

**MASON CONSOLIDATED SCHOOLS
ERIE, MICHIGAN 48133**

**AGREEMENT BETWEEN
MASON CONSOLIDATED SCHOOLS
AND THE ADMINISTRATIVE ASSISTANTS**

This Agreement entered into this first day of July 2005, by and between the Mason Consolidated Schools Board of Education, hereinafter called "Board" and the Administrative Assistants, hereinafter called "employees" in consideration of the mutual covenants herein, agree as follows:

WITNESSETH:

ARTICLE I – CONTRACT PERIOD

The Board agrees to employ the employees of this contract for the term of two (2) years from July 1, 2005 to and including June 30, 2007.

ARTICLE II – DUTIES

The employees agree to perform the duties of Administrative Assistant in a competent and professional manner in accordance with the established policies and regulations of the Board of Education, the laws of the State of Michigan, and the job description.

ARTICLE III – WORKING HOURS AND CONDITIONS

The normal workweek shall consist of forty (40) hours, eight (8) hours per day, Monday through Friday.

ARTICLE IV – LEAVES OF ABSENCE

- A. The employees shall be credited at the beginning of each fiscal year (July 1) with three (3) business days. Business days may be used for personal business that cannot be conducted after normal work hours. Any personal business day, which is not used during the school year, shall be applied to the accumulated sick leave at the end of the school year.
- B. The employee shall be credited with one (1) sick leave day per month worked. Sick leave may be used for personal illness, illness of immediate family, doctor/dentist appointments, or other medical reason requiring the employee's presence. Unused days shall not accumulate beyond 260 days.
- C. Each employee shall be given up to a maximum of five (5) days per death of the following:
 - Spouse
 - Children
 - Mother, Father
 - Mother-in-law, father-in-law
 - Sister/brother
 - Sister/brother-in-law
 - Grandparents/grandchildren

These days shall not be deducted from the sick day allowance, and shall not accumulate. Other days may be taken at the discretion of the Superintendent to attend funerals of those not listed above, or to provide for travel time.

- D. The Board may grant a leave of absence, without pay, pursuant to the Family Medical Leave Act, for a period not to exceed twelve (12) weeks in a one-year period. Paid leave days shall count toward FMLA.
- E. The employees who receive a jury duty interview and appearance notice will notify the Superintendent or designee as soon as possible prior to their appearance date. It is understood and agreed that an employee shall be required to work for any and all days or portion thereof when they are not sitting as a juror.

Said employees shall receive the difference between his/her own pay and jury duty pay, exclusive of travel and meal allowances.

The above provision shall also apply to anyone subpoenaed to appear as a witness in any court proceedings.
- F. Any leave day, including sick days, business days, etc., shall not be charged in the event the office is closed for that day.
- G. Employees will be allowed up to two (2) days per year in cases of inclement weather when school has been cancelled. Notification must be made to the employee's immediate supervisor.
- H. The Employer may require the employee to provide a physician's statement or submit to a medical examination when deemed necessary.

ARTICLE V – VACATIONS AND HOLIDAYS

A. Holidays:

The employees shall be entitled to the following holidays with pay:

- | | |
|-----------------------|---------------------------|
| 1. New Year's Eve Day | 7. Thanksgiving Day |
| 2. New Year's Day | 8. Day after Thanksgiving |
| 3. Good Friday | 9. Christmas Eve Day |
| 4. Memorial Day | 10. Christmas Day |
| 5. Independence Day | 11. Day after Christmas |
| 6. Labor Day | |

If the holiday falls on a Sunday, the employees shall receive the following Monday off. If the holiday falls on a Saturday, the employees shall receive the preceding Friday off.

B. Vacations:

Each employee shall be granted 20 vacation days per year. Earned vacation shall be computed from July 1 to June 30.

A vacation may not be waived by the employee and extra pay received for work during the period.

In the event that the employees are unable to use all the earned vacation days during the above time period, days may be carried into the next school year. Accumulated vacation

days cannot exceed two years' worth of earned vacation. Upon termination of employment with the District, employees will be paid for any unused vacation days up to the maximum accumulation outlined in this paragraph.

ARTICLE VI – COMPENSATION

Employees will be paid bi-weekly based on the following annual salary:

	<u>2005-06</u>	<u>*2006-07</u>
Administrative Assistant	\$35,531	\$35,886

*In the event that the School District total revenues increase by six percent (6%) or more from the 2005-06 school year, the Board of Education will consider adding an additional one-half percent (.5%) to the salary schedule for the 2006-2007 school year. For that school year, should the Mason Education Association (MEA) receive an additional increase greater than that provided by this agreement, the employees shall have the option of accepting the one-half percent (.5%) increase, or reopening the contract for the negotiation of the wage scheduled only for the 2006-2007 school year.

Salaries to be retroactive to July 1, 2005.

ARTICLE VII - MISCELLANEOUS PROVISIONS

Insurance Coverages

1. MESSA Choices II health insurance coverage will be provided for up to full family
2. Delta Dental coverage will be provided as outlined in the administrative contract.
3. VSP-III Plus vision insurance will be provided for up to full family
4. LTD coverage at 66-2/3% of salary will be provided. This coverage is effective after a 90-day waiting period
5. \$50,000 term life insurance will be provided

Payment for Sick Leave

Employees leaving the employment of the Board after at least ten (10) years service with Mason Consolidated Schools shall be paid ten dollar (\$10.00) per day for each unused accumulated sick leave day in excess of sixty-five (65) days. Payment shall not be made for more than one hundred fifteen (115) days.

Annuity

The Board of Education shall provide a \$500 tax-free annuity for each Administrative Assistant covered by this Agreement. Payment will be made at the end of the fiscal year