

AGREEMENT BETWEEN
THE CLIO AREA SCHOOLS BOARD OF EDUCATION
AND
THE CLIO AREA SCHOOLS
ADMINISTRATIVE SECRETARY ASSOCIATION
2023-2026

July 1, 2023

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**ARTICLE I
RECOGNITION**

The Board hereby recognizes the Clio Area Schools Administrative Secretary Association, hereafter referred to as “Administrative Secretary”, as the exclusive bargaining representative for all full time administrative secretaries who are employed by the Board, and such other positions as may be mutually agreed upon between the parties, but excluding all other positions.

**ARTICLE II
WORK YEAR**

A. Classifications

Classifications	Title/Position	Working Day	Days	Total Hours
Classification I	Special Education	7.5 hours/day – School year 7 hours – Additional days	214 days 186 days 19 additional days 9 Holidays	1,595.5 hours
Classification II	Community HS/ Community Education	8 hours/day – School year 7 hours – Outside of the School Year	249 days 10 Holidays Total 9 during school year 1 outside school year	Varies based on School Year calendar
Classification III	Operations/Transportation	8 hours per day	249 days 10 Holidays Total	1992 hours
Classification IV	Personnel/District Coordinator Curriculum/Instruction Accounts Payable/Benefits Payroll	8 hours per day	249 days 10 Holidays Total	1992 hours
Classification V	Superintendent	8 hours per day	249 days 10 Holidays Total	1992 hours

B. Administrative Secretaries Group Definitions

1. The following Administrative Secretaries will be considered year round employees: Community HS/Community Ed Secretary, Operations/Transportation Secretary, Personnel/Accounts Receivable Secretary, Curriculum/Instruction Secretary, Accounts Payable/Benefits Secretary.
2. Administrative Secretaries not required to work year round: Special Education Secretary.

C. Paid Holidays

1. Year-round Administrative Secretaries shall receive pay for the following holidays:
 - Fourth of July
 - Labor Day
 - Thanksgiving
 - Friday after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - New Year's Day
 - Good Friday
 - Memorial Day
2. Non year-round Administrative Secretaries shall receive pay for the holidays listed above except for the Fourth of July.
3. If a paid holiday falls on a Saturday or Sunday, the Administrative Secretary will be able to observe the holiday on the Friday preceding or the Monday following the holiday or an alternative day that falls within the holiday break period.
4. Administrative Secretaries shall not be required to work during the student school year on days administrators are not required to work.

D. School Closing

If school is canceled due to inclement weather, Administrative Secretaries are not required to work unless directed to do so by the Superintendent.

E. Vacation

1. Year round Administrative Secretaries shall have the following vacation time accrual based on years of service to the district:

0-1 Years	5 Days
2-5 Years	10 Days
6-19 Years	15 Days
20+ Years	20 Days
2. All vacation days are subject to approval by their direct supervisor.
3. Administrative Secretaries must use all vacation time in the year it is earned unless a deviation is approved in writing by the Superintendent. No more than 20 days of vacation will be paid at retirement.
4. Administrative Secretaries are not required to work during any other school vacations.

**ARTICLE III
COMPENSATION**

A. Wages

2023-2024

Classifications	Year 1	Year 2	Year 3
Classification I	18.21	18.47	18.73
Classification II	18.21	18.47	18.73
Classification III	18.21	18.47	18.73
Classification IV	22.96	23.21	23.46
Classification V	24.93	25.18	25.44

*Administrative secretaries will receive a 1% raise for the 2023-2024 school year and will be eligible for the \$1000 value added/evaluation stipend. The parties agree to open the contract for the purpose of economic negotiations for the 2024-2025 and 2025-2026 school year.

1. Work experience in the District or out of the District will be evaluated to determine placement on the above salary schedule by step and classification.
2. The yearly salary will be determined by multiplying the employee's hourly rate by the yearly hours.
3. The Board of Education reserves the right to review salary as employee turnover creates vacancies.

B. Longevity

1. For the purposes of longevity pay, credit shall be given for service with the District in any capacity. Administrative Secretaries will be eligible for longevity pay in accordance with the following schedule:

10–15 years	\$650
16–20 years	\$750
21-25 years	\$850
26+ years	\$1,050

2. Longevity pay will be based on the number of years of service as of the end of the school year.
3. Payment will be made by June 30th.

C. Pay of Unused Sick Days

Administrative Secretaries will receive twenty (\$20) dollars for each unused sick day at time of retirement from the Clio Area Schools. Payment will be made during the last active payroll. In the event of an Administrative Secretary's death, while in the employment of the Board of Education, any unused sick time will be paid to the Administrative Secretary's beneficiary at the rate of \$20 per day. Employees must meet Office of Retirement Services criteria for full retirement at separation in order to qualify for the payment.

D. Perfect Attendance

Administrative Secretaries who do not use any sick leave, business days, or have any unpaid days shall receive the following stipend at the end of each work year: \$900

**ARTICLE IV
FRINGE BENEFITS**

Effective immediately upon date of hire, employees shall be eligible for the fringe benefits set forth in this Agreement.

The Board shall provide eligible employees with health, dental and vision insurance coverage. Employees who leave the employment of the Board shall lose all fringe benefits as of their last month worked. The Board shall continue to pay insurance premiums for three (3) full months beyond the exhaustion of their paid sick days when an employee is on disability leave.

Employees who are on an approved, unpaid leave of absence shall not be entitled to Board paid benefits. However, these employees may elect to continue the health, vision, dental, and life insurance by making arrangements through the Assistant Superintendent of Business and Operations' office on the basis that the employee pays the premium prior to the due date and that the arrangement is approved by the carrier. Those employees who are eligible for fringe benefits shall receive either:

A. Health Insurance

1. The District shall make available to all Administrative Secretaries the following health insurance plans (or equivalent):

MESSA ABC Plan 1

Deductible: \$1,500/\$3,000

This amount is set by the IRS and will adjust accordingly.

MESSA Choices

In-Network Deductible: \$500/\$1,000

Out-of-Network Deductible: \$1,000/\$2,000

2. Employer Contributions: The District will make contributions to the health insurance plan premiums as provided below.

MESSA ABC Plan 1

The District will contribute an amount equal to the annual "hard cap" limit, as

prescribed in MCL 15.563, and updated January 1" of each year. If the hard cap limit exceeds the annual health care premium, the District will contribute the difference into a Health Savings Account (HAS) for each eligible employee. All hard cap amounts apply per employee depending upon the coverage selected and not an aggregate of the hard cap amounts for all bargaining unit employees.

MESSA Choices

The District will contribute an amount equal to the annual "hard cap" limit, as prescribed in MCL 15.563, and updated January 1" of each year. All hard cap amounts apply per employee depending upon the coverage selected and not an aggregate of the hard cap amounts for all bargaining unit employees.

3. The District will pay toward such health insurance benefit, including any contributions made by the District to a health savings account for employees, no more than the annual payment limits permitted for such coverage category (single, two-person, and family) as may be adjusted by the State Treasurer pursuant to Section 3 of the Publicly Funded Health Insurance Contribution Act, MCL 15.563, as set forth in Section 2, or the premium amount for selected coverage, whichever is less.
4. Employees will pay premium contributions, if any, through payroll deductions, which will be taken in equal installments. Employees will be required to comply with applicable insurance policies and regulations.

B. Dental, Vision, Life, LTD Insurance

The District will pay the premium for the following fringe benefit plans:

1. Dental:
 - 80/80/80: (Class I, II, III) \$1,000 annual maximum
 - 80%: (Class IV) Lifetime maximum \$1,300
2. Vision:
 - Examination: \$85
 - Contacts: \$115
 - Eyeglass Frames: \$130
 - Eyeglass Lenses:
 - Single Vision: \$100
 - Bifocal: \$130
 - Trifocal: \$160
 - Lenticular: \$175
 - Eyeglass Lens Enhancements:
 - Rimless: \$30
 - Progressive: \$160
 - Tinted: \$125
 - Polarized: \$105
 - Polycarb: \$75/\$45
 - Antiglare: \$0, not covered

3. Life Insurance:
 Employees who select Health Insurance coverage:
 \$50,000 (AD&D) plus \$5,000 in health plan
4. Long-Term Disability:
 70%, \$4,500 maximum
 90 Calendar Days Modified Elimination Fill
 Freeze on Off-Sets
 Alcoholism/Drug Addiction (same as other illness)
 Mental/Nervous (same as other illness)
 COLA 5%
 10% Minimum Benefit

C. Cash Option

1. Employees who do not receive Health Insurance, as described in Paragraph A above, shall receive a cash option in lieu of Health Insurance coverage.
2. The Cash Option shall be \$225 per month (\$2,700 per year).

**ARTICLE V
LEAVES**

A. FMLA

1. An employee may request a leave under the Family Medical Leave Act. Details for taking this leave will be printed in each building staff handbook and posted in each building lounge. Details may also be obtained from the business office or at the government website, www.dol.gov/dol/esa/fmla.htm.

FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

1. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.
2. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees.
3. Unpaid leave must be granted for any of the following reasons:
 - i. To care for the employee's child after birth, or placement for adoption or foster care; To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - ii. For a serious health condition that makes the employee unable to perform the employee's job.

For additional information contact the Business Office or the U.S. Government, Department of Labor, Wage and Hour Division.

B. Paid Sick Leave

Administrative Secretaries shall be granted sick days annually in accordance with the following schedule:

1. 12 days for year round Administrative Secretaries
2. 10 days for all other Administrative Secretaries

C. Personal Business Leave

1. Four (4) of the annual sick days per year may be used as Personal Business days.
2. Personal Business days must be approved in advance by the employee's direct supervisor and the Superintendent.
3. Days not used will rollover as sick days.

D. Bereavement Leave

1. Administrative Secretaries are entitled to up to a maximum of five (5) days per death of bereavement leave for deaths of the employee's: spouse, child, stepchild, mother, father, stepparents, grandchildren, grandparents, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law.
2. Bereavement days may only be used at the time of death or memorial service.

**ARTICLE VI
EVALUATION**

1. The Board and the Association agree that the primary function of evaluation is the improvement of job performance. To that end, the parties agree to the following process:
 - a. The evaluations shall be conducted by the supervisor to whom the employee is assigned. The person conducting the evaluation shall be knowledgeable about the duties of the person being evaluated and shall not be a member of the bargaining unit.
 - b. All evaluations shall be completed on the form labeled "Appendix A."
 - c. Evaluations of regular employees may take place at least once annually.
 - d. All monitoring or observation of the work of an employee shall be conducted openly and with full knowledge of the employee.
 - e. When an evaluation has been completed, the supervisor shall meet with the employee to discuss same within ten (10) days.
 - f. A copy of the written evaluation will be placed in the employee's personnel file. It shall be signed by both the evaluator and the employee. The signature of the employee does not imply agreement with the evaluation.
2. Employees shall have the right, upon request, to review the contents of their personnel file.