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9/30/2000

AGREEMENT BETWEEN
EAST DETROIT BOARD OF EDUCATION
AND
EAST DETROIT
EDUCATIONAL SECRETARIES
ASSOCIATION

East Detroit Public Schools

OCTOBER 1, 1998
TO
SEPTEMBER 30, 2000

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AGREEMENT
between
EAST DETROIT BOARD OF EDUCATION
and the
EDUCATIONAL SECRETARIES ASSOCIATION

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AGREEMENT
between
EAST DETROIT BOARD OF EDUCATION
and the
EAST DETROIT EDUCATIONAL SECRETARIES
ASSOCIATION

THIS AGREEMENT entered in this 1st day of October 1998, by and between the BOARD OF EDUCATION of the East Detroit Public Schools, Macomb County, Michigan, or its survivor, hereinafter called the "Employer" and the EAST DETROIT EDUCATIONAL SECRETARIES ASSOCIATION, hereinafter called "E.D.E.S.A."

(The headings used in this Agreement and Exhibits neither add to nor subtract from the meaning, but are for reference only.)

ARTICLE I
Recognition

- A. The Employer hereby recognizes the E.D.E.S.A. as the exclusive bargaining representative as defined in Section XI of Act 379, Public Acts of 1965, for all personnel including, but not limited to secretarial and clerical duties including, but not limited to secretaries, bookkeepers, accountant/bookkeeper, payroll, accounts payable and data processing.

The non-affiliated employee currently working in the Curriculum Office would continue as a non-affiliate. Upon her retirement or resignation, the position will be established as Secretary Level 1.

- B. For the duration of this Agreement, the Employer agrees

not to negotiate with any organization other than the E.D.E.S.A. representing the employee recognized in Article I, Section A.

- C. Employees may at any time sign and deliver to the Employer an assignment, authorizing deduction of membership dues and assessments of the Association, and such authorization shall continue in effect from year to year unless revoked in writing between June 1st and October 1st of a given year.
- D. Each member of the Bargaining Unit shall be free to join or not to join the Association, and no member shall be penalized for not becoming a member of the Association. Following execution of this Agreement, each member of the Bargaining Unit shall either:

Be a member of Association and execute an authorization for payment of Association dues annually, or execute an authorization for payment of a service fee equal to the Association dues to be paid to the Association for benefits received by the member as a result of collective bargaining and other services in his behalf by the Association. Such authorization shall be executed within twenty (20) days following ratification of this Agreement by the Association and the Board of Education.

If a member of the Bargaining Unit refuses to execute an authorization permitting deduction by the Employer, he shall be dismissed from employment in the district at the close of that semester.

The Association agrees to reimburse the Employer for the amount of any money deducted by the Employer and paid to the Association, which deduction is, or may be

determined to be illegal and improper, or is in excess of a proper deduction. The Association further agrees to hold the Employer harmless for any claims, deductions, costs and attorney fees incurred by the Employer in connection with this article of the contract.

ARTICLE II

Definitions

- A. Whenever the term "Employer" is used, it shall mean the Board of Education of the East Detroit Public School District and shall include its designee upon whom the Employer has conferred authority to act in its place and stead.
- B. Whenever the term "Association" is used, it shall mean the East Detroit Educational Secretaries Association and shall include its designee upon whom the Association has conferred authority to act in its place and stead.
- C. Whenever the term "Employee" is used, it is to include any member of the bargaining unit.
- D. Whenever the term "Superintendent" is used, it shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place and stead.
- E. Whenever the term "Immediate Supervisor" is used, it shall mean the administrator of any work location or functional division or group.
- F. Whenever the term "Association Representative" is used, it shall mean the employee designated by the Association to represent an individual or group of employees.

- G. Whenever the term "work year" is used and preceded by a number, the number shall designate the approximate number of weeks in the employee's work year.
- H. Whenever the term "day" is used it shall mean a working day unless specifically noted otherwise.
- I. The pronouns and relative words herein used are written in the masculine and singular only. Such words shall be read as if written, in the plural, feminine or neuter.

ARTICLE III

Association and Employee Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Employer hereby agrees that every employee of the East Detroit Board of Education shall have the right to freely 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. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan, or the Constitutions of Michigan and the United States, and that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association or collective professional negotiations with the Employer, or his institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The Employer specifically recognizes the right of its employees to appropriately invoke the assistance of the

Michigan Employee Relations Commission or a mediator from such public agency.

- C. Members of the Association shall have the right to use school building facilities and equipment at all reasonable hours. No employee shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Established media of communications shall be made available to the Association.
- D. The Employer agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning the allocation of funds and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the Association to process any grievance or complaint.
- E. The Association shall receive a semi-annual report (November 1 and April 1) of all employees covered under this Agreement, stating name, place of assignment, date of employment, employee classification, wages and work year.
- F. **Association Business** - The Association is provided each year ten (10) Association business days which may be used by a member or members of the Association as determined by the Association President. The Union will provide at least a twenty-four (24) hour advance notice. These days will not accrue.

ARTICLE IV
Fair Employment Practices

- A. **Discrimination** - Neither the Employer nor the E.D.E.S.A., nor their agents shall discriminate against any employee on the basis of race, creed, color, national origin, sex, marital status, age, political activities, religion, height, weight, or past participation in the activities of any employee organization.
- B. **Outside Activities** - No religious or political activity of an employee, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employee. The private, personal life of an employee is not within the appropriate concern or attention of the employer except as it might adversely reflect upon the employer.

ARTICLE V
Strike and Picket Prohibition

- A. **Participation** - It is agreed that during the term of this Agreement there shall be no strikes. "Strike" shall mean the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part, from the full, faithful and proper performance of the duties of employment. It is further agreed that neither E.D.E.S.A. nor its agents or members shall sponsor picketing or threaten to sponsor picketing during the term of this Agreement.
- B. **Protection** - Should another organization within the School District sponsor picketing or strike, the East Detroit Educational Secretaries Association agrees to make a reasonable effort to report for work providing the Employer provides a safe and available place for

performance of duties.

ARTICLE VI

Compensation, Overtime, Legal Holiday, Release Time

- A. **Wage and Classification** - The wage and classification of an employee covered by this Agreement is set forth in Schedule A and B respectively.

Salary - Schedule A

1998-99 3%

1999-2000 2.5%

- B. **Work Schedule** - The normal work schedule shall be a seven and one-half (7 1/2) hour day and thirty-seven and one-half (37 1/2) hour week, Monday through Friday. Overtime worked in excess of seven and one-half (7 1/2) hours in any one day, or on Saturday shall be paid for at one and one-half (1 1/2) times the regular hourly rate except that an employee shall be paid double time for working on Sundays and/or holidays. Double time on holidays and/or Sunday means that an employee shall receive his holiday pay, plus double time for all hours worked. When school is not in session, an employee shall work only thirty-five (35) hours per week. Overtime shall be paid after thirty-five (35) hours in a week or seven (7) hours in a day.

1. For the purpose of this Agreement, school is not in session when, according to the official school calendar, neither students nor teachers are in full day attendance.
2. Employee work schedules may vary due to the special needs and circumstances peculiar to buildings and/or departments. Employees are

expected to report for duty within the organizational pattern of the building or department.

3. An employee, excluding an employee continuing a regular day, required to report for overtime duty, shall be guaranteed at least two (2) hours pay at the rate of time and one-half.

Work Year -

Wks Before Teachers Return	Work Year	Wks After Teachers Leave
1 week	43	1 week
2 weeks	44	1 week
2 weeks	45	2 weeks
2 weeks	46	3 weeks
3 weeks	47	3 weeks

1998-99 Work Year

August	10 Mon	47 week return
	17 Mon	44,45,46 week return
	24 Mon	43 week return
June	25 Fri	43,44 week end
July	02 Fri	45 week end
	09 Fri	46,47 week end

1999-2000 Work Year - to be negotiated

- C. **Holidays** - Employees within the bargaining unit shall receive a holiday with pay at the employee's current regular rate for the holidays that fall within their regular or extended work year as indicated on the E.D.E.S.A. Calendar (Schedule C).
- D. **Professional Growth** - 52 week employees shall be

released from regular duty without loss of pay, two days each year, for the purpose of participating in meetings, workshops and training programs. Less than 52 week employees scheduled to work on the assigned days will also be released. Less than 52 week employees not scheduled to work will be paid their per diem rate for attendance. Any employee required to work on such release days shall be reimbursed double time. The days will be mutually scheduled annually.

Administration will allocate up to one thousand (\$1,000) dollars annually for the purpose of providing/supplementing the costs for professional workshops and training programs with prior approval. This allocation will not accrue from year-to-year.

- E. **Continuing Education** - Employees approved to attend training sessions, workshops or seminars shall have the expenses of registration, travel, room and board and any lost wages paid for by the school district.
- F. **T.B. Tests** - All members of the bargaining unit shall be required to have on file evidence of freedom of TB upon initial employment.

If additional testing is required, the employer will make provisions for the free T.B. skin test.

- G. **Night Differential** - See Schedule "A"

- H. **Opportunity for Professional Growth** - On request, opportunities will be periodically extended to the membership for professional growth. The Association and Administration will jointly plan and provide funding for in-service training. Such training will be offered outside the normal work day.

ARTICLE VII

Hours of Work and Employment Conditions

- A. **Assignments** - The Employer recognizes the principle of a normal work week of thirty-seven and one-half (37 1/2) working hours and will establish work schedules and work assignments which can reasonably be completed within the established work week. The Employer shall not require employees regularly to work in excess of such established work week, and, when temporary work loads dictate, additional help may be necessary.
- B. **Relief Periods** - Employees shall be entitled to a ten (10) minute period in the morning and in the afternoon. An employee shall be entitled to a duty-free uninterrupted lunch period of one (1) hour.
- C. **Full Time** - Any Employee whose position has an annual work period of forty (40) weeks or more on a normal thirty-seven and one-half (37 1/2) hour week is entitled to all benefits under this Agreement. A full time employee shall not be required to assume the responsibilities of an absent employee except in short term emergencies. If a full time employee is directed by a supervisor to assume the responsibility of an absent employee in a higher classification, he shall receive the appropriate salary step **on the first day of the absence** until relieved of the additional responsibility.

D. **Part Time Permanent Employee** is one working within the bargaining unit, not less than 20 hours and no more than 30 hours per week and shall be entitled to prorated sick leave. He shall be entitled to membership and seniority with the E.D.E.S.A.

1. Part time permanent employees employed for fifty-two (52) weeks shall be entitled to a vacation on a prorata basis as set forth for fifty-two (52) week employees in Article XV.
2. Part time permanent employees employed for less than fifty-two (52) weeks shall be entitled to take as vacation days, those days identified as vacation/break on the school calendar.

Part time permanent positions that require an employee to work a full thirty-seven and one-half (37.5) hour schedule for sixty (60) working days during the normal school year (August through June) shall be considered to become full time positions. Administration will meet with the union and appropriate supervisor to determine permanent need. Should the need be identified, the position will be recommended to the Board for full time status. Their decision will be binding.

The change from part time to full time should not be considered a new position and will not be posted.

E. **Temporary Employees** shall not be entitled to the benefits of the sick leave policy or other considerations offered full time employees. They shall be paid at an hourly wage rate for the actual hours worked and have the approval of the Board or its designated representative.

1. Any temporary position that is found to exceed

ninety (90) working days shall be addressed jointly with the E.D.E.S.A. and Administration. Upon mutual agreement, it will be presented to the Board of Education for consideration as a permanent position. Upon Board approval, it will be posted as a new job opening consistent with the provisions of the contract.

- F. **Seniority** - Seniority shall be defined as continuous years of employment in the Bargaining Unit from the first day of employment. The effective date will be the day, month and year the employee was eligible for pay in a Bargaining Unit position.
- G. **New Jobs** - Whenever a new job is placed in the unit and cannot be placed in an existing classification, the Employer will notify the E.D.E.S.A. prior to establishing a classification and structure. In the event the E.D.E.S.A. does not agree that the description and rate are proper, it will be subject to the grievance procedure.
- H. **Probation** - Every hire shall be considered a probationary employee for the initial forty-five (45) working days of his employment. Such probationary employee shall receive a written evaluation of their performance no later than twenty-five (25) working days subsequent to the date of hire. Upon satisfactory completion of the probationary period, the employee shall be deemed to be a regular employee eligible for benefits with the seniority retroactive to the date of hire.
- I. **Mileage and Meals** - An employee shall be paid twenty-five (25) cents per mile when using his car for school business. If an employee is required to be away from his building at lunch or dinner time, the employer shall reimburse the employee for such lunch or dinner.

Written requests for reimbursement shall be authorized by the immediate supervisor and sent to the Assistant Superintendent of Business Services. Personnel may elect to receive reimbursement and a tax letter stating the exact amount of reimbursement.

- J. **Copies of this Agreement** shall be provided at the Employer's expense for presentation to all employees now employed or hereafter employed by the East Detroit Board of Education. The Association will be provided with additional copies for the Association's use.
- K. **Re-Hire** - An employee who voluntarily terminates employment and is re-hired shall be considered as a new employee.
- L. **Special Conferences** - Special Conferences shall be arranged between the E.D.E.S.A. President or an authorized representative and the designated representatives of the Employer upon request of either party. Arrangements, including the number of representatives, for such special conferences shall be made in advance and a written agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference may be held between the hours of 9:00 a.m. and 4:00 p.m. The E.D.E.S.A. members shall not lose time or pay for the amount of time spent in such special conferences held during working hours.
- M. **Opportunity for Growth** - An opportunity, periodically, will be extended to the membership for professional growth. The Association and the Management will jointly plan a formalized in-service training program.

- N. **Physical Examinations** - New employees will be required to pass standard physical examinations at the expense of the Board of Education prior to employment. Present employees shall be required to take and pass a physical examination, by a physician selected and paid for by the Board of Education, if the pattern of attendance or behavior warrants it.
- O. **Summer Work** - Less than fifty-two (52) week employees interested in working during the summer shall notify the Employee Services Office in writing by June 1st of their interest and availability.
- Less than fifty-two (52) week employees, working during the summer, shall be paid at the Secretary Level 1 first year rate.
- P. **Qualification Tests** - The Association will have the opportunity to meet and confer relative to the development of qualification tests used for promotion. Promotional tests that demonstrate a satisfactory level of knowledge and ability skills shall be valid for one (1) year.
- Q. **Pay Option** - Less than fifty-two (52) week employees will have the choice of electing regular pay or twenty-six (26) pay option.

ARTICLE VIII

Vacancies, Transfers, Lay-off, Demotions and Recall

- A. **Posting of Job Openings** - Whenever any vacancy or new position in the district arises, the Employer shall publicize the same by notifying each employee within five (5) working days. The posting will include classification qualifications required, wage schedule, and contemplated work year. The Employer will attempt to fill posted

positions within ten (10) days from the date of vacancy.

The senior applicant within the classification for a lateral transfer, to fill a vacancy or a newly created position, shall have the assignment.

Vacancies shall be filled on the basis of qualifications of the applicant. Present employees will be given preference over outside applicants. Where qualifications are equivalent, the most senior qualified employee shall receive the preference. Every qualified applicant will be entitled to an interview. In the event that a qualified applicant cannot be found at the starting wage because the qualifications required demand exceptional proficiency, placement on an advanced step in the wage scale may be granted upon prior consultation with the E.D.E.S.A. President or Designee.

- B. **Transfers** - An employee transferring to another position or classification within the bargaining unit, shall carry all earned seniority to the new position after a thirty (30) day trial. Should the employee not complete this trial period, he may return to his previous position without loss of seniority.

Lateral transfer will be limited to once every six months per employee. Each movement will be subject to a thirty (30) day trial period. An evaluation will be made after fifteen (15) working days.

The vacated position will be filled consistent with the vacancy provision of the contract if a bargaining unit member applies. If no bargaining unit member applies for the vacancy, it will not be filled until such time as the thirty (30) day trial period has ended.

Administration will make a concerted effort to recruit, test and recommend to the Board an outside candidate for the vacated position during the thirty (30) day trial period.

- C. **Lay-Off** - The word "lay-off" means a reduction in the working force due to a decrease of work or lack of operating funds. In the event a lay-off is necessary, the following procedure shall be followed:
1. Members of the bargaining unit to be laid off shall be provided at least five (5) calendar days notice of the lay-off and the E.D.E.S.A. president shall receive a list from the Employer of the employee or employees being laid off, on the same date that the notices are issued to the employees.
 2. Probationary personnel shall be laid off first.
 3. Full time employees classified as Secretary I as of October 1, 1995 shall be grandfathered with the ability to displace the least senior employee within the classifications of Secretary I or Secretary II with the exception of Transportation/Maintenance and Administration. In the event it becomes necessary to lay-off personnel, the employee laid off from his classification may exercise his district seniority to displace the least senior employee in their classification; the duties of which he is capable of performing as determined by management. Employees displaced under this procedure may, likewise, displace other employees in a lower classification on the same basis. However, an employee may have the option of taking a voluntary lay-off in the event they are displaced to a job which would increase or decrease their present work year.

4. If an employee is laid off, he would be entitled to his accrued vacation. Employees will be eligible for prorata longevity the first anniversary of their lay-off.
 5. While lay-off exists within the District, no person outside the bargaining unit shall perform any clerical duties normally assumed by members of the bargaining unit (co-op students, aides, substitute secretaries, Federally funded employees, etc.).
- D. **Recall** - Laid off employees shall be recalled in order of seniority (most senior first). In the event an employee has selected voluntary lay-off as provided in C 3., such employee shall be recalled only to a position with the same work year schedule as when laid off.
- E. **The Employer** agrees to notify the Association President, in writing, of new hires and any change in job status of bargaining unit members.

ARTICLE IX

Discharge, Suspension and Reprimand

- A. **Discharge** - No discharge shall be without just cause.
- B. **Absences** - The Association respects the right of the Board of Education to expect the employees to be physically fit to be on the job without numerous and/or erratic attendance patterns. Employees failing to establish acceptable attendance patterns shall be subject to the following disciplinary action:

1st Warning	Verbal
2nd Warning	Written Reprimand
3rd Warning	1 day disciplinary lay-off

4th Warning 3 days disciplinary
lay-off or dismissal

- C. **Tardy** - The Association respects the right of the Board of Education to establish reasonable hours of work. Employees failing to follow these regulations shall be subject to the following disciplinary action:

1st Warning Verbal
2nd Warning Written Reprimand
3rd Warning 1 day disciplinary lay-off
4th Warning 3 days disciplinary
lay-off or dismissal

- D. **Discharged, Suspended, Reprimanded** - In the event an E.D.E.S.A. employee shall be discharged, suspended or reprimanded, and he believes he has been unjustly dealt with, such discharge, suspension or reprimand shall constitute a case arising under the method of adjusting grievances set forth herein. However, the E.D.E.S.A. President may request a special conference prior to commencement of grievance procedures.

- E. **Suspension** - The Superintendent or his representative may temporarily suspend an employee from duty without pay until a meeting with the Board of Education. In the event that the suspension is found to be unjust, the employee shall receive full compensation for all time lost and full restoration of all other rights and conditions of employment.

- F. **Personnel Records** - Past personnel records of a detrimental nature which occurred more than two (2) years in the past, will not be taken into account when considering promotion, discipline and/or discharge of an employee.

ARTICLE X
Resignation

- A. **Notice to Employer** - An employee desiring to resign should, whenever possible, file a letter of resignation with the Employer at least ten (10) days prior to the effective date of the resignation. An employee who resigns, shall not forfeit his right to earned vacation time and accrued longevity earned.

ARTICLE XI
Leaves of Absence

A. **Sick Leave**

1. Sick leave shall be earned at the rate of one (1) day for each one hundred fifty (150) hours paid. Employee absences due to the following causes, may be charged against sick leave allowance: Maternity, personal injury or illness.
2. New employees shall be entitled to sick leave benefits, at the end of their probationary period.
3. An employee shall be given credit for sick days at the beginning of each year (July 1). If the employee does not finish his year of employment, the used, unearned sick leave shall be deducted from the final pay check.
4. Sick Leave Bonus will be paid the first pay period after June 30, for sick leave days accumulated, according to the following schedule:

Amount of Bonus	Days by June 30
\$ 75.00	36 through 71

\$150.00 72 through 107
\$225.00 108 through 149

One half of the
employee's wage shall
be paid each year for 150 through . . . 159
150 or more days
accumulated and not
used, or \$225
whichever is greater.

One half of the
employee's wages
shall be paid each
year for 160 or more 160 or more
days accumulated and
not used, or \$300
whichever is greater.

5. An employee shall continue to accumulate seniority while on sick leave.
6. Sick leave may be used to apply to illness in the immediate family, not to exceed ten (10) days per year. Immediate family shall be defined as mother, father, spouse, son, daughter or other persons in similar relationship to the family household.
7. Employees shall be given an accounting of accumulated sick leave each September.
8. Unused sick leave days shall be maintained in each employee's bank and when used, payment shall be equal to the current daily rate of salary.
9. An employee while on sick leave, shall be deemed

to be on continued employment for the purpose of computing all benefits referred to in this Agreement, except when it is specifically stated otherwise.

10. The Employer reserves the right to require reasonable proof of illness including a doctor's certificate where a pattern of sick leave use indicates abuse.

B. Sick Bank

1. All members of the E.D.E.S.A. who have completed one (1) year of employment with the School District shall participate in the sick bank.
2. Each participating member shall contribute one (1) day of his sick leave to the bank when the existing bank has been reduced below four hundred (400) days. The Board of Education shall contribute an equal number of days to the E.D.E.S.A. sick bank. Unused accumulated sick leave of any E.D.E.S.A. member leaving the system shall be donated to the bank.
3. The sick bank will not be used for any purpose except an illness or injury that requires a doctor's service.
4. Withdrawal from the sick bank shall be thirty (30) days for any one illness or injury. Once each year, on July 1, the committee will reevaluate the whole program to see if an increase in benefits can be made.
 - a. Extension may be granted upon written

request to the sick bank committee along with certification by a physician.

- b. A maximum of one hundred-twenty (120) days shall be granted for any one illness or accident.
- 5. A member may use the sick bank only once in a year for the same illness or injury, except in case of recurrence or complications of the same illness or injury. He then may use the remaining days of the original request.
 - a. A member will be eligible for the use of the sick bank on the eleventh (11th) working day that he is off work due to illness.
- 6. Application for withdrawal from the sick bank shall be submitted to the chairperson of the Sick Bank Committee selected by the E.D.E.S.A. President. This Committee shall review and approve or disapprove all requests for withdrawal.

The Board of Education reserves the right to require a second medical examination to substantiate the validity of said request for extension.

- 7. If an employee has exhausted his accumulated sick leave allowance, the Board of Education shall consider the merits of the employee's situation and may, on the basis of the employee's employment and service record, advance sick leave allowance. Otherwise, absence in excess of the employee's accumulated sick allowance or, for reasons other than those hereinbefore specified, shall result in loss of pay.

C. Medical Leave

1. An employee may be granted up to one (1) year leave of absence without pay, due to personal or immediate family illness, or for other justifiable reasons. Such leave of absence shall not accumulate seniority.
2. Written application for such leave shall be made by the employee to the Board through its representatives.
3. Leave of absence as described shall be without pay from Employer.
4. An employee returning from leave of absence due to personal illness, with a physician's statement, shall be placed in the same position held when leave began. The Board reserves the right to have an employee examined by its own physician before his return to work. This shall be at the expense of the Board of Education.
5. If the leave granted is not sufficient for recovery, the employee may request a further leave of absence.
6. Maximum leave shall not exceed two (2) years.
7. An employee's leave of absence cannot be rescinded unless such employee has not adhered to the terms or conditions under which the leave was granted; i.e., an employee on leave of absence who accepts employment elsewhere.

- D. **Personal Business** - A member of the bargaining unit may use five (5) days of his sick leave allowance annually for any reason, except outside employment, upon two (2) days advance written notice except in the case of emergencies. No more than three (3) consecutive days will be granted without prior approval.

Personal leave days will not be used the day preceding or following a legal school holiday without written prior approval. Legal school holidays shall be as defined in the annual school calendar.

Effective with the 1994-95 contract, fifty-two (52) week employees may use seven (7) days of their sick leave for any reason consistent with the above outlined provisions.

- E. **Bereavement** - A member of the bargaining unit shall be allowed three (3) days as funeral leave days not to be deducted from sick leave, for a death in the family. Family shall be defined as: mother, father, sister, brother, spouse, daughter, son, grandparent, grandchild, all in-laws in the family, or any person in loco parentis. The Employer shall consider the place of death and relationship of the deceased to the employee and may extend one or two additional funeral leave days upon written request.

Upon request of an employee, the Employer may grant leave allowance even though the person who is deceased is not within the employee's immediate family.

- F. **Maternity Leave** - A leave of absence without pay shall be granted to a female employee because of pregnancy. This employee shall be allowed to continue her employment until such time as agreed upon by the employee and her physician, providing she is physically able to perform her duties. An employee shall furnish notice to her immediate

supervisor ten (10) days prior to beginning leave.

An employee granted maternity leave shall be entitled to return to her former position upon presentation of a doctor's certificate that the employee can resume her duties without detriment to her health. Said leave will not be more than one (1) year in duration.

If at any time during the pre-or post natal period there is a dispute between the employee and the Employer as to her abilities to perform her duties, the Employer may request a neutral physician to determine whether she is able to perform her duties.

- G. **Jury Duty** - Employees involuntarily called for jury duty, or subpoenaed, shall be paid by the Employer, a sum to make up the difference between what he is paid by the court and his regular wage for the time he is required, by law, to serve, and suffer no loss of leave allowance.
- H. **Military** - An employee absent from work because of service in the Military Forces, shall be considered on leave without pay, but shall be entitled to all salary increments, except sick leave allowance, as if they were not absent from work, providing they return to work within sixty (60) days after release from such Military Service. An employee shall be reinstated to the same or substantially equivalent position at the termination of Military Leave and, if no job is available, the employee with the lowest seniority shall be laid off.
- I. **Educational Study** - Leaves of absence without pay may be granted upon application for the purpose of further educational study. Such leave, if granted, shall apply only to job-related educational study. Any regular salary increments occurring during such period shall be granted

After 18 years	1,425.00
After 20 years	1,650.00
After 22 years	1,850.00
After 25 years	2,150.00
After 30 years	2,175.00

2. Employees hired after March 1, 1991:

After 10 years	1,175.00
After 12 years	1,275.00
After 14 years	1,325.00
After 16 years	1,375.00
After 18 years	1,425.00
After 20 years	1,650.00
After 22 years	1,850.00
After 25 years	2,150.00
After 30 years	2,175.00

ARTICLE XIV
Insurance

A. Hospitalization - Major Medical

The Employer shall pay the premiums for hospitalization coverage for the member of E.D.E.S.A. who is head-of-household and his family, or those members not covered by a comparable hospitalization plan through their spouse. The Board shall not be required to provide hospitalization for an employee during extended periods, except when the extended leave is due to the illness of the employee.

Hospitalization insurance will be available for those who meet the above criteria and who are regularly scheduled to work thirty-seven and one-half (37 1/2) hours per week.

The Board shall provide members of E.D.E.S.A. with an optional group health plan as mandated by the Federal Health Maintenance Act of 1976. Premiums for said plan shall not exceed those prescribed above.

The selection of the carrier shall be by the Board of Education with prior consultation with the Association.

The Board will offer an optional flexible benefit plan.

The Board agrees to provide the following coverage:

Hospitalization

Room and Board	Best Semi-Private
Duration	365 Days
Special Services	Reasonable & Customary
Maternity	Same as any other disability
Emergency Medical	Reasonable & Customary
Intensive Care Unit	Reasonable & Customary
In-Hospital Medical	Reasonable & Customary
Medical Consultation	Reasonable & Customary
Surgical	Reasonable & Customary
Obstetrical	Reasonable & Customary
Lab X-ray	Reasonable & Customary
Radiation Therapy	Reasonable & Customary
Organ Transplant & Kidney Dialysis	Full Charge
In Private Room or	Full Charge
Intensive Care	Full Charge
Catastrophic Major Medical Expense	Semi-Private
Prescription Drugs	Maximum \$3.00
Other Deductible	None
Benefit Percent	90%
Mental & Nervous	
In-Hospital	Reasonable & Customary
Out-Patient	75% Maximum; \$2,000 Annual

Maximum Unlimited

After one thousand (\$1,000) of covered expenses accumulate from deductible and co-insurance for calendar year per individual, coverage is 100%.

B. Insurance and Hospitalization

1. **Optical Insurance** - The Board of Education shall provide each member of E.D.E.S.A. with optical insurance equivalent to Plan V of the Co-op Optical Service.
2. The Employer shall provide thirty-five thousand (\$35,000) of Term Insurance - double indemnity for each member of the E.D.E.S.A.
3. The Employer shall provide five thousand (\$5,000) paid up life insurance upon retirement, provided the employee shall have been employed in the East Detroit School District for at least ten (10) years, or more, and be eligible and have made application to the Michigan School Employees Retirement Fund. This benefit applies to employees who retire after October 1, 1993

C. Dental Insurance

The Employer shall provide a dental insurance program. Dental Benefit Year is October 1st through September 30th.

The Schedule below provides a comparison and explanation of all dental options available. Each employee must elect one option only. Should you elect a coverage with a cash rebate, that rebate will be returned in equal installments or the Flexible Compensation Plan Year pay schedule. You

may spend your rebated dollars on other coverage elsewhere in the menu. Dependent coverage is available with either dental option at no additional cost.

Deductible	CORE
Up front payment by employee	\$0

Coinsurance - Basic Services	60%*
-------------------------------------	-------------

Visits, examinations, x-ray, pathology, oral surgery, anesthesia, periodontics, endodontics, amalgam and synthetic restorations, and space maintainers are covered at this percentage of reasonable charges.

Major Services: Inlays, crowns, 80%
prosthodontics are covered at this percentage of reasonable charges.

Annual Maximum	
Each member is entitled to maximum benefits of this amount every contract year.	\$1,500

Cash Rebate	\$0
--------------------	------------

*10% increase succeeding each benefit year, not to exceed a Basic Benefit of 90% provided you visit a dentist for a periodic examination and diagnosis at least once during the preceding Benefit Year. In addition, all Basic Services, which we recommended by the dentist as a result of such visit, must be completed during the same benefit year. Otherwise, the original Basic Benefits Percentage of 60% will again apply for the current Benefit Year, and the above incentive increment condition will apply.

1. Unused vacation days in excess of these shall be paid to the employee at the end of the vacation period during which they were earned.
 2. No days shall be carried over to the next year.
 3. Less than fifty-two (52) week employees who have accrued fifteen (15) or more years seniority shall be given one (1) additional day to be used as vacation.
- D. **Pay in Lieu of:** If an employee becomes totally disabled under the care of a duly licensed physician, and becomes hospitalized during his vacation, the vacation shall be rescheduled. In the event such disability continues through the year, he shall be awarded payment in lieu of vacation. In the event of death of the employee, earned vacation pay shall be payable to his estate.
- E. **Seniority** shall govern regarding vacation time preferences providing that required operations of the school district shall not be detrimentally affected.
1. Requests shall be made in duplicate, approved by the immediate supervisor and sent to the Assistant Superintendent, Employee Services Office.
 2. Vacation pay may be paid to each employee in advance of the employee's vacation if he makes three (3) weeks advance request in writing to the Employee Services Office.
- F. **Retirement or Resignation** - Upon resignation or retirement, an employee shall receive any unused vacation allowance at the rate of pay received by him at the time the allowance is earned, subject to provisions of Article X and XII.

ARTICLE XVI
Negotiation Procedures and Ratification

- A. During negotiations, neither party shall have any control over the selection of a negotiating or bargaining representative of the other party, and each party may select its representative from within or outside the School District. The parties may mutually agree to limit the number of bargaining representatives. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of E.D.E.S.A. in good standing, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification. If the parties fail to reach and agree, or fail to reach an agreement in any negotiations, either party may invoke the mediation machinery of the Michigan Employee Relations Commission, or take any other lawful measures it may deem appropriate except as limited by terms of this Agreement.
- B. Either party shall give written notice to the other party at least sixty (60) days prior to the expiration of this Agreement that they desire to open negotiations. The parties shall agree on a date to begin negotiations on a new Agreement.
- C. Negotiations shall be completed by the termination date of the existing Agreement unless a written extension is agreed upon by both parties.

ARTICLE XVII
Grievances

- A. The primary purpose of this procedure shall be to secure at the lowest level possible, equitable solutions to the problems of the parties. Nothing contained herein shall be construed as limiting the right of any E.D.E S.A. member to discuss an alleged grievance with any appropriate member of the Administration.

Reasonable time may be allocated to the President and/or Chief Steward to conduct or properly process Association grievances or potential grievances during working hours.

- B. A "grievance" is defined to be any difference that may arise between the parties hereto as to:
1. Any matter relative to pay, hours of employment and other conditions of employment.
 2. Any matter involving the interpretation or violation of any of the provisions of this Agreement.
 3. Any unilateral change or addition in policy or practice by the Board which may affect wages, hours or other conditions of employment.
- C. If a question arises as to whether or not a particular complaint is a "grievance" as defined in this Article, the question may be considered through the grievance procedure as herein provided.
- D. The Board of Education retains and reserves all powers, rights, authority, duties and responsibilities vested in it by the laws and Constitution of the State of Michigan and the

Federal Government, limited only by specific and express terms of this Agreement. The Board retains all rights not in conflict with this Agreement.

ARTICLE XVIII

Grievance Procedure

The number of days indicated at each step should be considered as maximum and every effort should be made to expedite the process. Time limits may be extended by mutual consent.

A. Procedure

1. Step One: If the employee and/or the Association has a complaint, it shall be discussed with the immediate supervisor, individually and collectively, within fourteen (14) days following knowledge by the employee or the Association of the alleged occurrence of the complaint. If the employee and/or the Association is not satisfied with the discussion, the complaint shall be reduced to writing, at which point it becomes a grievance. The grievance shall be filed with the immediate supervisor within seven (7) days of the oral discussion. A written answer to the grievance by the supervisor shall be rendered to the Association within seven (7) days.
2. Step Two: In the event the Association is not satisfied with the disposition of the grievance at Step 1, it may within fourteen (14) days, appeal, in writing, to the Superintendent. The grievance shall state the questions at issue, a statement of facts, the article(s) of the Agreement that allegedly is or are being violated and the relief sought.

The Superintendent or designee, within seven (7) days from receipt of the appeal, will meet and confer with the Association President or designee on the grievance. The Superintendent, or designee, shall render a disposition in writing within seven (7) days after the conference.

3. Step Three: If the Association is not satisfied with the disposition issued in Step 2, the President of the Association or designee may, within seven (7) days after receipt of the disposition, request in writing a meeting with the Board of Education. The Board of Education shall hear the grievance within thirty (30) calendar days after receipt of the written appeal. The Board shall answer, in writing, to the President of the Association, its disposition within seven (7) days following the hearing.
4. Step Four: The Association may, within twenty-one (21) calendar days after receipt of the written reply by the Board, request arbitration by written notice to the Board. The selection of the Arbitrator and the Arbitration procedure shall be conducted in accordance with the rules and regulations of the American Arbitration Association.
 - a. The decision of the Arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) calendar days after the conclusion of the testimony and argument. Fees and expenses for the arbitrator only shall be borne equally by the Board and the E.D.E.S.A. However, each party shall be responsible for expenses of its own representatives and witnesses. If either party

desires a verbatim record of the proceedings, it may cause such a record to be made; providing it pays for the record and makes copies available, at cost, to the other party. The E.D.E.S.A. President will be furnished a copy of all completed grievances.

- b. In the event the provisions relative to arbitration shall at any time be held to be contrary to law by a competent court of jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, then, within ten (10) days after receipt of the written reply of the Board of Education, the E.D.E.S.A. may petition the Michigan Employment Relations Commission to forthwith mediate the grievance pursuant to the power and authority conferred upon said Commission by the provisions of the Michigan Public Act 336, 1947, as amended.
- B. The Association and the Board may mutually agree that a particular grievance has applicability beyond the immediate situation and upon such agreement it may be presented at the appropriate step in the grievance procedure.
- C. Failure of the Employer at any step of the grievance procedure to render a disposition on a grievance within the specified time limits shall move the grievance to the next step of the grievance procedure. Failure of the grievant to process his claim within the time limit(s) specified shall be deemed to be satisfaction on the part of the grievant, with the disposition of the grievance by the Employer at any previous step.

- D. The following matters shall not be the basis of any grievance:
1. Termination of services or failure to re-employ by the Board of Education of any probationary employee.
 2. Any complaint for which there is another remedial procedure, or a form established by law or by regulation having the force of law.
 3. Promotions and hiring, providing the procedures established by the provisions of this contract for promoting and hiring are followed.
- E. The grievant and the Board or its designated representative(s) shall have the following rights:
1. To be present at the hearing;
 2. To hear testimony given;
 3. To give testimony in his own behalf;
 4. To call others to give testimony in his behalf;
 5. To question, either personally or through counsel or his representative, any person giving testimony;
 6. Either the grievant or the Board of Education has the right to request a hearing be closed to the public.
- F. No decision or adjustment of a grievance shall be contrary to the provisions of this Agreement.
- G. The Vice-President of the E.D.E.S.A. may act in the event of the disability, absence, incapacity, or death of the President. A designated representative of the Employer may act in the event of the disability, absence, or incapacity of the Superintendent.
1. Neither party shall submit evidence at the

arbitration or mediation steps of this procedure which was not previously disclosed to the other party at any or all of the preceding steps of the grievance procedure.

ARTICLE XIX
Miscellaneous Provisions

- A. The E.D.E.S.A. shall be duly advised by the Board of fiscal budgetary, tax or legislative problems and programs affecting the District which are proposed or under consideration, and the E.D.E.S.A. shall, whenever feasible, have the opportunity in advance to consult with the Board in any decision in such matters. The Association recognizes its responsibility to give every possible assistance to the Board in regard to fiscal, tax, legislative and other such problems which affect the support of the school system.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. No job descriptions shall be changed or salary adjustments made on present classifications and no job shall be reclassified individually other than through the reevaluation procedure as outlined in this contract.
- D. Testing shall be done for reclassification and promotions only for qualifications that differ.
- E. When, and if, additional paid Holidays are authorized by the Board to apply throughout the Public School System to

all regular employees, during the life of this Agreement, such holidays shall become a part of this Agreement.

ARTICLE XX
Duration of Agreement

This Agreement shall become effective on the first day of October, 1998, and shall continue in effect until 11:59 PM the 30th day of September, 2000.

At least sixty (60) days prior to the expiration of this Agreement, the parties shall begin negotiations on a new Agreement. If an Agreement is not reached by the expiration day, the contract will be extended so long as negotiations are in progress for a new Agreement.

This contract may be re-opened for a specific item or article upon mutual consent of E.D.E.S.A. and the Board.

		Pro Rate	1 After 60 Wk Days	2 After 1 yr.	3 After 2 yrs.	4 After 3 yrs.	5 After 4 yrs.
SCHEDULE A							
1998-99							
I	SECRETARY						
	Administration (half time)	10.89	11.61	12.35	13.07	13.78	14.53
	Career and Technical Education						
	Childrens Services						
	Middle School (half time)						
II	SECRETARY						
	Administration	11.40	12.15	12.93	13.69	14.45	15.22
	Attendance						
	Community Education						
	Counseling						
	Curriculum						
	Elementary						
	High School Bookstore						
	Middle School						
	Special Services						
	Substitute Caller						
III	SECRETARY						
	Adult Education	11.60	12.38	13.14	13.94	14.71	15.48
	Adult Education (evening)						
	Alternative Education						
	Food Service						
	Middle School Assistant Principal						
	Transportation/Maintenance						

IV	SECRETARY								
	Athletics	11.86	12.63	13.44	14.23	15.04	15.82		
	Benefits								
	Bookkeeper – Adult Education								
	Career and Technical Education								
	Educational Technology								
	Elementary Principal								
	Employee Services								
	High School Assistant Principal								
	High School Data Operations								
	Middle School Principal/Bookkeeper								
	Special Services								
V	SECRETARY								
	Accounts Payable	12.00	13.61	14.46	15.31	16.17	17.05		
	High School Bookkeeper								
	High School Principal								
	Maintenance								
VI	SECRETARY								
	Bookkeeper/Accountant	13.33	14.22	15.11	16.01	16.89	17.79		
	Payroll								
VII	DATA OPERATIONS								
		13.94	14.85	15.79	16.72	17.64	18.57		

SHIFT PREMIUM additional 20 cents per hour for afternoon shift. Any shift starting at 12:01 p.m. or later on a normally scheduled shift or work day will qualify for the premium differential.

SCHEDULE A
1999-00

	Pro Rate	1 After 60 Wk Days	2 After 1 yr.	3 After 2 yrs.	4 After 3 yrs.	5 After 4 yrs.
I SECRETARY						
Administration (half time)	11.16	11.90	12.66	13.40	14.12	14.89
Career and Technical Education						
Childrens Services						
Middle School (half time)						
II SECRETARY						
Administration	11.69	12.45	13.25	14.03	14.81	15.60
Attendance						
Community Education						
Counseling						
Curriculum						
Elementary						
High School Bookstore						
Middle School						
Special Services						
Substitute Caller						
III SECRETARY						
Adult Education	11.89	12.69	13.47	14.29	15.08	15.87
Adult Education (evening)						
Alternative Education						
Food Service						
Middle School Assistant Principal						
Transportation/Maintenance						

IV	SECRETARY						
	Athletics	12.16	12.95	13.78	14.59	15.42	16.22
	Benefits						
	Bookkeeper – Adult Education						
	Career and Technical Education						
	Educational Technology						
	Elementary Principal						
	Employee Services						
	High School Assistant Principal						
	High School Data Operations						
	Middle School Principal/Bookkeeper						
	Special Services						
	SECRETARY						
V	Accounts Payable	12.30	13.95	14.82	15.69	16.57	17.48
	High School Bookkeeper						
	High School Principal						
	Maintenance						
	SECRETARY						
VI	Bookkeeper/Accountant	13.66	14.58	15.49	16.41	17.31	18.23
	Payroll						
VII	DATA OPERATIONS	14.29	15.22	16.18	17.14	18.08	19.03

SHIFT PREMIUM additional 20 cents per hour for afternoon shift. Any shift starting at 12:01 p.m. or later on a normally scheduled shift or work day will qualify for the premium differential.

SCHEDULE B

I SECRETARY - GENERAL OPERATIONS SECRETARY

Administration Half Time, Career/Technical Education,
Middle School Half Time, Childrens Services,

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Ability to perform assigned duties without continued supervision. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing	50 wpm
Demonstrated word processing/data entry skills	
Experience	1 year

II OPERATIONS SECRETARY

Community Education, Substitute Caller, High School Bookstore, Attendance, Counseling, Special Services, Administration, Curriculum, Elementary, Middle School

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Ability to perform assigned duties without continued supervision. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing	55 wpm
Demonstrated word processing/data entry skills	
Experience	2 years

III GENERAL OFFICE SECRETARY

Transportation/Maintenance, Adult Education, Adult Education (evening), Alternative Education, Food Service, Middle School Assistant Principal.

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Required to make decisions based on knowledge of school's organization, policies and personnel. Works well under general supervision. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Transcribing skills	70 wpm
Typing	55 wpm
Demonstrated word processing/data entry skills	
Experience	2 years

IV ADMINISTRATIVE SERVICES SECRETARY

Elementary Principal, Employee Services, Athletics, Educational Technology, Special Services, Career/Technical Education, High School Data Operations*, High School Assistant Principal, Benefits.

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. This secretarial position requires a person who works with limited supervision. The secretary must perform with a high degree of efficiency and accuracy. Office work may be of a high degree of difficulty and responsibility. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Transcribing skills	80 wpm/*Computer skills/data processing required (scheduling)
Typing	60 wpm
Demonstrated word processing/data entry skills	
Experience	3 years

**IV DIRECTOR OF COMMUNITY SCHOOLS
SECRETARY/BOOKKEEPER AND MIDDLE SCHOOL
PRINCIPAL SECRETARY/BOOKKEEPER**

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. This secretarial position requires a person who works with limited supervision. The secretary must perform with a high degree of efficiency and accuracy. Office work may be of high degree of difficulty and responsibility. Procedural work would be clarified and defined by the Supervisor.

QUALIFICATIONS:

Transcribing skills	80 wpm
Typing	60 wpm
Technical skills	Bookkeeping
Demonstrated word processing/data entry skills	
Experience	3 years

**V HIGH SCHOOL PRINCIPAL AND MAINTENANCE
DIRECTOR**

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. This secretarial position requires a person who works with limited supervision. The secretary must perform with a high degree of efficiency and accuracy. The office work may be of a high degree of difficulty and would entail considerable responsibility. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Transcribing skills	85 wpm
Typing	65 wpm
Demonstrated word processing/data entry skills	
Experience	4 years

V ACCOUNTS PAYABLE SECRETARY

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Responsible for all accounts payable/data entry functions. Employees in this classification perform accounting tasks of more than moderate difficulty involving some auditing; work under general supervision and are called upon to exercise independent judgment. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing	60 wpm
Technical skills	Bookkeeping skills and course work in bookkeeping preferred
Demonstrated computer data entry/retrieval skills	
Experience	4 years

HIGH SCHOOL BOOKKEEPER

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. This secretarial position requires a person who works with limited supervision. The secretary must perform with a high degree of efficiency and accuracy. Office work may be of a high degree of difficulty and responsibility. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing	60 wpm
Technical skills	Bookkeeping skills and course work in bookkeeping preferred
Demonstrated computer data entry/retrieval skills	
Experience	4 years

VI PAYROLL OPERATIONS

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Responsible for all payroll and data operational functions. Compiles payroll statistics, writes and sorts checks. Employees in this classification perform responsible accounting tasks of maximum difficulty involving some auditing and are called upon to exercise independent judgment. Works with limited supervision. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing	60 wpm
Technical Skills	Bookkeeping and accounting course work preferred
Demonstrated data entry/retrieval skills	
Experience	5 years

BOOKKEEPER/ACCOUNTANT

Employees in this classification are responsible for all district bookkeeping functions and auditing of accounts. Work performed with only general supervision and employee must exercise independent judgment.

QUALIFICATIONS:

A combination of experience and education beyond high school totaling not less than five (5) years.

VII DATA OPERATIONS SECRETARY

Performs a variety of tasks requiring clerical skills and knowledge of office practices and procedures. Responsible for all data systems pertinent to the school district. Persons in this classification are under general supervision and require substantial technical knowledge and are called upon to exercise independent judgment. Procedural work would be clarified and defined by the supervisor.

QUALIFICATIONS:

Typing

60 wpm

Knowledge of business processes and their inter-relationships;
Technical skills - experience with data processing
programming and/or systems analysis. Demonstrated
knowledge relative to data entry and retrieval. Knowledge of
accounting/Lotus. Ability to gather and sort data, establish data
base files;

Related course work beyond high school level preferred

Experience

6 years

Note: If any secretary aspires to advance to the Confidential Secretary level positions, they will need to have higher proficiency skills.

They are always welcome to review these positions and skills with the Superintendent or his Designee.

The Confidential Secretaries are not part of the Bargaining Unit.

REEVALUATION

Should a member of EDESA feel that his position responsibilities have increased and/or requires additional skills he should:

1. Discuss the situation with his immediate supervisor to determine if the situation is permanent or temporary.
2. If permanent, inform the EDESA President that he is going to request a (Plante Moran questionnaire) re-evaluation.
3. Individuals requesting reevaluation should submit a letter to the Employee Services Office requesting a copy of the Reevaluation Application, with a copy of the request sent to the President of the East Detroit Educational

Secretaries Association.

4. Within twenty (20) days after the form is submitted, the applicant shall be granted an interview and the petition shall be reviewed by the current Board/EDESA Negotiating Team. Five (5) days after the review an answer shall be given to the EDESA employee.
5. Should the EDESA member's petition fail, he will be granted a conference for full explanation.
6. Requests for reevaluation shall be limited to one (1) request per two (2) year period, per individual, per classification.

**SCHEDULE C
EDESA CALENDAR
1998-99 SCHOOL YEAR**

November	27	Thursday	Thanksgiving - Holiday
	28	Friday	Thanksgiving - Holiday
December	21	Monday	Vacation
	22	Tuesday	Vacation
	23	Wednesday	Vacation
	24	Thursday	Christmas Eve - Holiday
	25	Friday	Christmas Day - Holiday
	28	Monday	Day after Christmas - Holiday
	29	Tuesday	Christmas Break
	30	Wednesday	Christmas Break
	31	Thursday	New Year's Eve - Holiday
January	01	Friday	New Year's Day - Holiday
February	18*	Thursday	Winter Recess - Vacation
	19	Friday	Winter Recess
	22	Monday	Winter Recess
	23	Tuesday	Winter Recess - Vacation
April	02	Friday	Good Friday - Holiday
	05	Monday	Easter Holiday
	06	Tuesday	Easter - Vacation
	07	Wednesday	Easter - Vacation
	08	Thursday	Easter - Vacation
	09	Friday	Easter - Vacation
May	31	Monday	Memorial Day - Holiday
June	28	Monday	In-service
July	05	Monday	4th of July - Holiday
August	20	Friday	In-service
September	03	Friday	Labor Day - Break
	06	Monday	Labor Day - Holiday

***Pending snow days**

Vacation: Less than 52 week employees

Holiday/Break: All Employees

**SCHEDULE C
EDESA CALENDAR
1999-2000**

To be negotiated

EAST DETROIT PUBLIC SCHOOLS
MACOMB COUNTY, MICHIGAN,
BY:

Larry Burton, President
Veronica Klinefelt, Vice President
Bettie Huebner, Secretary
Corrinne Harper, Treasurer
Karen DeGrande, Trustee
Craig Wodecki, Trustee
Joseph Croff, Trustee

THE EAST DETROIT EDUCATIONAL SECRETARIES
ASSOCIATION
BY:

Violet Hunter, President
Tamra Szacon, Chief Steward
Marguerite Moore, Member
Rita Rizzo, Member
Carol Voydanoff, Member

BOARD NEGOTIATIONS TEAM
BY:

Raymond J. Berlin, Negotiations,
Chairperson
Sharon Eccles, Member
Frank Valenti, Member

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