

6/30/95

BOARD APPROVED: 01/18/93
RATIFIED: 01/18/93

AGREEMENT
BETWEEN THE
BAY-ARENAC INTERMEDIATE BOARD OF EDUCATION
AND
THE UNITED STEELWORKERS OF AMERICA
AFL - CIO - CLC - Local Union 7380

Representing the Following Employees
of the
Bay-Arenac Skill Center

- Para-Professionals
- Student Support Specialists
- Teacher Aides
- Child Care Specialist
- Food Service (Cook/Food Server/Cashier)
- Clerical Staff
- Maintenance & Custodial
- Financial Secretary

EFFECTIVE YEARS

- 1992-93
- 1993-94
- 1994-95

Bay-Arenac Intermediate School District

1875
1876
1877

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AGREEMENT

This Agreement is entered into this 1st day of July , 1992, by and between the Intermediate Board of Education of Bay and Arenac Counties, Bay City, Michigan, hereinafter called the "Board," and the United Steelworkers of America, AFL-CIO-CLC, on behalf of Local Union 7380, hereinafter called the "Steelworkers."

ARTICLE I

RECOGNITION

AGREEMENT BETWEEN THE STEELWORKERS AND THE
BAY-ARENAC INTERMEDIATE BOARD OF EDUCATION

The Board hereby recognizes the Steelworkers as the exclusive and sole bargaining representative, as defined in Section II of Act 379 Public Acts of 1965, for the following Skill Center personnel during the term of this contract, hereinafter called "Employees."

Para-Professionals
Student Support Specialists
Teacher Aides
Child Care Specialist
Food Service (Cook/Server/Cashier)
Clerical Staff
Maintenance & Custodial
Financial Secretary

ARTICLE II
RIGHTS OF THE UNION

- A. Upon obtaining the approval of the Superintendent or his/her designee in advance, the Steelworkers will have permission to use office facilities and equipment without charge when such equipment is not otherwise in use, and when such use is for Steelworker business. Any materials used would be at the Steelworkers expense. Any damage to equipment while being used will be paid for by the Steelworkers.

- B. Copies of the Agreement will be duplicated, at the expense of the District. It will be the responsibility of the Steelworkers to see that its members each receive a copy of the Agreement.

- C. The Board agrees not to negotiate with any organization representing the employees covered by this agreement, other than the Union, for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Union if the adjustment is not inconsistent with the terms and procedures of this agreement. The Union shall be present at such adjustment.

- D. It is the continuing policy of the Board and the Union that the provisions of this agreement shall be applied to all employees without regard to race, color, religious creed, national origin, age, or sex.
- E. Authorized representatives of the Union shall be permitted access to the facilities of the employer for the purpose of discussing matters covered by this agreement with employees. Before making such visitations, the representative must first contact the building principal, or his/her representative, to be advised of the times the employee would be available. Upon entering the facility, the representative must report his/her presence to the main office.

ARTICLE III

MANAGEMENT RIGHTS CLAUSE

The Board, on its own behalf, and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States.

- A. The Steelworkers recognize and agree that the Board, as the Employer, has the responsibility and authority to manage and direct, by the establishment of and administration of policy, in behalf of the public, all the operations and activities of the Bay-Arenac Intermediate School District to the full extent of the law.

- B. The Steelworkers recognize and agree that the Board retains the sole right and responsibility to manage and operate the school district in all respects.

- C. All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board.

- D. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include but are not limited to the following:
 - 1. Full and exclusive control of management of the school district, the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed, the control and property and the composition, assignment, direction, and

determination of the size and type of its working forces.

2. The right to determine the work to be done and the standards to be met by employees.
3. The right to change or introduce new operations, methods, processes, means of facilities and the right to determine whether and to what extent work shall be performed by employees.
4. The right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classification, assign, transfer, promote, demote, release, and lay off employees.
5. The right to determine the qualifications of employees.
6. The right to discipline, suspend, and discharge employees and to maintain an orderly, effective, and efficient operation.

ARTICLE IV

INSURANCE

- A. The Board shall provide group life insurance protection in the amount of \$25,000 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. Any employee shall be eligible for the \$25,000 group term package who is employed on a full school year basis.
- B. The Board shall provide health care protection for the employee's spouse and dependent children through MEBS Four Star Plan, and Dental Coverage through Blue Cross-Blue Shield Dental Coverage CR 50, MBL 1000, OS - 50 (1000) 50% co-pay with orthodontic. For the duration of the current contract, employees will share in the cost of medical insurance. A single person will pay \$5.00 per month and married and/or full family will pay \$10.00 per month.
- C. Employees not wishing health care protection may apply the following amounts toward these options available

through the Michigan Education Special Services Association: Group Term Life, Loss of Time, Vision Care & Hospital Confinement Indemnity Insurance, or to a tax shelter annuity of the Board's choice.

<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
\$90 monthly	\$90 monthly	\$90 monthly

- D. Vision care will be provided for employee, spouse and dependent children beginning February 1, 1993, comparable to SET/SEG PLAN I.

- E. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned fringe shall continue throughout balance of the school year.

- F. Coverage will begin September 1, or at the date of employment and continue through August 31 of the year employed.

- G. Worker's Compensation Insurance, as required by law, will be carried for all members of the Steelworkers and sick day leave will not be used for time off while under Worker's Compensation.

H. Full-time employees who work thirty (30) hours or more each week on a regularly scheduled basis shall be eligible for the fringe benefits provided in this Article, except that any para-professional who is regularly scheduled to work two (2) sessions shall also be eligible for such benefits. Part-time employees who work twenty (20) hours or more each week on a regularly scheduled basis shall only be eligible for a pro-rata portion of MEBS Four Star Plan hospitalization for a single person.

ARTICLE V

CONDITIONS OF EMPLOYMENT

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well being.
- B. Applicants with previous experience may be allowed credit for such experience at the discretion of the Superintendent.
- C. In order for employees to move to the next step on the salary schedule they must be employed at the previous salary step six (6) months prior to June 30th. All subsequent salary increases will become effective July 1.

D. All new employees will be hired on a forty-five (45) day probationary period for pay purposes; evaluation to be done by their immediate supervisor.

E. Part-time employees will not be covered by fringe benefits and will not move beyond the second step of salary schedule. A part-time employee is one who works less than 20 hours per week.

F. The Administration shall be responsible to have job descriptions for employees.

G. Para-professionals and student support specialists who are assigned by the administration to function in the place of a substitute teacher (in the absence of the regular staff member), shall receive the following additional compensation during such time:

1992-93	-	\$4.50 per hour
1993-94	-	\$4.50 per hour
1994-95	-	\$4.50 per hour

H. All employees are entitled to a relief time, morning and afternoon, not to exceed fifteen (15) minutes at either time.

ARTICLE VI

WORKING HOURS

A. Normal working days/week shown below:

Financial Secretary	7.5 hrs. per day
Clerical Staff	7.5 hrs. per day
Custodians	8 hrs. per day
Cook/Food Server/Cashier	8 hrs. per day
Child Care Specialist	5.67 hrs. per day
Teacher Aide	1 session: 2.67 hrs. per day
	2 sessions: 5.67 hrs. per day
	3 sessions: 8 hrs. per day
Para-Professionals	1 session: 2.67 hrs. per day
	2 sessions: 5.67 hrs. per day
Student Support Specialist	7 hrs. per day
Part-Time Custodian	Hours as arranged

B. The Board shall pay employees time and one-half (1-1/2) for all hours worked beyond forty (40) in one (1) week.

C. Each regularly employed custodian will have a "duty" weekend on a rotation basis. A duty weekend will consist of a two hour building check on Saturday, Sunday, or holidays. Employee will be paid time and one half for two hours each duty day.

D. Overtime for snowplow duty shall be limited to those personnel trained and qualified to do this work. Payment for snow plow duty shall be at the rate of time and one half base pay.

E. 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

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 of mileage 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

ARTICLE VII

VACANCIES AND PROMOTIONS

- A. Whenever a vacancy in a non-administrative position or a new position in the Bay-Arenac Skill Center shall occur, the Board shall publicize same by posting such a position at each work site. The notice shall contain a job description, qualifications and proposed salary. Ten calendar days notice

shall be given before such vacancies shall be filled. If a vacancy occurs during the summer, the Steelworkers members shall be notified of such vacancy by mail.

- B. Employees interested in such vacancies shall notify the Superintendent/Designee in writing. In filling vacancies, the Board shall consider the experience attainments, competency, educational qualifications, length of service in the Bay-Arenac Skill Center, and other relevant factors of the candidates. If, in the judgement of the Board, all other factors are equal, the applicant with the longest period of continuous service with the Bay-Arenac Skill Center shall be given preference for such vacancy.

- C. A vacancy occurs whenever an employee quits, dies or retires and is to be replaced; or, if a new job is to be filled.

ARTICLE VIII

SICK LEAVES AND LEAVES OF ABSENCE

- A. Sick leave with pay shall be granted in cases of 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. Beginning with the third year

of employment, employees shall receive twelve (12) paid sick days per year, to be available July 1 of each contract year, accumulative to 90 days for the 1992-93 school year, 90 days for the 1993-94 school year, and 90 days for the 1994-95 school year. A reconciliation of each sick leave account will be made on July 1 of each year.

- B. The Superintendent/Designee may require a doctor's statement for any or all sick days used.
- C. In the event of death in the immediate family (parents, spouse, children, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, and the employee's grandparents), the employee shall be granted up to a three day leave of absence with pay, not chargeable to sick leave allowance. Should additional days be needed, they will be deducted from unused sick leave or taken without pay.
- D. The Superintendent/Designee shall use his/her discretion in the event of other funeral or emergency situations.
- E. Upon retirement from Michigan Public School Employees' Retirement System, the employee will receive termination pay of \$15 per day for all days unused sick leave. In the event of an employee's death, termination pay of unused sick pay will be paid the beneficiary or estate.

Leaves of Absence Without Pay:

- A. Maternity and adoption leave (beyond accumulated sick leave) shall be granted for up to one year without pay. An employee returning from leave provided for in this paragraph shall be placed on the next step of salary schedule from which the employee went on leave. Upon request, the leave may be renewed for one additional year.
- B. An employee may apply and be granted unpaid health leave up to one (1) year without loss of seniority rights or accumulated sick leave when that employee's health or the health of a member of the immediate family (father, mother, husband, wife, or child) warrants it.

ARTICLE IX

HOLIDAYS

- A. All 52 week custodial/maintenance, financial secretary and clerical employees are paid for legal holidays which occur during their work week, and in addition, the last working day prior to Christmas or the first work day following Christmas, depending upon constituent district calendars, the Friday following Thanksgiving, Good Friday, and all New Years Eve should it fall on a work day. The legal holidays are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

B. All teachers aides, food service workers, and 40 week clerical employees will be paid for the following legal and locally established holidays: Labor Day, the last working day prior to Christmas or the first working day following Christmas, depending on the constituent district calendars, Christmas Day, New Years Eve Day should it fall on a working day, New Years Day, Thanksgiving, the day following Thanksgiving, Good Friday, and Memorial Day.

ARTICLE X

VACATIONS

A. All 52 week, custodial/maintenance, financial secretary, and clerical 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, with the approval of their supervisor. Beginning with the sixth completed year of employment they would earn one additional day each year with a maximum vacation of nineteen (19) 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	13	14	15
Vacation Days:	5	11	11	11	11	12	13	14	15	16	17	18	18	18	19

- B. All clerical employees and cashier and food server, on a 40 week assignment, shall be entitled to one (1) week paid vacation per year after one year of employment to be taken at Christmas vacation or Spring vacation time. After three years' employment, such 40 week employees shall be entitled to two weeks vacation to be taken during the Christmas and Spring vacation periods. When a 40 week employee becomes a 52 week employee they shall be entitled to vacation as a 52 week employee with full (52) week credit for completed years of service from date hire.
- C. If an employee is unable to use his/her accumulated vacation days within the contract year due to illness and/or the Board scheduling the employee to work, a six (6) month extension of time for taking such vacation shall be granted. If an employee leaves his/her employment with the Bay-Arenac Skill Center, for whatever reason, they will be paid for any vacation earned. In the event of the employee's death, vacation pay due will be the beneficiary or estate.

ARTICLE XI

INCLEMENT WEATHER

Employees in these programs, if there is work to be specified by the supervisor of the programs, must work on inclement weather days in order to be paid. Because of weather conditions, an employee who comes to work by 10 a.m. will not be docked.

ARTICLE XII

GRIEVANCE PROCEDURES

- A. A grievance is a complaint alleging violation of a specific article and section of the Agreement. Both parties agree that the grievance proceedings will be kept as confidential as may be appropriate at any level of such procedure and that the primary purpose of such procedure is to secure at the lowest level possible equitable solutions to the problems of the parties. The aggrieved employee(s) may choose to have a representative of the Steelworkers present at all or any of the grievance procedures. The union shall be present at any settlement (adjustment). Either party may request the decision in writing at any level.

Level One: Discussion with principal or his/her designee, in the hope of resolving the matter.

Level Two: Discussion with the Steelworker's representative to see if he/she concurs that a grievance exists.

Level Three: A written signed grievance must be filed within seven (7) school days after the occurrence of the alleged violation, stating the nature of the grievance, the article and section of the Agreement allegedly violated. The grievance will be discussed with the principal or his/her designee and a decision rendered within seven (7) days.

Level Four: If the grievance is not solved within seven (7) school days of its filing with the principal, the grievance will move from the principal of Bay-Arenac Skill Center to the Deputy Superintendent of the Bay-Arenac Intermediate School District, to be resolved within seven (7) school days.

Level Five: If this decision is not satisfactory, the aggrieved employee(s) may file the grievance with the Secretary of the Board in writing at least one week prior to the next regular Board meeting. The Board will place said grievance on the agenda at its next regular Board meeting, at which time the aggrieved employee(s) and a Steelworker representative will be given an opportunity to be heard. The Board will render its decision, in writing, within seven (7) school days.

Level Six: If the decision of the Board is not satisfactory to the Steelworkers the grievance may be submitted to a state mediator. The mediator shall submit his/her recommendation to both parties, which will not be binding on either party. The Board shall review their decision made at Level Five.

- B. Forms for filing and processing grievances will be designed cooperatively by the Steelworkers or its representatives and the Board or its representatives, and will be prepared and given appropriate distribution so as to facilitate the operation of the grievance procedure.

- C. The employee(s) retains the right to withdraw grievances at any level, without prejudice.
- D. Information necessary to the determination and processing of the grievance will be provided by the Administration.
- E. The number of days indicated in each level, as set forth above, is considered to be a maximum, and the failure of an employee(s) to proceed to the next step of the grievance procedure, within the time limits as set forth, will be an acceptance of the decision previously rendered and will constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator, at any step, to communicate his/her decision to the employee(s) within the specified time limits will permit the employee(s) to proceed to the next step. All time limits may be extended by mutual agreement, in writing.
- F. It will be the practice of both parties to process grievance procedures during times which do not interfere with assigned duties, if possible.

ARTICLE XIII
NEGOTIATION PROCEDURES

- A. During the month of March of the year the contract expires, the parties will initiate negotiation, for the purpose of entering into an Agreement for the ensuing period.

- B. Neither party in any negotiation will have control over the selection of the negotiating or bargaining representatives of the other party. Both parties agree to submit the final agreement for ratification to their appropriate governing bodies on the earliest convenient date. After ratification by both parties, their representative will attach their signature to the ratified Agreement, as soon as possible.

- C. The Board specifically recognizes the rights of its employees appropriately to invoke assistance of the Michigan Employment Relations Commission or a mediator from such public agency, pursuant to the provision of the Agreement.

- D. Despite reference herein to the Board and the Steelworkers as such, each reserves the right hereunder by committee or designated representative.

- E. There will be at least four signed copies for purposes of record. One retained by the Board, two by the Steelworkers, and one by the Superintendent.

ARTICLE XIV

CONDITIONS OF AGREEMENT

This Agreement supersedes and cancels all previous agreements, verbal or written between the Board and the Steelworkers and incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XV

PAYROLL DEDUCTION

- A. The Board shall deduct from the pay of each employee from whom it receives authorization to do so the required amount for the payment of dues. Such dues, accompanied by a list of employees from whom they have been deducted and the amount deducted from each, shall be forwarded to the Steelworkers no later than fifteen (15) days after the deductions were made. Employees hired prior to November 1, 1992, need not be dues paying members of the Steelworkers Local Union 7380; employees hired on or after November 1, 1992, will be dues paying members.

- B. The Steelworkers shall notify the Board thirty (30) days prior any change in its dues.

- C. The Board shall deduct from the pay of each employee from whom it receives authorization to do so and make appropriate remittance for credit union, savings bond, annuities, or any other plans approved by the Board. Annuity plans must have a minimum of twenty-five percent (25%) of the employees authorized for payroll deduction.

ARTICLE XVI

SENIORITY

- A. A new employee will be considered a probationary employee until he/she has worked in the same classification at least thirty (30) hours per week in a permanent position. Probation shall mean forty-five (45) working days in which the probationary wage reduction is in effect and ninety (90) working days for job evaluation purposes: evaluation to be done by their immediate supervisor.

- B. Upon completion of the probationary period the employee will be considered as a seniority employee and his/her seniority within his/her classification will be established as of the date of hire.

- C. The employee's seniority date shall not automatically determine the employee's placement on the salary schedule.

- D. Seniority shall be terminated for the following reasons:
1. The employee quits.
 2. The employee is discharged.
 3. The employee is laid off for a continuous period equal to the classification seniority he/she acquired at the time of layoff.
 4. The employee retires.
 5. The employee fails to return from layoff.
 6. The employee fails to notify the employer of his/her intention of returning to work after 5 days.
- E. An employee who is transferred to a position with the Board that is not covered by the terms and conditions of this Agreement shall continue to retain seniority, and shall be entitled to exercise such seniority upon return to the bargaining unit.
- F. For employees having the same seniority date, the most senior employee will be determined by draw.
- G. Laid-off or discharged probationary employees shall not have recourse to the terms of this Agreement for the matter of lay off or discharge.

ARTICLE XVII

JURY DUTY

Any 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 the working day. The amount the employee is paid for jury duty from the court, less a meal or mileage reimbursement, shall be paid to the Board and the employee shall receive his/her regular paycheck.

ARTICLE XVIII

NO STRIKE OR LOCKOUT

The Steelworkers and the Board recognize that strikes, lockouts, and other forms of work stoppage by employees are contrary to law and public policy. The Steelworkers and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Steelworkers and the Board therefore, agree that its officers, representatives, and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, nor shall any of those parties take part in any strike, slowdown, stoppage of work, boycott, lockout picketing, or other interruption activities in the school system. Failure or refusal on the part of an employee to comply with any provision of this article shall be the cause for disciplinary action.

ARTICLE XIX

DURATION AND TERMINATION OF AGREEMENT

Section 30.1

This agreement shall become effective July 1, 1992, and shall continue in full force and effect, without change, until July 1, 1995 and unless either party shall give written notice to the other at least sixty days prior to July 1, 1995 or any July 1 thereafter of its desire to modify, amend, or terminate this agreement then said agreement shall be automatically renewed upon the same terms and conditions for a period of one year, and so on from year to year.

Section 30.2

Notice, in accordance with Section 30.1 above, shall be given by certified mail, be completed by and at the time of mailing, and if given by the Employer, to be addressed to the United Steelworkers of America, Euclid Plaza, Suite 10, 503 N. Euclid Avenue, Bay City, Michigan 48706; and if by the Steelworkers, to be addressed to the Employer at Bay City, Michigan. Either party may, by like written notice, change the address to which certified mail notice to it shall be given.

Signed this 18th day of January, 1993.

BAY-ARENAC INTERMEDIATE
SCHOOL DISTRICT

Al Thomas Burkett

James Stang

Frank W. Davenport

Bonnie Wigke

Catherine Fosmider

J. Wm. Schme

Angela S. Fenton

Mary E. Du Bin

UNITED STEELWORKERS OF AMERICA
AFL-CIO-CLC

Nancy D. Rochow
Nancy D. Rochow, Unit Chrp.

Joanne Ozdych
Joanne Ozdych, Committee

Patricia Wescott
Patricia Wescott, Committee

John D. Prior
John D. Prior, Staff Rep.

Lynn R. Williams
Lynn R. Williams, Int'l President

Edgar L. Ball
Edgar L. Ball, Int'l Secretary-Treasur

George Becker
George Becker, Int'l Vice Pres.

Leon Lynch
Leon Lynch, Int'l Vice Pres.

Harry E. Lester
Harry E. Lester, District Director

STEELWORKERS

AIDES

<u>STEP</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
	4.75%	4.5%	4.5%
1.	6.83	7.14	7.46
2.	7.08	7.40	7.73
3.	7.30	7.63	7.97
4.	7.54	7.88	8.23
5.	7.79	8.14	8.51
6.	8.01	8.37	8.75

*When it is necessary for an aide to substitute when the teacher is absent, the aide shall receive \$4.50 per hour in addition to his/her regular salary.

Probationary period shall be 45 days. Probationary employees will receive .30/hr. less.

CUSTODIANS

	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
	4.75% +.15 hr.	4.50% +.15 hr.	4.50% +.20 hr.
*Custodian	10.98	11.47	12.03
Utility		1.00/hr.	
Second Shift Custodian		.10/hr.	
Third Shift Custodian		.20/hr.	
Night Shift Foreman		.16/hr.	

*Custodian Aide position is changed to regular custodian for rate purposes.

Probationary period shall be 45 days. Probationary employees will receive .50/hr. less.

Custodians shall receive an additional \$1.00 per hour for actual time of asbestos removal.

KITCHEN WORKERS

	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
	4.75%	4.5%	4.5%
Cook/Food Server/ Cashier	8.01	8.37	8.75

Probationary period shall be 45 days. Probationary employees will receive .30/hr. less.

GENERAL OFFICE SECRETARY

<u>Step</u>	<u>1992-93</u> 4.75%	<u>1993-94</u> 4.5%	<u>1994-95</u> 4.5%
1.	7.30	7.63	7.97
2.	7.62	7.96	8.32
3.	8.00	8.36	8.74
4.	8.35	8.73	9.12
5.	8.77	9.16	9.57
6.	9.21	9.62	10.05
7.	9.67	10.11	10.56
8.	10.08	10.53	11.00
9.	10.47	10.94	11.43
10.	10.86	11.35	11.86

Probationary period shall be 45 days. Probationary employees will receive .50/hr. less.

SECRETARIAL SPECIALIST/FINANCIAL SECRETARY

<u>Step</u>	<u>1992-93</u> 4.75%	<u>1993-94</u> 4.5%	<u>1994-95</u> 4.5%
1.	7.49	7.83	8.18
2.	7.87	8.22	8.59
3.	8.22	8.59	8.98
4.	8.64	9.03	9.44
5.	8.98	9.38	9.80
6.	9.45	9.88	10.32
7.	9.89	10.34	10.81
8.	10.38	10.85	11.34
9.	10.80	11.29	11.80
10.	11.20	11.70	12.23

Probationary period shall be 45 days. Probationary employees will receive .50/hr. less.

CHILD CARE SPECIALIST/PARA-PROFESSIONAL/STUDENT SUPPORT SPECIALIST

<u>Step</u>	<u>1992-93</u> 4.75%	<u>1993-94</u> 4.5%	<u>1994-95</u> 4.5%
1.	10.69	11.17	11.67
2.	11.26	11.77	12.30
3.	11.81	12.34	12.90
4.	12.36	12.92	13.50
5.	12.93	13.51	14.12
6.	13.47	14.08	14.71
7.	14.03	14.66	15.32
8.	14.57	15.23	15.92

Probationary period shall be 45 days. Probationary employees will receive .50/hr. less.



