

6/30/96

**A G R E E M E N T**

**between**

**CARROLLTON SECRETARIAL ASSOCIATION**

**and**

**CARROLLTON BOARD OF EDUCATION**

**1992-96**

**Carrollton School District**

**Carrollton, Michigan**

*Carrollton Public Schools*

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**ARTICLE I  
RECOGNITION**

The Board of Education recognizes the Carrollton Secretarial Association as the exclusive bargaining representative for the secretarial staff excluding Central Office secretaries and all other personnel.

**ARTICLE II  
RIGHTS OF THE ASSOCIATION**

- A. The Association shall have the right to use school buildings but shall make requests through normal channels for room clearance and permission.
- B. The Association shall have the right to post notices of its activities and matters of Association concern on school bulletin boards and in morning memos.
- C. The Association may use the District's interschool mail service and mail boxes for communication to its members, provided distribution of Association mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.

**ARTICLE III  
SENIORITY**

- A. New employees will be considered as probationary employees until they have worked for sixty (60) work days. After the completion of the sixty (60) work day period, the employee will be considered as a seniority employee and the employee's seniority will start as of the date of hire.
- B. An up-to-date seniority list shall be issued when this Contract is ratified and signed. Upon request, the Board will furnish the Association with an up-to-date seniority list.
- C. Seniority shall be broken for the following reasons:
  - 1. If the employee quits;
  - 2. If the employee is discharged and the discharge is not rescinded or modified;
  - 3. If the employee retires or is retired;
  - 4. If the employee is absent for three (3) consecutive working days without properly notifying the employer; and

5. If the employee is laid off for one (1) year or one (1) day more than the employee had worked, whichever comes first.
- D. Employees shall be laid off and/or recalled within their classifications or lower classifications according to seniority.

**ARTICLE IV**  
**GRIEVANCE PROCEDURE**

A. Definition:

1. A "grievance" shall mean a complaint by an employee in the bargaining unit that there has been a violation, misinterpretation or inequitable application of a specific provision of this Agreement. An employee having a grievance must present it orally to the employee's supervisor within five (5) days of when the employee became aware of the act or condition giving rise to the alleged grievance.
2. If the grievance is not settled orally between the employee and the supervisor within three (3) days after it has been brought to the supervisor's attention, the employee must reduce the grievance to writing and submit the written grievance to the supervisor.
3. The supervisor will give a written answer to the written grievance within five (5) days of receipt of the written grievance.
4. If the supervisor's written answer does not settle the grievance, the employee may submit the grievance to the Superintendent or his designated representative within five (5) days of receiving the written answer of the supervisor. The Superintendent or his designated representative shall answer the grievance within ten (10) days of receipt of the appeal.
5. If the Superintendent's answer does not settle the grievance, the employee may, within five (5) days of receipt of the Superintendent's answer, appeal the grievance to the Board of Education.

6. The Board of Education shall designate three (3) representatives to hear the grievance. Within five (5) days of hearing the grievance, the Board of Educations' representatives shall answer the grievance in writing.
7. If the Association is not satisfied with this answer, it may seek a State Mediator to hear the case and make a recommendation.

#### ARTICLE V

##### WORKING HOURS

- A. The employer will establish work schedules at the beginning of the school year. Any major deviation from the established work schedule shall be affected only after the employee has been notified and been given three (3) days to discuss the deviation with the employee's supervisor.
- B. Lunch period may be adjusted for the convenience of the building but must be duty-free, uninterrupted and under any circumstances, no less than thirty (30) consecutive minutes.

#### ARTICLE VI

##### VACANCIES AND PROMOTIONS

- A. The Board shall have the right to establish, evaluate, change and obsolete jobs. When filling new or revised jobs, the Board shall give consideration to the applicant's qualifications, ability, and in the case of applicants only being from within the unit, length of service.
- B. The Board shall notify the employees of any vacancies by posting notice of vacancies, positions changing from school year to full time, and newly created positions. During the summer, notices shall be mailed to the President of the Secretarial Association.
- C. The Administration shall give first consideration to those employees who are presently employed and are fully qualified to perform such duties for vacancies and newly created positions. The final decision on filling all vacancies rests with the Board of Education.

- D. Any and all applications for vacancies or newly-created positions must be made in writing. Employees not selected may inquire as to the reasons therefore.
- E. If an employee transfers or accepts a new job within the unit, said employee shall retain his/her seniority status for all purposes including wages.

**ARTICLE VII**

**PAID HOLIDAYS**

Employees with seniority will receive the following paid holidays if they fall during their scheduled work time.

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Eve
July 4	Christmas Day
Friday after Thanksgiving	One Day at Easter time

Eligible employees will also receive a paid mid-winter break day as designated by the Employer.

In order to be eligible for the paid holidays, an employee must work the last scheduled work day prior to and the first scheduled work day following the holiday, unless otherwise arranged with their supervisor.

## ARTICLE VIII

### SICK LEAVE

- A. Seniority employees will be allowed one (1) sick day for each twenty (20) days worked to an accumulation of one hundred and forty (140) days. (This is not retroactive.) The Board may require a doctor's slip to verify any sick days used beyond three (3). Employees may request three (3) days of their sick leave allowance for personal business which cannot normally be handled outside school hours, such as, but not limited to, medical, dental, legal, banking appointments or funerals. Applications for such absence must be made in writing, stating the reasons for such absence and the request is subject to approval of the supervisor. The request must be made three (3) days in advance of the date requested except in case of emergency. Personal leave will not be granted the day immediately preceding or the day immediately following a holiday, vacation period, or the first or last day of the school year. In case of extreme hardships, exceptions may be made by the building principal.
- B. Leaves of absence without pay may be granted by the Board for good cause for a period of thirty (30) days during which the employee shall continue to accumulate seniority. These leaves may be renewed or extended by mutual agreement of the Board and the employee. (Personal leaves will not be granted to enable an employee to actively seek other employment or perform a trial period with another employer.)

- C. Sickness - Unpaid leaves of absence for sickness or injury of an employee will be granted upon receipt of notice from the doctor by the Board and may be for indefinite duration, not to exceed more than one (1) year. However, most leaves will be for a fixed period with the obligation on the employee to report any change of condition or request a continuation. Seniority shall not accumulate during such leaves.  
An employee returning from such leave may be required to present a doctor's written release.
- D. Sick Leave Payoff - Employees with ten (10) years of seniority at retirement (excludes quits, discharges, etc.) shall receive Fifteen (\$15.00) Dollars per day for their accumulated sick days up to a maximum of one hundred forty (140) days.
- E. In the event of the death of an employee prior to retirement, the sick leave payoff would be made to the employee's heirs.

**ARTICLE IX**

**VACATIONS**

- A. Seniority employees shall be eligible for the following vacation schedule after July 1st of each year.  
 After one (1) year . . . . . five (5) days  
 Two (2) years but less than eight (8). . . . . ten (10) days  
 Eight (8) years but less than thirteen (13)..fifteen (15) days  
 Thirteen (13) years or more . . . . . twenty (20) days  
 All vacation time off must be taken when approved by the supervisor. When a holiday falls during an individual's vacation period, one (1) day will be added to the employee's vacation.



B. An employee, changing to a full year position, shall be eligible for vacation after serving in the full time position for six months. Previous service as part-time or school term will be pro-rated to equate to a full-time year-round position to determine the amount of vacation the person shall be entitled to.

## ARTICLE X

### HEALTH INSURANCE

Seniority employees shall be provided with health insurance (the current program) if the employee is not covered elsewhere. New members of the bargaining unit will have Board paid health insurance available to them at the single subscriber rate. Employees not taking the Board's program will receive an annual annuity in the following amounts:

92-93	\$500
93-94	\$600
94-95	\$700
95-96	\$800

Health insurance will be paid year round.

For the purpose of this article an employee must work 24 hours per week during the contract year to be eligible for health insurance.

## ARTICLE XI

### WAGES

To achieve Level I Secretarial Qualifications you must be able to demonstrate the following skills. IBM or APPLE hardware is acceptable.

- I. Keyboarding - 45-50 WPM
- II. Word Processing - IBM or APPLE Demonstrate five (5) items
  - A. Formatting: page set-up; line spacing; margins - top, bottom, left and right; justification; and, widow/orphan protection.
  - B. Use of block and move functions; select, cut and paste.
  - C. Page formatting: headers and footers; page numbering; suppressing; center page top to bottom; and, date commands.
  - D. Spell check.
  - E. Newspaper style text columns.
  - F. Joining documents.
  - G. Split screen usage.
  - H. Search and replace.
- III. Database - Demonstrate three (3) items
  - A. Use browse screen.
  - B. Add records to file.
  - C. Modify records.
  - D. Delete one record, all records.
  - E. Print record.
- IV. Special Use - Demonstrate one (1) of the following, your choice.
  - A. Print shop.
  - B. Pagemaker.
  - C. Calendars Program.
  - D. McPaint - McDraw.
  - E. Other comparable program as approved.

To achieve Level II Secretarial Qualifications you must be able to demonstrate the following skills. IBM or APPLE hardware is acceptable.

- I. Keyboarding - 50-55 WPM
- II. Computer Management - Demonstrate four (4) items
  - A. Make a three level tree.
  - B. Copy command.
  - C. Backup and restore.
  - D. Type command - to view contents of file.
  - E. Directory search.
- III. Word Processing - Demonstrate six (6) items
  - A. Merge - creating primary, secondary and merge files; merge with a pause. Use with database file.
  - B. Sort; line, paragraph and merge.
  - C. Graphics: lines, boxes, options and images.
  - D. Import files from another program.
  - E. Create indexes.
  - F. Line and paragraph numbering.
  - G. Macros - define, edit and use.
  - H. Line draw.
  - I. Mailing labels.
- IV. Spreadsheets - Demonstrate nine (9) items
  - A. Data entry into cells.
  - B. Labelling alignment.
  - C. Erasing and saving worksheets.
  - D. Retrieving files.
  - E. Printing a worksheet.
  - F. Editing.
  - G. Exit from the program.
  - H. Use of the GO TO key.
  - I. Format option changes: column widths, formats, copying formulas and repeating labels.
  - J. Moving around: deleting and inserting rows and columns; moving columns and rows; file extract and combining, formula text and page breaks.
  - K. Windows/Freeze Title.
  - L. Naming ranges.
- V. Special Use - Demonstrate one (1) item
  - A. Desktop Publishing.
  - B. Sturec.
  - C. Rams-Oakland.
  - D. State Computer Forms.
  - E. Other software package as approved.

**WAGES**

92-93	0-1	2-5	6-9	10+
	6.65	6.94	7.22	7.48
	0-1	2-5	6-9	10+
93-94 BASE	6.91	7.22	7.51	7.78
LEVEL I	7.47	7.80	8.11	8.41
LEVEL II	8.06	8.42	8.76	9.08
	0-1	2-5	6-9	10+
94-95 BASE	7.19	7.51	7.81	8.09
LEVEL I	7.76	8.11	8.43	8.74
LEVEL II	8.38	8.76	9.11	9.44
	0-1	2-5	6-9	10+
95-96 BASE	7.48	7.81	8.12	8.42
LEVEL I	8.07	8.43	8.77	9.09
LEVEL II	8.72	9.11	9.47	9.82

When a secretary demonstrates the criteria for level I or II he/she will be placed on the appropriate step of the salary schedule. Placement at a higher level may occur on the first scheduled work day in August or the first scheduled student day of the second semester in January of any year based on meeting the criteria prior to August or January respectively.

**LONGEVITY:**

- 6 - 10 years - One (1%) Percent
- 11 - 15 years - Two (2%) Percent
- 16 + years - Three (3%) Percent

Longevity is based on the employee's hire date and calculated at the beginning of the contract year.

**EXPERIENCE:**

The experience level will be based on the employee's documented secretarial work experience.

The present system of pro-rating a secretary's salary over the year shall continue.

**ARTICLE XII  
LIFE INSURANCE**

The Board shall purchase on behalf of each employee in the unit a group term life insurance policy of Twenty Thousand (\$20,000) Dollars.

**ARTICLE XIII  
DENTAL AND OPTICAL INSURANCE**

- A. The Board of Education shall pay the premium on behalf of the employees in this unit for the same dental program provided the teachers.
- B. Eligible seniority employees shall be provided with the same vision program as other employees of the District.

**ARTICLE XIV  
COMPENSATORY TIME**

The Board shall provide compensatory time off at the rate of time and one-half (1 1/2) for all hours worked on Saturday, and at the rate of an hour for an hour for all other time, or some other mutually agreeable method.

**ARTICLE XV  
ACT OF GOD DAYS**

All members of the unit must report for work on Act of God days unless told not to. Those not reporting shall not receive pay.

**ARTICLE XVI  
DISCIPLINE**

- A. No secretary shall be reprimanded, disciplined or discharged without just cause. Any such grievance, discipline or discharge shall be subject to the grievance procedure.
- B. There shall be no reprisal of any kind by administrative personnel taken by reason of participation in any of the procedures of this Contract.

**ARTICLE XVII  
JURY DUTY**

- A. A seniority employee who is summoned and reports for jury duty, as prescribed by applicable law, shall be paid by the Board in an amount equal to the difference between the amount of wages the employee otherwise would have earned by working straight time hours for the Board on that day and the daily jury duty fee paid by the court (not including travel allowances or reimbursement of expenses for each day's juror services.)
- B. The obligation of the Board to pay the employee for jury duty is limited to a maximum of thirty (30) days in any calendar year.
- C. In order to receive payment, the employee must give the Board prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that he reported for or performed jury duty on the days for which he claims such payment. The provisions of this paragraph are not applicable to an employee who, without being summoned, volunteers for jury duty.

**ARTICLE XVIII  
MILEAGE**

Secretaries required, in the course of their work and who have received approval from the administration, to drive personal automobiles for school business shall receive an allowance as determined by Board policy.

**ARTICLE XIX  
UNIFORMS**

The Board of Education shall make available to employees in this unit smocks when they are working in the work room.

ARTICLE XX  
IN-SERVICE

In-service programs may be provided for secretaries during the school year on school time if appropriate programs are available.

ARTICLE XXI  
DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from July 1, 1992 until June 30, 1996.

CARROLLTON SECRETARIAL ASSOCIATION

CARROLLTON BOARD OF EDUCATION

Debra E. Whisman  
Cristin A. Dupuis

James J. Walcott  
Mary M. News

Dated this 13<sup>th</sup> day of July, 1993