

(Revised 9-20-06)

CLERICAL AGREEMENT

BETWEEN THE

**RUDYARD AREA SCHOOLS
BOARD OF EDUCATION**

AND THE

**RUDYARD AREA SCHOOLS
SECRETARIAL & CLERICAL ASSOCIATION**

JULY 1, 2006 TO JUNE 30, 2009

17110
06.30.2009
RASSCA
O

(Revised 9-20-06)

CLERICAL AGREEMENT

BETWEEN THE

**RUDYARD AREA SCHOOLS
BOARD OF EDUCATION**

AND THE

**RUDYARD AREA SCHOOLS
SECRETARIAL & CLERICAL ASSOCIATION**

JULY 1, 2006 TO JUNE 30, 2009

TABLE OF CONTENTS

ARTICLE I	RECOGNITION	3
ARTICLE II	EMPLOYEES' RIGHTS	3
ARTICLE III	MANAGEMENT RIGHTS	4
ARTICLE IV	COMPENSATION	4
ARTICLE V	HOURS OF WORK	7
ARTICLE VI	WORK LOADS AND ASSIGNMENTS	7
ARTICLE VII	PROMOTIONS, TRANSFERS & VACANCIES	7
ARTICLE VIII	DISCHARGE AND SUSPENSION	8
ARTICLE IX	RESIGNATION	8
ARTICLE X	LEAVE OF ABSENCE	8
ARTICLE XI	VACATIONS	10
ARTICLE XII	DEDUCTIONS	10
ARTICLE XIII	GRIEVANCE PROCEDURE	10
ARTICLE XIV	MISCELLANEOUS PROVISIONS	11
ARTICLE XV	WAIVER CLAUSE	11
SALARY SCHEDULE A		11
SECRETARIAL/CLERICAL SALARY SCHEDULE		12
DURATION OF AGREEMENT		12

**RUDYARD AREA SCHOOLS
CLERICAL AGREEMENT**

This AGREEMENT is entered into the first day of July 2006 by and between the Board of Education of the Rudyard Area School District, hereinafter called the BOARD and the Rudyard Area Schools Secretarial and Clerical Association, hereinafter called the ASSOCIATION.

WITNESSETH

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

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

ARTICLE I RECOGNITION

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

ARTICLE II EMPLOYEE' RIGHTS

- A. BOARD hereby agrees that clerical personnel as defined in Article I shall have the right to organize, join, and support the ASSOCIATION for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The BOARD agrees that it will not directly or indirectly discourage or deprive or coerce any clerical employee in the enjoyment of any right conferred by said Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any clerical employee with respect of hours, wages, or any terms or conditions of employment by reason of his or her membership in the ASSOCIATION, the participation in any activities of the ASSOCIATION in collective negotiations with the BOARD, or her institution of any grievance, complaint or proceeding under this agreement.
- B. The BOARD specifically recognizes the right of its employees appropriately to invoke the assistance of the State Labor Mediation Board.
- C. The ASSOCIATION and its members shall have the right to use school facilities during the normal time that the school is open for meetings with such use to be cleared through the principal of the building involved and providing it is not during the regular working hours of the clerical staff. Established media of communications, local telephone calls, and inter-school mail shall be made available to the ASSOCIATION and its members for ASSOCIATION business. It shall be clearly understood that none of the above facilities shall be used for posting or transmitting material of a political nature, supporting a political party or candidate, or a political issue.
- D. The BOARD agrees to furnish to the ASSOCIATION in response to reasonable requests from time to time all the available information concerning the financial resources of the district, tentative budgetary requirements and allocations and such other information as will assist the ASSOCIATION in developing intelligent, accurate, informed and constructive programs on behalf of the clerical personnel, together, with information which may be necessary for the ASSOCIATION to process any grievances or complaint insofar as it does not invade upon the privacy of the personnel files.

- E. Whenever an employee is scheduled during working hours to participate in non-traditional working environments, he/she shall suffer no loss of pay, and when necessary, substitute service shall be provided.
- F. The parties agree to meet for the purpose of discussing items of mutual interest and concern. Such conferences shall be between at least two (2) representatives of the ASSOCIATION and two (2) representatives of management. One member of management's team may be a BOARD member. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the conference shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. Conferences shall be held at a mutually agreeable time.

ARTICLE III MANAGEMENT RIGHTS

- A. The BOARD, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including, but without limiting the generality of the foregoing; the right:
 - 1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during working hours. The BOARD agrees that actions and activities outside of working hours is their concern only when such actions include moral turpitude or actions that reflect on the good name of the schools.
 - 2. To hire all employees and to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.
 - 3. To make the decision as to which clerical staff members shall be retained in the event that a reduction in personnel becomes necessary due to decreased enrollment, financial necessity, or elimination of any clerical position. Seniority, ability, training and job requirements shall be taken into account. However, none of these factors shall be binding on the decision of the BOARD.
 - 4. In the event of an increase in clerical staff, those people whose positions have been eliminated will be given the first consideration in filling the position. Seniority, ability, training and job requirements shall be taken into account. The file of those that have been eliminated in Paragraph 3, shall be kept active for a period of three (3) years, and if employed elsewhere during this period, it shall not affect re-employment by Rudyard Area Schools. It is the responsibility of the clerk to keep an updated address in the Central Office. If a position is open, the next eligible person will be notified by certified mail and must respond within ten (10) days.
 - 5. To determine the working hours, duties, responsibilities and assignment of clerical staff members and the terms and conditions of employment.
 - 6. To require secretarial and clerical help to obtain a mental and physical examination, within thirty (30) days, at BOARD expense, when there exists a reasonable doubt as to his/her effectiveness due to health problems. The examining physician or physicians to be designated by the BOARD. The results of the examination are to be filed with the BOARD for action as to retention or forced leave of absence. If the secretary or clerk is not satisfied with the results of the first examination, she/he may request an examination from a second physician at her/his expense. The physician for the second examination shall be selected by the ASSOCIATION. The results of the examination are to be filed with the BOARD for their action. If the clerk or secretary refuses BOARD recommended examination by the appropriate physician, the decision of the BOARD concerning leave or retirement shall be final.

ARTICLE IV COMPENSATION

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

B. Overtime in excess of the regular hours in any one day, or outside regularly established working hours, or on weekends or holidays shall be paid for at the rate of 1½ times regular rate of pay. Such overtime may be taken as comp time in lieu of overtime pay and may be accumulated until the end of the current school year. If comp time is not taken, the employee will be paid for the accumulated overtime at 1½ times their current hourly rate.

C. No overtime shall be worked by any clerical employee without prior authorization by the supervisor to whom they are normally responsible, on the form provided for this purpose.

D. The following are days which are not worked by clerical staff members shall considered as paid days:

Labor Day
Thanksgiving Holidays
"Winter Break" Day
Easter and/or Spring Holidays- according to the school calendar
Christmas Day
New Years Day
Memorial Day

Thanksgiving vacation will be defined as beginning at the staff dismissal time the Wednesday before Thanksgiving.

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

F. Clerical staff members, who fall under Class I, II, or III, will not be required to work during Christmas vacation as established by the school calendar, nor will they be paid for these days. Any clerical employee in these three classifications who is requested to work during the Christmas vacation will be paid at their regular established rate for those days worked. Only those clerical staff members approved by the Administration will work during any vacation period.

G. On days when school is not in session due to storms no clerical personnel shall be required to report to work and the day shall be a paid day. Clerical personnel who are requested by their immediate supervisor to report to work will receive time and one-half for the time worked.

When the school district is required to extend the school year or change the current calendar in order to receive state aid because of days lost due to weather conditions, the clerical personnel will work on these make-up days with no additional compensation. The school district and teachers' Association will determine the make-up date(s). If vacation days are used as "make-up days", the clerical personnel will receive a day's pay or a day off.

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

I. The BOARD shall provided, without cost to the employee, a health insurance program that has equivalent protection to the program provided in the 2005-06 school year for a full 12 month period for the employee's entire family with no interruption of coverage. When the husband and wife are both employed by the BOARD, either one may choose to carry health insurance and the other is not eligible for the "in lieu of" monies. The Board of Education maintains the right to determine the insurance carrier.

These benefits and policy are effective on September 1, 2006.

1. Coverage shall start as of October 1 and continue for a period of one (1) calendar year, when the clerk is employed full time for a period of the year required by the position.
 2. When a clerk is employed less than full time, is on non-reimbursed leave, or works only part of a year, her insurance shall be pro-rated.
 3. A single person shall receive up to the amount of a single subscriber's rate.
 4. Clerks shall be responsible for applying for this benefit on forms provided prior to October 1st or within 30 days following date of employment. Any clerk who does not return the form by the above date shall not receive coverage until the next re-opening date of the policy and shall forfeit their monthly entitlement for insurance for those months which were missed.
 5. Those persons not requesting health insurance shall receive the amount of \$3,000.00 in cash or \$3,000.00 placed in an annuity. The payment for "in lieu of" health insurance will be pro-rated if an employee works less than full time and will not be paid for an employee working less than 4 hours per day. For the duration of the agreement, the Secretarial/Clerical group will receive any increase in "in lieu of" monies granted to other bargaining groups.
 6. The BOARD will reimburse up to \$100 for orthopedic shoe inserts for one set of inserts, per member, per year.
- J. The BOARD shall provide a dental program equivalent to the program provided in the 2005-06 school year to all full-time employees of the bargaining unit and their dependents with the BOARD retaining the right to determine the carrier. Employees who do not take dental insurance shall forfeit the benefit. Dental coverage is subjected to the following conditions:
1. Coverage shall start as of October 1 and continue for a period of one (1) calendar year, when the clerk is employed full time for the period on the year required for the position.
 2. When a clerk is employed less than full time, is on non-reimbursable leave, or works only part of the year, her insurance shall be pro-rated.
 3. Clerks shall be responsible for applying for this benefit on forms provided prior to October 1st or within thirty (30) days following date of employment. Any clerk who does not return the form by the above date shall not receive coverage until the next re-opening date of the policy and shall forfeit their monthly entitlement for insurance for those months which were missed.
- K. The BOARD shall provide a vision program equivalent to the program provided in the 2005-06 school year to all full-time employees of the bargaining unit and their dependents with the BOARD retaining the right to determine the carrier. Employees who do not take vision insurance shall forfeit the benefit.
- L. The BOARD shall provide each secretarial/clerical employee with long-term disability insurance. Benefits would begin upon termination of the employee's sick leave and in accordance with the Long Term Disability Insurance Policy in effect for the 2005-06 school year, and will include the following features:
1. Monthly maximum of \$2000.00
 2. No exclusion of mental and nervous conditions.
 3. No exclusive of alcoholism or drug addiction.
 4. Social security freeze.
 5. Rehabilitation clause.
 6. Full family social security offset.
 7. No pre-existing condition or waiting period.
 8. Maternity benefits covered as any illness.
 9. Two (2) year own occupation clause.
 10. Three (3) month waiting period for recurrent disability or any new disability occurring in the same year, after an employee has returned to active employment.
- M. The BOARD shall provide Life Insurance in the sum of \$30,000 with AD & D for each member.

ARTICLE V HOURS OF WORK

- A. The normal work day, stating scheduled hours worked daily, will be determined when the salary schedule is drawn up and will be so stated in said Schedule A, except for Friday when dismissal shall be thirty (30) minutes prior to regular time.
- B. All clerical personnel shall be entitled to a duty-free uninterrupted lunch period of thirty (30) minutes and will be required to take such.
- C. Clerical personnel will be provided a fifteen-minute (15) relief time in the morning and in the afternoon as indicated in their duty schedule.
- D. It shall be the responsibility of the clerical staffing each school office to have the outgoing mail to the Central Office prior to ten (10) minutes before normal dismissal time each day.
- E. All new employees shall be on probation for a period of 180 days and right to release such probationary employees shall be vested exclusively in the employer regardless of other provisions of this Agreement. Anniversary date of hire will be retroactive to the beginning of the 180 day period.

ARTICLE VI WORK LOADS AND ASSIGNMENTS

- A. The BOARD shall take reasonable measures to regulate work assignments and work loads within each classification.
- B. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, height, weight, or marital status, or membership in or association with the activities of any employee organization.
- C. It should be expressly understood that clerical staff members shall not handle any discipline problems.

ARTICLE VII PROMOTIONS, TRANSFER & VACANCIES

- A. A vacancy shall be defined as any bargaining unit position newly created or not currently filled. Any bargaining unit member may apply for a posted vacancy. The posting will include:
 - 1. Type of work
 - 2. Location of work
 - 3. Starting date
 - 4. Rate of pay
 - 5. Hours to be worked
 - 6. Job description
 - 7. Minimum requirements
- B. In the event of a vacancy or the creation of a new clerical position, the superintendent will give due consideration in filling a vacancy or new position to all present clerical staff. This applies to any clerical/office position either in or out of the Clerical/Secretarial Association (i.e. payroll clerk, etc. in the Administrative Office). Factors such as ability, training, and job requirements will be considered in this selection of persons to fill vacancies. The secretary of the Association shall be notified of such vacancies or new position five working days before any external posting. Any clerical employee desirous of consideration for such transfer may place on file with the superintendent a statement indicating an interest in transfer within five (5) days after notice to the Association's secretary.

- C. Current members of the Rudyard Area Schools Secretarial and Clerical Association employed in Class I, II, or III who change positions within these three classifications, will retain their current experience and salary step.
- D. Those employees in Class I, II, III would retain their current salary for a probationary period of ninety (90) days.
- E. Cross training opportunities shall be posted per Article VII A & B with the rate of compensation to be paid at the same step, new class. In the event that a secretary is requested "fill in" and there is a difference in pay classifications the fill in employee will receive the higher rate after 5 consecutive full item days, paid retroactive.

- F. If a member of the Association or the Superintendent feels that any job has changed enough to warrant re-classification to another pay scale the following procedure will be followed:
 A request in writing will be forwarded to the Superintendent and the Association Secretary. A meeting with the employee and up to two members of the Association will be held with the Superintendent. The meeting must be held within 20 days of receipt of the request.

A recommendation of the Superintendent will be forwarded to the Association Secretary and the employee within 20 days of the meeting.

All decisions may be appealed to the Board Personnel Committee. The decision of that committee is final.

If a re-classification takes place it will be retroactive to the date the employee dated their request.

ARTICLE VIII DISCHARGE AND SUSPENSION

- A. An employee discharged or suspended who considers such discharge or suspension without good cause may present a grievance within ten (10) days of such action as provided in Article XIII. Excluded from this provision shall be an employee who is released from employment due to reduction in personnel.
- B. Any discharge or suspension not questioned in writing within ten (10) days of such action shall be considered final.
- C. If any clerical employee, for who a grievance is sustained shall be found to have been unjustly discharged, she shall be reinstated with full reimbursement of all compensation lost.

ARTICLE IX RESIGNATION

- A. Any clerical employee desiring to resign shall give notice in writing to the superintendent with a copy to her/his immediate supervisor at least two (2) weeks prior to termination of employment, unless unusual circumstances warrant a shorter length of time for such action.
- B. Any clerical employee who discontinues her/his service does not forfeit her/his right to earned vacation time up to that date.

ARTICLE X LEAVE OF ABSENCE

- A. Sick Leave- Clerical employees will be granted thirteen (13) days sick leave per year, with unlimited accumulation for unused portion of each year's leave which shall be available in future

years. Such sick leave to be pro-rated for any employee who does not work the normal year for their position.


- B. Leave of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reasons:
1. Sick leave shall include: personal illness which makes it unwise for the employee to be at school; illness in the immediate family, and quarantine. Up to five (5) days sick leave will be granted for death in the immediate family when taken within ten (10) calendar days. *Immediate family is interpreted to mean: mother, father, spouse, parent of spouse, brother, sister, child, grandparents, or a dependent in the immediate household.*
 2. Three (3) days for the conduct of personal business. Employees shall request a personal business day from their supervisor at least two (2) days in advance, except in case of emergency. Personal days shall not be accumulated from year to year. Days used for personal business shall be charged against the thirteen (13) day's sick leave granted per year.

- C. Jury duty & Subpoena- Staff called for Jury Duty shall be paid their full salary provided the employee, upon receiving money from the court, reimburses the BOARD any per diem rate for said jury duty. Any mileage payment shall be retained by the employee.

Court appearance as a witness in any case connected with staff employment or the school and involving no moral turpitude on the part of any employee, except in a case instituted by the staff member.

The above leave of absences will be made with pay not chargeable against the staff's allowance.

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

-  E. After seven (7) years service in the Rudyard Schools, a full time clerical employee, upon termination of service, shall receive \$20.00 per day of accumulated sick leave to a maximum of 65 days.

- F. Any clerical staff member absent from work because of mumps, scarlet fever, measles. Chicken pox, pink eye, head lice, scabies, or mononucleosis shall suffer no loss of compensation and shall not be charged sick leave when proof of such illness is shown by a doctor's statement, up to a period ten (10) school days.

- G. Any clerical employee whose personal illness extends beyond the period of compensation under A and B shall be granted a leave of absence without pay for such time as is necessary to completely recover from such illness in accordance with the Family Medical Leave Act (FMLA). Such leave is to be requested in writing within one (1) calendar month of the first day lost because of illness. A note written on letterhead, by the employee's physician, is required. Upon return from leave, a clerical employee shall be assigned to the same or similar position. Employees on such leave of absence shall be given the benefit of the increment which would have been credited to them had they remained in active service in the school system.

- H. On those days of actual disability due to pregnancy, childbirth, or a medical condition related to pregnancy or childbirth where the employee is prevented from performing duties as verified by a physician, the employee must be allowed to use accumulated sick leave days. If an employee does not have sufficient sick leave accumulated to cover the days of disability due to pregnancy, she would be entitled to unpaid leave until recovered from disability to the same extent an employee would be entitled to unpaid leave for any other disability when sick leave is exhausted.

If an employee desires an unpaid leave of absence, she shall notify the superintendent of her condition in writing during the fourth month of pregnancy. Her request for leave shall stipulate the expected date of delivery, the requested date on which the leave is to start, and the requested date of termination of leave. This request for leave shall be accompanied by a written statement from her doctor indicating her ability to continue to work until the requested date of leave before delivery. In no instance shall this request for leave exceed a period of one year. Prior to returning from pregnancy leave, the clerk shall present a written statement from her doctor indicating her ability to resume work.

- I. Earned seniority shall not be lost by medical or pregnancy leave. No seniority or sick leave will be accumulated during their leave of absence. In no instance shall this leave exceed a period of one year.
- J. In the event that a secretarial/clerical employee has exhausted their sick leave due to unexpected illness, each clerical staff member may donate a maximum of five (5) days sick leave on a voluntary basis. Any donation must have prior approval of a committee of clerical and administrative representatives.

ARTICLE XI VACATIONS

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

ARTICLE XII DEDUCTIONS

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

ARTICLE XIII GRIEVANCE PROCEDURE

- A. Definitions
 - 1. A grievance shall mean a complaint by the employee in the bargaining unit that there has been a violation of one or more of the provision of this Agreement.
 - 2. The term "days" when used in this section shall, except where otherwise indicated, mean working days.
- B. Adjustment of Grievances:
Grievances of employees within the bargaining unit shall be presented in the following manner:
 - 1. Level One: The employee with a grievance shall discuss the matter with her immediate supervisor or principal within ten (10) days of the occurrence with the object of resolving the matter informally, or the grievance shall be considered waived.
 - 2. Level Two: In the event that the employee is not satisfied with the disposition of her/his grievance at Level One, she/he shall, within five (5) days after the decision at Level One, file the grievance in writing with the Superintendent of Schools who shall issue a decision within five (5) days of receipt. The grievant may be accompanied by two members of the Association.
 - 3. Level Three: In the event the employee is not satisfied with the disposition of her/his grievance at Level Two, she/he shall, within five (5) days after the decision at Level Two, file the grievance in writing with the BOARD. Within five (5) days after the next regular

meeting of the BOARD from receipt of the grievance, the BOARD shall act upon the grievance. The grievant may be accompanied by two (2) members of the Association.

4. Level Four: In case the BOARD and the employee are unable to reach a decision, either party has the right to invoke the mediation machinery of the State Labor Mediation Board. Any cost of arbitration by the Labor Mediation Board or arbitrators to be borne equally by the ASSOCIATION and the BOARD. Any decision by the State Labor Mediation Board shall not be binding on either party.

ARTICLE XIV MISCELLANEOUS PROVISIONS

- A. This agreement shall supersede any rules, regulations, or practices of the BOARD which shall be contrary to or inconsistent with terms contained in any individual contracts heretofore in effect. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the BOARD.
- B. Copies of this Agreement shall be printed at the expense of the BOARD and presented to all clerical personnel now employed or hereafter employed by the BOARD.
- C. The ASSOCIATION and the BOARD recognizes that it is necessary to employ temporary clerical employees at times. A temporary employee shall be defined as one who is hired for a specific project or a specific time without intent on the part of the BOARD to re-employ her after the temporary job is completed.
- D. The Secretarial-Clerical Association will be given an opportunity to review and provide input on the proposed annual school calendar prior to its final determination.
- E. All Secretarial-Clerical employees will be evaluated on an annual basis, based on the applicable job description for their position.

ARTICLE XV WAIVER CLAUSE

- A. If any provision of this Agreement or any application of the Agreement to any clerical employee or group of clerical employees shall be found to be 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.

SALARY SCHEDULE A

1. One clerk from each area, if regularly assigned the duties of calling substitutes (before regular working hours), shall be paid \$10.00 per week in addition to her other compensations.
2. Clerical employees in Class I, II, and III will work a 37 ½ hour week with the normal working day being from 8:00 AM until 4:00 PM with one-half hour for lunch. Daily working hours may be changed to conform with the efficiency of the office operations.
3. The length of employment for the year for Class I, II, and III varies with the individual employee, depending on the amount of work to be done. The time of employment prior to school opening and after school closes is to be determined by the principal or supervisor in each office.
4. Class I, II and III employees will have 26 equal pays to coincide with the teacher pay days:

5. All newly hired secretaries, clerks or office aides will serve their first six months on probation. Any prior experience will be evaluated by the superintendent and she/he may be placed at any point on the salary scale up to the fifth year step.

SECRETARIAL SALARY SCHEDULE

2006-2009

STEP	PAY YEAR	INDEX	CLASS I Clerical Aide	CLASS II Library Clerk	CLASS III Secretaries
Base			\$8.21	\$9.28	\$9.54
1	1	1.07	\$8.78	\$9.93	\$10.21
2	2	1.14	\$9.36	\$10.58	\$10.87
3	3	1.21	\$9.94	\$11.23	\$11.55
4	4	1.28	\$10.51	\$11.87	\$12.22
5	5	1.35	\$11.09	\$12.53	\$12.88
6	6	1.42	\$11.66	\$13.18	\$13.55
7	7	1.49	\$12.24	\$13.82	\$14.22
8	8	1.56	\$12.81	\$14.48	\$14.88
9	9	1.59	\$13.06	\$14.75	\$15.18
10	10	1.62	\$13.31	\$15.04	\$15.46
11	11	1.66	\$13.63	\$15.44	\$15.84

This schedule will be modified, for any years that this contract is in effect (July 1, 2006-June 30, 2009), to reflect the same raises that the BOARD may give other bargaining groups.

CLASS I Clerical Aide

CLASS II Library Clerk

CLASS III Secretaries

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2006 and continue to be in effect until June 30, 2009. This Agreement will not be extended orally, and it is expressly understood that it shall expire on the date indicated.

RUDYARD AREA SCHOOL
BOARD OF EDUCATION

RUDYARD AREA SCHOOL
SECRETARIAL/CLERICAL ASSN

DATE: _____

DATE: _____