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6/30/98

**AGREEMENT BETWEEN**  
**MT. PLEASANT SUPPORT PERSONNEL**  
**ASSOCIATION**  
  
**and the**  
**MT. PLEASANT BOARD OF EDUCATION**

*MT. Pleasant Public Schools*

**Effective Date: July 1, 1994**  
**Termination Date: June 30, 1998**

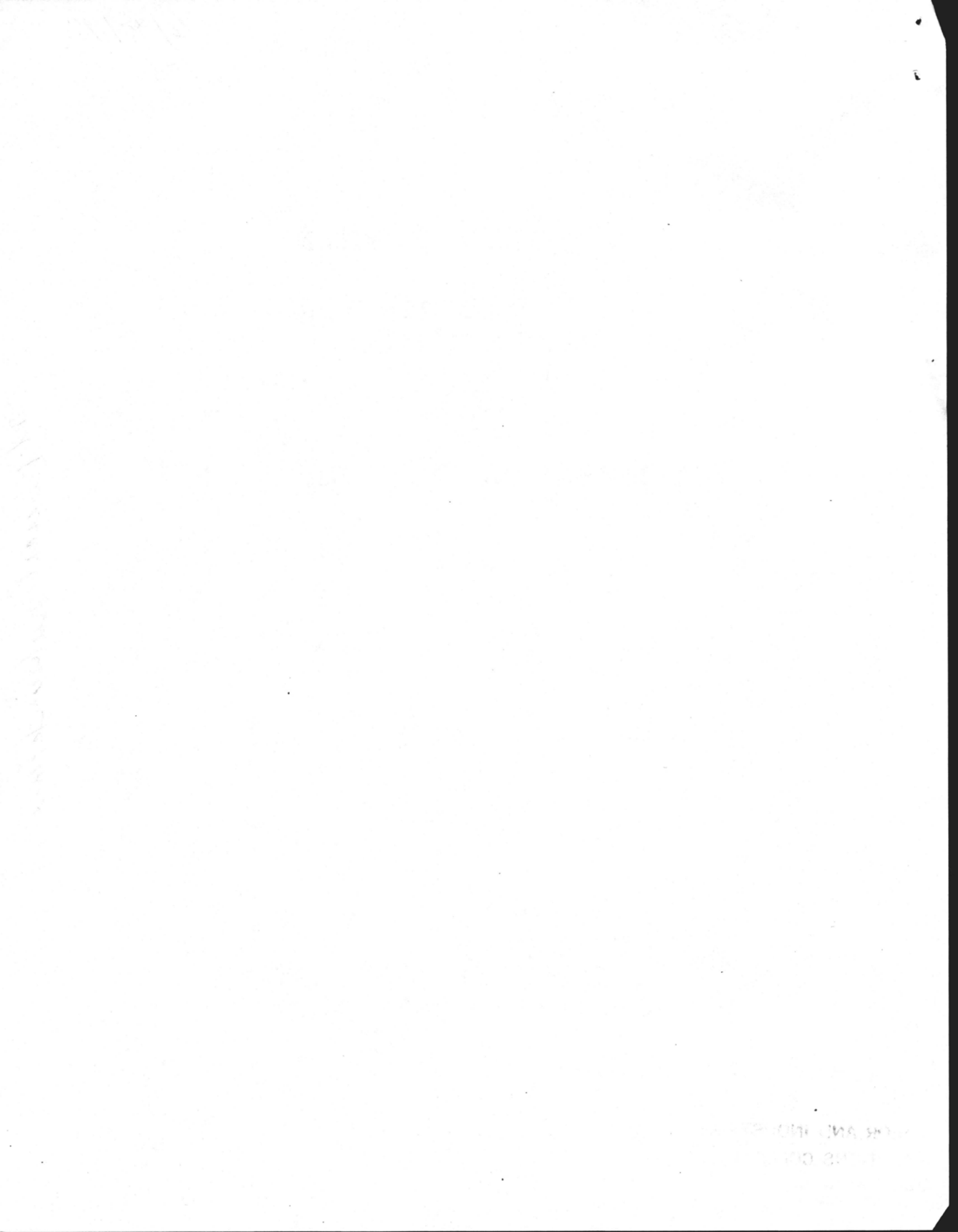


TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE NUMBERS</u>
1	Agreement . . . . .	1
2	Recognition . . . . .	1
3	Equal Employment Opportunity . . . . .	1
4	Joint Board and Association Meetings . . . . .	2
5	Maintenance of Standards . . . . .	2
6	Association Activities . . . . .	2
7	Financial Responsibility and Payroll Deduction . . . . .	4
8	Grievance Procedure . . . . .	5
9	Hours of Work . . . . .	7
10	Compensation . . . . .	9
11	Work Load and Assignments . . . . .	10
12	Seniority . . . . .	11
13	Layoff and Recall . . . . .	12
14	Vacancies and Transfers . . . . .	14
15	Leaves of Absence . . . . .	17
16	Medical Dispute . . . . .	20
17	Paid Holidays . . . . .	20
18	Vacation . . . . .	21
19	Unscheduled School Closings . . . . .	21
20	Employee Discipline . . . . .	23
21	Personnel Records and Bargaining Unit Evaluation . . . . .	24
22	Insurance . . . . .	25
23	Retirement . . . . .	27
24	General Provisions . . . . .	28
25	Negotiations Procedures . . . . .	29
26	Training . . . . .	30
27	Duration . . . . .	31
	APPENDIX A: Salary Schedule . . . . .	32
	APPENDIX B: Evaluation Form . . . . .	34
	APPENDIX C: 1994-95 Calendar. . . . .	37
	1995-96 Calendar. . . . .	41
	1996-97 Calendar. . . . .	
	1997-98 Calendar. . . . .	



Article 1  
AGREEMENT

This agreement is entered into this 1st day of July, 1994 by and between the Board of Education of the School District of the City of Mt. Pleasant, Michigan, hereinafter called the "Board", and the Mt. Pleasant Support Personnel Association, a member of the Michigan Education Support Personnel Association, hereinafter called the "Association."

ARTICLE 2  
RECOGNITION

- A. The Board recognizes the Association as the sole and exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and terms and conditions of employment for the term of this contract for the following personnel: All regular full-time and part-time secretaries and bookkeepers, all regular full-time and part-time instructional staff assistants, all regular full-time and part-time special education teacher assistants (instructional aides, teacher aides, health care aides, and job coaches) and bus aides employed or to be employed by the Board, excepting the secretary to the administrative assistant for elementary instruction and personnel, the secretary to the superintendent, the management bookkeeper and all other employees. Such representation shall cover all personnel assigned to newly created bargaining unit positions which are not principally supervisory and administrative, subject to the terms and conditions of this contract.
- B. All personnel represented by the Association in the above defined bargaining unit shall hereinafter be referred to as "bargaining unit members."
- C. The Board agrees not to negotiate with or recognize other than the Association for the duration of this agreement.

ARTICLE 3  
EQUAL EMPLOYMENT OPPORTUNITY

The Board agrees that no employee will be discriminated against on the basis of race, sex, creed, color, national origin, age, marital status, or membership in, or association with the activities of the Association, in hiring and firing or any other terms, conditions, and privileges of employment.

ARTICLE 4  
JOINT BOARD AND ASSOCIATION MEETINGS

- A. Both parties recognize the value of sharing, discussing, and providing opportunities for discussion of common concerns. Therefore, representatives of the Administration and the Association shall meet as necessary, for the purpose of discussing grievances, Board policies and practices with regard to this agreement. Scheduled meetings may be canceled by mutual consent.
- B. There shall be no loss of wages for personnel attending such meetings, however, attempts shall be made to schedule meetings when employees do not have job responsibilities.

ARTICLE 5  
MAINTENANCE OF STANDARDS

- A. This agreement shall not be interpreted or applied to deprive bargaining unit members of conditions of employment heretofore enjoyed, unless expressly stated herein.
- B. The duties of any bargaining unit member or the responsibilities of any position in the bargaining unit shall not be altered, increased, or transferred to persons not covered by this agreement, at the expense of bargaining unit members.

ARTICLE 6  
ASSOCIATION ACTIVITIES

- A. The Association and its representatives shall have the right to use school buildings and facilities without charge for meetings during times when the building is covered by the operating staff. Arrangements shall be made in advance with the building principal.
- B. The Association and its representatives shall be permitted to transact official Association business on school property at all reasonable times, provided that it shall not interfere with or interrupt normal school operations. Arrangements shall be made in advance with the building principals.
- C. The Association shall have the right to use school equipment, including but not limited to typewriters, mimeograph machines, duplicating machines, copying machines,

and A.V. items, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. Arrangements shall be made in advance with the building principals.

- D. The Association shall have the right to post notices of Association business on bulletin boards and in the central office employees' lounge.
- E. The Association may use the district mail service for communications.
- F. The Association shall have the right to distribute Association material to other bargaining unit members so long as such distribution does not interfere with the normal operation of the school.
- G. The Board shall provide the Association with any public documents and other available information concerning the financial resources of the district including, but not limited to, tentative budgetary requirements and allocations, which will assist the Association in developing intelligent, accurate, informed, and constructive bargaining proposals and programs, together with any other available information which may be necessary for the Association to process grievances under this agreement.
  - 1. The MEA Uniserv office in Mt. Pleasant will be provided with a copy of the printed materials that are distributed to Board members at official meetings except materials deemed confidential by law. The materials will be available in the Superintendent's office one day prior to said meeting.
  - 2. The Board shall furnish the Association, upon request, information concerning the financial resources of the district.
- H. The Association shall have forty (40) hours annually for use by the Association to conduct Association business. This time may be used in day or half day blocks. With the approval of the immediate supervisor, this time may be used in hourly increments. These arrangements are to be made by the President of the Association at least forty-eight (48) hours in advance. Use of such hours shall not result in loss of pay.
- I. The rights granted herein to the Association shall not be granted or extended to any other competing labor organization.

ARTICLE 7  
FINANCIAL RESPONSIBILITY AND PAYROLL DEDUCTION

A. In accordance with the terms of this article, each bargaining unit member within thirty (30) days of employment shall, as a condition of employment, join the Association or pay a service fee to the Association.

1. Association Members. Bargaining unit members joining the Association shall pay dues to the Association in accordance with its policies and procedures.
2. Service Fee Payers. Bargaining unit members not joining the Association shall pay a service fee to the Association as determined in accordance with the legally permissible MEA Policy and Procedures regarding objections to political-ideological expenditures. The remedies set forth in this policy shall be exclusive, and unless and until the procedure set forth therein have been availed of and exhausted, all other administrative and judicial procedures shall be barred.
3. Non-payment of Dues or Service Fees. If a bargaining unit member does not pay the appropriate amount of dues or legally permissible service fee to the Association, upon written notification by the Association, the employer shall deduct that amount from the bargaining unit member's wages and remit same to the Association.

Should such involuntary payroll deduction become legally disallowed, the employer shall, at the written request of the Association, terminate the employment of such bargaining unit member within thirty (30) days of receiving the notification by the Association. The parties agree that the failure of any bargaining unit member to comply with the provisions of this article is just cause for discharge from employment.

4. Payroll Deduction. Upon written authorization by a bargaining unit member or pursuant to paragraph A.3 the employer will deduct the appropriate amount of the dues or service fees from the bargaining unit member's wages.

Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each bargaining unit member. Moneys so deducted shall be remitted to the Association, or its designee, no later than the fifth day of the month following a month in which dues/fees are deducted.



- B. The Board shall deduct from the pay of each bargaining unit member from whom it received authorization to do so and make appropriate remittance for voluntary PAC contributions.
- C. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel, provided:
1. The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
  2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels.

Furthermore, the Association agrees that it will indemnify and hold harmless the Employer from any liability damages and costs as a direct consequence of the Employer's compliance with this Article.

#### ARTICLE 8 GRIEVANCE PROCEDURE

- A. **Definition of Grievance:** A claim by a bargaining unit member, or the Association based upon an event or condition which affects conditions of employment of any bargaining unit member or group of bargaining unit members and/or a violation, misinterpretation, or misapplication of any provision of this Agreement.
- B. **Step One:** In the event that a bargaining unit member or the Association believes there is a grievance, he/she shall first discuss the alleged grievance with his/her immediate supervisor, either personally or accompanied by an Association representative. The discussion shall occur within twenty (20) working days of the violation, misinterpretation, or misapplication or within twenty (20) working days of the discovery thereof, if not apparent at the time of occurrence.
- C. **Step Two:** If, as a result of the informal discussion with the immediate supervisor, a grievance still exists, the bargaining unit member or the Association may invoke the formal grievance procedure through the Association. A copy of the written grievance shall be delivered to the

Superintendent or his/her designee within five (5) working days of the informal discussion.

- D. Step Three: Within five (5) working days of receipt of the grievance, the Superintendent or his/her designee shall meet with the Association in an effort to resolve the grievance. The Superintendent shall indicate, in writing, his/her disposition of the grievance within five (5) working days of such meeting, and shall furnish a copy to the Association.
- E. Step Four: If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided above, the grievance may be submitted within twenty (20) work days to mediation in accordance with the Michigan Public Employment Relations Act.
- F. Step Five: If mediation does not satisfactorily resolve the grievance or if the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided above, the grievance may be submitted within twenty (20) work days to the American Arbitration Association in accordance with its rules which shall govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from, the terms of the Agreement. Both parties agree to be bound by the award of the Arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- G. The fees and expenses of the arbitrator shall be shared equally by the parties.
- H. If any bargaining unit member for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If any bargaining unit member shall have been found to have been improperly deprived of any compensation or advantage, the same or its equivalent in money shall be paid to him/her and his/her record cleared of any reference to this action.
- I. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties.
- J. Notwithstanding the expiration of the Agreement, any claim, or grievance arising thereunder, may be processed through the grievance procedure until resolution.
- K. For the purpose of assisting a bargaining unit member of the Association, in the prosecution or defense of any

contractual, administrative, or legal proceeding, including, but not limited to grievances, the Board shall permit a bargaining unit member and/or Association representative access to, and the right to inspect and acquire copies of his/her personnel file and any other files or records of the Board which pertain to the bargaining unit member of any issue in the proceeding in question. Confidential letters or references secured from sources outside the school system shall be excluded from inspection.

- L. A bargaining unit member, acting as an Association representative, who must be involved in the grievance procedure during the work day, shall be excused with pay for that purpose.
- M. If a grievance arises from the action of any authority higher than the immediate supervisor of the bargaining unit member, the Association may present such grievance at the appropriate step in the grievance procedure.

#### ARTICLE 9 HOURS OF WORK

- A. The regular work day and work year for each bargaining unit position shall be as defined on the position's job description. Any changes in the work day or work year, except for extended contracts (Section E) shall be mutually agreed upon by the Board and the Association. Any hours worked beyond the bargaining unit member's regular work day or work year shall be compensated at the employee's hourly rate or compensatory time as mutually agreed upon by the employee and his/her supervisor.

40-week employees are guaranteed 200 days with pay. I.S.A.s are guaranteed 181 days with pay. Special Education Teacher Assistants are guaranteed 180 days with pay.

Bargaining unit members' work schedule shall follow the building schedule as closely as possible during the school year. Work days beyond the student school year shall be scheduled by the bargaining unit member and his/her immediate supervisor.

The work year for each classification is defined and incorporated in Appendix C.

During the summer months a bargaining unit member's work day shall be reduced by thirty (30) minutes, and shall receive their regular daily pay. A bargaining unit member's regular hours of work may be modified with the written approval of

the building administrator or the program director and the Assistant Superintendent for Personnel.

- B. Part-time positions may exist but shall be combined to make full-time positions if/when work schedules permit and if qualified for the positions as determined by the employer.
- C. Lunch and break time shall be provided as follows:
  - 1. Bargaining unit members working more than four (4) hours per day shall have a minimum half hour duty-free lunch provided during the work day. Lunch breaks shall be scheduled between 11:00 a.m. and 1:30 p.m.
  - 2. Bargaining unit members working less than five (5) hours per day but at least three (3) consecutive hours shall be provided one (1) paid duty free break of fifteen (15) minutes. Bargaining unit members working more than five (5) hours per day shall be provided two (2) paid duty free breaks of fifteen (15) minutes each. One duty free break shall be scheduled before lunch and one after lunch.
  - 3. With the mutual agreement of the employee and the employee's supervisor, the after lunch paid break and lunch break may be combined so as to provide the employee with a forty-five (45) minute lunch/break. This shall not be used to affect a permanent schedule change.
- D. Overtime:

Any authorized hours worked in excess of eight (8) hours in a day or forty (40) hours in a week or any hours worked on Saturday or Sunday, shall be compensated at the rate of one and one half (1 1/2) times the regular hourly rate paid that individual according to the wage schedule in Appendix A. Any hours worked on a paid holiday shall be compensated at the rate of two (2) times the normal hourly rate paid that individual according to Appendix A. For the purpose of computing overtime pay, the following days for which a bargaining unit member is granted pay will be counted as a day worked:

  - 1. Vacation Day
  - 2. Holiday
  - 3. Sick Leave Day
- E. Extended Contract: Employees who, due to the nature of their job requirements, are required to work beyond their normal scheduled work year, shall be compensated for the additional work time at their regular hourly rate.

In the event an extended contract is for more than five (5) working days, the employee shall accrue two (2) hours of vacation time and sick leave time for every week worked. Such vacation time shall be taken at a time mutually agreed upon by the employee and the immediate supervisor.

Special Education Teacher Assistant members requested to work when school is not in session shall be compensated. At the time the hours are worked, the employee and his/her supervisor shall mutually determine if the overtime shall be compensated at the employee's hourly rate or compensatory time. Compensatory time may be taken in one-half day segments. The date and time will be mutually agreed upon by the employee and the immediate supervisor. When there is no mutual agreement on when the compensatory time is to be taken, then the decision of the Director of Special Education will be final.

- F. In the event an employee and his/her immediate supervisor mutually agree to the employee working during his/her lunch break because the employee is on a field trip or other student trip, the employee shall be paid his/her regular wage for his/her regularly scheduled lunch period.
- G. ISA's requested to work when school is not in session shall be compensated. At the time the hours are worked, the employee and his/her supervisor shall mutually determine if the overtime shall be compensated at the employee's hourly rate or compensatory time. Compensatory time may be taken in one-half day segments. The date and time will be mutually agreed upon by the employee and his/her immediate supervisor.

#### ARTICLE 10 COMPENSATION

- A. Wages: The hourly wage rates to be paid to bargaining unit members are shown in Appendix A, which is incorporated as part of this Agreement.
- B. Longevity Pay: Bargaining unit members shall receive longevity pay for continuous and dependable service based upon the following schedule:
  - Beginning the 6th year and through the 10th year - 6% of starting salary
  - Beginning the 11th year and through the 14th year - 8% of starting salary
  - Beginning the 15th year and up - 10% of starting salary.

1. For those employees who began work in the bargaining unit after July 1, 1989, a year of employment (for longevity purposes only) shall be defined as a year in which an employee works at least ninety-one (91) days in the Mt. Pleasant Public Schools.
2. The minimum number of days specified in Section B1 above shall not apply to employees working in the bargaining unit prior to July 1, 1989.
3. A year shall be defined from July 1 through June 30. All longevity payments shall be effective on July 1.

- C. Paychecks: Bargaining unit members will receive paychecks every other Friday. Fifty-two (52) week bargaining unit members will receive twenty-six (26) pays. Bargaining unit members working less than fifty-two (52) weeks per year will have the option of twenty-two (21) or twenty-six (26) pays which will be prorated over the months.

Prior to September 30 of each school year, bargaining unit members shall select twenty-two (21) or twenty-six (26) pays. This selection shall not be changed for the remainder of the current contract year.

- D. Mileage: Bargaining unit members required to use their personally-owned vehicles for assigned duties shall be reimbursed at the School District mileage rate.

#### ARTICLE 11 WORK LOAD AND ASSIGNMENTS

- A. During the first year of employment, and upon request thereafter, all bargaining unit members shall receive job descriptions containing the following information: Job titles, minimum qualifications, person to whom the employee is responsible, job goal or objective, and a list of the responsibilities for the job. Job descriptions and work assignments shall be reviewed with each bargaining unit member by their immediate supervisor. Whenever work is assigned outside of the job description, the bargaining unit member has a right to refuse to perform such work.
- B. The Board and Association shall collaborate on all proposed changes or modifications of said job description. Bargaining unit members shall receive copies of all changes in their respective job descriptions. The Association shall also be furnished a copy of the above.

- C. Bargaining unit members, who, in the course of their job responsibilities, are required to handle money, shall be bonded by the employer. Said bond shall be in the amount of \$100,000.
- D. In the absence of a building supervisor (principal), a designee shall be named. In the event of such absence, the bargaining unit member shall work with the designee as the bargaining member would work with the building supervisor.
- E. In the event a bargaining unit member substitutes for another employee, the bargaining unit member shall be paid his/her current wage or his/her step on the absent employees classification schedule whichever is higher.

ARTICLE 12  
SENIORITY

- A. Seniority shall be defined as the length of continuous service within the bargaining unit. Seniority shall begin accruing on the bargaining unit member's first day of work in the bargaining unit. In the circumstances of more than one individual beginning employment in the bargaining unit on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. Separate seniority lists will be established for the classifications of secretary, instructional staff assistant, special education teacher assistant, and special education bus aide.

Bargaining unit members shall accrue seniority in any classification in which they work. The classifications shall be secretary, instructional staff assistant, special education teacher assistant, and special education bus aide.

In the event a bargaining unit member transfers from one classification to another, he/she shall retain seniority for the period of time he/she worked in the classification and shall begin accruing seniority in his/her new classification on his/her first day of work in the new classification.

- B. Prior to November 1 of each year the district shall post in each building, a copy of the current seniority list. If there are any changes in the seniority list after it has been posted, a copy of the revised list shall be furnished immediately to the Association.

The seniority list shall contain the following information:

1. The name of each bargaining unit member.
  2. The bargaining unit member's first day of work in the bargaining unit.
  3. The bargaining unit member's first day of work in his/her current classification.
  4. The amount of seniority a bargaining unit member accrued in another classification within the bargaining unit.
- C. An employee shall lose seniority if he/she retires, resigns, or is discharged for just causes.
- D. Seniority shall continue to accumulate when bargaining unit members are on leaves of absence, or on layoff, as defined in this agreement.

ARTICLE 13  
LAYOFF AND RECALL

- A. Layoff is defined as a reduction in the number of hours assigned to a bargaining unit position or the elimination of a bargaining unit position.
- B. Layoff Procedure
1. When a layoff in a secretarial position becomes necessary, the bargaining unit member in the position being reduced or eliminated shall have the right to assume the position in the same classification and with the same number of work days as defined on the job description held by the least senior person.  
  
If a position in the secretary classification with an equal number of days is not available, the bargaining unit member shall assume the position with the next less number of work days held by the least senior person in the classification.
  2. When a layoff in an instructional staff assistant, special education teacher assistant or special education bus aide position becomes necessary, the bargaining unit member in the position being reduced or eliminated shall have the right to assume the position in the same classification and with the same number of work hours as defined on the job description held by the least senior person.



If a position in the bargaining unit member's current classification with an equal number of hours is not available, the bargaining unit member shall assume the position with the next less number of work hours held by the least senior person in the classification.

3. If a bargaining unit member being laid off cannot bump into a position in his/her current classification, the bargaining unit member may bump into any classification in which he/she has seniority. The bargaining unit member shall follow the same procedure outlined in paragraphs 1 and 2.
  4. A bargaining unit member being laid off may choose to accept the layoff and shall retain all rights as defined in the Agreement.
- C. When a layoff is anticipated, the Board shall inform the Association at least fifteen (15) work days in advance at articulation.
  - D. Employees to be laid off will receive fifteen (15) work days notice of the layoff, in writing.
  - E. When a position is reinstated, created, increased in hours or if a vacancy occurs, employees will be recalled according to seniority in their classification. Employees who were reduced in hours shall retain the right to the hours he/she worked prior to being laid off. Eligibility for recall shall last for two (2) full years from the date of layoff.
  - F. Notification of recall shall be in writing and the responsibility of the Superintendent. Verification of receipt of recall by the laid off bargaining unit member must be obtained by the Administration and the employee shall have ten (10) work days beyond verification to notify intent to return.
  - G. In the case of a layoff affecting one classification, laid off members of the bargaining unit shall be recalled on the basis of bargaining unit seniority into a vacancy in the other classification, provided they are qualified as determined by the employer, after employees within that classification have had the opportunity to bid for the vacancy and if no employees of that classification remain on layoff.

ARTICLE 14  
VACANCIES AND TRANSFERS

A. Temporary Vacancies

1. A temporary vacancy shall be defined as a position that is created for a limited period of time or a position held by a member on a leave of absence.
  2. A temporary vacancy of sixty (60) work days or less need not be posted nor is there any requirement that the vacancy be filled in accordance with the procedure set forth in this article.
  3. A temporary vacancy of more than sixty (60) work days shall be filled in accordance with the procedure set forth in this article.
  4. In the event a temporary vacancy is initially scheduled to be for a period of time less than sixty (60) work days and is later found that it will be more than sixty (60) work days, the temporary vacancy shall be filled in accordance with the procedure set forth in this article as soon as it becomes known that the vacancy will be vacant for more than sixty (60) work days.
  5. In the event a temporary vacancy is filled by a non-bargaining unit member, the vacancy shall be reposted for the following school year if it continues to be vacant.
  6. A bargaining unit member who fills a temporary vacancy shall return to his/her regular position when the vacancy terminates.
  7. A person filling a temporary vacancy of sixty (60) work days or less shall not be considered a member of the bargaining unit. Beginning on the sixty-first (61st) work day of employment the temporary employee shall be considered a member of the bargaining unit and shall receive all rights and benefits of the contract, if the person is selected to continue in the position. Temporary employees working prior to July 1, 1990 shall be excluded from this provision.
- B. A vacancy shall be defined as a position previously held by a bargaining unit member, or a newly created position within the bargaining unit. No vacancy shall be filled until it has been posted for a least five (5) working days.

- C. Whenever a vacancy occurs, the Board shall notify the Association one day prior to posting. Notice of such vacancy shall be posted in all buildings in a conspicuous place. A copy of the vacancy shall be mailed to any laid off bargaining unit members. Individual bargaining unit members who want to receive summer postings of vacancies within the bargaining unit must make such request in writing prior to the close of school.

The posting shall include the required qualifications stated in the job description. The posting shall include the areas to be tested and the minimum proficiency level required on each test.

- D. Request for transfers shall be made in writing as per the instruction on the job posting. Bargaining unit members who apply for a vacancy shall be given a minimum of 24 hour notice for the interview.
- E. Bargaining unit members transferring from one position to another shall move to the same step on the wage scale in the new position. All seniority and benefits previously enjoyed shall be retained with the exception of fifty-two (52) week employees transferring to forty (40) weeks. Those employees shall lose benefits intended for fifty-two (52) week employment only.
- F. A vacant position shall be filled by the applicant with the most seniority in that classification, who meets the required qualifications stated on the job description. The classifications shall be secretaries, instructional staff assistants, special education teacher assistants and special education bus aide.

In the event there are no applicants for the vacant position from within the classification, the applicant from any of the other classifications, who meets the required qualifications stated on the job description, shall be awarded the position over a non-bargaining unit member.

No test results more than two (2) years old shall be used to determine an applicant's qualifications. If test results on file are less than two (2) years old, the bargaining unit member may retake the test at his/her option.

- G. Employees placed in a new position by virtue of a transfer will be required to complete a thirty-day (working days) trial period which will be automatically extended for any absence during that period by the amount of said absence(s). During the thirty-day trial period, the employee shall have the opportunity to revert back to his/her former classification, and a letter of explanation shall be

submitted to the employer. If, after ten (10) days, and during the thirty-day trial period the employer believes the employee is not progressing, or it appears that the employee is not able to satisfactorily perform the job, such employee shall be returned to his/her former classification and notice of such action shall be submitted to the local president, in writing, with a copy to the employee. The employee returned to his/her former classification shall retain salary and seniority status as previously enjoyed before the transfer.

If an employee is so returned to his/her original classification, either voluntarily or by action of the employer, the position shall be considered vacant and will be re-posted.

- H. A voluntary internal exchange of two bargaining unit members within the same classification shall be permitted if the two individuals and their immediate supervisors mutually agree to such exchange. If an individual employee has been subjected to personal pressure or intimidation in order to agree to such exchange, that exchange will not take place. Claims of personal pressure or intimidation made after the exchange will be invalid. There shall be no loss of wages and fringe benefits unless the number of work hours is less; nor will there be a loss of seniority as a result of a voluntary internal exchange.
- I. In administering tests to applicants for a vacancy, the following procedures shall be followed.
  - 1. The tests shall be administered in an atmosphere which allows each applicant to do his/her best on the test.
  - 2. The bargaining unit member shall be provided a ten (10) minute warm-up period prior to beginning the test.
  - 3. The bargaining unit member shall be shown his/her test results.
- J. Bargaining unit members shall be allowed to test no more than twice per contract year to improve the results that are on file. Testing shall be scheduled at a time mutually agreeable to the bargaining unit member and the personnel office.

ARTICLE 15  
LEAVES OF ABSENCE

- A. Sick Leave: All bargaining unit members shall be granted sick leave as of the beginning of the school year according to the following schedule:

52-week bargaining unit members - 12 per year  
(accumulate to 120)

40-week bargaining unit members - 10 per year  
(accumulate to 100)

Instructional Staff Assistants - 10 per year  
(accumulate to 100)

Special Education Teacher Assistants and Bus Aide -  
10 per year  
(accumulate to 100)

A day shall be defined as the number of hours a bargaining unit member is regularly schedule to work.

Any bargaining unit member whose personal illness extends beyond the period compensated under this Article shall be granted a leave of absence without pay for such time as is necessary for complete recovery of such illness. Upon return from leave, the bargaining unit member shall be assigned to the same position, if available, or if not available, a substantially equivalent position.

A bargaining unit member who has exhausted his/her sick leave and whose absence extends beyond ten (10) consecutive work days may request sick leave donations. A bargaining unit member may donate one or more of his/her accumulated sick leave days to the bargaining unit member who requested donations.

Sick leave shall be granted without loss of pay for illness, including physician's treatment or injury of bargaining unit member.

- B. Family Illness: Leaves of absence with pay chargeable against sick leave allowance may be granted annually for a maximum of five (5) days for illness in the immediate family.
- C. Bereavement Leave: A leave of absence for five (5) days will be granted to a bargaining unit member in the event of death of a spouse or child.

A leave of absence for three (3) days, not to be charged against sick leave, will be granted in case of death of a member of the immediate family. Additional days may be granted with the approval of the Superintendent.

D. Personal Days: All bargaining unit members shall be allowed two (2) personal days to be used at his/her discretion, subject to the following conditions:

1. The use of the personal days shall be subject to the approval of the Superintendent, or his/her designee, if the day requested is prior to, or following, holidays and vacations, or during the first five (5) or the last five (5) days of the working year.
2. Notification of intent to use the personal day shall be made in triplicate to the immediate supervisor at least twenty-four (24) hours in advance except in cases of emergency.
3. Unused personal days shall be credited to bargaining unit member's accumulated sick leave with a maximum accumulation as provided in "A" preceding in Article 15.

In addition to the personal days, all bargaining unit members shall be allowed to attend school functions with their children and/or grandchildren two (2) times per year during the working day. Each time shall not exceed two (2) hours. The bargaining unit member shall specify, in writing, the event or function to be attended. These times shall not accumulate. Such time shall require the approval of the immediate supervisor.

E. Maternity Leave: The Board shall treat pregnancy, childbirth, and any temporary disability resulting therefrom as they would treat any other personal illness or disability from all job-related purposes. Short-term maternity leave shall be granted with pay to the extent of the bargaining unit member's accumulated sick leave.

F. Child Care Leave: Bargaining unit members will be granted, upon request, a leave of absence not to exceed one (1) year in length without pay for a reasonable period of time for pregnancy and/or child care. At the conclusion of such leave, the bargaining unit member shall be reinstated to the status which he/she held prior to said leave without loss of compensation, employee benefits, or any other rights and privileges of employment.

- G. Worker's Compensation: An employee who is absent as a result of injury or illness compensable under the Michigan Worker's Compensation Law shall be allowed to use his/her accumulated sick leave for the difference between the allowance under the Worker's Compensation Law and his/her regular salary. If an employee chooses to use his/her sick leave, the sick leave shall be charged on a pro-rata basis. The employee's fringe benefits, as provided for in this contract, shall continue for the duration of the disability. All leave days provided under this Article shall count as "days worked" for the accumulation of seniority, vacation time, and illness/disability time.
- H. Jury Duty: A bargaining unit member who serves on jury duty will be paid the difference between his/her pay for jury duty and his/her regular pay.
- I. Extended Leaves: Unpaid leaves of absence for periods not to exceed one (1) year will be granted for all bargaining unit members in writing, without loss of seniority for:
1. Extended illness beyond accumulated sick leave with doctor verification.
  2. Prolonged illness in immediate family with doctor verification.
  3. Other reasons subject to the approval of the Superintendent.
- J. All bargaining unit members on leave of absence granted by this provision of this Agreement shall continue to accrue seniority while on such leave and shall be returned to the position they held at the time the leave of absence was granted.
- K. Prior to October 1 of the school year, the administration shall provide each bargaining unit member with an accounting of his/her accumulated sick leave and personal leave, effective at the start of that school year.
- L. After ten (10) years of service with the Mt. Pleasant Schools and upon resignation or retirement from the Mt. Pleasant Public Schools, an employee shall be paid ten (10) dollars per day for all accumulated sick leave.

ARTICLE 16  
MEDICAL DISPUTE

In the event of a dispute involving any bargaining unit member's physical ability to perform the assigned job and the bargaining unit member is not satisfied with the determination of the designated physician of the Employer, he/she may submit a report from a medical doctor of his/her choosing and at his/her own expense. If the dispute still exists, the bargaining unit member and the Board shall agree upon a third doctor to submit a report to the school district and the employee, and the decision of such third party will be binding on the parties. The expense of the third party shall be paid for by the school district.

ARTICLE 17  
PAID HOLIDAYS

- A. All bargaining unit members will be paid their normal daily wage and need not report for the following holidays:

Independence Day, if working  
Labor Day, if working  
Thanksgiving Day and the day after  
Christmas Day  
New Year's Day  
Good Friday (1/2 day, if school is in session)  
Memorial Day

- B. Days off, with pay, for 52-week secretaries at Christmas and New Year's shall be computed according to the following schedule:

If Christmas or New  
Year's Falls on:

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

The Following Days Shall  
Be Days Off With Pay:

Monday and Tuesday  
Monday and Tuesday  
Tuesday and Wednesday  
Thursday and Friday  
Thursday and Friday  
Friday or Monday  
Friday or Monday



ARTICLE 18  
VACATION

- A. Full-time, 52-week employees are entitled to paid vacation according to the following schedule, and shall accumulate at a progressive rate from month to month:

0-3 years of continuous employment as a secretary -  
Rate of .833 days per month  
After 3 years of continuous employment as a secretary -  
Rate of 1.00 days per month  
After 6 years of continuous employment as a secretary -  
Rate of 1.25 days per month  
After 9 years of continuous employment as a secretary -  
Rate of 1.50 days per month  
After 12 years of continuous employment as a secretary -  
Rate of 1.67 days per month  
After 15 years of continuous employment as a secretary -  
Rate of 1.87 days per month

- B. Vacation days may be accumulated for a period of eighteen (18) months beginning with the current July 1, at which time they must be used or they shall be lost without compensation.
- C. Vacations will be granted at such times during the year as requested by the bargaining unit member. Should conflicts occur regarding scheduling time, the bargaining unit member with the greatest seniority shall prevail.
- D. When a holiday is observed by the employee during a scheduled vacation, the vacation will be extended one day continuous with the vacation, or not counted as a vacation day at the employee's discretion.
- E. Vacation schedules will be submitted to the office of the Superintendent by May 1 of each year. Changes may be made in the vacation schedule after that date with the approval of the immediate supervisor and the Superintendent or his/her designee. Changes in vacation days during the school year shall be subject to the approval of the immediate supervisor and the Superintendent.

ARTICLE 19  
UNSCHEDULED SCHOOL CLOSINGS

- A. Fifty-two (52) Week Employees:

For the first three (3) inclement weather days of the school year, 52-week secretaries shall report to work. After the

first three (3) weather closing days, the 52-week secretaries will not be required to report to work and they will be paid.

Leaves of absence, with pay, shall be granted by the Superintendent if the bargaining unit member finds it impossible to report, and has called the Superintendent by 10:00 a.m.

**B. Forty (40) Week Employees:**

On inclement weather days that cause school to be closed, 40-week secretaries shall report the first two (2) days, and will be paid for those days. After the first two (2) weather closing days, the 40-week secretaries will not need to report to work and will not be paid for those days.

Leaves of absence, with pay, shall be granted by the Superintendent if the bargaining unit member finds it impossible to report, and has called the Superintendent by 10:00 a.m.

**C. Instructional Staff Assistants:**

On the first two (2) inclement weather days that cause school to be closed, I.S.A.'s need not report, and will be paid for those days. I.S.A.'s need not report and will not be paid for remaining inclement weather days.

**D. Special Education Teacher Assistants:**

On the first two (2) inclement weather days that cause school to be closed, special education teacher assistants need not report and will be paid for those days. Special education teacher assistants need not report and will not be paid for remaining inclement weather days. On any days made up due to inclement weather, the special education teacher assistants must report to work and will be paid.

**E. In the event the start of the school day is delayed due to inclement weather, an Act of God or an event that causes a delayed beginning of the student's day, bargaining unit members may postpone their arrival time by the amount of time the opening of school is delayed if they are unable to report because of unsafe conditions. All bargaining unit members shall receive their regular number of hours of pay for the day.**

ARTICLE 20  
EMPLOYEE DISCIPLINE

- A. No bargaining unit member shall be disciplined, discharged, or reduced in rank or compensation without just cause.
- B. The bargaining unit member shall be entitled to have an Association representative present at any meeting during which he/she shall be disciplined, and shall be notified in advance of the purpose of any such meeting. When a bargaining unit member requests Association representation, no action shall be taken with respect to the bargaining unit member until such representative of the Association is present.
- C. A system of corrective/progressive discipline will be applied, with the exception of six below, to all bargaining unit members consisting of the following minimum elements:
  - 1. Verbal warning with reasonable period of correction.
  - 2. A written, signed notice specifying the alleged delinquency, indicating expected correction, and giving a reasonable period of correction.
  - 3. Suspension with pay.
  - 4. Suspension without pay.
  - 5. Discharge.
  - 6. When, in the judgment of the Administration, a severe situation warrants, the Administrator may suspend an employee without pay for serious infractions or serious misconduct or for repeated offenses which have been brought to the attention of the employee. The Administrator shall file written charges, and shall forward copies of the said charges to the suspended employee, the president of the Association, and the chairperson of the Association grievance committee. The Association, in behalf of the suspended employee, shall have forty-eight (48) hours beyond notification to appeal the suspension in writing to the Superintendent or his/her designated agent. The Superintendent will, within twenty-four (24) hours, schedule a hearing with the Association and said employee on the suspension. At the end of the hearing, the Superintendent shall reach a decision on the suspension. The Association, in behalf of the employee, has the right to appeal the Superintendent's decision to arbitration as in Step 4 of the Grievance Procedure.

- D. In the event of bargaining unit member suspension or discharge, the Employer shall promptly notify, in writing, the bargaining unit member and the Association president of said action. The written notice shall contain the specific reasons for the suspension or discharge. Should the bargaining unit member and/or the Association consider the suspension and/or discharge a violation of this contract, it shall be submitted to the fourth step in the grievance procedure and proceed from there.
- E. Section G of Article 8 (Grievance Procedure) shall apply to any bargaining unit member found to be unjustly suspended or discharged.

ARTICLE 21  
PERSONNEL RECORDS AND BARGAINING UNIT EVALUATION

- A. A bargaining unit member shall have the right to review the contents of all records, excluding initial references, of the Board pertaining to said individual, originating after the initial employment, and to have an Association representative present at such review. The review shall be made in the office of the administrator responsible for the keeping of those files.
- B. No material originating after the initial employment shall be placed in a bargaining unit member's personnel record unless he/she has had an opportunity to review said material. The bargaining unit member may submit a written notation regarding any material in question. If a bargaining unit member is requested to sign material to be placed in his/her file, such signature thereon shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the material's content.
- C. All bargaining unit members shall be evaluated on the evaluation form contained in Appendix B.
- D. Evaluation of any bargaining unit member's work performance shall be done once each year by his/her immediate administrator. The evaluation report shall be in writing and, if the bargaining unit member's performance shall have been found to be unsatisfactory in any area, shall contain specific suggestions as to how she/he can improve his/her performance in that area. Further, it shall contain a description of the specific types of assistance that will be rendered by the evaluator and/or other staff personnel to aid in the improvement of the bargaining unit member's work performance. Such evaluation shall be provided to the

bargaining unit member prior to May 20 of each year. For special education teacher aides, special education teacher assistants, and special education bus aides, the evaluation shall be done jointly each year by his/her immediate administrator and his/her immediate supervisor/teacher.

- E. A conference shall be held between the evaluator and the bargaining unit member within ten (10) working days of the formal evaluation to discuss the evaluation report.
- F. The evaluation report shall be signed by both the evaluator and the person evaluated and each shall receive a copy, although the bargaining unit member's signature shall only indicate his/her awareness of its contents and shall in no way be construed to denote agreement with the contents. The bargaining unit member shall have the right to attach an explanation or rebuttal to the evaluation report within six (6) working days or eight (8) calendar days of the conference, whichever is less and it shall be included in his/her personnel file.
- G. Any bargaining unit member who feels that the contents of his/her evaluation report are unfair, unjustified, or otherwise improper, may seek relief through the grievance procedure.

Article 22  
INSURANCE

- A. The employer agrees to provide the following:
  - 1. Fifty-two (52) and Forty (40) week secretaries, working six (6) or more hours per day:
    - a. Blue Cross/Blue Shield Program (Comprehensive Hospital SEMI., Riders D-45NM, IMB, DCCR, SA, MVF-1, Riders ML, OB, DC, SD, FAE, VST, prescription drug program (\$.50), convalescent care rider, and master medical option IV and exact fill over (65) protection for a full twelve (12) month period for the bargaining unit member and his/her entire family and any other eligible dependents.
    - b. Bargaining unit members not electing health insurance will receive \$85 per month for a full twelve (12) month period to be applied toward any non-taxable variable option or to a tax sheltered annuity. Effective July 1, 1995 this amount shall be \$95/month. Effective July 1, 1996 this amount shall be

\$105 per month. Effective July 1, 1997 this amount shall be \$115 per month.

2. Fifty-two (52) and Forty (40) week secretaries, working four (4) or more hours per day but less than six (6):
  - a. Single subscriber health insurance or family on a prorated basis.
  - b. Bargaining unit members not electing health insurance will receive \$65 per month for a full twelve (12) month period to be applied toward any non-taxable variable option or to a tax sheltered annuity. Effective July 1, 1995 this amount shall be \$75 per month. Effective July 1, 1996 this amount shall be \$85 per month. Effective July 1, 1997 this amount shall be \$95 per month.
3. Instructional Staff Assistants working four (4) or more hours per day:
  - a. The following amounts per month towards health insurance coverage:

July 1, 1994 through June 30, 1995:	\$155/month
July 1, 1995 through June 30, 1996:	\$175/month
July 1, 1996 through June 30, 1997:	\$195/month
July 1, 1997 through June 30, 1998:	\$215/month
  - b. Bargaining unit members not electing health insurance will receive \$85 per month for a full twelve (12) month period to be applied toward any non-taxable variable option or to a tax sheltered annuity. Effective July 1, 1995 this amount shall be \$95/month. Effective July 1, 1996 this amount shall be \$105/month. Effective July 1, 1997 this amount shall be \$115/month.
4. Special Education Teacher Assistants & Bus Aide working four (4) or more hours per day:
  - a. The following amounts per month towards health insurance coverage:

July 1, 1994 through June 30, 1995:	\$135/month
July 1, 1995 through June 30, 1996:	\$155/month
July 1, 1996 through June 30, 1997:	\$175/month
July 1, 1997 through June 30, 1998:	\$195/month

- b. Bargaining unit members not electing health insurance will receive \$85 per month for a full twelve (12) month period to be applied toward any non-taxable variable option or to a tax sheltered annuity. Effective July 1, 1995 this amount shall be \$95/month. Effective July 1, 1996 this amount shall be \$105/month. Effective July 1, 1997 this amount shall be \$115/month.
5. Any amounts exceeding the employer's subsidy shall be payroll deducted.
- B. The Board shall provide without cost a full family dental coverage equivalent to the Travelers Insurance plan for a full twelve (12) month period for each bargaining unit member.
  - C. The Board shall provide without cost to the bargaining unit member MESSA Vision Service Plan 2 for all bargaining unit members. Effective 7-1-94, the Board shall provide without cost to the bargaining unit member MESSA VSP 2 for all bargaining unit members and eligible dependents.
  - D. The Board shall provide \$10,000 term life insurance for each bargaining unit member (employed four (4) hours or more per day) through a carrier selected by the Board.
  - E. Bargaining unit members assigned less than a full workload shall receive prorated benefits as provided in this article.

#### ARTICLE 23 RETIREMENT

- A. Bargaining unit members shall retire on June 30 following their 70th birthday. Employment may be extended on a year to year basis, provided the bargaining unit member is healthy and can adequately perform the work.
- B. Bargaining unit members who have ten (10) years or more of service as full-time bargaining unit members and are retiring under the provisions of the Michigan Public School Employees' Retirement Fund shall receive terminal pay computed at thirty-five dollars (\$35.00) for each year up to twenty (20) years, and up to twenty-five (25) years the terminal pay shall be computed at fifty dollars (\$50.00). The maximum terminal pay shall be nine hundred and fifty dollars (\$950.00).

ARTICLE 24  
GENERAL PROVISIONS

- A. Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit member rights he/she may have under the Michigan General School Laws, or the applicable laws and regulations of the State of Michigan and the United States of America; but, where the law allows modifications by this Agreement, the provisions of this Agreement shall govern.
- B. In the event that any provision of this Agreement shall, at any time, be held to be contrary to law by a court of competent jurisdiction, such provisions shall be void and inoperative unless and until said ruling is overturned and the Association and the Board agree to renegotiate any legally negated provisions; however, all other provisions of this Agreement shall continue in effect.
- C. Contracting and Subcontracting of Work: During the term of this Agreement, the Employer shall not contract out or subcontract any work that would cause a reduction of regular hours of work of the bargaining unit.
- D. Distribution of Agreement: The Employer agrees to make available to each employee a copy of this Agreement and to provide a copy of the same Agreement to all new employees entering the employment of the Employer.
- E. Computation of Benefits: All hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement.
- F. The following definitions shall apply throughout this contract.

**School Day:** A day on which students are scheduled to be present.

**Work Day:** A day on which the district office(s) are open, typically Monday through Friday, excluding holidays.

**Calendar Day:** Sunday through Saturday, including holidays.



ARTICLE 25  
NEGOTIATIONS PROCEDURES

- A. Matters not specifically covered by this Agreement but of common concern to the parties shall be subject to discussion between them from time to time during the period of this Agreement upon request by either party to the other. Such discussions are advisory and not subject to the grievance procedure.
- B. Approximately sixty (60) days prior to the expiration of this Agreement, the parties shall begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of bargaining unit members employed by the Board.
- C. A bargaining unit member engaged in negotiating on behalf of the Association with any officially designated representative of the Board, shall be released from regular duties without loss of salary provided:
  - 1. The bargaining unit member is an official member of the negotiating team or grievance committee.
  - 2. The bargaining unit member is under contract to the Mt. Pleasant School District.
  - 3. The item under consideration is the development of the Master Agreement or a grievance.
  - 4. It has been mutually agreed that daytime meetings are considered necessary.

ARTICLE 26  
TRAINING

- A. It is understood between the parties that inservice is important for upgrading the skills of bargaining unit members. If inservice programs are planned by the administration, at least one-half (1/2) of the time for the program will be provided within the framework of the working day. The Association may recommend inservice programs appropriate to members of the bargaining unit to the Superintendent or his/her designee. Bargaining unit members required to attend inservice training beyond their regular work hours shall be given compensatory time.
- B. When new equipment is installed in the District for use by bargaining unit members, the employer shall provide sufficient training in the use of such new equipment. The bargaining unit member shall suffer no loss of compensation

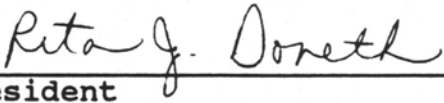
or benefits while participating in said training during the work day. Should training take place beyond the scheduled work day, the bargaining unit member shall be compensated at the normal hourly rate.

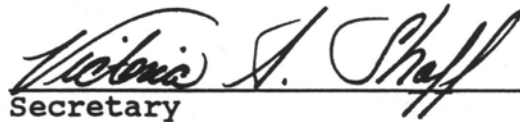
- C. **Training Pay:** Bargaining unit members requested to attend conferences or workshops to further professional growth and skills shall suffer no loss of pay. All costs of attendance at said conferences (mileage, meals, registration, materials and lodging) shall be reimbursed by the Board according to current existing policies. A written report summarizing each conference for such participant shall be filed in writing at the Board of Education Office. Forms shall be provided by the Board.
- D. At the beginning of each school year, each bargaining unit member shall be granted one (1) professional day. Professional day(s) may be used for professional development at the discretion of the bargaining unit member and upon submission of appropriate registration information.
- E. At the beginning of each fiscal year, the Board shall establish a fund of \$3500 for professional development, tuition and fees for college courses, continuing education courses, etc. related to the bargaining unit members performance responsibilities. Bargaining unit members may request reimbursement from the fund. The maximum reimbursement shall be fifty dollars (\$50) per bargaining unit member per year and shall be distributed until the funds are depleted. Funds not used shall be carried over to the next year.  
  
Prior to June 1, 1996, the parties shall meet to review the use of these funds.
- F. Bargaining unit members will be invited to participate in relevant inservice training available to teachers.

ARTICLE 27  
DURATION

This Agreement shall be effective as of July 1, 1994, and shall continue in effect through June 30, 1998. If an agreement is reached on the renewal or modification of this Agreement prior to the expiration date, it shall expire at such expiration date unless it is extended by mutual agreement of the parties in writing. Except as specified otherwise all provisions shall be retroactive to July 1, 1994.

FOR THE MOUNT PLEASANT  
SUPPORT PERSONNEL ASSOCIATION

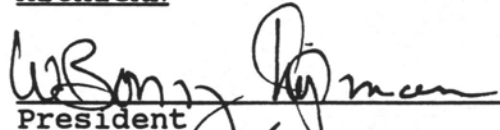
  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Team Members:

Diana Buchanan  
Rita Doneth  
Charlene Mogg  
Martha Robb  
Delayne Schutt-Flynn  
Elayne Watson  
Diane Ruszczyk

FOR THE BOARD OF EDUCATION OF  
THE MOUNT PLEASANT PUBLIC  
SCHOOLS OF MOUNT PLEASANT,  
MICHIGAN

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Team Members:

Kathy Howell  
Diane Block  
Bill Caul  
Linda Browne

APPENDIX A

SALARY SCHEDULE 1994-95

Effective July 1, 1994 through June 30, 1995 the following wage schedule will be in effect for all bargaining unit members:

Experience Rating	0	1	2	3	4	5	6
I. 52 and 40 weeks/ year Secretaries	8.55	8.94	9.33	9.72	10.11	10.50	10.89
II. Instructional Staff Assistants	6.50	6.98	7.46	7.94	8.42	8.90	
III. Special Education Teacher Assistants and Bus Aides	6.50	6.98	7.46	7.94	8.42	8.90	

SALARY SCHEDULE 1995-96

Effective July 1, 1995 through June 30, 1996, the following wage schedule will be in effect for all bargaining unit members:

Experience Rating	0	1	2	3	4	5	6
I. 52 and 40 weeks/ year Secretaries	8.74	9.18	9.62	10.06	10.50	10.94	11.38
II. Instructional Staff Assistants	6.63	7.16	7.69	8.22	8.75	9.28	
III. Special Education Teacher Assistants and Bus Aides	6.63	7.16	7.69	8.22	8.75	9.28	

SALARY SCHEDULE 1996-97

Effective July 1, 1996 through June 30, 1997, the following wage schedule will be in effect for all bargaining unit members:

Experience Rating	0	1	2	3	4	5	6
I. 52 and 40 weeks/ year Secretaries	8.94	9.43	9.92	10.41	10.90	11.39	11.88
II. Instructional Staff Assistants	6.76	7.34	7.92	8.50	9.08	9.66	
III. Special Education Teacher Assistants and Bus Aides	6.76	7.34	7.92	8.50	9.08	9.66	

SALARY SCHEDULE 1997-98

Effective July 1, 1997 through June 30, 1998, the following wage schedule will be in effect for all bargaining unit members:

Experience Rating	0	1	2	3	4	5	6
I. 52 and 40 weeks/ year Secretaries	9.14	9.69	10.24	10.79	11.34	11.89	12.44
II. Instructional Staff Assistants	6.90	7.53	8.16	8.79	9.42	10.05	
III. Special Education Teacher Assistants and Bus Aides	6.90	7.53	8.16	8.79	9.42	10.05	

EMPLOYEE EVALUATION REPORT  
Mt. Pleasant Public Schools

Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_ Building: \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Section I. General Job Performance

It is expected that most individuals will earn a rating of (2) "meets expectations" in most areas: "meets expectations" should not be construed to mean "merely adequate", it means that the individual meets the expected standards for that area. The rating (1) "exceeds expectations" should mean what it says: that among all the performance areas, this individual clearly exceeds the expectations in this area as defined by the criteria. Any area marked (3) "improvement needed" or (4) "unsatisfactory" performance" requires written comments specifying the problem(s) as perceived by the evaluator. Ratings of (4) "unsatisfactory" must be accompanied by specific suggestions for improving performance.

Key to Evaluation:

- |                         |                    |
|-------------------------|--------------------|
| 1. Exceeds Expectations | 4. Unsatisfactory  |
| 2. Meets Expectations   | 5. Not Observed or |
| 3. Improvement Needed   | Not Applicable     |

	1	2	3	4	5
1. <b>JOB KNOWLEDGE</b> - Consider overall knowledge of duties and responsibilities as required for current job or position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>PRODUCTIVITY</b> - Evaluate amount of work generated and completed successfully as compared to amount of work expected for this job or position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>QUALITY</b> - Rate correctness, completeness, accuracy, economy of work - overall quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>INITIATIVE</b> - Self motivation - Consider amount of direction required - seeks improved methods and techniques - consistence in trying to do better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>USE OF TIME</b> - Uses available time wisely - accomplishes required work on or ahead of schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>DEPENDABLE</b> - Is dependable and assumes responsibility in making and carrying out decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	1	2	3	4	5
7. WORK HABITS - Good attendance, very punctual to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. PLANNING - Sets realistic objectives - anticipates and prepares for future requirements - establishes logical priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. FOLLOW UP - Maintains control of workloads - allocates resources economically - insures that assignments are completed accurately and timely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. HUMAN RELATIONS - Establishes and maintains cordial work climate - promotes harmony and enthusiasm. displays sincere interest in assisting other employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. LEADERSHIP - Sets high standards - provides good example - encourages others to perform efficiently - communicates effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. GROWTH AND DEVELOPMENT - Demonstrates enthusiasm for upgrading and improving personal work skills - participates eagerly in training programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*COMMENTS/SUGGESTIONS RELATING TO ITEMS 1-12:

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Section II: Job Description Performance

\*A. Describe the individual's strong point(s) with regard to performance of job description responsibilities: \_\_\_\_\_

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\*B. Describe the member's weak point(s) with regard to performance of job description responsibilities and suggestions for improvement:

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\*C. Additional Evaluator Comments/Suggestions (If desirable):

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\*D. Employee's Comments (If desirable):

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This evaluation has been completed and I have reviewed this completed form with my evaluator.

\_\_\_\_\_  
\*\*Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\* Additional pages may be added if necessary  
\*\* Signature does not necessarily indicate agreement or disagreement





