
Plymouth-Canton



Community Schools

Agreement
Between the
Plymouth-Canton Board of Education
and the
Plymouth-Canton Association of
Education Office Personnel
Local 6172

2021-2024

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ARTICLE I

RECOGNITION

- 1.1 THE PLYMOUTH-CANTON ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL, LOCAL #6172, shall be recognized as the exclusive bargaining agent for all regular secretarial/clerical personnel employed by the Plymouth-Canton Community School District as stated in the secretarial salary schedule.
- 1.2 The following positions are excluded from the bargaining unit:
 - Secretary to the Superintendent;
 - Secretary to the Deputy Superintendent;
 - Secretaries to the Assistant Superintendents;
 - Secretary to the Executive Directors
 - Substitutes
- 1.3 The purpose of this Agreement is to promote harmonious relations, cooperation and understanding between the Board, management personnel employed by the Board, and employees represented by the Union by establishing agreed upon standards for wages, hours, conditions of employment, working conditions, Board Management rights, and Union employee rights, and a means of resolving any disputes or misunderstandings regarding same.
- 1.4 Copies of this Agreement, signed by the Negotiating Committee of the Union and by the Negotiating Committee of the Board and the President and Secretary of the Board, shall be distributed by the Board within thirty (30) working days of the signing hereof, to all employees represented by the Union. At the time of employment all new employees covered under this Agreement shall receive a copy of this Agreement and benefits will be reviewed with the new employee. This requirement is the responsibility of management.

ARTICLE II

MANAGEMENT RIGHTS

- 2.1 It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Union, either as to the taking of action under such rights, or with respect to the consequence of such action during the term of the Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right:
 - 2.11 to the executive management and administrative control of the school system and its properties, facilities, equipment and the activities of its employees during employee working hours;
 - 2.12 to hire all employees and, subject to the provision of law, to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion, and to promote and transfer all such employees;
 - 2.13 to establish levels and assignments as deemed necessary or advisable by the Board;
 - 2.14 to determine the services, supplies and equipment necessary to continue its operations and to determine all methods and means of distributing dissemination, and/or selling its services, methods, schedules and standards of operation; the means, methods and processes of carrying on the work including automation or contracting thereof, or changes therein, the institution of new and/or improved methods or changes therein;
 - 2.15 to adopt rules, regulations and determine the number, need and length of their assignments;

- 2.16 determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions, thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
 - 2.17 to determine the size of the management organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.
 - 2.18 to determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.
 - 2.19 The Board retains the right to establish and equitably enforce personnel policies relating to the duties and responsibilities of all employees which are not inconsistent with the provisions of this agreement or violation of law. Every employee of the school district is expected to adhere to Board policies and procedures. Board policies shall be made available for review online and through the building administrator.
- 2.2 The above is not to be interpreted as abridging or conflicting with any specific provisions of this Agreement.
 - 2.3 The matters contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement, unless by mutual consent.
 - 2.4 Nothing in this Master Agreement shall be construed to limit the power and responsibilities conferred upon the Board of Education or the Superintendent under the Laws or Constitution of the State of Michigan. Specifically, the rights and responsibilities as are conferred under the School Code.
 - 2.5 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.

ARTICLE III

EMPLOYEES' RIGHTS

- 3.1 The Administration shall send to the President of the Union a copy of all job postings at the time positions are posted.
- 3.2 The Employer shall notify the President of the Union of the hire, transfer, promotion, termination, leaves of absence, and returns of all employees covered by this Agreement, within a reasonable time period.
- 3.3 The Union shall have the right to use school buildings, property, and facilities without charge to conduct Union business. Arrangements shall be made with the appropriate administrator at least one week in advance.
- 3.4 Interschool courier service shall be made available to the Union.
- 3.5 Union members will be paid their wages for grievance hearings if such occurs during the member's scheduled work hours and will not be required to make up the time.
- 3.6 Employees may review contents of their personnel file upon request and may be accompanied by a P.C.A.E.O.P. officer if she/he so desires. An employee may have placed in her/his personnel file a rebuttal or her/his explanation of a document in her/his personnel file, which she/he regards as detrimental.
- 3.7 Following the probationary period, employees shall be disciplined or discharged only for just cause. By way of illustration and not limitation, just cause shall include:

1. Refusal or failure to accept or perform work in accordance with the provisions of this Agreement.
2. Refusal or continued failure to perform work properly and efficiently.
3. Drinking, intoxication or use of illegal or controlled substances.
4. Excessive tardiness or absenteeism.
5. Insubordination.
6. Interference with the performance or assignment of another employee or the employer.
7. Improper or immoral language or conduct.
8. Theft.

3.8 Corrective discipline of employees shall be defined as any oral warning, written reprimand, suspension, or discharge.

ARTICLE IV

STRIKES AND LOCKOUTS

- 4.1 The Union agrees that during the entire life of this Agreement there shall be no sanctioned or condoned strike, sit-down, stay-in, slowdown or work interference or curtailment of any kind for any reason. The Union agrees it will not cause, nor will any member of the Union take part in, any picketing of any of the District's schools or buildings.
- 4.2 The Union further agrees it will take prompt affirmative action to prevent or stop unauthorized strikes, sit-downs, stay-ins, slowdowns, picketing or work interference curtailments of any kind by notifying the employees and the public that it disavows these acts.
- 4.3 All stewards and officers of the Union shall take prompt affirmative action to try to prevent any wildcat strikes, sit-downs, stay-ins, slowdowns, picketing or work interference or curtailments of any kind.
- 4.4 The Union agrees that the District shall have the right to discipline (including discharge) any or all employees who violate this Article, providing the Union reserves the right to grievance as to whether the employee was involved in said action.
- 4.5 The Board agrees that during the life of this Agreement there shall be no lockouts and insofar as may be permitted by law the Board hereby waives any right that it may have to sue the Union for damage resulting from unauthorized work stoppages.

ARTICLE V

NON-DISCRIMINATION

- 5.1 The provisions of this Agreement apply to all employees covered by this Agreement regardless of religion, race, color, national origin, age, sex, height, weight, or marital status.

ARTICLE VI

UNION DUES

- 6.1 All secretarial personnel have the right to join or not join the Union. Any employee who chooses to be a member of the union may elect to either join the Union and pay Union dues, or pay to the Union a representative service fee in the amount of which shall be determined by the Union as an employee's pro-rata share of the Union's cost of negotiating and administering the collective bargaining Agreement.

ARTICLE VII

VACATIONS

7.1 260-261 Day Personnel

- 7.11 Beginning with the first fiscal year of employment, employees will earn paid vacation of one (1) day for each month of employment to a maximum of twelve (12) days.
- 7.12 Vacation days earned during the year are to be taken during the following full fiscal year. Example: Vacation days earned in Year 1 are to be taken in Year 2.

Year of Employment	Earn Paid Vacation Days
Year 1	Up to 12
Year 2	12
Years 3-4	15
Years 5 +	20

7.2 252-255 Day Personnel

- 7.21 Beginning with the first fiscal year of employment, employees will earn paid vacation of one (1) day for each month of employment to a maximum of twelve (12) days.
- 7.22 Vacation days earned during the year are to be taken during the following full fiscal year. Example: Vacation days earned in Year 1 are to be taken in Year 2.

Year of Employment	Earn Paid Vacation Days
Year 1	Up to 12
Years 2 – 4	12
Years 5 +	15

7.3 237-240 Day Personnel

- 7.31 Beginning with the first fiscal year of employment, employees will earn paid vacation of one (1) day for each month of employment to a maximum of twelve (12) days.
- 7.32 Vacation days earned during the year are to be taken during the following full fiscal year. Example: Vacation days earned in Year 1 are to be taken in Year 2.

Year of Employment	Earn Paid Vacation Days
Year 1	Up to 12
Years 2 – 4	12
Years 5 +	15

7.4 235 -238 Day Personnel

- 7.41 Beginning with the first fiscal year of employment, employees will earn paid vacation of one (1) day for each month of employment to a maximum of ten (10) days
- 7.42 Vacation days earned during the year are to be taken during the following full fiscal year. Example: Vacation days earned in Year 1 are to be taken in Year 2.

Year of Employment	Earn Paid Vacation Days
Year 1	Up to 10
Years 2 – 4	10
Years 5 +	13

7.5 225 – 227 Day Personnel

- 7.51 Beginning with the first fiscal year of employment, employees will earn paid vacation of one (1) day for each month of employment to a maximum of ten (10) days.
- 7.52 Vacation days earned during the year are to be taken during the following full fiscal year. Example: Vacation days earned in Year 1 are to be taken in Year 2.

Year of Employment	Earn Paid Vacation Days
Year 1	Up to 10
Years 2 – 4	10
Years 5 +	12

- 7.6 Effective September 1, 2021 secretaries will submit a planning calendar to her/his immediate supervisor. All vacation days will be approved in advance by the immediate supervisor via their signature on the planning calendar which will then be forwarded to the Human Resources Department by September 10 for the 2021-22 school year, and then annually by June 30th. Vacation days may be changed up to April 1st of each school year at which time the planning calendar will become permanent.
- 7.7 Vacations may be taken during the time school is in session, with approval from the immediate supervisor and the Human Resources Administrator or her/his designee, and shall be taken the school year following the year in which they are earned. After April 1st deviations from the permanent planning calendar need to be approved by the immediate supervisor and the Human Resources Administrator or her/his designee via the Contract Extension Request Form. Substitute clerical personnel may replace secretarial/clerical personnel on vacation, as requested by the immediate supervisor and the approval of the Human Resources Administrator or her/his designee
- 7.8 If agreement regarding vacation approval cannot be reached between the supervisor and the secretary, the secretary may appeal the decision/inaction to a committee composed of two (2) representatives of the

administration, appointed by the Human Resources Administrator and two (2) representatives of the Union, appointed by the Union President. A majority of the committee must overturn the original determination. The decision of the committee will be final and non-appealable. While the committee decision is pending, no loss of days will occur.

7.9 Vacation days shall not be accrued from year to year. By June 30 of each year all the vacation days for that year must be used and may not be carried over to the next fiscal year. Unused earned vacation days will be considered an extension of the secretaries' contracted work days and will be paid in the pay period following the last day of the secretary's work year and will be capped five (5) days. Days remaining after five will be lost.

If any district building is scheduled to be closed the week in which the Fourth of July holiday occurs, those secretaries at closed buildings will make arrangements through her/his immediate supervisor to work in a different location or use vacation time, compensation time, or unpaid days during this week. Prior approval from the immediate supervisor and the Human Resources Administrator or her/his designee must be requested at least two weeks before the Fourth of July week.

7.10 If accumulated vacation time, or compensatory time is available, it may be used on the day preceding or the day following a paid holiday, with the one-week prior approval of the immediate supervisor.

7.11 An employee hired the first (1st) through the fifteenth (15th) day of the month will earn one (1) vacation day for that month. An employee hired after the fifteenth (15th) day of the month will earn one-half (1/2) vacation day for that month.

7.12 Fiscal year is July 1 - June 30

7.13 Vacation days will be paid based on the regular number of daily hours worked in the year when vacation time is earned. Part time employees will have the paid vacation day prorated.

ARTICLE VIII

HOLIDAYS

8.1 260-261, 252-255, and 237-240 Day Personnel shall be granted the following paid holidays:

December 30	Thanksgiving Day	Memorial Day
New Year's Eve Day	Day after Thanksgiving	Good Friday, except when school is in session
New Year's Day	Labor Day	Personal Holiday
Christmas Eve Day	Independence Day	Christmas Day
December 26	MLK Day	

8.2 225-227 and 235-238 Day Personnel shall be granted the following paid holidays:

December 30	Thanksgiving Day	Memorial Day
New Year's Eve Day	Day after Thanksgiving	Good Friday, except when school is in session
New Year's Day	Labor Day	Personal Holiday
Christmas Eve Day	Christmas Day	December 26
MLK Day	Independence Day (Extended School Year Employees, only)	

8.3 In order to qualify for pay for holiday, an employee (unless ill or previously approved) must work the scheduled day preceding a holiday and the scheduled day after if these days are normal working days.

- 8.4 A compensatory holiday will be granted when a paid holiday falls on Saturday or Sunday.
- 8.5 All secretarial/clerical personnel, after completion of a satisfactory probationary period, shall be eligible for holiday pay.
- 8.6 Employees required to work any of the above holidays shall receive double time for hours worked in addition to the regular holiday pay.
- 8.7 Holidays will be paid based on the regular work day hours in the current school. Part time employees will have the paid holiday prorated.
- 8.8 FURLOUGH DAYS: For the 2016/17 and 2017/18 school year only the 4th snow day will be an unpaid furlough day in each school year.

ARTICLE IX

SENIORITY

- 9.1 Seniority will begin with the first day of employment as a regular employee within the bargaining unit.
- 9.2 If two or more employees have the same "Seniority Date" they will have their positions on the "Seniority List" decided by a lottery system, upon completion of their probationary period. The President of the Union or her designee will meet with the Administration to conduct the lottery. Employees involved may be present at the lottery.
- 9.3 An employee's seniority shall terminate when:
 - 9.31 an employee resigns or is discharged.
 - 9.32 an employee retires.
 - 9.33 an employee violates the terms of a leave of absence.
 - 9.34 an employee is absent without properly notifying the management unless a satisfactory reason is given.
 - 9.35 an employee fails to return to work and does not give a satisfactory reason within three (3) days after being notified to do so by management via certified mail.
 - 9.36 an employee is laid off for a continuous period equal to seniority she had acquired at the time of such layoff.
- 9.4 An employee who takes another position with the Plymouth-Canton Community School District shall not continue to earn seniority in this bargaining group while in such position. If this person returns to the bargaining unit, she will receive only the seniority she accumulates up to the time of leaving this bargaining unit.

ARTICLE X

PROBATION

- 10.1 A probationary period of ninety (90) working days will be served by all new employees. No fringe benefits will be received until after the satisfactory completion of the probationary period. Probationary period may be waived by the employer.

ARTICLE XI

SCHOOL CANCELLATION

- 11.1 All regular seniority employees will be paid for any day when school is canceled by an Emergency School Closing, such as storms, etc. This provision will result in no loss of pay nor increase in pay as a result of an Emergency School Closing day that must be rescheduled.

ARTICLE XII

POSTINGS, PROMOTIONS and VOLUNTARY TRANSFERS

- 12.1 All vacancies and new positions will be posted with five (5) workdays after the vacancy occurs. The position will be posted for five workdays and filled within twenty (20) workdays after the posting closes unless both parties mutually agree to extend any timelines.

Vacancies and new positions will be posted as a general posting for both Union members and external candidates and will be filled with the most qualified applicant, as determined by the administration, for the position using criteria such as training, experience, attitude, seniority, health and ability to get along with others.

Any Union member having made an application for an open position shall be given full consideration; all applicants will be notified of subsequent hiring. However, Union members, who meet the posted qualifications, will be interviewed before external applicants are interviewed.

Upon the Union member's request, a Union member who was not selected for a posted position will at least be given verbal feedback from the administrator about the reason(s) he/she was denied the position.

Both parties recognize the need for flexibility when a Union member is selected for an open position; therefore, administration will determine when the Union member begins the assignment.

All positions will be posted at the Administration Building and on the district website when school is not in session.

- 12.2 On promotion to a higher classification, an employee within the Union will not take a decrease in salary and will be placed on the first step in the new classification, which gives the secretary an increase in her/his hourly rate of at least \$0.25 per hour.

- 12.3 An employee who has successfully accepted a promotion will not be eligible to make application for another position for a period of one (1) year unless mutually agreed between the employee, administration, and Human Resources Administrator.

- 12.4 Members of the bargaining unit can request a voluntary transfer to other assignments in the district provided that the member made a confidential request in writing to the Union President and the Human Resources Administrator or her/his designee. Voluntary transfers can only be considered when professional differences among the parties in the job location are irreconcilable and all resolutions to improve the situation have been attempted. Transfers cannot be used to avoid poor evaluations or potential disciplinary consequences.

In order for the transfer to be considered, a bona fide vacancy must exist in a same or lower classification and within the same length of work year or less. The employee must also meet the qualifications of the vacant position to be considered for a transfer.

Before a transfer can be considered, the Executive Director or her/his designee will discuss the transfer with all administrators and employees involved in this possible change of assignment. The Executive Director or her/his designee will notify the Union President of the final decision with regards to the transfer and this decision cannot be appealed or grieved. An employee who was transferred will not be eligible to make application for another position for a period of one (1) year.

This section on Voluntary Transfers will not limit or restrict the administration's right to exercise an involuntary transfer when necessary, consistent with Article II, section 2.12. The Union will be notified of all involuntary transfers and be presented the reasons for the involuntary transfer.

ARTICLE XIII

POLICY OF WORK

- 13.1 To maintain efficiency, temporary assignment (s) may be made by the administration in each department or school location in consultation with the Human Resources Administrator or her/his designee. Each temporary job assignment shall not exceed 90 workdays annually.

Before the 91st day, the temporary assignment can be extended if the District and the Union mutually agree. If agreement cannot be reached, then the temporary assignment must either be vacated or a new position must be created and posted through the job reclassification committee.

Temporary assignments must first be offered to Union members who are interested, or a member who has had their position reduced during the current year, provided the members meet the qualifications and have completed their regular work year.

By September 1st and/or March 1st of each year, Union members who are interested in a temporary assignment must notify the Human Resources Administrator that he/she is available. The list will be provided to the Union president.

Temporary assignments will be paid at the substitute rate.

- 13.2 Secretaries to Principals - District-wide - shall have the right each year in July to opt for a shorter work year upon written mutual agreement between the employee and the Human Resources Administrator, or her/his designee.
- 13.3 Effective September 1, 2021, all secretaries who are not working in the high school, middle school, elementary school and Curriculum Center that work 7.5 hours per day may opt to work 8 hours per day during the school year but will remain at 7.5 hours per day in the summer. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested.

Effective June 30, 2013, all high school, middle school, elementary school and Curriculum center secretaries who work 8 hours per day may opt to work 7.5 hours per day. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested.

All 260-261-day employees shall have the right to opt for a short work year down to 237-240 days with prior approval.

Lunch time will not be considered a part of the workday.

- 13.4 Employees may take a break of not to exceed fifteen (15) minutes in the first half of the workday and not to exceed fifteen (15) minutes in the second half of the workday. Time of break shall be determined cooperatively by the employee and her immediate supervisor. Abuse of break may result in cancellation for offending employee.

- 13.5 Paid holidays are to be considered time worked for those employees eligible.
- 13.6 Regular secretarial personnel, if qualified, may apply to substitute during that period which they are not regularly employed, and will be paid on a substitute basis.
- 13.7 The need for co-op office workers will be determined by the supervision of the respective location, meeting with the Executive Director for Business and the Human Resources Administrator, between August 20 and September 4 for the following fiscal school year. Factors involved will include the size of the school, number of students, number of certified and classified school personnel, availability of a public address system and the school program. It is not the intended purpose to eliminate secretarial positions.
- 13.8 An employee may, only at her/his discretion, administer medication or first aid to students.
- 13.9 At the time of employment, the Human Resources Administrator or his designee shall evaluate all previous experience for step placement on the salary schedule.
- 13.10 Full time employment is defined as 37.5 to 40 hours per week. Part time is defined as less than 37.5 hours per week.

ARTICLE XIV

OVERTIME

- 14.1 Overtime pay at the rate of time and one-half for hours worked over forty (40) hours per week will be paid when approved in advance by immediate supervisor. Regular salary rate will be paid for any hours worked over 37.5 hours to 40 hours per week.
- 14.2 Compensatory time and one-half off, in lieu of overtime salary for hours worked over forty (40) hours per week, may be granted when mutually agreed upon by the employee and her/his immediate supervisor.
- 14.3 Compensatory time may be granted for adjusted workweek when mutually agreed upon by the employee and her/his immediate supervisor.
- 14.4 Secretaries will be paid overtime per a list of mutually agreed upon events. No overtime will be permitted in the future, outside of these events, without prior written consent of the secretary, supervisor and personnel department except in an emergency situation where it is the duty of the secretary to remain. Emergency shall be defined as a student or job-related situation. Compensation for the emergency time will be resolved at a later date. Secretaries who choose to stay beyond her/his scheduled work day without the signed written agreement will not be compensated for that time as either overtime pay or compensatory time. If a secretary is in a position that is remaining at 7.5 hours per day, and must remain after for up to one half hour on a given day, this time will be paid at the regular rate. All compensatory time must comply with the above.

On occasions when there is an emergency, it may be necessary for a secretary to stay beyond her/his respective day. If this situation occurs during a 7.5-hour workday, the secretary will be paid for the first additional half hour at her/his regular hourly rate and can accumulate compensatory time up to a total of 24 hours for any additional work hours after eight (8) hours. Secretaries can accumulate compensatory time up to a total of 30 hours. Compensatory time may be accumulated, during the school year only, and must be taken by June 30 of each year.

ARTICLE XV

INSURANCE

- 15.1 HEALTH INSURANCE. The Plymouth-Canton Community Schools agrees to adhere to the hard cap provision set forth in PA152. The district will pay for health care expenditures each year not to exceed the hard cap limits set forth in PA152, for single subscriber, employee and spouse and full family coverage for full time employees. Employees who are insured through the district program will contribute the amount that exceeds the hard cap limit. These contributions will be payroll deducted.

The Board reserves the right to bid and name the carrier for any portion of the plan, including prescription co-pay. If there is a change in the insurance plans during the life of this agreement, the Board agrees to meet with the Plymouth-Canton Educational Office Personnel to discuss those changes and possible implementation. *See Appendix A for details.*

- 15.11 For personnel employed on a part time basis Blue Cross Hospital-Surgical Master Medical Insurance will be provided, if desired, with the premium to be paid by the employee on a pro-rata basis.

- 15.12 The District maintains the right to change insurance carriers if same benefits are provided.

15.2 Life Insurance:

- 15.21 Plymouth-Canton Community School District will provide for a term life insurance policy for each regular 7.5 hour/day or more, full time, secretarial/clerical employee. *See Appendix A for details.*

- 15.22 For personnel employed on a part time basis, life insurance will be provided if desired, with the premium to be paid by the employee on a pro-rata basis; the same pro-rata basis shall apply to all fringe benefits.

15.3 Long Term Disability

- 15.31 The Plymouth-Canton Community School District will pay the full premium for income protection insurance as provided under the District's current Long-Term Disability (L.T.D.) policy and subject to the terms and conditions of the carrier. *See Appendix A for details.*

15.4 Dental:

- 15.41 Plymouth-Canton Community Schools' Board of Education shall pay the cost of dental coverage up to full family coverage. *See Appendix A for details.*

- 15.42 Effective July 1, 1995 the District will implement Coordination of Benefits Sufficing for Dental Insurance. (per Memo of Understanding, August 3, 1995) All members of the bargaining unit who have coverage available from another source as a paid benefit of employment (e.g. spouse or second employer) shall be placed in a 50% suffix if:

1. The second policy has coverage of at least 50% for basic coverage and 50% for major services.
2. If the benefit levels under the other carrier are less than 50% in any of the two (2) categories, the employee upon reasonable presentation of proper documentation shall not be placed in the 50% suffix and shall remain in the 80/80/80 suffix.

3. Individuals, who are employees of the District as of June 13, 1995 and who may be impacted as to orthodontics as a result of this change, will have their situation reviewed and addressed on a case-by-case basis so that coordination of benefits does not adversely affect current orthodontic coverage contractually available to those employees
- 15.5 Vision: Plymouth-Canton Community Schools' Board of Education shall pay the cost of Plan II Vision Insurance. *See Appendix A for details.*
- 15.51 Family Coverage -The Board shall provide Vision Insurance through Meritain Health at the benefit level listed below, for all full-time employees.
- 15.6 The Board shall not be liable for disputes between insurance carriers and employees provided that the Board has properly transmitted insurance premiums.

ARTICLE XVI

LEAVES OF ABSENCE

- 16.1 Sick Leave:
- 16.11 237-240, 252-255, and 260-261 day personnel will be entitled to earn sick leave of one work day with pay for each month of service beginning with the month of hire and cumulative to 148 days.
 - 16.12 225-227 and 235-238 day personnel will be entitled to earn sick leave of one work day with pay for each month of service beginning with month of hire and cumulative to 140 days.
 - 16.13 On July 1 of each fiscal school year, 237-240, 252-255, and 260-261 personnel shall be credited with twelve (12) sick leave days. 235-238 day personnel, on the day they return to work from the summer break, shall be credited with eleven (11) sick leave day. 225-227 day personnel, on the day they return to work from summer break shall be credited with ten (10) sick leave days.
 - 16.14 Employees returning from sick leave or extended leave may be requested to present a doctor's statement that the employee is able to return to work.
 - 16.15 Consideration will be given for the use of accumulated sick days in cases of family illness, when recommended by the immediate supervisor.
 - 16.16 The District reserves the right to have an employee examined by a physician at any time.
 - 16.17 Sick time will be paid based on the regular work days hours in the current school year.
 - 16.18 Effective March 29, 2019 employees working 25 or more hours per week for more than 25 weeks per year are required to receive one hour of paid medical leave for every 35 hours worked. Employees may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave.
 - 16.19 Catastrophic Sick Bank:
 1. All employees will donate one sick day in the 2021/2022 school year to form the P.C.A.E.O.P. Catastrophic Sick Bank. Employees who retire from P-CCS or resign from P-CCS will donate all remaining sick days to the P.C.A.E.O.P. Catastrophic Sick Bank. If the bank falls below 300 days, the P.C.A.E.O.P. has the right to assess individual contributions from all employees to whatever extent is needed.

2. A Catastrophic Sick Bank committee will govern the use of the Catastrophic Sick Bank. The committee will consist of two (2) individuals appointed by the Human Resources Administrator and two (2) individuals appointed by the P.C.A.E.O.P. President. The committee will convene whenever there is a written request by an employee to the Human Resources Administrator with a copy to the P.C.A.E.O.P. President. The committee will make its decision when a majority approves the use of P.C.A.E.O.P. Catastrophic Sick Bank days and the decision shall be final.
3. Days from the bank will be available for illness of the employee only and not apply to requests related to family illness, bereavement, etc. Requests will be considered for catastrophic situations which are sudden, unexpected, and of a long-term nature. The bank is not intended to remove the obligation and expectations that sick leave is to be used only as needed and that each employee must be accountable for the amount of sick time he/she may have accumulated.
4. The committee will consider requests for use of the P.C.A.E.O.P. Catastrophic Sick Bank provided:
 - a. The personal sick leave accumulated and thirty (30) day extension bank will be exhausted.
 - b. Use of the bank days will cease when the employee becomes eligible for long term disability (LTD) coverage.

16.2 Workers' Compensation:

- 16.21 As required by law, all employees of this Agreement are covered by the Michigan Worker's Compensation Act.

16.3 Maternity Leave:

- 16.31 The Plymouth-Canton Community School District shall grant a leave of absence for maternity, without pay or benefits, to any regular secretarial/clerical employee who has been employed for one year or more, upon written request for such leave and upon proper certification of pregnancy by the employee's physician. Seniority shall accrue to the employee while on a maternity leave of absence. Health insurance shall be continued while the employee is on leave equal to the length of coverage provided by COBRA provided remittance of 100% (full) of the premium is received by the first of each month.

- 16.32 An employee upon notification of pregnancy must notify her/his immediate administrative supervisor and shall be permitted to remain on their regular work until they have become disabled. At the end of their seventh (7th) month of pregnancy the employee will be required to submit a physician's report indicating her/his ability to work. Returning from an approved maternity leave will be contingent upon an appropriate opening in the District. If no opening occurs, an employee will be assigned to the first appropriate opening she is capable of filling.

- 16.33 Maternity leave of absence may be for a period of two (2) full years if so requested by the employee.

16.4 Personal Business:

- 16.41 TWO PERSONAL BUSINESS DAYS PER YEAR may be granted upon the approval of the immediate administrative supervisor. Days approved are deducted from the employee's sick bank. Substitute secretaries may replace personnel using personal business leave.

- 16.42 ONE ADDITIONAL PERSONAL BUSINESS DAY may be granted without the approval of the immediate administrative supervisor to those employees having thirty (30) days or more in the sick leave bank. Personal business days are deducted from the employee's sick bank. Substitute secretaries may replace personnel on personal leave.

- 16.43 ONE-HALF ADDITIONAL PERSONAL BUSINESS DAY may be granted without the approval of the immediate administrative supervisor to those employees having more than eighteen (18) days and less than thirty (30) days in the sick leave bank. Personal business days are deducted from the employee's sick bank. Substitute secretaries may replace personnel on personal leave.
- 16.44 Secretarial/clerical personnel will use prudent good judgment in notifying immediate administrative supervisor prior to using personal business days.
- 16.45 When there is a request for personal business days, the immediate supervisor may grant any portion of the time under personal business with the remaining portion being assumed by the applicant with loss of pay.
- 16.46 Denial of the request for a personal business day may be appealed to a committee composed of two (2) representatives of the administration, appointed by the Human Resources Administrator and two (2) representatives of the Union, appointed by the Union President. A majority of the committee must overturn the original determination. The decision of the committee will be final and non-appealable.
- 16.47 Personal business days cannot be used for time immediately before or after an established holiday for additional vacation unless it is a non-student day.
- 16.5 Extended Leaves of Absence:
- 16.51 Any regular office employee, in the full-time service of the School District of one year or more, without pay or benefits, may make application for a leave of absence in writing to the Human Resources Administrator. Seniority shall accrue to the employee while on a extended leave of absence. Health insurance shall be continued while the employee is on leave equal to the length of coverage provided by COBRA provided remittance of 100% (full) of the premium is received by the first of each month.
- 16.52 Leave of absences for personal or family health reasons in the immediate family, as defined in Section 16.71, shall be granted upon verification by the attending physician. Seniority shall accrue to the employee while on this leave of absence. Health insurance shall be continued while the employee is on leave equal to the length of coverage provided by COBRA provided remittance of 100% (full) of the premium is received the first of each month.
- Leaves of absence for personal circumstances of a highly unusual or compelling nature, may be granted only upon the approval of the immediate supervisor and the Human Resources Administrator.
- 16.53 Notice of intention to return or resign must be sent to the Human Resources Administrator prior to one month before the expiration date of the leave. Failure to provide such notice shall be equivalent to a resignation.
- 16.54 When returning from a leave of absence of one month or longer, or after an accident or surgery, office employees must obtain a certificate of good health from a doctor designated by the District.
- 16.55 Employees granted a leave of absence will have the position held open for ninety (90) calendar days unless the request for leave exceeds ninety (90) days. A position may be held for longer than ninety (90) calendar days upon approval by the Human Resources Administrator or her/his designee. Bargaining unit members granted leaves longer than ninety (90) calendar days will be reinstated in positions that are the same or similar to the ones held when granted the leave, if available. If no same or similar position is available, the employee will be placed in the first available position at or below her/his classification level.
- 16.56 Upon notice of intent to return, the Human Resources Administrator shall reply as to the status of existing positions and the options available to the employee. Such reply shall be forwarded to the

employee and the President of the Union. If an available option is not exercised within one (1) week, the employee's leave will be canceled and employment terminated.

16.57 Vacation time, accumulation of sick leave and other employee benefits shall not be accrued during personal leaves of absence, but they shall be retained.

16.6 Leave for Jury Duty & Subpoena Witness:

16.61 Recognizing it is the obligation of every citizen to serve as a juror when called upon to do so, an employee called for jury service or subpoenaed, as a witness will be granted leave with full pay. However, the money earned as a juror, except the money received for mileage, shall be deducted from the pay, which would normally be earned while serving as a juror. This provision to apply in the event the Employer is unable to obtain a waiver of such duty.

16.7 Bereavement:

16.71 In the event of a bereavement in an employee's immediate family, a seniority employee may take up to five (5) working days of his accumulated sick leave, with pay, at the time of bereavement. Immediate family is construed to mean wife, husband, children, parents, brother, sister, grandparents, mother-in-law, father-in-law. Additional days may be granted in extenuating circumstances, or to travel long distances for funeral services, providing said time has been approved. One day off will be granted for brother-in-law, sister-in-law and spouse's grandparents.

16.8 Union Days:

16.81 The Union shall be granted the use of ten (10) days per year for the purpose of Union business or membership related activities upon prior notification to the Human Resources Administrator. These days can be used as full days per member or in any hourly increment as requested by the Union President and will be tracked by the Human Resources office. Notification will include the name of the member(s) and the assignment(s) and the incremental hourly usage requested.

ARTICLE XVII

PROFESSIONAL PROBLEMS

17.1 Grievance Procedure:

17.11 A grievance shall be defined as a written complaint by an employee in the bargaining unit or the Union alleging a violation, misinterpretation or misapplication of the specific terms of this Agreement.

17.12 Working days shall be Monday through Friday, excluding holidays.

17.13 Time limits may be extended by mutual agreement, which will not be unreasonably withheld provided the grievance is initiated per the contractual time limits.

17.14 Any grievance not processed to the next step of the grievance procedure within the specified time limit shall be deemed settled on the basis of the last written decision rendered.

17.15 A grievance not answered within the specified time limit may be processed to the next step of the grievance procedure.

17.16 No grievance shall be processed based on the occurrence of a condition prior to the execution of this Agreement.

17.2 Grievance Procedure (All grievances must be handled by the following procedure):

17.21 Prior to the initiation of the formal grievance procedure, the employee shall discuss the problem with the immediate supervisor whose action led to the alleged contract violation. Every effort shall be made to resolve the problem informally. This initial step will be taken by the employee individually. However, in cases where two (2) administrators are present at this meeting, the employee may request a Union representative be present.

17.22 Step 1 The employee shall, within five (5) working days from when of the alleged occurrence is discovered, discuss her/his problem with her/his supervisor at an informal conference.

An employee not satisfied with a personal conference with her/his supervisor may take her/his problem to the committee for consultation. The committee chairperson may visit the supervisor in a further effort to resolve the grievance, the visit shall occur within five (5) working days after the event giving rise to the problem. The supervisor shall give her/his decision within three (3) working days.

17.23 Step 2 If the problem is not resolved in the informal conference it shall be reduced to writing, clearly stating the claimed basis for the grievance and shall be signed by the employee and presented to the supervisor by the committee chairperson within five (5) working days following the decision reached at the informal conference of this procedure. The written grievance may be presented to and discussed with the supervisor by no more than two (2) committee representatives accompanied by the employee at the discretion of the committee. Delivery of a grievance shall also be made to the Human Resources Administrator or her/his designee, and must be time stamped. Within five (5) working days after receiving the written grievance, the supervisor shall communicate his decision in writing, together with the supporting reasons to the committee chairperson and employee.

17.24 Step 3 Within seven (7) working days after delivery of the supervisor's decision, the grievance may be appealed to the Superintendent or his designee, by the committee chairperson. 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 copies of previous decisions. Within ten (10) working days after delivery of the appeal, the Superintendent, or her/his designee, shall investigate the grievance and shall communicate, in writing, his reasons to the committee chairperson, and to the supervisor. As part of his investigation the Superintendent, or her/his designee, may give the aggrieved employee and also to the committee chairperson an opportunity to be heard.

17.25 Step 4 Arbitration: Any unresolved grievance which related to the interpretation, application or enforcement of a provision of this Agreement or any written supplementary agreement and which has been fully processed through the last step of the grievance procedure may be submitted to binding arbitration by either party in strict accordance with the following:

Arbitration shall be invoked within ten (10) working days of the decision in Step 3 by written notice to the other party of intention to arbitrate. If the parties are unable to agree upon an arbitrator within seven (7) working days of such notice the parties desiring arbitration shall refer the matter to the American Arbitration Association for the selection of an impartial arbitrator and determination of the dispute in accordance with all applicable rules of the American Arbitration Association except where expressly provided otherwise in this Agreement.

17.251 The arbitrator, the grievance committee chairperson, or the employer may call any employee as a witness in any arbitration hearing.

17.252 Each party shall be responsible for the expenses of the witnesses that they may call.

17.253 The arbitrator shall have no power to rule on any matter not involving any alleged violation of specific provisions of this Agreement, nor to rule on contents of an evaluation, termination of a probationary employee or to interpret state or federal statutes.

17.254 The arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new agreement, or to substitute his discretion for that of any of the parties hereto.

17.255 The decision of the arbitrator shall be final, conclusive and binding upon employer, employees, and the Union.

17.256 The expenses of the arbitrator shall be shared equally by the parties.

17.257 There shall be a standard grievance form for all levels. The employee may ask a member of the committee for help in filling out this form.

ARTICLE XVIII

PROFESSIONAL IMPROVEMENT & PROFESSIONAL DEVELOPMENT

18.1 Upon prior approval and satisfactory completion of job-related coursework designed for professional improvement from any educational provider, regular full and part time employees shall be eligible for reimbursement of tuition. To be eligible for reimbursement, prior approval for any course work must be given by the Human Resources Administrator or her/his designee.

Union members enrolled in a degree-seeking program at the college level must submit an educational plan of study, must have prior approval for those job-related courses, and must receive an "S" (satisfactory) or "C" or better grade before the tuition can be reimbursed.

One-time option throughout time of employment to receive reimbursement for one educational related course with prior approval (not job specific, but in educational field).

Applications for tuition reimbursement must be submitted on the district form. The request for reimbursement must be submitted at least one (1) month prior to taking the class. Administration will approve or not approve the request at least two (2) weeks prior to the start of the class. These timelines will be followed unless extenuating circumstances provide reasons to vary this requirement.

Union members who are denied tuition reimbursement can appeal the decision to a Joint Tuition Reimbursement Committee who will examine and review those requests that are denied. The committee will be composed of three (3) members appointed by the Human Resources Administrator and three (3) members appointed by the Union president. The final decision of the committee regarding the Union member's appeal will be made through consensus.

18.2 A joint Professional Development Committee will be formed for the purpose of determining professional development activities throughout the year, beginning with the 2003-2004 fiscal year. Three (3) half-day in-service/training sessions when students are not in session will be developed and provided to the secretaries throughout the year.

MENTORING

18.3 For the first 2 years of his/her employment, a member of the Plymouth-Canton Association of Education Office Personnel Local 6172 shall be assigned, pursuant to the procedure below, a mentor. If compensation is offered by the Board, all mentors will be paid at the same rate of \$200 per year, \$100 for half a year.

18.4 The mentor(s) shall provide professional support and guidance to the secretarial personnel.

- 18.5 Mentors shall be appointed as follows:
- a. Participation as a mentor shall be voluntary.
 - b. Mentors will be assigned on an individual basis to a secretary.
 - c. The Association shall be notified of secretaries who require a mentor and the building location.
 - d. The mentor(s) for each new secretarial personnel shall be selected by the Association President and the Human Resources Department.
 - e. A mentor check list and mentor contact time log will be provided to each mentor at the beginning of each year. This contact log will be turned into the Association President and the Human Resources Department at the end of the year.
 - f. Mentors must be an association member for at least 3 years.
- 18.6 Each mentor/teacher team will be allowed to use up to two (2) mentor days over the two (2) years. Use of these days will be determined by the mentor/mentee.
- 18.7 Neither the mentor nor the mentee shall be permitted to participate in any matter related to the evaluation of the other. Further, the mentor shall not be called as a witness in any grievance or administrative hearing involving the evaluation or work performance of the mentee to whom he/she has been a mentor. In addition, the mentee shall not be called as a witness in any grievance or administrative hearing involving the evaluation of work performance of the mentor, if applicable.

ARTICLE XIX

RETIREMENT ALLOWANCE

- 19.1 In appreciation for services to the School District, a retirement payment of one hundred dollars (\$100.00) (effective August 1, 1986) per year of continuous service, up to thirty (30) years, shall be paid upon retirement, provided the employee shall have been employed in the School District for at least ten (10) years and is eligible and has made application for Michigan School Employees' Retirement Fund benefits. Payment will be made upon evidence that application has been made with reasonable assurance that the retiring employee qualifies and begins collecting benefits upon their retirement from the District.

ARTICLE XX

STAFF REDUCTION

- 20.1 Should a staff reduction become a necessity the following guidelines shall be utilized:
- 20.11 The Union will be notified 45 calendar days prior to any layoff.
- 20.12 Employees to be laid off shall be notified in writing 15 calendar days prior to the effective date of lay off. The Union shall be copied on any layoff notice.
- 20.13 Reduction shall begin by identifying the position to be eliminated in a particular classification.
- 20.14 If Union members are displaced from their assignments, administration will confer with the Union to mutually agree on a subsequent placement before the contractual process moves forward. The parties will consider all factors including but not limited to placing displaced members into existing vacancies, the qualification of the employee, the length of work year and/or workday. If mutual agreement cannot be reached among the district, the Union and the employee, then the staff reduction process will proceed.

- 20.15 An employee reduced from her/his affected position due to a reduction in force, will then displace the employee with the least bargaining unit seniority within the same classification level-provided the displaced employee is qualified to perform the functions of the job. Qualifications will be determined by the posting used for that position.
- 20.16 If the employee cannot displace a less senior employee in her/his classification, he/she would displace the least senior employee in a lower classification level provided the displaced employee is qualified to perform the functions of the job.
- 20.17 If a Union member's work year is reduced because of the displacement procedure (for example being displaced from a 260-261 day to a 225-227 day assignment), he or she will be given the first opportunity for any temporary position during the summer at her/his current rate of pay.
- 20.18 Employees who cannot displace other employees will be laid off.
- 20.19 To fill vacancies which occur after a reduction, employees who have been laid off shall be recalled in descending order of bargaining unit seniority and shall be given the first opportunity within their former classification level or below provided she/he meets the qualifications for the position.
- 20.20 Under no circumstances will an employee gain a higher classification due to a lay off. This provision shall not prevent any employee on lay off applying for and being awarded a position.
- 20.21 Recalled employees shall maintain all previously accrued benefits. Time on lay off will not be counted toward bargaining unit seniority. For example, an employee on lay off for 20 days, will have 20 days subtracted from their group seniority date.
- 20.22 Laid off secretaries shall remain on the recall list for the length of time equal to the time of service in the bargaining unit at the time of layoff.
- 20.23 If a laid off or displaced employee accepts a position in a lower classification and a vacancy occurs in a position with the same job title within two years, the employee shall have the right to that position. Refusal to accept the vacancy will result in the loss of this right.
- 20.24 Laid off employees who refuse recall to a position within their former classification and for which they are qualified will be terminated from employment.

ARTICLE XXI

CLASSIFICATION LEVELS

- 21.1 A committee will be formed consisting of three (3) members of the P.C.A.E.O.P. and three (3) members of administration. The purpose of this committee would be to review and determine placement of any classification changes, reclassifications or new positions created within this bargaining unit. It would take a majority of the six members in order to make any changes, addition or correction to the Secretarial Salary Schedule. The committee would be convened upon request of either the Union or administration.
- 21.2 It is hereby agreed by and between the parties that effective July 1, 1999, a committee will be formed composed of three representatives appointed by the Union and three representatives appointed by the Human Resources Administrator. This committee will hear appeals from individuals in those positions that seek to increase to an eight-hour day. The decision of the committee must be by consensus and is not appealable.
- 21.3 Only the six-member Classification Committee will have access to criteria with which points are assigned to positions.

Before a new classification is posted, the Committee will meet to determine the "temporary" level (Article XXI). At the end of six months the employee will be given a Plante-Moran questionnaire. The Committee will review and establish the appropriate level within 30 days of receipt of the completed questionnaire.

Classifications which have been created since the Plante-Moran study was initiated will be reviewed and placed at the appropriate level on the P.C.A.E.O.P. salary schedule effective July 1, 1998. No new classifications will be placed on July 1, 1998 P.C.A.E.O.P. salary schedule until properly evaluated by the Classification Committee using Plante-Moran criteria.

ARTICLE XXII

LONGEVITY

22.1 Longevity:

22.11 All employees who have completed the stated number of years in regular full-time employment within the bargaining unit in the Plymouth-Canton Community School District, shall be eligible for longevity in accordance with the following schedule and provisions upon the recommendation of an administrative committee:

After 7 years	1.0%
After 8 years	1.5%
After 10 years	2.0%
After 12 years	2.5%
After 14 years	3.0%
After 15 years	3.5%
After 16 years	4.0%
After 17 years	4.5%
After 18 years	5.0%
After 20 years	5.5%

22.12 All new employees new to the bargaining unit, hired after February 1, 2010, who have completed the stated number of years in regular full-time employment in the Plymouth-Canton Community School District, shall be eligible for longevity in accordance with the following schedule and provisions upon the recommendation of an administrative committee:

From 7 – 9 years	\$325
From 10 - 14 years	\$450
From 15 - 19 years	\$650
20 + years	\$800

ARTICLE XXIII

SALARY SCHEDULE

23.1 SALARY CALCULATIONS

2021/22 – Step increase, remove step 0 after step increase. Add \$1.00 to all steps and levels on salary Schedule

- A \$1,000.00 off-schedule bonus for all secretaries that physically worked for P-CCS in the 2020-21 school year or were on paid leave of absence and are employed at the time of ratification will be paid on the October 10th paycheck. Those working less than the entire year will be prorated.

2022/23 – Step increase. Add \$1.00 to all steps and levels on salary schedule.
2023/24 – Step increase. Add \$0.50 to all steps and levels on salary schedule.

23.2 WAGE RATE

23.21 A new employee hired prior to January 1 of an effective schedule rate increase will proceed to the next step of the salary schedule. An employee hired after January 1, will not proceed to the next step until the following effective schedule rate increase.

23.22 The increment date for all secretarial employees shall be July 1, of each year.

23.3 WORK LOAD

Effective upon ratification by both parties, the Board and the Union agree to form a Joint Committee composed of equal number of bargaining unit members and Administrative representatives, to meet as needed to address ongoing issues between the parties. Examples of topics to be reviewed, but not limited to, include work load issues, additional training needs, changing job responsibilities, and work year concerns. Both parties agree that no financial or contractual obligations are attached to any resolutions determined by the committee and that the committee is a problem-solving advisory committee. Resolutions or recommendations made by the committee will be presented to the CORE team for either approval or denial.

ARTICLE XXIV
SECRETARIAL SALARY SCHEDULE

July 1, 2021 - June 30, 2022

Step Increase; Eliminate Step 0; Add \$1.00 to all steps and levels

A \$1,000 off schedule bonus for all employees that physically worked for P-CCS in the 2020/21 school year or were on paid leave of absence and are employed at the time of ratification paid on October 10, 2021 paycheck. Those working less than the entire year will be prorated.

Level 6:	1	2	3	4	5	6	DAYS/YR	HOURS/DAY
		17.00	17.52	18.19	18.68	19.22		
Administrative Secretary (Instruction)							260-261	7.5/8.0*
Administrative Secretary (High School/Starkweather)							237-240	8.0*
Administrative Secretary (Middle School)							237-240	8.0*
Administrative Secretary (Elementary School)							237-240	8.0*
Pupil Accounting							260-261	8.0
Data Entry & Monitoring							237-240	8.0
Secretary Maintenance & Operations (eff 7/1/04)							260-261	7.5/8.0*
Secretary to Director of State and Federal Programs							260-261	7.5/8.0*
Secretary to the Director of Technology							260-261	7.5/8.0*
Substitute Specialist							237-240	8.0*
Secretary Communications & Marketing							260-261	7.5/8.0*
Secretary to Director of School Safety & Security							260-261	7.5/8.0*
Level 5:	1	2	3	4	5	6	DAYS/YR	HOURS/DAY
	16.88	17.35	17.79	18.26	18.75	19.88		
Secretary to Assistant Principal of Activities & Athletics							235-238	8
General Office Manager							237-240	7.5/8.0*
Level 4:	1	2	3	4	5	6	DAYS/YR	HOURS/DAY
	15.62	16.19	16.74	17.43	17.94	19.20		
Secretary (HS Assistant Principal & PCEP Sp. Ed Spvr.)							225-227	7.5/8.0*
Secretary (Curriculum Center)							237-240	8.0*
Secretary (Counseling)							225-227	8.0*
Secretary (Maintenance)							260-261	7.5/8.0*
Secretary (PSES)							260-261	7.5/8.0*
Switchboard Receptionist (Administration)							260-261	7.5/8.0*
Secretary for Preschool							237-240	7.5/8.0*
Office Associate (IPSEP)							260-261	7.5/8.0*
Level 3:	1	2	3	4	5	6	DAYS/YR	HOURS/DAY
	14.95	15.54	16.14	16.61	17.18	18.41		
Assistant Building Secretary							225-227	7.5/8.0*
Office Associate (PSES-Pupil Accounting)							237.240	7.5/8.0*
Office Associate (ASD Programs/Spec Ed) (.5 FTE)							237.240	7.5/8.0*
Office Associate (Virtual Academy)							225.227	7.5/8.0*
Level 2:	1	2	3	4	5	6	DAYS/YR	HOURS/DAY
	14.78	15.34	15.88	16.47	16.96	18.03		

**Effective June 30, 2013, all high school, middle school, elementary school and Curriculum center secretaries may opt to work 7.5 hours per day instead of 8 hours per day. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested. Effective September 1, 2021, all secretaries who are not working in the high school, middle school, elementary school and Curriculum Center that work 7.5 hours per day may opt to work 8 hours per day during the school year but will remain at 7.5 hours per day in the summer. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested*

ARTICLE XXIV
SECRETARIAL SALARY SCHEDULE

July 1, 2022 - June 30, 2023

Step Increase

Add \$1.00 to all steps and levels

Level 6:	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
	18.00	18.52	19.19	19.68	20.22	21.54		
Administrative Secretary (Instruction)							260-261	7.5/8.0*
Administrative Secretary (High School/Starkweather)							237-240	8.0*
Administrative Secretary (Middle School)							237-240	8.0*
Administrative Secretary (Elementary School)							237-240	8.0*
Pupil Accounting							260-261	8.0
Data Entry & Monitoring							237-240	8.0
Secretary Maintenance & Operations (eff 7/1/04)							260-261	7.5/8.0*
Secretary to Director of State and Federal Programs							260-261	7.5/8.0*
Secretary to the Director of Technology							260-261	7.5/8.0*
Substitute Specialist							237-240	8.0*
Secretary Communications & Marketing							260-261	7.5/8.0*
Secretary to Director of School Safety & Security							260-261	7.5/8.0*
Level 5:	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
	17.88	18.35	18.79	19.26	19.75	20.88		
Secretary to Assistant Principal of Activities & Athletics							235-238	8
General Office Manager							237-240	7.5/8.0*
Level 4:	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
	16.62	17.19	17.74	18.43	18.94	20.20		
Secretary (HS Assistant Principal & PCEP Sp. Ed Spvr.)							225-227	7.5/8.0*
Secretary (Curriculum Center)							237-240	8.0*
Secretary (Counseling)							225-227	8.0*
Secretary (Maintenance)							260-261	7.5/8.0*
Secretary (PSES)							260-261	7.5/8.0*
Switchboard Receptionist (Administration)							260-261	7.5/8.0*
Secretary for Preschool							237-240	7.5/8.0*
Office Associate (IPSEP)							260-261	7.5/8.0*
Level 3:	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
	15.95	16.54	17.14	17.61	18.18	19.41		
Assistant Building Secretary							225-227	7.5/8.0*
Office Associate (PSES-Pupil Accounting)							237.240	7.5/8.0*
Office Associate (ASD Programs/Spec Ed) (.5 FTE)							237.240	7.5/8.0*
Office Associate (Virtual Academy)							225.227	7.5/8.0*
Level 2:	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
	15.78	16.34	16.88	17.47	17.96	19.03		

**Effective June 30, 2013, all high school, middle school, elementary school and Curriculum center secretaries may opt to work 7.5 hours per day instead of 8 hours per day. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested. Effective September 1, 2021, all secretaries who are not working in the high school, middle school, elementary school and Curriculum Center that work 7.5 hours per day may opt to work 8 hours per day during the school year but will remain at 7.5 hours per day in the summer. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested*

ARTICLE XXIV
SECRETARIAL SALARY SCHEDULE
 July 1, 2023 - June 30, 2024
 Step Increase
 Add \$0.50 to all steps and levels

<i>Level 6:</i>	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
		18.50	19.02	19.69	20.18	20.72		
Administrative Secretary (Instruction)							260-261	7.5/8.0*
Administrative Secretary (High School/Starkweather)							237-240	8.0*
Administrative Secretary (Middle School)							237-240	8.0*
Administrative Secretary (Elementary School)							237-240	8.0*
Pupil Accounting							260-261	8.0
Data Entry & Monitoring							237-240	8.0
Secretary Maintenance & Operations (eff 7/1/04)							260-261	7.5/8.0*
Secretary to Director of State and Federal Programs							260-261	7.5/8.0*
Secretary to the Director of Technology							260-261	7.5/8.0*
Substitute Specialist							237-240	8.0*
Secretary Communications & Marketing							260-261	7.5/8.0*
Secretary to Director of School Safety & Security							260-261	7.5/8.0*
<i>Level 5:</i>	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
		18.38	18.85	19.29	19.76	20.25		
Secretary to Assistant Principal of Activities & Athletics							235-238	8
General Office Manager							237-240	7.5/8.0*
<i>Level 4:</i>	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
		17.12	17.69	18.24	18.93	19.44		
Secretary (HS Assistant Principal & PCEP Sp. Ed Spvr.)							225-227	7.5/8.0*
Secretary (Curriculum Center)							237-240	8.0*
Secretary (Counseling)							225-227	8.0*
Secretary (Maintenance)							260-261	7.5/8.0*
Secretary (PSES)							260-261	7.5/8.0*
Switchboard Receptionist (Administration)							260-261	7.5/8.0*
Secretary for Preschool							237-240	7.5/8.0*
Office Associate (IPSEP)							260-261	7.5/8.0*
<i>Level 3:</i>	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
		16.45	17.04	17.64	18.11	18.68		
Assistant Building Secretary							225-227	7.5/8.0*
Office Associate (PSES-Pupil Accounting)							237.240	7.5/8.0*
Office Associate (ASD Programs/Spec Ed) (.5 FTE)							237.240	7.5/8.0*
Office Associate (Virtual Academy)							225.227	7.5/8.0*
<i>Level 2:</i>	1	2	3	4	5	6	DAYS/YR	HOURS/ DAY
		16.28	16.84	17.38	17.97	18.46		

**Effective June 30, 2013, all high school, middle school, elementary school and Curriculum center secretaries may opt to work 7.5 hours per day instead of 8 hours per day. The request must be submitted by June 30th each year, and will be in effect for the entire contract year in which it is requested. Effective September 1, 2021, all secretaries who are not working in the high school, middle school, elementary school and Curriculum Center that work 7.5 hours per day may opt to work 8 hours per day during the school year but will remain at 7.5 hours per day in the summer. The request must be submitted by June 30th each year. and will be in effect for the entire contract year in which it is requested*

ARTICLE XXVI
DURATION OF CONTACT

This Agreement, and each of its provisions, shall be effective as of August 25, 2021 and shall continue in full force and effect until June 30, 2024.

IN WITNESS WHEREOF, THE PARTIES HEREUNTO SET THEIR HAND AND SEALS THIS

25th DAY OF August, 2021

Plymouth-Canton Union
Educational Office Personnel

Plymouth-Canton Community Schools

Johnny Mickles
Johnny Mickles, Business Representative

Patti McCain
Patti McCain
President, Board of Education

Bobbi Hejka
Bobbi Hejka, President

Douglas Brooks
Douglas Brooks
Secretary, Board of Education

Mary Whitlark
Mary Whitlark

Kurt Tyszkiewicz
Kurt Tyszkiewicz, Executive Director
Staffing/Student Services/Policy

Lisa Vance
Lisa Vance

Frank Ruggirello Jr.
Frank Ruggirello Jr., Director of
Partnerships and External Affairs

Sharon Britton
Sharon Britton

April Quasarano
April Quasarano

Jer Blajer
Jer Blajer

Alexander Noroyan
Alexander Noroyan

Tracy L. McComb Visnaw
Tracy McComb Visnaw

Danielle Ramos
Danielle Ramos

Appendix A

Clerical

Benefit Summary Sheet

Eligibility Period: 90 calendar days for health/90 working days all other benefits

HEALTH INSURANCE

Company: Blue Cross Community Blue PPO Plan
Telephone: 1-800-637-2227 (claims & I.D. cards)
Internet address: www.bcbsm.com
Outside of Michigan: 1-800-810-BLUE (to locate an out of state provider)
Group/Suffix: 007010262

Benefits:

(SEE ATTACHED SHEET FOR PLAN CHOICE 1, 2, 3, 4 OR 5)

Effective: End of eligibility period
Employee Cost: Amount above hard cap set by PA 152
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents if not done at the time of the event)
Benefit Year: January – December

LIFE INSURANCE

Company: CIGNA
Group: FLX963665 Class 3
Effective: End of eligibility period

Benefit: \$25,000 Term Life

DENTAL INSURANCE

Company: BCBS Blue Dental PPO (www.mibluedentist.com)
Telephone: 1-888-826-8152
Group: #71757
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after eligibility period

Benefit:

COB Sufficing
1. 80/80/80 without other coverage
2. 50/50/50 with other coverage
\$1,000 annual max, \$800 life time ortho max
Benefit year: January – December

LONG TERM DISABILITY

Company: CIGNA
Group: LK62601- Class 4
Effective: 1st of the month after eligibility period

Benefit: 90 calendar day qualifying period
66 2/3% of monthly salary, \$1600 mo. max

VISION INSURANCE

Company: NVA (National Vision Administrators)
Telephone: 1-800-672-7723
Group: 8662
Open Enrollment: May to be effective September 1
(Only time to enroll or add dependents, if not done at the time of the event.)
Effective: 1st of the month after date of hire

BENEFITS

EXAM

IN-NETWORK

Covered 100%

OUT-OF-NETWORK

Up to \$48

LENSES

Standard Glass or Plastic Covered 100%

Single Vision Up to \$63
Bi-Focal Up to \$72
Tri-Focal Up to \$90
Lenticular Up to \$110

LENS OPTIONS

Progressives (Standard) 100%
Progressives (Premium) 100%

N/A
N/A

FRAME

Covered up to \$44 (20% off remaining balance over \$44 allowance)

Up to \$44

CONTACT LENSES

Up to \$150 Retail Allowance
(15% discount (Conventional) or 10% discount (Disposable) off remaining balance over \$150)

Up to \$150

Benefit year: January - December

FLEXIBLE SPENDING ACCOUNT

Company: HealthEquity
Telephone: 1-866-346-5800

EMPLOYEE ASSISTANCE PROGRAM

Company: CIGNA
Telephone: 1-800-538-3543
www.cignabehavioral.com/CGI

*NOTE: All insurance claim forms are available in the School office and in the Employee Benefit office.

Dawn Schaller
Employee Benefits Supervisor
(734) 416-4834

Plymouth Canton Community Schools Plan Offering - CLERICAL

BCBS COMMUNITY BLUE PPO	Plan Choice #1		Plan Choice #2		Plan Choice #3		Plan Choice #4		Plan Choice #5	
	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>	<i>In-Network</i>	<i>Out-of-Network</i>
Deductible (Single/Family)	\$100 / \$200	\$250 / \$500	\$500 / \$1,000	\$1,000 / \$2,000	\$500 / \$1,000	\$1,000 / \$2,000	\$1,250 / \$2,500	\$2,500 / \$5,000	\$1,450 / \$2,900	\$2,900/\$5,800
Office Visit / Urgent Care	\$20 copay	70% after deductible	\$20 copay	70% after deductible	\$20 copay	60% after deductible	\$30 copay	80% after deductible	\$15 Office Visit/\$40 Urgent Care	70% after deductible
Emergency Room	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$100 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)	\$150 copay (waived if injury or if admitted)
Preventive Care	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered	100% (not subject to deductible)	Not Covered
Coinsurance	90% after deductible	70% after deductible	90% after deductible	70% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible	90% after deductible	70% after deductible
Coinsurance Maximum (Single/Family) Not Including Deductible	\$500 / \$1,000	\$1,500 / \$3,000	\$1,000 / \$2,000	\$2,000 / \$4,000	\$1,500 / \$3,000	\$3,000 / \$6,000	N/A	\$3,000 / \$6,000	\$1,000 / \$2,000	\$2,000 / \$4,000
Prescription Drugs	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays	\$10 Generic /\$40 Brand Copay (Mail Order x 2)	75% of approved amount; plus copays
Out-of-Pocket Maximum	\$8,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$8,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$8,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$8,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year	\$8,350 per member/\$12,700 for 2 or more members per calendar year	\$12,700 per member/\$25,400 for 2 or more members per calendar year
<small>In-Network includes applicable deductibles, coinsurance and copays. Out-of-Network excludes copays</small>										

Accumulated sick days.....	14	Leave of absence.....	15
Accumulated vacation time	8	Leave of absences for personal or family	
Accumulation of sick leave	17	health reasons.....	16
Administrative control of the school system	3	Life Insurance.....	13
American Arbitration Association	18	Long Term Disability.....	13
Appealed to the Superintendent.....	18	Longevity.....	22
Arbitration	18	Loss of pay.....	10, 16
Arbitrator	18	Lottery system.....	9
Bargaining unit seniority.....	See Seniority	Lunch time	11
Bereavement	15, 17	Management Rights	3
Binding arbitration	18	Maternity Leave.....	15
Break time.....	11	Medication.....	12
Catastrophic sick bank.....	14	Mentoring.....	19
Classification Committee.....	21	Michigan School Employees' Retirement	
Classification levels.....	21	Fund.....	20
COBRA.....	15	New Classification.....	10, 22
Compensation for the emergency time.....	12	New employee hired.....	23
Compensatory holiday	9	New employees.....	3, 9, 22
Compensatory time.....	12	New positions.....	10, 21
Continuous service	20	Non-Discrimination.....	5
Co-op office workers	12	Notice of intent to return	16
Coordination of Benefits.....	13	Ongoing issues	23
Co-pay	13	Orthodontic coverage	14
Corrective discipline.....	5	Overtime pay.....	12
Dental	13	Paid holidays.....	8
Disputes between insurance carriers	14	Personal Business	15
Double time.....	9	Personal circumstances	16
Duration of contract.....	27	Personal conference	18
During the time school is in session	7	Personnel file review	4
Employees' Rights	4	Placement of any classification changes ..	21
Excluded from the bargaining unit.....	3	Placement on the salary schedule.....	12
Extended leaves of absence	16	Plante Moran questionnaire.....	22
Extenuating circumstances	17	Policy of Work	11
First aid.....	12	Position held during leave	16
Fiscal year	6	Posting period.....	10
Formal grievance procedure	18	Previous experience.....	12
Fourth of July holiday	8	Probation.....	9
Furlough days	9	Probationary period.....	9
Grievance hearings.....	4	Problem solving advisory committee	23
Grievance Procedure	17	Professional Development Committee	19
Health Insurance.....	13	Professional Improvement.....	19
Higher classification	10	Professional problems.....	17
Holidays	8	Promotion.....	10
Immediate family.....	16, 17	Purpose of this Agreement.....	3
Increment date.....	23	Rate increase.....	23
Informal conference	18	Recalled employees.....	21
Insurance	13	Recognition	3
Job postings.....	4	Regular employee	9
Jury duty	17	Regular secretarial/clerical	3
Just cause.....	4	Remittance.....	15, 16
Layoff.....	20, 21	Representative service fee.....	6

Request for personal business day	16	Substitute secretaries	15
Resignation	16	Temporary assignment	11
Retirement Allowance	20	Termination	4
Return to work	9, 14	Testing or training	4
Returning from a leave of absence	16	Time limits	17
Right to change insurance carriers	13	Tuition reimbursement	19
Right to use school buildings	4	Union business	4
Rights and responsibilities under the School Code	4	Union days	17
Rights of the Board	4	Union Dues	6
Salary calculations	22	Unused earned vacation days	8
Salary schedule	22	Vacancies	10, 20
School cancellation	10	Vacation	6
Secretaries to Principals	11	Vacation accrual	8
Seniority	9	Vacation approval	7
Seniority terminated	9	Vacation disputes	7
Shorter work year	11	Vacation planning calendar	7
Sick leave	14	Vision insurance	14
Sick leave bank	15	Voluntary transfers	10
Staff reduction	20	Wage rate	23
Standard grievance form	19	Witness in any arbitration	18
Stewards and officers of the Union	5	Work beyond regular work year	11
Strikes	5	Work load	23
Subpoena Witness	17	Workers' compensation	15
Substitute basis	12	Written complaint	17
Substitute clerical personnel	7	Written grievance	18