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Plymouth-Canton



Community Schools

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

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2024-2026

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# **ARTICLE I**

## **RECOGNITION**

- 1.1 THE PLYMOUTH-CANTON ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL, LOCAL #6172, AFT, AFT Michigan AFL-CIO shall be recognized as the exclusive bargaining agent for all regular administrative assistant personnel employed by the Plymouth-Canton Community School District as stated in the administrative assistant salary schedule.
- 1.2 The following positions are excluded from the bargaining unit:
  - Executive Assistant to the Superintendent;
  - Executive Assistant to the Deputy Superintendent;
  - Executive Assistants to the Assistant Superintendents;
  - Executive Assistant 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 they so desire. An employee may have placed in their personnel file a rebuttal or their explanation of a document in their personnel file, which their 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 administrative assistants 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.

6.11 Under JANUS v. AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 31, ET AL. Neither an agency fee nor any other payment to the Association may be deducted from a nonmembers' wages, nor may any other attempt be made to collect such a payment unless the employee affirmatively consents in writing to pay. If the employee consents to the payroll deduction in writing the following procedures apply.

6.12 This Article shall become effective on August 1 of the year the Association notifies the Employer of its intent to implement payroll deduction of Association dues.

6.13. This Article shall become effective on August 1, 2024, the Union shall provide the Employer a list of persons who are members of the Union and wish to have dues deducted. Upon receipt of that list, the Employer will deduct the appropriate amount of dues from the Union members' wages. The Union shall notify the Employer of the amount of dues to be collected.

Any unit member who is hired after August 1, 2024 and chooses to become a member of the Union shall complete and sign a Union membership form, which shall authorize the deduction of Union dues from their wages.

The Employer shall process payroll deduction forms received from members within ten (10) days, when practicable, of receipt. Such authorizations shall continue in effect from year-to-year unless revoked in writing by the member under procedures administered by the Union.

Pursuant to such authorization, the Employer shall deduct equal installments of total dues from the regular payroll amounts of the bargaining unit member, beginning in the first paycheck in October and ending in the second paycheck in June of each year.

The per-pay deduction amount shall be calculated and communicated to the District by the Union.

After October 10th, to have a deduction begin on the next payroll of the month the Union must notify the District by the end of the regular pay cycle for that month, which is typically seven (7) calendar days before the pay date.

If the payroll deduction amounts change within the course of any school year, the Union shall provide to the Employer a payroll change form for any affected member to apply within ten (10) days, when practicable, of receipt to any remaining pays per the deduction schedule defined above.

6.14 All sums deducted by the Employer for dues deduction shall be remitted to the Union via ACH within ten (10) days of each bi-monthly deduction in the months with the deductions were made and an amount shall be remitted to the financial officer of the union.

6.15 Change of Member Status

To withdraw their authorization of membership dues deduction, an Employee must notify the Union in writing that they wish to withdraw from membership and remove their authorization of dues deduction.

## 6.16 Payroll Deduction of Voluntary Contributions

Union members may also authorize the deduction of voluntary contributions to the political action fund.

The Employer agrees to collect such deductions according to the same process as provided for dues above.

## 6.17 Indemnification

In the event of any legal action against the Employer brought in a court or a complaint in any administrative agency because it complied with this Article, the Association agrees to defend, indemnify and hold harmless the Employer and its Board of Education, employees, agents or representatives in such action, at its own expense and through its own counsel, The Association also agrees that in any action so defended, it will indemnify and hold harmless the Employer and its Board of Education, employees, agents or representatives in such action, from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a consequence of the Employer's compliance with this Article provided:

6.17.1. The Employer gives timely notice as soon as practicable after being served of such action to the Association and permits the Association intervention as a party as allowed by law if it so desires, and

6.17.2. The Employer cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels as required by law, and

6.17.3. The Association shall have complete authority to compromise and settle all claims which it defends under this section after giving written notice to the Employer.

# ARTICLE VII

## VACATIONS

### 7.1 260-261 Day Personnel

7.11 Employees will receive 1.66 vacation days per month, up to 20 days, to be pre-loaded into the vacation bank upon successful completion of the probationary period. Employees who are hired after the start of the contract year will have vacation days prorated based on the hire date. Employees who separate from the district will have vacation days reconciled if more vacation days have been taken than earned.

### 7.2 Calendars will reflect the following amounts of paid days off:

240 day employees – 15 paid days off  
227 day employees – 12 paid days off

These days are in addition to the paid holidays reflected in the contract. Employees will not be required to work during these paid days off.

### 7.3 Vacation day requests must be entered in the Frontline Absence Management System by the last Friday in August. All vacation days will be approved in advance by the immediate supervisor and Human Resources Department via Frontline. Vacation days may be changed up to April 1st of each school year at which time the planning calendar will become permanent.

- 7.4 Vacations may be taken during the time school is in session, with approval from the immediate supervisor and the Human Resources Administrator or their designee. After April 1st deviations from the permanent planning calendar need to be approved by the immediate supervisor and the Human Resources Administrator or their designee via the Contract Extension Request Form. Substitute clerical personnel may replace an administrative assistant on vacation, as requested by the immediate supervisor and the approval of the Human Resources Administrator or their designee
- 7.5 If agreement regarding vacation approval cannot be reached between the supervisor and the administrative assistant, the administrative assistant 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.
- 7.6 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.
- 7.7 If any district building is scheduled to be closed the week in which the Fourth of July holiday occurs, those administrative assistants at closed buildings will make arrangements through their 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 their designee must be requested at least two weeks before the Fourth of July week.
- 7.8 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.
- 7.9 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.
- 7.10 Fiscal year is July 1 - June 30
- 7.11 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 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	

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	MLK Day	Christmas Day
December 26	President's Day	

8.2 227 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	December 26
Christmas Eve Day	Christmas Day	
MLK Day	President's Day	

8.3 Employee will be eligible for paid holidays upon completion of 45 work days within the 90-day probation period and the satisfactory completion of the 30-day probationary evaluation. This includes Personal Holiday days which have to be loaded to the bank.

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 administrative assistants, 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 4<sup>th</sup> 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 their 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 they 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, they will receive only the seniority they accumulate 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, with the exception of paid holidays as indicated in Article VIII, Section 8.1, 8.2, and 8.3. Probationary period may be waived by the employer.
- 10.2 An Employee returning back to the bargaining unit within (12) months to the same position to which they have completed a probationary period will not be required to serve another probationary period.

## **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) they were 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 administrative assistant an increase in their 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 their 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 Human Resources Administrator or their designee will discuss the transfer with all administrators and employees involved in this possible change of assignment. The Human Resources Administrator or their 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 their designee. Each temporary job assignment shall not exceed 90 workdays annually.

Before the 91<sup>st</sup> 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 1<sup>st</sup> and/or March 1<sup>st</sup> of each year, Union members who are interested in a temporary assignment must notify the Human Resources Administrator that they are available. The list will be provided to the Union president.

Temporary assignments will be paid at the substitute rate.

- 13.2 Administrative assistants 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 their designee.
- 13.3 All employees within the bargaining unit will work 8 hours per day. 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 their 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 administrative assistants, 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 administrative assistant positions.
- 13.8 An employee may, only at their 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 their immediate supervisor.
- 14.3 Compensatory time may be granted for adjusted workweek when mutually agreed upon by the employee and their immediate supervisor.
- 14.4 Administrative assistants 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 administrative assistant, supervisor and human resources department except in an emergency situation where it is the duty of the administrative assistant 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. Administrative assistants who choose to stay beyond their scheduled work day without the signed written agreement will not be compensated for that time as either overtime pay or compensatory time. All compensatory time must comply with the above.

On occasions when there is an emergency, it may be necessary for an administrative assistant to stay beyond her/his respective day. Administrative assistants 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 Association of 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, full time, administrative assistant. *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:
- 16.11 240 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.
  - 16.12 227 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, 240 and 260-261 personnel shall be credited with twelve (12) sick leave days. 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 they 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 administrative assistant 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 their 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 their 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 they are 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 Four 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 administrative assistants may replace personnel using personal business leave.
- 16.42 Administrative assistants will use prudent good judgment in notifying immediate administrative supervisor prior to using personal business days.
- 16.43 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.
- 16.44 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 administrative assistant, 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, administrative assistants 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 their 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 their 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 the alleged occurrence is discovered, discuss their problem with their supervisor at an informal conference.

An employee not satisfied with a personal conference with their supervisor may take their 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 their 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 their 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. For a class action grievance involving more than (1) bargaining unit member. The Union will file the grievance directly with the Human Resources/designee, at Step 2 of the formal grievance proceedings.

- 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 Superintendent's designee may not be a person involved in the above steps of the grievance procedure. 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 their 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 their 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 their 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 administrative assistants throughout the year.

### ***MENTORING***

- 18.3 For the first 2 years of their employment, a member of the Plymouth-Canton Association of Educational 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 administrative assistant 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 an administrative assistant.
  - c. The Association shall be notified of administrative assistants who require a mentor and the building location.
  - d. The mentor(s) for each new administrative assistant 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 two (2) 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 they have 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 their 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 their classification, they 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 227 day assignment), they will be given the first opportunity for any temporary position during the summer at their 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 they meet 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 administrative assistants 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 Administrative Assistant 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**

### ***SUBCONTRACTING***

- 22.1 The parties to this agreement recognize that the duties and work performed by the bargaining unit shall be performed only by bargaining unit members and must not be subcontracted or otherwise transferred out of the bargaining unit. The parties however agree that the district may assign substitutes when needed through current third-party employer EduStaff or its successor.

## **ARTICLE XXIII**

### ***LONGEVITY***

- 23.1 Longevity:

- 23.11 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%

- 23.12 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 XXIV

### SALARY SCHEDULE

#### 24.1 SALARY CALCULATIONS

2024/25      New salary schedule  
                 \$400 signing bonus  
                 Annualized pay

2025/26      50¢ increase on all steps.  
                 Step increase July 1, 2025

#### 24.2 WAGE RATE

24.21 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.

24.22 The increment date for all administrative assistants shall be July 1, of each year.

#### 24.3 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  
**ADMINISTRATIVE ASSISTANT SALARY SCHEDULE**  
 2024-2025

<b>Level 6:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>DAYS/YR</b>	<b>HOURS/DAY</b>
	18.75	19.80	20.87	21.92	22.72	24.30		
Administrative Assistant (Instruction)							260-261	8.0
Administrative Assistant (High School/Starkweather)							240	8.0
Administrative Assistant (Middle School)							240	8.0
Administrative Assistant (Elementary School)							240	8.0
Administrative Assistant - Pupil Accounting							260-261	8.0
Data Entry & Monitoring							240	8.0
Administrative Assistant Maintenance & Operations (eff 7/1/04)							260-261	8.0
Administrative Assistant to Director of State and Federal Programs							260-261	8.0
Administrative Assistant to the Director of Technology							260-261	8.0
Administrative Assistant Communications & Marketing							260-261	8.0
Administrative Assistant to Director of School Safety & Security							260-261	8.0
<b>Level 5:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>DAYS/YR</b>	<b>HOURS/DAY</b>
	18.63	19.58	20.53	21.48	22.25	23.54		
Administrative Assistant to Assistant Principal of Activities & Athletics							240	8
General Office Manager							240	8.0
<b>Level 4:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>DAYS/YR</b>	<b>HOURS/DAY</b>
	17.37	18.40	19.42	20.44	21.24	22.73		
Administrative Assistant (HS Assistant Principal & PCEP Sp. Ed Spvr.)							227	8
Administrative Assistant(Curriculum Center)							240	8
Administrative Assistant (Counseling)							227	8
Administrative Assistant (PSES)							260-261	8
Administrative Assistant - Reception							260-261	8
Administrative Assistant for Preschool							240	8
Office Associate (IPSEP)							260-261	8
<b>Level 3:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>DAYS/YR</b>	<b>HOURS/DAY</b>
	16.70	17.70	18.70	19.70	20.48	21.93		
ASSOCIATE ADMINISTRATIVE ASSISTANT (MS) Building Secretary							227	8
ASSOCIATE ADMIN ASST - PSES-PUPIL ACCT							240	8
ASSOCIATE ADMINISTRATIVE ASST - ASD PROG							240	4

ARTICLE XXIV

**ADMINISTRATIVE ASSISTANT SALARY SCHEDULE**

July 1, 2025 - June 30, 2026

.50 increase on all steps

Step increase July 1, 2025

<i>Level 6:</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	DAYS/YR	HOURS/ DAY
	19.25	20.30	21.37	22.42	23.22	24.80		
Administrative Assistant (Instruction)							260-261	8
Administrative Assistant (High School/Starkweather)							240	8
Administrative Assistant (Middle School)							240	8
Administrative Assistant (Elementary School)							240	8
Administrative Assistant - Pupil Accounting							260-261	8
Data Entry & Monitoring							240	8
Administrative Assistant Maintenance & Operations (eff 7/1/04)							260-261	8
Administrative Assistant to Director of State and Federal Programs							260-261	8
Administrative Assistant to the Director of Technology							260-261	8
Administrative Assistant Communications & Marketing							260-261	8
Administrative Assistant to Director of School Safety & Security							260-261	8
<i>Level 5:</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	DAYS/YR	HOURS/ DAY
	19.13	20.08	21.03	21.98	22.75	24.04		
Administrative Assistant to Assistant Principal of Activities & Athletics							240	8
General Office Manager							240	8
<i>Level 4:</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	DAYS/YR	HOURS/ DAY
	17.87	18.90	19.92	20.94	21.74	23.23		
Administrative Assistant (HS Assistant Principal & PCEP Sp. Ed Spvr.)							227	8
Administrative Assistant (Curriculum Center)							240	8
Administrative Assistant (Counseling)							227	8
Administrative Assistant (PSES)							260-261	8
Administrative Assistant - Reception							260-261	8
Administrative Assistantfor Preschool							240	8
Office Associate (IPSEP)							260-261	8
<i>Level 3:</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	DAYS/YR	HOURS/ DAY
	17.20	18.20	19.20	20.20	20.98	22.43		
ASSOCIATE ADMINISTRATIVE ASSISTANT (MS) Building Secretary							227	8
ASSOCIATE ADMIN ASST - PSES-PUPIL ACCT							240	8
ASSOCIATE ADMINISTRATIVE ASST - ASD PROG							240	8

ARTICLE XXV

DURATION OF CONTACT

ARTICLE XXV

DURATION OF CONTACT

This Agreement, and each of its provisions, shall be effective as of October 9, 2024 and shall continue in full force and effect until June 30, 2026.

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

9th DAY OF October, 2024

Plymouth-Canton Association of  
Educational Office Personnel

Plymouth-Canton Community Schools

  
Bobbi Hejka, President

  
Abdul Madyun  
Chief Human Resources Officer

  
Johnny Mickles, Business Representative

  
Dr. Lisa Anglin  
Executive Director of Human Resources

  
Jeff Giaier, Vice President

  
Joyce Bauder, Negotiations Committee Member

  
Tracy Vishaw, Negotiations Committee Member

  
Tiffany Yokley, Negotiations Committee Member

  
Trina Pheiffer, Negotiations Committee Member

## Appendix A

# Administrative Assistants

## *Benefit Summary Sheet*

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

### HEALTH INSURANCE

**Company:** Blue Cross Blue Shield  
**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

**(SEE ATTACHED SHEET FOR PLAN 1, 2, 3, 4, 5, 6, HSA 1 or HSA 2)**

**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  
\$1,500 annual max (effective 1/1/2025), \$1000 life time ortho max (effective 1/1/2025)

**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

## FINANCIAL ASSISTANCE PROGRAM

Company: Your Money Line  
 Telephone: 1-833-890-4077  
[yourmoneyline.com/pccsk12](http://yourmoneyline.com/pccsk12)

## EMPLOYEE ASSISTANCE PROGRAM

Company: ULLIANCE  
 Telephone: 1-800-448-8326  
[www.lifeadvisor.com](http://www.lifeadvisor.com)

## 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>
<b>Deductible (Single/Family)</b>	\$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
<b>Office Visit / Urgent Care</b>	\$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
<b>Emergency Room</b>	\$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)
<b>Preventive Care</b>	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
<b>Coinsurance</b>	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
<b>Coinsurance Maximum (Single/Family) Not Including Deductible</b>	\$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
<b>Prescription Drugs</b>	\$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
<b>Out-of-Pocket Maximum</b>	\$6,350 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	\$6,350 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	\$6,350 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	\$6,350 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	\$6,350 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>										

# Appendix B

## CALENDARS

### 2024/25 STAFF WORK SCHEDULE P-CCS Administrative Assistant (227 Days)

**JULY**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

0	0	0	23
---	---	---	----

23

**AUGUST**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

14	0	0	8
----	---	---	---

22

**SEPTEMBER**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20	0	1	0
----	---	---	---

21

**OCTOBER**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23	0	0	0
----	---	---	---

23

**NOVEMBER**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18	1	2	0
----	---	---	---

21

**DECEMBER**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15	2	5	0
----	---	---	---

22

**JANUARY**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19	2	2	0
----	---	---	---

23

**FEBRUARY**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18	1	1	0
----	---	---	---

20

**MARCH**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

16	5	0	0
----	---	---	---

21

**APRIL**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

22	0	0	0
----	---	---	---

22

**MAY**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21	0	1	0
----	---	---	---

22

**JUNE**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

17	1	0	3
----	---	---	---

21

227 DAY EMPLOYEES	DAYS	HOURS
TOTAL PAID DAYS		227
WORKDAYS		203
HOLIDAYS		12
PAID TIME OFF		12
NON WORK DAYS		34

261

Human Resource Services

\*Calendar in lieu of vacation/non-work day banks

\*Annualize pay

2024/25 STAFF WORK SCHEDULE  
P-CCS Administrative Assistant (240 Days)

**JULY**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2	0	0	21
---	---	---	----

23

**AUGUST**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21	1	0	0
----	---	---	---

22

**SEPTEMBER**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20	0	1	0
----	---	---	---

21

**OCTOBER**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22	1	0	0
----	---	---	---

23

**NOVEMBER**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17	2	2	0
----	---	---	---

21

**DECEMBER**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15	2	5	0
----	---	---	---

22

**JANUARY**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19	2	2	0
----	---	---	---

23

**FEBRUARY**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

18	1	1	0
----	---	---	---

20

**MARCH**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

15	6	0	0
----	---	---	---

21

**APRIL**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

22	0	0	0
----	---	---	---

22

**MAY**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21	0	1	0
----	---	---	---

22

**JUNE**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

21	0	0	0
----	---	---	---

21

261

240 DAY EMPLOYEES	DAYS	HOURS
TOTAL PAID DAYS	240	
WORKDAYS	213	
HOLIDAYS	12	
PAID TIME OFF	15	
NON WORK DAYS	21	

\*Calendar in lieu of vacation/non-work day banks  
\*Annualize pay

**2025/26 STAFF WORK SCHEDULE**  
P-CCS Administrative Assistant (227 Days)

**JULY**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

0	0	0	23
---	---	---	----

23

**AUGUST**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16	1	0	4
----	---	---	---

21

**SEPTEMBER**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21	0	1	0
----	---	---	---

22

**OCTOBER**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

23	0	0	0
----	---	---	---

23

**NOVEMBER**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17	1	2	0
----	---	---	---

20

**DECEMBER**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15	3	5	0
----	---	---	---

23

**JANUARY**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19	1	2	0
----	---	---	---

22

**FEBRUARY**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

18	1	1	0
----	---	---	---

20

**MARCH**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20	2	0	0
----	---	---	---

22

**APRIL**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19	3	0	0
----	---	---	---

22

**MAY**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20	0	1	0
----	---	---	---

21

**JUNE**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

14	0	0	8
----	---	---	---

22

261

227 DAY EMPLOYEES	DAYS	HOURS
TOTAL PAID DAYS		227
WORKDAYS		203
HOLIDAYS		12
PAID TIME OFF		12
NON WORK DAYS		34

Human Resource Services

\*Calendar in lieu of vacation/non-work day banks  
\*Annualize pay

2025/26 STAFF WORK SCHEDULE  
P-CCS Administrative Assistant (240 Days)

**JULY**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2	0	0	21
23			

**AUGUST**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19	2	0	0
21			

**SEPTEMBER**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21	0	1	0
22			

**OCTOBER**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22	1	0	0
23			

**NOVEMBER**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

16	2	2	0
20			

**DECEMBER**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15	3	5	0
23			

**JANUARY**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19	1	2	0
22			

**FEBRUARY**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

18	1	1	0
20			

**MARCH**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20	2	0	0
22			

**APRIL**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19	3	0	0
22			

**MAY**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20	0	1	0
21			

**JUNE**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

22	0	0	0
22			

261

240 DAY EMPLOYEES	DAYS	HOURS
TOTAL PAID DAYS	240	
WORKDAYS	213	
HOLIDAYS	12	
PAID TIME OFF	15	
NON WORK DAYS	21	

\*Calendar in lieu of vacation/non-work day banks  
\*Annualize pay

Accumulated sick days	14	Immediate family	16, 17
Accumulated vacation time	8	Increment date	23
Accumulation of sick leave	17	Indemnification	7
Administrative control of the school system	3	Informal conference	18
American Arbitration Association	18	Insurance	13
Appealed to the Superintendent	18	Job postings	4
Arbitration	18	Jury duty	17
Arbitrator	18	Just cause	4
Bargaining unit seniority	See Seniority	Layoff	20, 21
Bereavement	15, 17	Leave of absence	15
Binding arbitration	18	Leave of absences for personal or family health reasons	16
Break time	12	Life Insurance	13
CALENDARS	32	Long Term Disability	13
Catastrophic sick bank	15	Longevity	22
Change of Member Status	6	Loss of pay	10
Classification Committee	22	Lottery system	9
Classification levels	21	Management Rights	3
COBRA	15	Maternity Leave	15
Compensation for the emergency time	12	Medication	12
Compensatory holiday	9	Mentoring	19
Compensatory time	12	Michigan School Employees' Retirement Fund	20
Continuous service	20	New Classification	11, 22
Co-op office workers	12	New employee hired	23
Coordination of Benefits	13	New employees	3, 10, 22
Co-pay	13	New positions	10, 21
Corrective discipline	5	Non-Discrimination	5
Dental	13	Notice of intent to return	16
Disputes between insurance carriers	14	Ongoing issues	23
Double time	9	Orthodontic coverage	14
Duration of Contract	26	Overtime pay	12
During the time school is in session	8	Paid holidays	8, 9
Employees' Rights	4	Personal Business	16
Excluded from the bargaining unit	3	Personal circumstances	16
Extended leaves of absence	16	Personal conference	18
Extenuating circumstances	17	Personnel file review	4
First aid	12	Placement of any classification changes	21
Formal grievance procedure	17	Placement on the salary schedule	12
Fourth of July holiday	8	Plante Moran questionnaire	22
Furlough days	9	Policy of Work	11
Grievance hearings	4	Position held during leave	16
Grievance Procedure	17	Posting period	10
Health Insurance	13	Previous experience	12
Higher classification	11	Probation	10
Holidays	8		

Probationary period	10	Sick leave	14
Problem solving advisory committee	23	Staff reduction	20
Professional Development Committee	19	Standard grievance form	19
Professional Improvement	19	Stewards and officers of the Union	5
Professional problems	17	Strikes	5
Promotion	11	Subpoena Witness	17
Purpose of this Agreement	3	Substitute basis	12
Rate increase	23	Substitute clerical personnel	8
Recalled employees	21	Substitute secretaries	16
Recognition	3	Temporary assignment	11
Regular employee	9	Termination	4
Regular secretarial/clerical	3	Testing or training	4
Remittance	15, 16	Time limits	17
Representative service fee	6	Tuition reimbursement	19
Resignation	16	Union business	4
Retirement Allowance	20	Union days	17
Return to work	10, 14	Union Dues	6
Returning from a leave of absence	16	Vacancies	10, 20
Right to change insurance carriers	13	Vacation accrual	8
Right to use school buildings	4	Vacation approval	7
Rights and responsibilities under the School Code	4	Vacation disputes	8
Rights of the Board	4	Vision insurance	14
Salary calculations	23	Voluntary transfers	11
Salary schedule	23	Wage rate	23
School cancellation	10	Witness in any arbitration	18
Secretaries to Principals	12	Work beyond regular work year	11
Seniority	9	Work load	23
Seniority terminated	9	Workers' compensation	15
Shorter work year	12	Written complaint	17
		Written grievance	18