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**1990-93
Agreement**

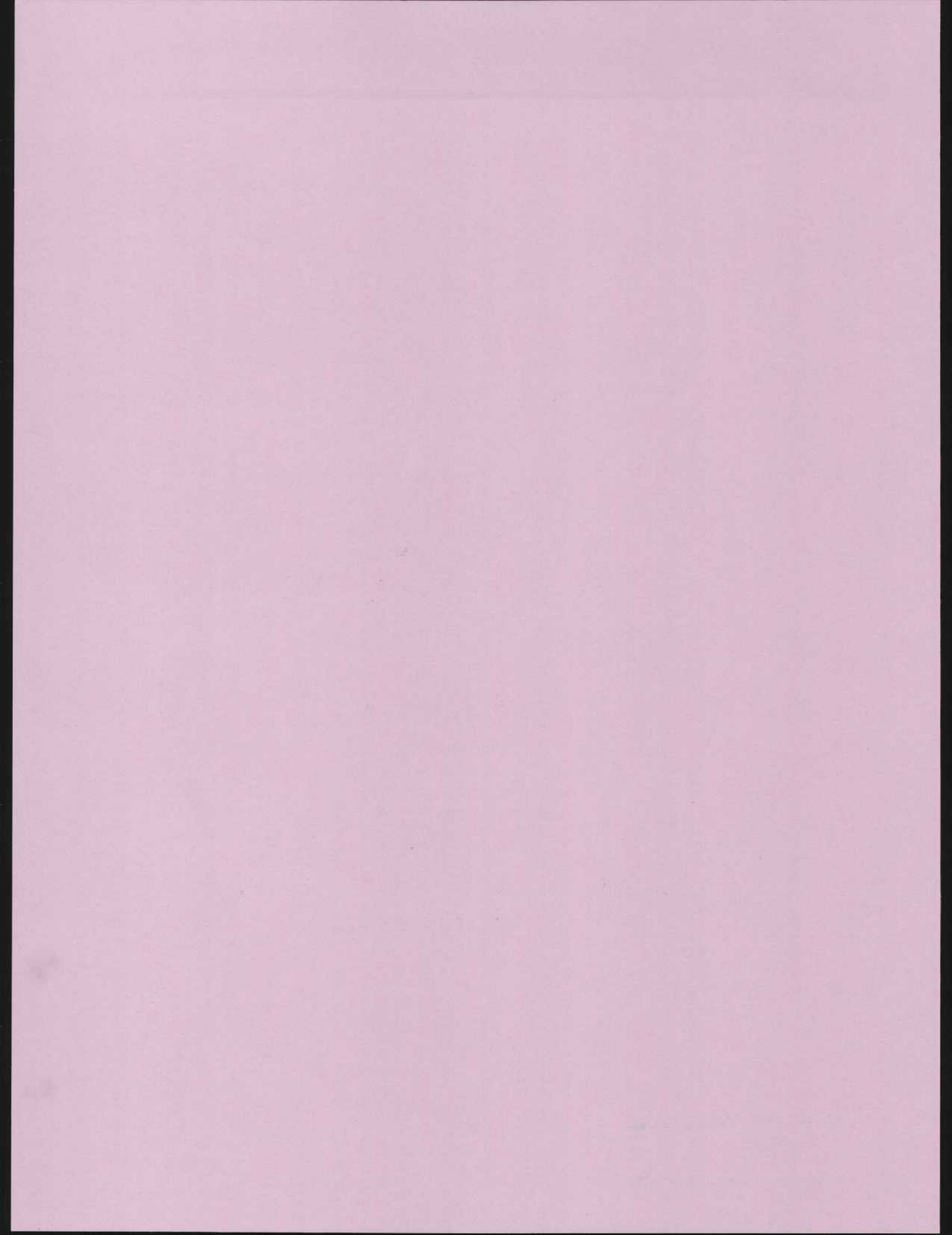
between

**HAZEL PARK
BOARD OF EDUCATION**

and

**THE INTERNATIONAL UNION
OF OPERATING ENGINEERS,
LOCAL 547, AFL-CIO**

Hazel Park School District



**1990-93
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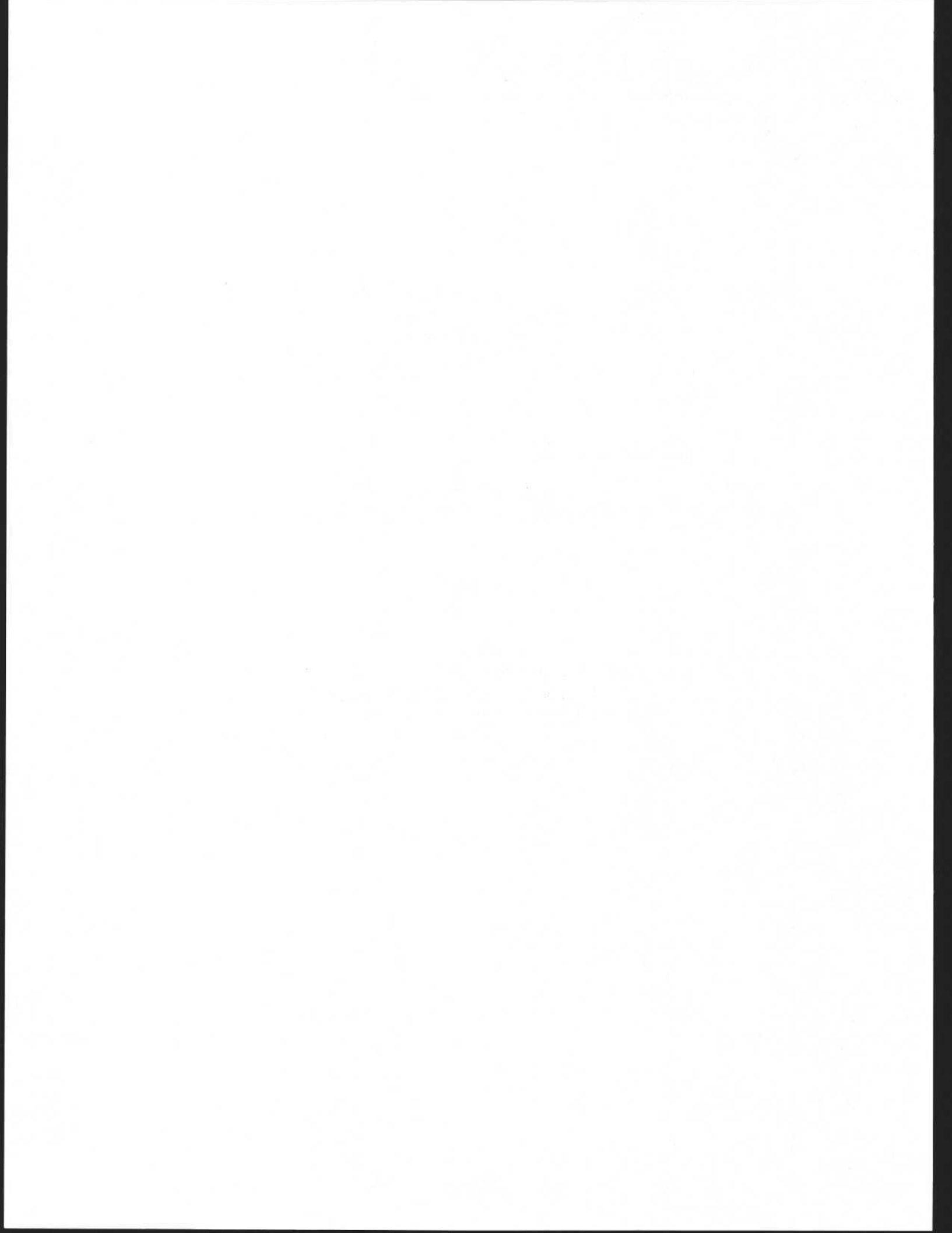


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AGREEMENT

This AGREEMENT entered into this first day of July, 1990, by and between the Board of Education of the School District of the City of Hazel Park, Oakland County, Michigan, hereinafter called the "Board" and the "International Union of Operating Engineers, Local 547 AFL-CIO" hereinafter called the "Union".

PREAMBLE

The Union recognizes that the Board, under law, has the final responsibility for establishing policies for the district and administering the operation of the schools in the said district, and

WHEREAS, the Board recognizes the skills and expertness of the secretaries and view their contribution to educational matters as a mutual concern, and

WHEREAS, ACT 379, Public Acts of 1965, presently authorizes public employees and public employers to enter into collectively negotiated agreements concerning rates of pay, hours of employment, and other conditions of employment of such public employees, and

WHEREAS, extensive professional negotiations between the representative of the parties have resulted in certain understandings between the Board and the Union, and

WHEREAS, the Board and the Union desire to incorporate such understandings into a written collective negotiations agreement in the belief that such action is in the best interest of the residents of the School District of the City of Hazel Park, the students attending school therein and the personnel represented by the Union;

NOW, THEREFORE, in consideration of the following mutual covenants, the Board and the Union hereby agree as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Union as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of 1965, for all educational secretaries and all non-supervisory personnel engaged in secretarial and Clerical work, including bookkeepers, computer personnel, payroll clerk, machine operators, receptionists, switchboard operators, typists, purchasing clerk, library secretaries and clerks, and all other present and future personnel coming within the bargaining unit as established by the State Labor Mediation Board's decision of January, 1966, but excluding secretaries to the superintendent, deputy superintendent, and assistant superintendent, all supervisory employees, and all other employees of the Board. All personnel represented by the Union in the above defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as "Secretaries," and reference to female personnel shall include male personnel.

B. The Board agrees not to negotiate with any educational secretaries' organization other than the Union for the duration of this Agreement.

ARTICLE II
EMPLOYEE RIGHTS

A. Injury to students - When the principal is out of the building and a student is injured during school hours and requires first aid treatment, the secretary shall not have direct responsibility for administering first aid. If circumstances dictate that a secretary perform first aid, he/she shall be provided the proper equipment consistent with the level of training provided by the Board. In the event the student's injury is such that it requires emergency treatment by a doctor and the parents cannot be reached by the secretary for a decision, the secretary will secure the approval of the principal, assistant principal, school nurse or certified teacher who has been designated by the principal to act in his absence before the student is taken for emergency treatment by the doctor. If no responsible, certificated person is available with the building, contact Central Office. The school emergency card shall be used to further determine other medical procedural guides and references. The Board of Education will support the secretary in any effort directed at initiating a reasonable course of emergency procedural action.

B. Loss of school property - Secretaries shall not be held responsible for loss of school property or student property, either within the school or while on official school business, unless the Board or its designee proves the secretary has been negligent.

C. Notwithstanding their employment, secretaries shall be entitled to full rights of citizenship and no religious or political activities of any secretary or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such secretary.

D. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status or membership in or association with the activities of any employee organization.

E. No polygraph or lie detector test shall be requested in any investigation of any secretary.

F. If any provision of this Agreement or any application of the Agreement to any secretary or group of secretaries shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

G. During the term of this Agreement the Board of Education will provide liability insurance protection for all secretaries in the amount of one million dollars (\$1,000,000.00).

ARTICLE III UNION RIGHTS

A. Pursuant of Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Union for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under code of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any secretary in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any secretary with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Union or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. The Board specifically recognizes the right of its employees to appropriately invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency, or an arbitrator appointed pursuant to the provisions of the Agreement, and the Board agrees to be bound by any lawful order or award thereof.

C. **Union Security Clause** - All employees employed in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the Union, shall within sixty (60) calendar days of the effective date of the Agreement or within sixty (60) calendar days of the date of hire by the Board, whichever is later, become members or in the alternative, shall, as a condition of employment, have deducted on behalf of the Union each month, a service fee in an amount equal to the regular monthly Union membership dues uniformly required of employees of the Board who are members.

D. **Check-off** - The Board will deduct from the pay of each employee, from whom it receives an authorization to do so, the required amount for the payment of initiation fees and Union dues or service fees. Such dues or fees, accompanied by a list of employees from whom they have been deducted and the amount deducted from each, shall be forwarded to the local Union treasurer for verification and correction no later than the fifteenth (15th) of the month following the month in which such deductions were made.

Such fees will be authorized, levied and certified in accordance with the Constitution and By-Laws of the International and Local 547, I.U.O.E. Each employee and the Union hereby authorize the Board to rely upon and to honor certifications by the Financial Secretary of the Local Union, regarding the amounts to be deducted and the legality of the adopting action specifying such amounts of Union dues or service fees, together with a copy of such authorization from Local 547 of the International Union of Operating Engineers, AFL-CIO.

E. Members of the Negotiations Committee engaged during the working day in negotiating on behalf of the Union with any representative of the Board or participating in any grievance negotiation, including arbitration, shall be released from regular duties without loss of salary.

F. The Union and its members shall have the right to use school building facilities for meetings. All such meetings shall be approved and scheduled through the office of the superintendent.

G. The Board agrees to furnish to the Union in response to reasonable requests all available information concerning the financial resources of the district, tentative budgetary

requirements and allocations and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs in behalf of the secretaries, together with information, not subject to the "Privacy Act" or other laws or statutes prohibiting dissemination of private materials or information, which may be necessary for the Union to process any grievance or complaint.

H. The Union shall be provided up to twenty (20) days annually for their collective use for Union business, including attendance at conferences and workshops sponsored by the Union or affiliated organizations. Time spent on Union business during the secretaries' work day shall be reported to the secretaries' immediate supervisor. Notification to the supervisor shall include a brief general description of the nature of the union business.

I. Supervisors or secretaries not covered by this Agreement shall not displace secretaries covered by this Agreement by performing work normally performed by such secretaries.

J. Special Conferences:

1. Special Conferences for important matters may be arranged between the Union Representative and the Superintendent or his designated Representative upon the request of either party. Such meetings shall be between at least two (2), and not more than three (3) Representatives of the administration and at least two (2), and not more than three (3) Representatives of the Union.

2. Arrangements for such special conferences shall be made in advance. An agenda of the matters to be taken up at the meeting shall be presented by the requesting party at the time the conference is requested.

ARTICLE IV
BOARD RIGHTS

A. The Union recognizes the prerogatives of the Board of Education to operate and manage its affairs in all respects in accordance with the law.

B. Except as specifically set forth in this agreement the Board retains the right of selection and direction of the working forces, including the right to hire, suspend or discharge for just cause, assign, promote or transfer provided they do not conflict with the terms of this agreement. The Union shall have the right to grieve on the interpretations and application of these provisions which are specifically covered in the master contract.

C. If any of the above referenced Board Rights conflict with other Articles and Sections of the Master Agreement then those Articles and/or Sections shall supersede the above referenced Board Rights.

ARTICLE V
COMPENSATION

A. The salaries of secretaries covered by this Agreement are set forth in Schedule A which is attached to and incorporated in the Agreement. Such salary schedule shall remain in effect during the term of this Agreement.

B. The annual rates of pay shown on the salary schedules are based on full-time employment in the specified positions. Any permanent employee regularly employed on a continuing basis, but not on a fifty-two (52) week basis, shall be compensated on a prorated rate of pay.

C. Overtime worked in excess of eight (8) hours in any one day or on Saturday shall be paid for at one and one half (1-1/2) times the regular rate. Overtime shall be defined as time worked in excess of fifteen (15) minutes in any one day. Overtime consideration shall be awarded such work periods that have been approved by administrator in charge.

D. All members of the bargaining unit working the late shift shall receive a shift premium of fifteen cents (\$.15) per hour.

ARTICLE VI **HOURS OF WORK**

A. The working day shall consist of seven and three-quarters (7-3/4) hours: thirty-eight and three-quarters (38-3/4) hours per week - Monday through Friday - beginning the Monday prior to school starting and ending one (1) week beyond the last day of the regular school year. During the summer vacation, the working day shall begin at 8:00 a.m. and end at 3:30 p.m. with one-half (1/2) hour lunch period.

B. The Board recognizes the principle of a standard forty (40) hour paid work week and will set work schedules and make work assignments which can reasonably be completed within such standard work week.

C. Under no circumstances shall a secretary be requested to work more than fifty (50) hours in any one week.

D. All secretaries shall be entitled to a duty-free, uninterrupted lunch period of forty-five (45) minutes on regular schedule and one-half (1/2) hour during the summer schedule.

E. Secretaries will be provided a fifteen (15) minute only relief time in the morning and in the afternoon during the regular thirty-eight and three-quarters (38-3/4) hours work week. During periods of summer scheduled hours, secretaries will receive the morning fifteen (15) minute relief period only.

F. Shifts

The early shift shall be defined as any shift commencing before 2:00 P.M.
The late shift shall be defined as any shift commencing at or after 2:00 P.M.

G. The lunch period will be generally scheduled about midpoint between the start of the work day and the end of the work day. The first relief time will generally be scheduled about midpoint between the start of the workday and the lunch break. The second relief time will generally be scheduled about midpoint between the lunch break and the end of the workday. Minor variations to accommodate scheduling problems are acceptable.

ARTICLE VII
WORK LOADS AND ASSIGNMENTS

A. When additional help is necessary, the secretary shall receive upon written request to the supervisor, to the extent possible, the service of trained personnel to assist him/her. The substitute rate shall not be greater than the prevailing rate for the classification.

B. Due recognition, directions and other consideration should be given to the added responsibilities of training and directing high school student help as related to various training programs.

C. Secretaries shall have the prerogative of requesting a meeting with their direct administrator and the superintendent or his/her designee in the event that instance of student training becomes difficult or burdening.

D. Secretaries shall have the prerogative of requesting a meeting with their direct administrator and the superintendent or his/her designee if they feel that excessive requests are made to assume the duties of teacher, supervisor, custodian, etc., in emergency situations.

E. Substitute secretaries will be available when the regular secretary is absent for more than two (2) consecutive work days.

ARTICLE VIII
VACANCIES, PROMOTIONS AND TRANSFERS

A. Whenever any vacancy or other special opportunity in any secretarial or clerical position in the district shall occur, the Board shall notify the bargaining unit members in writing of the duties, qualifications, hours, and whether it is a ten (10) or twelve (12) month position at least ten (10) days prior to the position being filled. No vacancy shall be filled, except in case of emergency and then on a temporary basis and not to exceed sixty (60) days, until such notice has been given.

B. Any qualified secretary may apply for a vacancy. In filling vacancies the Board agrees to give due weight to the background, attainments and skills of all applicants, the length of time each has been in the bargaining unit and other relevant factors. An applicant with less seniority shall not be awarded such position unless his/her qualifications shall be substantially superior to applicants with greater seniority. Seniority for the purposes of this Agreement shall mean continuous employment within the bargaining unit. Persons accepting such promotions shall be allowed a probationary period of sixty (60) days. Notices of bid awards will be distributed from the office of the superintendent immediately after determination of assignment. All persons from the bargaining unit who bid on an advertised opening will receive acknowledgment of application.

C. Administrators in charge shall be required to file a written progress report at the close of thirty (30) calendar days, followed by a second report at the end of sixty (60) calendar days, containing a recommendation as to whether to retain or return the employee to their previous position.

D. No secretary who desires permanent employment shall be kept on a temporary basis longer than sixty (60) days except in cases of extenuating circumstances. All jobs must be filled with permanent employees.

E. Since the frequent transfer of secretaries from one school to another is disruptive of effective administration and interferes with optimum secretary performance, the parties agree that unrequested transfers of secretaries are to be minimized and avoided whenever possible.

F. The Board recognizes that it is desirable to take into consideration the interests and aspirations of its employees with respect to position assignments. In order to accomplish this, written request may be made for transfers giving the reason for transfer, the school requested and personal qualifications. Such requests may be submitted through the principal, if desired, or may be made directly to the superintendent. If it is desired that the requests be kept active, they shall be renewed annually. Insofar as practicable, all vacancies shall be filled by promotions or transfers within the group. All secretaries are encouraged to train and prepare for promotional opportunities.

G. Transfer notices to all secretarial and clerical employees will be by letter and in the event of year-end transfers will be distributed no later than four (4) weeks prior to the closing of the school year.

H. In the event of a change of secretaries in a building, the secretary may request a member from the Central office accounting department to audit their books -- bank statement and/or petty cash.

I. Any secretary who shall be transferred to a supervisory or executive position on the probationary period, and shall later return to a secretary status, shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive

status.

J. Testing

1. A test will be required if a member of the bargaining unit applies for a position which would move him/her from one classification to another, such as, but not limited to, the following:

- a. From Board Office secretary to a school secretary.
- b. From Board Office secretary or school secretary to data processing.
- c. From Board Office secretary or school secretary to bookkeeping.
- d. High school records clerk position to be filled by any secretary (transcripts, key punch, scheduling, teacher master schedule).

2. When a job is posted, it will state if a test is required.

3. The administrator in charge of the posted position will be involved in the selection but not necessarily the final award of the position.

4. A test will be required to be taken by any employee entering the bargaining unit.

ARTICLE IX
LAYOFF/RECALL

A. In any necessary reduction of the secretarial staff, a secretary with greater seniority shall be retained over a secretary with lesser seniority. Any secretary whose services are so terminated shall be notified by letter at least four (4) weeks in advance of the layoff.

B. When secretaries whose services have been so terminated are to be reemployed, those having the greatest seniority shall be recalled first.

C. If ties in seniority are encountered, for the purposes of layoff and recall, the most senior shall be determined by lottery.

ARTICLE X
SENIORITY

A. A newly hired employee or an employee upon entry into the bargaining unit, shall be on a probationary status for sixty (60) calendar days taken from and including the first (1st) day of employment. If at any time prior to the completion of the sixty (60) calendar day probationary period the employee's work performance is unsatisfactory, he/she may be dismissed by the Board during this period without appeal by the Union. Probationary employees who are absent during the first (1st) sixty (60) calendar days of employment shall work additional days equal to the number of days absent and such employee shall not have completed his probationary period until these additional days have been worked.

B. Upon satisfactory completion of the probationary period, the employees seniority shall begin to accrue.

C. An employee will lose his seniority for the following reasons:

1. He resigns from a classification covered by this Agreement.
2. He is discharged for cause and not reinstated through the Grievance Procedure.
3. Upon normal retirement.

D. Upon request of the Union, a current seniority list shall be made available to the Union. Such list shall contain date of hire and the employees job location.

ARTICLE XI
DISCIPLINE, DISCHARGE AND DEMOTIONS

A. Discharge or demotion of any secretary shall be made only for a reasonable and just cause. Reasons for discharge or demotion shall be submitted in writing to the person involved and to union representative.

B. In the event any secretary shall be discharged or demoted from employment and believes he/she has been unjustly dealt with, such discharge or demotion shall constitute a case to be handled in accordance with the grievance procedures as set forth in this Agreement.

C. As a result of the pursuit of a grievance procedure determination, should it be decided that an injustice has been done in regard to the secretary's discharge or demotion, the Board agrees to reinstate him/her and pay him/her for all time lost and purge all files of any documents or memoranda that reference the actual discharge or demotion. This does not include data that leads to the action of discharge or demotion.

D. Any official complaint directed toward a secretary shall be submitted in written form by the administrator in charge to the attention of the secretary. A copy of such a communication shall be forwarded to the union representative as well.

E. No secretary 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 asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure hereinafter set forth.

ARTICLE XII
SICK LEAVE AND OTHER ABSENCE PAY

A. All secretaries absent from duty due to personal illness or any other approved reason shall be allowed full pay as follows:

1. All ten-month secretaries will be allowed a total of twelve (12) days each year without loss of salary.

All twelve-month secretaries will be allowed a total of fourteen (14) days each year without loss of salary.

2. The entire allowance may be used for personal illness, quarantine, immediate family illness, tragedy or death.

a. Not more than two (2) of the total number may be used for personal business -- such leave to be granted upon written request by the employee before the absence, if possible. In the event of an emergency, personal business days may be approved after the absence of the employee. At the end of each year, the unused portion of sick days shall become accumulative and shall add, without limitation, to any such previous accumulation.

b. Personal business days that are taken on a scheduled workday immediately preceding or immediately following a school holiday are subject to full salary deduction, except as such absence may be due to verifiable serious illness or tragedy.

B. Religious Holidays

Religious holidays shall be approved in advance by the superintendent and shall be treated as a deduction from sick leave.

C. Non-Chargeable Absences

1. Jury Duty

In the event that a secretary must perform jury duty, he/she shall be paid the difference between jury duty pay and his/her regular pay scale.

2. Conference and/or Convention

All secretarial personnel shall be entitled to a minimum of one (1) day attendance at such activities as administratively approved conferences, institutes, and/or conventions. Any additional days off shall be mutually agreed upon by the parties of the contract.

3. Severe Weather Conditions

If schools are closed because of severe weather conditions, secretaries will be released if administrative personnel are released due to that condition.

ARTICLE XIII
LEAVE OF ABSENCE

A. Personal Illness Leave

Any secretary whose personal illness extends beyond the period compensated under Article XII shall be granted a leave of absence without pay for such time as it is necessary for complete recovery from such illness. After a personal illness leave of absence, the secretary must provide the Superintendent or his designee, a signed doctor's statement stating the employee may return to his/her previous duties without any restrictions.

B. Educational Leave

Leaves of absence without pay shall be granted upon written application to and approval of the superintendent and the Board of Education for the purpose of further education study. The regular salary increment occurring during such period shall be allowed.

C. Child Care Leave

A child care leave shall be for a period of one (1) year and, upon written request, may be granted an additional year at the discretion of the Board of Education. The employee shall file a written notice of intent to return thirty (30) calendar days prior to the expiration of his/her leave, accompanied by a statement from his/her physician certifying his/her fitness to return to duty.

D. Military Leave

Military leaves of absence shall be granted to any secretary who shall be inducted or shall enlist for military duty in any branch of the Armed Forces of the United States. A secretary on military leave shall be given the benefits of any increment and sick leave allowance which would have been credited to him/her had he/she remained in active service in the school system.

E. Family Leave

The Board will allow a family leave that shall be for no more than five (5) years. Employees on family leave are responsible for annual notice to the Board at least sixty (60) calendar days prior to the leave terminating, indicating their desire to remain on leave for the following year. Failure to comply with this notice shall be deemed valid grounds for leave termination.

Family leave will be granted only once to any employee.

Employee will be moved back one year on the salary schedule for each year on family leave, not to exceed more than one-half of their previously earned steps. This salary reduction may be waived if the employee's previous absence is less than one-third of their total allotment.

F. To be eligible for leave of absence, the secretary must have been employed full time by the Board for at least two years.

G. Under all leaves of absence, a secretary is guaranteed to be reinstated in the position he/she left, provided he/she returns within a 12 month period.

Under all leaves of absence, a secretary will be assigned to a position in the district, provided he/she returns within 24 months of the date of leaving.

Any secretary whose leave of absence is beyond 24 months will be placed, at his/her request, on a waiting list to be assigned to the first available position he/she is qualified to fill.

H. If a secretary extends his/her leave beyond a 12 month period, that position must be posted immediately.

ARTICLE XIV
RETIREMENT/RESIGNATION/SEVERANCE

A. Upon retirement or death, the employee or their beneficiary shall be paid one-half (1/2) their unused cumulative sick days up to a maximum of sixty (60) full days of pay.

In addition, for every block of twenty-five (25) days in excess of 120 cumulative sick days, the employee shall receive \$500. Payment for days in excess of the one hundred twenty (120) that do not make up a twenty-five (25) day block will be prorated accordingly.

The term "retirement" shall be defined as the eligibility of the employee to retire and receive payment under the provisions of the Michigan School Employees' Retirement Fund Law.

In instances of retirement only, cumulative sick leave pay shall not in any case be less than one thousand two hundred fifty dollars (\$1,250), subject to the following qualifications.

1. Accumulated absences during the final year of employment shall be submitted for review of a joint committee of administrative and bargaining unit personnel. It shall be the decision of these representatives (two [2] from each group) to pass upon the extent, if any, of terminal pay benefits as here considered.

B. Any secretary desiring to resign shall file a written resignation with the Board Office preferably four (4) weeks prior to the effective date and in no event less than two (2) weeks.

C. Upon voluntary termination of employment, not, however, involving a disciplinary action, employees who have both attained the age of fifty-five (55) and completed seven (7) years or more of school district employment may be paid one-half (1/2) of their accumulated sick leave days up to a maximum of sixty (60) days at their current rate of pay.

D. Upon retirement or death, any accrued vacation allowance shall be paid at the current rate of pay.

ARTICLE XV
SICK BANK

A. The parties agree to a master sick bank, which shall be administered solely by the Union. The district shall no longer make any contributions to the sick bank.

B. A secretary who has exhausted his/her cumulative sick days and is unable to return to work due to his/her personal illness, off duty injury, or off duty disability may request withdrawal from the sick bank. Said requests shall be made in writing to the Union.

D. Funding of the sick bank shall be accomplished in the following manner:

1) All new bargaining unit members shall automatically contribute one (1) day to be transferred to the sick bank at the end of their first school year (June 30).

2) If the balance of the sick bank should fall below forty (40) days, each member of the Union shall automatically contribute one (1) day. (Step 2 shall be repeated whenever the level again falls below forty days.)

3) Anyone borrowing from the sick bank who eventually returns to a bargaining unit position shall pay back the days to the Union sick bank at the rate of one half (1/2) of their annual sick day allotment per year. A secretary who has a balance owing to the Union sick bank at the time he/she leaves the district must pay back the sick bank in full before submitting his/her unused days to the district for payout. If he/she doesn't have sufficient days to cover said balance, no penalty will be charged against the member.

4) Any bargaining unit member may donate days to the sick bank at any time by submitting their donation in writing to the Union.

ARTICLE XVI
HOLIDAYS AND VACATION

A. Secretaries shall receive the following paid holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Monday after Easter	December 24
Memorial Day	December 25 - Christmas Day
July 4*	December 26, if a work day*
Labor Day	December 31

*12 month employees only

In addition, when July 4 falls on a Tuesday, July 3 shall be a paid holiday; when July 4 falls on Thursday, July 5 shall be a paid holiday, providing in either instance that school is not in session.

In the event that one of the above paid holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For these days employees will be paid at their regular rate and hours of pay.

B. All ten (10) calendar month employees shall be allowed on a pro-rata basis ten (10) days of paid vacation per year. These days shall be awarded on the employee's first anniversary date and every year thereafter. Persons working for a period of time less than a full year between anniversary dates shall receive vacation benefits on a pro-rata basis using a fractional division based upon the number of normal paid work days between anniversary dates. For the purposes of this paragraph, days an employee receives district paid sick pay shall be considered a day worked. These days are to be taken during the Christmas and Easter holidays. Any vacation days not taken during Christmas and Easter holidays will be paid in the payroll period following the employee's anniversary date at the pay rate in effect immediately preceding the anniversary date.

C. All twelve (12) month employees shall receive ten (10) days paid vacation to be taken upon request within a period of one year from the anniversary date, as agreed with the superintendent. These days shall be awarded on the employee's first anniversary date and every year thereafter. Persons working for a period of time less than a full year between anniversary dates shall receive vacation benefits on a pro-rata basis using a fractional division based upon the number of normal paid work days between anniversary dates. For the purposes of this paragraph, days an employee receives district paid sick pay shall be considered a day worked.

D. After five (5) years of service to the Board, all bargaining unit members shall receive one (1) additional week paid vacation, equaling a total of three (3) weeks. After ten (10) years of service to the Board, all bargaining unit members shall receive one (1) additional vacation day per year to a maximum of twenty (20) days. All vacations are awarded on the anniversary date and must be taken within a period of one (1) year from the anniversary date.

E. Holidays occurring during the vacation period shall not be charged against the vacation allowance.

ARTICLE XVII
INSURANCE PROTECTION

A. Notwithstanding the provisions of this article, the terms of any contract or policy issued by an insurance company shall be controlling as to all matters concerning benefits, eligibility, and termination of coverage and other required matters. Disputes between beneficiaries of employees and any insurance company shall not be subject to the grievance procedure established herein.

B. If an employee already has coverage equal to or better than Plan A coverage from any other source, he/she shall only be entitled to Plan B coverage.

C. The Board shall make payment of insurance premiums for all persons who complete their contractual obligation to assure insurance coverage for a full twelve month period even though the employee may not be returning the next school year. The School Board will be responsible for providing insurance information in the form of applications and enrollment meetings.

D. The Board agrees to permit employees on a leave of absence to continue on a cash paying basis for the maximum number of months allowed by the Michigan Employee Benefit Services, Inc., (MEBS) after the Board's obligation terminates.

E. If the coverage currently provided by MEBS described below in this Article, changes over the duration of this contract, the Board will provide coverage equal to that of the MEBS insurance described below through alternate MEBS plans, a self-funded plan or a plan mutually agreeable to both the Board and the Union.

HEALTH INSURANCE, SCHOOL YEARS 1990/91, 91/92, 92/93

Plan A (for employees electing health insurance)

Medical Coverage: The Employer shall provide without cost to the Union Unit member, the AFL-CIO P.E.T. 3 Star Medical Plan protection with prescription drug (\$2.00 co-pay) for a full twelve (12) month period for the employee and his/her entire family and any other eligible dependents as defined by AFL-CIO P.E.T. Sponsored dependents shall be considered eligible dependents for health insurance, however, the cost of insurance for a sponsored dependent shall be paid by the employee.

Long Term Disability: The Employer shall provide without cost to each eligible employee the AFL-CIO P.E.T. Long Term Disability Insurance Program. Benefits shall be paid at sixty-six and two-thirds percent (66-2/3%) of salary up to a monthly maximum of two thousand dollars (\$2,000.00) and shall begin after expiration of one hundred eighty (180) calendar days. (mod. fill)

Alcohol/Drug and Mental/Nervous (two (2) year limit)
Unless Hospitalization then on-Going
Social Security Freeze
COLA

Dental: The Employer shall provide without cost to the Union member the AFL-CIO P.E.T. 3 Star Dental Plan with the Orthodontic Rider, including internal and external coordination of benefits (C.O.B.) for all members and their eligible dependents as defined by AFL-CIO P.E.T..

Life Insurance: The Employer shall provide without cost to the employee the AFL-CIO P.E.T. Negotiated Term Life Insurance protection in the amount of twenty-five thousand dollars (\$25,000.00) that shall be paid to the employee's designated beneficiary. The plan shall include accidental death and dismemberment (AD&D) and waiver of premium (WOP).

Vision: The Employer shall provide without cost to the employee AFL-CIO P.E.T. 4 Star Vision Care including internal and external coordination of benefits (C.O.B.) for all employees and their eligible dependents as defined by AFL-CIO P.E.T.

Dependent Life: Two thousand dollars (\$2,000.00) spouse
Two thousand dollars (\$2,000.00) child(ren).

PLAN B (for employees opting not to take health insurance)

Dental: The Employer shall provide without cost to the Union member the AFL-CIO P.E.T. 4 Star Dental Plan with the Orthodontic Rider, including internal and external coordination of benefits (C.O.B.) for all members and their eligible dependents as defined by AFL-CIO P.E.T.

Long Term Disability: Same as Plan A.

Life Insurance: The Employer shall provide without cost to the employee the AFL-CIO P.E.T. Negotiated Term Life Insurance protection in the amount of thirty thousand dollars (\$30,000.00) that shall be paid to the employee's designated beneficiary. The plan shall include accidental death and dismemberment (AD&D) and waiver of premium (WOP).

Vision: The Employer shall provide without cost to the employee AFL-CIO P.E.T. 4 Star Vision Care including internal and external coordination of benefits (C.O.B.) for all employees and their eligible dependents as defined by AFL-CIO P.E.T.

Dependent Life: Two thousand dollars (\$2,000.00) spouse.
Two thousand dollars (\$2,000.00) child(ren).

Prescription Drug Card: Fifty cents (\$.50) co-pay.

TSA: At the conclusion of a complete and continuous year of employment, any employee who has not been provided district paid health insurance benefits for either themselves or their spouse shall be eligible to receive, without personal cost, a four hundred dollar (\$400.00) tax sheltered payment.

Part Time Employees - Employees working less than eight (8) hours shall be offered the above benefits but on a pro rata basis; i.e., eight hours - fully paid; seven hours - 7/8 Board paid, 1/8 individual; six hours - 3/4 Board paid, 1/4 individual; five hours - 5/8 Board paid, 3/8 individual; less than five hours, no benefits.

Pro rata cost sharing provisions shall not remove or reduce benefits from employee now receiving such coverage.

Commencement of Benefits - The above benefits shall become applicable at the first date of permanent employment with the Board after contract agreement herewith.

Worker's Compensation - In the event of an injury arising out of the course of employment and resulting in a worker's compensation claim, the employee shall be paid a supplemental pay benefit, when combined with the worker's compensation loss of pay benefit, shall equal their

normal regular wages without charge to their available sick leave bank. This provision assumes the following associated conditions:

1. Notice of injury - It shall be the responsibility of the employee to give the earliest possible notice of injury to supervisory personnel. Except in instances of extreme emergency, this should be construed to mean immediate notice. Said notice should be given in order to the building/departmental supervisor, the building principal or the superintendent, whomever shall be reached first.

2. Period of claim - Supplemental pay benefits for any single accident or instance of injury shall continue up to but not for more than a maximum of one hundred twenty (120) calendar days which will be paid only during the period of time the employee is regularly scheduled to work. the period of claim for ten (10) month employees will be limited to the lesser of the 120 days defined above or the end of the school year.

3. Worker's compensation benefit payments - During the "period of claim" defined in (2) above, all worker's compensation loss of pay benefits shall be deducted from the employee's regular gross pay amount to determine the gross amount of the supplemental pay benefit.

After the "period of claim" defined in (2) above and, therefore, at the close of regular pay continuation, all worker's compensation benefit payments shall be retained by the employee.

4. Extended combined sick leave/worker's compensation payments - If, during the period of annual regular employment and at the expiration of the "period of claim" defined in (2) above, the employee has available and chooses to use his sick leave bank to continue his regular pay, he may so designate. In such a case, combined sick leave/worker's compensation pay benefits shall not exceed regular pay dollar amounts.

5. Physical check-ups - It shall be at all times the prerogative of the school district to utilize their doctor/doctors to evaluate the physical conditions of any employee receiving benefits under these provisions.

6. Injury on the job - Any employee incurring an injury on the job requiring their need to go home, shall receive pay for a full day's work at the regular rate. If they are required to report back to the doctor during regular working hours, they shall be paid for time lost.

ARTICLE XVIII
NEGOTIATION PROCEDURES

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

B. In any negotiations described in this article neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within the school district.

It is recognized that no final agreement between the parties may be executed without ratification by the majority of the Board and by a majority of the membership of the Union, but the parties mutually pledge the representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measure it may deem appropriate.

D. The Union shall be duly advised by the Board of significant fiscal, budgetary and tax program modifications affecting the district and the Union shall, whenever feasible, have the opportunity in advance to consult with the Board with respect thereto prior to general publication.

ARTICLE XIX
GRIEVANCE PROCEDURES

A. Definition

A "grievance" shall mean a complaint by a secretary in the bargaining unit --

1. to the effect that there has been a violation, misinterpretation or inequitable application of any of the provisions of the agreement; or

2. that there has been treatment unfair or inequitable by reason of any act or condition which is contrary to established policy or practice governing or affecting secretaries.

As used in the article, the term "secretary" shall mean also a group of secretaries having the same grievance.

B. Adjustment of grievances.

Grievance of secretaries within the bargaining unit shall be presented and adjusted in the following manner:

1. Level One -- The secretary with a grievance shall first discuss the matter with his/her immediate supervisor or principal, either directly or through his/her Union representative, with the object of resolving the matter informally.

2. Level Two -- In the event that the grievance is not satisfactorily settled at level one within five (5) working days, the Union steward shall, within five (5) working days from the receipt of response to level one, file the grievance in writing to the district's supervisor of clerical personnel, who shall issue a decision within ten (10) working days of receipt.

3. Level Three -- In the event that the grievance is not satisfactorily settled at level two, the Union Business Representative shall within five (5) working days after receipt of the level two response, file the grievance in writing to the Board.

4. Within ten (10) working days from receipt of the grievance, the Board of Education shall designate one or more of its members to hold a hearing or otherwise investigate the grievance, or prescribe such procedure as it may deem appropriate for consideration of the grievance provided. Except with the express written consent of the Union final determination of the grievance by the Board shall be made at the next regular meeting.

5. If the decision of the Board is not satisfactory to the Union, the grievance may be submitted to arbitration before an impartial arbitrator selected by the parties. If the parties cannot agree as to the arbitrator, he shall be selected from a panel of the American Arbitration Association in accord with its rules, which shall likewise govern the arbitration hearing.

The Board shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the Union. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon be entered in any court of competent jurisdiction.

6. Time lines for the grievance procedures may be extended by mutual agreement by the Board and the Union.

C. If any secretary 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 compensation or advantage, the same or its equivalent in money shall be paid to him/her.

D. The costs of any arbitration under this article shall be shared equally by the Board and the Union.

ARTICLE XX
DURATION OF AGREEMENT


This Agreement shall be effective as of July 1, 1990, and shall continue in effect for three (3) years until the 30th day of June, 1993. This Agreement shall not be extended orally and can only be extended on a day-to-day basis with mutual consent of both parties until all parties involved can meet for negotiation purposes.

This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.

Copies of this Agreement shall be printed at the expense of the Board and presented within thirty (30) work days of ratification to all secretaries now employed or hereafter employed by the Board. A sufficient number of copies shall be sent to the International Union of Operating Engineers, Local 547, AFL-CIO.

HAZEL PARK BOARD OF EDUCATION

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 547, AFL-CIO



Chief Negotiator

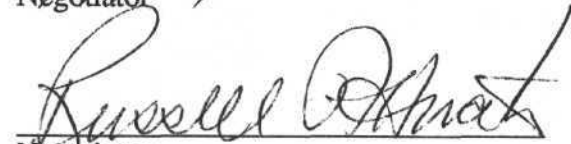

President


Negotiator


Business Manager


Negotiator


Recording Corresponding Secretary


Negotiator

SCHEDULE A
1990/91

	Base	1	2	3	4	5
Level I						
Rate	10.60	10.94	11.28	11.71	12.02	12.53
Biweekly	848.00	875.20	902.40	936.80	961.60	1,002.40
Annual (1720 hours)	18,232.00	18,816.80	19,401.60	20,141.20	20,674.40	21,551.60
Annual (2080 hours)	22,048.00	22,755.20	23,462.40	24,356.80	25,001.60	26,062.40

Level II

Rate	10.38	10.73	11.08	11.46	11.79	12.27
Biweekly	830.40	858.40	886.40	916.80	943.20	981.60
Annual (1720 hours)	17,853.60	18,455.60	19,057.60	19,711.20	20,278.80	21,104.40
Annual (2080 hours)	21,590.40	22,318.40	23,046.40	23,836.80	24,523.20	25,521.60

Level III

Rate	10.15	10.57	10.90	11.24	11.60	12.02
Biweekly	812.00	845.60	872.00	899.20	928.00	961.60
Annual (1720 hours)	17,458.00	18,180.40	18,748.00	19,332.80	19,952.00	20,674.40
Annual (2080 hours)	21,112.00	21,985.60	22,672.00	23,379.20	24,128.00	25,001.60

Level IV

Rate	9.76	10.15	10.57	10.90	11.28	11.63
Biweekly	780.80	812.00	845.60	872.00	902.40	930.40
Annual (1720 hours)	16,787.20	17,458.00	18,180.40	18,748.00	19,401.60	20,003.60
Annual (2080 hours)	20,300.80	21,112.00	21,985.60	22,672.00	23,462.40	24,190.40

Level V

Rate	9.04	9.39	9.75	10.15	10.56	10.93
Biweekly	723.20	751.20	780.00	812.00	844.80	874.40
Annual (1720 hours)	15,548.80	16,150.80	16,770.00	17,458.00	18,163.20	18,799.60
Annual (2080 hours)	18,803.20	19,531.20	20,280.00	21,112.00	21,964.80	22,734.40

SCHEDULE A
1991/92

	Base	1	2	3	4	5
Level I						
Rate	11.24	11.60	11.96	12.41	12.74	13.28
Biweekly	899.20	928.00	956.80	992.80	1,019.20	1,062.40
Annual (1720 hours)	19,332.80	19,952.00	20,571.20	21,345.20	21,912.80	22,841.60
Annual (2080 hours)	23,379.20	24,128.00	24,876.80	25,812.80	26,499.20	27,622.40
Level II						
Rate	11.00	11.37	11.74	12.15	12.50	13.01
Biweekly	880.00	909.60	939.20	972.00	1,000.00	1,040.80
Annual (1720 hours)	18,920.00	19,556.40	20,192.80	20,898.00	21,500.00	22,377.20
Annual (2080 hours)	22,880.00	23,649.60	24,419.20	25,272.00	26,000.00	27,060.80
Level III						
Rate	10.76	11.20	11.55	11.91	12.30	12.74
Biweekly	860.80	896.00	924.00	952.80	984.00	1,019.20
Annual (1720 hours)	18,507.20	19,264.00	19,866.00	20,485.20	21,156.00	21,912.80
Annual (2080 hours)	22,380.80	23,296.00	24,024.00	24,772.80	25,584.00	26,499.20
Level IV						
Rate	10.35	10.76	11.20	11.55	11.96	12.33
Biweekly	828.00	860.80	896.00	924.00	956.80	986.40
Annual (1720 hours)	17,802.00	18,507.20	19,264.00	19,866.00	20,571.20	21,207.60
Annual (2080 hours)	21,528.00	22,380.80	23,296.00	24,024.00	24,876.80	25,646.40
Level V						
Rate	9.58	9.95	10.34	10.76	11.19	11.59
Biweekly	766.40	796.00	827.20	860.80	895.20	927.20
Annual (1720 hours)	16,477.60	17,114.00	17,784.80	18,507.20	19,246.80	19,934.80
Annual (2080 hours)	19,926.40	20,696.00	21,507.20	22,380.80	23,275.20	24,107.20

SCHEDULE A
1992/93

	Base	1	2	3	4	5
Level I						
Rate	11.91	12.30	12.68	13.15	13.50	14.08
Biweekly	952.80	984.00	1,014.40	1,052.00	1,080.00	1,126.40
Annual (1720 hours)	20,485.20	21,156.00	21,809.60	22,618.00	23,220.00	24,217.60
Annual (2080 hours)	24,772.80	25,584.00	26,374.40	27,352.00	28,080.00	29,286.40
Level II						
Rate	11.66	12.05	12.44	12.88	13.25	13.79
Biweekly	932.80	964.00	995.20	1,030.40	1,060.00	1,103.20
Annual (1720 hours)	20,055.20	20,726.00	21,396.80	22,153.60	22,790.00	23,718.80
Annual (2080 hours)	24,252.80	25,064.00	25,875.20	26,790.40	27,560.00	28,683.20
Level III						
Rate	11.41	11.87	12.24	12.62	13.04	13.50
Biweekly	912.80	949.60	979.20	1,009.60	1,043.20	1,080.00
Annual (1720 hours)	19,625.20	20,416.40	21,052.80	21,706.40	22,428.80	23,220.00
Annual (2080 hours)	23,732.80	24,689.60	25,459.20	26,249.60	27,123.20	28,080.00
Level IV						
Rate	10.97	11.41	11.87	12.24	12.68	13.07
Biweekly	877.60	912.80	949.60	979.20	1,014.40	1,045.60
Annual (1720 hours)	18,868.40	19,625.20	20,416.40	21,052.80	21,809.60	22,480.40
Annual (2080 hours)	22,817.60	23,732.80	24,689.60	25,459.20	26,374.40	27,185.60
Level V						
Rate	10.15	10.55	10.96	11.41	11.86	12.29
Biweekly	812.00	844.00	876.80	912.80	948.80	983.20
Annual (1720 hours)	17,458.00	18,146.00	18,851.20	19,625.20	20,399.20	21,138.80
Annual (2080 hours)	21,112.00	21,944.00	22,796.80	23,732.80	24,668.80	25,563.20

SCHEDULE B
CLASSIFICATIONS

- I. **Secretary**
 - Bookkeeper
 - Computer Programmer
 - Payroll

- II. **Secretary**
 - Programmer/Operator

- III. **Secretary**
 - Directors' secretary
 - Principals' secretary

- IV. **Secretary**
 - Assistant directors' secretary
 - Assistant principals' secretary
 - Central cataloging
 - Counseling
 - Records clerk
 - Business office secretary

- V. **Clerical**
 - Adult education clerk
 - Attendance clerk
 - Data entry clerk
 - Library clerk
 - M.A.X. clerk
 - Medial clerk
 - Receptionist/switchboard
 - Business office clerk

Due to the reclassification that resulted from collective bargaining, some bargaining unit members in these classifications may have suffered an economic loss as a result of the downgrading of their positions. Those individuals who are thusly affected as of July 1, 1987 shall remain in their higher rate of pay as long as they do not change jobs within the bargaining unit or sever their employment with the district. New hires to these positions or bargaining unit members who transfer to these positions subsequent to July 1, 1987, shall be paid at the reclassified (lower) rate of pay.



