.* Relief Sought	<hr/>
		<hr/>
		<hr/>
	<hr/>	<hr/>
	Signature of Grievant	Date
	<hr/>	<hr/>
	Signature of Grievance Chairperson	Date
	E. Date Received by Director of Personnel	<hr/>
	F. Disposition by Director of Personnel	<hr/>
		<hr/>
		<hr/>
	<hr/>	<hr/>
	Signature	Date
	G. Disposition by Grievant	<hr/>
		<hr/>
		<hr/>
	<hr/>	<hr/>
	Signature	Date
LEVEL III:	Date Received by Board	<hr/>
	Disposition by Board	<hr/>
		<hr/>
		<hr/>
	<hr/>	<hr/>
	Signature	Date
LEVEL IV:	Disposition by Grievant	<hr/>
		<hr/>
		<hr/>
	<hr/>	<hr/>
	Signature	Date

*Attach any additional statements that may be necessary.

APPENDIX C

EAST CHINA TOWNSHIP SCHOOL DISTRICT

Name _____ Department _____

Position _____ Date _____

EMPLOYEE PERFORMANCE APPRAISAL

Clerical Employees

- A. Performance appraisal dictates a decision on how well the individual performs the requirements of his/her job. Evaluations should be based on observations. Consideration should be given to day-to-day and overall performance since the last appraisal.
- B. A description of the column headings "P", "F", "S", "G", and "O" are as follows:
 - "P" - **Poor**; fails to meet position requirements or meets them only in part. Definitely below acceptable standards.
 - "F" - **Fair**; in general, meets minimum requirements of the job.
 - "S" - **Satisfactory**; meets practically all position requirements.
 - "G" - **Good**; meets all job requirements and, in many instances, exceeds them.
 - "O" - **Outstanding**; in general, exceeds position requirements. Operates at sustained top performance.
- C. The evaluator should leave blank those items that are not applicable or unobserved.
- D. Comments are essential to an appraisal. Comments should be used to explain ratings, when necessary; and to make specific suggestions for improvements and/or development.
- E. To promote improvements, areas of strength and concern must be identified. The supervisor must give this information so that the employee will know his/her present status and needed development.
- F. The lines at the left hand side of the form indicate an overall rating. The numbered items indicate specific components that relate to the category.
- G. Upon completion of this report, forward it in a sealed envelope to the Personnel Department.

EAST CHINA TOWNSHIP SCHOOL DISTRICT - PERFORMANCE APPRAISAL

Employee _____

Date _____

KNOWLEDGE OF WORK

The understanding of basic fundamentals, methods and procedures of his/her job.

1. Knows details of operation
2. Knows equipment and material
3. Knows why things are done
4. Learns work quickly

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS _____

QUANTITY OF WORK

Volume of acceptable work compared to what might reasonably be expected.

1. Overall volume of work
2. Consistency of production
3. Efforts to improve output

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS _____

QUALITY OF WORK

Grade of acceptable work compared to what might reasonably be expected.

1. Accuracy of work
2. Thoroughness of work
3. Neatness of work
4. Reliability of work

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS _____

ADAPTABILITY

Quickness to learn new situations encountered on his/her job.

1. Adjusts to new situations
2. Quick to learn new duties
3. Follows organization policy

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS _____

PERSONAL TRAITS

Individual characteristics indicated by expression, disposition, tact, poise, and other personal elements that affect people.

- 1. Confident
- 2. Dependable
- 3. Even-tempered
- 4. Tactful
- 5. Friendly

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

ATTITUDE

The interest, enthusiasm and attitude shown toward his/her work, the organization and fellow workers.

- 1. Interest in work
- 2. Cooperative
- 3. Always does his/her best
- 4. Accepts constructive criticism

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

JUDGMENT

Ability to decide correct course of action when a choice must be made.

- 1. Gives proper attention to details
- 2. Reasoning is consistent
- 3. Takes proper amount of time to consider facts and their application

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

INITIATIVE

The ability to perform assigned jobs in a self-confident, eager manner, without detailed instructions.

- 1. Eager to improve performance
- 2. Tackles difficult jobs
- 3. See things to be done
- 4. Inquisitive

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

RESPONSIBILITY

Willingness to carry out assigned jobs and be accountable for results.

- 1. Is personally accountable for actions
- 2. Fully completes assignments
- 3. Has sense of duty to organization

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

EXPRESSION

The ability to convey ideas and suggestions orally and in writing.

- 1. Expresses self well in writing
- 2. Expresses self well orally
- 3. Concise
- 4. Grammatical

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS: _____

COOPERATION

The willingness and ability to work effectively with others to achieve common goals.

- 1. Helps fellow workers
- 2. Keeps supervision well informed
- 3. Tries to be a constructive member of the group

P	F	S	G	O
—	—	—	—	—
—	—	—	—	—
—	—	—	—	—

P F S G O

COMMENTS _____

ABILITY TO WORK WITH CHILDREN (when applicable)

P	F	S	G	O
—	—	—	—	—

AREAS OF STRENGTH _____

AREAS OF CONCERN _____

SUPERVISOR'S COMMENTS: _____

EMPLOYEE'S COMMENTS: _____

Evaluatee is recommended for:

- _____ Continued Employment
- _____ Continued Probation
- _____ Termination

Signature of Supervisor

Date

Signature of Employee

Date

Signature confirms only that each party has participated in the evaluation. It does not affirm that all parts of the report are agreeable to both or either party. A written response may be submitted by the evaluatee and will become a permanent part of this record. Check here if such a response is attached _____.