

MASTER CONTRACT AGREEMENT

between the

Board of Education

of the

ALMONT COMMUNITY SCHOOLS

and the

ALMONT EDUCATION SECRETARIES ASSOCIATION

JULY 1, 2004 - JUNE 30, 2008

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AGREEMENT

THIS AGREEMENT entered into this 29th day of June, 2005, between the Almont Community Schools' Board of Education (hereinafter referred to as the "Board") and the Almont Educational Secretaries Association (hereinafter referred to as the "Association.").

ARTICLE I - RECOGNITION

A. The Unit

Principal's Secretaries, Assistant Principal's Secretary, Transportation Secretary, Office Assistant Secretary, Counseling Secretary, and other secretaries not excluded below.

B. Excluded from the Unit

Administrators, supervisors, teachers, mechanics, bus drivers, custodians, maintenance/custodians, cooks' helpers, assistant cooks, head cooks, paraprofessionals, superintendent's secretary, payroll/accounts payable clerk, temporary or substitute secretaries and all other persons employed by the Almont Community Schools.

ARTICLE II - MANAGEMENT RIGHTS

- A. It is recognized by all parties hereto, the Board, on its own behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States. It is further recognized the exercise of said powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and the laws of the United States.

Examples of management rights include by way of illustration and not by way of limitation the right to:

1. Manage, control and direct the school's business, the equipment, the operations, the working forces and affairs of the Board.
2. The right of assignment, and direction of its work force determine its employees hours of work, starting times and scheduling.
3. The right to direct the work force. Including the right to hire, promote, suspend, discharge, transfer, assign job related or extra duties, determine the size of the work force and to lay off employees.

Following the internal posting, it will be posted at least ten (10) working days for general notice before the vacancy is filled.

B. Applicants

Vacancies shall be filled from the secretarial group first provided they meet all of the qualifications listed for the vacant position, and have passed any skills test utilized for the position.

C. Consolidation or Elimination of Positions

At the discretion of the Board, unit positions(s) may be consolidated and/or eliminated. Nothing in this Agreement shall require the Board to fill any vacant position.

ARTICLE VII - COMPENSATION

A. Hourly Rates

2004/2005	3% retroactive
2005/2006	2%
2006/2007	Per AEA Agreement
2007/2008	Per AEA Agreement

CLASS I

	<u>04/05</u>	<u>05/06</u>
Counseling Secretary	16.68	17.01

CLASS II

	<u>04/05</u>	<u>05/06</u>
Assistant Principal	13.87	14.15

1. Secretaries who are in Class I shall remain in that classification during that term of employment and there will be no new individuals moving from Class II to Class I.
2. The Class I positions will remain in effect as long as the present employees are in those positions. When their positions become vacant, that position will revert to Class II and will no longer be a Class I position. Eventually, there will be no Class I positions.
3. If a present Class I secretary wishes to take a Class II secretarial position, they will remain frozen at their present salary until the Class II classification reaches their wage scale.
4. The secretary assigned to transportation will receive one (1) additional

B. Child Care

The Board shall grant a leave without pay, but with medical benefits for "child care" to any secretary up to and not to exceed six (6) months under the following conditions:

1. The secretary was not granted a leave under Section A above.
2. The secretary is not receiving sick leave benefits. For example, a pregnant secretary receiving paid sick leave shall not also be eligible to receive unpaid child care leave for the same time period.
3. The child to be cared for is a legal dependent of the secretary who is requesting such leave.
4. The secretary shall submit such request in writing to the Superintendent as soon as the secretary is knowledgeable of the need for the leave. The request shall indicate the beginning and ending date of the leave.
5. Early return from child care leave due to the verified death of the child by a physician shall be three (3) weeks after the Board's knowledge of the death or a mutually agreeable date.

C. Benefits While on Leave Without Pay

See Article X-E.

ARTICLE X - FRINGE BENEFITS

A. Eligibility

Employees must be employed at least twenty (20) hours per week to receive pro-rata benefits (50% of the premium cost) for which they are eligible. One hundred percent (100%) of the premium cost will be paid by the Board for full-time employees (working 30 or more hours per week). Employees working at least twenty (20) hours per week, but less than thirty (30) hours per week will receive full life insurance.

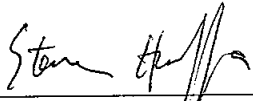
B. Insurance

Secretaries employed after January 1, 2005, are eligible only for the dental, vision, and life insurance provisions outlined in the contract and are not eligible for the District's health insurance plan. All other secretaries shall be eligible to receive the same life, dental, vision, LTD insurance as outlined in the contract between the Board of Education and AEA. For secretaries eligible for health insurance, the health insurance plan is changed to Blue Cross/Blue Shield Community Blue #1 (preferred provider organization) with the prescription co-pay of \$10 general (reimbursed upon presentation of receipts and \$40 brand (\$10.00 reimbursed upon presentation of receipt). Secretaries eligible for health insurance who elect not to receive health insurance receive cash in lieu continued at single subscriber rate established by MESSA. If the Almont Education


of his/her highest calendar year's earnings. Unused sick days will be paid according to Article VIII."

IN WITNESS WHEREOF, the Board has caused this instrument to be signed in its name by its accredited representatives and the Association has caused the same to be signed in its name by its accredited representatives on this date.


ALMONT COMMUNITY SCHOOLS

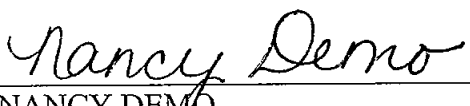
By: 
STEVEN HOFFA
Its: President

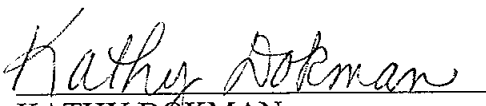
and

By: 
AMY DELOOF
Its: Secretary

ALMONT EDUCATION SECRETARIES
ASSOCIATION

By: 
CAROL LIBLONG
Its: Union Representative

By: 
NANCY DEMO
Its: Union Representative

By: 
KATHY DOKMAN
Its: Union Representative