

BUCHANAN ASSOCIATION OF EDUCATIONAL SECRETARIES

MASTER CONTRACT

		Page	
Absence Policies	ARTICLE IV		2
Duration of Agreement	ARTICLE IX		15
Funerals	ARTICLE IV		5
General Attitudes	ARTICLE II		1
Grievance Procedures	ARTICLE VI	8-9-10	
Introduction	ARTICLE I		1
Jury Duty	ARTICLE IV		4
Maternity Leave	ARTICLE IV		5
Personal Business Day	ARTICLE IV		4
Professional Leave	ARTICLE IV		4
Ratification	ARTICLE IX		15
Recognition	ARTICLE I		1
Resignations	ARTICLE VI		12
Retirement	ARTICLE VI		8
Salaries	ARTICLE VII		12
Salary Schedule	ARTICLE VII		13
Sick Leave	ARTICLE IV	2-3	
Staff Reduction	ARTICLE VI		11
Temporary Employment	ARTICLE VI		11
Time Schedule	ARTICLE III		2
Unpaid Absences	ARTICLE IV		5
Vacancies/Promotions	ARTICLE VI		10
Vacations	ARTICLE V	6-7-8	
Verification of Employment	ARTICLE VIII		14
Weather Conditions	ARTICLE III		2
Working Hours	ARTICLE III		2

ARTICLE I

RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Buchanan Community Schools Board of Education does hereby recognize the Buchanan Association of Educational Secretaries for the purpose of collective bargaining in respect to rates of pay, hours of employment, and other conditions of employment, per notification of this recognition in December of 1965.

This contract shall cover office, secretarial, and library employees presently members of the Association.

Introduction

When policies are clearly defined, so that everyone concerned understands them, better working relationships result. Personnel policies for the secretaries of the Buchanan Community Schools are herein clearly defined. There will be changes and additions in the future, but withal, these policies are stated for better understanding by all concerned.

ARTICLE II

GENERAL ATTITUDES

The educational secretary should recognize that she is a part of the general team working for the community. She is responsible directly to her immediate supervisor; however, her responsibilities never can stop there. In her daily contacts with the community, teachers, and students, she must always be aware that she is often the most important person in the school's public relations. To many she is literally the telephone voice of the school system, the person who is directly confronted with complaints and seekers for all kinds of information. The educational secretary should know everything about her school that anyone might normally expect of her. She should

treat every school person with courtesy, friendliness, understanding, and calm attitude. She should be loyal, never breach a confidence; and do all for the good of the students.

ARTICLE III TIME SCHEDULE

A. The School Day or Working Hours

Under normal circumstances, secretaries are expected to work forty (40) hours per week. Usually these hours are from 8 a.m. to 5 p.m., with an hour for lunch. However, these hours can vary. It is up to the immediate supervisor, with the approval of the Business Manager, to work out the variations in the 8 a.m. to 5 p.m. workday.

B. Shortened Work Hours During The Summer Months

The secretary shall be allowed to leave at 4 p.m. unless the work load is such that her immediate supervisor requests that she work beyond that time to finish assigned work.

C. Weather Conditions And School Closing

On days when school is closed because of adverse weather conditions, secretaries are expected to report to work if it is deemed by the secretary to be reasonably safe to travel to school. Secretaries who cannot be present should notify their immediate supervisor.

ARTICLE IV ABSENCE POLICIES

A. Illness

1. Sick Leave

Each secretary employed 50 weeks shall be credited with twelve (12) sick leave days per calendar year, which shall accrue one day on the first of each calendar month, commencing on the first day of hire. Any secretary working less than 50 weeks shall accumulate over a year a pro rata number of sick days.

2. Annual sick leave shall be accumulative to and including ninety (90) days. It is understood that this time be used for personal illness, absence due to serious illness of a member of the immediate family, death of such member, or family emergency. This maximum may be used periodically or consecutively as circumstances may demand.

3. At the end of the school fiscal year (June 30), accumulated days will be adjusted by deducting the days used and adding the days earned during the year, but in no case shall the new accumulated total exceed the maximum of ninety (90) days. Each secretary shall annually receive a written statement showing her accumulated sick leave.

B. Leave for Illness of Long Duration

1. In case of absence due to illness in excess of accumulated sick leave, each employee must apply for an extended leave of absence, in writing to her immediate supervisor and Business Manager, prior to the termination of his/her sick leave or be automatically dropped from employment.

2. In case of prolonged illness, the Board of Education may grant an extended leave of absence.

a. Such leave may not extend beyond a three (3)-month period, at the end of which leave the employee must either return or resign unless a special extension is recommended by the Business Manager.

b. Upon the receipt of a physician's statement certifying the secretary's inability to continue the position, an extended leave of absence shall be considered. A notice of intent to return must be given at least fifteen (15) days prior to expiration of the leave of absence or extension sought, otherwise the absentee's

resignation will become automatic.

Upon acceptance of her application for return to a position, said employee shall be assigned to the position from which the leave was granted. Should the secretary indicate that she will not be returning at the end of her leave of absence, at that time the job will be posted and made available to other secretaries in the Buchanan School District.

C. Absences Other Than Illness

1. Professional

A maximum of two (2) days per year, in addition to sick leave, shall be allowed for interschool visiting, intra-school visiting, professional meetings and conventions, according to the individual's need or affiliation. It shall be understood, however, that any member of the staff officially designated by the school administration to attend a meeting or convention sponsored by an educational or professional organization shall be allowed all reasonable expense. The time thus used shall not be considered part of the regular two (2)-day allowance, and no deduction from salary shall be made for such absence. Any secretary wishing to use the above two (2) days, or any part of same, should make arrangements with the administration. This two-day allowance shall not be accumulative in any way.

2. Legal

Time for jury duty shall be granted without loss of time.

3. Personal Business Day

One day per year may be used for purposes of personal business which cannot be transacted outside of the regular

workday, or when arrangements cannot be made to avoid its use. Such personal leave is not intended for recreation, job hunting, or similar purpose. The personal business day may not be taken on days preceding or succeeding a vacation or holiday without specific prior approval by the immediate supervisor. To be eligible for personal business leave, the secretary must file a request with her immediate supervisor at least twenty-four hours (24) before the planned leave. The immediate supervisor may waive said notification in cases of emergency. Such leave shall not be accumulative

4. Other Paid Absences

Other paid absences may be granted at the discretion of the administration.

D. Unpaid Absences

1. Other absences not covered by the above may be granted by the administration without pay.
2. A specified leave of absence may be granted at the discretion of the administration.

E. Absences Due to Funerals

A maximum of three (3) days absence because of the death of a member of the immediate family defined as: spouse, grandfather, grandmother, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, children, and in loco parentis, shall be deducted from sick leave unless a deduction from pay is requested by the secretary.

F. Maternity Leave

1. A secretary who is pregnant must, upon request from her

supervisor, present a physician's certificate that the employee is physically capable of performing the duties to which the employee is assigned, and that the performance of such duties will not have a detrimental effect on either the employee or the unborn child.

2. Upon written application from the secretary, the Board of Education shall grant a maternity leave without pay. Such maternity leave shall be granted without experience credit on the salary schedule and without sick leave accumulation; and with the understanding that salary increments and other benefits accumulated before the leave will be retained upon reinstatement.

3. The secretary shall be entitled to return from such leave at any time within three (3) months after the birth of the child and shall be returned to the same position from which the leave was granted. The above is true only if a certificate of good health is presented to the Board. Refusal of such offer will imply an automatic resignation and forfeit of rights.

4. This policy will apply to any secretary adopting a child and shall commence upon entry of an order terminating the rights of the natural parent by the Probate Court.

ARTICLE V

VACATIONS

A. Fifty-Week Employees

1. Fifty-week secretaries shall receive the following vacation allowances:

After one year's employment - 5 days paid vacation

After two years' employment -10 days paid vacation

After 11 years' employment -15 days paid vacation

2. A paid holiday occurring during a vacation period shall not be counted as a vacation day. It may be added to the vacation or taken at a later date with the approval of the immediate supervisor.

3. Fifty-week secretaries are entitled to the following paid holidays: Memorial Day, Fourth of July, Good Friday afternoon, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Also, the Wednesday afternoon preceding Thanksgiving Day and the Friday following will be considered paid holidays.

4. Secretaries working on a fifty-week basis will take the two weeks of non-work during the Christmas and spring vacation. Should they wish additional time, it will be counted against vacations and should be arranged with their immediate supervisor.

5. Vacations will be taken during the summer months when school is not in session unless other arrangements are made through the immediate supervisor with the approval of the Business Manager.

B. Forty-Week Employees

1. Forty (40)-week secretaries shall receive the following vacation allowances:

0 - 1 year	-no paid vacation
1 - 10 years' employment	-5 days paid vacation
11 years, plus, employment	-9 days paid vacation

The first five (5) days will be taken at Christmas with pay, and the balance of the Christmas vacation to be taken with-

out pay. The additional days will be taken during the spring vacation, the balance to be taken without pay.

2. Forty (40)-week secretaries are entitled to these paid holidays: New Year's Day, Memorial Day, Good Friday afternoon, Labor Day, Thanksgiving Day, and Christmas Day. Also, the Wednesday afternoon preceding Thanksgiving and the Friday following will be considered paid holidays.

C. Discontinued Services - Earned Vacation

Any secretary who discontinues her services does not forfeit her right to earned vacation if she is eligible for same. To be eligible she must have worked one-half her contracted year.

ARTICLE VI

OTHER POLICIES

A. Retirement

1. A secretary reaching sixty-five years of age who desires to continue working in the Buchanan Community Schools shall show evidence that she is in good physical condition on health examination forms provided by the Board of Education.

2. At the discretion of the Board of Education and upon recommendation of the Business Manager, employment until the age of seventy years is possible.

3. Retirement is mandatory at the end of the fiscal year in which the seventieth birthday occurs.

B. Grievance Procedure

1. A grievance shall be an alleged violation of the expressed terms of this contract in interpretation or application.

2. Adjustment of Grievances

a. Level One

The employee with a grievance shall first discuss

the matter with her immediate supervisor or principal within five (5) working days of the alleged grievance with the object of resolving the matter informally.

b. Level Two

The employee with a grievance shall appeal the grievance in writing to her immediate supervisor or principal within five (5) working days of the discussion with the object of resolving the matter. The principal or supervisor shall respond in writing within five (5) working days.

c. Level Three

In the event the griever is not satisfied with the disposition of her grievance at level two, she shall appeal in writing within five (5) working days to the Business Manager, who shall issue a decision in writing within five (5) working days of receipt.

d. Level Four

In the event that the griever is not satisfied with the disposition of her grievance at level three, she shall within five (5) working days appeal the grievance in writing to the Superintendent. The Superintendent shall respond in writing to the griever within five (5) working days following receipt of the appeal.

e. Level Five

If the decision of the Superintendent is not satisfactory to the griever, the grievance may be submitted in writing to the Board of Education at least

one week prior to its next regular meeting. Upon receipt of such letter, the Board may hold a hearing, may designate one or more of its members to hold a hearing or otherwise investigate the grievance, or may prescribe such procedure as it may deem appropriate for consideration of the grievance, provided, however, that in no event, except with express written consent of the grievor, shall final determination of the grievance be made by the Board more than forty (40) days after its submission to the Board. The decision of the Board shall be final.

C. Vacancies And Promotions

1. Whenever any vacancy or other special opportunity in any secretarial or clerical position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and providing for appropriate posting in every school building. No vacancy shall be filled, except in case of emergency on a temporary basis, until such vacancy shall have been posted for at least five (5) working days. If such vacancy occurs during a "regular" school vacation period, the Association officers shall be notified by personal mail. (The Association officers are: President, Vice-President, Corresponding Secretary, and Treasurer.)

2. Any secretary may apply for such vacancy. Consideration will be given to the background, attainments and skills, longevity, and all other relevant factors when filling such vacancy. An applicant with less service in the system shall not be awarded such position unless her qualifications therefore shall be substantially superior to applicants with

greater service. "Service" in the system, for purposes of this policy, shall mean continuous employment with the school district.

3. Insofar as practicable, all secretaries are encouraged to train and prepare for promotional opportunities.

D. Staff Reduction

In any necessary reduction of the secretarial staff, a secretary with greater service shall be given preference over a secretary with less service to retain her employment, provided she has the necessary qualifications as determined by the Business Manager. Any secretary whose services are so terminated shall be notified, in writing, at least two weeks in advance by the Business Manager.

E. Temporary or Part-time Employment (excluding student help)

1. In the event there is a need for temporary or part-time clerical help, secretaries or clerks on vacation or unemployed during regular scheduled school vacations shall be asked to work before the services of temporary or part-time help is acquired. The secretary or clerk asked to work shall be determined as follows:

a. First opportunity shall be given to the secretary or clerk from whose office or building the request is made.

b. If she refuses the opportunity, the offer shall be made to the staff secretaries by seniority.

c. A secretary acting as a substitute for a secretary in a higher classification shall be paid at her own rate for a period not to exceed two (2) weeks after which she shall be paid at the class rate for which she

is acting as substitute, but at the step of her own employment.

F. Written Resignation

Any secretary desiring to resign shall file a written resignation with the Business Manager at least ten (10) work days prior to the effective date, after first discussing her resignation with her immediate supervisor.

ARTICLE VII

SALARIES

A. Basis for Regular Part-time Employees

The pay for regular part-time employees is figured hourly based on the weekly step rate divided by 39 hours and paid bi-weekly.

B. Pay Dates

The pay for the year for the fifty-week employee is divided into twenty-six (26) equal installments or twenty (20) equal installments for forty-week employees. Income tax and retirement deductions are made from each check; hospitalization, once a month. Tax sheltered annuity deductions may be made once or twice a month as requested.

C. Fringe Benefits

The Board of Education agrees to pay \$30 per month for each secretary as a subsidy toward the purchase of insurance under the Michigan Education Association 4-option plan beginning July 1, 1973, and pay any/all rate increases effective July 1, 1974. This will apply to both hospitalization and the options.

D. Overtime Pay

Overtime work in excess of 8 hours per day should be paid for at one and one-half the regular hourly rate.

E. Salary Schedule

1. Classifications

Class I Secretary for Purchasing & Building Services
 Secretary to the Senior High School Principal
 Secretary to Asst. High School Principal
 Secretary to Middle School Principal
 Secretary to Elementary School Coordinator
 Secretary to Elementary School Principal

Class II Secretary to Certificated Personnel
 Media Aide
 General Secretary

2. Pay Schedule

<u>Step</u>	<u>Class I</u>		<u>Class II</u>	
	<u>1975-76</u>	<u>1976-77</u>	<u>1975-76</u>	<u>1976-77</u>
1	\$ 100.	\$ 108.	\$ 93.	\$ 101.
2	105.	114.	98.	106.
3	109.	117.	103.	111.
4	116.	125.	107.	116.
5	121.	131.	112.	121.
6	128.	139.	117.	126.
7	136.	146.	123.	132.
8	143.	154.	130.	140.

Service Compensation

1. An additional \$2 per week worked will be given annually for each five (5) years of service beyond the last step of the salary schedule.
2. All raises except for employees hired after July 1, 1973, shall be given on July 1 as in the past. Employees hired after July 1, 1973, may receive raises on their anniversary date.
3. Credit on the pay schedule to a maximum acceptable to the Board may be allowed to those presenting satis-

factory prior experience. Current employees may make written application for this credit to the Business Manager.

NOTE: The aforementioned salary amounts include the following conditions:

1. Employees moving to a higher classification will move to the same step level as they presently occupy.

ARTICLE VIII VERIFICATION OF EMPLOYMENT

Verify the beginning date for full time employment for each secretary and have this information entered on the school's permanent records:

Mildred Anderson	September 10, 1973
Jo Ellen Bellaire	March 17, 1969
June Entenman	September 16, 1974
Carol Gibbons	August 28, 1973
Mary Heiney	September 3, 1969
Carolyn Karpinski	September 4, 1969
Alice Morrow	May 18, 1970
Jan Rennhack	January 23, 1974
Kay Rumsey	March 26, 1962
Jean Sadler	July, 1961
Marilyn Smith	February 6, 1967
Kay Welsh	September 1, 1966
Cleo Wiseley	August 21, 1974

ARTICLE IX

RATIFICATION OF CONTRACT

Approved by the Buchanan Association of Educational Secretaries this _____ day of _____ in the year of _____.

President _____

Secretary _____

and by the Buchanan Community Schools Board of Education, Berrien County, Michigan, on this _____ day of _____ in the year of _____.

President _____

Secretary _____

This contract retroactive to July 1, 1975.