

June 30, 1974

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Rudyard, Mich

CLERICAL AGREEMENT

Between the

BOARD OF EDUCATION
RUDYARD AREA SCHOOL DISTRICT #11

and the

RUDYARD AREA SCHOOLS
SECRETARIAL AND CLERICAL ASSOCIATION

July 1, 1973 to June 30, 1974

Rudyard Area Schools
Secretarial & Clerical Assn.
P.O. Box 2416
Rudyard, Mich.
419780

RUDYARD AREA SCHOOLS

CLERICAL AGREEMENT

This Agreement is entered into this 1st day of July 1973 by and between the Board of Education of the Rudyard Area School District #11, hereinafter called the BOARD and the Rudyard Area School Secretarial and Clerical Association, hereinafter called the ASSOCIATION.

WITNESSETH

WHEREAS the BOARD has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the ASSOCIATION as the representatives of its permanent Clerical Personnel with respect to hours, wages, terms and conditions of employment.

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

ARTICLE I

Recognition

A. The BOARD hereby recognizes the ASSOCIATION as the exclusive bargaining representative for all permanent personnel engaged in secretarial and clerical work as specified in Schedule A, excluding teacher aides, part time public library clerks, library aides, and any temporary clerical help employed for a specific job. The term "secretarial or clerical", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to female shall include male.

ARTICLE II

Employees' Rights

A. The BOARD hereby agrees that clerical personnel as defined in ARTICLE I shall have the right to organize, join and support the ASSOCIATION for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The BOARD agrees that it will not directly or indirectly discourage or deprive or coerce any clerical employee in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any clerical employee with respect to hours, wages, or any terms or conditions of employment by reason of his or her membership in the ASSOCIATION, the participation in any activities of the ASSOCIATION in collective negotiations with the BOARD, or 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.

C. The ASSOCIATION and its members shall have the right to use school facilities during the normal time that the school is open for meetings with such use to be cleared through the principal of the building involved and providing it is not during the regular working hours of the clerical staff. Established media of communications, local telephone calls, and inter-school mail, shall be made available to the ASSOCIATION and its members for ASSOCIATION business. It shall be clearly understood that none of the above facilities shall be used for posting or transmitting materials of a political nature, supporting a political party or candidate, or a political issue.

D. The BOARD agrees to furnish to the ASSOCIATION in response to reasonable requests from time to time all the available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the ASSOCIATION in developing intelligent, accurate, informed, and constructive programs on behalf of the clerical personnel, together with information which may be necessary for the ASSOCIATION to process any grievance or complaint, insofar as it does not invade upon the privacy of the personnel files.

ARTICLE III

Management Rights

A. The BOARD, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of, the United States, including, but without limiting the generality of the foregoing; the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during working hours. The BOARD agrees that action and activities outside of working hours is their concern only when such actions include moral turpitude or actions that reflect on the good name of the schools.
2. To hire all employees and to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.
3. To make the decision as to which clerical staff members shall be retained in the event that a reduction in personnel becomes necessary due to a decreased enrollment, financial necessity, or elimination of any clerical position. Factors such as ability, training, job requirements, and length of employment will be considered in determining which personnel shall be retained. However, none of these factors shall be binding on the decision of the Board.
4. In the event of an increase in clerical staff, those people whose positions have been eliminated will be given the first consideration in filling the position.

5. To determine the working hours, duties, responsibilities and assignment of clerical staff members and the terms and conditions of employment.
6. To require secretarial or clerical help to obtain a mental or physical examination, within thirty days, at Board expense, when there exists a reasonable doubt as to his/her effectiveness due to health problems. The examining physician or physicians to be designated by the Board. The results of the examination are to be filed with the Board for action as to retention or forced leave of absence. If the secretary or clerk is not satisfied with the results of the first examination, she/he may request an examination from a second physician at her expense. The physician for the second examination shall be selected by the Association. The results of the examination are to be filed with the Board for their action.

If the clerk or secretary refuses Board recommended examination by an appropriate physician, the decision of the Board concerning leave or retirement shall be final.

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

ARTICLE IV

Compensation

A. The salaries of clerical personnel are set forth in Schedule A which is attached to and incorporated in this Agreement. Salary Schedule A shall include classification, wage rates, and hours of work.

B. Overtime in excess of the regular hours in any one day, or outside regularly established working hours, or on weekends or holidays shall be paid for at the rate of 1½ times the regular rate of pay.

C. No overtime shall be worked by any clerical employee without prior authorization by their superior to whom they are normally responsible.

D. The following days which are not worked by clerical staff members shall be considered as paid days: Labor Day, Thanksgiving Holidays, Easter and/or Spring Holidays according to school calendar, Christmas Day, New Years Day, Memorial Day, and Fourth of July. A paid day for the Fourth of July shall apply to twelve month employees only.

E. Clerical personnel will be released from work on days when school is dismissed early, when, in the judgment of their immediate superior, conditions are such as to make driving hazardous. Such released time will not be charged against salary or sick leave. Any clerical employee shall have the right to raise the question of early dismissal with his superior without redress.

F. Clerical staff members will not be required to work during Christmas vacation as established by the school calendar, nor will they be paid for these days. Any clerical employee requested to work during the Christmas vacation will be paid at their regular established rate for those days worked. Only those clerical staff members approved by the Administration will work during any vacation period. The clerical Christmas vacation shall be the same as that established by teachers in the school calendar.

G. On days when school is not in session due to storms and the roads are unsafe for travel, clerical personnel will not be charged with sick leave for the morning if they report to work prior to 11:00 A.M. They will not be charged sick leave for the afternoon provided they report to work prior to 2:00 P.M.

In the event that the severity of the storm is such as to make travel impossible in the judgment of the superintendent, or in his absence, in the judgment of the assistant superintendent for business, then no clerk shall be required to report for work and the day shall be a paid day and not chargeable against sick leave. The superintendent will call one member of the Association, to be designated by the Association.

H. Clerical staff members shall be paid at the rate of .12 per mile for personal vehicle used on authorized school travel upon submitting a travel voucher.

I. The Board agrees to furnish full family medical insurance under MESSA, SM2 or equivalent Blue Cross-Blue Shield, subject to the following conditions:

1. Coverage shall start as of October 1 and continue for a period of one (1) calendar year.
2. A single person shall receive up to the amount of a single subscriber's rate.
3. Clerks not desiring medical insurance under the above two named groups shall forfeit their right to this benefit.
4. Clerks shall be responsible for applying for this benefit on forms provided prior to October 4th, 1973. Any clerk who does not return the form by the above date shall not receive coverage until the next re-opening date of the policy and shall forfeit their monthly entitlement for insurance for those months which were missed. Those clerks not presently covered by one of the above groups must also have their enrollment blank in by October 4th, 1973.

ARTICLE V

Hours of Work

A. The normal workday, stating hours worked per day, will be determined when salary schedule is drawn up and will be so stated in said Schedule A, except for Friday when dismissal shall be 30 minutes prior to regular time.

B. All clerical personnel shall be entitled to a duty-free uninterrupted lunch period of thirty minutes and will be required to take such.

C. Clerical personnel will be provided a fifteen minute relief time in the morning and in the afternoon as indicated in their duty schedule.

D. One member of the clerical staff of the central administration office shall take the outgoing mail to the post office ten (10) minutes before normal dismissal time each day. It shall be the responsibility of the clerical staff in the Jr. High School, Sr. High School, Turner-Howson School, and the Library offices to have the outgoing mail to the central office prior to this time.

E. All new employees shall be on probation for a period of ninety (90) days and right to release such probationary employees shall be vested exclusively in the employer regardless of other provisions of this Agreement. Anniversary date of hire will be retroactive to the beginning of the ninety-day period.

ARTICLE VI

Work Loads and Assignments

A. The BOARD shall take reasonable measures to regulate work assignments and work loads within each classification.

B. The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status, or membership in or association with the activities of any employee organization.

C. It should be expressly understood that clerical staff members shall not handle any discipline problems.

ARTICLE VII

Transfers

A. In the event of a vacancy or the creation of a new position, the assistant superintendent for business will give due consideration in filling a vacancy or new position to all present employees. Factors such as ability, training, and job requirements will be recognized in this selection of persons to fill vacancies. The secretary of the Association shall be notified of such vacancies or new positions as soon as practicable, and any clerical employees desirous of consideration for such transfer may place on file with the assistant superintendent for business a statement indicating an interest in transfer within one week after notice to secretary of Association.

ARTICLE VIII

Discharge and Suspension

A. An employee discharged or suspended who considers such discharge or suspension without good cause may present a grievance within ten (10) days of such action as provided in Article XIII. Excluded from this provision shall be any employee who is released from employment due to reduction in personnel.

B. Any discharge or suspension not questioned in writing within ten (10) days of such action shall be considered final.

C. If any clerical employee for whom a grievance is sustained shall be found to have been unjustly discharged, she shall be reinstated with full reimbursement of all compensation lost.

ARTICLE IX

Resignation

A. Any clerical employee desiring to resign shall give notice in writing to the assistant superintendent for business with a copy to her or his immediate supervisor at least two weeks prior to termination of employment, unless unusual circumstances warrant a shorter length of time for such action.

B. Any clerical employee who discontinues her service does not forfeit her right to earned vacation time up to that date.

ARTICLE X

Leave of Absence

A. Sick Leave - Clerical employees will be granted 13 days sick leave per year, with unlimited accumulation for unused portion of each year's leave which shall be available in future years. Such sick leave to be pro-rated for any employee who does not work the normal year for their position.

B. Leaves of absence with pay chargeable against the employees sick leave allowance shall be granted for the following reasons:

1. Sick leave, which shall include: personal illness which makes it unwise for the employee to be at school; illness in the immediate family, and quarantine. Up to five days sick leave will be granted for death in the immediate family when taken within ten calendar days. Immediate family is interpreted to mean: mother, father, spouse, parent of spouse, brother, sister, child, grandparents, or a dependent in the immediate household.
2. Time necessary for attendance at the funeral service of person whose relationship to the employee warrants such attendance, up to a period of three days.
3. Three days for the conduct of personal business. Personal business shall be defined as business that cannot be taken care of except during the regular work week. In no instance shall it be used as a vacation day. Employees shall request a personal business day from their superior at least two days in advance, except in case of emergency, indicating the reason for the request. Personal business days cannot be taken two days prior to or following school vacations. Personal days shall not be accumulative from year to year. Days used for personal business shall be charged against the thirteen days sick leave granted per year.

C. Leaves of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:

1. Jury Duty - Persons called for jury duty will be paid the difference between their pay as a juror and their regular salary.

D. Workmen's Compensation: Any clerical employee who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Act shall receive from the BOARD the difference between the allowance under the Workmen's Compensation Act and her regular salary for a period of time that funds from her accumulative sick leave shall provide. The time paid for under this provision shall be charged against the employee's sick leave.

E. After seven (7) years service in the Rudyard Schools, a full time clerical employee, upon termination of services, shall receive \$10.00 per day of accumulated sick leave to a maximum of \$630.

F. Any clerical staff member absent from work because of mumps, scarlet fever, measles or chicken pox, shall suffer no loss of compensation and shall not be charged with sick leave when proof of such illness is shown by a doctor's statement up to a period of ten school days.

G. Any clerical employee whose personal illness extends beyond the period of compensation under A and B shall be granted a leave of absence without pay for such time as it is necessary to completely recover from such illness up to a period of six calendar months. Such leave is to be requested in writing within one calendar month of the first day lost because of illness. Upon return from leave, a clerical employee shall be assigned to the same or similar position. Employees on such leave of absence shall be given the benefit of the increment which would have been credited to them had they remained in active service in the school system.

ARTICLE XI

Vacations

A. Twelve month employees shall receive five (5) days vacation per year after one year, ten (10) days after two years, fifteen (15) days after ten years, and twenty (20) days after fifteen years. Vacation time for the first two years shall be pro-rated on the basis of 5/12 of a day per month for a twelve month employee who does not work an entire year. All vacation time is to be used up prior to December 31 of each year. The vacation schedule shall be made by the assistant superintendent for business with allowance being made to meet needs of individuals.

B. All other clerical employees who do not work twelve months but do work for the full school year, shall be paid for four (4) days vacation after one year, eight (8) days after two years, twelve (12) days after ten years, and sixteen (16) days after fifteen years. Vacation time to be computed at 5/12 of a day per month for any clerical staff member who is not employed for the full school year. Such vacation pay shall be paid on the final check for the school year.

ARTICLE XII

Deductions

A. Upon written authorization the clerical employee may have deducted from her salary any amount she wishes to have invested in tax deferred annuities with the insurance companies and credit unions approved by the Board. These deductions authorizations to be turned in by no later than November 1, and not to be changed for the duration of the year.

ARTICLE XIII

Grievance Procedure

A. Definitions:

1. A grievance shall mean a complaint by the employee in the bargaining unit that there has been a violation of one or more of the provisions of this Agreement.
2. The term "days" when used in this section shall, except where otherwise indicated, mean working school days.

B. Adjustment of Grievances: Grievances of employees within the bargaining unit shall be presented in the following manner.

1. Level One: The employee with a grievance shall discuss the matter with her immediate supervisor or principal within ten (10) days of the occurrence; with the object of resolving the matter informally; or the grievance shall be considered waived.
2. Level Two: In the event the employee is not satisfied with the disposition of her grievance at Level One, she shall, within five (5) days, file the grievance in writing to the assistant superintendent for business who shall issue a decision within five (5) days of receipt.
3. Level Three: In the event that the employee is not satisfied with the disposition of her grievance at Level Two, she shall, within five (5) days after the decision at Level Two, file the grievance in writing with the superintendent of schools who shall issue a decision within five (5) days of receipt. The grievant may be accompanied by two members of the Association.
4. Level Four: In the event the employee is not satisfied with the disposition of her grievance at Level Three, she shall, within five (5) days after the decision at Level Three, file the grievance in writing with the Board. Within five (5) days after the next regular meeting of the Board from receipt of the grievance, the Board shall act upon the grievance. The grievant may be accompanied by two members of the Association.
5. Level Five: In case the Board and the employee are unable to reach a decision, either party has the right to invoke the mediation machinery of the State Labor Mediation Board. Any cost of arbitration by the Labor Mediation Board or arbitrators to be borne equally by the Association and the Board. Any decision by the State Labor Mediation Board shall not be binding on either party.

ARTICLE XIV

Miscellaneous Provisions

A. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with terms contained in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the Board.

B. Copies of this Agreement shall be printed at the expense of the Board and presented to all clerical personnel now employed or hereafter employed by the Board.

C. The Association and the Board recognize that it is necessary to employ temporary clerical employees at times. A temporary employee shall be defined as one who is hired for a specific project or a specific time without intent on the part of the Board to re-employ her after the temporary job is completed.

ARTICLE XV

Waiver Clause

A. If any provision of this Agreement or any application of the Agreement to any clerical employee or group of clerical 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.

ARTICLE XVI

Duration of Agreement

This Agreement shall be effective as of July 1, 1973, and shall continue to be in effect until June 30, 1974. It is understood that this Agreement may be re-negotiated only upon mutual consent of both parties. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

RUDYARD AREA SCHOOLS
BOARD OF EDUCATION

RUDYARD AREA SCHOOLS
SECRETARIAL & CLERICAL ASSOCIATION

BY _____
President

Secretary

Date

BY _____
President

Secretary

Date

<u>CLASS I - President's Salary</u>	<u>Index</u>	<u>Monthly Wage</u> 374.00
3 mos. working in period	1.25	467.50
Balance of 1st year	1.35	504.90
2nd year	1.42	532.28
3rd year	1.50	561.00
4th year	1.58	591.12
5th year	1.67	623.58
6th year	1.76	658.32
7th year	1.85	695.30
8th year	1.95	734.55
9th year	2.05	776.10
10th year	2.15	820.00
11th year	2.25	866.25
12th year	2.35	914.85
13th year	2.45	965.85
14th year	2.55	1019.25
15th year	2.65	1075.05
16th year	2.75	1133.25
17th year	2.85	1193.85
18th year	2.95	1256.85
19th year	3.05	1322.25
20th year	3.15	1389.95
21st year	3.25	1460.05
22nd year	3.35	1532.55
23rd year	3.45	1607.45
24th year	3.55	1684.75
25th year	3.65	1764.45
26th year	3.75	1846.55
27th year	3.85	1931.05
28th year	3.95	2017.95
29th year	4.05	2107.25
30th year	4.15	2200.05
31st year	4.25	2296.35
32nd year	4.35	2396.15
33rd year	4.45	2499.45
34th year	4.55	2606.25
35th year	4.65	2716.55
36th year	4.75	2830.35
37th year	4.85	2947.65
38th year	4.95	3068.45
39th year	5.05	3192.75
40th year	5.15	3320.55
41st year	5.25	3451.85
42nd year	5.35	3586.65
43rd year	5.45	3724.95
44th year	5.55	3866.75
45th year	5.65	4012.05
46th year	5.75	4160.85
47th year	5.85	4313.15
48th year	5.95	4468.95
49th year	6.05	4628.25
50th year	6.15	4791.05
51st year	6.25	4957.35
52nd year	6.35	5127.15
53rd year	6.45	5300.45
54th year	6.55	5477.25
55th year	6.65	5657.55
56th year	6.75	5841.35
57th year	6.85	6028.65
58th year	6.95	6219.45
59th year	7.05	6413.75
60th year	7.15	6611.55
61st year	7.25	6812.85
62nd year	7.35	7017.65
63rd year	7.45	7225.95
64th year	7.55	7437.75
65th year	7.65	7653.05
66th year	7.75	7871.85
67th year	7.85	8094.15
68th year	7.95	8319.95
69th year	8.05	8549.25
70th year	8.15	8782.05
71st year	8.25	9018.35
72nd year	8.35	9258.15
73rd year	8.45	9501.45
74th year	8.55	9748.25
75th year	8.65	9998.55
76th year	8.75	10252.35
77th year	8.85	10509.65
78th year	8.95	10770.45
79th year	9.05	11034.75
80th year	9.15	11302.55
81st year	9.25	11573.85
82nd year	9.35	11848.65
83rd year	9.45	12126.95
84th year	9.55	12408.75
85th year	9.65	12694.05
86th year	9.75	12982.85
87th year	9.85	13275.15
88th year	9.95	13570.95
89th year	10.05	13870.25
90th year	10.15	14173.05
91st year	10.25	14479.35
92nd year	10.35	14789.15
93rd year	10.45	15102.45
94th year	10.55	15419.25
95th year	10.65	15739.55
96th year	10.75	16063.35
97th year	10.85	16390.65
98th year	10.95	16721.45
99th year	11.05	17055.75
100th year	11.15	17393.55
101st year	11.25	17734.85
102nd year	11.35	18079.65
103rd year	11.45	18427.95
104th year	11.55	18779.75
105th year	11.65	19135.05
106th year	11.75	19493.85
107th year	11.85	19856.15
108th year	11.95	20221.95
109th year	12.05	20591.25
110th year	12.15	20964.05
111th year	12.25	21340.35
112th year	12.35	21720.15
113th year	12.45	22103.45
114th year	12.55	22490.25
115th year	12.65	22880.55
116th year	12.75	23274.35
117th year	12.85	23671.65
118th year	12.95	24072.45
119th year	13.05	24476.75
120th year	13.15	24884.55
121st year	13.25	25295.85
122nd year	13.35	25710.65
123rd year	13.45	26128.95
124th year	13.55	26550.75
125th year	13.65	26976.05
126th year	13.75	27404.85
127th year	13.85	27837.15
128th year	13.95	28272.95
129th year	14.05	28712.25
130th year	14.15	29155.05
131st year	14.25	29601.35
132nd year	14.35	30051.15
133rd year	14.45	30504.45
134th year	14.55	30961.25
135th year	14.65	31421.55
136th year	14.75	31885.35
137th year	14.85	32352.65
138th year	14.95	32823.45
139th year	15.05	33297.75
140th year	15.15	33775.55
141st year	15.25	34256.85
142nd year	15.35	34741.65
143rd year	15.45	35229.95
144th year	15.55	35721.75
145th year	15.65	36217.05
146th year	15.75	36715.85
147th year	15.85	37218.15
148th year	15.95	37723.95
149th year	16.05	38233.25
150th year	16.15	38746.05
151st year	16.25	39262.35
152nd year	16.35	39782.15
153rd year	16.45	40305.45
154th year	16.55	40832.25
155th year	16.65	41362.55
156th year	16.75	41896.35
157th year	16.85	42433.65
158th year	16.95	42974.45
159th year	17.05	43518.75
160th year	17.15	44066.55
161st year	17.25	44617.85
162nd year	17.35	45172.65
163rd year	17.45	45730.95
164th year	17.55	46292.75
165th year	17.65	46858.05
166th year	17.75	47426.85
167th year	17.85	48000.15
168th year	17.95	48577.95
169th year	18.05	49160.25
170th year	18.15	49747.05
171st year	18.25	50338.35
172nd year	18.35	50934.15
173rd year	18.45	51534.45
174th year	18.55	52139.25
175th year	18.65	52748.55
176th year	18.75	53362.35
177th year	18.85	53980.65
178th year	18.95	54603.45
179th year	19.05	55230.75
180th year	19.15	55862.55
181st year	19.25	56498.85
182nd year	19.35	57139.65
183rd year	19.45	57784.95
184th year	19.55	58434.75
185th year	19.65	59089.05
186th year	19.75	59747.85
187th year	19.85	60411.15
188th year	19.95	61078.95
189th year	20.05	61751.25
190th year	20.15	62428.05
191st year	20.25	63109.35
192nd year	20.35	63795.15
193rd year	20.45	64485.45
194th year	20.55	65180.25
195th year	20.65	65879.55
196th year	20.75	66583.35
197th year	20.85	67291.65
198th year	20.95	68004.45
199th year	21.05	68721.75
200th year	21.15	69443.55
201st year	21.25	70169.85
202nd year	21.35	70899.65
203rd year	21.45	71632.95
204th year	21.55	72369.75
205th year	21.65	73110.05
206th year	21.75	73853.85
207th year	21.85	74601.15
208th year	21.95	75351.95
209th year	22.05	76106.25
210th year	22.15	76864.05
211st year	22.25	77625.35
212nd year	22.35	78389.15
213th year	22.45	79156.45
214th year	22.55	79927.25
215th year	22.65	80701.55
216th year	22.75	81479.35
217th year	22.85	82260.65
218th year	22.95	83045.45
219th year	23.05	83833.75
220th year	23.15	84625.55
221st year	23.25	85420.85
222nd year	23.35	86219.65
223rd year	23.45	87021.95
224th year	23.55	87826.75
225th year	23.65	88634.05
226th year	23.75	89443.85
227th year	23.85	90256.15
228th year	23.95	91070.95
229th year	24.05	91888.25
230th year	24.15	92708.05
231st year	24.25	93530.35
232nd year	24.35	94355.15
233rd year	24.45	95182.45
234th year	24.55	96012.25
235th year	24.65	96844.55
236th year	24.75	97679.35
237th year	24.85	98516.65
238th year	24.95	99356.45
239th year	25.05	100198.75
240th year	25.15	101043.55
241st year	25.25	101890.85
242nd year	25.35	102740.65
243rd year	25.45	103592.95
244th year	25.55	104446.75
245th year	25.65	105303.05
246th year	25.75	106160.85
247th year	25.85	107020.15
248th year	25.95	107880.95
249th year	26.05	108743.25
250th year	26.15	109607.05
251st year	26.25	110472.35
252nd year	26.35	111339.15
253rd year	26.45	112207.45
254th year	26.55	113077.25
255th year	26.65	113948.55
256th year	26.75	114821.35
257th year	26.85	115695.65
258th year	26.95	116571.45
259th year	27.05	117448.75
260th year	27.15	118327.55
261st year	27.25	119207.85
262nd year	27.35	120089.65
263rd year	27.45	120972.95
264th year	27.55	121857.75
265th year	27.65	122744.05
266th year	27.75	123631.85
267th year	27.85	124521.15
268th year	27.95	125411.95
269th year	28.05	126304.25
270th year	28.15	127198.05
271st year	28.25	128093.35
272nd year	28.35	128990.15
273rd year	28.45	129888.45
274th year	28.55	130788.25
275th year	28.65	131689.55
276th year	28.75	132592.35
277th year	28.85	133496.65
278th year	28.95	134402.45
279th year	29.05	135309.75
280th year	29.15	136218.55
281st year		

CLERICAL SALARY SCHEDULE
1973-74

<u>CLASS I - Principal's Secretaries and Library Clerks</u>	<u>Index</u>	<u>Weekly Wage</u> <u>37½ hr.</u>
3 Mo. breaking in period	1.00	\$ 94.18
Balance of 1st year	1.07	100.77
2nd year	1.14	107.37
3rd year	1.21	113.96
4th year	1.28	120.55
5th year	1.35	127.14
6th year	1.42	133.74
7th year	1.49	140.33
8th year	1.56	146.92
<u>CLASS IIA - Supts. Off. - Gen., Int. Acctg. - 12 Mo.</u>	<u>Index</u>	<u>Weekly Wage</u>
<u>CLASS IIB - Supts. Off. - Assist. Payroll Clerk, Gen. Sec. - 11 Mo.</u>		<u>37½ hr.</u>
3 Mo. breaking in period	1.00	\$ 97.32
Balance of 1st year	1.07	104.13
2nd year	1.14	110.94
3rd year	1.21	117.76
4th year	1.28	124.57
5th year	1.35	131.38
6th year	1.42	138.19
7th year	1.49	145.01
8th year	1.56	151.82
<u>CLASS III - Supts. Off. - Gen., Bookkeeper, Hot Lunch - 12 Mo.</u>	<u>Index</u>	<u>Weekly Wage</u> <u>37½ hr.</u>
3 Mo. breaking in period	1.00	\$103.88
Balance of 1st year	1.07	111.15
2nd year	1.14	118.42
3rd year	1.21	125.69
4th year	1.28	132.97
5th year	1.35	140.24
6th year	1.42	147.51
7th year	1.49	154.78
8th year	1.56	162.05
<u>CLASS IV - Supts. Off. - Supts. Sec., Payroll clerk, 874 Clerk - 12 Mo.</u>	<u>Index</u>	<u>Weekly Wage</u> <u>40 hr.</u>
3 Mo. breaking in period	1.00	\$128.23
Balance of 1st year	1.07	137.21
2nd year	1.14	146.18
3rd year	1.21	155.16
4th year	1.28	164.13
5th year	1.35	173.11
6th year	1.42	182.09
7th year	1.49	191.06
8th year	1.56	200.04

SALARY SCHEDULE A

1. On June 30, 1974, the Board will pay each secretary-clerk 2% on the base salary of their class multiplied by the number of weeks worked. Example (2% of \$128.23 = \$2.56, \$2.56 x 52 = \$130.52)
2. One clerk from the high school office shall be assigned the duties of calling substitute teachers. For this service, she shall be paid \$5.00 per week in addition to her other compensations.
3. Clerical employees in Class I, IIA, IIB, and III shall work a 37½ hour week with the normal working day being from 8:00 A.M. to 4:00 P.M. with one-half hour for lunch.
4. Clerical employees in Class IV shall work a 40-hour week with the normal working day being from 7:30 A.M. to 4:00 P.M. with one-half hour for lunch.
5. The length of employment for the year for Class I shall vary with the individual employee, depending on the amount of work to be done. The time of employment prior to school opening and after school closes to be determined by the assistant superintendent for business.
6. The length of employment for Class IIA, III, and IV shall be 12 months. The length of employment for Class IIB shall be 11 months.
7. Class I and IIB employees shall be paid currently for the weeks worked with 2 pays per month in July and August; bi-weekly September through June and an extra pay on the last Friday in June if employment extends beyond the second June payment.
8. Class IIA, III, and IV employees salaries shall be figured to a yearly salary, minus deductions for Christmas Vacation. This salary to be divided into 26 equal installments to be paid as follows: semi-monthly July and August, bi-weekly September through June to coincide with teachers' payday, and an extra check on the fourth Friday of June.
9. Clerical employees to have a provision that, during the summer months when school is not in session, the starting time may be altered to an earlier time but still work the required hours per day.
10. Friday dismissal time for all clerical employees will be 3:30 PM.