

PLAINWELL COMMUNITY SCHOOLS
SECRETARIAL AGREEMENT

2006-2007/2007-2008

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Conditions of Employment:

Responsibilities

- A. The assignment of duties and responsibilities is the responsibility of the supervisor upon the recommendation of the school district directors, principals, and superintendent of schools.
- B. For the performance of their assigned duties, secretaries are responsible to their respective supervisors.
- C. Overtime or extra work must be approved by the building administrator and submitted to the central office in writing. (See page 5)

Work Periods

The work year shall be a total of twenty (20) days longer than the teachers' schedule. The building principal shall schedule these twenty (20) days between July 1 and June 30. By mutual consent the principal and secretary may reduce these twenty (20) days. This will be a deduction in pay and will be communicated to central office in writing for prior approval. The workday shall be established by the building principal in consultation with the superintendent.

Ten (10) month employees will be required to complete a school calendar designating the required work days, excluding paid holidays specified on page 4, in August of each new school year.

Twelve (12) month employees are required to complete a work year calendar designating the required 260 work days in August of each new school year. Again, this calendar must be approved by the supervising administrator/program director and a copy submitted to central office.

Break Periods

- A. Breaks – Secretaries shall be entitled to one (1) fifteen (15) minute break every four (4) hours and shall be considered part of their work day.
- B. Lunch Break – Secretaries shall have a duty-free lunch period of one-half (1/2 hour). This lunch period shall be in addition to the regular work day and is unpaid.
- C. Breaks and lunch periods will be established by the supervising administrator/program director.

Employee Benefits

Paid Holidays

Ten (10) month employees are granted Labor Day (1), Thanksgiving (2), Christmas (10 – may vary), spring break (5), and Memorial Day (1).

Twelve (12) month, full-time employees are granted Labor Day (1), Thanksgiving (2), Christmas day and the day before OR after Christmas (2), New Years day and the day before OR after New Years (2), Memorial Day (1), and July 4 (1).

Paid vacation time for twelve (12) month, full-time employees is as follows:

1-7	Years of Service	10 Days of vacation
8-15	Years of Service	15 Days of vacation
16-24	Years of Service	20 Days of vacation
25+	Years of Service	25 Days of vacation

Sick Leave

Leave shall accumulate at the rate of ten (10) days per year to a maximum of sixty (60) days. Secretaries working the full calendar year shall be credited with twelve (12) days annually, to a maximum of 90 days for any employees hired after August 1, 1999.

Sick leave may be used for the serious illness or death of a member of the immediate family of the secretary as defined hereafter, provided that such leave shall be taken only to the extent that the presence of the secretary is reasonably required.

The use of such leave for serious illness in the immediate family shall not normally exceed five (5) days per illness except that the Superintendent, or his designee, at their discretion for good cause shown, may grant the use of additional days for such purpose.

In the case of death of a member of the secretary's immediate family, the use of such leave shall normally not exceed three (3) days. For good cause shown, the Superintendent, or their designee, may grant use of additional days for such purpose.

The term "immediate family" shall mean the secretary's spouse; the parents; grandparents, siblings, and children of the secretary and the secretary's spouse; and any other person who is a regular member of the secretary's household.

Personal Leave

Two (2) personal days, are granted to all secretaries each year with pay. The district's policies and procedures (including the district's teacher form) shall be followed in use of these days. Personal days may accumulate to five (5) days.

Snow/Delay Days

All secretaries are expected to report when conditions allow for a safe arrival. **at their regular time. If they are going to be late, they must contact their supervisor. All secretaries must make-up any time missed within that pay period.**

Compensation time, personal days (or vacation days for 12 month, full-time employees) may be used if an employee cannot report to work. However, if compensation time is used during a snow day, all appropriate paper work must be completed, approved, and submitted to central office.

Wage Scale

The wages and working conditions for building secretaries of the Plainwell Community Schools are enumerated below. It is understood that this is a two-year wage agreement for the year 2006-2007 and 2007-2008. **Must complete no less than (6) six months prior to September 1 of the new school year to qualify a move up to the next secretarial pay step.**

<u>YEARS OF CREDIT</u>	<u>2006-2007</u>	<u>2007-2008</u>
1-2	10.17	10.35
3-4	10.94	11.13
5-6	11.73	11.94
7-8	12.52	12.74
9-10	13.30	13.53
11-12	14.08	14.33
13-14	14.87	15.13
15 +	15.66	15.93
Longevity (\$.35)	(\$.25)15.91	(\$.35)16.28

Longevity

The longevity payment is \$0.25 per hour additional after the 15th consecutive year of service for 2006-2007 and \$.35 per hour thereafter.

All previous policies and/or practices shall remain in effect unless any of the following represents a change.

Overtime

Compensatory time may be accumulated up to a maximum of 16 hours. Any overtime after that will be paid at the applicable rate (regular pay for

up to 40 hours per week; overtime at one and one-half times the regular rate of pay for time worked over 40 hours per week). Compensatory time must be pre-approved by the immediate supervisor and all time worked must be submitted to central office in writing. Use of compensatory time will be at a mutually agreed time with the building principal and secretary. However, all compensatory time used must be submitted to central office in writing.

Pay Periods

There will be twenty-three (23) pay periods unless the secretary elects to be paid over twenty-six (26) or she/he is employed the entire calendar year.

Increases shall be applied in the first pay period of the new school year for all eligible secretaries.

New Hire

Persons selected for the first time as a secretary in one of the buildings may be credited up to four years, starting at step 5 of the salary schedule based on training and/or experience. The Superintendent shall make this determination in consultation with the respective building principal or program director. An employee who voluntarily terminates employment and is rehired shall be considered a new employee.

Seniority

Seniority shall apply to all secretary positions, excluding central office. Job openings will be posted and persons serving in similar positions shall be eligible to apply. Selection will be based on seniority and qualifications established for the position. Vacancies will be posted internal for five (5) business days and external for ten (10) business days, with both running concurrently. If vacancies occur during Christmas break or summer recess, secretaries who would like to be notified must supply central office with self-addressed, stamped envelopes.

The anniversary date of the last employment shall determine seniority. This date will be used for openings and for step pay increases. Experience of one semester or more must be earned before a step increase will be granted.

Lay Off List

Secretaries on lay off will remain on the seniority list and eligible for consideration for rehire for a period of 18 months from date of lay off.

Benefit Plan

Ten (10) month full time employees and part-time employees may obtain health insurance benefits at the employees expense through payroll deduction.

Twelve (12) month, full-time year round employees are eligible for 90% of paid health and dental insurance coverage for employee and eligible dependents. Carrier to be determined by administration.

Twelve (12) month, full-time year round employees, not electing health insurance may obtain cash in lieu of insurance equal to the single subscriber health insurance premium to a maximum of \$405 per month.

Cafeteria Plan

Plainwell Community Schools will offer a cafeteria plan to all non-union employees working a minimum of 25 hours per week (based on regular work schedule). This will include a pre-tax payroll deduction option for purchasing health insurance through payroll deduction (100% employee paid), medical expense reimbursement, and dependent care expense reimbursement.

Details and specific language to be determined/communicated at a later date.

Staff Development Time

The equivalent in time and training costs of two (2) hours per month according to each secretaries pay rate for the ten (10) school year months or twenty (20) total hours shall be made available. This training is to be set up by each individual secretary and must be work related with prior approval of immediate supervisor.

When required or requested by the district, expenses for travel, lodging and meals will be paid (pre-approval is necessary through the business office).

Evaluations

A written evaluation of all secretaries shall be made by their immediate supervisor in May of each year. The evaluation shall be discussed with, and signed by the secretary involved and placed in their personnel file in the superintendent's office.

Activities Pass

Each secretary shall annually receive an activities pass.

Work Related Problems

Medications

Secretaries will be held harmless in regard to the dispensing of medication per Section 380.1178, School Code of the State of Michigan and Board of Education policy.

Concern(s) Procedure

A secretary who has a concern with the implementation of a provision of this agreement may seek relief by first approaching their immediate supervisor. If resolution is not satisfactorily achieved there, the issue may be referred to the Superintendent or designee.

The contract language and wage agreement shall be effective as of the 1st day of July, 2006, and shall continue in effect through the 30th day of June, 2008.

DATE _____

BY _____
Plainwell Community Schools
Secretarial Head Negotiator

DATE _____

BY _____
President / Board of Education

BY _____
Secretary / Board of Education

ADDENDUM A

The secretarial staff at Plainwell Community Schools has unanimously agreed to the proposed change in the wage step scale for the 2004/2005 school year. Three staff members were affected by this change. The following was proposed and agreed upon by Dena Bovee, Lisa Brown and Diane Slater:

It is proposed that because Dena Bovee and Lisa Brown (currently at step 9) received a \$2.27 raise due to step movement this school year on the old step scale, are to stay at 13.66 for the 2004/2005 school year. They will receive the off schedule payment in May 2005 as described within the agreement. For the 2005/2006 school year, Lisa Brown and Dena Bovee would move to \$13.80 per hour - still qualifying for the off schedule payment in May 2006. For the 2006-2007 school year, Dena Bovee and Lisa Brown would be placed on step 11 of the new schedule.

Diane Slater (currently at step 10) would remain at 13.66 for the 2004/2005 school year. For the 2005/2006 school year she would be placed on step 11 - and continue on the new schedule, also qualifying for the off schedule payments as described above.

Secretarial Spokes Person

Date

Superintendent

Date