

TENTATIVE AGREEMENT  
Between  
CHIPPEWA VALLEY SCHOOLS (CVS)  
And  
CHIPPEWA VALLEY CHAPTER 1884, SECRETARIAL/CLERICAL  
UNION COUNCIL 25 AFSCME (AFSCME)

(11)

of  
for  
2021

It is agreed that all provisions of the 2018-20 and 2020-21 Collective Bargaining Agreement remain in full force and in effect with the following modifications as indicated below and upon ratification by both parties be effective July 1, 2021 and continue in effect through June 30, 2024.

SALARY:

2021-22 salary schedule:

- Eligible clerical employees will move one (1) full step if they have worked 50.5% of the 2020/21 work year.
- The clerical salary schedule for the 2021/22 school year will be increased by 2%.
- An additional lump sum, off schedule payout of 2% of base wages will be paid to all clerical staff no later than June 30, 2022.

2022-23 salary schedule:

- Eligible clerical employees will move one (1) full step if they have worked 50.5% of the 2021/22 work year.
- The clerical salary schedule for the 2022/23 school year will be increased by 2%.
- An additional lump sum, off schedule payout of 2% of base wages will be paid to all clerical staff on the June 30, 2023 paycheck.

2023-24 salary schedule:

- Eligible clerical employees will move one (1) full step if they have worked 50.5% of the 2022/23 work year.
- An additional lump sum, off schedule payout of 2% of base wages will be paid to all clerical staff on the June 30, 2024 paycheck.

Article 14 F-3 Promotion – NEW

- 3. PROMOTIONS SHALL TAKE PLACE WITHIN 30 WORKING DAYS FROM THE TIME IN WHICH THE EMPLOYEE IS AWARDED THE POSITION. IF THE EMPLOYEE IS UNABLE TO BE MOVED TO THE NEW POSITION AFTER 20 WORKING DAYS, THE EMPLOYEE SHALL BE PAID AT THE NEW RATE OF PAY AND BENEFITS, IF APPLICABLE.**

Article 14 F-4 Promotion – NEW

- 4. AN EMPLOYEE WHO IS GRANTED A PROMOTION WILL TRAIN THEIR REPLACEMENT AND WILL RECEIVE THE HIGHER RATE WHEN TRAINING. WHILE THE PROMOTED EMPLOYEE IS BEING TRAINED FOR THEIR NEW POSITION THEY WILL NOT RECEIVE THE HIGHER RATE UNTIL THE EFFECTIVE DATE OF THEIR POSITION.**

Article 18 A– Paid Leave Days-Sick Leave

Use of sick leave shall be granted for personal or family illness **OF A PARENT, SPOUSE OR CHILD.**

Article 18 B- Paid Leave Days-Personal Business

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A maximum of three (3) personal business days may be used consecutively without the approval of the superintendent/designee. Request is required seven (7) calendar days in advance by submitting the request using AESOP reporting. These days ~~SHALL~~ ~~may~~ not be used the day before or the day after a holiday or the first **FIVE STUDENT INSTRUCTIONAL DAYS** or the last **FIVE STUDENT INSTRUCTIONAL DAYS** week of school, ~~without the approval of the superintendent/designee.~~ A reason is required at the time of the request for approval. Personal business days shall not be granted in conjunction with vacation days to extend a holiday or vacation period for vacation purposes.

Article 20 - Compensation

Years of service 0-14 will remain the same.

After 15 years...\$540	<b>\$600</b>
After 20 years...\$600	<b>\$700</b>
After 25 years...\$700	<b>\$800</b>

Letter of Agreement

Continue Temporary long term/temporary short-term assignment LOA from 11-13 contract.

BY: *Ronda H. Trowse*  
Ronda Trowse, Staff Representative  
Michigan AFSCME Council 25

BY: *Adam Blanchard*  
Dr. Adam Blanchard, Chief Negotiator

BY: *Traci Fusco*  
Traci Fusco, Co-Chapter Chairperson

BY: *Dawn Leone*  
Dawn Leone, Human Resources Supervisor

BY: *Joann Dodt*  
Joann Dodt, Co-Chapter Chairperson

BY: *Scott Sederlund*  
Scott Sederlund, Negotiator

BY: *Pam Infante*  
Pam Infante, Negotiator

BY: *Lisa Edgell*  
Lisa Edgell, Negotiator

**Chippewa Valley Schools  
Secretarial/Clerical Salary Schedule**

2021-22

PAY GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	Voc Education Clerk (Cul Arts, Market) Clerk Typist II - Transportation Elementary Clerk	\$11.62	\$12.21	\$12.80	\$13.39	\$13.98	\$14.57	\$15.16	\$15.75
2	General Clerk Media Clerk II (9th Grd, HS) Receptionist	\$12.93	\$13.61	\$14.28	\$14.95	\$15.62	\$16.29	\$16.96	\$17.64
3	Clerk Typist III - 9th Grd Center - Accounts Payable - Adult Ed/Little Turtle - Athletics - Community Education - Guidance - Human Resources - Middle School - Registration - Special Services	\$14.52	\$15.28	\$16.04	\$16.79	\$17.55	\$18.31	\$19.06	\$19.82
4	Bookkeeper - Athletics Building Support Technician Clerk IV (FS, MHS, Grants, Spec Ed, AP) Curriculum/Instructional Clerk Dispatcher Clerk Media Clerk IV (Elem, MS) Media Tech Clerk Payroll Clerk Scheduling Clerk Secretary (HS AP, 9th, Guidance, Trans, Maint) Secretary/Bookkeeper (HS)	\$15.85	\$16.75	\$17.65	\$18.54	\$19.44	\$20.34	\$21.24	\$22.13
5	Bookkeeper - Community/Adult Ed Pupil Accounting Clerk Secretary (Maint, Elem, MS, CTE, Special Services)	\$16.41	\$17.36	\$18.30	\$19.25	\$20.19	\$21.14	\$22.09	\$23.03
6	Accounts Payable Network Support Technician Payroll Clerk Community Relations Clerk Secretary (Ed Serv, HS, Business)	\$17.09	\$18.06	\$19.03	\$20.00	\$20.97	\$21.94	\$22.91	\$23.88
7	District Bookkeeper Bookkeeper	\$17.77	\$18.78	\$19.79	\$20.80	\$21.81	\$22.82	\$23.84	\$24.85

**Chippewa Valley Schools  
Secretarial/Clerical Salary Schedule**

**2022-23 and 2023-24**

<b>PAY GRADE</b>	<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>
1	Voc Education Clerk (Cul Arts, Market) Clerk Typist II - Transportation Elementary Clerk	\$11.85	\$12.45	\$13.06	\$13.66	\$14.26	\$14.86	\$15.46	\$16.07
2	General Clerk Media Clerk II (9th Grd, HS) Receptionist	\$13.19	\$13.87	\$14.56	\$15.25	\$15.93	\$16.62	\$17.31	\$17.99
3	Clerk Typist III - 9th Grd Center - Accounts Payable - Adult Ed/Little Turtle - Athletics - Community Education - Guidance - Human Resources - Middle School - Registration - Special Services	\$14.81	\$15.58	\$16.35	\$17.13	\$17.90	\$18.67	\$19.44	\$20.22
4	Bookkeeper - Athletics Building Support Technician Clerk IV (FS,MHS,Grants,Spec Ed,AP) Curriculum/Instructional Clerk Dispatcher Clerk Media Clerk IV (Elem, MS) Media Tech Clerk Payroll Clerk Scheduling Clerk Secretary (HS AP,9th,Guidance,Trans, Maint) Secretary/Bookkeeper (HS)	\$16.17	\$17.08	\$18.00	\$18.91	\$19.83	\$20.74	\$21.66	\$22.57
5	Bookkeeper - Community/Adult Ed Pupil Accounting Clerk Secretary (Maint,Elem,MS,CTE, Special Services) Accounts Payable	\$16.74	\$17.70	\$18.67	\$19.63	\$20.60	\$21.56	\$22.53	\$23.49
6	Network Support Technician Payroll Clerk Community Relations Clerk Secretary (Ed Serv,HS,Business)	\$17.43	\$18.42	\$19.41	\$20.40	\$21.39	\$22.38	\$23.37	\$24.36
7	District Bookkeeper Bookkeeper	\$18.13	\$19.16	\$20.19	\$21.22	\$22.25	\$23.28	\$24.32	\$25.35

*[Handwritten initials and signatures]*