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Science Park Public Schools

MASTER AGREEMENT BETWEEN

BOARD OF EDUCATION OF THE SCHOOL DISTRICT
OF THE CITY OF LINCOLN PARK
AND THE

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES
COUNCIL 23 - LOCAL UNION NO. 849
FOR THE YEARS
1983 - 1988

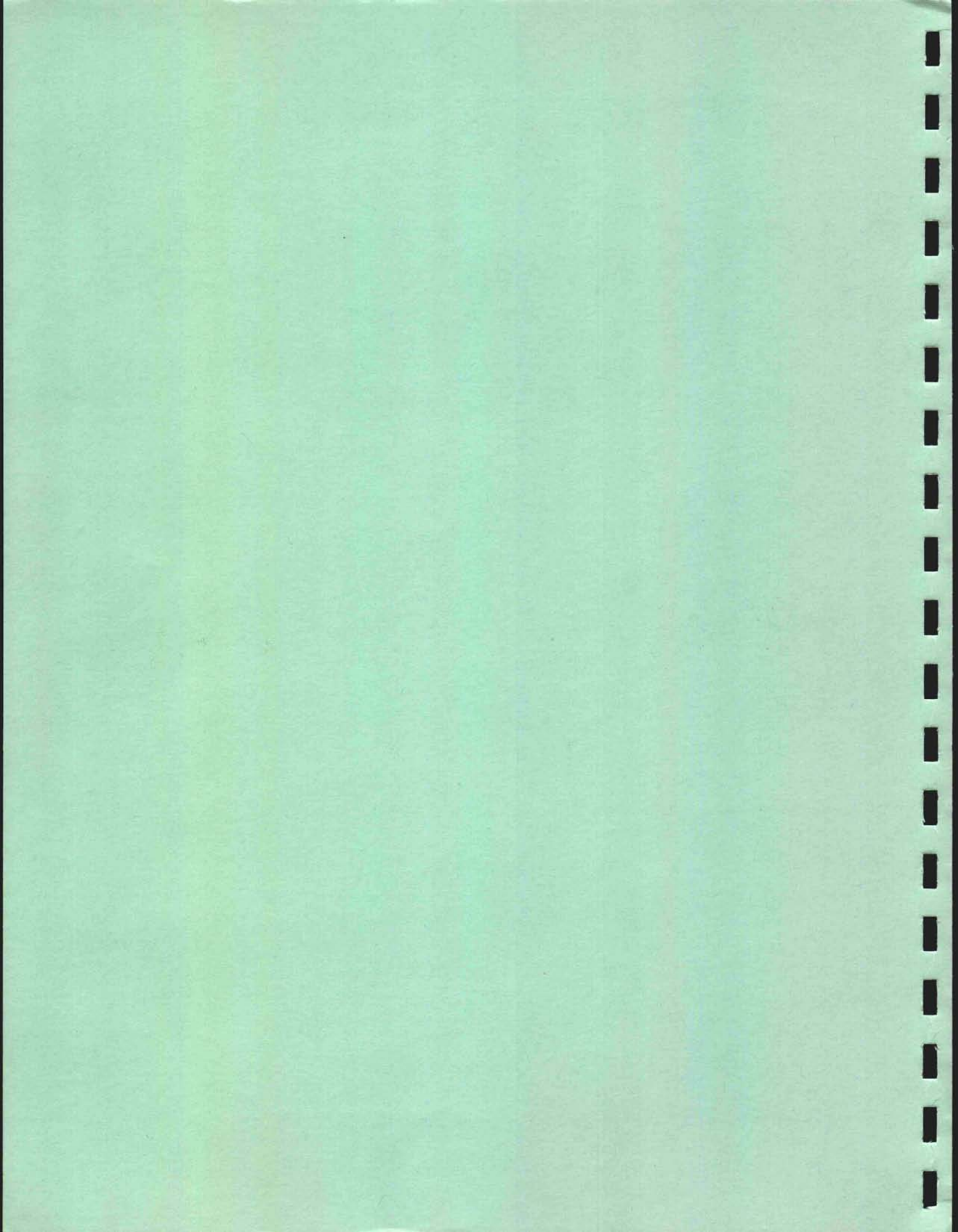


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AGREEMENT

This Agreement entered into this 30th day of September, 1983, between the Board of Education for the School District of the City of Lincoln Park (hereinafter referred to as the "EMPLOYER") and the American Federation of State, County and Municipal Employees, and Council 25 and its affiliate Local Union #849 (hereinafter referred to as the "UNION").

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the Employees and the Union.

Both parties to this Agreement recognize and subscribe to the principle that the interests of the community are superior to those of either party, and that neither party can properly function unless it merits the confidence and good will of the community through the service it provides to the community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

ARTICLE I

RECOGNITION

SECTION I - EMPLOYEES COVERED

Pursuant to and in accordance with all applicable provisions of Act 379 of the public acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all Employees of the Employer included in the bargaining units described below.

All non-contractual Employees in the Lincoln Park School District, excluding noon aides, crossing guards, two (2) confidential secretaries from the Central Office (secretary to the Superintendent and secretary to the Assistant Superintendent for Personnel), and supervisors as defined by the act.

ARTICLE II

AID TO OTHER UNIONS

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE III
UNION SECURITY

SECTION I

To the extent that the laws of the State of Michigan permit, it is agreed that:

A. MODIFIED UNION SHOP

Each Employee who, on the effective date of this Agreement is a member of the Union, shall, as a condition of employment, maintain his membership in the Union. Each Employee hired on or after the execution of this Agreement shall, as a condition of employment, become a member of the Union thirty (30) days after his hiring date or the effective date of this Agreement, whichever is later, and maintain membership in the Union, or shall fulfill the requirements of subsection B of this paragraph. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt or written notice to the Employer from the Union.

B. AGENCY PROVISION

Any present or future Employee who is not a Union member and who does not make application for membership, shall, as a condition of employment, pay the Union each month a service charge to be put into the general fund to be used for the Welfare and and Flower Fund in an amount equal to the regular monthly dues. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union. Upon request, any Employee may have a report on the Union's use of agency funds.

ARTICLE IV

CHECK-OFF OF UNION DUES - EMPLOYEE'S AUTHORIZATION

SECTION I: UNION DUES AND INITIATION FEES

A. PAYMENT BY CHECK-OFF OR DIRECT TO UNION

Employees may tender the initiation fee and monthly membership dues by signing an Authorization for Check-off of Dues form, or may pay the same directly to the Union.

During the life of this Agreement and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each Employee who executes or has executed an Authorization for Check-off of Dues Form.

B. DEDUCTIONS

Deduction shall be made only in accordance with the provision of said Authorization for Check-off of Dues, together with the provisions of this Agreement. The Employer shall have no responsibility for the collection of initiation fees, membership dues, special assessments, or any other deduction not in accordance with this provision.

C. DELIVERY OF EXECUTED AUTHORIZATION OF CHECK-OFF FORM

A properly executed copy of such Authorization for Check-off of Dues form for each Employee for whom Union membership dues are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under Authorization for Check-off of Dues forms which have been properly executed and are in effect. Any Authorization for Check-off of Dues from which is incomplete or in error will be returned to the Local Union Financial Secretary by the Employer.

D. WHEN DEDUCTIONS BEGIN

Check-off deductions under all properly executed Authorization for Check-off of Dues forms shall become effective at the time the application is tendered to the Employer and shall be deducted from the first (1st) pay of the month and each month thereafter.

E. DELIVERY OF ADDITIONAL CHECK-OFF FORMS

The Union will provide to the Employer any additional Authorization for Check-off of dues forms under which the Union membership dues are to be deducted.

F. REFUNDS

In cases where a deduction is made that duplicated a payment that an Employee already has made to the Union, or where a deduction is not in conformity with provisions of the Union Constitution and By-Laws, refunds to the Employee will be made by the Local Union.

G. TERMINATION OF CHECK-OFF

An Employee shall cease to be subject to Check-Off deductions beginning with the month immediately following the month in which he is no longer a member of the bargaining unit. The Local Union will be notified by the Employer of the names of such Employees following the end of each month in which the termination took place.

H. DISPUTES CONCERNING CHECK-OFF

Any dispute between the Union and the Employer which may arise as to whether or not an Employee properly executed or properly revoked an Authorization for Check-off of Dues form, shall be reviewed with the Employee by a representative of the Local Union and the designated representative of the Employer. Should this review not dispose of the matter, the dispute will be a proper matter for the grievance procedure. Until the matter is disposed of, no further deductions shall be made.

SECTION 2: REMITTANCE OF DUES TO FINANCIAL OFFICER

Deductions for any calendar month shall be remitted to the designated financial officer of the Local Union as soon as possible after the tenth (10th) day of the following month. The Employer shall furnish the designated financial officer of the Local Union, monthly, with a list of those for whom the Union has submitted signed Authorization for Check-off of Dues forms but for whom no deductions have been made.

SECTION 3: LIMIT OF EMPLOYER'S LIABILITY

The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by Employees.

The Union will protect and save harmless the Employer from any and all claim, demands, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

SECTION 4: DISPUTES CONCERNING MEMBERSHIP

Any dispute arising as to an Employee's membership in the Union shall be reviewed by the designated representative of the Employer and a representative of the Local Union, and if not resolved, may be decided through the grievance procedure. However, the Employee may be retained at work while the dispute is being resolved.

ARTICLE V

REPRESENTATION

SECTION 1: NUMBER OF REPRESENTATION AREAS

- A. The number of representation areas in the bargaining unit shall be four (4), which shall be maintenance, secretarial, cafeteria and teacher-aide, unless the number is increased or decreased by agreement between the Employer and the Union. The Employer and the Union may redistrict the unit from time to time by agreement.
- B. It is mutually recognized that the principle of proportional representation which reflects the increase and decrease in the work force is a sound and sensible basis for implementing this section of the Agreement.

SECTION 2: STEWARDS AND ALTERNATE STEWARDS

- A. In each area Employees in the area shall be represented by one (1) Steward, or an Alternate Steward in the absence of the Steward, who shall be a regular Employee and working in the area.
- B. The Stewards, or the Alternate Stewards in the absence of the Stewards, during their working hours, without loss of time or pay, may, in accordance with the terms of this Section and Section 9, investigate and present grievances to the Employer, upon having advised their principal of same. The principal will grant permission and provide sufficient time to the Stewards to leave their work for these purposes. The privilege of Stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused; the Stewards will perform their regularly assigned work at all times, except when necessary to leave their work to handle grievances as provided herein. Any alleged abuse by either party will be a proper subject for a Special Conference.

SECTION 3: SPECIAL CONFERENCES

Special Conferences for important matters will be arranged between the Local President and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two (2) representatives of the Employer and at least three (3) but not more than five (5) representatives of the Union. Arrangements for

such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. Such meetings may be attended by a representative of the Council or a representative of the International Union.

SECTION 4: NEGOTIATING COMMITTEE

Any representative of the Local Union, engaged during his normal work day in negotiation on behalf of the Union with any administrator, or the Superintendent of Schools, the Board of Education, or their representatives, including arbitration, when such meetings are scheduled by mutual agreement during his normal work day, shall be released from regular duties without loss of salary.

SECTION 5: GRIEVANCE REPRESENTATION

- A. The Union representatives may meet at a place designated by the Employer on the Employer's property for a least one-half hour immediately preceding a meeting with the representatives of the Employer for which a written request has been made.
- B. The Local President or his representative shall be allowed time off his job without loss of time or pay to investigate a grievance he is to discuss with the Employer. The Employer will grant him permission to leave his work for this purpose.

ARTICLE VI
GRIEVANCE PROCEDURE

SECTION 1: DEFINITION

A grievance is a complaint by a member of the Union (Employee) concerning any alleged violation of this Agreement.

The Employee will first discuss the grievance with his/her immediate supervisor on an informal basis. The Employee may be accompanied by a representative of the Union.

SECTION 2: WRITTEN PROCEDURE

If the matter is not resolved, all grievances will be handled in the following manner:

- Step 1: Within thirty-five (35) working days of the occurrence of the facts on which the grievance is based, the Union will file a written grievance on the accepted grievance form for the Employee with his/her immediate supervisor. The immediate supervisor will give a written reply within five (5) working days after the grievance is received.
- Step 2: Within five (5) working days after delivery of the supervisor's decision, the grievance may be appealed to the superintendent. The appeal shall be in writing and shall set forth specifically the alleged violation of the contract provision on which the grievance is based. Within twenty (20) working days after delivery of the appeal, the superintendent, or designee, shall investigate the grievance and shall communicate a decision, in writing, together with supporting reasons, to the Union. As a part of the superintendent's investigation, the superintendent, or designee shall arrange for hearing, to be attended by no more than three (3) Union representatives.
- Step 3: Within ten (10) working days after delivery of the superintendent's decision, the grievance may be appealed to the Board of Education by the Union. The appeal shall be in writing and shall set forth specifically the act or condition and the grounds on which the griev-

ance is based. The Board of Education shall have twenty-five (25) working days to set and hold a hearing after receipt of the written grievance and request for hearing.

If possible, the hearing will be scheduled for the next regular meeting or special meeting of the Board of Education. The Board of Education shall render its decision in writing, together with the supporting reasons, within five (5) working days after hearing of the appeal. It is understood that, following the decision of the Board of Education at Step 3, the Union reserves its right to utilize the services of the American Arbitration Association.

Step 4: If the Union is dissatisfied with the decision of the Board of Education, the Union may refer the matter to arbitration by delivering written notice of its filing with the American Arbitration Association to the superintendent within forty-five (45) working days after the Union's receipt of the decision of the Board of Education. The arbitrator shall be selected from the panel of arbitrators furnished by the American Arbitration Association, and the arbitration shall be conducted under the rules of the American Arbitration Association. The fees and expenses of the arbitrator shall be shared equally by the Board of Education and the Union. The arbitrator shall confine his/her decision to the sole question of whether or not there has been a violation of the Agreement and, if he/she finds a violation, the appropriate relief.

The arbitrator's award shall be final and binding on the Board and the Union and any Employees involved.

SECTION 3: STEP ADVANCE

If, in the judgment of the Union, a grievance affects a group or class of Employees, the Union May submit such grievance, in writing, to the superintendent directly and the processing of such grievance shall be commenced at Step 2. The grievance must be presented within thirty-five (35) working days of the occurrence of the facts on which the grievance is based.

SECTION 4: TIME LIMITS

A. Failure to commence to process the grievance within the time limits set forth shall bar the grievance.

- B. Failure to appeal a decision to the next step within the time limits set forth shall constitute acceptance of the last written decision and shall bar future action on that particular grievance.
- C. Grievance not answered timely by the Employer will automatically advance to the next step of the grievance procedure.
- D. A grievance may be withdrawn, without prejudice, and, if so withdrawn, all financial liabilities shall be annulled.

SECTION 5: UNION REPRESENTATION

A Union and/or Local Union representative may be present at all steps of the grievance procedure.

SECTION 6: SETTLEMENT IMPLEMENTATION

Any agreement or arbitration award reached through the grievance procedure shall be implemented promptly.

SECTION 7: SIMILAR GRIEVANCE ISSUES

Where one or more grievances involve a similar issue, those grievances may be withdrawn without prejudice pending the disposition or the appeal of a representative case. In such event, the withdrawal without prejudice will not affect financial liability.

ARTICLE VII

DISCHARGE AND DISCIPLINE

SECTION 1: DISCIPLINARY PROCEDURE

It shall be the policy of the Employer to adhere to a policy of just cause discipline, according to the following procedure, for continued offenses:

- A. Oral warning
Written warning
Suspension - not to exceed three (3) days
Suspension - not to exceed ten (10) days
More severe discipline
- B. Nothing in the above procedure, however, prevents the Employer from appropriately disciplining an Employee should circumstances warrant.
- C. Nothing in the above procedure prevents the Employer from corrective counseling meetings with Employees.
 - 1. Times and dates of any such counseling meetings may be recorded, however, any discussion during such meeting must be kept confidential by the Employer unless otherwise approved by the affected Employee.

SECTION 2: PROBABLE CAUSE

The Employer may discipline any Employee for just cause in accordance with the provisions of this Agreement. The following designate examples only of probable cause and does not limit the Employer in areas of discipline.

- A. Continued refusal or continued failure to accept or perform work assigned during regularly scheduled hours, in accordance with the provisions of this Agreement.
- B. Intoxication or drinking alcoholic beverages on the job or on the Employer's property.
- C. A.W.O.L. (absent without leave) no notification to Employer (exceptions may be made should circumstances warrant).
- D. Continued or repeated insubordination without provocation by the Employer.

SECTION 3: NOTICE OF DISCHARGE OR DISCIPLINE

- A. The Employer agrees promptly upon the discharge of an Employee to notify the Employee and the Union of the discharge or discipline and to present to the Employee and the Union, in writing, a copy of the charges.
- B. The discharged or disciplined Employee will be allowed to discuss his discharge or discipline with the Steward of the area and the Employer will make available an area where he may do so before he is required to leave the property of the Employer.
- C. Upon request, the Employer or his designated representative will discuss the discharge or discipline with the Employee and the Steward. In severe circumstances (emergency situations) however, the Employer may send an Employee home with pay pending determination of what discipline, including possible discharge, is to be imposed.

SECTION 4: APPEAL OF DISCIPLINE OR DISCHARGE

Should the discharged or disciplined Employee or the Steward consider the discharge to be improper, a complaint shall be presented in writing through the Steward to the Employer within two (2) regularly scheduled working days of the discharge or discipline. The Employer will review the discharge or discipline and give its' answer within three (3) regularly scheduled working days after receiving the complaint. If the decision is not satisfactory to the Union, the matter shall be advanced to the third step of the grievance procedure.

SECTION 5: USE OF PAST RECORD

In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously nor impose discipline on an Employee for deliberate errors or mistakes on his employment application after a period of two (2) years from his date of hire, except in cases involving morals or narcotics charges or commission of felonies.

ARTICLE VIII

SENIORITY - EARNING, LOSING, OUT OR UNIT

SECTION 1: DEFINITION

- A. With the exception of seasonal and substitute Employees, seniority shall begin on the date of employment by the Board of Education through resolution, but shall not take effect until the Employee has been employed for ninety (90) calendar days, at which time he or she shall be certified as a permanent Employee.
- B. Seniority shall be used and accumulated within classifications.

SECTION 2: PROBATIONARY EMPLOYEES

- A. New Employees hired in the unit shall be considered as probationary Employees for the first ninety (90) calendar days of their employment. When an Employee finishes the probationary period by accumulating ninety (90) calendar days, he shall be entered on the seniority list of the unit and shall rank for seniority from the day ninety (90) calendar days prior to the day he completed the probationary period. There shall be no seniority among probationary Employees.
- B. The Union shall represent probationary Employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in Article I of this Agreement, except discharged and disciplined Employees for other than Union activity.

SECTION 3: SUBSTITUTE AND SEASONAL EMPLOYEES

Any substitute or seasonal Employee who is continued in the employ of the school district for a ninety (90) calendar day period and who has been determined to have worked satisfactorily during that period shall be eligible for recommendation by the Superintendent of Schools for permanent employment when such employment is available.

SECTION 4: UNION OFFICERS

- A. Seniority of Stewards

Notwithstanding their position on the seniority

list, Steward shall, in the event of a layoff of any type, be continued at work as long as there is a job in their area which they can satisfactorily perform and shall be recalled to work in the event of a layoff, on the first open job in their area which they can satisfactorily perform.

B. Seniority of Officers

Notwithstanding their position on the seniority list, the President, Vice-President, Financial Secretary and Recording Secretary of the Local Union shall, in the event of a layoff only, be continued at work at all times when one or more divisions or fractions thereof are at work, provided they can satisfactorily perform any of the work available.

SECTION 5: SHIFT PREFERENCE

Shift preference will be granted on the basis of seniority within the classification. In proper cases, exceptions may be made. The transfer to the desired shift will be effected within two (2) weeks following the end of the current pay period within which the written request was made.

SECTION 6: OUT OF BARGAINING UNIT

Any Employee within the bargaining unit who takes a position with the Board of Education outside the bargaining unit will not accumulate seniority while outside the bargaining unit but will be eligible to return to the bargaining unit and be placed in any job vacancy to which qualifications and seniority entitles him/her.

SECTION 7: SENIORITY LISTS

- A. Seniority shall not be affected by the race, sex, marital status or dependents of the Employee.
- B. The seniority list on the date of this Agreement will show the names and job titles of all Employees of the unit entitled to seniority.,
- C. The Employer will keep the seniority list up-to-date at all times and will provide the Local Union President with up-to-date copies, upon request.

SECTION 8: LOSS OF SENIORITY

An Employee shall lose his seniority for the following reasons only:

- A. He quits.
- B. He is discharged and the discharge is not reversed through the grievance procedure.
- C. He is absent for five (5) consecutive working days without notifying the Employer. In proper cases, exceptions shall be made by the Employer. After such absence, the Employer will send written notification to the Employee at his last known address that he has lost his seniority, and his employment has been terminated. If the disposition made of any such case is not satisfactory, the matter may be referred to the grievance procedure.
- D. If he does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made by the Employer.
- E. Return from sick leave and leaves of absence will be treated the same as C above.

ARTICLE IX

PROMOTIONS, TRANSFERS, VACANCIES, WORKING OUT OF CLASSIFICATION, WORK MOVEMENT

SECTION 1: PROMOTIONS

- A. Promotions within the bargaining unit shall be made on the basis of seniority and qualification. Promotions to Engineer and Assistant Engineer at the high school and junior high school, Utility Maintenance and Head Painter classifications only, will be based on the recommendation of a committee composed of representatives of Local #849 and representatives of the Board of Education.,
- B. Job vacancies will be posted within a seven (7) day period, for a period of seven (7) calendar days, in a conspicuous place in each school or building. Employees interested shall apply within the seven (7) calendar day posting period. The senior Employee applying for the promotion, who is qualified, shall be granted a trial period, not to exceed sixty (60) days, to determine:
 - 1. Desire to remain on the job.
 - 2. Ability and/or trainability to perform the job.
 - 3. Ability to obtain a license, if required.
- C. In the event the senior applicant is denied the promotion, reasons for denial shall be given in writing to such Employee.
- D. During the trial period, the Employee shall have the opportunity to revert back to former classification.
- E. If the Employee is unsatisfactory in the new position, the Employer shall have the opportunity to place the Employee back in his/her former classification during the trial period. Notice and reasons of such move shall be submitted to the Union in writing by the Employer, with a copy to the Employee. The matter may then become a proper subject for the second step of the grievance procedure.
- F. During the trial period, Employee will receive the rate of the job they are performing.
- G. The Employer agrees to make available to the Union a list of all applicants for promotion through job postings.

SECTION 2: WORKING OUT OF CLASSIFICATION

- A. Employees required to work in a higher classification for four (4) hours or more shall be paid the rate of the higher classification.
- B. Employees required to work in a lower classification will receive their regular classification rate of pay.

SECTION 3: TRANSFERS

When an Employee transfers from one classification to another, his seniority starts from date of transfer into the classification, except where he has already accumulated seniority in the classification. In such event he would be given credit for total accumulation in the classification.

A. Temporary Transfers

If an Employee is temporarily transferred to a position under the Employer not included in his or her classification and is thereafter transferred again to a position within his or her classification, he shall have accumulated seniority while working in the position to which he was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in this Agreement.

B. Work Location Transfer

1. If and when operations of divisions or fractions thereof are transferred from one location to another for a period of more than seven (7) calendar days, employees affected will be given the opportunity to transfer on the basis of seniority, desire and classification. Location exchange will be considered in such cases.
2. The Employer agrees that in any movement of work not covered above, it will be discussed with the Union in order to provide for the protection of the seniority of the Employees involved.

SECTION 4: VACANCIES

- A. When a vacancy, other than an emergency or temporary vacancy exists in a classification, Employees within the classification or a higher classification shall be given preference to transfer to the vacancy. To be eligible they must apply through job notifications.
- B. For the purpose of this section "emergency vacancy" is defined as a vacancy that is not expected to exceed five (5) working days; "temporary vacancy" is defined as a vacancy that is not expected to exceed twenty (20) working days.
- C. Notwithstanding the above, employees applying for the position of Head Cook, Senior Bookkeeper, Senior Payroll Secretary, Junior Bookkeeper, and Junior Payroll Secretary, shall meet the following minimum qualifications (SEE APPENDIX).

ARTICLE X

HOURS - SHIFT PREMIUM

SECTION 1: HOURS

Employees who are regularly employed, work seven or more hours per day and are assigned to a classification, shall be considered as permanent full-time Employees.

Employees who are regularly employed and assigned to a classification, but work less than seven (7) hours a day, shall be considered as permanent part-time Employees, any any Employee working four (4) hours or more shall be entitled to all benefits of this Agreement on a prorated basis after ninety (90) days of employment.

SECTION 2: LUNCH PERIODS-COFFEE BREAKS

- A. Secretarial Employees shall be paid for a one-hour lunch period. Maintenance Employees shall be paid for a one-half hour lunch period. Employees who are paid for a one-half hour lunch period must eat lunch on the job.
- B. All full-time Employees shall be paid for a 15-minute coffee break in the middle of the first half of their shift and in the middle of the second half of the shift.

SECTION 3: SHIFT PREMIUM

- A. Employees working the second (afternoon) shift shall receive, in addition to their regular pay, twenty cents (\$.20) per hour additional compensation. Employees working the third (midnight) shift shall receive, in addition to their regular pay, thirty cents (\$.30) per hour compensation.
- B. The first shift shall start no earlier than 6:00 a.m. and no later than 11:59 a.m. The second shift shall start no earlier than 12 noon and no later than 3:00 p.m. The third shift shall start no earlier than 9:00 p.m. and no later than 2:00 a.m. The current starting and quitting times will remain in effect. Exceptions may be made for regularly scheduled activities provided starting times are not varied by more than two (2) hours.

- C. Leased Building Engineers will work shifts as assigned and shift starting and quitting times as contained in sub-paragraph shall not apply to Leased Building Assistant Engineers.

SECTION 4: CLOSED SCHOOL HOURS

All Employees shall work the first shift 7:00 a.m. to 3:00 p.m. on days when teachers are not on duty and school is not in session (exceptions may be made for regularly scheduled activities at the high school and junior high.)

SECTION 5: TEMPORARY-STUDENT EMPLOYEES

With respect to the hiring of temporary Employees and Employees referred to as Student, their employment will be considered an emergency need. However, in no case will the period of employment of these temporary Employees exceed ninety (90) days of work within the school year.

SECTION 6: OUTSIDE EMPLOYEE HOURS

No substitute Employee shall be hired who has other full-time employment of forty (40) hours or more per week, nor shall any regular Employee be permitted to have other full-time employment of forty (40) hours or more per week.

SECTION 7: SUMMER WORK PREFERENCE

All summer vacancies in the secretarial representation area, which the Board determines to fill, shall be offered to 41 week employees prior to hiring outside the bargaining unit. Said offer shall be made in accordance with Article IX, Section 1, of this Agreement and during the summer downtime shall be sent to each forty-one week employee at the address of record in addition to the standard posting procedure.

ARTICLE XI

OVERTIME AND EQUALIZATION OF OVERTIME

SECTION 1: DEFINITION

- A. Overtime hours, which are hours in excess of eight (8) hours per day, shall be divided as equally as possible among Employees in the same classification in their building. An up-to-date list showing overtime hours will be posted in a prominent place in each building.
- B. There shall be no change of starting or quitting time to avoid payment of overtime to Employees.

SECTION 2: RATE - REGULAR AND HOLIDAY

- A. Employees who are asked to report for work before the beginning of their regular shift or asked to remain beyond their regular shift will be paid at the rate of time-and-one-half.
- B. Employees called to report for work on other than their regular shifts will receive a minimum of two and one-half (2 1/2) hours pay at one and one-half (1 1/2) times their regular rate, except on paid holidays when the rate shall be double time.
- C. Weekend and holiday building inspection shall be divided equally between day and afternoon Engineers and Assistant Engineers and paid at the rate of Eight Dollars (\$8.00) per day per building for secondary buildings and Seven Dollars (\$7.00) per day per building for elementary buildings. Building checks will be made once a day, in the afternoon.
- D. When heating plants are not in operation, building inspections will be worked out on an over-all basis among the Engineer and Assistant Engineer and Custodian classifications. No additional compensation shall be paid when a regular Employee is on duty on a Saturday, Sunday or holiday.

SECTION 3: EQUALIZATION PROCEDURE

- A. When overtime is required and cannot be worked from within the building, Employees shall be called from availability list maintained in the central office. Any Employee interested in working overtime shall make application to have his name placed on said list.

- B. Whenever overtime is required, the person with the least number of overtime hours in that classification within his building will be called first and so on down the list in an attempt to equalize the overtime hours. Employees in other classifications may be called if there is a shortage of Employees in the classification needed. In such cases, Employees will be called on the basis of least hours of overtime in their classification, provided they are capable of doing the work.
- C. For the purpose of this clause, any Employee who did not work because he was unavailable, or did not choose to work, will be charged the number of overtime hours of the Employee who worked during that period.
- D. Any Employee who has changed classifications will be charged with the highest number of overtime hours that exist in the new classification on the day he was reclassified.

ARTICLE XII

LAY-OFF AND RECALL

SECTION 1: LAY-OFF PROCEDURES

- A. The word "lay-off" means a reduction in the working force due to a decrease of work or budgeting limitations.
- B. If it becomes necessary for a lay-off, the following procedure will be mandatory. Probationary Employees will be laid off on a school district-wide basis. Seniority Employees will be laid off according to seniority as defined in Section 1; E. In proper cases exceptions may be made. Disposition of these cases will be proper matter for the grievance procedure.
- C. Employees subject to lay off may bump to any classification with an equal or lower rate of pay, provided they are qualified to perform the duties of that classification. Employees may not bump to a classification with a higher rate of pay.
- D. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days notice to lay-off. The local Union Secretary shall receive a list from the Employer of the Employees being laid off on the same date the notices are issued to the Employees.
- E. Seniority shall be used and accumulated within the classification except in the event of reduction of work force or lay-off; then it shall be on a school district-wide basis within classification, in accordance with the Employee's last date of hire in the representation area. Low seniority Employees are to be laid off first.

SECTION 2: RECALL PROCEDURES

- A. When the work force is increased after lay-off, Employees will be recalled according to seniority, as defined in Section 1; E. Notice of recall shall be sent to the Employee at his last know address by registered or certified mail. If an Employee fails to report for work within fourteen (14) calendar days from date of mailing of notice of recall, he shall be considered as quit. Extensions may be granted by the Employer in proper cases.

- B. If the notice of recall indicates that the Employee is to return to permanent employment, and he returns to work, he shall be entitled to notice in accordance with Section 1; C, before any further lay-off.
- C. If an Employee is recalled to fill a temporary opening in a job classification caused by a shortage of Employees resulting from vacation, leave of absence, illness or any other absence from the job, he shall be entitled to one (1) shift-day notice of lay-off if he works more than five (5) consecutive working days and seven (7) days notice of lay-off if he works more than thirty (30) consecutive working days.
- D. If an Employee is temporarily recalled because of work requirements and not because of Employee absence, he shall be entitled to seven (7) day notice of lay-off.
- E. Employees recalled from lay-off shall receive the regular rate for the classification to which they are returned.
- F. If a temporarily recalled Employee works more than thirty (30) consecutive working days, he shall then be entitled to vacation, holiday and leave day benefits. Vacation days and leave days shall accrue from the date of recall.

ARTICLE XIII
RATES AND CLASSIFICATION

SECTION 1: POSITION CLASSIFICATIONS

The following job classifications are hereby established:

A. Maintenance

Maintenance Employees shall be paid the maximum rate for their classification upon completion of three (3) years employment.

1. Engineer
2. Assistant Engineer
3. Leased Building Assistant Engineer*
4. Custodian
5. Auditorium Technician
6. Stock Clerk
7. Painter
8. Outside Utility
9. Utility Maintenance

*Use of a Leased Building Assistant Engineer in a building that is the property of the school district and is leased to another party is not mandatory. However, if a school district Employee is used to maintain such a building, such Employee must be a member of this classification.

B. Secretarial

1. Group I (8 hr/52 wk)
 - (a) Senior Bookkeeper
 - (b) Senior Payroll Clerk
2. Group II (8 hr/52 wk)
 - (a) Junior Bookkeeper
 - (b) Junior Payroll Clerk
 - (c) Child Accounting Secretary
 - (d) Switchboard Operator
 - (e) Secretary to High School Principal
 - (f) Secretary - General Office
3. Group III (8 hr/41 wk)
 - (a) General Office Secretary
 - (b) Special Services
 - (c) Library
 - (d) Bookstores
 - (e) Secretary to Junior High Principal
 - (f) Phone Answering Service

4. Group IV (7-1/2 hr/41wk)

(a) Elementary School Secretary

Secretarial staff shall be defined as all persons employed by the Lincoln Park Board of Education who regularly and consecutively are responsible for the keeping of school records, or who are assigned to any Administrator or Principal where, under their jurisdiction, typing, filing, general office or clerical work is performed.

This shall include Bookstores, Library, Special Services, Receptionist and Switchboard. As defined, the title of Secretary shall be used to recognize this group of Employees shall be entitled to all benefits and privileges of the Master Contract between the Board of Education and the Union.

C. Cafeteria

1. Head Cook
2. Cafeteria Worker

D. Teacher Aide

SECTION 2: NEW CLASSIFICATION

A. Rates for New Jobs

When a new job is placed in a unit and cannot be properly placed in an existing classification, the Employer will establish a classification and rate structure to apply. In the event the Union does not agree that the description and rate are proper, the Union shall have the right to submit the matter to the grievance procedure at second step.

SECTION 3: PROCEDURES

- A. To insure job rights for the Employees, all work within an existing classification and job description shall be performed only by regular Employees assigned to those classifications. These Employees shall work under the terms of the Master Agreement between the Board and the Union.
- B. The Union will be promptly notified of the position, wages and working hours of any new Non-Contractual Employee.
- C. Classifications and wage schedule for all Non-Contractual Employees shall be attached to and become part of this Agreement.
- D. The Employer agrees to furnish the Union, through the

President and Local Union, with an up-to-date salary schedule for all Non-Contractual Employees upon request at reasonable times.

SECTION 4: RATES

- A. Paid sick leave, injury leave, holidays and vacation time shall be considered as time worked for all pay purposes.

ARTICLE XIV

SICK LEAVES/LEAVES OF ABSENCE

SECTION 1: SICK LEAVE

- A. Each Non-Contractual Employee (except substitutes or those working part time) shall be granted one (1) day per working month plus three (3) days per year as sick leave days. At the end of the probationary period an Employee may draw on his anticipated sick leave days for the balance of the current school year. If an Employee leaves before the end of the school year, any unearned used sick leave days will be deducted from his final pay check.
- B. All unused sick leave allowance days shall be placed, at the end of the fiscal year, in the Employees cumulative sick leave bank. Accumulation of these days shall be unlimited.
- C. Employees shall make every effort to call in prior to the start of their shift if they are unable to report to work. Custodians shall make every effort to call in by noon so a replacement can be arranged for their shift and then call the office before noon so arrangements can be made for the following shift. Employees who will be off more than one (1) day or for an extended period of time shall keep the office informed. If off more than five (5) days, the Employee shall present a doctor's report to the main office. If off for an extended period, the Employee shall present to the office a doctor's report stating that he is able to resume work.
- D. At retirement and for no other reason, an employee shall receive a separate one-time payment for accumulated sick days as follows:

An employee shall receive the cash equivalent of ten percent (10%) of one day's pay for each accumulated sick day over sixty (60) days up to one hundred and sixty (160) accumulated days, and five percent (5%) of one day's pay for days accumulated over one hundred and sixty (160) days. (Example: An employee with a daily rate of \$60.00 per day, retires with 170 accumulated sick days, said employee would receive \$630.00).

SECTION 2: ON-THE-JOB INJURIES

- A. Any Employee injured in an accident compensable under the Workmen's Compensation Act shall receive from the Employer the difference between the amount received through Workmen's Compensation and 80% of his regular pay for a period not to exceed one (1) year from date of injury. Accidental injury on the job shall not be chargeable to leave allowance.
- B. Accidents must be reported to the immediate supervisor as soon as possible.

SECTION 3: PAID LEAVES

A. Funeral Leave

1. Absences for which pay will not be deducted and not charged to the sick leave bank: Death in immediate family, which is described as mother, father, mother-in-law, father-in-law, wife, husband, brother-in-law, sister-in-law, sister, brother, or child. Funeral leave for death of a relative not listed above or a member of the household shall be at the discretion of the Superintendent.
2. Length of Funeral Leave will be at the discretion of the Superintendent of Schools or his designee, but is not to exceed five (5) days.

SECTION 4: JURY DUTY

- A. The Employer shall pay any Employee who is called for jury duty the difference between the amount received for jury duty and the regular amount paid the Employee, if either the Employee or the Superintendent is unable to get the Employee excused from this duty.

SECTION 5: PERSONAL BUSINESS LEAVE

- A. Each full time Non-Contractual Employee shall be allowed four (4) days leave with pay, during each working year, for days of personal business. These days will be deducted from the Employee's sick leave bank.
- B. Personal business days must have prior approval from the immediate supervisor at least twelve (12) hours before being granted (except cases of emergencies) and are to remain of a personal business nature. Personal business days are not to be interpreted as free paid vacation days for the Employees and should be used in line with the following examples:
 1. Emergencies
 2. Catastrophes
 3. Fire
 4. Accident
 5. Transportation failure (limited)
 6. Required court appearance
 7. Legal matters
 8. By Union officials for Union business

Also, marriage or graduation of an Employee or a member of his immediate family, serious sickness in the immediate family, attendance at a wedding in the immediate family, quarantine, birth of a child (family). Pay will not be allowed for personal business leave if it is found that the Employee did not use discretion in being absent.

- C. Personal business days shall not be used immediately preceding or following a holiday without forfeiture of holiday pay. Extreme emergencies will be handled on an individual basis.

SECTION 6: UNION LEAVE

The President of the Local Union shall be released from regular duties without loss of compensation, upon request, for a period of eight (8) days per school year, for union business, not to be deducted from sick leave allowance nor accumulative from year to year. Not more than five (5) consecutive days may be used at one time.

SECTION 7: UNPAID LEAVES

Leaves of absence without pay, for reasonable periods not to exceed two (2) years will be granted without loss of seniority for good cause, and such leave may be extended for like cause. Leaves will not be granted for the purpose of accepting employment in private industry.

SECTION 8: EXTENDED SICK LEAVE

- A. Any Employee whose personal illness extends beyond the period compensated by accumulated sick leave days shall be granted leave of absence without pay, for such time as is necessary for complete recovery from such illness, not to exceed five (5) years. Employees returning from extended sick leave before the end of one (1) year shall be assigned to the same regular position in their classification.
- B. Employees who have been on an extended sick leave beyond one (1) year, but not more than five (5) years, shall notify the Board of Education thirty (30) days in advance of returning from leave. Upon return from leave, an Employee shall be assigned to same position, or a substantially equivalent position, if available, or will replace the junior Employee with the least seniority in his or her unit.

SECTION 9: LEAVE FOR UNION BUSINESS

- A. Members of the Union elected to Union positions or selected by the Union to do work which takes them from their employment with the Employer, shall at the written request of the Union, receive temporary leave of absence for periods not to exceed two (2) years, or the term of office, whichever may be shorter, and, upon their return, shall be re-employed at work to the same classification left, with accumulated seniority.

- B. The Board agrees to recommend to the Public School Employees Retirement System that the time spent on leave of absence pursuant to this section be granted as service credit for retirement purposes.

SECTION 10: MATERNITY LEAVE

- A. The Board of Education will grant an unpaid maternity leave of absence to any female Employee who is included in the bargaining unit, upon written request for such leave and proper certification from her doctor.
- B. An unpaid maternity leave of absence may be extended up to five (5) years upon the written request of the Employee, but after one (1) year's leave, Section (b) of Appendix A, Extended Sick Leave, shall apply.
- C. In the event of a miscarriage or any related conditions prior to or after the full term of pregnancy, the sick leave provisions of this Agreement shall apply.
- D. Any female Employee who is included in the bargaining unit, may use the sick leave provisions of this Agreement. Such leave related to pregnancy shall be treated as a disability.

SECTION 11: VETERANS

- A. Reinstatement of Seniority Employees. Any Employee who enters into active service in the armed forces of the United States, upon the termination of such service, shall be offered re-employment in his previous position or a position of like seniority, status and pay, unless the circumstances have so changed as to make it impossible or totally unreasonable to do so, in which event he will be offered such employment in line with his seniority as may be available and which he is capable of doing, at the current rate of pay for such work, provided he reports for work within ninety (90) calendar days of the date of such discharge.
- B. A probationary Employee who enters the armed forces and meets the foregoing requirements, must complete his probationary period, and upon completing it, will have seniority equal to the time he spent in the armed forces, plus six (6) months.

SECTION 12: VETERANS LAW

Except as hereinbefore provided, the re-employment rights of Employees and probationary Employees will be limited by applicable laws and regulations.

SECTION 13: EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS

- A. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school full time under applicable federal laws in effect on the date of this Agreement.

- B. Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the School District when they are on full time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency.

ARTICLE XV

VACATIONS

SECTION 1: EARNING

- A. All twelve (12) month Employees covered by this Agreement shall be allowed vacation time. One (1) to five (5) years inclusive, Employees receive two (2) weeks vacation; five (5) to ten (10) years inclusive, Employees receive three (3) weeks vacation, and from two (10) years on, Employees receive four (4) weeks vacation. If an Employee completes his fifth (5th) or tenth (10th) year of employment at any time during the then current calendar year, the individual shall be entitled that year to the additional week's vacation specified in this Agreement.
- B. All forty-one (41) week Employees and Cafeteria Employees shall be allowed vacation time during the school year when teachers and children are not in attendance, except that the regular Easter vacation period shall be considered time off without pay.

SECTION 2: VACATION OR PAYMENT IN LIEU OF

- A. Employees who are entitled to a fourth (4th) week of vacation may use the fourth (4th) week of vacation any time during the calendar year or receive payment in lieu of vacation for that period, if, at the discretion of the Employer, the vacation cannot be granted. These Employees will be notified within ten (10) days of their request for the fourth (4th) week of vacation whether it will be granted in the form of vacation or in payment in lieu of vacation.

SECTION 3: RATE DURING VACATION

Employees will be paid their current rate based on their regular work day while on vacation and will receive credit for any benefits provided for in this Agreement.

SECTION 4: PAY ADVANCE

- A. If a regular pay day falls during an Employee's vacation, he will receive that check in advance, if possible, before going on vacation. Should an Employee change his vacation, he must make a request for his check one (1) week before leaving if he desires to receive it in advance.
- B. If an employee is laid off or retires, he will receive any unused vacation credit, including that accrued in the current calendar year. A recalled Employee who received credit at the time of lay-off for the current calendar year will have such credit deducted from his vacation the following year.

SECTION 5: VACATION PERIOD

- A. Vacations for twelve (12) month Employees shall be granted at any time during the school year if requested by the Employee, provided that scheduling conflicts (i.e. several Employees requesting the same period) shall be resolved using seniority as the sole guide. The Board reserves the right to deny a vacation request if the Employees absence will result in any additional cost or effect the efficient operation of the district.
- B. Vacations for twelve (12) month Employees will be taken in a period of consecutive days. Vacations may be split into one (1) or more weeks providing such scheduling does not drastically interfere with the operation of the department concerned, unless otherwise specified in the contract. Vacations may not be split into periods of less than one (1) weeks.
- C. A vacation may not be postponed from one year to another and made cumulative, but will be forfeited unless completed during each calendar year, except as in E below.

- D. A vacation may not be waived by an Employee and extra pay received for work during that period.
- E. If an Employee becomes ill and is under care of a duly licensed physician during his vacation, his vacation will be rescheduled. In the event his incapacity continues through the year, he will be awarded payment in lieu of vacation.
- F. Vacation time for the first year of service of new Employees will be prorated according to the number of months worked in said year.

ARTICLE XVI

HOLIDAYS

SECTION 1: HOLIDAYS

- A.1 The following are recognized holidays with pay for forty-one (41) week employees:

New Year's Day, January 1
Good Friday or Easter Monday
Memorial Day, May 30
Labor Day
Thanksgiving Day, Thursday
Friday, following Thanksgiving Day
December 24th
Christmas Day, December 25th
December 31st, if it falls during regular work week

- A.2 The following are recognized holidays with pay for fifty-two (52) week employees:

New Year's Day, January 1
Good Friday or Easter Sunday
Memorial Day
July 4th
Labor Day
Thanksgiving Day, Thursday
Friday following Thanksgiving Day
December 24th, if it falls during regular work week
December 31st
one-half day in June for picnic, when school is not in session.

All weekdays between Christmas Day and New Year's Day will be treated as days off with pay. Said days off with pay shall be at no additional cost to the Board other than the daily rate of pay. Building checks and activities within buildings will be covered as determined by the Board. Any Employee required to work on any such weekday(s) shall receive compensatory time off at a later date. If New Year's Day falls on a Sunday, Monday will be a work day.

- B. The following other days will be granted off with pay provided they fall during the work week and school is not in session:

Monday - when Decoration Day falls on Tuesday
Friday - when Decoration Day falls on Thursday
Monday - when Independence Day falls on Tuesday
Friday - When Independence Day falls on Thursday

- C. When a holiday falls on a Saturday, it shall be observed on the Friday prior to the holiday. In the event it is necessary for the Employee to work because school is in session, he will be given compensatory time off at the convenience of the school district.
- D. When a holiday falls on a Sunday, it shall be observed on the Monday following.
- E. When a holiday is observed during an Employee's vacation period, another day will be given to compensate for the holiday.

SECTION 2: HOLIDAY PAY RATE

If an Employee is called to work on a holiday, he will be paid double time for hours worked.

ARTICLE XVII
INSURANCE COVERAGE

SECTION 1: HOSPITALIZATION COVERAGE

Employer agrees to pay the full premium for hospitalization medical coverage for the Employee and his/her family, plan to be Blue Cross/Blue Shield MVF 2 (Master Medical Option IV) health care protection with \$1.00 deductible Prescription Drug Rider, Voluntary Sterilization Rider and FAE-RC Rider. This coverage shall apply to all seniority Employees.

- A. This coverage shall remain in effect for a period of one (1) year from date of Extended Sick Leave, Maternity Leave and On-the-Job Injury.
- B. Any Employee recalled to work after a layoff shall be entitled to hospitalization medical coverage immediately if he/she is returned to permanent employment and after five (5) consecutive working days if he/she is returned to temporary employment.
- C. Employees who have health insurance protection through their spouse's Employer, at the Employee's option, may apply the amount equivalent to the single subscriber cost for any Board-provided insurance premium for the coverage of other insurance and protection plans which are available through the Employer on a district-wide basis.

SECTION 2: DENTAL COVERAGE

Employer will provide not less than the benefits offered by the Delta Dental Plan E, Class I/Class II (80% co-pay, \$1,000 maximum per insurance contract year) with Plan 04 Orthodontic Class III (60% co-pay, \$800 lifetime maximum)

- Class I: Basic dental services, i.e., examination, radio graphics, patient consultations, preventive treatment) primarily prophylaxis and topical fluoride treatment) fillings, crown, jackets, oral surgery (primarily extractions), endodontic and periodontic services.

Class II: Prosthodontic services - bridges, partial and complete dentures.

Class III: Procedures for the prevention and correction of malposed teeth (orthodontics). Class III benefits are available only as a rider to both class I and Class II benefits and cannot exceed the percentage level selected in Class I and II. Orthodontic benefits are available to age 19 for dependents.

SECTION 3: OPTICAL COVERAGE

Employer will provide not less than the benefits offered by the MASB/SET, Plan III, vision insurance plan for each member of the bargaining unit and his/her eligible dependents.

SECTION 4: LIFE COVERAGE

Employer agrees to pay the premium for \$25,000 life insurance for each member of the bargaining unit, to include payment of double the specified amount in the event of accidental death. An additional \$2,000 life insurance will be carried with the Lincoln-Allen (Lincoln Park School Employees) Credit Union, premium paid by the Employer.

- A. Any Employee recalled to work after a lay-off shall be entitled to life insurance coverage immediately if he/she is returned to permanent employment and after five (5) consecutive working days if he/she is returned to temporary employment.

SECTION 5: NEW EMPLOYEES

The Board shall notify new Employees in writing of any insurance coverage afforded by this Master Agreement and the effective date of such coverage.

ARTICLE XVIII

MILEAGE - ALLOWANCES - REIMBURSEMENTS

SECTION 1: LICENSES

Any Employee whose classification requires a boiler operator's license shall be reimbursed the annual cost of said license.

SECTION 2: MILEAGE

Any mileage incurred by a member of the bargaining unit through the use of a personal automobile, in performance of official school business, approved by the Superintendent, shall be paid at the rate of twenty-two (\$.22) cents per mile of such travel, provided properly filled out mileage reports are submitted on a monthly basis (retroactive to 1 July 1981).

SECTION 3: COMPENSATORY ALLOWANCE

- A. Travel allowance of One Hundred Dollars (\$100.00) per year will be paid to Employees working in more than one building in lieu of mileage; to be paid twice yearly, one-half (1/2) at the end of each semester (pro-rated for a individual in this situation less than a year).
- B. Allowance of One Hundred Dollars (\$100.00) per year will be paid to secretaries in buildings with part-time principals.

SECTION 4: TUITION REIMBURSEMENT

The Employer agrees to pay the cost of tuition for a course of instruction where the attendance of an Employee is required by the Board of Education.

SECTION 5: REQUIRED MEDICAL TEST

The Employer shall pay the cost of any required medical test such as T.B. test and/or X-rays.

ARTICLE XIX

LONGEVITY

SECTION 1: LONGEVITY

The longevity payment will be made the first pay period after December 1 of each year, each Employee to be eligible for payment for the number of years of service achieved by December 1 of that year.

A. All groups to receive longevity payments as follows.

5 years or more service	- \$ 75.00
10 years or more service	- 100.00
15 years or more service	- 150.00
20 years or more service	- 200.00

B. Cafeteria group to receive same longevity concept as above, with the further provision that payment be prorated in accordance with the number of hours worked per day. For example, a 6-hour Employee would be entitled to 6/8, or 75% of the standard longevity payment.

ARTICLE XXI
GENERAL PROVISIONS

SECTION 1: BULLETIN BOARDS

The Employer will provide space on existing bulletin boards in each building or office. Such bulletin boards may be used by the Union for posting notices of Union business.

SECTION 2: UNION USE OF SCHOOL PREMISES

The Union is hereby granted the right to reasonable use of school premises and equipment for its business meetings after obtaining prior approval from the Board, and providing it pay any costs which may be incurred by the district.

SECTION 3: SUPPLEMENTAL AGREEMENTS

All supplemental agreements shall be subject to the approval of the local union, the Employer and the Council and /or International Union. They shall be approved or rejected within a period of thirty (30) days following the date they are filed.

SECTION 4: ACT OF GOD DAYS

The past practice of allowing "compensatory time" off for fifty-two (52) week employees who report to and work during days that school(s) are closed due to Acts of God will no longer be effective. It is understood that forty one (41) week employees who are either instructed not to report and/or are sent home because of Acts of God shall continue to receive pay so as not to suffer loss of pay and /or benefits.

SECTION 5: CONTRACTING/SUB-CONTRACTING

The parties recognize the responsibility of the Board to provide services in the most economical fashion and recognize that, in appropriate cases, outside contractors may be employed to perform such services. However, outside contractors will not be utilized to replace or displace bargaining unit employees.

ARTICLE XXII

EMPLOYEE RIGHTS AND RESPONSIBILITIES

SECTION 1:

Union Employees agree to uphold this Contract. Each Employee accepts responsibility to strive for excellence in his work and to take advantage of opportunities for continually improving his skills and his relationship with his fellow workers and superiors.

- A. Nothing in this Contract shall be construed to deny or restrict an Employee's rights under the Michigan General School Laws or applicable civil laws. The rights granted in this Contract are deemed to be in addition to those provided elsewhere.
- B. The Union, its officers and Stewards accept responsibility to attempt to prevent strikes among its members.

ARTICLE XXIII

BOARD RIGHTS AND RESPONSIBILITIES

- A. Except as modified by the specific terms of this Contract, the Board retains all rights and powers to manage the Lincoln Park School District, and to direct its Employees. The Union recognizes these management rights and responsibilities as conferred by the Laws and Constitution of the State of Michigan, and inherent in responsibilities to manage a public school system, including the right:
1. to the executive management and administrative control of the school system and its properties and facilities, and the activities of its Employees during Employee working hours;
 2. to hire all Employees, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment.
- B. The Board has the responsibility to evaluate the work of its Employees and to inform the Employee of its view of his work. Disagreements concerning an Employee's evaluation shall be subject to the grievance procedure.

ARTICLE XXIV

This Agreement shall continue in full force through June 30, 1988.

- A. If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give written notice of amendment, as hereinafter provided, or if each party giving notice of termination withdraws the same prior to termination date, this Agreement shall continue in effect from year to year thereafter, subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.
- B. If either party desires to modify or change this Agreement, it shall, sixty (60) days prior to the termination date or any subsequent termination date, give written notice of its intent to amend this Agreement.

If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be part of this Agreement without modifying or changing any of the other terms of this Agreement.

C. REOPENERS

This Agreement may be re-opened on June 30, 1986 regarding non-economic areas.

D. NOTICE OF TERMINATION OR MODIFICATION

Notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to 23855 Northwestern Highway, Southfield, MI. 48075; and if to the Employer to 1545 Southfield Road, Lincoln Park, MI. 48146, or to any such address as the Union or the Employer may make available to each other.

E. RETROACTIVITY

The wage scale for 1983-84 is attached to this Agreement as Schedule A and shall be retroactive to July 1, 1983.

F. AUTOMATIC IMPROVEMENT

Gains made by any other group of employees (Union or non-union) will be passed on at the same level and to the same extent to members of Local 849. Any wage gains shall be made on a percentage basis. (See salary language schedules attached hereto).

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed on the day and year first above written.

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
AFFILIATED WITH AFL-CIO

BOARD OF EDUCATION for the
SCHOOL DISTRICT OF THE CITY
of LINCOLN PARK

Milton Tomber
Council No. 25 Representative

Ella Karwowski
President

Marl K. Dennis
Local Union President

Edna E. Shevock
Secretary

In Presence of:

Marion R. Mascaro

In Presence of:

William J. Quinn

SALARY SCHEDULE

The 1982-83 Salary Schedule will remain the same as the 1981-82 Salary Schedule.

1. The 1983-84 Salary Schedule will be determined by increasing each step of the 1982-83 Salary Schedule by 3%.
2. The 1984-85 Salary Schedule will be determined by increasing each step of the 1983-84 Salary Schedule by 4%.
3. The 1985-86 Salary Schedule will be determined by increasing each step of the 1984-85 Salary Schedule by a percentage determined by adding 5% to a Cost of Living Adjustment (COLA). Said COLA will be a percentage increase equal to the percentage increase in the Consumer Price Index for the Detroit Metropolitan area for the period from July 1, 1984 to June 30, 1985 (July to July), except that said COLA percentage amount of increase will be limited to not more than 1.75%.
 - (a) Effective July 1, 1985, after the percentage raises are added to the Salary Schedule for 1985-86, \$0.30/hour shall be added to the Head Cook's hourly rate, \$0.25/hour shall be added to the Senior Bookkeeper and Payroll Clerk's hourly rate and \$0.05/hour to all other positions in the Secretarial Hourly Wage Schedule.
 - (b) Effective July 1, 1985, the 5-6 step shall be eliminated from Schedule A, Secretarial Hourly Wage Schedule, and step 7-8 from the Teacher Aide Hourly Wage Schedule.
 - (c) Effective July 1, 1985, new employees hired as Custodians shall have an hourly rate of ten per cent (10%) under the hourly rate set forth for Custodians for the first twelve (12) months of employment.
4. The 1986-87 Salary Schedule will be determined by increasing each step of the 1985-86 Salary Schedule by a percentage determined by adding 5% to a Cost of Living Adjustment (COLA). Said COLA will be a percentage increase equal to the percentage increase in the Consumer Price Index for the Detroit Metropolitan area for the period from July 1, 1985 to June 30, 1986 (July to July), except that said COLA percentage amount of increase will be limited to not more than 2.75%.
5. The 1987-88 Salary Schedule will be determined by increasing each step of the 1986-87 Salary Schedule by 3.5%. Each step will then be increase by a Cost of Living Adjustment (COLA). Said COLA will be a percentage increase equal to the percentage increase in the Consumer Price Index for the Detroit Metropolitan are for the period from July 1, 1986 to June 30, 1987 (July to July), except that said COLA percentage amount of increase will be limited to not more than four (4%).

SCHEDULE A
SECRETARIAL HOURLY WAGE SCHEDULE

1983 - 84

EFFECTIVE 1 JULY 1983

YEARS	GROUP IV	GROUP III	GROUP II	GROUP I
0 - 1	\$6.71	\$6.75	\$6.84	\$7.20
1 - 2	6.88	6.91	7.01	7.35
2 - 3	7.05	7.10	7.18	7.50
3 - 4	7.23	7.26	7.37	7.65
4 - 5	7.40	7.44	7.54	7.80
5 - 6	7.58	7.62	7.70	7.94
6 - 7	7.78	7.81	7.88	8.09

GROUP I (8hrs/52 wks)-2088 hrs.

Senior Bookkeeper
Senior Payroll Clerk

GROUP II (8hrs/52 wks)-2088 hrs.

Junior Bookkeeper
Junior Payroll Clerk
Child Accounting Secretary
Switchboard Operator
Secretary to High School Principal
Secretary - General Office

GROUP III (8 hrs/41 wks)-1640 hrs

General Office Secretary
Special Services
Library
Bookstores
Substitute Caller

GROUP IV (7-1/2hrs/41wks)-1537.5hrs)

Elementary Schools Secretary

SCHEDULE A
SECRETARIAL HOURLY WAGE SCHEDULE

1984 - 85

EFFECTIVE 1 JULY 1984

YEARS	GROUP IV	GROUP III	GROUP II	GROUP I
0 - 1	\$6.98	\$7.02	\$7.11	\$7.49
1 - 2	7.16	7.19	7.29	7.64
2 - 3	7.33	7.38	7.47	7.80
3 - 4	7.52	7.55	7.65	7.96
4 - 5	7.70	7.74	7.84	8.11
5 - 6	7.88	7.93	8.01	8.26
6 - 7	8.09	8.12	8.20	8.41

GROUP I (8 Hrs/52 wks)-2088 hrs

Senior Bookkeeper
Senior Payroll Clerk

GROUP II (8 hrs/52 wks)-2088 hrs

Junior Bookkeeper
Junior Payroll Clerk
Child Accounting Secretary
Switchboard Operator
Secretary to High School Principal
Secretary - General Office

GROUP III (8hrs/41 wks)-1640 hrs

General Office Secretary
Special Services
Library
Bookstores
Substitute Caller

GROUP IV (7-1/2hrs/41wks)-1537.5hrs)

Elementary School Secretary

SCHEDULE A
SECRETARIAL HOURLY WAGE SCHEDULE

1985 - 86

EFFECTIVE 1 JULY 1985

YEARS	GROUP IV	GROUP III	GROUP II	GROUP I
0 - 1	\$7.50	\$7.54	\$7.64	\$8.25
1 - 2	7.69	7.73	7.83	8.41
2 - 3	7.88	7.93	8.02	8.58
3 - 4	8.08	8.11	8.22	8.75
4 - 5	8.27	8.31	8.42	8.91
5 - 6	8.69	8.72	8.80	9.23

GROUP I (8 hrs/52 wks)-2088 hrs

Senior Bookkeeper
Senior Payroll Clerk

GROUP II (8 hrs/52 wks)-2088 hrs

Junior Bookkeeper
Junior Payroll Clerk
Child Accounting Secretary
Switchboard Operator
Secretary to High School Principal
Secretary - General Office

GROUP III (8hrs/41 wks)-1640 hrs

General Office Secretary
Special Services
Library
Bookstores
Substitute Caller

GROUP IV (7-1/2hrs/41wks)-1537.5 hrs)

Elementary School Secretary

Appendix for Job Description*

- (a) Senior Bookkeeper
- (b) Senior Payroll Secretary
- (c) Junior Bookkeeper
- (d) Junior Payroll Secretary
- (e) Head Cook

* The Business Manager and representatives of Local 849 will help develop a basic accounting test as per job description.

SCHEDULE A
TEACHER AIDE
HOURLY WAGE SCHEDULE
EFFECTIVE 1 JULY 1983

YEARS	1983-84	1984-85	1985-86
0 - 1	\$6.26	\$6.51	\$6.95
1 - 2	6.50	6.76	7.22
2 - 3	6.60	6.86	7.32
3 - 4	6.70	6.97	7.44
4 - 5	6.78	7.05	7.53
5 - 6	6.87	7.15	7.63
6 - 7	7.00	7.28	7.77
7 - 8	7.39	7.69	8.38
8 - 9	7.55	7.85	

7 1/2 hours/40 weeks = 1500 hours

7 hours/40 weeks = 1400 hours

CAFETERIA

	1983-84	1984-85	1985-86
Head Cook	\$6.90	\$7.18	\$7.97
Assistant Cook	6.08	6.32	6.75
Cook's Helper	6.08	6.22	6.65
Food Service Utility Person		5.00	5.34

SECHEDULE A
 MAINTENANCE HOURLY WAGE SCALE
 EFFECTIVE 1 JULY 1983

ENGINEERS	1983-84	1984-85	1985-86
Carr	\$9.09	\$9.45	\$10.08
Foote	9.09	9.45	10.08
Hoover	9.17	9.54	10.18
Horger	9.09	9.45	10.08
Keppen	9.17	9.54	10.18
Lafayette	9.09	9.45	10.08
Le Blanc	8.99	9.35	9.98
Mixter	9.09	9.45	10.08
Paun	9.17	9.54	10.18
Raupp	9.09	9.45	10.08
Smith	8.99	9.35	9.98
High School	9.97	10.37	11.07

ASSISTANT ENGINEERS

Elementary	8.50	8.84	9.44
Leased Building	8.95	9.31	9.94
Senior High School	8.99	9.35	9.98

CUSTODIAN	8.24	8.57	*8.24/9.15
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UTILITY MAINTENANCE	10.06	10.46	11.17
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AUDITORIUM TECHNICIAN (Stage & Audio-Visual semi-annual paym't-83-84: 435.55; 84-85: 452.97; 85-86: 483.55)	9.14	9.51	10.15
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STOCK CLERK	9.55	9.93	10.60
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EXTRA MAINTENANCE (Outside)			
Head	8.94	9.30	9.93
Assistant	8.59	8.93	9.53

PAINTERS			
Head	10.04	10.44	11.14
Assistant	8.99	9.35	9.98

* Entry level hourly rate for newly-hired custodians (based on current hourly rate less 10%) for the first twelve (12) months of employment, effective July 1, 1985.

SCHEDULE B

JOB DESCRIPTIONS

The following job description are hereby established, but it is understood that job descriptions as herein contained are for the purpose of general identification only, and job classifications of an Employee shall not preclude the assignment of an Employee to work other than that which normally falls within the meaning of the job classification title; provided, however, that an Employee working within one representation area, as defined in Article I of this Agreement, shall not be assigned duties within another representation area.

A. ENGINEER

1. be directly responsible to the building principal
2. have overall responsibility for general maintenance and custodial work
3. set up work routines and see that they are carried out
4. be responsible for maintenance and safe operation of all heating and ventilation equipment
5. be responsible for maintenance and safe operation of the plumbing and its fixtures
6. be responsible for minor electrical replacements, such as switches, outlets, lighting, etc.
7. be responsible for the operating of all hardware, such as panic bars, locks, door checks, etc.
8. be responsible for checking fire hazards and proper storage of combustible materials
9. see that snow removal is carried out for safe walking on school property
10. see that landscaped areas are kept in proper condition
11. be responsible for proper use of all equipment and materials by personnel under his direction
12. be responsible for reporting all major repairs
13. be responsible for maintenance and operation of all kitchen equipment except such items as refrigerators
14. be responsible for ordering of custodial supplies and assuring that an adequate supply is kept on hand
15. be responsible for minor painting, minor repair of furniture and immediate replacement of glass (if necessary, request help on difficult windows)
16. be responsible to the building principal for all scheduled activities
17. see that the building is kept in a constant state of good repair
18. report any changes in work schedules to the Director of Buildings and Grounds
19. Clean all outside glass during the school year
20. Keep area clear of all papers and rubbish
21. engineers shall work with custodial group during summer cleaning
22. be responsible for helping with incoming and outgoing supplies
23. be responsible for other duties as assigned by the principal

B. ASSISTANT ENGINEER

1. be directly responsible to the engineer
2. be responsible for general custodial work
3. set up work schedules for extra activities and see that they are carried out
4. be responsible for general heating a safe operation of all equipment on his shift
5. be responsible for reporting all major repairs to the engineer in number "4" above
6. be responsible for minor electrical failures, such as lights and fuses which occur on his shift
7. be responsible for checking fire hazards and proper storage of combustible material
8. be responsible for proper use of all equipment and materials by personnel under his direction
9. be responsible to the engineer, ordering custodial supplies and assuring that an adequate supply is kept on hand
10. be responsible for the security of the building in case of emergency on his shift
11. be responsible for scheduled activities on his shift
12. work with custodians during the summer cleaning
13. be responsible for other duties as assigned by the engineer and the building principal

C. LEASED BUILDING ASSISTANT ENGINEER

1. be directly responsible to the Director of Buildings and Grounds Administrator
2. have responsibility for general maintenance and custodial work
3. be responsible for checking fire hazards and proper storage of combustible property
4. see that snow removal is carried out for safe walking on school property
5. see that landscaped areas are kept in proper condition
6. be responsible for proper use of all equipment and materials
7. be responsible for reporting all major repairs
8. be responsible for ordering custodial supplies and assuring that an adequate supply is kept on hand
9. be responsible for minor painting, minor repair of furniture and immediate replacement of glass (if necessary, request help on difficult windows)
10. clean all outside glass during the school year
11. keep area clear of all papers and rubbish
12. be responsible for other duties as assigned by the Director or Buildings and Grounds and/or the Building Administrator

D. CUSTODIAN

1. responsible to the assistant engineer
2. follow the cleaning schedule assigned to him
3. become familiar with his custodial equipment and see that proper care is taken of it
4. report to the assistant engineer any item in need of repair in his area
5. be responsible for light replacement which occurs on his shift
6. be responsible for other duties as assigned by the assistant engineer

E. AUDITORIUM TECHNICIAN

1. be directly responsible to the building principal and Supervisor of Buildings and Grounds
2. be responsible for the public address system
3. be responsible for the auditorium and all equipment
4. be responsible for the maintenance of the stage and portion of the auditorium
5. be responsible for other duties as assigned by the Supervisor of Buildings and Grounds and the principal

F. STOCK CLERK

1. be directly responsible to the Business Manager
2. assist the Business Manager in the inventory, ordering and distribution of supplies
3. assist the Business Manager in preparing the annual budget
4. be responsible for other duties as assigned by the Business Manager

G. PAINTERS

1. be responsible to the Supervisor of Buildings and Grounds
2. be responsible for the general painting of all school properties
3. be responsible for the cutting of all glass and help install in certain difficult areas when requested by the Supervisor of Buildings and Grounds
4. be responsible for other duties as assigned by the Supervisor of Buildings and Grounds

H. OUTSIDE UTILITY

1. be responsible to the Supervisor of Buildings and Grounds
2. be responsible for the movement of all supplies and materials within the school system
3. be responsible for the maintenance of all schools sidewalks, lawns and playfields
4. be responsible for the upkeep of all equipment which is used on outside maintenance
5. be responsible for other duties as assigned by the Supervisor of Buildings and Grounds

I. UTILITY MAINTENANCE

1. be responsible to the Supervisor of Buildings and Grounds
2. be responsible for repairs and other duties as directed by the Supervisor of Buildings and Grounds in areas of plumbing, electrical, carpentry, heating and ventilating equipment, other mechanical equipment and combustion burners
3. be responsible for the safekeeping and proper upkeep of all tools in his use
4. be available for 24 hour call in the event of an emergency breakdown of mechanical equipment in the school system
5. be responsible for other duties and functions relative to his classification as assigned by the Supervisor of Buildings and Grounds

J. HEAD COOK

1. be responsible to the building principal
2. be responsible for the overall operation of the cafeteria
3. be responsible for other cafeteria workers
4. other cafeteria workers to be responsible to the head cook and building principal
5. will require more extensive qualifications, i.e., minimum of one (1) year experience, dietary qualifications, State certification, High School graduate

ASSISTANT COOK

1. must be able to read and make adjustments on quantity cooking recipes
2. must have knowledge and ability to use kitchen equipment
3. must be productive in mass cooking
4. must have the ability to work in large group situations
5. must abide by health, sanitation and safety rules

COOK'S HELPER

1. must be able to prepare different sandwich spreads and work with a variety of meats and cheeses
2. must be able to assist in preparing salads, desserts and counter set-up
3. be familiar with kitchen equipment
4. be productive in food preparation
5. have the ability to work in large group situations
6. be responsible for other duties as assigned by Head Cook

FOOD SERVICE UTILITY PERSON

1. be responsible for the loading, unloading and transportation of food and non-food items between the central kitchen and satellite schools
2. be responsible for pre-trip vehicle inspection and reporting needed vehicle repairs and maintenance problems to Director of Food Service
3. Possess or be able to obtain a State of Michigan chauffeur's driving license and have an acceptable past driving record
4. be able to follow work schedule as assigned
5. be directly responsible to Director of Food Service
6. be responsible for other such duties as assigned by Director of Food Service

K. SECRETARY

1. be directly responsible to the building principal or in case of a general office, to the person in charge of that office
2. be responsible for all general office work
3. be responsible for communications between the office and the classrooms
4. be responsible for other duties as assigned by the principal. These duties are not to be for the care, teaching or disciplining of students. The secretarial staff will not be used for duties that were formerly performed by contractual personnel.

L. LAUNDRY EMPLOYEES

1. be responsible to the building engineer

M. TEACHER'S AIDE

1. be responsible to the teacher

APPENDIX SCHEDULE B

JOB DESCRIPTIONS

SENIOR BOOKKEEPER

Qualifications -

1. High School graduate
2. Minimum of five (5) years experience in a bookkeeping Accounting capacity
3. Typing skills of 50 WPM minimum
4. Minimum of three (3) years prior data processing experience
5. Demonstrated knowledge of Fund Accounting
6. Thorough knowledge and understanding of the RAMS computer system
7. Ability to satisfactorily pass a basic accounting test administered by the Board of Education

SENIOR PAYROLL SECRETARY

Qualifications -

1. High School graduate
2. Typing skills 50 WPM minimum
3. Minimum of five (5) years experience in a payroll or bookkeeping capacity

JUNIOR BOOKKEEPER

Qualifications -

1. High School graduate
2. Minimum of three (3) years experience in a bookkeeping or accounting capacity
3. Demonstrated knowledge of Fund Accounting
4. Ability to satisfactorily pass a basic accounting test administered by the Board of Education

JUNIOR PAYROLL SECRETARY

Qualifications -

1. High School graduate
2. Minimum of three (3) years experience in a payroll capacity
3. Typing skills 50 WPM minimum
4. Ability to satisfactorily pass a basic accounting test administered by the Board of Education

LINCOLN PARK PUBLIC SCHOOLS

SCHOOL CALENDAR 1985-86

Tuesday, September 3, 1985.....Full Records Day K - 12

Wednesday, September 4, 1985.....Students Report
 A.M. Students Report (K-12)
 P.M. Records (K-12)

Thursday, September 5, 1985.....Students Report
 A.M. Records (K-12)
 P.M. Students Report (K-12)

Friday, September 6, 1985.....Full Class Sessions K-12

Friday, September 27, 1985.....Fourth Friday Records
 K-7 Dismissal 2:15 P.M.

Friday, November 1, 1985.....End of First Marking Period
 Grades 8-12

Friday, November 8, 1985.....End of First Marking Period
 Grades K-7

Monday, November 11, 1985.....K-7 Records 1/2 Day
 A.M. Students Report (K-7)
 P.M. Records (K-7)

*November, 1985.....Parent Teacher Conferences
 K-7 Four Half Days
 8th One Half Day

Wednesday, November 27, 1985.....Schools Close at End of Day
 Elementary 2:15 P.M.
 Thanksgiving Recess

Monday, December 2, 1985.....School Resumes

Friday, December 20, 1985.....Schools Close at End of Day
 Christmas Recess

Monday, January 6, 1986.....School Resumes

Tuesday-Friday, January 21-24, 1986.....8-12 Final Exams

Friday, January 24, 1986.....End of First Semester
 A.M. Students Report (K-12)
 P.M. Records (K-12)

Monday, January 27, 1986.....Second Semester Begins
 A.M. Records (K-12)
 P.M. Students Report (K-12)

March, 1986.....K-7 Inservice 1/2 Day - P.M.

Thursday, March 27, 1986.....End of Third Marking Period K-12
 A.M. Students Report (K-7)
 P.M. Records (K-7)

Thursday, March 27, 1986.....School Closes at End of Day
 Elementary 2:15 P.M.
 Easter Recess

Monday, April 7, 1986..... School Resumes

*April, 1986.....Parent Teacher Conferences
 8th Grade One Half Day

Monday, May 26, 1986.....School Closed-Memorial Day

Tuesday-Thursday, June 10-12, 1986.....8-12 Final Exams

Wednesday, June 11, 1986.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)

Thursday, June 12, 1986.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)

Friday, June 13, 1986.....Students Report 9:30 - 11:30 AM K - 12
 School dismissed at 11:30 AM. Report
 cards will be handed out, K-7.
 Teachers day concludes at 11:45 AM.

*Exact dates for Parent Teacher Conferences will be announced.
 Kindergarten teachers will have an additional day for conferences with
 a substitute teacher provided.

Should program changes be instituted at any level, in no case will the
 school year be reduced below minimum state requirements regardless of
 the above factors.

LINCOLN PARK PUBLIC SCHOOLS

SCHOOL CALENDAR 1986-87

Tuesday, September 2, 1986.....Full Records Day K-12

Wednesday, September 3, 1986.....Students Report
 A.M. Students Report (K-12)
 P.M. Records (K-12)

Thursday, September 4, 1986.....Students Report
 A.M. Records (K-12)
 P.M. Students Report (K-12)

Friday, September 5, 1986.....Full Class Sessions K-12

Friday, September 26, 1986.....Fourth Friday Records
 K-7 Dismissal 2:15 P.M.

Friday, October 31, 1986.....End of First Marking Period
 Grades 8-12

Friday, November 7, 1986.....End of First Marking Period
 Grades K-7

Monday, November 10, 1986.....K-7 Records 1/2 Day
 A.M. Students Report (K-7)
 P.M. Records (K-7)

*November, 1986.....Parent Teacher Conferences
 K-7 Four Half Days
 8th One Half Day

Wednesday, November 26, 1986.....Schools Close at End of Day
 Elementary 2:15 P.M.
 Thanksgiving Recess

Monday, December 1, 1986.....School Resumes

Friday, December 19, 1986.....Schools Close at End of Day
 Christmas Recess

Monday, January 5, 1987.....School Resumes

Tuesday-Friday, January 20-23, 1987.....8-12 Final Exams

Friday, January 23, 1987.....End of First Semester
 A.M. Students Report (K-12)
 P.M. Records (K-12)

Monday, January 26, 1987.....Second Semester Begins
 A.M. Records (K-12)
 P.M. Students Report (K-12)

March, 1987.....K-7 Inservice 1/2 Day - P.M.

Friday, March 27, 1987.....End of Third Marking Period K-12

Monday, March 30, 1987.....K-7 Records 1/2 Day
 A.M. Students Report (K-7)
 P.M. Records (K-7)

Thursday, April 16, 1987.....School Closes at End of Day
 Elementary 2:15 P.M.
 Easter Recess

Monday, April 27, 1987.....School Resumes

*April, 1987.....Parent Teacher Conferences
 8th Grade One Half Day

Monday, May 25, 1987.....School Closed-Memorial Day

Tuesday-Thursday, June 9-11, 1987.....8-12 Final Exams

Wednesday, June 10, 1987.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)

Thursday, June 11, 1987.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)

Friday, June 12, 1987.....Students Report 9:30 - 11:30 AM K - 12
 School dismissed at 11:30 AM. Report
 cards will be handed out, K-7.
 Teachers day concludes at 11:45 AM.

*Exact dates for Parent Teacher Conferences will be announced.
 Kindergarten teachers will have an additional day for conferences with
 a substitute teacher provided.

Should program changes be instituted at any level, in no case will the
 school year be reduced below minimum state requirements regardless of
 the above factors.

LINCOLN PARK PUBLIC SCHOOLS

SCHOOL CALENDAR 1987-88

Tuesday, September 8, 1987.....Full Records Day K-12

Wednesday, September 9, 1987.....Students Report
 A.M. Students Report (K-12)
 P.M. Records (K-12)

Thursday, September 10, 1987.....Students Report
 A.M. Records (K-12)
 P.M. Students Report (K-12)

Friday, September 11, 1987.....Full Class Sessions K-12

Friday, October 2, 1987.....Fourth Friday Records
 K-7 Dismissal 2:15 P.M.

Friday, November 6, 1987.....End of First Marking Period
 Grades 8-12

Friday, November 13, 1987.....End of First Marking Period
 Grades K-7

Monday, November 16, 1987.....K-7 Records 1/2 Day
 A.M. Students Report (K-7)
 P.M. Records (K-7)

*November, 1987.....Parent Teacher Conferences
 K-7 Four Half Days
 8th One Half Day

Wednesday, November 25, 1987.....Schools Close at End of Day
 Elementary 2:15 P.M.
 Thanksgiving Recess

Monday, November 30, 1987.....School Resumes

Friday, December 18, 1987.....Schools Close at End of Day
 Christmas Recess

Monday, January 4, 1988.....School Resumes

Tuesday-Friday, January 19-22, 1988.....8-12 Final Exams

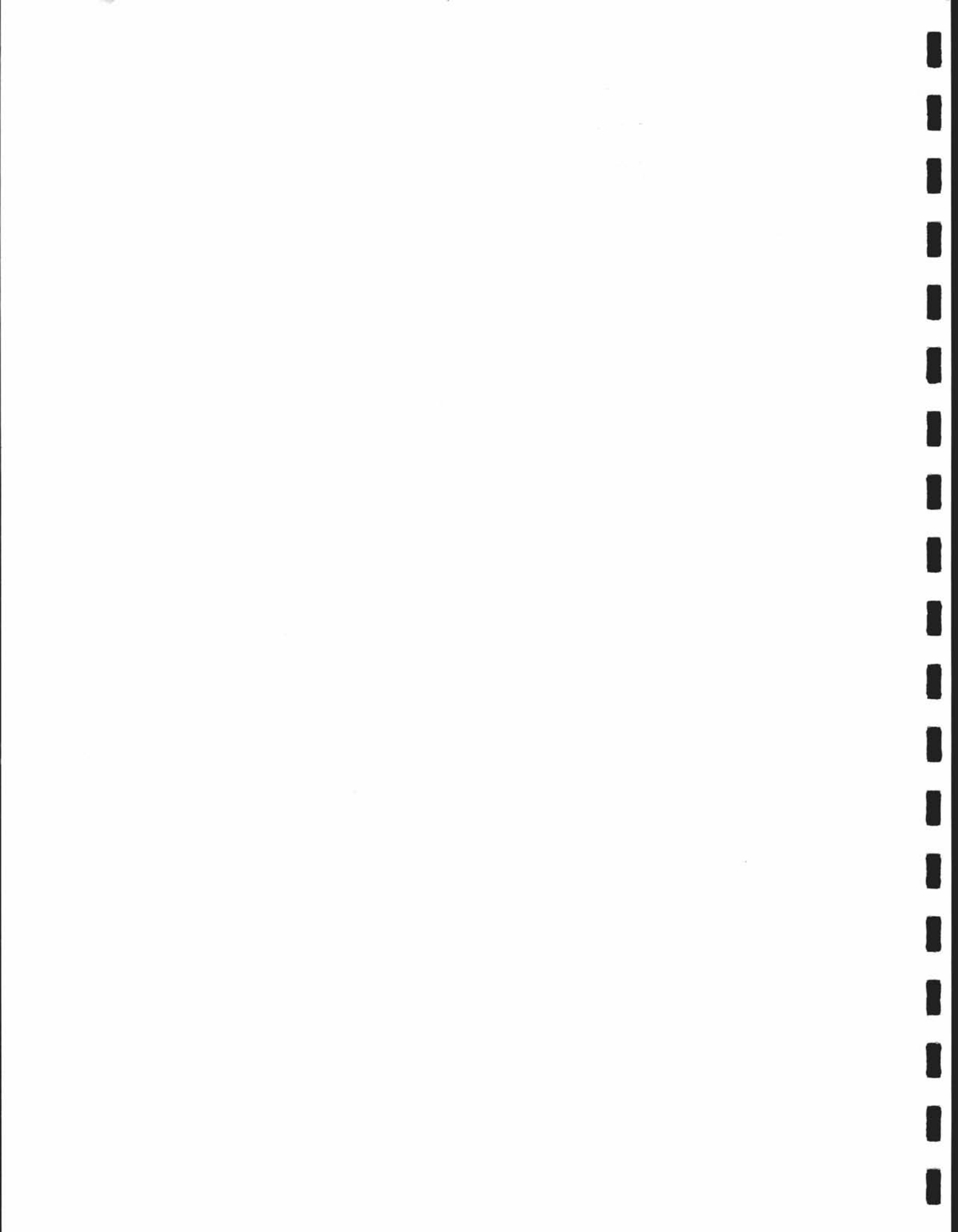
Friday, January 22, 1988.....End of First Semester
 A.M. Students Report (K-12)
 P.M. Records (K-12)

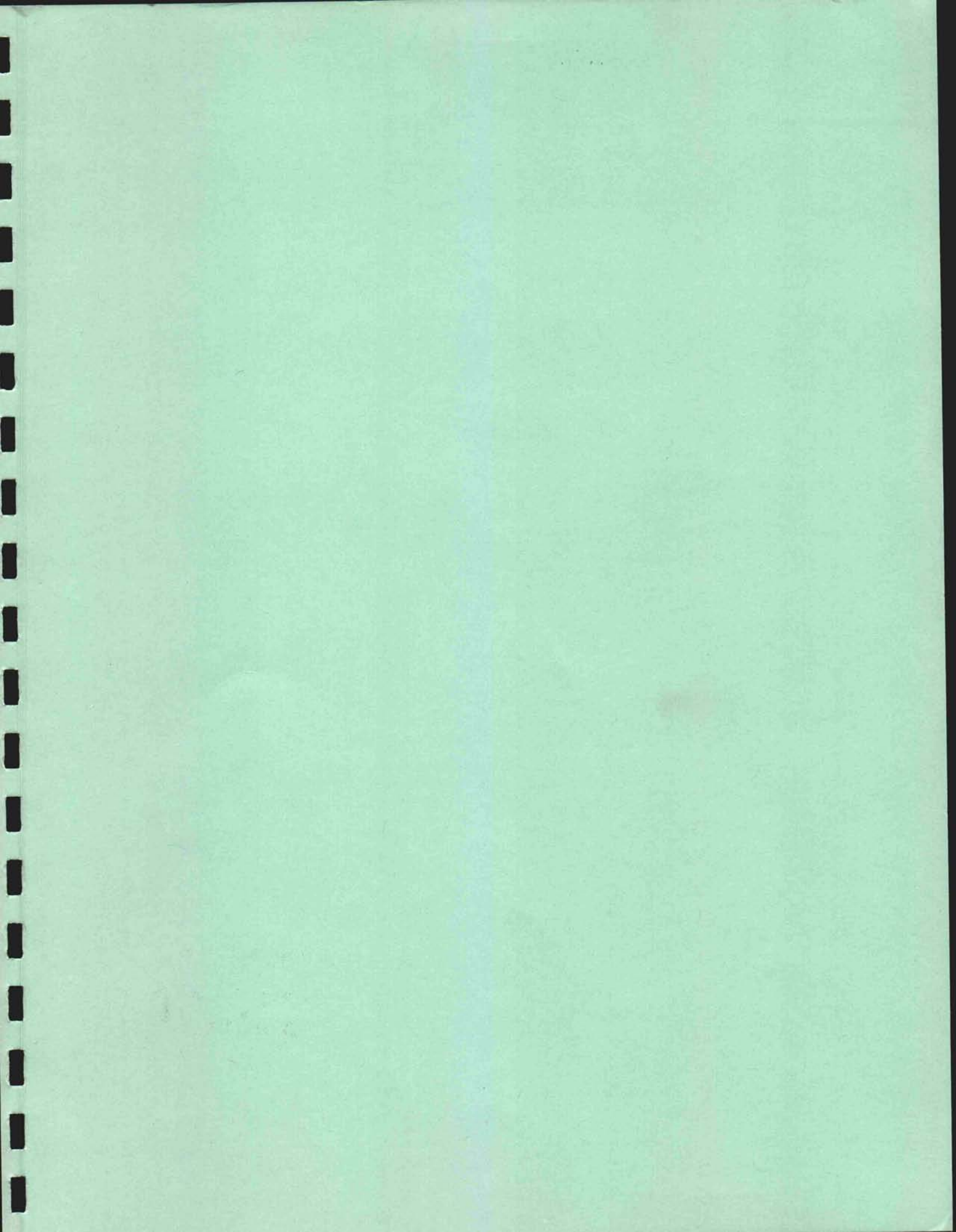
Monday, January 25, 1988.....Second Semester Begins
 A.M. Records (K-12)
 P.M. Students Report (K-12)

March, 1988.....K-7 Inservice 1/2 Day - P.M.
 Friday, March 25, 1988.....End of Third Marking Period K-12
 Monday, March 28, 1988.....K-7 Records 1/2 Day
 A.M. Students Report (K-7)
 P.M. Records (K-7)
 Thursday, March 31, 1988.....School Closes at End of Day
 Elementary 2:15 P.M.
 Easter Recess
 Monday, April 11, 1988.....School Resumes
 *April, 1988.....Parent Teacher Conferences
 8th Grade One Half Day
 Monday, May 30, 1988.....School Closed-Memorial Day
 Tuesday-Thursday, June 7-9, 1988.....8-12 Final Exams
 Wednesday, June 8, 1988.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)
 Thursday, June 9, 1988.....K-7 1/2 Day Records
 A.M. Students report (K-7)
 P.M. Records (K-7)
 Friday, June 10, 1988.....Students Report 9:30 - 11:30 AM K - 12
 School dismissed at 11:30 AM. Report
 cards will be handed out, K-7.
 Teachers day concludes at 11:45 AM.

*Exact dates for Parent Teacher Conferences will be announced.
 Kindergarten teachers will have an additional day for conferences with
 a substitute teacher provided.

Should program changes be instituted at any level, in no case will the
 school year be reduced below minimum state requirements regardless of
 the above factors.







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