

June 30, 1974

Agreement

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Between

[Alpena Board of Education]

THE ALPENA PUBLIC SCHOOLS

Alpena, Michigan

And

UNITED STEELWORKERS OF AMERICA

Local 207

United Steelworkers
Sub-District 29
24177 U.S. 23 South
Alpena, Mich. 49707

July 1, 1973

Alpena Board of Education
(Alpena & Presque Isle Counties)

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A G R E E M E N T

This Agreement is entered into this 1st day of July A.D. 1973, by and between the BOARD OF EDUCATION OF ALPENA AND PRESQUE ISLE COUNTIES, MICHIGAN, hereinafter called the "School District" and the UNITED STEELWORKERS OF AMERICA, AFL-CIO-CLC, hereinafter called the "Union." The parties agree as follows:

I. RECOGNITION:

A. The School District recognizes the Union as the sole and exclusive bargaining representative for all its employees and for the purpose of this Agreement, the term employees as certified by the State of Michigan Employment Relations Commission as the Bargaining Unit shall include all building service employees including Custodians, Cleaning Persons, Laundresses, Lead Cooks, Assistant Cooks, Cafeteria Helpers, and Utility Maintenance. This representation applies both to the classification and the type of work performed by these classifications. All other employees are not included.

B. The following employees shall not be subject to the terms of this Agreement:

1. The Head Custodian at Alpena High School, Besser Junior High School, Thunder Bay Junior High School, and Alpena Community College Complex.

2. The Cook Manager at Alpena High School, Besser Junior High School, and Thunder Bay Junior High School.

3. Supervisory personnel.

C. 1. All employees employed in the Bargaining Unit, or who become employees in the Bargaining Unit, shall, within thirty (30) days of the date of hire by the School District, become members, or in the alternative, shall, within thirty (30) days of their date of hire by the School District, as a

condition of employment, pay to the Union the initiation fees and each month a service fee in an amount equal to the regular monthly Union membership dues uniformly required of employees of the School District who are members.

2. The School District upon receiving a signed statement from the Union indicating that the employee has failed to comply with this condition, shall immediately discharge said employee.

3. An employee who shall tender or authorize the deduction of initiation fees and membership dues (or service fees) shall be deemed to meet the conditions of this Section so long as the employee is not more than thirty (30) days in arrears of payment of such dues (or fees).

4. The School District shall be notified in writing by the Union of any employee who is thirty (30) days in arrears in payment of the initiation fee and/or membership dues (or fees).

5. Each employee in the Bargaining Unit shall execute an authorization for the deduction of Union dues and initiation fees or Agency Shop fees.

D. 1. The School District shall deduct Union dues, initiation fees and assessments or Agency Shop fees from the first pay of each month and promptly remit the same to the International Secretary-Treasurer of the Union effective the date of the signing of this Agreement.

2. When an employee does not have sufficient money due him after deductions have been made for social security, retirement, group insurance, garnishments or other deductions required by law, Union dues for that month will be deducted the following month when sufficient money is due him.

E. The pay referred to for the deduction of dues, initiation fees and assessments shall be the first pay closed and calculated in the month.

F. The Union shall notify the School District in writing of the amount of the dues and initiation fees to be deducted and fifteen (15) days in advance whenever they are changed thereafter. Application for checkoff of dues and initiation fees shall be made by individual employees on a form to be furnished by the Union. The School District will give dues authorization cards and a copy of the contract to personnel employed by the School District in categories defined in Section I-A of this Agreement.

G. A list of the employees names from whom dues and initiation fees have been deducted shall be furnished the International Secretary-Treasurer at the time that the dues and initiation fees are remitted. This shall be done within one (1) week after the payday involving deductions.

H. The District shall not be liable to the Union by reason of the requirements of this Section of the Agreement for the remittance or payment of any sum other than that constituting actual deduction made from employee wages earned.

I. The Union will indemnify and hold the District harmless against any claims made and against any suit instituted against the District on account of any check off of any payments pursuant to the foregoing and on account of any dispute concerning an employee's employment status by reason of any failure or refusal on the part of the employee to make any such payment.

II. SUCCESSOR CLAUSE - GOVERNMENT LAWS AND REGULATIONS:

A. The parties hereto are informed and understand that the "community college complex" is to be assumed subsequent to the date hereof by a Community College Board, and it is agreed that the School District will advise and transfer over to such successor board all of the provisions of this Agreement and the obligations thereunder applying to Bargaining Unit employees within the "community college complex."

It is the intent of the parties that the successor employer of those Bargaining Unit employees within the "community college complex" shall continue to recognize the Union herein and to fulfill all the existing terms of this Collective Bargaining Agreement as have and as will have application to the Bargaining Unit employees whose employment is within the "community college complex."

It is further understood and agreed that the terms and provisions of this agreement shall be otherwise unaffected as between the parties hereto upon the assumption of responsibility for the "community college complex" by the Community College Board.

B. This contract shall not supersede any existing laws or future laws of the State or Federal Government as they affect the legal operation of the school system by the School District. If any section or subsection of this Agreement shall be declared invalid by any court of competent jurisdiction or shall become inoperative because of any Federal or State law, the remaining portions of the Agreement shall continue in full force until the prescribed termination date.

III. SENIORITY AND PROBATION

A. School District Seniority:

1. School District seniority is defined as the length of an employee's continuous employment from most recent date of employment by the School District.

2. All seniority shall be terminated:

(a) When an employee is discharged for cause.

(b) When an employee quits or does not report for work as scheduled for a period of three (3) consecutive days and no reason or excuse is given.

(c) When an employee fails to report for work after a layoff, when properly notified in accordance with this Agreement.

(d) When an employee is laid off for a period of more than two (2) years, except that if an employee has more than two (2) years seniority when the employee is laid off or starts a period of absence, the employee will not lose his (her) seniority until he (she) has been laid off or absent for a period equal to the amount of seniority of the employee at the time of layoff or period of absence, subject, however, to the provisions of Section IV.

3. Absence due to injury or disease for which Workmen's Compensation is payable shall not terminate seniority within time limits as paragraph A-2-d above.

4. Any person whose seniority has been terminated as provided in paragraph A-2-d and who later is re-employed shall be considered in every respect as a new employee and a new seniority date shall be established on the date of re-employment.

5. An employee will lose his (her) seniority and terminate his (her) employment with the School District if he (she) gives a false reason for a leave of absence or engages in other employment during such leave.

6. An employee shall lose all seniority, accrued rights and benefits upon termination of employment as specified under paragraph A-2 of the Agreement unless otherwise specified in the Agreement.

B. Probationary Period:

1. All new employees shall be considered on a probationary or trial basis for a period of thirty (30) calendar days. Custodians must serve their thirty (30) days while school is in session.

The School District shall be the sole judge of acceptance of employees during the probationary period and no controversy concerning tenure of these employees shall be deemed a grievance, provided however, that probationary employees shall be subject to all terms of this Agreement not inconsistent with this clause.

2. The seniority of a new employee shall be established at the conclusion of the probation period and shall begin as of the most recent date hired. Notwithstanding the above, any substitute who works over thirty (30) days in any two (2) month period shall be considered as having their probationary period in, and shall come under the provisions of this Agreement, except that this seniority shall be considered as system-wide seniority only.

C. Department Seniority:

1. The employee's departmental seniority shall accumulate continuously from the date of most recent employment in the department until terminated by any of the circumstances enumerated in paragraph C-4.

2. When two (2) or more people are hired and report for work on the same day, their departmental seniority shall be determined by drawing lots in the presence of the employer's representative and a Union officer. A record will be made of this procedure and signed by all parties present, with a copy sent to the Union.

3. Departmental seniority is defined as the length of an employee's continuous employment within one of the departments as listed below. Separate departmental seniority lists shall be maintained for the following groups of employees:

- (a) Utility
- (b) Custodial
- (c) Cafeteria Department
- (d) Cleaning Person and Laundress

4. When a reduction in force is necessary within a given department or employees are already on layoff, first consideration shall be given to these employees for employment in other departments where vacancies exist, provided they demonstrate the ability to perform the work within a fifteen (15) day trial period. When this occurs such employees shall have their seniority maintained in their original department unless they fail to return when called back to said department.

5. When an employee's departmental seniority has been terminated and he (she) is later employed in the same department, a new departmental seniority date shall be established based on the date of his (her) reassignment in such department.

6. For the purposes of vacations and sick leave days, an employee's seniority shall be computed as of the most recent date hired.

7. When an employee is transferred to another department at his (her) own request; the original departmental seniority shall be maintained for not more than thirty (30) working days to permit a trial period in their new department. This provision is applicable to all permanent transfers herein.

8. Regular job assignments within a classification shall be by departmental seniority within a building, that is, the person with the most seniority shall have first choice, next highest, second choice, etc. Changes in job assignments shall be first discussed with the Department Steward and such changes shall not be made except for good cause.

D. Promotions and Demotions:

1. When a vacancy occurs, a notice will be posted on the Local 207 bulletin board in each building describing the position and advising that applications will be accepted from employees within the Bargaining Unit. Preference will be given to those members within the pertinent department. This notice will specify the final date and hour for receipt of applications. (Minimum notice of three (3) working days or ten (10) days for those employees with an excused absence or until those pertinent employees on vacation are notified.)

When a vacancy cannot be filled by applicants from within the Bargaining Unit, the School District may interview and hire applicants from outside the Bargaining Unit.

2. Promotions shall be based on the ability to perform the work with senior employees being given first consideration.

3. An employee promoted to a new position shall have a trial period of thirty (30) working days. During this time, if the employee is not retained in the new position or decides not to accept the promotion, the employee shall be reinstated in the former position without loss of seniority. The employee may not request a promotion to this same position or a similar position for a period of six (6) months except by mutual agreement.

4. Employees who are demoted out of their classification shall be demoted by departmental seniority. They shall bump the next junior employee in the classification to which they are demoted.

E. Layoff and Rehire:

1. When a reduction in the working force is necessary, employees shall be laid off in accordance with departmental seniority; that is, the employee with the least departmental seniority shall be laid off first, etc. In the selection of employees for layoff, the School District shall retain

those employees with the greatest seniority provided they are properly qualified and physically able to perform the available work. The employees who are subject to transfer due to a reduction of the work force will, after all posting transfers, be assigned, by seniority, to the remaining open positions.

2. Whenever any employee is to be laid off the School District shall notify the employee and/or Chief Steward at least twenty-four (24) hours in advance of such layoff, unless such notice is utterly impossible.

3. Laid-off employees shall be rehired in accordance with departmental seniority; that is, the employee with the greatest seniority shall be rehired first; provided they have the ability and are physically able to perform the duties of the job that is open.

When rehiring laid-off employees, the School District will notify them by certified mail at the last known address. If such employees do not notify the School District within ten (10) days from the mailing date of such notice that they will report for work on the date specified, or give satisfactory reasons for delay beyond such time, they shall be considered as having quit and all seniority shall be terminated. If the person called is not readily available within a twenty-four (24) hour period, the School District may call the next employee in line and he (she) shall be given a minimum of five (5) days work, after which the proper person could come in to work.

4. Notwithstanding any of the seniority rules contained herein, the Union President and Chief Steward shall, during their terms of office, be placed at the head of their department seniority list, provided, however, that this preferential seniority shall be only for the purpose of determining layoff and rehiring.

5. It is not the intent of this Section to prohibit the assigned employee, at a given location, from completing the summer cleaning at same.

The summer cleaning period will begin with the day following end of school year and end the day before school is to begin in the fall.

Unusual conditions which shall affect the normal school calendar will necessitate a meeting of all parties concerned to determine a course of action regarding rehire of those employees in layoff status.

F. Seniority Lists:

1. The School District will furnish to the Union two (2) copies of the current list of employees which shall include the employee's name, hiring date, department, departmental seniority date and classification. This list will be revised each six (6) months and sufficient copies forwarded to the President of Local 207 and a copy to the International Representative. The first seniority list shall be attached to this Agreement and become a part thereof. If no errors are reported by the Union within thirty (30) calendar days, the list shall be considered correct and stand as is without grievance.

2. Any employee appointed to a supervisory position or any other position not subject to this Agreement, and who is demoted from such employment within six (6) months shall be reinstated to the Bargaining Unit with their original job if their seniority entitles them to do so. If not, their job shall be determined by mutual agreement between the parties hereto. After six (6) months their return to the Bargaining Unit shall be subject to Union agreement.

G. Temporary Vacancies and Transfers:

1. A job will be considered vacant when the employee holding the job has quit, is discharged, demoted, promoted, transferred, or when it is a newly created job. All other vacancies shall be considered temporary.

2. A temporary job which has been temporarily filled shall be considered a temporary vacancy for a period of ninety (90) calendar days and may be extended beyond ninety (90) calendar days by mutual agreement. When no longer considered a temporary vacancy it will be advertised and filled as per paragraph D.

3. Employees temporarily assigned or transferred to a lower-paid job shall receive their regular rate of pay.

4. Employees temporarily assigned or transferred to a higher-paid job shall receive the rate of the higher-paid job for the hours of work on the higher-paid job.

H. Substitutes:

1. Substitutes will be obtained as required but first an attempt will be made to offer the extra time to the other Cleaning Personnel regularly assigned to the building. Should a substitute be called in for regular personnel, it is understood that this substitute shall perform the work in the position that remains after all moves have been made.

2. When substitutes are called for Cafeteria Personnel, regular personnel working fewer hours than the absent person will have an opportunity to move into a position which offers a greater number of hours of work until there is a final position vacant. The substitute will work the entire shift of the final vacant position.

3. During the summer months, when school is not in session, regular employees shall be retained and/or recalled for work before substitutes are used; provided such regular employees notify Central Office in writing that they desire such work.

IV. GRIEVANCES:

A. Definition:

A grievance is defined as any controversy between the parties hereto; or between the School District and any employee covered by this Agreement, which relates to:

1. Working conditions at the school buildings applicable to this Bargaining Unit, not specifically covered by the Agreement, or
2. Interpretation or violation of any provision of this Agreement.

B. For the purposes of representation in negotiations and in the grievance procedure, the School District recognizes the Union Grievance and Negotiation Committee of five (5) members and Stewards for the following:

1. Cleaning Persons and Laundress
2. Cafeteria Employees
3. Custodians and Utility

C. Members of the Grievance and Negotiation Committee and Stewards shall be compensated at their regular rate of pay for all working time lost in adjusting grievances and negotiating of contract.

D. The Union will keep the School District informed concerning current officers and representatives of Local 207.

E. A grievance shall be processed in Step One within thirty (30) working days of its occurrence or knowledge of the occurrence.

F. Procedure:

1. Step One:

Any employee with a complaint should discuss this complaint with his immediate supervisor, his Steward being present or absent, at a time which does not unduly interfere with the employee's normal work schedule or duties. If the Steward was not present and the matter is still unresolved, then another meeting between the employee and the supervisor with the Steward shall take

place to try to effect settlement. The Chief Steward may substitute for departmental Stewards in case of absence or at a location where no specific Steward has been provided.

2. Step Two:

If Step One does not effect settlement within five (5) working days from the meeting between the Steward and the Immediate Supervisor, then the grievance shall be reduced to writing by the department Steward or Chief Steward and a copy given to the Building Administrator or his representative within fifteen (15) days. They together with the Building Administrator (or his representative) and an Administration Representative shall meet within five (5) working days and try to resolve the matter. The Building Administrator shall answer the grievance in writing within five (5) working days of this meeting unless extended by mutual agreement.

3. Step Three:

If the complaint is not resolved in Step Two, the Union may, within fifteen (15) days, notify the Director of Personnel or his delegated representative and a representative of the International Union that the Union desires to proceed to Step Three. The Director of Personnel or his representative and the Union Grievance Committee, with the International Representative present, must meet within fourteen (14) days at a mutually designated location. As soon as possible but within fourteen (14) days after the conclusion of this meeting, the Director of Personnel or his delegated representative shall notify the Union of the School District's decision or position with respect to the grievance. Failure to do so will constitute acceptance of the grievant's position.

4. Step Four:

In the event the matter is not resolved in Step Three, the grieving party shall have the right to submit the matter to the State Labor Mediation Board.

requesting the assistance of a mediator, providing that notice of the grieving party's intent is given to the other party within ten (10) working days from the completion of Step Three. Failure to do so within the time allotted above will result in the complaint being abandoned.

5. Step Five:

If Step Four does not effect settlement, the party which initiated the grievance or grievances shall have the right to submit the matter to the American Arbitration Association; provided that said party shall give written notice to the other party of its intention within forty (40) days after meeting with the mediator provided for in Step Four. If the party which initiated the grievance does not give notice as provided above within the time specified, the grievance shall be deemed to have been settled or withdrawn. If the right of arbitration is exercised, both parties shall promptly take the necessary steps for selection of an arbitrator.

(a) The Arbitrator in Step Five shall have jurisdiction and authority to interpret and apply the provisions of this Agreement insofar as it shall be necessary to the determination of the grievance before him, but he shall have no jurisdiction or authority to alter or amend in any way the provisions of this Agreement.

(b) The cost of such arbitration shall be borne equally by the School District and the Union and the decision of the arbitrator shall be final and binding on both parties.

F. In all steps of the grievance procedure described above, either the School District or the Union shall have the right to specify that the aggrieved employee or his immediate supervisor or both, be called in to discuss the details of the grievance in the presence of the proper representatives of both the School District and the Union.

G. If either party, as such, files a grievance it shall be introduced in the Third Step of the Grievance Procedure.

H. No monetary claim by an employee covered by this Agreement or by the Union against the School District shall be valid beyond the pay period prior to the pay period in which the grievance was first filed in writing, unless the circumstances of the case made it impossible for the employee or the Union as the case may be to know that the employee or the Union had grounds for such claim prior to that date, in which case, the claim shall be limited retroactively to a period of sixty (60) days prior to the date the claim was first filed in writing.

I. Whenever a Committeeman or a Steward finds it necessary to leave his regular work for the purpose of executing any phase of the grievance, he shall notify his immediate supervisor but shall not leave until a substitute worker is provided, if necessary. The immediate supervisor shall act to secure a replacement as quickly as possible from the qualified substitute list.

J. Permission shall be granted to the International Representative of the Union to enter the schools for the purpose of representation upon notification to the Building Administrative Office.

K. Time limits may be extended by mutual consent of both parties.

V. ABSENCES AND LEAVES:

A. Emergency Absence:

Employees required to be absent because of an emergency illness of a member of the immediate family may draw their regular wages not to exceed four (4) days at any one time. This absence shall be deducted from sick leave allowance.

The term immediate family shall be defined to include employee's father, father-in-law, mother, mother-in-law, brother or half-brother, step-son or step-daughter, sister or half-sister, spouse, son or son-in-law, daughter or daughter-in-law, grandparents, grandchildren, brother-in-law and sister-in-law of the employee.

B. Bereavement Absence:

Employees absent from duty because of the death of a member of the immediate family (as defined in Section V-A) or a relative with whom they may at that time be living, may draw regular wages not to exceed three (3) days for each funeral and are independent of sick leave and are NOT cumulative. Bereavement leave may be granted more than once each year. The employee may draw an additional day if required to travel beyond a radius of five hundred (500) miles to attend the funeral. Evidence of bereavement must be presented to the immediate supervisor. The employee shall notify his immediate supervisor before being absent from work.

C. Personal Sick Leave:

Upon employment employees become eligible for fifteen (15) sick leave days to be used in case of personal illness during the first year in the system to be prorated from date of employment to the following June 30. Commencing with the next fiscal year, additional personal sick leave days will be granted at a rate of fifteen (15) days per year. Unused sick leave days are cumulative but shall never exceed one hundred eighty (180) days. Sick leave days shall

be paid for the scheduled number of hours during the pay period of the illness, except that sick leave for employees working less than eighty (80) hours per pay period shall be the average of all hours worked during the pay period. Employees on lay-off status are not entitled to sick leave.

1. No employee of the Alpena Public Schools shall receive severance pay for unused sick leave days either upon retirement or upon termination of the contract as this is a protective benefit granted only to the employees, per se, of the Alpena Public School System.

2. Absence due to illness in excess of accumulated sick leave will automatically place employees on general leave.

3. Sick leave shall not apply in cases of pregnancy, sickness or injury during leaves of absence or absences when Workmen's Compensation benefits are paid, except that sick leave may be used to make up the difference between the employee's regular earnings and the Workmen's Compensation payments. The School District may require, at any time, a satisfactory physical examination by the physician designated by the School District before continuing to work. In case of disagreement between family physician and School District physician, a third physician selected by the parties shall examine the employee and this decision shall be in effect.

4. A record of cumulative sick leave shall be compiled and reported with the first check of the new contractual year.

D. Maternity Leave:

An employee, after completing the probationary period, shall be granted a maternity leave without pay for a period not to exceed one (1) year upon request. She shall file her request in writing as soon as possible but no later than the third (3) month of pregnancy and shall indicate the length of the requested leave. The approved leave shall become effective on the date

requested as long as she can perform all the duties of her position and has on file in the Personnel Office a monthly letter from her doctor indicating that she is capable of performing her job without injury to herself or her unborn infant(s) and will sign a waiver of liability so that neither the Board nor Local 207 can be held liable for injury or disability to the infant(s) caused by her working beyond the third (3) month of pregnancy. Should these conditions not be met, then she will be immediately placed on maternity leave.

Notice of intention to return from leave must be sent in writing to the Personnel Office thirty (30) days prior to the intended return. Upon her return she shall present to the Personnel Office a statement from the attending physician that she is in a suitable physical condition to perform the required duties.

An employee returning from a maternity leave shall return to the same position if available or to a comparable position as determined by her seniority.

Upon return, all benefits possessed at the time of the leave will be restored (seniority including the time on leave, accumulated sick leave, etc.).

Pregnancy shall not be considered as sick leave within the interpretation of sick leave policy. However, for employees not on maternity leave, temporary disabilities caused by the pregnancy, miscarriage, childbirth and recovery therefrom will be treated as sick leave.

E. Military Service:

The School District agrees to comply with the regulations for re-employment rights under the Federal Selective Service Acts of 1940 and 1948 as amended and extended.

F. Union Leave:

In the event an employee or employees are selected by this International Union to perform Union business or attend Union meetings or institutes which

necessitate a leave of absence, he shall be granted such leave of absence without pay or loss of seniority.

G. General Leave:

Employees absent due to illness of members of the immediate household shall be granted a leave of absence for a maximum of three (3) months in any contractual year, without pay, but with fringe benefits and accumulative seniority. The Board of Education will pay its share of fringe benefits for any employee who has completed a minimum seniority of one (1) year. By mutual consent, the leave may be extended without fringe benefits for illness of members of the immediate household (father, mother, husband, wife, children).

Absence due to personal illness in excess of accumulated sick leave will automatically place an employee on sick leave for a maximum of six (6) months in any contractual year. Such leave shall be without pay, but with fringe benefits and accumulative seniority. The Board of Education will pay its share of fringe benefits for any employee who has completed a minimum seniority of one (1) year. By mutual consent, the leave may be extended without fringe benefits.

Employees with fifteen (15) or more years of seniority may be granted general leave not to exceed twenty (20) working days to be taken during summer vacation to supplement the regular vacation. This leave is without pay or loss of seniority and fringe benefits.

H. Personal Business Leave:

If an employee finds need to take leave of his (her) duties for personal business, without loss of pay, he (she) shall request in writing on prepared forms and receive approval of the immediate supervisor. A minimum notice of twenty-four (24) hours is mandatory except for emergencies. This leave may be taken one-half (1/2) day at a time.

Personal absence is provided for activities that require employee's presence during the work day and is of such a nature that it cannot be attended to at a time when the employee is not scheduled to work. Personal absence is not to be interpreted as being for vacation or recreational activities.

I. Leave Due to Limited Income:

Employees in limited income status at this date (6-22-72) will be allowed to continue this privilege until their status changes. Subsequent to this date, all employees will work the regular workday and year as designated by the posting.

Fringe benefits for these employees will be prorated on the basis of the number of persons in the position. Prorated refers to sick leave of ten (10) days per person per year.

J. Snow Day:

Should employees be hampered in fulfilling their duties as a result of weather, etc., they shall not be considered absent for a cumulative aggregate of one (1) day of work (average of the hours scheduled during lost time).

VI. HOLIDAYS:

A. The following days shall be recognized as paid holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and the day preceding Christmas and New Year's Day. Whenever any of these holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of these holidays fall on a Sunday, the succeeding Monday shall be observed as the holiday. All holiday hours shall be counted as hours worked.

B. 1. All regular personnel who have served their probationary period will receive holiday pay equal to the average number of hours worked per day in the pay period in which the holiday falls. If no work was performed in such pay period, the pay period preceding the holiday pay period shall be used to compute the average hours. July Fourth (4) is excluded for cafeteria personnel unless they are still working. This pay shall be computed at the regular straight time rate. Average shall be rounded off to the nearest one-half (1/2) hour amount. (Total hours worked divided by the number of days worked constitutes the average.)

2. Employees ordered to report for work on a holiday, but who fail to report for and perform such work, shall not be entitled to any holiday pay.

3. Employees who work on a holiday shall be paid at two and one-half (2 1/2) times their regular straight time hourly rate for the hours actually worked. Such rate shall be in lieu of and not in addition to holiday pay for holidays not worked, except that when an employee works less than eight (8) hours on a holiday and is otherwise eligible for holiday pay, he shall receive the balance of his eight (8) hours of holiday pay for hours not worked.

4. For the purpose of this paragraph, a holiday is defined as a twenty-four (24) hour period beginning at 6 a.m. of the holiday.

C. An employee who works as ordered on a holiday shall receive a minimum of one-half ($1/2$) the normal day's work at double (2) time.

VII. VACATIONS:

A. Employees who have been paid for nine hundred (900) hours or more in the twelve (12) month period preceding June 1 of each year shall receive an annual vacation with pay according to the schedule in paragraph E.

B. Employees who have been paid for five hundred forty (540) hours, but less than nine hundred (900) hours, in the twelve (12) month period preceding June 1 of each year shall receive an annual vacation with pay at one-half (1/2) the amount shown on the schedule in paragraph E.

C. Employees who have been paid for less than five hundred forty (540) hours in the twelve (12) month period preceding June 1 of each year shall not receive any vacation or vacation pay.

D. A new employee shall be prorated to June 1 and the following June 1 shall receive either a full vacation or a one-half (1/2) vacation, according to their hours as per paragraphs A & B. The prorated vacation shall count as one (1) year for future vacation purposes. Persons classified as substitutes shall not be entitled to vacation benefits.

E. At the completion of three (3) years of employment, vacation shall be increased one (1) day with pay annually for each additional year of service through the thirteenth (13) year in accordance with the following schedule:

1 - 3 years	10 working days
4 years	11 working days
5 years	12 working days
6 years	13 working days
7 years	14 working days
8 years	15 working days
9 years	16 working days
10 years	17 working days
11 years	18 working days
12 years	19 working days
13 years and over	20 working days

F. All time lost for paid sick leave, funeral and emergency absences, holidays and vacations shall count in the computation of the hours for vacation eligibility.

Also counted shall be all hours missed by an employee off work under Workmen's Compensation for the first year; one-half (1/2) of all the hours missed during the second year; none thereafter.

G. 1. Vacations due shall be computed on the basis of the hours worked in the twelve (12) month period preceding June 1 of each year and posted by June 7.

2. Unused vacation time is not reimbursable nor cumulative from year to year.

3. Requests for vacation periods shall be made to the Director of Personnel via the Building Principal. Vacations may be taken only between June 15 and August 15 unless special permission is obtained. Employees who do not work nine hundred (900) hours per year shall be paid their vacation pay in the first pay check after June 1 (providing there is at least seven (7) days to prepare the checks). Employees working either continuously or nine hundred (900) hours or more shall receive their vacation pay on their regular payday, except when otherwise requested.

4. Notwithstanding anything to the contrary in paragraph 3 above, vacations may be scheduled during the school year by twelve (12) month personnel with eight (8) or more years of seniority. The limit is one (1) calendar week (five (5) working days) per person and no more than two (2) persons off at any one time.

H. Pay for vacation days earned shall be computed as shown below:

1. For those employees that work a regular shift throughout the year: Vacation Days Earned x Hours Scheduled x Hourly Rate.

2. For those employees whose schedule is changed by changing jobs or working a varying number of hours per day (not including overtime hours): Vacation Days Earned x Average Hours Worked Per Day x Hourly Rate.

VIII. HOURS:

A. The normal workweek shall be from 12:01 a.m. Monday until 12:01 a.m. on the following Monday. The normal workweek shall be forty (40) hours, but shall not be construed as a guaranteed workweek.

B. The workday shall normally consist of eight (8) hours worked. Day shift employees shall have a one (1) hour unpaid lunch period as scheduled by their immediate supervisor. The one (1) hour lunch period may be scheduled as one-half (1/2) hour at the request of the employee and at the discretion of the supervisor and Director of Buildings and Grounds or Director of Personnel. Employees working the second and third shifts shall have a one-half (1/2) hour paid lunch period included in their eight (8) hour shift. Employees beginning work at 3 p.m. or later and working a four (4), five (5), or six (6) hour shift will be allowed a lunch period or coffee break for twenty (20) minutes only at approximately mid-shift.

C. Cafeteria Personnel, Cleaning Persons and Assistant Custodians shall work the assigned hours directed by their immediate supervisor. Work schedules shall be posted the first of each month and may be revised if school is not in session due to circumstances beyond normal control, but not to avoid overtime during the period covered by the schedule.

D. For the purposes of computing overtime, eight (8) hours work shall constitute a day's work. All time worked over eight (8) hours in any twenty-four (24) hour period shall be paid at the rate of time and one-half (1 1/2). All time worked over forty (40) hours in any workweek shall be paid at time and one-half (1 1/2). All work performed on Sunday shall be paid for at double (2) time.

E. Lead Custodians shall be responsible for checking the proper operation of the heating system of their buildings on days when the buildings

are not occupied and the temperature is predicted to be below freezing during a twenty-four (24) hour period. This function shall not be counted as days or hours worked. An employee directed by his supervisor to report to work or to remain at work because of a malfunction shall receive a minimum of four (4) hours pay and will not be assigned any other work except work created by the malfunction. A reminder to perform normal work duties will not constitute a call-in.

F. Employees reporting for work on their regular shift without having been properly notified that there will be no work shall receive a minimum of one-half (1/2) a normal day's pay at their regular rate. This does not apply to employees trading shifts for their own convenience. Notice of closing of a school or schools under standard announcement procedures shall be deemed proper notice. Radio announcement is our standard procedure.

G. The administration shall make every effort to schedule employees on a monthly schedule for the maximum hours possible up to a normal eight (8) hour workday. In cases where this condition is impractical, Cleaning Persons assigned shall be scheduled for no less than fifteen (15) hours per week unless changed by mutual agreement of the parties hereto.

H. Split shifts shall not be scheduled without the permission of the parties hereto.

IX. WAGES:

A. The persons employed in the job classifications set forth on the schedule (Schedule A) shall be paid the wages set forth therein during the term of this Agreement.

B. Shift premiums shall be established as follows and shall be applicable for those persons who work an eight (8) hour shift only.

Period Number	Period Covered	Shift Premium 1973-74
1	Shifts starting between 7 a.m. and 3 p.m.	None
2	Shifts starting between 3 p.m. and 11 p.m.	8¢
3	Shifts starting between 11 p.m. and 7 a.m.	15¢

In all cases, shift premiums shall be paid on the basis of actual hours worked in each of the above periods; provided that, when an employee performs continuous work during more than one of the above periods, he shall receive shift premium for the total hours of continuous work based upon the shift premium applicable to the period in which the majority of such hours fall. (In case hours of work fall equally into two periods the higher premium shall be paid for all hours worked.)

C. It is recognized that changing conditions and circumstances may from time to time require the installation of new wage rates or adjustment of existing wage rates, because of the creation of new jobs or changes in the duties of existing jobs. When a new job is established, or when changes in an existing job have resulted in a substantial change in the duties of same, the School District shall set a temporary rate for same and put it into effect; such rate being subject to review by the Union in the manner provided below.

At the time of putting such temporary rate into effect, the School District will notify the President of the Union of its action. If the Union wishes to negotiate for a revision of such rate, it shall notify the Director of Personnel within fifteen (15) days after notice from the School District has

been given. If, after a meeting of the parties, no agreement is reached, the Union may file a grievance within fifteen (15) days after such meeting; the basis of such grievance being the question of fairness of the rate to be established.

The rate determined at the conclusion of negotiations or grievance procedure shall be retroactive to the original date when the temporary rate was put into effect. If the Union fails to take the required action within the time limits specified above, the temporary rate established by the employer shall become permanent and not subject to change for the remaining term of this Agreement. If at any time the Union feels that a new job has been created and has not been established and classified by the School District, or that the duties of existing jobs have changed substantially, the Union may take this up pursuant to the grievance procedure.

X. OTHER CONDITIONS OF EMPLOYMENT:

A. The School District will provide for a clearly designated area of bulletin board on existing bulletin boards in each school. The use of this space is restricted to noncontroversial matters such as notices of meetings or announcements concerning Union activities. There shall be one bulletin board area for each building.

B. The Union may have the right to conduct Union elections at schools providing prior arrangements are made in accordance with the Building Use Policy of the School District. For such purposes the Union shall be considered a "School Related Activity."

C. Students on Co-op Programs or Work-Study Programs shall be given assistance and direction as required and shall be considered as supplemental to the work schedules of the school employees and they shall not work alone but directly with members of the Bargaining Unit.

D. Employees who are elected to a political office in the municipal, county, state or federal government or are appointed to public office will be granted a leave of absence, without pay, fringe benefits, and without loss of seniority, but will not accumulate seniority. However, such leave must be renewed by notification to the School District at the conclusion of each term of office and prior to commencing another term of office. This shall not apply to short leaves of absence in which case there shall be only loss of pay.

E. In the event that the International Union should affiliate with another labor organization before the termination of this Agreement, such other labor organization will then be recognized as the exclusive bargaining agency to the extent permitted by law. Any labor agreement then in effect shall continue in effect for the period of the Agreement stated herein.

F. Supervisors who are directly supervising the work of members of this Bargaining Unit shall not perform work which would directly result in a member of the Bargaining Unit not being able to perform his (her) scheduled duties and thereby losing income.

G. Warnings of unsatisfactory work shall be in writing, with a copy to the employee and Chief Steward.

H. Lead Custodian - in addition to the present Lead Custodians located in other schools, a Lead Custodian shall be assigned as follows:

Alpena High School	1
Thunder Bay Jr. High School	1
Alpena Community College Complex	2 (1 day, 1 night or afternoon)

Nothing herein shall prevent more Lead Custodians from being assigned.

I. All normal and routine classroom custodial chores and cafeteria duties now being performed will not be subcontracted.

J. The Union will be notified by letter of the following: Summer Paint Crew members, EEA, EOA, and Co-op participants.

K. A Safety Committee will be established comprised of a custodian, cleaning person, cafeteria person, building principal, Director of Buildings and Grounds, and Director of Food Services. Regular meetings will be held and minutes furnished to the Union.

XI. DURATION AND RENEWAL:

The terms of this Agreement shall become effective as of July 1, 1973, except as otherwise noted, and continue until June 30, 1974. The Agreement shall then be automatically renewed for additional periods of one (1) year unless either party shall notify the other party at least sixty (60) days before the expiration date of its desire to change or terminate the Agreement. Both parties pledge themselves to meet within fifteen (15) days from the time of such notice for the purpose of negotiating any changes or renewals. Wages shall become effective with the first pay period following July 1, 1973.

IN WITNESS WHEREOF, the duly authorized representatives of both parties affix their signatures at Alpena, Michigan, this 9th day of October, 1973.

NEGOTIATIONS COMMITTEE FOR THE ALPENA
PUBLIC SCHOOL DISTRICT

UNITED STEELWORKERS OF AMERICA, AFL-
CIO-CLC

William Beach

I. W. Abel

Paul W. Bott

John S. Johns

Harry H. Garn

Walter J. Burke

Dale Ilsley

Charles G. Younglove

BOARD OF EDUCATION OF ALPENA AND
PRESQUE ISLE COUNTIES, MICHIGAN

Robert W. Kurtz

By: _____
Frederick I. Eggan

Leonard Villeneuve

And by: _____
Marjorie E. Cogswell

Verna Meyer

Chet Manning

Virginia Meyer

Betty Mischley

SCHEDULE "A"

CLASSIFICATION AND WAGES:

A. Lead Custodian - An employee responsible for the care and cleaning of one or more buildings and grounds under the direction of the Building Principal. This man may "lead" or direct the work of other employees, but he cannot discipline other employees.

B. Assistant Custodian - An employee aiding a Lead or Head Custodian in the care and cleaning of a building and grounds. He works as directed by the Lead Custodian or Head Custodian.

C. Cleaning Person - An employee who cleans as directed by the Head or Lead Custodian.

D. Lead Cook - An employee who directs the work in a school kitchen and cafeteria as necessary to properly provide school lunches under the direct supervision of the Building Principal and the Director of Food Services.

E. Assistant Cook - An employee who assists the Lead Cook or Cook-Manager as directed. These employees are usually specialists such as Salad Cooks, Bakers, or as required.

F. Cafeteria Helper - Any employee who helps the Lead Cook as directed by the Lead Cook. The general title may cover several specific jobs with different wages.

G. Utility "A" - An employee who can complete most types of repairs on school equipment without additional advice and must be qualified in one or more areas covered by local building codes.

H. Utility "B" - An employee with ability in a skill but needs direction for school problems.

I. Utility "B-1" - An employee with ability in a skill but needs direction for school problems. This employee is also capable of warehouse duties as required.

J. Utility "D" - An employee whose primary responsibility is grounds-keeping and related duties. This employee will also be available to assist Utility "A", "B", and "B-1" employees.

K. Utility "E" - An employee used as a helper to Utility "A", "B", or "B-1" employees. Requires no specific skill.

SCHEDULE "A"

CLASSIFICATION AND WAGES:

A. All employees covered by this contract shall be paid the current hourly wage for their job classification as listed below:

B. <u>Department</u>	<u>Job Classification</u>	1973-74 <u>Hourly Rate</u>
Custodial	Lead Custodian	\$ 4.01
Custodial	Assistant Custodian	3.82
Cleaning Person & Laundress	Cleaning Person & Laundress	2.93
Cafeteria Services	Lead Cook	3.26
Cafeteria Services	Assistant Cook	3.10
Cafeteria Services	Cafeteria Helper	2.93
Maintenance	Utility "A"	4.34
Maintenance	Utility "B", "B-1"	4.11
Maintenance	Utility "D"	3.80
Maintenance	Utility "E"	3.60

C. Hospital-Medical Insurance:

The School District will pay the approved carrier, Blue Cross - Blue Shield, for Blue Cross comprehensive hospital, semi-private riders D45NM, IMB/Blue Shield MVF-1, rider OB, rider DCCR, DC and 65 option exact fill and Master Medical option 3 as provided in the table below:

Employees (1080 hours)	\$50.99/Month
Employees (540 hours)	\$25.50/Month

D. Life Insurance:

The School District shall provide Term Life and Accidental Death and Dismemberment Insurance protection as follows:

Four Thousand Dollars (\$4,000.00)

The insurance carrier shall be selected by the School District.

E. Pay checks shall be issued to employees who have earned wages every second Friday throughout the calendar year for a maximum of twenty-six (26) paydays.

SENIORITY LIST

UTILITY DEPARTMENT

<u>Name</u>	<u>Hiring Date</u>	<u>Departmental Seniority Date</u>	<u>Classification</u>
1. Samp, Joe	Nov. 1, 1965	Nov. 1, 1965	Utility A
2. Tolzdorf, Harry	Nov. 3, 1966	Nov. 27, 1967	Utility B
3. Smith, Leland	Aug. 10, 1964	Nov. 10, 1970	Utility B-1
4. Villeneuve, Leonard	Mar. 6, 1967	Jan. 22, 1973	Utility B-1
5. Brancheau, Ted	Apr. 16, 1973	Apr. 16, 1973	Utility D

SENIORITY LIST

CUSTODIAL DEPARTMENT

<u>Name</u>	<u>Hiring Date</u>	<u>Departmental Seniority Date</u>	<u>Classification</u>
1. Kelley, Frank	Nov. 16, 1970	Nov. 16, 1970	Assistant Custodian
2. Manning, Chester	Feb. 1, 1961	Feb. 1, 1961	Lead Custodian
3. Hiske, William	Jan. 1, 1959	Jan. 1, 1959	Lead Custodian
4. Lozon, Howard	Sept. 9, 1963	Sept. 9, 1963	Lead Custodian
5. Markusen, Richard	June 17, 1965	June 17, 1965	Assistant Custodian
6. Mallette, Joseph	Dec. 6, 1965	Dec. 6, 1965	Lead Custodian
7. Bartz, Edward J.	Jan. 28, 1966	Jan. 28, 1966	Lead Custodian
8. Boboltz, Clarence	March 24, 1966	March 24, 1966	Assistant Custodian
9. Adamski, John	April 12, 1966	April 12, 1966	Lead Custodian
10. Belanger, Leo	May 16, 1966	May 16, 1966	Lead Custodian
11. Klein, Clair R.	Oct. 17, 1966	Oct. 17, 1966	Lead Custodian
12. Amlotte, Victor	Nov. 21, 1966	Nov. 21, 1966	Assistant Custodian
13. Przykucki, Michael	Feb. 9, 1967	Feb. 9, 1967	Lead Custodian
14. Reiser, David	April 11, 1967	April 11, 1967	Assistant Custodian
15. Hungo, Charles	Jan. 2, 1968	Jan. 2, 1968	Assistant Custodian
16. Grove, Thomas	Oct. 9, 1968	Oct. 9, 1968	Assistant Custodian
17. Gould, Leo	Oct. 21, 1968	Oct. 21, 1968	Lead Custodian
18. Arbuckle, Keith	Dec. 23, 1968	Dec. 23, 1968	Lead Custodian
19. Cook, George	Feb. 28, 1969	Feb. 28, 1969	Lead Custodian
20. Skiba, Hubert	May 1, 1969	May 1, 1969	Lead Custodian
21. McConnell, Thomas	Sept. 29, 1969	Sept. 29, 1969	Assistant Custodian
22. Donajkowski, David	Jan. 19, 1970	Jan. 19, 1970	Lead Custodian
23. Gilmore, Jerry	April 13, 1970	April 13, 1970	Lead Custodian

24. Fee, Clayton	July 6, 1970	July 6, 1970	Lead Custodian
25. Hirzel, Bruno	Nov. 9, 1970	Nov. 9, 1970	Assistant Custodian
26. Matash, Ed	Dec. 15, 1970	Dec. 15, 1970	Lead Custodian
27. Murray, Mike	Oct. 18, 1971	Oct. 18, 1971	Lead Custodian
28. Paad, Robert	Oct. 19, 1971	Oct. 19, 1971	Assistant Custodian
29. Grochowski, Chester	Mar. 19, 1972	Mar. 19, 1972	Assistant Custodian
30. Amlotte, Margaret	Sept. 1, 1965	Oct. 1, 1973	Assistant Custodian
31. Mischley, Betty	Sept. 8, 1963	Oct. 8, 1973	Assistant Custodian

SENIORITY LIST

CLEANING PERSON AND LAUNDRESS DEPARTMENT

	<u>Name</u>	<u>Hiring Date</u>	<u>Departmental Seniority Date</u>	<u>Classification</u>
1.	Zaske, Ruth	Nov. 1, 1951	Nov. 1, 1951	Cleaning Person
2.	Wysocki, Joan	Feb. 1, 1959	Feb. 1, 1959	Laundress
3.	Hubert, Della	Feb. 1, 1961	Feb. 1, 1961	Cleaning Person
4.	Ritthaler, Elsie	Sept. 1, 1961	Sept. 1, 1961	Cleaning Person
5.	Kaschner, Egna	Oct. 26, 1961	Oct. 26, 1961	Cleaning Person
6.	Orban, Geraldine	Sept. 1, 1962	Sept. 1, 1962	Cleaning Person
7.	Meyer, Virginia	Jan. 1, 1965	Jan. 1, 1965	Cleaning Person
8.	Himes, Donna	Dec. 1, 1965	Dec. 1, 1965	Cleaning Person
9.	Prevo, Frances	Feb. 1, 1966	Feb. 1, 1966	Cleaning Person
10.	Irwin, Florence	April 15, 1966	April 15, 1966	Cleaning Person
11.	Brilinski, Dorothy	Aug. 2, 1966	Aug. 2, 1966	Cleaning Person
12.	Robb, Sylvia	Nov. 17, 1966	Nov. 17, 1966	Cleaning Person
13.	Corriveau, Phyllis	March 6, 1967	March 6, 1967	Cleaning Person
14.	Hamp, Erma	March 6, 1967	March 6, 1967	Cleaning Person
15.	Daoust, June	March 6, 1967	March 6, 1967	Cleaning Person
16.	Matzke, Marjorie	March 6, 1967	March 6, 1967	Cleaning Person
17.	Berry, Margaret	March 6, 1967	March 6, 1967	Cleaning Person
18.	Stepanski, Yvonne	March 6, 1967	March 6, 1967	Cleaning Person
19.	Erkfitz, Rosena	March 7, 1967	March 7, 1967	Cleaning Person
20.	Zielaskowski, Jane	March 7, 1967	March 7, 1967	Cleaning Person
21.	Chrzan, Celia	March 16, 1967	March 16, 1967	Cleaning Person
22.	Romel, Barbara	March 17, 1967	March 17, 1967	Cleaning Person
23.	Bedford, Edith	April 10, 1967	April 10, 1967	Cleaning Person
24.	Rouleau, Cecelia	May 9, 1967	May 9, 1967	Cleaning Person

25.	Pinkel, Violet	Sept. 18, 1967	Sept. 18, 1967	Cleaning Person
26.	Belew, Helen	Oct. 4, 1967	Oct. 4, 1967	Cleaning Person
27.	Jones, Beverly	Oct. 6, 1967	Oct. 6, 1967	Cleaning Person
28.	Bradbury, Sarah	March 6, 1968	March 6, 1968	Cleaning Person
29.	Bleau, Betty	April 22, 1968	April 22, 1968	Cleaning Person
30.	Bartz, Jean	Aug. 31, 1970	Aug. 31, 1970	Cleaning Person
31.	Beitler, Eleanor	Nov. 30, 1970	Nov. 30, 1970	Cleaning Person
32.	Bleau, Laura	Feb. 2, 1971	Feb. 2, 1971	Cleaning Person
33.	Gagnon, Elaine	June 25, 1971	June 25, 1971	Cleaning Person
34.	Hoppe, Pat	Aug. 31, 1971	Aug. 31, 1971	Cleaning Person
35.	Kelley, Hilda	Sept. 1, 1971	Sept. 1, 1971	Cleaning Person
36.	Grzeskowiak, Elizabeth	Sept. 20, 1971	Sept. 20, 1971	Cleaning Person
37.	Benoit, Shelby	Sept. 27, 1971	Sept. 27, 1971	Cleaning Person
38.	Tiers, Marie	Oct. 12, 1971	Oct. 12, 1971	Cleaning Person
39.	Shay, Beatrice	Dec. 8, 1971	Dec. 8, 1971	Cleaning Person
40.	Marwede, Adeline	Sept. 25, 1972	Sept. 25, 1972	Cleaning Person
41.	Twining, Mary	Jan. 22, 1973	Jan. 22, 1973	Cleaning Person
42.	Spigelmyre, Gladys	Apr. 23, 1973	Apr. 23, 1973	Cleaning Person
43.	Morgan, Lorain	May 14, 1973	May 14, 1973	Cleaning Person
44.	Haacke, Helen	Sept. 12, 1973	Sept. 12, 1973	Cleaning Person

SENIORITY LIST

CAFETERIA DEPARTMENT

<u>Name</u>	<u>Hiring Date</u>	<u>Departmental Seniority Date</u>	<u>Classification</u>
1. Clinard, Nina	Sept. 1, 1955	Sept. 1, 1955	Lead Cook
2. Chevalier, Elsie	Oct. 5, 1957	Oct. 5, 1957	Lead Cook
3. Fortier, Florence	Sept. 1, 1958	Sept. 1, 1958	Lead Cook
4. Lobert, Olga	Sept. 3, 1958	Sept. 3, 1958	Cafeteria Helper
5. Frantz, Agnes	Aug. 1, 1959	Nov. 2, 1959	Cafeteria Helper
6. McEachern, Dorothy	Nov. 5, 1959	Oct. 5, 1960	Assistant Cook
7. Wilson, Isabelle	Dec. 21, 1955	Dec. 17, 1961	Lead Cook
8. Oliver, Mabel	March 3, 1962	March 3, 1962	Lead Cook
9. Smith, Shirley	Sept. 3, 1962	Sept. 3, 1962	Assistant Cook
10. Scheske, Lillian	Sept. 1, 1960	Sept. 1, 1963	Assistant Cook
11. Standen, Tessabell	Sept. 1, 1963	Sept. 1, 1963	Assistant Cook
12. Sylvester, June	Sept. 1, 1963	Sept. 1, 1963	Assistant Cook
13. Singleton, Ruth	Sept. 1, 1964	Sept. 1, 1964	Cafeteria Helper
14. Milostan, Gertrude	Sept. 3, 1964	Sept. 3, 1964	Assistant Cook
15. Sharp, Mabel	Sept. 1, 1965	Sept. 1, 1965	Cafeteria Helper
16. Timmreck, Florence	Dec. 1, 1963	Sept. 6, 1966	Cafeteria Helper
17. Cousineau, Geraldine	Sept. 1, 1958	Oct. 9, 1966	Lead Cook
18. Heath, Ida	Sept. 1, 1963	March 8, 1967	Assistant Cook
19. Meyer, Verna	Sept. 1, 1963	March 8, 1967	Assistant Cook
20. Gady, Shirley	May 2, 1966	March 8, 1967	Cafeteria Helper
21. Kindt, Fern	Sept. 7, 1963	March 8, 1967	Cafeteria Helper
22. Ross, Delores	March 8, 1967	March 8, 1967	Cafeteria Helper
23. Frary, Doris	March 13, 1967	March 13, 1967	Cafeteria Helper

24.	Bey, Laura	March 14, 1967	March 14, 1967	Cafeteria Helper
25.	Attwell, Regina	March 14, 1967	March 14, 1967	Cafeteria Helper
26.	Leski, Beatrice	Jan. 25, 1969	Jan. 25, 1969	Cafeteria Helper
27.	Keller, Beth	Sept. 8, 1969	Sept. 8, 1969	Cafeteria Helper
28.	Flanders, Mary	Oct. 5, 1970	Oct. 5, 1970	Lead Cook
29.	Gaylord, Eleanor	Aug. 30, 1971	Aug. 30, 1971	Lead Cook
30.	Kinsel, Alice	Sept. 13, 1971	Sept. 13, 1971	Cafeteria Helper
31.	Klein, Doris	Feb. 7, 1967	Sept. 14, 1971	Cafeteria Helper
32.	Trelfa, Hazel	Oct. 4, 1971	Oct. 4, 1971	Lead Cook
33.	Wegner, Phyllis	Mar. 1, 1965	Dec. 20, 1972	Cafeteria Helper

SENIORITY LIST

SYSTEM-WIDE SENIORITY ONLY

<u>Name</u>	<u>Hiring Date</u>	<u>Classification</u>
1. DuBois, Daniel	Oct. 20, 1971	Assistant Custodian