

**AGREEMENT BETWEEN**

**BOARD OF EDUCATION**

**of**

**SAULT STE. MARIE AREA PUBLIC SCHOOLS**

**and**

**LU 13569-01**

**SECRETARIAL BARGAINING UNIT**

**of**

**UNITED STEEL WORKERS, AFL-CIO**

**August 13, 2019 to June 30, 2020**

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**SAULT STE. MARIE AREA PUBLIC SCHOOLS**  
**SAULT STE. MARIE, MICHIGAN**  
**SECRETARIAL AGREEMENT**  
**August 13, 2019 June 30, 2020**

THIS AGREEMENT is effective this 13<sup>th</sup> day of August, 2019 by and between the BOARD OF EDUCATION, SAULT STE. MARIE AREA PUBLIC SCHOOLS, Michigan, hereinafter called the "EMPLOYER" and the UNITED STEEL WORKERS, AFL - CIO, the Secretaries, hereinafter called the "UNION".

WITNESSETH: WHEREAS, the parties have negotiated for the purpose of arriving at an agreement setting forth the rates of pay, wages, and all other conditions of employment of the employees as hereinafter defined, the following sets forth the agreement reached in these areas.

**ARTICLE I**  
**MANAGEMENT RIGHTS**

**SECTION 1 - Management Rights** - The Board, on its own behalf of the 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 the Constitutions of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities, and the work-related activities of its employees; 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; and the exclusive right to plan the work, direct the work force, determine qualifications as referred to in this Agreement, hire new employees, and discipline employees for just cause.

The Employer agrees not to use their management rights for the purpose of discrimination and any grievance arising out of the exercise of this right and responsibility shall be subject to the grievance

procedure. This section is not to conflict or disagree with the Agreement between the parties and any State or Federal law.

**ARTICLE II**  
**RECOGNITION**

**SECTION 1 - Recognition** - The Union shall be and is hereby recognized as the sole and exclusive collective bargaining agent for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the employees of the Employer as defined in this paragraph. The term "EMPLOYEES" as used in this Agreement, shall mean all permanent personnel engaged in secretarial work with the exception of temporary employees as hereinafter defined. Excluded are the Administrative Assistant for Superintendent & Board of Education, Administrative Assistant for Personnel, Payroll Accountant, Staff Accountant, Pupil and Finance Accountant. (note: will sign a letter of agreement that the payroll clerk position is included in the group until the current person retires or the end of the life of the contract, whichever comes first).

The District shall not negotiate individually with any bargaining unit member concerning wages, hours, terms or conditions of employment.

**SECTION 2 - Non-Discrimination** - The Employer recognizes and will not directly or indirectly interfere with the rights of employees to be members of the Union and will not discriminate against employees on account of Union membership or activity. Neither the Union nor any of its members will intimidate or coerce any employee or interfere with his right to work because of his/her refusal to participate in Union membership or activity.

**SECTION 3 - School Facilities** - The Union shall have the right to use school facilities, as approved by the administration, for union-related meetings. Telephones and inter-school mail will be available for legitimate union business. Any costs associated with the use of the Employer's telephones will be reimbursed by the Union.

**SECTION 4 – Staff Performance Recognition** – The Board of Education will recognize employees who have demonstrated outstanding individual and/or team performance. The district shall establish a Board Policy and Administrative Guideline for such staff recognition.

### ARTICLE III

#### **REPRESENTATION AND GRIEVANCE PROCEDURE**

##### **SECTION 1 – Definition -**

- a. A grievance is an oral and/or written complaint upon an event or condition, which is allegedly in violation of this Agreement.
- b. The grievant is the person or persons making this claim.
- c. The term days mean working days.

**SECTION 2 – Grievance Committee** - For the purpose of effectively representing the employees coming within the jurisdiction of the Union and this Agreement, the Union shall select a grievance committee consisting of three members, all of whom shall be employees of the Employer. The Union shall furnish the Employer with the names of the grievance committee members and the Employer agrees to deal with these representatives of the union in settling grievances and in bargaining under this Agreement.

**SECTION 3 – Grievances** - Employees attending mutually arranged grievance meetings will not lose any regular pay nor be paid extra for time spent outside of the regularly scheduled hours.

Any step of the grievance procedure may be extended by mutual written agreement between the parties.

A matter involving two or more employees and the same issue, may be submitted by the Union as a class action grievance in writing within ten (10) working days of the event giving rise to the grievance or not later than ten (10) working days after the facts giving rise to the grievance should have reasonably been known to the employees involved.

**SECTION 4 - Grievance Procedure** - Grievances shall be taken up for adjustment in each case as necessary as follows:

In order to be considered in the grievance procedure, a grievance must be filed not later than ten (10) working days after the event, giving rise to the grievance or not later than ten (10) working days after the facts giving rise to the grievance should have reasonably been known to the employee(s) involved.

**STEP # 1:**

An employee who has a grievance concerning his/her employment should promptly, and in no event later than ten (10) working days after the occurrence, orally inform his/her immediate supervisor. The Supervisor shall then set a place and time within the next two (2) working days for an oral presentation of the grievance. If the aggrieved employee wishes, a grievance committee member may assist the employee in the oral presentation.

If the aggrieved employee does not receive a satisfactory answer within two (2) working days after the oral presentation, the grievance may be submitted in written form to the immediate supervisor to be submitted to the Superintendent or his/her designee at Step #2, provided the submission is made within five (5) working days following an unsatisfactory answer at Step #1 or lack of answer thereof.

**STEP #2:**

Upon receipt of the written grievance, the Superintendent or his/her designee shall set a hearing to be held within ten (10) working days from the date the written grievance is submitted. The aggrieved employee may have the assistance of the Grievance Committee represent them at the hearing.

If the aggrieved employee does not receive a satisfactory answer or no answer within five (5) working days after the written grievance is heard in Step #2 by the Superintendent or his/her designee, the union may request that the written grievance be submitted to Step 3.

**STEP #3:**

Upon receipt of the appeal from Step 2, the Superintendent or his/her designee shall schedule a Step 3 meeting to be held within ten (10) working days. The aggrieved employee shall have the assistance of the Grievance Committee at the hearing as well as a representative of the International Union.

If the aggrieved employee does not receive a satisfactory answer or no answer within ten (10) working days after the written grievance is heard in Step 3 by the Superintendent or his/her designee, the Union may give written notice to the Superintendent of its intentions to go to arbitration.

**STEP #4:**

Within ten (10) working days from receipt of the Step #3 answer, or lack of answer thereof, either party may request the Michigan Employment Relations Commission to assign a Mediator to assist in resolving the grievance.

In the event that neither party requests mediation, or if mediation services are unavailable or unsuccessful, either party may file for arbitration to the Michigan Employment Relations Commission with a copy of the notice sent to the other party.

Either party desiring to arbitrate will notify the other party in writing setting forth the matter or matters to be arbitrated. The arbitrator shall be selected in accordance with the rules of the Michigan Employment Relations Commission, except each party shall have the right to peremptorily strike no more than three names from the list of arbitrators. The Union shall strike the first name; the District shall then strike one name. This process shall be repeated three times.

The decision of the arbitrator will be final and binding on the parties. The arbitrator will have no power to add to, detract from, or modify the Agreement, and the subject of a general wage increase shall not be subject to arbitration. The expense of the arbitrator will be borne equally by the parties hereto. A grievance, to be subject to arbitration, must involve the meaning or application of the Agreement or an alleged violation thereof. Employees attending grievance meetings shall not be paid extra nor lose time while attending such meetings.

The Committee shall have the right to call in a Representative of the International Union at any time. The Chairman of the Grievance Committee will be permitted a reasonable amount of time away from his/her work with pay to assist in the adjudication or investigation of grievances or complaints. He/she shall attempt to perform such duties at such times as will have a minimal effect on his/her work and will secure the consent of the Supervisor before leaving his/her job. Such consent shall not be arbitrarily withheld.

Expedited arbitration may be utilized by mutual agreement of both parties.

#### **ARTICLE IV**

#### **DISCHARGE AND SUSPENSION**

**SECTION 1 - Discharge and Suspension** - An employee who is discharged or suspended, who considers such discharge or suspension without just cause may present a grievance within ten (10) working days of such action, as provided in Article III, Section 3, to the Third step in the grievance procedure.

#### **ARTICLE V**

#### **SENIORITY AND PROMOTIONS**

**SECTION 1 - Job Opportunity** - The parties recognize that job opportunity and security should increase in proportion to the ability to perform the work and to the length of service of the employee within the bargaining unit. The parties agree that in all cases of promotion, demotion, transfer, recall, layoff and the filling of vacancies, the following factors will be considered: (a) ability (qualifications) to perform the available work, (b) unit seniority, (c) physical fitness for the work. Factor (a) ability or qualifications; will be determined by the Employer as well as (c) physical fitness to perform the work. In the event that factor (a) and (c) are relatively equal (b) unit seniority will be the determining factor in all cases of promotion, demotion, transfer, recall, layoff, and the filling of vacancies.



Jobs will be posted for six (6) working days. Jobs may be posted for fewer working days upon mutual agreement of the Union and District.

If a vacancy is posted within the bargaining unit during an employee's probationary period, the employee will be permitted to bid providing they meet the prescribed qualifications, however, their selection shall be at the sole discretion of the District without recourse to the grievance procedure. If the employee is selected for the position, a new one hundred twenty (120) working days probationary period will be required.

When awarded a bid, employees will be moved within twenty (20) working days.

**SECTION 2 – Reduction in Force** - In the event of a reduction in force which necessitates the layoff of any employee from the system, the employee(s) with the least seniority in a job classification in the bargaining unit will be the first to be laid off, keeping in mind that the remaining employees must be qualified to perform the work. Employees to be placed on layoff will be given a written notice of layoff at least ten (10) working days prior to the effective date. Administration shall notify the Union at the same time the employee is notified.

An employee released under the above who has seniority enough to avoid layoff by displacing another person with less seniority within the bargaining unit shall have the right providing the employee is qualified to perform the work of the displaced employee.

Employees on layoff will be placed at the top of the substitute list and given priority status and will be paid the regular union rate of pay for the job they are performing. Employees who are collecting unemployment compensation benefits agree to forfeit their eligibility for such benefits for the day(s) they are called to work and do not report for work.

**SECTION 3 - New Employees** - New employees shall be on probation for a period of one hundred twenty (120) working days before they accrue any seniority rights. The right to release such employees during this period shall be vested exclusively in the Employer regardless of other provisions of this Agreement. Probationary employees retained in excess of one hundred twenty

(120) working days shall have seniority from date of hire. The one hundred twenty (120) working day probationary period may by mutual agreement be extended a minimum of thirty (30) working days.

Within two weeks following the end of the probationary period, the Employer will notify the Union Secretary of the status of the employee.

**SECTION 4 - Vacancies** - Within ten working days after the actual occurrence of a permanent vacancy, a notice will be electronically mailed to all members of the bargaining unit indicating the vacancy. The notice will contain the position, its location, and hours when less than full time. All positions will be abolished and re-bid that have a permanent minimum change of any minutes or hours per day or days per year in assignment, or a change in starting or ending time of day by more than one (1) hour or where there is a change in primary duties. The senior employee who has the necessary qualifications, who bids the job will be awarded the position.

Should the position remain vacant after the bidding process, a new employee will be hired in a reasonable amount of time.

The district may run the internal and external posting concurrently if they are aware that no internal candidate possesses the qualifications to be awarded the position. Should an internal candidate present the District with evidence of meeting the qualifications during the internal bid process, the existing employee with highest Unit seniority will be awarded the position.

**SECTION 5 - Seniority** - Seniority when referred to in this Agreement shall be unit seniority. Unit seniority shall mean the amount of seniority accumulated by the employee within the bargaining unit.

For employees hired on the same date, the employee's birth date will determine seniority with the oldest being senior.

**SECTION 6 - Loss of Seniority** - Seniority shall be broken only by discharge, voluntary quit, retirement, or layoff for more than two (2) years or not returning from a leave of absence within two (2) years. In the event of recall, a laid off employee shall be given one week's notice of recall by certified mail to the employee's last known address. In the event the employee fails to make him or herself available for work at the end of said one (1) week without an approved reason, all seniority rights shall be lost under this Agreement.

If the employee is absent from work for two (2) consecutive working days without notifying the Employer prior to or within such two (2) day period of a justifiable reason for such absence, if it was possible for such notice to be given, the employee shall lose all seniority rights under this Agreement.

A bargaining unit member who accepts a position with the Employer in another bargaining unit of the United Steel Workers, AFL-CIO, will have their seniority in the bargaining unit frozen as of the first day they accept the position in the other bargaining unit. An employee who transfers to an excluded position with the Employer has one year to indicate in writing to the employer of their wishes to return to their former position in the bargaining unit and must return within such one year period. Without this notification the employee shall be severed from the union.

**SECTION 7 - Temporary Workers** - The parties recognize that it is necessary to employ temporary workers at times. A temporary worker shall be defined as one who is hired for a specific project not to exceed sixty (60) calendar days without the intent of the employer to reemploy him/her after the temporary job is completed. Such temporary workers shall accrue no seniority. Laid off employees will be given consideration for temporary work if they are capable of handling the particular job.

**SECTION 8 - Substitute Workers** - The parties recognize that it is necessary to employ substitute workers at times. A substitute worker shall be defined as one who is hired to replace Union members who are absent from work because of an approved leave or due to illness, vacations, resignation, or dismissal. Such substitute workers shall accrue no seniority.

**SECTION 9 - Handicapped** - The parties agree those employees handicapped by physical impairment in a manner or degree to restrict their ability to perform assigned work should receive special consideration under the seniority provisions. An employee asking for such consideration should produce satisfactory medical evidence as to the disability.

Seniority provisions may be altered or waived with respect to such employees as mutually agreed upon between the Employer and the Union. The provisions hereunder shall not be applicable to employees eligible for retirement.

**SECTION 10 - Job Descriptions** - The Employer will meet with representatives of the Union to review proposed changes to job descriptions and will provide the Union copies of any such proposed revised job descriptions. The job descriptions will be used for the posting of job vacancies.

Whenever the Employer establishes a new position, different and distinct from those now in existence, or makes a substantive change in an existing position, the Employer will immediately notify the Union, giving all pertinent information relative to the new or changed position. If the parties agree on a new rate of pay, it shall become effective with the institution of the new job.

If the parties are unable to agree on a new rate, or if they are unable to agree on whether or not a job change is substantive enough to warrant a rate change, the Employer may institute the rate proposed by the Employer, and the Union shall have ten (10) working days in which to file a grievance protesting the equity of such rate and the matter will be processed through the grievance procedure, including arbitration. In the event a grievance is filed hereunder, the Employer shall not be liable for back pay beyond the date the grievance was filed.

Any rate adjustments made hereunder shall be kept equitable with already existing rates.

**ARTICLE VI**  
**HOURS OF WORK**

**SECTIONS 1 - Hours of Work** - The current hours of work are as shown in Appendix "B". The established hours of work for any classification shall be changed only after discussion with the Union followed by written notification to the Union. If there is a permanent reduction in the number of hours, the affected employee shall have bumping rights under the reduction in force provisions of Article V.

The employees will have an uninterrupted lunch period of at least one-half (½) hour midway of the workday and shall also be entitled to a fifteen (15) minute relief period during A.M. and P.M. portions of the day.

**SECTION 2 - Inclement Weather** - If due to inclement weather or other emergency conditions, the school district is closed down by order of the Superintendent, bargaining unit members will not lose time or pay providing they are in pay status and are scheduled to work. Employees who report for work because of essential service requirements, shall be compensated at one and one-half times their regular rate of pay, or at the employee's option, with the approval of the supervisor, equivalent time off work at the rate of time and one-half, with pay at a later date. At the beginning of the school year, the Employer shall inform employees who are assigned to "essential service positions."

**SECTION 3 - Shift Work** - Employees who work on the second shift shall receive a shift differential in addition to their regular pay of twenty-five (25) cents per hour additional compensation. Such differential is to be added to the total wages and does not increase the hourly rate they will be paid for all hours worked on a shift. The first shift is any shift that starts on or after 5:00 a.m. and before noon. The second shift is one that starts on or after 12:00 noon, but before 8:00 p.m. The third shift is any shift that starts on or after 8:00 p.m., but before 5:00 a.m.

Personnel working the second shift will be allowed to take one hour off to attend union meetings with the time to be made up at the discretion of the supervisor.

## ARTICLE VII

### WAGES

**SECTION 1 - Wage Rates** - The wage rates for all job classifications covered hereunder are shown on the Wage Schedule attached hereto and made a part hereof as "Appendix A". The Board of Education will pay the employer's contribution to the Michigan Public Schools Employment Retirement Fund. In the event a new job classification is contemplated or a substantial change is made in an existing job, the rate of pay therefore will be mutually arrived at.

All unit members will receive their payroll compensation by direct deposit.

**SECTION 2 - Overtime** - Time and one-half shall be paid for all hours worked in excess of forty (40) hours in any one (1) week. No employee will be required to take time off to offset overtime worked.

**SECTION 3 – Compensatory Time** - Bargaining unit members may be granted time off with pay rather than receiving overtime pay if they wish. All hours granted as time off with pay for hours worked in excess of forty (40) hours in a workweek are to be considered as compensatory time and scheduled as one and one-half (1½) hours for each overtime hour worked. There shall be a uniform method of recording the earning and usage of compensatory time on a spreadsheet shared with the Business Manager.

The use of compensatory time must be arranged by mutual agreement between the employer and the employee and used when school is not in session or when mutually agreeable with the supervisor. Compensatory time shall be used during the fiscal year in which it was earned. If an employee is granted the use of compensatory time while school is in session, no substitute employee shall be assigned. Denial of requests for the use of compensatory time are not subject to the grievance procedure.

An employee who has accrued compensatory time shall upon termination of employment, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee accrued the compensatory time.

**SECTION 4 - Temporary Transfer** - An employee temporarily transferred to a job held by a higher rated employee shall be paid the higher rate while on that job and an employee temporarily transferred to a lower rated job shall retain her own rate.

**SECTION 5 - Holidays** - The employees will be entitled to the following holidays off with regular pay for the following days only if normally scheduled to work the week of the holiday: New Year's Day, Good Friday, Memorial Day, Fourth of July (12 month employees), Thanksgiving Day, Day After Thanksgiving, Christmas Day, Day After Christmas or days celebrated therefore. Holidays occurring during Christmas and spring break are not subject to this limitation. If a holiday falls on Saturday, Sunday, or a day when school is in session, the individual will select a mutually agreeable substitute day when school is not in session. Arrangements will be made ten days in advance.

Employees scheduled to work on any listed holiday shall be paid straight time for such work in addition to the idle holiday allowance.

In the event one or more of the holidays falls during an employee's vacation, vacation time will not be charged for the holidays.

**SECTION 6 - Retirement Benefits** - Employees hired prior to July 1, 1995, upon completion of fifteen (15) years consecutive service with the Employer, and who are eligible for Michigan Public School Retirement Benefits will be entitled to one (1) month's pay at his/her established rate, upon actual retirement under the retirement plan payable into the deferred compensation plan agreed to by the Group and Administration each Fall.

**SECTION 7- Unused Sick Leave** - Those employees who have accumulated unused sick days in excess of 100 days will receive upon retirement, a one-time payment for the number of unused sick days accumulated during their last six (6) years of employment payable into the deferred

compensation plan agreed to by the Group and Administration each Fall according to the following procedure:

Accumulated Sick Days:	Per Day Rate:
100 – 129.99	\$60.00
130 –149.99	\$70.00
150 – 199.99	\$75.00
200+	\$80.00

**ARTICLE VIII**  
**WORKING CONDITIONS**

**SECTION 1 - Non-Discrimination** - The Employer and the Union agree that they will in no way discriminate against or between bargaining unit members covered by this Agreement because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, physical characteristics or disability, or place of residence. Provisions of this Agreement will be administered without discrimination towards bargaining unit members by either party. It is understood that each bargaining unit member is entitled to full rights of citizenship in employment.

In compliance with the Civil Rights Act of 1964 and 1972, and the Rehabilitation Act of 1973, as amended, there shall be no discrimination in any of the bargaining unit positions because of race, religion, sex, age, national origin, or handicap. The selection of individuals for transfer, promotion or hire will be based on equal experience, ability and seniority to perform all duties and responsibilities of the positions as required by the job descriptions.

**SECTION 2 - Agreement** - The Employer agrees that each new employee will be given a copy of this Agreement when hired, together with an explanation of pertinent portions thereof including particularly any entitlement under fringe benefits for which the new employee is or will be expected to make application.



**ARTICLE IX**  
**LEAVES OF ABSENCE**

**SECTION 1 - Sick Leave** - Sick leave shall be earned on the basis of one point one-six (1.16) days per month worked, with a maximum of fourteen (14) days per year. Employees hired after October 14, 2014 will be granted 1.0 days sick leave per month worked, with a maximum of twelve (12) days per year. Sick leave for all secretarial personnel is subject to unlimited accumulation.

Secretarial employees will be permitted to take time off for dental or doctor appointments if these appointments cannot be made during non-working hours, and such time off shall be charged to the nearest hour from accumulated sick leave. These arrangements must be approved by the immediate supervisor.

**SECTION 2 - Personal Business Leave** -Two (2) days personal business leave per year are available for ten and eleven month employees and three (3) personal business leave days for twelve month employees to be taken from the accumulated sick leave; one day of such leave will not be taken from the accumulated sick leave. Such leave will only be granted for the purpose of conducting personal business, which could not, because of its nature, be done at a time other than working hours. Personal business leave requests must be in writing and submitted at least five (5) working days in advance of the anticipated absence. In cases of emergency the employee shall inform the Personnel Office as soon as possible.

**10 and 11 Month Employees** - Sick leave and personal leave may only be taken when an employee is actually at work or scheduled to work and not on leave or vacation except that:

- a. Sick leave will be granted to employees on vacation upon presentation of a doctor's certificate.
- b. Personal leave may be used by 10 and 11 month employees to cover time off during scheduled school calendar breaks, if the employee has not earned enough vacation to be paid for the days.

**SECTION 3 - Family Illness** - Each secretarial employee shall be allowed five (5) days for illness in the immediate family, three (3) days are non-accumulative and two (2) days may be deducted from sick leave or for employees hired after October 14, 2014 deducted from Paid Time Off (PTO). Immediate family shall be interpreted as husband, wife, mother, father, step-mother, step-father, sister, brother, children, grandchildren, father and mother-in-law, and grandparents of member or spouse, this also includes a dependent living in the immediate household. The term household is interpreted as those who dwell under the same roof and comprise a family or domestic establishment.

Employees may be permitted to use sick leave for a catastrophic illness subject to approval of the Superintendent or his/her designee. Decisions of the Superintendent or his/her designee are not subject to the grievance procedure.

**SECTION 4 - Funeral Leave** - An employee will be allowed up to four (4) days with pay as funeral leave, not deducted from sick leave, for a death in the immediate family. Immediate family is defined as parent, parent-in-law, spouse, child or spouse of a child, brother, sister, stepchildren, grandparents of employee or spouse, grandchildren and dependent relative living in the employee's household.

Employees shall be allowed three (3) days with pay as funeral leave, not deducted from sick leave, for the death of a step-mother, step-father, brother-in-law, sister-in-law, aunt and uncle of employee or spouse. An employee may be allowed to use accumulated vacation days, with approval of the District, if additional days are needed.

**SECTION 5 - Jury Duty or Witness** - An employee who serves on jury duty or witness will be paid the difference between their pay for jury or witness and their regular pay. Employees shall furnish a written statement from the court showing the day and time of jury or witness duty and the amount of jury or witness fees they were eligible to receive for each day.

**SECTION 6 - Education Leave** - Leave of absence without pay may be granted upon application for the purpose of further education study. The regular salary increment occurring during such period shall be allowed.

**SECTION 7 - Maternity/Child Care Leave** - Maternity leave will be treated as sick leave. An employee desiring sick leave for maternity purposes will submit a written request accompanied by a doctor's certificate.

Child care leave without pay will be granted at a time requested in writing by the employee for a period of not more than one (1) year subsequent to the birth/adoption of said child. The member shall be eligible to return to work upon filing a physician's statement that the member is physically fit for regular employment.

**SECTION 8 - Conference Leave** - Upon request and with administration approval, attendance at certain conferences, workshops and institutes for the upgrading of the secretarial employees' skills without loss of pay and with expenses paid by the Employer will be permitted.

**SECTION 9 - Leave of Absence** - The Superintendent or his/her designee may consider a leave of absence without pay for one (1) year with the possibility of one extension for a second year. An employee desiring a leave of absence shall file a written request for such leave with the Director of Personnel outlining the reason for such request and the duration of the leave requested and a copy of said request shall be sent to the recording secretary of the Local Union.

Leave of Absence will only be granted for appropriate reasons and no leave will be granted for the purpose of working elsewhere. Any employee working elsewhere during a leave of absence granted hereunder will be terminated immediately.

Leaves of absence will be for a pre-determined time period and the employee will either:

- a. return to work at the expiration of a leave
- b. request and receive an extension of such leave

- c. terminate his/her employment on the date the leave expires.

An employee on leave of absence will forfeit any right to bid on vacancies that may occur during such leave and will have no inherent right to any promotions that occur during such leave upon return to work.

During any authorized leave of absence without pay of more than fifteen (15) consecutive calendar days, a member will not accrue sick leave nor be eligible for any fringe benefits paid by the Board including but not limited to hospitalization. An employee shall not accumulate seniority while on an unpaid leave of absence.

Upon return to work after a leave of four (4) months or less, the employee will be returned to the job last held before such leave. An employee returning from a leave of four (4) months or longer will be placed in the job formerly held if possible or as an alternative, may be placed in another position at equal pay.

**SECTION 10 - Medical Leave of Absence** – The Superintendent or his /her designee may consider a medical leave of absence without pay for one (1) year with the possibility of one extension for a second year for an employee who (1) is unable to work because of personal sickness or injury and (2) has exhausted sick leave and vacation leave.

An employee desiring a medical leave of absence shall file a written request for such leave with the Director of Personnel including evidence of disability satisfactory to the District. Any employee working elsewhere during a leave of absence granted hereunder will be terminated immediately.

Leaves of absence will be for the period of continuing disability, but not to exceed one (1) year, and the employee will either:

- a. return to work at the expiration of a leave
- b. request and receive an extension of such leave
- c. terminate his/her employment on the date the leave expires.

An employee on leave of absence may bid on vacancies, which occur during such leave; however, they must be able to assume the position within ninety (90) calendar days of the award date.

During any authorized leave of absence without pay of more than fifteen (15) consecutive calendar days, a member will not accrue sick leave.

During any medical leave of absence granted, the employee shall continue to accumulate seniority.

Upon return to work after a leave of four (4) months or less, the employee will be returned to the job last held before such leave. An employee returning from a leave of four (4) months or longer will be placed in the job formerly held if possible or as an alternative, may be placed in another position at equal pay.

**ARTICLE X**  
**INSURANCE**

**SECTION 1 - Insurance** – The district reserves the right to modify the insurance coverage or change carriers subject to the insurance caps listed below. Insurances will start the beginning of the month following the first day of work.

**SECTION 2 - Health Insurance** - The District will provide a partial premium towards medical insurance coverage, subject to the provisions of PA 152. Any person whose employment terminates prior to a contractual period will receive pro-rated benefits for the time worked. In such case coverage shall be for the months of employment.

**SECTION 3 - Prescription Drug Plan** - The District will provide prescription drug program insurance coverage subject to the provisions of PA 152.

**SECTION 4 - Dental Insurance** - The District will provide full family incentive plan coverage for the full year for dental insurance for all members of the bargaining unit, subject to the provisions of PA 152.

**SECTION 5 - Vision Insurance** - The District will provide full family coverage for the full year for vision insurance for all members of the bargaining unit, subject to the provisions of PA 152.

**SECTION 6 - Life Insurance** - The District will provide life insurance coverage including double indemnity for accidental death and dismemberment, in the amount of \$20,000.00. The Employer shall pay the cost of this coverage.

**SECTION 7 – Long Term Disability** – The District agrees to provide a Long Term Disability insurance plan for all bargaining unit members, such coverage starting after 90 calendar days of disability, at the rate of sixty percent (60%) of the employees monthly salary at the date of disability, up to a maximum monthly benefit of \$2500.00 with a modified fill. Monthly benefits shall continue until death, age 65, or recovery, and for a maximum of two (2) years for alcoholism/drug addiction or mental/nervous reasons.

All claims are subject to the provisions of the insurance underwriter. Any and all disputes are expressly barred from the scope of the Grievance Procedure and therefore from the jurisdiction of an arbitrator.

**SECTION 8 – Short Term Disability** – The district will provide a Short Term Disability Insurance plan for members hired after October 14, 2014. The coverage will begin after fulfilling the 29 (twenty-nine) day disability requirement. The weekly benefit shall be capped at \$360. The benefit will continue until the member satisfies the requirements for Long Term Disability coverage as noted in this agreement.

All claims are subject to the provisions of the insurance underwriter. Any and all disputes are expressly barred from the scope of the Grievance Procedure and therefore from the jurisdiction of an arbitrator.

**SECTION 9 - Worker Compensation** - Any secretarial employee who is absent because of injury or disease compensable under the Michigan Worker Compensation Act, shall receive from the Board of Education the difference between the allowance under the Compensation Act and the Regular salary for a period of time that funds from accumulated sick leave shall provide.

**SECTION 10 - Insurance Coverage for Part-time Employees** - Part-time employees hired after March 1, 1999 who elect coverage, are eligible for coverage based on the following participation rate:

Employees scheduled to work 6.00 hours to 6.69 hours per day may elect to receive single subscriber coverage for health, dental and vision insurance up to 100% of the single insurance cap. Those employees electing a two person or full family coverage will receive 70% of the insurance caps toward such coverage.

Employees scheduled to work 6.70 hours to 7.79 hours per day could elect to receive single subscriber coverage for health, dental and vision insurance up to 100% of the single insurance cap. Those employees electing a two person or full family coverage will receive 80% of the insurance caps toward such coverage.

Employees scheduled to work 7.80 hours to 7.99 hours per day could elect to receive single subscriber coverage for health, dental and vision insurance up to 100% of the single insurance cap. Those employees electing a two person or full family coverage will receive 90% of the insurance caps toward such coverage.

**SECTION 11 - Insurance Caps –**

<b><u>Health</u></b>	<b><u>2019-2020</u></b>	<b><u>Total Annual Caps</u></b>
<b>1 Person</b>	<b>\$546.71 per month</b>	<b>\$6,560.52 per year</b>
<b>2 Person</b>	<b>\$1,144.09 per month</b>	<b>\$13,729.07 per year</b>
<b>Family</b>	<b>\$1,491.03 per month</b>	<b>\$17,892.36 per year</b>

District will pay for dental, vision and BTL. These are not included in caps.

The employee co-pay will be equal to any costs over the above rates and will be deducted from the bargaining unit member's pay by payroll deduction. The Board agrees to maintain a qualified IRS Section 125 *Cafeteria* Plan that the bargaining unit member may enter into; employee portions will be deducted by a salary reduction agreement. In the event the said options become taxable, the Board shall not be liable for said taxes, subject to the provisions of PA 152.

Should the cost of insurance for the group fall below this amount, the savings will be divided among all the United Steelworkers eligible for insurance (the group). The actual insurance costs will be computed in June as soon as the June bill is final and compared to what the total would have been for the group for the year. The savings will then be divided equally among the members eligible for insurance. The year shall be considered July 1 – June 30, the same as the district's fiscal year. The savings will be calculated and paid, if savings exist, each year of this contract. Any and all taxes and retirement costs associated with the payment shall be the responsibility of the employee. The savings shall be paid to the employees through the payment plan mutually agreed upon by the Group and Administration each Fall. Any employee who leaves employment prior to June or who starts employment after July shall be entitled to a pro-rated amount for this payment based on the months they were employed.

For example, should the yearly savings for the group amount to \$336,600 and there are 99 members in June that are eligible for insurance, each would receive \$3,400 less any and all taxes and retirement costs.



**ARTICLE XI**  
**VACATIONS**

**SECTION 1 - Vacation Schedule** - Employees will be entitled to vacation as follows:

	<u>10 month</u>	<u>11 month</u>	<u>12 month</u>
1st thru 4th year	12 days	13 days	15 days
Beginning with 5th thru 9th year	13	14	16
Beginning with 10th thru 14th year	16	18	20
Beginning with 15th thru 19th year	20	22	25
Twenty years and beyond	22	24	27

- a. Employees shall be eligible for advanced vacation July 1<sup>st</sup>. Vacation days shall not be granted for the first or last day of the school year.
- b. All ten and eleven month employees must take their vacation during school breaks and not during the regular school year when school is in session. All unused days will be paid on June 30.
- c. Twelve-month employees will be permitted to carry over ten (10) days of vacation maximum from one year to the next.
- d. Holidays occurring during the vacation period shall not be charged against the vacation allowance.
- e. If added vacation causes the employment period to carry over into the next year, pay for the July 4th holiday will not be allowed.

**Paid Time Off** - Paid Time Off (PTO) schedule for employees hired after October 14, 2014.

- PTO will be granted to ten and eleven month employees for the number of school break days that are not already paid under Article VII Section 5 (Holidays) plus four (4). PTO will be granted to twelve month employees according to the following schedule:
  - Beginning year one (1) = 20 days
  - Beginning year five (5) = 25 days
  - Beginning year twenty (20) = 30 days

- All unused days for ten and eleven month employees will be paid on June 30. Twelve month employees will be entitled to carryover five (5) days per year and may be paid for five (5) additional days; any unused days over ten (10) will be lost.
- Article VII Section 7 (unused Sick Leave) would pertain only to employees hired prior to October 14, 2014.
- Article IX Section 1 (Sick Leave) would pertain only to employees hired prior to October 14, 2014.
- Article IX Section 2 (Personal Business Leave) would pertain only to employees hired prior to October 14, 2014.

**SECTION 2 - Vacation Proration** - Upon resignation, termination of services, or transfer to a position requiring fewer working hours or weeks of employment, secretarial personnel shall receive any unused vacation allowance at the rate of pay received by them at the time the allowance was earned.

## **ARTICLE XII**

### **MISCELLANEOUS**

**SECTION 1 - Invalidation of Portions** - In the event that any portion of this Agreement is declared invalid by any court or competent jurisdiction or the enactment of a new statute or the modification of an existing statute, such portion of the contract shall be invalid but other portions of the Agreement shall be in full force and effect. The parties agree to meet and confer for the purpose of renegotiating the invalid portion, keeping in mind the intent of the invalidated portion.

**SECTION 2 – Emergency Manager** – An Emergency Manager appointed by law may reject, modify or terminate the Agreement as provided by law. This clause is included in this Agreement because it is legally required by state law. By signing this Agreement, the Union does not waive any right it may have to challenge whether this clause is binding upon the union or the employer.

## ARTICLE XIII

### TENURE

THIS AGREEMENT shall be in full force and effect from August 13, 2019 until June 30, 2020 unless either party shall notify the other of a desire to modify or terminate the agreement.

Such notice shall be given no less than ninety (90) days prior to any anniversary date or expiration date by Registered or Certified Mail and if by the Union be addressed to Board of Education, 876 Marquette Avenue, Sault Ste. Marie, Michigan 49783, and if by the Employer, to the District Office of the Union at 503 N. Euclid Avenue, Suite 10, Euclid Plaza, Bay City, MI 48706-2965. Either Party, by like written notice, may change the address to which notice is sent.

The parties agree to meet for the purpose of negotiations as soon as a mutually acceptable date can be arranged and no later than May 15th.

This Agreement supersedes and cancels all previous agreements, verbal or written, or based on alleged practices, between the parties. This includes any letters of agreement not attached hereto. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be signed by its duly authorized representatives as of the day and year first above written.

**Sault Ste. Marie Board of Education**

BY  8/12/19  
Superintendent of Schools

**United Steelworkers AFL-CIO**

BY \_\_\_\_\_  
Thomas Conway, International President

BY \_\_\_\_\_  
John Shinn, International Secretary-Treasurer

BY \_\_\_\_\_  
David McCall, Int'l Vice President, Administration

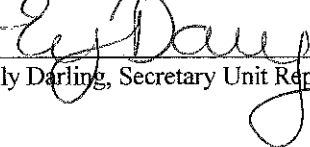
BY \_\_\_\_\_  
Fred Redmond, Int'l Vice President, Human Affairs

BY \_\_\_\_\_  
Michael Bolton, Director District 2

BY \_\_\_\_\_  
Steve Meyer, Staff Representative

**By Local Union 13569 Committee:**

BY  10-24-19  
Scott McKenzie, Local Union President

BY  8/12/19  
Emily Darling, Secretary Unit Representative

**APPENDIX "A"**  
**SALARY SCHEDULES**

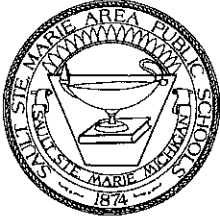
2019-2020 salary schedule shall be:

<b><u>Hired Before 7/1/95</u></b>	<b><u>Hired After 7/1/95</u></b>	<b><u>Hired After 7/1/15</u></b>
\$22.67	\$18.19	\$15.44

Note: This is a 2.00% increase based on Level I secretary hired before 7/1/95.

**Longevity Pay** – Longevity pay amounts are based on the length of total service to the Sault Area Public Schools and a percentage of the employee’s annual rate of base pay on the date of eligibility. The employee shall request Longevity Pay by contacting the Personnel Office in writing. Longevity Pay shall be for a period of consecutive years not to exceed 3 years and shall not be renewable. Longevity pay amounts are computed by multiplying the employee’s based pay rate by the appropriate percentage from the following table based on years of service completed:

<b>Years of Total Sault District Service</b>	<b>Longevity Pay Rate</b>
14 but less than 20 years	2.50 percent
20 but less than 25 years	3.00 percent
25 or more years	3.50 percent



# SAULT STE. MARIE AREA PUBLIC SCHOOLS

876 Marquette Avenue / Sault Ste. Marie, MI 49783

Phone (906) 635-6609 – Fax (906) 635-6642

Dr. Timothy D. Hall, Superintendent

## Letter of Agreement

Between Sault Area Public Schools

and

Secretarial Bargaining Unit

Eligible group members shall receive pay for the Labor Day Holiday for the 2019 – 2020 school year. This provision expires on June 30, 2020.

Tim Hall 8/14/19  
For the District Date

Kiri Shadraw 8/14/19  
For the Group Date

Scott McKee 8-14-19  
For the Group Date

Jr Hopkins 8/14/19  
For the Group Date

Ly Day 8/14/19  
For the Group Date



# SAULT STE. MARIE AREA PUBLIC SCHOOLS

876 Marquette Avenue / Sault Ste. Marie, MI 49783

Phone (906) 635-6609 – Fax (906) 635-6642

Dr. Timothy D. Hall, Superintendent

## Letter of Agreement Between Sault Ste. Marie Area Public Schools And Secretaries– United Steel Workers

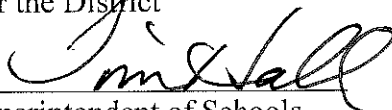
It is hereby agreed between the Secretaries – United Steel Workers (Secretaries) and the Sault Ste. Marie Area Public Schools (District) that for the 2020 – 2021 school year, the following adjustments to the salary schedule and insurance coverage will occur.

1. Increase salary one (1) percent.
2. Health insurance coverage will increase by two (2) percent. The new caps take effect on January 1, 2021 and are as follows:

Single Subscriber	\$6,691.73
Two-Person	\$13,994.47
Full Family	\$18,250.21

This Letter of Agreement shall not create a past practice or establish precedence.

For the District

  
Superintendent of Schools

Date: 8/20/2020

For the Secretaries

  
Secretaries Group Representative

Date: 8-20-20