

**Addison Community Schools**  
**Employment Agreement**  
**Between**  
**The Board of Education**  
**and**  
**The Secretaries**

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This agreement entered into on February 13, 2006 by and between the Board of Education of The Addison Community Schools, Addison, Michigan, hereinafter called the "Board" and the Addison Secretaries, 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 representative of its Secretaries, with respect to hours, wages, terms and conditions of employment. In consideration of the following mutual covenants, it is hereby agreed as follows:

### **ARTICLE I**

#### **Recognition**

As it is the sincere desire of the Secretaries, that every possible means be continued and improved toward maintaining cordial and satisfactory relations between the Administration and the Association, we believe it to be in the best interest of all concerned to have certain guidelines, conditions, and benefits outlined.

**A.** The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II, of Act 379, Public Acts of 1965, for all Secretaries. All personnel represented by the Association in the above-defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as secretaries.

**B.** The Board agrees not to negotiate with any organization other than the Association for the duration of the Agreement.

### **ARTICLE II**

#### **Employee's Rights**

The Board and the Association agree to abide by ACT 379 of the Public Acts of 1965 and to all

applicable laws and statutes pertaining to public employee rights and responsibilities.

#### **Leaves of Absence**

At the beginning of each work year the full-time secretaries shall be credited with eleven (11) leave days to be accumulated to a maximum of sixty-five (65) days at the end of each fiscal year. Any secretary with more than 65 days at June 1<sup>st</sup> of each year may sell back the number of days over 65 for \$40 per day in 2005-2006 and \$45 per day starting in 2006-2007. The Board shall "buy back" all unused accumulated leave days when the member retires from the Addison Community Schools into MSPERS at a rate of \$45 per day. Any full-time employee hired after the beginning of each school year will have their leave days prorated accordingly.

An employee may use all or any portion of his/her earned leave days for: personal illness, personal injury, personal business or physical disability including maternity related disability. It is clearly understood that leave days may not be used for recreation or vacation purposes. If an employee is to use a leave day for personal business, the employee shall give his/her supervisor at least two (2) days notice, except in the case of an emergency.

An employee may use a leave day at any time when the school or district is closed because of snow, inclement weather, power outage or interrupted utility service or emergency.

#### **Bereavement**

- A. An employee shall be granted a maximum of five (5) days paid leave per death for immediate family members (parent, stepparent, spouse, child, stepchild, sibling, and grandchild).
- B. Employees may take one (1) paid day per death to attend the funeral of a grandparent, parent-in-law or sibling-in-law. One additional day may be granted at the discretion of the Superintendent.
- C. Unused funeral/bereavement leave shall not be cumulative.

#### **Number of Pay Periods**

All employees shall receive their pay in twenty-six bi-weekly pays.

#### **Breaks and Lunch Period**

All full time employees shall be provided with two (2) fifteen (15) minute paid break periods,

scheduled at the discretion of their supervisor(s). All employees working less than full time but more than 20 hours shall be provided one (1) paid 15-minute break period. All full time employees shall have the right to a thirty (30) minute unpaid lunch, scheduled at the discretion of their supervisor(s). The employee may wish to combine their two 15 minute breaks into one paid lunch period, scheduled at the discretion of their supervisor(s).

## **ARTICLE III**

### **Insurance Benefits**

A. The Board agrees to provide all fringe benefits to full-time secretaries hired before February 13, 2006: full family medical, dental, vision, \$5,000 group term life insurance and AD & D, and long-term disability insurance. The employees agree to contribute 50% of any rate increase above \$1011.29 per month toward the cost of LTD and medical coverage. The Board reserves the right to choose the plan and carrier.

The Board contribution toward the health insurance premium shall include only one increase per year, which will be honored on the carrier's anniversary date. One half (1/2) of any premium in excess of the aforementioned contribution amount will be deducted from the employee's pay in 26 equal amounts.

B. For secretaries not selecting health insurance, the Board agrees to provide Negotiated Life, Vision and Dental, plus \$150.00 cash per month in lieu of not selecting medical coverage.

C. Under no circumstances is the district obligated to offer more than one health, dental or vision plan per married couple when both spouses are employed by Addison Community Schools.

### **Seniority**

Seniority shall be defined as the length of an employee's continuous service in a permanent position within this association. Seniority shall be lost by the employee upon resignation, retirement or termination. Seniority may be exercised only within the classification in which it is accumulated.

### **Layoff**

Layoff shall be defined as a necessary reduction in the workforce. Probationary employees shall

be laid off first. If reductions are still necessary, reductions shall be made on the following equal criteria:

1. seniority, 2. work history and experience, 3. ability to perform work available, 4. performance evaluations, and 5. attendance history.

# SCHEDULE A

## COMPENSATION SCHEDULE

**Secretaries:** 8 hours per day – 204 paid days for the 2005-2006 school year only

2005-2006  
\$14.64

2006-2007  
\$14.64

2007-2008  
Open to negotiation after October 1, 2007

For the 2005-2006 school year only, February 17<sup>th</sup>, April 14<sup>th</sup>, May 29<sup>th</sup> will be paid days off.

For the 2005-2006 school year only, the Middle School secretary will work until June 30, 2006.

For 2006-2007 school year only, each full time employee will receive a \$500 one-time payment by December 15, 2006.

**Probationary Period:** 120 workdays, pay will be based on 75% of Compensation Schedule. No leave days will be provided during the probationary period.

**Association Input:** The Association will continue to work cooperatively with the Board in the development and revision of job descriptions, performance expectations, and evaluation format and instrument.

## ARTICLE IV

### Duration of Agreement

This agreement shall be effective as of this 13th day of February 2006 and shall continue in effect until the 30th day of June 2008.

#### ASSOCIATION MEMBER:

Member: Sally D. Fort Date: 2-14-06  
Member: Ashley Stone Date: 2-14-06  
Member: Karen Yager Date: 2-14-06  
Member: Maryann Goukoff Date: 2/14/06

#### BOARD OF EDUCATION

Member: [Signature] Date: 2-23-06  
Member: [Signature] Date: 2-23-06  
Member: [Signature] Date: 2-23-06  
Member: [Signature] Date: 2/24/06  
Member: [Signature] Date: 2/24/06  
Member: [Signature] Date: \_\_\_\_\_  
Member: [Signature] Date: 2/14/06

**Addison Community Schools  
Building Secretary Job Description**

**DRAFT**

**SUMMARY:**

The building secretary will perform duties and responsibilities essential to the daily operation of the school office. The building secretary will assist students, parents, staff and community members as necessary regarding questions and concerns. The building secretary will advocate and convey a positive, safe, and supportive learning environment.

**REPORTING RELATIONSHIPS:**

Secretaries report to the Building Principal, but may receive direction from the Business Manager and Superintendent.

**QUALIFICATIONS:**

High school graduate or equivalent  
2 years secretarial or related experience  
Advance proficiency in typing (60 wpm minimum)  
Computer Skills: Competency in word processing, spreadsheet development and database entry  
Basic Bookkeeping skills  
Satisfactory Criminal Background Check

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process purchase orders and check requests, distribute supplies and materials, and maintain inventory records.
- Schedule building usage and maintain a calendar of events.
- Schedule and coordinate various school functions.
- Type and/or word-process reports, correspondence, lists and other materials as necessary.
- Maintain records on student attendance, grades and discipline.
- Assist in the care of ill and injured students, e.g. emergency first-aid, medication, etc. Stay current on medication administration policy and procedure.
- Keep reports and maintain all official student count documentation.
- Gather information and maintain student records.
- Set up Master Schedule in Student Management System.
- Maintain, print and distribute student schedules and report cards.
- Train and supervise student aides.
- Prepare payroll information for support staff and substitute teachers.



- Orient substitute teachers to the building as necessary.
- Assist students, parents and other visitors as needed.
- Sort and distribute the mail.
- In the elementary buildings, count daily lunch orders.
- Issue student bus passes and locker assignments.
- Process student transcripts to and from the district as requested.
- Place/receive phone calls and record messages for principal, teachers & staff.
- Maintain exemplary books, records, and documentation in regards to Student Activity Funds, budgets and cash received in accordance with district policy and procedures.
- Duplicate and distribute various materials.
- Enroll new students per State of Michigan/Department of Education guidelines, including required documentation.
- Prepare daily announcements.
- Maintain Special Education records.
- Maintain confidentiality of information as required by law.
- Perform related duties as required.

# ADDISON COMMUNITY SCHOOLS

## Expectations for Building Secretaries



1. Be a positive advocate for the school district's programs and personnel.
2. Always be a positive role model for student behavior and learning.
3. Build positive relationships, partnerships, and rapport with students, parents, community members and staff.
4. Use excellent communication skills, both verbal and written. Communicate professionally and respectfully with students, parents, and community members in person and when using technology and phone systems.
5. Good attendance record. Be punctual.
6. Computer skills to include being proficient in word processing, spreadsheet, and database programs. Always be alert to errors and omissions in the student management program and correct them as soon as possible.
7. Maintain exemplary books, records, and documentation in regards to money collection and Student Activity Funds, in accordance with district policy and procedures.
8. Work cooperatively with students, parents, community members and staff.
9. Be continuously aware of the office environment and appearance. Remember the office is often the first point of contact parents and community members have with the school system.
10. Maximize your time, energy and skills while at work.
11. Take the initiative to complete tasks, reports and projects. Be aware of deadlines. The ability to be organized and deal with multiple tasks is essential.
12. Actively look and listen for potential situations concerning student, parent and staff issues. Report them to administration as soon as possible.

*Addison Community Schools*  
**PERFORMANCE EVALUATION  
SECRETARY**

**DRAFT**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Evaluation Criteria Definition:**

◆ **Meets Expectations -**  
*Performance consistently meets the requirements of the position. Has demonstrated ability to solve problems, carries out duties and responsibilities of the position. Adds value to the organization.*

◆ **Does Not Meet Expectations -**  
*Performance is below the requirements of the position. Performance needs improvement. Does not consistently meet the major requirements of the position. Requires more than usual guidance, supervision and follow-up to assure that work assignments are completed.*

1. **Attendance and Promptness**
  - ⇒ Punctual
  - ⇒ Reliable
  - ⇒ Demonstrates consideration for co-workers and supervisor
  - ⇒ Acceptable attendance pattern

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

2. **Initiative**
  - ⇒ Maintains confidentiality
  - ⇒ Adheres to established rules, policies and procedures
  - ⇒ Demonstrates initiative
  - ⇒ Shows pride and interest in job performance
  - ⇒ Shows ability to problem solve and address concerns

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

3. ***Attitude***

- ⇒ Wholesome and positive toward work
- ⇒ Wholesome and positive toward staff members, students, and community members.
- ⇒ Positive role model for students.
- ⇒ Builds positive relationships with staff, parents, students and community members.

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

4. ***Cooperation***

- ⇒ Cooperates with personnel, students, community members

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

5. ***Work Quantity***

- ⇒ Output under normal conditions

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

6. ***Work Quality***

- ⇒ Neatness
- ⇒ Accuracy
- ⇒ Thoroughness

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

7. ***Job Knowledge/Performance***

- ⇒ Understanding and application of pertinent facts or factors outlined in Expectations for Building Secretaries.
- ⇒ Understands and applies office technology and software programs

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

8.

***Adaptability***

⇒ Ability to adjust to constant interruptions, change or assignments with minimal stress apparent.

\_\_\_\_\_ Meets Expectations

\_\_\_\_\_ \*Does Not Meet Expectations

**\* MUST EXPLAIN ALL ENTRIES UNDER "DOES NOT MEET"**

**COMMENTS:**

Reviewed with Employee by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Personnel File



# ADDISON COMMUNITY SCHOOLS

219 COMSTOCK • ADDISON, MI 49220

February 10, 2006

Addison Community Schools Board of Education  
c/o Richard Naughton, Superintendent  
219 North Comstock Street  
Addison, MI 49220

Dear Board Members:

Please be advised that the Addison Building Secretaries have ratified the Tentative Agreement (2/13/06-6/30/08) between the Board and Association on February 10, 2006.

Sincerely,

*Karen Yager*

Karen Yager  
Negotiation Team Member

*Rosemary Yanakeff*

Rosemary Yanakeff  
Negotiation Team Member