

6/30/75

MASTER AGREEMENT

BETWEEN THE

ROCHESTER BOARD OF EDUCATION

AND THE

ROCHESTER SECRETARIAL UNION

Rochester Board of Education

1973-74 . . . 1974-75

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TABLE OF CONTENTS

		Page No.
	Preamble	
I	Recognition	1
II	Union Dues and Check Off	2, 3
III	Representation	4
IV	Employees Rights and Responsibilities	5, 6
V	Seniority	7, 8
VI	Vacancies, Promotions, and Transfers	9
VII	Discharge or Suspension	10
VIII	Resignation	10
IX	Layoff and Recall	11
X	Leaves of Absence	12
XI	Hours of Work	13
XII	Sick Leaves	14, 15
XIII	Insurance Protection	16, 17, 18
XIV	Compensation	19, 20
	Schedule A	21
	Schedule B	22
XV	Miscellaneous Provision	23
XVI	Grievance Procedure	24, 25, 26, 27, 28
XVII	Waiver Clause	29
XVIII	Entire Agreement Clause	29
XIX	Strike Clause	30
XX	Board's Rights	31, 32
XXI	Duration of Agreement	33

PREAMBLE

This Agreement entered into this 1st day of July, 1973, between the Rochester Board of Education, hereinafter referred to as the "Board", and the Rochester Chapter of the Local Union No. 202 affiliated with Council No. 23 of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

PURPOSE AND INTENT: It is the general purpose of this Agreement to promote the mutual interests of the Board and its employees (secretary/ clerk) and to provide for the operation of the Board's business under methods which will further the safety of the employees, economy and efficiency and avoidance of interruption of services. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes. It is agreed by all parties that providing a high quality education for the children of the Rochester Community Schools is the paramount aim of this school district. The Board, administrative staff, and the Union employees have definite responsibilities in providing such services and education.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of Public Employment Relations Act 379 of the Public Acts of 1965, as amended, the Board does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of the Agreement of those employees of the Board in the bargaining unit herein described. The bargaining unit includes all permanent, full-time, and part-time (20 hours or more) secretarial/clerical personnel excluding but not limited to: secretaries to the Superintendent, Assistant Superintendents, Director of Data Services, Executive Director - Financial Services; head bookkeeper, purchasing agent, certified and professional employees, temporary employees, substitute secretaries, teacher-aides, part-time secretarial/clerical employees (less than 20 hours), as well as any other non-certified and certified personnel not herein named.
- B. If at any further date a new position is created, the Board will place said position in the proper classification after it has discussed such placement and rate of pay with the Union.
- C. The term "employee or secretary/clerk" when used herein shall refer to employees included in the unit for bargaining as set forth in the paragraph above and references to male employees shall include female employees. The term "Board" when used herein shall refer to the Board of Education, Superintendent, and other central office administrators, principals, assistant principals, and all other supervisory personnel within the meaning of Act 379.
- D. The Board agrees not to negotiate with any secretaries organization other than the Union for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual secretary/clerk from presenting a grievance and having the grievance adjusted without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE II
UNION DUES AND CHECK OFF

- A. Employees may tender the monthly membership dues (not including fines or assessments) by signing a payroll authorization dues deduction card or may pay the same directly to the Union.
- B. The Board agrees to make monthly collection of Union dues (not including fines or assessments) for any employees submitting a signed payroll deduction authorization form to the Board and to pay over to the Union the total amount thus deducted for all such employees.
- C. DEDUCTIONS: Deductions shall be made only in accordance with the provisions of an authorization for payroll deduction form together with the provisions of this Agreement. The Board shall have no responsibility for the collection of initiation fees, membership dues, special assessments or any other deductions not in accordance with this Article.
- D. UNION NOTIFICATION TO THE BOARD: The Union shall notify the Board in writing of any membership dues certified by the Union as the uniform dues required of the bargaining unit members.
- E. DELIVERY OF PAYROLL DEDUCTION FORM: A properly executed copy of an authorization for payroll deduction form for each employee for whom Union membership dues are to be deducted hereunder shall be delivered to the Board before any payroll deductions are made. Deductions shall be made thereafter for those forms properly executed and in effect. Any authorization for payroll deduction form which is incomplete or in error will be returned to the Union Local Financial Secretary by the Board.
- F. WHEN DEDUCTION BEGINS: Payroll deductions under all properly executed authorization for payroll deduction forms shall become effective at the time the application is tendered to the Board and shall be deducted from the succeeding month and each month thereafter.
- G. REFUNDS: In cases when a deduction is made that duplicates a payment that an employee already has made to the Union or in any other situation that a refund is demanded, said refunds will be made by the Union Local.
- H. REMITTANCE OF DUES TO FINANCIAL OFFICER: Deduction for any calendar month shall be remitted by the Board to the designated financial officer of the Local Union as soon as possible after the appropriate pay period.

ARTICLE II
UNION DUES AND CHECK OFF (cont.)

- I. TERMINATION OF PAYROLL DEDUCTION: An employee shall cease to be subject to payroll deductions beginning with the month immediately following the month in which he is no longer a member of the bargaining unit. Any employee may voluntarily cancel or revoke his authorization for payroll deduction upon written notice to the Board and/or the Union.
- J. LIST OF MEMBERS PAYING DUES DIRECTLY: The local Union will furnish the Board, within fifteen (15) days after the effective date of this Agreement, the names of all members paying dues or service charges directly to the local Union. Thereafter, the Union will furnish the Board a monthly list of all changes.
- K. LIMIT OF BOARD'S LIABILITY: The Board shall not be liable for any errors or losses in the administration of this Article. The Board shall not be liable for the remittance or payment of any sum other than those constituting actual deductions made from wages earned by the employees. Further, Local 202, and Council 23, A. F. S. C. M. E. , AFL-CIO shall protect, indemnify, and save the Board harmless against any and all claims, demands, costs, suits, and any other forms of liability that may arise out of, or by reason of, action taken or not taken by the Board for the purpose of complying with this Article.

ARTICLE III
REPRESENTATION

- A. The Union shall be represented by one (1) steward and one (1) alternate steward. The designated steward shall represent all the employees working in that representative department. The steward and alternate steward shall be employees with seniority.
- B. The Union will furnish the Board with the names of its steward and alternate when elected 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 Union with whom it may be dealing. Until the Board has received written notice from the Union, it shall not be required to deal with such employees purporting to be Union Steward representatives.
- C. It is understood that grievance problems will be handled at times other than when the employee is at work, when possible. In the event, however, in the handling of a grievance, it becomes necessary for the steward to leave his work, he shall first obtain permission from his supervisor or principal. The privilege of the steward leaving his work during working hours without loss of time or pay is subject to the understanding that such time shall be devoted to the proper handling of the grievance; this will be done as expediently and with as little interruption of work as possible; they must not leave their work stations unattended unless permission has been granted, and this privilege will not be abused. Any alleged abuse by either party shall be a proper subject for a special conference.
- D. If the steward is required to go into another building other than his/her own in the handling of a grievance, the principal at both buildings (or all buildings involved) must be notified; permission will be granted provided that it does not unduly interfere with or interrupt or affect normal work or school operation or assigned duties. It is the responsibility of the above-mentioned steward to report to the building principal before their conference with any employee. If, in the opinion of the principal or the immediate supervisor of the Union member, such Union activity is interfering with classroom activity or assigned duties, such Union activities will be postponed.
- E. Except as set forth above, no steward or any other employee shall be granted time off for the purpose of handling Union matters, affairs, or grievances unless specific permission has been granted by the supervisor or principal. Violation of this provision will be proper subject for a special conference.

ARTICLE IV
EMPLOYEES RIGHTS AND RESPONSIBILITIES

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join, and support the Union for the purpose of engaging in collective negotiation and other lawful activities.
1. The Board agrees that it will not directly or indirectly discourage or deprive or coerce any secretary/clerk in the enjoyment of any rights conferred by said Act 379, other laws of Michigan, and the Constitutions of Michigan and the United States.
 2. The Board agrees that it will not discriminate against any secretary/clerk for her institution of any grievance, complaint, or proceeding under this Agreement.
- B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board, or a mediator from such public agency.
- C. The Union and its members may have the right to use school building facilities for meetings in accordance with school policy.
- D. The Board agrees to furnish, when practicable, to the Union in response to reasonable requests from time to time public information concerning the financial resources of the district. The Board further agrees to supply available information, when feasible, which may be necessary for the Union to process any grievance or complaint, except in cases involving confidential personnel records. However, the Board reserves the right to determine what is germane to the matter so that irrelevant, confidential information on personnel does not become public.
- E. The Union agrees to supply all information which the Board requests to process any grievance or complaint.
- F. It is the responsibility of the Union and individual members to honor Board policies and Administrative Regulations not in conflict with the Master Agreement. Neither the Union, its representatives, nor any member shall assume administrative or supervisory authority or direct employees to disregard the instructions or directions of administrators or supervisors.

ARTICLE IV
EMPLOYEES RIGHTS AND RESPONSIBILITIES (cont.)

- G. In order to provide continuing health protection for students, it shall be the policy of the Board that:
1. Upon initial employment, each employee will be required to have a physical examination certifying that the individual is capable of carrying out his particular assignment.
 2. All employees must have an annual tuberculin skin test or chest x-ray. A certificate of freedom from tuberculosis must be filed with the Personnel Department prior to the opening of the school year or not later than fifteen (15) days after the first day of school. It is the employee's responsibility to obtain the above-mentioned certificate. Failure to file said certificate by October 1st may result in withholding pay until such filing has been completed. The T. B. examination must have been taken within nine (9) months preceding the opening of school.
- H. All secretaries accept the responsibility to strive for excellence in her work and to take advantage of opportunities for continually improving her skills and relationships with her co-workers and with the public.
- I. Secretaries are responsible for maintaining a continuous high level of professional service to the welfare and benefit of the school district. Secretaries, therefore, are responsible to discharge their work assignments with professional proficiency and make a conscientious effort to meet all the reasonable demands of the Board of Education.
- J. No secretary or Union representative will engage in Union activities or business during employee's working hours unless specified otherwise in this Master Agreement.
- K. Duly authorized Union representatives may be permitted to transact official Union business on school property provided that it shall not interfere with or interrupt normal school operation, and that said representative(s) has the permission of the building principal/supervisor. Such business will be transacted in private.
- L. Employees are required to display exemplary behavior as an example to students, parents, community and co-workers and to refrain from actions which will detract from the appropriate image of a dedicated, sincere, and conscientious employee.

ARTICLE V
SENIORITY

- A. New employees hired in a permanent position other than substitutes and temporary help shall be considered as probationary employees for sixty (60) working days in their job assignment. A temporary employee is defined as an employee who provides services when help is required and said job assignment or position is not of a permanent nature. A temporary position shall not exceed six (6) months unless extended by mutual agreement by the Board and the Union representative. There shall be no seniority among probationary employees. When a permanent employee finishes the probationary period, she shall be entered on the seniority list and shall rank for seniority sixty (60) working days prior to the day she completed the probationary period. The sixty (60) day period may be extended for any absences during that period, by the amount of said absences.
- B. Seniority shall be the service in a particular classification within a particular job assignment with the Rochester Community Schools. Employees moving from one job classification assignment to another shall retain district-wide seniority accrued in any other classification or department but may not transfer said classification seniority into their new classification assignment.
- C. The Board retains exclusive right to discharge and to take any disciplinary action involving a probationary employee and such action as deemed appropriate by the Board shall not be subject to the grievance procedure.
- D. Probationary employees shall be eligible for fringe benefits provided for in the Agreement only at the successful completion of their probationary period.
- E. An employee shall lose his seniority and loss of employment for the following reasons:
1. Employee quits or retires.
 2. Employee is discharged and the discharge is not reversed.
 3. Employee is absent for three (3) working days without notifying the Board. Exceptions to this rule may be made by the Superintendent.
 4. If the employee fails to return to work when recalled from layoff as set forth in the recall procedure provided herein.
 5. If the employee overstays by three (3) days a leave of absence granted for any reason, as hereinafter provided, unless an extension has been granted, she shall lose her seniority.
 6. Involuntary layoff for two (2) years or length of work service in the district, whichever is shorter.
 7. Mandatory retirement at age of 65.
- F. When more than one employee is hired on the same day, seniority will be determined by alphabetical sequence of last names.

ARTICLE V
SENIORITY (cont.)

- G. The seniority list will show the names and job titles of all employees of the unit entitled to seniority.
- H. The Board shall provide the Chapter Chairman with a seniority list on July 1st and January 1st, with a monthly list of changes.
- I. If an employee takes a position not included in the bargaining unit and is thereafter reassigned to an open position within the bargaining unit, he shall have only the seniority accumulated while he worked in the bargaining unit position.
- J. Notwithstanding their position on the seniority list, stewards, in the event of a layoff of any type, will continue to work as long as there is a job in their department which they are qualified for and can perform and shall be recalled to work in the event of a layoff on the first open job in their job classification for which they are qualified for and can perform.
- K. Notwithstanding their position on the seniority list, the Chapter Chairman, Vice Chapter Chairman, and Chief Steward of the local union shall in the event of a layoff continue to work, provided they are qualified for and can perform the work available.

ARTICLE VI
VACANCIES, PROMOTIONS, AND TRANSFERS

- A. A transfer is a lateral change within a job classification where there is no addition or increase in compensation; for example, a movement to another building or to another job within the salary classification falls into the definition of a transfer.
- B. Transfers of seniority employees are to be minimized whenever possible. Transfers shall be based upon the seniority employee's ability to meet the job qualifications. The Board shall exercise their discretion as to the feasibility of honoring any or all transfer requests.
- C. Request for transfer must be on file, in writing, in the Personnel Office no later than the 1st of October. The request shall set forth the reason for transfer, the position desired and location, the applicant's complete qualifications, work experience, as well as any other relevant information. In all cases, the decision of the Board shall be the final decision regarding all transfers. Only one transfer a year shall be permitted.
- D. Transfer requests will be kept on file for a maximum of one year. All such requests will be discarded by the Personnel Office on September 1st. Requests must be renewed each year to assure active consideration by the Personnel Office.
- E. A promotion is a movement to a position in a higher pay grade than one in which the secretary/clerk is currently employed.
- F. Promotions shall be made on the basis of qualifications, skills, experience, education, training and preparation, and other relevant factors; when these factors are equal, seniority may be considered.
- G. Employees placed in a new position, by promotion, transfer, or otherwise, shall be required to satisfactorily complete a probationary period of sixty (60) working days to start from the date of employment in the new position. The final determination of whether the employee is selected for any position rests with the Board.
- H. Vacancies, within the bargaining unit, arising during the school year will be posted for a period of five (5) calendar days in every school building. During the summer months, the Secretarial Steward shall receive copies of each vacancy posted for distribution.
- I. All secretarial/clerical employees are encouraged to train and prepare for promotional opportunities.

ARTICLE VII
DISCHARGE OR SUSPENSION

- A. The employer shall not discharge or suspend any employee without just cause. The employer agrees upon the discharge of an employee to notify in writing the department steward of the discharge.
- B. The discharged or suspended employee will be allowed to discuss his discharge with the steward of the department and the employer will make available an area where he may do so before he is required to leave the property of the employer. Upon request, the employer or his designated representative will discuss the discharge or suspension with the employee and the steward.
- C. Should the employee consider the discharge or suspension to be improper, the Union's complaint shall be presented in writing to the Superintendent or his designated representative within three (3) regularly scheduled working days after the discharge or suspension is received by the Union representative. The Superintendent or his designated representative shall give his answer to the Union within five (5) regularly scheduled working days after receiving the complaint. If said answer is not satisfactory to the Union, the matter may be referred to the grievance procedure commencing at the Superintendent's level within five (5) days of said answer.

ARTICLE VIII
RESIGNATION

- A. When an employee desires to terminate her employment, there must be at least twenty-one (21) calendar days notice of resignation, in writing, given to the immediate supervisor and the Director of Personnel. Resignations of shorter notice shall automatically forfeit all vacation benefits. It is understood that the employee must work the entire period of time as designated above.
- B. The date of resignation automatically forfeits all accrued rights and benefits. In the event of re-employment, such employee shall be considered as a new employee.
- C. Resignations submitted with twenty-one (21) or more calendar days advance notice shall be entitled to pro-rata vacation benefits.

ARTICLE IX
LAYOFF AND RECALL

- A. Layoff means a reduction in the working force due to a decrease of work or limitation or reduction in operating funds.
- B. If it becomes necessary for a layoff, the probationary employees within the affected classification will be laid off first. Seniority employees will be laid off within the affected classification according to seniority as previously defined in Article V. If the lowest seniority employee in the affected classification is laid off and has seniority in another classification, she may exercise the right for a job assignment into the classification in which she possesses seniority on the basis of her district-wide seniority or she may be reassigned to a vacant position available at the time of the layoff for which she is qualified.
- C. Any employee who assumes a new job assignment due to the layoff procedure will also assume the salary rate for that position.
- D. Employees to be laid off will have at least fourteen (14) calendar days notice of their intended layoff. The Chapter Chairman shall receive a list of employees being laid off.
- E. Employees laid off through the procedure as stated in this Article shall be maintained on a recall list for a period of two (2) years and shall be recalled in reverse order of their layoff.
- F. The Board may transfer within the departmental classifications on a district-wide basis where operating staff in one or more buildings is reduced due to layoff.
- G. Any seniority employee on layoff shall be immediately placed on the regular substitute list.
- H. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. If an employee fails to report for work within seven (7) working days from the date of mailing of recall notice, he shall be considered as having quit.
- I. Each employee is responsible for keeping the employer advised in writing of any change of address and will not be excused for failure to report for work on recall if he fails to receive recall notice because of his own failure to advise the employer in writing of his change of address.
- J. The Board shall have no obligation to recall probationary employees who may be laid off.
- K. It is clearly understood that any individual laid off shall automatically terminate and suspend the Board's obligation to salary or fringe benefits under this collective bargaining Agreement or any other agreement.

ARTICLE X
LEAVES OF ABSENCE

- A. Leaves of absence for reasonable periods not to exceed one (1) year, upon written request to the Superintendent or his designee, may be granted to employees who are on seniority status without loss of seniority for good cause; such leave may be cancelled if the employee is employed during the leave, unless the employee has received prior approval from the Superintendent of Schools. To be eligible for a leave of absence, the employee must have been employed by the Board for at least two (2) years as a permanent, full-time employee.
- B. An employee granted a leave of absence by the Board of more than three (3) months may be given a position upon his return provided there is an opening in his job classification and job assignment (the position held immediately prior to granted leave) and he has given proper notice. Employees on a leave of absence of three (3) months or less shall be returned to their regular position. No employee shall be laid off in order to create a position for an employee wishing to return from a granted leave.
- C. An employee is required to notify the Personnel Office in writing at least thirty (30) days preceding the expiration date of a leave indicating his desire to return, request an extension, or resignation. Otherwise, the employee will be considered as terminating his employment with the Rochester Community Schools. An employee must make application for reinstatement within the time limit specified and if the employee does not provide such notice, he shall be deemed to have terminated his employment with the Rochester Community Schools unless an exception to this rule has been made by the Superintendent.
- D. Re-employment of an employee on a leave of absence will be conditioned by the availability of a vacancy existing within the employee's job classification and assignment as indicated at the time the leave was granted. The Board's obligation to re-employ an employee shall end after one (1) school semester or ninety (90) days after the termination of the leave, whichever shall occur first.
- E. The notice of intention to return to duty after a health or maternity leave shall be accompanied by a written statement from a physician certifying the fitness of the employee to fulfill his duties.
- F. At the expiration of a leave and as stated in Section C above, if an employee does not return and no extension is granted, her removal and termination of employment with the Rochester Community Schools becomes automatic.
- G. Leaves of absence may be granted for the following good causes, by the way of illustration but not limited to the following: 1) education; 2) maternity; 3) medical; and 4) military.

ARTICLE XI
HOURS OF WORK

- A. The hours of work will be determined by the Board; no full-time, permanent employee shall have their regular working hours decreased by more than one (1) hour per day during this Agreement. The work day will normally consist of eight (8) hours per day. However, there may be employees on less than eight (8) hour assignments as may be determined by the administration. The normal work week will be Monday through Friday.

Summer work hours for twelve month secretaries/clerks will be 37 1/2 hours per week with pay for a 40 hour week. Summer hours will begin on the 2nd Monday following the close of school and shall continue through the Friday prior to the week that 10 1/2 month employees report for work.

- B. The lunch period shall be established by the immediate supervisor in accordance with the organizational pattern best suited to the particular building and/or department. Such lunch hour will not be considered as part of the regularly assigned work day. Attempts will be made to set the assigned lunch hours as a duty-free, uninterrupted period of not less than one-half hour.
- C. Employees will be provided a fifteen (15) minute relief time in the morning and in the afternoon as will be assigned by the immediate supervisor. Relief periods shall be taken at a time and in a manner that does not interfere with the efficiency of the work unit as determined by the immediate supervisor. The rest period is intended to be a recess to be preceded and followed by an extended work period; thus, it shall not be used to cover an employee's late arrival to work or early departure, nor shall it be regarded as accumulative if not taken. Failure to take a relief period shall not result in a lengthening of the lunch period or a shortening of the eight (8) hour working day unless specifically arranged with the immediate supervisor to cover unusual occasions.
- D. Shift hours will be determined by the Board. Each shift may consist of eight (8) hours to be worked in five (5) days excluding an unpaid lunch period.
- E. It is expected that from time to time employees may be required to spend extra time beyond the regular day on their job. This is not to be considered overtime unless approved by their supervisor.
- F. The statements in this Article shall not be construed as a guarantee of hours per day or week.
- G. Time and one-half shall be paid for all time worked over eight hours per day and forty (40) hours per week when approved by the immediate supervisor.

ARTICLE XII
SICK LEAVES

- A. All seniority employees may be granted sick leave for personal illness, or illness in the immediate family. The immediate family is interpreted as husband, wife, son, daughter, or parents and grandparents. A maximum of five (5) sick leave days may be granted under the provisions of this Article for illness in the immediate family which will be charged against the employee's sick leave. The immediate family for death leave is interpreted as the spouse, children, brothers, sisters, parents and grandparents, in-laws; the maximum of three (3) days may be used. Said days will be deducted from the employee's sick leave accumulation.
- B. All seniority employees will be allowed twelve (12) days per year for ten (10) months employees, and fourteen (14) days per year for twelve (12) month employees with unlimited accumulation of sick leave days. Sick leave will be credited at the beginning of each work year for all seniority employees. Sick leave earned during a work year is based upon a monthly pro-ration.
- C. An employee shall not accumulate sick leave during any month in which the employee receives pay for less than the majority of the scheduled working days in that month.
- D. Upon approval of the Superintendent, no more than two days of accumulated sick leave may be used annually for the following reasons:
1. Attendance at a ceremony awarding a degree to the employee or a person in the immediate family.
 2. Attendance at the school graduation of a person in the immediate family.
 3. Conduct of personal affairs which cannot normally be handled outside working hours. Approved leave means an activity that requires the employee's presence during working hours and is of such a nature that it cannot be attended to at a time other than during the regularly scheduled work day.
 - a. religious obligations
 - b. medical and dental appointments
 - c. business or legal transactions
 - d. urgent family matters
 - e. professional business
 4. Attendance at a funeral service of a person whose relationship to the employee warrants such attendance.

ARTICLE XII
SICK LEAVES (cont.)

- D. 5. On all approved leave days, as well as any other leave, such leave must be requested in advance (at least one week) in writing except funeral leave. Approved leave day requests must have the prior approval from the Superintendent before being granted. Use of approved leave days shall be deducted from the sick leave allowance. The approved leave day is not provided for casual or indiscriminate use.
- E. Any employee who is absent because of an injury or disease compensable under the Michigan Workman's Compensation Law shall receive from the Board the difference between the allowance under the Workman's Compensation Law and the regular salary up to the employee's current cumulative sick days with no deductions for sick days. Any employee absent as stated above may not return to work until securing a release and a certified statement from a physician.
- F. All requests for extended sick leave must be submitted to and approved by the Superintendent or his designee. Proof of illness may be required at any time.
- G. Except in cases of emergency, absence with pay as defined in Section D above will not be granted in the first or last week of the school year or within three (3) school days prior to or following a vacation period (See Holiday Pay in Compensation Section).
- H. If unearned sick days have been paid to any employee and the employee is leaving active employment with the Rochester Community Schools, the overpayment will be deducted from the employee's final check.
- I. Sick leave shall not be used for seeking other employment, rendering services, or working either with or without remuneration for themselves or for anyone else, for hunting, for fishing, or other recreational activities.
- J. An employee who has been absent five (5) consecutive days may be required to present a doctor's statement upon return to work. In case of prolonged illness, a periodic report from the doctor may be required by the administration. In addition, a pattern of absences may also require a doctor's statement.
- K. Salary for a holiday shall be paid when the work day preceding and succeeding the holiday is worked. If the employee indicates that illness was the cause of such absence, the employee shall furnish a doctor's statement certifying the illness within three (3) days after such absence if requested by the principal or supervisor.

ARTICLE XIII
INSURANCE PROTECTION

- A. A group term life insurance policy in the amount of \$3,000. will be carried on all permanent, full-time (8 hours), twelve-month employees and \$2,000. on all permanent, full-time (8 hours), ten and one-half month employees who are permanently assigned a full-time (8 hours) position for a full school year and who have completed their probationary period. The selection of the insurance carrier shall be made by the Board.
- B. This group life insurance shall begin when the employee has:
1. Satisfactorily completed his probationary period, and
 2. Properly completed the necessary forms.

Insurance coverage shall terminate when the employee terminates his employment.

- C. Secretaries/clerks employed by the Rochester Community School District on a ten and one-half month or twelve-month school year on a full-time basis (8 hours per day) will be eligible for the following type of Blue Cross-Blue Shield insurance or its equivalent beginning on the insurance company's enrollment date: Comprehensive hospital with riders, D45 NM, IMB; semi-private only, MVF-1 with riders OB, MC, Master Medical; Medicare option; exact fill. If the eligible employee's spouse has, or is eligible for, any type of fully paid, full-family hospitalization insurance coverage which is equal to or better in coverage than that offered by the Rochester Community Schools, the employee involved will not be eligible for full-family or single subscriber hospitalization coverage with the Rochester Community Schools. It is understood that double coverage is prohibited.

Once an employee is off the payroll, the school district's contribution for hospitalization coverage will automatically cease.

The above-stated benefit shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for hospitalization.

- D. The Board will provide hospitalization insurance for all permanent, full-time (8 hours per day) regularly employed ten and one-half month and twelve-month employees who have satisfactorily completed their probationary period on the following basis:
1. If the employee or his spouse is covered under other hospitalization insurance coverage, the employee involved will not be eligible for hospitalization coverage with the Rochester Community Schools. It is understood that double coverage is prohibited.

ARTICLE XIII
INSURANCE PROTECTION (cont.)

- D. 2. For the appropriate coverage, the employee shall certify in writing that he or she is entitled to such insurance coverage. Violation of this certification may require the employee to reimburse the Board for all payments made in his or her behalf. In addition, it is firmly understood that such employee may be disciplined.
3. All eligible employees shall not be entitled to the above-mentioned coverage until they have satisfactorily completed the probationary period.
4. Upon request, the employee may be required to submit proof of "supporting spouse or family or declared head of household". Refusal or failure to submit proof may mean the suspension of the insurance coverage to such employee.
5. Employees on leaves of absence in excess of three weeks shall be required to pay for the insurance or else it will be terminated.
6. There shall be no duplication of insurance. The employee must notify the Payroll Office of any duplicate coverage - either through personal coverage or coverage from the spouse's or family's insurance plan. If the employee is covered by any duplicated hospitalization insurance, the Board's obligations under this provision shall be waived.
- E. The benefits stated above shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for such benefits.
- F. Upon termination or lay-off of employment with the Board, the employee's benefits as described above will cease to be paid by the Board.
- G. The Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described above. The failure of an insurance company to provide any of the benefits which it has contracted for any reason shall not result in any liability to the Board or the Union nor shall such failure be considered a breach by either of them of any obligation under this Article.
- H. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedure.

ARTICLE XIII
INSURANCE PROTECTION (cont.)

- I. Subject to the terms of the contract with the respective insurance carriers, it is the intent of the parties that insurance benefits provided for in this Article shall commence on the first compensable working day of seniority employees and that coverage shall remain in effect continuously for the duration of this Agreement as long as the employee is considered employed by the Board.

- J. Notwithstanding the provisions of this paragraph, the terms of any contract or policy issued by an insurance company hereunder shall be controlling in all matters concerning benefits, eligibility and termination of coverage, and other related matters.

ARTICLE XIV
COMPENSATION

- A. The hourly rates of employees covered by this Agreement are set forth in Schedule A, entitled EMPLOYEES SALARY SCALE, which is attached to and incorporated in this Agreement. The aforementioned schedule shall be in effect from July 1, 1973 through June 30, 1975. Schedule A, EMPLOYEES SALARY SCALE, as attached to this Agreement is an hourly rate schedule from which the employee will be paid for the balance of the 1973-74 and 1974-75 work year. Such pay schedule shall be subject to terms, conditions, and guidelines as set forth by the United States Government's Wage and Price Freeze Regulations.
- B. Approved travel expense shall be reimbursed at the rate of ten (10) cents per mile.
- C. LONGEVITY: Seniority employees shall be eligible to receive longevity benefits, at the end of the fiscal year, on the basis of their gross annual earnings, provided their services have been on a continuous basis with the Rochester Community Schools. Longevity will be paid according to the table below:
- 1.5% after nine (9) continuous years of service
 - 2.5% after fourteen (14) continuous years of service
 - 3.5% after nineteen (19) continuous years of service
- D. HOLIDAYS: All seniority employees employed during the following holidays will not be required to work and shall be paid for the day at their regular rate.

New Year's Day	1 day
Good Friday	1 day
Memorial Day	1 day
July 4	1 day
Labor Day	1 day
Thanksgiving Day	1 day
Friday following Thanksgiving Day	1 day
December 24	1 day
Christmas Day	1 day
December 31	1 day

1. When a designated holiday falls on a Saturday, the Friday before will be observed as the holiday for the purposes of this Agreement. In the event that such holiday shall fall on a Sunday, it shall be observed for purposes of this Agreement on the following Monday.
2. When any of the designated holidays set forth above are observed during an employee's regularly scheduled vacation, he shall be granted an additional day to be added to the end of his regularly scheduled vacation period.

ARTICLE XIV
COMPENSATION (cont.)

- D. 3. If any of these holidays fall on a scheduled school day, the Board and the Union shall meet to re-schedule said holiday.
4. Salary for a holiday shall be paid when the scheduled work day preceding and succeeding the holiday is worked. If the employee indicates that illness was the cause of such absence, the employee shall furnish a doctor's statement, certifying the illness, within three (3) days after such absence if requested by the principal or supervisor or designee of the Board.

E. VACATIONS: An employee shall be eligible to receive accrued vacation benefits after attaining seniority. A seniority employee shall earn credit towards vacation with pay in accordance with the following schedule based on the service rendered during a fiscal year, July 1 to June 30:

12 MONTHS

10 MONTHS

Less than one (1) year - 1/2 day per month
1st complete year continuous with
Rochester Schools through the 7th complete
year - 10 days
8th complete year continuous with Rochester
Schools - 15 days (employees must receive
approval by their immediate supervisor and
Superintendent before vacation days can be
taken)

Under 1 year - 1/4 day per month
1st complete year continuous with
Rochester Schools - 5 days
(Vacation to be taken during days
when work days are not scheduled
and paid to the employees at the
end of the school year.)

1. Credit will be received only for those months in which an employee received pay for the majority of the scheduled working days of that month.
2. A vacation may not be postponed from one year to the next, but will be forfeited unless completed during the fiscal year.

F. SALARY: See Schedules A and B.

SCHEDULE A

1973-74 and 1974-75
EMPLOYEES SALARY SCHEDULE

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
I	2.82	2.94	3.07	3.19	3.33	3.45	3.59	3.84
II	3.00	3.15	3.29	3.43	3.59	3.75	3.89	4.16
III	3.06	3.19	3.35	3.50	3.65	3.81	3.97	4.25
IV	3.12	3.27	3.42	3.58	3.73	3.89	4.03	4.32
V	3.27	3.41	3.55	3.70	3.83	3.98	4.14	4.47

- A. On July 1 of each year, each employee having worked the previous six (6) months in continuous employment shall receive one (1) pay scale step increase from their pay scale step position on the Employees Salary Scale Schedule.

SCHEDULE B

PAY GRADE

CLASSIFICATION LISTING

Pay Grade I:

Clerical/Typist Classification
Library Clerk (Elementary) Classification

Pay Grade II:

Library Clerk Classification (Secondary)
Receptionist Classification
Media Specialist Classification (Secondary)
Learning Center Clerk Classification (Elementary: 6 hours per day eligible for fringe benefits for all permanent, full-time [8 hours], ten and one-half month employees)
Multi-lith Classification
Senior High School Attendance Clerk Classification
Secondary School Counselor/Clerk Classification
Keypunch Operator Classification
Secondary Office Clerk Classification

Pay Grade III:

Secondary Assistant Principal Secretary Classification
Program Director's Secretary Classification
Elementary School Secretary Classification
Food Service Secretary Classification
Data Processing - Machine Operator Classification
Accounts Payable Classification
Secretary to Executive Director, Basic Learning Services Classification

Pay Grade IV:

Secondary Principal Secretary Classification
Senior High School Guidance Secretary Classification

Pay Grade V:

Payroll Clerk Classification

ARTICLE XV
MISCELLANEOUS PROVISION

- A. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. The retirement age shall be sixty-five (65) years. After sixty-five (65) years of age, an employee may apply for employment on an extended basis, subject to approval by the Board. The superintendent or his designee is authorized to make final determination of the feasibility of recommending any request for extension of employment to the Board.
- C. When school is forced to be closed because of unavoidable conditions, such as bad weather, breakdown of equipment, etc., all employees are expected to report to work. Under extreme and unusual conditions, the Superintendent or principal may determine when working conditions are unsuitable and the employee may be excused from work. Unless prior permission to remain away from work is granted, all time lost will be deducted from the employee's pay as absent without pay.
- D. An employee will not receive holiday pay for the designated holiday if he is absent the scheduled work day preceding the holiday and/or the scheduled work day following the holiday. If the employee indicates that illness was the cause of the absence, the employee may be required to furnish a doctor's statement certifying the illness within three (3) days after such absence if requested by the principal or supervisor. Exceptions may be granted by the Superintendent for unusual circumstances beyond the control of the employee.
- E. This Contract shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Contract.
- F. Because every building has problems particular to itself, due to facilities, personnel, and the public, the involved employees are encouraged to jointly develop solutions to the common problems that are not inconsistent with State Law, School Board Policy, this Agreement or other higher authorities.
- G. The Union, expecting its members to conduct themselves in all aspects of their job responsibilities and employment in an ethical and proper manner shall exert all reasonable effort to rectify any action or attitude that may be considered as improper.
- H. The secretaries shall continue to have access of bulletin board use as in the past.
- I. Copies of this Agreement shall be printed at the expense of the Board and the Union shall receive sufficient copies for distribution to its members.

ARTICLE XVI
GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of a specific Article or Section of this Agreement. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance; but such grievance shall be submitted to the following grievance procedure.

An individual seniority employee in the bargaining unit may present a grievance to the Board or its designated representative without the intervention of the Union or its representatives, as long as any adjustments are not inconsistent with the terms of this Agreement.

STEP ONE: Within five (5) working days of the time a grievance occurs, the employee will present the grievance to his immediate administrator with the objective of resolving the matter informally. Within five (5) working days after presentation of the grievance, the immediate administrator shall give his answer orally to the employee. The employee may have the Union Steward present, if requested.

STEP TWO: If the grievance is not resolved in STEP ONE, the employee must within five (5) working days after receipt of the administrator's answer, submit to the administrator a signed, written "Statement of Grievance" signed by the individual employee involved. The "Statement of Grievance" shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to be violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the relief requested, and shall be signed by the employee involved.

The administrator shall give the employee an answer in writing no later than ten (10) working days after receipt of the written grievance.

STEP THREE: If the grievance is not resolved in STEP TWO, it must be submitted (as stated in STEP TWO) within five (5) days of the STEP TWO answer to the Superintendent or his designee. The Superintendent and the aggrieved employee (representative of the Union if the employee so desires) shall meet within a reasonable time, not to exceed one (1) week in an attempt to resolve the matter. The Superintendent/designee shall render a written decision within ten (10) working days of the meeting of the parties as indicated in STEP THREE.

STEP FOUR: If a satisfactory disposition of the grievance is not made as a result of the meeting provided in STEP THREE above, the employee, with Union representation if requested by said employee, shall have the right to file (as stated in STEP TWO) said grievance with the Secretary of the Board within five (5) working days of the date of answer provided in STEP THREE. The Board will have twenty (20) working days to resolve and render its decision in writing to the aggrieved employee with a copy to the Union.

ARTICLE XVI

GRIEVANCE PROCEDURE (cont.)

STEP FIVE: If the grievance remains unresolved at the conclusion of STEP FOUR, it may be submitted for binding arbitration at the request of the Union, provided written notice of the request for submission to arbitration is delivered to the Board within five (5) calendar days from the date of the Board's (or committee thereof) written decision at STEP FOUR. Within five (5) days after the date of the written request for arbitration, a committee of the Board or its designated representative and the Union or its designated representative shall make every reasonable effort to agree upon a mutually acceptable arbitrator. If the parties are unable to agree on an arbitrator within the time period set forth herein, the party seeking arbitration shall file a request with the American Arbitration Association to submit a list of qualified arbitrators. The arbitrators shall then be selected according to the rules of the American Arbitration Association. The case shall be heard and presented in accordance with the rules of the American Arbitration Association.

The Arbitrator shall hear the grievance in dispute and shall render his decision in writing within thirty (30) days from the close of the hearing. The arbitrator's decision shall be submitted in writing and shall set forth his findings and conclusions with respect to the issues submitted to arbitration.

POWERS OF THE ARBITRATOR

It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

1. He shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. He shall have no power to establish salary scales or change any salary.
3. He shall have no power to rule on any of the following:
 - a. The termination of services of or failure to re-employ any probationary employee except for legal union activities.
 - b. The placing of a probationary employee on additional probation.
 - c. Any matter involving employee evaluation.

ARTICLE XVI
GRIEVANCE PROCEDURE (cont.)

4. He shall have no power to change any practice, policy, or rule of the Board nor to substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board. His powers shall be limited to deciding whether the Board has violated the express articles or sections of this Agreement; and he shall not imply obligations and conditions binding upon the Board from this Agreement. It being understood that any matter not specifically set forth herein remains within the reserved rights of the Board.
5. In rendering decisions, an arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
6. If either party disputes the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall have to decide if the grievance is arbitrable. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
7. There shall be no appeal from an arbitrator's decision if within the scope of his authority as set forth above. It shall be binding on the Union, its members, the employee or employees involved, and the Board. The Union shall discourage any attempt of its members, and shall not encourage or cooperate with any of its members, in any appeal to any court or labor board from a decision of an arbitrator.
8. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
9. Claims for Back Pay. All grievances must be filed in writing within five (5) days from the time the alleged violation was to have occurred. The Board shall not be required to pay back wages more than ten (10) working days prior to the date a written grievance is filed.

ARTICLE XVI
GRIEVANCE PROCEDURE (cont.)

- a. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he may have received from any source during the period of the back pay.
 - b. No decision in any one case shall require a retro-active wage adjustment in any other case unless other cases were filed and pending on the representation case.
10. The arbitrator cannot grant relief extending beyond the termination date of the contract.
 11. It is expressly understood that any issues left unsettled by the parties when the contract is terminated and until a new one is signed must be determined by the parties involved, not by an arbitrator or any other third party.
 12. It is understood that the grievance and arbitration clause shall not be applicable to the grievance procedure when arising in the period between the termination of the present contract and the effective date of its successor.
 13. The arbitrator may not make an award which in effect grants the Union that which it was unable to secure during collective bargaining negotiations.
 14. All arbitration cases shall be conducted and considered as an appellate process.
- B. The number of days indicated at each step of the grievance procedure should be considered as maximum, and every effort should be made to expedite the grievance process. All time limits herein shall consist of working days unless otherwise specified. Any time limit may be extended by mutual consent of the parties.
 - C. The failure of an aggrieved person to proceed from one step of the grievance procedure to the next step within the time limits set forth herein shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
 - D. The failure of an administrator to communicate his decision to the employee within the specified time limit shall permit the employee to proceed to the next step in the grievance procedure.

ARTICLE XVI
GRIEVANCE PROCEDURE (cont.)

- E. It shall be the general practice of all parties to process grievances during times which do not interfere with or cause interruption of the employee's work program. Release time shall be granted only upon mutual consent of the aggrieved person, the Union, and the Superintendent or his designee. Such released time shall be without loss of pay to the extent required for such participation in actual meetings with the Board or its designated representatives.
- F. An individual's grievance may be withdrawn at any step but that same grievance shall not be filed a second time.
- G. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its management responsibilities, subject to the final decision of the grievance.
- H. Any alleged grievance occurring during the period between the termination date of the Master Agreement and the effective date of a new Agreement shall not be subject to the grievance procedure.
- I. All grievance hearings and proceedings are to be conducted outside regular working hours unless mutually agreed by both parties to do otherwise.
- J. The grievant must be present at any and all grievance hearings; otherwise, it will constitute an automatic acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance, unless it is agreed by both parties to postpone the grievance hearing.
- K. In the event the alleged grievance involves an order, requirement, etc., the grievant shall fulfill or carry out any such order or requirement, etc., pending the final decision of the grievance.
- L. Any written agreement reached between the Board and the Union is binding on all employees affected and cannot be changed by any individual.

ARTICLE XVII
WAIVER CLAUSE

- A. 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. Therefore, neither the Board nor the Union, for the life of this Agreement, unless mutually agreed, shall be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not referred to or covered in this Agreement.

ARTICLE XVIII
ENTIRE AGREEMENT CLAUSE

- A. This Agreement supersedes and cancels all previous Agreements, verbal or written or based on alleged past practices, between the Board and the Union and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

ARTICLE XIX
STRIKE CLAUSE

- A. The Union agrees that it or the employees shall not authorize, sanction, condone, engage in or acquiesce in any strike as defined in the Michigan Public Act 336, as amended by Public Act 379. Strike shall also be defined to include slow-downs, stoppages, sit-ins, boycotts, work stoppage of any kind, 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, compensation, or the rights, privileges, or obligations of employment, and any other connected or concerted activities having the effect of interrupting work or interference of any kind whatsoever with the operation at any of the facilities of the Rochester Community Schools.
- B. In the event of any such violation of this Article, the Union shall endeavor to return the employees to work as expediently and quickly as possible by:
1. Deliver immediately to the Board a notice addressed to all employees repudiating such acts of the employees and ordering them to cease such acts and return to work; and
 2. Taking such other action which it deems reasonable and appropriate to bring about compliance with the terms of this Agreement.
- C. There shall be no liability for damages on the part of the Union if it promptly takes such action as indicated herein.
- D. The Board shall have the right to discipline, including discharge, any employee for taking part in any violation of this Article with no recourse to the grievance procedure.

ARTICLE XX
BOARD'S RIGHTS

- A. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other laws or regulations. Except as stated by this Agreement, all the rights, powers, and authority the Board had prior to this Agreement are retained by the Board.
- B. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are relinquished herein by the Board, shall continue to vest in and be exercised by the Board. Such rights shall include, by way of illustration, the right to:
1. Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the Board School District.
 2. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the provisions of this Agreement, and the right to establish, modify, or change any work or business or school hours or days.
 3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees for just cause, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees, but not conflict with the provisions of this Agreement.
 4. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods and means of distributing, disseminating, and/or selling its services, methods, schedules, and standards of operation, the means, methods, and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.
 5. Adopt reasonable rules and regulations.
 6. Determine the qualifications of employees.
 7. 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 closings of offices, departments, divisions or subdivisions, buildings, or other facilities.

ARTICLE XX
BOARD'S RIGHTS (cont.)

8. Determine the placement of operations, production, service, maintenance, or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. 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 provided for in this Agreement.
11. Determine the policy affecting the selection, testing, or training of employees providing that such selection shall be based upon lawful criteria, and not in conflict with this Master Agreement.
12. The Board shall continue to have the right to establish, modify, or change any condition except those covered by provisions of this Master Agreement.
13. To hire all employees, to determine their qualifications and conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees, providing it is not in conflict with this Master Agreement.
14. To establish hiring procedures and qualifications.
15. To establish course of instruction and in-service training program for employees.
16. The Board and/or its representative may adopt rules and regulations not in conflict with the terms of this Agreement concerning the discipline of employees.
17. The Board shall continue the right to determine and redetermine job content.

The above are not to be interpreted as abridging or conflicting with any provision in this Agreement.

ARTICLE XXI
DURATION OF AGREEMENT

This Agreement represents the entire Agreement between the Board and the Union and shall become of full force and effect from July 1, 1973 and shall continue in full force and effect until midnight, June 30, 1975 and from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days written notice, by registered mail, before the end of the term of this Agreement or before the end of any annual period thereafter, of its desire to terminate.

This Contract shall constitute the entire agreement by the parties, all prior representations, whether written or verbal, are merged herein.

IN WITNESS WHEREOF, The parties hereto have caused this Agreement to be executed by their duly authorized representatives on this 26th day of June, 1973.

ROCHESTER SECRETARIAL UNION,
AFSCME, COUNCIL 23, LOCAL 202.

By Rosalind A. Gephart
Chairman, Negotiating Committee

By Helen Collins
Negotiation Committee

By Mary Henson
Negotiation Committee

By Katherine E. Miller
Negotiation Committee

By Carol E. Davis
Negotiation Committee

By Gwendlyn E. Perkins
Negotiation Committee

Members of R. S. U. Negotiating Team:

Rosalind Gephart
Helen Collins
Mary Henson
Katherine Miller
Carol Davis
Gwendlyn Perkins

ROCHESTER BOARD OF EDUCATION.

By [Signature]
President, Board of Education

By Dorothy A. Beardmore
Secretary, Board of Education

By Edward C. Skowneski
Negotiation Committee

By Richard H. Escott
Negotiation Committee

Members of District Negotiating Team:

Edward C. Skowneski
Dr. Richard H. Escott