

4495

6/30/2000

Agreement

between

Clio Area School Board of Education

and

Clio Office Personnel/Paraprofessional Association

MEA/NEA

Clio Area Schools

JULY 1, 1997 through JUNE 30, 2000

A G R E E M E N T

This Agreement entered into this June 24, 1994, by and between the Clio Board of Education, hereinafter referred to as the "Board," and Clio Office Personnel/Paraprofessional Association MEA/NEA, hereinafter referred to as the "Union and/or Association".

ARTICLE I RECOGNITION

The Board hereby recognizes the Union as the exclusive bargaining representative for all employees in the bargaining unit described as follows: all Secretaries and Clerks, excluding office and clerical employees assigned to the Central Administration offices, Bus Service Center and supervisors as defined by the Michigan Employment Relations Commission.

- A. A regular full time employee is one who is employed at least six (6) hours per day for the regularly scheduled work year.
- B. A regular part time employee is one who is employed a specified number of hours each week for the regularly scheduled work year but less than thirty (30) hours per week.
- C. A probationary employee is one who is employed to fill a regular full or regular part time position, but is considered to be on probation for the first sixty (60) working days of the employment, according to Article V, Paragraph D.
- D. A substitute employee is one who is employed to fill a regular full or regular part time position on a per diem basis in the absence of the regular employee.
- E. A temporary employee is one who is employed to temporarily fill a regular position for less than ninety (90) days according to Article VI, Paragraph C.

ARTICLE II
DUES DEDUCTION

- A. During the term of this Agreement, the Board will honor written assignments of wages from the Union for the payment of Union dues. Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, Flint Area School Employees Credit Union, Savings Bonds, United Way, or any other plans or programs jointly approved by the association and the Board.
- B. All employees who are presently working under this Agreement shall not be required to become members of the Union, and all new employees hired during the term of this Agreement shall not be required to become members of the Union, but shall make payments to the Union in an amount set by the Association and shall do the above as a condition of employment. These provisions do not apply to substitutes or temporary employees.
- C. The Union shall notify the Business Manager in writing of the amount of such dues and initiation fees. The Board will cause such dues and initiation fees to be remitted promptly to the Union, together with a written statement of the names of the employees for whom such deductions were made. Normally, deductions will be made on the second pay period of each month. In case of an error in such deductions, the Union will make proper adjustments of such errors with the employees concerned.
- D. All employees presently employed by the Clio Area Schools shall make the above payment to the Union on the first full pay period after the ratification of the contract by the members and the Board. All new employees hired during the term of this Agreement shall make the above

payments to the Union after thirty (30) days of employment with the Clio Area Schools.

Employees who fail to do this within fifty (50) calendar days after receiving the demand from the Union shall be dismissed within that fifty (50) day period, or when a satisfactory replacement can be found, whichever comes first.

- E. The Union shall indemnify the Board against any and all claims, demands, suits, or other forms of liability of whatsoever kind and nature that shall arise out of action taken by the Board for the purposes of complying with the provisions of this Article.

- F. The President shall be notified of all new employees hired on a permanent basis and of all terminations.

ARTICLE III RIGHTS

A. **Association Rights**

- 1. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the bargaining unit shall have the right to freely organize, join and support the association for the purpose of engaging in collective bargaining and other concerted and lawful activities for mutual aid and protection.

- 2. The association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, provided that when special custodial service is required, the Board may collect the established charge thereof. No charge shall be made for use of school rooms before the commencement of the school day nor for a reasonable time after school hours. Duly authorized representatives of the association and their respective affiliates shall

be permitted to transact official association business on school property at all reasonable times, provided that this shall not interfere with or disrupt normal school operation.

3. The association shall have the right to use school facilities, materials and equipment, including clerical and audio-visual equipment, at reasonable times, when such equipment is not otherwise in use, with the permission of the administration.
4. The association shall have the right to post notices of activities and matters of association concern on bulletin boards, at least one of which shall be provided in each school building.
5. After having received a written request from the president of the association or her designee, the board agrees to furnish to the association, in response to reasonable requests, all available information concerning the financial resources of the district, and such other information which may be necessary for the association to develop accurate proposals for bargaining and to process any grievance.
6. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, and/or physical impairment.

B. Board Rights

1. The Board, on its own behalf and on behalf of the electors of the Clio School District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon it and vested in it by the School Code and the laws of the State, the

Constitution of the State of Michigan and/or the United States. Such rights and duties, etc., shall include but not be limited to, the right to:

- a. Manage and control its business, its equipment, and its operations of the entire school system.
 - b. Continue its rights, policies and practices of assignment and direction of the personnel, and schedule all of the foregoing.
 - c. Determine the services, supplies and equipment necessary to continue its operation and to determine methods and means of distributing the above.
2. The Board shall continue to have the right to establish, modify or change any condition except those covered by provisions of this Master Agreement.

ARTICLE IV WORKING HOURS

- A. Employees will be given their schedules three (3) weeks prior to the beginning of the school year. However, if the District's needs change, hours may be increased or decreased. Before hours are decreased on a permanent basis, the Administration shall meet with the Union to discuss the reasons.
- B. Each full time employee working six (6) hours or more, shall be entitled to have two (2) fifteen (15) minute breaks. Each part time employee, working more than three (3) hours, shall be entitled to have one (1) fifteen (15) minute break.
- C. Employees who are requested to work beyond their scheduled time, shall be compensated as follows: for time worked beyond scheduled work day, up to 8 hours, employee will receive

regular pay and for time in excess of 8 hours per day and for time worked in excess of a 40 hour week, employee will be entitled to time and one half or comp time, as agreed to between the employee and her supervisor.

ARTICLE V WORKING CONDITIONS

- A. Employees shall cooperate with the faculty in creating an atmosphere conducive to good working conditions for both employees and students.

- B. Employees are expected to give two (2) weeks or more notice when leaving the employ of the school.

- C. No employee shall be disciplined, suspended or discharged without just cause. In the event any employee shall be suspended or discharged from employment, and believes she has been unjustly treated, such suspension or discharge shall constitute a case to be handled in accordance with the grievance procedure, except that probationary employees may be terminated at any time without recourse to the grievance procedure. Any employee has the right to representation for any disciplinary matter.

- D. New hires shall be considered probationary employees until they have completed sixty (60) working days.

- E. The Board shall save harmless employees from liability as long as negligence is not involved while administering first aid or medicine, provided the employee was following the rules and regulations set down by the Board. The Board shall supply each employee with a copy of

district rules and regulations regarding first aid and administering of medication set forth by the Board and provide changes and updates as they may occur.

- F. Each year during the length of this contract, the Board shall make available an amount of money equal to \$100.00 times the number of bargaining unit members to be used by bargaining unit members for inservice training. Approval for use of funds for inservice training will be approval of the building administration, the bargaining unit president and the Assistant Superintendent. It is agreed that such inservice monies may be used by individuals to cover costs of classes which will enhance their job performance abilities and knowledge.

ARTICLE VI VACANCIES, TRANSFERS AND PROMOTIONS

- A. Whenever a new position is created or a vacancy occurs in any of the classifications, a written notice of such position shall be sent to each building and posted for ten (10) working days, regardless of whether school is in session or not, before such position is filled on a permanent basis. Any employee may apply for such position. New employees will not be hired into the vacant position if a seniority employee or employee who is on layoff in the bargaining unit applies for the position and has the ability to do the work. In filling such vacancy, the Board agrees to fill the position with the bargaining unit member having the highest seniority, who meets the qualifications. After the posting period, if qualified bids are received, a recommendation will be taken to the next regularly scheduled Board meeting.
- B. Promotions will be effective the first day of permanent assignment to the new job, and the annual raise shall start from that date.

- C. When a position is going to be temporarily vacant, under ninety (90) days, it shall be filled at the discretion of the administration. For vacancies over ninety (90) days, paragraph "A" shall be followed. Days shall mean working days when referred to in this agreement, unless otherwise indicated.
- D. In a reduction of staff, layoffs shall be in reverse order of seniority within their classification, provided the senior employee has the ability to do the work required. Employees whose positions have been eliminated or who have been affected by a layoff shall have the right to bump into any lateral or lower classifications for which they are qualified which is held by the least senior employee. Layoffs in Class I will be on the basis of District-wide seniority. Recalls shall be in the reverse order of layoff within classification, provided the employee has the ability to perform the required work.
- E. Seniority shall be defined as continuous length of service in a bargaining unit position commencing from either the date of hire by the Board of Education or the first day an employee begins work in a position (whichever comes first) to which he/she is subsequently employed by the Board, providing such employment has been continuous. Employees on an unpaid leave of absence shall not accrue seniority. Their seniority shall be frozen for the duration of the unpaid leave. Anyone on a child care leave (see Article IX, paragraph D), disability leave, or layoff (see Article IX, paragraph E) shall continue to accrue seniority. An employee on layoff will accrue seniority up to a maximum of two years. A lottery will be used to determine seniority for those with identical hire dates. Any bargaining unit member who is on layoff for a period of time that exceeds one (1) year more than the total years worked in the bargaining unit will lose all seniority and recall rights.

- F. The District shall provide a seniority list to the Association and to each member of the bargaining unit by October 1, 1985 and annually by October 1 thereafter. The Association and its members shall have thirty (30) days after receipt of the list each year to challenge the accuracy of the list. Otherwise, the list is accepted until the new list is published. The list shall record the employee's name, date of hire, and the amount of seniority in years and months.

ARTICLE VII
GRIEVANCE PROCEDURE

- A. Definition - A grievance is defined as an alleged misinterpretation, misapplication or inconsistent application of a specific provision of this Agreement. Any alleged violation for which another forum is provided shall not constitute a grievance if the employee elects the other forum at any time, such as Civil Rights, E.E.O.C., F.E.P.C. or M.E.R.C.
- B. As used in this Article, the term "employee" may mean a group of employees having the same grievance.
- C. Employees may present any grievance with the full assurance that such presentation will in no way prejudice their standing or status with the school system.
- D. The term "days", when used in this Article, shall mean Monday through Friday, except for holidays that may fall during the period.
- E. The Board or the Union may designate a representative other than those specified to handle grievances at any step of this procedure.

F. The following matter shall not be the basis of any grievance filed under the procedure outlined in this Article: The termination of services or failure to reemploy any probationary employee.

G. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties.

H. Procedure -

1. An employee who feels he/she has a grievance must take the matter up verbally with his/her supervisor or request that the Union discuss the grievance with the employee's supervisor within eight (8) working days following the employee's awareness of the act or condition which is the basis of his/her grievance, who will attempt to resolve it with him/her.

2. If this fails to resolve the grievance, the employee and/or the Union shall reduce the grievance to writing and present it to the employee's supervisor within five (5) working days following the conference as provided in H.1. above. Within five (5) working days of receipt of the written grievance, the supervisor shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. Such conference shall be scheduled at a reasonable time when there is no disruption of normal school routine and duties of the employee.

If the employee or the Union does not appear at such conference, said grievance shall be considered settled. If the supervisor or his/her representative does not appear at this conference, the grievance shall be sent to the Assistant Superintendent of Personnel.

3. Within five (5) working days after such conference, the supervisor shall answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the supervisor's decision shall be final.

4. If the employee does not accept the supervisor's written answer, the grievance may be appealed to the Assistant Superintendent of Personnel by sending notice in writing to him within five (5) working days from the date of the supervisor's written decision.

5. Within five (5) working days of receipt of the written grievance, the Assistant Superintendent of Personnel shall attempt to arrange a conference with the view of satisfactorily resolving the grievance. Such conference shall be scheduled at a reasonable time when there is no disruption of normal school routine and duties of the employee. If the employee or the Union does not appear at such conference, said grievance shall be considered settled. If the Assistant Superintendent of Personnel or his representative does not appear at this conference, the grievance shall be sent to the Superintendent.

6. Within five (5) working days after such conference, the Assistant Superintendent shall answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the Assistant Superintendent of Personnel's decision will be final.

7. If the employee does not accept the Assistant Superintendent of Personnel's written answer, the grievance may be appealed to the Superintendent by sending notice in writing to him within five (5) working days from the date of the Assistant Superintendent of Personnel's written decision.
8. Within five (5) working days of receipt of the written appeal, the Superintendent will arrange for a conference with the view of satisfactorily resolving the grievance. Such conference shall be scheduled at a reasonable time when there is no disruption of normal school routine and duties of the employee. If the employee or the Union does not appear at such conference, said grievance shall be considered settled. If the Superintendent or his representative does not appear at this grievance, the grievance shall be sent to the Board.
9. Within five (5) working days after such conference, the Superintendent shall answer such grievance in writing. If the grievance is not appealed from the written answer within five (5) working days from receipt of such answer, the Superintendent's decision shall be final.
10. If the employee is not satisfied with the disposition of the grievance by the Superintendent, the grievance shall be transmitted to the Board of Education by filing a written copy thereof with the Secretary, or other designee of the Board, within five (5) working days of the Superintendent's answer. A committee, designated by the Board of Education, not later than the Board's next regular meeting or two (2) calendar weeks, whichever shall be most convenient to the

committee, may hold a hearing on the grievance, review such grievance in executive session, or give such consideration as it shall deem appropriate. A copy of the Board's disposition shall be furnished to the unit chairman and the local president within ten (10) working days following such decision.

11. Such answer shall be final and binding unless appealed to the next step within ten (10) working days from the date of the decision.

12.
 - a. Within the ten (10) working days referred to above in 11., the party choosing to arbitrate must give written notice to the other party, setting forth the nature of the grievance to the arbitrator and file a demand for arbitration with the American Arbitration Association.

 - b. The rules of the American Arbitration Association shall govern the proceedings.

13. This Agreement constitutes a contract between the parties which shall be interpreted and applied by the parties and by the arbitrator in the same manner as other collective bargaining agreements. The function purpose of the arbitration is to determine disputed interpretations of terms actually found in this Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall, therefore, not have authority, nor shall he/she consider his/her function to include the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly

be said to have been the intent of the parties as determined by generally accepted rules of contract construction.

The arbitrator shall not give any decision which in practice or actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence, but may not be used so as to justify or result in which is in effect a modification, whether by addition or deletion, of written terms of this Agreement. The arbitrator has no obligation or function to render decision or not to render decision merely because in his/her opinion such decision is fair or equitable or because in his/her opinion it is unfair or inequitable.

14. If either party shall claim before the arbitrator that a particular grievance fails to meet the test of arbitrability, as the same are set forth in this Article, the arbitrator shall proceed to decide such issue before proceeding to hear the case on its merits. The arbitrator shall have the authority to determine whether he will hear the case on its merits at the same hearing in which the jurisdictional question is presented. In any case, where the arbitrator determines that such grievance fails to meet said test of arbitration, the arbitrator shall refer the case back to the parties without a recommendation on the merits.
15. Unless expressly agreed to by the parties in writing, the arbitrator is limited to hearing one grievance, including its arbitrability, at any one hearing upon its

merits. A separate arbitrator shall be selected for each issue appealed to arbitration.

16. The arbitrator may make such investigation as he/she deems proper and may, at his/her option, hold a public hearing and examine all such witnesses and make a record of all said proceedings. Within thirty (30) days after the close of the hearing, or the date established for filing post hearing briefs, if so desired by either party, the arbitrator shall issue his/her decision which shall be final and binding.
17. The fees and expenses of the arbitrator shall be shared equally by the parties.

ARTICLE VIII FRINGE BENEFITS

- A. Effective immediately upon date of hire, employees who work five (5) or more hours per day on a regular basis shall be eligible for the fringe benefits set forth in this Agreement.
- B. The Board shall provide eligible employees with health, dental and vision insurance coverage. Employees who are assigned on a regular basis to work six (6) hours or more per day shall qualify for the full premium benefits for health, dental and vision insurance paid for by the Board. Employees who are assigned on a regular basis to five (5) hours or more per day and meet other eligibility requirements shall have the Board's premium payment of health, dental, and vision insurance benefits pro-rated to Eighty (80%) Percent based upon the hours worked (5 hours = 80% of Board's share). Those employees who do not qualify for the premium paid for by the Board in total shall have their deduction for the difference on a payroll

deduction basis. Employees who leave the employment of the Board shall lose all fringe benefits as of their last month worked. The Board shall continue to pay insurance premiums for three (3) full months when an employee is on disability leave.

Employees who are on an approved, unpaid leave of absence shall not be entitled to Board-paid insurance. However, these employees may elect to continue the health, vision, dental, and life insurance by making arrangements through the Business Manager's Office on the basis that the employee pays the premium prior to the due date and that the arrangement is approved by the carrier.

Those employees who are eligible for fringe benefits shall receive either:

Plan A

MESSA Super Care I (\$100.00 deductible, non reimbursable)

Additional premium costs for sponsored dependents will not be paid by Board.

Long Term Disability, 70%, \$5,000 maximum, 90 calendar days, freeze on off-sets, mental/nervous - 2 years, 3 month survivor benefit.

Life Insurance, \$25,000 (AD/D) plus \$5,000 (AD/D) in health plan

Vision Insurance, VSP 3

Dental Insurance, Delta Dental E-03, 80/80/80, \$1,300.00.

Plan B

For those employees not needing health insurance, all of the above benefits of Plan A (means no MESSA Super Care I) except life insurance will be \$30,000 (AD/D) and each Plan B participant shall receive a cash option in lieu of health benefits.

The Board shall develop and implement a qualified document which complies with Section 125 of the Internal Revenue Code (the "Plan").

The amount of the Cash Payment received may be applied by the bargaining unit member to a Tax-Deferred Annuity. The Cash Payment amount shall be paid monthly into the Board approved carrier of the member's choice. To elect a Tax-Deferred Annuity, the bargaining unit member shall enter into a salary reduction agreement.

The Board and the Employee shall be responsible for paying their respective FICA taxes on the Cash Payment amount applied to a Tax-Deferred Annuity.

The Plan will become effective July 1, 1997. Benefits currently being provided to bargaining unit member employees shall continue as contained in the Collective Bargaining Agreement, up to and after the effective date of the Plan. Should the Parties negotiate changes in the Collective Bargaining Agreement after the effective date of the Plan, the Plan Document shall be amended to reflect these changes.

All costs relating to the implementation and administration of benefits under this program shall be borne by the Board.

Cash Option Amount

1997-98	-	\$190 per month (\$2,280 yearly maximum)
1998-99	-	\$205 per month (\$2,460 yearly maximum)
1999-00	-	\$220 per month (\$2,640 yearly maximum)

- C. Holiday Pay - Employees shall receive their regular rate of pay for their normal work hours for the following holidays, if they meet all other eligibility requirements. The paid holidays are as follows: Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day. To be eligible for holiday pay, in addition to the eligibility requirements set forth elsewhere, the holiday must fall during the employee's work year, and the employee must have worked the last scheduled work day prior to, and the first scheduled work day following said holiday, or the employee must be on a paid day off from work such as a paid personal sick day, a paid personal business day, a paid vacation day or a paid jury duty day. Excluded would be Worker's Compensation days.
- D. Vacations - Employees who are normally scheduled to work year round shall receive five (5) paid vacation days after one year of employment, ten (10) paid vacation days for two (2) to five (5) years and fifteen (15) days after five years of employment. Employees who are not scheduled to work year round shall receive one (1) day of paid vacation for each five (5) additional days of work beyond their normal work year. The administration has the prerogative to alter the normal work schedule as it deems necessary

ARTICLE IX LEAVES

- A. Sick leave shall be credited annually to each employee on the first day of his/her employment year as follows:
1. Ten (10) days for employees in Classification I and II
 2. Eleven (11) days for employees in Classification III and IV
 3. Twelve (12) days for employees in Classification V

B. Sick leave chargeable against accrued time may be taken for the following reasons:

1. Personal illness or disability:

The employee may use all or any portion of leave days accumulated to recover from illness or disability which shall include childbirth, adoption (maximum of 10 days following adoption of child) and the complications of pregnancy.

2. Illness of an immediate family member:

Serious illness or medical care of the spouse, child, or other dependent which requires the presence of the employee in order to provide the necessary care; or critical illness of the spouse, child, parents, or parents-in-law. Except in the case of a child or spouse the amount of paid sick leave that can be used is limited to thirty (30) days.

Unused sick days may accumulate from year to year without limitation.

C. Two (2) of the above sick days in any one year may be used for personal business. The specific reasons must be given in writing if requested by the employee's administrative supervisor. The business days must be approved in advance by the Superintendent or the Business Manager. Generally, personal business days will not be allowed prior to any holiday or recess period or immediately following those periods. (These days may be used for religious holidays.)

D. Child Care - Any seniority employee may request a child care leave for up to twelve (12) months. The request shall set forth the beginning and ending date of the leave. By mutual agreement between the employee and the administration, the beginning or ending dates may

be changed. The request for leave must be made at least thirty (30) days prior to the expected starting date of the leave. Seniority benefits will accrue for the length of the leave. (No wage or fringe benefits will be paid or accrued during the leave.) However, an employee may continue fringe benefits by paying premiums where this is allowed by the insurance carrier. The employee must notify the administration at least thirty days prior to the expiration date of the leave of his/her intent to return from the leave. The employee will be returned to the same or similar position.

- E. Disability Leave - Any employee who has exhausted all paid sick leave may apply for an unpaid leave of absence for the duration of his/her disability, up to one year. The employee may request an extension after one year. While on a disability leave, no benefits or wages will be paid or accrued, except as provided in Article VII, paragraph B. However, an employee may continue fringe benefits by paying monthly premiums where allowed by the insurance carrier.
- F. Jury Duty - When an employee is called for jury duty service, he/she shall give his/her immediate supervisor proper notice and the Board will reimburse him/her for the difference between his/her regular pay and the amount he/she received for court services up to a limit of sixty (60) days per calendar year.
- G. Military Leave - Military leave shall be as required by the law.
- H. Leaves of Absence - Leave of absence without pay may be granted at the discretion of the Board.

- I. Act of God Days - Those employees required to work on Act of God days will receive compensatory time for an amount of hours equal to those actually worked. All employees shall receive their usual salary compensation. If these Act of God days need to be made up in order to fully participate in State Aid, they may be made up by adding them to the regularly scheduled work year. Those additional days will be made up without compensation, except for Classification V secretaries, who will receive pay for these days.
- J. Bereavement Leave - An employee is entitled up to a maximum of three (3) days per deaths of the following: spouse, children, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren and siblings. These days shall not be deducted from the sick day allowance. Bereavement leave must be used at the time of the funeral service or memorial service if held at a later date.

APPENDIX A

W A G E S

1997 - 98

Classification	I	II	III	IV	V
1st Year	14,697	14,931	18,135	18,333	22,016
2nd Year	15,211	15,444	18,649	18,846	22,530
3rd Year	15,725	15,958	19,163	19,360	23,044

1998 - 99

Classification	I	II	III	IV	V
1st Year	15,101	15,342	18,634	18,837	22,621
2nd Year	15,629	15,869	19,162	19,364	23,150
3rd Year	16,157	16,397	19,690	19,893	23,678

1999 - 00

Classification	I	II	III	IV	V
1st Year	15,516	15,763	19,146	19,355	23,244
2nd Year	16,059	16,305	19,689	19,897	23,786
3rd Year	16,602	16,848	20,231	20,440	24,329

Work experience in the District or out of the District will be evaluated to determine placement on the above salary schedule by step and classification. Personnel who because of job reclassification would have to have a salary reduction would be grandfathered and would remain at their present salary until they could move into a higher classification or until their classification would allow them a raise.

The hourly rate will be determined by dividing the yearly salary by the employee's yearly hours as listed in Appendix C. If an employee's yearly hours are changed, Appendix A will be changed accordingly.

APPENDIX B
LONGEVITY

Those employees with the required number of continuous years as Support staff in the Clio system at the end of their work year, shall receive in their last payroll check in June, longevity pay as set forth below:

<u>CATEGORY</u>	<u>1997-98</u> <u>AMOUNT</u>	<u>1998-99</u> <u>AMOUNT</u>	<u>1999-00</u> <u>AMOUNT</u>
1. 11-15 Years	\$400.00	\$425.00	\$450.00
2. 16-20 Years	\$450.00	\$475.00	\$500.00
3. 21-25 Years	\$500.00	\$525.00	\$550.00
4. 26+ Years	\$550.00	\$575.00	\$600.00

An employee who leaves the employ of the school district before the end of his/her regularly scheduled work year, would not receive longevity pay for that year.

PERFECT ATTENDANCE

Any Bargaining Unit member who does not use any sick leave, business days or have any deduct days, shall receive the following stipend at the end of each work year:

1997-98	-	\$500.00
1998-99	-	\$550.00
1999-00	-	\$600.00

APPENDIX C
CLASSIFICATIONS

CLASSIFICATION I	High School Office Clerk, High School and Middle School Attendance Clerk		
*Normal Work Year	Teacher Work Year	- 7 hours per day	185
	9 Holidays	- 7 hours per day	<u>9</u>
	(Yearly Hours 1,358)		194
CLASSIFICATION II	Elementary Library Clerks, High School and Middle School Library Clerks		
*Normal Work Year	Teacher Work year	- 7 hours per day	185
	Additional days determined by principal		
		- 7 hours per day	2
	9 Holidays	- 7 hours per day	<u>9</u>
	(Yearly Hours 1,372)		196
CLASSIFICATION III	High School Guidance, High School Assistant Principal, High School Child Accounting, Athletic Director, Middle School Guidance, Middle School Assistant Principal		
*Normal Work Year	Teacher Work Year	- 7-1/2 hours per day	185
	Additional days determined by principal		
		- 7 hours per day	15
	9 Holidays	- 7-1/2 hours per day	<u>9</u>
	(Yearly Hours 1,560)		209
CLASSIFICATION IV	Elementary Principals' Secretaries		
*Normal Work Year	Teacher work year	- 7-1/2 hours per day	185
	Additional days determined by principal		
		- 7 hours per day	15
	9 Holidays	- 7-1/2 hours per day	<u>9</u>
	(Yearly Hours 1,560)		209
CLASSIFICATION V	High School and Middle School Principals' Secretaries		
*Normal Work Year	Teacher work year	- 7-1/2 hours per day	185
	Additional days	- 7 hours per day	54
	9 Holidays	- 7-1/2 hours per day	9
	1 Holiday	- 7 hours per day	<u>1</u>
	(Yearly Hours ... 1,840)		249

*Hours are subject to change as per Article IV, A.

If during the life of this Agreement the "teacher work year" increases, the secretaries affected will be compensated according to the manner in which the increased work days or hours impact their work year.

APPENDIX D
1997-98 CALENDAR

July 1, 1997	First day of work for Classification V
July 4	Independence Day holiday (Classification V)
August 11	First day of work for Classifications III & IV
August 25	First day of work for Classifications I & II
August 26	First day for students
September 1	Labor Day holiday
November 27 - 28	Thanksgiving holidays
December 19	Last day of work prior to Christmas holidays
December 24	Christmas Eve holiday
December 25	Christmas Day holiday
December 31	New Year's Eve holiday
January 1, 1998	New Year's Day holiday
January 5	Work resumes after Christmas holidays
April 9	Last day of work prior to spring break
April 10	Good Friday holiday
April 20	Work resumes after spring break
May 25	Memorial Day holiday
June 9	Last day for students
June 10	Last work day for Classifications I & II
June 17	Last work day for Classifications III & IV
June 30	Last work day for Classification V