

Conditions of Work

As

Agreed Upon by

The Board of Education of the Caledonia Community Schools

And the

Central Office Support Staff

2007-11

ARTICLE I – RECOGNITION

The Board recognizes the Central Office Staff as the exclusive bargaining representative: for all 12 month administrative secretaries, payroll, benefits and copy center positions in the school district.

ARTICLE II – HOURS, HOLIDAYS, LONGEVITY PAY, ACT OF GOD DAYS AND VACATIONS

A. Hours

The number of hours of work for employees will be defined according to the particular position. Compensatory time off may be arranged in accordance with the rules and regulations of the Michigan Department of Labor. During vacation periods (winter, spring, summer and other days there is no regularly scheduled student days) the office hours shall be 8:00 to 4:00. If the central office staff works in excess of their regularly scheduled hours the employee may elect to either take compensating time off or be paid time-and-a-half for those hours.

B. Holidays and Act of God Days

Employees shall be paid but not required to work on the following days:

- | | |
|-------------------------------|----------------|
| July 4 | December 25 |
| Labor Day | New Year’s Eve |
| Friday before Labor Day | New Year’s Day |
| Thanksgiving Day | April 13 |
| Friday after Thanksgiving Day | Memorial Day |
| December 24 | |

If the school calendar is scheduled in such a way that April 13th is a day when school is in session, the employee will be required to work and a compensating day off with pay will be arranged. Date will change through contract to correspond to “Good Friday.”

If December 24 and 25 fall on a Saturday or Sunday, the employees as a group will decide whether to take the previous Friday or the following Monday as a day off.

Employees with ten or more years of experience with Caledonia Community Schools will receive one floating holiday. Employees with 15 years of experience will receive two floating holidays. Capped at two floating holidays.

In the event school is canceled or delayed due to an “Act of God”, employees will not be required to report for work, they will receive compensation for their regular daily pay. Each employee is granted three “Act of God” Days. After this point, employees will not be required to work on act of God days but will not receive compensation for that day unless they use a personal day, compensating day, or vacation day. If required to work by supervisor, employee will receive compensating days off.

C. Longevity Pay

All central office staff who have accumulated seniority within the central office support staff will be recognized with longevity pay on the following schedule.

<u>Total Years</u>	<u>2004-07</u>
10	\$150.00
15	\$200.00
20	\$250.00
25	\$300.00

To be paid in June of every contract year.

D. Vacations

Employees will receive one week of vacation their first year of employment, two weeks their second year of employment, three weeks after four years, four weeks after six years and five weeks after fifteen years. Vacation time will be approved by their supervisor.

E. Tuition Reimbursement

Employees may receive a maximum of \$500 per year as tuition reimbursement for courses that relate to their field. Tuition reimbursement will be based on courses taken from July 1, through June 30. Courses must be pre-approved by their supervisor. Upon proof of satisfactory completion, the employee will receive their tuition reimbursement. Any employees involved in a planned program is grandpersoned in.

ARTICLE III – INSURANCE

1. For full time employees the Board will pay 100% of the health insurance premium with the 10/20 Drug Card provided during the 2007-08 school year. The employee will absorb the 10/20 co-pay costs per prescription up to \$500 annually. Each employee will have a guaranteed stop loss by the Caledonia Community Schools District of \$500. Proof of prescription costs of \$10 or \$20 from member fees that exceed the \$500 out of pocket expense by the employee will be obtained by the employee and submitted to the Administration Office for reimbursement. Reimbursement checks will be issued twice per year. The first check will be issued on or prior to June 30 of the calendar year, and the second check will be issued on or prior to December 31 of each calendar year. It will be the responsibility to submit all reimbursement information to the Administration Office by June 1 and December 1 of each calendar year in order to receive payment. These terms will continue through the expiration of the contract in 2010.

2. The Board shall provide full premium payments for dental insurance and vision insurance.

3, The Board will provide \$40,000 in term life insurance for each full-time employee.

4. The Board will provide long term disability. Coverage is to begin 90 days following the disability and payments of 66 2/3% of wage will be made, not to exceed \$2,500/mo. Board will name the carrier. The medical insurance premium will be waived for up to 24 months.

ARTICLE IV – LEAVES

A. Sick Leave and Bereavement Leave

Each employee shall be granted ten (10) sick leave days each fiscal year. Unused sick leave days may accumulate to 187. The following qualifications apply to sick leave:

1. Sick leave days may be used for personal illness of the employee, the employee's spouse, children, or parents and other individuals residing for an extended period of time in the employee's household. Illness in the immediate family (spouse, child or parent) is not to exceed five (5) days per school year, except with the approval of the school superintendent or his designee.
2. Bereavement leave of up to five (5) days per school year may not be charged against accumulated sick leave due to a death in the immediate family. Immediate family includes parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, in-laws, spouses and individuals residing for an extended period of time in the household. One of these five (5) days per school year may be used to attend the funeral of someone not in the immediate family. Additional days may be granted at the employee supervisor's discretion.

B. Leaves with pay

Leaves of absence with pay not chargeable against the employee's allowance shall be granted for the following reasons:

1. Absence when employee is called for jury service. The employee will be paid for the hours normally worked, less the per diem jury duty pay, not including mileage expense.
2. Court appearance as a witness in any case connected with the employee's employment or the school district or whenever the employee is subpoenaed to attend any proceeding.
3. Approved attendance at conferences, workshops, or in-service meetings related to employee's work.

C. Leaves without pay

1. Conditions at home that requires employee to remain at home.
2. Personal illness on the advice of a physician (beyond accumulated sick leave).
3. Miscellaneous provisions parallel to secretaries' contract.

D. Personal Days

Each employee will be granted three days off with pay per contract year for personal reasons. These days are non-cumulative and are to be used with appropriate discretion. Requests for personal days must be made through the employee's supervisor. When possible, two weeks lead time should be given to the supervisor.

The salary scale will be figured each year based upon previous understandings (2007-08 2.25% and 2008-09 2%). In case of a financial need or crisis there may be a contract re-opener for negotiations.

ARTICLE V – WAGES

Class I Entry level position including, but not limited to, administrative secretary assistant and copy center assistant.

Class I

Step	2007-08	2008-09	2009-10
1	10.47	10.68	Wage Re-Opener
3	11.09	11.31	
5	11.75	11.99	
7	12.47	12.72	
9	13.20	13.47	
11	14.00	14.28	
15	14.42	14.71	

Class II Position includes, but not limited to, general secretaries, receptionist/clerk, copy center supervisor.

Class II

Step	2007-08	2008-09	2009-10
1	10.89	11.11	Wage Re-Opener
3	11.55	11.78	
5	12.24	12.49	
7	12.98	13.24	
9	13.76	14.04	
11	14.58	14.88	
15	15.02	15.33	

**Class III Position includes, but not limited to, payroll, benefits,
administrative secretaries**

Class III

Step	2007-08	2008-09	2009-10
1	15.31	15.62	Wage Re-Opener
3	17.01	17.35	
5	18.90	19.28	
7	19.46	19.85	
10	20.00	20.40	
11	20.80	21.21	
12	21.55	21.99	
15	22.10	22.54	
18	22.66	23.11	
20	23.23	23.70	
22	23.93	24.42	

The above wages and working conditions are those agreed to by representatives of the Central Office Support Staff and the Board of Education, both of the Caledonia Community Schools. Effective dates are the school years of 2007 through 2009-10, with the Agreement ending June 30, 2010. The salary scale will be figured each year based upon previous understandings.

Upon the mutual consent by the Caledonia Community Schools and the Central Office Support Staff, this agreement may be opened for discussion. The contract will be opened for discussion if the benefit package has a substantial increase in cost to the district.

ARTICLE VI – SEVERANCE

Upon exit in good standing from the system, an employee who has worked in the system for a minimum of 10 years and accumulated 187 sick days will be paid a severance amount of \$30/day for each of these unused days. If an employee has accumulated fewer

Caledonia Community Schools

EARLY RETIREMENT INCENTIVE PLAN

Any employee may receive early retirement under the following conditions:

1. Must notify the Board of their intentions with a letter of resignation by March 1, of the school year preceding retirement. Should extenuating circumstances arise in the lives of those employees eligible for retirement, such as, personal illness, illness in immediate family members or other reason that would cause the employee to seek retirement, this notification date will not prevent them from gaining compensation under this Section. Exceptions not mentioned will be considered by mutual agreement of both parties.

2. This clause would be limited to those employees who are eligible for retirement under the Michigan Public School Employees Retirement System. Payment will be made on presentation of proof from the State Retirement Office.

3. Employees would receive stipends as follows:

- 10 – 14 years of service \$2500.00
- 15 – 19 years of service \$3500.00
- 20 – 24 years of service \$5000.00
- 25 – 29 years of service \$1750.00
- 30 years of service \$1250.00
- 31 or more years of service – no benefit available.

4. The Board shall offer an early retirement incentive for eligible employees through the purchase of universal buy-in credit. The incentive shall be in effect beginning with the signing of this agreement and concluding at the termination of the agreement. The retirement incentive shall be offered in accordance with the following provisions:

a. The decision to participate in the Early Retirement Incentive Plan is expressly voluntary on the part of the employee.

b. The employee must have served the Caledonia Community Schools at least fifteen (15) consecutive years (excluding approved leaves and layoffs) and actually retire with full benefits under the terms of the Michigan Public School Employees Retirement System.

c. The employee must make application for retirement and provide a written statement of resignation of their position to the Board by March 1, of the school year preceding retirement. The statement of resignation will indicate that the resignation is for the purpose of retirement and state the effective date of resignation as the end of a first or second semester.

d. The Board agrees to purchase, on the employee's behalf, universal buy-in credit for retirement as follows:

- 1st year 90% of MPERS Actuarial Cost
- 2nd year 80% of MPERS Actuarial Cost
- 3rd year 70% of MPERS Actuarial Cost
- 4th year 60% of MPERS Actuarial Cost
- 5th year 50% of MPERS Actuarial Cost

Note: It is understood that if an employee has 25 years of service and needs to buy five, he/she will receive 50% of the total dollars it would cost to purchase the five years. Similarly if he/she had 27 years and needed to purchase 3 years, he/she would receive 70% of the total dollars to purchase three years.

e. The Board agrees to pay any other severance pay to which the employee may be entitled. The purchase of universal buy-in credit shall not provide more than thirty (30) years total service credit, nor shall the Board contribution exceed a maximum of five (5) years of universal buy-in credit.

f. The employee, through requesting Board purchase of universal buy - in credit, agrees that such purchase shall serve as satisfaction/waiver of any other claim for compensation (e.g., unemployment compensation, etc.) against the Caledonia Community Schools.

g. The employee also agrees to waive, in writing, any and all rights and claims against the Board arising under the Age Discrimination in Employment Act. The employee is advised to consult with an attorney before signing the Agreement, and will be given sufficient time to decide whether to sign. The employee will have seven days to revoke a signed waiver.

LETTER OF UNDERSTANDING

BETWEEN THE

BOARD OF EDUCATION

OF THE CALEDONIA COMMUNITY SCHOOLS

AND THE

CALEDONIA CENTRAL OFFICE SUPPORT GROUP

The Board of Education of the Caledonia Community Schools ("Board") and the Caledonia Central Office Support Group ("Group") hereby agree as follows:

1. Wages for the employees in the bargaining unit represented by Group will be frozen and not increased for the 2009-2010 and 2010-2011 school years.
2. The Collective Bargaining Agreement between them is hereby extended until June 30, 2011.
3. Given the economic impact of local, state and federal funding, Board shall have the right to reopen the Collective Bargaining Agreement between them for renegotiation in the event of the Board's determination that this is warranted due to financial need.

**BOARD OF EDUCATION OF THE
CALEDONIA COMMUNITY
SCHOOLS**

Dated: 6/23, 2009

By: Deb McCarty
Deb McCarty
Its Board President

Dated: 6/23, 2009

By: C.M. Nelson-Purkey
Carol Nelson-Purkey
Its Assistant Superintendent

**CALEDONIA CENTRAL OFFICE
SUPPORT GROUP**

Dated: 6/11, 2009

By: Sue Bushman
Sue Bushman
Its Group Representative

Dated: 6/11, 2009

By: Shelly Skriba
Shelly Skriba
Its Group Representative