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**MASTER AGREEMENT**

between the

**WEST BLOOMFIELD BOARD OF EDUCATION**

and

**THE WEST BLOOMFIELD SCHOOLS ASSOCIATION OF  
EDUCATIONAL SECRETARIES**

July 1, 1986 - June 30, 1989

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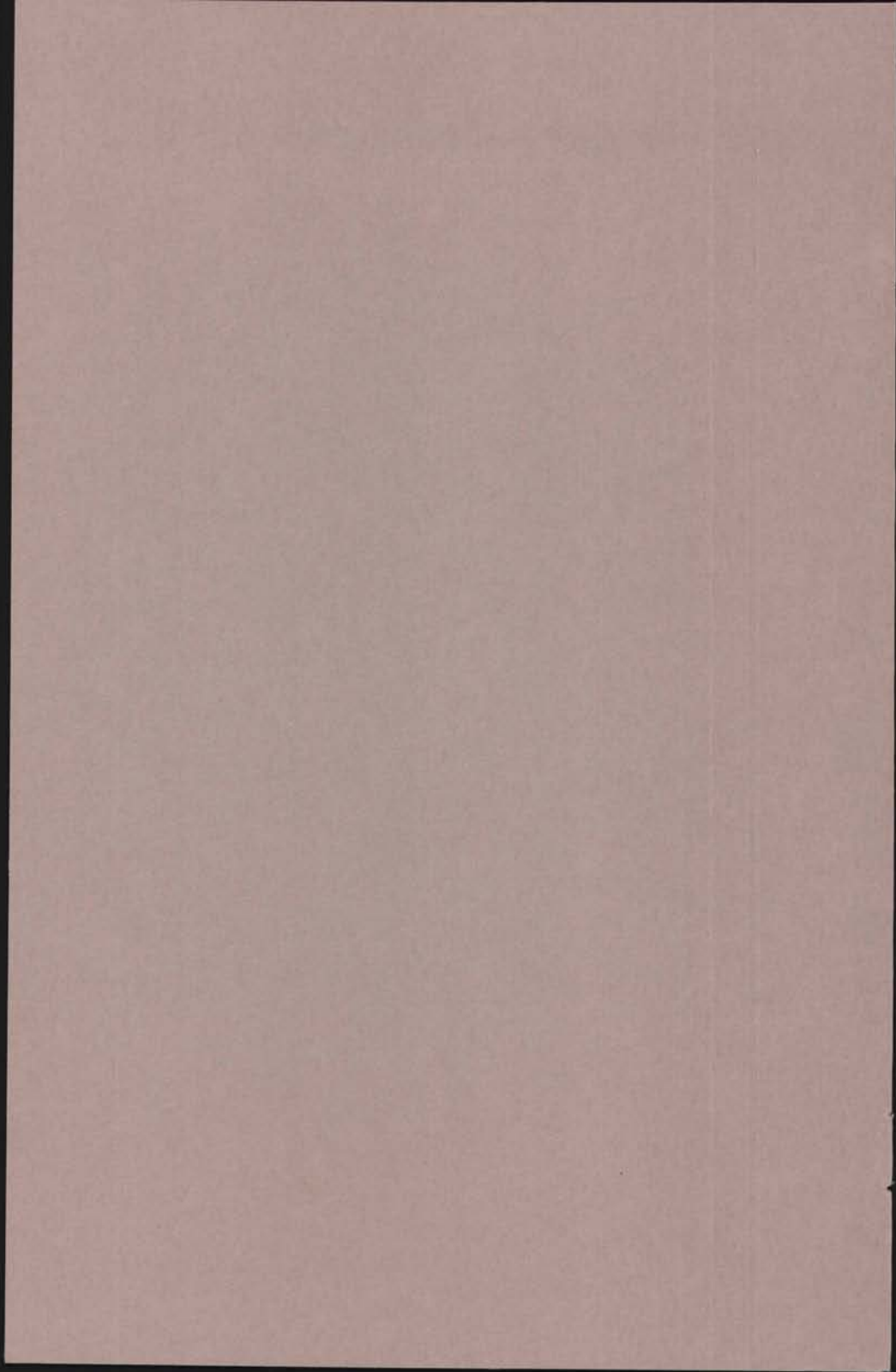






TABLE OF CONTENTS

	<u>PAGE</u>
Agreement . . . . .	1
Article I Recognition . . . . .	1
Article II Deduction of Membership Dues . . . . .	3
Article III Representation/Release Time . . . . .	5
Article IV Grievance Procedure . . . . .	6
Article V Discipline and Discharge . . . . .	8
Article VI Seniority, Probation, Layoffs, Recalls, Promotions, Transfers, and Postings . . . . .	10
Article VII Working Hours . . . . .	16
Article VIII Health Examinations . . . . .	18
Article IX Retirement . . . . .	19
Article X Veterans . . . . .	19
Article XI Inclement Weather and Building Failure . . . . .	19
Article XII Mileage . . . . .	20
Article XIII Miscellaneous Provisions . . . . .	20
Article XIV Insurance . . . . .	22
Article XV Leaves . . . . .	25
Article XVI Severance Pay . . . . .	29
Article XVII Vacations . . . . .	30
Article XVIII Holidays . . . . .	31
Article XIX Rights of the Board . . . . .	32
Article XX No Strike . . . . .	33
Article XXI No Lockout . . . . .	34

Article XXII	Waiver . . . . .	34
Article XXIII	Supplemental Agreements . . . . .	34
Article XXIV	Conformity to Law . . . . .	35
Article XXV	Wages . . . . .	35
Article XXVI	Jury Duty . . . . .	35
Article XXVII	Duration . . . . .	37
Schedule A	Wage Schedule - Effective July 1, 1986 . . .	38
	Wage Schedule - Effective July 1, 1987 . . .	39
	Wage Schedule - Effective July 1, 1988 . . .	40
Schedule B	Job Classifications . . . . .	42

AGREEMENT

This Agreement is entered into this 1st day of July, 1986, by and between the Board of Education of the West Bloomfield School District, hereinafter called the Board, and the West Bloomfield Schools Association of Education Secretaries, hereinafter called the Association.

ARTICLE I  
RECOGNITION

Section 1. Recognition of Association

The Board hereby recognizes the Association in accordance with the applicable provisions of Act No. 379, Public Acts of 1965, as amended, as the sole and exclusive collective bargaining representative for all personnel employed by the Board in secretarial, clerical, graphic arts, and offset operator classifications, including those on leave, excluding the secretaries to the Superintendent (2) and the secretaries to the Deputy Superintendent for Personnel (2). The positions of the Secretary to the Assistant Superintendent for Instruction and the Secretary to the Business Manager shall become a part of this unit when the present secretary vacates her position. The position of the Secretary to the Deputy Superintendent for Operations shall become a part of this unit when the present secretary vacates her position or is no longer directly responsible to the Deputy Superintendent, whichever comes last.

During the term of this Agreement, the Board agrees that it will not enter into negotiations or agreements with any organization or individual other than the duly appointed representatives of this Association with respect to wages, hours, working conditions, and other terms of employment for employees covered under this Agreement.

Section 2. Creation of New Positions/Jobs

In the event a new secretarial, clerical, graphic arts or offset position is established by the Board, the Board will negotiate with the Association the classification placement and rate structure of the position.

Section 3. Definitions

In the application and interpretation of the provisions of this Agreement, the following definitions shall apply:

A. Substitute

An employee who is filling a present position, but in no event for a period longer than the probationary period of a new employee. Substitutes will not be members of the Association and will not be covered by this Agreement.

B. Work-Study Programs

It is recognized that several cooperative work-study programs in the schools are a valuable and necessary experience to the educational welfare of our students and that the hiring of temporary employees, referred to as students, in no way interferes or conflicts with the duties or privileges of employees. It is understood that the provisions of this Agreement entered into between the parties do not apply to these temporary student employees.

C. Twelve-Month, Full-Time Employee

An employee who works no less than 37-1/2 hours per week which is worked in five (5) equal, consecutive days of 7-1/2 hours per day, Monday through Friday, for twelve (12) consecutive months.

D. Less Than Twelve-Month, Full-Time Employee

An employee who works no less than 37-1/2 hours per week which is worked in five (5) equal, consecutive days of 7-1/2 hours per day, Monday through Friday, for less than twelve (12) consecutive months of the year.

E. Part-Time Employee

An employee who works less than 37-1/2 hours per week, or less than five (5) days per week, or less than 7-1/2 hours per day.



ARTICLE II  
DEDUCTION OF MEMBERSHIP DUES

Section 1. Association Security

A. Deduction Authorization

Any employee who is a member of the Association, or who has applied for membership, shall submit to the Association a dues deduction form identical to that in Section 2 of this article, authorizing deduction of membership dues in the Association. Such authorization shall in turn be submitted to the Payroll Department and shall be continuing from year to year unless revoked in writing between June 1 and June 30. Deductions will be made per a schedule agreed to between the Association and the Board. The amount of dues/fees shall be set by the Association and the Personnel Office shall be informed in writing.

B. Agency Shop Fee

An employee who does not make application for membership within ten (10) days of completion of the probationary period shall, as a condition of employment, pay a fee to the Association an amount equal to the membership dues payable to the Association. The employee may authorize a payroll deduction for such fee. In the event an employee does not join the Association or pay such a fee, the Board shall advise the employee that she shall be discharged.

As a condition of the effectiveness of this Article, the Association agrees to indemnify and save the Board and each administrator harmless against any and all claims or suits that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this action.

C. Transferred Employees

Employees who have completed their probationary period in the district, upon transfer into the unit, shall pay dues as of the date of transfer.

Section 2. Dues Deduction Form

WEST BLOOMFIELD SCHOOLS ASSOCIATION OF EDUCATIONAL SECRETARIES

BY: \_\_\_\_\_  
          Last Name                      First Name                      Middle Name

TO: \_\_\_\_\_  
          Name of Employer                      Location (Building)

EFFECTIVE DATE: \_\_\_\_\_ . I hereby request and authorize you to deduct from my earnings each month an amount sufficient to provide for the regular payment of the current rate of the Association dues. The amount deducted shall be paid to the Association. This authorization will remain in full force and effect from year to year, unless cancelled by me in writing.

Employee's Signature \_\_\_\_\_ Street Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ City and State \_\_\_\_\_

ARTICLE III  
REPRESENTATION/RELEASE TIME

Section 1. Representation

A. Association Representatives

The Association shall furnish the Board with the names and addresses of the officers, and of the grievance representative and alternate, and such changes as may occur from time to time in such personnel, so that the Board may at all times be advised as to the authority of the individual representatives of the Association with whom it may be dealing. Until the Board has received written notice from the Association, it shall not be required to deal with such employees purporting to be representatives.

B. Grievance Representatives

The Association shall designate a grievance representative and alternate. The alternate shall act only in the absence of the grievance representative. The grievance representative shall be granted time off without loss of pay or leave time when necessary to attend grievance proceedings scheduled by the Association and the Board. The grievance representative shall notify her supervisor two (2) days in advance of the date that her attendance will be required.

C. Activity Release Time

The Board agrees to provide up to twenty-four (24) hours per year of release time without loss of pay or leave time for the Association Executive Board. Activity release time shall be used for conferences, workshops or other union-related activities, but not related to labor relations or collective bargaining. The Association President shall notify the Deputy Superintendent at least five (5) working days in advance of such conference or activity for which release time is to be used.

D. Negotiations Release Time

The Board shall provide time off without loss of pay or leave time for the purpose of negotiations and the Association shall provide that its members who are involved in such negotiations shall provide a comparable

amount of their own time for the purpose of the negotiations.

ARTICLE IV  
GRIEVANCE PROCEDURE

Section 1. Definition

Any complaint by an employee concerning the application, meaning, interpretation or alleged violation of this Agreement, or concerning any disciplinary action, shall constitute a grievance and shall be processed as follows:

Section 2. Grievance Procedure

Step 1

Informal discussion between the employee and immediate supervisor.

Step 2

If not resolved at Step 1, the grievance shall be reduced to writing, shall be signed by the employee, and shall then be presented to and discussed with the immediate supervisor by the employee's grievance committee representative. This must be done within ten (10) working days after the act or condition which is the subject of the grievance. The immediate supervisor shall provide the grievance committee representative with a written answer within five (5) working days after the supervisor's receipt of the written grievance.

Step 3

If not resolved at Step 2, the written grievance shall be presented to the Superintendent of Schools via the Deputy Superintendent for Personnel within five (5) working days after the grievance committee representative's receipt of the written answer at Step 2. The Superintendent of Schools or the Deputy Superintendent for Personnel shall provide the grievance committee representative with a written answer within five (5) working days after his receipt of the written grievance.

#### Step 4

If not resolved at Step 3, the written grievance shall be filed with the Secretary of the Board (with a copy to the Superintendent) within five (5) working days after the grievance representative's receipt of the written answer at Step 3. The Board shall give the Association an opportunity to be heard on the grievance at a regular meeting not later than the second regular Board meeting following the filing of the written grievance with the Secretary of the Board.

#### Step 5

If the grievance is still unresolved, the Association only may, within thirty (30) working days after the Step 4 disposition and by written notice to the Board (Deputy Superintendent for Personnel), request arbitration. Within ten (10) working days after such notice to arbitrate, the Association and the Board shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree, a request for a list of arbitrators will be made to the American Arbitration Association by the party seeking arbitration within the next five (5) working days. The arbitrator shall be selected, and the arbitration shall be conducted, under the rules of the American Arbitration Association. The fees and expenses of arbitration shall be shared equally by the Board and the Association. The arbitrator shall confine his decision to the sole question of whether or not there has been a violation of this Agreement and, if he finds a violation, the appropriate relief. The decision of the arbitrator shall be final and binding upon the employee involved and upon the parties to this Agreement and judgment thereon may be entered in any court having jurisdiction.

#### Section 3 - Miscellaneous Provisions

- A. For the purpose of assisting a member or the Association in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, The Board shall permit an Association representative access to, and the right to inspect and acquire copies of, personnel files if the employee(s) involved grant(s) a written release to the Association for access to the file(s).

- B. A bargaining unit member who must be involved in the grievance procedure during the work day shall be excused for that purpose without loss of pay or leave time.
- C. If the Association fails to respond within the specified time limits to the last answer from the Board, the last answer from the Board shall stand as the final decision of the grievance. If the Board fails to respond within the specified time limits to the last relief requested from the Association, the last relief requested from the Association shall stand as the final decision of the grievance. Time limits may be extended in any instance by mutual agreement, in writing.
- D. Notwithstanding the foregoing provisions, it is understood that any individual employee at any time shall have the right to process a grievance on her own behalf and have the grievance adjusted, without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment, according to the provisions of Act 379 of the Public Acts of 1965, as amended.
- E. If a grievance is sustained, the aggrieved party shall be paid for any financial loss.
- F. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at her regular rate.

ARTICLE V  
DISCIPLINE AND DISCHARGE

Section 1. Cause for Discharge

An employee shall only be discharged for just cause.

Section 2. Notice of Suspension or Discharge

A. Notice to Association

The Board agrees promptly, upon the suspension or discharge of an employee, or disciplinary action, to notify in writing, the grievance representative of the discharge or discipline.

B. Informal Discussion

A suspended or discharged employee will be allowed to discuss her suspension or discharge with the grievance representative and the Board will make available an area where she may do so before she is required to leave the Board's premises. Upon request, the Board or its designated representative, will discuss the suspension or discharge with the employee and the grievance representative.

Section 3. Appeal of Suspension or Discharge

A. Improper Suspension or Discharge

Should the suspended or discharged employee or the grievance representative consider the suspension or discharge to be improper, the matter shall be referred to Step 3 of the grievance procedure and be presented to the Board within ten (10) working days after suspension or discharge.

B. Probationary Employee

This provision is not applicable to an employee during her probationary period.

Section 4. Use of Past Record

In imposing any discipline on a current charge, the Board will not take into account any prior infractions which occurred more than two (2) years previous; nor shall the Board take into account any inadvertent error or mistake on any employee's application form which occurred more than two (2) years previous.

ARTICLE VI  
SENIORITY, PROBATION, LAYOFFS,  
RECALLS, PROMOTIONS, TRANSFERS, AND POSTINGS

Section 1 - Seniority

A. Definition/Accrual

Seniority shall be defined as the length of service within the bargaining unit. In the event that more than one employee has the same starting date, seniority shall be determined by drawing lots.

B. Lost Seniority

Seniority shall be lost and an employee shall be removed from the seniority list for the following reasons:

1. If an employee quits or retires.
2. If an employee is absent without notice for three (3) consecutive work days.
3. If she is discharged and the discharge is not reversed through the grievance procedure.
4. If she fails to return to work from a layoff within the ten (10) work days following the date of the written notification of recall to her last address on file with the Board.
5. If she overstays a leave of absence, unless it is due to reasons satisfactory to the Board.
6. If she is on layoff for a period of two (2) years.
7. An employee shall lose her seniority if, at any time, it is determined that she deliberately falsified her employment or leave of absence application for the purpose of gaining an advantage or benefit she would not otherwise have merited. Such taking away of seniority shall only be done for just cause.

C. Seniority List

The Board will provide the Association a seniority list within two (2) weeks after the effective date of the agreement and each four (4) months thereafter upon



request, during the term of this agreement. The list shall contain each employee's name, seniority date, classification and any other requested information available on the data sheet.

D. Discrimination

Seniority shall not be affected by sex, race, color, creed, age, marital status, national origin, weight, height, handicap or dependents of the employee.

E. Transferred Employees

Individual leave banks shall not be affected by any transfer into the bargaining unit.

Section 2 - Probation

A. Probationary Period

The first ninety (90) work days of employment shall be probationary with no seniority or sick leave benefits. The provisions of group insurance policies purchased by the Board and the rules and regulations of the carrier will govern as to the commencement and duration of benefits and all other aspects of coverage. The Association President shall be notified, upon hire of the employee, of the last day of the probationary period, classification and wage step.

B. Seniority Status

If the employee is continued in employment beyond the probationary period, the employee shall acquire the status of a seniority employee and her seniority shall be established from the first day worked as a probationary employee. She shall be credited with sick leave benefits and vacation leave accrual retroactive to the first day worked as a probationary employee. Holiday pay shall be granted following the completion of her probationary period.

C. Probationary Employee Representation

The Association shall represent probationary employees for purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment.

Probationary employees may be summarily discharged, except as otherwise provided by law, and such discharge is final and not subject to the grievance procedure.

### Section 3. Layoffs and Recalls

#### A. Layoff Procedure

If layoffs become necessary, the procedure shall be as follows:

1. Probationary employees shall be laid off first as long as senior employees are able to do the work.
2. Senior employees shall be given the proper instruction and training to fill the vacant position as long as the training can be handled within the district and can be trained for the position in one (1) to three (3) weeks.
3. An employee who is to be laid off shall be given at least ten (10) working days written notice of layoff. A copy of the layoff notice shall be sent to the Association President on the same day the notice is sent to the employee. Failure to provide such notice will result in the affected employee being paid one (1) day's wages for each day less than the required ten (10) day notice.
4. A senior employee who would otherwise be laid off shall be given priority of work over junior employees within her own or lower classification as long as she is able to perform the required work.
5. The Board shall continue to provide the current health insurance for the laid-off employee for thirty (30) days from the date of layoff.

#### B. Recall Procedure

The recall procedure shall be as follows:

1. Recalls shall be in reverse order; that is, a senior laid-off employee shall be given priority of work over a junior laid off employee as long as the employee is able to perform the required work.

2. Senior employees shall be given the proper instruction and training to fill the vacant position as long as the training can be handled within the district and can be trained for the position in one (1) to three (3) weeks.
3. Employees recalled shall be reinstated with their adjusted date of first employment, their accumulated sick bank entitlement (if applicable), and on the same step on the salary schedule in effect for the employee at the time of layoff.
4. Laid-off employees shall retain recall rights for one (1) year from the date of layoff.

C. Recall Notice

Notice of recall shall be sent to the employee at her last known address, as shown on the Board's records, by certified mail. If an employee fails to report for work within ten (10) working days from the date of mailing of the notice of recall, she shall be considered as having quit. A copy of the recall notice shall be sent to the Association President on the same day the notice is sent to the employee.

D. Change of Address

Each employee is responsible for keeping the Board advised in writing of any change of address and shall not be excused for failure to report for work on recall if she fails to receive recall notice because of her own failure to advise the Board in writing of change of address.

E. Health Insurance Option

A laid-off employee shall have the option of continuing her health insurance by prepaying the monthly premium for the duration that she is on the layoff list. Payment is to be made at the Business Office located in the Administrative Service Center and is due by the first of each month.

F. Necessity of Layoffs

Layoffs may become necessary in the event of insufficient finances to fund a program as determined by the Board, the elimination of a position, or to facilitate the

retention of a more senior employee. If for some other reason it is necessary to implement a layoff, the Board shall negotiate with the Association.

#### Section 4. Promotions

##### A. Definition

A promotion is a movement to a higher job classification included in the bargaining unit. Such promotion shall be accorded to the individual best qualified as determined by the Board. In case the choice rests between two or more employees who have equal qualifications, seniority shall govern the selection. Qualifications shall be based on the current job description. If no employee in the bargaining unit is qualified, the Board may fill the position by new hire.

##### B. Trial Period

The employee selected for the promotion will be given a four (4) week trial period during which time if she is unsatisfactory, she shall revert to her former classification.

##### C. Rate of Pay

During the trial period, employees will receive the rate of pay of the job they are performing.

##### D. Seniority Freeze

Employees hired for positions with the district who are excluded from the bargaining unit shall have their seniority frozen and shall not accumulate seniority while in a non-bargaining unit position. Upon returning to the bargaining unit, they shall be credited with their prior seniority accumulated while in the bargaining unit.

#### Section 5. Voluntary Transfers

##### A. Definition

A transfer is a movement to a different position within the same or lower classification which is vacant.

B. Transfer Request

Employees may request transfers for future vacancies by filing same in writing at the Personnel Office. Such requests shall be kept on file for one (1) school year. These requests shall be given consideration as vacancies occur. Requests which were not acted upon must be refiled each September to remain active. An employee whose request was not acted upon may ask for an explanation and shall be given one. The Association President shall be sent a copy of the notice of transfer on the same date the notice is sent to the employee being transferred.

C. Trial Period

The employee requesting a transfer to an open job and being granted such transfer shall be given a four (4) week trial period. If the employee is unsatisfactory in the new position, she shall be returned to the position from which she was transferred.

Section 6. Involuntary Transfers

A. Definition

An involuntary transfer is a transfer of an employee instituted by the Board to a position of equal classification to the position held.

B. Involuntary Transfer Procedure

Written notice of transfer shall be given to the employee affected ten (10) working days prior to the transfer. A copy of the notice shall be sent to the Association President on the same date it is sent to the employee being transferred. Reasons for the transfer shall be included in the notification.

C. Necessity of Transfers

The Board may make involuntary transfers which are deemed necessary. An involuntary transfer shall be a transfer to another position of equal classification. If the above procedures and conditions are not met, the employee being transferred may refer to Step 3 of the grievance procedure.

Section 7. Vacancies/Posting

- A. A vacancy is created by a newly created position or a present position that has been vacated. Vacancies shall be filled as follows:
1. An employee on layoff shall be considered for vacancies first. The recall shall be per Section 3 of Article VI.
  2. A transfer request shall be considered after laid off employees have been reviewed. The transfer shall not be a promotion.
  3. If no employee on layoff is recalled or no transfer is made, the vacant position shall be posted district-wide.
  4. If no present employee is hired for the vacant position, the Board may fill the position by new hire.
- B. All employees in the bargaining unit shall be notified of vacant positions by a posted notice at least seven (7) working days prior to the filling of the vacant position. Such posting shall contain the job title, building, classification and pertinent information relating to the position. Employees interested shall apply in writing to the designated administrative office within the seven (7) day period. When school is not in session, the Association President shall be sent two (2) copies of the posting on the same day the position is posted district wide. All those applying shall be granted an interview and shall be notified of the decision regarding the appointment. A copy of the job description shall be given if requested by the applicant.

ARTICLE VII  
WORKING HOURS

Section 1. Working Hours

A. Lunch Period

All employees working six (6) hours or more per day shall have a thirty (30) minute, unpaid, duty free lunch period

except where it is necessary because of an emergency for them to perform duties during the lunch period. In these cases, the employee shall be offered an equal amount of compensatory time.

B. Summer Work Hours

A full-time employee may request from her supervisor, and upon approval, have her work hours decreased no more than one (1) hour per day, five days per week, during the months of June, July and August when the teaching staff is absent. Compensation shall be paid at the regular rate for the actual hours worked. Once the employee has made her election of a regular work or shortened work day, these hours shall remain constant during the aforementioned period. The election of a shortened work day does not apply to any other period during the year. This clause shall not be used to allow full-time positions to become part-time positions.

C. Board Reduction of Work Hours

No employee shall have her regular work hours decreased more than one (1) hour per day. No employee shall have her regular work days decreased. If the financial conditions of the school district, as determined by the Board, warrants the cutting of hours more than covered in this Agreement, the Board shall bargain with the Association to mutually agree on such a reduction. Where there is a reduction of more than one (1) hour, or more than one (1) day, the affected secretary may claim a position held by the least senior employee in the same classification or lower for the purpose of retaining her normal work schedule.

D. Breaks

Full-time employees shall be provided a fifteen (15) minute break in the morning and in the afternoon. Breaks shall be taken at a time and in a manner that does not interfere with the work. Part-time employees who work three and three-quarter (3-3/4) hours shall be provided one (1) fifteen (15) minute break.

E. Return from Leave

An employee returning from a granted leave of absence as provided for in Article XV shall be returned to the same position or one of equal classification. An employee

shall be returned at the established days and hours worked at the time the leave commenced unless mutually agreed by the Board and Association. A returning employee may not elect to come back to less than the specified days or hours unless agreed to by the Board and Association.

#### Section 2. Wages and Overtime

Employees will be paid at a straight hourly rate for all hours worked in addition to those set forth in this article, Section 1:A, but not exceeding forty (40) hours per week.

- A. Overtime shall be paid at the rate of time and one-half for work over eight (8) hours per day.
- B. Double time will be paid for service performed on Sundays or on the holidays designated in Article XVIII hereof.
- C. There shall be no pyramiding of overtime.
- D. Overtime pay rates shall be granted if a full-time employee is required by the Board to attend class(es) outside of the employee's regular work hours.
- E. All overtime or extra time outside of normal working hours must be approved in advance, in writing, by the immediate supervisor in order to be compensable in any manner. Such approval is subject to the final decision of an Assistant Superintendent.

#### ARTICLE VIII HEALTH EXAMINATIONS

In compliance with Act 290 of P.A. of 1966, as amended, the Board shall require evidence of freedom from communicable tuberculosis as a condition of entering and maintaining employment. Evidence shall be a report of a negative tuberculin skin test or chest x-ray showing no evidence of active tuberculosis. The cost of the tuberculin skin test, which must be taken at the Oakland County Health Department, shall be borne by the Board. However, if the employee furnishes evidence that she is allergic to the skin test or the medical need for an x-ray, the Board shall pay the cost of a chest x-ray, not to exceed that charged by the Oakland County Health Department.



ARTICLE IX  
RETIREMENT

Retirement becomes mandatory at the end of the fiscal year in which an employee becomes age seventy (70).

ARTICLE X  
VETERANS

A. Seniority Employees

Any employee who enters into active service of the Armed Forces of the United States, upon the termination of such honorable service, shall be offered reemployment in her previous position or a position of like seniority, status and pay, unless the circumstances have changed as to make it impossible or totally unreasonable to do so, in which event she will be offered such employment in line with her seniority as may be available which she is capable of doing at the current rate of pay for such work, provided she reports for work within ninety (90) days after such discharge or after hospitalization continuing after discharge for not more than two (2) years.

B. Probationary Employees

A probationary employee who enters the armed forces and meets the foregoing requirements must complete her probationary period, and upon completing it, will have seniority equal to the time she spent in the armed forces, plus the ninety (90) day probationary period.

ARTICLE XI  
INCLEMENT WEATHER AND BUILDING FAILURE

Section 1. Inclement Weather Days

On inclement weather days, when the Superintendent cancels school, employees shall not be required to report to work. Notification shall be by telephone or by announcement on major radio stations. They shall be paid for their regular daily scheduled hours without loss of leave time.

When school is dismissed early due to inclement weather, employees shall be excused without loss of leave time no later than 1/2 hour after the teachers have been excused.

#### Section 2. Building Failure

When a building failure occurs and pupils and teachers are excused employees in the affected building shall be excused no later than 1/2 hour after the teachers are excused. The employees will be excused without loss of leave time. If a building failure is not corrected by the end of the day when pupils were sent home, employees may temporarily be assigned to other buildings until the failure is corrected.

#### Section 3. Building Quarantine

In case of building quarantine, employees shall not be required to report to work in that building. Employees may temporarily be assigned to other buildings until the quarantine is lifted. The employee shall not suffer a loss of pay or have her leave bank affected.

### ARTICLE XII MILEAGE

Employees shall be paid at the same rate per mile as the Oakland Schools employee rate, as determined on July 1 and January 1 of each year.

### ARTICLE XIII MISCELLANEOUS PROVISIONS

1. Secretaries are not responsible for student discipline. However, a secretary, as any other district employee, has a responsibility for reacting to, and/or reporting on, any student problem which occurs anywhere within the building.
2. No secretary shall be expected or required to transport students to or from school.

3. The principal in charge of an office shall, at the beginning of the school year, give the secretary the name or names of faculty members or administrators to be contacted should an emergency arise during the time the administrator is not present.
4. Secretaries shall not be asked to assume the duties of a faculty member, playground supervisor, lunchroom supervisor, bus supervisor, hall supervisor or in-school suspension supervisor, except in emergencies.
5. Employees may sign and deliver to the Board Office an authorization to deduct a specific sum payable to the Birmingham Teachers Credit Union, said sum to be paid regularly thereafter. No more than one change in the authorization may be made each year.
6. No secretary shall be required to work in school buildings alone.
7. No work which is normally or customarily performed by the employees covered by this Agreement shall be subcontracted to any outside source which deprives employees of regular work or regular earnings. The Board, however, shall maintain its right to have work performed by outside firms or sources for reasons of emergencies, time factors or deadlines, if such work is of a temporary or infrequent nature, or to avoid temporarily increasing the number of employees in its presently employed work force and cannot properly be performed on an overtime basis.
8. No work performed by an employee not in this bargaining unit shall be delegated to a member of this Association on an ongoing basis except in emergencies.
9. If an employee is instructed to take over the normally established duties of a position in a higher classification, that employee shall have her wages adjusted accordingly. Such adjustment shall be accomplished by temporarily placing the employee at her experience step in the higher rated classification. The employee shall be paid this higher rate for only the hours applicable. If an employee is instructed to take over duties of a position in a lower classification, the employee's wages shall not be reduced. This provision does not apply to vacation time, and shall take effect after five (5) working days.

10. It is recognized that several cooperative work-study programs in the schools are a valuable and necessary experience to the educational welfare of our students and that the hiring of temporary employees referred to as students in no way interferes or conflicts with the duties or privileges of employees. It is understood that the provisions of this Agreement entered into between the parties do not apply to these temporary student employees.
11. The Board shall reimburse the employee for tuition expenses when the studies undertaken are directly related to the job assignment with prior approval of the Superintendent.
12. The Association may, upon request, receive a copy of the Board minutes when they become available.
13. A salaried employee being transferred into the bargaining unit shall be notified in writing, prior to transfer, of any changes in the dates on which she receives her checks.
14. The off-set operator will receive five (5) uniforms per year (shirts and trousers).

ARTICLE XIV  
INSURANCE

Section 1. Insurance Eligibility and Requirements

A. Rules and Regulations

The provisions of group insurance policies purchased by the Board and the rules and regulations of the carrier will govern as to the commencement and duration of benefits and all other aspects of coverage.

B. Double Coverage

If the employee or her spouse is covered under other hospitalization insurance coverage, the employee involved will not be eligible for hospitalization coverage with the Board. It is understood that double coverage is prohibited. For appropriate coverage, new employees shall certify in writing that they are entitled to such insurance coverage.

C. Eligibility

An employee must be working at least twenty (20) hours per week and at least ten (10) months per year or on paid leave to be eligible for all of the insurances covered under this contract. An employee on unpaid medical leave may continue group insurance coverage by prepaying the premium on the first day of each month. Payment is to be made at the Business Office located in the Administrative Service Center.

D. Application

It is the responsibility of the employee to make application for any of these insurances and to keep all such records current.

E. Change in Carriers

If the Board elects to provide coverage by carriers other than present carriers, such plans shall be equal to or better than the present coverage.

F. Termination

The Board will provide the employee with health insurance coverage through the end of the month in which the employee terminates her employment. In the event that the employee terminates her employment on or after the twentieth (20th) of the month, her health insurance coverage will continue through the end of the following month.

G. Payment of Premiums

Payment of all insurance premiums or options will be for twelve (12) months.

Section 2. Life Insurance

Beginning one (1) month after ratification of this agreement, the Board shall pay the premiums for employees eligible and upon application of the employee, without cost to the employee, group life and accidental dismemberment insurance in the amount of \$25,000.00, including a double indemnity provision for the duration of this contract.

### Section 3. Hospital and Medical Insurance

The Board shall continue the same health insurance coverage as in the past. The Board shall pay on behalf of the employee, upon selection and application of the employee, the full premiums for the following Blue Cross coverage: MVF-1, Semi-private, full family hospitalization coverage, Master Medical coverage, Option III and riders ML, PSR (pap smear rider), D45NM, and PDR (prescription drug rider) with a two dollar (\$2.00) co-pay provision; or Health Alliance Plan (H.A.P.). The employee must not be covered by group health insurance provided by another employer because of the coverage of a spouse. To be eligible for coverage, the employee must be working at least twenty (20) hours per week, ten (10) months per year. The Board will not participate in health insurance premiums for any other employee.

### Section 4. TSA Option

- A. Those employees not opting or eligible for health and medical insurance shall, upon application, be provided with a Board-approved TSA (tax-sheltered annuity) in the amount of ten dollars (\$10.00) per month.
- B. Effective July 1, 1988, those employees not opting or eligible for health and medical insurance shall, upon application, be provided with a board-approved TSA (tax-sheltered annuity) in the amount of Twenty Dollars (\$20.00) per month.

### Section 5. Dental Insurance

- A. The Board shall pay on behalf of the employee the full premium for the Traveler's 60-60-50 dental plan (no orthodonture) or its equivalent with a one thousand dollar (\$1,000.00) maximum annual benefit per person covered (single dependents to age 25).
- B. Effective July 1, 1987, the Board shall pay on behalf of the employee the full premium for the Traveler's 60-60-50 plan with orthodonture, or its equivalent, with a One Thousand Dollar (\$1,000.00) maximum annual benefit per person covered (single dependents to age 25).

Section 6. Vision Insurance

Effective July 1, 1987, the Board will provide full-family vision coverage for all secretaries working at least twenty (20) hours per week, ten (10) months per year. Upon application, the Board shall pay for the full premium for Travelers Vision Care Insurance, Plan II, or its equivalent, to provide benefits in each twelve (12) consecutive month period.

ARTICLE XV  
LEAVES

Section 1. Paid Leaves of Absence

A. Sick Leave

All employees absent from work as a result of personal illness or other reasons set forth in the article shall be allowed sick leave as set forth in this article. Sick leave shall accumulate at the rate of .54 days per bi-weekly pay period.

Effective July 1, 1987, all twelve (12) month employees shall accumulate sick leave at the rate of .70 days per bi-weekly pay period.

1. Sick leave will be granted for:
  - a. Personal illness or quarantine.
  - b. Serious illness in the immediate family (father, mother, husband, wife, sister, brother, child, grandparents, or other relative living in the same household).
  - c. Other reasons approved by the Superintendent.
2. The Board, at its discretion, may request a doctor's certificate stating that the employee is able to return to work. A physician's verification of illness may be required for an illness of three (3) consecutive days or longer.
3. The Association shall establish a sick leave bank. Donations shall be voluntary. No employee shall be allowed to donate more than ten (10) of her sick days

per year. Utilization of the Association sick leave bank shall be governed by the Association Executive Board. Unused days shall be accumulative from year to year for the purpose of donating to members in the event an emergency arises and they are in need of additional sick days.

B. Funeral Leave

In the event of a death in the immediate family (spouse, children, parents, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, brother-in-law and sister-in-law), the employee shall be granted funeral leave not to exceed three (3) days. Such leave shall not be deductible from the sick leave accumulation. Additional days may be granted as special leave with approval. However, these days are deductible from the employee's sick leave accumulation.

C. Special Leave

Annually, three (3) of the sick leave days accumulated above may be used for special leave. Absence must be approved by the immediate supervisor. Except in unusual circumstances, approval must be secured in advance. Ordinarily, special leave days will not be approved for the day before or the day after a vacation. Additional special leave days may be used upon approval. Special leave may also be taken for funeral attendance for persons not covered under funeral leave.

D. Maternity Leave

An employee who wishes to apply for a maternity leave must submit such a request in writing to her supervisor at least thirty (30) days prior to commencement of the leave. The employee may use her accumulated sick days for her period of confinement. She must report for work when her physician determines she is able to perform her duties if she does not request an unpaid leave as provided for in Section 2 of this article.

Reinstatement shall be to the same position or one of equal classification the employee held before the maternity leave commenced. The employee must return to the established hours and days worked at the time the leave commenced unless otherwise mutually agreed by the Board and Association.



Section 2. Leaves Without Pay

A. Personal, Professional or Health Leave

1. An employee who wishes to apply for a leave must submit such a request in writing to her supervisor. The Association President shall be notified of the request for leave and all the conditions pertaining to the leave including the return date of the employee before the leave commences. The leave of absence shall not exceed one (1) year. Neither experience nor salary credit shall be granted for the leave, but accumulated sick leave days at the time of leaving will be maintained. Upon termination of said leave of absence, the employee shall be reinstated to her former position, or one of equal classification, if she requests reinstatement in writing to her supervisor at least thirty (30) calendar days before expiration of leave.
2. If the granted leave of absence is to be longer than ninety (90) working days, the position is to be posted. The position will clearly state that the position is temporary. All applicants being interviewed shall be verbally informed as such.
3. If the granted leave of absence is to be ninety (90) working days or less, a substitute shall be used. The substitute shall not be made a part of the Association and will not be entitled to the benefits of this Agreement. If the leave is extended beyond the ninety (90) days, the replacement employee will become a part of the bargaining unit on the ninety-first (91st) day and the ninety (90) days worked shall be regarded as part of her probationary period.
4. If a new employee is hired or a present employee is transferred into the bargaining unit, she shall be entitled to and bound by all the provisions as set forth in the Agreement between the Board and the Association.
5. An employee returning from a granted leave of absence shall be returned to the same position or one of equal classification. An employee shall be returned at the established days and hours worked at the time the leave commenced unless mutually agreed

differently by the Board and Association. A returning employee may not elect to come back to less than the specified days or hours unless agreed to by the Board and Association.

6. The replacement employee shall work the same hours and days that the employee on leave worked before the leave commenced unless otherwise negotiated between the Board and the Association.

B. Workmen's Compensation Leave

Any employee on leave by reason of disability compensable under the Michigan Workmen's Compensation Act will be paid as follows:

1. If the employee is absent by reason of such disability for less than two (2) weeks, the Board will pay the employee's regular salary during the first week, not chargeable to the employee's accumulated sick leave, and during the second week will pay the difference between the amount paid or payable pursuant to the Michigan Workmen's Compensation Act and the employee's regular salary, not chargeable to the employee's accumulated sick leave.
2. If the employee is absent by reason of such disability for two (2) weeks or more, the Board shall pay the difference between the amount paid or payable pursuant to the Michigan Workmen's Compensation Act and the employee's regular salary, chargeable to the employee's accumulated sick leave pro rata; or the employee may turn over all payments received by the Worker's Compensation insurance carrier to the district by endorsing any checks received. In this event, the Board shall continue full pay during the compensable absence and there shall be no deduction of the accrued leave days for such absence. Payments are to be made at the Business Office located in the Administrative Service Center.
3. The combined payments received by an employee hereunder shall not exceed the employee's regular salary for the period of disability.

C. Military Leave

A military leave of absence shall be granted to any employee who shall be inducted or shall enlist (for the term of one enlistment only) for military duty in any branch of the Armed Forces of the United States. Upon return from such leave, an employee shall be placed at the same position on the salary schedule as she would have been had she been employed by the Board during such period. The period of said leave shall not exceed the period of one (1) enlistment if the employee enlists or the period covered by the original induction orders if the employee is drafted.

D. Public Office Leave

A leave of absence of up to two (2) years shall be granted to an employee upon application for the purpose of campaigning for, or serving in, a public office. Upon return from such leave such employee shall be placed at the same position on the salary schedule as when she left. A person on this leave will receive no benefits, except she will be allowed to retain sick leave already accumulated. This leave will be limited to not more than one (1) person in the bargaining unit. This leave will be for a minimum of one (1) semester and must commence at the beginning of a semester.

ARTICLE XVI  
SEVERANCE PAY

Upon separation from the district the following shall be paid for accumulated unused sick days:

Beginning -

July 1, 1986	\$10.00	Maximum 130 Days
July 1, 1987	\$11.00	Maximum 130 Days
July 1, 1988	\$12.00	Maximum 130 Days

ARTICLE XVII  
VACATIONS

A. Vacation Increment

Employees shall earn vacation pay in accordance with the following schedule:

1. After the completion of the probationary period, annual leave shall accumulate at the rate of .25 days per bi-weekly pay period, retroactive to the date of hire.
2. On the first anniversary of the date of employment, annual leave shall accumulate at the rate of .50 days per bi-weekly pay period.
3. On the sixth anniversary of the date of employment, annual leave shall accumulate at the rate of .60 days per bi-weekly pay period.
4. On the eighth anniversary of the date of employment, annual leave shall accumulate at the rate of .65 days per bi-weekly pay period.
5. On the tenth anniversary of the date of employment, annual leave shall accumulate at the rate of .70 days per bi-weekly pay period.
6. On the fourteenth anniversary of the date of employment, annual leave shall accumulate at the rate of .77 days per bi-weekly pay period.
7. On the twenty-first anniversary of the date of employment, annual leave shall accumulate at the rate of .97 days per bi-weekly pay period.

B. Vacation pay will be based on the employee's hourly rate and regular work day (not exceeding eight (8) hours) immediately prior to the vacation period.

C. An employee who is laid off, retires or resigns will receive any unused vacation credit previously accrued.

D. A vacation may not be postponed from one year to another and made cumulative (except for fractional days), but will be forfeited unless completed during each vacation year. A vacation may not be waived and extra pay

received for working during that period by an employee. Less than twelve (12) month employees shall take vacations during the school year when school is not in session. If there are days remaining after the school year work calendar, then the less than twelve (12) month secretary shall take the remaining days before being taken off the payroll for the summer.

- E. For the purpose of this article, computations will be based on length of service with the district.

ARTICLE XVIII  
HOLIDAYS

Paid holidays will be granted to employees as follows providing the employee works her scheduled hours on the working day previous to and the working day following the holiday:

Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
Good Friday  
Memorial Day

A. Paid Holidays

When one of the holidays falls during a week when an employee is on paid vacation, she shall be paid for the holiday and the holiday shall not be counted as a vacation day.

B. Holiday Pay

Holiday pay will be based on employee's hourly rate and regular work day (not exceeding eight (8) hours) immediately prior to the holiday.

C. Additional Holidays

If an additional holiday is afforded to the teachers and

other negotiating groups within the district, the Board shall apply that holiday to this Association.

ARTICLE XIX  
RIGHTS OF THE BOARD

Section 1. Rights of the Board

- A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the constitution and laws of the State of Michigan, including, but without limiting the generality of the foregoing, the rights:
1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.
  2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or for dismissal or demotion, and to promote and transfer all such employees.
  3. To determine the hours of employment and the duties, responsibilities, and assignment of employees with respect thereto, and the terms and conditions of employment.
  4. Determine the services, supplies and equipment necessary to continue its operations and to determine all methods, schedules and standards of operation and the institution of new and/or improved methods, but not in conflict with the provisions of this Agreement.
  5. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
  6. Determine the placement of operations, production,

service, maintenance or distribution of work, and the source of materials and supplies.

7. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
8. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.

The above are not to be interpreted as abridging or conflicting with any specific provisions of this Agreement.

#### Section 2. Exercise of Power

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the constitution and laws of the State of Michigan.

#### ARTICLE XX NO STRIKE

The Association will not authorize, sanction, condone, participate in or acquiesce in, nor will any member of the bargaining unit take part in, any strike as defined in Michigan Public Act 336 of 1947, as amended by Michigan Public Act 379 of 1965, (to-wit: "The concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions or compensation, or the rights, privileges or obligations of employment").

ARTICLE XXI  
NO LOCKOUT

No lockout of employees shall be instituted by the Board during the term of this Agreement.

ARTICLE XXII  
WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE XXIII  
SUPPLEMENTAL AGREEMENTS

Section 1. Supplemental Approval

All supplemental agreements shall be subject to the approval of the Board and the Association. They shall be approved or rejected within a period of ten (10) days following the date they are filed by the Association.

Section 2. Modifications

This Agreement will not be modified in whole or in part except after negotiations and by written document executed by the Board and Association. Any changes in the working conditions spelled out or practiced in this Agreement shall



be construed as a modification and shall be negotiated with the Association.

ARTICLE XXIV  
CONFORMITY TO LAW

This Agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Association, and employees in the bargaining unit, and in the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of the Agreement shall continue in effect.

ARTICLE XXV  
WAGES

- A. Wages for the duration of this Agreement will be as set forth in Schedule A attached hereto.
- B. Job classifications will be as set forth in Schedule B attached hereto.
- C. Schedule A and Schedule B shall be incorporated into and made a part of this Agreement.

ARTICLE XXVI  
JURY DUTY

- A. Employees who are summoned for jury duty examination and investigation must notify the Superintendent or his designee within twenty-four (24) hours of receipt of such notice. If such employee then reports for jury duty, she shall be paid an amount equal to the difference between the amount of wages such employee would otherwise have earned by working that day and the daily jury duty fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which she reports for or performs jury duty and on which she

otherwise would have been scheduled to work. Such time spent on jury duty shall not be charged against her leave days.

- B. To be eligible for the jury duty pay differential, the employee must furnish the business office with a written statement from the appropriate public official listing amounts of pay she received and the days she was on jury duty. Any employee found abusing this privilege shall not be entitled to the pay differential.

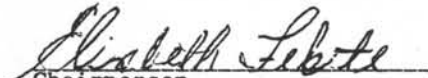
ARTICLE XXVII  
DURATION


This Agreement shall be effective as of July 1, 1986, and shall continue in full force and effect until 11:59 p.m., June 30, 1989. At any time subsequent to April 1, 1989, either party may give written notice to the other of its desire to negotiate a new Agreement for the following year, and meetings between the parties for that purpose shall begin not later than twenty (20) days after delivery of such written notification; provided, however, that nothing in this paragraph or elsewhere in this Agreement shall be construed to require the Board to commit an unfair labor practice or otherwise violate the law by an improper recognition of or support or assistance to the Association.

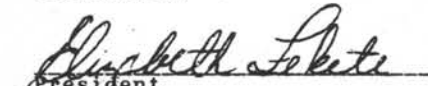
IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

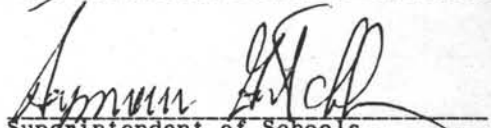
ASSOCIATION

BOARD OF EDUCATION

  
Chairperson  
West Bloomfield Schools  
Association of Educational  
Secretaries

  
Chief Negotiator  
West Bloomfield Board of Education

  
President  
West Bloomfield Schools  
Association of Educational  
Secretaries

  
Superintendent of Schools  
West Bloomfield Schools

  
President  
West Bloomfield Board of Education

SCHEDULE A  
1986-87  
WAGE SCHEDULE

S T E P	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)
1	6.17	6.43	6.68	6.94	7.19	7.45	7.71	7.96	8.22
2	6.48	6.75	7.02	7.29	7.55	7.82	8.09	8.36	8.63
3	6.81	7.08	7.37	7.65	7.93	8.21	8.50	8.78	9.05
4	7.14	7.44	7.74	8.03	8.33	8.62	8.93	9.22	9.50
5	7.50	7.81	8.12	8.43	8.75	9.04	9.38	9.68	9.98
6	7.88	8.20	8.53	8.85	9.19	9.49	9.85	10.16	10.49
7	8.28	8.61	8.96	9.29	9.65	9.96	10.34	10.67	11.01
10	8.70	9.03	9.41	9.75	10.13	10.47	10.86	11.20	11.56

SCHEDULE A  
1987-88  
WAGE SCHEDULE

S T E P	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)
1	6.51	6.78	7.05	7.32	7.59	7.86	8.13	8.40	8.67
2	6.84	7.12	7.41	7.69	7.97	8.25	8.53	8.82	9.10
3	7.18	7.47	7.78	8.07	8.37	8.66	8.97	9.26	9.55
4	7.53	7.85	8.17	8.47	8.79	9.09	9.42	9.73	10.02
5	7.91	8.24	8.57	8.89	9.23	9.54	9.90	10.21	10.53
6	8.31	8.65	9.00	9.34	9.70	10.01	10.39	10.72	11.07
7	8.74	9.08	9.45	9.80	10.18	10.51	10.91	11.26	11.62
10	9.18	9.53	9.93	10.29	10.69	11.05	11.46	11.82	12.20

SCHEDULE A  
1988-89  
WAGE SCHEDULE

S T E P	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)
1	6.84	7.12	7.40	7.69	7.97	8.25	8.54	8.82	9.10
2	7.18	7.48	7.78	8.07	8.37	8.66	8.96	9.26	9.56
3	7.54	7.84	8.17	8.47	8.79	9.09	9.42	9.72	10.03
4	7.91	8.24	8.58	8.89	9.23	9.54	9.89	10.22	10.52
5	8.31	8.65	9.00	9.33	9.69	10.02	10.40	10.72	11.06
6	8.73	9.08	9.45	9.81	10.19	10.51	10.91	11.26	11.62
7	9.18	9.53	9.92	10.29	10.69	11.04	11.46	11.82	12.20
10	9.64	10.01	10.43	10.80	11.22	11.60	12.03	12.41	12.81

SCHEDULE A - WAGE SCHEDULE  
(Continued)

- A. The wage schedule (Schedule A) is based upon experience and/or specialized education. Each step of the schedule is for the completion of a year of service. An employee will advance one step per year, if she works continuously until she reaches the maximum wage at the beginning of the seventh (7th) year of creditable service. The longevity rate is achieved at the beginning of the tenth (10th) year of creditable service.

All increment (step) changes are effective July 1st of each year. If an employee is hired prior to February 1, she will advance in step as of July 1. If an employee is hired February 1 or after, she shall not advance in step until the next fiscal year.

- B. Upon review of the supervisor and approval of the Deputy Superintendent for Personnel, a new employee may be given up to four (4) years experience credit. If it is necessary to place a new employee above the four (4) years, this will only be done if negotiated first with the Association.
- C. If a current employee is promoted to a new classification, she may be placed on a lower step in that new classification, but in any event, the step must represent an increase in pay over her former assignment.

SCHEDULE B

JOB CLASSIFICATIONS

CLASSIFICATION 31

Election Clerk  
Community Education Clerk Typist  
Elementary Secretary  
High School Receptionist

CLASSIFICATION 32

Middle School Attendance Secretary

CLASSIFICATION 33

High School Attendance Secretary  
High School Media Secretary  
Middle School Accounts Secretary  
Special Education Secretary  
Community Education Secretary  
High School Counseling Secretary  
Public Information Secretary (Media)

CLASSIFICATION 34

Elementary Principal Secretary  
High School Assistant Principal Secretary  
High School Accounts Secretary  
Administration Receptionist

CLASSIFICATION 35

Middle School Principal Secretary  
Transportation Supervisor Secretary  
High School Data Processing Secretary



CLASSIFICATION 36

High School Principal Secretary  
Special Education Director Secretary  
Media Director Secretary  
Community Education Director Secretary  
Athletic Director Secretary  
District Registrar Secretary

CLASSIFICATION 37

Purchasing Clerk  
Accounts Payable Clerk  
Payroll Clerk  
Data Processing Clerk

CLASSIFICATION 38

Graphic Artist  
Offset Operator

CLASSIFICATION 39

Assistant Superintendent Secretary

WEST BLOOMFIELD SCHOOL DISTRICT  
BOOKKEEPING - SECRETARIAL - CLERICAL EVALUATION

Name \_\_\_\_\_ Position \_\_\_\_\_ Location \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Supervisor \_\_\_\_\_ School Year \_\_\_\_\_ Years of Service \_\_\_\_\_

Supervisors - Please check one column for each area of evaluation.

Areas of Evaluation	Superior	Above Average	Average	Needs to Improve	Not Applicable
<b>SKILLS</b>					
Typing					
Shorthand (notehand)					
Work Output					
Accuracy of Work Output					
Written Communication					
Oral Communication					
Knowledge of Office Machines					
General Office Expertise					
Telephone Manners					
Other					
<b>PERSONAL TRAITS</b>					
Appearance					
Attendance					
Punctuality					
Reliability					
Cooperation					
Tactfulness					
Initiative					
Flexibility					
Inter-office Relations (with other staff, teachers, students, parents, etc.)					
Loyalty to staff and school district					
Handling Confidential Material					
Courteousness					
Other					

Remarks or additional information (Participation in organizations and community groups, classes taken to upgrade job skills, etc.--Use back of sheet if necessary) \_\_\_\_\_

The employee is invited to append to this form any additional information which may be relevant to this evaluation.

PO-33-75
 I have discussed this evaluation with my \_\_\_\_\_ I have discussed this evaluation with my supervisor.  
 Supervisor Date Employee Date

Please prepare in triplicate - one copy to employee-one to supervisor-one to personnel.

