

Contract Extension Agreement

for the

Livonia Board of Education

and the

**Livonia Secretarial
Association**

LSA

82095
06 30 2008
LSA
0

July 1, 2006— June 30, 2008

ARTICLE VI - RECLASSIFICATION PROCESS

The following process will be followed when bargaining unit members make a request to the District and the Association for reclassification. The same process will be followed when the District requests a reclassification.

- A. The employee who desires to be considered for reclassification shall request the Reclassification Request Form from the Livonia Secretarial Association President or the Human Resources Office.
- B. The completed request forms will be submitted to the Director of Human Resources and the Livonia Secretarial Association President.
- C. Upon receipt of the reclassification request, the Director of Human Resources or his/her designee will convene a reclassification committee to consider the request. The Reclassification Committee shall be composed of the following members:
 - 1. Administration (2)
 - a. Director of Human Resources or designee
 - b. Administration Representative that is appropriate to the assignment of the employee making a reclassification request
 - 2. Livonia Secretarial Association
 - a. LSA President or designee
 - b. LSA Area Representative(s) that is appropriate to the assignment of the employee making the request
 - c. LSA Executive Director (ex-officio, non-voting)
- D. *Current contract language*
- E. *Current contract language*

F. *Current contract language*

G. *Current contract language*

ARTICLE XI — VACATIONS

Section A. *Current contract language*

Section B. Vacation Accumulation

Vacation days for twelve (12) month employees shall not be cumulative from one year to the next. Prior approval from the District, along with a written plan, will allow the carryover of up to five (5) days from one year to the next. Absent an approved plan, all vacation days (accumulated in the current school year) must be used by June 30 of that school year or lost.

Any prior accumulated vacation must be used before the end of the school year (June 30, 2009). A written plan must be presented to the Human Resources office that details how the member's unused accumulated vacation will be taken. Absent an approved plan, accumulated vacation time will be lost. Immediate supervisors will make every effort to accommodate vacation requests. (See Letter of Understanding – Vacation)

Section C. *Current contract language*

Section D. *Current contract language*

Section E. Computation

1. *Current contract language*
2. *Current contract language*
3. Yearly, based on the established District calendar, the District and the Association will work together to create a calendar that reflects the starting and ending dates for all

LSA who work less than twelve (12) months (ten (10) month employee). The calendar will include the scheduling of the first and last day of work, 220 (210, 215) days of work including scheduled holidays.

Section F. *Current contract language*

Section G.

Vacation time for all twelve (12) month employees shall be scheduled with the immediate supervisor. If two requests are made for the same period and only one can be honored, the high seniority employee (according to LSA seniority) will get preference. Substitute time may be provided for all scheduled vacation periods taken during the school year. Vacation requests may be denied. Immediate supervisors will make every reasonable effort to accommodate the request.

Section H. *Current contract language*

Section I. *Current contract language*

Section J. *Current contract language*

Section K.

When a mid-winter break is scheduled on the District calendar, twelve (12) month LSA members have the option of working when the buildings are open. Members will be notified as early in the school year as possible whether or not the building will be open.

ARTICLE XII — LEAVES OF ABSENCE

Section A. *Current contract language*

Section B. *Current contract language*

Section C. *Current contract language*

Section D. *Current contract language*

Section E. *Current contract language*

Section F. Personal Business

1. *Current Contract language*
2. *Current Contract language*
3. *Current Contract language*
4. *Current Contract language*
5. *Current Contract language*
6. For 2006-07 and 2007-08 school years, each LSA employee will receive one (1) additional unrestricted paid day each year. Unused unrestricted paid days will become part of the employee's sick leave bank.

ARTICLE XIII - INSURANCE

Section A. Coverage

The District shall pay the premiums to provide hospitalization, medical, income protection and life insurance for eligible employees and their dependents as defined under approved District policy. This coverage is subject to the terms and conditions of the agreement between the District and the carrier as defined in the Blue Cross Blue Shield Community Blue Plan I program (BCBS CB PPO Plan 1 dated July 2005).

First aid emergency and emergency room and physician costs will be covered as provided for in BCBS CB PPO Plan 1.

A prescription drug card will be issued for \$5.00 generic and \$20.00 brand name coverage. Members on HAP will also have a change in their drug card from \$2.00 to a \$5.00 card.

The following deductible shall apply when using an in network provider:

- a) Individual - \$0.00
- b) Two-person or family - \$0.00
- c) \$10.00 co-pay for office visits

Section B. *Current contract language*

Section C. *Current contract language*

Section D. *Current contract language*

Section E. *Current contract language*

Section F. *Current contract language*

Section G. *Current contract language*

ARTICLE XXI - PROFESSIONAL GROWTH ON THE JOB

Section A. *Current contract language*

Section B. *Current contract language*

Section C. *Current contract language*

Section D. Classes/Workshops

Tuition or other fees paid for classes, workshops, etc., relating to job performance and/or responsibilities will be reimbursed retroactive to 2005-06 school year up to five hundred dollars (\$500) annually subject to the following:

1. Obtain written approval from the Director of Human Resources office PRIOR TO the start of the class or workshop;
2. Present receipts along with evidence of successful completion.

Section E. *Current contract language*

Section F. *Current contract language*

ARTICLE XXIII - RETIREMENT

Section A. *Current contract language*

Section B. *Current contract language*

Section C. Special Pay Plan

Retirement pay (as described above in Section A.), sick day and vacation pay shall be granted upon retirement. As allowed by the IRS, the retirement pay and payoff for unused sick days for all retirees who are age 55 and over at the time of retirement will be paid into a tax sheltered annuity under Section 403 (b) of the Internal Revenue Code. The School District will contribute this money within 30 days of the employee's retirement. Retiring employee's who are under age 55 will have their retirement pay and unused sick day payout paid in a check with applicable deductions. If laws change or the 403 (b) carrier's policy changes and the changes will have a significant impact on the provisions of this paragraph, either party may, at its option, reopen this paragraph for negotiations.

ARTICLE XXV - PAYROLL

Section A.

The wages of an employee shall start at the time he/she reports for duty. Wages shall be paid bi-weekly on such calendar dates as are established by the District. The bi-weekly pay periods begin on a Saturday and end on the Friday preceding payday. Pending approval from all LPS bargaining units, beginning in the 2007-08 school year, the wages or salary shall be paid on the second and fourth Friday of each month.

Section B.

Beginning in the 2007-08 school year and pending the successful pay cycle conversion of all LPS employee bargaining units, direct deposit options will be offered to LSA members. The direct deposit options will include all banking institutions and credit unions that are part of the Federal ACH (Automated Clearing House) System.

*The parties agree that this pay cycle plan will not be implemented during this agreement and the current practice will be maintained.

Section C.

When payday falls on a non-workday, every effort shall be made to see that the employees receive their pay on the last working day proceeding the regular payday as described above.

Section D. *Current contract language (relettered)*

Section E. *Current contract language (relettered)*

Section F. *Current contract language (relettered)*

Section G. *Current contract language (relettered)*

Section H. *Current contract language (relettered)*

SALARY SCHEDULE

The Appendix A Wage Schedule will not increase for the 2006-07 school year.

SECRETARIAL SALARY SCHEDULE July 1, 2007 — June 30, 2008 (with 2% salary increase)

	LEVEL I	LEVEL II	LEVEL III
BEGIN	\$13.08	\$12.50	\$11.90
6 MONTHS	\$13.69	\$13.08	\$12.50
1 YEAR	\$14.27	\$13.69	\$13.08
2 YEARS	\$15.63	\$15.02	\$14.42
3 YEARS	\$16.66	\$16.04	\$15.44
4 YEARS	\$17.91	\$17.09	\$16.44
5 YEARS	\$18.57	\$17.71	\$17.05
6 YEARS	\$19.29	\$18.39	\$17.73
7 YEARS	\$20.37	\$19.60	\$19.00

ARTICLE XXIX—DURATION OF AGREEMENT

This one-year extension agreement entered into on August 8, 2006 and ratified by members on August 21, 2006 shall continue until June 30, 2008.

LIVONIA SECRETARIAL ASSOCIATION

LIVONIA BOARD OF EDUCATION

Miriam L. Lush
President

Synda S. Scheel
President

Donna J. Mulder
Secretary

Ken H. [Signature]
Secretary

8-28-06
Date

8-28-06
Date

Livonia Public Schools
Livonia Secretarial Association EVALUATION

EMPLOYEE _____ DATE _____
CLASSIFICATION _____ BUILDING/DEPARTMENT _____
EVALUATION PERIOD _____ [] PROBATIONARY [] CONTINUING

THE EVALUATION PROCESS

Evaluation is a process whereby staff members are appraised of the quality of their performance.

DESCRIPTION OF EVALUATION FORMS:

The primary purpose of the evaluation form is to encourage positive interaction between the evaluator and the employee and for the employee to realize improvement. To be most effective, the evaluation must occur in an atmosphere of sensitivity, understanding, support, candor and trust by both the evaluator and the person being evaluated. The productivity and success of the evaluation process will depend upon the attitudes of both parties.

Each evaluation process should result in a clear understanding of both strengths and weaknesses and should lead to the greatest efficiency possible. The characteristics listed on each form, though not all inclusive, are intended to stimulate constructive discussion regarding the staff member's performance and provide an organized approach to viewing the staff member's performance.

This evaluation form should be completed by the Principal, Assistant Principal or Administrator. *Overall evaluations marked "Improvement Needed" will include a Plan of Support form which is listed on the last page of this evaluation.

APPRAISAL CRITERIA AND STANDARDS OF HIGH LEVEL PERFORMANCE

	Exceeds Expectations []	Meets Expectations []	Improvement Needed []	Does Not Apply []
<p>I. KNOWLEDGE, ABILITY AND SKILLS TO PERFORM JOB High level performance requires that the employee:</p> <ul style="list-style-type: none"> a. has command of all assigned work duties and responsibilities b. has the technical grasp of the job where applicable c. prepares and maintains files, records and reports d. has consistently demonstrated his/her ability by performing all required job skills in a competent manner. 	[]	[]	[]	[]
<p>II. ATTITUDE TOWARD JOB ASSIGNMENT AND INITIATIVE High level performance requires that the employee:</p> <ul style="list-style-type: none"> a. is a self-starter who does the job without being asked b. shows enthusiasm c. contributes suggestions for improvements and exhibits problem solving approach d. sets goals and works toward them willingly e. cooperates with co-workers f. accepts direction from his/her supervisor, including constructive criticism where applicable g. is resourceful h. takes pride in his/her work i. represents position appropriately. 	[]	[]	[]	[]
<p>III. DEPENDABILITY High level performance requires that the employee:</p> <ul style="list-style-type: none"> a. performs the work assignment with a minimum of supervision b. uses good judgment c. is punctual, reliable and has good attendance habits d. completes his/her work in a timely manner e. exercises discretion and confidentiality. 	[]	[]	[]	[]

<p>IV. PUBLIC RELATIONS</p> <p>High level performance requires that the employee:</p> <ol style="list-style-type: none"> actively fosters a cooperative and pleasant environment demonstrates interest in the welfare of children demonstrates courteous demeanor both over the telephone and in person maintains effective relations with school officials and parents. 	<p>Exceeds Expectations <input type="checkbox"/></p> <p>Meets Expectations <input type="checkbox"/></p> <p>Improvement Needed <input type="checkbox"/></p> <p>Does Not Apply <input type="checkbox"/></p> <p>Basis for conclusions:</p>
<p>V. SPECIAL JOB RESPONSIBILITIES</p> <p>High level performance requires that the employee:</p> <ol style="list-style-type: none"> keeps necessary building facilities, equipment and machinery in good, safe operating condition demonstrates ability to handle emergencies provides assistance to students in a cordial and courteous manner provides necessary assistance to other LPS employees in a professional manner other responsibilities, such as bookkeeping skills, (describe below): 	<p>Exceeds Expectations <input type="checkbox"/></p> <p>Meets Expectations <input type="checkbox"/></p> <p>Improvement Needed <input type="checkbox"/></p> <p>Does Not Apply <input type="checkbox"/></p> <p>Basis for conclusions:</p>

NOTES TO EVALUATOR:

1. This Employee Performance Appraisal has value and meaning only when the employee's work is appraised honestly and conscientiously in relationship to the standards of high level performance above.
2. You are definitely encouraged to append to this appraisal form an additional narrative performance appraisal.
3. An *Exceeds Expectations* rating is intended to denote achievement of each of the standards for high level performance for the given performance area.
4. An overall *Improvement Needed* rating must be accompanied by a supportive statement on this form or by attachment. In the case of an overall *Improvement Needed* rating, a plan of support will be developed with the employee and evaluator in writing. A mentor may be assigned according to LSA contractual guidelines.
5. The comment area, entitled *Basis for Conclusions*, is to be utilized as an explanation to the employee for rating given. In particular, performance insufficiencies should be noted within, if corrected, would result in achievement of the high level performance standards.
6. If the employee does not agree with the evaluator's performance appraisal, he/she may submit their own rebuttal for inclusion in the personnel file.

Date of Last Appraisal: _____ Length of service with - Administrator: _____ School District: _____
OVERALL EVALUATION: [] Exceeds Expectations [] Meets Expectations [] *Improvement Needed

OTHER REMARKS:

Employee's Signature: (Indicates employee has read the evaluation)	Date:
Administrator's Signature:	Date:

*PLAN OF SUPPORT STATEMENT ATTACHED
CC: Original - Personnel File, Copy - Employee, Administrator, LSA President

PLAN OF SUPPORT

GUIDELINES FOR PLAN OF SUPPORT: (To be used by the evaluator in the event the employee receives an overall "Improvement Needed" rating.)

The evaluator must work with the employee to develop plans and suggestions for improvements as follows:

1. Record area(s) where improvement is needed.
2. Establish expected improvement performance level.
3. Develop specific objectives or plan of action to attain expected improvement. (May include assignment of LSA mentor.)
4. Establish a reasonable period of time in which to attain the desired improvement.
5. Establish schedule of periodic conferences to review progress toward attaining improvement objectives.
6. State what action may occur if those desired results are not achieved.
7. Provide these recommendations to the LSA President.

Signatures:

Administrator _____ Date _____

Employee _____ Date _____
(My signature only acknowledges that I have read my evaluation report.)

