

KENT CITY COMMUNITY SCHOOLS

EDUCATIONAL

SECRETARIES

HANDBOOK

July 1, 2007

To

June 30, 2011

Article I: CLASSIFICATIONS

A. General Conditions

1. It is understood that the classifications contained herein do not apply to federally funded positions and personnel whose existence is dependent upon fifty percent (50%) or more federal funding.

B. Classification

1. Regular employee is one who is employed to work throughout the school year (*teacher days*), but not *more than* 200 days (*without prior authorization*) and at least six (6) hours per day (on the average).
2. Regular Part Time (RPT) employee is any secretary who works on a regular basis, but who works less than six (6) hours per day.

C. Hours of Work and Overtime

1. The hours, days, and weeks of work of each employee shall be established at the beginning of each employee's work year, but are subject to change as conditions may dictate. Notice of changes will be given.
 - Typically each secretary's work year will approximately match the dates of their immediate supervisor as closely as possible/reasonable.
 - Secretaries work 200 days (not including vacation or holidays)
 - One High school secretary may work up to 210 days (not including vacation or holidays)

All student days are to be considered work days. The remaining work days shall be agreed upon between the Employee and Superintendent and indicated on a "contract year calendar."

2. Employees shall be compensated at straight time, up to and including forty (40) hours per week. Overtime will be paid for any hours over forty (40) hours per week at one and one-half (1.5) times the regular hourly rate. Overtime, if any, shall be authorized in advance by each employee's immediate supervisor.
3. Each employee, whether part time or full time, shall have a fifteen (15) minute break during the first half of the daily shift and another fifteen (15) minute break during the second half of the daily shift whenever the work shift is more than five hours. If the work shift is five (5) hours or less, only one fifteen (15) minute relief break shall be allowed. When more than one secretary is working within a building, the secretaries will "cover" for one another during the break(s).
4. Each full-time employee shall have a 30-minute break for lunch. When more than one secretary is working within a building, the secretaries will "cover" for one another during lunch.

Article 2: LEAVE FROM DUTY

A. Leave With Pay

1. Employees shall be granted 12 sick days per year. Leave available and accumulated under this provision may be used as needed for personal illness or injury without deduction from salary.

Sick Leave may be accumulated to a maximum of sixty (60) days or 480 hours.
2. Leaves available and accumulated under this policy may be used for the following reasons without deduction from salary as follows:
 1. Bereavement: Funeral Leave for death in the employee's immediate family not to exceed three (3) days per occurrence, except in extenuating circumstances with approval of the Superintendent of Schools.
 2. Family Medical Need: Serious illness or injury in immediate family as defined as a "Medical Emergency" prospectively, if not actually, requiring the presence of a doctor.
 3. Immediate family is defined as: spouse, child, parent, parent-in-law, brother, sister, and grandchild, grandparent, step-child, and step-parents.
 4. In the event of an illness/injury requiring the absence of an employee, the employee shall notify his/her immediate supervisors or designee at least one and one-half (1.5) hours before the day begins or as soon as possible in an emergency.
3. If an employee has given long and faithful service to the district and their abilities work attitudes, total performance, attendance and other factors, as determined by the Board or its agent may merit additional sick leave for a particular school year due to severely extenuating circumstances, the Board, at its sole discretion may grant additional sick leave days to such an employee.
4. All of the above described days of allowable leave (excluding "personal" leave) will be charged against the employee's annual sick leave allowance. Personal Business Days allowance (two [2] days per year) will be in addition to sick days and not to be deducted from sick days.
5. Absences caused by pregnancy or normal childbirth shall be considered sick leave.

PERSONAL LEAVE

6. A. Personal Leave of two (2) days per year, non-accumulative, may be granted to each employee. Such leave assumes a crisis or critical situation that can only be met by the employee being absent from their performance of normal duties to attend to affairs of a serious nature that cannot be met outside regular work hours, during weekends, or vacation, or holiday periods. Such days, when used, will not deduct from the employee's sick days. A request for such leave shall be submitted to the employee's immediate supervisor or at least five (5) working days in advance of the anticipated leave except in emergency situations.
- B. Limited Personal Leave of two (2) days per year, non-accumulative, may be granted to each employee, and may ONLY be used on non-school days. Such leave is intended for the purpose of primarily for the purpose of educational involvement with your child or children with the Kent City Community Schools, and secondarily for reasons similar to Personal Leave.

- C. Personal Leave and Limited Personal Leave shall not be used for purposes such as seeking other employment, rendering services, or working for others with or without remuneration, for themselves or for anyone else, for religious purposes, for political campaigning activities, or for hunting, fishing, golf, and/or any other recreational, personal pleasure, or personal convenience purposes.
 - D. It is further understood such leave shall not be granted for the first working day preceding or following a vacation period or holiday or for any of the reasons cited within this article.
7. The intent of the leave from duty policy is to make it possible for employees to be absent for legitimate purposes without a deduction from salary. Abuse of this benefit by an employee may be cause for disciplinary action.
 8. For absences not covered above or authorized by the Board of Education, an appropriate salary deduction will be made for each day of absence. Fractional day or hour absences will be deducted on a prorated basis.
 9. It is agreed that school employees will not request time off from work whether with or without pay on regularly scheduled student attendance days except as provided for sick days, bereavement, family medical need, personal leave, or limited personal leave as explained in this Article.

Article 3: VACATIONS AND HOLIDAYS

A. General Conditions

1. Vacation time is earned and computed on a fiscal year basis. (June 30 of each year)
2. Vacations earned during any fiscal year (July 1 through June 30) must be taken during and before the end of the following fiscal year.
3. Arrangements for vacations must be made with and approved by the employee's immediate supervisor and the Superintendent in advance. Application, including dates, and responses shall be in writing.
4. Vacations earned *may* be taken while school is in session, however, vacation days do not count within the work days.
5. Vacation time is to be paid at the employee's normal rate of pay.
6. Vacation allowance may not be accumulated from one year to the next.
7. Upon termination of an employee's service, any allowable earned unused vacation shall be paid to the employee.

B. Vacation Conditions

1. Each employee having continuous employment of one (1) year of service with the school district shall be entitled to five (5) vacation days. Each employee having continuous employment of six (6) years or more shall be entitled to one additional day, up to twenty (20) years. (After twenty [20] years of service, the employee will have twenty [20] vacation days.)

C. General Conditions for Holidays

The following conditions shall be met in order to obtain holidays with pay:

1. A new or beginning employee shall have been employed and worked sixty (60) or more days prior to receiving a paid holiday.
2. Employees shall complete the last scheduled work day prior to the holiday unless same falls within a vacation period in which the employee is not required to work and commence work at the scheduled time on the next regularly scheduled work day after the holiday.
3. In the event an employee is unable to work the day before or the day after the holiday because of proven illness or injury, condition 2 shall not apply.

D. Paid Holidays

1. Each employee shall be entitled to their regular daily rate of pay for each of the following holidays:

1. Friday before Labor Day
2. Labor Day
3. Thanksgiving Day
4. Day After Thanksgiving
5. Christmas Eve Day
6. Christmas Day
7. New Year's Eve Day
8. New Year's Day
9. Memorial Day

If a listed holiday falls on a Sunday, the employee will have Monday off with pay providing school is not in session that day. If a listed holiday falls on Saturday, the employee will have Friday off with pay providing school is not in session on that day. If school is in session on Monday and the employee is required to be at work, then she shall be granted a compensatory day off at another time by arranging such with her immediate supervisor.

2. To be eligible for such pay, employees must work their last work day prior to the holiday and the first work day following the holiday.

Each employee shall not be required to work on the following days, if school is not in session (no pay):

- Day after Christmas
- Day after New Year's Day
- Good Friday
- Independence Day (July 4th)

Article 4: LEAVE WITHOUT PAY

A. Leave Without Pay

1. At the discretion of the Superintendent, an employee may be granted a leave without pay for a period of time not to exceed twelve (12) weeks.
2. Request for such leave shall be in writing stating reason and dates and be signed by the requesting employee. The written request shall be presented to the employee's immediate supervisor who shall note his/her recommendation regarding approval or denial and forward to the Superintendent. Final approval or denial for such leave shall be in writing by the Superintendent. Reasonable time shall be allowed by the employee for processing the request and preparing for such leave if it is to be approved.
3. Absence without leave approval shall be cause for disciplinary action including possible discharge.

Article 5: SENIORITY

- A. Whenever it becomes necessary to reduce the number of employees employed by the Board because of financial or economic reasons, failure of millage, reduction of State Aid, or other similar reasons, any affected employee will be given at least two weeks notice. Any necessary layoffs will be determined by the Board in accordance with proficiency and efficiency of job performance, special job skills and knowledge needed the personalized nature of the job, physical fitness, and seniority. Seniority will be given prime consideration.
- B. Whenever it becomes necessary to layoff an employee because of hour or work schedule modifications related to technological changes, balancing or equaling work loads, lack of work, necessary elimination of a job, or other similar reasons, the employee will be given at least two weeks notice. The Board will attempt to place such employee in the first available vacant position in his/her classification for which he/she is qualified.
- C. Seniority employees shall be recalled in adverse order for any available position in this classification for which they are qualified.
- D. The recall list shall be maintained by the board for a period of up to one year from date of layoff.

Article 6: CONDITIONS OF EMPLOYMENT

A. Health

1. Each new employee, before taking his/her duties for the school district, must have on file a health certificate indicating the individual's physical fitness for duty signed by a licensed doctor of medicine. Employment in any position shall be contingent upon filing this certificate with the Superintendent.
2. Each employee shall meet the State requirements concerning the tuberculosis examination. Failure to comply with this requirement will result in time off, without pay, until proper records are submitted to the central office.

B. Probationary Period

1. A new employee hired to fill a vacancy, other than that of a temporary nature, shall have a status of a probationary employee for a period of sixty (60) calendar days. Employment during the probationary period shall be on a day to day basis.
2. After an employee has completed the probationary period of employment and has proven to be satisfactory, the employee will be given the status of a regular employee. It is contemplated that the employee and the supervisor, at that time, would arrange for a personal conference to discuss the employee's job performance to date.

C. Inclement Weather

1. When school is closed due to inclement weather or by other extra-ordinary reasons, secretaries are encouraged to report for work at approximately 10:00 am, or as agreed upon by their supervisor, and work on special projects (such as filing). Secretaries will be paid for the "full-day (his/her personal typical hours), during which school is closed (or multiple days).

D. Termination of Employment

1. Any employee whose services are terminated by the Board shall be notified at least two (2) weeks in advance, in writing, by the Board unless service is terminated for just cause.

E. Benefits

Persons employed by the Kent City Community School District shall have continuation of benefits listed below for the duration of this agreement:

Health Insurance
Dental Insurance (Limit of \$1,500)
Vision Insurance
Long Term Disability
Vacation allowance, appropriate for classification

Article 7: PAY RATE AND WORK SCHEDULES

- A. All pay raises shall be in accordance with the dates indicated on Appendix A. The parties agree that the pay raise for 2008-09 & 2009-10 & 2010-11 shall be a minimum of 0.25 % each year, or equivalent to the agreed upon percentage increase for step one of the Educational Support Personnel (if more than 0.25% per year).

Regular Part Time employees and employees working only a part of a year shall have pay rates adjusted on a prorate basis to reflect actual experience time.

- B. Longevity pay shall be added to employee's hourly rate after successful completion of the years indicated in Appendix A.

Article 8: EVALUATION

- A. All employees shall receive a formal evaluation each year by their Supervisor or Administrator. Written evaluations are to be completed on or before April 30th of each year. The employee shall receive a copy of the written evaluation. A copy signed by the employee and evaluator shall be received by the Superintendent on or before May 10th.

Evaluations are made with the objective of assisting the employee to improve working techniques and procedures, job skills, and efficiency, relationship with students and the community, and/or other responsibilities that may be associated with her position in the district.

Article 9: RETIREMENT

- A. Rules governing retirement shall be in accordance with prevailing State Law. The Board of Education may require retirement of an employee whose physical or mental health, as determined by a qualified physician designated by the Board makes it impossible for the employee to meet normal and usual obligations of their regular assignment. Expense of such physical or mental examination shall be assumed by the Board of Education.

Article 10: WORKER'S COMPENSATION

- A. An employee injured on the job shall report such injury at once to the central office and the employee's immediate supervisor. All reports must be filed at the central office as soon as possible after the accident has occurred.
- B. An employee injured requiring loss of time from work and receiving worker's compensation shall report the amount of such compensation to the business office.

Article 11: INSURANCE

A. Availability

- The availability of the insurance offered under this article is subject to the rules, regulations, and policies of the contract between Kent City Community Schools and the insurance company/underwriter/carrier, policyholder, or third-party administrator
- The terms of any contract or policy issued by an insurance company/underwriter/carrier, policyholder, or third-party administrator shall be controlling as to all matters concerns benefits, eligibility, coverage, termination of coverage, and other related matters. The employee is responsible for assuring completion of forms and documents needed to receive the above-described insurance coverage. Kent City Community Schools, by payment of the premium amounts required to provide the above-described insurance coverage, shall be relieved from all liability with respect to insurance benefits.
- Kent City Community Schools shall not be required to remit premiums for any insurance coverage(s) for the Employee and his dependents if enrollment or coverage is denied by its insurance company/underwriter/carrier, policyholder, or third-party administrator.
- Kent City Community Schools Board of Education Reserves the right to change the identity of the insurance company/underwriter/carrier, policyholder, or third-party administrator; provided that comparable coverage, as determined by the Board of Education, is maintained during the term of this Contract.

B. Health Insurance

Each employee shall be entitled to health insurance benefits as provided for employees of the secretarial group during the school year. The premium shall be paid by the district for twelve (12) months.

Each full time employee is entitled to health insurance benefits. This coverage is for each month the employee works twelve (12) full days or more. The district will contribute the first **95%** of the monthly cost toward full-family health insurance, or self & spouse health insurance, or single subscriber health insurance

C. Disability Insurance

Regular employees shall be entitled to disability insurance as provided by the MASB-S.E.T. Long Term Disability. Premium shall be paid by the district for twelve (12) months.

Long-term disability is expected to commence after 30 consecutive days of leave, and it is the responsibility of the Employee to complete all necessary paperwork to attain the long-term disability insurance payments.

D. Vision Insurance

Each employee shall be entitled to vision benefits. Full premium will be paid for the employee by the district for S.E.T.-Vision Plan I.

E. Dental Insurance

In accordance with an agreement, dental insurance shall be provided to each member of the secretarial group. The premium shall be paid by the district for twelve (12) months.

Each FY employee shall be entitled to dental insurance to cover basic and major coverage not including an orthodontic rider. The maximum annual coverage will be \$1,500.00.

F. Cash In Lieu of Health insurance

A \$200.00 monthly annuity will be provided for those eligible employees that do not take the offered health insurance plan. The annuity will be paid by the district to an approved annuity provider.

Article 12: PROCEDURE FOR SUGGESTIONS AND COMPLAINTS

- A. Any employee may discuss a suggestion and complaint with his/her immediate supervisor.
- B. If a complaint is not satisfactorily settled in this manner or if the employee feels that a suggestion has not been adequately credited, the employee is encouraged to reduce the matter to writing no later than the third working day following the discussion with the employee's supervisor. The written statement shall be presented to the supervisor and a copy forwarded to the Superintendent of Schools.
- C. If the matter is still pending for three (3) working days following receipt of this written statement by the supervisor, the supervisor will arrange for a meeting with the employee and the Superintendent of Schools at which time all parties concerned shall be heard. This meeting shall be scheduled as soon as possible, but in no event later than five (5) working days following the supervisor's receipt of the written communication.

The supervisor shall render his written disposition of the matter following the meeting. He shall give a copy of his disposition to the employee and the Superintendent of Schools.

- D. If the written disposition of the suggestion or complaint given in Section 3 is not considered satisfactory by the employee having filed the matter, it shall be submitted to the Superintendent of Kent City Community Schools no later than the end of the third working day following the date of the disposition specified in Section 3. Time is considered an important factor in this procedure.

After a full investigation of the matter and discussion of it with the filing employee, and in no event no later than the end of the fifth working day following receipt of the appeal by the Superintendent, he shall give his written disposition of it.

- E. If the disposition given in Section 4 is not satisfactory, the matter may be appealed to the Kent City Board of Education for further review. The employee shall have the full opportunity to be heard at each step of this procedure and to present any employee witness necessary to a full presentation of his/her suggestion or complaint.

AGREEMENT

This Agreement shall be effective upon July 1, 2007, following approval by both parties, and shall continue in effect until **June 30, 2011**. Professional compensation for each year of this contract shall become effective on July 1 of each school year and continue in effect as specifically provided for in the provisions of this Agreement.

FOR THE BOARD OF EDUCATION

FOR THE SECRETARIES

President of Board

Representative of the Secretaries
Negotiator for the Secretaries

Secretary for the Board of Education

Negotiator for Board of Education
Superintendent

Appendix A: Wage Scale and Longevity

Years	2007-08 (1.5% raise)	2008-09 (Min. 0.25%)	2009-10 (Min. 0.25%)	2010-11 (Min. 0.25%)
1	12.34	12.37	12.40	12.43
2	13.04	13.07	13.10	13.13
3	13.74	13.77	13.80	13.83
4	14.44	14.47	14.50	14.53
5	15.14	15.17	15.20	15.23
6	15.84	15.87	15.90	15.93
7	16.24	16.27	16.30	16.33
8	16.44	16.47	16.50	16.53
9	16.59	16.62	16.65	16.68
10-14	16.69	16.72	16.75	16.78
15-19	16.79	16.82	16.85	16.88
20-24	16.89	16.92	16.95	19.98
25-35	16.99	17.02	17.05	17.08
36+	16.59	16.62	16.65	16.68

Appendix B: Seniority List

	<u>Date of Hired</u>	<u>Date of Lay-off</u>
Gina Denhof	Nov 1994	
Tammy Manne	Sept 9, 1996	
Alma Morales	Aug 3, 2003	
Sandy Willard	Aug 4, 2004	
Amy Rowland	Aug 6, 2006	June 30, 2007

Note: The above dates represent the date employee began as a full-time member of this group.