

COLLECTIVE BARGINING
AGREEMENT
BETWEEN
MADISON DISTRICT PUBLIC SCHOOLS
BOARD OF EDUCATION
AND
MADISON ASSOCIATION OF SECRETARIES
(I.U.O.E. 324)

M A R C H 2 0 , 2 0 1 5 -
D E C E M B E R 3 1 , 2 0 1 6

TABLE OF CONTENTS

AGREEMENT	1
ARTICLE 1: RECOGNITION.....	1
ARTICLE 2: HOLIDAYS.....	2
ARTICLE 3: LEAVE DAYS	2
ARTICLE 4: VACATIONS	5
ARTICLE 5: RETIREMENT.....	5
ARTICLE 6: HOURS OF WORK.....	6
ARTICLE 7: INSURANCE	7
ARTICLE 8: SENIORITY / LAY-OFF / RECALL	8
ARTICLE 9: TRAINING.....	11
ARTICLE 10: GRIEVANCE PROCEDURE.....	11
ARTICLE 11: UNEMPLOYMENT BENEFITS	13
ARTICLE 12: LONGEVITY PAY	13
ARTICLE 13: PROGRESSIVE DISCIPLINE	13
ARTICLE 14: DURATION	14
SCHEDULE A: SECRETARIES' 2015-16 SALARY SCHEDULE.....	15
APPENDIX B: COUNSELING NOTICE	16

AGREEMENT

This Agreement entered into this 20th day of March, 2015, by and between the Board of Education of Madison District Public Schools, County of Oakland, Michigan, herein called the “Board” and the Madison Association of Secretaries / I.U.O.E. 324, Madison Heights, Michigan, herein called the “Union”.

ARTICLE 1: RECOGNITION

- 1.100 For purposes of collective bargaining and for the duration of this Agreement, the Board hereby recognized the Union as the sole and exclusive bargaining representative for all employees who belong to the Madison Association of Secretaries.
- 1.200 The unit shall consist of all full time and regularly scheduled part-time clerks, typists, and secretaries, excluding the secretary to the Superintendent, secretary to the Board’s Chief Negotiator, temporary or substitute employees, student help, and all others.
- 1.300 Union Rights and Responsibilities
 - 1.310 The Union and its members shall have the right to reasonable use of the school building facilities at all reasonable hours for meetings, provided approval is obtained using the district’s normal procedures.
 - 1.320 For the purpose of bargaining for a successor agreement, the Board agrees to furnish the Union with all reasonably necessary public information concerning the financial resources of the Madison District Public Schools, in accordance with the Public Employment Relations Act (Michigan Public Act 336 of 1947).
 - 1.330 The officers of the Union will be permitted to leave their respective buildings during the scheduled workday to handle urgent Union business after receiving the approval of the immediate supervisor.
 - 1.340 Two Union officers shall each be provided one (1) day per year with no loss of pay for Union business including attendance at conferences and workshops sponsored by the Union or affiliated organizations outside of the district.
 - 1.350 By the end of the first full week of each school year, or whenever a change is made, the Union shall provide the Superintendent with a list of all current officers and stewards.
 - 1.360 Upon request in advance, the employee shall have the right to see all material in his/her personnel file, subject to the provisions of the Bullard-Plawecki

Employee Right to Know Act (Michigan Public Act 397 of 1978). If there is a disagreement with information contained in a personnel record, removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position. The length of the statement shall be in accordance with the Bullard-Plawecki Employee Right to Know Act (Michigan Public Act 397 of 1978).

ARTICLE 2: HOLIDAYS

2.100 Employees scheduled to work less than fifty-two (52) weeks per year shall receive pay during student breaks.

2.200 Paid holidays for employees of this bargaining unit shall be as follows. To be a paid holiday, the holiday must fall within the employee's normal work year:

Friday before Labor Day*	January 1
Labor Day	Martin Luther King's Birthday*
Wednesday before Thanksgiving*	Thursday before Easter*
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Monday after Easter
Christmas Eve Day	Memorial Day
Christmas Day	July 4
December 31	

* Shall be a paid holiday only for that portion of the day that school is not in session.

2.300 Any absence (vacation, personal, or comp time) the day before, or after, a holiday is not reimbursable without submission of cause and prior approval from the immediate supervisor.

ARTICLE 3: LEAVE DAYS

3.100 Employees shall be granted sick leave at a rate of one half (½) a day per pay period for the first two (2) pay periods of each month that the employee works. Time granted shall be the same as that worked during the normal day. Sick leave accumulates to one-hundred twenty (120) days. Employees with more than one-hundred twenty (120) days accumulated as of July 1, 2006, shall be allowed to accumulate a maximum of one-hundred eighty (180) days.

- 3.110 Any employee of the District who becomes a member of this bargaining unit, after July 1, 1999, shall carry over any sick days that he/she may have accumulated. The accumulated sick days shall be pro-rated according to the hours that he/she worked in his/her previous bargaining unit position. (For example, if he/she previously worked four hours, he/she will carry over one half (½) sick day.)
- 3.200 Each employee shall be granted two (2) personal leave days per year: fifty-two (52) week employees, one (1) day in July and one (1) day in January; forty (40) to forty-six (46) week employees, one (1) day in September and one (1) day in February. New employees will be granted personal leave in proportion to time worked to the nearest half (½) day. Personal leave shall not be used the day preceding or following a paid holiday. Unused personal leave shall accumulate as sick leave. Sick leave days may be converted to personal leave days upon approval of the Superintendent or his/her designee.
- 3.300 Employees using leave days shall report their absence to AESOP at least one hour before the time that they would normally report to work. Failure to report said absences may result in the use of a leave day being denied and the employee being docked.
- 3.400 Any employee having accumulated a minimum of forty (40) days in his/her sick leave bank, as of June 30th of the contract year, and having not used any sick leave days during said year, shall be rewarded with four (4) compensation days and one (1) additional vacation day.
- 3.410 Said compensation days must be used during the following contract year on days when the employee is normally scheduled to work, and must be approved in advance by his/her immediate supervisor.
- 3.500 With the approval of the Superintendent, or his/her designee, employees may use up to three (3) days, five (5) days if more than 250 miles, to attend a funeral of a member of their immediate family (grandmother, grandfather, father, mother, brother, sister, niece, nephew, brother/sister-in-law, mother/father in-law, wife, husband, child, grandchild, aunt, uncle and applicable step family) nondeductible from their sick bank. The decision of whether or not to approve such a request shall not be arbitrary or capricious. Any additional days granted shall be deducted from the employee's individual sick bank.
- 3.600 Employees called for jury duty will suffer no loss of sick or personal leave days or compensation while on jury duty. Employees who are eligible for jury duty and serve on jury duty shall be paid the difference between jury duty pay and their regular compensation for the days involved. Proof of jury duty days shall be made to the school district within fifteen (15) school days after the receipt of the payment for jury duty.

- 3.700 An employee scheduled to work on a day that students and teachers are not required to be present because of the cancellation of school by the superintendent or his/her designee as a result of an Act of God, shall not be required to report for work and shall be paid for his/her complete shift, provided the day (in whole or in part) does not need to be made up. If the day (in whole or in part) does need to be made up in order to meet the State's requirement for minimum hours of instruction, employees shall report on the make-up day(s) and shall be paid at their regular rate for hours worked. An employee sent home for a partial day under said conditions stated above will be paid for a minimum of two (2) hours or actual time worked, whichever is to the employee's advantage.
- 3.800 Extended Leaves of Absence
- 3.810 An employee who is unable to work because of personal illness or disability may request a leave of absence, for up to twelve (12) months. Requests should be submitted, in writing, to the Superintendent of Schools or his/her designee. The employee shall use accumulated sick days; once sick days are exhausted, the remainder of the approved leave shall be without pay.
- 3.820 An employee desiring to return from leave shall notify the Superintendent or his/her designee, in writing, and provide medical verification that the employee is able to perform the duties of the position to which he/she is returning. Such notification and verification shall be provided no less than fifteen (15) calendar days prior to the desired return date.
- 3.830 Upon return from such leave that is six (6) months or less in duration, the employee shall return to the same position vacated for the leave. Upon return from such leave that is more than six (6) months in duration, the employee shall return to a comparable position in terms of hours, work week, and wages. The employee's step on the salary schedule shall be the same as before he/she started the leave; no credit will be granted for the period of the leave.
- 3.840 The failure of an employee to return to work upon expiration of an approved leave will subject the employee to termination unless an extension is granted.
- 3.900 An employee who wishes to take a personal leave must submit a request, in writing, to the Superintendent of Schools or his/her designee. A personal leave may be granted for up to ninety (90) days, without pay.

ARTICLE 4: VACATIONS

4.100 Fifty-two (52) week employees shall receive the following vacation time based upon their length of consecutive employment with the District as of June 30 of each year:

Less than 1 year	prorated
1 year	1 week
2 years thru 5 years	2 weeks
6 years thru 8 years	3 weeks
9 years thru 11 years	4 weeks
12 years or more	5 weeks

4.200 Level 3, less than fifty-two (52) week employees shall receive pay over breaks but shall receive no vacation. Employees hired before February 26, 2013 shall have their accrued vacation that was earned by this date frozen and payable upon separation from District employment.

4.300 After completing fifteen (15) through nineteen (19) years with the District, 52 week members of this bargaining unit shall receive one (1) additional vacation day each year.

4.400 After completing twenty (20) through twenty-four (24) years with the District, 52 week members of this bargaining unit shall receive two (2) additional vacation days each year.

4.500 After completing twenty-five (25) years of service with the District, 52 week members of this bargaining unit shall receive three (3) additional vacation days each year.

4.600 Vacation days must be approved by the employee's supervisor. Vacation day approvals may only be rescinded by mutual consent.

4.700 52 week members may carry a maximum of ten (10) unused vacation days may be rolled over to the following contract year.

ARTICLE 5: RETIREMENT

5.100 After fifteen (15) years of employment with the District, any member of the Union who terminates his/her employment and accepts retirement from the State Retirement Board shall be paid for his/her total accumulated sick and vacation days times his/her daily rate of pay at the time of retirement.

- 5.200 Members of the Union who qualify for, and take retirement benefits, and have at least fifteen (15) years of service with the District, shall receive five thousand dollars (\$5,000) severance pay upon retirement.
- 5.300 Any compensation due an employee, or his/her estate, from this Article, shall be payable during the month of January following the termination of employment.
- 5.400 Any members of the Union who work four (4) hours per day, or less, shall only receive one-half (½) year credit for each full year worked toward eligibility for retirement benefits.

ARTICLE 6: HOURS OF WORK

- 6.100 The work week shall consist of five (5) consecutive workdays, Monday through Friday.
- 6.200 The maximum normal work week for all employees covered by this Agreement shall be deemed to be five (5) days of eight (8) hours of employment, per day, within the work week defined in Section 6.100 above.
- 6.300 Fifty-two week members of this bargaining unit shall be allowed to work summer hours on an alternate day basis, at the discretion of his/her immediate supervisor or the Superintendent, provided that adequate coverage can be maintained. Summer hours shall consist of ten hours per day, four days per week, with the employee remaining in the building during their lunch break. Summer hours will begin the Monday of the second week after students have been dismissed for the summer and shall end the Monday of the week teachers return.
- 6.400 Employees, with approval of their immediate supervisor, may elect to use up to thirty (30) minutes of the eight (8) hour work day as a paid uninterrupted lunch period. During this thirty (30) minute period, the employee must remain at the assigned work site and be available to his/her immediate supervisor in case of emergency.
- 6.410 Employees electing to leave the work site for their lunch period shall have up to one (1) hour, no portion of which is to be considered as part of their eight (8) hour work day.
- 6.500 Employees working more than eight (8) hours during any one (1) day, Monday thru Friday, shall have their choice of the following forms of compensation:
- (1) One and one-half (1½) hours of compensatory time for each hour of employment exceeding eight (8) hours.

- (2) One and one-half (1½) times their normal rate of pay for each hour of employment exceeding eight (8) hours.
- 6.510 Employees working on Saturdays and Sundays shall have their choice of one (1) or two (2) above for all hours worked on said days.
- 6.520 Compensatory time may be accumulated.
- 6.530 All overtime hours worked must be with prior approval of their immediate supervisor.
- 6.600 Employees called in at a time that they are not scheduled to work shall work and be paid for a minimum of two and one half (2½) hours.

ARTICLE 7: INSURANCE

- 7.100 Members of the Union shall be eligible to receive the following benefits with a contribution rate by the District as follows:
Single: \$ 5,692.44
Couple: \$ 11,385
Full Family: \$ 15,525
These rates will be adjusted annually in October (month can be adjusted with notice to members) based upon the CPI index. Insurance costs beyond the District contribution will be deducted from the employees check.
- 7.110 Hospitalization:
- 7.120 Long-Term Disability:
66 2/3% of wages - 90 day waiting period.
- 7.130 Life Insurance:
\$20,000 AD/D
- 7.140 Dental Insurance:
Full family plan as described in the specifications submitted to the insurance carrier selected by the Board.
- 7.150 Optical:
Full family plan as described in the specifications submitted to the insurance carrier selected by the Board.

7.200 General Insurance Provisions:

- 7.210 Failure of an insurance company to provide any of the benefits for which it was contracted, for any reason, shall not result in any liability to the Board.
- 7.220 The terms of any contract or policy issued by an insurance company hereunder shall be controlling as to all matters concerning benefits, eligibility and termination of coverage, and other related matters.
- 7.230 The Board, by payment of the premium required to provide the coverage set forth, shall be relieved from all liability with respect to the benefits provided by the insurance coverages as above described.
- 7.240 New full-time employees' insurance shall become effective when they have completed their probationary period, and they have met the carrier's requirements.
- 7.250 There shall be no duplication of insurance. The employee must notify the personnel office of any personal insurance coverage or coverage on a spouse's or family's insurance plan. If the employee is covered by any other insurance, the Board's obligation under this provision shall be waived, and if any payments have been made by the Board, the employee shall reimburse the Board for said payments.
- 7.260 Any employee, who is eligible for health care benefits, and chooses not to participate in the health care program, shall receive one hundred dollars (\$100) per month additional compensation. If two or more employees, in this bargaining group, opt not to participate in the health care program, the amount of compensation shall be increased by ten dollars (\$10) per month for each additional employee who chooses not to participate.
- 7.270 Part-time secretaries (35 hours or less per week) will be provided premium payment in proportion to time worked.
- 7.280 Employees shall have the option to purchase, through payroll deduction, voluntary term life insurance and voluntary long-term care insurance.

ARTICLE 8: SENIORITY / LAY-OFF / RECALL

- 8.100 As of July 1, 1993, seniority shall mean an employee's length of continuous service with the District within the bargaining unit, measured in calendar days from the first day the employee actually worked for the District on or after the employee's date of hire. Secretaries who have worked for the District prior to the July 1, 1993 date may count the time worked in the bargaining unit, even it was not consecutive. If two or

more employees have the same date of hire, the employee whose name appears earlier on the District's alphabetical listing of employees shall be deemed more senior.

8.110 An employee's seniority shall be terminated and his/her rights under this Agreement forfeited for the following:

8.111 Discharge, retirement or resignation

8.112 Failure to give notice of intent to return to work after recall

8.113 Except for lay-off, time lapse of twelve (12) months, or for a period equal to the employee's seniority, whichever is less, since the last day of actual work for the District.

8.114 Lay-off for a period of twenty-four (24) months.

8.120 Seniority shall not accrue to a probationary employee until completion of the ninety (90) calendar day probationary period. Nor, shall the Union represent a probationary employee in a predetermination hearing.

8.200 The District shall determine the timing of lay-offs, and the number of employees to be laid-off. The District will give the employees 30 days advance notice of any lay off where possible. A uniform reduction in number of hours scheduled in a work week shall not constitute a lay-off.

8.210 If the District determines that one (1) or more employees shall be laid-off for more than five (5) consecutive work days, the District shall lay-off the most junior employee, providing that there are qualified employees not placed on lay-off to perform all job functions as determined by the District.

8.300 A full-time employee displaced or laid-off pursuant to this Article may bump the full-time employee with the least seniority within the bargaining unit, in the same classification, or a lower classification, if he/she meets the minimum qualifications for the position. The District will give the employees 30 days advance notice of any layoff where possible. In the event there is no full-time position for the full-time employee displaced or laid-off to bump into, the displaced or laid-off full time employee may bump a part-time employee. Displaced or laid off part-time employees may not bump a full-time employee but may bump another part-time employee but may bump another part-time with lesser seniority.

8.400 If the District determines to fill a vacancy and there are employees laid-off, such employees shall be recalled in the reverse order of lay-off. Employees recalled must meet the qualifications for the position for which they are recalled.

- 8.500 Employees wishing a voluntary transfer of assignments shall submit a letter to the office of the Superintendent or his/her designee, requesting said transfer. The letter shall state the location and position being sought, and shall be submitted by April 1, of the contract year. Said letter shall be kept on file for a period of one year.
- 8.510 Requests for voluntary transfers may be honored as vacancies occur.
- 8.600 When a vacancy exists, it shall be posted for at least five (5) days in which school is in session. Job postings will include: Job Title; Job qualifications; duties and responsibilities, weeks per year and classification. There will be one job per posting. Internal applicants within the bargaining unit must be granted an interview. The position will be granted to the most qualified candidate, whether internal or external. The District agrees to notify the Union of any position elimination.
- 8.610 Lateral transfers, defined as the movement from one location or department to another where a vacancy exists with no change in rate of pay or classification, shall be granted on the basis of seniority within the Association, provided the employee meets the minimum qualifications for the position. If two or more secretaries with the same seniority request the same position, the secretary whose name appears earlier on the District's alphabetical listing of employees shall be deemed more senior.
- 8.620 Promotions, defined as the change in jobs to a higher rate of pay and classification, shall be granted on the basis of qualifications. If two more secretaries are equally qualified, the position shall be granted to the secretary with the higher seniority within the Association.
- 8.630 If a new job is created within the bargaining unit, the Employer will meet with the Union Representatives to negotiate the job classification, wage rate and number of weeks applicable to the position, within the existing job classification and structure. If parties cannot agree, the union reserves the right to see voluntary mediation of the disagreement by following the grievance procedure. Declaring a position as part-time is a reserved management right.
- 8.700 When a vacancy is posted during the time when less than 52-week secretaries are not scheduled to work, a copy of the posting shall be provided to the Union president and secretary prior to the posting.
- 8.800 No temporary employee shall be kept on a temporary basis longer than ninety (90) calendar days. A substitute filling in for an absent bargaining unit member may substitute for the duration of the bargaining unit member's absence, up to a maximum of twelve (12) months.

8.810 Temporary and substitute employees are not subject to representation by this Union. If a temporary or substitute employee is hired permanently into this bargaining unit, the “permanent” hire date will be the seniority date. All temporary and substitute employees hired into this bargaining unit will be probationary for ninety (90) days commencing with their permanent hire date.

8.900 No later than October 1 of each school year, the Board shall prepare a seniority list consisting of the name of employee, start date within the bargaining unit, job classification, and pay step. Copies shall be furnished to the officers of the Union.

ARTICLE 9: TRAINING

9.100 With approval of the Superintendent, or his/her designee, employees may register for training classes, and upon successful completion, the District shall reimburse the employee for all fees.

9.200 Employees receiving reimbursement for said training shall sign a written agreement with the District not to voluntarily leave the District’s employment for a period of one (1) year following such payment.

ARTICLE 10: GRIEVANCE PROCEDURE

10.100 In the event any employee or the local union is of the opinion that the employee has a grievance arising out of an alleged violation of any expressed provision of this Agreement, the following grievance procedure shall be used.

10.200 Steps of the Grievance Procedure

10.210 Step 1 of the Grievance Procedure

Step 1 of the grievance procedure shall be an informal meeting between the building principal or the immediate supervisor and the person with the alleged grievance (hereinafter referred to as the “grievant”) and the union steward, if requested by the grievant. This first step of the grievance procedure shall take place within fifteen (15) working days of the occurrence or first knowledge of the incident leading to the grievance. The immediate supervisor shall have five (5) working days in which to provide a written response to the grievance.

10.220 Step 2 of the Grievance Procedure

If the grievant is not satisfied with Step 1 response, or if no response has been received within five (5) working days of the Step 1 meeting, the grievant may submit a formal written grievance to his/her immediate supervisor within five (5) working days of the Step 1 informal meeting. The written grievance shall be specific; shall contain a synopsis of the facts giving rise to the alleged violation; shall cite the section(s) of this Agreement alleged to have been

violated; shall contain the date(s) of the alleged violation; and shall be signed by the grievant. The immediate supervisor shall have five (5) working days in which to provide a written response to the grievance. Copies of the supervisor's response to the grievance will be sent to the grievant and the union steward.

10.230 Step 3 of the Grievance Procedure

If the grievant is not satisfied with Step 2 response, or if no response has been received with five (5) working days of its submission, the grievant may submit the grievance to the Director of Human Resources within five (5) working days. The Director of Human Resources will meet with the grievant and the union steward within ten (10) working days of its submission. The Director of Human Resources shall then have five (5) working days in which to provide a written response to the grievance. Copies of the Director of Human Resource's response to the grievance will be sent to the grievant and the union steward.

10.240 Step 4 of the Grievance Procedure

If the grievant is not satisfied with Step 3 response, or if no response has been received with five (5) working days of the Step 3 grievance meeting, the grievant may submit the grievance to the Superintendent, with a copy to the Secretary of the Board of Education, within ten (10) working days. The Superintendent will meet with the grievant and the union steward within ten (10) working days of its submission. The Superintendent shall then have ten (10) working days in which to provide a written response to the grievance. Copies of the Superintendent's response to the grievance will be sent to the grievant and the union steward.

10.250 Step 5 of the Grievance Procedure

If the grievant is not satisfied with Step 4 response, or if no response has been received with ten (10) working days of the Step 4 grievance meeting, the Union may file a demand for arbitration with the American Arbitration Association within thirty (30) working days. The power of the arbitrator stems solely from this Agreement, and his/her function shall be to interpret and apply this Agreement and pass upon alleged violations thereof. He/she shall have no power to add to, subtract from, disregard, alter, or modify any terms of this Agreement. The decision of the arbitrator shall be final and binding on the Board, the Union, and the grievant, and there shall be no appeal of the arbitrator's decision, unless such decision shall extend beyond the limits of the power and jurisdiction herein conferred upon such arbitrator. The costs for the arbitrator's services shall be borne equally by the parties.

10.300 The time limits provided in this Article shall be strictly observed but may be extended only by written agreement of the parties. In the event that the grievant fails to appeal a grievance at any level within the particular time limit, the grievance shall be deemed to be abandoned and settled on the basis of the employer's last response. In the event that the employer shall fail to supply a response to a particular step within the specified time limits, the grievance shall be deemed automatically positioned for appeal to the next step within the time limit for exercising said appeal commencing with the expiration date of the employer's grace period for answering.

ARTICLE 11: UNEMPLOYMENT BENEFITS

11.100 Any employee that files for, and receives, unemployment benefits for any time period that he/she is not normally scheduled to work, and subsequently returns to a position in this bargaining unit after said time period, shall have his/her hourly rate adjusted until said unemployment benefits have been repaid to the District.

ARTICLE 12: LONGEVITY PAY

12.100 Any member of this bargaining unit with a minimum of sixty (60) days accumulated in his/her sick bank, and having completed in the prior contract year the specified consecutive years of service with the district, shall receive additional compensation as longevity pay as follows:

Fifteen (15) through nineteen (19) years:	\$1,000
Twenty (20) through twenty-four (24) years:	\$1,500
Twenty-five (25) or more years:	\$1,800

12.200 Said longevity compensation shall be paid in lump sum payment no later than the last pay in November of each contract year.

ARTICLE 13: PROGRESSIVE DISCIPLINE

13.100 Discipline will be for just cause.

13.200 Except for offenses which on first commission justify dismissal or cannot justify continued employment, the parties adopt the concept of progressive discipline designed to necessitate corrected behavior and agree with the concept that severity of the infraction should determine the degree of discipline to be imposed. Management reserves the right to determine the appropriate initial step to impose as discipline.

- 13.300 The following steps shall constitute the progressive discipline plan:
 - 13.310 Verbal reprimand
 - 13.320 Written reprimand
 - 13.330 Suspension without pay
 - 13.340 Termination of employment
- 13.400 Copies of all disciplinary action placed in an employee’s file shall be sent to the employee and the union president.
- 13.500 The form in Appendix B (“Counseling Notice”) will be used to document progressive discipline.

ARTICLE 14: DURATION

This Agreement shall become effective March 20, 2015, and shall remain in full force until midnight December 31, 2016.

**Madison District Public Schools
Board of Education**

**Madison Association of Secretaries
(I.U.O.E. 547)**

President

President

Secretary

Secretary

I.U.O.E. 547

SCHEDULE A: SECRETARIES' 2015-2016 SALARY SCHEDULE

	First Step (Base)	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	11th – 15th Step	16th – 20th Step	25th Step
Classification I Clerk Typist	\$9.53	\$9.96	\$11.68	\$12.13	\$12.58	\$13.01	\$13.26	\$13.42	\$13.60
Classification II General Secretaries	\$10.03	\$11.52	\$12.33	\$12.75	\$13.21	\$13.81	\$14.07	\$14.22	\$14.39
Classification III Elementary Principal's Secretary High School Principal's Secretary Middle School Principal's Secretary Assistant Principal's Secretary Attendance Secretary Counselor's Secretary – Secondary Special Services Secretary Community High School Secretary Food Service Secretary	\$11.65	\$13.44	\$14.47	\$14.80	\$15.20	\$16.20	\$16.46	\$16.62	\$16.79
Classification IV Secretary to the Director of Elementary Ed Secretary to the Director of Instruction Secretary to the Special Services Director	\$11.65	\$13.44	\$14.47	\$14.80	\$15.20	\$16.20	\$16.46	\$16.62	\$16.79
Classification V Administrative Secretary Data Processing Secretary Personnel / Technical Support	\$12.19	\$14.03	\$16.89	\$16.63	\$17.09	\$17.51	\$17.77	\$17.93	\$18.11

- Any member of the Union that receives a significant change in responsibilities may submit, for evaluation, a request for reclassification to the Superintendent. Said request shall be made in writing.
- Placement on the Salary Schedule at hiring shall be at administrative discretion in order to have the option to give credit for relevant experience.
- Steps will remain frozen for the duration of this contract.
- Performance evaluation stipend, possible 0-1.5% lump sum, twice per year, July and December.
- Classification III has been reclassified and pay is equal to Classification IV.

APPENDIX B: COUNSELING NOTICE

EMPLOYEE NAME _____ DATE _____

ASSIGNMENT _____ LOCATION _____

- ACTION TAKEN:
- Verbal Reprimand
 - Written Reprimand
 - Suspension without Pay (_____ days)
 - Termination of Employment

REASON FOR COUNSELING (Please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Dishonesty | <input type="checkbox"/> Poor Performance | <input type="checkbox"/> Failure to Follow Instruction |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Leaving Work Without Permission |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Call In Absence |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Safety Violation | <input type="checkbox"/> Disruptive / Vulgar Language |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Harassment | <input type="checkbox"/> Other: _____ |

Please provide the details of the reason for counseling: _____

Employee's Comments: _____

Action for Improvement: _____

SUPERVISOR'S SIGNATURE _____ DATE _____

EMPLOYEE'S SIGNATURE _____ DATE _____

The employee's signature does not indicate that the employee agrees or disagrees with the above statements. The employee's signature only indicates that the above issues were discussed with the employee.

