6/30/97

Agreement Between

THE
BOARD OF EDUCATION
OF
DAVISON COMMUNITY SCHOOLS

AND

THE DAVISON EDUCATIONAL
SECRETARIAL ASSOCIATION

1994 - 1997

Davison Community School

IT IS THE POLICY OF THE DAVISON COMMUNITY SCHOOL DISTRICT THAT NO PERSON SHALL, ON THE BASIS OF SEX, AGE, RACE, COLOR, NATIONAL ORIGIN, OR HANDICAP, BE EXCLUDED FROM PARTICIPATING IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION, IN EMPLOYMENT OR ANY OF ITS PROGRAMS OR ACTIVITIES.

TABLE OF CONTENTS

AGREEMENT

AGREEMENT

THIS AGREEMENT entered into this 6th day of September 1994, effective the 1st day of July 1994, between Davison Community Schools, hereinafter designated as "Employer" and the Davison Education Secretarial Association, hereinafter designated as the "Association".

ARTICLE I
INTENT AND PURPOSE

A. The Employer and the Association each represent that the purpose and the intent of this Agreement is to promote cooperation and harmony, to recognize mutual interests, to provide a channel through which information and problems may be transmitted from one to the other, to formulate rules to govern the relationship between the Association and the Employer, to promote efficiency and service and to set forth herein the basic agreements covering rates of pay, hours of work and conditions of employment.

B. Interpretation of Contract: The President of the Association and Assistant Superintendent for Curriculum and Personnel and or the DESA CMC Committee (see appendix) will attempt to settle any differences or interpretation of the contract. It is the responsibility of the secretary with the concern to discuss the matter with his/her immediate supervisor prior to taking this step.

ARTICLE II
COVERAGE AND RECOGNITION

The Association shall be and hereby is recognized as the sole and exclusive bargaining agent for all clerical and secretarial employees of the Employer, excluding the Secretary to the Superintendent, the Secretary to the Assistant Superintendent, the Secretary to the Community Education Director, the Payroll Secretary, the Bookkeeper, and other persons employed in federal programs, and all other employees and supervisors.

ARTICLE III
ADMINISTRATION RIGHTS

The management of the operation and the direction of the working forces, including the right to plan and direct operation, hire, suspend or discharge for proper cause, transfer or relieve employees from duty because of lack of work or other legitimate reasons, create new positions, the right to study any new or improved methods and the right to establish and maintain rules and regulations covering operations, violation of which shall be among the causes for discharge, are vested in the Employer. Provided, however, that such rights shall be exercised with due regard for the rights of the employee and subject to the provisions of this Agreement.

ARTICLE IV
OTHER AGREEMENTS

A. The Employer agrees not to enter into any agreements or understandings with its employees, individually or collectively, which in any way conflict with the terms and provisions of this Agreement.

B. The Employer agrees not to enter into any other agreements with any other labor organization during the life of this Agreement with the respect to employees covered by this Agreement.

ARTICLE V
EVALUATION OF PERFORMANCE

A written evaluation will be done on an annual basis for each employee. This evaluation will be done by the employee's immediate supervisor. A signed copy of this evaluation shall be given to the employee. The Superintendent's designee shall receive a copy of this evaluation.

ARTICLE VI
SENIORITY

Seniority shall begin after a probationary period of seventy (70) days from the date that the employee is hired. When an employee transfers to another classification within the contract, an evaluation will be made by the employee's immediate supervisor within said seventy (70) working days. The employee is to receive a signed copy of the evaluation. This evaluation will be made to determine the effectiveness of the work. If the employee's work is not satisfactory in the new position, the employee may be returned to his/her former position. When an employee is approved to continue in the new position, his/her seniority in that classification shall be retroactive to the first date of transfer. If the employee is returned to his/her former position, his/her seniority in that position shall include time spent in the trial period for the other position. Employees may bring any experience, for pay purposes only, from prior secretarial positions outside the school district based on the approval of the Superintendent of Schools or his designee.

ARTICLE VII
PROMOTIONS, VACANCIES, LAYOFF AND RECALL

A. In the event that a position shall become vacant within the unit of employees covered by this Agreement, such vacancy shall be made known to the employees by means of a written notice and it shall be posted in every building for five (5) working days. Such vacancy shall be open to qualified employees on the payroll and to the general public. Qualifications for the position shall be established by the Superintendent of Schools or his designee.

B. In the event of a layoff of any employee covered under this contract, said employee will be recalled to his/her position first, retaining previous seniority. Said employee shall be given a period of five (5) working days to notify administration of his/her decision to return to work by the date specified in the recall notice. In the event the employee does not desire to return to his/her position, then the position may be opened to other candidates as stated above.

C. The Assistant Superintendent for Curriculm and Personnel shall give the President of the Association two weeks' notice whenever positions are vacated or newly created or when assignments are substantially changed, at which time the classifications will be reviewed. The President of the Association shall be notified of the classification, salary, and vacation time of all new employees hired under this contract.

D. Any employee desiring to resign shall give the Employer at least two (2) weeks written notice.

ARTICLE VIII
HOLIDAYS

A. All employees shall be entitled to the following holidays without loss of pay provided that it falls within their regularly scheduled work year:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Day before Christmas
8. Christmas Day
9. New Year's Eve Day
10. Good Friday

B. Whenever any of these holidays fall on Sunday, the following Monday shall be considered as the designated holiday. Whenever any of the above holidays fall on Saturday, said employees shall be given a day off with pay at a time which does not interfere with operations, provided that the Employer may, by mutual agreement with the employee, pay an employee for such time rather than grant a day off.

C. In order to be eligible for holiday pay, all employees must work the full scheduled days before and after a holiday unless their absence is specifically excused.

D. Secretarial employees who are not scheduled to work during Christmas vacation shall be paid for the four (4) paid holidays that fall during the Christmas vacation period.

E. The Assistant Superintendent for Curriculum and Personnel shall meet with the President of the Association for informal discussion regarding the school calendar before it is agreed upon by the D.E.A. and Board of Education.

ARTICLE IX
EMERGENCY DAYS

A. It is agreed that the Board shall require 180 days of instruction per year. The Board shall be entitled to reschedule any days lost which cannot be counted for full State Aid. It is agreed that during weather day emergencies or when school operations are suspended for any reason, secretaries will not be required to report to work on all such days and shall be paid their normal day's pay, even though no work is performed by the employee with the following provisions:

1. The Board shall be entitled to reschedule days lost in the event school is closed by reasons which do not allow such days to be counted as days of student instruction. Provided employees did not work on days so rescheduled, the rescheduling of such days shall not entitle the employee to additional compensation.

2. On those days school is not in session due to any emergency situation, secretaries are not required to work unless specifically requested to by their immediate supervisor and will receive an additional fifty (50) percent of their hourly rate.

3. If it is determined that school should be dismissed after an employees work day has started, employees covered in this Agreement will be allowed to leave their designated building a maximum of one and one-half (1 1/2) hour or at the administrator's discretion, whichever is sooner, after the last bus has left. In the event that the administrator requests the secretary to work beyond the one and one-half (1 1/2) hour limit, the employee will be paid an additional fifty (50) percent of their hourly rate. The employees covered by this Agreement will suffer no loss of pay for all such days.

B. Should the law be changed to allow for emergency closing days to be counted for State Aid, this part of the contract shall be subject to negotiations.

C. Jury Duty: An employee who is summoned and reports for jury duty, as required by law, shall be paid the difference in his/her wages and the fee paid by the court. A photostatic copy will be provided by the employee to the payroll department for purposes of reimbursement.

ARTICLE X
VACATIONS

A. Employees shall qualify for vacation pay provided the employee has completed one year of service in the district. Using the scale below, the number of vacation days will be determined as follows:

VACATIONS

DAYS WORKED	1-9 YEARS	10-14-YEARS	15+ YEARS
231 & UP	10 DAYS	15 DAYS	20 DAYS
205-230	8 DAYS	12 DAYS	17 DAYS
191-204	6 DAYS	9 DAYS	14 DAYS
180-190	4 DAYS	6 DAYS	11 DAYS

*Secretaries who work less than year around do not receive vacation credit for the summer break.

**Beginning July 1, 1977, employees with fifteen (15) full years or more shall receive an additional day of vacation each year to a maximum of twenty (20) days total paid vacation for employees of the 49-52 Weeks Worked Classification, scaling down according to a maximum of 17, 14 and 11 total paid vacation days.

***One additional vacation day will be granted applicable only to those fifty-two (52) week employees with 1-12 years of service.

B. Vacation periods shall be during spring vacation, winter vacation, summer vacation, or any combination of the above. Vacation may also be at any other time approved by the immediate supervisor and the Superintendent or his designee, provided a substitute secretary is not required for the vacated time.

ARTICLE XI
LEAVES

A. Bereavement Leave: Employees shall be granted up to three days per year with pay for the attendance at funerals of their spouse, the immediate mother or father, mother or father of spouse, children, brothers or sisters, grandchild, son-in-law or daughter-in-law, or dependents of the immediate household provided that the Superintendent of Schools deems the relationship sufficiently close to warrant the leave. Leave for other circumstances not covered by this paragraph may be granted by the Superintendent of Schools.

B. Sick Leaves

1. Each employee shall be credited with ten (10) sick leave days at the beginning of each school year. These days may not be used during the probationary period. Unused sick days may accumulate to forty-five (45) days to be used as run-off time in conjunction with the Managed Sick Leave Program "Long Term Disability Program."

2. a. The Board of Education shall provide the Board's "Long Term Disability Program" to all permanent employees working more than thirty (30) hours per week with benefits beginning on the thirty-first (31st) calendar day at a rate of sixty-six and two-thirds (66 2/3%) percent of contracted salary until the age of sixty-five (65) or the expiration of the disability, whichever occurs first.

   b. The Board of Education shall provide the Board's "Long Term Disability Program" to all permanent employees working at least twenty (20) hours but less than thirty (30) hours per week with benefits beginning on the thirty-first (31st) calendar day at a rate of sixty-six and two-thirds (66 2/3%) percent of contracted salary until the age of sixty-five (65) or the expiration of the disability, whichever occurs first.

   c. The Board of Education agrees to provide the above mentioned insurance benefits (a and b) within the underwriting rules and regulations as set forth by the insurance carrier in the master contract held by the policyholder.

3. a. Employees who have accumulated sick leave days on June 30, 1975 shall have these days frozen. These may be used as run-off days in conjunction with the "Long Term Disability Program" (31st calendar day), thereby reducing their accumulated sick leave, provided there is no reinsuring benefit available.

   b. Employees shall upon retirement, resignation, or in case of death, the beneficiary, be paid for all full-time days not used in run-off, at the rate of ten and no/100 ($10.00) dollars per day. Employees who are employed on less than a full-day schedule shall receive a pro-rated amount of ten and no/100 ($10.00) dollars per day.

4. A Sick Leave Inventory Committee will be established as of July 1, 1975, with a composition of three (3) administrators and three (3) association members. The function of this committee shall be to:

   a. Oversee the utilization of sick leave in the areas where it is difficult to receive medical verification from the employee (i.e., eleventh/twelfth day situation, personal leave, etc.). Decisions made by the Sick Leave Inventory Committee shall be final and binding on all parties.

5. Employees returning to work after an illness of more than six (6) working days may be required to submit a doctor's statement certifying that the employee is capable of returning to work.

C. Leaves of Absence

1. In the event that an employee must take a leave of absence from the Davison Community School District because of pregnancy, family illness, or for any other reason approved by the Superintendent of Schools, the employee's position will be held for him/her for a period of up to six (6) months. During the six month period the position may be filled on a temporary basis at the substitute rate of pay for a period of ninety (90) days. The substitute will begin earning base pay of that position according to the contract on the ninety-first (91st) day of subbing for said position.

2. In the event that a current employee is temporarily placed in the open position, he/she shall be paid at their current rate of pay. If, after a period of six (6) months, the permanent employee does not desire to return to work, the position may be opened to other candidates as stated in Article VII.

3. During the time of the leave, fringe benefits as a part of the group cease, but the employee can make his/her own arrangements to be carried by the company.

D. Personal Leave

Two (2) days personal leave per year shall be granted upon the request of the secretary. Such leave shall be for activity and business which cannot be conducted at any time other than school time. Permission for leave is required providing such request is made as early as possible, but not later than 4:00 p.m. of the previous day. All secretaries shall be paid for

unused personal leave days at the end of the work year at the rate of twenty-five dollars ($25.00) per day. In the event a secretary shall leave his/her position at the end of the first semester and had already used the two (2) days allocated for the year, one (1) days' salary shall be deducted from the last check.

ARTICLE XII
MILEAGE

Employees using their personal car for school purposes shall be reimbursed according to current Board policy. In such a case, a detailed statement of miles traveled, destination and purpose must be supplied.

ARTICLE XIII
HOURS OF EMPLOYMENT

A. Employees covered by this contract shall work eight (8) hours a day and shall have one (1) hour for lunch. This schedule may be adjusted by the administrator to suit the particular job, provided that the Superintendent of Schools or his designee approves.

B. Each employee shall be entitled to a ten (10) minute break during each four (4) hour work period. Such breaks shall be at regular times as specified by their supervisor. All such breaks will be taken within the building in which the employee works. The times of such breaks will not be changed except if unusual circumstances permit.

C. Work in Addition to Regular Schedule: In the event that an employee is called back to work or kept at work after the regular hourly schedule, time and one-half shall be paid for hourly compensation for work after eight (8) hours per day or forty (40) hours per week. All overtime must be approved in advance by the employee's immediate supervisor and Assistant Superintendent for Fiscal Affairs and/or in his absence the Assistant Superintendent for Curriculum and Personnel.

ARTICLE XIV
GRIEVANCE PROCEDURE

Should any differences, disputes or complaints arise over the interpretation or application of this Agreement, there shall be an earnest effort on the part of the parties to settle such disagreement promptly through the following steps:

Step 1

By conference between the aggrieved employee and representative of the Association, or both, and the immediate

supervisor.

Step 2

If the disagreement is not satisfactorily adjusted in Step 1, then it shall be put in writing, using a DESA Contract Management Committee's problem statement form, and presented to the supervisor involved in Step 1. Such written presentation of the grievance must be made within five (5) working days of denial of grievance in Step 1. Upon presentation of a written grievance, the supervisor involved shall notify the grievant and/or Association of his/her answer in writing within five (5) working days after presentation of said written grievance.

Step 3

If the grievance is not satisfactorily adjusted in Step 2, the grievant may, within five (5) working days after receipt of written answer, appeal to the Superintendant of his designee. This administrator shall notify the grievant and/or Association of his answer in writing within five (5) working days of submission to him.

Step 4 - Board-level Appeal.

a. If the answer provided for in Step 3 above is not satisfactory to the individual ant the individual believes that the answer should be appealed, he/she may refer the grievance to the Association representative. The representative of the Association will review the matter and may within five (5) days after the answer referred to in Step 3 above, appeal the grievance to the Appeal Board consistent with Board policy.

b. In the event the grievance is not satisfactorily resolved in Step 4, or if Step 4 is omitted:

   (1) The Association may request the American Arbitration Association to submit a list of arbitrators from which the parties shall select an arbitrator.

   (2) It is agreed that the jurisdiction of the arbitrator referred to above shall be limited to grievances, complaints, and disputes concerning the interpretation, application, or administration of this Agreement, as written and expressed, but such jurisdiction shall not include, but specifically excludes, the power to add to or subtract from or otherwise modify or alter any of the terms of this or any Agreement made supplementary hereto. Neither party shall be permitted to assert in such arbitration proceeding any ground, or rely on any

evidence, not previously disclosed to the other party. Both parties agree to be bound by the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

(3) Any cost incurred in the arbitration procedure shall be shared jointly by both parties provided that each party shall pay their individual expense.

b. A grievance may be withdrawn at any step without prejudice or record. No reprisals of any kind shall be taken by or against any party involved.

ARTICLE XV
MISCELLANEOUS PROVISIONS

A. Health Exam: Each employee shall have a T.B. test as described by law and School Code of the State of Michigan.

B. Inservice Training: Any training required by the Employer shall be paid for by the Employer. Secretaries may be allowed one day per year (with pay) to visit another school for the purpose of observing a secretary in a comparable position. Requests must be submitted through their immediate supervisor to the Assistant Superintendent for Curriculum and Personnel who will determine the merits of the request. His/her decision will be final in the matter.

C. Smoke-Free Buildings

All buildings are smoke free by law.

ARTICLE XVI
SECRETARIAL JOB CLASSIFICATIONS

1. Levels

(E) - District Media Secretary
- Secretary to High School Principal
- Secretary to Middle School Principal

(D) - Secretary at Middle School
- Secretary to Elementary School Principal
- High School Guidance Secretary
- Secretary for Special Education

(C) - Secretary to Athletic Director
- High School Secretary
- Alternative Education Secretary

(B) - District Switchboard/Mail - High School Main Office Assistant Secretary
- High School Media Secretary
- Middle School Media Secretary
- Substitute Teacher Coordinator
- Part-time secretary

(A) - Secretary to School Lunch Coordinator
- Xerox Operator
- Xerox Operator - part time

- District Switchboard

2. Classification Changes

A committee of four members (two from the Administration and two from the Association) will review any requested future classification changes. This would be either level changes or movement in or out of the bargaining positions. Any changes will only be made with a majority vote.

ARTICLE XVII
INSURANCE BENEFITS AND SALARY

A. Health Insurance

Regular full-time secretaries (forty hours a week and a minimum of thirty-nine weeks of work a year) shall be, unless included in the exceptions listed below, entitled to the following insurance benefits: Hospitalization (Blue Cross or MESSA Super Care I) shall be paid by the Board of Education for the term of this contract. In no event will any payment be made to, or on behalf of, the employee representing amounts in excess of the applicable premium amount, nor shall such amount, in any event, exceed the MESSA premium amount. Premiums will be paid on a twelve (12) month basis.

1. Exceptions

a. Only one spouse shall be eligible when both work for the school.

b. The spouse employed by the school shall be ineligible when eligible for coverage by a policy of some other employer or former employer.

c. Any employee not eligible or not electing to use the health insurance option shall be credited with the following amounts which shall be applied to other insurance options at the employee's discretion:

School Year Secretaries	52-Week Secretaries
$100.00/month	$100.00/month

B. Dental Insurance

The Board of Education shall furnish, without cost to the employee and family, the same dental plan offered in the teacher's contract. There shall be a limit of $1,500 for orthodontic coverage beginning with the 1986-87 school year.

C. Life Insurance

The Board of Education shall provide group life insurance in the following amounts to the employee's designated beneficiary: $40,000.

In the event of accidental death, the insurance will double the specified amount.

D. Optical Insurance

The Board of Education shall provide the same vision insurance that is offered to the teachers in their contract.

E. Longevity - The following provisions will be made for employees according to the years worked:

12-17 Years	1 Day's Pay
18-24 Years	2 Day's Pay
25-Years and Over	3 Day's Pay

Payment shall be made in the first pay period following the seniority date. ***It is the individual secretary's responsibility to inform the payroll department as to their anniversary date for the longevity pay.**

F. Payroll Deductions: All payroll deductions presently in effect will be continued in the same manner as in the past.

DAVISON COMMUNITY SCHOOLS
Secretarial - Salary Schedule

1994/95

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	$416	$425	$436	$449	$458	$468	$481	$489	$504	$511
D	$392	$400	$416	$425	$436	$449	$458	$468	$481	$480
C	$381	$389	$399	$414	$421	$434	$446	$452	$468	$476
B	$371	$382	$394	$404	$416	$427	$437	$449	$459	$469
A	$361	$371	$382	$394	$404	$416	$427	$437	$449	$459

Salary figures represent 2.9% increase from 1993/94.

1995/96

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	$426	$438	$449	$462	$472	$482	$495	$503	$519	$526
D	$404	$412	$428	$438	$449	$462	$472	$482	$495	$503
C	$392	$400	$411	$426	$433	$447	$459	$465	$482	$490
B	$382	$393	$406	$416	$428	$440	$450	$462	$473	$483
A	$372	$382	$393	$406	$416	$428	$440	$450	$462	$473

Salary figures represent 2.95% increase from 1994-95.

1996/97

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	$441	$451	$462	$476	$486	$496	$510	$519	$534	$542
D	$416	$424	$441	$451	$462	$476	$486	$496	$510	$519
C	$404	$412	$423	$439	$446	$460	$473	$479	$496	$505
B	$393	$405	$418	$428	$441	$453	$463	$476	$487	$497
A	$383	$393	$405	$418	$428	$441	$453	$463	$476	$487

Salary figures represent 3.0% increase from 1995/96.

SALARY SCHEDULES ARE BASED ON FORTY (40) HOUR WORK WEEK.

DAVISON COMMUNITY SCHOOLS
Secretarial - Hourly Salary Schedule

1994/95

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	10.4000	10.6250	10.9000	11.2250	11.4500	11.7000	12.0250	12.2250	12.6000	12.7750
D	9.8000	10.0000	10.4000	10.6250	10.9000	11.2250	11.4500	11.7000	12.0250	12.2250
C	9.5250	9.7250	9.9780	10.3500	10.5250	10.8500	11.1500	11.3000	11.7000	11.9000
B	9.2750	9.5500	9.8500	10.1000	10.4000	10.6750	10.9250	11.2250	11.4750	11.7250
A	9.0250	9.2750	9.5500	9.8500	10.1000	10.4000	10.6750	10.9250	11.2250	11.4750

Salary figures represent 2.9% increase from 1993/94.

.....

1995/96

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	10.7068	10.9384	11.2216	11.5561	11.7878	12.0452	12.3797	12.5856	12.9717	13.1519
D	10.0891	10.2950	10.7068	10.9384	11.2216	11.5561	11.7878	12.0452	12.3797	12.5856
C	9.8060	10.0119	10.2693	10.6553	10.8355	11.1701	11.4789	11.6334	12.0452	12.2511
B	9.5486	9.8317	10.1406	10.3980	10.7068	10.9899	11.2473	11.5561	11.8135	12.0709
A	9.2912	9.5486	9.8317	10.1406	10.3980	10.7068	10.9899	11.2473	11.5561	11.8135

Salary figures represent 2.95% increase from 1994-95.

.....

1996/97

LEVEL	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
E	11.0280	11.2666	11.5582	11.9028	12.1414	12.4065	12.7511	12.9632	13.3809	13.5464
D	10.3918	10.6039	11.0280	11.2666	11.5582	11.9028	12.1414	12.4065	12.7511	12.9632
C	10.1002	10.3122	10.5773	10.9750	11.1606	11.5052	11.8233	11.9824	12.4065	12.6188
B	9.8351	10.1267	10.4448	10.7099	10.0280	11.3196	11.5847	11.9028	12.1679	12.4330
A	9.5700	9.8351	10.1267	10.4448	10.7099	11.0280	11.3196	11.5847	11.9028	12.1679

Salary figures represent 3.0% increase from 1995/96.

SALARY SCHEDULES ARE BASED ON FORTY (40) HOUR WORK WEEK.

ARTICLE XVII
LENGTH OF AGREEMENT

This Agreement shall be effective as of the 1st day of July, 1994, and shall continue in full force and effect until the 30th day of June, 1997. Upon the final termination date of this contract, it shall be continued on a yearly basis thereafter from year to year unless at least sixty (60) days prior to the final termination date of this contract the Association shall notify the Employer of its intention to negotiate a new contract.

In witness whereof, the parties hereunto set their hands and seals this 6th day of September, 1994.

DAVISON EDUCATION SECRETARIAL ASSOCIATION

BY: Kathleen A. Repsa
Its President

BY: Julie A. Konkle
Its Secretary

BOARD OF EDUCATION,
DAVISON COMMUNITY SCHOOLS

BY: Kathleen Sutie
Its President

BY: Karen Crowner
Its Secretary

APPENDIX

POSITION	DAYS WORKED
DISTRICT MEDIA	215
SECRETARY TO HIGH SCHOOL PRINCIPAL	220
SECRETARY TO MIDDLE SCHOOL PRINCIPAL	220
SECRETARY AT MIDDLE SCHOOL	205
SECRETARY TO PRINCIPAL AT	
CENTRAL	210
GATES	210
HILL	205
SIPLE	207
THOMSON	205
HIGH SCHOOL GUIDANCE OFFICE	ALL YEAR
SECRETARY FOR SPECIAL EDUCATION	215
SECRETARY FOR ATHLETIC OFFICE	200
HIGH SCHOOL SECRETARY	210
ALTERNATIVE ED. SECRETARY	190
DISTRICT SWITCHBOARD/MAIL	0
HIGH SCHOOL MEDIA SECRETARY	200
MIDDLE SCHOOL MEDIA SECRETARY	0
SUBSTITUTE TEACHER COORDINATOR	205
PART TIME SECRETARY	
CENTRAL	210
GATES	210
MIDDLE SCHOOL	205
SPECIAL SERVICES	195
COORDINATORS' SECRETARY	195
FOOD SERVICE MONEY/PAM	181/200
XEROX OPERATOR	220
XEROX OPERATOR (PART TIME)	190
DISTRICT SWITCHBOARD	185

DAVISON COMMUNITY SCHOOLS

LETTER OF UNDERSTANDING

JANUARY 26, 1995

Temporary Positions

Temporary positions should not exceed 90 consecutive working days in length. When a temporary position exceeds 90 consecutive working days a meeting of the CMC will be convened to determine the status of the position.

For Davison Community Schools:

For DESA:

Kathy Rapacz

Pat Fredell

Date 1/26/95

mb:DESA3

DAVISON COMMUNITY SCHOOLS

LETTER OF UNDERSTANDING

JANUARY 26, 1995

Secretarial Classification

This memo confirms our understanding that the opening for middle school secretary (posted November 8, 1994) is to be considered a Level C position. The purpose of this change from the language stated in the master agreement is to make the positions of middle school secretary and high school secretary comparable positions.

Both parties agree that classifications for future openings will be determined by agreement between the DESA President and the Assistant Superintendent for Curriculum and Personnel. If there is disagreement between the DESA President and the Assistant Superintendent for Curriculum and Personnel, the CMC will meet to discuss the matter.

For Davison Community Schools:

For DESA:

Kathy Rapacz

Pat Fredell

Date 1/26/95

mb:DESA1

DAVISON COMMUNITY SCHOOLS

LETTER OF UNDERSTANDING

JANUARY 26, 1995

Unpaid Leaves of Absence

In the event that an employee must take an unpaid leave of absence from the Davison Community School District because of pregnancy, family illness, or for any other reasons approved by the Superintendent of Schools, or his designee, the employee's position will be held for him/her for a period of up to 90 consecutive work days. During this period the position may be filled on a temporary basis by a non-bargaining unit member at the substitute rate of pay. After this 90 day period the position will be deemed to be open unless the temporary status is extended by written mutual agreement of the DESA-Davison Community Schools CMC. If such extension is granted, the position may continue to be filled on a temporary basis as specified above.

For Davison Community Schools:

For DESA:

Date 1/26/95

mb:DESA2

DAVISON COMMUNITY SCHOOLS/DAVISON EDUCATION SECRETARIAL ASSOCIATION

PROCEDURES TO BE USED FOR CONTRACT MANAGEMENT COMMITTEE
April, 1994

1. **CONSENSUS/DECISION-MAKING**

Decisions will be made by consensus of those present. If after two tries for strict consensus, one person is dissenting, a decision can be made with one dissent. The Contract Management Committee will operate under written Win-Win Procedures adopted by consensus, except that only a 2/3 vote shall be required for approval of contract deviation requests.

2. **MEMBERSHIP**

3 DESA team members
3 Administrative team members

Any new member shall be appropriately oriented and trained within their first three months of appointment. Specific details regarding training will be decided by consensus by the Contract Management Committee as needed. Any current member will give as much advance notice as possible before resigning.

3. **QUORUM**

In order for a decision to be made, there must be at least 2 of the 3 team members from each team in attendance.

4. **REVISITING ISSUES**

If the group by consensus, or if either team by strict consensus, wishes to reconsider a prior decision, it will be reopened.

5. **AGENDAS**

The agenda for the following meeting will be set by consensus at the end of each meeting, and will be adopted by consensus at the beginning of each meeting.

6. **INCLUDED IN EACH AGENDA WILL BE:**

At the beginning:

A. Adopting agenda
B. Approve minutes of last meeting
C. Special Reports and/or announcements
D. Presentation of problems
E. Contract deviations

At the end:

A. Prepare a "To Do" list of assignments to be included in the minutes. List who each task is assigned to and the deadlines.
B. Set agenda for next meeting
C. Set meeting dates, times, places, food
D. Select facilitator and recorder for next meeting, one from each team
E. Disseminating information
F. Debriefing

7. **FACILITATOR**

The facilitator will:

A. Organize and lead
B. Implement the agenda
C. Move the group towards consensus
D. Assist with compliance with ground rules
E. Provide the opportunity for all to speak
F. Work with recorder to insure
    1. Proper filing of documents
    2. Minutes are an accurate record of meetings
    3. Correct CMC agreement forms used
    4. Continue the meeting summary document or "the to do list"

The facilitator will step out of the facilitator role to speak to an issue.

8. **RECORDER**

The recorder will record problem form items and decisions for display to the group. That person will transcribe the notes into minutes for the next meeting.

The recorder will:

Use flip charts as requested.
Record **all** brainstorming in the minutes.

Send minutes to members within one week of meeting.
Each member will maintain a notebook with all agreements and have available at each meeting.

9. **FOOD**

The group will determine what food will be provided (and by whom) for the next meeting, and the cost.

10. **MEETING STRUCTURE**

The group will be seated so all members can see each other. Seating will not be done by teams.

11. **SPEAKING**

Group members will speak at will; however, the facilitators may require that group members be recognized by the facilitator before speaking. Group members will try not to interrupt each other.

12. **PROBLEMS**

PROBLEM SOLVING WILL BE DONE USING THE PROBLEM STATEMENT FORM.

The following categories will be eligible for discussion at CMC meetings:

A. Issues referred from contract bargaining
B. New problems
C. Technical adjustments
D. Mutual issues
E. Deviation requests
F. Grievance issues by consensus if one side or the other refers it to CMC. While an issue is being discussed at CMC, grievance filing deadlines will be held in abeyance. Any extension of time for processing a grievance shall be specified in writing. The CMC will decide if it is the appropriate forum for grievances.

The contract will stay the same except where it is changed by consensus of the group and, when appropriate, approved by the Board of Education and the Secretarial Association.

All problems presented on a problem statement form will be considered by the group as problems for discussion and decision-making.

13. **SUB-COMMITTEES**

The group may create joint sub-committees by agreement at any time.

A. Problems should be clearly defined before being sent to sub-committee.
B. Sub-committee should have a clear assignment

14. **CAUCUS**

Either side may caucus for 15 minutes. The topic(s) to be discussed will be announced before the caucus. A summary of the caucus will be announced at the end of the caucus. The parties will make an effort to limit the number of caucuses.

15. **COMMUNICATIONS OUTSIDE THIS GROUP**

Any press releases will be sent by consensus of the group. Officials from DESA and Board may respond in general terms to press inquiries, but issues on the table will not be discussed except by consensus.

At the end of each meeting, the whole group will discuss what will be disseminated and then each team will decide what that team will disseminate to their constituencies.

16. **CONFIDENTIALITY**

Any request for confidentiality will be considered by the group and decided on by consensus.

Facts and opinions expressed in the group will not be related outside the group with the person's name attached, except by permission of that person. All members agree that sensitive information and opinions will be treated discreetly.

17. **DEBRIEFING**

Ten (10) minutes of each meeting shall be reserved for debriefing.

Anyone may speak for up to one (1) minute; anyone may pass; no one will respond to any comment made except by consent of the group. Anyone who passes can request to speak at the end.

18. **PARTICIPANTS AND OBSERVERS**

3 DESA team members
3 Administrative team members
Outside facilitator (optional)

Resource people and others may be invited into the CMC by consensus. The group will decide the role, time and order of non-group members in the CMC.

19. **CHANGING RULES**

Rules can be changed by consensus of the group.

20. **IMPASSES OR BREAKDOWNS IN PROCESS**

If either side feels that the CMC is at impasse or the process has broken down:

-The group may analyze the cause of the breakdown
-The group may consider bringing in an outside facilitator

21. **REVIEW OF RULES**

The rules will be reviewed by the group in the spring of each year.

cq:a:desaproc

CONTRACT MANAGEMENT COMMITTEE
DAVISON COMMUNITY SCHOOLS/DAVISON EDUCATION SECRETARIAL ASSOCIATION
1994-95
Problem Statement

Date: _____

PROBLEM #: _____

Problem:

Supporting Data:
Examples - (How do you know it's a problem?)

Group Statement of Problem:

Information Needed: Who is Responsible: _____

Destination of Problem: Negotiations Monthly Meeting Adm. Regulations
Board Policy Other

Brainstorming Solutions:

Recommended Solution:

Recommended Contract/Adm. Regulations/Board Policy Language/Other: