

Letter of Agreement

Between the Elkton-Pigeon-Bay Port Schools Board of Education

And the Secretarial Association

Re: Secretarial Contract for July 1, 2011- June 30, 2012

The parties agree to the following provisions:

1. The regular work year will consist of 194 work days. Additional days may be added at the request of the principal.
2. Patti Damm will to choose to voluntarily retire, and the District will agree to purchase one service year at the cost of \$5,520.60.
3. One contracted secretary will be hired to replace Gail Richmond and Patti Damm.
4. Secretarial Association members will receive no pay increase, but longevity will be granted as outlined under Schedule "D" of the Master Agreement.
5. The Secretarial Association agrees to receive insurance coverage similar to that of the teaching staff as follows:
 - A. \$250/\$500 in-network annual deductible and \$500/\$1,000 annual out of network deductible paid by the employee.
 - B. 20% employee co-insurance
 - C. Employee office visit co-payments
 - 1.\$20 Office visit primary and specialist co-pay
 - 2.\$75 Urgent care
 - 3.\$150 emergency room
 4. Zero co-pay up to 38 chiropractic visits
 5. 100% private duty and hearing benefits for covered plan benefits.
 - D. Prescription drug card employee co-payment
 - 1.\$10 Generic
 - 2.\$40 Brand
 - 3.\$40 Brand non-formulary
7. Effective July 1, 2011, secretaries will pay twenty (20) percent of all their insurance benefit premiums.
8. Zero co-pay up to 38 chiropractic visits

For the Board

Date

For the Association

Date



AGREEMENT

between

Elkton-Pigeon-Bay Port Laker Schools

BOARD OF EDUCATION

and

SECRETARIAL ASSOCIATION

July 1, 2009 – June 30, 2011

**ARTICLE 1
AGREEMENT**

This agreement is entered into by and between the Elkton-Pigeon-Bay Port Laker Schools Board of Education hereinafter referred to as the "Board" and Elkton-Pigeon-Bay Port Laker Secretarial Association hereinafter referred to as the "Association."

**ARTICLE 2
PURPOSE**

It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the Elkton-Pigeon-Bay Port Laker Schools and the employees covered hereby, to insure true collective bargaining, and to establish standards of wages, hours, working conditions, and other conditions of employment.

**ARTICLE 3
ASSOCIATION RECOGNITION**

The Board hereby recognizes the Association as the sole and exclusive collective bargaining agent of the secretarial employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, and hours of employment. The positions covered by this agreement include secretarial positions in the elementary, junior high, high school, high school guidance, transportation offices and any new secretarial positions that the parties agree should be covered by this agreement.

**ARTICLE 4
NEW JOBS**

- A. When new jobs or revised job duties are placed in operation during the term of this Agreement and they cannot be properly placed into an existing classification by mutual agreement between the parties, the Employer shall place into effect a new classification and a rate of pay for the job in question and he shall designate the classification and pay rate as temporary. The Employer shall notify the Association in writing of any such temporary job which has been placed into effect upon the institution of such job.
- B. The rate of pay for a new classification shall be considered as temporary for a period of thirty (30) calendar days following the date of written notification to the Association. During this thirty (30) calendar day time period, but not hereafter during the life of this Agreement, the Association may request, in writing, the Employer to negotiate the pay rate. The negotiated rate, if higher than the temporary rate, shall be applied to the date the employee first began working in the classification, except as otherwise mutually agreed. When the classification has been assigned a permanent rate of pay, the new classification shall be added to and become a permanent part of this Agreement.

**ARTICLE 5
JURISDICTION**

- A. Employees of the Employer not covered by the terms of this Agreement may temporarily perform work covered by this Agreement only for purposes of instructional training, experimentation or in cases of emergency.
- B. Students assigned to work in offices may do so and are not covered by the terms of this Agreement. Also, there may be certain specific special events when volunteers and/or paid personnel are doing work which overlaps the secretarial function. These individuals on these special occasions are also excluded from the terms of this contract.

**ARTICLE 6
DISCIPLINE/DISCHARGE**

Dismissal, suspension, and/or any other disciplinary action for employees who have completed the probationary period shall be only for just and stated causes with the employees having the right to defend themselves against any and all charges. Written notification of dismissal, suspension or other disciplinary action shall be sent to the employee and the Association. Among the causes which shall be deemed sufficient for dismissal, suspension, and/or disciplinary action are the following: drunkenness, dishonesty, insubordination or willful violation of established rules.

**ARTICLE 7
GRIEVANCE PROCEDURE**

- A. A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the specific express terms of this Agreement.
- B. If an employee seeks redress in any other form, other than the grievance procedure incorporated into this Agreement, said employee forfeits the right to file a grievance or continuance of a grievance already in the procedure.
- C. For the purpose of processing grievances, working days shall be defined as including Monday through Friday, excluding all paid holidays.
- D. The time elements in the steps may be shortened, extended or waived upon written mutual agreement between the parties.
- E. Any employee or Association grievance which is not presented for disposition through the grievance procedure, in writing, within five (5) working days of the date that it is reasonable to assume that the employee or the Association, as the case may be, first became aware of the conditions giving rise to the grievance, the grievance shall not hereafter be considered a grievance under this Agreement.

- F. Any grievance which is not appealed within the specified time limits set forth in that step level of the grievance procedure shall be considered settled on the basis of the decision rendered at the previous step level of the grievance procedure. In the event that an answer to a grievance is not given within the specified time limits of that step level of the grievance procedure, the appealing party may appeal the grievance to the next step of the grievance procedure.
- G. All grievances will be submitted using the Grievance Form set forth in this Agreement.

H. PROCEDURE

Step One

- A. Any employee having a grievance shall discuss the grievance with their Building Principal/Supervisor, and then if the grievance is not settled orally with the Building Principal/Supervisor, the employee may request a meeting with the Association Representative.
- B. The Association then may submit the grievance in writing to the Building Principal/Supervisor, stating the remedy or correction requested, plus the facts upon which the grievance is based, and the alleged contract violation, and the relief requested. The secretary and the Association Representative shall sign the grievance.

Step Two

- A. The Association Representative shall meet with the Building Principal/Supervisor within five (5) days of its written submission to the Building Principal/Supervisor.
- B. The Building Principal/Supervisor shall give his decision in writing relative to the grievance within five (5) working days of his meeting with the Association Representative.

Step Three

- A. Any appeal of a decision rendered by the Building Principal/Supervisor shall be presented in writing within five (5) working days from Step Two (b) above, to the Superintendent, stating the reason or reasons why the decision of the Building Principal/Supervisor was not satisfactory.
- B. The Association Representative shall meet with Superintendent along with the grievant to discuss the grievance within five (5) working days of its written submission to the Superintendent.
- C. The Superintendent shall give a decision in writing, relative to the grievance, within five (5) working days of the meeting with the Association Representative.

ARTICLE 8 SENIORITY

- A. Employees shall be regarded as probationary employees for the first 120 work days of active employment. Work days missed shall serve to extend the probationary period. Probationary employees shall not be eligible for insurance benefits. Laid off, disciplined or discharged probationary employees shall not have recourse to the grievance procedure.
- B. Upon completion of the probationary period, the employee's seniority date shall be retroactive to his/her date of hire as a member of this unit. Seniority is defined as the length of continuous employment within the bargaining unit. Seniority does accrue during periods of unpaid leaves and layoff but such credit is not given for other purposes that may relate to years of service (i.e. longevity pay). The employee's last four digits of the social security number shall be used to break any ties in seniority with the highest number being placed first.
- C. Employees shall be laid off according to seniority and qualifications. An employee, whose position is scheduled for elimination, shall be reassigned to the position of the least senior employee with the same hours provided the employee is qualified and has more seniority. If there is no such position, the employee will be assigned to a position with the next closest (but not more than) hours to position the employee is being laid off from. The same procedure will apply to an employee who is displaced as a result of any reassignments of more senior employees.
- D. An employee will lose his/her seniority for the following reasons:
 - 1. The employee resigns.
 - 2. The employee is discharged and not reinstated through the grievance procedure.
 - 3. The employee retires or is retired.
 - 4. The employee is absent without proper cause and notification.
 - 5. The employee fails to report to work when recalled (recall will provide for five (5) days after receipt of notice.)
 - 6. The employee is laid off for a period in excess of two (2) years from the effective date of layoff.
- E. Seniority shall continue to accumulate for an employee who is transferred to a supervisory position.

**ARTICLE 9
ASSOCIATION REPRESENTATIVES**

- A. Employees will be represented by one Association Representative or designated Assistant Steward, whose identities shall be made known to the Employer.
- B. The steward during his/her working hours, without loss of time or pay, may investigate and present grievances to the Employer, after permission has been received from the Superintendent, which permission shall not be unreasonably withheld. This privilege shall not be abused and it is understood and expected that all investigations will be outside of work time so as to not disrupt district operations.
- C. The steward, upon request, shall be supplied the following information about a new hire: name, address, classification and job location.
- D. When the Employer requests negotiations take place during working hours, the Association Representative may attend without loss of pay.

**ARTICLE 10
HOURS AND WORK WEEK**

- A. The regularly scheduled work week for full-time employees shall consist of forty (40) hours, beginning at 12:01 a.m. Monday and ending one hundred twenty (120) hours thereafter. Secretaries will not be required to punch a time clock at any time.
- B. The normal work day for full-time employees shall be eight (8) consecutive hours, which shall include a duty-free, one-half (1/2) hour paid lunch period. Full-time secretaries shall be granted two (2) fifteen (15) minute breaks daily, one to be scheduled during the first half of the day and the second during the second half of the working day. Building principals with more than one secretary must schedule secretarial breaks so the building always has office coverage during the full work day. The district will determine the lunch and break schedules, if any, apply to those working less than full time.
- C. Hours, work weeks, lunch, breaks and duties will be determined by the Administration at the time of hire.

**ARTICLE 11
CLASSIFICATION, COMPENSATION, AND LONGEVITY**

- A. The Employer may grant experience credit to a new employee up to the 2nd step. New employees hired into the secretarial unit who are employed with the school district in another employment category start at the step rate equal to but not more than the employee's hourly rate at the point of transfer. If the wage step rate in this bargaining unit rate is greater, the employee will stay at prior wage rate until the beginning of the next school year, at which time the hourly rate would match the next highest rate above the employee's former hourly rate.

- B. Each secretary in this Association shall have the opportunity to work hours in the summer with administrative approval.
- C. The secretarial work year shall consist of: 12 days before teacher first work day, teacher work days, 12 days after ending teacher work day.
- D. Secretarial annual pay will be based upon the hourly rate times number of scheduled days in the work year, plus pay for added hours or days beyond the normal schedule, plus nine (9) holidays specified in the agreement.
- E. The secretarial pay will be made in bi-weekly payments.
- F. Longevity: The annual amount of longevity pay will be paid in equal bi-weekly payments over the same number of pays as the secretary's regular salary pay.
 - 1. Employees hired prior to July 1, 2003 will receive longevity pay at the rate of \$30 per year of service for years 1-10 and \$75 for each year thereafter.
 - 2. The longevity schedule only applies to those employees within the bargaining unit as of June 30, 2006.

**ARTICLE 12
VACANCIES AND TRANSFERS**

- A. Whenever a vacancy in any secretarial position in the district shall occur, the Administration will inform each presently employed secretary of such vacancy. No vacancy shall be filled, except in case of an emergency on a temporary basis, until such vacancy shall have been made known for a minimum of ten (10) working days. Vacancies will be posted before implementing the recall procedures for laid off employees.
- B. Any secretary or persons outside of the district or bargaining unit may apply for such a vacancy. If ability and qualifications are equal, the most senior applicant from the secretarial association will be selected.
- C. Transfer Requests:
 - 1. Request for transfers by members of the Association will be made in writing to their administrator with a copy provided to the Superintendent and Association Representative. All such requests shall be answered in writing as soon as a decision has been made.
 - 2. Prior to involuntary transfers being affected, the reasons for such transfers shall be discussed between the secretary and Administration. The Superintendent shall notify the secretary affected and the Association Representative. If the secretary objects to such a transfer for the reasons given, the dispute can be resolved through the grievance procedure. Temporary shall not exceed ninety (90) days. Temporary may be extended by mutual agreement between the Association and the Employer.

ARTICLE 13
PAID LEAVE AND SCHOOL CLOSURES

- A. Eight (8) sick leave days shall be granted annually to secretarial employees of the Board at the beginning of each school year. Sick days will be recorded as hours (one day equals eight hours for full time employees).
- B. The Administration may request a doctor's certificate from an employee who is absent.
- C. At the beginning of each school year, each secretary with seniority will be credited with four (4) days to be used for personal business which cannot be handled outside work time. The request is subject to the approval of the Building Principal/Supervisor. Personal days will be recorded as hours (one day equals eight hours for full time employees).
- D. Unused sick leave will be accumulative to one hundred (100) days. For all employees hired prior to July 1, 2009, the Board of Education shall buy back unused sick days over the one hundred (100) day maximum at the end of each year at the rate of Thirty five (\$35.00) Dollars per eight hours. The payoff shall be made no later than June 30th each school year.
- E. For all employees hired prior to July 1, 2009, unused personal days will be added to the employee's sick leave accumulation at the end of the year.
- F. Employees may use up to three (3) sick days in the event of a death in the immediate family. The immediate family shall be defined as the employee's spouse, parent, child, brother, sister, and the following in-laws: father, mother, son, daughter, brother, sister; grandchildren or grandparent.
- G. In the event of a serious illness to the members of the immediate family, as defined above, which requires the attention of the employee, a total of five (5) days per year of sick leave may be used.
- H. When an employee is called for jury service, he/she shall give his/her Building Principal/Supervisor proper written notice. The employee will receive his/her normal pay. It is the responsibility of the employee to collect for his/her services and reimburse the Employer. Court documentation of payment must be submitted with the reimbursement.
- I. When an employee is subpoenaed by the Board to serve as a witness in a court action on behalf of the Board, there shall be no loss of pay.
- J. First-year employees shall come under the following exceptions to the preceding provisions:
 - 1. First year employees must work at least one (1) month to be credited with any leave days.

2. First year employees shall be eligible for and may use sick leave at the rate of half of the annual leave allowance during the probationary period and the remainder of the year's allowance during the second half of the year.
- K. Employees working less than half-time shall not be eligible for sick leave. Employees working more than half time but less than full time shall receive a pro rata share.
 - L. Each employee on less than fifty-two (52) week basis (other than probationary employees) shall be allowed to use sick leave days for personal illness as of the first day of his/her employment year even though he/she is not able to report for duty on the first day of his/her employment year.
 - M. Scheduled days of student instruction which are not held because of conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by city, county or state health authorities, will be rescheduled if it is necessary to do so in order to meet the minimum amount of student instruction time required by state law, rule or regulations or to receive full state aid. Secretaries will receive their regular pay for days which are cancelled but shall work on any rescheduled days with no additional compensation.
 - N. Should the provisions of the state law be rescinded, the above provisions shall be considered null and void, and the provisions and practices in existence prior to this Agreement shall be reinstated to the extent permitted by law.
 - O. For all employees hired prior to July 1, 2009, the Board of Education shall buy back the first fifty (50) unused sick days (of the accumulated 100 sick days) from any bargaining unit member upon notification of retirement of said bargaining unit member under MPSERS (Michigan Public School Employee Retirement System). The buy back rate shall be \$35.00 per eight hours.

ARTICLE 14 UNPAID LEAVES OF ABSENCE

- A. Unpaid leaves of absence will be considered only after all available paid leave has been exhausted.
- B. An employee who, because of illness, disability or accident which is non-acceptable under the Worker's Compensation Law, is physically unable to report for work and has exhausted any means of compensation from the Employer, shall be granted a leave of absence not to exceed one (1) year. Prior to return to work, a written medical release is required.
- C. A seniority employee may be granted a child birth or child care leave of absence.

- D. Leaves of absence will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, provided such employees make written request for such leave of absence immediately upon receiving their orders to report for such duty.
- E. All reasons for leaves of absence shall be in writing, stating the reason for the request, to be maintained by the Employer, a copy furnished to the employee and a copy sent to the Association.
- F. An employee who meets all the requirements as hereinbefore specified may be granted a leave of absence without pay and the employee shall accumulate seniority during the employee's leave of absence and he/she shall be entitled to resume his/her regular seniority status and all job rights assuming the employees former position still exists.
- G. Leaves of absence may be granted at the discretion of the Employer for reasons other than those listed above when deemed beneficial to the Employer and the employee.

ARTICLE 15 HOLIDAY PAY

- A. The following nine (9) days shall be considered as paid holidays for seniority employees: Labor Day, Thanksgiving Day + Friday, Christmas + One Day, New Year's Day, Good Friday, One Day – Spring Break, Memorial Day.
- B. An employee off sick on the holiday or the day before or after the holiday may be required to submit medical proof of illness to receive holiday pay.
- C. An employee must be in pay status (working or paid leave) the work day immediately before and the work day immediately following a paid holiday in order to qualify for holiday pay.
- D. If an employee is required to work on one of the above designated holidays, the employee shall receive time and one-half (1½) for all hours worked plus holiday pay.

ARTICLE 16 INSURANCE PROTECTION

Each member of the Association will be provided premiums for full family insurance benefits, subject to the following limitations.

- A. The Board shall provide a fully funded HRA Blue Cross/Blue Shield Flex Blue 2 plan with a \$3,900/\$5,850 annual deductible. The Board will be responsible for any increase in the deductible.

1. If the secretary belongs to a single family unit with another District employee and is eligible for coverage under the same policy, the Board will pay one policy covering the family unit.
- B. The Board will provide the premium for SET Ultra Dental for each bargaining unit member. The cap for dental benefits will be \$900 per family member for the 2009-2010 school year and \$1000 per family member for the 2010-2011 school year.
- C. The Board will provide each member of the bargaining unit with the School Employers Trust (S.E.T.) Vision III program. The eye glass frame maximum will be \$65.00 per family member.
- D. The Board will provide without cost to the member group term life insurance protection in the amount of \$30,000 with accidental death and dismemberment.
- E. The Board will provide School Employers Trust Long Term Disability Insurance for each member of the bargaining unit. Said insurance will provide for a ninety (90) calendar day waiting period and shall pay sixty percent (60%) of the secretary's salary up to a monthly maximum of two thousand five hundred dollars (\$2,500.00).
- F. Insurance benefits shall be pro-rated as follows:
 1. One-half time or more shall be prorated.
 2. Less than one-half contract time secretaries shall receive no insurance benefits paid by the Board.
- G. Any employee who elects to not take full family health insurance will be given \$450.00 per month which can be retained in cash or can be placed into a tax sheltered annuity as per the teacher plan.
- H. The Board reserves the right to change all insurance plans provided comparable benefits are maintained. In terms of the health care plan, the plan must be comparable to the plan in place during the 2005-2006 contract year.
- I. The payment of fringe benefits shall cease following the exhaustion of all paid leave.
- J. Eligible employees are those who are regularly scheduled to work at least 1600 hours per year.
- K. The Board's sole responsibility is to pay premiums for eligible employees.

**ARTICLE 17
GENERAL**

- A. Any employee desiring to resign shall file a letter of resignation with the Superintendent at least ten (10) working days prior to the effective date of such resignation.
- B. Any employee who resigns from his/her position in the manner herein described shall maintain his/her rights to any benefits which are payable upon separation and all insurance premiums which are paid by the Board shall terminate as of his/her resignation date.
- C. Each secretary shall be evaluated a minimum of once per year by the Building Principal/Supervisor.
- D. The Board agrees to pay the legally required contribution to the Michigan Public School Employees Retirement Fund on the gross wages for each employee covered by this Agreement.
- E. The Board agrees to make available to the employees covered by this Agreement any payroll deduction services which are available through the school district such as savings bonds, credit association, etc.
- F. The Board agrees to pay the expenses, according to district conference attendance policies, for any employee it so designates to attend a workshop, in-service training seminar, self-improvement course, or other related professional growth activity of a nature specifically designed to provide on-the-job related improvement, as approved by the employee's Building Principal/Supervisor.
- G. The Board agrees to pay all costs not covered by health insurance of any physical examinations or TB tests by the Board's selected physician which are required by the Board for any employees who are covered by this Agreement.
- H. An employee who is required to use his/her own transportation for carrying out job responsibilities for the Board shall be reimbursed for mileage at the regular rate and procedure as established by Board policy.
- I. The Board agrees to distribute paychecks to the employees covered by this Agreement according to district payroll policies.

**ARTICLE 18
RIGHTS OF THE BOARD**

- A. The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

- B. Nothing contained here should be considered to deny or restrict the Board of its rights, responsibilities and authority under the law or governmental regulations, except as agreed upon in this Agreement.
- C. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms.
- D. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

**ARTICLE 19
SCOPE OF AGREEMENT**

- A. No agreement, alteration, understanding, variation, waiver or modification of any of the terms, 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 hereto and the same has been ratified by the Association.
- B. If any Article or Section of this Agreement or supplement thereto should be held invalid by operation of law or by any competent jurisdiction or tribunal, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

**ARTICLE 20
TERMINATION AND MODIFICATION**

- A. The effective date of this Agreement is the date on which both parties ratify and sign the Agreement.
- B. If either party desires to terminate this Agreement, it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination, or withdraws the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year; thereafter, subject to notice of termination by either party on ninety (90) calendar days' written notice prior to the current year of termination.
- C. If either party desires to modify or change this Agreement, it shall, ninety (90) calendar days prior to the termination date or any subsequent termination date, give written notice of amendment, in which event the notice of amendment shall set forth the nature of the amendments desired. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) calendar days' written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement. If notice is not given, the contract shall renew itself for one (1) year at a time.

- D. Notice of termination or modification shall be in writing and shall be sufficient if sent to the Association, 6136 Pigeon Road, Pigeon, Michigan 48755 and if to the Board, addressed to Elkton-Pigeon-Bay Port Laker Schools, 6136 Pigeon Road, Pigeon, Michigan 48755.
- E. This Agreement shall continue in full force and effect until midnight June 30, 2011.

Elkton-Pigeon-Bay Port
Laker Schools

Elkton-Pigeon-Bay Port
Laker Secretarial Association


Superintendent


Representative


Board President


Representative

SCHEDULE "A"
Hourly Rate Schedule

STEP	DESCRIPTION	2009-2010	2010-2011
1	First Year	\$ 8.93	\$ 9.11
2	1 Full Year, less than 3 Full Years	\$ 10.58	\$ 10.79
3	3 Full Years, less than 6 Full Years	\$ 12.24	\$ 12.48
4	6 Full Years, less than 10 Full Years	\$ 13.90	\$ 14.18
5	10 Full Years	\$ 15.69	\$ 16.00
6	Secretaries Hired prior to 7/1/98	\$ 15.78	\$ 16.10

Education Rate Enhancement for Employees hired after 7/1/98:

2 year degree = 10¢/hour

4 year degree = 20¢/hour

SCHEDULE "B"
Step Placement

STEP	2009-2010	2010-2011
1	X	X
2	X	X
3	X	X
4	X	X
5	X	X
6	Damm Esch Herzog	Damm Esch Herzog

SCHEDULE "C"
Base Wages

	2009-2010	2010-2011
# Days	215	
Total Hours @ 8 hrs/day	1720	
# Holidays Included	9	9

SCHEDULE "D"
Longevity

SECRETARY	2009-2010	2010-2011
Patti Damm	\$ 1,175.00	\$ 1,250.00
Dee Esch	\$ 1,075.00	\$ 1,150.00
Deb Herzog	\$ 1,275.00	\$ 1,350.00

**TENTATIVE
SECRETARY CALENDAR
2009-2010**

DATE	EVENT	STUDENT	SECRETARY
Friday, August 14, 2009	Report to Work		12
Tuesday, September 1, 2009	Teacher 1 st Day (Prof Dev Day – CPI)		1
Wednesday, September 2, 2009	County-Wide Professional Development		1
Thursday, September 3, 2009	Professional Development		1
Tuesday, September 8, 2009	First day of school for students		
Monday, September 21, 2009	NO SCHOOL - Professional Development		1
	SEPTEMBER	16	16
	OCTOBER	22	22
Friday, November 6, 2009	End of First Marking Period		
Thursday, November 12, 2009	K-12 Parent/Teacher Conference (1/2 day for students)		
Monday, November 16, 2009	NO SCHOOL - Professional Development		1
Wednesday, Nov 25-27, 2009	NO SCHOOL – Thanksgiving Break		
	NOVEMBER	17	17
Friday, December 18, 2009	Last Day of School before Winter Break		
	DECEMBER	14	14
Monday, January 4, 2010	School Resumes		
Friday, January 22, 2010	End of First Semester – (1/2 day for students)		
	JANUARY	20	20
Friday, February 12, 2010	NO SCHOOL – Professional Development		1
Monday, February 15, 2010	NO SCHOOL – Professional Development		1
	FEBRUARY	18	18
Monday, March 15, 2010	NO SCHOOL – Professional Development		1
Friday, March 26, 2010	End of Third Marking Period		
	MARCH	22	22
Thursday, April 1, 2010	Last Day of School before Spring Break		
Monday, April 12, 2010	School Resumes		
	APRIL	16	16
Monday, May 24, 2010	NO SCHOOL – Memorial Day		
	MAY	20	20
Friday, June 11, 2010	Last Day for Teachers, 1/2 day for students		
	JUNE	9	9
Tuesday, June 29, 2010	Last Secretary Day		12

Before School Starts	12
School Year	174
Professional Development Days	8
School Year Holidays	9
After School Ends	12
TOTAL	215 Days

**TENTATIVE
SECRETARY CALENDAR
2010-2011**

DATE	EVENT	STUDENT	SECRETARY
	Report to Work		12
	Last Secretary Day		12

Before School Starts	12
School Year	174
Professional Development Days	8
School Year Holidays	9
After School Ends	12
TOTAL	215 Days

GRIEVANCE FORM

Elkton-Pigeon-Bay Port Laker Schools

Secretarial Association

Step One:

- A. Any Secretary having a grievance shall discuss the grievance with their Building Principal, and then if the grievance is not settled orally with the Building Principal, the Secretary may request a meeting with the Association Representative.
- B. The Association then may submit the grievance in writing to the Building Principal, stating the remedy or correction requested, plus the facts upon which the grievance is based, and the alleged contract violation, and the relief requested. The Secretary and the Association Representative shall sign the grievance.

Date Cause of Grievance Occurred _____

Statement of Grievance, including alleged contract violation _____

Relief Requested _____

Date _____ Association Representative Signature _____

Date _____ Grievant Signature _____

Step Two:

- A. The Association Representative shall meet with the Building Principal within five (5) days of its written submission to the Building Principal.
- B. The Building Principal shall give his decision in writing relative to the grievance within five (5) working days of his meeting with the Association Representative.

Date Submitted to Building Principal _____

Building Principal's Decision _____

Date _____ Building Principal Signature _____

Step Three:

- A. Any appeal of a decision rendered by the Building Principal shall be presented in writing within five (5) working days from Step Two (B), to the Superintendent, stating the reason or reasons why the decision of the Building Principal was not satisfactory.
- B. The Association Representative shall meet with the Superintendent along with the grievant to discuss the grievance within five (5) working days of its written submission to the Superintendent.
- C. The Superintendent shall give a decision in writing, relative to the grievance, within five (5) working days of the meeting with the Association Representative.

Association Appeal Date _____

Appeal _____

Date _____ Association Representative Signature _____

Date _____ Grievant Signature _____

Date of Meeting with Association and Superintendent _____

Superintendent's Decision _____

Date _____ Superintendent's Signature _____