

IDA PUBLIC SCHOOLS
 CONTRACT AGREEMENT
 with
 SECRETARIES, PAYROLL CLERK,
 SECRETARY TO THE SUPERINTENDENT, AND BOOKKEEPER
 for
 2011-12, 2012-13, and 2013-14

I. WAGES

Fulltime Employees will work 37 to 40 hours per week as determined by their immediate supervisor. Both parties agree to allow no overtime until after 40 hours-per-week, with sick time and vacation time counting towards the 40 hours.

Vacation pay and sick leave pay, will be reimbursed based on the individual's standard workday exclusive of overtime.

Hourly Pay Scale for 2011-2014	2011-2012	2012-2013	2013-2014
Secretary			
Step1 - To be negotiated upon new hire			
Step 2	14.38	14.38	14.38
Step 3	15.83	15.83	15.83
Step 4	17.26	17.26	17.26
Step 5 (Upon 10 years continuous service in unit)	18.39	18.39	18.39
Substitutes	10.93	10.93	10.93
Payroll Clerk			
Step 1 - To be negotiated upon new hire			
Step 2 - To be negotiated upon new hire			
Step 3 - To be negotiated upon new hire			
Step 4 - To be negotiated upon new hire			
Step 5 - (Upon 10 years continuous service in unit)	18.51	18.51	18.51
Superintendent's Secretary			
Step 1 - To be negotiated upon new hire			
Step 2 - To be negotiated upon new hire			
Step 3 - To be negotiated upon new hire			
Step 4 - To be negotiated upon new hire			
Step 5 - To be negotiated upon new hire (Upon 10 years continuous service in unit)			
Bookkeeper			
Step 1	17.39	17.39	17.39
Step 2	18.42	18.42	18.42
Step 3	19.45	19.45	19.45
Step 4	20.48	20.48	20.48
Step 5- (Upon 10 years continuous service in unit)	21.62	21.62	21.62

II. LONGEVITY PAY

Longevity will be based upon years of continuous employment with Ida Public Schools. The following longevity payments will be made at the end of seven (7) years, ten (10) years, and fourteen (14) years of employment:

- 7 years - \$250
- 10 years - \$300
- 14 years - \$350

These payments will be made on the first payroll date in December, annually. December 18 will be the annual date used to measure an individual employee's years of continuous service.

III. VACATION

- After completing 12 months - 1 week
- After completing 2 years - 2 weeks
- After completing 8 years - 3 weeks
- After completing 14 years - 4 weeks

After an accumulation of 1,640 work hours, a part-time employee is entitled to a one week paid vacation.

Vacation days may be used before and/or after holidays. Vacation days may be used during the school year with the permission of the immediate supervisor. Vacation days are to be used during the year after they are earned or within the next six months.

IV. WORK YEAR

Paid weeks includes all actual weeks worked and vacation time for each position.

	Paid Weeks
• Elementary School	48 weeks
• Middle School	48 weeks
• High School	48 weeks
• Hearing Impaired Secretary	46 weeks
• Payroll Clerk/Bookkeeper	48 weeks
• Secretary to the Superintendent	48 weeks
• Food Service/Transportation Secretary	48 weeks
• Elementary School (part time)	As determined by the Administration

Unpaid time off will be determined by the immediate supervisor with the approval of the Superintendent or his/her designee.

After working the minimum number of weeks per year, if deemed necessary, any further time worked will be determined by the immediate supervisor with the approval of the Superintendent or his/her designee. If a bargaining unit member declines the additional time, the supervisor may offer the time to another member (of the unit) of the supervisor's choice.

In order for a member of the Secretarial Unit to qualify for full fringe benefits, he/she must work a minimum of 44 weeks annually.

Seniority List attached.

V. SICK LEAVE

1. Sick leave shall accumulate 12 days of leave per year with total accumulation to 180 days. For member or employee who has used up their accumulated sick days, Ida Public Schools may require them to utilize an FMLA leave, as described in the Leave of Absence section of this contract; or the member or employee shall be responsible for their health insurance coverage until they return to work. Members or employees who fail to report to work the day preceding or following a vacation may be required to provide proof of illness. Secretaries abusing the use of yearly sick days or accumulated days may be required to provide the written statement(s) of his/her own physician. Sick days will be used for worked days when pro-rating benefits due.

Sick leave may be used for the serious illness of a member in the immediate family which requires the presence of the employee. The number of sick days which may be used for this purpose shall not exceed a total of ten (10) days per year for the employee's spouse, children, parent (defined as foster, natural, or adoptive), mother-in-law, father-in-law, or others residing in the household. The Board may require a doctor's statement to verify that the family member's condition is serious and that the presence of the employee is required.

2. Part-time employees will be granted a pro-rated number of sick days.
3. Less than a day's absence must be cleared with immediate supervisor. "Comp Time" may be arranged within the same week with him/her. In situations where an employee will accumulate overtime, their immediate supervisor may arrange for "comp time" to be taken within the same week.
4. Compensation for unused sick leave:
After a minimum of ten (10) years service there will be:
 - ❖ \$3.00 compensation for each unused sick day when resigning
 - ❖ \$10.00 per unused sick day or 5% of last full fiscal year salary (wages for hours worked, does not include stipends and/or

longevity), whichever is greater, compensation for each unused sick day when retiring at age 55 or older.

VI. LEAVE OF ABSENCE

1. Personal Days

Secretaries shall be allowed three (3) days of absence each year out of the annual sick days for personal and/or legal matters, which can be transacted only during the school day. Permission for these days must be secured from the Superintendent.

2. Death in the Immediate Family

A maximum of three (3) days with pay not chargeable against the employee's sick leave shall be granted for death in the immediate family (defined as spouse, siblings, children, parent-fraternal, foster or adoptive, grandparents, grandchildren, in-laws or others residing in the household). Additional days, charged against sick leave may be granted by the Superintendent of Schools.

3. Any employee on sick leave who has exhausted all sick leave and vacation time and is not receiving any compensation shall be considered to be on sick leave without pay, not on leave of absence without pay, and maximum leave shall not exceed two months, or 60 work days pursuant to FMLA if applicable, whichever is longer. Upon board discretion, the 60-work day leave may accumulate up to a one-year period.

4. Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least twelve months and worked at least 1,250 hours during the previous twelve-month period is entitled to twelve work weeks of leave during any twelve-month period without pay but with group health insurance coverage maintained for one or more of the following reasons:

- (a) due to the birth of the employee's child in order to care for the child;
- (b) due to the placement of a child with the employee for adoption or foster care;
- (c) to care for the employee's spouse, child, parent or who has a serious health condition; or
- (d) due to a serious health condition that renders the employee incapable of performing the functions of his or her job.

A "serious health condition" is defined by law as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.

VII. Paid Holidays

New Year's Eve Day
New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

VIII. Presidents' Day/Winter Break Day

Members of the secretarial group are expected to work 5 (five) hours in order to receive a full day's pay (treated the same as a "snow day"). If these days are used as "make-up" or professional development days in the school calendar, secretaries will be expected to work the same number of hours as a regular school day.

All members must actually work five hours that day to receive the full days pay. In addition, time cannot be made up on these days for other days in which normal hours were not worked, nor can the five-hour day be substituted for another day. If additional time is worked on that day, it will be paid at the normal rate of pay, not overtime rate. If a sick or vacation day is used on a five-hour day, a full day will be deducted from your sick/vacation time.

IX. Health Insurance

1. Employees will receive the same health insurance package options the other groups receive. This unit also receives dental and vision coverage.

The Board agrees to deposit the full annual deductible amount into each association member's H.S.A. Funds in the H.S.A., which have not been spent on the deductible for medical expenses, will remain in the H.S.A. and not be reimbursed to the Board. The Board further agrees to make debit cards and/or checks available to be used in paying on the annual deductible. Any/all administrative fees/costs related to implementing the H.S.A. accounts shall be paid by the Board of Education.

The Board shall contribute up to \$584 for single, \$1,301 for double and \$1,501 for family insurance coverage per month for a full twelve (12) month period for the employee and his/her entire family (except for LTD and negotiated life which will be for the employee only) which will include the XVA2 Rider. If the District plans to change insurance policies this contract will be re-opened to negotiate the insurance changes. At no

time over the term of this agreement will the secretaries have to pay over 20% of their health insurance costs.

If legislation is passed by the House and Senate requiring employees to contribute toward their insurance premiums then the secretaries will begin making those contributions effective July 1, 2012.

2. The Long-Term Disability Insurance will include:

- 66 2/3% of Max Eligibility Salary
- Maximum Monthly Benefit - \$5,000
- Max Eligible Monthly Salary - \$7,500
- 90 Calendar Days Modified Fill Elimination Period
- No COLA
- Mental/Nervous Same as Illness
- Alcohol/Drug Same as Illness
- 5% Maximum Payout
- Pre-existing Conditions Waived
- Family Social Security Offset
- No Survivor Income
- Freeze on Offsets
- No Educational Supplement
- 2-Year Own Occupation

X. Snow Days

Effective July 11, 1985, the secretaries are expected to work (5) hours in order to receive a full day's pay on days when school is cancelled due to inclement weather conditions, or other "Acts of God".

All members must actually work five hours that day to receive the full days pay. In addition, time cannot be made up on these days for other days in which normal hours were not worked, nor can the five-hour day be substituted for another day. If additional time is worked on that day, it will be paid at the normal rate of pay, not overtime rate. If a sick or vacation day is used on a five-hour day, a full day will be deducted from your sick/vacation time.

Secretaries may exercise the option of not reporting to work on days of school cancellation, only after the immediate supervisor has given his/her consent to not report. Secretaries will be allowed the use of a vacation day or an unpaid day when they do not report to work with the approval of the secretary's immediate supervisor.

XI. Miscellaneous Provisions

1. A secretary having earned a bachelor's degree will receive an annual stipend of \$500.00.

The Superintendent must approve this after the building principal and secretary have submitted the same.

2. Job related classes would be reimbursed at \$100 per credit hour with prior approval of the Superintendent.
3. Secretaries may take advantage of the opportunity to receive CPR training and first aid training with approval of the administration.
4. Overtime - All overtime work must have prior approval of the employee's immediate supervisor or the Superintendent of the School District.
5. Required lunch - Employees are required to utilize a 30-minute lunch period after 6 hours of work.
6. If an employee is called for jury duty, he/she will receive their regular salary during the service less the amount received for this jury duty.
7. If the Ida Public Schools' fund equity level is less than 5% of gross revenue then, at that time, the secretaries agree to re-negotiate the compensation package.
8. All employees will receive their pay by direct deposit.
9. An Emergency Manager appointed by law may reject, modify or terminate this Agreement as provided by law.
10. If the teachers receive a salary increase over the term of this agreement then the secretaries will also receive the same increase (by percent).
11. If any secretary is required to report to work outside the normal work day they will be paid for a minimum of 2 hours' work.

XII. Seniority

Classifications:

1. Bookkeeping Office: includes bookkeeper and payroll clerk
2. Secretaries: includes secretaries in building offices and central office.

Layoff will be by seniority, based on date of hire, within each classification only.

Part time status will be equal to full time status within each classification for the purpose of layoff and recall procedures.

Employees will have recall rights for two years after layoff.

Connie Guthrie 7/27/11
Secretary Representative Date

Richard Gusto 7/27/11
Board Representative Date

Connie DuCharme 7/27/11
Secretary Representative Date

Board Representative Date

Attachments: Seniority List

SENIORITY LIST
(in seniority order)

		<u>Date of Hire</u>
1.	Wendy Hiteshew High School Secretary	7/28/97
2.	Linda Cousino Middle School Secretary	12/01/97
3.	Connie DuCharme Payroll Clerk	4/12/99
4.	Beth Rupp Middle School Secretary	7/27/99
5.	Jill Becker Central Office Secretary	7/30/01
6.	Connie Guthrie Food Service/ Transportation Secretary	8/06/01
7.	Janet Wehner Elementary School Secretary	9/22/03
8.	Becky Clymer Hearing Impaired Secretary	12/17/04
9.	Patricia Keesee High School Secretary	2/05/07
10.	Jennifer Dively Elementary School Secretary (Part-time)	2/15/07
11.	Adra Stevens Bookkeeper	8/27/07