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6/30/2000

AGREEMENT

between the

**BOARD OF EDUCATION
OF THE SCHOOL DISTRICT
OF THE CITY OF BATTLE CREEK**

and the

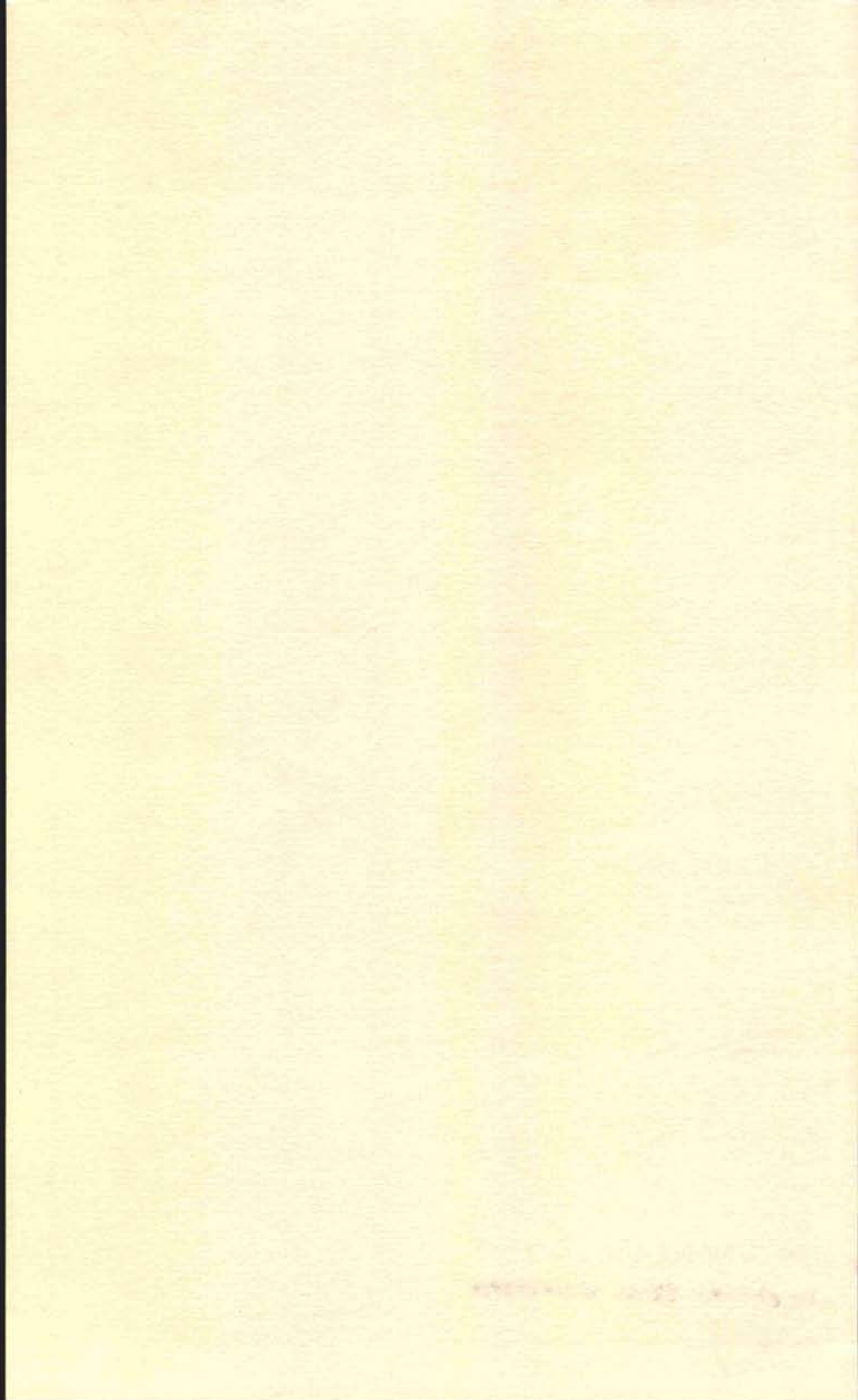
**SOUTH CENTRAL UNIFIED
BARGAINING ASSOCIATION - BCES/MEA/NEA**

1997 - 2000

BATTLE CREEK EDUCATIONAL SECRETARIES

Battle Creek Public Schools

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University



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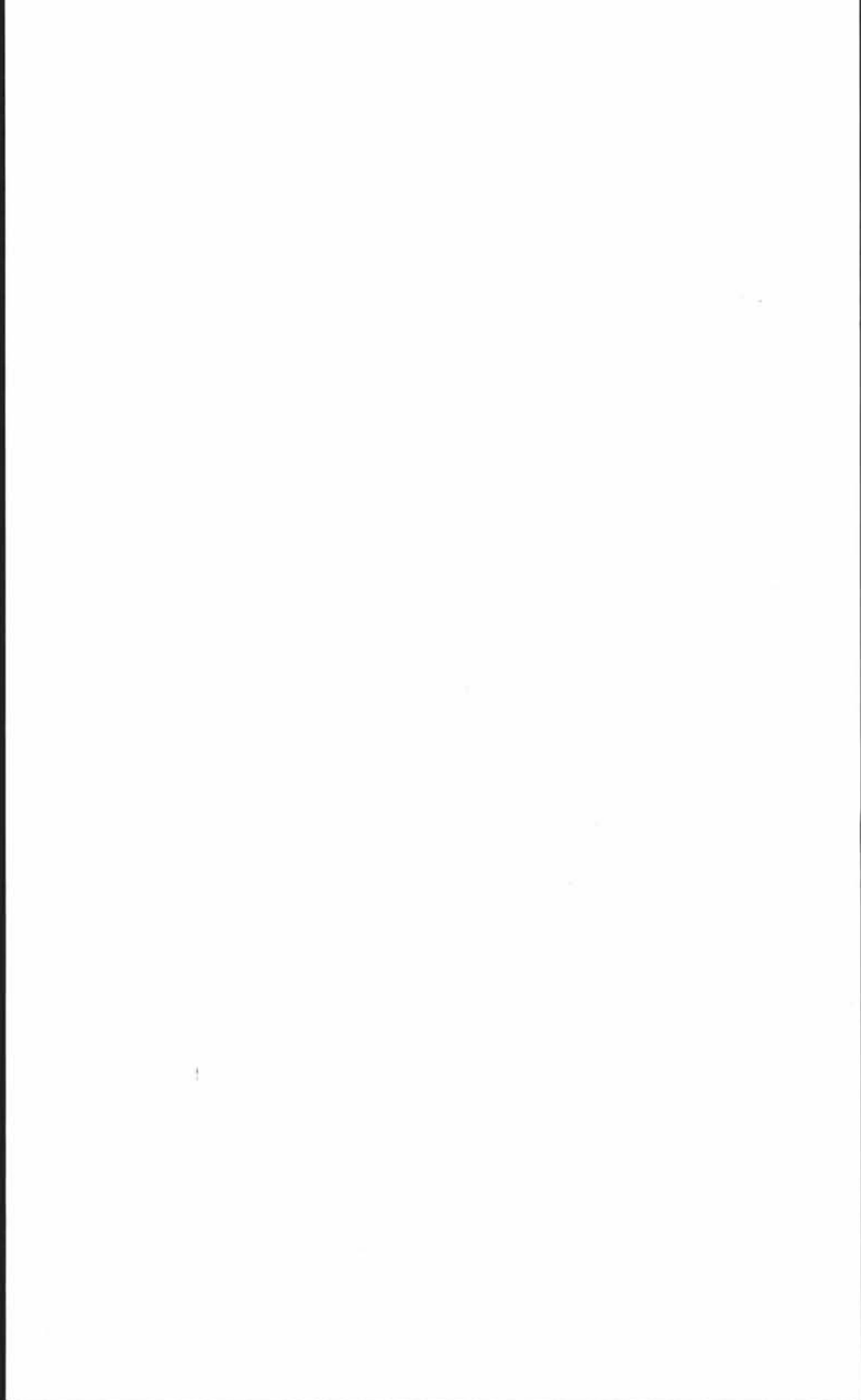


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PREAMBLE

This agreement is entered into by and between the Board of Education of the School District of the City of Battle Creek, Michigan, hereinafter called "the Board" and the South Central Unified Bargaining Association, BCES, MEA/NEA, hereinafter called "the Association."

Witnesseth

Whereas, the parties have a mutual statutory obligation pursuant to Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with respect to hours, wages, terms and conditions of employment.

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

Article I, Recognition

- A. The Board hereby recognizes the South Central Unified Bargaining Association/Michigan Education Association/National Educational Association as the exclusive negotiating representative for all twelve (12), eleven (11), and ten (10) month full and part time secretaries with the following exclusions:
 - 1. Secretary to the Superintendent
 - 2. Secretary to the Associate Superintendent for Personnel and Administration
 - 3. Secretary for Employee Relations and Benefits
 - 4. Payroll Supervisor
- B. The term "secretaries" as hereinafter used in this contract shall include all secretaries, bookkeepers, clerks, and all other such personnel.
- C. The Board agrees not to negotiate with any organization other than SCUBA/MEA/NEA for the duration of this Agreement.

Article II, Board of Education Rights

The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the law, the statutes and the Constitution of the State of Michigan, and/or the United States, including, but without limiting the foregoing: the selection, direction, transfer, promotion or demotion, discipline or dismissal of all secretaries.

The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

No provision of this Agreement shall be construed as limiting or restricting the Board's rights regarding those matters which are designated as management rights and/or prohibited subjects of bargaining under the Public Employment Relations Act.

Article III, Secretaries' Rights

- A. Secretaries and the Association, as the exclusive bargaining representative of the secretaries, shall have and enjoy all the rights and privileges granted to them by Act 379 of the Michigan Public Acts of 1965, as amended from time to time, and by other applicable Michigan statutes now or hereafter enacted.
- B. Secretaries shall be entitled to full rights of citizenship and no religious or political activities of any secretary or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such secretary.

- C. The provisions of this agreement and the wages, hours, terms and conditions of employment shall be applied without regard to handicap, race, creed, religion, color, national origin, age, sex, or marital status or membership in, or association with, activities of any employee organization.
- D. Each secretary shall, on or before, thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, join the Association, or pay a service fee determined by the Association. The secretary may authorize payroll deduction for such fee. In the event that the secretary 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 secretary's wages and remit the same to the Association. The procedure for involuntary deduction shall be as follows:
1. The Association shall notify the secretary of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not affected.
 2. If the secretary fails to remit the service fee or authorize deduction for same, the Association may request the Board to make such deduction pursuant to Section D. above.
 3. The Board, upon receipt of request for involuntary deduction, shall provide the secretary with an opportunity for a due process hearing limited to the question of whether or not the secretary has remitted the service fee to the Association or authorized payroll deduction for same.

Pursuant to Chicago Teachers Union vs. Hudson, 106 S ct 1066 (1986), the Association 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 non-Association secretaries. The remedies set forth in the Policy shall be exclusive, and unless and until such procedures (including any administrative or judicial review thereof) shall have been availed of and exhausted, no dispute, claim or complaint by an objecting secretary concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement.

Due to certain requirements established in recent court decisions, the Association represents that the amount of the fee charged to non-members, along with other 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. All secretaries new to the District will be informed of this requirement when being offered employment in the District.

The Association agrees to indemnify and save the Board, and including individual school board members, harmless against any and all claims, demands, costs, suits, or other forms of liability including back pay and all court or administrative agency costs that may arise out of or by reason of action by the Board for the purpose of complying with this agreement, providing that the Association shall have the right to select the legal counsel and to determine the method and means of defense, appeal or compromise to settle the claim. Neither the Association nor the MEA, will seek to invalidate the hold harmless clause or claim that the language is unenforceable.

4. The Association agrees promptly to advise the Board of all members of the bargaining unit who have not fulfilled the above provisions and to furnish any other information needed by the Board to fulfill the provision of this Article. The Board agrees promptly to advise the Association of all additions, deletions, or change in status of members of the bargaining unit.
5. Authorized deduction of membership dues shall be made from each paycheck each month for twenty (20) pays beginning with the second paycheck in September and ending in June of each year and the Board agrees to promptly and monthly remit to the Association Treasurer all monies so deducted, accompanied by a list of secretaries from whom the deductions have been made.
6. The Board shall also make payroll deductions upon written authorization from secretaries for the following and any other programs jointly approved by the Association and the Board.
 1. Credit Union
 2. Tax-sheltered Annuities
 3. Supplemental Life Insurance Opportunities available in the District
 4. United Way

Ten (10) month secretaries shall, when hired, or no later than June 15, notify the payroll office in writing of their choice of receiving twenty-two (22) or twenty-six (26) paychecks. The choice shall be binding on the secretary for the school year. Secretaries who fail to select one of the options in writing by the deadline shall be paid using the twenty-two (22) pay option.

Eleven (11) month secretaries shall, when hired or not later than June 15, notify the payroll office in writing their choice of receiving twenty-four (24) or twenty-six (26) paychecks. The choice shall be binding on the secretary for the school year. Secretaries who fail to select one of the options in writing by the deadline shall be paid using the twenty-four (24) pay option.

The first payday of each school year will occur no later than two (2) weeks following the secretary's return to work. Should the scheduled return to work fall after a school district pay period begins, the first paycheck will equal one-half (1/2) of the usual paycheck amount if the secretary has worked five days or less.

Secretaries who select the twenty-six (26) pay option shall have an appropriate amount deducted from each paycheck and will then receive an amount equal to five paychecks on the last payday of the school year for ten (10) month secretaries.

- E. Each secretary working less than twelve (12) months a year shall, by June 1, be sent a written notice of her date to return to work.
- F. No secretary shall be disciplined, reprimanded or reduced without just cause. Any such discipline, reprimand or reduction in compensation shall be done privately and the secretary shall be entitled to Association representation. The secretary shall be informed of the reason for disciplinary action and shall be provided any documentation used as a basis for the action.
- G. A secretary who is to be discharged or given disciplinary action shall be entitled to Association representation. Any secretary who is given a discharge or disciplinary action shall receive written notice thereof which shall state the nature of the offense and the disciplinary action taken. A grievance which concerns discharge or disciplinary action may be initiated at one step higher than the person issuing the discharge or discipline.

Article IV, Concerted Action Prohibition

The Battle Creek Educational Secretaries and/or any individual member of the Association shall not engage in or encourage concerted action of any type against the organization or the school district during the life of this contract.

Article V, Employment

Secretaries with five (5) or more years of service with the Battle Creek Public Schools may be given a full salary schedule credit for previous experience should he/she be re-employed by the Board within two years of his/her resignation.

Article VI, Job Placement

- A. Secretaries shall be assigned within their area of competence and experience, and assignments shall be determined without regard to handicap, race, creed, color, national origin, age, sex, marital status or association with any employee organization.

- B. At the time of employment each secretary shall be given a copy of the Master Agreement by the employer, a placement letter indicating current location, salary, current hours and name of immediate supervisor.
- C. There shall be three categories of employees. They shall be:
1. Full-time: An employee assigned to a 40 hour per week position.
 2. Part-time: An employee assigned to a 20 hour, 25 hour, or 30 hour per week position.
 3. Probationary: A new employee assigned to a full or part-time position for a trial period of ninety (90) work days. Sixty (60) work days of the probationary period will be at the probationary pay rate, the remaining probationary period will be the assigned step of the pay schedule.
- D. At the beginning of each contract year, but no later than July 15, a position classification inventory which includes position, person(s) in position, department and status (full time or part-time {20, 25 or 30 hours}) will be submitted in writing to the Superintendent or Superintendent's designee and the President of the Battle Creek Educational Secretaries, MESPA/NEA.
- Persons working 20, 25 or 30 hours will have their benefits prorated based upon their assigned status. Should an employee work less than the assigned time, benefits will not be diminished. Should an employee work 10% or more over his/her assigned status category, for fifteen (15) days within a thirty (30) day period, he/she shall be moved to the next higher category for the next thirty (30) days.
- E. The Association shall represent probationary secretaries for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this agreement, except discharge and discipline.

Article VII, Hours of Work

- A. The normal work year for full year secretaries shall be twelve (12) months, July 1 through June 30. The normal work year for eleven (11) month secretaries shall exclude the month of July. The normal work year for school year secretaries shall be the ten (10) months which correspond with the school year for teachers.
- B. The normal work week for all secretaries is forty (40) hours, Monday through Friday.

- C. The normal work day is eight (8) hours, scheduled between the hours of 7.00 a.m. and 5.00 p.m., including a fifteen (15) minute relief period in the morning and a fifteen (15) minute relief period in the afternoon and an unpaid lunch period of between thirty (30) minutes at the minimum and sixty (60) minutes at the maximum.

The individual schedules resulting from the above shall be mutually agreed upon by the secretary and his/her immediate supervisor, if possible. The immediate supervisor has the right to schedule a secretary's work schedule within the above time constraints if mutual agreement cannot be reached.

- D. Part-time secretaries shall have their time arranged by the principal or director of the Department.
- E. No secretary shall be required to work in an inadequately heated building or when neither the custodian nor the building administrator is present with no loss of pay.
- F. Secretaries may leave one-half hour early the working day before a holiday and the last day before a break period.

Article VIII, Promotions and Vacancies

- A. A vacancy shall be defined as a newly created position or a present position that is not filled. All vacancies shall be posted for a period of six (6) work days. Said posting shall contain the following information:
- (a) Type of work
 - (b) Location of work
 - (c) Starting date
 - (d) Rate of pay
 - (e) Hours to be worked
 - (f) Classification
 - (g) Minimum requirements such as a standardized test if same is required for the position and such requirements will appear as part of the posting.

A sufficient number of vacancy postings will be sent to a designated building representative to give a copy to each secretary. A copy will be sent to the President of the Association.

- B. The Board is responsible for employing the best available person for any district position. The Board agrees to give preference to secretaries applying for an open position who are currently employed by the Board if qualifications and general ability are, in the judgment of the Board, equal to or superior to those qualifications and the general ability of applicants not currently employed by the Board. When two (2) or more current members are qualified for the position, it shall be awarded to the person with the most seniority.

- C. The Board agrees to make reasonable effort to complete the job interviews and job placements within twenty (20) working days but in no event more than forty-five (45) working days after bid is closed.
- D. In the event of promotion or transfer, the secretary shall be given a thirty (30) day trial period in which to show his/her ability to perform on the new job. The Board shall give the employee routine introductory orientation to office policies and procedures to better enable him/her to perform up to the Employer's standards on the new job. If in the judgment of the supervisor, the secretary is unable to demonstrate ability to perform the work required during the trial period, he/she shall be returned to his/her previous assignment.

Article IX, Staff Reductions

- A. In the event it is necessary to reduce the office staff due to a decrease in the work load, lack of funds, or the elimination of positions, the Board agrees to meet with the Negotiating Committee to discuss the reason for the layoffs and the secretaries that will be affected. No secretary shall be laid off without a written notice to the secretary and the Association at least thirty (30) days prior to layoff.
- B. When reductions are to occur, they shall be on the basis of seniority according to the following provisions:
 - 1. When there is more than one secretary with the same job description, the least senioried employee shall be laid off first.
 - 2. Any employee identified for layoff shall have the following rights:
 - (a) First, to bump any less senioried employee with the same job classification provided the employee possesses the necessary ability to perform the work adequately with minimal instruction and training.
 - (b) Second, in the event the employee is unable to bump within the same classification, then he/she shall be able to bump the least senioried employee in the next lower classification for which the employee possesses the necessary ability to perform the work adequately with minimal instruction and training.
 - (c) Third, the use of bumping as set forth in (b) above may be repeated at each succeeding lower level. Any employee who is displaced may use the above rights in the same way.
 - (d) In no case shall a new employee be hired while there are laid off employees who possess the necessary ability to perform the work adequately with minimal instruction and training.

(e) Ten (10) and eleven (11) month secretaries will not bump into positions that carry a greater number of months worked per year unless a similar position relating to the number of months worked is not available.

3. Seniority is defined as the length of continuous service within the bargaining unit from the last date of hire. Leaves of absence granted pursuant to this contract and layoffs shall not constitute an interruption in continuous service.

A seniority list will be provided to the Association on October 1 of each year. In the event of equal seniority, all secretaries so affected will participate in a drawing to determine placement on the seniority list. The Association and bargaining unit members so affected will be notified in writing of the date, place, and time of drawing.

C. Recall from layoff shall be in the inverse order of layoff for vacancies and/or new position openings with the following understandings:

1. The District shall send recall notices by certified mail to laid-off employees at their last known home address. It is the responsibility of the laid-off employee to keep the District informed of his/her current home address. The laid-off employee shall be considered to have resigned if, within five (5) working days from the date the certified letter was received, he/she does not respond or if the laid-off employee declines to return to a comparable position with the District.
2. The District may recall employees to fill positions on a temporary basis while the posting, interview and selection process is taking place. Laid-off or recalled employees may apply for current vacancies or new positions when the positions are posted. The District may place laid-off or recalled employees into the positions that remain vacant at the end of the internal posting and selection process.
3. A laid-off employee shall have his/her name removed from the recall and seniority lists if he/she has not been recalled to a position within eighteen (18) months of the date he/she was laid-off. Removal from the recall and seniority lists means that such employees no longer have rights to employment with the District.

D. Unemployment Compensation

1. In the event an employee receives unemployment compensation for a scheduled work day which was canceled due to conditions not within the control of School authorities, if the canceled day is rescheduled, the employee's compensation for working the rescheduled day will be adjusted such that the compensation for the rescheduled day, plus the unemployment compensation for the canceled day, equals the

compensation he/she would have earned had the employee been compensated for the rescheduled day at his/her regular rate of pay.

2. In the event an employee receives unemployment compensation benefits for non-scheduled work day(s), such as a holiday break period or the summer break period for an employee who would not have worked in the summer, the employee's compensation for working the rescheduled day will be adjusted such that the compensation for the rescheduled day, plus the unemployment compensation for the canceled day, equals the compensation he/she would have earned had the employee been compensated for the rescheduled day at his/her regular rate of pay. This section is not intended to adjust compensation for unemployment received for regularly scheduled work days.
- E. The transfer of the duties and responsibilities of any position in the bargaining unit to non-bargaining unit District employees shall not result in staff reductions. If volunteers are used by the District to perform bargaining unit work, for any volunteer programs not in effect prior to July 1, 1997, the impact of the volunteers being used may be bargained if requested by either party.
 - F. This agreement shall be binding upon the Board and its successor personnel. In the event that this district shall be combined with one or more districts the Board will continue to recognize the Association and will continue employment of its secretaries in such consolidated district as long as the Association remains the representative body, and to the extent allowed by law.

Article X, Termination of Employment

- A. Secretaries wishing to terminate employment shall give two (2) weeks advance notice, in writing, to the immediate supervisor of her department and the Associate Superintendent, and shall be entitled to all benefits accrued up to termination date.
- B. Any secretary terminating without notice as stated in "A" above shall forfeit any and all vacation credit and other benefits.

Article XI, Conference Committee

- A. This committee shall consist of three (3) representatives of the Board and three (3) representatives of the Association Negotiating Committee excluding witnesses should their attendance be mutually agreed upon.
- B. The main function of the Conference Committee shall be to confer on matters pertaining to the overall operation of the Secretaries' Association; to keep both parties to this agreement informed of changes and developments; to attempt to solve problems caused by conditions other than covered by this agreement; to keep all secretaries operating at peak efficiency and to

confer over potential problems in an effort to keep such matters from becoming major in scope and possibly becoming grievances.

- C. A conference meeting may be requested of the Negotiating Committee chairman or the co-chairman by an individual or individuals of the Association or by the Board of Education or its representative or representatives. If such meeting is called during a normal working day, persons involved shall be released from regular duties without loss of salary and an agenda shall be submitted with the request. Unless otherwise mutually agreed upon, matters taken up at the conference shall be limited to those included in the agenda.

Article XII, Grievance Procedure

A. Definition:

- 1. A "grievance" is defined as a misapplication or misinterpretation of the agreement or an action that violates the specific terms of this agreement.
- 2. A grievance, to be a proper grievance, shall cite the article the grievance is based on and demonstrate the violation.
- 3. "Days" is defined as working days exclusive of holidays, vacation and days when schools are closed.

- B. The purpose of this procedure is to secure equitable solutions to grievances which may arise from time to time.

C. LEVEL ONE

- 1. A secretary with a grievance shall first discuss it with his/her immediate supervisor within ten (10) days of the alleged violation of contract. The secretary shall be offered the opportunity for Association representation at this LEVEL ONE discussion with the object of resolving the matter informally.

LEVEL TWO

- 1. If the grievance is not resolved to the satisfaction of the aggrieved secretary, the secretary may submit the grievance in writing to the Secretaries' Negotiating Committee. The committee may, within ten (10) days, submit the written grievance to the Superintendent of Schools citing and demonstrating the contract article which is alleged to have been violated. The Superintendent, or his designee, will meet with the aggrieved secretary and up to three (3) members of the Association within ten (10) working days of receipt of the grievance with the object of hearing arguments from the secretary and the supervisor and resolving the matter. After this LEVEL TWO

hearing, the Superintendent, or his designee, will answer the grievance in writing within five (5) working days.

LEVEL THREE

1. In the event the Superintendent's decision is not acceptable, or if no decision is rendered, the Association may submit the grievance to advisory arbitration. The Arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association. The Arbitrator's fees and expenses shall be borne equally by the employer and the Association. The Arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement, and shall be limited to the interpretation and application of this Agreement in the award.
 2. The Arbitrator's findings and award shall be reviewed by the Board of Education at its next regularly scheduled meeting following the receipt of said findings and award. The Board of Education will issue its decision as to whether or not the award will be implemented to the President of the Association no later than five (5) days from the date of the meeting at which the findings and award was reviewed.
- D. No reprisals of any kind shall be taken by either party to the grievance or by any other member of the Administration or the Association against participants in the grievance procedure.
- E. A grievance may be withdrawn at any level without prejudice or record.

Article XIII, Negotiations Procedure

- A. Beginning not later than March 15 of the year this Agreement expires, the Association and the Board agree to begin negotiations of a successor agreement.
- B. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties.
- C. When it is mutually agreed that negotiations referred to in paragraph "A" between the Board and the Association shall take place during the school day, secretaries so engaged shall be released from regular duties without loss of salary.
- D. The employer will not aid, promote or finance any group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Association.

Article XIV, Sick Leave

- A. Each secretary covered by this Agreement shall be allowed one (1) day of sick leave allowance for each month she receives pay in her regular position. Unused sick leave allowance shall accumulate to a maximum of two hundred and ten (210) days and be designated as "accumulated sick leave allowance"
 - 1. A secretary who is absent due to illness at the beginning of the fiscal year, or at the time her contract begins, may have sick leave pay up to one (1) day per month included in the first regular pay check after she reports for work.
- B. Secretaries who regularly work less than full time shall accumulate sick leave at the established rate, pro-rated according to the average number of hours or months worked.
- C. Sick leave shall be available for the following purposes:
 - 1. Personal illness or quarantine.
 - 2. Serious illness or serious injury in the immediate family (immediate family to be interpreted to mean husband, wife, children or parents living in the same household). If there is reason to suspect misuse of sick days, a doctor's statement may be demanded by the employer if he so desires.
 - 3. Five (5) sick leave days annually may be used for serious illness or injury in the immediate family (immediate family to be interpreted to mean children or parents not living in the same household). A doctor's statement may be demanded by the employer if he so desires.
- D. A secretary while on sick leave, shall be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement.
- E. Secretaries who are laid off shall have available any unused sick leave previously earned, effective at the time they are recalled.
- F. A secretary who separates from the employer for retirement purposes, in accordance with the provisions of Michigan Laws relating to the retirement system for public school employees, and has at least ten (10) years of service to the district shall be paid for his/her unused sick leave up to forty-five (45) days. School employees with at least fifteen (15) years of service to the district shall be paid for up to ninety (90) days of unused sick leave. All payments will be made at the secretary's current rate of pay based on his/her regular work days.

- G. Any secretary who is on paid sick leave shall have her position held open. Should a substitute be employed by the Board during the Association member's paid absence, the substitute shall not be eligible for benefits provided through this contract nor represented by the Association.
- H. In the event a secretary has used all accumulated sick leave and is not released from an attending physician for return to work duties, the secretary shall, within five (5) days after accumulated sick leave has been used, request in writing an extended leave of absence for illness purposes which shall not exceed one (1) year. The request must be accompanied by certification of illness by a licensed attending physician. The attending physician must provide the employee with a written release certifying the employee's ability to return to secretarial duties prior to return.
- I. Any secretary who is absent because of injury or disease under the Michigan Workers' Compensation Act shall receive from the Board the difference between the allowance under Workers' Compensation and his/her regular salary for the duration of the injury or illness or for one hundred eighty (180) school days, whichever comes first with no subtraction from accumulated sick leave. It is expressly understood that this provision grants to the Board the right of recovery from a secretary's wage an amount equal to the Workers' Compensation paid to the secretary.

The Board agrees that these differential payments are not to be utilized as an offset pursuant to Section 354 of the Workers' Compensation Act against any Workers' Compensation benefits paid to the secretary.

Any secretary who is injured in the line of duty, should report the accident to principal or supervisor, immediately. The principal or supervisor, will report the accident to the Office of Employee Relations.

- J. A sick leave bank designed to provide secretaries with income protection due to a long-term major physical or mental disability is established as follows:
 - 1. Each unit member secretary when hired will contribute one (1) sick leave day to the sick leave bank.
 - 2. Secretaries will be eligible to apply for withdrawal of sick leave days from the bank when they have suffered a major disability, and after the expiration of the greater of (1) the secretary's accumulated sick leave or (2) a waiting period of sixty (60) work days during the calendar year.
 - 3. The maximum withdrawal for any one twelve (12) month secretary cannot exceed two hundred (200) sick days in a two (2) year school calendar period. Also, the maximum withdrawal for a single disability shall not exceed two hundred (200) sick days. The amount for ten (10) and eleven (11) month secretaries shall be prorated.

4. When a secretary returns to work following a disability, any additional days lost due to the same disability will be compensated without another waiting period unless a six month period has elapsed since the secretary's return to work. In addition, if a waiting period is interrupted due to a return to work and the secretary is subsequently unable to continue working due to recurrence of the same disability, the waiting period will be considered uninterrupted.
5. Disabilities incurred on or after July 1, 1986, will be considered eligible for the sick leave bank. Disabilities sustained prior to July 1, 1986, are excluded.
6. The Board is not liable and will not extend any sick leave days beyond the days that are available in the bank. In the event the bank drops below 50 days, each secretary will be assessed one (1) day and the Board shall contribute enough days to bring the bank to 200 days.

If the secretary has exhausted his/her sick days at the time of the assessment, the one (1) day will be deducted from his/her sick leave at the beginning of the next fiscal year.
7. Secretaries who anticipate a need to apply for withdrawal from the sick leave bank are to notify the Associate Superintendent for Personnel and Administration for information regarding the necessary application procedures.

Applicants shall be expected to provide medical proof of disability and must be willing to submit to an examination by a physician appointed by the Board, at Board expense, if requested.
8. Each application for withdrawal from the sick leave bank will be reviewed by a committee comprised of three (3) Association representatives appointed by the Association and three (3) representatives of the Board. In the event that a decision cannot be reached by the committee, the final decision regarding the granting of sick leave days will rest with the Board and such decision may be subject to the grievance procedure.
9. "The Sick Leave Bank Review Committee" will be responsible for developing additional provisions or by-laws relative to the operation of the sick leave bank.

Article XV, Leave of Absence

- A. Leave of Absence for reasonable periods, without pay not to exceed one (1) year, may be granted at the prerogative of the administration.

1. **Child Rearing Leave:** An employee may be granted a leave of absence for child rearing purposes. Such leave is to commence not earlier than the date of the birth or adoption of the employee's child except that a pregnant employee's leave may commence prior to the birth of her child. The leave is to commence not later than one (1) year after the date of the birth or adoption of the employee's child. Such leave shall be granted without pay or increment for a period not to exceed one (1) year beyond the date on which it became effective unless otherwise recommended by the physician. Such leave is to be up to one year in length. Except in cases of emergency, the employee shall notify the Board at least thirty (30) days prior to the date the leave is to begin. The leave's start and return dates shall be included in the letter along with a copy of the child's birth certificate and/or physician's statement.

All or any portion of a leave taken by an employee because of a medical disability connected with or resulting from her pregnancy may, at the employee's option, be charged to her available sick leave.

2. **Illness Leave:** (Physical or Mental) must be certified by attending physician and recommended by him.
3. **Prolonged Illness in the Immediate Family:** Spouse, child, parent, grandparent, brother, sister, father-in-law, mother-in-law, and relative living and making his home in the secretary's household, shall be included in the secretary's "immediate family." Upon request of a secretary, the employer may grant leave allowance, even though the person who is injured, ill, or deceased, is not within the secretary's immediate family. The secretary is expected to provide the employer with a complete explanation of need.
4. Leave for illness as certified by an attending physician may be extended for a period not to exceed one (1) year by the employer for good cause.
5. A request for leave shall be answered by the Employer Representative in writing within seven (7) working days from the receipt of the request by the Director or Principal of the secretary involved.
6. When returning from any leave of absence the secretary shall be placed in the same building and position held prior to the leave providing the position is still in existence and subject to the following:
 - (1) The leave is not for more than one year.
 - (2) Return from leave does not supersede the lay-off provisions of Article IX of this contract.
If the position no longer exists, the secretary shall be returned to a position of like nature and as nearly comparable as is possible.

B Leave of Absence with Pay -- Not Chargeable to Sick Leave:

1. Funeral Leave:

- a. If a death occurs among the members of a secretary's immediate family the secretary shall be granted three (3) days of leave with pay which shall not be charged to her sick leave. (Definition of immediate family for funeral only, to be wife, husband, son, daughter, brother, sister, son-in-law, daughter-in-law, parents, father-in-law, mother-in-law, grandparents or grandchildren). Additional leave may be granted in special cases, without pay, such as for travel time, subject to the approval of the Administration.
- b. If a death occurs among the relatives of a secretary, the secretary shall be granted one (1) day of leave, with pay, which shall not be charged to her sick leave. (Definition of relatives is aunt, uncle, niece, nephew, brother-in-law and sister-in-law). Additional leave may be granted in special cases, without pay, such as travel time, subject to the approval of the Administration.
- c. Secretaries who wish to attend the funeral of a fellow worker or former employee in the city, will be paid for that portion of a single day during which the employee is absent to attend the funeral.

2. Personal

From one to three (1-3) days per year with pay may be used for absences necessitated by circumstances that are of a nature that cannot be attended to outside the normal work day by anyone other than the secretary if requested in writing and approved in advance by the Principal or Supervisor and the Associate Superintendent for Personnel and Administration.

3. Jury Duty:

Secretaries will be granted a leave for Jury Duty with the Board paying the difference in pay.

4. Representation at Conferences and Meetings:

The Board may grant secretaries time off with or without pay to attend conferences or meetings when the Board recognizes a benefit to the district by having secretaries attending meetings or conferences. The Board will pay per diem and travel for those granted.

5. **Leave to perform Duties of the Association or its Affiliates:**

Secretaries that are elected officers of the State or National Association or its Affiliates may be granted a leave of absence without pay and not to exceed one (1) year for the purpose of performing duties of the Association or its Affiliate.

6. Association leave will be granted upon request for official Association business not to exceed ten (10) days per contract year.

Article XVI, Vacations

- A. Secretaries employed on a twelve (12) month schedule shall earn annual vacation leave with pay according to the following schedule:

- | | | |
|----|-------------------------|--------------------|
| 1. | 1 through 6 years | - 10 days vacation |
| | over 6 through 12 years | - 15 days vacation |
| | over 12 years | - 20 days vacation |

- B. Secretaries normally employed less than 12 months shall earn vacation leave with pay according to the following schedule:

- | | | |
|----|-----------------------------|--------------------|
| 1. | <u>Eleven Months</u> | |
| | 1 through 6 years | - 9 days vacation |
| | over 6 through 12 years | - 14 days vacation |
| | over 12 years | - 19 days vacation |
| 2. | <u>Ten Months</u> | |
| | 1 through 6 years | - 9 days vacation |
| | over 6 through 12 years | - 13 days vacation |
| | over 12 years | - 18 days vacation |

- C. A secretary who shall pass her sixth (6th) or twelfth (12th) anniversary between July 1 and November 30 of any year shall be deemed eligible for the next higher step on the preceding vacation schedule for the school year just passed.

- D. No secretary shall receive vacation days until after one (1) full year of employment.

- E. One (1) to five (5) days earned vacation may be held over to the next year by twelve (12) month secretaries only, if a request is made in writing to the Associate Superintendent for Personnel and Administration before the end of the fiscal year.

F Advance Vacation Pay:

1. A secretary entitled to two (2) or more weeks vacation may receive an advance approximately equal to her next regular check. A written request must be received in the Payroll Office by the Monday preceding the vacation.
2. In case a secretary resigns and gives two (2) weeks notice, she shall be given her unused vacation credit.
3. Secretaries shall be paid their current salary while on vacation and will receive credit for any benefits, provided for in this Agreement, during such time.

- G. Up to five days of unpaid recreation leave may be taken prior to the use of paid vacation days providing they are approved in advance by the immediate supervisor and the Associate Superintendent for Personnel and Administration and providing a satisfactory schedule of when paid vacation days will be taken is submitted with the request. The Board recognizes that there may be occasions which may result in an unpaid recreation leave request not fitting within the above parameters. These requests will be considered on an individual basis and need to be approved in advance.

Article XVII, Use of School Facilities

- A. The Association shall have the right to use school buildings, if available, after working hours, and for evening meetings, without cost, subject to the rules and regulations governing such use.
- B. The Association may use the school mails for the distribution of materials related to school business. Should there be any determination that such usage requires U.S. postage, the Association agrees to pay such cost or discontinue usage until an alternate plan can be negotiated.
- C. Except as provided elsewhere in this contract, the Association agrees not to conduct Association business during work time.

Article XVIII, Insurance

- A. The Board shall provide without cost to the secretary the following MESSA-PAK for a full twelve month period beginning July 1 for each full time secretary and his/her entire family. Secretaries not electing Plan A will select Plan B. Any contribution amounts exceeding the Board's subsidy shall be payroll deducted.

PLAN A

1. HealthMESSA Super Care 1
Each secretary shall pay the \$50/\$100 deductible
Effective January 1, 1998, the drug card co-payment will be \$5.00.
Effective July 1, 1998, each secretary shall pay \$100/\$200 deductible.
2. Dental.....Delta Dental Plan E007
3. Vision.....VSP3
4. Negotiated Life \$10,000
5. Group Life Insurance in the amount of \$10,000 will be provided by the Board. The policy provides double benefits in case of accidental death and triple benefits in case of death while a passenger on a commercial carrier.

PLAN B

1. DentalDelta Dental Plan E007
2. Vision VSP3
3. Negotiated Life \$10,000
4. Group Life Insurance in the amount of \$15,000 will be provided by the Board. The policy provides double benefits in case of accidental death and triple benefits in case of death while a passenger on a commercial carrier.
5. **A cash option of \$204.00 per month.**

- B. Part-time secretaries are not eligible for the above PAK but shall be able to select one of the following:

PLAN I

- Health.....MESSA Super Care 1 pro-rated based on the portion of a full time assignment worked. Each secretary shall pay the \$50/\$100 deductible.
Effective January 1, 1998, the drug card co-payment will be \$5.00.
Effective July 1, 1998, each secretary shall pay \$100/\$200 deductible.
Dental.....Delta Dental Plan E007 (fully paid)
Negotiated Life..\$10,000 (fully paid)

PLAN 2

DentalDelta Dental Plan E007 (fully paid)

Negotiated Life ..\$15,000 (fully paid)

A cash option of \$204.00 per month pro-rated based on the portion of a full time assignment worked for the school year.

As soon as it is possible after the ratification of this contract by both parties, the Board shall adopt a qualified plan pursuant to Section 125 of the Internal Revenue Code. It is understood that the plan will be designed to allow secretaries receiving Plan B or Plan #2 to receive the cash options which are part of those plans. The cash option received by the secretaries may be utilized to purchase a tax deferred annuity. (All costs relating to the implementation and administration of tax deferred annuity benefits under the plan shall be borne by the Board.) To purchase a tax deferred annuity, the secretary shall enter into a salary reduction agreement. This Section will become effective as soon as the Board is able to adopt a qualified plan document pursuant to Section 125 of the Internal Revenue Code and a salary reduction agreement.

NOTE: According to IRS rules the Board and the employees pay their portion of FICA taxes.

- C. At the time of retirement or resignation the secretary may convert this group life insurance policy to any standard policy written by the insurance company for the age bracket involved, at regular premium rates, to be paid by the secretary. The secretary must take a physical examination; if insurable, there is no cost to the Board or secretary for conversion; if uninsurable, the Board pays the conversion cost of \$65.00.

D. Tax Deferred Annuities

The Board sponsors a plan of Tax Deferred Annuities with the secretary paying full cost over and above overhead of operation.

E. Health and Accident

It is possible to take out health and accident insurance with the Washington National Insurance Company of Evanston, Illinois, at any time by filling out an application blank.

New secretaries need not, if they take out a policy at the time of solicitation, answer the health questions usually asked as evidence of insurability. Payment of premium may be made annually, semi-annually, or by payroll deduction. The Board is not otherwise involved. Full information regarding the policy may be obtained by writing or calling the local representative, Mr. Dennis R. Conner, 912 Capital Avenue, N E., telephone 963-5534.

Article XIX, Retirement

The Board of Education shall pay the cost of each secretary's retirement at the rate of five percent (5%) or as otherwise required by law.

Article XX, Miscellaneous Provisions

- A. The Board agrees to reimburse the secretary for tuition expenses for accredited classes taken and successfully completed, providing the class has been approved in advance by the office of the Associate Superintendent for Personnel and Administration.

Secretaries who attend mandatory in-service or training as approved by the Administration shall receive their current rate of pay. (Explanation of pay: The member who attends a mandatory three (3) hour training session will receive three (3) hours of pay).

Secretaries attending in-service or training on a voluntary basis, and as approved by the Administration, shall receive a \$42.00/day stipend based on seven (7) hours/day of training.

- B. If any provision of this Agreement or any application of the Agreement to any secretary or group of secretaries shall be found to be contrary to law, then such provision or application shall be deemed not valid and existing except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Michigan Law requires that all school personnel have a statement of proof of freedom from active tuberculosis. Examinations must have been made within a three (3) year period. Those not having a current report may secure same at the Calhoun County Health Department.
- D. The Board of Education shall be notified of the members of the Negotiating Committee at all times.
- E. All documents, communications, grievances or records dealing with the Association shall be filed separately from the personnel files of the participants.
- F. Assault and Battery - Assault and battery upon an employee is to be reported immediately to the supervisor or principal by the employee. Upon request of the employee the Board will assist the employee with the reporting and follow through of the incident by law enforcement and judicial authorities.

Article XXI, Contract Printing and Distribution

Copies of the master agreement for secretaries shall be printed at the expense of the Board of Education and presented, after yearly modifications, to all secretaries now employed or hereafter employed.

Article XXII, Compensation

A. Effective July 1, 1997, Secretaries' salaries will be paid according to the following schedule:

1. The 1997-98 rate increase shall be 2.6%

<u>Steps</u>	<u>Administrative</u> <u>1997-98</u>	<u>Facility/Program</u> <u>1997-98</u>	<u>Clerk/Clerical</u> <u>1997-98</u>
Probationary (60 days)	\$10.56	\$10.16	\$ 9.71
1 Year	\$12.19	\$11.75	\$11.47
2 Year	\$12.69	\$12.26	\$11.98
3 Year	\$13.21	\$12.79	\$12.50
4 Year	\$13.81	\$13.40	\$13.17

2. The 1998-99 rate increase shall be 2.2%

<u>Steps</u>	<u>Administrative</u> <u>1998-99</u>	<u>Facility/Program</u> <u>1998-99</u>	<u>Clerk/Clerical</u> <u>1998-99</u>
Probationary (60 days)	\$10.79	\$10.38	\$ 9.92
1 Year	\$12.46	\$12.01	\$11.72
2 Year	\$12.97	\$12.53	\$12.24
3 Year	\$13.50	\$13.07	\$12.78
4 Year	\$14.11	\$13.69	\$13.46

3. The 1999-2000 rate increase shall be 2.2%

<u>Steps</u>	<u>Administrative</u> <u>1999-2000</u>	<u>Facility/Program</u> <u>1999-2000</u>	<u>Clerk/Clerical</u> <u>1999-2000</u>
Probationary (60 days)	\$11.03	\$10.61	\$10.14
1 Year	\$12.73	\$12.27	\$11.98
2 Year	\$13.26	\$12.81	\$12.51
3 Year	\$13.80	\$13.36	\$13.06
4 Year	\$14.42	\$13.99	\$13.76

Any secretary hired after July 1, 1997 while classified as clerk/clerical will have available to her/him the first three steps of the hourly rate pay schedule.

(Years of comparable experience outside the district may be granted up to Step 4).

4. Those secretaries who receive a stipend in 1982-83 shall continue to receive stipends in the same percent of salary to the extent that overtime pay does not exceed the total of the stipend in any single year of the agreement with the exception of those secretaries who formerly received a stipend but have been reclassified under this agreement.
5. Those part-time secretaries who in 1982-83 received full benefits shall continue to receive full time benefits.

B. Overtime

1. Time and one half will be paid for all hours worked over eight (8) hours in one day or forty (40) hours in one week.
2. No employee shall be required to take time off in lieu of overtime.

C. Classifications

1. Job descriptions shall be reviewed and revised as necessary. Said descriptions shall be developed jointly by the Board and the Association. Revised job descriptions shall be sent to the current secretary in that position. The descriptions shall be distributed to all current secretaries and to all new secretaries when hired by the District. The descriptions will include a minimum of:

- (1) Job title and description
- (2) Minimum requirements
- (3) A specific statement of required tasks and responsibilities
- (4) Classification and rate of pay

2. Any evaluations of a secretary's work performance shall be based upon said job description.
3. Changes in job description shall be referred to the Conference Committee.
4. Classification Defined:

a. Administrative Secretaries

Definition: An administrative secretary is a bargaining unit secretary reporting directly to an administrator(s) who has major district wide, and/or beyond, management responsibilities. Positions included in this classification are:

Secretary to the Board of Education
Secretary for the Instructional Department
Secretary to Director of Special Education and Professional Development
Secretary to the Director of Facilities/Operations
Secretary to the Business Manager
Secretary to Director of Pupil Personnel
Secretary to Information/Communications Coordinator and Personnel Office

b. Facilities/Program Secretaries

Definition: A Facility/Program Secretary is a bargaining unit secretary who reports to a facility or program administrator who is responsible for a facility, district program and/or business function of limited scope not necessarily district wide. Positions included in this category are:

Adult Education Supervisor's Secretary
Payroll Secretary
Secretary to the Purchasing Agent/Grant Accountant
Student Activity/Accounting Secretary
Secretary to Principal (Elementary Schools)
Invoice Audit Secretary
Learning Resource Center and Technology Secretary
Learning Resource Center Technology Support Secretary
Learning Resource Center Elementary Schools Library Secretary
Learning Resource Center Elementary Library Secretary (1/2 Time)
Junior High Principal's Secretary
High School Principal's Secretary
High School Counselor's Secretary
Grade Principal's Secretary
Secretary to the Athletic Director
Principal's Secretary for High School Building Operations
Accounting Secretary
Transportation Secretary
Secretary/Nurse to Outdoor Education Center Director
Secretary to Supervisors of Elementary and Secondary
Special Education
District Supply Secretary
Senior High School Registrar
Secretary to the Math/Science Center Director
Secretary to Principal of Ann J. Kellogg Elementary School/Special Education
Administrators and Staff

c. Clerks/Clerical Personnel

Definition: A bargaining unit person performing duties of a clerical and/or technical duty or duties of a general clerk service nature as assigned below the building level.

Positions included in this category are:

Pupil Personnel Clerk (10 Month)
Facility Management Clerk
Learning Resource Center Clerk
Junior High Counselor's Clerical Clerk
Junior High Registration Clerk
High School Media Center Clerk
High School Main Office Clerk
District Switchboard Operator
Hearing Impaired and Vision Impaired Clerk and Secretary to School Social Workers
High School Attendance Clerk
Junior High Counselor's Clerk Clerical

D. Holiday Schedules:

	1997-98	1998-99	1999-2000
Independence Day	Fri., July 4	Fri., July 3	Mon., July 5
Labor Day	Mon., Sept. 1	Mon., Sept. 7	Mon., Sept. 6
Thanksgiving	Thurs./Fri. Nov. 27, 28	Thurs./Fri. Nov. 26, 27	Thurs./Fri. Nov. 25, 26
Winter Break	Wed., Thurs., Fri., Tues., Wed. Thurs., Fri. Dec. 24, 25, 26, 30, 31 Jan. 1, 2	Thurs., Fri., Mon., Tues., Wed., Thurs., Dec. 24, 25 28, 29, 30, 31 Fri., Jan. 1	Thurs, Fri. Mon., Tues., Wed., Thurs. Dec. 23, 24, 27, 28, 29, 30 Fri., Dec. 31
Good Friday	Fri., Apr. 10	Fri., Apr. 2	Fri., Apr. 21
Memorial Day	Mon., May 25	Mon., May 31	Mon., May 29

1. An employee will not receive holiday pay if he/she is absent without pay the scheduled work day preceding and/or following the holiday period.
2. If an employee is scheduled to work on a scheduled holiday he/she will be given a compensatory day off with pay to be arranged by the employer and mutually agreed upon by the secretary.
3. When a scheduled holiday is observed during an employee's vacation the holiday will not be considered a vacation day.
4. When a holiday is observed by the employer while a secretary is on allowable paid leave, the holiday will not be charged against the secretary's accumulated sick leave.

E. Inclement Weather

1. The parties agree that as state law and regulations require instructional days lost to storms, fires, epidemics or health conditions be made up, ten (10) month secretaries will be affected by calendar changes should these emergency conditions exist and therefore shall be subject to the following procedures:

- a. Secretaries may or may not be required to be at work during the first two instructional days lost. This will depend upon the severity of the condition.
- b. When such school closures require that instructional days be rescheduled, ten (10) month secretaries who have K-12 school-based or Adult Education program-related assignments will not be required to work when school is closed beyond the first two days lost. These secretaries will work on days which are rescheduled for instruction consistent with state law and regulations.
- c. Rescheduled days shall be scheduled as follows:
 - (1) Up to eight (8) days will be added to the calendar immediately following the closing date for students. These days will be considered as part of the regular year's pay, however, a secretary who has vacation days may receive vacation pay for such days.
 - (2) Should additional rescheduled days be necessary they shall be scheduled during the Spring Break and secretaries shall be paid for such rescheduled days.
 - (3) Only Act of God days when school is closed for students and secretaries will be rescheduled.
2. Eleven (11) and twelve (12) month secretaries will not make up the days lost to storms, fires, epidemics or health conditions. Each day will be charged to vacation or comp day as requested by the secretary, except that if school is closed for administrators, secretaries need not report and will suffer no loss of pay or vacation/comp day.

F. **Calendar Length**

Ten (10) month secretaries who begin and complete a school year duty assignment with no unpaid absence shall be scheduled for and paid for 217 days.

Article XXIII, Duration

This agreement shall be effective as of the 1st day of July 1997 and shall continue in full force and effect through the 30th day of June 2000.

For the Battle Creek Board of Education: South Central Unified Bargaining Assoc.
MEA/NEA:



Robert A. Harberts
Associate Superintendent and
Spokesperson



Leandra M. Reitz, BCES President

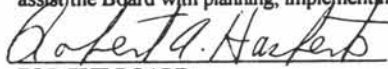
LETTER OF AGREEMENT
Between
BATTLE CREEK PUBLIC SCHOOLS
and
SCUBA-BCES/MEA/NEA

It is the mutual goal of the District and the Association to increase the training and skill level of the BCPS secretarial staff and to provide employee development plans for each secretary to help achieve that mutual goal.

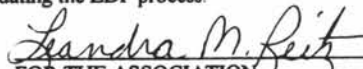
The parties agree to pilot the District's Employee Development Plan procedures which include the following items:

- Update job descriptions for secretaries
- Identification of entry level skills needed for each secretarial position
- Assessment of each secretary's skill level
- Educational Development Plan for each secretary to address which includes:
 1. Skills and knowledge necessary to be successful in current position;
 2. Skills and knowledge for advance placement (optional);
 3. Training for items one and two; and
 4. Assessment and certification of skills and knowledge.

A committee made up of three secretary representatives and three administrative representatives will assist the Board with planning, implementing and evaluating the EDP process.


FOR THE BOARD

7-30-97
DATE


FOR THE ASSOCIATION

7-30-97
DATE

LETTER OF AGREEMENT
Among
SCUBA-BCES/MEA/NEA
and the
BATTLE CREEK PUBLIC SCHOOLS
and
Kathleen Baldwin

It is agreed that Kathleen Baldwin's start time is adjusted from 7:00 a.m. to 6:00 a.m. Kathleen's first half hour (6:00 a.m. to 6:30 a.m.) may be spent at home to respond to phone calls regarding absences and replacements. Her adjusted hours will be from 6:00 a.m. to 6:30 a.m. at home and from 7:00 a.m. to 3:30 p.m. at the office.

It is further agreed that this arrangement can be adjusted if the need changes or if the Director of Buildings and Grounds or his/her designee deems it necessary. If the change is not within contract language, a Conference Committee meeting will be called to discuss the matter.


FOR THE BOARD

7-23-97
DATE


KATHLEEN BALDWIN

7-23-97
DATE


FOR THE ASSOCIATION

7-23-97
DATE

LETTER OF AGREEMENT
Between
SCUBA-BCES/MEA/NEA
and the
BATTLE CREEK PUBLIC SCHOOLS

It is the mutual goal of the District and the Secretarial staff to assist in addressing catastrophic illness or incident (long term) of self, or immediate family members which impact the ability of the employee and the District to meet work obligations/duties.

Further, it is recognized that it is in the best interest of the District and its employees that a notification be made by the employee to a District administrator or committee member as soon as possible so that sick leave or other options be developed and evaluated by all the parties concerned. This would also help to avoid any interpretation that sick leave is being misused (Article XIV, Section C.3.).

Therefore the parties agree that they are committed to do the following:

- Develop a committee of secretarial staff and administrative personnel to assess each illness/incident on an individual basis as brought to the attention of the committee.
- Notification to employees that a committee is available for assistance whether it be the existing Employee Assistance Program or another committee formed for this purpose.


FOR THE BOARD


FOR THE ASSOCIATION

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1997-98

10-MONTH SECRETARIES
(217) CUMULATIVE DAYS

<u>MONTH</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>CUMULATIVE DAYS</u>
1997						
August	11	12	13	14	15	5
	18	19	20	21	22	10
	25	26	27	28	29	15
September	H	2	3	4	5	20
	8	9	10	11	12	25
	15	16	17	18	19	30
	22	23	24	25	26	35
	29	30				37
October			1	2	3	40
	6	7	8	9	10	45
	13	14	15	16	17	50
	20	21	22	23	24	55
	27	28	29	30	31	60
November	3	4	5	6	7	65
	10	11	12	13	14	70
	17	18	19	20	21	75
	24	25	26	H	H	80
December	1	2	3	4	5	85
	8	9	10	11	12	90
	15	16	17	18	19	95
	22	23	H	H	H	100
	29	H	H			103
1998						
January				H	H	105
	5	6	7	8	9	110
	12	13	14	15	16	115
	19	20	21	22	23	120
	26	27	28	29	30	125
February	2	3	4	5	6	130
	9	10	11	12	13	135
	17	18	19	20		139
	23	24	25	26	27	144

(217 Days Con't.)

1998						
March	2	3	4	5	6	149
	9	10	11	12	13	154
	16	17	18	19	20	159
	23	24	25	26	27	164
	30	31				166
April			1	2	3	169
	6	7	8	9	H	174
	13	14	15	16	17	179
	20	21	22	23	24	184
	27	28		30		187
May					1	188
	4	5	6	7	8	193
	11	12	13	14	15	198
	18	19	20	21	22	203
	H	26	27	28	29	208
June	1	2	3	4	5	213
	8	9	10	11		217

1998-99

10-MONTH SECRETARIES
(217) CUMULATIVE DAYS

<u>MONTH</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>CUMULATIVE DAYS</u>
1998						
August	10	11	12	13	14	5
	17	18	19	20	21	10
	24	25	26	27	28	15
	31					16
September		1	2	3	4	20
	H	8	9	10	11	25
	14	15		17	18	29
	21	22	23	24	25	34
	28	29	30			37
October				1	2	39
	5	6	7	8	9	44
	12	13	14	15	16	49
	19	20	21	22	23	54
	26	27	28	29	30	59
November	2	3	4	5	6	64
	9	10	11	12	13	69
	16	17	18	19	20	74
	23	24	25	H	H	79
	30					80
December		1	2	3	4	84
	7	8	9	10	11	89
	14	15	16	17	18	94
	21	22	23	H	H	99
	H	H	H	H	H	104
1999						
January	4	5	6	7	8	109
	11	12	13	14	15	114
	18	19	20	21	22	119
	25	26	27	28	29	124
February	1	2	3	4	5	129
	8	9	10	11	12	134
		16	17	18	19	138
	22	23	24	25	26	143

1999						
March	1	2	3	4	5	148
	8	9	10	11	12	153
	15	16	17	18	19	158
	22	23	24	25	26	163
	29	30	31			166
April				1	H	168
	5	6	7	8	9	173
	12	13	14	15	16	178
	19	20	21	22	23	183
	26	27		29	30	187
May	3	4	5	6	7	192
	10	11	12	13	14	197
	17	18	19	20	21	202
	24	25	26	27	28	207
	H					208
June		1	2	3	4	212
	7	8	9	10	11	217

2000							
March			1	2	3	148	
	6	7	8	9	10	153	
	13	14	15	16	17	158	
	20	21	22	23	24	163	
	27	28	29	30	31	168	
April		3	4	5	6	7	173
	10	11	12	13	14		178
	17	18	19	20	H		183
	24	25		27	28		187
May		1	2	3	4	5	192
		8	9	10	11	12	197
		15	16	17	18	19	202
		22	23	24	25	26	207
		H	30	31			209
June				1	2		211
	5	6	7	8	9		216
	12						217

1999-2000

10-MONTH SECRETARIES
(217) CUMULATIVE DAYS

<u>MONTH</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>CUMULATIVE DAYS</u>
1999						
August	9	10	11	12	13	5
	16	17	18	19	20	10
	23	24	25	26	27	15
	30	31				17
September			1	2	3	20
	H	7	8	9	10	25
	13	14		16	17	29
	20	21	22	23	24	34
	27	28	29	30		38
October					1	39
	4	5	6	7	8	44
	11	12	13	14	15	49
	18	19	20	21	22	54
	25	26	27	28	29	59
November	1	2	3	4	5	64
	8	9	10	11	12	69
	15	16	17	18	19	74
	22	23	24	H	H	79
	29	30				81
December			1	2	3	84
	6	7	8	9	10	89
	13	14	15	16	17	94
	20	21	22	H	H	99
	H	H	H	H	H	104
2000						
January	3	4	5	6	7	109
	10	11	12	13	14	114
	17	18	19	20	21	119
	24	25	26	27	28	124
	31					125
February		1	2	3	4	129
	7	8	9	10	11	134
		15	16	17	18	138
	21	22	23	24	25	143
	28	29				145

