

**AGREEMENT BETWEEN
DELTA-SCHOOLCRAFT
INTERMEDIATE SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

SECRETARY TO SUPERINTENDENT

**SECRETARY TO DIRECTORS OF
SPECIAL AND
CAREER-TECHNICAL EDUCATION**

BUSINESS ASSISTANT

Effective
July 1, 2010
June 30, 2013

DELTA-SCHOOLCRAFT INTERMEDIATE SCHOOL DISTRICT
CONFIDENTIAL SECRETARIES

Secretary to Superintendent
Secretary to Directors: Career-Technical & Special Education
Business Assistant

A. Qualifications:

A. Secretary to Superintendent
(when available)

B. Secretaries to Directors

Special Education
(when available)

Career-Technical Education

1. High school graduate with related secretarial work experience.
2. Skills sufficient to type 55 WPM with fewer than five errors and a working knowledge of business English, spelling, math and general office procedures.
3. Managerial and organizational skills.
4. Bookkeeping skills sufficient to handle federal, state and local reports and assist in preparing yearly vocational education and federal budgets.
5. Ability to relate to local school personnel, vocational instructional and support staff.

C. Business Assistant

1. Associate degree and/or related work experience.
2. Ability to operate office machines.
3. Experience in financial record keeping and/or courses in bookkeeping and accounting.
4. Ability to operate a computer terminal.
5. Ability to work well with others.
6. Ability to keep confidential and accurate records.
7. Ability to meet deadlines.

B. Emergency Closing of Schools: In the event that weather conditions or other acts of God require that the Intermediate School District be closed, the employer shall notify the employees by announcing said closing on local radio stations RRN, WDBC and WLUC TV6. Employees covered under this contract will not be required to report for the days as allowed by State Law.

PAID LEAVE OF ABSENCE

A. Personal Leave: On July 1 of each year, two (2) personal leave days shall be credited to each employee. Two (2) additional days of Personal Leave can be used and deducted from Sick Leave, after five (5) years of in district service, employee may take one (1) additional personal day from accumulated sick time each year for a total of three (3). Unused personal days can be accumulated up to four (4) days. After four (4) days are accumulated, additional earned days will be put into sick leave. Personal leave must not be taken on the first and last day of the official school year or on the day immediately preceding or following a scheduled holiday or recess. Exceptions may be approved by the immediate supervisor. Prior notification must be given to the appropriate supervisor.

B. Jury Duty: Employees called for jury duty or subpoenaed to testify during working hours in any judicial or administrative matter or who shall be asked to testify in any arbitration of fact finding shall, upon reimbursement by the court, reimburse the school district for all money received except any mileage allowance.

ARTICLE XI **UNPAID LEAVES OF ABSENCE** **FMLA**

- A. An eligible employee (as defined by the Family and Medical Leave Act FLMA) is unable to work because of personal illness or disability, will be placed on FMLA leave. The employee may use paid leave during this time and, when exhausted, may use the remainder of the twelve (12) week period as unpaid leave. It is understood that paid sick leave and FMLA time will run concurrently.
1. All provisions of FMLA apply to eligible employees.
 2. An employee on unpaid leave of absence or receiving disability benefits will not earn vacation days, sick days, seniority or be paid for holidays.
 3. An employee will provide written notice to their supervisor requesting leave thirty (30) days in advance or as promptly as possible.
 4. Upon return from leave, the employee shall be assigned to either the same position from which leave was taken or to a position for which the employee is certified (or approved, as applicable) and qualified. Compliance with the above standards shall be considered as restoration to an equivalent position. Restoration may be denied in the event of reduction in staff.
 5. In the event of loss of insurance lost through a change in disability coverage the Board of Education will continue payments for health care benefits up to six (6) months only for a employee who has been granted an unpaid leave for medical reasons due to personal illness or disability. If the employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due to the employee, with any deficiency to be remitted by the employee to the Board within five (5) days of demand.

UNPAID LEAVES OF ABSENCE

B. A leave of absence shall be granted to an eligible employee to enable him/her to assist before, during, and after the birth (or adoption or foster care placement) of a child. This leave shall be for a period of up to one (1) year and must be taken within twelve (12) months of the birth, adoption or foster care placement of the child. Leave extensions shall be at the Board's discretion.

1. Employees accessing leave under this section shall provide written notice of their intent to take leave at least thirty (30) days prior to the date on which leave is to commence. If the birth of placement requires leave to begin in less than thirty (30) days, notice shall be given by the employees as promptly as is practicable under the circumstances.

2. Upon return from said leave, the employee shall be reinstated to the former position, or to a position of like nature, seniority and salary schedule position held prior to commencement of the leave. Assignment to a position for which the employee is certified (or approved, as applicable) and qualified shall be considered as restoration to an equivalent position. Restoration may be denied in the event of a reduction in staff.

C. Other Unpaid Leaves of Absence: The district, upon application of the employee may grant an unpaid leave of absence for a period of up to one (1) year for an employee to participate in exchange programs with other school districts, states and territories, foreign countries or to join the Teaching Corp, or Job Corp or other employment, or to engage in advance study at any accredited college or university in a field related to the employee's professional responsibility. For the Peace Corp up to two (2) years will be allowed.

Application for such leave shall be filed by April 1 of the year prior to the leave. The approval or non-approval of such leave shall be at the sole discretion of the Board. Such leave, upon written request by the employee, may in the discretion of the Board, be extended for an additional one (1) year period. Years of experience shall accrue during the original grant of leave, but there shall be no seniority accrual for any extension thereof. There shall be no fringe benefits paid during such leave or in the extension. The employee shall give notice by April 1, in writing, of intent to return to employment at the district. Upon return from leave, an employee shall be assigned to the same position as agreed upon at the time the leave was granted.

D. Military Leave A military leave of absence shall be granted to any employee who shall be inducted for military duty in any branch of the armed services of the United States. Upon return from such leave, the employee shall be placed in employment with the district according to the Soldier's and Sailor's Act.

E. All employees on unpaid leave under the provisions of Article XI shall retain their position on the salary/wage schedule, their seniority and their unused sick leave (except under FMLA-the employee may save five (5) paid sick days) while on an unpaid leave of absence.

F. This article will become null and void for any employee who is employed elsewhere during an unpaid leave of absence.

ILLNESS AND DISABILITY

A. Sick Leave: One (1) day of sick leave, up to 13 per year, will be granted for each 16 days worked. Unused sick leave may accumulate as follows: 140 days. Sick leave shall be allowed for illness of an employee including absences due to maternity or for illness of a member of the employee's including absences due to maternity or for illness of a member of the employee's immediate family defined to include spouse, parent, parent of spouse, child, brother, brother-in-law, sister, sister-in-law, grandchild, grandparent or IRS qualified dependent living in the household.

B. Absence for Death: Absence without loss of salary shall be allowed upon the death of a spouse, parent, parent-in-law, sister, sister-in-law, brother, brother-in-law, child, grandparent, grandchild or IRS qualified dependent living in the household. Length of leave shall be limited to ten (10) days and when used are to be deducted from sick leave.

In no case under **A** and **B** shall the combined total of leave exceed ten (10) days for immediate family illness and/or death except that the superintendent may extend the five day limit for funeral leave in extraordinary cases.

C. Terminal Leave: After 15 years of service and eligible for retirement according to MSPERS guidelines, the employee will be eligible for 35% of unused sick leave up to maximum accumulation allowed; after 20 years of service and eligible for retirement according to MSPERS guidelines, the employee will be eligible for 40% of unused sick leave up to maximum allowed; after 25 years of service and eligible for retirement according to MSPERS guidelines, the employee will be eligible for 50% of unused sick leave up to maximum allowed. If an employee plans retirement under these provisions, they must notify the Board of Education one (1) year in advance of such retirement so that terminal leave pay can be projected and properly budgeted.

In the event the employee dies while in the employ of the district and would otherwise have qualified under the terms of this clause for termination pay if the employee had terminated his/her employment by choice, the district agrees to pay in a lump sum to the employee's designated beneficiary or his/her estate the amount of terminal pay the employee would otherwise have received. It shall be the obligation of the employee to fill out the beneficiary forms and it shall be the obligation of the superintendent to notify the beneficiary.

TRAVEL AND MILEAGE

A. Travel Provisions: The Board will pay in the way of travel reimbursement, the IRS approved rate per mile for any miles that are necessary for the employee to drive on any given date over and above the miles from their residence, to and from their established home base. The deadline for submission of mileage forms will be determined by the business office and distributed in July.

B. Conference and Meetings: Travel expenses will be compensated at the rate computed in A above, along with the cost of meals at the following rates:

Breakfast	: \$ 8.00
Lunch	: \$ 10.00
Dinner	: \$ 20.00

The actual cost of lodging and scheduled meals will be paid provided receipts are turned into the office.

SALARY AND FRINGE BENEFITS

A. Salary: See attached schedule.

Responsibility Factors:

Superintendent's Secretary	: 1.30
Director's Secretaries	: 1.19
Business Assistant	: 1.19

Longevity:

At 21 years of in-district service and beyond an off schedule stipend of \$600.00 each year will be paid.

B. Fringe Benefits:

1. Insurance: The following insurance is available with full cost up to full-family rate paid by the Board for employees: CHOICES II; 2010/2012- \$100/200 in network deductible 250/500 out of network deductible, 2012/2013 200/400 in network deductible 400/800 out of network deductible. For 2010/2013 the OV/UC/ER copay \$5/10/25, and beginning in 2010/2011 with a Prescription Drug copay \$10/20, and Riders x va2, and AI.

Persons not utilizing the subsidy for health coverage shall be permitted the following percentage of the full-family board paid premium amount applied to salary if health insurance coverage is not needed: 2010/2013 = 70%. Premiums will be based on the Choices II premiums.

Employees receiving health care insurance will contribute in eight (8) equal payments (October-May) the amount equal to the monthly contribution for 12 months as shown below:

	Full Family	Couple	Single
2010-2013	\$50.00	\$30.00	\$10.00

*Contributions will be made with pre-tax dollars.

2. Life and Accidental Death and Dismemberment: \$50,000 per year continuing to age 65 if retired according to MSPERS guidelines.

3. Dental Care Plan: Ultradent-80-90-100 Incentive Plan with a \$1,500 maximum per person per contract year.

Orthodontic rider pays 80% of treatment costs with a \$1,500 maximum per person per lifetime up to age 19.

4. Vision: VSP III.

5. Disability Insurance: Disability insurance will be provided with a thirty day calendar day waiting period. The Board reserves the right to name the underwriter.

C. Vacations:

1 through 3 years	12 days per year
4 through 7 years	14 days per year
8 through 19 years	20 days per year
20+ years	One additional day per year up to 25 days.

Employees transferring from another employee group within the ISD where vacation is not earned, into a position covered under this contract, will be allowed credit of one half of their service time on the vacation schedule but not to exceed five years providing the position held prior to entering this group was for a minimum of 4.5 hours per day for 12 month employees or 6 hours per day for school year employees.

If any employee terminates their employment prior to using their vacation days, their accumulated days, up to the maximum accumulation allowed, will be paid by the district for those employees.

Up to 10 days of vacation may be carried from one year to the next.

D. Paid Holidays

1 day	Labor Day
2 days	Thanksgiving
1 day	Christmas Eve
6 days	Christmas (3 days after, New Year's Eve and Day)
1 day	Good Friday
1 day	Memorial Day
1 day	Fourth of July

E. Working Conditions:

1. Length of work year - 12 months.
2. Working hours arranged with Supervisor to be 7:30am - 3:30pm or 8:00am - 4:00pm.

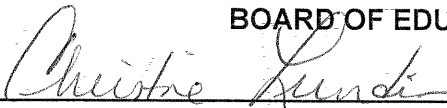
3. Lunch Break -one-half hour (If more than one-half hour is needed for lunch when leaving the building, vacation time or personal leave time may be used.)
4. Leave Without Pay - upon receiving prior approval of the immediate supervisor, leave without pay may be granted for a period of up to one (1) month. Fringes will continue to be paid. Vacation and sick leave time will continue to accumulate during the unpaid leave.


F. Miscellaneous:


1. Three hundred dollars (\$300) per year will be allowed toward tuition, books, etc. for classes or workshops as approved by immediate supervisor or superintendent.
2. The Superintendents Secretary shall receive \$360 annually for services at the Board meetings.

SIGNATURE PAGE

BOARD OF EDUCATION

By: 
Its President

By: 
Chairperson, Negotiating Committee

By: 
Superintendent

Date: 11/13/10

**Delta-Schoolcraft Intermediate School District
2010/2011 School Calendar**

Board Approved on July 8, 2010

Revised: August 12, 2010

Month	Week	Days of Instruction	Non-Instruction Days	Days Off/ Holidays/ Professional Development
Aug	30-3	0	3.5	8/30- ½ Day, 8/31, 9/1 and 9/2- Prof Dev. Days
Sept	6-10	4		Orientation-
	13-17	5		9/6- Labor Day
	20-24	5		
	27-1	5		
Oct	4-8	5		
	11-15	5		
	18-22	5		
	25-29	5		
Nov	1-5	5		
	8-12	5		
	15-19	4		11/15- Deer Day
	22-26	2		11/24-11/26- Thanksgiving Break
	29-3	5		
Dec	6-10	5		
	13-17	5		
	20-24	3		12/23-24- Christmas Break
	27-31	0		12/27-31- Christmas Break
Jan	3-7	5		
	10-14	5		
	17-21	4	1	1/20- Last Day 1 st Semester 1/21- Records Day
		87	4	
Feb	24-28	5		
	31-4	5		
	7-11	5		
	14-18	4	1	2/18- Professional Development Day (No Students)
Mar	21-25	5		
	28-4	5		
	7-11	5		
	14-18	5		
Apr	21-25	5		
	28-1	0		3/28-4/1 Spring Break
	4-8	5		
	11-15	5		
May	18-22	4		4/22- Good Friday
	25-29	5		
	2-6	5		
	9-13	5		
	16-20	5		
Jun	23-27	5		
	30-3	4		5/30- Memorial Day 6/3- Students Last Day
	6-10	0	.5	6/6- ½ Day Records Day
		87	2	
TOTAL	DAYS	174	6	174 + 6 = 180

Any days lost beyond those allowed by the revised school code, due to inclement weather or any "Act of God," will be added on to the second semester.

To accommodate a shortening of the calendar by 3 days there will be 7 minutes added to the daily schedule to meet the hours required by the state.

**12-Month Administrative Secretaries/Business Assistant
Salary Schedule for 2010-2011**

0.00% Level	2010-2011 Index	2010-2011		Supt	Dir/Bus	Supt	Dir/Bus
		Salary	Hourly	Indexed	Indexed	Indexed	Indexed
1	1.00	22,671	10.86	14.12	12.92	29,472	26,978
2	1.04	23,578	11.29	14.68	13.44	30,651	28,058
3	1.08	24,485	11.73	15.24	13.95	31,830	29,137
4	1.12	25,392	12.16	15.81	14.47	33,009	30,216
5	1.16	26,298	12.60	16.37	14.99	34,188	31,295
6	1.20	27,205	13.03	16.94	15.50	35,367	32,374
7	1.24	28,112	13.46	17.50	16.02	36,546	33,453
8	1.28	29,019	13.90	18.07	16.54	37,725	34,532
9	1.32	29,926	14.33	18.63	17.06	38,903	35,612
10	1.36	30,833	14.77	19.20	17.57	40,082	36,691
11	1.40	31,739	15.20	19.76	18.09	41,261	37,770
12	1.44	32,646	15.64	20.33	18.61	42,440	38,849
13	1.48	33,553	16.07	20.89	19.12	43,619	39,928
14	1.52	34,460	16.50	21.45	19.64	44,798	41,007
15	1.56	35,367	16.94	22.02	20.16	45,977	42,086
16	1.60	36,274	17.37	22.58	20.67	47,156	43,166
17	1.64	37,180	17.81	23.15	21.19	48,335	44,245
18	1.68	38,087	18.24	23.71	21.71	49,513	45,324
19	1.72	38,994	18.68	24.28	22.22	50,692	46,403
20	1.76	39,901	19.11	24.84	22.74	51,871	47,482

RESPONSIBILITY FACTORS:

- 1.3 Superintendent's Secretary In district Longevity 21+ additional \$600
- 1.19 Director's Secretaries
- 1.19 Business Assistant

**12 Month Administrative Secretaries/Business Assistant
Salary Schedule for 2012-2013**

1.00%	2012-2013		Supt	Dir/Bus	Supt	Dir/Bus
Level	Index	Salary	Hourly	Indexed	Indexed	Indexed
1	1.00	23,127	11.08	14.40	13.18	30,065
2	1.04	24,052	11.52	14.97	13.71	31,268
3	1.08	24,977	11.96	15.55	14.24	32,470
4	1.12	25,902	12.41	16.13	14.76	33,673
5	1.16	26,827	12.85	16.70	15.29	34,875
6	1.20	27,752	13.29	17.28	15.82	36,078
7	1.24	28,677	13.73	17.85	16.34	37,281
8	1.28	29,603	14.18	18.43	16.87	38,483
9	1.32	30,528	14.62	19.01	17.40	39,686
10	1.36	31,453	15.06	19.58	17.93	40,889
11	1.40	32,378	15.51	20.16	18.45	42,091
12	1.44	33,303	15.95	20.73	18.98	43,294
13	1.48	34,228	16.39	21.31	19.51	44,496
14	1.52	35,153	16.84	21.89	20.03	45,699
15	1.56	36,078	17.28	22.46	20.56	46,902
16	1.60	37,003	17.72	23.04	21.09	48,104
17	1.64	37,928	18.16	23.61	21.62	49,307
18	1.68	38,853	18.61	24.19	22.14	50,509
19	1.72	39,778	19.05	24.77	22.67	51,712
20	1.76	40,703	19.49	25.34	23.20	52,915

RESPONSIBILITY FACTORS:

- 1.13 Superintendent's Secretary In district Longevity 21+ additional \$600
- 1.19 Director's Secretaries
- 1.19 Business Assistant