



**THE COMSTOCK PARK  
BOARD OF EDUCATION**

**AND**

**THE CENTRAL OFFICE NON-UNION  
SUPPORT STAFF**

**MASTER AGREEMENT**

**FOR**

**JULY 1, 2007 - JUNE 30, 2010**

## PREAMBLE

This Agreement, by and between the Board of Education of Comstock Park Public Schools (hereinafter the Board) and the employees holding the following positions: Transportation Clerk, Bookkeepers, Secretaries, Receptionists, Payroll, Curriculum and Assessment Coordinator and Transportation Dispatcher. This Agreement is entered into this 1st day of July, 2007.

1. All employees, with the exception of the part-time employees, agree to perform the duties of their positions for a period of fifty-two (52) weeks, not less than forty (40) hours per week. This schedule may be adjusted as deemed necessary through mutual agreement of the employees and the administration.
2. All employees will receive increases as follows:  
2.00% for the 2007-2008 School Year  
2.15% for the 2008-2009 School Year  
2.50% for the 2009-1020 School Year
3. All employees are entitled to the following paid holidays, provided the holiday falls within the employee's work year:

- Friday before Labor Day (used as a floating holiday)
- Labor Day
- Thanksgiving (Wednesday, Thursday and Friday)
- Christmas Day and the day preceding
- New Year's Day and the day preceding
- One floating holiday during the Christmas/New Year's Break
- Good Friday (used as a floating holiday if school is in session)
- Memorial Day
- Fourth of July

Should the two days of Christmas, the two days of New Year's or the Fourth of July fall on a weekend, the equivalent number of weekdays adjacent to the holidays shall be granted.

4. The employees shall be entitled to the following vacation days:

1-3 years of service	Two (2) Weeks
4-9 years of service	Three (3) Weeks
10+ years of service	Four (4) Weeks

Upon beginning employment with the district, one (1) day vacation for each full month worked from hire date to June 30<sup>th</sup> of that school year will be granted. Upon termination of employment, the employee shall be paid at the per diem rate for all unused vacation days prorated by the amount of time worked from July 1<sup>st</sup> of that school year based on 2,080 hours as full time. Employees may carry over a maximum of ten (10) vacation days to the following year.

The employees will coordinate the actual time of their absence with the Board or its designee to the extent that their absence will not unduly present difficulties for the district.

5. Any employee shall terminate his/her individual contract by delivering to the Superintendent a written resignation of his/her election to terminate with at least thirty (30) days notice. This resignation is contingent upon Board approval.
6. It is agreed and understood that the employees shall be evaluated according to Board policy and given a copy of said evaluation which shall contain a provision for allowing written comment by each employee. A conference shall be held with each employee to discuss the evaluation and they shall be given an opportunity to correct and improve upon the written deficiencies and insufficiencies. In the event the employees are not notified of an unsatisfactory evaluation by June 1, it shall be conclusively deemed that the employees' performance has been at least satisfactory in all respects.
7. Any notification of non-renewal of this contract will be in accordance with Section 1229 of the Revised School Code.
8. The employees shall be extended the following fringe benefits:
  - a. Twelve (12) days of sick leave annually and accumulative and three (3) personal business days annually not to be deducted from accumulated sick leave.
  - b. After a period of three (3) years, continuous employment, employees may buy up to ten (10) sick days at \$50.00 per day.
  - c. Dental insurance, full group hospitalization insurance, which includes prescription coverage, a \$50,000 life insurance policy, LTD, and optical insurance. Those employees who elect not to receive the health insurance package will be eligible for an annual tax sheltered annuity of \$4,400.
  - d. Reimbursement for coursework which has received prior approval from the Superintendent of Schools. The maximum amount will be seventy (70) percent of the total tuition for up to six (6) credits per year. A "C" or better must be achieved in each course submitted to qualify for said reimbursement.
9. The employees who have completed one (1) through fourteen (14) years shall be paid longevity steps for continuous service to Comstock Park Schools at twenty-five (25) percent of the Administrators' Association amounts. The employees who have completed fifteen (15) or more years shall be paid longevity steps for continuous service to Comstock Park Schools at fifty (50) percent of the Administrators' Association amounts. The longevity years for 2007-2008 will be capped at thirteen (13) years, for 2008-2009 will be capped at fourteen (14) years, and for 2009-2010 will be capped at fifteen (15) years.

10. Members of Central Office Non-Union Support Staff that are at least fifty (50) percent (Four {4} hours per day) but less than full time will be compensated at a prorated amount of listed benefits. They will be offered vision and dental coverage at the expense of the Board. These employees will also be eligible for an annual tax sheltered annuity at a pro-rated amount according to the number of hours worked per day. Members working at least six (6) hours per day will be offered full benefits at the expense of the Board.
  
11. Upon retirement from Comstock Park Public Schools, without intervening employment, and after receiving the first retirement payment from the State of Michigan Public School Employees Retirement System, or upon the death of an employee, the employee or his/her beneficiary will be paid \$200 for every consecutive year of service to the district.

All articles of this Contract shall be effective July 1, 2007 and shall remain in effect for three (3) years through June 30, 2010. If either the Employees or the Board of Education do not give notice to terminate this Contract as provided above, this Contract shall continue in effect for successive periods of one (1) year, unless and until written notice of termination is given on or before May 1 on any subsequent contract anniversary date.

Acceptance of this contract supersedes any previous contract.

FOR THE DISTRICT

EMPLOYEE REPRESENTATIVE

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date