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8/31/96

AGREEMENT

between

MICHIGAN STATE UNIVERSITY



and

**MICHIGAN STATE UNIVERSITY
INTERNATIONAL ALLIANCE OF
THEATRICAL STAGE EMPLOYEES
and
MOVING PICTURES MACHINE OPERATORS
OF THE UNITED STATES AND CANADA
LOCAL 274**



Affiliated with the AFL-CIO and the Canadian Labour Congress

September 1, 1993 - August 31, 1996

Michigan State University

**Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY**

COLLECTIVE BARGAINING AGREEMENT

Between

MICHIGAN STATE UNIVERSITY

and

IATSE & MPMO, Local 274

of the

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES

and

**MOVING PICTURE MACHINE OPERATORS
of the United States and Canada**

September 1, 1993 - August 31, 1996

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ARTICLE 1

AGREEMENT

- 1 THIS AGREEMENT is made this 1st day of September, 1993, through the 31st day of August, 1996, by and between Michigan State University (hereinafter referred to as the "Employer") of East Lansing, State of Michigan, and Lansing, Michigan Local No. 274 of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada (hereinafter referred to as the "Union").

ARTICLE 2

RECOGNITION

- 2 The University recognizes IATSE Local 274 as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment for employees as defined in Article 6, Sections A, B, and C and Article 9 (Recruitment and Selection), paragraph 48.
- 3 This Agreement shall apply to and cover stage employees, moving picture machine operators employed by the Employer in the city of East Lansing, Michigan. Such stage employees, moving picture machine operators shall, unless otherwise specifically designated, be referred to hereinafter as "employees." This Agreement shall apply to and cover regular full-time and regular part-time stagehand employees of Michigan State University, but exclude the Director of Performing Arts, Facilities and Programs; the Technical Director; the Director of Breslin Student Events Center; and their designees; all other Michigan State University employees and students; and Productions sponsored by Residence Hall Association (RHA) in Residence Halls and Academic Buildings.

ARTICLE 3

RIGHTS OF THE EMPLOYER

- 4 Subject only to the limitations set forth in this Agreement, or in any written supplement to this Agreement, the Employer's right to manage its business shall be unimpaired.

These rights shall include, but not be limited to, the right to hire, lay off, promote, suspend or demote, discipline, or discharge for proper cause, to determine the extent to which facilities are operated, including, but not limited to the services to be performed by the employees, and to extend, limit or curtail its operations when it may deem it advisable to do so. The Employer will not use the provision of this Article for the purpose of unlawful discrimination against any member of the Union.

ARTICLE 4

UNION SECURITY

- 5 All such employees currently members of the Union shall be required, as a condition of continued employment, to remain members of the Union during the term of this Agreement. All such employees hereafter engaged shall be required, as a condition of continued employment, to become and remain members of the Union on and after the 30th day following the beginning of their employment. An employee who fails to become or to remain a member of the Union as herein provided shall be dismissed by the Employer immediately upon demand of the Union. Nothing contained herein shall, however, require the Employer to discharge or in any way to discriminate against any employee who has been denied membership or has had his/her membership in the Union terminated for any reason other than the failure of such employee to tender the periodic dues and initiation fees uniformly required as a condition of acquiring or retaining membership.
- 6 The Employer agrees not to discriminate against any employee or applicant for employment by reason of membership in the Union or because of anything said or done in furtherance of the Union.
- 7 As the Union is a member of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada, nothing in this contract shall ever be construed to interfere with any obligation the Union owes to such International Alliance by reason of a prior obligation nor shall anything in this Collective Bargaining Agreement interfere with any obligation the Employer (the Director of Performing Arts, Facilities and Programs and/or the Director of Jack Breslin Student Events Center) has to Michigan State University. However, these conditions shall in no event be construed so as to conflict with any applicable State or Federal Laws.

ARTICLE 5

UNION DUES

A. Payment by Checkoff or Direct to Union

- 8 The Employer will check off dues or service charges on the basis of individually signed voluntary check-off authorization cards in forms that have been agreed to by the Employer and the Union. Employees may tender membership dues or service charges by signing the proper authorization for check-off form, or may pay the same directly to the Union. Employees may cancel authorizations for checkoff of Union dues or service charges and make such payments directly to the Union.

B. Employer Responsibility for Deductions

- 9 The Employer shall have no responsibility for the collection of initiation fees and membership dues, or service charges, or any other assessments that are not in accordance with the Union Security Clause of the Agreement.

C. Delivery of Executed Authorizations for Checkoff

- 10 A properly executed copy of the form authorizing checkoff by an employee for whom membership dues or service charges are to be deducted in accordance with the Union Security Clause of the Agreement shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under a properly executed authorization for checkoff which is in effect. Any authorization for check-off form which is incomplete or in error will be returned to the Business Agent of the Union by the Employer.

D. When Deductions Begin

- 11 Deductions under all properly executed authorizations for checkoff shall become effective at the time such authorizations are tendered to the Employer and shall be deducted from the first (1st) pay of the month and biweekly thereafter.

E. Refunds

- 12 In cases where a deduction is made that duplicates a payment that an employee already has made to the Union, or where a deduction is not in conformity with the provisions of the Union Constitution or Bylaws, refunds to the employee will be made by the Union.

F. Remittance of Deductions

- 13 Deductions for any calendar month shall be remitted to the Secretary-Treasurer of the Union as soon as possible after the first pay of that month. The Employer shall furnish the Secretary-Treasurer of the Union a monthly list of employees for whom deductions have been made and the amounts thereof.

G. Termination of Checkoff

- 14 An employee shall cease to be subject to check-off deductions beginning with the month immediately following the month in which he/she is no longer a member of the bargaining unit. The Union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

H. Disputes Concerning Checkoff

- 15 Any dispute between the Union and the Employer which may arise as to whether or not an employee properly executed or properly revoked an authorization for checkoff, shall be reviewed with the employee by a representative of the local Union and the representative of the University. The decision of the representative of the local Union and the representative of the University shall be final and binding on the employee, the Union, and the Employer. Until the matter is disposed of, no further deductions shall be made.

I. Limit of Employer's Liability

- 16 The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

J. Disputes Concerning Membership

- 17 Any dispute arising as to an employee's membership in the Union shall be reviewed by the representative of the University and a representative of the local Union. However, the employee may be retained at work while the dispute is being resolved.

K. Employer Liability

- 18 The Union shall indemnify and save the Employer harmless from any liability resulting from any and all claims, demands, suits or any other action arising from compliance with this Article, or in reliance on any list, notice, certification or authorization furnished under this Article.

ARTICLE 6

WAGE RATES, BENEFITS AND CONDITIONS OF EMPLOYMENT

A. Regular Full-time Employees

- 19 Regular full-time employees who are satisfactory to the University, shall be employed in the same manner as other employees situated in the Administrative-Professional Association bargaining unit, except that their rate of pay shall be adjusted by a two (2) percent lump sum, not in the base, payment on salary earned between September 1, 1992, and August 31, 1993; a two (2) percent in the base equity adjustment effective September 1, 1993; a two (2) percent in the base adjustment effective September 1, 1994; and a three (3) percent in the base adjustment effective September 1, 1995, to be in charge of and utilized in the operation of the mechanical systems or attendant equipment and such other stage work in designated buildings on campus which shall be assigned to them by the Directors or other designated University official(s). Such full-time employees shall be employed in the same manner and subject to existing rules, regulations and benefits of the University relating to its employment of Administrative-Professional Association Personnel except as such benefits are improved herein.

B. Regular Part-time Employees

- 20 Regular part-time employees who are satisfactory to the University may be employed and payable in the same manner as other employees are paid, except that the rate of pay for this position shall be at least ten (10) cents per hour more than the rate of pay for on-call personnel. Such employees shall perform duties as assigned by the Director or other University designated official(s). Such part-time employees shall be employed in the same manner and subject to existing rules, regulations and benefits of the University relating to its employment of nonacademic, part-time personnel, except as such benefits are improved herein. Such regular part-time employees shall be employed not less than 50% of full-time employment. (40 hours a week)

C. On-call Employees

- 21 a. The Employer agrees to pay per hour rate not less than the following schedule of rates for the work performed.

	Effective 9/1/93	Effective 9/1/94	Effective 9/1/95
Carpenter	\$12.24	\$12.49	\$12.74
Head Flyman	"	"	"
Extra Flyman	"	"	"
Electrician	"	"	"
Assistant Electrician	"	"	"
Lamp Operator (Spotlights, etc.)	"	"	"
Grips	"	"	"
Moving Picture Machine Operator	"	"	"
Property Person	"	"	"
Assistant Property Person	"	"	"
Wardrobe	"	"	"
Maintenance	"	"	"
All Extra Work, per hour	"	"	"
Forklift Operator	13.44	13.69	13.94
Rigger:			
General	14.00	14.25	14.50
Munn	18.90	19.15	19.40
Breslin Up	22.00	22.25	22.50
Down	16.50	16.75	17.00
Jenison	24.30	24.55	24.80

- b. 1. With a three (3) hour minimum call.
- 2. There shall be a four (4) hour minimum call for riggers. If available, other work will be assigned.
- 3. If it is necessary to break a crew prior to completion of an assignment, two (2) riggers shall be retained until the steel is safetied at performance height.

c. Work Assignments for On-call Employees

On-call employees will be assigned stage work related to the needs of the function by the Director or other designated University official(s).

- d. When an employee is assigned to perform work servicing and programming computers, servicing and repairing circuit boards and lighting and sound systems, 10% premium will be added to her/his base pay for those specific hours worked.
- e. Any continuing work performed which requires a technician to leave catwalks, "Genie Lifts", or other "safe structure" above the height of 20 feet

above stage height, or 20 feet above the floor height, as applicable, shall receive a 20 percent premium.

- f. Special skills premium shall be added to the base pay for the following classifications:

Departments Heads:	15 percent
Light and sound board operators:	10 percent
Video, TV, projection and camera work:	20 percent
Master Electrician (hook ups):	5 percent
Flyman:	5 percent
Slide projectionist:	5 percent

- 22 Performance and/or Dress Rehearsals four (4) times the schedule of rates for the work performed per employee per show, with three and one-half (3½) maximum show time inclusive of preparatory time as follows. Show call is one-half (½) hour before show time. For Performing Arts Co. productions only, show call is one hour and fifteen minutes (1¼) hours before show time.
- 23 Put-in shall be at straight time with a three (3) hour minimum call.
- 24 Put-out: In the event it is deemed necessary to call extra persons in and/or back for the Put-out, they shall be paid a three (3) hour minimum on the call.
- 25 The Employer will attempt to provide rest periods not to exceed fifteen (15) minutes during each half-day (four hours) of work. The rest periods are scheduled by the supervisor and are to be taken in a manner that does not interfere with the efficiency of the operation.
- 26 Any resumption of work after any break, other than a normal meal break, shall constitute a new call, with the three (3) hour minimum.
- A. a. When work is performed after five (5) hours, unless and until workers do receive a one hour meal time, such time worked shall be time and one-half, until break for normal meal is given. After an initial five (5) hours, no meal break will be given if work can be completed within one additional hour.
- b. If work cannot be completed within one (1) additional hour after a meal break, a meal break of one (1) hour may be given. Time and one-half will be paid for work of less than two (2) hours after a meal break.
- c. The above a and b will be void in the event Union employees traveling with the show are unable to comply in order to keep the work crew intact at all times.

- B. a. If work cannot be completed within one (1) additional hour after a meal break, a meal break of one (1) hour may be given. Time and one-half (1 1/2) will be paid for work of less than two (2) hours after a meal break.
- b. In order to keep the work flow continuing, the Employer may provide a free meal and paid time to consume the meal. In this event Paragraph A and Paragraph B, subparagraph a, above, shall not apply.
- c. Stage manager will make the determination as to scheduling of a 15 minute meal break as appropriate to be given after eight (8) hours of work. The meal will be supplied by the Employer.

-27 On all Yellow Card performances when three (3) or more persons are required in any department (carpenter, electrician, property person, etc.), one such person shall be designated as a lead person. This person shall receive extra compensation in the amount of fifteen percent (15%) for hours worked or the performance rate, whichever is applicable. A University student who is recommended by the Employer, paid the Union rate, and utilized before other non-card carrying stagehands are utilized, will be included by the Business Agent on all Yellow Card performances as a part of the Yellow Card if the call exceeds six (6) persons.

- A. Whenever a sound board operator and/or light board operator is assigned, they shall receive extra compensation of ten percent (10%) for all hours worked.

-28 Overtime (time and one-half) shall be paid on all above rates on the following:

- a. After eight (8) hours in any one day.
- b. Between 1 a.m. and 7 a.m.
- c. The actual date of the holiday the University recognizes:

September 1, 1993 - August 31, 1994

Labor Day:	September 6
Thanksgiving:	November 25
Christmas:	December 25
New Year's:	January 1
Memorial Day:	May 30
Independence Day:	July 4

September 1, 1994 - August 31, 1995

Labor Day:	September 5
Thanksgiving:	November 24
Christmas:	December 25
New Year's:	January 1
Memorial Day:	May 29
Independence Day:	July 4

September 1, 1995 - August 31, 1996

Labor Day:	September 4
Thanksgiving:	November 23
Christmas:	December 25
New Year's:	January 1
Memorial Day:	May 27
Independence Day:	July 4

-29 Double Time shall be paid on the actual date of the holiday the University recognizes:

- a. After eight (8) hours in any one day.
- b. Between 1 a.m. and 7 a.m.
- c. For work performed after five (5) hours unless and until workers receive a one (1) hour meal time consistent with conditions set forth in paragraph 26.

-30 For the purpose of time and one-half and/or double time, a change in Employer number shall constitute a new call.

-31 The past practice of personnel having the option to accept either the show rate or hourly rate shall continue. Such option must be exercised prior to the work being performed.

D. Stage Managers

-32 The minimum hiring level shall be \$22,500. This is a single rate position and no pay adjustments other than specified in this Agreement shall be contractually required.

E. Flat-Rating

-33 Yellow Card, when applicable, shall determine the number of truck loaders required for take-in and take-out.

- 34 When the Yellow Card does not apply, the Facilities Director, and/or the Breslin Student Events Center Director, the sponsor, and the road manager will determine if, and how many, loaders are required.
- 35 Loaders shall be at the rate of \$35.00 per person, per semi-trailer truck, minimum four (4) persons; \$22.50 per person for each truck of lesser size than semi, minimum two (2) persons; and \$10.00 per bus or van, minimum two (2) persons (if a bus is loaded with equipment -- used as a truck -- the truck rate of \$22.50 per person will obtain).

F. Motion Pictures

- 36 Motion pictures which are shown to the general public or private group or any organization shall receive four (4) times the schedule of rates for the work performed of the show rate of one showing with a maximum of three and one-half (3½) hours.
- 37 Any time the showing shall run beyond the three and one-half (3½) hour maximum, the rate shall be time and one-half, per hour or any fraction thereof.

ARTICLE 7

GENERAL CONDITIONS

- 38 Slide projectors and effect machines used in the performances at the University Auditorium and Wharton Center shall be operated by bargaining unit personnel.
- 39 This contract covers theatrical work performed in the Fairchild Theatre, University Auditorium, Jenison Fieldhouse, Munn Ice Arena, Wharton Center, Breslin Student Events Center, and any other buildings assigned by University officials.
- 40 The Employer reserves the right to provide supplemental qualified personnel in the event the Union cannot furnish adequate employees.
- 41 On September 15th of each year the Union will present a list of available persons to the Director of Performing Arts, Facilities and Programs and Director of Breslin Student Events Center for review.
- 42 As new members become available, the appropriate director will be notified before they shall be scheduled to work for one of their shows.

- 43 It is understood that before the director can strike a name from the available person list, she/he must show good cause in writing.
- 44 The classification, Stage Manager, and the following functional job descriptions are being utilized: Stage Manager Wharton Center; Assistant Stage Manager Wharton Center; Stage Manager Auditorium and Assistant Stage Manager, and/or Stage Manager Breslin Student Events Center. The Employer retains the sole right to establish new classifications and job descriptions, and modify and eliminate existing classifications and job descriptions.

ARTICLE 8

BUILDING AND FACILITIES

- 45 Should any University building or facility, that is designated and incorporated in this Agreement, be rented, leased or loaned to any party or organization other than Michigan State University for any type of production, it is agreed that all terms and conditions of this Agreement will apply with the following exceptions:

- a. Theatre Department

Insofar as the Theatre Department is concerned, the University retains the right to continue and initiate academic programs which will expose students to all aspects of theatrical productions. Such programs will adhere to University curriculum standards of acceptable laboratory/ studio activity. Such programs, however, will not be conducted in an attempt to avoid using IATSE bargaining unit members. The past practice of the Theatre Department of staffing under the terms of the Agreement will continue.

- b. Music Department

Insofar as the Music Department is concerned, the University retains the right to continue and initiate academic programs which will expose students to all aspects of music presentations. Such programs will adhere to University curriculum standards of acceptable laboratory/studio activity. Such programs, however will not be conducted in an attempt to avoid using IATSE bargaining unit members. Three stage technicians from the local call-board will be utilized for operas. If there is a need for a fourth person, an on-site determination will be made by the Artistic Director and the Union. The PAC Director's determination will be final and binding in the event that mutual agreement is not reached. If an opera call exceeds a total of thirteen (13) stagehands including students, the Technical Directors and the Union will meet to discuss additional staffing. Any impasse will be resolved by the Director of Performing Arts Facilities and Programs.

c. ASMSU

1. Presentations of ASMSU held in the Auditorium, Wharton Center for Performing Arts for which ASMSU has entered into an agreement with a promoter shall be considered to be under the full terms of this Agreement.
2. In presentations of ASMSU held in the Auditorium, Wharton Center for Performing Arts which are "self-promoted" by ASMSU, students shall be permitted to load and unload vehicles.
3. In presentations of ASMSU which are held at Munn Ice Arena, Jenison Fieldhouse, students shall be utilized for all work except for rigging, follow spots, sound, stagelighting and "deckhand" work.

d. JACK BRESLIN STUDENT EVENTS CENTER

The terms of the Collective Bargaining Agreement, except as modified by the terms of Article 8, Section d, shall apply to the Breslin Student Events Center.

1. The Director of Breslin Student Events Center and designees will have the responsibility to determine complement levels, but will consider suggestions proffered by the Union, especially those offered for reasons of safety.
2. The Director of Breslin Student Events Center and designees will have the prerogative to perform any duties. Concerns over this section will be dealt with in Special Conferences, wherein good faith efforts will be made to resolve the concerns.
3. On-call personnel can be dismissed individually where indicated, instead of by department except where "Yellow Card" overrides this provision.
4. Overtime will be after eight hours (as opposed to paragraph 26). Meal breaks will be given after a determined number of hours worked. Such hours shall not exceed five except in unusual circumstances.
5. Student workers will be utilized for any work for which they are qualified, as determined by the Director of Breslin Student Events Center and designees.
6. The University recognizes that the significant role served by IATSE bargaining unit employees enhances its ability to offer with the highest professional standards a variety of theatrical, musical, and popular entertainment events. Thus, it is not the intent of the University, by its utilization of students, to diminish or otherwise erode the role of IATSE employees.

ARTICLE 9

RECRUITMENT AND SELECTION

A. Present Positions Under Union Jurisdiction

- 46 The Employer shall give the Union sufficient advance notice of all vacancies for positions coming within the scope of this Agreement; but it is agreed between the parties hereto that hiring of employees hereunder shall not be inconsistent with any applicable State or Federal laws.
- 47 In hiring persons to perform services covered by the terms of this Agreement, the Employer shall grant preference of employment to those persons who have previously been employed as stage employees, and moving picture machine operators within the following described geographical area: East Lansing, Michigan.
- 48 In recruitment and selection for full-time or part-time regular employee positions falling under the jurisdiction of the Union, the following procedure will be utilized.
- 49 Regular full-time or part-time employees of the University falling under the jurisdiction of the Union, who possess the minimum qualifications for any vacancy in any other regular full-time or part-time position falling under the jurisdiction of the Union, shall have the right of bid and selection before any other applicant shall be considered. If more than one such regular employee bids on a vacancy, seniority shall prevail.

B. Absent the Operation of Section A

- 50 Absent the operation of Section A, the following procedure will be utilized.
- 51 The University will fill positions through its Office of Human Resource Services. Positions will be filled from applicants based on their abilities as determined by the Director of Performing Arts, Facilities and Programs, and/or Director of Breslin Student Events Center.
- 52 The University will provide the Union with classification descriptions as soon as they are prepared by the Classification/Compensation Division.
- 53 The University will provide the Union with copies of the job announcements as soon as they are to be posted.
- 54 The Union will then be given the opportunity to survey its membership to determine the interest in applying for the positions announced.

- 55 The Union may obtain MSU applications for use by those interested in applying for the positions.
- 56 The Union will submit completed applications to the MSU Human Resource Services within the time limits provided for in the posting.
- 57 Human Resource Services will review the applications and submit the applications of applicants determined to possess minimum qualifications to the Director of Performing Arts, Facilities and Programs, and/or Director of Breslin Student Events Center.
- 58 The Director of Performing Arts, Facilities and Programs, and/or Director of Breslin Student Events Center will arrange to interview the applicants so submitted.
- 59 The Director of Performing Arts, Facilities and Programs, and/or Director of Breslin Student Events Center will select or reject applicants based on the interviews.
- 60 Applicants referred by the Union shall be given first consideration and selected or rejected before other applicants will be considered.
- 61 If the positions are not filled by the applicants referred by the Union, the Director of Performing Arts, Facilities and Programs, and/or Director of Breslin Student Events Center will provide Human Resource Services with written reasons for their rejection. The Union will be given written notice of all candidates who are rejected.

ARTICLE 10

GRIEVANCE PROCEDURE

- 62 If differences of opinion or disputes between the Employer and any employee covered by this Agreement regarding an interpretation or alleged violation of any provision of this contract, cannot be resolved by the employee, the Union and the Unit involved, the issue may be submitted in writing to the Office of Employee Relations. If differences of opinion arise concerning the interpretation or application of this contract as it applies to a specific production, the Union will not initiate or support any action that may hinder the production's completion as the dispute will be resolved through this paragraph.
- 63 The Union and the University agree that if no resolution is reached regarding the alleged violation, the Union shall submit the issue in writing to the Office of Employee Relations on or before the 30th day after its alleged occurrence. The Office of Employee Relations shall hold a meeting within ten (10) working days thereafter and issue the University

position ten (10) working days after the meeting. If the answer is unsatisfactory, the Union shall have ten (10) working days from the date the answer is received to appeal to arbitration at the Office of Employee Relations or file a demand to arbitration with AAA.

-64 The decision of the Arbitrator shall be final and binding on all parties.

ARTICLE 11

TERM OF THE AGREEMENT

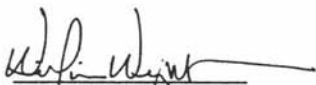
-65 This contract to be in force and binding from and after the 1st day of September, 1993, through the 31st day of August, 1996, and from year to year thereafter unless notice of termination or modification is given as hereinafter provided. At least sixty (60) days prior to the expiration date hereof, the parties shall meet and confer to negotiate the terms of a new Agreement to take effect upon the expiration of this Agreement unless notice of termination has been given.

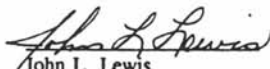
FOR THE EMPLOYER


Roger Wilkinson

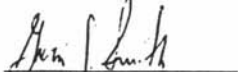

C. Keith Grotz


Samuel A. Baker


William Wright


John L. Lewis

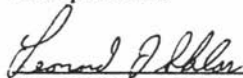

Richard French



Gavin Smith

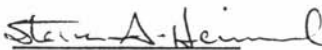
FOR THE UNION

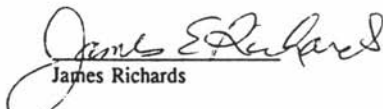

Sandy Thomley


Dirk Spillemakers


Leonard Sklar


Brian Archer


Steven Heinrich


James Richards

1993

JANUARY							IMPORTANT DATES							JULY													
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APRIL														OCTOBER													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
					1	2													1	2							
4	5	6	7	8	9	10								3	4	5	6	7	8	9							
11	12	13	14	15	16	17								10	11	12	13	14	15	16							
18	19	20	21	22	23	24								17	18	19	20	21	22	23							
25	26	27	28	29	30								24	25	26	27	28	29	30								
														31													
MAY														NOVEMBER													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
						1											1	2	3	4							
2	3	4	5	6	7	8								7	8	9	10	11	12	13							
9	10	11	12	13	14	15								14	15	16	17	18	19	20							
16	17	18	19	20	21	22								21	22	23	24	25	26	27							
23	24	25	26	27	28	29								28	29	30											
30	31																										
JUNE														DECEMBER													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
			1	2	3	4												1	2	3	4						
6	7	8	9	10	11	12								5	6	7	8	9	10	11							
13	14	15	16	17	18	19								12	13	14	15	16	17	18							
20	21	22	23	24	25	26								19	20	21	22	23	24	25							
27	28	29	30											26	27	28	29	30	31								

1994

JANUARY							IMPORTANT DATES							JULY									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
						1														1	2		
2	3	4	5	6	7	8								3	4	5	6	7	8	9			
9	10	11	12	13	14	15								10	11	12	13	14	15	16			
16	17	18	19	20	21	22								17	18	19	20	21	22	23			
23	24	25	26	27	28	29								24	25	26	27	28	29	30			
30	31															31							
FEBRUARY														AUGUST									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
		1	2	3	4	5										1	2	3	4	5	6		
6	7	8	9	10	11	12								7	8	9	10	11	12	13			
13	14	15	16	17	18	19								14	15	16	17	18	19	20			
20	21	22	23	24	25	26								21	22	23	24	25	26	27			
27	28															28	29	30	31				
MARCH														SEPTEMBER									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
		1	2	3	4	5													1	2	3		
6	7	8	9	10	11	12								4	5	6	7	8	9	10			
13	14	15	16	17	18	19								11	12	13	14	15	16	17			
20	21	22	23	24	25	26								18	19	20	21	22	23	24			
27	28	29	30	31								25	26	27	28	29	30						
APRIL														OCTOBER									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
					1	2														1			
3	4	5	6	7	8	9								2	3	4	5	6	7	8			
10	11	12	13	14	15	16								9	10	11	12	13	14	15			
17	18	19	20	21	22	23								16	17	18	19	20	21	22			
24	25	26	27	28	29	30								23	24	25	26	27	28	29			
														30	31								
MAY														NOVEMBER									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
1	2	3	4	5	6	7													1	2	3	4	5
8	9	10	11	12	13	14								6	7	8	9	10	11	12			
15	16	17	18	19	20	21								13	14	15	16	17	18	19			
22	23	24	25	26	27	28								20	21	22	23	24	25	26			
29	30	31															27	28	29	30			
JUNE														DECEMBER									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
				1	2	3	4												1	2	3		
5	6	7	8	9	10	11								4	5	6	7	8	9	10			
12	13	14	15	16	17	18								11	12	13	14	15	16	17			
19	20	21	22	23	24	25								18	19	20	21	22	23	24			
26	27	28	29	30								25	26	27	28	29	30	31					

1995

JANUARY							IMPORTANT DATES							JULY											
S	M	T	W	T	F	S								S	M	T	W	T	F	S					
1	2	3	4	5	6	7	JANUARY							2	3	4	5	6	7	8					
8	9	10	11	12	13	14	1 New Year's Day							9	10	11	12	13	14	15					
15	16	17	18	19	20	21	16 Martin Luther King, Jr. Day							16	17	18	19	20	21	22					
22	23	24	25	26	27	28	FEBRUARY							23	24	25	26	27	28	29					
29	30	31								12 Lincoln's Birthday							30	31							
							14 Valentine's Day																		
							20 Washington's Birthday - Obsvd.																		
							22 Washington's Birthday																		
							MARCH																		
							1 Ash Wednesday																		
							17 St. Patrick's Day																		
							APRIL																		
							9 Palm Sunday																		
							14 Good Friday																		
							15 Passover																		
							16 Easter Sunday																		
							MAY																		
							14 Mother's Day																		
							20 Armed Forces Day																		
							22 Victoria Day (Canada)																		
							29 Memorial Day - Obsvd.																		
							30 Memorial Day																		
							JUNE																		
							14 Flag Day																		
							18 Father's Day																		
							JULY																		
							1 Canada Day (Canada)																		
							4 Independence Day																		
							SEPTEMBER																		
							4 Labor Day																		
							25 Rosh Hashanah																		
							OCTOBER																		
							4 Yom Kippur																		
							9 Columbus Day - Obsvd.																		
							9 Thanksgiving Day (Canada)																		
							12 Columbus Day																		
							24 United Nations Day																		
							31 Halloween																		
							NOVEMBER																		
							7 Election Day																		
							11 Veterans Day																		
							23 Thanksgiving Day																		
							DECEMBER																		
							18 Hanukkah																		
							25 Christmas Day																		

FEBRUARY									
S	M	T	W	T	F	S			
				1	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							

MARCH												
S	M	T	W	T	F	S						
				1	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							

APRIL							
S	M	T	W	T	F	S	
						1	
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							

MAY										
S	M	T	W	T	F	S				
	1	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						
				1	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							

AUGUST											
S	M	T	W	T	F	S					
				1	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	
						1	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	

OCTOBER									
S	M	T	W	T	F	S			
	1	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							

NOVEMBER											
S	M	T	W	T	F	S					
				1	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	
						1	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							

1996

JANUARY						
S	M	T	W	T	F	S
	1	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
				1	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		

MARCH						
S	M	T	W	T	F	S
					1	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						

APRIL						
S	M	T	W	T	F	S
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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				

MAY						
S	M	T	W	T	F	S
				1	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
						1
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						

IMPORTANT DATES

JANUARY
1 New Year's Day
15 Martin Luther King, Jr. Day

FEBRUARY
12 Lincoln's Birthday
14 Valentine's Day
19 Washington's Birthday - Obsvd.
21 Ash Wednesday
22 Washington's Birthday

MARCH
17 St. Patrick's Day
31 Palm Sunday

APRIL
4 Passover
5 Good Friday
7 Easter Sunday

MAY
12 Mother's Day
18 Armed Forces Day
20 Victoria Day (Canada)
27 Memorial Day - Obsvd.
30 Memorial Day

JUNE
14 Flag Day
16 Father's Day

JULY
1 Canada Day (Canada)
4 Independence Day

SEPTEMBER
2 Labor Day
14 Rosh Hashanah
23 Yom Kippur

OCTOBER
12 Columbus Day
14 Columbus Day - Obsvd.
14 Thanksgiving Day (Canada)
24 United Nations Day
31 Halloween

NOVEMBER
5 Election Day
11 Veterans Day
28 Thanksgiving Day

DECEMBER
6 Hanukkah
25 Christmas Day

JULY						
S	M	T	W	T	F	S
	1	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			

AUGUST						
S	M	T	W	T	F	S
				1	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
1	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					

OCTOBER						
S	M	T	W	T	F	S
				1	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

NOVEMBER						
S	M	T	W	T	F	S
					1	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
						1
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					

