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*Southfield Public Schools*

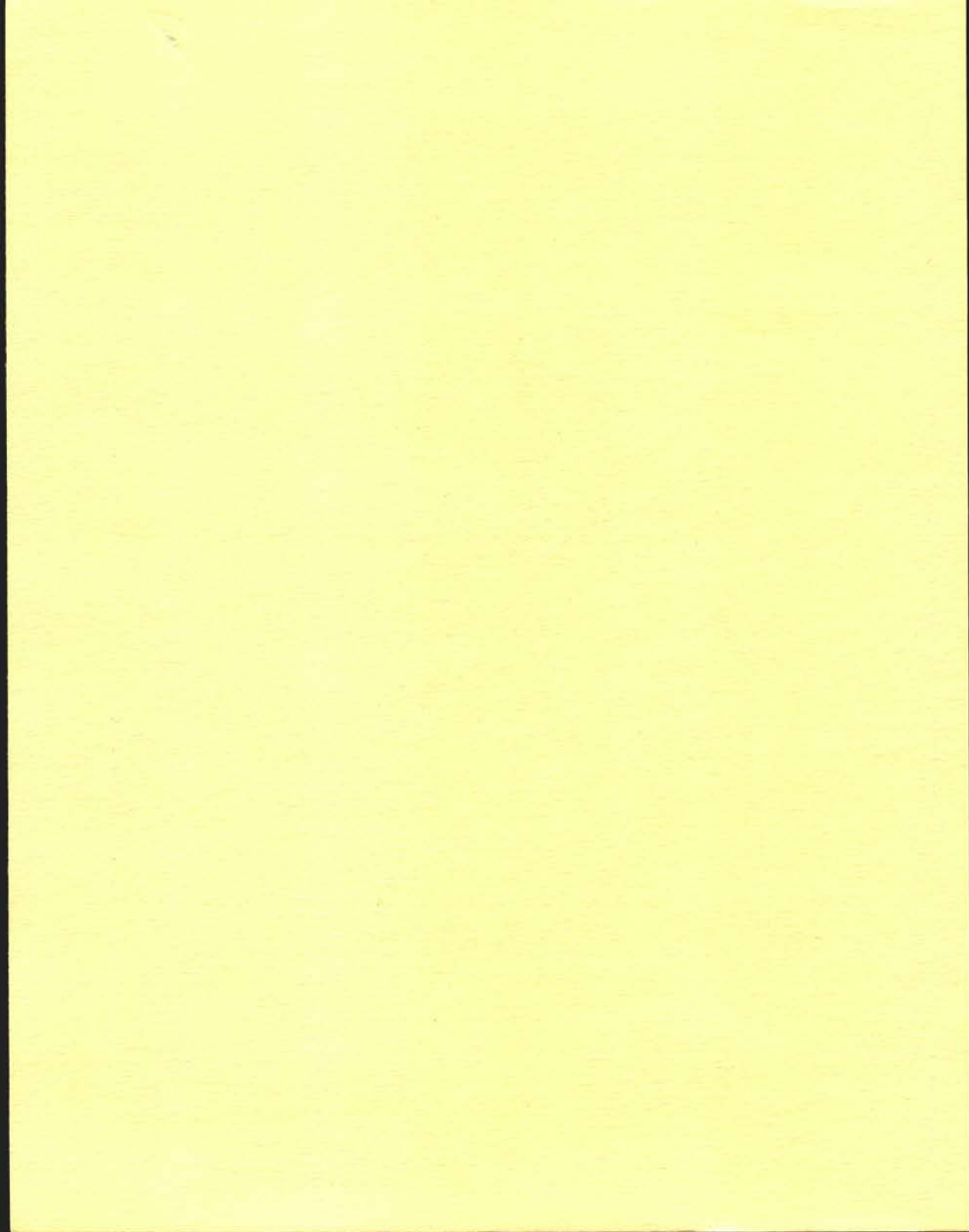
**Agreement:**

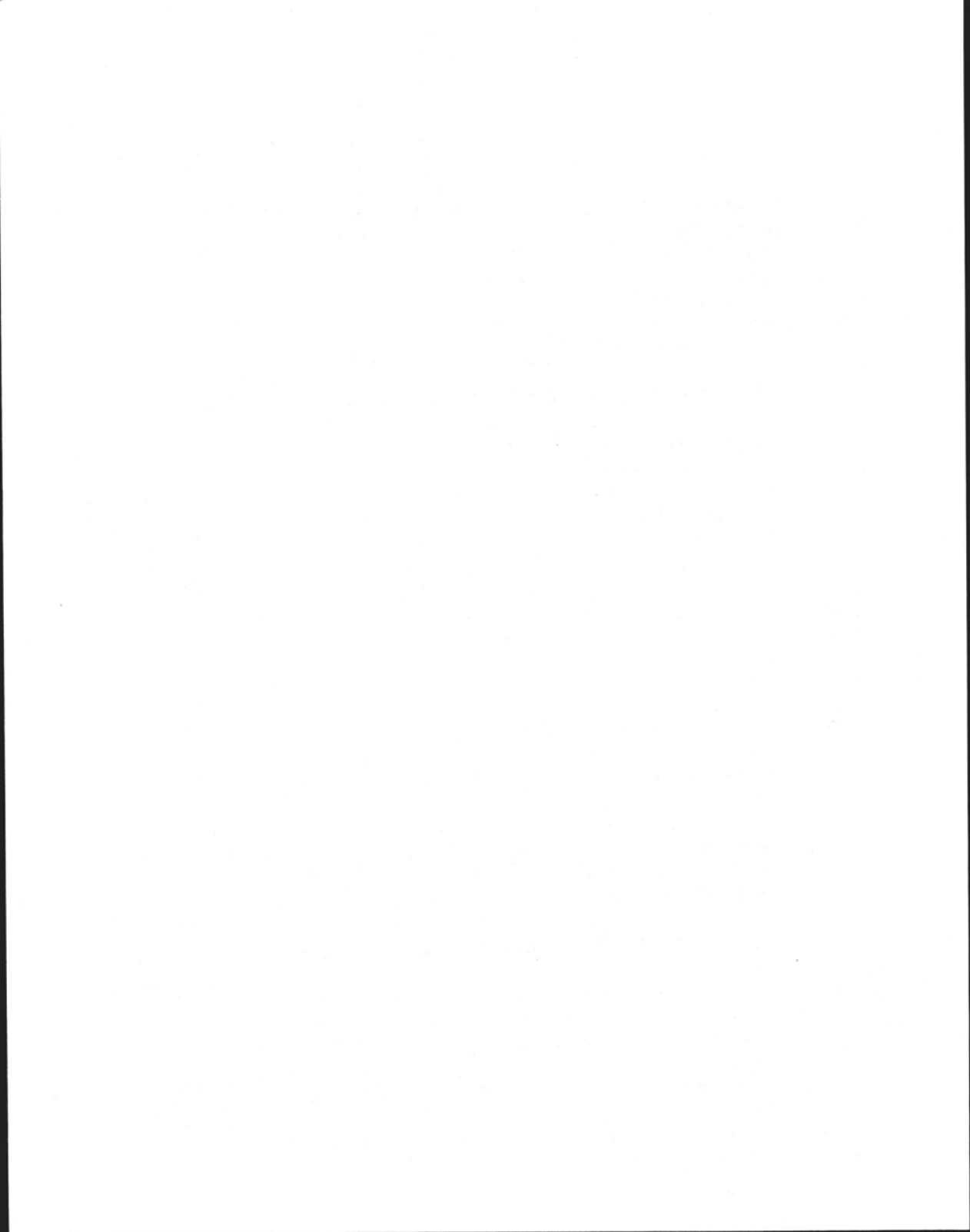
between

**The Board of Education  
of the Southfield Public Schools**

and

**The Educational Secretaries of Southfield**





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## **PREAMBLE**

Agreement entered into this tenth day of June, 1997 by and between the Board of Education and the Educational Secretaries of Southfield, affiliated with the Michigan Education Association, hereinafter referred to as the "Association".

## **PURPOSE AND INTENT**

It is agreed by all parties that providing a high quality education for the children of the Southfield Public Schools is the paramount aim of this School District. The Board, Administrative staff, and the Association employees have definite responsibilities in providing such services and education. We hereby declare:

WHEREAS, the Board adopted a Recognition Resolution at its meeting of December 13, 1965 to bargain with the Association as the representative of the employee in the unit defined in the "Recognition" paragraph of this Agreement, and

WHEREAS, the Board and Association have a statutory obligation to bargain one with the other, as representatives of the public and members of the bargaining unit, with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate negotiations have reached certain understandings which they desire to put into the form of an Agreement, and

In consideration of the following mutual covenants, it is hereby agreed as follows:

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative as defined in Section II of Act 336, Public Acts of 1937 as amended, for all regular secretarial personnel employed by the Board of Education excluding the following: Secretary to the Superintendent, Secretary to the Associate Superintendents and Secretary to the Director of Personnel Services/Employee Relations.
- B. The term "secretary", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining unit as defined above, and reference to female secretaries shall include male secretaries. The "Board" or "employer" when used hereinafter shall refer to the Board of Education. The Superintendent and other Central Office administrators, principals, assistant principals, and all other supervisory personnel are considered agents of the Board within the meaning of Act 379.
- C. Nothing contained herein shall be construed to deny or restrict to any secretary, rights he/she may have under the Michigan General School Laws, applicable civil service laws and regulations, and State and Federal Constitutions. The rights granted to secretaries hereunder shall be deemed to be in addition to those provided elsewhere.

## ARTICLE II

### AGENCY SHOP

- A. Employees covered by this Agreement shall maintain membership in the Association during the term of this Agreement or pay a service fee to the Association.
- B. Employees who do not wish to be members of the Association shall sign and deliver, to the Board, written authorization for the deduction of a service charge constituting no more than the total dues payable by members.
- C. The Board shall deduct dues, or service charges, from any employee from whom they have written authorization. The Association shall submit to the Board by July 1 of each year or within thirty (30) calendar days of the effective date of this Agreement, a list of active members of the Association.
- D. The authorized deduction of dues and service charges shall be made from a regular paycheck each month for a period of ten (10) months. The Board agrees to remit to the Association all monies so deducted, accompanied by a list of employees from whom deductions have been made, within ten (10) work days. In cases when a deduction is made that duplicates a payment that an employee has already made to the Association, or on any other situation where a refund is demanded, said refunds are not the responsibility of the Board.
- E. A secretary may arrange to have his/her annual dues or service charge paid in one lump sum, directly to the Association Treasurer, before September 1 of each year.
- F. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the commencement of duties or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a service fee to the Association, pursuant to the Association's "policy regarding objections to political ideological expenditures" and the administrative adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the employer shall pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paycheck of each bargaining unit member.

Pursuant to *Chicago Teachers Union v Hudson*, 106 S CT 1066 (1986), the union has established a "policy regarding objections to political ideological expenditures." That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to nonunion bargaining unit members. The remedies

set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed of and exhausted, no dispute, claim, or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel, provided:

1. The employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
2. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witness, and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and save the employer from any and all claims, demands, suits, damages, costs, or other forms of liability of whatsoever kind imposed by a judgment of a court or administrative agency as a direct consequence of the employer's compliance with this Article II Agency Shop.

Accordingly, this paragraph shall not become operative until such time as the E.S.O.S. and the Michigan Education Association execute and deliver to the Board an agreement under which the E.S.O.S. and the Michigan Education Association jointly and severally certify to the conditions of this provision.

Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the employer an assignment authorizing deduction of dues, assessments, and contributions in the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the MEA Constitution, by-laws, and administrative procedures. Pursuant to such authorization, the employer shall deduct one-tenth of such dues, assessments, and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.

Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with the required information may not be available and transmitted to non-members until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.

The Association will continue to admit all eligible employees to membership and will represent these employees without discrimination by reason of race, creed, color, national origin, age, sex, marital status, or physical impairment. Further, the Association will continue to recognize full citizenship rights of the members of the bargaining unit.

### **ARTICLE III**

#### **RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION**

- A. The Association and its members shall have the right to use school buildings, equipment, and facilities at all reasonable hours for Association business subject to the existing or amended rules and regulations governing the use of school buildings and facilities.
- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association shall be granted seventy (70) days to be used for official Association business. Application for use of these days shall be processed through regular conference attendance channels and shall be signed by the Association President signifying approval. Additional days may also be granted upon the approval of the Director or Personnel/Employee Relations. Use of these days will be determined solely by the Association President. The Association President shall provide to the Director of Personnel/Employee Relations a monthly log of scheduled activities of Association days. Such log shall include who used the days and when the days were taken.

Further, the Association President shall be released, one (1) day per week or the equivalent, to fulfill Association responsibilities. The President shall continue to be compensated at his/her regular rate of pay for 100% of his/her regular work hours for the full contract year with all benefits (including any required contributions to the MPSERS paid by the employer).

- D. The Board shall furnish to the Association, upon its request, information and materials necessary for the Association to investigate or process a complaint or grievance and to negotiate successor Agreements.

#### ARTICLE IV

#### RIGHTS AND RESPONSIBILITIES OF THE BOARD

- A. Subject to the provisions of this Agreement and except as expressly provided otherwise by the terms of this Agreement, the Board and the Superintendent of Schools reserve and retain rights vested in the Board or in the Superintendent under governing law, ordinances, rules, and regulations as set forth in the Constitution, and laws of the State of Michigan and the United States, including, but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees on the job;
  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 establish courses of instruction, including special programs, and to approve the means and methods of instruction;
  4. To provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board, and to determine the duties, responsibilities, and assignments of all employees;
  5. To adopt reasonable rules and regulations which are not in conflict with this Agreement;
  6. To develop and control the budget of the School District;
  7. To determine the number and location of its facilities.
- B. The Board recognizes that this Agreement sets forth limitations on the above named powers, rights, authorities, duties, and responsibilities, and hereby agrees to be bound by such limitations. Likewise the listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.
- C. The Board will continue its policy of non-discrimination with respect to its employees by reason of race, creed, color, national origin, age, sex, marital status, handicap, or membership in, or association with, the activities of the Association. Further, the Board will continue to recognize full citizenship rights of the employees.

**ARTICLE V**  
**GRIEVANCE PROCEDURE**

- A. A grievance is a complaint by a secretary in the bargaining unit or by the Association concerning any:
1. Alleged violation, misinterpretation, or misapplication of this Agreement.
  2. Matters involving discipline, demotion, or discharge.
- B. All grievances shall be handled by the following procedure:

**Step 1:**

The secretary, either alone or with an Association Representative, shall first discuss the grievance with the principal (supervisor) within ten (10) work days of the alleged occurrence in an attempt to resolve the grievance informally. At this time, it must be clearly understood by both parties that the conference is intended to initiate the grievance procedure. A secretary not satisfied with the results of the personal conference with his/her principal (supervisor) may take his/her grievance to the Association for consultation. The Association, upon due consideration, will determine whether or not to represent the secretary. The Association representative may visit the principal (supervisor) within fifteen (15) work days from the time of the alleged violation in a further effort to resolve the grievance.

**Step 2:**

If the grievance is not resolved at step one, it shall be reduced to writing, clearly stating by Article(s), and Section(s), the claimed basis for the grievance and shall be signed by the secretary and presented and discussed with the principal (supervisor) by the Association within ten (10) work days after the Association Representative visit (in step one) with the principal (supervisor). Within five (5) work days after receiving the written grievance, the principal (supervisor) shall communicate his/her decision, in writing, together with the supporting reasons to the Association and to the grievant.

**Step 3:**

Within five (5) work days after delivery of the principal's (supervisor's) decision, the grievance may be appealed to the Superintendent or his/her designee. The appeal shall be in writing and shall set forth, specifically, the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step two.

Within five (5) work days after delivery of the appeal, the Superintendent or his/her designee shall investigate the grievance and conduct a hearing. Witnesses and cross-examinations may occur on the part of either party at such hearing. The decision, in writing, together with the supporting reasons shall be presented to the Association and to the principal (supervisor) within five (5) work days following the hearing on the matter.

#### Step 4

If the grievance remains unresolved at the time of step three, it may be submitted to binding arbitration at the request of the Association provided written notice of the request for submission to arbitration is delivered to the Superintendent, within twenty (20) work days after the date of the Superintendent's or his/her designee's written communication of the decision under Step three.

Following the written notice of request for submission to arbitration, the Association and the Administration shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within fifteen (15) work days after the date of the request for submission, the arbitrator shall be selected according to the rules of the American Arbitration Association. The Arbitrator shall render his/her opinion only with respect to the particular grievance submitted to him/her, and such opinion shall be binding upon the Board and the Association.

The Arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this Agreement.

The Arbitrator's fee and expenses shall be shared equally by the Board and the Association. The costs for witnesses will be borne by the party requesting such witnesses.

- C. If a grievance arises from the alleged action of authority higher than the principal (supervisor) of a school, the grievance may be originally presented at the appropriate step of the grievance procedure.
- D. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit an appeal at the next step of the procedure within the time which would have been allotted had the decision been given.

Failure to comply with the time limits in step one shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision and shall bar further appeal. Time limits may be extended, in writing, by mutual agreement.

- E. 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 the Agreement, provided that the Association has been given the opportunity to be present at all hearings and meetings where the grievance is presented or discussed, and is provided copies of correspondence, determinations, and appeals of the grievance. However, only the Association shall be authorized to appeal grievances to arbitration on behalf of an individual employee.



- F. In all steps of this procedure, it is understood that the Association, principal, supervisor, Superintendent or designee may request other members of the administration or representatives of the Association to be present.
- G. It is understood that if any employee files a charge with a governmental agency such as the Equal Employment Opportunity Commission, the Michigan Civil Rights Commission, the Michigan Department of Labor Bureau of Workers' Disability, and/or a similar state or federal agency, said charge shall not be subject to arbitration under this Agreement. It is further understood that the employer reserves the right to set aside the findings and conclusions of any arbitration award where the employee files with the aforementioned governmental agencies on a charge previously determined by arbitration within a twelve (12) month period, except that if related issues are raised in the petition for arbitration, the findings and conclusions of said issues shall continue to be binding.

The Board shall provide notice to the Association of an employee filing action in another forum as specified above within ten (10) work days of the Board's receipt of notice of such filing.

## ARTICLE VI

### ASSIGNMENT, VACANCY, TRANSFER, PROMOTION AND PROBATIONARY PERIOD

#### A. Assignments:

1. All new employees including substitute secretaries shall be required to pass skill tests as determined by the Board prior to assignment to a position. All new employees including substitute secretaries shall possess the skills and qualifications necessary for a specific position as defined in the position posting and/or job description. Such tests shall be administered by the Personnel office.
2. Persons newly hired with office experience within the past five (5) years, meeting qualifications of the job, may be hired at no higher than the third (3rd) step of the salary scale in the appropriate classification unless mutually agreed upon by the Association and Administration.
3. Secretaries shall be informed by June 1 of each year as to their assignments for the following school year. In the event that schools are to be closed, secretaries to be displaced shall be so notified sixty (60) work days prior to the effective date of such school closing.

Secretaries displaced due to school closings or involuntarily transferred shall be provided two (2) days, with pay, to pack and move personal belongings.

#### B. Vacancies:

1. Newly created or vacant secretarial positions, due to resignations, retirement, or leave of absence shall be posted throughout the school district within five (5) working days from the time positions are determined. All postings shall be reviewed by the Job Qualifications Committee prior to the actual posting. All positions shall be posted for a duration of seven (7) work days and shall include the following information:
  - a. Title and Classification (see Appendix A)
  - b. Wage Schedule (see Appendix B)
  - c. Job Description (if available-see Appendix F)
  - d. Hours and Length of Position (see Article XIV)
  - e. Minimum and Special Qualifications (see Appendix F)
  - f. Effective Date of Transfer/Employment (see Article VI, Section B4)

The Board shall distribute one (1) copy of such postings to one (1) individual in the bargaining unit in each building, to be identified by the Association. Further, the supervisor/administrator in charge of each department/building shall have responsibility of placing the posting on a bulletin board identified to secretaries for such purpose.

2. All vacancies shall be filled from those bargaining unit members who apply in writing and meet the posted qualifications. If only one qualified secretary applies that secretary shall be awarded the vacancy. If more than one qualified secretary applies, the administrator shall select one of the applicants.
3. All vacancies shall be posted within five (5) work days from the time the positions become officially determined (letter of leave of absence, resignation, or retirement received by the Personnel Office). Nothing herein requires that the position be staffed prior to the effective date of the incumbent leaving such position.

The Board reserves the right to withdraw and/or not fill a posted position if unforeseen circumstances warrant such action. It is understood, however, that the withdrawal of a posting and/or not filling a vacancy shall not be used under any circumstances to block qualified candidates access to such positions. Further, the Association shall be notified of the reasons for the withdrawal of any posting.

4. All vacancies will be filled within five (5) working days of the expiration date of the posting when qualified internal applicants have applied.

The District may, if there are extenuating circumstances, so advise the Association and request an extension of this time line. Any extensions will be by mutual agreement. If the District is unable to fill a position within the stated timelines above, administration will meet and confer with representatives of the Association.

5. Positions may be staffed on a temporary basis during the posting period.
6. Currently employed secretaries shall not be required to take skill tests when they apply for posted vacancies, except when applying for a Classification I position. However, employees who upgrade their skills shall be allowed to submit evidence of such upgrades and it shall be included in their personnel files.
7. All vacancies shall be posted and filled from among those bargaining unit members who apply. Secretaries shall not be laterally reassigned within a building or location of positions other than that for which they applied. However, it is expected that secretaries in a given school building or district department may assist each other with their duties from time to time, or that such secretaries may be assigned special projects at peak times which may not necessarily reflect their normal day to day job responsibilities.
8. If no bargaining unit members apply or if all who apply fail to meet the posted qualifications, the administration shall staff the vacancy from among other candidates.

9. In the event it is necessary to modify any operationally significant qualification or job description previously agreed to at times other than during the collective negotiations process, the Job Qualifications Committee shall be reconvened to discuss such changes or additions. The Administration shall discuss such proposed job descriptions for new positions with the Association. Failing agreement on such operationally significant changes or such new positions, the administration shall implement such additions or changes, while the Association shall have recourse to the grievance procedure for final resolution. Nothing contained herein precludes the Administration from implementing such additions prior to final resolution of the issue. Should mutual agreement be reached on the changes or new position, such modifications shall be submitted to the parties for ratification. If ratified by both parties, such changes or new positions shall become attached to and a part of the Board/ESOS Agreement. The Board currently reserves the right to eliminate positions for reasons of cost, changing organizational priorities, declining student enrollment, or similar reasons and nothing herein shall abridge such right.

C. Transfers:

1. A transfer is a lateral move within the same classification and at the same compensation. An employee may discuss the desire to transfer to another position with the Personnel Supervisor. However, transfers will normally be considered only in response to postings.
2. Transfers, normally, shall be on a voluntary basis. However, the Board and the Association agree there may be need for an involuntary transfer.

Involuntary transfer shall occur only for reasonable and just cause. Due process shall be provided to the secretary and the burden of proof shall be upon the Board that reasonable and just cause exists. The secretary and Association shall have been consulted prior to any final decision being made regarding the involuntary transfer in order to allow steps to be taken to avoid such action.

Involuntary transfer shall not occur as a disciplinary measure, due to a lack of job performance, as a means of eliminating or removing a position from the bargaining unit or to allow the Board to give the position held to another employee.

If involuntary transfer is deemed necessary, the Personnel Supervisor shall discuss the proposed transfer with the Association and the employee involved and any objections shall be given consideration. The employee and the Association shall be given ten (10) work days prior notice of any involuntary transfers.

3. At the request of a secretary, the following considerations shall govern transfer of employees: qualifications, transportation problems, personal situations, or other extenuating circumstances.

**D. Promotions:**

1. Promotions shall be defined as increasing an employee's classification and/or salary. The Board supports promotions from within the Association.
2. Promotions shall be determined on the criteria of training, skill level, ability, and posted qualifications. If only one qualified secretary applies, that secretary shall be awarded the promotion. If more than one qualified secretary applies, the administration shall select one of the applicants.
3. An employee who is promoted shall have total system service apply to vacations, leaves of absence rights, and to any retirement pay pursuant to this Agreement.
4. The Board shall promote employees to positions outside the bargaining unit subject to the provisions of this Agreement. Employees with the Association shall be given full consideration in appointment to excluded positions. A list of excluded personnel shall be available for inspection by the Association. Vacancies in excluded positions shall be posted so as to allow secretaries to apply as herein provided.
5. Individuals transferred from the unit to an excluded position and later returned to a unit position shall retain their seniority right, excluding time spent out of the unit. Employees of the Board who are assigned to the unit shall have seniority as of the date of such entry.
6. If no bargaining unit members apply or if all who apply fail to meet the posted qualifications, the administration shall staff the vacancy from among other candidates.

**E. Probationary Period:**

1. All secretaries hired by the Southfield Public Schools shall serve a ninety (90) work day probationary period. Such probationary employees shall not transfer to any other unit position until permanent employment has been granted after the expiration of the ninety (90) work day probationary period. See Appendix C.
2. Seniority shall commence upon initial employment.
3. Probationary employees shall be represented by the Association for all purposes under this Agreement during the probationary period including termination of such probationary employees which shall be subject to the grievance procedure up to but not including arbitration.

4. All insurance benefits provided in this Agreement shall be provided to a probationary employee following successful completion of his/her probationary period. During their probationary period they shall receive Board paid single subscriber health coverage.
5. Leave day credit and vacation time credit shall accrue during the probationary period and may be used during such period. If a paid holiday falls within a probationary period, the employee shall be paid for such holiday as per the Master Agreement.
6. If a probationary employee is absent for an extended period of ten (10) consecutive work days or more due to an emergency such as accident, surgery, or hospitalization, the probationary period shall be extended by the duration of such emergency.
7. Probationary employees shall be evaluated according to the procedures set forth in Article XXI - Evaluation and Appendix C.
8. The Association President shall be notified of all newly hired employees and those who successfully complete the probationary period.

## ARTICLE VII

### REDUCTION IN PERSONNEL

- A. In the event it becomes necessary to reduce the number of employees, such reduction shall occur by specific position(s) as determined by the Board and shall occur in the order as described in this Article. Notification to the Association regarding such proposed reduction shall be made, in writing, at least sixty (60) calendar days prior to the effective date of such reduction. Employees to be laid off shall be notified, in writing, at least forty five (45) calendar days prior to the effective date of such action. The employer shall meet with the affected employee when such notice is given.
- B. If it is necessary to reduce a position within a given school building and/or department, such reduction shall be by specific position. If the secretary in the position to be reduced has more system seniority than the least senior secretary in the same school, building/department, he/she may displace the least senior secretary who will then be reassigned in accordance with Section C of this Article. If the secretary declines this option, then he/she shall be reassigned in accordance with Section C. The school, building/department list is found in Appendix E.
- C. Any employee notified of reduction may exercise his/her seniority rights into a position regardless of length of work year, which shall become open as follows:
1. An equivalent number of positions, regardless of classification and length of work year and staffed by the least senior employees, shall become open.
  2. The employee directly affected by the reduction shall be able to request assignment to the open positions on the basis of seniority provided they possess qualifications for the position.
  3. Such procedure shall continue in sequential order until finalized.
- Example: Two (2) individuals in Classification II are notified of the reduction of their positions. Provided they have more seniority than the two (2) least senior employees in any classification, they shall have the right to be awarded those positions should they meet the stipulation of C.2.
- D. Employees who exercise their seniority rights for placement shall do so and shall not have the right to decline placement to the least senior positions. However, twelve month employees who are placed in less than twelve (12) month positions, shall have the option of twelve (12) month employment by working as unassigned secretaries during the summer months. Refusal of such placement shall result in layoff action by the Board. Full time employees shall not be required to accept less than full time employment; in such instances, the next senior full time position in the unit, regardless of classification or length of work year, shall become open, and such position shall be offered to the affected secretary.

- E. Employees affected by a reduction in staff shall be recalled in reverse order of layoff. The most senior employee shall be recalled to the first opening for which he/she is qualified. Recall shall be by written notice (both first class and certified mail return receipt requested), to the employee's last known address on file with the Board. Such notice shall require that the employee be available for work five (5) work days after the date of delivery. Failure to report shall eliminate any obligation or responsibility to the employee by the Board.
- F. An employee on layoff status may not refuse to accept recall to a position, regardless of classification and length of work year. The only exception to this provision is in the instance of recall to a part time position. In this case the secretary on recall may reject such recall to a part time position and stay on the active recall list until a full time position becomes available.
- G. Any position which becomes vacant or is newly created shall be posted in accordance with provisions of this Agreement. An employee on layoff status or an employee requesting return from leave pursuant to the procedures in Article XVII, shall not be eligible for bidding on posted positions. Recall or return from leave shall occur prior to the employment of individuals new to the District. The only exception to this sequence of events shall be if a position is deleted and later restored, within a twelve (12) month period. In this instance, the secretary previously in the position shall have the option of returning to such position, prior to it being posted.
- H. Seniority shall be defined as the amount of time an employee has worked within the bargaining unit. Time served in an excluded position shall not be counted for seniority purposes. Time on leave of absence or layoff up to and including the ninetieth (90th) day shall be counted for seniority purposes. Time beyond the ninetieth (90th) day on leave of absence or layoff shall not count towards seniority. In cases where employees whose seniority is equal and determination is necessary, there shall be a lottery system established.

Seniority dates shall be adjusted for secretaries who are laid off or take a leave of absence beyond ninety (90) days, except leave for service in professional organizations. The method of adjustment shall cause a reduction of one (1) day for each day missed beyond the ninetieth (90th) day due to layoff or leave of absence, regardless of work year of the secretary.
- I. Individuals placed on layoff have the right to work as substitute secretaries if required by the Board and if qualified for the available positions. Such individuals shall be assigned substitute work before non-unit substitutes are employed. Employees who volunteer for such work shall be compensated at their daily rate of pay at the time of layoff for each day worked. They shall receive no other compensation or benefits. Acceptance of such work will not necessarily be deemed by the parties to be a disqualification for MESC benefits.



## SUBCONTRACTING AND TECHNOLOGICAL CHANGES

- A. Except as may be limited by Michigan statutes, no work which is normally or customarily performed by employees in job classifications covered by the Agreement shall be subcontracted by the Board to any outside source or agency, compensated individuals and/or volunteers for the purpose of eliminating bargaining unit positions, avoiding overtime and/or reducing hours. Further, subcontracting shall not occur when bargaining unit members are available and desire work. However, it is agreed that the Board shall be free to use all labor saving devices and/or labor saving equipment that will be to the best interest of the Board. Use of labor saving devices shall not be for purposes of a cut in work hours, length of work year or to eliminate positions. When such devices, equipment, or procedures are introduced, adequate release time shall be provided for affected employees for inservice.

Prior to the beginning of each school year the Board shall meet with the Association and provide detailed information as to the budgeted and anticipated placement of co-op students. Any increase in such utilization once the year begins shall require prior notification to the Association prior to implementation.

## ARTICLE IX

### RESIGNATION AND RETIREMENT

- A. All secretarial and clerical employees shall give a two (2) week written notice of resignation to the immediate supervisor, with a copy to the Personnel Supervisor. Failure to comply with this requirement shall mean forfeiture of any and all benefits unless special permission is granted by the Superintendent or his/her designee.
- B. Any secretary who discontinues his/her services with proper notice does not forfeit his/her right to earned vacation time.
- C. In appreciation for services to the school district, a severance payment of seventy dollars (\$70.00) per year of service shall be paid upon termination of employment, provided the secretary shall have been employed in the School District for a period of fifteen (15) years.
- D. Any secretary who retires from Southfield Public Schools who has 15 years service in the district and is eligible for State Retirement benefits shall receive a retirement benefit from the School District as follows:

Retires between July 1, 1996 and June 30, 2000, receive five thousand (\$5,000.00) dollars at the time of retirement.
- E. Secretarial employees shall receive a retirement benefit of payment for up to sixty (60) unused - accumulated leave days in excess of eighty (80) days. The rate of payment shall be twenty dollars (\$20.00) per day.

## ARTICLE X

### DISCIPLINE, DEMOTION AND DISCHARGE

- A. Employees of the unit shall not be disciplined or discharged provided they perform their assigned responsibilities honestly and efficiently. However, the Board retains the right to discipline and/or discharge an employee for just and reasonable cause and/or for violation of the terms of this Agreement. When discipline is needed, it shall be progressive in nature, and due process shall always be provided prior to implementation of such discipline, including the right of representation.
- B. Whenever a bargaining unit member is called to a meeting with a supervisor and the meeting may result in disciplinary action being taken, the supervisor will, prior to beginning the meeting, notify the employee of the purpose of the meeting, and of the employee's right to representation under this Article. If the employee wishes representation, no further action will be taken in such meeting until a representative of the Association is present which shall be within two (2) work days.
- C. The Association shall be notified, of any written disciplinary, action, demotion, or discharge prior to such action being taken.

## ARTICLE XI

### PROTECTION OF SECRETARIES

- A. Any secretary suffering a personal injury or a loss or damage to personal property should promptly report the same to his/her principal or supervisor in order to determine whether compensation is due under Workers' Compensation or the School District's insurance policies.
- B. The Board will reimburse the secretary for any loss, damage or destruction of any personal property suffered while on duty on school property, on school premises, or at school sponsored or related activities. Such reimbursement shall be made only upon the occurrence of the following:
  - 1. Assault or result of physical force used upon the secretary.
  - 2. Theft from the secretary. Reimbursement by the Board shall not exceed seven hundred fifty dollars (\$750.00) for any item and shall be null and void if negligence can be determined.
  - 3. Verified malicious destruction of the secretary's personal property. If reimbursement for such damage, loss or destruction is otherwise covered by a policy of insurance, the Board shall be liable for the deductible portion of such coverage or the difference between actual insurance payment and the replacement cost of the item in question, but in no case shall such liability exceed seven hundred, fifty dollars (\$750.00).
- C. Each secretary shall have the right, upon request, to review the contents of his/her own personnel file and/or building file in the presence of the appropriate administrator.
- D. Materials which shall be identified, but not shared in totality, will include pre-employment letters of recommendation from educational institutions and previous employers.
- E. The Administration shall maintain complete cumulative files on all personnel, including up-to-date records pertaining to performance of duties.
- F. Each administrator shall contribute to the cumulative files in accordance with his administrative duties such as:
  - 1. Records of a positive nature, including supervisory reports, memorandums and letters to the employee, plus other miscellaneous evidence of successful service.
  - 2. Records of unsatisfactory performance, which may lead to demotion, suspension, dismissal or denial of a leave of absence request, must be specific in content, signed by the administrator, and a copy furnished to the employee. The employee shall acknowledge receipt of the report by signing it within three (3) work days.

3. Upon the request of an individual secretary, the Board shall remove materials from the secretary's personnel file, if after three (3) years the problem(s) identified are not documented as continuing to exist.

- G. Citizen complaints directed toward a secretary shall be called to the secretary's attention at administrative discretion. If a permanent record is to be made of such a complaint, if discipline may occur, or if the complaints may affect an evaluation of the secretary, such complaints shall be called to the secretary's attention.

In the event a complaint about a secretary is received by a supervisor from another person and the supervisor so chooses to make a permanent record of the complaint, the supervisor shall indicate to the secretary that such complaint has been received, the nature of the complaint and that it is being investigated. Upon completion of the investigation, the supervisor's disposition of the complaint shall be made known, in writing, to the secretary. The name of the complaining party, or parties, shall be revealed to the secretary if a permanent record is made of such complaint, if such is to lead to disciplinary action or used in an evaluation of the secretary.

- H. Secretaries will not be required to administer to students more than emergency first aid. Secretaries shall not administer medication to students.
- I. If any secretary has a complaint against him/her lodged with the police department, or is sued as a result of any action taken by the secretary while in the performance of his/her regularly assigned duties and performing properly, lawfully and in accordance with this Master Agreement, Board policy and administrative regulations, the Board shall refer the matter to its insurance carrier with the request that all necessary assistance be rendered to the secretary in his/her defense. It is further understood that liability coverage for secretaries in effect as of the date of this contract shall not be reduced during the term of this contract.
- J. Secretaries shall not be required to administer disciplinary action to pupils, but shall have adult responsibility. Further, secretaries shall not evaluate students for the purpose of grades and citizenship with the exception of student co-ops.
- K. An employee's personal life is not within the appropriate concern of the Board of Education as long as it does not adversely affect the performance of his/her duties.
- L. Physical examinations, as required by the Board of Education or by law, shall be made at Board expense by a physician appointed by the Board.
- M. The parties agree to establish a Joint Committee which will meet bi-monthly whose task shall be to develop ways to implement and advise members of their rights under the "Employee Right To Know Law" and to resolve Safety, Health and Security issues.

## WORKERS' COMPENSATION

- A. Workers' Compensation shall be provided as required by law. In addition, employees drawing Workers' Compensation benefits may supplement their weekly benefits up to a maximum of their gross weekly income by drawing on their accumulated leave banks. Such used leave days shall be charged to the employee's leave bank on a prorated basis. The maximum period of such full salary coverage shall be no longer than the qualified period for long term disability coverage. An employee may not draw against his/her vacation bank. If an employee has no accumulated leave bank, no salary supplement shall be made unless application is made and approval granted by the Sick Bank Committee. Other than as a salary supplement, there shall be no loss of leave days due to an injury on the job.
- B. The Board shall not be obligated to pay any such difference to an employee who receives a cash settlement, i.e., a redemption, in lieu of weekly payments of Workers' Compensation.
- C. In the event of termination prior to the expiration of the periods in Section A, rights to continue payment of supplemental benefits by drawing on employee leave banks shall cease.
- D. Employees on Workers' Compensation shall receive, for the first year, continued accrual (loading) of leave days, holidays and vacation. Payment shall be made during that one year for vacation and holidays. In the event disability continues beyond the waiting period (one year) of the Long Term Disability the employee shall be placed on such leave of absence and accrual and payment for leave days, vacation and holidays shall cease. Seniority shall continue to accumulate as if the employee were actually working. Full fringe benefit coverage shall be continued at Board expense for such employees, as long as they continue on Workers' Compensation and/or Long Term Disability.
- E. If an employee is eligible for Workers' Compensation benefits, the employee's position shall be held open for a maximum period of twelve (12) months. If the Workers' Compensation eligibility exceeds this limit, the employee shall be placed on leave of absence and the position shall be considered vacant and posted in accordance with Article VI. Upon the event of termination of eligibility of the employee for Workers' Compensation benefits, whose position has been lost due to this clause, he/she shall be afforded the same rights as an employee requesting return from unpaid leave of absence in accordance with the return from leave provisions of the Agreement.

## WORKING CONDITIONS

- A. Secretaries shall not be required to perform duties which are not included in their job description or which are normally the duties of another non-bargaining unit employee.
- B. The Board shall make available use of adult facilities (lunchroom, rest room, and lavatory) in each school for use by secretaries to the extent of existing facilities. Adequate lounge facilities will be provided at each work site.
- C. Telephone facilities will continue to be made available to secretaries for their use.
- D. When school is canceled and official public notice over radio stations WXYZ, WWJ, WJR, CKLW, WOMC, and television stations WJBK (2), WDIV (4), WXYZ (7), WTVS (56) and cable channel 26, is announced, secretaries will not be required to report for duty and shall not suffer loss of pay. In the event of an emergency, and a secretary is asked to report for work, and it is safe for him/her to get to work, he/she will be paid double time.

In the event of adverse weather conditions or other emergency situations on days when students are not scheduled to report but secretaries are, secretaries shall not be required to report for work. In the event of an emergency, and a secretary is asked to voluntarily report for work, and it is safe for him/her to get to work, he/she will be paid double time.

- E. When school is dismissed early due to emergency conditions, the following shall occur:
  - 1. School building secretaries shall be required to stay no longer than one hour beyond the official dismissal time for students. Secretaries shall receive double compensatory time for the last thirty (30) minutes of such hour.
  - 2. Secretaries in non-school buildings (except as noted in item 3 below) shall be required to stay no longer than one hour after the final official dismissal time for students in the school district. Secretaries shall receive double compensatory time for the last thirty (30) minutes of such hour.
  - 3. Secretaries in Transportation, Custodial Services, Plant Manager offices and assigned to the switchboard shall be required to stay no longer than three (3) hours after the final official dismissal time for students in the school district. These secretaries shall receive double compensatory time for all time after the first thirty (30) minutes.

- F. Secretaries shall not be required to work under unsafe or hazardous conditions, including extreme temperatures. Secretaries shall not be required to handle bulk mailings through the post office nor shall they be required to transport and/or bank funds.
- G. The employer will provide:
1. A locked designated area work location where employees may secure coats, purses, and other personal items while at work.
  2. Appropriate machines, supplies and materials which the bargaining unit member requires to perform the responsibilities of his/her position. Arrangements will be made to repair or replace defective, malfunctioning, or inadequate office machines in a timely fashion to avoid disrupting the flow of the work.



**ARTICLE XIV**  
**WORKING HOURS**

- A. The Board recognizes the principle of a standard forty (40) hour work week and will set work schedules and make assignments which can be reasonably completed within such standard work week. The Board will not regularly require secretaries to work in excess of such standard work week.

Bargaining unit members shall work and be compensated on a twelve month work year according to the salary schedule in Appendix B. Bargaining unit members working in positions whose functions are less than a full year of responsibility, as designated in Appendix A, shall not work during nor be compensated for the period July 5th through July 31th. Such bargaining unit members may, provided the employer determines that such work is available, have the option of working as an unassigned secretary, and shall inform the employer by June 1 of each work year of their potential interest. Less than full time employees shall receive prorated compensation according to the appropriate salary schedule in Appendix B. All twelve month employees will receive their salary in 26 equal biweekly payments. Less than twelve month employees may elect to receive their salary in either 24 or 26 equal biweekly installments.

- B. All secretaries employed for six (6) to eight (8) hours in a block of time per day shall be entitled to an uninterrupted lunch period of thirty (30) minutes which shall be a part of an eight (8) hour work day. In addition, they shall be provided a fifteen (15) minute relief period twice a day. Failure to take a fifteen (15) minute relief period shall not result in a lengthening of the lunch period or a shortening of the eight (8) hour work day unless specially arranged with the immediate supervisor.
- C. Secretaries employed for three to six hours of block time per day shall be entitled to a combination uninterrupted lunch and relief period equivalent to thirty (30) minutes.
- D. Daily overtime (time and one-half) will be paid for actual time worked over eight (8) hours per day. On Saturday, overtime will be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. Sunday overtime will be paid at the rate of two (2) times the employee's regular hourly rate. All overtime and payroll records will be available to the President of the Association.

Weekly overtime (time and one-half) will be paid for actual time worked over forty (40) hours per week. Holidays shall be interpreted as actual time.

The purpose of the overtime policy is to provide additional services in order to tide over an emergency. Overtime is not intended to be a substitute for inadequate staffing.

Time secretaries spend beyond the regular day on their job shall be considered overtime. Exceptions may be made in emergency situations, not on a regular basis, when a secretary may voluntarily spend no more than fifteen (15) minutes on the job beyond the regular day, without overtime pay.

Overtime is generally justified when an unusual assignment has been placed on a department and this must be completed within a certain date, or when secretaries are asked to prepare special projects for the professional staff and/or unusual load of the department would make it impossible to meet a deadline. There are occasions when, in spite of every effort on the part of personnel, work piles up and there are only two solutions. One is to bring in some temporary help (maximum thirty (30) day period with the exception of pupil services in which case the maximum shall be sixty (60) days when such days are during student registration or fourth Friday count), and another is to ask regular employees to work overtime. The thirty (30) day and in the case of pupil services, the sixty (60) day, limit shall apply to any combination of consecutive and/or non-consecutive days in any one fiscal year. However, if a substitute is employed to staff the absence of a regular employee, such time will not be counted toward the thirty (30) or (60) day limit. Should temporary assignment exceed the thirty (30) or sixty (60) day limit, as indicated above, the position shall be posted unless the Association agrees to extend the limitation. Use of temporary help shall not be done in a fashion to avoid posting a new bargaining unit position. Employees may elect to accept time off in lieu of overtime. Secretaries shall not be required to use time clocks.

From time to time it shall be necessary to schedule overtime for bargaining unit members outside their regular assignment/office location. When such opportunities occur, overtime shall be awarded to members according to seniority.

Each year the Board shall provide an opportunity for all secretaries to volunteer for such assignments, which shall be awarded by seniority on a rotating basis. Where appropriate, secretaries shall designate dates of availability for such employment.

In the event that a secretary requesting such overtime rejects two (2) offers for overtime, the Board shall not be obligated to offer further overtime assignments to that employee during that school year. The Board shall provide twenty-four (24) hour notice in order for a refusal to be considered a rejection pursuant to this agreement. Additionally, any employee may refuse such overtime when on vacation, sick leave, or other paid leave under this agreement and such refusal shall not be counted as a rejection.

- E. If a secretary receives specific direction from his/her supervisor to fully assume the duties of a secretary in a higher classification for a minimum of one-half day he/she shall immediately receive pay at the higher classification rate. The supervisor shall notify the Personnel Office to adjust rate of pay. Such increased rate of pay will be for actual days of work performed, not holidays, vacation or leave days.

- F. The Board and Association, at the request of either party, shall jointly develop programs of flexible hours, work week, or other unique and non-traditional work schedules at individual work site/s which positively impact both the employee and the district. Implementation of such programs shall not obligate the Board to payment of overtime wages. Disputes over such implementation shall be subject to the grievance procedure.
- G. Extension of hours for less than a full-time secretary shall result in full holiday pay if such extension of hours occurs on days prior to and/or after the holiday. Vacation and leave days taken during the period of extension shall be paid at the secretary's normal hours per day, until the period of extension of hours exceeds sixty (60) calendar days. After sixty (60) consecutive calendar days vacation and leave days shall be paid at the expanded hour level and the position will be posted.
- Any expansion of hours for a period of more than five (5) consecutive work days shall be reported to the Association President in writing.
- H. Secretaries with prior administrative approval shall be allowed to work at after school functions such as open houses, parent teacher conferences, etc. Compensation shall be provided at the overtime rate pursuant to Article XIV, Section D.

**ARTICLE XV**  
**HOLIDAYS**

- A. The following days shall be recognized and observed as paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
	Memorial Day

- B. In addition, employees shall receive the following days off with pay:

Friday before Labor Day (when a non-work day for teachers)  
Day after Thanksgiving (if school is not in session)  
Day before Christmas  
Day after Christmas  
Day before New Year's Day  
Good Friday  
Monday after Easter (if school is not in session)

- C. In addition to the above, all secretaries shall receive five (5) paid non-work days to be used during school breaks (insufficient membership, winter, mid-winter, and spring) in order to continue salary while not working. Such days shall be requested at least one (1) week prior to use on an absence request form.
- D. Total paid holidays and related days shall not exceed the days cited in paragraphs A, B, and C, of this Article. Secretaries shall receive their regular rate of pay for each of the holidays and paid non-work days listed above on which they perform no work, except as provided in Article XIV, Section G.
- E. If school is in session on the Friday after Thanksgiving or Monday after Easter, secretaries shall be paid for and not required to work on another day when students are not in school.
- F. If any of the above holidays fall on Sunday, the following Monday shall be considered the holiday unless school is in session. If any of the above holidays fall on Saturday, the Friday preceding shall be considered the holiday unless school is in session. On such occasions an alternate date for the holiday will be mutually agreed upon. If a secretary works on a holiday or Sunday, she will receive eight (8) hours holiday pay plus double time for the hours worked. Secretaries that regularly work less than eight (8) hours per day will receive their holiday pay on a pro-rated basis plus double time for the hours worked, except as provided in Article XIV, Section G.

## PAID LEAVE DAYS

A. Subject to the limitations set forth hereinafter, secretaries shall be entitled to leave without loss of pay for the following reasons:

1. Personal illness.
2. Illness in the immediate family, which shall be interpreted as: father, mother, wife, husband, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents, or any dependent of the immediate household residence. Employee may substitute step-father for father, step-mother, etc. when appropriate.
3. Observance of religious holidays and holy days.
4. Reasons deemed applicable by the Superintendent who may be advised by the Association.

B. Each secretary shall be credited with the following amount of leave days:

1. For the first year (twelve months) of employment, less than twelve month secretaries shall receive 16 days and twelve (12) month secretaries shall receive 18 days annually. Said leave days shall be fully credited upon their first pay period of their employment. Thereafter, such days shall be earned and loaded monthly at the rate of 1.5 days per month (this provision shall begin on July 1, 1997).
2. Each secretary shall be allowed four (4) of the above days as personal business days per school year, without loss of pay to take care of matters of a personal nature which cannot be taken care of at a time other than school time. In the event that emergencies occur which would require additional personal business days by a secretary, a committee composed of two administrators and two secretaries may review the request and make a recommendation to the Superintendent or his/her designee.

However, the personal business days may not be taken immediately preceding or following a holiday or school recess unless in an emergency. In such emergencies the employee will notify the district as soon as possible.

- C. Unused leave days will be cumulative without limitation. A statement of accumulated leave days will be printed on each employees bi-weekly paycheck.
- D. The Sick Leave Bank shall be maintained. Any secretary who has exhausted his/her accumulated leave days may apply to the Sick Leave Bank. Each secretary, upon initial employment, shall deposit one leave day from his/her individual accumulation.

Each year the Board shall deposit in the Sick Leave Bank, to the extent available, a sufficient number of unused leave days of secretaries who terminate their employment with the school district in order to maintain a level of one day for each employee in the bargaining unit.

Withdrawals may be made from the bank, upon written application to the Sick Leave Committee, by a secretary who has exhausted his/her own leave days. The Sick Leave Committee shall be composed of two (2) members of the administrative staff and two (2) members of the Association. The Committee shall be empowered to approve or deny all such applications and determine the number of days allowable, if approved. A Secretary receiving such an allowance from the Bank shall not be expected to repay.

- E. Abuse of Leave Privileges - Secretaries who abuse the leave with pay shall be subject to appropriate discipline by the Board.

It is recognized that the employer has instituted an absenteeism program/procedure. The employer agrees to enforce this program/procedure over all employee groups and to provide written notice, once again, to all employees of all aspects of this program/procedure. Notice of this program/procedure will be given to all new employees at the time of hire. At the beginning of the school year, the District will conduct inservices for all employees on this program/procedure.

- F. Leave without loss of pay, not chargeable against the secretary's leave day allowance shall be granted for the following reasons:

1. **Leave for Death in the Family -**

A maximum of five (5) days which shall not be cumulative, shall be allowed for death in the immediate family, which shall be interpreted as: father, mother, husband, wife, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents, or dependent of the immediate household residence. Such leave will be subject to the approval of the Personnel Office acting as the Superintendent's delegate. An additional three days may be granted for death in the family upon approval of the Personnel Office acting as the Superintendent's delegate. Such additional three days shall be deducted from the employee's leave bank.

2. **Leave for Death of Relative or Friend -**

Upon permission of the Personnel Office acting as the Superintendent's delegate, up to three (3) days will be allowed, when requested for the death of a relative outside the immediate family, or for other persons where the closeness of relationship warrants. Such days shall be deducted from the employee's leave bank.

3. Conference attendance -

Is an integral part of the Board's plan for in-service growth of personnel. Representatives of the Association are eligible to attend meetings and conferences at the expense of the Board without loss of pay benefits, or allowance days. Requests will be submitted to the building principal or supervisor and must receive his/her approval and that of the Superintendent. Such requests shall be acted upon by the building principal or supervisor within forty-eight (48) hours of submission. Denial may be appealed by the secretary to the Superintendent or his/her designee.

4. Court Appearance -

Court appearance as a witness in any case connected with the secretary's employment or the school, or whenever the secretary is subpoenaed to attend any proceedings. The secretary may be asked to produce evidence of subpoena at the discretion of the Superintendent or his/her designee.

5. Jury Duty -

Any secretary who is summoned for jury duty examination and investigation must notify the Personnel Office within seventy-two (72) hours of receipt of such notice. If an employee is summoned and reports for jury duty, he/she shall be paid the difference between the amount he/she receives as a juror and his/her normal week's pay.

To be eligible for jury duty pay differential, the employee must furnish the employer with a written statement from the appropriate public official, listing the dates he/she received pay for jury duty. An employee found abusing this privilege shall not be entitled to the pay differential.

6. Student Trips -

Secretaries who are required to accompany students on field trips outside the building on days which are regular work days and work hours for the secretary.

G. A secretary who is exposed on the job and is subsequently absent from work because of mumps, scarlet fever, measles, or chicken pox, shall not have the time charged against his/her leave days. Verification of the illness may be requested from a doctor by the Superintendent or his/her designee.

H. Secretaries shall not have the option of taking voluntary days when school is in session except in extreme emergencies with approval of the Superintendent or his/her designee. Voluntary days may be taken over the school calendar break times (insufficient membership, winter, mid-winter, spring breaks).

Voluntary days may also be taken during the month of August prior to the following dates:

August 12, 1996  
August 11, 1997  
August 10, 1998  
August 9, 1999

Additionally, voluntary days may be taken on other non-school days not included above with the approval of the immediate supervisor.

- I. During the term of this agreement, secretaries shall not utilize regular work time or personal leave days to engage in activities to support a work stoppage in another school district.
- J. Absence request forms will be returned to the secretary submitting such a request within four (4) work days of submission.



## UNPAID LEAVE OF ABSENCE

- A. Leaves of absence without pay and without fringe benefits may be granted for any of the following reasons:

1. **Health Leave -**

A secretary may be granted a health leave when his/her health or the health of a member of the immediate family, which shall be interpreted as: father, mother, husband, wife, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or dependent of the immediate household residence, warrants it. Such leave may be renewed and extended for an additional five (5) years, one year at a time. At the end of such leave, the secretary must either return or resign. When the health of a secretary or that of the member of his/her immediate family, as defined above, permits his/her return, he/she shall so request the Superintendent in writing and submit a statement from a physician certifying his/her fitness to return. The secretary may be required to submit to a medical examination by a Board appointed physician prior to approval for return.

2. **Military Leave -**

Any secretary covered by the salary schedule who leaves the school district to perform active service in the Armed Forces of the United States is entitled to re-employment rights in the position he/she is vacating or one of like status and pay scale provided:

- a. The position vacated is other than temporary.
- b. He/she is honorably discharged from the Armed Forces.
- c. He/she is still qualified and competent to perform the duties of such secretarial position.
- d. He/she applies for re-employment within ninety (90) days after discharge or if hospitalized when discharged as a consequence of his/her active service in the armed forces, within one (1) year after such discharge.

In the event of re-employment, the following provisions shall apply:

- a. Accrual of seniority shall be granted.
- b. Increments shall be added as if the secretary had been in the school district employ during time of such active service in the Armed Forces.
- c. His/her status under contract shall be the same as when employment was terminated at the time military leave was granted. Further, all provisions of this policy shall be in accordance with state and federal laws governing military leaves of absence.

3. **Personal Leave -**

When an employee requests a leave of absence for a period not to exceed ninety (90) calendar days, leaves may be granted without loss of his/her position, providing the leave is not for the purpose of working in other employment. It is expected that a substitute will be hired to fill this temporary vacancy of position.

Personal leave may also be granted for periods which exceed ninety (90) calendar days subject to the provisions of Section B. below.

4. **Maternity Leave -**

A leave of absence without pay shall be granted to any secretary for one (1) year for the purpose of maternity. The actual date of leave commencement shall be determined by the secretary. Maternity leave shall be renewable annually for a period of up to five (5) years.

5. **Leave for Service in Professional Organizations -**

O.A.E.S., M.A.E.O.P., N.A.E.O.P., and M.E.A./N.E.A. may be granted for a maximum of one (1) year.

6. **Study or Travel -**

Study or travel leave may be granted for a maximum of one (1) year, upon the recommendation of the Superintendent.

7. **Peace Corps -**

Peace Corps leave may be granted for a maximum of one (1) year, with renewal for one (1) additional year.

8. **Volunteers in Service To America (V.I.S.T.A.) -**

A maximum of one (1) year may be granted.

9. **Adoption Leave -**

On recommendation of the Superintendent, a leave for adopting a child may be granted after one (1) year of service. Such leave shall commence upon entry of an order terminating the rights of the natural parents by the probate court. The leave shall be granted for a period of one (1) year and may be renewed annually for an additional five (5) years.

- B. An employee granted a leave of absence by the Board for more than ninety (90) calendar days shall be returned to active employment provided he/she has given proper notice. Such secretaries shall have equal rights with secretaries who are on the recall list. That is, they shall be placed on the recall list in seniority order and recalled together with laid off secretaries pursuant to Article VII.

If a leave exceeds ninety (90) calendar days, seniority shall be frozen at that time, and insurance benefits as provided under this agreement may continue at the employee's expense where underwriter rules allow.

While awaiting recall from leaves in excess of ninety (90) days, secretaries may avail themselves of the right to perform substitute work when it is available, pursuant to Article VII, Section I.

Employees on a leave of absence of ninety (90) calendar days or less shall be returned to their regular positions. There shall be no loss of seniority or insurance benefits provided under this Agreement provided the leave is not for the purpose of working in other employment.

- C. An employee is required to notify the Personnel Office in writing at least sixty (60) calendar days preceding the expiration date of a leave indicating his/her desire to return, request an extension, or resignation. Otherwise, the employee will be considered as terminating his/her employment.

#### ARTICLE XVIII

#### ATTENDANCE PROCEDURES

- A. Where possible, employees are responsible for reporting their absence by calling an assigned number at least one (1) hour prior to the starting time of their assignment. Calls are to be made to a central substitute answering service. The Board shall provide that the assigned number be available to secretaries on a twenty-four (24) hour a day basis. Further, once the employee has thus reported an absence, it shall be the central administration's responsibility to notify the individual supervisor or building administrator.
- B. In order to alleviate an increased workload for an absent secretary, a substitute shall be provided if requested by the supervisor. If a secretary's workload becomes excessive due to a substitute not being provided, such situation shall be brought to the attention of the Board for relief and/or remedy.

**ARTICLE XIX**  
**INSURANCE**

- A. The Board agrees to furnish to all secretaries and dependents the following MESSA-PAK insurance protection:

**Plan A:** For employees electing MESSA Health Insurance.

Health: Super Care I  
Long Term Disability: 66 2/3%  
\$5,000 Maximum Per Month  
365 Calendar Days  
Freeze on offsets  
Alcohol/Drug - Same as any other illness  
Mental/Nervous - 2 years

Benefits, if disabled prior to age sixty (60) will be paid through the end of the school year in which a person reaches age sixty-five (65). If disabled after age sixty (60), benefits will be paid to the end of the school year in which they reach age seventy (70).

Delta Dental: 100:90/90/90: \$1,500  
or if spouse has coverage by another carrier  
50/50/50: \$1,000 (with sealants)  
Negotiated Life: \$45,000 Accidental Death & Dismemberment at Double  
Indemnity  
Vision: VSP-3 Plus

Where applicable and at the secretary's option, MESSA-Care Exact Fill Complimentary Coverage and Medicare premiums shall be paid by the Board for the secretary, spouse and/or eligible dependents, in lieu of MESSA Super Care I premiums.

**Plan B:** For employees not electing MESSA Health Insurance.

Long Term Disability: 66 2/3%  
\$5,000 Maximum Per Month  
365 Calendar Days  
Freeze on offsets  
Alcohol/Drug - Same as any other illness  
Mental/Nervous - 2 years

Benefits, if disabled prior to age sixty (60), will be paid through the end of the school year in which a person reaches age sixty-five (65). If disabled after age sixty (60), benefits will be paid to the end of the school year in which they reach age seventy (70).

Delta Dental:	100: 90/90/90: \$1,500 or if spouse has coverage by another carrier 50/50/50: \$1,000 (with sealants)
Negotiated Life:	\$45,000 Accidental Death & Dismemberment at Double Indemnity
Vision:	VSP-3 Plus

- B. Each secretary shall receive a health deduction reimbursement payment in the amount of \$100.00 (one hundred dollars). This payment shall be paid in December of each year.
- C. Secretaries not wishing health insurance through the school district shall enroll in Plan B and be allowed to apply twenty-five (\$25.00) dollars per month at the expense of the Board, toward any of the MESSA options and shall receive an annual Board Paid Tax Sheltered Annuity of one thousand two hundred dollars (\$1,200.00). Such annuities shall be from those listed in Article XXVI, Section B. Secretaries may add the three hundred dollars (\$300.00) annual amount for options to the annuity in lieu of such MESSA options.
- D. Secretaries laid-off or on leave of absence beyond ninety (90) days may continue under group coverage provided that, during such time, the secretary submits premium payments directly to the Board. Secretaries on Workers' Compensation or a Long Term Disability leave of absence shall have coverage paid by the Board, as provided in Article XII, Section D.
- E. Except as specified above, the benefits stated above shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for such benefits.
- F. Upon termination or lay-off of employment with the Board, the premiums for employees' benefits as described above, will cease to be paid by the Board. In the event a secretary is laid off or retires at the end of the school year, the insurance provided shall be continued through the summer months.
- G. The Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described above. The failure of an insurance company to provide any of the benefits for any reason shall not result in any liability to the Board or the Association nor shall such failure be considered a breach by either of them of any obligation under this Article.

- H. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedure.
- I. In addition to the above, twelve month secretaries shall be allowed to apply twenty-five dollars (\$25.00) per month at the expense of the Board toward any of the MESSA options. Also, less than twelve month secretaries shall be allowed to apply twenty dollars (\$20.00) per month at the expense of the Board toward any of the MESSA options. The total annual amount may be added to the annuity, in lieu of such options.

**ARTICLE XX**  
**VACATIONS**

- A. All secretaries may take vacation time during the regular school year including times when school is not in session. Normally, secretaries will not be permitted to take vacation during the two weeks prior to the first reporting date for teachers. However, vacations may be permitted during this time with the approval of the immediate supervisor.

The immediate supervisor of a secretary shall have the authority to approve or deny, for reasonable cause, the request for vacation. Disposition of vacation request shall occur within forty-eight (48) hours of submission. Denial of such vacation request shall be subject to the grievance procedure.

- B. Secretaries who work less than forty (40) hours a week shall receive vacation pay based on their regularly scheduled work week.
- C. Choice of vacation shall be determined by seniority within each building unit in accordance with Section A of this Article.
- D. Eligibility for one's vacation period shall be computed on July 1 of each year, based upon the anniversary date of employment of that calendar year.
- E. Years of service for secretaries working less than a full year for determination of vacations are computed as of July. Secretaries' vacation pay shall be based upon the regularly scheduled work week, such vacation shall be paid at the rate of the time earned and paid on the first pay period following July 1.
- F. All secretaries will be granted non-cumulative vacation without loss of pay as follows:

	<u>Twelve Month</u>	<u>Less Than Twelve Month</u>
Less than one (1) year	5/6	5/6
After one (1) year	12	11
After five (5) years	17	16
After ten (10) years	22	20.5
After twelve (12) years	23	21
After fourteen (14) years	24	22
After sixteen (16) years	25	23
After eighteen (18) years	26	24
After twenty (20) years	27	25

- G. If an employee is terminated, he/she will receive any unused vacation credit, including any that might have been accrued prior to actual layoff or retirement in the then current fiscal year. Credit will be determined by pro-rating the earned vacation days from July 1 to the date of termination in the then current fiscal year.

- H. A vacation may not be postponed from one year to the next. However, the secretary shall receive full payment for all unused vacation days at the end of the fiscal year at the then current daily rate of pay. Such payment shall occur prior to June 30th.
- I. When a paid holiday falls within a vacation period, the secretary shall receive an additional day vacation without loss of pay.
- J. Any employee not utilizing any leave days for personal illness or family illness within any fiscal year shall be granted two (2) additional vacation days.



**ARTICLE XXI**  
**EVALUATIONS**

- A. All monitoring or observation of the work performance of a secretary shall be conducted openly with full knowledge of the secretary.
- B. If a secretary's evaluation points out questionable characteristics of the secretary, in any manner, and the secretary does not agree with the evaluation, the secretary will have the opportunity to answer the evaluation in writing, to the appropriate administrator with a copy placed in the secretary's personnel file.
- C. The building principal or the appropriate administrator shall be responsible for written evaluation of all personnel covered by this Agreement at least once every two (2) years. Responsibilities include:
  - 1. Acquainting new employees with evaluative procedures during the first five (5) work days of their assignment to the building or program.
  - 2. Executing written evaluations and forwarding copies to the Personnel Department and the employees.
  - 3. Conducting, when appropriate, the evaluation in a manner that identifies specific areas where improvement is needed, suggested steps to bring about improvement, and adequate time to make improvements.
- D. Secretaries receiving evaluations that denote need for improvement shall be entitled to request and receive an additional evaluation within six (6) months of the date of the original evaluation.
- E. All evaluations shall be due and shall be completed by May 15 of the school year of such evaluation.
- F. Alleged misapplication or violation of evaluation procedures, criteria and/or content of the evaluation shall be subject to the grievance procedure.
- G. If a secretary is not evaluated during any year, his/her performance shall be deemed to be satisfactory for that year.
- II. All secretaries will be evaluated using the evaluation forms and procedures contained in this Agreement in Appendix C.
- I. Probationary (newly hired) employees must be formally evaluated on approximately the thirtieth (30th) and sixtieth (60th) work days of their ninety (90) work day probationary period. Conferences shall be held shortly after the thirtieth and sixtieth work day periods. Deficiencies shall be documented and clearly noted on the secretarial evaluation form in Appendix C and should be explained to the

probationary employee at each conference. The probationer shall receive a copy of the evaluations, and the evaluator shall send copies to the Personnel Office.

- J. A third and final evaluation conference shall be held before the eightieth (80th) worked day. As with the other two conferences, the secretarial evaluation form reproduced in Appendix C should be completed and given to the probationer with a copy sent to the Personnel Office. Finally, the supervisor shall submit to the Personnel Office and to the employee ten (10) work days before the expiration of the probationary period, a one (1) page final evaluation narrative. Such narrative shall minimally contain a paragraph describing the weaknesses and deficiencies of the probationer, and a statement indicating whether the supervisor recommends permanent employment or termination.

## ARTICLE XXII

### DISTRICT IMPLEMENTATION MEETING

- A. Implementation meetings shall be held between representatives of the Board and the Association on a regularly scheduled basis when requested.
- B. The purpose of these meetings will be to review the administration of the Agreement and resolve any problems. It is intended that these meetings will produce a high level of mutual understanding and that problems will be resolved on an equitable basis.
- C. All meetings between the parties should be scheduled to take place as promptly as possible. The rescheduling will take place within two (2) days of the request from the Association or the Board of Education.
- D. All requests for meetings will be made directly between the Director of Personnel/Employee Relations and the Association President or designee. They will mutually develop the time, place and agenda for such meeting.

## 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.
- B. Copies of this Agreement shall be prepared at the expense of the Board and presented to all secretaries now employed or thereafter employed by the Board during the term of this Agreement. The Board shall also furnish copies of the Agreement to the Association.
- C. This Agreement is subject, in all respects, to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Association, and employees in the bargaining unit, and in the event that any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative, and subject to renegotiations. However, all other provisions of this Agreement shall continue in effect.
- D. When a secretary seeks to upgrade his/her skills by taking courses, he/she will be reimbursed by the Board of Education for the fees and materials required, provided he/she has received prior approval from the Superintendent or his/her designee. There shall be allocated, during each year of this Agreement, the following amount:

\$12,000.00

for purposes of tuition reimbursement and/or inservice activities, including seminars and conferences. An amount up to \$3,500 of any unused funds shall be carried forward from one year to the next. A joint committee of equal representatives of the Association and the Board shall be established to jointly implement this provision.

- E. Reclassifications and changes in jobs or job descriptions must be mutually agreed to by the Board and the Association pursuant to Article VI.
- F. Any secretary using his/her personal car for school business at the direction of the building principal or unit supervisor should be paid at the then current per mile rate allowed by the Internal Revenue Service. Proper forms must be submitted for Board approval of mileage expense.
- G. Secretaries employed in positions in which the primary responsibilities are for less than twelve months shall have priority for summer employment pursuant to Article XIV A. The hourly rate of pay for such employment shall be the current substitute rate of a retired secretarial employee.

- H. The District will make available for secretaries in each building, smocks to be used as needed.
- I. Secretaries required to prepare the CA-15 and other Fourth Friday reports shall be provided the necessary overtime with prior approval which shall be approved by their immediate supervisor.

#### ARTICLE XXIV

#### NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall, upon consent of both parties, be subject to professional negotiations between them from time to time during the period of this Agreement. The parties will undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively resolving any such matters.
- B. At least sixty (60) days, and not more than one hundred-twenty (120) days, prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of secretaries employed by the Board.
- C. In any negotiations, it is recognized that all agreements are tentative until completion of the total Agreement and until the Agreement has been ratified by the representatives of the parties.
- D. When the Board gives consideration to altering past or current personnel policies or practices significantly affecting bargaining unit members, including but not limited to working hours, it shall be obligated to consult with the Association and provide an opportunity for its reaction prior to a final determination and implementation.
- E. The Board and Association recognize the value of collaborative efforts as they apply to collective bargaining and problem solving. The Board and Association are committed to study the many models of collaborative decision making, particularly as they apply to the collective bargaining process. The Board and Association shall work towards a suitable process for collaborative bargaining and problem solving tailored to enhance a positive working relationship.
- F. All members engaged in negotiating on behalf of the Association with any representative of the Board shall be released from their regular duties during days, arranged by mutual consent, without loss of salary, leave days, or Association days.

**ARTICLE XXV**  
**COMPENSATION**

- A. The salaries of twelve month secretaries and secretaries whose responsibilities are less than twelve months are set forth in Appendix B which is attached to and incorporated in this Agreement. Daily wages for twelve month secretaries shall be calculated by dividing the annual salary by two hundred sixty (260). Hourly wages shall be calculated by dividing the annual salary by two thousand eighty (2,080). Daily wages for less than twelve month secretaries shall be calculated by dividing the annual salary by two hundred forty-two (242). Hourly wages shall be calculated by dividing the annual salary by one thousand nine hundred thirty six (1,936).
- B. All salary increases due to experience will be effective for those secretaries hired at least five (5) months prior to the scheduled increase.
- C. The following Professional Development Adjustment Program will be implemented and the requirements for professional development adjustment shall be as follows:
  - 1. Any secretary who earns the equivalent of sixty (60) semester hours or ninety (90) term hours in approved classes (credit/non-credit) through any of the following institutions: Community College, College, University, Business Institute, Community Education, or an Associate Degree, or
  - 2. A combination of thirty (30) semester hours as outlined above and thirty (30) semester hours involved in Board sponsored/sanctioned inservice or a combination of Community Education classes which shall equate by counting each ten (10) clock hours in such activities as two (2) semester hours or three (3) term hours of credit.
- D. The following Professional Development Adjustment Program will be implemented and herein after shall be referred to as the "Plus Program"; the requirements for the "Plus Program" will be as follows:
  - 1. Any secretary who earns the equivalent of ninety (90) semester hours or one hundred thirty-five (135) term hours in approved classes (credit/non-credit) through any of the following institutions: Community College, College, University, Business Institute, Community Education, or an Associate Degree, or
  - 2. A combination of forty-five (45) semester hours as outlined above and forty-five (45) semester hours involved in Board sponsored/sanctioned inservice or a combination of Community Education classes which shall equate by counting each ten (10) clock hours in such activities as two (2) semester hours or three (3) term hours of credit.

- E. A joint Professional Development/Inservice Committee comprised of equal representation between the Administration and the Association shall have the authority to grant/deny all requests pertaining to professional development and the "Plus Program" that are submitted. Wage adjustment on current wage for the secretary shall be made immediately after committee approval that the requirements have been met.

## ARTICLE XXVI

### PAYROLL DEDUCTIONS AND PROCEDURES

- A. All new secretaries must have on file an exemption card for withholding tax as required by I.R.S. in the Personnel Office. Any employee desiring change in exemptions shall do so by filing a new card. Deductions are based upon a schedule supplied by the Federal Government.
- B. Secretaries may request that additional deductions be made from their pay for the following purposes:
1. United Foundation
  2. Detroit Teachers Credit Union and South Oakland Credit Union
  3. Tax Deferred Annuity Programs:
    - a. Michigan Education Association Financial Services
    - b. Equitable Life Assurance Company
    - c. Fidelity Investments
    - d. First Heritage
    - e. Lincoln National Life Insurance Company
    - f. Prudential
    - g. Consolidated Financial Services
    - h. V.A.L.I.C.
    - i. Eschels
- Deductions shall be allowed for one (1) or two (2) carriers.
4. Educational Secretaries of Southfield and MEA/NEA dues, assessments and/or service charges.
  5. U.S. Savings Bonds
  6. Michigan Association of Educational Office Personnel dues
  7. Michigan Education Special Service Association options as delineated in Appendix D.
  8. Detroit City Income Tax
  9. MEA Financial Services Programs as delineated in Appendix D
- C. Payroll checks will be delivered to secretaries in sealed envelopes to insure privacy.

**ARTICLE XXVII**

**LONGEVITY**

- A. There shall be paid to each secretary who has ten (10) or more consecutive years of service to the school district prior to December 31, the amount of five hundred fifty dollars (\$550.00). For each year thereafter twenty dollars (\$20.00) will be added to a maximum of ten (10) additional years service. These payments shall be made in December. Upon resignation, retirement, or termination of employment, longevity shall be prorated. Longevity shall be paid in a separate check.

**ARTICLE XXVIII**

**CONCLUSION AND DURATION**

This Agreement shall be effective as of August 1, 1996 and shall remain in effect until July 31, 2000.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

## LETTER OF UNDERSTANDING

This Letter of Understanding hereby confirms that the parties undersigned below, have reached the following agreements during the course of negotiations:

1. The parties agree to the application and institution of the Board's absenteeism control program/procedure for all ESOS employees in the School District in accordance with the joint understanding "Issue" Attendance/absenteeism" signed by the parties and dated August 19, 1990.
2. The parties agree to the application and institution of the joint understanding "Issues: Sick Bank, Medical Verification Form, Communicable Diseases, Return from Leave, Board Right to have Employee Examined by Board Physician", signed by the Parties and dated August 19, 1990.
3. Pursuant to the joint understanding "Issues: Sick Bank, Medical Verification Form, Communicable Diseases, Return from Leave, Board Right to have Employee Examined by Board Physician", signed and dated August 19, 1990, the parties agree that the issue of employees with communicable diseases which are not known to be spread by casual contact shall be assigned to a joint committee which shall prepare language on the issue to be incorporated in the Agreement. Furthermore, the parties agree that said joint committee shall clarify and revise the existing language dealing with communicable diseases which are known to be spread by casual contact as such language inter-relates with the primary issue.
4. The parties agree to refer the matter of insurance benefits to a joint committee for further study, with specific language regarding the issues and the committee charge to be developed by the parties.



## MEMORANDUM OF UNDERSTANDING

### Between the Board of Education of the Southfield Public Schools and the SEA, S-MESPA, and ESOS

In accord with the agreement reached in recent discussions between representatives of the Board of Education and the S.E.A., S-M.E.S.P.A., and the E.S.O.S., the parties do hereby stipulate to the following with respect to implementation of the Tobacco-Free School Law.

1. The parties agree that smoking in school owned vehicles, on or off school property, is expressly prohibited at all times for bargaining unit members.
2. The parties agree that the Board will offer smoking cessation support, activities within the school district as well as provide information about outside support groups/activities by other organizations to bargaining unit members.
3. The parties agree that any disciplinary action taken by the school district against a bargaining unit member for violating the provisions of the new Tobacco-Free Schools Law (Public Law 459) and/or District Policy on smoking, shall be disciplined in accordance with the provisions in the existing collective bargaining agreements, and such discipline shall comport with the procedures commonly referred to as progressive discipline.
4. It is agreed by the parties that bargaining unit members on "break time" (e.g. employee lunch time, 10 minute S-M.E.S.P.A. rest time, 15 minute E.S.O.S. relief period) shall be allowed to leave school property for purposes of smoking.

It is understood that this Memorandum of Understanding constitutes the entire understanding of the parties in regard to the aforesaid matter, under the conditions so stipulated herein, and as such shall not effect or otherwise modify, or be deemed precedent setting with respect to any or all of the Master Contract now in effect or to be in effect at a future date, or any grievance filed or to be filed at a future date.

CLASSIFICATIONS

- I. Head Bookkeeper
- Head Payroll
  
- II. Secretary - Accounting Services
- Secretary - Building and Grounds
- Secretary - Community Education
- Secretary - Community Services
- Secretary - Custodial Services
- Secretary - Data Processing
- Secretary - Director of Technology
- Secretary - Director of Pupil Services
- Secretary - Director of Information
- Secretary - Elementary Instruction
- Secretary - Secondary Instruction
- Secretary - Food Services
- Secretary - Human Resources Development
- Secretary - Instructional Support Services
- Secretary - Insurance Services
- Secretary - Payroll Services
- Secretary - Personnel Services
- Secretary - Pre-Primary Center
  
- High School - Secretary - Assistant Principal\*
- High School - Secretary - Activities Director
- High School - Secretary - Bookkeeper
- High School - Secretary - Counseling Center
- High School - Secretary - Library
- Middle School - Secretary - Assistant Principal
- Middle School - Secretary - Counseling Center
  
- Secretary - Principal (Pre-Primary/Kdg-12th)
- Secretary - Purchasing
- Secretary - Registration/Child Accounting
- Secretary - Special Education
- Secretary - Switchboard/Substitute Services
- Secretary - Human Resources
- Secretary - Testing/Residency Review
- Secretary - Transportation
- Secretary - Media Center

\* Assignment is related to function not to individual supervisor or location.

## APPENDIX B

The retroactive salary adjustment for the 1996-97 school year shall be paid within three (3) weeks of ratification of this agreement by both parties.

For the 1997-98 school year, in addition to the wage schedule, each individual shall receive 0.5% of that years wage schedule for eight (8) hours of after school/Saturday Southfield Public School sponsored in-service and a second 0.5% of that years wage schedule for the next eight (8) hours of similar in-service. There shall not be any pro-rata payment for less than eight (8) hours.

For the 1998-99 and 1999-2000 school years, in addition to the wage schedule, each individual shall receive 0.5% of that years wage schedule for eight (8) hours of after school/Saturday SPS sponsored in-service. There shall not be any pro-rata payment for less than eight (8) hours.

The schedule for the first semester offerings shall be made available by mid-September each year and the schedule for the second semester offerings shall be made available by the end of January each year. Whenever feasible, multiple offerings of each in-service shall be made annually to provide for individual flexibility. The joint committee on in-service shall monitor this program. This off-schedule compensation for in-service shall be paid to those individuals qualifying in their last check in June of each year.

**APPENDIX B: WAGE SCHEDULE - HOURLY RATES**

**1996-97**

<b><u>Steps</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
<b>I</b>	15.86	16.55	17.23	18.08	18.90	19.84	20.85
<b>II A+</b>	15.56	16.21	16.93	17.68	18.51	19.42	20.29
<b>II A</b>	14.82	15.44	16.13	16.84	17.63	18.49	19.33
<b>II B</b>	13.47	14.04	14.64	15.32	16.01	16.81	17.57

**1997-98**

<b><u>Steps</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
<b>I</b>	16.10	16.80	17.49	18.35	19.18	20.14	21.16
<b>II A+</b>	15.79	16.45	17.19	17.95	18.79	19.71	20.60
<b>II A</b>	15.04	15.67	16.37	17.09	17.90	18.77	19.62
<b>II B</b>	13.67	14.25	14.86	15.55	16.25	17.06	17.83

**1998-99**

<b><u>Steps</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
<b>I</b>	16.34	17.06	17.76	18.62	19.47	20.44	21.48
<b>II A+</b>	16.03	16.70	17.45	18.22	19.07	20.00	20.91
<b>II A</b>	15.27	15.90	16.62	17.35	18.16	19.05	19.91
<b>II B</b>	13.88	14.46	15.08	15.78	16.49	17.32	18.10

**1999-2000**

<b><u>Steps</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
<b>I</b>	16.59	17.31	18.02	18.90	19.76	20.75	21.80
<b>II A+</b>	16.27	16.95	17.71	18.49	19.36	20.30	21.22
<b>II A</b>	15.50	16.14	16.86	17.61	18.44	19.34	20.21
<b>II B</b>	14.08	14.68	15.31	16.02	16.74	17.58	18.37

**II A+:** Secretaries who met Professional Development Plus Requirements.

**II A:** Secretaries who met Professional Development Requirements.

**II B:** Secretaries who have not met Professional Development Requirements.

**APPENDIX B: WAGE SCHEDULE - 12 MONTHS**

**1996-97**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	32,998	34,434	35,848	37,600	39,311	41,274	43,364
<b>II A+</b>	32,365	33,717	35,224	36,776	38,506	40,389	42,207
<b>II A</b>	30,824	32,111	33,547	35,025	36,672	38,466	40,197
<b>II B</b>	28,016	29,198	30,444	31,858	33,294	34,961	36,545

**1997-98**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	33,493	34,951	36,386	38,164	39,901	41,893	44,014
<b>II A+</b>	32,850	34,223	35,752	37,328	39,084	40,995	42,840
<b>II A</b>	31,286	32,593	34,050	35,550	37,222	39,043	40,800
<b>II B</b>	28,436	29,636	30,901	32,336	33,793	35,485	37,093

**1998-99**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	33,995	35,475	36,932	38,736	40,500	42,521	44,674
<b>II A+</b>	33,343	34,736	36,288	37,888	39,670	41,610	43,483
<b>II A</b>	31,755	33,082	34,561	36,083	37,780	39,629	41,412
<b>II B</b>	28,863	30,081	31,365	32,821	34,300	36,017	37,649

**1999-2000**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	34,505	36,007	37,486	39,317	41,108	43,159	45,344
<b>II A+</b>	33,843	35,257	36,832	38,456	40,265	42,234	44,135
<b>II A</b>	32,231	33,578	35,079	36,624	38,347	40,223	42,033
<b>II B</b>	29,296	30,532	31,835	33,313	34,815	36,557	38,214

**II A+:** Secretaries who met Professional Development Plus Requirements.

**II A:** Secretaries who met Professional Development Requirements.

**II B:** Secretaries who have not met Professional Development Requirements.

**APPENDIX B: WAGE SCHEDULE - LESS THAN 12 MONTHS**

**1996-97**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	30,714	32,050	33,366	34,997	36,589	38,417	40,362
<b>II A+</b>	30,125	31,382	32,785	34,230	35,840	37,593	39,285
<b>II A</b>	28,690	29,888	31,224	32,600	34,133	35,803	37,414
<b>II B</b>	26,076	27,177	28,336	29,652	30,989	32,541	34,015

**1997-98**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	31,175	32,531	33,866	35,522	37,138	38,993	40,967
<b>II A+</b>	30,577	31,853	33,277	34,743	36,378	38,157	39,874
<b>II A</b>	29,120	30,336	31,692	33,089	34,645	36,340	37,975
<b>II B</b>	26,467	27,585	28,761	30,097	31,454	33,029	34,525

**1998-99**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	31,643	33,019	34,374	36,055	37,695	39,578	41,582
<b>II A+</b>	31,036	32,331	33,776	35,264	36,924	38,729	40,472
<b>II A</b>	29,557	30,791	32,167	33,585	35,165	36,885	38,545
<b>II B</b>	26,864	27,999	29,192	30,548	31,926	33,524	35,043

**1999-2000**

<u>Steps</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<b>I</b>	32,118	33,514	34,890	36,596	38,260	40,172	42,206
<b>II A+</b>	31,502	32,816	34,283	35,793	37,478	39,310	41,079
<b>II A</b>	30,000	31,253	32,650	34,089	35,692	37,438	39,123
<b>II B</b>	27,267	28,419	29,630	31,006	32,405	34,027	35,569

**II A+:** Secretaries who met Professional Development Requirements.

**II A:** Secretaries who met Professional Development Requirements.

**II B:** Secretaries who have not met Professional Development Requirements.

## APPENDIX C

### Southfield Public Schools Southfield, Michigan

#### I. Evaluation Procedures - Non-Probationary Secretarial Personnel

- A. All secretaries shall be evaluated once every two (2) years.
- B. If a secretary changes position, there shall be a formal evaluation within one (1) year of the change. Thereafter, the secretary shall be evaluated once every two (2) years.
- C. If there is a change in the immediate supervisor of the secretary, there shall be a formal evaluation within one (1) year of such change. Thereafter, the secretary shall be evaluated once every two (2) years.

#### II. Evaluation Procedures - Probationary Secretarial Personnel

- A. A probationary secretary shall be formally evaluated three times prior to the conclusion of the probationary period. All evaluations shall be forwarded to the Personnel Office including a final narrative summary in accordance with Article XXI, Section J and as described below.
- B. Probationary (newly hired) employees must be formally evaluated on approximately the thirtieth (30th) and sixtieth (60th) work days of their ninety (90) work day probationary period. Conferences shall be held shortly after the thirtieth and sixtieth work day periods. Deficiencies shall be documented and clearly noted on the secretarial evaluation form in Appendix C and should be explained to the probationary employee at each conference. The probationer shall receive a copy of the evaluations, and the evaluator shall send copies to the Personnel Office.
- C. A third and final evaluation conference shall be held before the eightieth (80th) work day. As with the other two conferences, the secretarial evaluation form reproduced in Appendix C should be completed and given to the probationer with a copy sent to the Personnel Office. Finally, the Supervisor shall submit to the Personnel Office and to the employee ten (10) work days before the expiration of the probationary period, a one (1) page final evaluation narrative. Such narrative shall minimally contain a paragraph describing the weaknesses and deficiencies of the probationer, and a statement indicating whether the Supervisor recommends permanent employment or termination.

#### III. General Conditions

- A. Evaluation is to be a cooperative effort for the purpose of improvement of performance. It is suggested that each secretary complete a self-evaluation as part of this procedure prior to the final evaluation.
- B. An initial informal evaluation conference will be held by the immediate supervisor with the secretary to review the evaluation procedure.
- C. A final evaluation conference will be held by the immediate supervisor with the secretary to review the final evaluation procedure.
- D. The final written evaluation is due to Personnel by May 15 of the evaluation year.
- E. If deemed appropriate, the immediate supervisor of a secretary may request an additional or special evaluation.

### Secretarial Personnel Evaluation Form

Every evaluation process should result in clear understanding of both strengths and weaknesses, and should lead to the greatest efficiency possible. This evaluation form should be completed by the principal or supervisor. The form should then be reviewed with the secretary. Any item checked as "needs attention" requires comments by the evaluator.

Name of Secretary \_\_\_\_\_

School and/or Department \_\_\_\_\_

Period Covered by this Appraisal: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Type of assignments during appraisal period: \_\_\_\_\_

#### Part I - Job Performance

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>	<u>Does Not Apply</u>
<b><u>A. Organizing and Handling Office</u></b> Consider how systematically and efficiently the employee plans and organizes work; schedules work with proper sense of priorities, etc.	_____	_____	_____	_____
<b><u>B. Taking Dictation/Transcribing</u></b> Consider how accurately and rapidly employee takes dictation; how well finished copy is laid out; how proficiently copy is edited with respect to grammatical construction spelling, punctuation.	_____	_____	_____	_____
<b><u>C. Computer Usage</u></b> Consider how proficiently employee produces computer assignments using various programs which are job related to produce a quality product for intended purpose. (i.e. word processing, data base, reports, etc.)	_____	_____	_____	_____
<b><u>D. Using Typewriter</u></b> Consider how proficiently employee produces typewritten material taking into account quality of work produced neatness and accuracy, suitability of layout for intended purpose.	_____	_____	_____	_____
<b><u>E. Handling Correspondence</u></b> Consider quality of employee's performance with respect to such things as screening incoming correspondence, preparing letters, seeing that correspondence is handled promptly, maintaining mailing files, classifying and filing correspondence.	_____	_____	_____	_____



	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>	<u>Does Not Apply</u>
<b><u>F. Handling Schedules and Arrangements</u></b> Consider such things as how accurately employee keeps records of schedules, appointments, meetings, etc., whether these are followed-up with sufficient advance notice, etc.	_____	_____	_____	_____
<b><u>G. Handling Telephone Contacts</u></b> Consider how satisfactorily employee handles telephone contacts.	_____	_____	_____	_____
<b><u>H. Maintaining Files and Records</u></b> Consider such things as how files are set up; whether material is correctly classified; whether files are neat and orderly; whether files are kept current; whether service provided from files is prompt and efficient.	_____	_____	_____	_____
<b><u>I. Preparing and Processing Records and Reports</u></b> Consider how well employee handles preparation and processing of records, statements, reports, etc.; how well employee meets schedule requirements; how well employee handles special statements, reports, etc.	_____	_____	_____	_____
<b><u>J. Using Business Machines</u></b> Consider how proficiently employees uses and maintains business machines which may be required on the job.	_____	_____	_____	_____
<b><u>K. Bookkeeping Skills</u></b> Consider the degree of responsibility the employee assumes in maintaining financial records, taking into account the accuracy and efficiency displayed in handling bookkeeping records.	_____	_____	_____	_____
<b><u>L. Collecting and Handling Money</u></b> Consider how efficiently and accurately employee collects, handles and records all monies.	_____	_____	_____	_____
<b><u>M. Handling Relations with Others</u></b> Consider how effectively employee handles relations with other, take into account how well he/she handles office contacts, answers requests furnishes information, keeps supervisor informed regarding status of work and contacts, relates to the general public, etc.	_____	_____	_____	_____

**PART I - JOB PERFORMANCE**  
(continued)

PAGE THREE

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>	<u>Does Not Apply</u>
<b><u>N. Meeting Assignment Requirements</u></b> Consider such things as quantity and quality of work; how well employee meets deadlines; how assignments are finalized; whether proper disposition is made of completed work.	_____	_____	_____	_____
<b><u>O. Office Supervision</u></b> Consider how effectively other persons are supervised as the job requires.	_____	_____	_____	_____
<b><u>P. Possessing Functional Knowledge of First Aid</u></b> Consider ability to render minor first aid.	_____	_____	_____	_____

**PART II - PERSONAL CHARACTERISTIC**

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>
<b><u>1. Ability to Work With Others</u></b> Consider how employee's cooperation, self-control, ability to get along with other influence over-all job effectiveness.	_____	_____	_____
<b><u>2. Dependability</u></b> Consider judgment, trustworthiness, loyalty displayed in carrying out job assignments.	_____	_____	_____
<b><u>3. Ability To Express Self</u></b> Consider proficiency in handling both oral and written communications.	_____	_____	_____
<b><u>4. Ability To Carry Out Responsibility</u></b> Consider ability to get things done; how well employee plans, organizes and carries out work assignments; ability to handle emergencies.	_____	_____	_____
<b><u>5. Interest In Job</u></b> Consider industriousness, enthusiasm, willingness to work demonstrated in carrying out job assignments, interest in self improvement shown.	_____	_____	_____
<b><u>6. Initiative</u></b> Consider initiative shown in carrying out work assignments, willingness to accept work.	_____	_____	_____
<b><u>7. Pride In Work</u></b> Consider whether employee displays the proper concern for quality and accuracy of complete work	_____	_____	_____

**PART II - PERSONAL CHARACTERISTIC**  
(continued)

**PAGE FOUR**

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>
8. <u>Accepts Constructive Criticism</u> Consider willingness to accept constructive criticism _____	_____	_____	_____
9. <u>Attendance and Punctuality</u> _____	_____	_____	_____
10. <u>Personal Appearance</u> Consider neatness, dress and hygiene. _____	_____	_____	_____
11. <u>Health</u> Maintains good health, vitality and energy _____	_____	_____	_____

**PART III. SPECIAL JOB RESPONSIBILITIES**

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>
_____			
_____			
_____			
_____			
_____			
_____			

**PART IV - PROFESSIONAL DEVELOPMENT/SELF IMPROVEMENT**

	<u>Above Average</u>	<u>Satis- factory</u>	<u>Needs Attention</u>
1. <u>Participation In Outside Activities</u> Consider employee's attitude toward local, state and national conventions. _____	_____	_____	_____
2. <u>Participation In Outside Activities/ Seminars</u> Consider employee's attitude toward attending seminar courses. _____	_____	_____	_____

**COMMENTS BY SUPERVISOR:** \_\_\_\_\_

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

IMPROVEMENT SINCE LAST APPRAISAL: \_\_\_\_\_

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

COMMENTS BY EMPLOYEE: \_\_\_\_\_

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

Length of Service with Supervisor: \_\_\_\_\_

Length of Service With School District of Southfield: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

**FOR NON-PROBATIONARY EMPLOYEES:** (Probationary Employees See Article XXI, Sections I and J) Does employee's performance necessitate the use of a Performance Improvement Plan?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If so, outline: \_\_\_\_\_

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

Distribution:

One (1) copy - Employee

One (1) copy - Supervisor

One (1) copy - Personnel File

## MESSA/MEAFS OPTIONS

Those M.E.A. Financial Services and M.E.S.S.A. programs which the District and the Association have agreed to and which are available for payroll deduction are listed below:

**M.E.S.S.A.**

- Survivor Income Insurance
- Hospital Confinement Indemnity (individuals currently in the program only)
- Basic Term Life Insurance
- Supplemental Life Insurance
- Dependent Life Insurance
- Group Term Life Insurance
- Short Term Disability Insurance (may not be purchased with negotiated option dollars)
- Long Term Disability (not available for individual purchase)

**M.E.A. Financial Services**

- MEAFS Auto Insurance
- MEAFS Home Owners Insurance
- MEAFS Tax Deferred Annuity Programs
- MEAFS Mutual Funds
- Individual Retirement Accounts
- MEAFS Single Premium Deferred Annuities
- MEAFS P.R.D. Classic Life Program (Universal Life, Adjustable Life, and Whole Life)
- Verity Long Term Care

## BUILDING/DEPARTMENT LIST

The buildings/departments are herein identified:

Accounting	Leonhard Elementary
Adler Elementary	Levey MS
Arthur Ashe	MacArthur Elementary
Birney MS	McIntyre Elementary
Brace-Lederle Elementary	Payroll
Building/Grounds	Personnel
Bussey Center	Purchasing
Child Accounting	Schoenhals Elementary
Community Education	Southfield HS
Community Use	Southfield-Lathrup HS
Eisenhower Elementary	Special Education
Food Service	Stevenson Elementary
Information Services	Thompson MS
Instruction	Transportation
Inst./Applied Tech	Vandenberg Elementary
Kennedy Elementary	

## APPENDIX F

### JOB DESCRIPTIONS

#### SOUTHFIELD PUBLIC SCHOOLS

#### SECRETARY - INSTRUCTIONAL SERVICES

**Primary Function:**

To perform general secretarial duties for the Director of Instructional Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Director of Instructional Services

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; typing correspondence, memos, and fiscal data.
2. Prepare district, county, and state child accounting.
3. Prepare monthly district, county, and state reports.
4. Process changes of addresses, birthdates, telephone numbers, etc.
5. Process new students through Central Registration procedure.
6. Prepare monthly suspension/expulsion report.
7. Maintain file on "out of attendance area" students.
8. At peak times, helps with various other projects in the office complex.
9. Articulate knowledge of school programs and laws to new residents of the district.
10. Schedule testing for new students.
11. Other duties as assigned by the Director, as long as deemed reasonable.
12. Preliminary residency review.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - MIDDLE SCHOOL**

**Primary Function:**

To perform general secretarial duties for the counseling center as delegated by the building principal.

**Minimum Qualifications:**

1. High School education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. First aid knowledge/experience.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Processing confidential student records (CA60's) and transcripts.
2. Prepare student selection forms and assist in the preparation of the master student schedule.
3. Data processing; that is, report cards, schedule changes, progress reports, and grade verification.
4. Process various middle school projects; that is, assignments, honor awards, handbooks, school opening and closing information, mailings, etc.
5. Assist students who are sent home for illness.
6. Student attendance.
7. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and student schedules; and typing correspondence, memos, and fiscal data.
8. Prepare various reports for Oakland County Health Department.
9. Issue student passes.
10. Child accounting.
11. Other duties as assigned by the supervisor as long as deemed reasonable.



**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - INSTRUCTIONAL SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Instructional Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Director of Instructional Services

**Major Responsibilities:**

1. Process new students through central registration procedures.
2. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
3. Process changes of address, birth date, phone number, etc.
4. Preliminary residency review.
5. Schedule testing for new students.
6. At peak times, helps with various other projects.
7. Other duties as assigned by the supervisor, as long as deemed reasonable.
8. Articulate knowledge of school programs and law.
9. Process kindergarten lists and materials for the following school year.

**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - INSTRUCTIONAL SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Pupil Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Director of Pupil Services

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor, as long as deemed reasonable.
3. Process student registrations
4. Process purchase orders.
5. Petty cash.
6. At peak times, helps with various other projects.
7. Ability to effectively assist other secretaries in task assignments within the office complex.
8. Ability to process information in a confidential manner.
9. Process tuition payments.
10. Budget.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - INSTRUCTIONAL SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Pupil Services

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Director of Pupil Services.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Process new students through central registration procedures.
3. Order and distribute district test materials.
4. Process changes of address, birth dates, phone numbers, etc.
5. At peak times, help with various other projects.
6. Ability to process information in a confidential manner.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - INSTRUCTIONAL SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Instruction.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Director of Instructional Services.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process new students through central registration procedures.
4. Process changes of address, birth dates, phone numbers, etc.
5. Process requests for student records, transcripts, and subpoenas as a backup.
6. Monthly posting of student drops.
7. Preliminary residency review (updating leaves, parent information).
8. At peak times, helps with various other projects.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - CHILD DEVELOPMENT CENTER**

**Primary Function:**

To perform general secretarial duties for the building administrator

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.

**Reports To:**

Building Administrator

**Major Responsibilities:**

1. Staff attendance.
2. Child accounting
3. Process and maintain records for Head Start, Chapter 1, Prep, and Special Education.
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - COMMUNITY EDUCATION**

**Primary Function:**

To perform general secretarial duties for the Community Education Supervisor.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Flexibility of hours at the time of registration.

**Reports To:**

Supervisor of Community Education

**Major Responsibilities:**

1. Maintain records of students and staff.
2. Assists in the coordination of the United Foundation Campaign
3. Petty Cash
4. Prepare monthly expenditure records for reimbursement.
5. Prepare material from Area Council P.T.A.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

BOOKKEEPER - COMMUNITY EDUCATION

**Primary Function:**

To perform secretarial and bookkeeping duties for the community education program.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated proficient bookkeeping experience.
2. Flexibility of hours at the time of registration.
3. Demonstrated record of exemplary communication ability.

**Reports To:**

Supervisor of Community Education

**Major Responsibilities:**

1. Maintain payroll records.
2. Maintain money accounts for Community Education programs.
3. Process purchase orders and distribute materials.
4. Reconcile financial reports.
5. Community Education registration.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - COMMUNITY EDUCATION</b></p>
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**Primary Function:**

To perform secretarial duties related to Enrichment and Adult Education.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated artistic ability
2. Demonstrated bookkeeping experience or course work.
3. Demonstrated record of exemplary communication ability.

**Reports To:**

Supervisor of Community Education

**Major Responsibilities:**

1. Maintain student records.
2. Community Education registration.
3. Arrange for substitute teachers.
4. Preparation of Community Education brochures.
5. Canceled class notification.
6. Maintain CEU records.
7. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor, as long as deemed reasonable.



**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - COMMUNITY EDUCATION**

**Primary Function:**

To process community use of school facilities and perform secretarial duties for the Community Education Supervisor

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. Flexibility of hours at the time of registration.

**Reports To:**

Supervisor of Community Education

**Major Responsibilities:**

1. Schedule, process, and bill for building usage.
2. Process payment for staff. (Auditorium, cooks, custodians, etc.).
3. Budget.
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - CHILD DEVELOPMENT CENTER**

**Primary Function:**

To perform general secretarial duties for the building administrator.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.

**Reports To:**

Building Administrator

**Major Responsibilities:**

1. Process registrations for various tuition programs.
2. Process and maintain records for Head Start, Chapter 1, Prep, and Special Education.
3. Staff attendance/Enrichment.
4. Child accounting/Enrichment.
5. Scheduling for non-tuition programs and speech/language referrals.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - ELEMENTARY SCHOOL  
(HEAD - ASSISTANT)**

**Primary Function:**

To perform general secretarial duties for the building administrator

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. First aid knowledge/experience.

**Reports To:**

Building Administrator

**Major Responsibilities:**

1. Oversee the selling of lunch tickets, prepare lunch counts, and count money.
2. Maintain petty cash and activity accounts
3. Staff attendance.
4. Child accounting.
5. Student attendance.
6. Process purchase orders and distribute materials.
7. Budget.
8. Prepare various reports for Oakland County Health Department.
9. Process various elementary projects; i.e., school opening and closing information, handbooks, conference materials.
10. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.
12. Assist students who are sent home for illness.

**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - ELEMENTARY INSTRUCTION**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Elementary Education.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Elementary Instruction

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data, and their distribution.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process purchase orders.
4. Budget.
5. Maintain and update curriculum.
6. Process and distribute minutes from various committees, departments, and administrative meetings.
7. Schedule interviews for teacher candidates.
8. Assist with various special programs in the elementary schools.
9. Maintain a procedure for elementary summer schools.
10. Assist in the development of various brochures.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - VOCATIONAL AND TECHNICAL EDUCATION**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Vocational and Technical Education.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.
3. Demonstrated bookkeeping experience or course work.

**Reports To:**

Supervisor of Vocational and Technical Education.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor, as long as deemed reasonable.
3. Budget.
4. Prepare federal, state, and district reports.
5. Maintain records of special needs students and students sharing classes between high schools.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - DIRECTOR OF INFORMATION SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Information Services.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
  6. Dictaphone/dictation.
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Proficient English abilities, writing skills (including the ability to prepare press releases and other documents for approval and release), and proofreading skills.

**Reports To:**

Director of Information Services.

**Major Responsibilities:**

1. Process various school and community publications: Know Your Schools, Board Briefs, Inside Southfield, etc.
2. Proofread all written material.
3. maintain file and index of district news articles.
4. Process purchase orders.
5. Communicate newsworthy events of the schools to outside agencies.
6. Mailings.
7. Collect dates for Southfield Public Schools master calendar.
8. Maintain communications data base.
9. Normal secretarial duties, including the maintenance of files, confidential materials, records, calendar; scheduling appointments; and typing correspondence, memos, reports, and fiscal data.
10. Other duties as assigned by the director as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - HEAD BOOKKEEPER**

**Primary Function:**

To ensure accurate accounts receivable preparation, deposits, and investments reporting, and to manage the district's cash flow and accounts analysis.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
6. Dictaphone/dictation.

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Bookkeeping experience.
2. Demonstrated accounting experience.
3. Demonstrated record of exemplary communication ability.

**Reports To:**

District Controller/Accounting-Payroll Manager

**Major Responsibilities:**

1. Coordinates and assigns secretarial functions in the bookkeeping office as they relate to all cash flow and accounts activities.
2. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments of files, records, calendar; scheduling appointments and files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
3. Other duties as assigned by the supervisor as long as deemed reasonable.
4. Maintains ledger for accounts receivable.
5. Prepares deposits for all funds.
6. Coordinates activity, athletic, and Plotkin Trust.
7. Posts and reconciles bank statements and remits balances to schools.
8. Records and maintains investment records and rates for the school district.
9. File bookkeeping records, and manage check and signature plates to all departments.
10. Prepare various forms for city and state.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY  
TECHNOLOGY/ADMINISTRATIVE DATA PROCESSING SERVICES**

**Primary Function:**

To provide general secretarial duties for the Manager of Technology/Data Processing Services; and to provide a variety of secretarial functions relating to data entry, data processing, and microfilming.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Knowledge, understanding, and skills in computer data entry/operations and data base application.
2. Ability to accurately enter detailed work in various computer systems and microfilmer.
3. Flexibility of hours at certain peak times.

**Reports To:**

Manager Technology/Administrative Data Processing Services

**Major Responsibilities:**

1. Access computer information from Oakland Schools.
2. Enter data into computer using CRT or microcomputer.
3. Print, delete, burst, and collate computer printouts.
4. Prepare, process, maintain, and research microfilm records, as well as dispose of various records.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.



## SOUTHFIELD PUBLIC SCHOOLS

### SECRETARY - PAYROLL

**Primary Function:**

To perform payroll functions necessary to complete the payroll and meet all deadlines.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Payroll experience.
2. Demonstrated bookkeeping/accounting experience.
3. Flexibility of hours at peak times.
4. Demonstrated record of exemplary communication ability.

**Reports To:**

District Controller/Accounting-Payroll Manager

**Major Responsibilities:**

1. Serves as the senior payroll secretary and assumes the coordination functions of the Head payroll secretary in his/her absence.
2. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
3. Other duties as assigned by the supervisor/head payroll secretary as long as deemed reasonable.
4. Assists in the reconciliation and balancing of the district payroll.
5. Processes time cards and Appendix B payments.
6. Processes U.S. Savings Bonds.
7. Processes workers compensation.
8. Assists in processing attendance information/banks.
9. Assists in payroll research.
10. Correct account distribution.

## **SOUTHFIELD PUBLIC SCHOOLS**

### **SECRETARY - ACCOUNTING**

#### **Primary Function:**

To perform accounting and general secretarial duties for the district controller.

#### **Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

#### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience of course work.
2. Demonstrated record of exemplary communication ability.

#### **Reports To:**

District Controller/Accounting-Payroll Manager.

#### **Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Reconciles bank accounts.
4. Balance cafeteria deposit slips.
5. Balance and input all voided checks.
6. Review requisitions and type activity fund checks.
7. Prepare various district reports.
8. Balance Community Education fund.

**Primary Function:**

To perform accounting duties: Assist in the functions of accounts receivable and accounts payable secretaries in meeting deadlines, filing records, and inputting information on the computer.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Accounting/bookkeeping experience preferred.
2. Demonstrated record of exemplary communication ability

**Reports To:**

District Controller/Accounting-Payroll Manager

**Major Responsibilities:**

1. Normal secretarial/clerical duties, including maintenance of files and records; typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Assists in processing general ledger information.
4. Assists in processing and matching accounts payable.

## SOUTHFIELD PUBLIC SCHOOLS

### SECRETARY - HEAD PAYROLL

#### **Primary Function:**

To perform coordination and payroll functions necessary to complete the payroll and meet all deadlines.

#### **Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

#### **Additional Qualifications:**

1. Payroll experience.
2. Demonstrated bookkeeping/accounting experience or course work.
3. Flexibility of hours at peak times.
4. Demonstrated record of exemplary communication ability.

#### **Reports To:**

District Controller/Accounting-Payroll Manager

#### **Major Responsibilities:**

1. Coordinate and assign tasks required to process payroll.
2. Serve as a key resource person regarding the utilization and modification of payroll software.
3. Normal secretarial duties, including maintenance of files, records, calendar, scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
4. Other duties as assigned by the supervisor as long as deemed reasonable.
5. Reconciliation and balancing of the district payroll.
6. Maintain the master pay schedule.
7. Process garnishments and levies.
8. Implement Appendix B, longevity, and vacation pay.
9. Remain current and knowledgeable with regard to all applicable federal and state payroll regulations and procedures.
10. Complete all procedures necessary for the opening and closing of schools, which include setting up board paid annuities, leave banks, vacation banks, new hourly and salary rates, balancing contracts for payoff, etc.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - ACCOUNTING**

**Primary Function:**

To process accounts payable from encumbering purchase orders through payment and filing.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Flexibility of hours at peak times.
3. Demonstrated record of exemplary communication ability.
4. Accounts payable processing experience.

**Reports To:**

District Controller/Accounting-Payroll Manager

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records; communicating with employees and the public; and typing correspondence, memos, board reports, and checks.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Review purchase orders for proper account designation, mathematical coding accuracy, proper account designation, and documented compliance with district policies and procedures; encumber reviewed orders.
4. Audit invoices for compliance with purchase order terms and mathematical accuracy.
5. Obtain and match purchase orders, vendor invoices, and payment authorization; input matched items and generate checks.
6. Perform follow up matching and reviewing procedures prior to check distribution; distribute checks.
7. Maintain a control record of cash disbursement to assure adequate funding of checking accounts.
8. Provide requested vendor and accounts payable information.

## SOUTHFIELD PUBLIC SCHOOLS

### SECRETARY - PAYROLL

#### **Primary Function:**

To perform payroll functions as they relate to the reporting of required data.

#### **Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

#### **Additional Qualifications:**

1. Payroll experience.
2. Demonstrated bookkeeping/accounting experience.
3. Flexibility of hours at peak times.
4. Demonstrated record of exemplary communication ability.

#### **Reports To:**

District Controller/Accounting-Payroll Manager

#### **Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor/head payroll secretary as long as deemed reasonable.
3. Research and prepare payroll data for all internal and external requests for information.
4. Process pay for substitute teachers and substitute teacher assistants.
5. Assist in the processing, balancing, and distribution of the bi-weekly payroll.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - SWITCHBOARD**

**Primary Function:**

To serve as the district switchboard receptionists at the J.W. English Administration Building.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Human Resources/Personnel Services

**Major Responsibilities:**

1. Facilitates district communications.
2. Records and secures subs for district teachers, teacher assistants, and secretaries.
3. Maintains building attendance.
4. Processes various reports.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - SWITCHBOARD .8125**

**Primary Function:**

To serve as the district switchboard receptionists at the J.W. English Administration Building.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Personnel Services/Employee Benefits and Relations

**Major Responsibilities:**

1. Facilitates district communications.
2. Records and secures subs for district teachers, teacher assistants, and secretaries.
3. Maintains building attendance.
4. Processes various reports.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.



**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - INSURANCE**

**Primary Function:**

To issue and maintain insurance services for the employees of the school district.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Some training or experience in accounting/bookkeeping.
2. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Personnel Services/Employee Benefits and Relations

**Major Responsibilities:**

1. Knowledge of all district insurance provisions.
2. Knowledge of Board/Association contracts.
3. Responsible for insurance provisions for the district, including claims, billings, payments, file maintenance, enrollment, and changes.
4. Supplies negotiation information as requested.
5. Assists in occasionally covering the switchboard.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - PURCHASING**

**Primary Function:**

To perform secretarial duties for the Manager of Purchasing.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated bookkeeping/accounting experience.
2. Demonstrated record of exemplary communication ability.

**Reports To:**

Manager of Purchasing

**Major Responsibilities:**

1. Process all district purchase orders.
2. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
3. Other duties as assigned by the supervisor as long as deemed reasonable.
4. Orders supplies and maintains inventory.
5. Processes bid specifications.
6. Annual audit inventory.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - CENTRAL STORES .5**

**Primary Function:**

To perform general secretarial duties for the district warehouse.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Reports To:**

Manager of Purchasing

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Processes requisitions.
4. Maintains attendance.
5. Orders central stores supplies and maintains inventory.
6. Maintain and update central stores stock catalog.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - TRANSPORTATION**

**Primary Function:**

To provide general secretarial duties for the Transportation Department.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Some training or experience in accounting/bookkeeping.

**Reports To:**

Supervisor Human Resources/Personnel Services

**Major Responsibilities:**

1. Process attendance verify payroll.
2. Audit buss route maps.
3. Contact police department regarding motorist violations.
4. Process bids for gas usage.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HUMAN RESOURCES DEVELOPMENT**

**Primary Function:**

To provide general secretarial duties for the Supervisor of Human Resources Development.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Human Resource Development

**Major Responsibilities:**

1. Process and maintain district in-service materials/activities.
2. Prepare in-service reports.
3. Prepare materials and arrange for refreshments for workshops and meetings.
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Other duties as assigned by the supervisor as long as deemed reasonable.
6. Process purchase orders.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - FOOD SERVICES**

**Primary Function:**

To provide general secretarial duties for the Food Service Manager

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated proficient bookkeeping experience.
2. Demonstrated record of exemplary communication ability

**Reports To:**

Food Services Manager

**Major Responsibilities:**

1. Schedule substitute cooks and noon aides.
2. Process purchase orders and maintain inventory.
3. Compile various reports.
4. Process staff attendance/verify payroll.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Process lunch applications.

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - PERSONNEL SERVICES</b></p>
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**Primary Function:**

To perform general secretarial duties for the Supervisor of Human Resources/Personnel Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor of Human Resources/Personnel Services

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Obtains temporary certification for approved staff.
4. Preparation of secretarial postings, board reports, staffing reports, computer file maintenance, interview scheduling, testing, payroll adjustments, and answers general questions involving secretarial personnel matters.
5. Processes all substitute teacher and substitute teacher assistant personnel matters, including assisting in the annual substitute orientation program.
6. Maintenance of ESOS seniority lists with distribution to the appropriate parties, and maintenance of ESOS sick bank records.
7. All teacher and secretarial turndown and acceptance letters, maintenance of slate logs, and control of all application materials.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - SWITCHBOARD .25**

**Primary Function:**

To perform switchboard duties for the J.W. English Administration Building.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Human Resources/Personnel Services

**Major Responsibilities:**

1. Facilitates district communications.
2. Assists in securing substitutes for district.
3. Takes absence requests.
4. Other duties as assigned by the supervisor as long as deemed reasonable.



**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HUMAN RESOURCES .75**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Human Resources/Personnel Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Human Resources/Personnel Services

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process student teacher placement.
4. Process various personnel reports, including the computer generated spreadsheets reflecting staffing patterns and interview history.
5. Monitoring of 120 day limit of substitute teacher work days.
6. Process reminders and records pertaining to teaching personnel with expiring certificates, and disseminate new retirement information to all employees.
7. Maintenance of employee evaluation procedure.
8. Schedule and process substitute secretary services.

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - HIGH SCHOOL MATHEMATICS</b></p>
---

**Primary Function:**

To construct, score, and produce reports for the High School Mathematics Department.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Familiarity with mathematical symbols and graphics for tests in algebra through calculus.

**Reports To:**

Building Principals/High School Mathematics Department Chairpersons at Southfield High School and Southfield-Lathrup High School.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. To produce graphics for tests in algebra through calculus.
4. Maintain objective-based mathematically oriented questions.
5. Maintains files by objective per course, lists of objectives per course, master file of past and current exams.
6. Construct parallel A and B tests for all units of instruction.
7. Provide copies of each exam for all students.
8. Compile student information for immediate feedback using ScanTron.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - GRAPHIC SERVICES**

**Primary Function:**

To provide secretarial services for the Graphic Services Department.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Print shop experience with ability to operate machinery.
2. Must be able to meet the physical responsibility of the job.

**Reports To:**

Supervisor of Graphic Services/Director of Information Services.

**Major Responsibilities:**

1. Operate 1250 multilith presses and Xerox 9500, 1360.
2. Operate cutter, copy collator, and stitcher.
3. Bind books, staple, and glue projects.
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Process purchase orders.
6. Inventory.
7. Maintain equipment.
8. Strip-up negatives and perform layout duties.
9. Other duties as assigned by the supervisor as long as deemed reasonable.
10. Lifting, packaging, and moving of boxes of paper.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - MEDIA CENTER**

**Primary Function:**

To provide secretarial services for the instructional resource center.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience preferred.

**Reports To:**

Supervisor of Secondary Education

**Major Responsibilities:**

1. Reserve, schedule, and coordinate the distribution of district instructional AV materials.
2. Maintain inventory of AV (media production) materials.
3. Maintain collection of hardware and film catalogs.
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Contact various suppliers and publishers regarding preview, purchase, and copyright of media.
6. Sell and invoice schools for materials and supplies.
7. Copy/transfer video software.
8. Maintain separate file and circulation system for special education media and in-service as needed.
9. Assist persons using media production equipment and operate the following: Audio tape recorders, Leteron machine, vacuum forming machine, laminating machine, VHS video recorder, and INET.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY  
ACTIVITIES DIRECTOR, PSYCHOLOGIST, SOCIAL WORKER  
Southfield-Lathrup High School**

**SECRETARY - ACTIVITIES DIRECTOR  
Southfield High School**

**Primary Function:**

To perform general secretarial duties for the Activities Director, psychologist, and social worker.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Supervisor Human Resources/Personnel Services

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Purchase orders.
4. Maintain athletic/activities master schedule.
5. Verify student eligibility.
6. Schedules referees, helpers, guards, ticket takers.
7. Assists in coordination of athletic events.
8. Process various projects for psychologists and social workers.
9. During the summer and at peak times, processes various school projects (opening and closing of school, student schedules, etc.).
10. Athletic Department budget (S.H.S.)
11. No social worker/psychologist duties at S.H.S.

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - SPECIAL EDUCATION</b></p>
---

**Primary Function:**

To perform general secretarial duties for the Supervisor of Special Education.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated ability to take shorthand or other acceptable method of transcription.
3. Bookkeeping experience/course work.

**Reports To:**

Supervisor of Special Education.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Process and maintain all information/communication for all IEPC's K-12 and speech.
3. Arrange Special Education transportation K-12.
4. Process one year "follow-up" reports for students transferred to general education or graduating.
5. Maintain absentee records for speech personnel and teacher consultants.
6. Other duties as assigned by the supervisor as long as deemed reasonable.
7. Process purchase orders.
8. Budget (K-12 teaching and support staff).
9. Compile student count reports (monthly).

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - SPECIAL EDUCATION</b></p>
---

**Primary Function:**

To perform general secretarial duties for the Supervisor and the Curriculum Resource Consultant, Work Study Coordinator, and Teacher Consultant.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Special Education (C.D.C. and Out-of-District.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Perform computer scoring of special education evaluative instruments.
3. Type mileage and expense reports for staff and parents.
4. Disburse and record computer programs on loan to teachers.
5. Maintain special education files.
6. Process purchase orders.
7. Process all requests for records from other districts.
8. Process purchase orders.
9. Assists with Publishers' Exhibit.
10. Maintain Special Education financial accounts.
11. Other duties and responsibilities as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HIGH SCHOOL LIBRARY**

**Primary Function:**

To perform general secretarial duties for the high school librarians.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated bookkeeping experience or course work.

**Reports To:**

Building Principal/High School Librarians.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process books, periodicals, and audio-visual materials.
4. Maintain activity account.
5. Process purchase orders.
6. Inventory.
7. Notification of library obligations.
8. Process various high school projects; i.e., mailings.
9. Main Office duties 7:00 to 7:30 a.m. (S-L only).
10. Maintain library budget.



<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - SECONDARY INSTRUCTION</b></p>
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**Primary Function:**

To perform general secretarial duties for the Supervisor of Secondary Instruction.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Secondary Instruction

**Major Responsibilities:**

1. Schedule, organize, and coordinate in-service arrangements for secondary teaching staff (including development of publicity).
2. Maintain all information and records relating to the K-12 textbook selection process.
3. Process and distribute notes and minutes from various committees, departments, and administrative meetings.
4. Process additions, deletions, changes to master secondary course catalogue.
5. Budget.
6. Process purchase orders.
7. Maintain a procedure for summer school curriculum workshops.
8. Provide assistance to the summer curriculum workshops.
9. Assist in the development of various brochures.
10. Schedule interviews for teaching candidates.
11. Assist with various special programs in the secondary schools.
12. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - PERSONNEL SERVICES (NON-CONTRACTUAL)**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Personnel Services/Employee Benefits and Relations.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated bookkeeping experience or course work.

**Reports To:**

Supervisor of Personnel Services/Employee Benefits and Relations

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Maintains workers unemployment compensation records and assist in claims management.
4. Maintains TB records/compliance, and initiates garnishment and subpoena compliance materials.
5. Prepare S-MESPA postings, board reports, staffing reports, computer file maintenance, interview scheduling, testing, payroll adjustments, and answers general questions involving S-MESPA personnel matters.
6. Maintains updated list of S-MESPA staff on leave and on layoff status, and updates seniority dates.
7. Assists in teacher assistant staffing and communication.
8. All Appendix B staffing and pay records management.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - PERSONNEL SERVICES (CONTRACTUAL)**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Personnel Services/Employee Benefits and Relations.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth-grade level on recognized standardized tests, such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated bookkeeping experience or course work.
3. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Personnel Services/Employee Benefits and Relations

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Maintains workers compensation records and assists in claims management.
4. Maintains certification and sick bank records/accounts.
5. Prepares teacher and administrative postings, board reports, staffing reports, computer file maintenance, interview scheduling, payroll adjustments, and answers general questions involving teacher and administrative personnel matters.
6. Maintains updated list of teachers on leave and on layoff status, and updates seniority dates.
7. Generates letters of assurance for all groups.
8. Coordinates retirement programs.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - MEDIA CENTER**

**Primary Function:**

To provide secretarial services for the Instructional Resource Center.

**Minimum Qualifications:**

1. High School education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience preferred.

**Reports to:**

Supervisor of Secondary Education

**Major Responsibilities:**

1. Maintain district media financial records, including the preparation and processing of purchase orders, invoices, and district media budget.
2. Process receipt of materials and purchase of media software.
3. Maintain archive collection of media software (on computer disks).
4. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
5. Contact various suppliers and publishers regarding preview, purchase, repair, and copyright of media.
6. Input information on the character generator for Cable 35.
7. Assist persons using media production equipment and operating the following: audio tape recorders, Leteron machine, vacuum forming machine, laminating machine, VHS video recorder and INET.
8. Other duties as assigned by the supervisor as long as deemed reasonable.

## **SOUTHFIELD PUBLIC SCHOOLS**

### **SECRETARY - BUILDINGS AND GROUNDS SERVICES**

#### **Primary Function:**

To perform general secretarial duties for the Manager of Building and Grounds Services.

#### **Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

#### **Additional Qualifications:**

1. Demonstrated bookkeeping knowledge or experience.
2. Demonstrated record of exemplary communication ability.

#### **Reports to:**

Manager of Buildings and Grounds Services

#### **Major Responsibilities:**

1. Process maintenance requests.
2. Process purchase orders, bids, invoices, payment requests.
3. Staff attendance.
4. Inventory.
5. Arrange departmental meetings, in-services, and prepare necessary materials.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.
8. Create and process various reports: overtime, pager and radio inventories, capital projects, energy management, safety, etc.
9. Process time cards for maintenance, security, and assist with custodial time cards.
10. Schedule maintenance and security personnel under the direction of the Manager of Buildings and Grounds Services and the Assistant Manager of Buildings and Grounds Services.
11. Perform a variety of functions for the department as necessary when the secretary to the Assistant Manager of Buildings and Grounds is not available.

**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - BUILDINGS AND GROUNDS**

**Primary Function:**

To perform general secretarial duties for the Assistant Manager of Buildings and Grounds Services.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated bookkeeping knowledge or experience.
2. Demonstrated record of exemplary communication ability.

**Reports to:**

Assistant Manager of Buildings and Grounds Services

**Major Responsibilities:**

1. Assist with departmental bookkeeping, process purchase orders, invoices, and Central Stores requisitions.
2. Staff attendance, workers compensation, new hires, and changes.
3. Process time cards for custodial personnel.
4. Arrange departmental meetings, in-service, and prepare necessary materials.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.
7. Create and process various reports: custodial overtime, Community Education, fire alarm tests, glass replacement, etc.
8. Schedule head custodians, custodians, regular substitute custodians, and call-in personnel under the direction of the supervisor.
9. Perform a variety of functions for the department as necessary when the secretary to the Manager of Buildings and Grounds Services is not available.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - SUPPORT SERVICES**

**Primary Function:**

To perform general secretarial duties for the psychologists, social workers, and speech pathologists, under the direction of the Supervisor of Special Education.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Special Education

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process psychological, social histories, observation and speech, social work, and psychiatric evaluations.
4. Process special education referrals.
5. Process purchase orders for social workers, speech pathologists, and psychologists.
6. Maintain records on student referrals.
7. Handle correspondence for social workers, speech pathologists, and psychologists.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - MIDDLE SCHOOLS**

**Primary Function:**

To perform general secretarial duties for the assistant principal.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Maintain disciplinary files.
2. Staff attendance.
3. Student attendance.
4. Petty cash and activity accounts.
5. Process various middle school projects; that is, Career Day, conference materials, programs, P.A., Honors Awards, handbooks, school opening and closing information, mailings, etc.
6. Student scheduling forms and procedures.
7. Accident reports.
8. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.
10. Energy management (Thompson Middle School).



**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - MIDDLE SCHOOLS**

**Primary Function:**

To perform general secretarial duties for the building administrator.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Budget.
2. Energy management program (Birney/Levey).
3. Petty cash and activity accounts.
4. Inventory equipment and supplies.
5. Building key system accounting.
6. Process various middle schools projects; that is, P.T.A., Honors Awards, handbooks, opening and closing school information, mailings, etc.
7. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor as long as deemed reasonable.
9. Process purchase orders and distribute materials.

<p style="text-align: center;"><b>SOUTHFIELD PUBLIC SCHOOLS</b></p> <p style="text-align: center;"><b>SECRETARY - DATA PROCESSING</b></p>
---

**Primary Function:**

To provide a variety of secretarial functions relating to data processing.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Flexibility of hours at certain peak times.

**Reports To:**

Manager Technology/Administrative Data Processing Services

**Major Responsibilities:**

1. Print, delete, burst, and collate computer printouts.
2. Maintain election file.
3. Normal secretarial duties, including maintenance of file, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
4. Other duties as assigned by the supervisor as long as deemed reasonable.
5. Process payroll entries for district substitutes.
6. Process payroll entries for district employees.
7. Extract video batches.
8. Sign checks for payroll and accounting by machines.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HIGH SCHOOL BOOKKEEPER**

**Primary Function:**

To perform accounting/bookkeeping functions for high schools.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping/accounting experience.

**Reports To:**

Building Principal.

**Major Responsibilities:**

1. Normal secretarial duties, including the maintenance of files, records, calendar; scheduling appointments, and typing correspondence, memos, reports, and data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Collect and bank monies from all activities.
4. Process and maintain accounts for all activities.
5. Process purchase orders.
6. Distribute parking stickers/I.D. cards
7. Monthly statement to various clubs, organizations, and district.
8. Close ledgers annually.
9. Monitor ticket sales.
10. Process various high school projects; i.e., graduation program, mailings, schedules and other "peak times" projects.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HIGH SCHOOL COUNSELING CENTER / SHS & S-L**

**Primary Function:**

To perform general secretarial duties for the counseling center as delegated by the building principal.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. First aid knowledge/experience.

**Reports To:**

Building Principal.

**Major Responsibilities:**

1. Child accounting.
2. Process college applications.
3. Handle incidents of student illness.
4. Prepare various mailings.
5. Maintain diploma list (SHS only).
6. Handle building usage and room reservations (S-L only).
7. Schedule university representative's visits (S-L only).
8. Process purchase orders.
9. Energy management system (S-L only).
10. Process confidential student records (CA60's) and transcripts).
11. Assist school nurse/Health Department in organizing forms/records.
12. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
13. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**  
**SECRETARY - SPECIAL EDUCATION**

**Primary Function:**

To perform general secretarial for the Supervisor of Special Education (C.D.C. and Out-of-District).

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Supervisor of Special Education

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Enroll new students.
4. Process SE-1 and SE-2 Oakland Schools' referrals.
5. Process O.T. and P.T. referrals.
6. Maintain Oakland Schools Personnel and Student Registry.
7. Maintain absentee records.
8. Type grants for federal funding.
9. Process and maintain all information/communication for IEPs and C.D.C. and Out-of-District students.
10. Child accounting.
11. Maintain records and log for Section 53 students.
12. Arrange special transportation for new enrollees and out-of-district students.
13. Maintain Special Education card file.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - INSTRUCTIONAL SERVICES**

**Primary Function:**

To perform general secretarial duties for the Director of Instructional Services.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.
3. Demonstrated accounting/bookkeeping experience.

**Reports To:**

Supervisor of Instructional Services

**Major Responsibilities:**

1. Process new students through Central Registration procedures.
2. Contact and verify residency of enrollees.
3. Investigate questionable residencies.
4. Process changes of address.
5. Inform parents of proof of residency requirements.
6. Take dictation and transcribe letters, agendas, minutes, etc.
7. Budget for building (excluding Special Education).
8. Handle activity account and petty cash.
9. Process purchase orders.
10. Record and report biweekly staff attendance.
11. Process tuition payments and follow-up letters.
12. Schedule testing for new students.
13. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
14. Other duties as assigned by the director as long as deemed reasonable.
15. Articulate knowledge of school program and law.
16. Preliminary residency review.
17. At peak times, help with various other projects.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - ASSISTANT PRINCIPAL/SOUTHFIELD HIGH SCHOOL  
HOUSE A, B, AND O**

**Primary Function:**

To perform general secretarial duties for the assistant principal.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. First aid knowledge/experience.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Budget.
2. Staff attendance.
3. Purchase orders.
4. Process suspensions, detentions, discipline referrals, and confidential referrals.
5. Process various reports.
6. Process maintenance requests.
7. Process various high school project; that is, graduation, mailing, report cards.
8. Inventory of all building keys - House O.
9. Energy Management System - House O.
10. Master schedule - House A.
11. Locker assignments - House B.
12. Student schedule - House A.
13. Normal secretarial duties, including maintenance of and files records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
14. Other duties as assigned by the supervisor as long as deemed reasonable.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - ASSISTANT PRINCIPAL/SOUTHFIELD-LATHRUP H.S.  
WING A, WING B, MAIN OFFICE**

**Primary Function:**

To perform general secretarial duties for the assistant principal.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines.
  4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. First aid knowledge/experience.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Process suspension, discipline referrals, and confidential referrals.
2. Process various high school projects; i.e., mailings.
3. Process various reports.
4. Process communication relating to student attendance-Wing A.
5. Type daily announcements - Wing A.
6. Locker assignments - Wing A.
7. Staff attendance - Main Office.

Continued ->

Southfield Public Schools  
Secretary - Assistant Principal/Southfield-Lathrup H.S.  
Wing A, Wing B, Main Office  
Continued



8. Graduation preparation - Main Office.
9. Requisitions - Main Office.
10. Master schedule - Wing B.
11. Student schedule - Wing B.
12. Prepare course description book - Wing B.
13. Sell student parking permits - Main Office.
14. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
15. Other duties as assigned by the supervisor as long as deemed reasonable.
16. Detention assignments.
17. Prepare maintenance requisitions.
18. Record lost books, materials, and library fines - Wing A.
19. Detention - Main Office.
20. Student and employee accident reports - Main Office.

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - HIGH SCHOOL PRINCIPAL (SHS AND S-L)**

**Primary Function:**

To perform general secretarial duties for the building principal.

**Minimum Qualifications:**

1. High school education.
2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
3. General office experience: typing, filing, phone manners, office machines.
4. Proficient computer skills and experience in or ability to learn file/spreadsheet.
5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).

\* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience or course work.
3. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Handles budget and maintains records of requisitions, approves invoices for payment, check budget (S-L) and transfers funds (S-L).
2. Process purchase orders.
3. Distributes petty cash, keeps receipts, and sends records to Accounting.
4. Processes special projects; that is, special invitations, social functions, mailings, handbooks, Appendix B.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
6. Process suspension, discipline referrals, etc. - S-L only.
7. Common supply inventory.
8. Inventory of all building keys - S-L only.
9. Other duties as assigned by the supervisor as long as deemed reasonable.
10. Process various reports.
11. Student and employee accident reports.
12. Process staff attendance (SHS only).

**SOUTHFIELD PUBLIC SCHOOLS**

**SECRETARY - PRIDE PROGRAM (.5)**

**Primary Function:**

To perform general secretarial duties for the Supervisor of Special Education.

**Minimum Qualifications:**

1. High school education.
  2. Proficient reading, spelling, grammar, math skills (at least twelfth grade level on recognized standardized tests such as the WRAT\*).
  3. General office experience: typing, filing, phone manners, office machines, etc.
  4. Proficient computer skills.
  5. Proficient typing skills (70 gross words per minute on such tests as the Timed Writings About Careers Test\*).
  6. Dictaphone/dictation.
- \* Specific testing to be given to new hire applicants.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.
2. Demonstrated bookkeeping experience.

**Reports To:**

Supervisor of Special Education

**Major Responsibilities:**

1. Maintain petty ash and activity accounts.
2. Staff attendance.
3. Child Accounting.
4. Student attendance.
5. Process purchase orders and distribute materials.
6. Budget.
7. Assist school nurse/Health Department in organizing formal records.
8. Process various special education projects; i.e., school opening and closing information handbooks, conference materials.
9. Assist students who are sent home for illness.
10. Normal secretarial duties, including maintenance of files, confidential materials, records, calendar; scheduling appointments; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

IN WITNESS WHEREOF, the parties have executed this document by their duly authorized representatives the day and year first above written.

**BOARD OF EDUCATION OF THE  
SOUTHFIELD PUBLIC SCHOOLS**

*Karen Miller*

By \_\_\_\_\_  
Karen Miller, President

*Ann M Dillon*

By \_\_\_\_\_  
Ann Dillon, Secretary

**THE EDUCATIONAL SECRETARIES  
OF SOUTHFIELD**

By *Peg Petoskey*  
Peg Petoskey, President

By *Larry W. Chunovich*  
Larry Chunovich, Chief Spokesperson

By *Marge Csizmadia*  
Marge Csizmadia

By *Mary Cumming*  
Mary Cumming

By *Mary Lou Thornton*  
Mary Lou Thornton

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