

MASTER AGREEMENT

Between

CLARKSTON COMMUNITY SCHOOLS

And

CENTRAL OFFICE SUPPORT PERSONNEL

July 1, 2011 to June 30, 2012

TABLE OF CONTENTS

	<u>Page</u>	
	Ratification.....	
Article I	Recognition.....	2
Article II	Management Rights Clause	3
Article III	Employee Rights	4
Article IV	Working Hours	5
Article V	Seniority, Layoff & Recall.....	6
Article VI	Insurance	7
Article VII	Vacancies, Promotions & Transfers.....	10
Article VIII	Paid Leaves.....	12
Article IX	Unpaid Leaves	14
Article X	Vacations and Holidays	16
Article XI	Salary Schedule.....	18
Article XII	Grievance Procedure	20


The Clarkston Community School District, party of the first part, and the Clarkston Community Schools Central Office Support Personnel, party of the second part, do hereby agree to and affix their signatures thereon in acceptance of the following contractual stipulations to be in effect for a period of one year beginning July 1, **2011** and ending June 30, **2012**.

WITNESSETH

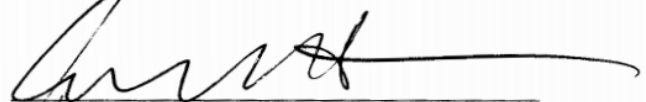
WHEREAS, the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Central Office Support Personnel as representatives of Central Office Secretaries, Confidential Secretaries, Payroll Coordinator, Communications Assistant and Administrative Assistant with respect to hours, wages, and terms and conditions of employment, and other working conditions, and

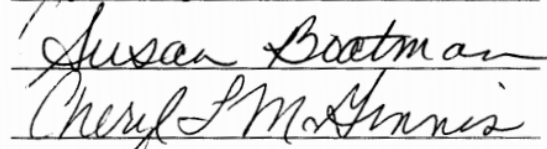
WHEREAS, both parties are desirous of establishing a harmonious relationship for the purpose of promoting the best interests of both parties, and for the purpose of defining their mutual rights and obligations, this agreement shall not be modified, altered, or changed in any respect without mutual consent.

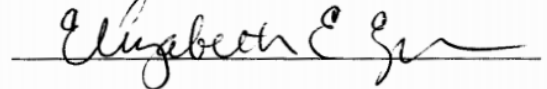
Clarkston Community Schools
Central Office Support Personnel



Clarkston Community Schools
Board of Education Representatives







ARTICLE I

RECOGNITION

The Board hereby recognizes the Central Office Support Personnel to include the Payroll Coordinator, Confidential Secretaries, Central Office Clerk and Central Office Secretarial Personnel as the exclusive and sole bargaining representative for the duration of this Agreement.

ARTICLE II

MANAGEMENT RIGHTS CLAUSE

"The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, and 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, including; but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
2. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
3. To establish special programs, and to provide for athletic, recreational and social events for students all as deemed necessary or advisable by the Board;
4. To determine class schedules, the hours of employment, and the duties, responsibilities, and assignments of office personnel and other employees with respect thereto and with respect to administrative and non-teaching activities and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of Michigan, and the Constitution and Laws of the United States."

ARTICLE III

EMPLOYEE RIGHTS

Pursuant to Act 379 of Public Acts of 1965, the Board hereby agrees that every Central Office Support Personnel covered by this Agreement shall have the right freely to organize, join and support the Central Office Administrative Assistant, Payroll Coordinator, Confidential Secretary, Secretaries and for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. The Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any Central Office Administrative Assistant, Payroll Coordinator, Confidential Secretary, and Secretaries covered by this Agreement in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any employee covered by this Agreement with respect to hours, wages or terms or conditions of employment. The Central Office Support Personnel also agree not to discriminate against any member of the Central Office Support Personnel with respect to hours, wages or terms or conditions of employment.

ARTICLE IV

WORKING HOURS

- A. Central Office Support Personnel are defined as 52-week personnel. The one Confidential Secretary has been grandfathered in her position of 2000-2001. Beginning in 2001-2002 her salary will be frozen until secretarial salaries reach that pay level.
- B. Central Office Support Personnel, hired new to the district, or rehired after having resigned, who are members of the Central Office Support Personnel bargaining unit, as defined, shall serve a probationary period of ninety (90) actual working days in their job assignment. The ninety (90) working day probationary period shall be accumulated within not more than one (1) year. The ninety (90) working day period may be extended for any absences of the employee during that period, by the number of said absences.
- C. Credit for vacation allowance and sick leave shall be granted to the employee for whom this Agreement provides vacation allowance and/or sick leave and who has satisfactorily completed her probationary period, not retroactive to date of hire.
- D. New hires and transfers must be approved by the Superintendent or the Executive Director of Personnel.
- E. The normal work day shall consist of eight (8) hours. The normal work week shall consist of forty (40) hours, excluding a lunch period, Monday through Friday (five days).
- F. All Central Office Support Personnel shall have a duty free lunch. The fifteen minute break in the morning and the afternoon will be excluded in lieu of the full hour lunch period.
- G. In the event the employee works more than (8) hours per day or more than forty (40) hours per week, with the approval of the Superintendent's designee, she shall be paid at the rate of one-and-one-half (1-1/2) times the hourly rate of pay and/or compensable time at time and one-half. Central Office Support Personnel shall be expected to report to work on inclement weather days, if at all possible. If they are unable to get to work, they will be allowed three (3) inclement weather days per year without loss of pay. Employees requested to work on a holiday will be compensated at time and one-half (1-1/2)
- H. Scheduling and assignment of work hours shall be prepared by the Superintendent or his/her designee.
- I. Credit on the salary schedule for previous experience and training will be granted at the discretion of the Superintendent or his/her designee.

ARTICLE V

SENIORITY, LAYOFF & RECALL

- A. Seniority will be figured from the date of hire separately for employees within the bargaining unit. (Seniority will be alphabetical by last name when two or more Central Office Support Personnel employees have the same date of hire.)
- B. If it becomes necessary to reduce the number of Central Office Support Personnel employees through general layoff, the probationary Central Office Support Personnel employees will be laid off first. All other Central Office Support Personnel employees will be laid off in order of seniority. (The Central Office Support Personnel employee having the least seniority will be laid off first.) Recall will be in reverse order of layoff.
- C. Should it become necessary to reduce the number of Central Office Support Personnel employees through general layoff, every effort will be made to give thirty (30) days notice in writing. In the event of recall, Central Office Support Personnel employees will be recalled on a seniority basis. A recall notice will be sent to the address currently recorded in the Central Office. Failure to respond within five (5) working days will be deemed a resignation.
- D. If a Central Office Support Personnel position becomes available, the school district is obligated to recall employees who are laid off for a period of twelve (12) months from the date of notification of layoff.
- E. Sick days already accumulated at the time of layoff shall be reinstated when the Central Office Support Personnel employee is recalled.
- F. If an employee has seniority in the bargaining unit, leaves the bargaining unit for another job within the district, and later returns to the bargaining unit, previously acquired seniority shall remain in effect. No seniority shall accrue for time spent working outside the bargaining unit, as full-time employee (thirty (30) hours or more per week) shall count fully for salary schedule placement, longevity pay and vacation allowance if the employee returns to the bargaining unit.

ARTICLE VI

INSURANCE

- A. The Board agrees to provide Health and Medical Benefits under the Clarkston Community Schools Health Plan for all full-time employed Central Office Support Personnel upon request by completing all required forms. The coverages listed below are all subject to the terms and conditions of the Clarkston Community Schools Benefits Plan as indicated in the Plan Summary booklets provided to each employee.
- B. NGS PPO Health Plan A- Benefits will be pursuant to the Summary Plan (Addendum I.A.). The PPO insurance plan year is July 1, 2011 – August 31, 2012 of the first year. The employee is responsible for the PPO Health Plan annual deductible amount of \$200 per single person/\$400 maximum per family for medical costs. Prescription Drug co-pay of \$10.00 for generic drugs/ \$20.00 for brand name drugs. Office co pays of \$5.00. Participants will have 30 days from the start of the NGS Health Plan to grandfather any doctors to the network. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
- B. Clarkston Community Schools Plan A (for employees selecting medical benefits):
1. Group Term Life Insurance - \$40,000 AD&D Group Term Life. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
 2. Group Long Term Disability Protection - 60% of salary; waiting period 90 calendar days straight time to a maximum of \$2,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
 3. Dental (50-50-50) Internal coordination of benefits for all members of the unit who have some other form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan (50% for Type I, 50% for Type II, 50% for Type III (orthodontics for children to a lifetime maximum of \$750). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1-June 30 each year.
 4. Dental (100-90-90) This coverage is for all members of the unit who do not have any other form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan. (100% for Type I, 90% for Type II, and 90% for Type III (orthodontics for children to a maximum of \$1,500). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1-June 30 each year.

It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

ARTICLE VI INSURANCE (Cont'd)

5. Vision Expense Benefit - Plan 2 benefits will be pursuant to the Summary Plan Description for the Clarkston Community Schools Health Plan (for all employees who select medical benefits). Benefit coverage will provide vision benefits every year. This one (1) year period will begin July 1-June 30 each year. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

C. Clarkston Community Schools Health Plan B (For employees not selecting medical benefits):

1. Group Term Life Insurance - \$40,000 AD&D Group Term Life. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
2. Group Long Term Disability Protection - 60% of salary; waiting period 90 calendar days straight time to a maximum of \$2,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
3. Dental (50-50-50) Internal coordination of benefits for all members of the unit who have some other form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan (50% for Type I, 50% for Type II, and 50% for Type III (orthodontics for children to a lifetime maximum of \$750). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1-June 30 each year.
4. Dental (100-90-90) This coverage is for all members of the unit who do not have any other form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan. (100% for Type I, 90% for Type II, and 90% for Type III (orthodontics for children to a maximum of \$1,500). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1-June 30 each year.

It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

5. Vision Expense Benefit - Plan 3 benefits will be pursuant to the Summary Plan Description for the Clarkston Community Schools Health Plan (for all employees who do not select medical benefits). Benefit coverage will provide vision benefits once every year. This one (1) year period will begin July 1- June 30 each year. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
6. Cash in Lieu of Health Benefits - One Thousand Dollars (\$1,000) per year, one-half to be paid the first pay in December and one-half the first pay in June.

D. New employees will not be eligible for benefits until the first of the month following a successful completion of their probationary period.

ARTICLE VI INSURANCE (Cont'd)

- E. If a Central Office Support Personnel employee should terminate employment with the district, the payment of insurance premiums to cover said employee shall also terminate.
- F. There shall be no instance of double coverage of a member of this unit of hospital/medical benefits.
- G. Central Office Support Personnel will have the option to purchase additional life insurance.

ARTICLE VII

VACANCIES, PROMOTIONS AND TRANSFERS

A. Vacancies

1. The Board declares its support of a policy of filling all vacancies from within its own office personnel.
2. A Central Office Support Personnel employee may apply for any position within the bargaining unit for which he/she is qualified. Such an application must be in writing, addressed to the Superintendent of Schools.
3. In filling a vacancy, due weight will be given to the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. This does not preclude that applicants from outside the system are not eligible for employment. Each applicant shall be notified in writing of the decision of the Superintendent or the Executive Director of Personnel within five (5) days of the fulfillment of a vacancy. The decision of the Superintendent or the Executive Director of Personnel as to the filling of such vacancies shall, however, be final.
4. All vacancies and new positions are to be posted five (5) working days prior to opening the position. The posting will contain the position to be filled, together with the qualifications required, the length of the work year, and the location of the vacancy. The posting shall be made in all Clarkston Community School buildings. The Central Office Support Personnel employee may use the grievance procedure to the Board level. The decision of the Board of Education shall be final.

B. Promotions - a transfer from within the bargaining unit to a higher paid position requiring more skills and responsibilities.

1. A Central Office Support Personnel employee may apply for any position within the system for which he/she is qualified. Such an application must be in writing, addressed to the Superintendent or the Executive Director of Personnel.
2. Each applicant shall be notified of the decision of the Superintendent or the Executive Director of Human Resources within five (5) days of the fulfillment of the position. The decision of the Superintendent or the Executive Director of Human Resources as to the granting of such promotions shall, however, be final.

C. Transfers

1. Requests by a Central Office Support Personnel employee for a transfer to a different building shall be made in writing to the Superintendent or the Executive Director of Human Resources. The application shall set forth the reasons for transfer, the school or position sought and the applicant's qualifications.

ARTICLE VII
VACANCIES, PROMOTIONS AND TRANSFERS (Cont'd)

2. An involuntary transfer will be made only in case of emergency. The Superintendent or the Executive Director of Human Resources shall notify the Central Office Support Personnel employee of the reasons for such transfer. If the Central Office Support Personnel employee objects to such transfer for the reasons given, the dispute may be resolved through the grievance procedure.
- D. The Superintendent or the Executive Director of Human Resources shall submit to each unsuccessful candidate his/her evaluation of him/her, at his/her request, and the reason for not accepting his/her for the position in question. The purpose of the evaluation is to inform him/her as to how she may strengthen her qualifications for a similar position in the future.

ARTICLE VIII

PAID LEAVES

- A. Fifteen (15) paid leave days shall accumulate up to a maximum of one hundred (100) days; earned on a monthly basis. Paid leave days shall be used for illness, funeral or personal reasons.
- B. Leaves of absence shall be granted to all employees for the following reasons and under the following conditions:
 - 1. Regular employee's personal illness, deductible from leave bank. An employee who meets the qualifications of the Family Medical Leave Act may request a leave of up to twelve (12) weeks. All conditions of Clarkston Board of Education Policy 4430.01 will apply. This leave may be requested for the following reasons:
 - a. The birth of a child.
 - b. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility, or requires continuing treatment by a health-care provider (M.D. or D.O.)
 - 2. Death
 - a. A maximum of three (3) days for death in the immediate family. Immediate family is considered to be spouse, father, mother, brother, sister, children, mother-in-law, father-in-law, grandchildren, grandparents, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or any dependent living in the household, not deducted from leave bank. An additional two (2) days, if needed, may be granted, upon request, and deducted from leave bank.
 - b. In the event of death of relatives outside the immediate family or household, or for persons where closeness of relationship would warrant, one (1) day will be allowed and deducted from leave bank.
 - c. When the funeral is two hundred fifty (250) miles or more from Clarkston, an extra day of traveling time will be allowed, upon request, and deducted from paid leave.

ARTICLE VIII
PAID LEAVES (Cont'd)

3. Jury Duty

- a. When a Central Office Support Personnel employee is called for jury service, the employee shall receive the difference between his/her regular pay and the pay received for jury duty.

4. Judicial or Administrative Proceedings

- a. Subpoena fees received by an employee are to be returned to the district.

- C. Paid leave is limited to the number of days in the leave bank at the time of the leave, plus all days approved non-deductible from the leave bank.

**ARTICLE IX
UNPAID LEAVES**

A. Unpaid Leaves (Long Term)

1. Unpaid leave may be granted, upon request, limited to one (1) year under the following conditions:
 - a. Request must be made in writing thirty (30) days before the leave is to begin. In case of emergency, time limits will not apply.
 - b. Must be for legitimate reasons.
 - c. May be recommended by the Superintendent's designee and must have approval of the Superintendent.
 - d. The decision of the Superintendent shall be final.
 - e. Upon return from leave, the individual will be placed in the first available opening for which they are qualified. No employee will be terminated to make room for an employee returning from an unpaid leave of absence.
 - f. If on an approved unpaid leave, health insurance benefits will be paid until such time as the employee qualifies for long term disability.
 - g. Seniority and salary step will be frozen at the time of the leave.
 - h. Failure to give thirty (30) calendar days notice of desire to return to work will be deemed a resignation.
 - i. A doctor's statement will be required for a leave due to illness.

B. Unpaid Leaves (Short Term)

1. When approved by the Superintendent, unpaid leave days may be granted under the following conditions:
 - a. Requests must be made in writing thirty (30) calendar days before the leave is to begin. In cases of emergencies time limits will not apply.
 - b. May be recommended by the Superintendent's designee and must have the approval of the Superintendent.
 - c. The decision of the Superintendent shall be final.

ARTICLE IX
UNPAID LEAVES (Cont'd)

C. Family Medical Leave:

1. An employee who meets the qualifications of the Family Medical Leave Act may request a leave of up to twelve (12) weeks. All conditions of Clarkston Board of Education Policy 4430.01 will apply. This leave may be requested for the following reasons:
 - a. The birth or care of a child.
 - b. The adoption or foster care of a child.
 - c. The care of a spouse, son, daughter, or parent if such individual has a serious condition.
 - d. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility, or requires continuing treatment by a health-care provider (M.D. or D.O.)

ARTICLE X

VACATIONS AND HOLIDAYS

- A. Central Office Support Personnel employee shall receive the following vacation with pay. If the Central Office Support Personnel employee has been employed for less than one (1) full year, the following schedule will apply.
1. Ten (10) days if employed prior to September 1.
 2. Eight (8) days if employed prior to January 1.
 3. Five (5) days if employed prior to March 1.
 4. Two (2) days if employed prior to May 1.
 5. No vacation time will be allowed if employed after May 1.
- B. On July 1 of each year the Central Office Support Personnel employee will be advised of the total number of allowed days to be used for the coming year, based on the date of hire.
- C. Vacation dates chosen by the Central Office Support Personnel, will be approved by the Superintendent's designee, and will be scheduled as close to the requested date as the work schedule will permit. Preference dates shall be decided by seniority until May 15. After that date, seniority will not apply.
- D. After five (5) calendar years of continuous employment from the date of hire, the Central Office Support employee shall receive fifteen (15) days of paid annual vacation time.
- E. After eight (8) years of continuous employment from the date of hire, the Central Office Support Personnel employee shall receive one (1) additional vacation day per year until the Central Office Secretaries reaches twenty (20) days of paid annual vacation time.
- F. Administrative Assistant, Payroll Coordinator and Confidential Secretaries* will receive twenty (20) vacation days per year, accrued on the first pay of July of each year. Vacation days are to be used by September 1 of the following year, or will be forfeited. Upon approval by central office supervisor, days may be carried over to the next year, but in no case more than three (3) days will be carried over.
- G. Central Office Support Personnel shall be given an additional paid vacation day when a holiday occurs during his/her vacation period.
- H. The following shall be considered holidays without loss of pay if they occur during an employee's normal work year:

Holidays:

July 4 th designated week of	December 31
Labor Day	January 1
Thanksgiving Day	Good Friday
Day after Thanksgiving Day	Memorial Day
December 24	
December 25	

ARTICLE X
VACATIONS AND HOLIDAYS (Cont'd)

- I. If a legal holiday falls on Sunday, the following Monday will be a holiday with pay. If a holiday falls on a Saturday, the previous Friday will be considered a paid holiday, providing school is not in session. Absences the day before or the day after a holiday must be approved.
- J. Central Office Support Personnel will not be required to work and will not suffer loss of pay for the scheduled work days between December 25 and December 31. Employees wishing to take additional days off at Christmas must use vacation days.
- K. Central Office Support Personnel will be allowed five (5) days with pay at Spring Recess. Should the office be open for the five (5) days involved in Spring Recess (Easter week), the work schedule will be shared by all Central Office Support Personnel unless there is a volunteer for such assignment. The Superintendent will designate the week of July 4 which will be off with pay. If that week interferes with year-end work requirements, it may be necessary for those days to be adjusted within that department.
- L. In the event teacher break days are negotiated in February, employees of this bargaining unit shall receive a maximum of two (2) of these days without loss of pay; if these days are not so negotiated, employees of this bargaining unit will not receive them. Employees wishing to take additional days off at Mid-Winter Break must use vacation days.
- M. If the job responsibilities of Central Office Support Personnel require them to work during holidays or break days, they will be compensated by receiving days off equal to those worked.
- N. It may become necessary for the district to close the Central Office during certain periods of the year as cost savings measure. The district will attempt to notify staff six (6) months in advance of any closings. Vacation days must be used during these closing times. If the employee earns less than 15 vacation days per year, he/she may use personal leave days during these closing times. An attempt will be made to determine an annual calendar by June 15 each year of possible closing dates.

ARTICLE XI

**SALARY SCHEDULE
FREEZE for 2011-12**

A.		1	2	3	4	5	6	7
	Secretaries							
	2011-12	\$591	\$616	\$647	\$674	\$696	\$742	\$828
	<u>Confidential Secretary**</u>							
		1	2	3	4	5		
	2011-12 Annual							\$42,436
	<u>Payroll Coordinator</u>							
	2011-12	\$48,140	\$50,537	\$52,036	\$54,554	\$58,620		
	<u>Administrative Assistant</u>							
	2011-12	\$51,738	\$54,435	\$59,377	\$60,726	\$62,680		

*Confidential Secretaries will be grandfathered in their position, beginning in 01-02, until secretarial salary schedule reaches that pay level. Any salary adjustment will be based on the 7th step of the Central Office Support Secretary pay scale.

An employee must serve a minimum of one (1) full year before being considered for advancement to the next step of the salary schedule. The employee's step increment will be given on the next September 1 or March 1 after serving a one-year period. This procedure will also be used for payment of longevity steps in B below.

ARTICLE XI
SALARY SCHEDULE (Cont'd)

- B. Longevity Pay: Central Office Support Personnel with continuous service with the Clarkston Community schools from the date of hire shall receive longevity pay according to the following schedule. Any previous experience outside Clarkston Community Schools does not apply:

Longevity Increase Per Week

Starting with the sixth (6th) year of continuous employment	\$ 20.00
Starting with the tenth (10th) year of continuous employment	\$ 20.00
Starting with the fifteenth (15th) year of continuous employment	\$ 20.00

- C. Severance Pay: Upon resignation, Central Office Support Personnel shall be compensated for one-half of their unused paid leave days at the rate of twenty-five dollars (\$25) per day. Upon retirement, Central Office Support Personnel shall be compensated for all their unused paid leave days at the rate of thirty dollars (\$30) per day. Should the Central Office Support Personnel employee become deceased while still an employee of Clarkston Community Schools, the beneficiary named on the employee's term life insurance will receive the severance pay.
- D. Pay Differential: Central Office Support Personnel will receive at least twenty dollars (\$20) per week in pay differential over and above the CLASP Building Secretary salary schedule. A stipend may be paid to a Central Office Support Personnel employee whose job includes additional responsibilities. These stipends will be approved by the central office supervisor, and renewed on an annual basis.
- E. An employee with sick days capped at one hundred (100) days will receive a payout at a rate of \$50.00 per day (over one hundred (100) days) and accrued in the current year.
- F. Employee Education: Employees required to attend classes and/or training sessions during other than regular working hours will be granted compensatory released time for all hours spent in such classes or training sessions. Upon the written authorization and pre-approval of the Superintendent or his/her designee, employees may be permitted to attend conferences, workshops, or courses related to their job duties and responsibilities at the expense of the school district.
- G. Central Office Support Personnel required in the course of their work to drive personal automobiles shall receive a mileage allowance not less than the Internal Revenue Service (IRS) standard amount. Requests for reimbursement should be made within one month of the occurrence.

ARTICLE XII

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or working conditions of employees.

B. Definition

1. A "grievance" is a claim based upon the belief that there has been a violation, misinterpretation or misapplication of any provision of the contract.

C. Procedure

1. Level One - An individual with a grievance shall first discuss it with their immediate supervisor within five (5) working days from the time of the incident.
2. Level Two - In the event that the aggrieved is not satisfied at Level One, the Central Office Support Personnel employee, at their discretion, may intervene on behalf of the aggrieved and submit said grievance, in writing, to the Office of the Superintendent. The Superintendent or Labor Relations Director shall schedule a meeting with the aggrieved, Association Representative and such other personnel as is deemed necessary to properly hear and resolve the grievance.
3. Level Three - If the Central Office Support Personnel employee is not satisfied at Level Two, they shall file a request with the Superintendent to be placed on the Board of Education agenda to present the grievance directly to the Board. The Board shall issue a written decision within ten (10) working days after presentation. The decision of the Board shall be final and binding upon all parties and cannot be appealed further.