

APPROVED 6/20/88

BAY-ARENAC INTERMEDIATE SCHOOL DISTRICT
PERSONNEL POLICIES FOR THE
FOLLOWING POSITIONS:

- BUSINESS OFFICE MANAGER
- SUPERINTENDENT'S SECRETARY
- DEPUTY SUPERINTENDENT'S SECRETARY
- SKILL CENTER OFFICE MANAGER/ADMINISTRATIVE SECRETARY
- SKILL CENTER BUILDING & MAINTENANCE SUPERVISOR
- COMPUTER OPERATOR
- DATA PROCESSING PROGRAMMER COORDINATOR
- DATA PROCESSING SYSTEMS COORDINATOR
- ADULT AND COMMUNITY EDUCATION SUPERVISOR
- PRINTING/GRAPHICS/OFFICE SUPPLIES SUPERVISOR
- TECHNICAL EQUIPMENT/BUILDING & GROUNDS SUPERVISOR

This policy covers persons employed by Bay-Arenac Intermediate School District who are not members of any other bargaining unit.

Date Approved by Board of Education 3/16/81

Date Revised 9/19/83

Date Revised 5/19/86 / Effective 7/1/86

Date Revised 6/20/88 / Effective 7/1/88

HOLIDAYS

All employees are paid for legal holidays which occur during their work year, and in addition, the last working day prior to Christmas or the first working day following Christmas, depending upon constituent district calendars, the Friday following Thanksgiving, Good Friday and all day New Year's Eve, should it fall on a work day. The legal holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Employees must work the day before or the day after the holiday to be paid for such day.

If a holiday, for which the employee is eligible, falls during his/her vacation, an additional day's vacation shall be granted.

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Bay-Arenac Intermediate School District

VACATIONS

- A. Fifty-two week employees shall be entitled to one week paid vacation after completing one year of employment and after completing the second year they would receive two weeks plus one day.

Beginning with the sixth completed year of employment they would earn one additional day each year with a maximum vacation of eighteen (18) days. After completing the first year there shall be a fixed anniversary date of January 1, or July 1, (any employee hired between April 1, and September 30, would have a fixed anniversary date of July 1; between October 1 and March 30, an anniversary date of January 1.)

EXAMPLE:

Years completed	1	2	3	4	5	6	7	8	9	10	11	12
Vacation Days	5	11	11	11	11	12	13	14	15	16	17	18

- B. Vacation Carry-Over:

When an employee does not use up his/her accumulated vacation days within the contract year, a six (6) month extension of time shall be granted. The number of vacation days carried forward into a new calendar year shall not exceed the number of days earned during the previous calendar year.

- C. Scheduling Vacations:

Paid vacation schedules shall be set up in accordance with the operating requirements of the department in which the employee works. Paid vacation schedules will be worked out as far in advance as possible.

- D. Vacation Pay on Termination:

On termination for any reason, the employee or his/her estate will be paid for whatever vacation time he/she has accumulated during the year in which he/she either retires or leaves the employment of the Board. Payment shall be made within fifteen (15) days of termination.

E. Vacation Pay:

Employees shall receive their regular rate of pay for vacations.

F. Vacation Waiver:

A vacation may not be waived by an employee and extra pay received for work during that period.

G. Other Vacations:

Employees may be permitted to take vacations at other times with their supervisor's approval.

INCLEMENT WEATHER

A. Snow Days:

On days when area schools are closed because of inclement weather all employees should report to their assigned stations at the regular time or as soon as safe conditions will permit. Employees who are unable to report to work shall notify the Administration. When the office remains open, employees will make every reasonable effort to be present.

SICK LEAVE AND LEAVES OF ABSENCE

A. Sick Leave:

Sick leave with pay shall be granted in cases of sufficiently severe illness to the employee, spouse or dependent children. A maximum of three (3) days shall be allowed when the illness involves family members of the employee. All employees shall be entitled to one (1) day of sick leave for every completed month of employment accumulative to eighty-five (85) days for 1987-88, eighty-five (85) days for 1988-89 and eighty-five (85) days for 1989-90.

B. Doctor's Statement:

The Superintendent may require a doctor's statement for any or all sick days used.

C. Bereavement Leave:

In the event of death in the immediate family (mother, father, husband, wife, child, sister, brother, grandchild, grandparent, mother-in-law, father-in-law) the employee shall be granted up to a three day leave of absence with pay, not chargeable against sick leave allowance. Should additional days be needed, they will be deducted from unused sick leave or taken without pay. In the event of death of an employee's brother-in-law, or sister-in-law, one (1) day leave of absence with pay shall be granted, not chargeable to sick leave.

D. Funerals:

The Superintendent shall use his/her discretion in the event of other funeral or emergency situations.

E. Payment Upon Retirement:

Upon retirement under Michigan Public School Employees' Retirement System, the employee will receive termination pay of \$12.00 per day for all days unused sick leave.

LEAVES OF ABSENCE WITHOUT PAY

A. Maternity Leave:

Maternity leave of up to one (1) year shall be granted without pay. An employee returning from leave provided for in this paragraph shall be placed on the next step of the salary schedule from which the employee went on leave. Upon request the leave may be renewed for one (1) additional year.

B. Employment of Handicapped Employees:

In the event an employee sustains an occupational disability and becomes handicapped as a result thereof, every effort will be made by the Board to provide the handicapped employee such suitable employment as is available.

INSURANCE

A. Life Insurance:

The Board shall provide group life insurance protection in the amount of \$25,000.00 that will be paid to the employee's designated beneficiary. In the event of accidental death, the insurance will double the specified amount. Carrier selected shall provide for continuation of a percentage of the above group coverage at group rates by payroll deduction (from the retiree's state teachers' retirement checks) when employee reaches retirement. Any employee shall be eligible for the \$25,000.00 group term package who is employed on a 38-52 week schedule.

B. Blue Cross/Blue Shield or MESSA:

The Board shall provide complete health care protection for the employee, spouse and dependent children comparable to the MEA Super Med I or Blue Cross/Blue Shield Master Med, including all current riders in effect as of June 1, 1980. A single person coverage would pay \$10.00 per month, the two person and family coverage will pay \$20.00 per month based on 1988-89 rates.

C. Dental Coverage:

The Board shall provide Dental Coverage comparable to Blue Cross/Blue Shield 50, MBL 1000, OS-50, (1000) 50% co-pay with orthodontic.

D. Other Options:

Employees not wishing health care protection may apply eighty (80.00) dollars per month for 1987-88; ninety (90.00) dollars per month for 1988-89; and one-hundred (100.00) dollars per month for 1989-90, toward all available options provided through the Michigan Education Special Services Association to include: Group Term Life, Loss of Time, Vision, Hospital Confinement, Indemnity Insurance and Board Approved Annuity.

E. Continuation of Coverage:

In the event that an employee is absent because of illness or injury for an extended period of time, the above mentioned fringe benefits shall continue for a maximum of three (3) months. Employees shall be covered by fringe benefits the first day of return from an authorized leave of absence. Coverage will begin the first date of employment, subject to the limitation of the insurance carrier.

F. Continuation Upon Layoff:

In the event of layoff, an employee's life, hospitalization/medical insurance shall be continued at the Board's expense for a period of one (1) month from the end of the month in which the employee last worked. Subject to the limitations of the insurance carrier, employees on layoff may pay the life, hospitalization/medical insurance premiums to the Board prior to the premium date. Employees shall be covered by fringe benefits at the Board's expense the first day of return from a layoff.

G. Hospitalization:

Full-time employees who work thirty-seven and one-half (37-1/2) hours each week on a regularly scheduled basis shall be eligible for fringe benefits. Part-time employees who have worked a minimum of 90 days, and who work twenty (20) hours or more, up to thirty (30), each week on a regularly scheduled basis shall be eligible for a pro-rata portion of hospitalization for a single person. Part-time employees who have worked a minimum of ninety (90) days, and who work thirty (30) hours or more each week, up to thirty-seven and one-half (37-1/2) hours each week on a regularly scheduled basis shall be eligible for a pro-rata portion for all fringe benefits including hospitalization for full family.

TRAVEL

A. Meals:

When attending meetings, workshops or conferences, reimbursement for meals will be made under the prescribed rates below and receipts must be provided:

Breakfast	\$5.00
Lunch	\$7.00
Dinner	\$12.00

B. Adjustments:

When adjustments are made in the above rates that reflect an increase in the rate paid to employees of the Board, such adjustments shall also be made the first of the month following such adjustments, for all covered under this policy.

C. Accommodations:

Reimbursement shall be made for all actual expenditures for overnight accommodations. Paid receipts are required.

D. Mileage Rate:

The price of unleaded gasoline shall be obtained from one east side station and one west side station during the last week of each month. The average price shall be computed to establish the rate to be applied during the following month.

<u>Average Price of Gas</u>	<u>Cents Per Mile for the Month</u>
.50 - .59	.16
.60 - .69	.17
.70 - .79	.18
.80 - .89	.19
.90 - .99	.20
1.00 - 1.09	.21
1.10 - 1.19	.22
1.20 - 1.29	.23
1.30 - 1.39	.24
1.40 - 1.49	.25

This schedule could go higher or lower depending on the price of gas.

E. Adjustments:

When adjustments are made in the above rates that reflect an increase or decrease in the rate paid to employees of the Board, such adjustment shall also be made for all other employees the first of the month following such adjustments.

JURY LEAVE

A. Paid Jury Leave:

An employee who is off work for jury duty shall be paid his/her full salary for such time missed. If an employee is released from jury duty prior to the end of his/her regular working day, he/she must contact his/her supervisor for direction for the balance of that working day. The amount the employee is paid for jury duty from the court, less any meal or mileage reimbursement, shall be paid to the Board and the employee shall receive his/her regular paycheck.

JOB DESCRIPTION

TITLE: Business Office Manager
QUALIFICATIONS: Accounting skills; Experience Working with people.
REPORTS TO: Superintendent
JOB GOAL: Maintain the fiscal responsibility of the school district.

DUTIES AND RESPONSIBILITIES:

1. Supervise bookkeepers at Service Center and Skill Center.
2. Interface with administrators in accounting matters.
3. Provide support and council to local school districts in financial reporting to the state. Audit local district financial reports.
4. Approve purchases and expenditures in the absence of the superintendent.
5. Plan and execute investment of surplus funds with financial institutions.
6. Develop and update bookkeeping procedures as necessary.
7. Plan, design and implement financial reports.
8. Utilize data processing capabilities for the storing and reporting of financial information.
9. Prepare state financial reports.
10. Interview prospective bookkeepers and make hiring recommendations to the superintendent.
11. Other duties as directed by the superintendent.

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JOB DESCRIPTION

TITLE: Deputy Superintendent's Secretary

QUALIFICATIONS: Excellent clerical and secretarial skills, working knowledge of on-line computers, ability to work with people working knowledge of personnel functions, including Special Education and Vocational Education.

REPORTS TO: Deputy Superintendent

JOB GOAL:

DUTIES AND RESPONSIBILITIES:

1. Assist in creating and maintaining all personnel records, files and systems for Bay-Arenac Intermediate School District.
2. Maintain Employee Handbooks and Policy documents.
3. Process authorized requests for information.
4. Work with all departments in Bay-Arenac Intermediate School District in obtaining personnel information.
5. Assist in compiling, word processing, and distributing personnel information to appropriate persons.
6. Assist in compiling, word processing, and distributing policy information to appropriate persons.
7. File appropriate information.
8. Any other duties as assigned by Deputy Superintendent.

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JOB DESCRIPTION

TITLE: Skill Center Office Manager/Administrative Secretary

QUALIFICATIONS: Required: High school diploma or equivalent. Post-secondary secretarial/business training and/or five years of recent experience as an executive secretary.

Desired: Typing skills with a speed of 60 wpm. Shorthand at 100 wpm. Competency in bookkeeping, filing, spelling and proofreading. Proficiency in use of office machines including calculator, copier, electronic typewriter and IBM-PC computer.

REPORTS TO: Skill Center Principal

JOB GOAL:

DUTIES AND RESPONSIBILITIES:

GENERAL: The Administrative Secretary is responsible for all confidential secretarial duties and clerical assignments of the Principal, Assistant Principal and Curriculum Coordinator and the supervision, direction and evaluation of all Bay-Arenac Skill Center clerical personnel.

SPECIFIC:

1. Perform typing, shorthand and transcription as requested by administrators.
2. Perform all BASC confidential secretarial duties.
3. Screen and transfer calls to administrators in Administrative Services area.
4. Coordination, supervision, direction and assist in evaluation of all BASC clerical personnel.
5. Conduct in-service meeting with clerical staff on annual basis and provide updated information throughout the year.
6. Open and distribute administrators' daily mail.
7. Operate all office machines and perform routine maintenance as needed.
8. Contact repair service companies as needed for repair of office machines, coordinating repair of all similar machines at BASC.
9. Maintain office records and personnel files.
10. Perform data research as requested by administration.
11. Process purchase orders for approval, typing and filing.
12. Contact vendors regarding any discrepancies in shipment of items ordered. Notify Shipping/Receiving, Accounting and concerned program area regarding disposition of order.
13. Prepare and coordinate annual bids for instructors' selection. Type and submit requests to bidders. Receive and prepare bids for opening.
14. Process forms for travel requests and travel reimbursement.
15. Maintain inventory of office supply materials and forms needed by Administrative Services and BASC staff.
16. Responsible for daily record of staff attendance and obtaining substitutes as needed.

17. Provide BASC accounting department with information needed regarding new personnel, termination of employees and any changes in personnel.
18. Maintain record of staff TB tests. Obtain serum and arrange for annual TB testing of BASC and BAISD staff.
19. Prepare and distribute annual staff directory.
20. Schedule daily use of classrooms. Arrange for luncheon/meetings and special setups, coffee, etc., as needed. Responsible for notifying all concerned and invoicing organizations as needed.
21. Maintain daily record of BASC vehicle usage.
22. Obtain bus transportation for field trips as needed.
23. Maintain current notary public certification and notarize any forms for staff on need basis.
24. Maintain current first aid/CPR card and perform first aid as needed. Record and file data.
25. File and report any workers' compensation forms--submit billings to insurance agency.
26. Possess working knowledge of BASC accounting procedure. Work closely with and assist bookkeeper in duties of that office.
27. Maintain postage machine and keep abreast of changes in postal/bulk mailing policies and rates.
28. Possess knowledge of BASC organization, educational philosophy, accounting system, organizational chart and BASC/BAISD master agreements and policies.
29. Perform other duties as requested by administration.

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JOB DESCRIPTION

TITLE: Skill Center Building & Maintenance Supervisor

QUALIFICATIONS: Required: High school diploma or equivalent.
Experience in custodial, electrical, mechanical
and building maintenance.

Desired: Post-secondary training.
Management, supervisory experience in business
or industry.

REPORTS TO: Skill Center Principal

DUTIES AND RESPONSIBILITIES:

GENERAL: Responsible and accountable for administrating, planning, organizing, coordinting, developing, evaluating the activities of the custodial, building maintenance and Shipping and Receiving areas and other duties as assigned by the Principal and/or Assistant Principal.

SPECIFIC:

1. Provide input to and recommend budgets for Land & Buildings and Custodial Supply accounts.
2. Supervise, direct and evaluate all custodial and maintenance personnel in cooperation with Principal and/or Assistant Principal.
3. Review and submit time sheets from custodial staff on biweekly basis.
4. Prepare equipment and supply bids for Custodial/maintenance Department as necessary.
5. Direct and supervise year-around maintenance of building and grounds.
6. Direct maintenance and service of all school vehicles and keep history.
7. Supervise snow removal of BASC and BAISD parking areas, entrance roads and BASC sidewalks.
8. Provide consultation, upon request, with other BAISD maintenance personnel.
9. Develop and maintain a preventative maintenance program for BASC.
10. Serve on the BASC Safety Committee.
11. Be familiar with and administer the master agreements between the BAISD Board of Education and employee unions and associations.

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JOB DESCRIPTION

TITLE: Computer Operator/Production Shift Supervisor

QUALIFICATIONS: One year or more experience as a computer operator. Successfully completed technical training in programming and computer operations.

REPORTS TO: Director of Data Processing

JOB GOAL: To effectively and efficiently run the production shift of the Data Processing Department.

DUTIES AND RESPONSIBILITIES

1. Maintain data security through strict adherence to security policy. The integrity of the data processing operation is completely dependent upon the stringent enforcement of security.
2. Total responsibility without direct supervision for production shift which includes scheduling and completing of all production work and determining if maintenance service calls are justified after hours of contract coverage.
3. Control proper retention of computer data-base backup files and card backup files.
4. Balance daily, monthly, quarterly and annual reports to controls by user departments and computer generated error listings before releasing for final computer runs.
5. Prepare data input for computer runs including the key punching of necessary setup and control cards.
6. Maintain job control cards used in preparation of receiving reports and records.
7. Inspect work in progress and as completed for appearance and accuracy. Diagnoses system malfunctions, taking corrective action in the case of operational difficulty. Reports equipment malfunctions.
8. Maintain work in safe and 'clean work' condition. Clean tape drives, printer and other peripheral equipment on a regular schedule.
9. Operate forms handling equipment to get finished reports ready to be forwarded to the user (carbon removal, forms bursting, etc.).
10. Keep director informed on status of computer work load and equipment problems.
11. Determine and implement solutions to operational problems and consult with director on these when necessary.
12. Assist in development and refinement of user handbooks.

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DATA PROCESSING PROGRAMMING COORDINATOR

QUALIFICATIONS: Bachelor's Degree or two year degree and work related experience.

REPORTS TO: Manager of Data Processing Services

JOB GOAL: Responsible for design, implementation, and maintenance of application software and working with districts to keep this software to benefit their needs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Design and direct programming, implementation, documentation of new applications software.
2. Review requests for new applications or revisions to existing applications and recommend priorities.
3. Assist users in report generating tasks and provide in-service seminars.
4. Provide expertise in application software problem solving.
5. Program, test, and debug new application or revision to existing as described in System Standards manual.
6. Prepare operations and/or user documentation and work with operations staff through first few runs of program.
7. Customer liaison.
8. Other duties as directed by the Manager of Data Processing Services.

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DATA PROCESSING SYSTEMS COORDINATOR

QUALIFICATIONS: Bachelor's Degree and/or work experience in data processing.

REPORTS TO: Manager of Data Processing Services

JOB GOAL: Responsible for generation and maintenance of System Software, Communications Network, and increasing total system effectiveness for school districts benefit.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Generation, evaluation, and maintenance of Operating System software.
2. Monitor system and fine-tune to keep performing at top quality.
3. Develop, implement, and monitor Disaster Recovery Plan for System.
4. Provide expertise in evaluation and determination of equipment needs both in-house and constituent districts.
5. Co-ordinate, monitor, and diagnose problems with communications network.
6. Phone System Administrator.
7. Provide training on operation of equipment.
8. Documentation for System software and communications.
9. Other duties as directed by the Manager of Data Processing Services.

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BAY-ARENAC SKILL CENTER

JOB DESCRIPTION

Job Title: Adult and Community Education Supervisor
Responsible To: Adult Education Director

SKETCH OF POSITION:

The purpose of this position is to assist the Adult Education Director in the administration and supervision of the Adult and Community Education programs. Position established in the 1981-82 school year.

QUALIFICATIONS:

Required: Bachelor's degree in Education and/or Business. Three (3) years of teaching experience, community education or administrative experience. Ability to work effectively with adults. Ability to organize and supervise. Able and willing to work a flexible schedule.

Desired: Michigan Teaching Certificate, Master's Degree. Experience in administrative or supervising Adult or Community Education programs.

RESPONSIBILITIES AND TYPICAL DUTIES:

General: The Adult and Community Education Supervisor assists the Adult Education Director in planning, implementing and supervising Adult and Community Education programs at the Bay-Arenac Skill Center.

Specific:

1. Coordinate Community Education programs and staff, including leisure time, "Just For Kids" and DNR Youth programs.
2. Building supervisory responsibility for Adult and Community Education programs and activities.
3. Be responsible for the planning, development, implementation and supervision of the Adult Education Job Development/Job Club component.
4. Be responsible for coordination of customized training components with business and industry.
5. Assist the Adult Education Director in implementing Adult Education staff in-service programs and the orientation of new instructors.
6. Solicit, interview and recommend Adult Educational instructors and part-time staff for employment with Bay-Arenac Skill Center.

7. Evaluate new high school completion instructors and coordinate student evaluations of all high school completion and community education instructors.
8. Develop specific course offerings for Community Education programs, including leisure time, "Just For Kids" and DNR Youth.
9. Participate in the registration process of all Adult and Community Education students.
10. Coordinate bus service for Adult Education students.
11. Coordinate instructional safety programs and provide in-service training for instructors.
12. Thoroughly understand the Adult Education curriculum.
13. Monitor and proof Adult Education registration forms and support documentation prior to release to contracted school districts.
14. Supervise student book billing process.
15. Maintain a safe and clean Adult Education "break time" cafeteria area.
16. Prepare weekly instructor bulletins and instructor memos as directed by the Adult Education Director.
17. Coordinate Skill Center Open House activities for the Adult Education office.
18. Review on a timely basis, each semester, instructor's student attendance and support documentation records.
19. Supervision of daytime third session programs' staff.
20. Other duties as assigned by Adult Education Director or Bay-Arenac Skill Center Principal.

WORKING CONDITIONS:

Housed in the Bay-Arenac Skill Center Adult and Community Education office. 40 hours per week; 44 weeks per year. Full-time position with fringe benefit package comparable to Skill Center Office Manager. Flexible working hours due to program requirements, including evening Vocational and Community Education programs.

This job description was revised on June 1, 1988, and is subject to change.

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TITLE: Supervisor-Printing/Graphics / Office Supplies

QUALIFICATIONS: Offset Printing & Duplicating Skills; Experience in all Functions of Printshop; Experience working with People.

REPORTS TO: Media Director

JOB GOAL: Maintain & Coordinate the General operation of the printing department, supervising and evaluating the printing system & staff.

PRINCIPAL RESPONSIBILITIES & ACTIVITIES:

1. Develop scheduling and work handling procedures.
2. Supervise printing staff to improve skills.
3. Check finished materials.
4. Train new staff.
5. Discuss with customers layout and price of orders.
6. Keep Print Shop records and provide for an orderly work flow.
7. Develop departmental pricing list and update when necessary.
8. Supervise the tabulation & invoicing of all jobs.
9. Evaluate new methods and materials.
10. Analyze problems within operation and take necessary steps to solve them.
11. Operating knowledge of all equipment.
12. Determine list price, place requisition for supplies, check in supplies and approve bills for payment.
13. Maintain inventory.
14. Keep up with new developments in field.
15. Make recommendations for new equipment, replace old equipment and the need for additional staff.
16. Work with the data processing department in the development of computerized programs that aid the operation of the dept.
17. Develop and coordinate the inventory and distribution procedures of all office supplies for the BAISD Education Service Center and the Special Education Center programs.
18. Coordinate the use and evaluate the work load of the office copier machines through out the BAISD offices.

RELATED RESPONSIBILITIES:

1. Assist with the general REMC operations as required.
2. Other related duties as assigned by the director.

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JOB DESCRIPTION

TITLE: TECHNICAL EQUIPMENT/BUILDING & GROUNDS
SUPERVISOR

QUALIFICATIONS: Supervisory experience in audio visual repair, building and grounds maintenance.

REPORTS TO: Director of Media

MAJOR RESPONSIBILITIES:

- Supervise and coordinate repair of all A/V equipment / microcomputer equipment from school districts in REMC 3, 5, 6, 9 and 22.
- Supervise and coordinate technical and custodial personnel in BAISD service center buildings.
- Supervise and coordinate custodial schedules for BAISD service center buildings.
- Supervise and coordinate utility maintenance/repair schedules for BAISD service center buildings.
- Supervise and coordinate maintenance of all telecommunication applications in BAISD service center buildings.
- Supervise and coordinate maintenance of electrical, heating and air conditioning and other utility functions for BAISD service center buildings.
- Repair, clean, lubricate, adjust and test A-V Equipment.
- Maintain work area and tools in orderly manner.
- Prepare and maintain record-keeping system, to include district, school and item.
- Inventory parts and supplies for technical repair and custodial departments.
- Order parts and supplies for technical repair and custodial department.
- Monitor "Customer" inquiries as to repair status, service problems, and delays, etc.
- Serve on A-V Equipment Bid Purchasing Preview Committee.
- Maintain orderly flow of incoming, waiting-for-parts, and out-going equipment.
- Keep up with new developments.

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- Maintain file of repair manuals as new items appear in the audio visual field.
- Implement and maintain the written "Hazard" Communications program and all other requirements of the "Right To Know" legislation.

RELATED RESPONSIBILITIES:

- Assist with the general building equipment maintenance as required.
- Other related duties as assigned by the Director of Media.

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May 1988

APPROVED SALARY ADJUSTMENTS - NON-UNION EMPLOYEES
1988-89

<u>POSITION</u>	<u>1987-88 SALARY</u>	<u>PROPOSED 1988-89 SALARY</u>	<u>%</u>
Business Office Manager	\$21,000	\$23,100	10%
Superintendent's Secretary	\$ 9.52	\$10.95	15%
Deputy Supt's Secretary (To be appointed)		(\$17,000-\$18,000)	
Skill Center Office Manager/ Administrative Secretary	\$ 8.84+\$100	\$ 9.78	10%
Skill Center Building & Maintenance Supervisor	\$21,525 *	\$22,601 **	5%
Computer Operator	\$22,748	\$23,885	5%
Data Processing Programmer Coordinator	\$19,847	\$26,000	31%
Data Processing Systems Coordinator	\$26,000	\$27,300	5%
Adult and Community Education Supervisor (To be appointed)		\$26,400	--
Printing/Graphics/Office Supplies Supervisor	\$22,050	\$25,000	13.4%
Technical Equipment/Bldg & Grounds Supervisor	\$23,100	\$25,000	8.2%

*Plus \$1,000 for snow removal.