

4521

6/30/2000

File: GDB-E2

# SUPPORT STAFF CONTRACT

BETWEEN THE

CRAWFORD AUSABLE

SCHOOL DISTRICT

GRAYLING, MICHIGAN

AND THE

CRAWFORD AUSABLE

CENTRAL OFFICE

SECRETARIAL EMPLOYEES

1997-1998

1998-1999

1999-2000

*Crawford Ausable School District*

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CENTRAL OFFICE SECRETARIAL EMPLOYEES  
MASTER AGREEMENT  
1997-98, 1998-99, 1999-00

This Agreement is entered into by and between the Crawford AuSable Central Office Secretarial Employees and the Crawford AuSable School District, hereinafter termed the "Board", who shall be the sole parties to this Agreement.

ARTICLE I  
FRINGE BENEFITS

The following are fringe benefits under the terms of this Agreement:

- A. Sick Leave - Eight (8) days per year accumulative to 175 days.
- B. Personal Business - Four (4) days per year. Any personal business days not used may be accumulated as sick leave days up to 10, making a total accumulative sick leave of 185 days. Personal business days may be used to extend a vacation when school is not in session.
- C. Health Insurance - Health insurance will be paid for the individual and the individual's family. Those employees who work an average day of four hours or less receive the single subscriber rates for Blue Cross/Blue Shield. Those who work an average day in excess of four hours will receive all fringe benefits including hospitalization.

The Board shall provide Blue Cross/Blue Shield as follows:

Comprehensive Hospital, Semiprivate Room, Riders D-45NM, CC, DCCR & SA; Michigan Variable Fee-1, Riders ML, CLC-2, PPNV-1, FAE-RC, VST, Reciprocity, DC & SD; Prescription Drug Program - \$2.00 copay; May 15th through June 1, employees may submit copies of prescription receipts from the previous 12 months. The school district will reimburse the employee to create a \$.50 copay rider for prescriptions. All requests for payment shall be made by June 1 of each year to be eligible for payment and payment will be made only once each 12 month period; Catastrophic Master Medical - Option IV, Rider MMC-PD; SAT-2, Comprehensive Preferred Dental (Free Standing), Riders CR-25-50-50, MBL-1000, CDC-DC; Exact Fill; COB-3.

Changes in family status shall be reported by the employees to the Central Office within 30 days of such change.

- D. Dental Insurance - The Board shall provide at no cost to the employee with \$1,000.00 per person total annual maximum for Class I and Class II benefits, and a \$500.00 per person lifetime maximum for Class III benefits. Classes and payment schedule are as follows: Class I - 100% for preventive, diagnostic, except radiographs and emergency palliative, Class I - 85% for balance of Class I listed above, Class II - 50% for prosthodontic services and Class III - 50% for orthodontic services.
- E. Optical Insurance - The Board shall provide at no cost to the employee, a complete vision care insurance program which shall provide coverage equivalent to the BC/BS A-80 vision package. Frames shall be covered up to \$20.00 above the Blue Cross/Blue Shield reasonable and customary charge for frames upon receipt of an invoice.
- F. Holidays - Up to 11½ (Secretaries who work the full year) - Employees will be expected to report for work when school is not in session, including snow days and will also receive full pay for the following holidays providing they work the day before or the day after: (1) Labor Day, (2) Thanksgiving Day and (3) the day after Thanksgiving, (4) Christmas, (5) New Year's Day, (6) Memorial Day, (7/8) Winter Break, (9) the Fourth of July and (10) the first day of spring break or Good Friday. On the last working day preceding Christmas and



New Year's Day, employees will work four hours one day and have their choice of a full day holiday on either Christmas Eve or New Year's Eve (11½).

- G. Vacation - The following is a schedule of paid vacations.
- After 1 full year of service - 10 days
  - After 5 full years of service - 15 days
  - After 15 full years of service - 20 days
- H. Life Insurance - The Board shall provide without cost to the employee, group term life insurance protection which shall pay to the employee's designated beneficiary the sum of \$35,000 with \$5,000 dependent life coverage for spouses.
- I. Long Term Disability Insurance - The Board will purchase Long Term Disability Insurance year from a private carrier with coverage beginning on the 61st calendar day providing payment of 66 2/3% of the employee's base wage up to the end of the disability or to age 65, whichever is earlier. Such insurance shall carry a social security freeze rider and have integration of benefits with the Michigan Public School Employees Retirement System. The insurance shall cover disability due to mental illness. This insurance will not cover substitute employees. Certification of disability for payments of benefits shall be determined by the insurance carrier.

If the insurance carrier premiums rise by more than 5% on an annual basis, the coverage shall revert to the district long term disability provisions below:

The Board shall provide at no cost to the employee, long-term disability insurance beginning on the 61st consecutive school day when the employee is unable to work because of disability. This provision will provide payment of 66 2/3% of the employee's base wage up to the end of the disability or to age 65 whichever is earlier. Such insurance shall be integrated with social security benefits and the Michigan Public School Employees Retirement System to reach a total of 66 2/3% of the employee's base wage at the time of qualification for disability. The total amount of the payment is frozen at that level for the time that the employee receives benefits. Increases in social security and Michigan Public School Employees' Retirement System shall be deducted from the supplement that the school district pays to reach the 66 2/3%. The insurance shall cover disability due to mental illness. This insurance will not cover substitute employees. Certification of disability for payments of benefits shall be determined by eligibility for and payment of benefits by either the Social Security Administration or the Michigan Public School Employees Retirement System.

- J. Insurance Option Program - Individuals who are employed on a full time basis may elect not to take their family health insurance coverage and substitute a Board purchased annuity in the amount of \$1,500.00. Notice to enroll in this plan must be given in writing to the Business Office no later than 9 days after employment or September 9 for employees starting the school year. Payment to the carrier will be made no later than November 30 for employees starting the school year.

Those persons whose spouses are employed by the school district may purchase an annuity in the name of the spouse who is a member of the bargaining unit and who is not listed as the health insurance insured in an amount determined annually. This amount shall not exceed \$1,500.00 and shall be at no net cost to the district. Notice to enroll in this portion of the plan must be given in writing to the Business Office no later than October 15.

- K. Termination Pay - When ending employment with the district after 15 years of service, the employee will receive termination pay for each unused sick day at the rate of 50% of the current contractual substitute rate with a cap of \$5,000.
- L. Retirement - An employee who has attained fifteen (15) or more years of service as an employee with the Crawford AuSable School District and who

qualifies for and draws retirement under the Michigan Public School Employees Retirement System shall be entitled to receive an annual stipend of ¼% of the highest year of salary compensation in the district multiplied by the number of years of service in the school district or a one time payment of \$5,000.00. The one time payment must be taken before the age of 62. The stipend shall be paid to the employee for seven years or until the employee reaches the age of 62, whichever comes first. Such stipend shall be paid to the retired employee on a monthly basis. Application for early retirement shall be made to the district in writing to the Superintendent by April 1 of each year.

## ARTICLE II PROFESSIONAL COMPENSATION

The basic salaries of employees covered by this Agreement are attached and incorporated in this Agreement. Such salary schedule shall remain in effect during the term of this Agreement. Any employee who works over and above the regular 40 hour week will be compensated at 1½ times his/her regular hourly wage. Sunday work will be compensated at two times the regular hourly wage when outside group use requires an employee. Whenever the situation arises that requires work over and above the regular 40 hour work week, assignments of personnel will be made by the supervisor involved and will be scheduled equally among employees. Employees called in on off hours will be paid two hours minimum pay.

Employees will be paid every other Friday. Should the payday fall upon a Friday when work is not scheduled, employees will be paid the last day work is scheduled prior to said payday, if possible.

Employees required in the course of their work to drive personal vehicles from one school building to another, shall receive a vehicle allowance set equal to federal government standards rounded down to the nearest cent at July 1 annually. The same allowance shall be given for use of personal vehicles for field trips or other business of the district. The Board shall provide property damage and liability insurance protection for employees when their personal vehicles are used as provided in this section.

Attendance at professional meetings, conferences, and workshops is desirable to maintain and improve clerical competence and proficiency, and to enhance the educational program. Each employee shall be allowed time off with pay to attend such conference. With administrative approval, the employer will reimburse up to \$150 (per employee) for attending conferences, workshops (training sessions), and professional meetings.

Working hours - Employees are expected to work a normal (8) hour day.

## ARTICLE III WORKING CONDITIONS

The Board shall make available adequate lunchrooms, restrooms and lavatory facilities for employees use and at least one room appropriately furnished which shall be reserved for use as an employees lounge.

Telephone facilities shall be made available to employees for their reasonable use.

Adequate parking facilities shall be made available to employees for their exclusive use.

Notwithstanding their employment, employees shall be entitled to full rights of citizenship and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such person. The private and personal life of any employee is not within the appropriate concern or attention of the Board.



ARTICLE IV  
VACANCIES AND PROMOTIONS

Whenever any vacancy in any position or any new position including extension of hours in the District shall occur, the Board shall publicize the same by giving written notice of such vacancy to the employees and providing for appropriate posting in every school building. No vacancy shall be filled except in case of emergency on a temporary basis until such vacancy shall have been posted for at least five (5) working days.

Any qualified employee may apply for such vacancy. In filling such vacancy, the Board agrees to give due weight to the background and attainments of all applicants, the length of time each has been in the unit and other relevant factors. An applicant with less service in the unit shall not be awarded such position unless his/her qualifications as outlined in job description and/or job posting therefore shall be substantially superior to applicants with greater seniority. The Board declares its support of a policy of promotions when merited from within its own staff, including promotions to supervisory or executive levels. Seniority in the unit, for purposes of this Agreement, shall mean continuous employment as an employee of the secretarial unit, but shall exclude all periods when the employee was on leave of absence for any cause.

In case of transfer or promotion, there will be no reduction to present pay scale.

The Board and the employees shall jointly establish a priority substitution list, based upon seniority of all bargaining unit members affected by layoff. Such list shall be used in the selection of members to substitute for any employee on sick leave or other types of leaves.

ARTICLE V  
SENIORITY, LAYOFF, AND RECALL

SENIORITY

These Central Office positions are unique and separate positions. There can be no transfer of employees between positions in the event of layoff.

LAYOFF

A. Reduction in Personnel

1. No employee shall be laid off pursuant to a necessary reduction in personnel unless there is substantial decrease in the students enrolled in the school district, there is substantial decrease in the revenues of the school district or there are other substantial budgetary considerations which shall have detrimental effect on the district. The decision as to the existence of cause for necessary reduction in personnel shall be subject to the grievance procedure.
2. No employee shall be discharged pursuant to a necessary reduction in personnel.
3. No employee shall be laid off pursuant to a necessary reduction in personnel for any school year or portion thereof unless said employee shall have been notified of said layoff at least forty five (45) days prior to the commencement of the layoff period.

B. Layoff Benefits

1. An employee who has acquired thirty years of service and attained an age of fifty five years may, at his/her option, take an early retirement. The Board agrees to provide insurance benefits as provided herein until such time as the employee qualifies for Medicare.

2. When reduction of staff is necessary, all requested leaves of absence for any reasonable purpose shall be granted by the Board.
3. A laid off employee shall receive insurance benefits as herein provided for a period of six months following the effective date of his/her layoff, or until equally covered by a subsequent employer.
4. The Board and the Central Office Secretaries shall jointly establish a priority substitution list, based upon seniority as described herein, including all bargaining unit members affected by layoff. Such list shall be used in the selection of members to substitute for any employee on sick leave or other types of leaves.

#### RECALL

- A. It is the responsibility of laid off employees to maintain a current address with the Board of Education.
- B. Laid off employees shall be recalled to the first vacancy for which they are qualified in reverse order of layoff. All laid off employees shall be recalled immediately upon the resolution of any crisis which may have precipitated the reduction in staff.
- C. A laid off employee shall be considered laid off until he/she is reinstated in the district, refuses an offer from the Board of a position for which he/she is qualified, fails to respond within fourteen days of its receipt to a written offer of a position made by the Board, or is laid off for a period of time equal to the length of time the employee has worked in the unit. After the layoff period has expired, all seniority rights are forfeited.
- D. Notifications of a recall shall be in writing with a copy to the Central Office Secretaries. The notification shall be sent by certified mail to the employee's last known address.
- E. A laid off employee shall be given fourteen (14) days to notify the Board that he/she is interested in a position and an address through which he/she may be contacted. Failure to notify within fourteen (14) days can be considered a resignation. If an employee notifies the Board as required above, said employee shall be placed on the layoff list with all the rights to which he/she was entitled under this Article to any subsequent opening for which he/she is qualified.
- F. Recalled employees shall be entitled to all sickness and leave benefits as provided herein. Utilization of such benefits or an existing necessity for utilization of such benefits shall not be considered proper reason for failure to recall or reinstate.
- G. No new employee shall be employed by the Board while there are employees in the unit who are laid off.

#### ARTICLE VI SICK LEAVE

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability until the end of the current school year and the leave of absence will be renewed each year upon request in writing by the employee.

Absence due to injury or illness incurred in the course of the employee's employment shall not be charged against the employee's sick leave days and the Board shall pay to such employee the difference between his/her salary and benefits received under the Michigan Workmen's Compensation Act for the duration of his/her absence.



An employee shall not suffer diminution of compensation and shall not be charged with sick leave if the employee's absence is due to mumps, scarlet fever, measles or chicken pox, head lice or scabies.

If an employee desires to return to work within one year after going on maternity leave, the employee must inform the Assistant Superintendent in writing the date of the employee's return to work. Return from such leave will be with the doctor's approval. An employee may return from leave provided in this paragraph and shall be placed on that step of the salary schedule from which the employee went on leave. Any employee adopting a child may receive similar leave which shall commence upon entry of an order terminating the rights of the natural parents by the probate court.

ARTICLE VII  
LEAVE OF ABSENCE

- A. Leave of absence with pay, chargeable against the employee's allowance, shall be granted for the following reasons:
1. A maximum of five days per school year for a critical illness in the immediate family; father, mother, wife/husband or children, in-laws, or siblings (where the employee is unavoidably responsible for their care).
  2. One day when emergency illness in the family requires an employee to make arrangements for necessary medical or nursing care.
  3. Attendance at a ceremony awarding a degree to a staff member for such portion of the day as is necessary.
  4. One day, except when travel requires additional time, for attendance at the school graduation of a son, daughter, husband or wife.
  5. Time necessary to conduct personal affairs which cannot normally be handled outside school hours, such as performance of religious obligations and medical and dental appointments when such appointments cannot be made at any other time.
  6. Time necessary for attendance at the funeral service of persons whose relationship to the employee warrants such attendance.
- B. Leaves of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:
1. Up to five days following a death in the immediate family. (Immediate family: spouse, children, parents, foster parents, parents-in-law, grandparents, brothers, sisters or any person for whose financial or physical care the employee is primarily responsible.) When funeral arrangements or other demonstrable obligations fall on an employee following death of any person not covered above, this provision shall be extended to include that person.
  2. Approved visitation at other schools for attending educational conferences or conventions, including Federation meetings.
  3. Time necessary to take the selective service physical examination.
- C. A military leave of absence without pay shall be granted to any employee who shall be inducted or shall enlist for a first tour of duty in any branch of the armed forces of the United States. Upon return from such leave, an employee shall be given credit for time served up to two years on the salary schedule as he/she would have been had he/she worked in the District during such period.



- D. A leave of absence without pay shall be granted to any employee upon application for the purpose of campaigning for or serving in a public office. Upon return from such leave, an employee shall be placed at the same position on the salary schedule as he/she would have been had he/she worked in the system during such period. If any employee desires to return to work within one year after going on maternity leave, the employee must inform the Assistant Superintendent in writing the date of their return to work. Return from such leave will be with the doctor's approval.
- E. An employee may return from leave provided in this Article whenever there is a position open for which the employee is qualified and interested, and shall be placed on that step of the salary schedule from which the employee went on leave. An employee adopting a child may receive similar leave which shall commence upon entry of an order terminating the rights of the natural parents by the probate court.
- F. A person on unpaid leave may continue group coverage in such fringe benefits as are then current by paying the Board for such coverage at such time as the premiums are due provided such an arrangement is in compliance with the insurance carrier.

#### ARTICLE VIII EMPLOYEE EVALUATION

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the person involved. The use of eavesdropping, closed circuit television, public address or audio systems and similar surveillance devices shall be strictly prohibited.

An employee shall at all times be entitled to have present a representative when he/she is being reprimanded, warned or disciplined for any infraction of discipline or delinquency in performance. When a request for such representation is made, no action shall be taken with respect to the employee until such representation is present.

No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, including adverse evaluation of employee performance or violation of ethics asserted by the Board or any agent or representative thereof shall be subject to grievance negotiations procedures hereinafter set forth.

Written evaluations will be given at least once every two years and will be completed by April 30th.

#### ARTICLE IX PERSONNEL FILES

For Evaluative, Disciplinary or Derogatory Statements:

- A. No materials may be in a employee's personnel file unless the employee has had an opportunity to review the material. The employee may submit a written notation regarding any material, within 10 working days, and the same shall be attached to the file copy of the material in question.
- B. If a employee believes that material placed in his/her file is inappropriate or in error, he/she may receive adjustment, provided cause is shown through the grievance procedure, whereupon the material will be corrected or expunged from the file.
- C. A employee must be requested to sign material placed in the individual's personnel file. Such signature shall be understood to indicate the

individual's awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

- D. If an employee should refuse to sign material to be placed in his/her file, it shall be signed by that employee's representative. These signatures shall indicate that said employee has been made aware of this material but has refused to sign it.
- E. Each employee shall have the right, upon request, to review the contents of his/her own personnel file. A representative may be requested by the employee to accompany the employee in such review.
- F. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage, shall be subject to all the machinery of the grievance procedure hereinafter set forth.
- G. Employees are expected to comply with reasonable rules, regulations and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement. An employee may reasonably refuse to carry out an order which threatens his/her physical safety or well being.
- H. Unprofessional behavior by an employee shall be reported by the Board or its representatives to the employee within three school days of occurrence.

ARTICLE X  
GRIEVANCE PROCEDURE

- A. A grievance is an unsettled complaint by an employee, group of employees, or the Central Office Secretaries alleging that there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board relating to wages, hours or terms and conditions of employment.
  - 1. The grievance procedure shall not apply to any matter which is prescribed by law or state regulations over which the Board is without power to act.
  - 2. No dispute over the modification of this Agreement shall be made the subject of a grievance.
- B. A formal grievance may be filed within five (5) school days of the determination that this is so, on the form set forth, annexed hereto, and signed by the grievant and/or representative. A copy of the grievance form shall be delivered to the supervisor.
- C. If a grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by him/her.
- D. Within three (3) school days or three (3) calendar weeks, whichever is earlier, after receipt of the grievance, the supervisor shall meet with the grievant in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievance in writing and the supporting reasons therefore, within three (3) days of such meeting and shall furnish a copy thereof to the grievant.
- E. Within twenty (20) school days after the delivery of the decision, the grievance may be appealed to the Superintendent.
- F. Within ten (10) school days after delivery of the decision, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing, along with the reasons therefore, and shall furnish a copy thereof to the grievant.



- G. Within ten (10) school days after delivery of the decision of the Superintendent or his designee, the grievance may be appealed to the Board of Education by filing a written copy of the grievance accompanied by copies of previous decisions, with the Secretary or other designee of the Board.
- H. The Board, no later than its next regular meeting, or two (2) calendar weeks, whichever is later, shall hold a hearing on the grievance. At such hearing, the aggrieved shall have the right to be represented. Participants in this hearing, including witnesses, shall be given at least three (3) days notice of the hearing.
- I. Within seven (7) days after this hearing, the Board shall communicate its decision in writing, together with supporting reasons, to the Superintendent, the Counsel for the grievant (if any) and to the aggrieved.
- J. Within ten (10) days after receipt of the decision of the Board, the grievant may appeal the decision to binding arbitration under the auspices and rules of the American Arbitration Association.
- K. General Principles
1. The Board and the employee shall not be permitted to assert in arbitration any ground or to rely on any evidence not previously disclosed to the other party.
  2. A grievance may be withdrawn at any level.
  3. When hearings and conferences are held during duty hours, all persons who are entitled to be present at the hearing or conference pursuant to this Article whose duty hours are affected shall be excused with pay for that purpose.
  4. No decision or adjustment of a grievance shall be contrary to any provision of this Agreement.
  5. Failure at any step of the grievance to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of a procedure within the time which would have been allotted had the decision been given. Failure to file a written grievance within the time specified at each step shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further appeal.
  6. The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement shall be reduced to writing and signed by the parties. The arbitrator shall be bound by the time limits set forth herein and shall have no power to extend such limits.
  7. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.
  8. The Employer and the employee each shall bear the full costs for representative counsel in the arbitration.
  9. The arbitrator's fees shall be assessed against the parties in a proportion to be determined by the arbitrator.
  10. It is the intention of the parties, where possible, that the issues to be arbitrated, the relevant facts comprising the issues, and the remedy or remedies sought shall be jointly stipulated by the Board and the grievant, or if the parties are unable to agree to such stipulation, each party of interest shall submit a written stipulation of the issues to the arbitrator in advance of the hearing date.

11. The primary purpose of this grievance procedure is to secure equitable solutions at the closest supervisory level possible. The parties mutually agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
- L. If any employee for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If he/she shall have been found to have been improperly deprived of any other compensation or advantage, the same or its equivalent in money shall be paid to him/her.
- M. No grievance shall be adjusted without prior notification to the grievant and opportunity given to the grievant to be present.
- N. Notwithstanding the expiration date of this Agreement, any grievance arising thereunder may be processed to completion under the procedures contained herein.

A Liaison Board will be established consisting of the employees. The Liaison Board shall meet to discuss problems which may arise from time to time among the employees. If the Liaison Board cannot resolve the problem, one member of the Liaison Board (selected by the Board) shall present the problem to the Assistant Superintendent.

#### ARTICLE XI OTHER PROVISIONS

It is contemplated that matters not specifically covered by this Agreement, but of common concern to the parties, shall be subject to negotiations between them from time to time during the period of this Agreement, upon request by either party to the other. The parties undertake to cooperate in arranging the meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

Negotiations for a new Agreement shall begin at a time, date and place mutually determined by the Board and the Central Office secretaries. Either party may initiate such request and negotiations shall proceed at the earliest time practicable following the request.

Neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and a majority of the membership of the employees but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, concessions in the course of negotiations, subject only to such ultimate ratifications.

Nothing contained herein shall be construed to deny or restrict to any employee rights he may have under the School Code of 1955, as amended, all regulations pursuant thereto, and other laws and regulations. The rights granted to secretaries herein shall be deemed to be in addition to those provided elsewhere.



ARTICLE XII  
DURATION OF AGREEMENT

This Agreement is in effect July 1, 1997, through June 30, 2000.

BOARD OF EDUCATION

By: Maureen P. Rao  
President

By: Linda A. Franklin  
Secretary

CENTRAL OFFICE SECRETARIES

By: Jean L. Smith  
Negotiations Committee Member

By: Nancy J. Wells  
Negotiations Committee Member

DATE: December 15, 1997

ARTICLE XIII  
HOURLY PAY RATE

	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>
Starting	9.24	9.61	9.98
After 1 year	10.22	10.61	11.02
After 2 years	10.65	11.06	11.48
After 5 years	12.34	12.80	13.26
After 10 years	13.01	13.48	13.97
After 15 years	14.03	14.53	15.05

There will be \$.30 per hour added for an AB degree or 30 semester hours from an approved college or university.

Longevity after 15 years will be \$975.00  
Longevity after 20 years will be \$1,225.00

Longevity will be paid on the first check in the month of December for the school year in which longevity was earned.

SENIORITY LIST

- |                |         |
|----------------|---------|
| 1. Jean Smith  | 6/04/79 |
| 2. Nancy Wells | 4/13/92 |

SCHEDULE D

Grievance Form

Step I - Building Level

TO \_\_\_\_\_ Date Submitted \_\_\_\_\_

FROM \_\_\_\_\_ Date Liaison Board  
Completed Work \_\_\_\_\_

Statement of Grievance (Specify contract sections which apply, plus a detailed statement of the facts giving rise to the grievance. Attach additional sheets, if necessary.)

Remedy Sought (Specify)

\_\_\_\_\_  
Signature

Statement of Decision (State decision, cite contract sections and give reasons for decision based on the foregoing.)

\_\_\_\_\_  
Signature and Date

Copies: Grievant (1)  
Employer (3)  
Central Office Sec (3)



Grievance Form

Step II - Assistant Superintendent Level

TO \_\_\_\_\_ Date Submitted \_\_\_\_\_

FROM \_\_\_\_\_ Date of Decision  
at Step I \_\_\_\_\_

Statement of Grievance (Attached a copy of Step I, add here answers to decision at Step I with additional arguments, if any.)

Remedy Sought (Specify, only if different from Step I)

\_\_\_\_\_  
Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

\_\_\_\_\_  
Signature and Date

Copies: Grievant (1)  
Employer (3)  
Central Office Sec (3)

Grievance Form

Step III - Superintendent Level

TO \_\_\_\_\_ Date Submitted \_\_\_\_\_

FROM \_\_\_\_\_ Date of Decision  
at Step II \_\_\_\_\_

Statement of Grievance (Attached a copy of Step I and II; add here answers to decision at Step II, with additional arguments, if any.)

Remedy Sought (Specify, only if different from Steps I and II)

\_\_\_\_\_  
Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

\_\_\_\_\_  
Signature and Date

Copies: Grievant (1)  
Employer (3)  
Central Office Sec (3)



Grievance Form

Step IV - Board Level

TO \_\_\_\_\_ Date Submitted \_\_\_\_\_

FROM \_\_\_\_\_ Date of Decision  
at Step III \_\_\_\_\_

Statement of Grievance (Attached copies of Step I, II and III; add here answers to both, with additional arguments, if any. List witnesses needed for testimony, if any.)

Remedy Sought (Specify, only if different from Steps I, II and III)

\_\_\_\_\_  
Signature

Statement of Decision (State decision, cite contract sections and give additional reasons for decision, if any.)

\_\_\_\_\_  
Signature of Board President

Copies: Grievant (1)  
Employer (3)  
Central Office Sec (3)

\_\_\_\_\_  
Date

Grievance Form

Arbitration

TO \_\_\_\_\_ Date Submitted \_\_\_\_\_

FROM \_\_\_\_\_ Date of Decision  
at Step IV \_\_\_\_\_

Statement of Intent to Arbitrate (Specify grievance being submitted to arbitration.)

Request for Conference (Intent to work out joint and/or separate stipulations of facts and issues to be submitted to the arbitrator.)

Suggested Date(s): \_\_\_\_\_

\_\_\_\_\_  
Central Office Secretaries Signature

Board Response: (Date for conference, etc.)

Copies: Grievant (1)  
Employer (3)  
Central Office Sec (3)

\_\_\_\_\_  
Signature and Date



CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1997-98 SCHOOL YEAR

Schedule D

August 25, 1997	Teacher Organizational Meetings
August 26	Professional Development -- NO SCHOOL
<b>August 27</b>	<b><i>School Opens for All Students</i></b>
September 1	Labor Day Vacation -- NO SCHOOL
September 29	No School for Students -- Staff Professional Development
October 27	½ Day Professional Development
October 31	End of Nine Week Marking Period
November 27 and 28	Thanksgiving Vacation -- NO SCHOOL
December 23	School Closes at 11:30 for Winter Vacation (½ day)
January 5, 1998	School Resumes
January 16	End of First Semester - Students ½ day - Teacher Records P.M.
February 16	Professional Development -- NO SCHOOL
March 16	½ Day Professional Development
March 20	End of Third Nine Week Marking Period
April 3	Spring Vacation Begins -- NO SCHOOL
April 14	School Resumes
May 25	Memorial Day -- NO SCHOOL
June 5	Last Day of School - Students ½ day - Teacher Records P.M.

Total Instruction Days: 182  
Total Staff Days: 186

Early dismissal for parent/teacher conferences will commence at 12:15 p.m. at the Grayling Elementary and Frederic Elementary School. Early dismissal will apply for all district-wide scheduled inservice exceeding one hour.

CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1997-98

AUGUST

S	M	T	W	T	F	S	S	T
					1	2	3	5
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

SEPTEMBER

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	6	20 21
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

OCTOBER

S	M	T	W	T	F	S	S	T
			1	2	3	4	23	23
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	(27)	28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S	S	T
						1	18	18
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

DECEMBER

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	6	17 17
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23*	24	25	26	27		
28	29	30	31					

JANUARY

S	M	T	W	T	F	S	S	T
				1	2	3	20	20
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	19	20
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		

MARCH

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	22	22
8	9	10	11	12	13	14		
15	(16)	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

APRIL

S	M	T	W	T	F	S	S	T
				1	2	3	4	15 15
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

MAY

S	M	T	W	T	F	S	S	T
						1	2	20 20
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

JUNE

S	M	T	W	T	F	S	S	T
							5	5
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		

S Total days for students  
T Total days for teachers

- No school for students/teachers
- Days students not in class, but teachers on duty
- ( ) ½ day Professional Development
- \* ¼ day
- ◇ End of Marking Period
- △ Potential Make Up Day

STUDENT DAYS - 182  
TEACHER DAYS - 186



CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1998-99 SCHOOL YEAR

Schedule D

August 24, 1998	Teacher Organizational Meetings
August 25	Professional Development -- NO SCHOOL
<i>August 26</i>	<i>School Opens for All Students</i>
September 7	Labor Day Vacation -- NO SCHOOL
September 28	No School for Students -- Staff Professional Development
October 26	½ Day Professional Development
October 30	End of Nine Week Marking Period
November 26 and 27	Thanksgiving Vacation -- NO SCHOOL
December 23	School Closes at 11:30 for Winter Vacation (½ day)
January 4, 1999	School Resumes
January 22	End of First Semester - Students ½ day - Teacher Records P.M.
February 15	Professional Development -- NO SCHOOL
March 15	½ Day Professional Development
March 26	End of Third Nine Week Marking Period
April 2	Spring Vacation Begins -- NO SCHOOL
April 13	School Resumes
May 31	Memorial Day -- NO SCHOOL
June 3	Last Day of School - Students ½ day - Teacher Records P.M.

Total Instruction Days: 182

Total Staff Days: 186

Early dismissal for parent/teacher conferences will commence at 12:15 p.m. at the Grayling Elementary and Frederic Elementary School. Early dismissal will apply for all district-wide scheduled inservice exceeding one hour.

**CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1998-99**

**AUGUST**

S	M	T	W	T	F	S	S	T
						1	4	6
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

**SEPTEMBER**

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	20	21
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

**OCTOBER**

S	M	T	W	T	F	S	S	T
				1	2	3	22	22
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	(26)	27	28	29	30	31		

**NOVEMBER**

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	19	19
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

**DECEMBER**

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	17	17
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23*	24	25	26		
27	28	29	30	31				

**JANUARY**

S	M	T	W	T	F	S	S	T
					1	2	20	20
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

**FEBRUARY**

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	19	20
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								

**MARCH**

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	23	23
7	8	9	10	11	12	13		
14	(15)	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

**APRIL**

S	M	T	W	T	F	S	S	T
					1	2	3	15 15
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

**MAY**

S	M	T	W	T	F	S	S	T
						1	20	20
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

**JUNE**

S	M	T	W	T	F	S	S	T
		1	2	3	4	5	3	3
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		

S Total days for students  
T Total days for teachers

- No school for students/teachers
- Days students not in class, but teachers on duty
- ( ) ½ day Professional Development
- \* ¼ day
- ◇ End of Marking Period
- △ Potential Make Up Day

STUDENT DAYS - 182  
TEACHER DAYS - 186



CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1999-2000 SCHOOL YEAR

Schedule D

August 26, 1999	Teacher Organizational Meetings
August 27	Professional Development -- NO SCHOOL
<i>August 30</i>	<i>School Opens for All Students</i>
September 6	Labor Day Vacation -- NO SCHOOL
September 27	No School for Students -- Staff Professional Development
October 25	½ Day Professional Development
October 29	End of Nine Week Marking Period
November 15	Opening Day of Deer Season -- NO SCHOOL
November 25 and 26	Thanksgiving Vacation -- NO SCHOOL
December 23	School Closes at 11:30 for Winter Vacation (½ day)
January 3, 2000	School Resumes
January 21	End of First Semester - Students ½ day - Teacher Records P.M.
February 21	Professional Development -- NO SCHOOL
March 20	½ Day Professional Development
March 24	End of Third Nine Week Marking Period
March 31	Spring Vacation Begins -- NO SCHOOL
April 11	School Resumes
April 21	Good Friday -- NO SCHOOL
May 29	Memorial Day -- NO SCHOOL
June 7	Last Day of School - Students ½ day - Teacher Records P.M.

Total Instruction Days: 182

Total Staff Days: 186

Early dismissal for parent/teacher conferences will commence at 12:15 p.m. at the Grayling Elementary and Frederic Elementary School. Early dismissal will apply for all district-wide scheduled inservice exceeding one hour.

CRAWFORD AUSABLE SCHOOL DISTRICT  
SCHOOL CALENDAR 1999-2000

AUGUST

S	M	T	W	T	F	S	S	T
1	2	3	4	5	6	7	2	4
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

SEPTEMBER

S	M	T	W	T	F	S	S	T
			1	2	3	4	20	21
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

OCTOBER

S	M	T	W	T	F	S	S	T
					1	2	21	21
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	(25)	26	27	28	29	30		
31								

NOVEMBER

S	M	T	W	T	F	S	S	T
	1	2	3	4	5	6	19	19
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

DECEMBER

S	M	T	W	T	F	S	S	T
			1	2	3	4	17	17
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23*	24	25		
26	27	28	29	30	31			

JANUARY

S	M	T	W	T	F	S	S	T
						1	21	21
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

FEBRUARY

S	M	T	W	T	F	S	S	T
			1	2	3	4	5	20 21
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29						

MARCH

S	M	T	W	T	F	S	S	T
			1	2	3	4	22	22
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	(20)	21	22	23	24	25		
26	27	28	29	30	31			

APRIL

S	M	T	W	T	F	S	S	T
						1	13	13
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
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23	24	25	26	27	28	29		
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MAY

S	M	T	W	T	F	S	S	T
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7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

JUNE

S	M	T	W	T	F	S	S	T
				1	2	3	5	5
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		

S Total days for students  
T Total days for teachers

- No school for students/teachers
- Days students not in class, but teachers on duty
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- \* ½ day
- ◇ End of Marking Period
- △ Potential Make Up Day

STUDENT DAYS - 182  
TEACHER DAYS - 186