

ORIGINAL

MASTER AGREEMENT

BETWEEN THE

**LAKE FENTON
BOARD OF EDUCATION**

AND THE

**LAKE FENTON
SECRETARIAL ASSOCIATION
EMPLOYEES**

25200
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LFSA
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2003-07

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ARTICLE I - AGREEMENT

The purpose of this Agreement is to set forth wages, hours, and working conditions and to promote orderly and peaceful employee relations for the mutual interest of the employees and the Board of Education.

ARTICLE II - RECOGNITION

- A. The Board of Education recognizes the Lake Fenton School Secretarial Association as the exclusive bargaining representative of the regular full-time employees who hold operational assignments in the areas of secretarial, clerical and paraprofessional services, excluding Central Office Personnel and all other school employees. The classification of a non-mandated health care aide will not be included in this bargaining unit.
1. The term "full time employee" means one who works at least forty (40) weeks per year and at least six (6) hours per day or thirty (30) hours per week.
 2. Part-time employees and substitutes are not entitled to fringe benefits, and they are not covered by this Agreement except for pay rate purposes.
 3. Any decisions that are made concerning contract interpretation between the Administration and the L.F.S.S.A. shall be in writing, a copy of which shall be forwarded to the Executive Committee Representative in accordance with the By-laws of the L.F.S.S.A.
 4. When any clerical, paraprofessional or secretarial position is filled by the Lake Fenton Administration on a permanent basis, the L.F.S.S.A. Executive Committee Representative will be notified in writing within three (3) working days.
- B. The Board and the Association agree that all information received by members of the Association during the working day is confidential material.
- C. The Board, Superintendent, Principals or other Administrative Executive Personnel shall provide that the employee receive the necessary information in regard to policies, rules, regulations and duties that are pertinent to the job and should be provided with the necessary equipment to do the job.
- D. Definition of job classifications:

PARAPROFESSIONAL:

Paraprofessional is a person who works with small groups of children or on a one to one basis in a classroom under the direction of a teacher. He/She may be assigned to other areas of work if training, experience, qualifications, etc., meet the needs of the task. He/She must have additional training and/or several years experience working in the area assigned.

CLERK:

A Clerk is a person who works under supervision (sometimes with groups of children) doing a job that requires some office duties such as filing, typing, etc., e.g. Office Clerk, or Library Clerk (duties described in original performance responsibilities).

SECRETARY:

A Secretary is a person who works for a supervisor with duties such as computer work; typing correspondence, reports, and memos; bookkeeping, etc.

ARTICLE III - WORKING HOURS

The normal work day for all employees covered by this Agreement shall be up to eight (8) hours per day, Monday through Friday. Summer hours begin after the last teacher workday of the current school year and end the day before the first teacher workday of the new school year.

- A. SNOW DAYS - Employees must work (at no additional pay) on the official make-up day(s) or suffer a per diem loss of pay. Snow days will coincide with the teacher's contract. However, if an administrator requests an employee to work, the employee will be allowed time off with pay at a future date agreeable to both the employee and administrator.
- B. Each employee shall be entitled to a thirty (30) minute duty free lunch period and a fifteen (15) minute break during each half day.
- C. Number of weeks worked will be determined by Administration. If Administration needs a 40 week or more employee to work during the summer, the employee will be notified of the summer work assignment by April 1. Summer work will be compensated at the employee's regular hourly wage. Employees who have been notified of a summer work assignment but who desire the summer off, may be excused if a mutually agreeable replacement is found by May 1. If the mutually agreed substitute is of a different classification, the rate of pay will be determined by Administration. If a mutually agreeable replacement is not found by May 1, the employee must work. It is the responsibility of the employee to find a qualified candidate.

ARTICLE IV - COMPENSATION

- A. The salaries of employees covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.
- B. Overtime worked at the request of the immediate supervisor beyond 40 hours shall be paid at the rate of time and one-half of the regular rate or the employee will be given time off with pay in the amount of one and one-half times the hours actually worked.
- C. The following days shall be classified as paid holidays:
 Christmas Eve Good Friday

Christmas Day	Memorial Day
New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Mid-Winter Break (1 day)	Friday after Thanksgiving

- D. If a paid holiday falls during a vacation period, it will not count as a vacation day, and one (1) day may be added to the employee's vacation time.
- E. Secretaries, Clerks and Paraprofessionals will be paid on an hourly basis for the actual days worked from the first work week through the last week of their work year on a bi-weekly basis.
- F. An employee engaged during the working day in negotiations on behalf of the L.F.S.S.A. with any representative of the board or participating in any grievance negotiations shall be released from regular duties without loss of salary.
- G. Each employee, at the discretion of the Board of Education, is eligible to attend conferences, workshops, etc., pertaining to his/her job and be reimbursed his/her mileage, meals, registration, and housing.
- H. Funeral Leaves - An employee may use one (1) day from their sick days for the death of a relative outside of their immediate family. An employee may use up to five (5) days from their sick days for each death in their immediate family.
- Immediate family includes: husband, wife, son, daughter, mother, father, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, and stepchildren.
- I. Mileage - All employees covered by this Agreement will receive compensation for business related travel at the IRS allowable rate.
- J. WINTER BREAK DAYS - One day will be considered a holiday. Anything in excess of one day will not be a "work" day unless school is held to make up a snow day which will then mean all L.F.S.S.A. employees shall work their regular shift. However, buildings will be open for those who want to work. Note: If the current law regarding snow days is amended or revoked, automatically this clause reverts to the language in the contract covering snow days (ARTICLE III - A).
- K. During the duration of this agreement, association members with 11 - 15 years of service will receive \$125 longevity pay yearly. Association members with 16 - 20 years of service will receive \$225 longevity pay yearly. Association members with 21 - and up years of service will receive \$325 longevity pay yearly.
- L. Beginning in the year 2004-05, and continuing through the length of this contract, the Board agrees to reimburse employees up to a maximum of \$300 for successful completion of educational courses pertinent to the employees' position. All coursework must be approved by the Superintendent prior to course registration.

ARTICLE V - VACATIONS

Eligible employees have the right to choose the time of their vacations with the approval of their supervisor. Vacation time will not be accumulated. It must be taken or lost.

- A. Employees working 40 or more weeks shall receive paid vacation as follows:
1. One (1) week for employees after one (1) year in the unit.
 2. Two (2) weeks for employees after five (5) years experience in the unit.
 3. Any employee hired after the official starting date of a school year will accrue vacation days on a pro-rated basis, earning one (1) day for every two months worked.
 4. Winter Recess, Spring Break, or days following the normal work year will be used for vacation days.
- B.
1. Vacations for employees will be paid on the basis of the hours per week the employee worked during the year the vacation was earned.
 2. An employee working five consecutive summers will be eligible for one additional week of vacation
 3. An employee working fifteen consecutive summers will be eligible for one additional week of vacation, not to exceed four total weeks.
- C. Requests for vacation days during the school year will be considered.
- D. Vacation eligibility is based upon the school's fiscal year, which runs from July 1 to June 30th. Unused vacation days will not be accruable from year to year.

ARTICLE VI - VACANCIES AND NEW POSITIONS

- A. In the event of a vacancy or a new position in the clerical, para-professional or secretarial area, the Superintendent's Office will post the position for seven (7) business days. Also, the L.F.S.S.A. Chairperson will be notified in writing of the vacancy or new clerical position. Any employee covered by this Agreement may apply in writing for the position and have a personal interview upon request. Consideration will be given to each applicant. If, in the judgment of the Administration, a qualified candidate is not available in the system, the Administration reserves the right to hire from outside the system.
- B. Upon consultation with the Association, a new employee may be considered for and placed on 2nd step (Clerical-Paraprofessional) or 3rd step (Secretarial) if his/her

qualifications and experience warrant such consideration. New employees will be on a probationary status for a period of ninety (90) days (excluding Winter Recess and Spring Break) and will not be eligible for fringe benefits during this time.

- C. The probationary employee shall be notified in writing by the Administration at the end of the probationary period. The evaluation of work and status as an employee shall be made at that time.
- D. After a permanent employee has been hired, the L.F.S.S.A. Chairperson will be notified in writing the name of the employee, the classification, and what salary step the employee is to be paid.
- E. If an existing position is to be reclassified, the L.F.S.S.A. Chairperson will be notified in writing. This reclassified position then will be treated as a new position. In the event of up-grading a position, all positions of the same classifications and similar responsibilities will be reviewed for possible reclassification.

ARTICLE VII - DISMISSAL AND TERMINATION PROCEDURE

- A. In the event an employee is dismissed for cause, the Administration shall notify the individual in writing as to the reason.
- B. An employee leaving the employment of the school system shall give a minimum of (2) two weeks notice of leaving, or else forfeit any benefits due.
- C. Payment of sick days - After ten (10) years of service in the unit, accumulated sick days, up to sixty (60) days, shall be paid \$25 per day upon terminating Lake Fenton Community Schools employment.

ARTICLE VIII - LEAVES OF ABSENCE

A. SICK DAYS

Employees covered by this contract shall be granted one (1) day sick leave per month worked plus one additional day per year. Month's work equals any month in which an employee is scheduled to work and/or draws pay for ten (10) days or more. Unused sick leave shall accrue to 105 days.

B. PERSONAL DAYS

The maximum of four (4) days sick leave may be used for personal business. Personal days must be to transact business, which cannot normally be handled outside school hours, such as medical and dental appointments. Application for personal leave must be made in writing stating the reason such absence, and request is subject to approval of the Administration. The request must be made three (3) days in advance of the requested day, except in the case of an emergency.

C. MEDICAL / CHILD CARE LEAVE

The Board may grant a leave of absence in accordance with the Family Medical Leave Act (FMLA). Beyond the twelve (12) week period, the leave, without pay or fringe benefits, may be extended at the discretion of the Board.

D. ILLNESS LEAVE

An employee may apply for a leave of absence if illness extends beyond the period compensated through sick leave and such leave may not exceed one (1) year. A leave of absence shall not be granted without a signed recommendation from a physician.

E. SPECIAL LEAVES OF ABSENCE (30 TO 90 DAYS)

Sometimes very extenuating circumstances prevail regarding employees which necessitate a short leave of absence of less than one (1) month, nor longer than three (3) months. The Board may grant such a leave after evaluating the petition. Should such a leave be granted, the employee retains only his/her seniority. All wages and benefits are excluded during this period of time, however, the employee may continue in his/her benefit coverage plans at his/her own expense subject to the terms of the carrier. Reinstatement to his/ her former position will be granted on return from such a leave.

ARTICLE IX - REDUCTION AND RECALL OF PERSONNEL

Seniority shall be computed on the basis of the employees hiring date into the bargaining unit or on the date of assuming a higher classification whichever is appropriate as outlined below.

- A. In any necessary reduction of the employees in this bargaining unit, which includes secretaries, clerks, and paraprofessional, employees with greater seniority within classification and meet the job description, shall be given priority over employees with less seniority in the same classification and meet job description. Employees shall not displace other employees from other classification within this bargaining unit.
- B. Employees to be laid off for an indefinite period of time shall receive two (2) weeks notice of layoff, in writing by the Board, whenever possible. The Association committee shall receive a list from the Board containing the names of employees to be laid off on the same date that the employee is notified. When an employee is on layoff, he/she will remain on the recall list equal to the length of active employment or up to the maximum of two (2) years.
- C. In the event recall of personnel occurs:
1. Employees in a lower classification or on layoff because of a reduction in personnel will be offered recall to their former classification.
 2. Employees who are laid off will then be offered recall to their former classification.
- D. Notice of recall shall be sent to the employee at his/her last known address by certified mail. Every employee shall be required to notify the board of his/her intent to return to work within the two (2) working days after receipt of the recall notice. If the employee fails to report for work within ten (10) working days from the date of the notice of recall,

he/she shall be considered terminated. Under extenuating circumstances, exceptions shall be made by mutual agreement, such as a phone call etc., to expedite acceptance of recall.

- E. If a position is reduced to less than 30 hours causing ineligibility for benefits, said employee may follow same procedures as for layoff as outlined above, regarding displacement of another employee with less seniority in that classification.

ARTICLE X - INSURANCE

- A. The Board shall provide a short-term disability program. The Board's cost of such program shall not exceed \$15.40 per month per qualifying employee. Any program selected and premium not covered by the above cost (\$15.40), the difference in premium will be covered by payroll deduction. The selection of the short-term disability carrier will be mutually agreed upon. Any savings will be distributed within the organization's contract in the cash option in lieu of this benefit.
- B. During the full term of this agreement, the employer will pay the full premium for the cost of a single subscriber toward Health Plus, or Blue Cross / Blue Shield. An employee with a two person or full family coverage must pay not more than \$50 per month for health insurance. The employer shall provide a cash option in lieu of health benefits to any employee not taking health coverage. The cash option will be: 2003-04 \$120 per month, 2004-05 \$125 per month, 2005-06 \$125 per month, and 2006-07 \$125 per month.
- C. The Board shall provide group term life insurance protection in the amount of Fifteen Thousand (\$15,000) Dollars that will be paid to the employee's designated beneficiary (AD & D included). For the 2006-07 school year, the amount of provided group term life insurance protection will increase to Twenty Thousand (\$20,000) dollars.
- D. The Board shall provide, without cost to the employee, the MESSA/DELTA Dental Plan Auto + with Orthodontic Rider 0-8, including internal and external coordination of benefits (CCB) or comparable for all employees of the bargaining unit and their eligible dependents. The employer shall provide cash option equal to the amount paid for dental coverage for any employee not taking dental coverage. If a self-insured program is implemented, the parties shall meet and determine mutually the amount of the annuity.
- E. The Board will contribute a maximum of \$60.00 per year per employee toward a mutually agreed upon vision care program.
- F. The Board will not make payments of premiums for any insurance for any employee while such employee is on a leave of absence of any kind beyond their accumulated sick days. All insurance premiums cease the month during which the employee ceases to be an employee.

ARTICLE XI - GRIEVANCE PROCEDURE

- A. **DEFINITION:**

1. A grievance shall mean a complaint by an employee in the bargaining unit that there has been a violation, misinterpretation, or inequitable application of specific provision of this Agreement to the employee.
2. As used in this Article, the term "employee" may mean a group of employees having the same grievance.

B. PROCEDURE:

1. An employee having a specific grievance may present it orally to his/her supervisor.
2. If the grievance is not settled orally, it shall be reduced to writing and presented to the employee's immediate supervisor within fifteen (15) working days of the act or condition that caused the alleged grievance. The employee shall specify the provision of the contract that is violated and the remedy requested.
3. The immediate supervisor will answer such grievance within five (5) working days from the date which it was filed in writing, unless extended by mutual agreement.
4. Unless appealed in writing to the next step within five (5) working days, such answer shall be final. If appealed the grievance shall be presented in writing to the Superintendent or his designated representative by the L.F.S.S.A. representative.
5. The Superintendent shall answer the grievance in writing within five (5) working days from the date of receipt of the appeal, unless extended by mutual agreement.
6. Unless appealed to the next step within five (5) working days, such answer shall be final.

Any appeal of a decision rendered by the Superintendent shall be presented to the Board, within five (5) working days, and the Board or its designated representative shall meet with the grievant and/or representative of L.F.S.S.A. in an effort to resolve the grievance.

8. The Board or its designated representative shall answer such grievance in writing within ten (10) working days from the date of conference and this answer shall be final.

ARTICLE XII - MISCELLANEOUS PROVISIONS

A. NO STRIKE

The L.F.S.S.A. and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The L.F.S.S.A. and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school system. The L.F.S.S.A. therefore agrees that its members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any member take part in any strike, slowdown or stoppage of work, boycott, picketing or any other interruption of activities in the school system. Failure or

See Superintendent

refusal on the part of any employee to comply with this Article shall be cause for immediate dismissal.

B. WAIVER CLAUSE

This Agreement incorporates the full thinking of the parties on negotiable subjects. No agreement, alteration, understanding or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Board, unless executed in writing between the parties and the same has been ratified by the Board and the L.F.S.S.A.

C. PAST PRACTICES

This agreement shall supersede any rules, regulations or past practices of the Board.

D. SAVINGS CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions 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.

E. COPIES


Copies of this Agreement shall be prepared at the expense of the Board and provided to all employees covered by this Agreement now employed or hereafter employed by the board.

ARTICLE XIII - DURATION - SIGNATURE PAGE

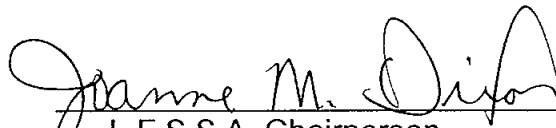
This agreement shall be in effect from July 1, 2003 through June 30, 2007

FOR THE LAKE FENTON
BOARD OF EDUCATION:

FOR THE LAKE FENTON
SECRETARIAL ASSOCIATION:



President



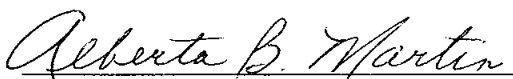
L.F.S.S.A. Chairperson



Vice President



L.F.S.S.A. Chairperson



Secretary



Treasurer

Date June 7, 2004

Date 6-7-04

SALARY SCHEDULE - SCHEDULE A
(HOURLY RATES)

<u>SECRETARIAL</u>	2003-04	2004-05	2005-2006	2006-07
STEP I	\$11.52	\$11.75	\$11.98	\$12.22
STEP II	\$11.78	\$12.02	\$12.26	\$12.50
STEP III	\$12.09	\$12.33	\$12.58	\$12.83
STEP IV	\$12.40	\$12.65	\$12.90	\$13.16
STEP V	\$12.69	\$12.94	\$13.20	\$13.47

<u>CLERICAL & PARAPROFESSIONAL</u>				
STEP I	\$ 9.92	\$10.12	\$10.33	\$10.53
STEP II	\$10.33	\$10.54	\$10.75	\$10.97
STEP III	\$10.63	\$10.84	\$11.06	\$11.28
STEP IV	\$10.92	\$11.14	\$11.37	\$11.59
STEP V	\$11.23	\$11.45	\$11.68	\$11.92

NOTES:

1. The full time Library Clerk in the high school will be paid an extra \$10.00 per day when the certified high school librarian is absent for the day, i.e. illness or conference. If the certified librarian absences extend for five consecutive work days or more, without a certified librarian substitute, the Library Clerk will receive an additional \$25 per day beginning on the sixth consecutive day of the absence. Beginning with the eleventh consecutive work-day and thereafter, without a certified librarian substitute, the Library Clerk will receive an additional \$40 per day.
2. Employees shall receive retro pay for all hours worked since 7-01-03. Said check shall have current state and federal deductions required by law.
3. Ratification of the above by the Association and the Board will result in settlement of all issues brought forth by both parties and in a new contract for 4 years, 7-01-2003 through 6-30-2007.

SECRETARIAL SENIORITY LIST

as of June 30, 2003

2002-2003

NAME	HIRE DATE	DATE FULL TIME EMP.	SENIORITY DATE	YEARS SERVICE	POSITION LOCATION
Deborah Grossmann	8-14-78	8-14-78	8-14-78	25	Secretary West Shore
Deborah Knuth	10-09-78	9-17-82	9-17-82	20 11/12	Secretary West Shore
Barbara Knutson	2-11-85	8-19-86	8-19-86	17	Secretary High School
Deborah Harris	9-01-82	8-26-86	8-26-86	17	Media Clerk High School
Deborah Krusina	9-07-76	11-07-88	11-07-88	14 7/12	Media Clerk Torrey Hill
Deborah Gallagher	9-14-81	2-21-89	2-21-89	14 5/12 Para-Pro	Computer Lab West Shore
Deborah Latham* ID OFF 6-30-00	2-05-90 RECALLED 1/16/01	2-05-90	2-05-90	12 11/12	Para-Pro West Shore
Deborah Dixon	12-01-88	8-24-92	8-24-92	11	Computer Lab Para-Pro High School
Deborah Vadovich	8-25-94	8-25-94	8-25-94	9	Para-Pro At Risk Torrey Hill
Deborah Begley	11-13-85	10-30-95	10-30-95	7 10/12 Para-Pro	Responsibility Rm Torrey Hill
Deborah Glasstetter ID OFF 6-8-01	12-14-89 RECALLED 3/3/03	1-29-95	1-29-95	7 1/12	Para-Pro High School
Deborah Holtslander	8-26-93	1-26-98	1-26-98	4 7/12	Secretary High School
Deborah Gavron	10-04-93	8-25-99	8-25-99	4	Media Clerk West Shore
Deborah Holtslander	9-01-99	9-01-99	9-01-99	4	Secretary Guidance Office

Ma Eby	2-02-98	3-20-00	3-20-00	3 5/12	Secretary Torrey Hill
Kathy Wilkinson	3-21-00	3-21-00	3-21-00	3 5/12	Secretary High School
Therese Henry	11-21-95	7-18-01	7-18-01	3 5/12	Clerk Torrey Hill
Sharon Mayberry	1-26-00	12-18-02	12-18-02	6/12	Secretary Spec Ed

an employee working a school year, September - June, will receive a full year's seniority. Seniority will accrue during paid or unpaid vacation.

LAKE FENTON COMMUNITY SCHOOLS

School Calendar 2004-2005



August 18 - WEDS	New Teacher Orientation
August 19 - THURS	Teacher Work Day
August 23 - MON	Professional Development
August 24 - TUESDAY	Half Day Classes K-12 - A.M. Kdg , Teacher-Inservice in P.M.
September 3/6 - FRI/MON	NO CLASSES K-12 - Labor Day
September TBD	High School Open House
September TBD	Torrey Hill Open House
September TBD	West Shore Open House
October 6 - WED	High School Parent/Teacher Conferences - 6:30 - 9:00 p.m.
October 15 - FRI	NO CLASSES K-12 Teacher Inservice
October 29 - FRI	K-12 Full Day Classes First Marking Period Ends
November 4,5 THURS/FRI	West Shore/Torrey Hill Parent/Teacher Conferences - A.M. classes K-8 A.M. Kdg on 4th, P.M. Kdg on 5th
November 24 - WED	A.M. Classes K-12 - P.M. Kdg
November 25/26 - THURS/FRI	NO CLASSES K-12 - Thanksgiving Recess
December 17 - FRI	A.M. Classes K - 12 Last Day Before Winter Recess A.M. Kdg.
January 3 - MON	Classes Resumes
January 17 - MON	NO CLASSES K - 12 Teacher Inservice
January 20/21 THURS/FRI	A.M. Classes 9-12 - Exams
January 21 - FRI	First Semester Ends
January 24 - MON	NO CLASSES K-12 - Teacher Record Day
January 25 - TUES	Second Semester Begins
February 17 - THURS	NO CLASSES K-12 - Teacher Inservice
February 18/21 - FRI/MON	NO CLASSES K-12 - Mid-Winter Break
March 3 - THURS	High School Parent/Teacher Conferences - 6:30 - 9:00 p.m.
March 24 - THURS	Half Day Classes K - 12 - A.M. Kdg.
March 25 - April 1	NO CLASSES K - 12 Spring Break
April 4 - MON	Classes Resume
April 8 - FRI	K - 12 Full Day Classes Third Marking Period Ends
April 14,15 - THURS/FRI	West Shore/Torrey Hill Parent/Teacher Conferences
April 15 - FRI	Half Day Classes K-8 - P.M. Kdg
May 30 - MON	NO CLASSES K -12 - Memorial Day
June 8/9 - WED/THURS	A.M. Classes 9-12 - Exams
June 9 - THURS	Last Day of Classes A.M. Classes K-12 - P.M. Kdg
June 10 - FRI	Teacher Record Day

original

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**LAKE FENTON
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AND THE

**LAKE FENTON
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EMPLOYEES**

2000-01

2001-02

2002-03

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 4. When any clerical, paraprofessional or secretarial position is filled by the Lake Fenton Administration on a permanent basis, the L.F.S.S.A. Executive Committee Representative will be notified in writing within three (3) working days.
- B. The Board and the Association agree that all information received by members of the Association during the working day is confidential material.
- C. The Board, Superintendent, Principals or other Administrative Executive Personnel shall provide that the employee receive the necessary information in regard to policies, rules, regulations and duties that are pertinent to the job and should be provided with the necessary equipment to do the job.
- D. Definition of job classifications:

PARAPROFESSIONAL:

~~MUST MEET STATE REQUIREMENTS (60 credits)~~
Paraprofessional is a person who works with small groups of children or on a one to one basis in a classroom under the direction of a teacher. He/She may be assigned to other areas of work if training, experience, qualifications, etc., meet the needs of the task. He/She must have additional training and/or several years experience working in the area assigned.

~~POST JOB DESCRIPTION~~

POSTED JOB DESCRIPTIONS

CLERK:

A Clerk is a person who works under supervision (sometimes with groups of children) doing a job that requires some office duties such as filing, typing, etc., e.g. Office Clerk, or Library Clerk (duties described in original performance responsibilities).

POSTED JOB DESCRIPTION

SECRETARY:

A Secretary is a person who works for a supervisor with duties such as computer work; typing correspondence, reports, and memos; bookkeeping, etc.

ARTICLE III - WORKING HOURS

The normal work day for all employees covered by this Agreement shall be ^{UP TO} (8) hours per day, Monday through Friday. Summer hours begin after the last teacher workday of the current school year and end the day before the first teacher workday of the new school year.

~~A. Certain positions may call for a seven (7) hour day or six (6) hour day.~~

OK MAKE
B. ~~SNOW DAYS - 52 week employees will have to work on snow days; make the days up at some agreeable time; suffer per diem loss on snow days; use a vacation day. 40 and 46 week employees must work (at no additional pay) on the official make-up day(s) or suffer a per diem loss of pay. Snow days will coincide with the teacher's contract. However, if an administrator requests an employee to work, the employee will be allowed time off with pay at a future date agreeable to both the employee and administrator.~~

C. Each employee shall be entitled to a thirty (30) minute duty free lunch period and a fifteen (15) minute break during each half day.

D. Number of weeks worked will be determined by Administration.

~~HIGH SCHOOL COUNSELING OFFICE SECRETARY~~

~~This position is a 52-week position so that the office is covered during the summer.~~

ARTICLE IV - COMPENSATION

A. The salaries of employees covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.

COMP TIME WE DECIDE
B. ~~Overtime worked at the request of the immediate supervisor beyond the normal working day shall be paid at the rate of time and one-half of the regular rate or the employee will be given time off with pay in the amount of one and one-half times the hours actually worked.~~
40 HRS BY MUTUAL AGREEMENT

C. The following days shall be classified as paid holidays:

- | | |
|---------------|--------------|
| Christmas Eve | Good Friday |
| Christmas Day | Memorial Day |

NO OVERTIME UNLESS OVER 40 HRS

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Mid-Winter Break (1 day)	Friday after Thanksgiving

- D. If a paid holiday falls during a vacation period, it will not count as a vacation day, and one (1) day may be added to the employee's vacation time.
- E. Secretaries, Clerks and Paraprofessionals will be paid on an hourly basis for the actual days worked from the first work week through the last week of their work year on a bi-weekly basis.
- F. An employee engaged during the working day in negotiations on behalf of the L.F.S.S.A. with any representative of the board or participating in any grievance negotiations shall be released from regular duties without loss of salary.
- G. Each employee, at the discretion of the Board of Education, is eligible to attend conferences, workshops, etc., pertaining to his/her job and be reimbursed his/her mileage, meals, registration, and housing.
- H. Funeral Leaves - An employee may use one (1) day from their sick days for the death of a relative outside of their immediate family. An employee may use up to five (5) days from their sick days for each death in their immediate family.

Immediate family includes: husband, wife, son, daughter, mother, father, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, and stepchildren.
- I. Mileage - All employees covered by this Agreement will receive compensation for mileage ~~at the same rate as administrators or Central Office Support Staff, which ever is higher.~~ *IRS RATE.*
- J. WINTER BREAK DAYS - One day will be considered a holiday. Anything in excess of one day will not be a "work" day unless school is held to make up a snow day which will then mean all L.F.S.S.A. employees shall work their regular shift. However, buildings will be open for those who want to work. Note: If the current law regarding snow days is amended or revoked, automatically this clause reverts to the language in the contract covering snow days (ARTICLE III - B).
- K. During the duration of this agreement, association members with 11 - 15 years of service will receive \$125 longevity pay yearly. Association members with 16 - 20 years of service will receive \$225 longevity pay yearly. Association members with 21 - and up years of service will receive \$325 longevity pay yearly.

ARTICLE V - VACATIONS

Eligible employees have the right to choose the time of their vacations with the approval of their supervisor. Vacation time will not be accumulated. It must be taken or lost.

A Full time twelve (12) month employees (unless otherwise specified) are eligible for the following paid vacation schedule: An employee with six (6) months but less than one (1) year by July 1 shall receive two (2) days vacation. After the first year, an employee is eligible for one (1) week vacation. After two (2) years of employment, an employee is eligible for two weeks vacation. After (5) years of employment, an employee is eligible for three (3) weeks vacation. After fifteen years of employment, four (4) weeks of vacation will be awarded.

A Employees working 40 ^{or 46} weeks shall receive paid vacation as follows:

1. One (1) week for employees after one (1) year in the unit.
2. Two (2) weeks for employees after five (5) years experience in the unit.

Removes NO
Any employee hired after the official starting date of a school year will accrue vacation days on a pro-rated basis, earning one (1) day for every two months worked.

WINTER BREAK SPRING BREAK
5 Christmas Vacation, Easter Vacation, or days following the normal work year will be used for vacation days.

B Vacations for employees will be paid on the basis of the hours per week the employee worked during the year the vacation was earned.

C Requests for vacation days during the school year will be considered.

D E. Vacation eligibility is based upon the school's fiscal year, which runs from July 1 to June 30th. Unused vacation days will not be accruable from year to year.

F. If a year round employee's weeks is reduced to 40 or 46 weeks, the schedule for less than year round employee will prevail.

ARTICLE VI - VACANCIES AND NEW POSITIONS

A. In the event of a vacancy or a new position in the clerical, para-professional or secretarial area, the Superintendent's Office will post the position for seven (7) business days. Also, the L.F.S.S.A. Chairperson will be notified in writing of the vacancy or new clerical position. Any employee covered by this Agreement may apply in writing for the position and have a personal interview upon request. Consideration will be given to each applicant. If, in the judgment of the Administration, a qualified candidate is not available in the system, the Administration reserves the right to hire from outside the system.

B. Upon consultation with the Association, a new employee may be considered for and placed on 2nd step (Clerical-Paraprofessional) or 3rd step (Secretarial) if his/her qualifications and experience warrant such consideration. New employees will be on

a probationary status for a period of sixty (60) ^{90 calendar} working days and will not be eligible for fringe benefits during this time.

- C. Anyone hired for any position outside the Lake Fenton School Secretarial Association bargaining unit will not be hired using any of the rates or steps as currently established. ??
- D. The probationary employee shall be notified in writing by the Administration at the end of the probationary period. The evaluation of work and status as an employee shall be made at that time.
- E. After a permanent employee has been hired, the L.F.S.S.A. Chairperson will be notified in writing the name of the employee, the classification, and what salary step the employee is to be paid.
- F. If an existing position is to be reclassified, the L.F.S.S.A. Chairperson will be notified in writing. This reclassified position then will be treated as a new position. In the event of up-grading a position, all positions of the same classifications and similar responsibilities will be reviewed for possible reclassification.

ARTICLE VII - DISMISSAL AND TERMINATION PROCEDURE

- A. In the event an employee is dismissed for cause, the Administration shall notify the individual in writing as to the reason.
- B. An employee leaving the employment of the school system shall give a minimum of (2) two weeks notice of leaving, or else forfeit any benefits due.
- C. Payment of sick days - After ten (10) years of service in the unit, accumulated sick days, up to sixty (60) days, shall be paid \$25 per day upon terminating Lake Fenton Community Schools employment.

ARTICLE VIII - LEAVES OF ABSENCE

A. SICK DAYS

Employees covered by this contract shall be granted one (1) day sick leave per month worked plus one additional day per year. Month's work equals any month in which an employee is scheduled to work and/or draws pay for ten (10) days or more. Unused sick leave shall accrue to 105 days.

LOWER IF POSSIBLE TO LFSA

B. PERSONAL DAYS

The maximum of two (2) days sick leave may be used for personal business. Personal days must be to transact business, which cannot normally be handled outside school hours, such as medical and dental appointments. Application for personal leave must be made in writing stating the reason such absence, and request is subject to approval of the Administration. The request must be made three (3) days in advance of the requested, except in the case of an emergency.

C. FMLA LANGUAGES

CHILD CARE LEAVE

The Board may grant a leave of absence for childcare without pay or fringe benefits. Such leave must be requested in writing at least ninety (90) days in advance of the date on which the leave is expected to begin. Such leave may be for up to one (1) year. The leave may be extended at the discretion of the Board.

D. ILLNESS LEAVE

FMLA

An employee may apply for a leave of absence if illness extends beyond the period compensated through sick leave and such leave may not exceed one (1) year. A leave of absence shall not be granted without a signed recommendation from a physician.

E. SPECIAL LEAVES OF ABSENCE (30 TO 90 DAYS)

FMLA

Sometimes very extenuating circumstances prevail regarding employees which necessitate a short leave of absence of less than one (1) month, nor longer than three (3) months. The Board may grant such a leave after evaluating the petition. Should such a leave be granted, the employee retains only his/her seniority. All wages and benefits are excluded during this period of time, however, the employee may continue in his/her benefit coverage plans at his/her own expense subject to the terms of the carrier. Reinstatement to his/ her former position will be granted on return from such a leave.

ARTICLE IX - REDUCTION AND RECALL OF PERSONNEL

Seniority shall be computed on the basis of the employees hiring date into the bargaining unit or on the date of assuming a higher classification whichever is appropriate as outlined below.

A. In any necessary reduction of the employees in this bargaining unit, which includes secretaries, clerks, and paraprofessional, employees with greater seniority within classification and meet the job description, shall be given priority over employees with less seniority in the same classification and meet job description. Employees shall not displace other employees from other classification within this bargaining unit.

*TO
Time
w/ worked
max of
2 yrs*

B. Employees to be laid off for an indefinite period of time shall receive two (2) weeks notice of layoff, in writing by the Board, whenever possible. The Association committee shall receive a list from the Board containing the names of employees to be laid off on the same date that the employee is notified. When an employee is on layoff, he/she will remain on the recall list for only a two (2) year period.

In the event recall of personnel occurs:

1. Employees in a lower classification or on layoff because of a reduction in personnel will be offered recall to their former classification.
2. Employees who are laid off will then be offered recall to their former classification.

- D. Notice of recall shall be sent to the employee at his/her last known address by certified mail. Every employee shall be required to notify the board of his/her intent to return to work within the two (2) workings days after receipt of the recall notice. If the employee fails to report for work within ten (10) working days from the date of the notice of recall, he/she shall be considered terminated. Under extenuating circumstances, exceptions shall be made by mutual agreement, such as a phone call etc., to expedite acceptance of recall.
- E. If a position is reduced to less than 30 hours causing ineligibility for benefits, said ~~employ~~ employee may follow same procedures as for layoff as outlined above, regarding displacement of another employee with less seniority in that classification.

ARTICLE X - INSURANCE

A. ^B The board shall provide a short-term disability program. The Board's cost of such program shall not exceed \$15.40 per month per qualifying employee. Any program selected after July 1, 1983 not covered by the above cost (\$15.40) will be covered by payroll deduction. Short-term disability carrier will be United Wisconsin. Any savings will be distributed within the organization's contract in the cash option in lieu of this benefit.

B. ~~*~~ During the full term of this agreement, the employer will pay the full premium for the cost of a single subscriber toward Health Plus, or comparable, health insurance. An employee with a two person or full family coverage must pay not more than \$50 per month for health insurance. The employer shall provide a cash option in lieu of health benefits to any employee not taking health coverage. The cash option will be: 2000-01 \$100; 2001-02 \$110, and 2002-03 \$120.

C. The Board shall provide group term life insurance protection in the amount of Fifteen Thousand (\$15,000) Dollars that will be paid to the employee's designated beneficiary (AD & D included).

D. ~~*~~ The Board shall provide, without cost to the employee, the MESSA/DELTA Dental Plan Auto + with Orthodontic Rider 0-8, including internal and external coordination of benefits (CCB) or comparable for all employees of the bargaining unit and their eligible dependents. The employer shall provide cash option equal to the amount paid for dental coverage for any employee not taking dental coverage. If a self-insured program is implemented, the parties shall meet and determine mutually the amount of the annuity.

E. Effective 7-1-90, ^{why?} the Board will contribute a maximum of \$60.00 per year per employee toward a mutually agreed upon vision care program.

F. The Board will make ~~not~~ payments of premiums for any insurance for any employee while such employee is on a leave of absence of any kind beyond their accumulated sick days. All insurance premiums cease the month during which the employee ceases to be an employee.

AS DETERMINED BY BOARD
 CLEAR MONTHLY
 NEEDS CLARIFICATION
 DOES NOT

SET UP DIFFER COST OPTION

ARTICLE XI - GRIEVANCE PROCEDURE

A. DEFINITION:

1. A grievance shall mean a complaint by an employee in the bargaining unit that there has been a violation, misinterpretation, or inequitable application of specific provision of this Agreement to the employee.
2. As used in this Article, the term "employee" may mean a group of employees having the same grievance.

B. PROCEDURE:

1. An employee having a specific grievance may present it orally to his/her supervisor.
2. If the grievance is not settled orally, it shall be reduced to writing and presented to the employee's immediate supervisor within fifteen (15) working days of the act or condition that caused the alleged grievance. The employee shall specify the provision of the contract that is violated and the remedy requested.
3. The immediate supervisor will answer such grievance within five (5) working days from the date which it was filed in writing, unless extended by mutual agreement.
4. Unless appealed in writing to the next step within five (5) working days, such answer shall be final. If appealed the grievance shall be presented in writing to the Superintendent or his designated representative by the L.F.S.S.A. representative.
5. The Superintendent shall answer the grievance in writing within five (5) working days from the date of receipt of the appeal, unless extended by mutual agreement.
6. Unless appealed to the next step within five (5) working days, such answer shall be final.
7. Any appeal of a decision rendered by the Superintendent shall be presented to the Board within five (5) working days, and the Board or its designated representative shall meet with the grievant and/or representative of L.F.S.S.A. in an effort to resolve the grievance.
8. The Board or its designated representative shall answer such grievance in writing within ten (10) working days from the date of conference and this answer shall be final.

ARTICLE XII - MISCELLANEOUS PROVISIONS

A. NO STRIKE

The L.F.S.S.A. and the Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The L.F.S.S.A. and

the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school system. The L.F.S.S.A. therefore agrees that its members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any member take part in any strike, slowdown or stoppage of work, boycott, picketing or any other interruption of activities in the school system. Failure or refusal on the part of any employee to comply with this Article shall be cause for immediate dismissal.

B. WAIVER CLAUSE

This Agreement incorporates the full thinking of the parties on negotiable subjects. No agreement, alteration, understanding or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Board, unless executed in writing between the parties and the same has been ratified by the Board and the L.F.S.S.A.

C. PAST PRACTICES

This agreement shall supersede any rules, regulations or past practices of the Board, ~~which shall be contrary to or inconsistent with the terms, and these past practices shall not be recognized unless committed to writing and incorporated into this Agreement.~~

D. SAVINGS CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provisions 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.

E. COPIES

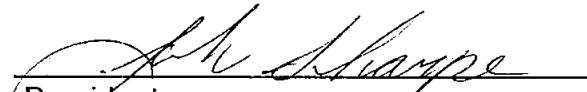
Copies of this Agreement shall be prepared at the expense of the Board and provided to all employees covered by this Agreement now employed or hereafter employed by the board.

ARTICLE XIII - DURATION - SIGNATURE PAGE

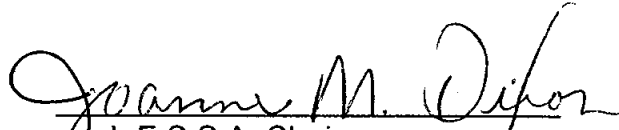
This agreement shall be in effect from July 1, 2000 through June 30, 2003

FOR THE LAKE FENTON
BOARD OF EDUCATION:

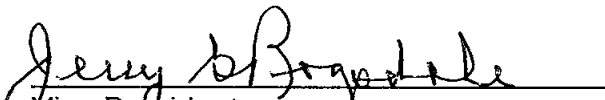
FOR THE LAKE FENTON
SECRETARIAL ASSOCIATION:



President



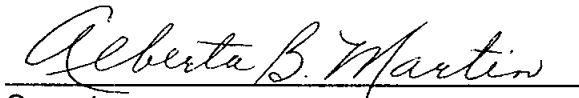
L.F.S.S.A. Chairperson



Vice President



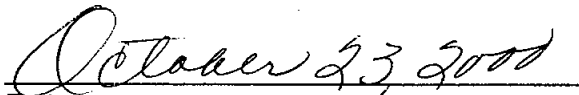
L.F.S.S.A. Chairperson




Secretary



Treasurer



Date



Date

SALARY SCHEDULE - SCHEDULE A
(HOURLY RATES)

<u>SECRETARIAL</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
STEP I	\$10.70	\$10.99	\$11.29
STEP II	\$10.94	\$11.24	\$11.55
STEP III	\$11.22	\$11.53	\$11.85
STEP IV	\$11.52	\$11.84	\$12.16
STEP V	\$11.79	\$12.11	\$12.44

CLERICAL/PARAPROFESSIONAL

STEP I	\$ 9.22	\$ 9.47	\$ 9.73
STEP II	\$ 9.60	\$ 9.86	\$10.13
STEP III	\$ 9.87	\$10.15	\$10.42
STEP IV	\$10.15	\$10.42	\$10.71
STEP V	\$10.42	\$10.71	\$11.01

NOTES:

1. The full time Library Clerk in the high school will be paid an extra \$10.00 a day when the high school librarian is absent or gone for the day.

2. Employees shall receive retro pay for all hours worked since 7-01-00. Said check shall have current state and federal deductions required by law. ⁰³

3. Ratification of the above by the Association and the Board will result in settlement of all issues brought forth by both parties and in a new contract for ~~2~~ ⁴ years, 7-01-2000 through 6-30-2003. ²⁰⁰³

4. The clerk / paraprofessional steps will be increased to five (from the previous three) for the contract beginning July 1, 2000. ²⁰⁰⁷

*MUST UPDATE
NOT PART OF CONTRACT*

SECRETARIAL SENIORITY LIST as of June 30, 2000

NAME	HIRE DATE	DATE FULL TIME EMP.	SENIORITY DATE	YEARS SERVICE	POSITION LOCATION
Dee Grossmann	8-14-78	8-14-78	8-14-78	21 11/12	Secretary West Shore
Paul Knuth	10-09-78	9-17-82	9-17-82	17 9/12	Secretary West Shore
Barbara Knutson	2-11-85	8-19-86	8-19-86	13 10/12	Secretary High School
Lancy Harris	9-01-82	8-26-86	8-26-86	13 10/12	Media Clerk High School
Delitta Krusina	9-07-76	11-07-88	11-07-88	11 7/12	Library Clerk Torrey Hill
Donna Gallagher	9-14-81	2-21-89	2-21-89	11 5/12 Para-Pro	Computer Lab West Shore
Mathy Latham * AID OFF 6/08/00	2-05-90	2-05-90	2-05-90	10 5/12 Para-Pro	Write-to-Read Lab West Shore
Janne Dixon	12-01-88	8-24-92	8-24-92	7 10/12 Para-Pro	Computer Lab High School
Jeanne Vadovich	8-25-94	8-25-94	8-25-94	5 10/12	Para-Pro West Shore
Debbie Glasstetter	12-14-89	8-30-93	1-29-95	5 5/12	Para-Pro West Shore
<i>by Barnes</i>	9-07-95	9-26-95	9-26-95	4 9/12	Secretary Spec Ed / Curr
Bartha Savoie* AID OFF 6/08/00	10-03-90	10-06-95	10-06-95	4 9/12 Para-Pro	Chapter I West Shore
Joal Begley	1-14-88	10-30-95	10-30-95	4 8/12 Para-Pro	Responsibility Rm Torrey Hill
Aren Cameron	9-30-82	9-03-96	9-03-96	3 10/12	Secretary Torrey Hill

LAKE FENTON COMMUNITY SCHOOLS

2000-2001 CALENDAR



August 23, Weds.	New Teacher Orientation
August 24, Thurs.	Staff Orientation
August 28, Mon.	Half Day - K-12, A.M. Kdg , Teacher-Inservice P.M.
September 1/4, Fri/Mon.	NO CLASSES K-12 LABOR DAY
September 7, Thurs.	High School Open House
September 20, Weds.	Torrey Hill Open House
September 21, Thurs.	West Shore Open House
October 6, Fri.	High School First Marking Period Ends
October 13, Fri.	Half Day - K-12, P.M. Kdg , Teacher-Inservice in P.M.
October 18, Weds.	High School - Parent / Teacher Conferences 6:30 - 9:00 p.m.
October 27, Fri.	West Shore / Torrey Hill - First Marking Period Ends Full Day Classes K-12
November 1, 2, Weds/Thurs.	West Shore / Torrey Hill - Parent / Teacher Conferences A.M. Classes K-8 A.M. Kdg on 1st, P.M. Kdg on 2nd
November 3, Fri.	A.M. Classes K-8 A.M. Kdg
November 17, Fri.	High School - Second Marking Period Ends
November 22, Weds.	A.M. Classes K-12 -- Compensatory Time -- P.M. Kdg
November 23, 24, Thurs/Fri.	NO CLASSES K-12 - Thanksgiving Recess
December 21, Thurs.	Last Day Before Winter Recess
January 3, Weds.	Classes Resume
January 11, 12 Thurs/Fri.	A.M. Classes 9-12 -- Exams
January 12, Fri.	First Semester Ends
January 15, Mon.	NO CLASSES K-12 - Teacher Record Day
January 16, Tues.	Second Semester Begins
February 16, Fri.	Half Day K-12 / Teacher Inservice -- PM A.M. Kdg
February 19, Mon.	NO CLASSES K-12 - Mid-Winter Break
February 23, Fri.	High School Fourth Marking Period Ends
March 7, Weds.	High School - Parent / Teacher Conferences 6:30 - 9:00 P.M.
March 23, Fri.	West Shore / Torrey Hill Third Marking Period Ends Full Day Classes K-12
March 29, Thurs.	West Shore / Torrey Hill - Parent / Teacher Conferences
March 30, Fri.	Half Day K-8 -- P.M. Kdg
April 6, Fri.	High School Fifth Marking Period Ends
April 12, Thurs.	Half Day K -12 A.M. Kdg
April 13-20	NO CLASSES K-12 - Spring Break
April 23, Mon.	Classes Resume
May 28, Mon.	NO CLASSES K-12 - Memorial Day
June 6, 7, Weds/Thurs.	A.M. Classes 9-12 -- Exams
June 7, Thurs.	Last Day of Classes - A.M. Classes K-12 -- P.M. Kdg
June 8, Fri.	Teacher Record Day

Retarial/Clerical/Paraprofessional Contract 2000-2003

Page 14

Debbie Holtslander	8-26-93	1-26-98	1-26-98	2 5/12	Secretary High School
Janne Gavron	10-04-93	8-25-99	8-25-99	8/12	Media Clerk West Shore
Marlene Holtslander	9-01-99	9-01-99	9-01-99	9/12	Secretary High School
Ma Eby	2-02-99	3-21-00	3-21-00	3/12	Secretary Torrey Hill
Mithy Wilkinson	3-21-00	3-21-00	3-21-00	3/12	Secretary High School

paid off June 2000

Employee working a school year, September - June, will receive a full year's seniority. Seniority will accrue during paid or unpaid vacation.

in/personnel/senlist

Do you want
to be August?

Do you want
to be
FASCIA?

CLERK:

A Clerk is a person who works under supervision (sometimes with groups of children) doing a job that requires some office duties such as filing, typing, etc., e.g. Office Clerk, or Library Clerk (duties described in original performance responsibilities).

SECRETARY:

A Secretary is a person who works for a supervisor with duties such as computer work; typing correspondence, reports, and memos; bookkeeping, etc.

ARTICLE III - WORKING HOURS

The normal work day for all employees covered by this Agreement shall be (8) hours per day, Monday through Friday. Summer hours begin after the last teacher work-day of the current school year and ends the day before the first teacher work-day of the new school year.

- A. Certain positions may call for a seven (7) hour day or six (6) hour day.
- B. SNOW DAYS - 52 week employees will have to: work on snow days; make the days up at some agreeable time; suffer per diem loss on snow days; use a vacation day. 40 and 46-week ~~46-week~~ employees must work (at no additional pay) on the official make-up day(s) or suffer a per diem loss of pay. Snow days will coincide with the teacher's contract. However, if an administrator requests an employee to work, the employee will be allowed time off with pay at a future date agreeable to both the employee and administrator.
- C. Each employee shall be entitled to a thirty (30) minute duty free lunch period and a fifteen (15) minute break during each half day.
- D. Number of weeks worked will be determined by Administration.

HIGH SCHOOL COUNSELING OFFICE SECRETARY

This position is a 52-week position so that the office is covered during the summer.

ARTICLE IV - COMPENSATION

- A. The salaries of employees covered by this Agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.
- B. ~~B.~~ Overtime worked at the request of the immediate supervisor beyond the normal working day shall be paid at the rate of time and one-half of the regular rate or the employee will be given time off with pay in the amount of one and one-half times the hours actually worked.
- C. ~~Substitutes shall be paid at the first step of the Secretary's hourly pay scale. If the substitute is replacing a Clerk or Para-professional, the substitute shall be paid at the first step of the Clerk/Paraprofessional hourly pay scale.~~

D.C. The following days shall be classified as paid holidays:

Christmas Eve	Memorial Day	Good Friday
Christmas Day	Fourth of July	Memorial Day
New Year's Eve	Labor Day	
New Year's Day	Thanksgiving Day	
Good Friday	Friday After	Mid-Winter Break (1 day) Friday after
Thanksgiving		

E.D. If a paid holiday falls during a vacation period, it will not count as a vacation day, and one (1) day may be added to the employee's vacation time.

F.E. Secretaries, Clerks and Paraprofessionals will be paid on an hourly basis for the actual days worked from the first work week through the last week of their work year on a bi-weekly basis.

G.F. An employee engaged during the working day in negotiations on behalf of the L.F.S.S.A. with any representative of the board or participating in any grievance negotiations, shall be released from regular duties without loss of salary.

H.G. Each employee, at the discretion of the Board of Education, is eligible to attend conferences, workshops, etc., pertaining to his/her job and be reimbursed his/her mileage, meals, registration, and housing.

I.H. Funeral Leaves - An employee may use one (1) day from their sick days for the death of a relative outside of their immediate family. An employee may use up to five (5) days from their sick days for each death in their immediate family.

Immediate family includes: husband, wife, son, daughter, mother, father, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, and step-children.

J.I. Mileage - All employees covered by this Agreement will receive compensation for mileage at the same rate as administrators or Central Office secretaries, Support Staff, which ever is higher.

~~K. WINTER BREAK DAYS - Will not be "work" days.~~ J. WINTER BREAK DAYS - One day will be considered a holiday. Anything in excess of one day will not be a "work" day unless school is held to make up a snow day which will then mean all L.F.S.S.A. employees shall work their regular shift. However, buildings will be open for those who want to work. Note: If the current law regarding snow days is amended or revoked, automatically this clause reverts to the language in the contract covering snow days (ARTICLE III - B).

L. During the duration of this agreement, association members with 11 - 15 years of service will receive ~~\$100~~\$125 longevity pay yearly. Association members with 16 - 20 years of service will receive ~~\$200~~\$225 longevity pay yearly. Association members with 21 - 25 and up years of service will receive ~~\$300~~\$325 longevity pay yearly.

a qualified candidate is not available in the system, the Administration reserves the right to hire from outside the system.

- B. Upon consultation with the Association, a new employee may be considered for and placed on 2nd step (Clerical-Paraprofessional) or 3rd step (Secretarial) if his/her qualifications and experience warrant such consideration. New employees will be on a probationary status for a period of sixty (60) working days and will not be eligible for fringe benefits during this time.
- C. Anyone hired for any position outside the Lake Fenton School Secretarial Association bargaining unit will not be hired using any of the rates or steps as currently established.
- D. The probationary employee shall be notified in writing by the Administration at the end of the probationary period. The evaluation of work and status as an employee shall be made at that time.
- E. After a permanent employee has been hired, the L.F.S.S.A. Chairperson will be notified in writing the name of the employee, the classification, and what salary step the employee is to be paid.
- F. If an existing position is to be reclassified, the L.F.S.S.A. Chairperson will be notified in writing. This reclassified position then will be treated as a new position. In the event of up-grading a position, all positions of the same classifications and similar responsibilities will be reviewed for possible reclassification.

ARTICLE VII - DISMISSAL AND TERMINATION PROCEDURE

- A. In the event an employee is dismissed for cause, the Administration shall notify the individual in writing as to the reason.
- B. An employee leaving the employment of the school system shall give a minimum of (2) two weeks notice of leaving, or else forfeit any benefits due.
- C. Payment of sick days - After ten (10) years of service in the unit, accumulated sick days, up to sixty (60) days, shall be paid \$10\$25 per day upon terminating Lake Fenton Community Schools employment.

ARTICLE VIII - LEAVES OF ABSENCE

A. SICK DAYS

Employees covered by this contract shall be granted one (1) day sick leave per month worked plus one additional day per year. Month's work equals any month in which an employee is scheduled to work and/or draws pay for ten (10) days or more. Unused sick leave shall accrue to 105 days.

B. PERSONAL DAYS

The maximum of two (2) days sick leave may be used for personal business. Personal days must be to transact business, which cannot normally be handled outside school hours, such as medical and dental appointments. Application for personal leave must be made in writing stating the reason such absence, and request is subject to approval of the Administration. The request must be made three (3) days in advance of the requested, except in the case of an emergency.

C. CHILD CARE LEAVE

The Board may grant a leave of absence for child-care without pay or fringe benefits. Such leave must be requested in writing at least ninety (90) days in advance of the date on which the leave is expected to begin. Such leave may be for up to one (1) year. The leave may be extended at the discretion of the Board.

D. ILLNESS LEAVE

An employee may apply for a leave of absence if illness extends beyond the period compensated through sick leave and such leave may not exceed one (1) year. A leave of absence shall not be granted without a signed recommendation from a physician.

E. SPECIAL LEAVES OF ABSENCE (30 TO 90 DAYS)

Sometimes very extenuating circumstances prevail regarding employees which necessitate a short leave of absence of less than one (1) month, nor longer than three (3) months. The Board may grant such a leave after evaluating the petition. Should such a leave be granted, the employee retains only his/her seniority. All wages and benefits are excluded during this period of time, however, the employee may continue in his/her benefit coverage plans at his/her own expense subject to the terms of the carrier. Reinstatement to his/ her former position will be granted on return from such a leave.

ARTICLE IX - REDUCTION AND RECALL OF PERSONNEL

Seniority shall be computed on the basis of the employees hiring date into the bargaining unit or on the date of assuming a higher classification whichever is appropriate as outlined below.

A. In any necessary reduction of the employees in this bargaining unit, which includes secretaries, clerks, ~~library clerks~~ and paraprofessional, employees with greater seniority with-in classification and meet the job description, shall be given priority over employees with less seniority in the same classification, ~~or in any other classification in the bargaining unit which the employees and meet job description.~~ Employees shall not displace other employees in higher classifications regardless of seniority from other classification within this bargaining unit.

B. Employees to be laid off for an indefinite period of time shall receive two (2) weeks notice of layoff, in writing by the Board, whenever possible. The Association committee shall receive a list from the Board containing the names of employees to be laid off on the same date that the employee ~~are notified~~ is notified. When an

employee is on layoff, he/she will remain on the recall list for only a two (2) year period.

C. In the event recall of personnel occurs:

1. ~~1.~~ Employees in a lower classification or on layoff because of a reduction in personnel will be offered recall to their former classification.
2. Employees who are laid off will then be offered recall to their former classification.

D. Notice of recall shall be sent to the employee at his/her last known address by certified mail. Every employee shall be required to notify the board of his/her intent to return to work within the two (2) working days after receipt of the recall notice. If the employee fails to report for work within ten (10) working days from the date of the notice of recall, he/she shall be considered terminated. Under extenuating circumstances, exceptions shall be made by mutual agreement, such as a phone call etc., to expedite acceptance of recall.

E. If a position is reduced to less than 30 hours causing ineligibility for benefits, said employ employee may follow same procedures as for layoff as outlined above, regarding displacement of another employee with less seniority in that classification.

ARTICLE X - INSURANCE

A. The board shall provide a ~~short term~~short-term disability program. The Board's cost of such program shall not exceed \$15.40 per month per qualifying employee. Any program selected after July 1, 1983 not covered by the above cost (\$15.40) will be covered by payroll deduction. ~~Short term~~Short-term disability carrier will be United Wisconsin. Any savings will be distributed within the organization's contract in the cash option in lieu of this benefit.

B. ~~The Board shall provide (retro to 7-1-97) During the full term of this agreement, the employer will pay the full premium for the cost of a single subscriber toward Full Family Health Plus, or comparable health insurance. This benefit is year round and covers only seniority employees who are considered to be full-time employees. Health Plus, or comparable, health insurance. An employee with a two person or full family coverage must pay not more than \$50 per month for health insurance. The employer shall provide a cash option in lieu of health benefits to any employee not taking the single subscription paid rate health coverage. The cash option will be: 1997-98 \$75; 1998-99 \$80, and 1999-2000 \$85. 2000-01 \$100; 2001-02 \$110, and 2002-03 \$120.~~

C. The Board shall provide group term life insurance protection in the amount of ~~Ten~~Fifteen Thousand (~~\$10,000~~(\$15,000) Dollars that will be paid to the employee's designated beneficiary (AD & D included).

SALARY SCHEDULE - SCHEDULE A

(HOURLY RATES)

SECRETARIAL	1997-98	1998-99	1999-2000
STEP I	\$ 9.91	\$10.16	\$10.41
STEP II	\$10.14	\$10.39	\$10.65
STEP III	\$10.39	\$10.65	\$10.92
STEP IV	\$10.67	\$10.94	\$11.21
STEP V	\$10.92	\$11.19	\$11.472000-01
2001-02	2002-03		
STEP I	\$10.70	\$10.99	\$11.29
STEP II	\$10.94	\$11.24	\$11.55
STEP III	\$11.22	\$11.53	\$11.85
STEP IV	\$11.52	\$11.84	\$12.16
STEP V	\$11.79	\$12.11	\$12.44

CLERICAL/PARAPROFESSIONAL

STEP I	\$ 8.54	\$ 8.75	\$ 8.979.22	\$
9.47	\$ 9.73			
STEP II	\$ 8.89	\$ 9.11	\$ 9.34	
STEP III	\$ 9.14	\$ 9.37	\$ 9.619.60	\$
9.86	\$10.13			
STEP III	\$ 9.87	\$10.15	\$10.42	
STEP IV	\$10.15	\$10.42	\$10.71	
STEP V	\$10.42	\$10.71	\$11.01	

NOTES:

1. The full time Library Clerk in the high school will be paid an extra \$10.00 a day when the high school librarian is absent or gone for the day.
2. Employees shall receive retro pay for all hours worked since ~~7-01-97~~7-01-00. Said check shall have current state and federal deductions required by law.
3. Ratification of the above by the Association and the Board will result in settlement of all issues brought forth by both parties and in a new contract for 3 years, ~~7-01-97 through 6-30-2000~~7-01-2000 through 6-30-2003.
4. The clerk / paraprofessional steps will be increased to five (from the previous three) for the contract beginning July 1, 2000.