

**MONTROSE COMMUNITY
SCHOOLS**

**Central Office Personnel
Contract**

2007 – 2010

Central Office Agreement 2007-10

This agreement entered into this the 12-11-07

Central Office Employee Rights

There shall be a written job description for each position.

Promotions will be made on the basis of ability and qualifications of the current position held as well as the evidence of ability to perform the new position. The promotions will be effective the first day of the school fiscal year except in emergencies.

New Central Office employees shall be informed of their starting wage, benefits, and provided a copy of the Central Office Agreement. This is to be done by the employer on the first date of employment

When a vacancy occurs the position will be posted the same number of days that the employee creating the vacancy, up to 15 workdays gave the notice, before the position is filled. Any Central Office Employee may apply for such position, and if qualified shall be given first chance for the position prior to an outside applicant. An employee who transfers to a different classification will be placed at the first level of the new position and credit for previous years service may be given.

Promotions will be made on the basis of ability and qualifications in performing the present job plus evidence to perform the new job.

Hours of Work

In the event that it is necessary for the Central Office Employee to work past 40 hours per week and upon the request of her supervisor, she shall be paid overtime at the rate of time and a half or collect comp time also at the rate of time and a half. An employee may accumulate no more than 16 hours (2 days) of comp time, which if unused may be paid off at the end of the year at their current hourly rate or put into their sick bank.

Employees will be provided 2-fifteen minute breaks as well as a thirty minute unpaid lunch per day.

Leave of Absence

Any Central Office Employee whose personal illness extends beyond the period compensated under "leave pay" shall be granted a leave of absence without pay for such time it is necessary for complete recovery for such illness; the period of time not to exceed one calendar year. Upon return from leave, an employee shall be assigned to the same position if available or a substantially equivalent position.

The Superintendent may grant a leave of absence. The district will adhere to the provisions of the FMLA when dealing with such leave request of the employee.

Leave Pay

Employees will be provided 12 sick days per year; additional sick days will be used from any accrued sick days from the previous year(s) employment.

Leave of absence with pay chargeable against the employee's sick leave allowance shall be granted for the following reasons:

1. A maximum of five (5) days per school year to care for illness or injury of immediate family.
2. One day when emergency illness in the family requires an employee to make arrangements for necessary medical or nursing care. The administration may request the employee to present documentation.
3. Time necessary for special medical and dental appointments when such appointments cannot be made at other times.
4. A maximum of five (5) days per school year for a death in the immediate family.
5. Any other emergency is to be approved by the Superintendent.
6. Immediate family is defined as spouse, children, grandchildren, parent or equivalent, mothers-in-law, fathers-in-law, brother, brothers-in-law, sister, sisters-in-law, grandparents of either spouse or any family member residing in the household.
7. An employee may take one day per year to attend or participate in a funeral.

In the event of the death of a person not interpreted as "immediate family" and whose relationship to the Employee poses an unusual circumstance, leave may be granted at the discretion of the superintendent or his/her designee.

The total unused portion of the annual sick leave allowance shall be permitted to accumulate without limit. If for any reason a Central Office Employee is terminated after ten years of service, the employee will be provided a severance benefit of \$45.00 per day for each unused sick day.

Each Central Office Employees shall receive four (4) personal business days per year in addition to the sick leave pay; exception: if Columbus Day is observed by the district three (3) personal business days will be granted. Personal business days may be used for any reason the employee feels warranted. Unused business days may accumulate as sick leave.

Central Office Employees shall be allowed the maximum number of snow days for inclement weather allowed by the MDE per school year.

Holidays and Vacations

Central Office Employees shall be paid for the legal holidays listed below including Easter Monday or such holiday which falls on a weekend where the proceeding Friday or following Monday school is not in session. Central Office Employees shall not be expected to work during the holiday recess unless the employee feels it necessary, as the office will be closed to the public during these recesses. If said employees choose not to work during any unpaid holiday recess Personal or Vacation Days must be used.

- o News Years and New Years Eve
- o Good Friday
- o Memorial Day
- o Labor Day
- o October Fall Break
- o Thanksgiving & Friday following Thanksgiving Day
- o Christmas Eve and Christmas Day
- o 4th of July and day preceding or following which ever works best with the workweek.

Exceptions: Columbus Day, Washington's Birthday and the Fridays preceding Labor Day and President's Day provided that the school calendar is so arranged that school is not in session on those days.

Annual Leave

52-week employee:

One Year	(5) five days
Two to Four Years	(10) ten days
Five to Seven Years	(15) fifteen days
Eight and Over Years	(20) twenty days

Employees shall be allowed to carry 5 days of vacation time over to the next year, not to exceed 5 weeks in any given year. The remaining balance will be paid to the employee at their current hourly rate.

Paid vacation accrues on June 30th of each year.

Insurance

The Board shall provide insurance to all 52 week Central Office Employees and their eligible dependents.

Option 1: or comparable insurance as follows:

MESSA Super Care One (or comparable Health Insurance Plan)
Long Term Disability 66 2/3 of salary 90 calendar days modified fill - \$4,000 max
Vision VSP 3
Delta Dental 80/80/80 \$1,800
Life Insurance \$45,000 AD & D
Dependent Life \$7,500.00 (\$5,000.00 Spouse, \$2,500.00 Children)

Option 2: or comparable insurance as follows:

Vision VSP 3
Delta Dental 80/80/80 \$1,800.00
\$250.00 Cash Option
Life Insurance (same as A)

Dependent Life (same as A)
 Long Term Liability (same as A)

Option 3:

\$400.00 Cash Option

Coverage shall be for a full twelve (12) month period concurrent with the contract year (July 1 – June 30).
 Other insurance options shall be provided at the employee's cost through payroll deduction.

Compensation

	1.50%	1.00%	0.05%
<i>Secretary/Receptionist</i>			
Step 1	\$11.57	\$11.69	\$11.75
Step 2	\$12.04	\$12.16	\$12.22
Step 3	\$12.50	\$12.63	\$12.69
Step 4	\$12.96	\$13.09	\$13.16
Step 5	\$13.43	\$13.56	\$13.63
Step 6	\$13.89	\$14.03	\$14.10
Step 7	\$14.35	\$14.49	\$14.56
<i>Admin Bldg Secretary</i>			
Step 1	*****	*****	*****
Step 2	*****	*****	*****
Step 3	*****	*****	*****
Step 4	*****	*****	*****
Step 5	\$13.83	\$13.97	\$14.04
Step 6	\$14.04	\$14.28	\$14.34
Step 7	\$14.25	\$14.39	\$14.46
<i>Payroll/Benefits</i>			
Step 1	\$15.78	\$15.94	\$16.02
Step 2	\$16.41	\$16.57	\$16.65
Step 3	\$17.05	\$17.22	\$17.31
Step 4	\$17.68	\$17.95	\$18.13
Step 5	\$18.78	\$18.97	\$19.06
Step 6	\$18.94	\$19.13	\$19.23
Step 7	\$19.57	\$19.77	\$19.87
<i>Executive Secretary</i>			
Step 1	\$16.18	\$16.32	\$16.40
Step 2	\$16.83	\$17.00	\$17.09
Step 3	\$17.48	\$17.65	\$17.74
Step 4	\$18.13	\$18.31	\$18.40
Step 5	\$18.78	\$18.97	\$19.06
Step 6	\$19.43	\$19.62	\$19.72
Step 7	\$20.08	\$20.28	\$20.38
<i>Financial Controller</i>			
Step 1	\$17.12	\$17.29	\$17.38
Step 2	\$17.81	\$17.99	\$18.08
Step 3	\$18.49	\$18.67	\$18.76
Step 4	\$19.18	\$19.37	\$19.47
Step 5	\$19.86	\$20.06	\$20.16
Step 6	\$20.55	\$20.76	\$20.86
Step 7	\$21.23	\$21.44	\$21.55
<i>Longevity</i>	1.50%	1.00%	0.05%
10 yrs	\$0.60	\$0.61	\$0.61
15 yrs	\$0.72	\$0.73	\$0.73
20 yrs	\$0.83	\$0.84	\$0.84
25 yrs	\$0.96	\$0.97	\$0.97

If an employee feels her duties warrant a review as to her classification, said employee shall have the right to present such a request to the Superintendent or his designee.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this the day

2-1-08

Montrose Community Schools
Central Office Secretaries

Ryan M. Clark
Brenda L. Hystek

Montrose Community Schools
Board of Education

[Signature]