



*Armada Area Schools*

# **MASTER AGREEMENT**

BETWEEN THE

BOARD OF EDUCATION  
ARMADA AREA SCHOOL DISTRICT  
ARMADA, MICHIGAN

AND THE

ARMADA AREA SCHOOLS  
SECRETARIES ASSOCIATION  
ARMADA, MICHIGAN

**2012-2015**



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## MEMORANDUM OF AGREEMENT

### PREAMBLE

THIS MEMORANDUM OF AGREEMENT, entered into on the date or dates herein below set forth, by and between the Board of Education of the Armada Area Schools Secretaries ASSOCIATION, hereinafter referred to as the ASSOCIATION.

WITNESSETH; WHEREAS, the BOARD and the ASSOCIATION having completed negotiations and as a result thereof, have agreed to the terms and conditions of employment of all members of the ASSOCIATION and are desirous of hereby confirming and reducing those agreements to memorandum.

NOW THEREFORE, in consideration of these presents, the mutual promises and covenant herein contained, IT IS AGREED AS FOLLOWS;

### ARTICLE I - RECOGNITION

- A. The BOARD recognizes the ASSOCIATION as the sole and exclusive bargaining representative for all regular full and part-time secretarial/office clerk personnel, EXCEPTING HOWEVER, the secretary of the Assistant Superintendent for Finance and Operations, the Administrative Assistant/Auxiliary Secretaries of the Superintendent.
- B. The term "employee" when used herein shall refer to all members of the ASSOCIATION unless otherwise indicated.
- C. The BOARD agrees not to negotiate with any other secretarial organization other than the ASSOCIATION during the term hereof.
- D. The BOARD shall provide upon request a job description of any office clerical position not under this agreement.

### ARTICLE II – BOARD RIGHTS

- A. The BOARD, on its own behalf of electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities, conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States.

### ARTICLE III – ASSOCIATION RIGHTS

- A. The members of the ASSOCIATION shall have the right to participate in professional organizations and to negotiate or bargain collectively with their public employer through representative of their own choice and shall not be discriminated against as a result of such activities. Members of the ASSOCIATION shall not be discriminated against as a result of instituting a grievance, complaint or proceeding under this Agreement or because he has given testimony or instituted proceedings under the law.
- B. One day per semester may be granted with no loss of compensation or leave time for ASSOCIATION business by the officers of the ASSOCIATION.
- C. Employees shall be represented by not less than two (2) representatives who shall be regular EMPLOYEES working in that group. In the absence of one, an alternate will be chosen from the ASSOCIATION to serve.

- D. The ASSOCIATION representatives may be permitted to leave work for the purpose to investigate and/or adjust grievance by permission of the immediate supervisors, not to exceed ten (10) hours per semester.

**ARTICLE IV – DUTIES**

- A. All employees shall properly do and perform any and all functions necessary in and about the fulfilling of their duties and responsibilities as may be set forth and directed by their immediate supervisor.
- B. Office Clerk personnel shall assist the Building Secretaries in office duties as assigned by the Building Principal/Building Secretaries.
- C. All employees shall be representatives of the school district and therefore, shall conduct themselves in a manner that is in the best interest of the school district.

**ARTICLE V – WORK SCHEDULE**

- A. Full-time ASSOCIATION Members shall have a normal working day consisting of eight (8) hours, excluding a 45 minute lunch period, for forty (40) hours per week. Regular Part time ASSOCIATION Members will work a minimum of (20) twenty hours per week.
- B. All full-time employees shall receive a 15 minute break in the morning and a 15 minute break in the afternoon. All part time employees shall receive one 15 minute break.
- C. The functions of the ASSOCIATION shall remain the same for the duration of this Agreement.
- D. The immediate supervisor and/or Superintendent may, on an individual basis, request a less than 52-week employee to work extra time at their regular rate of pay, if a need arises. The employee has the right to decline this request, but it must be offered in the following order:

**Office**

- Full-time
- Part-time
- Office Clerks

**All ASSOCIATION**

- Full-time
- Part-time
- Office Clerks

If the office is still not covered after all ASSOCIATION members have been asked, written notice is to be sent to the ASSOCIATION President prior to contacting a substitute to work. The ASSOCIATION members have the right to refuse this work with no penalty, and will be called again when the need arises.

- E. There will be a maximum of (2) in-service days, on non-student days, for district meetings with ASSOCIATION members to discuss concerns and improvements.
- F. The Business Office Secretaries, Secretary to Building, Grounds, Maintenance and Transportation and the Childcare Secretary are twelve month/year round employees. Less than year round employees are the Early Elementary Head Secretary, the Later Elementary Head Secretary, the Middle School Head Secretary, the Middle School Office Secretary, the High School Head Secretaries, the High School Office Secretary, the Assistant Principal Secretary, the Dean of Students Secretary, the Athletic

- G. Less than year round employees are required to work the same number of days as their Principal or Director, EXCEPTING HOWEVER the Special Education Secretary. The High School Principal and Assistant Principal work all teacher days plus 30 days. The Middle School Principal and the Curriculum Director work all teacher days plus 25 days. The Elementary Principals and the Academy Director work all teacher days plus 20 days. The Director of Special Education works all teacher days, the Special Education Secretary shall work all teacher days plus 20 days. High School and Middle School secretaries start date will be three (3) weeks prior to the first teacher day. Elementary, Special Education and Academy secretaries start date will be two (2) weeks prior to the first teacher day. Exceptions to start dates must be approved in writing based upon mutual agreement.
- H. Full-time Office Clerks work the same days as their building Secretaries, part-time Office Clerks work all teacher days. Exceptions to this work schedule must be approved in advance by Administration.

ARTICLE VI – COMPENSATION

- A. All ASSOCIATION employees will be placed on the proper step on the salary schedules effective July 1<sup>st</sup> of each year.
- B. The benefits of Part-time Secretaries hired prior to July 1, 1999 under this agreement shall include but not limited to, Article XI, Article XII, vacation, holiday pay, longevity and Pak B Insurance/pro-rated cash option. The benefits of Part-time Secretaries hired after July 1, 1999 shall include but not limited to Article XI, Article XII, five (5) paid holidays, longevity and Pak B Insurance/pro-rated cash option. The benefits of Clerks under this agreement shall include but not limited to, Article XI, Article XII, five (5) paid holidays, and longevity. Full-time clerks shall receive the Pak B Insurance/pro-rated cash option.
- C. Any employee who shall be transferred to a position in which a lesser amount of hourly compensation is designated hereunder, shall, notwithstanding such transfer, maintain their present rate compensation until the schedule they are on can improve their compensation.
- D. Retirement is paid by the Board of Education, up to the legally mandated amount.
- E. Time and one-half (1 ½) rate shall be paid to all ASSOCIATION employees for hours worked at the request of their building principal or supervisor, over eight (8) hours in one day, and on Saturday. Paid holidays and Sundays will be compensated at double time. All work performed on a holiday that falls on Sunday, the rate of pay shall be double time in addition to their holiday pay. The employee has the choice to receive pay or compensatory time to be calculated at time and one-half (1 ½).

Classes taken in conjunction with the employee’s position that are approved by the principal or supervisor shall be paid by the BOARD. If the Board requires an employee to take classes and those classes are not part of the regular day, the employee is to be paid for those hours at the hourly rate, reasonable meal expenses and mileage at the current IRS rate per mile to and from such classes.

- F. **All ASSOCIATION members** shall receive longevity pay for years in the ASSOCIATION calculated on the month/year of hire date based on the following schedule:

LONGEVITY

|          |         |
|----------|---------|
| 5 YEARS  | \$425   |
| 10 YEARS | \$800   |
| 15 YEARS | \$1,170 |
| 20 YEARS | \$1,550 |

Payment will be due at the 2nd pay every October. If The Board has received a letter of retirement, payment will be processed last pay in June.

ARTICLE VII – NEW EMPLOYEES

- A. All new employees shall serve a probationary period of three (3) months of actual employment.
- B. The BOARD has the right to grant credit on Schedule A or B for business experience and/or business school education.

ARTICLE VIII – SENIORITY

- A. Members of the ASSOCIATION shall receive seniority. Secretaries and Office Clerks shall each have their own seniority list. Seniority shall be defined as the length of service within the district as a member of the bargaining unit, either as a secretary or an office clerk. In the event that more than one individual employee has the same hire date, position on the seniority list shall be determined by casting lots. Office Clerks seniority date in the ASSOCIATION shall be July 1, 1999. Board approved hire dates for Level III, Office Clerks shall determine placement on Schedule B.
- B. Probationary employees shall have no seniority until the completion of the probationary period at which time their seniority shall revert to their date hired by the Board.
- C. Employees who accept a position outside the bargaining unit shall not accumulate additional seniority in the ASSOCIATION bargaining unit but shall retain previously earned seniority as a member of the district.
- D. Seniority shall commence on the date of hire by the BOARD in a position covered by this agreement. A copy of the seniority list and the revised updated list(s) shall be furnished to the ASSOCIATION.
- E. Termination of seniority – An employee’s seniority shall terminate upon the occurrence of any of the following.
  - 1. Voluntary resignation
  - 2. Discharge for Cause.
  - 3. Failure to report for work upon recall from layoff.
  - 4. Retirement
- F. Any Employee whose employment is voluntarily terminated and who is subsequently rehired shall be considered a new Employee for the purposes of seniority accrual.
- G. In the event an ASSOCIATION Position is eliminated or reduced, the ASSOCIATION member affected shall have the right to bump to a position of equal or less status with the lowest seniority member. This employee will have a 30-day probationary period in the new position. At the conclusion of this period, the move shall be considered permanent if the employee is performing in a satisfactory manner by employee’s immediate supervisor.

ARTICLE IX - HOLIDAYS

- A. Less than year round hired prior to July 1, 1999 and year round Secretarial members shall have the following paid holidays provided they work:

|                            |                              |              |
|----------------------------|------------------------------|--------------|
| Labor Day                  | The Day after Christmas      | Memorial Day |
| Thanksgiving Day           | The Day before New Years Day | July 4th     |
| The Day after Thanksgiving | New Years Day                |              |
| The Day before Christmas   | Good Friday                  |              |
| Christmas Day              | Easter Monday                |              |



If an above holiday falls on Saturday, Friday will be celebrated as a holiday. If a holiday falls on Sunday, Monday will be celebrated as a holiday, provided school is not in session. If school is in session, the secretaries will work and will be paid a regular days pay for the holiday.

- B. Less than year round Association members hired July 1, 1999 and after shall have the following six (6) paid holidays provided they work:

|                            |               |
|----------------------------|---------------|
| Labor Day                  | Good Friday   |
| Thanksgiving Day           | Easter Monday |
| The Day after Thanksgiving | Memorial Day  |

- C. The rate of compensation shall be for the employee’s normal working day at straight time compensation regardless of the day on which the holiday falls. PROVIDED HOWEVER, that if any employee shall work on any of the holidays above mentioned, pursuant to the request of their immediate supervisor, then and in that event, said employee shall be compensated at a “double time rate” for that day or days in addition to their normal pay.

ARTICLE X – VACATIONS

- A. Eligible year round employees covered under this contract shall be compensated for a vacation period shown below. Less than year round employees hired prior to June 30, 1999 will receive 10 vacation days. Less than year round employees hired prior to June 30, 1999 that have more than 10 days shall have their vacation days frozen. Less than year round employees hired after July 1, 1999 shall not be eligible for vacation days. In the event that a less than year round secretary transfers to year round position, years earned under duration of employment shall equal vacation earned shown below.

| <u>Duration of Employment</u> | <u>Vacation Earned</u> |
|-------------------------------|------------------------|
| Year 1                        | 1 week                 |
| Year 2                        | 2 weeks                |
| Year 3                        | 2 weeks + 1 Day        |
| Year 4                        | 2 weeks + 3 Days       |
| Year 5                        | 3 weeks                |
| Year 10                       | 4 weeks                |

- B. Less than year round employees hired prior to July 1, 1999 that have grandfathered vacation days, shall be required to take vacation days on the following non-teacher days during the school year.

Christmas vacation days not listed as Holidays  
Easter vacation days not listed as Holidays

The remaining days can be taken as approved by either building principal or supervisor. Paid holidays which occur during a vacation shall not be counted as a vacation day. This vacation is not accumulative. Employee has option to request up to a maximum of five (5) unused vacation days pay. Payment to be processed first pay in July. A leave form must be approved prior to processing compensation.

ARTICLE XI – PAID LEAVE OF ABSENCE

- A. SICK LEAVE – The Board shall grant Secretaries a maximum of one (1) day per month sick leave each school year, which may accumulate to a maximum of one hundred twenty-five (125) days. The

- B. DEATH IN FAMILY – The BOARD shall grant a maximum of five (5) days, if needed, at the discretion of the Superintendent or his designee, for death in the immediate family and these days will not be deducted from the accumulated days. Immediate family, as herein used, shall be limited to child, husband, wife, father, mother, brother, sister, father-in-law, mother-in-law, grandfather, grandmother, daughter-in-law, son-in-law, grandchildren and those residing in the immediate household.

One day may be granted upon approval of the Superintendent for attending the funeral of other relatives or close friends.

- C. PERSONAL LEAVE – The BOARD shall grant a maximum of three (3) days per year for the conduct of personal affairs which cannot be handled outside the working day. Notice of said personal leave day or days shall be given to the appropriate supervisory personnel, building principal or the assistant, the Superintendent or the designee three (3) days prior to said leave, except in emergency situations, provided however, that no personal leave day or days shall be granted one (1) day prior to or one (1) day after any regularly scheduled vacation prior to school holiday, except in emergency situations. These personal leave days shall not be deducted from the employee’s accumulated sick leave days.

- D. CRITICAL ILLNESS IN FAMILY – The BOARD shall grant a maximum of five (5) days during any one school year for each emergency or critical illness in the immediate family. Immediate family, as herein used, shall be limited to child, husband, wife, father, mother, brother, sister, father-in-law, mother-in-law, grandfather, grandmother, daughter-in-law, son-in-law, grandchildren, PROVIDED however that the use of any of these days by any employee, shall be deducted from that employee’s accumulated sick days.

- E. SNOW DAYS – When school is declared closed due to inclement weather, heating problems, road conditions, or other situations the ASSOCIATION member has no control over, ASSOCIATION employees will not be required to work and will be paid for the day unless day is scheduled for make-up as per the teacher’s contract and the make-up of the day extends the regular work year of the employee. In that instance, the member will not be paid for the snow day but will be paid for the make-up day. Secretaries will be paid at the rate of time-and-one-half their regular pay when they work on such days at the request of the supervisor.

- F. JURY DUTY OR LEAVE BECAUSE OF SUBPOENA – Absence for jury duty service by an employee is recognized by the BOARD as approved leave and will not be chargeable to accumulated sick leave. The employer agrees to pay the difference between jury payment and employee’s regular wage.

Absence for court subpoena by an employee is recognized by the Board as an approved leave and will not be chargeable to accumulated sick leave or business days, provided the employee is not a party to the action and/or is not testifying against the district. The employer agrees to pay the difference between the witness fees and the employee’s regular daily rate.

- G. LETTER OF AGREEMENT – The Armada Area Schools Secretarial ASSOCIATION and the Board of Education agrees that the Superintendent will consider on a case by case basis the need to release ASSOCIATION members from their duties for illness without loss of pay when such illness is reasonably determined to be a result of exposure to students.

- H. INCENTIVE DAYS – Two (2) incentive days shall be granted to an employee the following year if that employee does not use any sick days granted by the Board. If an employee uses only one (1) paid leave day, the Board shall grant one (1) incentive day without restriction. The employee shall give one (1) day’s notice to their supervisor/principal. The employee may accumulate a maximum of ten (10) incentive days and use them without restriction with a three (3) days notice given to their

- I. All leaves will be granted in accordance with the Family and Medical Leave Act (FMLA) and BOARD policy where applicable.
- J. Injury or illness while on the job, the BOARD agrees to allow the employee to use accumulated sick days to make up the difference between the allowance provided under the worker's compensation act and the regular net pay for the duration of the absence not to exceed one year. The BOARD will charge the employee one-half sick day from their accumulated sick days for each day of the duration of absence.

ARTICLE XII – UNPAID LEAVES OF ABSENCE

- A. An employee may be granted a leave of absence for personal reasons, without compensation or other benefits for a period of up to one (1) year, provided such leave does not injure the program of the school. Written application for such leave shall be made to the Superintendent.
- B. No scheduled salary adjustments, seniority or retirement credit is allowed for such leave.
- C. An employee on leave who accepts other employment while on leave of absence shall be deemed to have terminated.
- D. An employee granted a leave for six (6) months or more must give written notice to the Superintendent at least sixty (60) calendar days prior to the expiration of the leave, of the desire to return at the expiration of the leave.
- E. Upon return from unpaid leaves of absence employee shall be reinstated to the same position or a comparable position if original position is not available due to program elimination.
- F. All leaves will be granted in accordance with the Family and Medical Leave Act (FMLA) and BOARD policy where applicable.
- G. Each ASSOCIATION member will be covered by the applicable Worker's Compensation laws. When an ASSOCIATION member is collecting benefits under the Worker's Compensation law, the district will continue MESSA benefits while receiving Worker's Compensation benefits, for a period not to exceed one (1) calendar year.

ARTICLE XIII – MILEAGE – REIMBURSEMENT

- A. Employees required in the course of their employment to drive personal automobiles on school business which has been approved by the Superintendent or the designee, shall be paid a car allowance under current IRS rate per mile.

ARTICLE XIV – INSURANCE

Level 1 – Eligible Employees needing health insurance will pay 20% per State law, the Board will pay 80% (Eligible employees hired after July 1, 2009 will pay 25% of all insurance premiums, the BOARD will pay 75%).

Health Plus PPO Plan 2E  
 Deductible - \$200 per member/\$400 per family; \$20 office visit copay  
 Long Term Disability – 70%  
 \$3,500 Maximum  
 30 Calendar Day – Modified Fill

|                        |  |
|------------------------|--|
| Dental                 | 80/80/80/60;\$1,000                    |
| Negotiated Life        | \$50,000 AD&D                          |
| Vision                 | EyeMed Vision Plan                     |
| Prescription Drug Card | \$15.00 generic/<br>\$40.00 name brand |

Level 2 –

|                                 |                     |
|---------------------------------|---------------------|
| Long Term Disability – 70%      |                     |
| \$3,500 Maximum                 |                     |
| 30 Calendar Day - Modified Fill |                     |
| Dental                          | 80/80/80/60;\$1,000 |
| Negotiated Life                 | \$60,000 AD&D       |
| Vision                          | EyeMed Vision Plan  |

In the event an eligible secretary does not select health care, they shall select a cash payment of twenty-seven hundred dollars (\$2,700.00) for the year. A part-time secretary and full-time clerk shall be eligible for Level 2 insurance or cash payment of seven hundred and fifty dollars (\$750.00) for the year. If an employee goes on an unpaid leave or terminates their employment during the contract year, then the cash payment shall be prorated monthly.

1. The payment shall be made on or before June 30<sup>th</sup> of the contract year and shall be treated as taxable income if so dictated by law.
2. All cost for the establishment of and administration of the program will be born by the employer. The District shall provide all technical support services necessary to fully implement a Section #125 program plan in accordance with IRS Section #125 requirements. In the event the District errors in the administration of the program, the District will be held responsible for the error. Any employee's FICA, Medicare, Federal, State and local taxes applicable to the cash payment received by an employee are the responsibility of the employee.
3. The terms and conditions covering the cash payment shall be in compliance with Federal and State tax laws.
4. The election to participate in the cash payment can be made annually during open enrollment.
5. At the request of the ASSOCIATION, the District and ASSOCIATION shall meet in April to discuss which companies shall provide technical support services. The ASSOCIATION may propose optional companies to the District.
6. The monies may be taken:
  - a) as a cash pay out;
  - b) be placed in a TSA of the employee's choice, unless said employee is already contributing the maximum amount allowed by law in which case the money shall be taken as cash.
7. The funds and program as provided above shall not hinder any employee from also participating in any other pay reduction plan
8. Any employee's FICA, Medicare, Federal, State and local taxes applicable to the cash payment are the responsibility of the employee

ARTICLE XV – VACANT POSITIONS

- A. Written notice of new positions and vacancies including excluded positions will be circulated to each office employee in the school system. The notice of new positions or vacancies shall be accompanied by a job description stating qualifications to be met. Any qualified personnel within the office employees' unit may apply in writing to the Superintendent.
  - 1. If two (2) or more vacancies or new positions occur simultaneously, all shall be posted at the same time. Employees wishing to apply for one or more positions may indicate in writing their order of preference.
- B. Notice of new positions and vacancies will be sent to the President and Secretary of the ASSOCIATION. The posting shall include a job description stating qualifications to be met. Any employee may apply in writing to the Superintendent. The position of vacancy will be open for a period of seven (7) working days as related to the work calendar.
  - 1. In the event that a new classification is established in the district, the ASSOCIATION has the right to request a meeting with the Administration for the purpose of discussing if that position falls within the scope of this bargaining unit.
- C. Receipt of each written statement shall be acknowledged by the Superintendent.
- D. When filling a bargaining unit vacancy, preference shall be given to personnel within the ASSOCIATION classification, provided that the employee meets the qualifications as posted. Laid off employees shall be given first consideration for such vacancies. The Board reserves the right to determine who meets the qualifications for the position.
- E. Whenever an employee changes to a new position within their classification of the bargaining unit, earned seniority shall carry to the new position.
- F. The ASSOCIATION President shall be notified of changes in position, reassignments, promotions, and filling of vacancies as they occur, including temporary assignments and excluded positions. At least once each year, by August 1, the ASSOCIATION shall be provided with a list of employees in the unit, together with their position title, place of assignment, date of employment, seniority classification, job classification, years of previous credit granted, and salary.
- G. If the vacancy occurs after the last day of the school year, notice shall be given to the President and Secretary and shall be open for a period of fourteen (14) calendar days.

ARTICLE XVI – GRIEVANCE PROCEDURE

- A. A grievance is a matter involving the violation of a specific Article or Section of this agreement.
- B. The following matters shall not be the basis of any grievance filed under the procedures outlined in the Article:
  - 1. The termination of services of any probationary employee.
  - 2. Any complaint for which there is another remedial procedure or form established by law or regulation having the force of law.
- C. If the employee or ASSOCIATION does not process the alleged grievance with the appropriate supervisor at level 1 within ten (10) school days following the date on which the alleged grievance occurred, then the grievance shall be considered waived.
- D. PROCEDURE

Level 1 - The aggrieved employee or the ASSOCIATION shall discuss the alleged grievance with their immediate supervisor in an informal manner. The said supervisor shall have five (5) days in which to resolve the problem.

Level 2 – Within five (5) school days of the receipt of the decision of said supervisor, the aggrieved employee or the ASSOCIATION may appeal in writing, and shall specify the section of the Agreement allegedly violated, the reasons for the appeal and the remedy requested. Within (10) school days after the receipt of the appeal, the Superintendent or the designee shall render their decision.

A committee composed of the President and the Secretary of the ASSOCIATION and the Superintendent of Schools and a member of the Board, or their respective designated representatives, shall be formed for the purpose of formalizing hearing procedures and intermediate mediation before going on to Level 3 (Board hearing), or “Formal Board Hearing”.

Level 3 – Within five (5) school days of the receipt of the written decision of the Superintendent or the designee, the aggrieved employee or the ASSOCIATION may appeal the decision to the Board of Education. The appeal shall be in writing and contain the same wording as the grievance filled with the Superintendent or the designee and shall contain the reason for the appeal.

ARMADA AREA SCHOOLS SECRETARIES ASSOCIATION

**SCHEDULE A - SECRETARIAL**

| STEPS | 2012-2013 | 2013-2014 | 2014-2015 |
|-------|-----------|-----------|-----------|
| 1     | 11.76     | 11.76     | 11.76     |
| 2     | 12.34     | 12.34     | 12.34     |
| 3     | 12.96     | 12.96     | 12.96     |
| 4     | 13.61     | 13.61     | 13.61     |
| 5     | 14.29     | 14.29     | 14.29     |
| 6     | 15.01     | 15.01     | 15.01     |
| 7     | 15.75     | 15.75     | 15.75     |
| 8     | 16.54     | 16.54     | 16.54     |
| 9     | 17.37     | 17.37     | 17.37     |
| 10    | 18.25     | 18.25     | 18.25     |
| 11    | 19.15     | 19.15     | 19.15     |
| 12    | 20.56     | 20.56     | 20.56     |

**SCHEDULE B - OFFICE CLERKS**

|   |       |       |       |
|---|-------|-------|-------|
| 1 | 10.49 | 10.49 | 10.49 |
| 2 | 11.02 | 11.02 | 11.02 |
| 3 | 11.57 | 11.57 | 11.57 |
| 4 | 12.29 | 12.29 | 12.29 |

DURATION OF SCHEDULE A & B 2012 – 2015

The terms and conditions of Schedule A & B shall be from July 1, 2012, and shall continue in full force and in effect until the 30<sup>th</sup> day of June 2015.

The weekly wage is developed by multiplying the hourly rate by 40 hours.

All ASSOCIATION members will move up one step on July 1<sup>st</sup>.

Level 1 Employees receive an additional \$0.50/hour stipend

**Level 1 Employees Include:** Business Office Secretaries, Curriculum Secretary, Early Elementary Head Secretary, Later Elementary Head Secretary, Middle School Head Secretary, High School Head Secretary, Special Education Secretary, Academy of Arts & Science Secretary, and the Building, Grounds, Maintenance and Transportation Secretary.

**Level 2 Employees Include:** Assistant Principal Secretary, Athletic Director/High School Counselor Secretary, High School Office Secretary, Middle School Office Secretary, Child Care Secretary, and the Dean of Students Secretary.

**Level 3 Employees:** Office Clerks

ADDENDUM TO ARMADA AREA SCHOOLS SECRETARIAL ASSOCIATION CONTRACT AGREEMENT

VACATION DAY SCHEDULE FOR LESS THAN YEAR ROUND SECRETARIES

VACATION DAYS ARE FROZEN AT THESE DAYS FOR THE DURATION OF THIS CONTRACT

|                      | <b>VACATION</b>    |
|----------------------|--------------------|
| <b><u>NAME</u></b>   | <b><u>DAYS</u></b> |
|                      |                    |
| Drinkhorn, Jennifer  | <b>10</b>          |
| Hollweg, Gina        | <b>10</b>          |
| Slifco, Eileen.      | <b>15</b>          |
| VanDenBrouck Mary F. | <b>10</b>          |
|                      |                    |



GRIEVANCE REPORT

GRIEVANCE REPORT

ARMADA AREA SCHOOL SECRETARIES ASSOCIATION

GRIEVANCE # \_\_\_\_\_

DATE FILED \_\_\_\_\_

\_\_\_\_\_  
Building

\_\_\_\_\_  
Name of Grievant

LEVEL I

Informal discussion with immediate supervisor proceeds formal Level II.

LEVEL II

A. Date of alleged violation occurred:

\_\_\_\_\_

B. Statement of grievance:

\_\_\_\_\_  
\_\_\_\_\_

C. Section or subsection of Master Agreement alleged to be violated:

\_\_\_\_\_  
\_\_\_\_\_

D. Relief sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature - Title

\_\_\_\_\_  
Date

E. Date received by Superintendent:

\_\_\_\_\_

F. Disposition by the Superintendent:

\_\_\_\_\_  
\_\_\_\_\_

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Signature - Title

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Date

G. Position of the ASSOCIATION:

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Signature - Title

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Date

LEVEL III

A. Date received by the Board of Education:

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B. Disposition by the Board of Education:

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Signature - Title

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Date

C. Position of the ASSOCIATION:

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Signature - Title

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Date

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, by and through their duly authorized representatives on the date or dates set opposite their names.

BOARD OF EDUCATION  
Armada Area School District

Dated 7-17-12

Dated 7-17-12

Cheryl Murray  
President  
Judy Tobey  
Secretary

ARMADA AREA SCHOOLS  
SECRETARIES ASSOCIATION

Dated 7-1-2012

Dated 7-1-2012

Dated 7-1-12

Lisa M. Claugo  
President  
Heidi L. Hollway  
Vice-President  
Diana R. Quil  
Secretary