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## **PREAMBLE**

This agreement is entered into on the 9<sup>th</sup> day of November 2004, by and between the Board of Education and the Educational Secretaries of Southfield, affiliated with the Michigan Education Association, hereinafter referred to as the "Association."

## **PURPOSE AND INTENT**

It is agreed by all parties that providing a high quality education for the children of the Southfield Public Schools is the paramount aim of this School District. The Board, Administrative staff, and the Association employees have definite responsibilities in providing such services and education. We hereby declare:

WHEREAS, the Board adopted a Recognition Resolution at its meeting of December 13, 1965 to bargain with the Association as the representative of the employee in the unit defined in the "Recognition" paragraph of this Agreement, and

WHEREAS, the Board and Association have a statutory obligation to bargain one with the other, as representatives of the public and members of the bargaining unit, with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties, following extended and deliberate negotiations have reached certain understandings which they desire to put into the form of an Agreement, and

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I**

### **RECOGNITION**

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative as defined in Section II of Act 336, Public Acts of 1937 as amended, for all regular secretarial personnel employed by the Board of Education excluding the following: Secretary to the Board of Education, Secretary to the Superintendent, Secretary to the Deputy Superintendent, Secretary to the Associate Superintendents, Secretary to the Director of Labor Relations, Secretary to the Director of Budget and Finance, Head Bookkeeper and Head Payroll.
- B. The term "secretary", when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as defined above, and reference to female secretaries shall include male secretaries. The "Board" or "employer" when used hereinafter shall refer to the Board of Education. The Superintendent and other Central Office administrators, principals, assistant principals, and all other supervisory personnel are considered agents of the Board within the meaning of Act 379.
- C. Nothing contained herein shall be construed to deny or restrict to any secretary, rights he/she may have under the Michigan General School Laws, applicable civil service laws and regulations, and State and Federal Constitutions. The rights granted to secretaries hereunder shall be deemed to be in addition to those provided elsewhere.

## ARTICLE II – AGENCY SHOP

- A. Employees covered by this Agreement shall maintain membership in the Association during the term of this Agreement or pay a service fee to the Association.
- B. Employees who do not wish to be members of the Association shall sign and deliver, to the Board, written authorization for the deduction of a service charge constituting no more than the total dues payable by members.
- C. The Board shall deduct dues, or service charges, from any employee from whom they have written authorization. The Association shall submit to the Board by July 1 of each year or within thirty (30) calendar days of the effective date of this Agreement, a list of active members of the Association.
- D. The authorized deduction of dues and service charges shall be made from a regular paycheck each month for a period of ten (10) months. The Board agrees to remit to the Association all monies so deducted, accompanied by a list of employees from whom deductions have been made, within ten (10) workdays. In cases when a deduction is made that duplicates a payment that an employee has already made to the Association, or on any other situation where a refund is demanded, said refunds are not the responsibility of the Board.
- E. A secretary may arrange to have his/her annual dues or service charge paid in one lump sum, directly to the Association Treasurer, before September 1 of each year.
- F. Each bargaining unit member shall, as a condition of employment, (1) on or before thirty (30) days from the commencement of duties or the effective date of this Agreement, whichever is later, join the Association, or (2) pay a service fee to the Association, pursuant to the Association's "policy regarding objections to political ideological expenditures" and the administrative adopted pursuant to that policy. The service fee shall not exceed the amount of Association dues collected from Association members. The bargaining unit member may authorize payroll deduction for such fee. In the event that the bargaining unit member shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the employer shall pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Association, deduct the service fee from the bargaining unit member's wages and remit same to the Association. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paycheck of each bargaining unit member.

Pursuant to *Chicago Teachers Union v Hudson*, 106 S CT 1066 (1986), the union has established a "policy regarding objections to political ideological expenditures." That policy, and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to nonunion bargaining unit members. The remedies set forth in that policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review there, shall have been availed of and exhausted,

no dispute, claim, or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.

In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel, provided:

1. The employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires, and
2. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witness, and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and save the employer from any and all claims, demands, suits, damages, costs, or other forms of liability of whatsoever kind imposed by a judgment of a court or administrative agency as a direct consequence of the employer's compliance with this Article II Agency Shop.

Accordingly, this paragraph shall not become operative until such time as the E.S.O.S. and the Michigan Education Association execute and deliver to the Board an agreement under which the E.S.O.S. and the Michigan Education Association jointly and severally certify to the conditions of this provision.

Any bargaining unit member who is a member of the Association, or who has applied for membership, may sign and deliver to the employer an assignment authorizing deduction of dues, assessments, and contributions in the Association as established by the Association. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the MEA Constitution, by-laws, and administrative procedures. Pursuant to such authorization, the employer shall deduct one-tenth of such dues, assessments, and contributions from the regular salary check of the bargaining unit member each month for ten (10) months, beginning in September and ending in June of each year.

Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with the required information may not be available and transmitted to non-members until mid school year (December, January, or February). Consequently, the parties agree that the procedures in this article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.

The Association will continue to admit all eligible employees to membership and will represent these employees without discrimination by reason of race, creed, color,

national origin, age, sex, marital status, or physical impairment. Further, the Association will continue to recognize full citizenship rights of the members of the bargaining unit.

### **ARTICLE III – RIGHTS AND RESPONSIBILITIES OF THE ASSOCIATION**

- A. The Association and its members shall have the right to use school buildings, equipment, and facilities at all reasonable hours for Association business subject to the existing or amended rules and regulations governing the use of school buildings and facilities.
- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association shall be granted seventy (70) days to be used for official Association business. Application for use of these days shall be processed through regular conference attendance channels and shall be signed by the Association President signifying approval. Additional days may also be granted upon the approval of the Director of Personnel/Employee Relations. Use of these days will be determined solely by the Association President. The Association President shall provide to the Director of Personnel/Employee Relations a monthly log of scheduled activities of Association days. Such log shall include who used the days and when the days were taken.

Further, the Association President shall be released, one (1) day per week or the equivalent, to fulfill Association responsibilities. The President shall continue to be compensated at his/her regular rate of pay for 100% of his/her regular work hours for the full contract year with all benefits (including any required contributions to the MPERS paid by the employer).

- D. The Board shall furnish to the Association, upon its request, information and materials necessary for the Association to investigate or process a complaint or grievance and to negotiate successor Agreements.

## ARTICLE IV – RIGHTS AND RESPONSIBILITIES OF THE BOARD

- A. Subject to the provisions of this Agreement and except as expressly provided otherwise by the terms of this Agreement, the Board and the Superintendent of Schools reserve and retain rights vested in the Board or in the Superintendent under governing law, ordinances, rules, and regulations as set forth in the Constitution, and laws of the State of Michigan and 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 on the job;
  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 courses of instruction, including special programs, and to approve the means and methods of instruction;
  4. To provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board, and to determine the duties, responsibilities, and assignments of all employees;
  5. To adopt reasonable rules and regulations which are not in conflict with this Agreement;
  6. To develop and control the budget of the School District;
  7. To determine the number and location of its facilities.
- B. The Board recognizes that this Agreement sets forth limitations on the above named powers, rights, authorities, duties, and responsibilities, and hereby agrees to be bound by such limitations. Likewise, the listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of, any rights of management not listed and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.
- C. The Board will continue its policy of non-discrimination with respect to its employees by reason of race, creed, color, national origin, age, sex, marital status, handicap, or membership in, or association with, the activities of the Association. Further, the Board will continue to recognize full citizenship rights of the employees.
- D. Nothing in this agreement shall be construed to limit or constrict the Board's ability or authority to comply with all applicable federal and state laws and any applicable local ordinances.

## ARTICLE V – GRIEVANCE PROCEDURE

- A. A grievance is a complaint by a secretary in the bargaining unit or by the Association concerning any:
1. Alleged violation, misinterpretation, or misapplication of this Agreement.
  2. Matters involving discipline, demotion, or discharge.

- B. All grievances shall be handled by the following procedure:

### **Step 1:**

The secretary, either alone or with an Association Representative, shall first discuss the grievance with the principal (supervisor) within ten (10) workdays of the alleged occurrence in an attempt to resolve the grievance informally. At this time, it must be clearly understood by both parties that the conference is intended to initiate the grievance procedure. A secretary not satisfied with the results of the personal conference with his/her principal (supervisor) may take his/her grievance to the Association for consultation. The Association, upon due consideration, will determine whether or not to represent the secretary. The Association representative may visit the principal (supervisor) within fifteen (15) workdays from the time of the alleged violation in a further effort to resolve the grievance.

### **Step 2:**

If the grievance is not resolved at step one, it shall be reduced to writing, clearly stating by Article(s), and Section(s), the claimed basis for the grievance and shall be signed by the secretary and presented and discussed with the principal (supervisor) by the Association within ten (10) work days after the Association Representative visit (in step one) with the principal (supervisor). Within five (5) workdays after receiving the written grievance, the principal (supervisor) shall communicate his/her decision, in writing, together with the supporting reasons to the Association and to the grievant.

### **Step 3:**

Within five (5) work days after delivery of the principal's (supervisor's) decision, the grievance may be appealed to the Superintendent or his/her designee. The appeal shall be in writing and shall set forth, specifically, the act or condition and the grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step Two.

Within five (5) workdays after delivery of the appeal, the Superintendent or his/her designee shall investigate the grievance and conduct a hearing. In the event the superintendent's designee serving as hearing officer is also the person that is being grieved, the superintendent shall designate another designee to serve as a hearing officer for this grievance. Witnesses and cross-examinations may occur on the part of either party at such hearing. The decision, in writing, together with the supporting reasons shall be presented to the Association and to the principal (supervisor) within five (5) work days following the hearing on the matter.

#### **Step 4**

If the grievance remains unresolved at the time of Step Three, it may be submitted to binding arbitration at the request of the Association provided written notice of the request for submission to arbitration is delivered to the Superintendent, within twenty (20) workdays after the date of the Superintendent's or his/her designee's written communication of the decision under Step Three. The arbitrator shall be selected through the American Arbitration Association in accordance with its rules. The Arbitrator shall render his/her opinion only with respect to the particular grievance submitted to him/her, and such opinion shall be binding upon the Board and the Association.

The Arbitrator shall have no power or authority to add to, subtract from or modify any of the terms of this Agreement.

The Arbitrator's fee and expenses shall be shared equally by the Board and the Association. The costs for witnesses will be borne by the party requesting such witnesses.

- C. If a grievance arises from the alleged action of authority higher than the principal (supervisor) of a school, the grievance may be originally presented at the appropriate step of the grievance procedure.
- D. Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limits shall permit an appeal at the next step of the procedure within the time which would have been allotted had the decision been given.

Failure to comply with the time limits in step one shall bar the grievance. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision and shall bar further appeal. Time limits may be extended, in writing, by mutual agreement.

- E. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of the Agreement, provided that the Association has been given the opportunity to be present at all hearings and meetings where the grievance is presented or discussed, and is provided copies of correspondence, determinations, and appeals of the grievance. However, only the Association shall be authorized to appeal grievances to arbitration on behalf of an individual employee.
- F. In all steps of this procedure, it is understood that the Association, principal, supervisor, Superintendent or designee may request other members of the administration or representatives of the Association to be present.

- G. It is understood that if any employee files a charge with a governmental agency such as the Equal Employment Opportunity Commission, the Michigan Civil Rights Commission, the Michigan Department of Labor Bureau of Workers' Disability, and/or a similar state or federal agency, said charge shall not be subject to arbitration under this Agreement.

The Board shall provide notice to the Association of an employee filing action in another forum as specified above within ten (10) work days of the Board's receipt of notice of such filing.

## **ARTICLE VI – ASSIGNMENT, VACANCY, TRANSFER, PROMOTION, AND PROBATIONARY PERIOD**

### **A. Assignments:**

1. All new employees including substitute secretaries shall be required to pass skill tests as determined by the Board prior to assignment to a position. All new employees including substitute secretaries shall possess the skills and qualifications necessary for a specific position as defined in the position posting and/or job description. Such tests shall be administered by the Personnel office and scored by the Director of Human Resources or an administrator designated by the Director of Human Resources. The procedure for testing/scoring shall be as outlined in a letter of understanding that is an Appendix of the contract.
2. Persons newly hired with office experience within the past five (5) years, meeting qualifications of the job, may be hired at no higher than the third (3<sup>rd</sup>) step of the salary scale in the appropriate classification unless mutually agreed upon by the Association and Administration.
3. Secretaries shall be informed by June 1 of each year as to their assignments for the following school year. In the event that schools are to be closed, secretaries to be displaced shall be so notified sixty (60) work days prior to the effective date of such school closing.

Secretaries displaced due to school closings or involuntarily transferred shall be provided two (2) days, with pay, to pack and move personal belongings.

### **B. Vacancies:**

- l. Newly created or vacant secretarial positions, due to resignations, retirement, or leave of absence shall be posted throughout the school district within five (5) working days from the time positions are determined. All postings shall be reviewed by the Job Qualifications Committee prior to the actual posting. All positions shall be posted for the duration of seven (7) work days and shall include the following information:
  - a. Title and Classification (see Appendix A)
  - b. Wage Schedule (see Appendix B)
  - c. Job Description (see Appendix F)
  - d. Hours and Length of Position (see Article XIV)
  - e. Minimum and Special Qualifications (see Appendix F)
  - f. Effective Date of Transfer/Employment (see Article VI, Section B4)

The Board shall distribute one (1) copy of such postings to one (1) individual in the bargaining unit in each building, to be identified by the Association. Further, the supervisor/administrator in charge of each department/building shall have responsibility of placing the posting on a bulletin board identified to secretaries for such purpose.

2. All vacancies shall be filled from those bargaining unit members who apply in writing and meet the posted qualifications. If only one qualified secretary applies that secretary shall be awarded the vacancy. If more than one qualified secretary applies, the administrator shall select one of the applicants.
3. All vacancies shall be posted within five (5) workdays from the time the positions become officially determined (letter of leave of absence, resignation, or retirement received by the Personnel Office). Nothing herein requires that the position be staffed prior to the effective date of the incumbent leaving such position.

The Board reserves the right to withdraw and/or not fill a posted position if unforeseen circumstances warrant such action. It is understood, however, that the withdrawal of a posting and/or not filling a vacancy shall not be used under any circumstances to block qualified candidates access to such positions. Further, the Association shall be notified of the reasons for the withdrawal of any posting.

4. All vacancies will be filled within thirty (30) days of the expiration date of the posting when qualified internal applicants have applied.

The District may, if there are extenuating circumstances, so advise the Association and request an extension of this time line. Any extensions will be by mutual agreement. If the District is unable to fill a position within the stated timelines above, administration will meet and confer with representatives of the Association.

5. Positions may be staffed on a temporary basis during the posting period.
6. Currently employed secretaries shall not be required to take skill tests when they apply for posted vacancies, except in the case of a secretary seeking to be placed in a position classified as technical. However, employees who upgrade their skills shall be allowed to submit evidence of such upgrades and it shall be included in their personnel files.

7. All vacancies shall be posted and filled from among those bargaining unit members who apply. Secretaries shall not be laterally reassigned within a building or location of positions other than that for which they applied. However, it is expected that secretaries in a given school building or district department may assist each other with their duties from time to time, or that such secretaries may be assigned special projects at peak times which may not necessarily reflect their normal day to day job responsibilities.
8. If no bargaining unit members apply or if all who apply fail to meet the posted qualifications, the administration shall staff the vacancy from among other qualified candidates.
9. In the event it is necessary to modify any operationally significant qualification or job description previously agreed to at times other than during the collective negotiations process, the Qualification Committee shall be reconvened to discuss such changes or additions. The Administration shall discuss such proposed job descriptions for new positions with the Association. Failing agreement on such operationally significant changes or such new positions, the administration shall implement such additions or changes, while the Association shall have recourse to the grievance procedure for final resolution. Nothing contained herein precludes the Administration from implementing such additions prior to final resolution of the issue. If agreed to by both parties, such changes or new positions shall become attached to and a part of the Board/ESOS Agreement. The Board currently reserves the right to eliminate positions for reasons of cost, changing organizational priorities, declining student enrollment, or similar reasons and nothing herein shall abridge such right.
10. The Job Qualifications Committee shall have the authority to implement changes in classifications upon approval of the ESOS Executive Board.

C. Transfers:

1. A transfer is a lateral move within the same classification and at the same compensation. An employee may discuss the desire to transfer to another position with the Personnel Supervisor. However, transfers will normally be considered only in response to postings.
2. Transfers, normally, shall be on a voluntary basis. However, the Board and the Association agree there may be need for an involuntary transfer.

Involuntary transfer shall occur only for reasonable and just cause. Due process shall be provided to the secretary and the burden of proof shall be upon the Board that reasonable and just cause exists. The secretary and Association shall have been consulted prior to any final decision being made regarding the involuntary transfer in order to allow steps to be taken to avoid such action.

Involuntary transfer shall not occur as a disciplinary measure, due to a lack of job performance, as a means of eliminating or removing a position from the bargaining unit or to allow the Board to give the position held to another employee.

If involuntary transfer is deemed necessary, the Personnel Supervisor shall discuss the proposed transfer with the Association and the employee involved and any objections shall be given consideration. The employee and the Association shall be given ten (10) workdays prior notice of any involuntary transfers.

3. At the request of a secretary, the following considerations shall govern transfer of employees: qualifications, transportation problems, personal situations, or other extenuating circumstances.

D. Promotions:

1. Promotions shall be defined as increasing an employee's classification and/or salary. The Board supports promotions from within the Association.
2. Promotions shall be determined on the criteria of training, skill level, ability, and posted qualifications and successful completion of assessment test jointly developed by the parties. If only one qualified secretary applies, that secretary shall be awarded the promotion. If more than one qualified secretary applies, the administration shall select one of the applicants.
3. An employee who is promoted shall have total system service apply to vacations, leaves of absence rights, and to any retirement pay pursuant to this Agreement.
4. Vacancies in excluded positions shall be posted so as to allow secretaries to apply as herein provided.
5. Individuals transferred from the unit to an excluded position and later returned to a unit position shall retain their seniority right, excluding time

spent out of the unit. Employees of the Board who are assigned to the unit shall have seniority as of the date of such entry.

6. If no bargaining unit members apply or if all who apply fail to meet the posted qualifications, the administration shall staff the vacancy from among other candidates.

E. Probationary Period:

1. All secretaries hired by the Southfield Public Schools shall serve a ninety (90) workday probationary period. Such probationary employees shall not transfer to any other unit position until permanent employment has been granted after the expiration of the ninety (90) workday probationary period. See Appendix C.
2. Seniority shall commence upon initial employment.
3. Probationary employees shall be represented by the Association for all purposes under this Agreement during the probationary period including termination of such probationary employees which shall be subject to the grievance procedure up to but not including arbitration.
4. All insurance benefits provided in this Agreement shall be provided to a probationary employee from the first day of hire.
5. Leave day credit and vacation time credit shall accrue during the probationary period and may be used during such period. If a paid holiday falls within a probationary period, the employee shall be paid for such holiday as per the Master Agreement.
6. If a probationary employee is absent for an extended period of ten (10) consecutive work days or more due to an emergency such as accident, surgery, or hospitalization, the probationary period shall be extended by the duration of such emergency.
7. Probationary employees shall be evaluated according to the procedures set forth in Article XXI - Evaluation and Appendix C.
8. The Association President shall be notified of all newly hired employees and those who successfully complete the probationary period.

## ARTICLE VII – REDUCTION IN PERSONNEL

- A. In the event it becomes necessary to reduce the number of employees, such reduction shall occur by specific position(s) as determined by the Board and shall occur in the order as described in this Article. Notification to the Association regarding such proposed reduction shall be made, in writing, at least sixty (60) calendar days prior to the effective date of such reduction. Employees to be laid off shall be notified, in writing, at least forty-five (45) calendar days prior to the effective date of such action. The employer shall meet with the affected employee when such notice is given.
- B. If it is necessary to reduce a position within a given school building and/or department, such reduction shall be by specific position. If the secretary in the position to be reduced has more system seniority than the least senior secretary in the same school, building/department, he/she may displace the least senior secretary who will then be reassigned in accordance with Section C of this Article. If the secretary declines this option, then he/she shall be reassigned in accordance with Section C. The school, building/department list is found in Appendix E.
- C. Any employee notified of reduction may exercise his/her seniority rights into a position regardless of length of work year, which shall become open as follows:
1. An equivalent number of positions, regardless of classification and length of work year and staffed by the least senior employees, shall become open.
  2. The employee directly affected by the reduction shall be able to request assignment to the open positions on the basis of seniority provided they possess qualifications for the position.
  3. Such procedure shall continue in sequential order until finalized.
- Example: Two (2) individuals in Classification II are notified of the reduction of their positions. Provided they have more seniority than the two (2) least senior employees in any classification, they shall have the right to be awarded those positions should they meet the stipulation of C.2.
- D. Employees who exercise their seniority rights for placement shall do so and shall not have the right to decline placement to the least senior positions. However, twelve-month employees who are placed in less than twelve (12) month positions, shall have the option of twelve (12) month employment by working as unassigned secretaries during the summer months. Refusal of such placement shall result in layoff action by the Board. Full time employees shall not be required to accept less than full time employment; in such instances, the next senior full time position in the unit, regardless of classification or length of work year, shall become open, and such position shall be offered to the affected secretary.

- E. Employees affected by a reduction in staff shall be recalled in reverse order of layoff. The most senior employee shall be recalled to the first opening for which he/she is qualified. Recall shall be by written notice (both first class and certified mail return receipt requested), to the employee's last known address on file with the Board. Such notice shall require that the employee be available for work five (5) workdays after the date of delivery. Failure to report shall eliminate any obligation or responsibility to the employee by the Board.
- F. An employee on layoff status may not refuse to accept recall to a position, regardless of classification and length of work year. The only exception to this provision is in the instance of recall to a part time position. In this case the secretary on recall may reject such recall to a part time position and stay on the active recall list until a full time position becomes available.
- G. Any position that becomes vacant or is newly created shall be posted in accordance with provisions of this Agreement. An employee on layoff status or an employee requesting return from leave pursuant to the procedures in Article XVII shall not be eligible for bidding on posted positions. Recall or return from leave shall occur prior to the employment of individuals new to the District. The only exception to this sequence of events shall be if a position is deleted and later restored, within a twelve (12) month period. In this instance, the secretary previously in the position shall have the option of returning to such position, prior to it being posted.
- H. Seniority shall be defined as the amount of time an employee has worked within the bargaining unit. Time served in an excluded position shall not be counted for seniority purposes. Time on leave of absence or layoff up to and including the ninetieth (90th) day shall be counted for seniority purposes. Time beyond the ninetieth (90th) day on leave of absence or layoff shall not count towards seniority. In cases where employees whose seniority is equal and determination is necessary, there shall be a lottery system established.

Seniority dates shall be adjusted for secretaries who are laid off or take a leave of absence beyond ninety (90) days, except leave for service in professional organizations. The method of adjustment shall cause a reduction of one (1) day of each day missed beyond the ninetieth (90th) day due to layoff or leave of absence, regardless of work year of the secretary.

- I. Individuals placed on layoff have the right to work as substitute secretaries if required by the Board and if qualified for the available positions. Such individuals shall be assigned substitute work before non-unit substitutes are employed. Employees who volunteer for such work shall be compensated at their daily rate of pay at the time of layoff for each day worked. They shall receive no other compensation or benefits. Acceptance of such work will not necessarily be deemed by the parties to be a disqualification for MESC benefits.

## **ARTICLE VIII – SUBCONTRACTING AND TECHNOLOGICAL CHANGES**

Except as may be limited by Michigan statutes, no work which is normally or customarily performed by employees in job classifications covered by the Agreement shall be subcontracted by the Board to any outside source or agency, compensated individuals and/or volunteers for the purpose of eliminating bargaining unit positions, avoiding overtime and/or reducing hours. Further, subcontracting shall not occur when bargaining unit members are available and desire work. However, it is agreed that the Board shall be free to use all labor saving devices and/or labor saving equipment that will be to the best interest of the Board. Use of labor saving devices shall not be for purposes of a cut in work hours, length of work year or to eliminate positions. When such devices, equipment, or procedures are introduced, adequate release time shall be provided for affected employees for in-service.

Prior to the beginning of each school year the Board shall meet with the Association and provide detailed information as to the budgeted and anticipated placement of co-op students. Any increase in such utilization once the year begins shall require prior notification to the Association prior to implementation.

## ARTICLE IX – RESIGNATION AND RETIREMENT

- A. All secretarial and clerical employees shall give a two (2) week written notice of resignation to the immediate supervisor, with a copy to the Personnel Supervisor. Failure to comply with this requirement shall mean forfeiture of any and all benefits unless special permission is granted by the Superintendent or his/her designee.
- B. Any secretary who discontinues his/her services with proper notice does not forfeit his/her right to earned vacation time.
- C. In appreciation for services to the school district, a severance payment of One Hundred Dollars (\$100.00) per year of service shall be paid upon termination of employment, provided the secretary shall have been employed in the School District for a period of fifteen (15) years.
- D. Any secretary who retires from Southfield Public Schools who has 15 years service in the district and is eligible for State Retirement benefits shall receive a retirement benefit from the School District as follows: Retirees, departing secretaries between July 1, 2003 and June 30, 2006, shall receive Five Thousand Dollars (\$5,000.00) in 2003-2004; Five Thousand Five Hundred Dollars (\$5,500.00) in 2004-2005; and Five Thousand Five Hundred Dollars (\$5,500.00) in 2005-2006, at the time of retirement.
- E. Secretarial employees shall receive a retirement benefit of payment for up to ninety (90) unused – accumulated leave days in excess of fifty (50) days. The rate of payment shall be Thirty Dollars (\$30.00) per day.

## **ARTICLE X – DISCIPLINE, DEMOTION AND DISCHARGE**

- A. Employees of the unit shall not be disciplined or discharged provided they perform their assigned responsibilities honestly and efficiently. However, the Board retains the right to discipline and/or discharge an employee for just and reasonable cause and/or for violation of the terms of this Agreement. When discipline is needed, it shall be progressive in nature, and due process shall always be provided prior to implementation of such discipline, including the right of representation.
- B. Whenever a bargaining unit member is called to a meeting with a supervisor and the meeting may result in disciplinary action being taken, the supervisor will, prior to beginning the meeting, notify the employee of the purpose of the meeting, and of the employee's right to representation under this Article. If the employee wishes representation, no further action will be taken in such meeting until a representative of the Association is present which shall be within two (2) workdays.
- C. Pending an investigation, if a secretary is relieved of work responsibilities, he or she shall be placed on paid administrative leave until such time as the investigation has been completed and a determination of the matter has been made by the Administration.
- D. The Association shall be notified, of any written disciplinary, action, demotion, or discharge prior to such action being taken.

## ARTICLE XI – PROTECTION OF SECRETARIES

- A. Any secretary suffering a personal injury or a loss or damage to personal property should promptly report the same to his/her principal or supervisor in order to determine whether compensation is due under Workers' Compensation or the School District's insurance policies.
- B. The Board will reimburse the secretary for any loss, damage or destruction of any personal property suffered while on duty on school property, on school premises or at school sponsored or related activities. Such reimbursement shall be made only upon the occurrence of the following:
  - 1. Assault or result of physical force used upon the secretary.
  - 2. Theft from the secretary. Reimbursement by the Board shall not exceed One Thousand Dollars (\$1,000.00) for any item and shall be null and void if negligence can be determined.
  - 3. Verified malicious destruction of the secretary's personal property. If reimbursement for such damage, loss or destruction is otherwise covered by a policy of insurance, the Board shall be liable for the deductible portion of such coverage or the difference between actual insurance payment and the replacement cost of the item in question, but in no case shall such liability exceed One Thousand Dollars (\$1,000.00).
- C. Each secretary shall have the right, upon request, to review the contents of his/her own personnel file and/or building file in the presence of the appropriate administrator.
- D. Materials, which shall be identified, but not shared in totality, will include pre-employment letters of recommendation from educational institutions and previous employers.
- E. The Administration shall maintain complete cumulative files on all personnel, including up-to-date records pertaining to performance of duties.
- F. Each administrator shall contribute to the cumulative files in accordance with his administrative duties such as:
  - 1. Records of a positive nature, including supervisory reports, memorandums and letters to the employee, plus other miscellaneous evidence of successful service.
  - 2. Records of unsatisfactory performance, which may lead to demotion, suspension, dismissal or denial of a leave of absence request, must be specific in content, signed by the administrator, and a copy furnished to the employee. The employee shall acknowledge receipt of the report by signing it within three (3) workdays.
  - 3. Upon the request of an individual secretary, the Board shall remove materials from the secretary's personnel file, if after three (3) years the problem(s) identified are not documented as continuing to exist.

- G. Citizen complaints directed toward a secretary shall be called to the secretary's attention at administrative discretion. If a permanent record is to be made of such a complaint, if discipline may occur, or if the complaints may affect an evaluation of the secretary, such complaints shall be called to the secretary's attention.

In the event a complaint about a secretary is received by a supervisor from another person and the supervisor so chooses to make a permanent record of the complaint, the supervisor shall indicate to the secretary that such complaint has been received, the nature of the complaint and that it is being investigated. Upon completion of the investigation, the supervisor's disposition of the complaint shall be made known, in writing, to the secretary. The name of the complaining party, or parties, shall be revealed to the secretary if a permanent record is made of such complaint, if such is to lead to disciplinary action or used in an evaluation of the secretary.

- H. Secretaries will not be required to administer to students more than emergency first aid. Secretaries shall not administer medication to students.
- I. If any secretary has a complaint against him/her lodged with the police department, or is sued as a result of any action taken by the secretary while in the performance of his/her regularly assigned duties and performing properly, lawfully and in accordance with this Master Agreement, Board policy and administrative regulations, the Board shall refer the matter to its insurance carrier with the request that all necessary assistance be rendered to the secretary in his/her defense. It is further understood that liability coverage for secretaries in effect as of the date of this contract shall not be reduced during the term of this contract.
- J. Secretaries shall not be required to administer disciplinary action to pupils, but shall have adult responsibility. Further, secretaries shall not evaluate students for the purpose of grades and citizenship with the exception of student co-ops.
- K. An employee's personal life is not within the appropriate concern of the Board of Education as long as it does not adversely affect the performance of his/her duties.
- L. Physical examinations, as required by the Board of Education or by law, shall be made at Board expense by a physician appointed by the Board.
- M. The parties agree to establish a Joint Committee which will meet BI-monthly whose task shall be to develop ways to implement and advise members of their rights under the "Employee Right to Know Law" and to resolve Safety, Health and Security issues.

## ARTICLE XII – WORKERS’ COMPENSATION

- A. Workers' Compensation shall be provided as required by law. In addition, employees drawing Workers' Compensation benefits may supplement their weekly benefits up to a maximum of their gross weekly income by drawing on their accumulated leave banks. Such used leave days shall be charged to the employee's leave bank on a prorated basis. The maximum period of such full salary coverage shall be no longer than the qualified period for long term disability coverage. An employee may not draw against his/her vacation bank. If an employee has no accumulated leave bank, no salary supplement shall be made unless application is made and approval granted by the Sick Bank Committee. Other than as a salary supplement, there shall be no loss of leave days due to an injury on the job.
- B. The Board shall not be obligated to pay any such difference to an employee who receives a cash settlement, i.e., redemption, in lieu of weekly payments of Workers' Compensation.
- C. In the event of termination prior to the expiration of the periods in Section A, rights to continue payment of supplemental benefits by drawing on employee leave banks shall cease.
- D. Employees on Workers' Compensation shall receive, for, six (6) months or the number of accumulated leave days, whichever is greater, continued accrual (loading) of leave days, holidays and vacation. Payment shall be made during that period for vacation and holidays. In the event disability continues beyond the waiting period of the Long Term Disability the employee shall be placed on such leave of absence and accrual and payment for leave days, vacation and holidays shall cease. Seniority shall continue to accumulate as if the employee were actually working. Full fringe benefit coverage shall be continued at Board expense for such employees, as long as they continue on Workers' Compensation and/or Long Term Disability.
- E. If an employee is eligible for Workers' Compensation benefits, the employee's position shall be held open for a maximum period of six (6) months or the number of accumulated leave days, whichever is greater. If the Workers' Compensation eligibility exceeds this limit, the employee shall be placed on leave of absence and the position shall be considered vacant and posted in accordance with Article VI. Upon the event of termination of eligibility of the employee for Workers' Compensation benefits, whose position has been lost due to this clause, he/she shall be afforded the same rights as an employee requesting return from unpaid leave of absence in accordance with the return from leave provisions of the Agreement.

## ARTICLE XIII – WORKING CONDITIONS

- A. Secretaries shall not be required to perform duties which are not included in their job description or which are normally the duties of another non-bargaining unit employee.
- B. The Board shall make available use of adult facilities (lunchroom, rest room, and lavatory) in each school for use by secretaries to the extent of existing facilities. Adequate lounge facilities will be provided at each work site.
- C. Telephone facilities will continue to be made available to secretaries for their use.
- D. When school is canceled and official public notice over radio stations WXYZ, WWJ, WJR, CKLW, WOMC, and television stations WJBK (2), WDIV (4), WXYZ (7), WTVS (56) and cable channel 26, is announced, secretaries will not be required to report for duty and shall not suffer loss of pay. In the event of an emergency, and a secretary is asked to report for work, and it is safe for him/her to get to work, he/she will be paid double time.

In the event of adverse weather conditions or other emergency situations on days when students are not scheduled to report but secretaries are, secretaries shall not be required to report for work. In the event of an emergency, and a secretary is asked to voluntarily report for work, and it is safe for him/her to get to work, he/she will be paid double time.

- E. When school is dismissed early due to emergency conditions, the following shall occur:
  - 1. School building secretaries shall be required to stay no longer than one hour beyond the official dismissal time for students. Secretaries shall receive double compensatory time for the last thirty (30) minutes of such hour.
  - 2. Secretaries in non-school buildings (except as noted in item 3 below) shall be required to stay no longer than one hour after the final official dismissal time for students in the school district. Secretaries shall receive double compensatory time for the last thirty (30) minutes of such hour.
  - 3. Secretaries in Transportation, Custodial Services, Plant Manager offices and assigned to the switchboard shall be required to stay no longer than three (3)

hours after the final official dismissal time for students in the school district. These secretaries shall receive double compensatory time for all time after the first thirty (30) minutes.

F. Secretaries shall not be required to work under unsafe or hazardous conditions, including extreme temperatures. Secretaries shall not be required to handle bulk mailings through the post office nor shall they be required to transport and/or bank funds.

G. The employer will provide:

1. A locked designated area work location where employees may secure coats, purses, and other personal items while at work.
2. Appropriate machines, supplies and materials, which the bargaining unit member requires to perform the responsibilities of his/her position. Arrangements will be made to repair or replace defective, malfunctioning, or inadequate office machines in a timely fashion to avoid disrupting the flow of the work.

## ARTICLE XIV – WORKING HOURS

- A. The Board recognizes the principle of a standard forty (40) hour work week and will set work schedules and make assignments which can be reasonably completed within such standard work week. The Board will not regularly require secretaries to work in excess of such standard workweek.

Bargaining unit members shall work and be compensated on a twelve-month work year according to the salary schedule in Appendix B. Bargaining unit members working in positions whose functions are less than a full year of responsibility, as designated in Appendix A, shall not work during nor be compensated for the period immediately following their last scheduled day of work prior to the restart of the next year on August 1st. Such bargaining unit members may, provided the employer determines that such work is available, have the option of working as an unassigned secretary, and shall inform the employer by June 1 of each work year of their potential interest. Less than full time employees shall receive prorated compensation according to the appropriate salary schedule in Appendix B. All twelve-month employees will receive their salary in 26 equal biweekly payments. Less than twelve-month employees may elect to receive their salary in either 24 or 26 equal biweekly installments.

- B. All secretaries employed for six (6) to eight (8) hours in a block of time per day shall be entitled to an uninterrupted lunch period of thirty (30) minutes which shall be a part of an eight (8) hour work day. In addition, they shall be provided a fifteen (15) minute relief period twice a day. Failure to take a fifteen (15) minute relief period shall not result in a lengthening of the lunch period or a shortening of the eight (8) hour work day unless specially arranged with the immediate supervisor.
- C. Secretaries employed for three to six hours of block time per day shall be entitled to a combination uninterrupted lunch and relief period equivalent to thirty (30) minutes.
- D. Daily overtime (time and one-half) will be paid for actual time worked over eight (8) hours per day. On Saturday, overtime will be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. Sunday overtime will be paid at the rate of two (2) times the employee's regular hourly rate. All overtime and payroll records will be available to the President of the Association.

Weekly overtime (time and one-half) will be paid for actual time worked over forty (40) hours per week. Holidays shall be interpreted as actual time.

The purpose of the overtime policy is to provide additional services in order to tide over an emergency. Overtime is not intended to be a substitute for inadequate staffing.

Time secretaries spend beyond the regular day on their job shall be considered overtime. Exceptions may be made in emergency situations, not on a regular basis,

when a secretary may voluntarily spend no more than fifteen (15) minutes on the job beyond the regular day, without overtime pay.

Overtime is generally justified when an unusual assignment has been placed on a department and this must be completed within a certain date, or when secretaries are asked to prepare special projects for the professional staff and/or unusual load of the department would make it impossible to meet a deadline. There are occasions when, in spite of every effort on the part of personnel, work piles up and there are only two solutions. One is to bring in some temporary help (maximum thirty (30) day period with the exception of pupil services in which case the maximum shall be sixty (60) days when such days are during student registration or fourth Friday count), and another is to ask regular employees to work overtime. The thirty (30) day and in the case of pupil services, the sixty (60) day, limit shall apply to any combination of consecutive and/or non-consecutive days in any one fiscal year. However, if a substitute is employed to staff the absence of a regular employee, such time will not be counted toward the thirty (30) or (60) day limit. Should temporary assignment exceed the thirty (30) or sixty (60) day limit, as indicated above, the position shall be posted unless the Association agrees to extend the limitation. Use of temporary help shall not be done in a fashion to avoid posting a new bargaining unit position. Employees may elect to accept time off in lieu of overtime. Secretaries shall not be required to use time clocks.

From time to time it shall be necessary to schedule overtime for bargaining unit members outside their regular assignment/office location. When such opportunities occur, overtime shall be awarded to members according to seniority.

Each year the Board shall provide an opportunity for all secretaries to volunteer for such assignments, which shall be awarded by seniority on a rotating basis. Where appropriate, secretaries shall designate dates of availability for such employment.

In the event that a secretary requesting such overtime rejects two (2) offers for overtime, the Board shall not be obligated to offer further overtime assignments to that employee during that school year. The Board shall provide twenty-four (24) hour notice in order for a refusal to be considered a rejection pursuant to this agreement. Additionally, any employee may refuse such overtime when on vacation, sick leave, or other paid leave under this agreement and such refusal shall not be counted as a rejection.

- E. If a secretary receives direction from his/her supervisor to fully assume the duties of a secretary in a higher classification for a minimum of one-half day he/she shall immediately receive pay at the higher classification rate. The supervisor shall notify the Personnel Office to adjust rate of pay. Such increased rate of pay will be for actual days of work performed, not holidays, vacation or leave days.
- F. The Board and Association, at the request of either party, shall jointly develop programs of flexible hours, workweek, or other unique and non-traditional work schedules at individual work site(s), which positively impact both the employee and

the district. Implementation of such programs shall not obligate the Board to payment of overtime wages. Disputes over such implementation shall be subject to the grievance procedure.

- G. Extension of hours for less than a full-time secretary shall result in full holiday pay if such extension of hours occurs on days prior to and/or after the holiday. Vacation and leave days taken during the period of extension shall be paid at the secretary's normal hours per day, until the period of extension of hours exceeds sixty (60) calendar days. After sixty (60) consecutive calendar days' vacation and leave days shall be paid at the expanded hour level and the position will be posted.

Any expansion of hours for a period of more than five (5) consecutive workdays shall be reported to the Association President in writing.

- H. Secretaries with prior administrative approval shall be allowed to work at after school functions such as open houses, parent teacher conferences, etc. Compensation shall be provided at the overtime rate pursuant to Article XIV, Section D.
- I. The accrual and utilization of compensatory time shall be as provided in state and federal wage and hour provisions.

## ARTICLE XV – HOLIDAYS

A. The following days shall be recognized and observed as paid holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
	Memorial Day

B. In addition, employees shall receive the following days off with pay:

Friday before Labor Day (when a non-work day for teachers)  
Day after Thanksgiving (if school is not in session)  
Day before Christmas  
Day after Christmas  
Day before New Year's Day  
Good Friday  
Monday after Easter (if school is not in session)

C. In addition to the above, all secretaries shall receive five (5) paid non-work days to be used during school breaks (insufficient membership, winter, mid-winter, and spring) in order to continue salary while not working. Such days shall be requested at least one (1) week prior to use on an absence request form.

D. Total paid holidays and related days shall not exceed the days cited in paragraphs A, B, and C, of this Article. Secretaries shall receive their regular rate of pay for each of the holidays and paid non-work days listed above on which they perform no work, except as provided in Article XIV, Section G.

E. If school is in session on the Friday after Thanksgiving or Monday after Easter, secretaries shall be paid for and not required to work on another day when students are not in school.

F. If any of the above holidays fall on Sunday, the following Monday shall be considered the holiday unless school is in session. If any of the above holidays fall on Saturday, the Friday preceding shall be considered the holiday unless school is in session. On such occasions an alternate date for the holiday will be mutually agreed upon. If a secretary works on a holiday or Sunday, she will receive eight (8) hours holiday pay plus double time for the hours worked. Secretaries that regularly work less than eight (8) hours per day will receive their holiday pay on a pro-rated basis plus double time for the hours worked, except as provided in Article XIV, Section G.

## ARTICLE XVI – PAID LEAVE DAYS

- A. Paid Leave of Absence days are a benefit that provides salary protection when a secretary is unable or not available for work due to illness or matters outside his/her control. Such days should not be viewed as entitlements or to compensate for casual time away from work. The District and the Association recognize that attendance is an important element of the work ethic and increases efficiency and effectiveness. Subject to the limitations set forth hereinafter, secretaries shall have the right to leave without loss of pay provided leave days in the employee's leave day bank or through the sick bank, are available and fall within the following categories.
1. Personal illness.
  2. Illness in the immediate family, which shall be interpreted as: father, mother, wife, husband, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents, or any dependent of the immediate household residence. Employee may substitute stepfather for father, stepmother, etc. when appropriate.
  3. Observance of religious holidays and holy days.
  4. Reasons deemed applicable by the Superintendent who may be advised by the Association.
- B. Each secretary shall be credited with the following amount of leave days:
1. For the first year (twelve months) of employment, less than twelve-month secretaries shall receive 16 days and twelve (12) month secretaries shall receive 18 days annually. Said leave days shall be fully credited upon their first pay period of their employment. Thereafter, such days shall be earned and loaded monthly at the rate of 1.5 days per month.
  2. Each secretary shall be allowed four (4) of the above days as personal business days per school year, without loss of pay to take care of matters of a personal nature which cannot be taken care of at a time other than school time. In the event that emergencies occur which would require additional personal business days by a secretary, a committee composed of two administrators and two secretaries may review the request and make a recommendation to the Superintendent or his/her designee.
- However, the personal business days may not be taken immediately preceding or following a holiday or school recess unless in an emergency. In such emergencies the employee will notify the district as soon as possible.
- C. Unused leave days will be cumulative without limitation. A statement of accumulated leave days will be printed on each employee's BI-weekly paycheck.

- D. The Sick Leave Bank shall be maintained. Any secretary who has exhausted his/her accumulated leave days may apply to the Sick Leave Bank. There shall be a five (5) workday waiting period after exhaustion of accumulated sick leave before bank days are provided. This waiting period shall be waived in the case of hospitalization at the time of application. Each secretary, upon initial employment, shall deposit one leave day from his/her individual accumulation.

Each year the Board shall deposit in the Sick Leave Bank, to the extent available, a sufficient number of unused leave days of secretaries who terminate their employment with the school district in order to maintain a level of one day for each employee in the bargaining unit.

Withdrawals may be made from the bank, upon written application to the Sick Leave Committee, by a secretary who has exhausted his/her own leave days. However, in order to be eligible for bank days you must have completed one (1) year of employment in a bargaining unit position. The Sick Leave Committee shall be composed of two (2) members of the administrative staff and two (2) members of the Association. The Committee shall be empowered to approve or deny all such applications and determine the number of days allowable, if approved. A Secretary receiving such an allowance from the Bank shall not be expected to repay. Sick leave bank days shall not be granted beyond the date of eligibility for long term disability.

The sick bank committee reserves the right to request a second opinion from a jointly pre-approved pool of physicians. Any cost for the second opinion shall be paid by the District.

- E. Abuse of Leave Privileges - Secretaries who abuse the leave with pay shall be subject to appropriate discipline by the Board.

It is recognized that the employer has instituted an absenteeism/attendance procedure. The employer agrees to enforce this program/procedure over all employee groups and to provide written notice, once again, to all employees of all aspects of this program/ procedure. Notice of this program/procedure will be given to all new employees at the time of hire. At the beginning of the school year, the District will conduct in-services for all employees on this program/procedure.

During the 2000-2001 school year the Labor Management Council shall review the absenteeism/attendance policy and make appropriate changes.

- F. Leave without loss of pay, not chargeable against the secretary's leave day allowance, shall be granted for the following reasons:

1. Leave for Death in the Family: A maximum of five (5) days which shall not be cumulative, shall be allowed for death in the immediate family, which shall be interpreted as: father, mother, husband, wife, child, sister, brother, father-in-law,

mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparents, or dependent of the immediate household residence. Such leave will be subject to the approval of the Personnel Office acting as the Superintendent's delegate. An additional three days may be granted for death in the family upon approval of the Personnel Office acting as the Superintendent's delegate. Such additional three days shall be deducted from the employee's leave bank.

2. Leave for Death of Relative or Friend: Upon permission of the Personnel Office acting as the Superintendent's delegate, up to three (3) days will be allowed, when requested for the death of a relative outside the immediate family, or for other persons where the closeness of relationship warrants. Such days shall be deducted from the employee's leave bank.
3. Conference Attendance: Is an integral part of the Board's plan for in-service growth of personnel. Representatives of the Association are eligible to attend meetings and conferences at the expense of the Board without loss of pay benefits, or allowance days. Requests will be submitted to the building principal or supervisor and must receive his/her approval and that of the Superintendent. Such requests shall be acted upon by the building principal or supervisor within forty-eight (48) hours of submission. Denial may be appealed by the secretary to the Superintendent or his/her designee.
4. Court Appearance: Court appearance as a witness in any case connected with the secretary's employment or the school, or whenever the secretary is subpoenaed to attend any proceedings. The secretary may be asked to produce evidence of subpoena at the discretion of the Superintendent or his/her designee.
5. Jury Duty: Any secretary who is summoned for jury duty examination and investigation must notify the Personnel Office within seventy-two (72) hours of receipt of such notice. If an employee is summoned and reports for jury duty, he/she shall be paid the difference between the amounts he/she receives as a juror and his/her normal week's pay.

To be eligible for jury duty pay differential, the employee must furnish the employer with a written statement from the appropriate public official, listing the dates he/she received pay for jury duty. An employee found abusing this privilege shall not be entitled to the pay differential.

6. Student Trips: Secretaries who are required to accompany students on field trips outside the building on days, which are regular, work days and work hours for the secretary.
- G. A secretary who is exposed on the job and is subsequently absent from work because of mumps, scarlet fever, measles, or chicken pox, shall not have the time charged

against his/her leave days. Verification of the illness may be requested from a doctor by the Superintendent or his/her designee.

- H. Secretaries shall not have the option of taking voluntary days when school is in session except in extreme emergencies with approval of the Superintendent or his/her designee. Voluntary days may be taken over the school calendar break times (insufficient membership, winter, mid-winter, spring breaks).

Voluntary days may also be taken during the month of August prior to the following dates:

Before the second Tuesday in August of each year

Additionally, voluntary days may be taken on other non-school days not included above with the approval of the immediate supervisor.

- I. During the term of this agreement, secretaries shall not utilize regular work time or personal leave days to engage in activities to support a work stoppage in another school district.
- J. Absence request forms will be returned to the secretary submitting such a request within four (4) workdays of submission.

## ARTICLE XVII – UNPAID LEAVE OF ABSENCE

A. Leaves of absence without pay and without fringe benefits may be granted for any of the following reasons:

1. Health Leave: A secretary may be granted a health leave when his/her health or the health of a member of the immediate family, which shall be interpreted as: father, mother, husband, wife, child, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or dependent of the immediate household residence, warrants it. Such leave may be renewed and extended for an additional five (5) years, one year at a time. At the end of such leave, the secretary must either return or resign. When the health of a secretary or that of the member of his/her immediate family, as defined above, permits his/her return, he/she shall so request the Superintendent in writing and submit a statement from a physician certifying his/her fitness to return. The secretary may be required to submit to a medical examination by a Board appointed physician prior to approval for return.
2. Military Leave: Any secretary covered by the salary schedule who leaves the school district to perform active service in the Armed Forces of the United States is entitled to re-employment rights in the position he/she is vacating or one of like status and pay scale provided:
  - a. The position vacated is other than temporary.
  - b. He/she is honorably discharged from the Armed Forces.
  - c. He/she is still qualified and competent to perform the duties of such secretarial position.
  - d. He/she applies for re-employment within ninety (90) days after discharge or if hospitalized when discharged as a consequence of his/her active service in the armed forces, within one (1) year after such discharge.

In the event of re-employment, the following provisions shall apply:

- a. Accrual of seniority shall be granted.
  - b. Increments shall be added as if the secretary had been in the school district employ during time of such active service in the Armed Forces.
  - c. His/her status under contract shall be the same as when employment was terminated at the time military leave was granted. Further, all provisions of this policy shall be in accordance with state and federal laws governing military leaves of absence.
3. Personal Leave: When an employee requests a leave of absence for a period not to exceed ninety (90) calendar days, leaves may be granted without loss of his/her position, providing the leave is not for the purpose of working in other

employment. It is expected that a substitute will be hired to fill this temporary vacancy of position.

Personal leave may also be granted for periods, which exceed ninety (90) calendar days subject to the provisions of Section B. below.

4. Maternity Leave: A leave of absence without pay shall be granted to any secretary for one (1) year for the purpose of maternity. The actual date of leave commencement shall be determined by the secretary. Maternity leave shall be renewable annually for a period of up to five (5) years.
5. Leave for Service in Professional Organizations: O.A.E.S., M.A.E.O.P., N.A.E.O.P., and M.E.A. /N.E.A. may be granted for a maximum of one (1) year.
6. Study or Travel: Study or travel leave may be granted for a maximum of one (1) year, upon the recommendation of the Superintendent.
7. Peace Corps: Peace Corps leave may be granted for a maximum of one (1) year, with renewal for one (1) additional year.
8. Volunteers in Service to America (V.I.S.T.A.): A maximum of one (1) year may be granted.
9. Adoption Leave: On recommendation of the Superintendent, a leave for adopting a child may be granted after one (1) year of service. Such leave shall commence upon entry of an order terminating the rights of the natural parents by the probate court. The leave shall be granted for a period of one (1) year and may be renewed annually for an additional five (5) years.

- B. An employee granted a leave of absence by the Board for more than ninety (90) calendar days shall be returned to active employment provided he/she has given proper notice. Such secretaries shall have equal rights with secretaries who are on the recall list. That is, they shall be placed on the recall list in seniority order and recalled together with laid off secretaries pursuant to Article VII.

If a leave exceeds ninety (90) calendar days, seniority shall be frozen at that time, and insurance benefits as provided under this agreement may continue at the employee's expense where underwriter rules allow.

While awaiting recall from leaves in excess of ninety (90) days, secretaries may avail themselves of the right to perform substitute work when it is available, pursuant to Article VII, Section I.

Employees on a leave of absence of ninety (90) calendar days or less shall be returned to their regular positions. There shall be no loss of seniority or insurance benefits provided under this Agreement provided the leave is not for the purpose of working in other employment.

- C. An employee is required to notify the Personnel Office in writing at least sixty (60) calendar days preceding the expiration date of a leave indicating his/her desire to return, request an extension, or resignation. Otherwise, the employee will be considered as terminating his/her employment.

## **ARTICLE XVIII – ATTENDANCE PROCEDURES**

- A. Where possible, employees are responsible for reporting their absence by calling an assigned number at least one (1) hour prior to the starting time of their assignment. Calls are to be made to a central substitute answering service. The Board shall provide that the assigned number be available to secretaries on a twenty-four (24) hour a day basis. Further, once the employee has thus reported an absence, it shall be the central administration's responsibility to notify the individual supervisor or building administrator.
  
- B. Upon request of the supervisor or the secretary, a substitute shall be provided as of the first day of absence of the secretary.

## ARTICLE XIX – INSURANCE

A. The Board agrees to furnish to all secretaries and dependents the following MESSA-PAK insurance protection:

Plan A: For employees electing MESSA Health Insurance.

Health: Super Care I

Effective January 1, 2005, the co-pay on prescription drugs shall be Five Dollars/Ten Dollars (\$5.00/\$10.00) and the deductible shall be One Hundred Dollars (\$100.00) for individual and Two Hundred Dollars (\$200.00) for family coverage.

Long Term Disability: 70%  
\$5,000 Maximum Per Month  
Modified fill or 180 Calendar Days whichever is greater  
Freeze on offsets  
Alcohol/Drug - Same as any other illness  
Mental/Nervous - 2 years  
COLA Provision

Benefits, if disabled prior to age sixty (60) will be paid through the end of the school year in which a person reaches age sixty-five (65). If disabled after age sixty (60), benefits will be paid to the end of the school year in which they reach age seventy (70).

Delta Dental: 100:90/90/90: \$1,500  
or if spouse has coverage by another carrier  
50/50/50: \$1,000 (with sealant)

Negotiated Life: \$45,000 Accidental Death & Dismemberment at Double Indemnity

Vision: VSP-3 Plus

Where applicable and at the secretary's option, MESSA-Care Exact Fill Complimentary Coverage and Medicare premiums shall be paid by the Board for the secretary, spouse and/or eligible dependents, in lieu of MESSA Super Care I premiums.

Plan B: For employees not electing MESSA Health Insurance.

Long Term Disability: 70%  
\$5,000 Maximum per Month  
Modified fill or 180 Calendar Days whichever is greater  
Freeze on offsets  
Alcohol/Drug - Same as any other illness  
Mental/Nervous - 2 years  
COLA Provision

Benefits, if disabled prior to age sixty (60), will be paid through the end of the school year in which a person reaches age sixty-five (65). If disabled after age sixty (60), benefits will be paid to the end of the school year in which they reach age seventy (70).

Delta Dental: 100: 90/90/90: \$1,500  
or if spouse has coverage by another carrier  
50/50/50: \$1,000 (with sealant)

Negotiated Life: \$45,000 Accidental Death & Dismemberment at  
Double Indemnity

Vision: VSP-3 Plus

- B. Secretaries not wishing health insurance through the school district shall enroll in Plan B and be allowed to apply twenty-five (\$25.00) dollars per month at the expense of the Board, toward any of the MESSA options and shall receive an annual cash payment of one thousand two hundred dollars (\$1,200.00). Secretaries may add the three hundred dollars (\$300.00) annual amount for MESSA\_options to this cash payment in lieu of taking the MESSA options.
- C. Secretaries laid-off or on leave of absence beyond ninety (90) days may continue under group coverage provided that, during such time, the secretary submits premium payments directly to the Board. Secretaries on Workers' Compensation or a Long Term Disability leave of absence shall have coverage paid by the Board, as provided in Article XII, Section D.
- D. Except as specified above, the benefits stated above shall be by way of a fringe benefit with no cash reimbursement for those employees who do not qualify for such benefits.

- E. Upon termination or lay-off of employment with the Board, the premiums for employees' benefits as described above, will cease to be paid by the Board. In the event a secretary is laid off or retires at the end of the school year, the insurance provided shall be continued through the summer months.
- F. The Board, by payment of the premium payments required to provide the coverage set forth herein, shall be relieved from all liability with respect to the benefits provided by the insurance coverage as described above. The failure of an insurance company to provide any of the benefits for any reason shall not result in any liability to the Board or the Association nor shall such failure be considered a breach by either of them of any obligation under this Article.
- G. Differences between employees or beneficiaries of employees and any insurance company shall not be subject to the grievance procedure.
- H. In addition to the above, twelve month secretaries shall be allowed to apply twenty-five dollars (\$25.00) per month at the expense of the Board toward any of the MESSA options. Also, less than twelve month secretaries shall be allowed to apply twenty dollars (\$20.00) per month at the expense of the Board toward any of the MESSA options. The total annual amount may be added to the cash payment as provided for in Section B of this Article, in lieu of such options.
- I. Appropriate government documents and enrollments needed to comply with Section 125 of the IRS Code shall be done through the MESSA Option All Programs.

## ARTICLE XX – VACATIONS

- A. All secretaries may take vacation time during the regular school year including times when school is not in session. Normally, secretaries will not be permitted to take vacation during the two weeks prior to the first reporting date for teachers. However, vacations may be permitted during this time with the approval of the immediate supervisor.

The immediate supervisor of a secretary shall have the authority to approve or deny, for reasonable cause, the request for vacation. Disposition of vacation request shall occur within forty-eight (48) hours of submission. Denial of such vacation request shall be subject to the grievance procedure.

- B. Secretaries who work less than forty (40) hours a week shall receive vacation pay based on their regularly scheduled work week.
- C. Choice of vacation shall be determined by seniority within each building unit in accordance with Section A of this Article.
- D. Eligibility for one's vacation period shall be computed on July 1 of each year, based upon the anniversary date of employment of that calendar year.
- E. Years of service for secretaries working less than a full year for determination of vacations are computed as of July. Secretaries' vacation pay shall be based upon the regularly scheduled workweek, such vacation shall be paid at the rate of the time earned and paid on the first pay period following August 1.
- F. All secretaries will be granted non-cumulative vacation without loss of pay as follows:

	<u>Twelve Month</u>	<u>Less Than Twelve Month</u>
Less than one (1) year	5/6	5/6
After one (1) year	12	11
After five (5) years	17	16
After ten (10) years	22	20.5
After twelve (12) years	23	21
After fourteen (14) years	24	22
After sixteen (16) years	25	23
After eighteen (18) years	26	24
After twenty (20) years	27	25

- G. If an employee is terminated, he/she will receive any unused vacation credit, including any that might have been accrued prior to actual layoff or retirement in the then current fiscal year. Credit will be determined by pro-rating the earned vacation days from July 1 to the date of termination in the then current fiscal year.

- H. A vacation may not be postponed from one year to the next. However, the secretary shall receive full payment for all unused vacation days at the end of the fiscal year at the then current daily rate of pay. Such payment shall occur on the last pay period of the contract year.
- I. When a paid holiday falls within a vacation period, the secretary shall receive an additional day vacation without loss of pay.
- J. Any employee not utilizing any leave days for personal illness or family illness within any fiscal year shall be granted two (2) additional vacation days.

## ARTICLE XXI – EVALUATIONS

- A. All monitoring or observation of the work performance of a secretary shall be conducted openly with full knowledge of the secretary.
- B. If a secretary's evaluation points out questionable characteristics of the secretary, in any manner, and the secretary does not agree with the evaluation, the secretary will have the opportunity to answer the evaluation in writing, to the appropriate administrator with a copy placed in the secretary's personnel file.
- C. The building principal or the appropriate administrator shall be responsible for written evaluation of all personnel covered by this Agreement at least once every two (2) years. Responsibilities include:
  - 1. Acquainting new employees with evaluative procedures during the first five (5) work days of their assignment to the building or program.
  - 2. Executing written evaluations and forwarding copies to the Personnel Department and the employees.
  - 3. Conducting, when appropriate, the evaluation in a manner that identifies specific areas where improvement is needed, suggested steps to bring about improvement, and adequate time to make improvements.
- D. Secretaries receiving evaluations that denote need for improvement shall be entitled to request and receive an additional evaluation within six (6) months of the date of the original evaluation. The Association president shall receive written notice of such evaluations denoting need for improvement.
- E. All evaluations shall be due and shall be completed by May 15 of the school year of such evaluation.
- F. Alleged misapplication or violation of evaluation procedures, criteria and/or content of the evaluation shall be subject to the grievance procedure.
- G. If a secretary is not evaluated during any year, his/her performance shall be deemed to be satisfactory for that year.
- H. All secretaries will be evaluated using the evaluation forms and procedures contained in this Agreement in Appendix C.

- I. Probationary (newly hired) employees must be formally evaluated on approximately the thirtieth (30th) and sixtieth (60th) workdays of their ninety (90) work day probationary period. Conferences shall be held shortly after the thirtieth and sixtieth workday periods. Deficiencies shall be documented and clearly noted on the secretarial evaluation form in Appendix C and should be explained to the probationary employee at each conference. The probationary employee shall receive a copy of the evaluations, and the evaluator shall send copies to the Personnel Office.
  
- J. A third and final evaluation conference shall be held before the eightieth (80th) worked day. As with the other two conferences, the secretarial evaluation form reproduced in Appendix C should be completed and given to the probationary employee with a copy sent to the Personnel Office. Finally, the supervisor shall submit to the Personnel Office and to the employee ten (10) work days before the expiration of the probationary period, a one (1) page final evaluation narrative. Such narrative shall minimally contain a paragraph describing the weaknesses and deficiencies of the probationary employee, and a statement indicating whether the supervisor recommends permanent employment or termination.

## **ARTICLE XXII – DISTRICT IMPLEMENTATION MEETING**

- A. Implementation meetings shall be held between representatives of the Board and the Association on a regularly scheduled basis when requested.
- B. The purpose of these meetings will be to review the administration of the Agreement and resolve any problems. It is intended that these meetings will produce a high level of mutual understanding and that problems will be resolved on an equitable basis.
- F. All meetings between the parties should be scheduled to take place as promptly as possible. The rescheduling will take place within two (2) days of the request from the Association or the Board of Education.
- G. All requests for meetings will be made directly between the Director of Personnel/Employee Relations and the Association President or designee. They will mutually develop the time, place and agenda for such meeting.

## ARTICLE XXIII – MISCELLANEOUS PROVISIONS

- A. This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
- B. Copies of this Agreement shall be prepared at the expense of the Board and presented to all secretaries now employed or thereafter employed by the Board during the term of this Agreement. The Board shall also furnish copies of the Agreement to the Association.
- C. This Agreement is subject, in all respects, to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the Association, and employees in the bargaining unit, and in the event that any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative, and subject to renegotiations. However, all other provisions of this Agreement shall continue in effect.
- D. When a secretary seeks to upgrade his/her skills by taking courses, he/she will be reimbursed by the Board of Education for the fees and materials required, provided he/she has received prior approval from the Superintendent or his/her designee. There shall be allocated, during each year of this Agreement, the following amounts:\*

<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
\$14,000.00	\$16,000.00	\$16,000.00

for purposes of tuition reimbursement and/or in-service activities, including seminars and conferences. All unused funds shall be carried forward from one year to the next.

A joint committee of equal representatives of the Association and the Board shall be established to jointly implement this provision.

- E. Reclassification and changes in jobs or job descriptions must be mutually agreed to by the Board and the Job Qualification Committee (JQC) pursuant to Article VI.
- F. Any secretary using his/her personal car for school business at the direction of the building principal or unit supervisor should be paid at the then current per mile rate allowed by the Internal Revenue Service. Proper forms must be submitted for Board approval of mileage expense.

- G. Secretaries employed in positions in which the primary responsibilities are for less than twelve months shall have priority for summer employment pursuant to Article XIV A. The hourly rate of pay for such employment shall be the current rate of the employee.
- H. The District will make available for secretaries in each building, smocks to be used as needed.
- I. Secretaries required to assist with the preparation of the CA-15 and other Fourth Friday reports and/or the year end checkout of the teachers shall be provided necessary overtime with prior approval recommended by the immediate supervisor and approved by Personnel.
- J. Each contract year three (3) workdays shall be set aside for professional development. One of these days shall be for the purpose of attending a District-Wide in-service. The other two (2) days may be building or departmental based. On the District-Wide In-service, the workday shall be eight (8) hours, which shall include a one (1) hour duty free lunch period. The workday for the other two (2) days shall be consistent with the normal work schedule.

A paid non workday or a single vacation day may not be used in order to be compensated in lieu of attendance on any of these days.

A joint professional development committee shall be convened to establish the content and the design for such a day. Minimally the committee shall be made up of the president or designee from each MEA unit, the Executive Director of the Southfield Coordinating Council, the Associate Superintendent of Instruction, the Director of Human Resources, and two (2) representatives designated by the Superintendent.

This joint committee shall also be responsible for reviewing plans for building work-site professional development days.

- K. The first departmental day shall be a secretarial orientation meeting. This day shall be scheduled in August, prior to the first student day, on a day mutually agreed to by the Association and the Director of Labor Relations.

## ARTICLE XXIV – NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall, upon consent of both parties, be subject to professional negotiations between them from time to time during the period of this Agreement. The parties will undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information, and otherwise constructively resolving any such matters.
- B. At least sixty (60) days, and not more than one hundred-twenty (120) days, prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms and conditions of employment of secretaries employed by the Board. By mutual agreement, the process may begin earlier.
- C. In any negotiations, it is recognized that all agreements are tentative until completion of the total Agreement and until the Agreement has been ratified by the representatives of the parties.
- D. When the Board gives consideration to altering past or current personnel policies or practices significantly affecting bargaining unit members, including but not limited to working hours, it shall be obligated to consult with the Association and provide an opportunity for its reaction prior to a final determination and implementation.
- E. The Board and Association recognize the value of collaborative efforts as they apply to collective bargaining and problem solving. The Board and Association are committed to study the many models of collaborative decision making, particularly as they apply to the collective bargaining process. The Board and Association shall work towards a suitable process for collaborative bargaining and problem solving tailored to enhance a positive working relationship.
- F. All members engaged in negotiating on behalf of the Association with any representative of the Board shall be released from their regular duties during days, arranged by mutual consent, without loss of salary, leave days, or Association days.

## ARTICLE XXV – COLLABORATIVE GOVERNANCE PROCEDURES

- A. The parties agree to establish a joint council (hereinafter referred to as the PIE (Partners In Education) Council. The mission of the council is to create a working environment that improves and enhances student achievement by improving labor management relations and decision making processes between the parties,
1. The composition of the PIE Council shall be as follows:
    - a. President of SEA
    - b. President of S-MESPA
    - c. President of ESOS
    - d. President of SASA
    - e. SASA Appointee
    - f. Southfield Coordinating Council Chairperson
    - g. Executive Director of SCC
    - h. Superintendent
    - i. Chief Administrator for Labor Relations
    - j. Chief Administrator for Administrative Services
    - k. Chief Administrator of Instruction
    - l. Chief Administrator for Human Resources
  2. The PIE Council may establish subcommittees as needed. Subcommittee composition will depend on the purpose. Subcommittees are advisory and report to the PIE Council.
  3. Issues addressed by the PIE Council shall include, but not be limited to issues that:
    - a. Reflect the mission of the PIE Council
    - b. Have district-wide impact
    - c. The parties agree are of mutual interest
    - d. Are important to the parties, excluding personnel matters pertaining to individuals
  4. The PIE Council will make decisions by consensus, defined as “everyone can live with the decision and strongly advocate for the decision.”
  5. The PIE Council will meet on the first and third Thursdays of each month from 8:30 a.m. to 11:30 a.m. except as modified by the PIE Council.

The meetings will be closed and if visitors attend, it must be by invitation.
  6. The PIE Council members agree to respect the confidentiality of information and issues discussed, and to maintain confidentiality of decisions as mutually agreed upon. The members accept responsibility to counter misinformation.

7. The PIE Council may defer action on any issue if a member is missing who has a significant connection to the issue. Any member may cause an issue to be deferred.

8. External communications will be joint and agreed upon.

B. Site Committees: The central function of the site committee is to facilitate joint planning and problem solving that seeks to improve the quality of education and the quality of life in a school. It is a process through which those individuals responsible for the implementation of innovative programming or restructuring at the building level are actively and legitimately involved in making the decision.

1. The Site Committees shall be composed as follows with representatives selected by their peer group:

Elementary:	3 teachers 1 support staff representative 3 parents 1 building principal 1 building secretary
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K-8 and Middle School:	4 teachers 1 support staff representative 4 parents 1 principal 1 building secretary
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High School:	5 teachers 1 support staff representative 5 parents 1 principal 1 building secretary
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2. The Site Committee's responsibilities shall include those of the building curriculum councils as defined in the SEA contract, in addition to the following areas: curriculum development, staff development, scheduling, building policy issues (e.g., report cards, grading), accreditation, special event planning, and budgetary recommendations to the principal.

3. The site committee shall attempt to resolve issues by the consensus process, but that failing, any member of the committee may ask for a formal vote. A numeric majority shall carry any particular issue.

4. The site committees shall meet, minimally, on the third Monday of each month during the month's school is in session.

## ARTICLE XXVI – COMPENSATION

- A. The salaries of twelve month secretaries and secretaries whose responsibilities are less than twelve months are set forth in Appendix B which is attached to and incorporated in this Agreement. Daily wages for twelve-month secretaries shall be calculated by dividing the annual salary by two hundred sixty (260). Hourly wages shall be calculated by dividing the annual salary by two thousand eighty (2,080). Daily wages for less than twelve-month secretaries shall be calculated by dividing the annual salary by two hundred forty-two (242). Hourly wages shall be calculated by dividing the annual salary by one thousand nine hundred thirty six (1,936).
- B. All salary increases due to experience will be effective for those secretaries hired at least five (5) months prior to the scheduled increase. Effective August 12, 2003, the qualifying date shall be on or before March 1 of any work year.
- C. The following Professional Development Adjustment Program will be implemented and The requirements for professional development adjustment shall be as follows:
1. Any secretary who earns the equivalent of sixty (60) semester hours or ninety (90) term hours in approved classes (credit/non-credit) through any of the following institutions: Community College, College, University, Business Institute, Community Education, or an Associate Degree, or
  2. A combination of thirty (30) semester hours as outlined above and thirty (30) semester hours involved in Board sponsored/sanctioned in-service or a combination of Community Education classes which shall equate by counting each ten (10) clock hours in such activities as two (2) semester hours or three (3) term hours of credit.
- D. The following Professional Development Adjustment Program will be implemented and herein after shall be referred to as the "Plus Program." The requirements for the "Plus Program" will be as follows:
1. Any secretary who earns the equivalent of ninety (90) semester hours or one hundred thirty-five (135) term hours in approved classes (credit/non-credit) through any of the following institutions: Community College, College, University, Business Institute, Community Education, or a Bachelors Degree, or
  2. A combination of forty-five (45) semester hours as outlined above and forty-five (45) semester hours involved in Board sponsored/sanctioned in-service or a combination of Community Education classes which shall equate by counting each ten (10) clock hours in such activities as two (2) semester hours or three (3) term hours of credit.

- E. A joint Professional Development/In-service Committee comprised of equal representation between the Administration and the Association shall have the authority to grant/deny all requests pertaining to professional development and the "Plus Program" that are submitted. Wage adjustment on current wage for the secretary shall be made immediately after committee approval that the requirements have been met.

## ARTICLE XXVII – PAYROLL DEDUCTIONS AND PROCEDURES

- A. All new secretaries must have on file an exemption card for withholding tax as required by IRS in the Personnel Office. Any employee desiring change in exemptions shall do so by filing a new card. Deductions are based upon a schedule supplied by the Federal Government.
- B. Secretaries may request that additional deductions be made from their pay for the following purposes:
1. United Foundation
  2. Detroit Teachers Credit Union and South Oakland Credit Union
  3. Tax Deferred Annuity Programs:
    - a. Michigan Education Association Financial Services
    - b. Equitable Life Assurance Company
    - c. Fidelity Investments
    - d. First Heritage
    - e. Lincoln National Life Insurance Company
    - f. Prudential
    - g. Consolidated Financial Services
    - h. V.A.L.I.C.
    - i. Eschels
- Deductions shall be allowed for one (1) or two (2) carriers.
4. Educational Secretaries of Southfield and MEA/NEA dues, assessments and/or service charges
  5. U.S. Savings Bonds
  6. Michigan Association of Educational Office Personnel dues
  7. Michigan Education Special Service Association options as delineated in Appendix D
  8. Detroit City Income Tax
  9. MEA Financial Services Programs as delineated in Appendix D
  10. Southfield Community Foundation
- C. Payroll checks will be delivered to secretaries in sealed envelopes to insure privacy.

## **ARTICLE XXVIII – LONGEVITY**

There shall be paid to each secretary who has ten (10) or more consecutive years of service to the school district prior to December 31, the amount of Six Hundred Fifty dollars (\$650.00). For each year thereafter Twenty dollars (\$20.00) will be added to a maximum of ten (10) additional years of service. These payments shall be made in December. Upon resignation, retirement, or termination of employment, longevity shall be prorated. Longevity shall be paid in a separate check.

## **ARTICLE XXIX – CONCLUSION AND DURATION**

This Agreement shall be effective as of August 1, 2003 and shall remain in effect until July 31, 2006.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

## LETTER OF UNDERSTANDING

This Letter of Understanding hereby confirms that the parties undersigned below, have reached the following agreements during the course of negotiations:

1. The parties agree to the application and institution of the Board's absenteeism control program/procedure for all ESOS employees in the School District in accordance with the joint understanding "Issue: Attendance/absenteeism" signed by the parties and dated August 19, 1990. During the 2000-2001 school year the Labor Management Council shall review this program/procedure and shall make changes accordingly.
2. The parties agree to the application and institution of the joint understanding "Issues: Sick Bank, Medical Verification Form, Communicable Diseases, Return from Leave, Board Right to have Employee Examined by Board Physician," signed by the Parties and dated August 19, 1990.
3. Pursuant to the joint understanding "Issues: Sick Bank, Medical Verification Form, Communicable Diseases, Return from Leave, Board Right to have Employee Examined by Board Physician," signed and dated August 19, 1990, the parties agree that the issue of employees with communicable diseases which are not known to be spread by casual contact shall be assigned to a joint committee which shall prepare language on the issue to be incorporated in the Agreement. Furthermore, the parties agree that said joint committee shall clarify and revise the existing language dealing with communicable diseases which are known to be spread by casual contact as such language inter-relates with the primary issue.
4. The parties agree to refer the matter of insurance benefits to a joint committee for further study, with specific language regarding the issues and the committee charge to be developed by the parties.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
BOARD OF EDUCATION OF SOUTHFIELD PUBLIC SCHOOLS  
AND THE  
SEA, S-MESPA, AND ESOS**

In accord with the agreement reached in recent discussions between representatives of the Board of Education and the Southfield Education Association (SEA), Southfield Michigan Educational Support Personnel Association (S-MESPA), and the Educational Secretaries of Southfield (ESOS), the parties do hereby stipulate to the following with respect to implementation of the Tobacco-Free School Law.

1. The parties agree that smoking in school owned vehicles, on or off school property, is expressly prohibited at all times for bargaining unit members.
2. The parties agree that the Board will offer smoking cessation support, activities within the school district as well as provide information about outside support groups/activities by other organizations to bargaining unit members.
3. The parties agree that any disciplinary action taken by the school district against a bargaining unit member for violating the provisions of the new Tobacco-Free Schools Law (Public Law 459) and/or District Policy on smoking, shall be disciplined in accordance with the provisions in the existing collective bargaining agreements, and such discipline shall comport with the procedures commonly referred to as progressive discipline.
4. It is agreed by the parties that bargaining unit members on "break time" (e.g. employee lunch time, 10 minute S-M.E.S.P.A. rest time, 15 minute E.S.O.S. relief period) shall be allowed to leave school property for purposes of smoking.

It is understood that this Memorandum of Understanding constitutes the entire understanding of the parties in regard to the aforesaid matter, under the conditions so stipulated herein, and as such shall not effect or otherwise modify, or be deemed precedent setting with respect to any or all of the Master Contract now in effect or to be in effect at a future date, or any grievance filed or to be filed at a future date.

**LETTER OF UNDERSTANDING  
BETWEEN SOUTHFIELD PUBLIC SCHOOLS  
AND THE  
EDUCATIONAL SECRETARIES OF SOUTHFIELD (ESOS)**

RE: APPLICATION OF FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

The Southfield Board of Education and the Educational Secretaries of Southfield do hereby agree to the following provisions as it relates to the Family and Medical Leave Act (FMLA) of 1993 and its application and implementation in the District.

1. An eligible (\*) employee may make application for FMLA Leave for any of the following purposes:
  - a. The birth, or placement for adoption or foster care, of a child;
  - b. The serious health condition of a family member;
  - c. The bargaining unit member's own serious health condition;
  - d. The care of a child under age 18.

\* To be an "eligible employee", an individual must meet both of the following qualifications. He or she must have:

  - Worked for the employer for at least 12 months
  - Have worked at least 1,250 hours during the year preceding the start of leave
2. Such leave shall be granted for up to twelve (12) weeks a year. For purposes of FMLA Leave a year shall be defined as the twelve-month period measured from the date of the employee's first day of FMLA Leave.
3. Where an employee is eligible for insurance under the Master Agreement, such benefits shall be provided and continued by the Board during the leave.
4. Should the employee require additional time off beyond the twelve weeks, he/she shall have the right to exercise any and all other contractual provisions.
5. Wherever practical, the bargaining unit member will provide the Board at least thirty (30) calendar days written notice of the request for the leave. The request shall include the reason for the leave, the expected beginning date, the expected ending date and whether the bargaining unit member intends to use paid leave and/or vacation time for any part of the FMLA Leave. Should the bargaining unit member elect to apply to the Community Sick Bank, all appropriate procedures must be followed by the employee.
6. A Family and Medical Leave may be taken on an intermittent or reduced schedule basis for a serious health condition. Such intermitted or reduced time shall be granted. Arrangements for the schedule shall be done on a case by case basis after recommendation of the immediate supervisor and approval of the Personnel Office.

7. For the purpose of a Family and Medical Leave, a child is defined as the biological, adopted, or foster child, step-child, legal ward or individual under 18 for whom the bargaining unit member serves in loco parentis. A family member is defined as a child, spouse, parent, step-parent, grandparent, and an individual over 18 who is incapable of self-care because of a physical or mental disability for whom the bargaining unit member stands to loco parentis.
8. The Personnel Office shall notify the employee the status of his/her request by utilizing the Southfield Public Schools FMLA Response Form (See Attachment A). Should medical certification be required the employee shall submit the certification on a completed Southfield Public Schools FMLA Physician Certification Form (See Attachment B).
9. As in the case of catastrophic illness, any days absent from work that have been approved as FMLA days shall not count against the employee as it relates to provisions of the Attendance/Absentee Procedures as agreed to by the parties in 1990.

**LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
EDUCATIONAL SECRETARIES OF SOUTHFIELD**

**RE: DISTRICT TRAINING**

The Southfield Board of Education (hereinafter referred to as "The Board"), the Educational Secretaries of Southfield (hereinafter referred to as "The Union") do hereby agree to the following:

1. The District shall have the right to schedule necessary training during the workday at the Instructional Technology Center. This training may include but not be limited to implementation of Bi-Tech and new software programs or procedures to be used by the District.
2. Any bargaining unit member who participates in such training shall receive credit that may be applied to the Professional Development Adjustment Program and Plus Program as provided in Article XXVI and Appendix B.
3. However, any time spent in such training that is scheduled on a designated Professional Development day, as outlined in Article XXIII Section J, shall not be eligible for PD and/or PD Plus credit.

**LETTER OF UNDERSTANDING  
BETWEEN THE  
SOUTHFIELD BOARD OF EDUCATION  
AND THE  
EDUCATIONAL SECRETARIES OF SOUTHFIELD**

**RE: Skills Test for Initial Employment**

The Southfield Board of Education (hereinafter referred to as "The Board") and the Educational Secretaries of Southfield (hereinafter referred to as "The Association") do hereby agree to the following:

1. As provided by Article VI Section A of the contract, all new employees, including substitute secretaries, shall be required to pass a skills test in the areas of computer usage and mathematics. Substitute secretaries shall be permitted to take the test at any time even if there is no current vacancy. The test, as mutually developed and agreed to by the parties, shall be as on file in the Personnel office.
2. The test shall be administered by the Personnel office in a professional environment. It shall be given in its entirety and not in sections. It shall be scored by the Director of Human Resources or his/her administrative designee. No member of The Association bargaining unit may be used to score the test.
3. A minimum score of eighty percent (80%) on the computer usage section and a minimum score of eighty percent (80%) on the mathematics section are needed to have a passing grade.
4. The applicant will be notified within two (2) work days of the test results.
5. If an applicant does not receive a passing score on either section, he/she shall have the right to retake the portion(s) of the test under the following schedule:
  - a. First unsuccessful attempt – Must wait a minimum of two (2) weeks (fourteen (14) calendar days) from date of first test. An alternative version of the mathematics test shall be administered.
  - b. Second unsuccessful attempt – Must wait a minimum of thirty (30) calendar days from the date of the first re-take. The original version of the mathematics test shall be administered.
  - c. The third unsuccessful attempt – Must wait a minimum of twelve (12) calendar months from the second re-take. The alternate version of the mathematics test shall be administered.
6. The parties reaffirm that as provided by Article VI Section A-6 and Section D-2, currently employed Association secretaries shall not be required to take skilled test when they apply for posted vacancies except where the vacancy would result in an increase in the employee's classification and/or salary.

## APPENDIX A - CLASSIFICATIONS

Secretary	- Accounting Services
Secretary	- Building and Grounds
Secretary	- Career and Technical Education
Secretary	- Child Development
Secretary	- Community Services and Transportation
Secretary	- Director of Information
Secretary	- Elementary Schools
Secretary	- Federal and State Education
Secretary	- Food Services (Revised)
Secretary	- High School Activities Director
Secretary	- High School Assistant Principal*
Secretary	- High School Bookkeeper
Secretary	- High School Counseling Center
Secretary	- High School Library
Secretary	- High School Principal
Secretary	- Human Resources
Secretary	- Human Resources Development
Secretary	- Instructional Literacy and Arts
Secretary	- Instructional Support Services
Secretary	- Insurance Services
Secretary	- Media Center
Secretary	- Middle School Assistant Principal
Secretary	- Middle School Counseling Center
Secretary	- Middle School Principal
Secretary	- Payroll Services
Secretary	- Personnel Services
Secretary	- Pre-Primary Center
Secretary	- Principal
Secretary	- Purchasing
Secretary	- Registration/Child Accounting
Secretary	- Special Education
Secretary	- Switchboard/Substitute Services
Secretary	- Testing/Residency Review
Secretary	- Transportation

\* Assignment is related to function not to individual supervisor or location.

## APPENDIX B

### Appendix B – Wage Schedule – 12 Months

Steps	2003-2004			2004-2005			2005-2006		
	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
<b>PD PLUS &amp; TECH</b>									
1	18.83	39,159	36,449	18.92	39,355	36,631	19.20	39,945	37,180
2	19.58	40,722	37,902	19.68	40,926	38,092	19.97	41,540	38,663
3	20.37	42,363	39,430	20.47	42,575	39,627	20.78	43,214	40,221
4	21.26	44,230	41,168	21.37	44,451	41,374	21.69	45,118	41,995
5	22.18	46,124	42,931	22.29	46,355	43,146	22.62	47,050	43,793
6	23.23	48,326	44,979	23.35	48,568	45,204	23.70	49,297	45,882
7	24.24	50,416	46,926	24.36	50,668	47,161	24.73	51,428	47,868

<b>PD PLUS</b>	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
1	17.78	36,981	34,423	17.87	37,166	34,595	18.14	37,723	35,114
2	18.52	38,526	35,858	18.61	38,719	36,037	18.89	39,300	36,578
3	19.35	40,247	37,461	19.45	40,448	37,648	19.74	41,055	38,213
4	20.20	42,022	39,112	20.30	42,232	39,308	20.61	42,865	39,898
5	21.15	43,999	40,953	21.26	44,219	41,158	21.58	44,882	41,775
6	22.19	46,150	42,955	22.30	46,381	43,170	22.63	47,077	43,818
7	23.19	48,228	44,887	23.30	48,469	45,111	23.65	49,196	45,788

<b>PD &amp; TECH</b>	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
1	17.93	37,294	34,712	18.02	37,480	34,886	18.29	38,042	35,409
2	18.65	38,783	36,097	18.74	38,977	36,277	19.02	39,562	36,821
3	19.40	40,346	37,553	19.49	40,548	37,741	19.79	41,156	38,307
4	20.25	42,123	39,207	20.35	42,334	39,403	20.66	42,969	39,994
5	21.12	43,928	40,888	21.23	44,148	41,092	21.54	44,810	41,708
6	22.13	46,023	42,837	22.24	46,253	43,051	22.57	46,947	43,697
7	23.08	48,014	44,691	23.20	48,254	44,914	23.55	48,978	45,588

## APPENDIX B

### Appendix B – Wage Schedule – 12 Months

Steps	2003-2004			2004-2005			2005-2006		
	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
1	16.93	35,220	32,782	17.02	35,396	32,946	17.27	35,927	33,440
2	17.64	36,692	34,152	17.73	36,875	34,323	17.99	37,428	34,838
3	18.43	38,331	35,678	18.52	38,523	35,856	18.80	39,101	36,394
4	19.24	40,021	37,250	19.34	40,221	37,436	19.63	40,824	37,998
5	20.15	41,902	39,002	20.25	42,112	39,197	20.55	42,744	39,785
6	21.13	43,953	40,910	21.24	44,173	41,115	21.56	44,836	41,732
7	22.08	45,931	42,751	22.19	46,161	42,965	22.53	46,853	43,609

#### TECH – NO

PD	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
1	16.30	33,905	31,556	16.38	34,075	31,714	16.63	34,586	32,190
2	16.95	35,257	32,816	17.04	35,433	32,980	17.29	35,964	33,475
3	17.63	36,678	34,138	17.72	36,861	34,309	17.99	37,414	34,824
4	18.41	38,293	35,643	18.50	38,484	35,821	18.78	39,061	36,358
5	19.20	39,935	37,172	19.30	40,135	37,358	19.59	40,737	37,918
6	20.12	41,841	38,943	20.22	42,050	39,138	20.52	42,681	39,725
7	20.99	43,648	40,627	21.09	43,866	40,830	21.41	44,524	41,442

NO PD	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.	Rate	12 mo.	<12 mo.
1	15.39	32,012	29,796	15.47	32,172	29,945	15.70	32,655	30,394
2	16.04	33,363	31,055	16.12	33,530	31,210	16.36	34,033	31,678
3	16.72	34,787	32,378	16.81	34,961	32,540	17.06	35,485	33,028
4	17.50	36,401	33,881	17.59	36,583	34,050	17.85	37,132	34,561
5	18.29	38,043	35,409	18.38	38,233	35,586	18.66	38,806	36,120
6	19.21	39,948	37,182	19.30	40,148	37,368	19.59	40,750	37,929
7	20.08	41,757	38,867	20.18	41,966	39,061	20.48	42,595	39,647

## **APPENDIX C-1 – EVALUATION PROCEDURES**

- A. Evaluation Procedures - Non-Probationary Secretarial Personnel
1. All secretaries shall be evaluated once every two (2) years.
  2. If a secretary changes position, there shall be a formal evaluation within one (1) year of the change. Thereafter, the secretary shall be evaluated once every two (2) years.
  3. If there is a change in the immediate supervisor of the secretary, there shall be a formal evaluation within one (1) year of such change. Thereafter, the secretary shall be evaluated once every two (2) years.
- B. Evaluation Procedures - Probationary Secretarial Personnel
1. A probationary secretary shall be formally evaluated three times prior to the conclusion of the probationary period. All evaluations shall be forwarded to the Personnel Office including a final narrative summary in accordance with Article XXI, Section J and as described below.
  2. Probationary (newly hired) employees must be formally evaluated on approximately the thirtieth (30th) and sixtieth (60th) workdays of their ninety (90) work day probationary period. Conferences shall be held shortly after the thirtieth and sixtieth workday periods. Deficiencies shall be documented and clearly noted on the secretarial evaluation form in Appendix C and should be explained to the probationary employee at each conference. The probationer shall receive a copy of the evaluations, and the evaluator shall send copies to the Personnel Office.
  3. A third and final evaluation conference shall be held before the eightieth (80th) workday. As with the other two conferences, the secretarial evaluation form reproduced in Appendix C should be completed and given to the probationer with a copy sent to the Personnel Office. Finally, the Supervisor shall submit to the Personnel Office and to the employee ten (10) work days before the expiration of the probationary period, a one (1) page final evaluation narrative. Such narrative shall minimally contain a paragraph describing the weaknesses and deficiencies of the probationer, and a statement indicating whether the Supervisor recommends permanent employment or termination.
- C. General Conditions
1. Evaluation is to be a cooperative effort for the purpose of improvement of performance. It is suggested that each secretary complete a self-evaluation as part of this procedure prior to the final evaluation.
  2. An initial informal evaluation conference will be held by the immediate supervisor with the secretary to review the evaluation procedure.
  3. A final evaluation conference will be held by the immediate supervisor with the secretary to review the final evaluation procedure.
  4. The final written evaluation is due to Personnel by May 15 of the evaluation year.
  5. If deemed appropriate, the immediate supervisor of a secretary may request an additional or special evaluation.

NOTE: During the first year of this agreement, a joint committee made up of three (3) Administrators and three (3) Association Representatives shall be convened to review evaluation procedures and the form. The Committee shall make recommendations to the PIE (Partners In Education) Council no later than May 1, 2004. The PIE Council shall have the authority to make any modifications.

## APPENDIX C-2 – SECRETARIAL PERSONNEL EVALUATION FORM

Every evaluation process should result in clear understanding of both strengths and weaknesses, and should lead to the greatest efficiency possible. This Evaluation Form should be completed by the principal or supervisor, and then be reviewed with the secretary. Any item checked as "needs attention" requires comments by the evaluator.

Name of Secretary	School and/or Department
From: Period covered by this appraisal	To:
Type of assignments during appraisal period	
Length of service with supervisor	Length of service with Southfield Public Schools

### PART I – JOB PERFORMANCE

	1	2	3	4
<b>1 = Above Average    2 = Satisfactory    3 = Needs Attention    4 = Does Not Apply</b>				
<b>A. <u>Organizing and Handling Office</u></b> Consider how systematically and efficiently the employee plans and organizes work; schedules work with proper sense of priorities, etc.				
<b>B. <u>Taking Dictation/Transcribing</u></b> Consider how accurately and rapidly employee takes dictation; how well finished copy is laid out; how proficiently copy is edited with respect to grammatical construction spelling, punctuation.				
<b>C. <u>Computer Usage</u></b> Consider how proficiently employee produces computer assignments using various programs which are job related to produce a quality product for intended purpose. (i.e. word processing, data base, reports, etc.)				
<b>D. <u>Using Typewriter</u></b> Consider how proficiently employee produces typewritten material taking into account quality of work produced neatness and accuracy, suitability of layout for intended purpose.				
<b>E. <u>Handling Correspondence</u></b> Consider quality of employee's performance with respect to such things as Screening incoming correspondence, preparing letters, seeing that correspondence is handled promptly, maintaining mailing files, classifying and filing correspondence.				
<b>F. <u>Handling Schedules and Arrangements</u></b> Consider such things as how accurately employee keeps records of schedules appointments, meetings, etc., whether these are followed-up with sufficient advance notice, etc.				
<b>G. <u>Handling Telephone Contacts</u></b> Consider how satisfactorily employee handles telephone contacts.				

		1	2	3	4
H.	<b><u>Maintaining Files and Records</u></b> Consider such things as how files are set up; whether material is correctly classified; whether files are neat and orderly; whether files are kept current; whether service provided from files is prompt and efficient.				
I.	<b><u>Preparing and Processing Records and Reports</u></b> Consider how well employee handles preparation and processing of records, statements, reports, etc.; how well employee meets schedule requirements; how well employee handles special statements, reports, etc.				
J.	<b><u>Using Business Machines</u></b> Consider how proficiently employees uses and maintains business machines which may be required on the job.				
K.	<b><u>Bookkeeping Skills</u></b> Consider the degree of responsibility the employee assumes in maintaining financial records, taking into account the accuracy and efficiency displayed in handling bookkeeping records.				
L.	<b><u>Collecting and Handling Money</u></b> Consider how efficiently and accurately employee collects, handles and records all monies.				
M.	<b><u>Handling Relations with Others</u></b> Consider how effectively employee handles relations with other, take into account how well he/she handles office contacts, answers requests furnishes information, keeps supervisor informed regarding status of work and contacts, relates to the general public, etc.				
N.	<b><u>Meeting Assignment Requirements</u></b> Consider such things as quantity and quality of work; how well employee meets deadlines; how assignments are finalized, whether proper disposition is made of completed work.				
O.	<b><u>Office Supervision</u></b> Consider how effectively other persons are supervised as the job requires.				
P.	<b><u>Possessing Functional Knowledge of First Aid</u></b> Consider ability to render minor first aid.				

## PART II – PERSONAL CHARACTERISTIC

1 = Above Average      2 = Satisfactory      3 = Needs Attention

		1	2	3
A.	<b><u>Ability to Work With Others</u></b> Consider how employee's cooperation, self-control, and ability to get along with others influence over-all job effectiveness.			
B.	<b><u>Dependability</u></b> Consider judgment, trustworthiness, loyalty displayed in carrying out job assignments.			
C.	<b><u>Ability To Express Self</u></b> Consider proficiency in handling both oral and written communications.			
D.	<b><u>Ability To Carry Out Responsibility</u></b> Consider ability to get things done; how well employee plans, organizes and carries out work assignments; ability to handle emergencies.			
E.	<b><u>Interest In Job</u></b> Consider industriousness, enthusiasm, willingness to work demonstrated in			

	carrying out job assignments interest in self improvement.			
		<b>1</b>	<b>2</b>	<b>3</b>
<b>F.</b>	<b><u>Initiative</u></b> Consider initiative shown in carrying out work assignments, willingness to accept work.			
<b>G.</b>	<b><u>Pride In Work</u></b> Consider whether employee displays the proper concern for quality and accuracy of complete work.			
<b>H.</b>	<b><u>Accepts Constructive Criticism</u></b> Consider willingness to accept constructive criticism.			
<b>I.</b>	<b><u>Attendance and Punctuality</u></b>			
<b>J.</b>	<b><u>Personal Appearance</u></b> Consider neatness, dress and hygiene.			
<b>K.</b>	<b><u>Health</u></b> Maintains good health, vitality and energy.			

**PART III – SPECIAL JOB RESPONSIBILITIES**

1 = Above Average                      2 = Satisfactory                      3 = Needs Attention

		<b>1</b>	<b>2</b>	<b>3</b>

**PART IV – PROFESSIONAL DEVELOPMENT/SELF IMPROVEMENT**

1 = Above Average                      2 = Satisfactory                      3 = Needs Attention

		<b>1</b>	<b>2</b>	<b>3</b>
<b>A.</b>	<b><u>Participation In Outside Activities</u></b> Consider employee's attitude toward local, state and national conventions.			
<b>B.</b>	<b><u>Participation In Outside Activities/Seminars</u></b> Consider employee's attitude toward attending seminar courses.			

**COMMENTS BY SUPERVISOR:**

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**IMPROVEMENT SINCE LAST APPRAISAL:**

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**COMMENTS BY EMPLOYEE:**

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

**FOR NON-PROBATIONARY EMPLOYEES:** (Probationary Employees See Article XXI, Sections I and J). Does employee's performance necessitate the use of a Performance Improvement Plan?    Yes     No

If so, outline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution:    One (1) copy – Employee    One (1) copy – Supervisor    One (1) copy - Personnel File

## **APPENDIX D – MESSA/MEAFS OPTIONS**

Those M.E.A. Financial Services and M.E.S.S.A. programs, which the District and the Association have agreed to and which are available for payroll deduction, are listed below:

### **M.E.S.S.A.**

- Survivor Income Insurance
- Hospital Confinement Indemnity (individuals currently in the program only)
- Basic Term Life Insurance
- Supplemental Life Insurance
- Dependent Life Insurance
- Group Term Life Insurance
- Short Term Disability Insurance (may not be purchased with negotiated option dollars)
- Long Term Disability (not available for individual purchase)

### **M.E.A. Financial Services**

- MEAFS Auto Insurance
- MEAFS Home Owners Insurance
- MEAFS Tax Deferred Annuity Programs
- MEAFS Mutual Funds
- Individual Retirement Accounts
- MEAFS Single Premium Deferred Annuities
- MEAFS P.R.D. Classic Life Program (Universal Life, Adjustable Life, and Whole Life)
- Verity Long Term Care

## APPENDIX E – BUILDING/DEPARTMENT LIST

The buildings/departments are herein identified:

Accounting  
Adler Elementary  
Arthur Ashe Academy/LEAP *Southfield Regional Academic Campus (SRAC)*  
Assessment Testing and Instruction Delivery  
Birney Middle School  
Brace-Lederle K-8 School  
Building/Grounds  
Bussey Center  
Career and Technical Education  
Child Accounting  
Community Education  
Community Use  
Custodial Services  
District Child Care Center  
Eisenhower Elementary  
Federal and State Education Program  
Food Service  
Information Services  
Instruction  
Instructional Technology  
Instructional Technology Center  
Kennedy Elementary  
Leonhard Elementary  
Levey Middle School  
MacArthur Elementary  
McIntyre Elementary  
Payroll  
Personnel  
Purchasing  
Schoenhals Elementary  
Southfield High School  
Southfield-Lathrup High School  
Stevenson Elementary  
Support Services/Special Education  
Thompson Middle School  
Transportation  
Vandenberg Elementary

## **APPENDIX F – JOB DESCRIPTIONS ACCOUNTING SECRETARY**

### **Primary Function:**

To perform accounting and general secretarial duties for the Director of Budget and Finance.

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience of course work.

### **Reports To:**

Director of Budget and Finance

### **Major Responsibilities:**

1. Reconciles bank accounts.
2. Balance cafeteria deposit slips.
3. Balance and input all voided checks.
4. Review requisitions and type activity fund checks.
5. Prepare various district reports and board reports.
6. Balance Community Education fund.
7. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F ACCOUNTING SECRETARY**

### **Primary Function:**

To perform accounting and general secretarial duties for the District Controller

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Flexibility of hours at peak times.
3. Accounts payable processing experience.

### **Reports To:**

District Controller/Accounting-Payroll Manager

### **Major Responsibilities:**

1. Audit invoices for compliance with purchase order terms and mathematical accuracy.
2. Obtain and match purchase orders, vendor invoices, and payment authorization; input matched items and generate checks.
3. Perform follow up matching and reviewing procedures prior to check distribution; distribute checks.
4. Provide requested vendor and accounts payable information.
5. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F BUILDINGS AND GROUNDS SERVICES SECRETARY

### **Primary Function:**

To perform general secretarial duties for the Manager of Building and Grounds Services.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated bookkeeping knowledge or experience.

### **Reports to:**

Manager of Buildings and Grounds Services

### **Major Responsibilities:**

1. Process maintenance requests.
2. Process purchase orders, bids, invoices, payment requests.
3. Staff attendance.
4. Inventory.
5. Arrange departmental meetings, in-services, and prepare necessary materials.
6. Create and process various reports: overtime, pager and radio inventories, capital projects, energy management, safety, etc.
7. Process time cards for maintenance, security, and assist with custodial time cards.
8. Schedule maintenance and security personnel under the direction of the Manager of Buildings and Grounds Services and the Assistant Manager of Buildings and Grounds Services.
9. Perform a variety of functions for the department as necessary when the secretary to the Assistant Manager of Buildings and Grounds is not available.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F**

### **BUILDINGS AND GROUNDS SERVICES SECRETARY**

#### **Primary Function:**

To perform general secretarial duties for the Manager of Custodial Services.

#### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

#### **Additional Qualifications:**

1. Demonstrated bookkeeping knowledge or experience.

#### **Reports to:**

The Manager of Custodial Services

#### **Major Responsibilities:**

1. Assist with departmental bookkeeping, process purchase orders, invoices, and Central Stores requisitions.
2. Staff attendance, workers compensation, new hires, and changes.
3. Process time cards for custodial personnel.
4. Arrange departmental meetings, in-service, and prepare necessary materials.
5. Create and process various reports: custodial overtime, Community Education, fire alarm tests, glass replacement, etc.
6. Schedule head custodians, custodians, regular substitute custodians, and call-in personnel under the direction of the supervisor.
7. Perform a variety of functions for the department as necessary when the secretary to the Manager of Buildings and Grounds Services is not available.
8. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F**

### **CAREER AND VOCATIONAL EDUCATION SECRETARY**

#### **Primary Function:**

To perform accounting and general secretarial duties for the Supervisor of Career and Vocational Education.

#### **Minimum Qualifications:**

1. High School education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

#### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Knowledge of rules and regulations of vocational education and child labor laws preferred.
3. Basic knowledge of SASI preferred.

#### **Reports To:**

Supervisor of Career and Vocational Education

#### **Major Responsibilities:**

1. Maintain an accurate database of all vocational programs for submission of periodic VEDS reports.
2. Maintain accurate files of cooperative training agreements.
3. Provides clerical assistance for all audits and grants.
4. Provides clerical assistance for with partnerships and community service organizations including maintaining databases and publicity.
5. Provides clerical assistance for community service credits for high school students including databases.
6. Maintains accurate files for all dual enrollment and tech prep agreements.
7. Provides clerical assistance to create marketing documents for Career and Technical Education.
8. Access and export data from SASI.
9. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F CHILD DEVELOPMENT CENTER SECRETARY

### **Primary Function:**

To perform general secretarial duties for the building administrator.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. First aid knowledge or experience.

### **Reports To:**

Building Administrator

### **Major Responsibilities:**

1. Process registrations for various tuition programs.
2. Process and maintain records for Head Start, Chapter 1, Prep, and Special Education.
3. Staff attendance/Enrichment.
4. Child accounting/Enrichment.
5. Scheduling for non-tuition programs and speech/language referrals.
6. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
7. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**CHILD DEVELOPMENT CENTER SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Building Administrator.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. First aid.

**Reports To:**

Building Administrator

**Major Responsibilities:**

1. Staff attendance.
2. Child accounting.
3. Process and maintain records for Head Start, Chapter 1, Prep, and Special Education.
4. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
5. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**COMMUNITY USE OF SCHOOLS AND TRANSPORTATION SECRETARY**

**Primary Function:**

To perform accounting and general secretarial duties for the Manager of Building and Grounds and the Manager of Transportation

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. First Aid knowledge/experience

**Reports To:**

Manager of Building and Grounds and Manager of Transportation

**Major Responsibilities:**

1. Process invoices/transportation and monies for building usage. (Community Use of Schools).
2. Maintain budget (Community Use of Schools).
3. Process work permits (Community Use of Schools).
4. Process payroll/attendance. (Community Use of Schools).
5. Cover phones in Transportation from 2:30 – 4:30.
6. Assist as necessary in Transportation.
7. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and
8. Communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**DIRECTOR OF INFORMATION SERVICES SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Director of Information Services.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Proficient English abilities, writing skills (including the ability to prepare press releases and other documents for approval and release), and proofreading skills.

**Reports To:**

Director of Information Services

**Major Responsibilities:**

1. Process various school and community publications: *Know Your Schools*, *Board Briefs*, *Inside Southfield*, etc.
2. Proofread all written material.
3. Maintain file and index of district news articles.
4. Process purchase orders.
5. Communicate newsworthy events of the schools to outside agencies.
6. Mailings.
7. Collect dates for Southfield Public Schools master calendar.
8. Maintain communications data base.
9. Normal secretarial duties, including the maintenance of files, confidential materials, records, calendar; scheduling appointments; and typing correspondence, memos, reports, and fiscal data.
10. Other duties as assigned by the director as long as deemed reasonable.

## APPENDIX F ELEMENTARY SCHOOL SECRETARY

### **Primary Function:**

To perform general secretarial duties for the Building Administrator.

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eight percent (80%) is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrate bookkeeping experience or course work.
2. First aid knowledge/experience.

### **Reports To:**

Building Administrator

### **Major Responsibilities:**

1. Maintain petty cash and activity accounts.
2. Staff attendance.
3. Child accounting.
4. Student attendance.
5. Process purchase orders and distribute materials.
6. Budget.
7. Prepare various reports for Oakland County Health Department.
8. Process various elementary projects: i.e. school opening and closing information, handbooks, and conference materials.
9. Assist students who are sent home for illness.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F**

### **FEDERAL AND STATE EDUCATION PROGRAMS SECRETARY**

#### **Primary Function:**

To perform general secretarial duties for the Supervisor of Federal and State Education Programs.

#### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

#### **Additional Qualifications:**

1. Demonstrated ability to utilize an acceptable method of transcription.
2. Basic knowledge of applicable district data base systems.

#### **Reports To:**

Supervisor of Federal and State Education Programs.

#### **Major Responsibilities:**

1. Schedule, organize, and coordinate all arrangements for the Supervisor of Federal and State Education Programs.
2. Maintain all information and records relating to all district instructional technology and software materials.
3. Process and distribute notes and minutes from various committees, departments, and administrative meetings.
4. Process additions, deletions, changes to federal and state education program applications.
5. Budget.
6. Process purchase orders.
7. Provide assistance to activities, workshops and various special programs.
8. Assist with annual parental notification of Title I school statues, student transfers, supplemental services option, and teacher qualification information.
9. Assist in the development of various brochures and other program literature.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F**

### **FOOD SERVICES SECRETARY**

#### **Primary Function:**

To provide general secretarial duties for the Purchasing and Food Service Manager

#### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

#### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Payroll/accounting experience utilizing a computerized system. Experience of knowledge of Bi-Tech preferred.
3. Proficient computer skills and experience in a computerized spreadsheets. (i.e. Excel).
4. Payroll processing experience (Bi-Tech experience preferred).
5. Ability to work as a team member.

#### **Reports To:**

Purchasing and Food Services Manager

#### **Major Responsibilities:**

1. Schedule substitute cooks and noon aides.
2. Maintain computerized spreadsheets of school meal count data for monthly government reporting submissions.
3. Process free and reduced meal applications into student database and prepare reports from this data.
4. Conduct meal application verification process as required by USDA regulations.
5. Process food service department and substitute payroll into Bi-Tech system.
6. Prepare annual report of food service meal program by MDE.
7. Process for payment all department invoices.
8. Collect statistical data for development of department budget.
9. Compile monthly/yearly food service supply inventories and equipment inventories and depreciation schedule.

**FOOD SERVICES SECRETARY** (continued)

10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**HIGH SCHOOL ACTIVITIES DIRECTOR SECRETARY**  
**0.5 POSITION AT EACH SCHOOL**

**Primary Function:**

To perform general secretarial duties for the Activities Director.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Purchase orders.
2. Maintain athletic/activities master schedule.
3. Verify student eligibility.
4. Schedules referees, helpers, guards, and ticket takers.
5. Assists in coordination of athletic events.
6. During the summer and at peak times, processes various school projects (opening and closing of school, student schedules, etc.).
7. Athletic Department budget (Southfield High School)
8. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**HIGH SCHOOL ASSISTANT PRINCIPAL**  
**SOUTHFIELD HIGH SCHOOL HOUSES A, B, AND O**

**Primary Function:**

To perform general secretarial duties for the Assistant Principal at Southfield High School.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. First aid knowledge/experience.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Budget.
2. Staff attendance.
3. Purchase orders.
4. Process suspensions, detentions, discipline referrals, and confidential referrals.
5. Process various reports.
6. Process maintenance requests.
7. Process various high school project; that is, graduation, mailing, report cards.
8. Inventory of all building keys - House O.
9. Energy Management System - House O.
10. Master schedule - House A.
11. Locker assignments - House B.
12. Student schedule - House A.
13. Normal secretarial duties, including maintenance of and files records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
14. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**HIGH SCHOOL ASSISTANT PRINCIPAL**  
**SOUTHFIELD-LATHRUP HIGH SCHOOL WING A, WING B, AND MAIN OFFICE**

**Primary Function:**

To perform general secretarial duties for the assistant principal.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. First aid knowledge/experience.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Process suspension, discipline referrals, and confidential referrals.
2. Process various high school projects; i.e., mailings.
3. Process various reports.
4. Process communication relating to student attendance-Wing A.
5. Type daily announcements - Wing A.
6. Locker assignments - Wing A.
7. Staff attendance - Main Office.
8. Graduation preparation - Main Office.
9. Requisitions - Main Office.
10. Master schedule - Wing B.
11. Student schedule - Wing B.
12. Prepare course description book - Wing B.
13. Sell student-parking permits - Main Office.
14. Detention assignments.
15. Prepare maintenance requisitions.
16. Record lost books, materials, and library fines – Wing A Detention – Main Office.

**APPENDIX F  
HIGH SCHOOL BOOKKEEPER SECRETARY  
0.5 AT EACH HIGH SCHOOL**

**Primary Function:**

To perform accounting/bookkeeping functions for high schools.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping/accounting experience.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Collect and bank monies from all activities.
2. Process and maintain accounts for all activities.
3. Process purchase orders.
4. Distribute parking stickers/I.D. cards.
5. Monthly statement to various clubs, organizations, and district.
6. Close ledgers annually.
7. Monitor ticket sales.
8. Process various high school projects; i.e., graduation program, mailings, schedules and other "peak times" projects.
9. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F  
HIGH SCHOOL COUNSELING CENTER SECRETARY  
SOUTHFIELD HIGH SCHOOL AND SOUTHFIELD-LATHRUP HIGH SCHOOL**

**Primary Function:**

To perform general secretarial duties for the counseling center as delegated by the building principal.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. First aid knowledge/experience.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Child accounting.
2. Process college applications.
3. Handle incidents of student illness.
4. Prepare various mailings.
5. Maintain diploma list (Southfield High School only).
6. Handle building usage and room reservations (Southfield-Lathrup High School only).
7. Schedule university representative's visits (Southfield-Lathrup High School only).
8. Process purchase orders.
9. Energy management system (Southfield-Lathrup High School only).
10. Process confidential student records (CA60's) and transcripts).
11. Assist school nurse/Health Department in organizing forms/records.
12. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
13. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**HIGH SCHOOL LIBRARY SECRETARY**  
**0.5 AT EACH HIGH SCHOOL**

**Primary Function:**

To perform general secretarial duties for the high school librarians.

**Minimum Qualifications:**

1. High school education.
2. Proficient successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file manager including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Demonstrated bookkeeping experience or course work.

**Reports To:**

Building Principal/High School Librarians.

**Major Responsibilities:**

1. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
2. Other duties as assigned by the supervisor as long as deemed reasonable.
3. Process books, periodicals, and audio-visual materials.
4. Maintain activity account.
5. Process purchase orders.
6. Inventory.
7. Notification of library obligations.
8. Process various high school projects; i.e., mailings.
9. Main Office duties 7:00 to 7:30 a.m. (S-L only).
10. Maintain library budget.

**APPENDIX F**  
**HIGH SCHOOL PRINCIPAL SECRETARY**  
**Southfield High School and Southfield-Lathrup High School**

**Primary Function:**

To perform general secretarial duties for the Building Principal

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.  
\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Handles budget and maintains records of requisition, approve invoices for payment; check budget (Southfield-Lathrup) and transfers funds (Southfield-Lathrup).
2. Process purchase orders.
3. Distributes petty cash, keeps receipts, and sends records to Accounting.
4. Processes special projects, that is, special invitations, social functions, mailings, handbooks, and Appendix B.
5. Processes suspension, discipline referrals, etc. at Southfield-Lathrup only.
6. Common supply inventory.
7. Inventory of all building keys at Southfield-Lathrup only.
8. Process various reports.
9. Student and employee accident reports.
10. Process staff attendance at Southfield High only.
11. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
12. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F

### INSTRUCTIONAL TECHNOLOGY AND CURRICULUM INTEGRATION SECRETARY

#### **Primary Function:**

To perform general secretarial duties for the Supervisor of Instructional Technology and Curriculum Integration

#### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

#### **Additional Qualifications:**

1. Demonstrated ability to utilize an acceptable method of transcription.
2. Basic knowledge of applicable district data base systems.

#### **Reports To:**

Supervisor of Instructional Technology and Curriculum Integration

#### **Major Responsibilities:**

1. Schedule, organize, and coordinate all arrangements for the Supervisor of Instructional Technology and Curriculum Integration.
2. Maintain all information and records relating to all district instructional technology and software materials.
3. Process and distribute notes and minutes from various committees, departments and administrative meetings.
4. Process additions, deletions, and changes to instructional delivery materials.
5. Budget.
6. Process purchase orders.
7. Maintain procedures and provide assistance to the summer instructional technology and software workshops.
8. Assist in the development of various brochures and other informational literature.
9. Assist with various special programs in the schools.
10. Normal secretarial duties, including maintenance of files, records, and calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F LITERACY AND LANGUAGE ARTS SECRETARY**

### **Primary Function:**

To issue and maintain services for the Supervisor of Literacy and Language Arts

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated record of exemplary communication ability
2. Flexibility of hours at peak times
3. Demonstrate experience in Excel and Power Point (preferred)

### **Reports To:**

Supervisor of Literacy and Language Arts

### **Major Responsibilities:**

1. Maintains calendar, scheduling conferences, accumulating required documents for meetings and conferences.
2. Maintain statistical data and documentation for budgets, narratives, and manuals.
3. Maintains statistical data and documentation for monthly, annual or special reports.
4. Receive inventor and disburse K012 materials.
5. Process mileage forms, schedule interviews for ESL openings and intake testing for LEP students.
6. Process and distribute ESL/Bilingual testing materials.
7. Type and distribute opening/closing packets for ESL
8. Coordinate ESL Translations and assisting with needs for staff.
9. Process O.C.R. reports.
10. Assist with summer projects.
11. Budget.
12. Process purchase orders.
13. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
14. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**MIDDLE SCHOOL ASSISTANT PRINCIPAL SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Building Administrator.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal/Assistant Principal

**Major Responsibilities:**

1. Maintain disciplinary files.
2. Staff attendance.
3. Student attendance.
4. Petty cash and activity accounts.
5. Process various middle school projects, that is, Career Day, conference materials, programs, P.A., Honors Awards, handbooks, school opening and closing information, mailings, etc.
6. Student scheduling forms and procedures.
7. Accident reports.
8. Energy management for Thompson Middle School.
9. Normal secretarial duties, including maintenance of files, records, and calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F MIDDLE SCHOOL COUNSELING CENTER SECRETARY

### **Primary Function:**

To perform general secretarial duties for the Counseling Center as delegated by the Building Principal.

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

### **Reports To:**

Building Principal

### **Major Responsibilities:**

1. Processing confidential student records (CA 60's) and transcripts.
2. SASI daily input of attendance for students, excused students, field trips, substitute attendance, corrections to weekly reports, etc.
3. Burst, decollate and distribute reports to staff.
4. Prepare student selection forms and assist with student scheduling.
5. Assist students who are sent home for illness and issue student passes.
6. Prepare various Oakland County Health Department reports.
7. Process various middle school projects, conference material, programs, P.T.A., locker and bus assignments, honors awards, handbooks, school opening and closing information, mailings, etc.
8. Normal secretarial duties, including maintenance of files, records, and calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**MIDDLE SCHOOL PRINCIPAL SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Building Administrator.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Building Principal

**Major Responsibilities:**

1. Budget.
2. Energy management program at Birney and Levey Middle Schools.
3. Petty cash and activity accounts.
4. Inventory equipment and supplies.
5. Building key system accounting.
6. Process various middle school projects, that is, P.T.A., Honors Awards, handbooks, school opening and closing information, mailings, etc.
7. Process purchase orders and distributes materials.
8. Normal secretarial duties, including maintenance of files, records, and calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F PAYROLL SECRETARY**

### **Primary Function:**

To perform functions necessary to complete the payroll and meet all deadlines.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on the math assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone matters, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Payroll/accounting experience utilizing a computerized system. Experience or knowledge of Bi-Tech preferred.
3. Proficient computer skills and experience in computerized file/spreadsheets (i.e. Excel, Lotus).
4. Payroll processing experience.
5. Flexibility of hours at peak times and the day following payroll runs if hours exceed eight.

### **Reports to:**

Payroll Manager

### **Major Responsibilities:**

Each secretary should have a basic knowledge level of all jobs. However, it is understood that the primary responsibility goes with seat <sup>1</sup>, seat <sup>2</sup>, or seat<sup>3</sup>.

1. Process hourly time cards for employees including substitutes, paraprofessionals, aides, and latchkey staff (Seat 2 = MESPA – Seat 3 = Substitutes). Process miscellaneous pay<sup>1</sup>, and reimbursements<sup>3</sup>.
2. Process district attendance<sup>1</sup>, community sick banks<sup>1</sup>, and workers compensation<sup>2</sup>.
3. Process all payroll deductions including direct deposit<sup>1</sup> & <sup>2</sup>, all other wage assignments<sup>1</sup>, child support<sup>2</sup>, and process all deduction remittance<sup>3</sup>.
4. Maintain various Excel spreadsheets for bond orders<sup>3</sup>, Appendix B<sup>2</sup>, etc.
5. Process monthly orders for savings bonds<sup>3</sup> and retirement buy-ins<sup>2</sup>.
6. Research archives<sup>3</sup> and complete Final Salary Affidavits<sup>1</sup>.
7. Complete verification of employment and FOIA requests.
8. Review input from other departments.
9. Process jobs to run bi-weekly payroll checks including stuffing and distribution.

## **PAYROLL SECRETARY** (continued)

10. Process W-4 changes.
11. Be familiar with and follow union contracts and district regulations.
12. Cross-train and be able to assist the other payroll secretaries as needed.
13. Run payroll reports as needed.
14. Normal secretarial duties, including maintenance of files, records, confidential material, calendars, scheduling appointments, and communicating with employees and the public, and typing correspondence, memos, and fiscal data.
15. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES HUMAN RESOURCES SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Associate Superintendent for Personnel or his/her designee

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated record of exemplary communication ability.

**Reports To:**

Associate Superintendent for Personnel or his/her designee.

**Major Responsibilities:**

1. Coordinate Southfield-MESPA evaluation work.
2. Maintain Tuition Reimbursement for all groups.
3. Update employee records in human resource software systems.
4. Assists with Certification Compliance and record keeping.
5. Process surveys.
6. Assists in the coordination of the absenteeism control program.
7. Respond to verification of employment requests and other employment related inquiries.
8. Supply information for Board Report.
9. Assist with SEA and MESPA as necessary
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES ANCILLARY/SUBSTITUTE EMPLOYEES SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Associate Superintendent for Personnel or his/her designee

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated ability to take shorthand or other acceptable method of transcription.

**Reports To:**

Associate Superintendent for Personnel or his/her Designee.

**Major Responsibilities:**

1. Data input and maintenance of human resource information systems for all ancillary/substitute personnel including but not limited to Appendix B, Students, Trailblazer, Food Service, Teacher Aides, Secretaries, Custodians, Transportation, Latchkey, Noon Aides, Security, Maintenance, Teachers, Summer School Staffing and Student Teachers.
2. Schedule interviews, administer tests, process reference checks/criminal license checks and pre-employment physicals for all ancillary personnel.
3. Process garnishments and subpoenas, jury duty forms and checks.
4. Process requests for retirement (MSPERS) reimbursements.
5. Relive switchboard as needed.
6. Place advertisement for ancillary personnel.
7. Coordinates unemployment compensation.
8. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
9. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES S.E.A. SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Associate Superintendent for Personnel or his/her designee.

**Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.

**Reports To:**

Associate Superintendent for Personnel or his/her designee.

**Major Responsibilities:**

1. SEA Personnel: Prepares SEA posting, staffing reports, letters of assurance, staffing of summer school, payroll adjustments and answers general questions involving SEA.
2. Computer file maintenance for SEA: longevity, retirement, severance, seniority, and payroll adjustments.
3. Maintains updated SEA staff on leave and on layoff status, updates seniority lists and perfect attendance.
4. Retirement reception coordination.
5. Coordinates SEA evaluation work.
6. Process paperwork for SEA new hires.
7. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES INSURANCE SECRETARY**

**Primary Function:**

To issue and maintain insurance services for the employees of the school district.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.
2. Demonstrated ability to take shorthand or other acceptable method of transcription
3. Experience with employee benefit programs preferred

**Reports To:**

Association Superintendent for Personnel or his/her Designee

**Major Responsibilities:**

1. Basic knowledge of all district insurance provisions.
2. Knowledge of Board/Association contracts.
3. Responsible for insurance provisions for the district, including claims, billings, payments, file maintenance, enrollment, and changes, including payroll for all fringe benefits.
4. Assist with negotiation information as it pertains to current benefits.
5. Prepare employee benefit statements and maintain computer file of benefits.
6. Process employee insurance deductions.
7. Responsible for purchase of retirement credit and maintaining records.
8. Assists with changes in state and federal laws as they impact fringe benefits.
9. Contact person for IME's and pre-employment physicals.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES SWITCHBOARD SECRETARY**

**Primary Function:**

To serve as the district switchboard receptionists at the J. W. English Administration Building.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.

**Reports To:**

Associate Superintendent for Personnel or his/her Designee.

**Major Responsibilities:**

1. Facilitates district communications.
2. Records and secures subs for district teachers, teacher assistants and secretaries.
3. Process various reports.
4. Monitoring of 150 day limit of substitute teacher workdays.
5. Assist in processing applications, resumes, transcripts and posting of on-line applications.
6. Distribution of MESPA postings.
7. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**PERSONNEL SERVICES SWITCHBOARD 0.8 SECRETARY**

**Primary Function:**

To perform general secretarial duties as required by the Associate Superintendent for Personnel or his/her designee.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated accounting/bookkeeping experience.

**Reports To:**

Associate Superintendent for Personnel or his/her designee.

**Major Responsibilities:**

1. Facilitates district communications.
2. Records and secures subs for district teachers, teacher assistants and secretaries.
3. Process various reports.
4. Assist in processing applications, resumes and transcripts, posting of on-line positions.
5. Distribution of MESPA postings.
6. Process Sick Bank requests for SEA, MESPA and ESOS.
7. Process student teacher requests.
8. Compile information for new applicants for distribution to principals.
9. Assist with insurance as necessary.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F PUPIL SERVICES SECRETARY

### **Primary Function:**

To perform secretarial duties for the Office of Pupil Registration and Child Accounting.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated proficient bookkeeping experience.

### **Reports To:**

The Manager of Pupil Registration and Child Accounting

### **Major Responsibilities:**

Primary responsibility is noted by an \*. Each secretary should have a basic knowledge level of all jobs. However, it is understood primary responsibility goes with the \*.

seat one = \*                      seat two = \*\*                      seat three = \*\*\*

1. Processing new students through central registration procedures including inputting of pupil registration data into SASI and ROSES system, and determining placement, residency, building assignment and grade level.
2. Processing changes of address, birth date, phone numbers, etc.
3. Preparing correspondence to parents regarding student placements and choice assignments.
4. Reconciling student records in SASI and ROSES.
5. Conducting quality assurance operations on district student information databases.
6. Assisting manager with training of temporary secretaries during peak times.
7. \*Processing office paperwork including attendance, payroll, vacations, and purchase orders.
8. \*Completing immunization reports.
9. \*Monitoring TAG/Extended Year/Academy placements/Choice K-8 and student transfers.
10. \*\*Interpreting transcripts and student records, conducting investigations pertaining to those records, and determining placement.

**PUPIL SERVICES SECRETARY (continued)**

11. \*\*Processing requests and complying with subpoenas for student records and transcripts.
12. \*\*Preparing vision and hearing screening report.
13. \*\*\*Compiling information and preparing state reports.
14. \*\*\*Assisting manager with internal audits and child accounting conferences with schools.
15. \*\*\*Assisting manager with child accounting conferences with schools.
16. \*\*\*Compiling periodic membership reports.
17. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
18. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F PURCHASING SECRETARY**

### **Primary Function:**

To perform general secretarial duties for Manager of Purchasing and Food Service

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work
2. Payroll/accounting experience utilizing a computerized system. Experience of knowledge of Bi-Tech preferred.

### **Reports To:**

Purchasing and Food Service Manager

### **Major Responsibilities:**

1. Process district purchase orders
2. Provide support for district clerical staff on Bi-Tech purchasing module.
3. Maintain district vendor files both bid list vendors and Bi-tech PEID file.
4. Process department payroll & attendance into Bi-Tech system.
5. Process for payment all department invoices.
6. Type bid specifications, maintain bid files and prepare advertisements for bidding.
7. Assist with free and reduced meal applications/reports into student database at peak times.
8. Provide back-up assistance in processing Food Service payroll at peak times.
9. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**SPECIAL EDUCATION AND SUPPORT SERVICES SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Director of Special Education/Support Services or his/her designee.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated ability to take shorthand or other acceptable method of transcription.
2. Demonstrated bookkeeping experience or course work.

**Reports To:**

Director of Special Education/Support Services or his/her designee

**Major Responsibilities:**

1. Input new student's information into ROSES.
2. Process Oakland Schools' referrals
3. Process O.T. and P.T. referrals.
4. Maintain Oakland Schools Personnel Student Registry.
5. Maintain records and process reports for Section 53 students.
6. Arrange special transportation for new enrollees.
7. Maintain paperwork for Homebound and Alternative Studies Programs.
8. Input data for IEP's in ROSES.
9. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F SPECIAL EDUCATION AND SUPPORT SERVICES SECRETARY

### **Primary Function:**

To perform general secretarial duties for the psychologists, social workers, and speech pathologists, under the direction of the Director of Special Education.

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated ability to take shorthand or other acceptable method of transcription.
2. Demonstrated bookkeeping experience or course work.

### **Reports To:**

Director of Special Education

### **Major Responsibilities:**

1. Process psychological, social histories, observations and speech, social work and psychiatric evaluations.
2. Process referrals.
3. Maintain records on student referrals.
4. Handle correspondence for social workers, speech pathologists, and psychologists.
5. Maintain paperwork for 504 plans.
6. Create & maintain records for Support Services and Special Education.
7. Process payroll and attendance.
8. Opening day packets.
9. Process mileage & expense reports for staff & parents.
10. Request for records
11. Assist with Medicaid.
12. Maintain & dispense form.
13. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
14. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**SPECIAL EDUCATION AND SUPPORT SERVICES SECRETARY**

**Primary Function:**

To perform general secretarial duties for the Director of Special Education

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Demonstrated ability to take shorthand or other acceptable method of transcription.
2. Demonstrated bookkeeping experience or course work.

**Reports To:**

Director of Special Education

**Major Responsibilities:**

1. Coordinates the Medicaid Program
2. Process weekly time studies for Medicaid program.
3. Process all incoming and outgoing request for records
4. Coordinate county SCAMP Program.
5. Maintain current masters of special education forms and order/reorder as necessary
6. Process field trip transportation requests.
7. Process mileage and expense reports for staff and parents.
8. Maintain special education records
9. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**TECHNOLOGY CURRICULUM, INSTRUCTION AND ASSESSMENT SECRETARY**

**Primary Function:**

Assist in the coordination of projects in the office of Curriculum, Instruction, and Assessment.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Successful completion of a test to insure knowledge of technology as required by specific position.
2. Skills in project management techniques and tools including project management software preferred.
3. Ability to instruct staff effectively
4. Ability to maintain confidentiality of records and information.
5. Demonstrated accounting/bookkeeping experience.

**Reports To:**

Associate Superintendent for Instruction

**Major Responsibilities:**

1. Maintain district records related to all tests administered (i.e., data analysis by year/grade level, test scores by subgroup) to ensure compliance with the No Child Left Behind and Education Yes!
2. Conduct informational meetings and assist in the management of the following district wide project initiatives, curriculum development and implementation, and professional development.
3. Compile data for special reports and statistical analysis
4. Assist in preparation of final annual reports for Curriculum, Instruction and Assessment content areas.
5. Prepare appropriate communications to administrators and staff.
6. Assist with development and implementation of reporting systems
7. Assist in the development of multimedia presentations, materials, brochures and handouts.

## **TECHNOLOGY CURRICULUM, INSTRUCTION AND ASSESSMENT SECRETARY (continued)**

8. Assist in the development and monitoring of project budgets and spreadsheets.
9. Remain current on district, state and federal test requirements to ensure compliance with regulations and timelines.
10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F TECHNOLOGY SASI SYS OPS MIDDLE SCHOOL AND K-8 SCHOOL SECRETARY

### **Primary Function:**

To perform general secretarial duties for counseling center as delegated by the building principal.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Successful completion of a test to insure knowledge of technology as required by specific position.
2. Knowledge of SASI.
3. Ability to instruct staff effectively.
4. First aid knowledge.

### **Reports To:**

Building Principal

### **Major Responsibilities:**

1. Coordinates SASI functions in the building as it relates to students and staff: assign passwords, user rights, daily backup and re-organize files, also assign rights for grade reporting and progress reports each time window is opened and closed.
2. Attends SASI SYSOP meetings, train new staff, assist staff in building and district with technical problems as it relates to SASI.
3. Maintains all necessary procedures as it relates to SASI for opening and closing of schools: grade reporting and master schedule. Develop various queries/filters to run various SASI reports as it relates to: daily and weekly attendance, schedules, class lists, labels, report cards, progress reports, honors etc. Burst, decollate and distribute to staff.
4. Assists with daily input of attendance for students: excused students, attendance percentages, filed trips, assist with sub attendance, corrections to weekly reports, etc.
5. Child Accounting – SASI – responsible for reports for both count days. Process confidential student records (CA60's) and transcripts.
6. Prepares student selection forms and assist with student scheduling.

## **TECHNOLOGY – SASI SYS OPS – MIDDLE SCHOOL AND K-8 SECRETARY (Continued)**

7. Assists students who are sent home for illness, issue passes.
8. Process various middle school projects: conference materials, programs, P.T.A., locker/bus assignments, honor awards, handbooks, school opening and closing information mailings, etc.
9. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; updating student schedules; and typing correspondence, memos, and fiscal data.
10. Other duties as assigned by the supervisor as long as deemed reasonable.

## **APPENDIX F TECHNOLOGY SRAC/LEAP SECRETARY**

### **Primary Function:**

To perform general secretarial duties for the building administrator.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Demonstrated bookkeeping experience or course work.
2. First aid knowledge/experience.
3. Successful completion of a test to insure knowledge of technology as required by specific position.
4. Ability to instruct staff effectively
5. Knowledge of SASI preferred.

### **Reports To:**

Building Administrator

### **Major Responsibilities:**

1. Maintain petty cash and activity accounts.
2. Staff attendance.
3. Process purchase orders and distributes materials.
4. Prepare various reports for Oakland County Health Department.
5. Assist students who are sent home for illness, issues passes.
6. Coordinates SASI functions in the building as it relates to students and staff; assign passwords, user rights, daily backup and re-org files, also assign rights for grade reporting and progress reports each time window is opened and closed.
7. Attends SASI SYSOP meetings, train new staff, assist staff in building and district with technical problems as it relates to SASI.
8. Maintain all necessary procedures as it relates to SASI for opening and closing of schools: grade reporting and master schedule. Develop various queries/filters, to run schedules, class lists, labels, report cards, progress reports, honors etc. Burst, decollate and distribute to staff.

## TECHNOLOGY SRAC/LEAP SECRETARY (continued)

9. Assists with daily input of attendance for students: excused students, attendance percentages, field trips, assist with sub attendance corrections to weekly reports, etc.
10. Child Accounting – SASI – responsible for reports for both count days. Process confidential student records (CA60's) and transcripts.
11. Process various school projects; conference materials, programs, P.T.A., locker/bus assignments, honor awards, handbooks, school openings and closing information mailings etc.
12. Access and export data from SASI.
13. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
14. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**TECHNOLOGY – SPECIAL EDUCATION AND SUPPORT SERVICES SECRETARY**

**Primary Function:**

To provide secretarial services for Special Education departments.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Working knowledge of district software components.
2. Ability to instruct staff effectively on use of equipment.
3. Demonstrated accounting/bookkeeping preferred.

**Directly Responsible To:**

Director of Special Education

**Major Responsibilities:**

1. Maintain and coordinate data, and run various reports from SASI, ROSES and SRSD.
2. Maintain caseload data for 30-day placements for Out-of-District and Bussey Programs.
3. Process all purchase orders and maintain budgets.
4. Assist in state and federal audits, including input into grant applications as they pertain to Special Education.
5. Prepare state reports for Special Education.
6. Attend meetings pertaining to special education, SASI, and Roses.
7. Maintain electronic forms.
8. Contact person for software providers, ITC, Child Accounting, Special Education, and Oakland Schools regarding technical support.
9. Maintain petty cash.
10. Pre-print demographics information for all annual reviews.
11. Train staff in designated areas of technology
12. Maintain and refresh ROSES.

**TECHNICAL SPECIAL EDUCATION AND SUPPORT SERVICES SECRETARY (continued)**

13. Normal secretarial duties, including maintenance for files, records, and calendar; scheduling appointments and communicating with employees and the public; updating student schedules; and typing correspondence, memos, and fiscal data.
14. Other duties as assigned by the supervisor as long and deemed reasonable.

**APPENDIX F**  
**TECHNOLOGY – INSTRUCTIONAL TECHNOLOGY CENTER SECRETARY**

**Primary Function:**

To provide secretarial services for the Instructional Technology Center.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Successful completion of a test to insure knowledge of technology as required by specific position.
2. Working knowledge of district software and components.
3. Ability to instruct staff effectively on use of equipment.
4. Demonstrated bookkeeping experience preferred.

**Reports To:**

Supervisor of Technology Systems

**Major Responsibilities:**

1. Maintain district technology financial records, including the preparation and processing of purchase orders, invoices and district technology budget.
2. Input and process district payment vouchers on current district system.
3. Process receipt of materials, purchase and maintain database of district software licenses.
4. Contact various suppliers regarding purchase and repair of district equipment.
5. Input and process staff attendance.
6. Provide backup assistance for the Helpdesk Operator.
7. Prepare computer lab for day and afternoon classes and duplicate materials for classes.
8. Maintain database on staff and classes taken in computer lab offered by ITC.
9. Assist persons using production equipment and operating the following: audio tape duplicators, laminating machine, and die cut machine.

**TECHNOLOGY – INSTRUCTIONAL TECHNOLOGY CENTER SECRETARY (continued)**

10. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and report data.
11. Other duties as assigned by the supervisor as long as deemed reasonable.

**APPENDIX F**  
**TECHNOLOGY – INSTRUCTIONAL TECHNOLOGY CENTER – HELPDESK OPERATOR**

**Primary Function:**

To provide secretarial services for the Instructional Technology Center.

**Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

**Additional Qualifications:**

1. Successful completion of a test to insure knowledge of technology as required by specific position.
2. Working knowledge of district software and components.
3. Ability to instruct staff effectively on use of equipment.
4. Demonstrated bookkeeping experience preferred.

**Reports To:**

Supervisor of Technology Systems

**Major Responsibilities:**

1. Resolve minor software/hardware problems over the phone.
2. Log problems into database and assign to proper party.
3. Prepare daily work list for staff.
4. Prepare reports as required.
5. Close out reported problems.
6. Communicate with software vendors for technical support.
7. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
8. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F TECHNOLOGY – INSTRUCTIONAL TECHNOLOGY CENTER – VIDEO SECRETARY

### **Primary Function:**

To provide secretarial services for the Instructional Technology Center.

### **Minimum Qualifications:**

1. High school education.
  2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty (80) percent is required on this assessment.
  3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
  4. General office experience: typing, filing, phone manners, office machines.
  5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
  6. Ability to prioritize multiple tasks.
  7. Ability to work as a team member.
- \*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Successful completion of a test to insure knowledge of technology as required by specific position.
2. Working knowledge of district software and components,
3. Ability to instruct staff effectively on use of equipment.
4. Demonstrated bookkeeping experience preferred.
5. Working knowledge of broadband and/or digital video.

### **Reports To:**

Supervisor of Technology Systems

### **Major Responsibilities:**

1. Maintain Video Network: Satellite Receivers, video network router, CODEC Unit, Vtel Unit, and Video Streamer.
2. Arrange for installations of new video equipment, reviewing floor plans, obtaining pricing, scheduling installation.
3. Provide instruction for staff on proper use of video technology.
4. Support two way video network usage in district by assisting and setting up technology.
5. Oversee special projects i.e., ISDN broadcast with the university of Michigan, staff development distance learning broadcasts with Oakland schools.
6. Schedule programming for video network and produce a monthly calendar. Including staff development, electronic field trips and curriculum based programming.
7. Reserve, schedule and coordinate the distribution of the district video library.

## TECHNOLOGY – INSTRUCTIONAL TECHNOLOGY CENTER – VIDEO SECRETARY (Continued)

8. Arrange for the preview and purchase of video materials for the district collection.
9. Oversee the maintenance of video equipment in the district including TV, VCR, Video Cart and accessories, head end equipment.
10. Maintain the district video catalog and produce a yearly catalog update.
11. Provide backup assistance for the helpdesk.
12. Maintain district inventory for AV and computer equipment.
13. Assist district staff using media productions equipment and various computer equipment and software, i.e., scanners, digital cameras, video cameras, Abode PageMaker, Illustrator and Photo Shop.
14. Keep current on copyright laws and inform the district of changes.
15. Provide such services as laminating, sign making etc.
16. Maintain inventory of AV and computer supplies for resale to buildings. Arrange for district wide purchase of computer mice and headphones.
17. Maintain inventory for department office supplies.
18. Normal secretarial duties, including maintenance of files, records, calendars; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
19. Other duties as assigned by the supervisor as long as deemed reasonable.

## APPENDIX F TRANSPORTATION SECRETARY

### **Primary Function:**

To provide general secretarial duties for the Transportation Department.

### **Minimum Qualifications:**

1. High school education.
2. Successful completion of an assessment test jointly developed by the parties. A minimum score of eighty percent (80%) is required on this assessment.
3. Excellent communication skills both written and verbal including appropriate telephone etiquette.
4. General office experience: typing, filing, phone manners, office machines.
5. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs.
6. Ability to prioritize multiple tasks.
7. Ability to work as a team member.

\*Specific testing to be given to new hire applicants only.

### **Additional Qualifications:**

1. Some training or experience in accounting/bookkeeping.

### **Reports To:**

Supervisor Human Resources/Personnel Services

### **Major Responsibilities:**

1. Process attendance verifies payroll.
2. Audit buss route maps.
3. Contact police department regarding motorist violations.
4. Process bids for gas usage.
5. Normal secretarial duties, including maintenance of files, records, calendar; scheduling appointments and communicating with employees and the public; and typing correspondence, memos, and fiscal data.
6. Other duties as assigned by the supervisor as long as deemed reasonable.

**IN WITNESS WHEREOF**, the parties have executed this document by their duly authorized representatives the day and year first above written.

Board of Education of Southfield Public Schools,

BY \_\_\_\_\_  
Paul Cooper, President

BY \_\_\_\_\_  
Deborah Wardell, Secretary

Educational Secretaries of Southfield,

BY \_\_\_\_\_  
Linda B. Cooper, President

BY \_\_\_\_\_  
Patricia Haynie, Executive Director

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