

6-30-75

Romulus Community Schools.

MASTER AGREEMENT

BETWEEN

ROMULUS COMMUNITY SCHOOLS

AND THE

AMERICAN FEDERATION OF STATE, COUNTY

AND MUNICIPAL EMPLOYEES, COUNCIL 23

AND

LOCAL 64

Romulus Community Schools  
36540 Grant Road  
Romulus,  
Michigan 48174

Michigan State University  
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY

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## AGREEMENT

This Agreement entered into on this 18th day of December, 1972 between the ROMULUS COMMUNITY SCHOOLS (hereinafter referred to as the "EMPLOYER" and the International Union of the American Federation of State, County, and Municipal Employees, and Council 23 and its affiliate Local Union No. 64 (hereinafter referred to as the "UNION".)

## PURPOSE AND INTENT

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

The parties recognize that the educational program of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community.

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

## ARTICLE I    RECOGNITION

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

"All non-teaching employees, excluding noon-aides, crossing guards, and supervisors as defined in the Act."

B. The classification covered under this Agreement shall be the present number, which shall be, custodial, secretarial, and clerical, cafeteria, transportation and maintenance, respectively, unless the number is increased or decreased by agreement between the Employer and the Union. The Employer and the Union may redistrict the classification from time to time by agreement.

C. It is mutually recognized that the principle of proportional representation which reflects the increase and decrease in the work force is a sound and sensible basis for implementing this section of the Agreement.

D. The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization during the life of this Agreement, respecting the unit covered by this Agreement.

## ARTICLE II    UNION RIGHTS & RESPONSIBILITIES

### A. UNION SECURITY

1. Membership in the union is not compulsory. Employees have the right to join, not join, maintain, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.

2. Membership in the Union is separate, apart and distinct from the assumption by one of his equal obligation to the extent that he received equal benefits. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the Employer after it has satisfied itself that the Union is the choice of a majority of the employees in the bargaining unit.

Accordingly, it is fair that each employee in the bargaining unit pay his own way and assume his fair share of the obligation along with the grant of equal benefit contained in this Agreement.

## UNION SECURITY continued

3. In accordance with the policy set forth under paragraphs (1) and (2) of this section, all employees shall as a condition of continued employment, pay to the Union the employee's exclusive collective bargaining representative, an amount of money equal to that paid by other employees in the bargaining unit who are members of the Union, which shall be limited to an amount of money equal to Union's regular and usual initiation fees, and its regular and usual dues. For present employees, such payments shall commence thirty-one (31) days following the effective date or on the date of execution of this Agreement, whichever is the later, and for new employees, the payment shall start thirty-one (31) days following the date of employment.

### 4. Payment By Check-Off or Direct to Union

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

5. Check-Off Form: During the life of this Agreement and in accordance with the terms of the form of Authorization of Check-Off of Dues hereinafter set forth, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each employee who individually executes or has executed an authorization form authorizing such deductions.

### 6. Deductions

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

### 7. Delivery of Executed Authorization of Check-Off Form

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

### 8. When Deductions Begin

Check-Off deductions under all properly executed Authorization for Check-Off of Dues Forms shall become effective at the time the written authorization is delivered to the Employer and shall be deducted from the first (1st) pay of the month and each month thereafter.

UNION SECURITY continued

9. Delivery of Additional Check-Off Forms

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

10. Refunds

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

11. Remittance of Dues to Financial Officer

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

12. Termination of Check-Off

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

Any employees may voluntarily cancel or revoke the Authorization for Check-Off deduction upon thirty (30) days written notice to the Employer and the Union.

13. List of Members Paying Dues Directly

The Local Union will furnish the Employer, within fifteen (15) days after the effective date of this Agreement the names of all members paying dues directly to the Local Union, thereafter the Union will furnish the Employer a monthly list of any changes.

B. LIMIT OF EMPLOYER'S LIABILITY

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

## LIMIT OF EMPLOYER'S LIABILITY continued

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

### C. STEWARDS

1. In each classification employees in the unit shall be represented by one Steward who shall be a regular employee and working in the classification.

2. The Stewards, during their working hours, without loss of time or pay, may in accordance with the terms of this section investigate and present grievances to the Employer, upon having advised their Supervisor of same. The Supervisor will grant permission and provide sufficient time to the Stewards to leave their work for these purposes. The privilege of stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused. Stewards will perform their regularly assigned work at all time, except when necessary to leave their work to handle grievances as provided herein. An employee who takes an unreasonable or unnecessary amount of time in grievance procedure adjustments shall be subject, after a written warning, to disciplinary action.

### D. UNION BULLETIN BOARDS

The Employer will provide bulletin boards in building or unit which may be used by the Union for posting union notices.

### E. PHYSICAL & TB EXAMINATIONS

1. The Employer will require each new employee to present a statement of physical fitness upon initial employment. Each year thereafter, twelve (12) months employees will present their statement of physical fitness on July 1st, and ten (10) months employees will present the statement of physical fitness prior to resumption of work in the new school year.

2. "In compliance with the State Administrative Code rules and regulations to control the spread of tuberculosis, all full or part time employees shall take an examination and file a statement of freedom from communicable tuberculosis. The statement of initial examination as a condition of employment and the annual re-examination must be filed with the employing agency within fourteen (14) days of regular school session each school year." Failure to comply will result in notification to the State Department of Public Health.

3. The board will pay \$10.00 per school year for bus driver physicals and physicals for new employees.

ARTICLE II continued

F. SPECIAL CONFERENCES

Special Conferences for important matters outside the scope of this Agreement may be arranged between the Local President and the Employer or its designated representative upon the request of either party.

G. CLASSES AND CONFERENCES

Personnel who are required by the Employer to attend classes or conferences during the time other than their regular working hours shall be paid their regular rate for the time spent attending such classes.

H. PRINTING OF CONTRACT

The Employer and Union shall each pay one-half (1/2) the cost of printing new contracts for each employee in booklet form. (Approximately 4" x 5" ).

ARTICLE III GRIEVANCE PROCEDURE

A. DEFINITION

Any claim by an employee to the Employer that there has been a violation, misinterpretation or misapplication of the terms of this Agreement shall be termed a grievance and may be resolved through the procedures set forth herein.

B. TIME LIMITS

1. All time limits herein shall consist of work days. Time limits may be extended by the mutual consent of the parties. It is understood that the time limits set forth herein or agreed upon shall be considered as substantive and failure to conform to them shall mean default by the party failing to conform.

2. The grievance must be presented in writing by the Steward to the immediate Supervisor within five (5) working days after the occurrence in order for the grievance to be a proper matter for the grievance procedure.

3. Any grievance not appealed from an answer at the first step of the grievance procedure to the second step of the grievance procedure within five (5) working days after such answer shall be considered settled on the basis of the last answer and not subject to further review. If the Board fails to answer within the time provided, the grievance is automatically positioned at the next step.

4. A grievance may be withdrawn without prejudice, and, if so withdrawn, all financial liabilities shall be cancelled. Where one or more grievances involve a similar issue, those grievances may be withdrawn without prejudice pending the

## TIME LIMITS continued

disposition of the appeal of a representative case. In such event, the withdrawal without prejudice will not affect financial liability.

### C. TIME FOR ANSWERS

The employer will answer in writing any grievance presented to it in writing by the Union:

1. By the immediate Supervisor within three (3) working days.
2. By the Superintendent or his designee within seven (7) working days from the date of the meeting at which the grievance was discussed.

### D. PRESENTING A GRIEVANCE

Any employee having a grievance in connection with his employment shall present it to the Employer as follows:

Step 1. a) If an employee feels that he has a grievance he shall discuss the grievance with his immediate supervisor. The employee may choose to have the Union Steward present. The employee shall not leave his assigned job to discuss the grievance without securing permission from his Supervisor.

b) The Steward may discuss the grievance with the immediate Supervisor.

c) If the matter is thereby not disposed of, it will be submitted in written form by the Steward to the immediate Supervisor.

Step 2. a) If the immediate Supervisor's answer is not satisfactory, the grievance may be referred to the Local President who may submit his appeal on an agenda to the Employers designated representative. A meeting between no more than three representatives of the Local Union and representatives of the Employer will be arranged to discuss the grievance or grievances appearing on the agenda within seven (7) working days from the date the agenda is received by the Employer, or his designated representative.

b) The Local President or his representative shall be allowed reasonable time off his job without loss of time or pay, not to exceed four (4) hours in any one week to investigate a grievance he is to discuss with the Employer. The Supervisor will grant him permission to leave his work for this purpose. Any additional time needed will be granted without pay.

Step 3. If the answer is not satisfactory in the second stage, the grievance will then be presented to the School Superintendent or his designated representative for a disposition.

## PRESENTING A GRIEVANCE continued

Step 4. a) If the Union is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration and an impartial arbitrator.

b) If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings.

c) The Employer and the Union shall not be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to either party.

d) The arbitrator shall have no power to alter or subtract from the terms of this Agreement. The fees and expenses of the arbitrator shall be shared equally by the parties and neither party shall be responsible for the expenses of witnesses called by the other.

e) The decision of the arbitrator shall be binding on the Employer and on Local 64 and each of its several members. Such decision shall be rendered within thirty (30) days from the conclusion of the hearing.

## ARTICLE IV SENIORITY

A. Employees hired to permanent positions in the Romulus Community Schools shall be considered as probationary employees for the first sixty (60) days of their employment. After employees have finished the probationary period, they shall be entered on the seniority list of their department and shall rank for seniority from the first day of employment sixty (60) days prior to the day they completed the probationary period; upon mutual agreement of the Employer and the Union the probationary period may be extended for thirty (30) days.

B. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rate of pay, wages, hours of employment. The Union shall not represent probationary employees who have been laid off or discharged.

C. Seniority shall consist of the accumulated paid service of the employee with the Employer. The seniority list shall be brought up-to-date on July 1 and posted in a conspicuous place.

### D. SENIORITY LISTS

1. Seniority shall not be affected by the age, race, creed, color, religion, sex, nationality or marital status.

2. The seniority list on the date of this Agreement will show the names and job titles of all employees of the unit entitled to seniority.

## SENIORITY LISTS continued

3. The Employer will keep the seniority list up-to-date at all times and will provide the Local Union President with up-to-date copies at least every ninety (90) days.

### E. LOSS OF SENIORITY

1. An employee shall lose his seniority for the following reasons only:

a) He quits or fails to report to work for three (3) consecutive days without notice to the Employer.

b) He is discharged and the discharge is not reversed through the grievance procedure.

c) He fails to return within three (3) days after having been called back to work. In proper cases, exceptions shall be made by the Employer.

d) He is absent for three (3) consecutive working days without notifying Employer. In proper cases, exceptions shall be made by the Employer. After such absence, the Employer will send written notification to the employee at his last-known address that he has lost his seniority, and his employment has been terminated.

2. Return from sick leave and leaves of absence will be treated the same as (c) and (d) above.

## ARTICLE V DISCHARGE, DEMOTION & LAY-OFF

A. The discharge or the demotion of an employee may be made only for reasonable and just cause.

B. Use of Past Record

In imposing any discipline on a current charge the Employer will not take into account any prior infractions which occurred more than four (4) years previously nor impose discipline on any employee for deliberate errors or mistakes on his employment application after a period of two (2) years from his date of hire.

C. If an employee is given a written reprimand, the reprimand shall be given to the employee prior to placement in his file.

D. Any employee whose services are terminated because of necessary reduction in personnel shall be given reasonable notification, in writing, by the direction of the Employer and shall be re-appointed according to seniority to the first vacancy, providing said employee is able to perform said operations of the appointment.

E. The work "layoff" means a reduction in the working force.

F. If it becomes necessary for a layoff, the following procedure will be mandatory. Probationary employees within the classification where the layoff is necessary will be laid off first. Seniority employees will be laid off within classification according to seniority as defined in Article IV, Section C. In proper cases exceptions may be made. Disposition of these cases will be a proper matter for the terminal step of the grievance procedure.

G. Every effort will be made to provide employees with ten days advance notice of anticipated layoffs. The Local Union Secretary shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

H. When the working force is increased after a layoff, employees will be recalled within their classification according to seniority. 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 notice of recall he shall be considered a quit. Extension will be granted by the Employer in proper cases.

## ARTICLE VI PROMOTIONS & TRANSFERS

### A. TRANSFER OF EMPLOYEES

If an employee is transferred to a position under the Employer not included in the bargaining unit and is thereafter transferred again to a position within the bargaining unit, he shall have accumulated seniority while working in the position to which he was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefits provided for in the Agreement .

### B. NOTICE OF JOB VACANCY

1. Notice of job vacancies will be posted for a period of five (5) working days in conspicuous places in the work areas of the Employer. Employees interested shall apply within the five (5) working days posting period. All postings shall include the qualifications necessary for the vacancy and shall also include the salary for the position.

### C. PROMOTIONS

1. Promotions shall prevail over lateral transfers.

2. Promotions and lateral transfers shall be made on the following basis:

a) First consideration shall be given to employees in the department in the same classification who have the ability to do the work for the job under consideration. In the event there is more than one applicant for promotion or lateral transfer, consideration shall be given to the employees (other qualifications being equal) with the most seniority in the classification.

b) In the event the promotion or lateral transfer is not made under 1, consideration shall next be given to other employees within the department in other classifications who have the ability to do the work for the job under consideration.

## PROMOTIONS continued

In the event there is more than one applicant for the promotion or lateral transfer, consideration shall be given the employee with the most seniority in the department.

c) In the event the promotion or lateral transfer is not made under 1 or 2, consideration shall next be given to other employees in the bargaining unit who have the ability to do the work for the job under consideration. In the event there is more than one applicant for the promotion or lateral transfer, consideration shall be given the employee with the most seniority in the bargaining unit.

d) If no interest is shown from within the bargaining unit, or if applicants do not have the ability to do the work, the manner in which the job will be filled will be at the sole discretion of the Employer.

3. For the purposes of promotions or lateral transfers, "ability to do the work" means that the Employer's knowledge and records indicate with reasonable certainty that the employee can competently perform the work in question. For purposes of this section, evidence or information provided by the applicant will be placed in the Employer's records and evaluated by the Employer in his consideration of the applicant. For purposes of this Agreement, promotion is a transfer to a higher rated job intended to be permanent and lateral transfer shall be defined as a transfer to another job classification or same job classification in another department at equal or lower rate of pay.

4. An employee qualified for promotion or lateral transfer under the terms of Section C above, and who has the ability to do the work shall be granted a two-week trial period to determine:

- a) his desire to remain on the job; and
- b) his ability to perform the job.

During the two-week trial period, the employee shall have the opportunity to revert to his former position. If during the two-week trial period the employee is unsatisfactory in the new classification, he shall revert to his former position and notice and reasons shall be submitted to the Union in writing by the Employer with a copy to the employee. During this two-week period, the employee's position shall not be filled except by a substitute.

5. During the trial period employees will receive the rate of the classification to which they have been promoted.

6. In the event the applicant with the most seniority is not selected for the promotion or lateral transfer, reasons for denial shall be given in writing to such employee with a copy to the steward of the district.

7. For the purpose of lateral transfer only, a period of twelve (12) months must have elapsed since the employee last changed his job.

## PROMOTIONS continued

8. After a trial period of ninety (90) days, employees who are up-graded within their department and who have two (2) years seniority shall receive the top rate as per the present step system.

### D. SHIFT PREFERENCE

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

There shall be no bumping allowed.

## ARTICLE VII SICK & PERSONAL LEAVE DAYS

### A. SICK LEAVE

1. Permanent employees who are absent from duty because of personal illness shall be allowed annual sick leave on full pay at the rate of one day for each month of service with unlimited accumulation. In any one year the employee may use, from his accumulated sick leave, not to exceed ten (10) days, for death or illness in the immediate family, or because of quarantine or court subpoena for other than personal business.

2. In the event of absence of the employee for illness in excess of five (5) consecutive working days, the Board may, if it has reasonable cause to believe there is abuse of sick leave policy, require an examination by an independent physician, such examination to be at the Board's expense.

3. Immediate family shall be interpreted as: Husband, wife, son, daughter, mother, father, brother, sister, grandparent, grand-children, and the corresponding relatives of the employee's spouse.

4. For the protection of children, the Board of Education may require of the employee, health certificate from a reputable physician to be filed in the office of the Superintendent of Schools. Any employee who is not able to return to duty on Monday following two weeks illness or injury, shall present a certificate of ableness to the Superintendent of Schools upon his return to work. This certificate shall be signed by a recognized physician of the medical profession. Any employee who has been absent because of nervous disorder, must present a satisfactory report from a recognized physician, and in addition, may be required to submit to an examination by a physician designated or agreed upon by the Superintendent of Schools.

### B. PERSONAL BUSINESS POLICY

1. All persons regularly employed by the Board of Education shall be granted ten (10) days of leave per year with full pay, to be deducted from sick leave, to transact personal business such as legal, business, household or family matters which

PERSONAL BUSINESS POLICY continued

require absence during the school hours. Such leave shall be approved by the immediate superior and application for the leave shall be made as far in advance as practicable and ordinarily at least 48 hours.

2. These days may not be taken immediately preceding or following a holiday or school recess unless permission is applied for by the employee and granted by the Superintendent of Schools well in advance of the intended absence.

3. In addition to days granted under (1) of this section, an additional day of leave each year will be granted. An employee may use this day at his own discretion. Such day if not used as a personal day shall be accruable to the individual's sick leave at the end of the fiscal year.

C. BEREAVEMENT LEAVE

If the sick leave bank has been exhausted, the employee shall be granted three (3) days bereavement pay for death in the immediate family. An additional two (2) days may be granted upon the approval of the Superintendent of Schools. These days shall be deducted from the sick day allotment for the next fiscal year.

D. JURY DUTY

The school district shall pay any employee who is called for jury duty, the difference between the amount paid by the jury and the regular amount paid the employee if either the employee or the Superintendent is unable to get the employee excused from this duty.

ARTICLE VIII UNPAID LEAVES OF ABSENCE

The following shall constitute the policy governing leaves of absence granted to permanent employees. It shall be the policy of the School District to grant leaves of absence for the following reasons: HEALTH - MATERNITY - STUDY - FAMILY ILLNESS - MILITARY SERVICE - PEACE CORP and UNION BUSINESS. All leaves of absence shall be subject to the following provisions:

1. Eligibility for any leave of absence requires a minimum of two (2) years continuous employment by the School District immediately prior to such leave of absence. In emergency cases the Superintendent may grant leaves to employees with more than one year (1) but less than two (2) years seniority in the district.

2. No extension of a leave of absence, or a second leave of absence, shall be granted except upon the recommendation of the Superintendent of Schools.

3. While an employee is granted a leave of absence, he shall retain the following employment rights held by him before such leave was granted:

## UNPAID LEAVES OF ABSENCE continued

a) Seniority

b) Unused sick leave held at the start of the leave of absence.

4. An employee on a leave of absence must give written notice to the Superintendent of Schools of his intention to return or quit; and failure to furnish such notice shall constitute a notice of termination of employment.

5. The notice of intention to return to duty after a health leave shall be accompanied by a written statement from a physician certifying the fitness of the employee to fulfill his duties.

6. An employee on a temporary emergency health leave of less than sixty-one (61) working days shall have the right to return to his former position.

7. Leaves of absence for specific reasons shall also be governed by the following provisions:

### A. HEALTH LEAVE

A health leave, when recommended by a physician, shall be granted as per leave policy stated above. At the end of such leave the employee must either return or resign unless a special extension is recommended by the Superintendent. When the employee's health, as determined by a physician, permits his return, the Superintendent or his designee shall return him to his former position providing a position is available. Should no position be vacant the person on leave shall be given the first position open for which he qualifies.

### B. PREGNANCY AND MATERNAL CARE LEAVES

Any Local 64 employee in the system who becomes pregnant or requires time off for post-childbirth maternal care immediately following pregnancy shall be eligible for a leave of absence subject to the following terms and conditions:

1. An employee who becomes pregnant must notify the Superintendent in writing as soon as possible after medical confirmation of such pregnancy, and in no event later than the end of the fourth month. Such notification shall include a written statement from her physician verifying the state of pregnancy and giving the estimated date of birth.

2. Periodic written statements from her physician attesting to her well-being and ability to perform the normal and regular duties and functions associated with her employment must also be furnished. Such statements must be furnished at least monthly commencing at the end of the employee's fourth month of pregnancy.

3. A pregnant employee will be permitted to continue working to the

PREGNANCY AND MATERNAL CARE LEAVES continued

beginning of the eighth month of pregnancy provided her doctor certifies, in writing, that she is physically and emotionally well enough to work and to perform all the normal and regular duties and functions associated with her employment and provided further she continues to satisfactorily perform the normal and regular duties and functions associated with her employment. Employment may be permitted beyond the beginning of the eighth month of pregnancy upon written request of the Local 64 employee and her doctor with approval by the Employer.

4. The Employer encourages a pregnant employee to apply for and take a leave of absence for the welfare of the employee and her unborn child. A pregnant employee who determines to continue to work assumes the risk of accidental injury to herself and her unborn child, except injury caused by the negligent act of the Employer or its agents acting within the scope of their authority, and shall furnish the Employer written waiver of liability for injuries and damages suffered by her and/or her unborn child arising out of or in connection with her continued employment during her state of pregnancy.

5. A pregnant employee who desires a leave of absence during her period of pregnancy shall make written request for such leave, to the Superintendent, at least forty-five (45) days prior to the starting date of the leave of absence.

6. Frequent absence by a pregnant employee shall be considered good and sufficient reason for the Employer to place the employee on leave of absence.

7. The leave of absence for pregnancy shall extend through the post-natal examination.

8. If an employee who has given birth to a child desires a leave of absence for maternal care purposes, the employee must make written application for such leave at the same time the request for pregnancy leave is requested. A maternal care leave shall be for the balance of the school year immediately following childbirth. Maternal care leave may be extended for a period of up to one (1) additional school year upon written application for such extension filed with the Superintendent prior to July 1st.

9. Before returning to work from a pregnancy or maternal care leave, the employee must furnish a written statement from her physician that she is ready and able to return to her full work assignment.

10. A Local 64 employee given a leave of absence for the period of pregnancy shall receive credit toward the annual salary increment on the schedule appropriate to her rank, but such leave shall be without pay. A leave of absence granted for post-childbirth maternal care shall be without salary and without increment.

11. Failure to comply with any provision of this section shall be cause for immediate dismissal.

## PREGNANCY AND MATERNAL CARE LEAVES continued

12. Recognizing that the purpose of a probationary period is to provide the Employer an opportunity to observe the work performance of a Local 64 employee, it is understood that time off due to leave of absence for pregnancy or maternal care shall not be counted as service and shall not be counted toward completion of a Local 64 employee's probationary period.

### C. STUDY OR PEACE CORP LEAVE

Study or service in the Peace Corp leave shall be granted for a maximum of one (1) year, subject to the recommendation of the Superintendent. The return to duty shall be governed by regulations stated.

### D. MILITARY LEAVE

Any permanent employee of the School District who terminates employment in the School District to perform active service in the armed forces of the United States is entitled to re-employment rights in the position he is vacating, or one of like status and pay scale, provided the employee serves only one draft term or until the state of emergency is ended, and provided also as follows:

1. The position vacated is other than temporary.
2. He is honorably discharged from the armed services.
3. He applies for re-employment within ninety (90) days after discharge for a period of one (1) year, and
4. He is still qualified to perform the duties of the position.
5. He shall be re-employed at such time as a similar assignment can be made.
6. In the event of re-employment, the following provisions shall apply:
  - a. Accrual of seniority shall be granted.
  - b. Same salary bracket which they would have attained during their leave.

### E. EDUCATIONAL LEAVE FOR VETERANS

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

## EDUCATIONAL LEAVE FOR VETERANS continued

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

Furthermore, all provisions of the Military Leave and Education Leave for Veterans policies shall be in accordance with State and Federal laws governing military leaves of absence.

### F. LEAVE FOR UNION BUSINESS

Members of the Union elected to Local Union positions or selected by the Union to do work which takes them from their employment with the Employer shall for periods not to exceed two (2) years or the term of office, whichever may be shorter, and upon their return shall be re-employed at work with accumulated seniority; not to exceed two (2) employees.

Thirty (30) days leave of absence may be granted by the Employer for special circumstances not covered by the above, without loss of seniority.

### G. TEMPORARY LEAVE

A temporary leave shall be defined as a leave of less than sixty-one (61) working days. All benefits shall continue on these temporary or short-term leaves. Any leaves of absence longer than 60 working days shall be considered as long-term leaves with all benefits terminated.

## ARTICLE IX RETIREMENT, SEVERANCE & LONGEVITY

### A. RETIREMENT

1. An employee who reaches the age of retirement on or before June 30 of the year shall be retired on that date. The Employer reserves the right to retire employees before their sixty-fifth (65th) birthday, if in its judgment such action would serve the best interests of the children of the school district.

2. All employees retired from regular employment during the fiscal school year of their sixty-fifth (65th) birthday may be re-employed on an annual basis with the recommendation of his immediate supervisor and the personnel administrator of the District.

### B. SEVERANCE

1. Severance pay for employees who have 10 or more years of service in the system at the time of resignation, shall be paid 1/4 of their unused sick days at their current rate of pay.

## SEVERANCE continued

2. Upon death of an employee leave, vacation, and longevity benefits due, will be pro-rated and paid to his survivors in addition to benefit due under this section.

### C. LONGEVITY

1. Longevity pay will be paid on the yearly base salary for each employee who is eligible. Payment to be made on the anniversary date after the completion of the fifth (5th) year of employment. Payments will commence on June 30, 1967, and will be paid annually thereafter on July 1, based on the following percentages:

1/2% of base salary	-	5 years of employment
3/4% of base salary	-	10 years of employment
1% of base salary	-	15 years of employment
1-1/2% of base salary	-	20 years of employment

## ARTICLE X    WORKING HOURS

### A. REGULAR WORKING HOURS

1. All employees covered by this contract shall work no longer than an eight (8) hour regular shift per day or a regular forty (40) hour per week.

2. All full-time employees working no less than 37-1/2 hours per week shall be entitled to two (2) fifteen (15) minute relief periods and an uninterrupted lunch period daily. Time of the periods will be at the discretion of the supervisor with occasional variance due to job requirements.

### B. CALL-IN

If an employee reports for work at his regular starting time without having been notified prior thereto that no work is available he will be paid four (4) hours call-in pay at his straight time hourly rate.

### C. OVERTIME

1. All employees will be paid overtime pay at the rate of time and one-half their regular straight time rate for all hours worked in excess of forty (40) hours in any one work week or eight (8) hours per day. Any hours worked on Sundays will be paid at the rate of twice the regular straight time rate.

2. Double time will be paid for all hours worked on the holidays listed in this contract.

3. Overtime and/or extra time, will be distributed as practicable within classification within the same building. Overtime assignments will be kept in an overtime list and will be available for inspection. Refusal to work overtime shall

## ARTICLE X OVERTIME continued

be charged as overtime worked for purposes of equalization.

### D. FIELD TRIPS

Field trips are divided into two categories:

1. Day Extra Trip Board. The trips assigned to this board are those trips scheduled to leave before or during the regular morning established bus routes and return by 2:00 p.m. of the same day in which school is in session. Drivers shall make their first trip in the morning if the trip leaves at 8:00 a.m.

2. Night Extra Trip Board. The trips assigned to this board are all other trips not specifically stated in the definition of the day board. Examples of night board trips is Saturday, Sunday, or any other day that school is not scheduled to be in session during the school year. Also, school days when the trip is scheduled to return after 2:00 p.m.

The hours allotted for the night trip board will be the total hours of the trip providing the trip is for one continuous day. In the event the trip is for more than one day, the driver will be paid for eight hours and/or actual driving time per day, plus reasonable expenses as approved by the Assistant Superintendent for Maintenance and Operation.

### E. ACT OF GOD DAYS

When an Act of God Day has been declared by the Superintendent of Schools and/or his designated assistant, all employees shall be paid their regular day's salary if scheduled to work. In event work is required of any employee on this day, he shall be awarded a compensatory day or proportionate compensatory time for the hours worked.

## ARTICLE XI FULL TIME AND TEMPORARY EMPLOYEES

### A. FULL TIME EMPLOYEES

1. All employees who work a minimum of four (4) hours per day and a ten (10) months work schedule or more will be considered as full time employees and are entitled to all benefits such as sick leave, vacation time, etc., on a pro-rated basis which will be correlated with the amount of time worked. These employees will also be given consideration in applying for any twelve month position which may open. However, seniority will not carry over to these new assignments, except for vacation and retirement purposes.

2. No temporary help will be hired except in case of emergency. Temporary is defined as employment for less than a period of twenty-one (21) consecutive working days.

### B. TEMPORARY EMPLOYEES

Temporary employees are not considered a part of the regular work force and shall not be entitled to any regular benefits. They shall be paid on hourly wage rates for actual hours worked.

## ARTICLE XII VACATIONS

A. The normal vacation period is during the months of July and August. However, under special circumstances a vacation may be taken at other times of the year with the prior approval of the Superintendent of Schools.

### B. TWELVE (12) MONTH EMPLOYEES

1. All twelve (12) month employees shall be granted ten (10) work day vacation with full pay annually. Any employee hired on a full time (twelve month) basis, but who works less than ten (10) months his first year shall be granted one day's vacation for each full calendar month of employment.

2. The Employer agrees to allow twelve (12) month employees to use five (5) days of their annual vacation on an intermittent basis with the days to be approved by the Assistant Superintendent for Maintenance and Operation at least two (2) weeks before the requested time off.

3. After being employed in the system for five (5) complete fiscal years, each employee will be granted fifteen (15) work days vacation with pay. After fifteen (15) complete fiscal years each employee will be granted twenty (20) work days.

### C. TEN (10) MONTH EMPLOYEES

1. All ten (10) month employees shall be granted five (5) work days vacation with full pay annually. Any employee hired on a ten (10) month basis who works less than ten (10) months his first year shall be granted one-half (1/2) work day for each calendar month employed.

2. After completing five (5) years of employment on or before June 30 of current school year, employees will be granted ten (10) work days vacation with full pay.

3. Vacation for part-time employees will be pro-rated accordingly:

a. The time for pro-rating will be from September 1 until the official date for closing school for the current year.

b. The following schedule will be used:

108 hours	-	1/2 hr. per day
216 hours	-	1 hr. per day
324 hours	-	1-1/2 hr. per day
432 hours	-	2 hrs. per day
540 hours	-	2-1/2 hrs. per day
648 hours	-	3 hrs. per day
756 hours	-	3-1/2 hrs. per day

ARTICLE XII VACATIONS continued

D. All vacation time must be used within twelve (12) months from the time it is earned, or this vacation time shall be lost to the employee.

E. PAY ADVANCE

1. If a regular pay day falls during the employee's vacation he will receive that check in advance before going on vacation. Should an employee change his vacation, he must make a request for his check fourteen (14) days before leaving, if he desires to receive it in advance.

2. If an employee is laid off or retires, he will receive any unused vacation credit. A recalled employee who received credit at the time of layoff for the current calendar year will have such credit deducted from his vacation the following year.

3. Rate during Vacation: Employees will be paid their current rate of regular work week but not over forty (40) hours for one (1) week, eighty (80) hours for two (2) weeks, or one hundred twenty (120) hours for three (3) weeks while on vacation, dependent on the number of weeks allowable, and will receive credit for any benefits provided for in this Agreement.

ARTICLE XIII HOLIDAYS

A. The following are recognized holidays with pay for twelve (12) month employees for the 1972-73 year only.

New Year's Day - January 1  
Good Friday  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving Day - Thursday  
Friday after Thanksgiving Day  
December 25th, 26th, 27th, 28th, and 29th

B. The following are recognized holidays with pay for ten (10) month employees for the 1972-73 year only.

New Year's Day - January 1  
Good Friday  
Memorial Day  
Labor Day  
Thanksgiving Day - Thursday  
Friday after Thanksgiving Day  
December 25th, 26th, 27th, 28th, and 29th

C. July 4th Holiday pay shall be paid to all regularly scheduled personnel who work the day prior to and the day following the holiday.

ARTICLE XIII HOLIDAYS continued

- D. If the holiday falls on Sunday, the employees will be given one (1) day off on the Monday following. When the Fourth of July, Christmas Day, New Year's Day fall on a Saturday, the employees will be given one (1) day off on Friday prior to the Holiday. The Day before Fourth of July will be given if the holiday occurs on Tuesday or the day after Fourth of July if the holiday occurs on Thursday. The employees must have worked in full the company's regularly scheduled straight-time work day prior to and the company's regularly scheduled straight-time work day subsequent to the holiday. In the event it is necessary for the employee to work because school is in session, he will be given compensatory time off at the convenience of the school district.
- E. Any legislative action to establishment of a new sequence of holidays in Michigan will invalidate the holidays agreed to in this contract. The Employer and the Union agree to meet and make necessary adjustments brought about by an legislative changes.

ARTICLE XIV INSURANCE

A. MEDICAL

The Employer will pay full cost of Blue Cross-Blue Shield MVF-1 Medical-Surgical, plus Master Medical and prescription riders .

- or -

The Employer will pay MESSA Super Medical Health Insurance (with options to be paid by the employee), however, the Employer will not pay more than the amount paid for Blue Cross-Blue Shield.

- or -

The Employer will pay the cost of the Delta Dental Plan which shall not exceed an annual cost of \$250.00 per employee.

B. LIFE

The Employer will provide each employee with group term life insurance in the amount of \$4,000.

C. ACCIDENTAL DEATH AND DISMEMBERMENT

The Employer will provide each employee with Accidental Death and Dismemberment Insurance in the amount of \$4,000.

## ARTICLE XIV INSURANCE continued

### D. WEEKLY INDEMNITY

The Employer will provide weekly indemnity insurance for each employee up to 60% of weekly earnings to a maximum of \$100 per week. Benefits are payable for a maximum of 26 weeks and begin the eighth (8th) day of sickness or accident.

### E. LONG TERM DISABILITY

The Employer will provide long term disability insurance for each employee at the rate of 60% of gross earnings. Benefits begin on the 181st day of disability and are payable to age 65.

### F. WORKMEN'S COMPENSATION

Any employee who is absent because of an injury or disease sustained or contracted while on duty for the Romulus Community School District, compensable under the Michigan Workmen's Compensation Law shall receive from the Employer the difference between the Workmen's Compensation payment prescribed by law and his regular salary for a period of twelve (12) weeks, sixty (60) working days. This benefit to be provided without reduction of sick leave bank. At the end of the twelve (12) week period, the employee has the option of district sick leave benefits or continued workmen's compensation or both.

## ARTICLE XV WAGE SCHEDULES

### A. RATES FOR NEW JOBS

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

### B. HEAD CUSTODIAN PAY

1. Supplementary salary for head custodians checking buildings on weekends and holidays as follows:

Senior High School Head Custodian	\$375.40
Junior High School Head Custodian	\$318.94
Elementary Schools Head Custodian	\$263.85

ARTICLE XV WAGE SCHEDULES continued

2. The head custodian shall be relieved of the responsibility during his absence while on vacation and/or sick leave without loss of supplementary pay.
3. During the summer building checks need only be made once each weekend.
4. Any employee called back for an ADT check will be paid for the time necessary. The minimum pay shall be one (1) hour.

C. SALARY SCHEDULES

The salaries of employees covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement.

D. CLASSIFICATION

The employees will work within their classification. However, employees may be assigned to another classification when necessary. If this classification carries a higher hourly rate, the employee shall be paid at the higher rate while working in the higher classification except in cases of emergency including but not limited to vandalism, fire, flood or other instances over which the Employer has no control.

ARTICLE XVI MISCELLANEOUS

A. CAFETERIA

1. Cafeteria personnel will be permitted to work with pay the days of teachers' workshop.
2. The administration agrees to provide part time cafeteria help whenever, in the opinion of the Cafeteria Manager, such need occurs.
3. The administration also agrees to employ and pay cafeteria personnel for work during Teachers' Institute days if their services are needed as determined by the Cafeteria Manager.
4. The Board will reimburse cafeteria personnel for the cost of obtaining a food handler's card.

B. BUS GARAGE

1. The Employer agrees that certified teaching personnel will not be allowed to drive school buses. Station wagons carrying no more than seven (7) students to school sponsored events may be driven by any school district employee with a valid driver's license except that no more than one station wagon may be used for any one event.

ARTICLE XVI MISCELLANEOUS continued

2. A minimum of two (2) hours shall be paid for field trips for which a driver has to come from home to fulfill.
3. Activity drivers who work Saturday morning shall be paid at least one and one-half (1-1/2) hours for pickup and one and one-half (1-1/2) hours for take home.
4. On cancellation of all field trips, the driver will be assigned the next unposted trip.
5. The driver shall remain with the group or on the bus on all field trips except when the driver is scheduled to return to the district on regular work days.
6. The allotted time for kindergarten, activity runs and Headstart runs will range from two (2) hours or more, as determined by the Assistant Superintendent for Maintenance and Operation. The driver is to be paid for the run in the event of cancellation if less than twenty-four (24) hours notification of cancellation is given.
7. Failure to pass a physical fitness test for driving shall not prevent employees from applying for any other position and retaining seniority in the district if accepted.
8. When a bus is held up at a railroad crossing (with or without students) the driver will receive extra time pay if held up longer than fifteen (15) minutes. Bus drivers must turn in engine number or caboose number and/or time and location in order to collect extra pay.
9. Legal bus load limits are to be observed.
10. Activity and Headstart drivers shall have the right to take off summer runs and still retain the same run when school resumes.
11. Only the Assistant Superintendent for Maintenance and Operation is to determine bus routes.
12. The Employer will reimburse bus driving personnel for the cost of obtaining a Chauffeur's License.

C. MOTOR REPAIR MV LUBRICATOR

The Employer shall provide three (3) uniforms and regular laundry service for personnel classified as Motor Repair B or MV Lubricators

D. CUSTODIAL

1. Every effort shall be made to distribute work loads in the buildings.
2. Every effort shall be made to replace worn out equipment or items for which replacement parts are no longer available.

ARTICLE XVI MISCELLANEOUS continued

3. The Employer subscribes to the principle that head custodians should remain in their respective school buildings during the summer school vacation. If district work loads necessitate temporary reassignment during the summer, such assignment will be made by the Assistant Superintendent for Maintenance and Operation.

4. If there is overtime work to be done at a building, the head custodian will be considered, depending on the nature and type of work.

5. The Employer agrees to hire Janitress A on a twelve (12) month basis at the various schools in the district as determined by work loads and work needs. They also may be hired for either ten (10) month or twelve (12) month positions, again, dependent upon need.

E. SECRETARIAL

1. Secretaries shall work at least seven and one-half (7-1/2) hours per day.

2. Secretaries are to be paid for hours worked.

ARTICLE XVII OTHER PROVISIONS

A. If any provision of this Agreement is invalid under Federal Law or the Law of the State wherein this Agreement is executed, such provision shall be modified to comply with the requirements of Federal or State Law or shall be renegotiated for the purpose of adequate replacement. If such negotiations shall not result in mutually satisfactory agreement, either party shall be permitted all legal recourse.

B. All supplemental agreements shall be subject to the approval of the Employer and Council 23. They shall be approved or rejected within a period of ten (10) days following the date they are filed by the Local Union.

ARTICLE XVIII    DURATION OF AGREEMENT

- A.     This Agreement shall be effective as of July 1, 1972 and shall continue in full force and effect until June 30, 1975.
  
- B.     Either party may reopen this contract for the purpose of negotiating changes in wage schedule, the insurance package, sick leave days, vacations, holidays and the cost of physical examinations, by notifying the other party in writing not less than ninety (90) days nor more than one hundred twenty (120) days prior to July 1 of each year during the duration of this contract. Such written notice shall specify any changes desired by the party giving such notice and shall be sent to the other party. Negotiations shall begin no later than fifteen (15) days after receipt of such notice.
  
- C.     Items of this contract which are considered in error may be reopened for negotiations by mutual consent.
  
- D.     The parties shall meet no later than April 1, 1975 for the purpose of negotiating changes and amendments to this contract.

In witness whereof the parties have executed this contract by their duly authorized representatives this 18th day of December, 1972.

For Local 64, I.U.A.F.S.G.M.E.:

For the Board of Education:

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Business Representative

\_\_\_\_\_  
Chief Spokesman, Negotiating Team

APPENDIX A

Wage Schedule

Maintenance - Custodial - Bus Driver - Cafeteria

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Maintenance A	\$ 4.89	\$ 4.96	\$ 5.03
Plumber	4.89	4.96	5.03
Senior High Custodian	4.88	4.97	5.07
Junior High Custodian	4.58	4.68	4.77
Elementary Custodian	4.36	4.43	4.50
Custodian B	3.89	3.96	4.04
Janitress A	3.81	3.89	3.98
Warehouse Deliveryman	4.12	4.17	4.22
Warehouseman	4.59	4.66	4.76
Motor Repair B	4.80	4.87	4.94
Bus Driver	4.07	4.12	4.17
Motor Vehicle Lubricator - Bus Driver	4.21	4.28	4.35
Maintenance B	4.21	4.28	4.35
Head Cook Senior High	3.32	3.37	3.42
Head Cook Junior High	3.25	3.30	3.35
Head Cook Elementary	3.20	3.25	3.30
Cook's Helper	3.14	3.19	3.24
Cafeteria #1	3.08	3.13	3.18
Cafeteria #2	3.02	3.07	3.12

5¢ premium - afternoon shift 3:00 p.m. - 11:00 p.m.; 5¢ premium to be paid after 3:00 p.m.:

Janitress A - Schedule 11:00 a.m. - 7:30 p.m.

Janitress A - Schedule 12 Noon - 8:30 p.m.

10¢ premium - Midnight Shift

The wage schedule for the hourly rated personnel shall be based on a three-step increment system. The elapsed time period from the date of permanent employment (Step I) for new personnel to receive the final increment entitlement (Step III) shall not exceed two (2) calendar years (730 days).

Step I: New personnel will be placed on Step I of the wage schedule and shall remain in that step until July 1 of the following school year, providing he/she has served his/her probationary period. In event he/she has not served his/her probationary period prior to July 1, he/she shall receive his/her increment Step II at the termination of his/her probationary period.

Appendix A Wage Schedule continued

STEP II Personnel shall be placed in Step II on July 1 of the next school year following their employment providing they have completed their probationary period. In the event the probationary period has not been completed by July 1 of the next school year, he/she shall be placed at the termination of said probationary period.

STEP III Personnel shall be placed in Step III on the second July 1 of the school year following his/her employment date.

SECRETARIAL DEPARTMENT

<u>Classifications</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Grade I Bookkeeper	\$ 4.48	\$4.59	\$4.70
Grade II Accounting Clerk	4.08	4.19	4.30
Grade III Sec'y to Asst. Supt. M & O Sec'y to M & O Dept. Sec'y to Sr. High Principal	3.93	4.04	4.15
Grade IV Sec'y to Sr. High Asst. Prin. Sec'y to Jr. High Principal Sec'y to Jr. High Asst. Prin. Sec'y to Elementary Principal Sec'y to Special Services Director Assistant Bookkeeper	3.83	3.94	4.05
Grade V Sr. High Attendance Sec'y Sr. High Counseling Sec'y	3.68	3.79	3.90
Grade VI Board Office Receptionist Sr. High Receptionist	3.48	3.59	3.70

Placement on the above schedule is determined by training and experience and is at the discretion of the Superintendent of Schools.

It is understood that secretaries formally classified as 10-month employees will finalize their work schedule with their respective principal. To alleviate any misunderstanding as to the work year, these secretaries will be paid for hours worked, only.

It is agreed that any clerical postings will be mailed to all 10-month employees during the summer.

APPENDIX B

ROMULUS COMMUNITY SCHOOLS

Calendar 1972 - 1973

Monday	September	4	Labor Day - Holiday - Schools Closed
Wednesday	September	6	Regular Sessions: All Grades
Thursday	November	23	Thanksgiving - Holiday ]
Friday	November	24	Thanksgiving - Holiday ] Schools Closed
Friday	December	22	Christmas Vacation Begins at 3:30 p.m.
Monday	January	8	All Grades Resume Classes
Friday	January	26	Records Day - Schools Closed
Thursday	April	19	Spring Vacation Begins at 3:30 p.m.
Friday	April	20	Good Friday - Holiday - Schools Closed
Monday	April	30	All Grades Resume Classes
Monday	May	28	Memorial Day - Holiday - Schools Closed
Thursday	June	14	Records Day - Schools Closed
Friday	June	15	School Year Ends
Wednesday	July	4	Holiday