

AGREEMENT

BETWEEN THE

ROMEO COMMUNITY SCHOOLS
BOARD OF EDUCATION

AND THE

ROMEO OFFICE SUPPORT PERSONNEL ASSOCIATION

July 1, 2025 – June 30, 2027

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WITNESSETH, this Agreement is entered into by and between the Board of Education of the Romeo Community Schools of Romeo, Michigan, hereinafter referred to as the "Employer", and the Romeo Office Support Personnel Association, hereinafter referred to as the "Association."

A sound educational program as affects the best interest of the children of the community is the primary objective. The Employer and the Association mutually agree to provide the best possible education for the children of the school district. To this end, the Employer and the Association dedicate their efforts.

The purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer and Employees.

The Employer and the Association encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all Employees.

ARTICLE 1 - RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of Act 336 of 1947 as amended by Act 379 of the Michigan Public Acts of 1965, also known as the Public Employment Relations Act (PERA), the Employer hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for all Employees included in the following bargaining unit: all full-time and regular part-time office employees; excluding supervisors, secretary to the Superintendent, secretary to the Executive Director for Business Affairs, secretary to the Employee Services Director, secretary to Assistant Superintendent, Payroll Clerk, Receptionist/Substitute Coordinator, Executive Director of Operations Secretary and the Accounting Clerk.
- B. Unless otherwise indicated, the term "Employee" when used hereinafter in this Agreement shall refer to all members of the above-defined bargaining unit.
- C. Student helpers, cooperative education students, and any other student aides, all non-regularly employed temporary or substitute personnel employed as office assistants or Administrative Assistants are excluded from the bargaining unit. However, the parties agree that these classifications will not be used to supplant the regular clerical Employee.

ARTICLE 2 – MANAGEMENT RIGHTS

- A. It is expressly agreed that all rights and prerogatives, which ordinarily vest in and have been exercised by the Employer, except those who are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
 - 1. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel, and scheduling of all the foregoing.
 - 2. The right to establish, modify, or change any work or business or school hours or days.
 - 3. The right to direct the working forces, including the right to hire, promote,

transfer, discipline, and/or reassign employees, assign work or duties to employees, provided that the work and/or duties are reasonably related to the employee's classification, determine the size of the work force, and to lay off employees.

4. Determine the services, supplies, and equipment necessary to continue its operation and to determine all methods and means of distribution, disseminating, and/or selling its services, methods, schedules, and standards of operation, the means, methods and processes of carrying on the work, and the institution of new and/or improved methods or changes therein.
 5. Adopt rules and regulations.
 6. Determine the qualifications of employees.
 7. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof, and the relocation or closing of offices, departments, divisions, or subdivisions, buildings, or other facilities.
- B. The policy-making functions rest exclusively with the Board.
- C. All of the above items shall not be in conflict with the specific provisions of this Agreement.
- D. It is recognized that previously adopted Board policies, administrative rules and regulations and past operation procedures not covered by this contract shall continue in effect.

ARTICLE 3 - PAYROLL DEDUCTIONS

Upon written authorization from the Employee, the Employer shall deduct from the wages/salary of the Employee and make appropriate remittance for voluntary contributions to annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Employer.

ARTICLE 4 - ASSOCIATION RIGHTS

- A. Pursuant to Act 379 of the Public Acts of 1965, also known as the Public Employment Relations Act (PERA), the Employer hereby agrees that Employees shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiation. The Employer further

agrees that it will not directly or indirectly discourage, deprive, or coerce any Employee in the enjoyment of any rights conferred by the Act or other laws of the State of Michigan or the Constitutions of Michigan or the United States, and that it will not discriminate against any Employee by reason of the institution of any grievance, complaint, or proceedings under the Agreement, or participation in collective negotiations.

- B. The provisions of this Agreement shall be applied fairly to all Employees and without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), parental status, marital status, national origin, age, height, weight, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors, or Association membership or non-membership, or any legally protected characteristic.
- C. The Employer specifically recognizes the right of Employees to invoke the assistance of the Michigan Employment Relations Commission (MERC) or a mediator from such public agency.
- D. Meetings of the Association may be held in the school buildings before or after school hours provided such meetings are held while custodians are normally on duty. Written request for the use of school buildings shall be made to the appropriate building principal at least one week in advance of the proposed meeting date.
- E. The Employer agrees to make available to the Association in response to reasonable requests, such readily available public information as is necessary to administer this Agreement, to formulate contract proposals, and to process grievances.
- F. The Association shall be provided with bulletin boards, or sections thereof, for the purpose of posting Association materials. The Association shall have the right to use the school mail to distribute Association material.
- G. The Association shall have the right to use of all school equipment necessary to perform their work duties. The Association shall pay for the cost of all materials and supplies for such use and shall be responsible for proper operation of such equipment.
- H. The Employer shall approve a maximum of fifteen (15) days for Association activities at full pay. Fifteen (15) additional days shall be granted provided the Association reimburses the district for the full cost of substitutes. If there are co-op students in the building, the Employer will provide the co-op students as substitutes in the afternoons.

- I. An Employee engaged during the school day in negotiating on behalf of the Association with any representative of the Employer or participating in any grievance, including arbitration, shall be released from regular duties without loss of pay.

ARTICLE 5 - SENIORITY

- A. New Employees hired into a permanent position, other than substitutes and temporary employees, shall be considered as probationary employees for the first thirty (30) work days of their first assignment.

There shall be no seniority among probationary employees. Upon satisfactory completion of the probationary period, the Employee's seniority will be computed from the first day of employment in that bargaining unit position.

- B. Seniority shall be defined as length of service within the district as a member of the bargaining unit. Accumulation shall begin on the Employee's first working day as a permanent Employee in the bargaining unit. In the event that more than one individual Employee has the same starting date of work, position on the seniority list shall be determined by lottery. Effective July 1, 1998, employees who are scheduled to work less than four hours per day or less than ninety (90) school days per year shall receive only one-half ($\frac{1}{2}$) year's credit per year for seniority.
- C. The Employer shall prepare, maintain, and distribute the seniority list. A copy of the seniority list and subsequent revisions shall be furnished to the Association.
- D. Seniority shall be lost by an Employee upon termination, resignation, retirement, or transfer to a non-bargaining unit position.
- E. Any Employee whose employment is voluntarily terminated and who is subsequently rehired shall be considered a new Employee for the purposes of seniority accrual.
- F. Seniority shall not accrue for unpaid leaves of absence longer than thirty (30) calendar day's duration, except for when an employee is on an eligible FMLA as defined in Article 13(H).

ARTICLE 6 - RETIREMENT

- A. An Employee retiring under the Michigan Public School Employees' Retirement Act

shall receive a full \$50.00 for each year of service in the school district unless they have worked any year as a part-time employee. In that event, they will receive the full payment for the years that they worked full-time, and they will receive a prorated amount rounded to the nearest one-fourth of a year for only those years that they were part-time employees. A year shall be considered as having worked at least ten (10) months. This benefit may be obtained only once by an Employee. Employee must notify Employees Service by no later than April 1st of the year of retirement.

- B. Upon resignation in good standing or upon retirement in accordance with the Michigan Public School Employees' Retirement Act, any Employee with ten (10) calendar years of service or more may redeem all unused sick days capped at 100 days at twenty-five percent (25%) of the Employee's daily rate. However, current employees as of February 1, 1998 whose total sick days exceed 100 days will have their total number of days capped at that current number for the purpose of a retirement payout. There will be no cap on sick day accumulation for the purpose of actual sick leave usage. In the event of death, the Employee's estate will receive this benefit.

ARTICLE 7 - RESIGNATION

Any Employee desiring to resign shall file a written notice with his/her immediate supervisor at least ten (10) calendar days prior to the effective date.

ARTICLE 8 - GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation, misapplication, or misinterpretation of the terms of this contract as expressed herein. Board policies, including changes therein, the provisions of insurance contracts, and matters remedied by administrative agencies shall not be subject to this grievance procedure.
- B. Discussion of alleged violations of this contract may be held informally at any time. Such discussion shall be held with the Employee's immediate supervisor and shall not be considered a grievance.
- C. No actual grievance shall be deemed to exist until a grievance is presented in writing to the appropriate administrative level involved with the grievance at which the grievance can be resolved. All grievances will be presented in writing on the form provided.
- D. The term "days" as used in the Grievance Procedure shall be interpreted as work days when school is in session. During the summer recess, "days" shall mean

Monday through Friday or follow the summer schedule, excluding legal holidays.

- E. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision of relief requested. In exceptional circumstances, extensions in time may be granted when so requested in writing and by mutual agreement. Such request must be filed within the normal appeal period.
- F. The Association shall inform the Employer by the first Monday in October of each school year the names of the members of the Association Grievance Committee. At any grievance hearing, one member of this Committee and/or representative of the Association shall represent the Association in the presentation of the grievance.
- G. The Employer hereby designates the appropriate administrator to act as its representative at Level One as hereinafter described and the Superintendent, or the designated representative, to act at Level Two as hereinafter described.
- H. Grievances may be presented by an Employee or a group of Employees, or by an Association representative for an Employee or group of Employees, or by the Association.
- I. Should the grieving party or parties fail to institute the grievance or appeal a decision within the time limits specified, all further proceedings shall be barred and the grievance shall be considered terminated.
- J. All preparation, filing, presentation, or consideration of grievances shall be held at times other than when the grievant(s)' or their representative's normal work hours.
- K. Any adjustment made by the parties as a result of any grievance review shall be consistent with the terms and conditions of this Agreement.

L. Informal Level

In the event an Employee or the Association believes that a grievable incident has occurred, the Employee shall request a meeting with the supervisor involved within fifteen (15) work days of the occurrence of such grievable incident. If the grievant is dissatisfied with the result of the meeting or the supervisor fails or refuses to provide such meeting within five (5) work days of the request, the claim or complaint may be formalized in writing as provided hereunder.

M. Formal Level One

If a complaint is not resolved in a conference between the Employee(s) and his/her

immediate supervisor, the complaint may be formalized as a grievance. A formalized grievance shall be submitted in writing within ten (10) days of the meeting between the supervisor and the affected Employee(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within five (5) days of the receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.

If the grievant(s) or the Association is not satisfied with the disposition of the grievance at Level One or if no disposition has been made within five (5) days of receipt of the grievance, the grievance shall be transmitted to the Superintendent or the designated representative at Level Two.

N. Formal Level Two

A copy of the written grievance shall be filed with the Superintendent or the designated representative as specified in Level Two with the endorsement of the approval or disapproval of the Association.

Within three (3) days of the receipt of the grievance, the Superintendent or the designated representative shall arrange a meeting at the earliest mutually agreeable date with the grievant, grievants, or Association President's representative, to discuss the grievance. Within seven (7) days of the discussion, the Superintendent or the designated representative shall render the decision in writing including the reason for the decision, transmitting a copy of the same to the grievant, the principal(s) or director(s) of the building(s) in which the grievance arose, and the designated representative(s) of the Association.

O. Binding Arbitration

If no decision is rendered by the end of the seven (7) day period following the discussion, or if the decision is unsatisfactory to the Association, the Association shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. Such appeal must be taken within thirty (30) days from the date of the decision rendered in Level Two above.

P. Powers of the Arbitrator

It shall be the function of the arbitrator, and the arbitrator shall be empowered, except as the powers are limited below, after due investigation, to make a recommendation in cases of alleged violation, misapplication, or misinterpretation

of the specific Articles and Sections of this Agreement.

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to establish new wage scales or change any wage established in this contract.
3. The arbitrator shall have no power to change any practice, policy, or rule of the Board except as these practices, policies or rules are in violation of this contract. The arbitrator's powers shall be limited to deciding whether the Employer has violated, misinterpreted, or misapplied Articles or Sections of this Agreement; and the arbitrator shall not imply obligations and conditions binding upon the Employer from this Agreement, it being understood that any matter not specifically set forth herein remains within the reserved and legal rights of the Employer.
4. Should either party dispute the arbitrability of any grievance under the terms of this Agreement, the arbitrator shall first rule the question of arbitrability. Should it be determined that the matter is not arbitrable, it shall be referred back to the parties without recommendation on its merits.
5. Both parties agree to be bound by the award of the arbitrator and

agree that judgment thereon may be entered in any court of competent jurisdiction.
6. The fees and expenses of the arbitrator shall be shared equally by the Employer and the Association. If the arbitration is held during school time, individuals needed at the hearing shall be released at no diminishment of benefits. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of witnesses called by the other.

ARTICLE 9 - ASSIGNMENT AND TRANSFER

- A. Employees will be assigned to buildings in accordance with the needs of the Employer.
- B. Employees desiring a job transfer shall submit such a request in writing to the Employee Services Director through the building principal or supervisor stating the reasons for desiring a change.

- C. Mutually agreed upon temporary transfers should be allowed to promote efficiency or meet an emergency.
- D. Unrequested transfers will be minimized and avoided where possible.
- E. Whenever employees change to a new position, a reasonable in-service period of at least two work days will be allowed to acquaint those individuals with a working knowledge of the job.
- F. In the event of a reduction or increase in the work hours, an Employee may exercise his/her bumping rights within his/her classification. In no case shall a reduction of any Employee's work hours take effect until the Employer gives fifteen (15) work days' written notice to the affected Employee(s).

ARTICLE 10 - DISCHARGE, DEMOTION AND DISCIPLINE

- A. Discharge, suspension, discipline, or demotion of any Employee shall be made only for reasonable and just cause.
- B. In imposing any discipline on a current charge, the Employer will not take into account any prior non-related infractions which occurred more than two (2) years previously; provided, however, that any offense involving moral turpitude shall be grounds for dismissal whenever discovered.
- C. Written reprimands shall become a part of the Employee's personnel record. A copy shall be provided to the Employee. It is understood that the Employer will provide the Association a copy of all formal and written disciplinary actions except in those cases where the Employee does not desire the Association to be informed. Written reprimands shall be removed upon the Employee's request from the personnel records of said Employee if the action resulting in the reprimand has not reoccurred during the last two (2) years.
- D. An Employee will have the right to review the contents of all records of the district pertaining to said Employee originating after initial employment and to have a representative of the Association accompany him/her to such review.
- E. Any complaint made against an Employee by any parent, student, or other person will be promptly called to the attention of the Employee. Any complaint not called to the attention of the Employee within seven (7) work days may not be used as the basis for any disciplinary action against the Employee.

ARTICLE 11 - VACANCIES

- A. A vacancy is defined as a newly created position or a position which has been vacated due to illness, leave of absence, resignation, or retirement.
- B. A temporary vacancy is a position which occurs as a result of an Employee being absent from his/her position for a period of twenty (20) work days.
- C. The Employer will post and publicize vacancies within the Association on the district website. No vacancy shall be filled, except in case of emergency, on a temporary basis until such vacancy shall have been posted for seven (7) calendar days. The Association President and Secretary shall receive notice of postings during the summer months.
- D. Employees interested in the vacancies shall apply in writing within seven (7) calendar days and shall be interviewed unless the most senior applicant is being hired in accordance with letter F. of this article. Notification in writing shall be made to the selected applicant, and those not selected, within seven (7) calendar days after the position has been filled. Those not selected will also receive the reasons for nonselection. Vacancies shall be filled within ten (10) work days of the day the posting expires.
- E. The Employer declares its support of a policy of promotion from within the school district.
- F. In filling a vacancy, the Employer agrees to give due weight to the qualifications of all Association applicants. When qualifications are equal between Employees applying for the same vacancy, seniority shall prevail.

ARTICLE 12 - LAYOFF AND RECALL

- A. A layoff shall mean a reduction in the work force due to a decrease of work, a lack of operating funds, or reduction in enrollment. An Employee shall be notified in writing at least twenty (20) work days prior to the end of his/her work year. In the event an emergency arises due to lack of finances and/or enrollment loss, the Employer shall notify the Association and affected Employees in writing twenty (20) work days prior to any layoff.
- B. In the event of layoff, the order of layoff shall be:
 - First: Temporary Office Employees
 - Second: Probationary Office Employees
 - Third: Least Senior Office Employees

In no case shall a new Employee be employed by the Employer while there are laid off Employees who are qualified for the vacant or newly created position.

C. According to seniority, as defined in Article 5, Office Employees whose positions have been eliminated due to reduction in the work force or who have been affected by a layoff shall have the right to bump the least senior Office Employee to assume a position for which they are qualified as defined in Appendix B.

D. In the event of a reduction or increase in his/her work hours, except as altered in Article 16 A., an Office Employee shall be eligible to bump into a position held by an Office Employee of less seniority according to the following procedures in the following order:

1. Same number of hours

Same classification

- a. Least Senior Office Employee with the same number of weeks per year (if none, go to 1. b.).
- b. Least Senior Office Employee with a lesser amount of weeks per year (if none, go to 1. c.).
- c. Least Senior Office Employee with a greater amount of weeks per year (if none, go to 2).

2. Higher classification

The Office Employee will be allowed to test for a position in a higher classification, if another Office Employee has less seniority than the affected Office Employee. Then, if the Office Employee passes the required tests, s/he will be allowed to bump into the position in the higher classification (if not, go to 3. a.).

3. Lower classification

- a. Least Senior Office Employee with the same number of weeks per year (if none, go to 3. b.).
- b. Least Senior Office Employee with a lesser amount of weeks per year (if none, go to 3. c.).
- c. Least Senior Office Employee with a greater amount of weeks per year (if none, go to 4.).

4. Different number of hours

Repeat 1.a. to 3.c.

Those Office Employees subsequently displaced may exercise their rights as stated above.

Office Employees who are affected by the above situation shall have the option of exercising their seniority to bump, if eligible.

In no case shall a reduction of any Employee's work hours take effect until the Employer gives fifteen (15) work days' written notice to the affected Employee(s).

- E. Laid off Employees shall be recalled in reverse order of layoff to any position for which they are qualified as defined in Appendix B.
- F. Notice of recall shall be sent by certified mail to the address shown on the Employee's records. It is the responsibility of the Employee to maintain a current address with the Employer or recall rights will be waived. The recall notice shall state the details of the position offered and the established starting date. The recalled Employee shall be given a maximum of ten (10) calendar days from receipt of the notice to respond or all recall rights will be waived.
- G. Employees have the right to decline recall to positions which are of a different class from the class the Employee held prior to layoff, or has fewer hours, and retain all recall rights. Employees do not have the right to decline recall to positions of the same class the Employee held prior to layoff. Refusal to accept this position will result in termination and the Employee's future recall rights.
- H. Employees on layoff shall accrue seniority.
- I. Employees will be maintained on recall status for a period not to exceed three (3) years.

ARTICLE 13 - LEAVES OF ABSENCE

A. Sick Leave

- 1. Any employee who is/plans to be absent from work must enter their absence(s) into the districts on-line attendance program and notify their

supervisor. In an emergency situation, after the on-line cut-off time, the employee must notify the district substitute placement secretary.

2. Sick leave shall be granted to all Employees. 12-month employees sick time shall be calculated at 1.17 days x 12 months. 10.5-month employees sick time shall be calculated at 1.23 days x 10.5 months and 1.2 days x 10 months for 10-month employees.
3. This sick leave shall be put at the disposal of the Employee on July 1. Accumulation of unused sick leave days shall be limited to a maximum of three hundred (300) days.
4. Sick leave shall be granted for:
 - a. Personal illness, disability, or quarantine of an Employee or the Employee's living quarters or illness of a child, spouse, parent, or spouse's parent and all reasons as listed in the Michigan Earned Sick Leave Act (HB 4002).
 - b. Providing care of a grandparent, or spouse's grandparent, for up to four (4) days for each person per year in case of illness or accident.
 - c. The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition; or preventative medical care for the employee;
 - d. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from domestic violence or sexual assault;
 - e. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
 - f. For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by

order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease;

- g. An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Reasons for sick leave other than those listed will be determined by the Superintendent or his/her designee.

4. Each Employee covered by this Agreement shall be notified of the accrued number of sick leave days at the beginning of the school year.
5. Any Employee covered by this sick leave policy not fulfilling the contract either by resignation or dismissal shall have the sick leave prorated for the year and shall be required to repay to the Employer any payments received to which the Employee was not entitled.
6. Any Employee covered by the sick leave policy, whose personal illness extends beyond the period compensated for such sick leave, may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. Such leave shall be limited to one (1) school year, renewable at the Employer's option upon written request.
7. The Employer is given the right to have an examination of an employee sick for any length of time by a physician of its own choosing at the Employer's expense.
8. The Employer requires that an Employee sick for more than five (5) work days, before returning to work, shall present the Employer with a certificate of good health indicating that the Employee is physically and mentally able to return to work without danger to the students, teachers, or self.
9. When an Employee is absent an additional number of days beyond what they have in their own bank, the full daily wage shall be deducted.
10. In case of absence due to injury or illness incurred in the course of employment for which the Employee receives benefits under the Michigan

Workers' Compensation Act, the Employer shall pay the difference between the amount paid for compensation and the amount due under the Employee's regular pay rate to the extent of the Employee's accumulated days remaining in the individual sick leave bank. A prorated amount of time shall be deducted from the sick leave bank for payments made under this Section.

11. Any Employee taking no more than one (1) sick leave day in a school year will receive one (1) bonus day the following year. An Employee taking no sick leave days in a school year will receive two (2) bonus days the following year. Such days shall accumulate up to five (5). If unused, these days shall be placed in the individual's sick leave bank or, at the employee's option, be paid at the rate of \$75.00 per day. Any payout will occur the first pay in August of each year. In no case shall an employee be entitled to receive bonus days if they have had any unpaid days during the year.
12. Employees who have accrued seventy-five (75) days of sick leave may convert up to four (4) sick leave days to four (4) bonus days each year.
 - a. A bonus day may be used on any regularly scheduled day, provided at least 48 hours' notice of use is given and such use does not materially impact, on a day in which students/teachers are in session, the district's operations as determined by the immediate supervisor.
13. After ten years of continuous service to the Romeo Community School District, each Employee can once during a fiscal year request a cash payout of unused sick leave in excess of sixty-six (66) days at twenty-five (25%) percent of the Employee's daily rate. Daily rate is defined as hours per day times base hourly rate. Notice of intent to participate in this program must be given by May 15 for redemption in the next fiscal year; however, the Superintendent may consider emergency requests. Payment would be made the second payday of the employee's work year.
14. Up to three (3) days will be allowed for emergency situations such as disasters (fires, severe storm damage, etc.) to personal property and will be charged to sick leave.

B. Personal Leave

1. In addition to sick leave days, two (2) additional days per year shall be

granted to each Employee for personal leave and shall not be accumulative. The request for such days must be approved by the employee's supervisor and must be entered into the district's online attendance program at least one (1) week in advance of the intended date of absence except in cases of emergency.

2. Absence for personal leave should not be requested on the day prior to or immediately following a holiday period or break or in conjunction with a bonus day, except in an emergency.
3. Unused personal days in a given school year shall roll in to his/her personal sick leave bank the following year.

C. Childbearing and Child Care Leave

1. Childbearing is treated in a similar manner as any disability and will commence upon the request of the Employee with a doctor's note stating the date when the disability period shall commence.
2. The Employee shall be permitted to return to work at the conclusion of the postnatal period with written authorization of the physician that the Employee is physically able and capable of performing all duties and functions of the job.
5. An unpaid leave of absence may be granted to any Employee for the purpose of childcare, including adoption, not to exceed one (1) year. Said leave shall commence upon request of the Employee and the approval of the Board. This leave is not available to members in their first two (2) years of employment as a bargaining unit member, except for such time as the member would be entitled to under the Family Medical Leave Act if eligibility requirements are met.

D. Unpaid Leaves of Absence

1. An Employee may be granted a leave of absence for personal reasons, without compensation or other benefits, for a period of up to one (1) school year, provided such leave does not injure the program of the school. Written application for such leave shall be made to the Employee Services Director.
2. No scheduled salary adjustments, seniority, or retirement credit are allowed for such leave.

3. An Employee on leave who accepts other employment while on leave of absence shall be deemed to have terminated.
4. Veterans will be entitled to reemployment rights as provided by law.
5. An Employee granted a leave for six (6) months or more must give written notice of the desire to return at the expiration of the leave to the Employee Services Director at least sixty (60) calendar days prior to the expiration of the leave.

E. Bereavement Leave

1. Members shall be granted up to five (5) days per incident with pay involving the death of an immediate family member. Immediate family shall be defined as: spouse, child (including step), parent (including step), sibling (including step). Members shall also be granted up to three (3) days per incident with pay involving the death of a grandchild, grandparent, in-laws, or if they live in the immediate household not related. Up to one (1) day shall be granted per incident with pay in case of the death for all other incidents. These days shall not be accumulated and shall not be charged as sick leave days. Members may request additional days per incident using accumulated leave days.
2. Employees may request additional days per incident using accumulated sick leave days.

F. Jury Duty Leaves

Absence for jury service by an Employee is recognized by the Employer as approved leave and will not be chargeable to accumulated sick leave. The employee who serves on jury duty shall receive his/her pay from the employer, the unit member shall submit to the payroll department the endorsed juror fee check.

G. Subpoena Leave

Absence for court subpoena by an Employee is recognized by the Employer as an approved leave and will not be chargeable to accumulative sick leave or personal leave days. The Employer agrees to pay the difference between the witness fee and the Employee's regular daily rate.

H. Family Medical Leave Act (FMLA)

The Board shall grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). All requests for such leave will be made to the Superintendent or designee. When the need is foreseeable, such notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days notice, the employee will give as much notice as is practicable. Proper certification of the reason for the leave must be provided. A member may elect to use, in lieu of unpaid medical FMLA, his/her paid sick leave, personal leave, or any combination thereof for all or part of the duration of the leave. However, it is further understood that the employer may, at its discretion, require the employee to utilize his/her personal leave or sick leave for the extent of the FMLA leave.

At the end of the FMLA leave, the employee will be returned to the position he/she held prior to the leave, subject to Article 13.

A permanent position will be posted upon exhaustion of FMLA entitlement for an employee absent due to their own personal illness or injury, or commencement of long-term disability. The employee who created the vacancy through his/her absence will have recall status upon availability to return to work and the right to any posted position based upon his/her seniority.

ARTICLE 14 - INSURANCE

Benefit information shall be found on our website at [https://romeok12-cdn.fxbrt.com/downloads/transparency_reporting/rcs_benefit_guide *.rospa.pdf](https://romeok12-cdn.fxbrt.com/downloads/transparency_reporting/rcs_benefit_guide_*.rospa.pdf).

Upon application, the Employer will provide insurance coverage in Sections A. Hospitalization, B. Life Insurance, C. Dental, D. Disability, and E. Vision for eligible employees.

Eligible employee:

8 hours per day, 5 days per week, hard cap

6 hours but less than 8 hours per day, 5 days per week 75% 25%

Less than 30 hours per week - \$20,000 life insurance

Bargaining unit members not electing medical insurance Option A will select Life, AD&D, LTD, Vision and Dental coverages (Option B) and shall receive a stipend of Three Hundred (\$300.00) Dollars per month will be included in the non-medical plans,

Option B.

A full-time Employee as described herein is defined as someone who works at least ten (10) months per year for the Employer, eight (8) hours per day, five (5) days per week, and is not a full-time Employee of any other organization.

The premiums for bargaining unit members required to pay a portion of their health care insurance premiums will be on a pre-tax basis. Said deductions will be set up for the number of pay periods the employee has selected per their pay option selections for the fiscal year (21/26).

In keeping with the concept of true proration, the Employer will provide the type of hospital-medical-surgical coverage presently carried for each full-time Employee, and for each regular part-time Employee working 30 or more hours per week, and will cover the cost of the premium on a pro-rata basis as follows:

	District Share	Employee Share
6 hours but less than 8 hours per day, 5 days per week	75%	25%

All employees receiving District-paid medical insurance will be responsible to contribute to the cost of the premiums subject to Michigan law and Board policy. Employees shall pay such amounts on a pre-tax basis via payroll deduction on a per pay basis. Such payments shall be in addition to contributions that are already made by less than full-time employees.

ARTICLE 15 - WORK SCHEDULE

- A. Work schedules for Employees shall be as follows, with the understanding that a "Summer Hours Friday" when the district is closed (due to employees working a four-day work week rather than the normal five-day work week) shall not be considered a working day:

CLASSIFICATION I:

1. Office Assistants

- a. The work day for Office Assistants shall be a minimum of three (3) hours, up to a maximum of 8 hours per day, and shall work the same calendar established for students, Office Assistants will work their regular number of hours on all student days. The schedule shall be established and Office Assistants so notified ten (10) work days prior to the start of school.

CLASSIFICATION II:

1. Special Needs Administrative Assistant

- a. The work day for Special Needs Administrative Assistant shall be a minimum of two (2) hours, up to a maximum of 8 hours per day, and shall work the same calendar established for Teachers. The Special Needs Administrative Assistant will work their regular number of hours on all teacher days. The schedule shall be established and the Special Needs Administrative Assistant so notified ten (10) work days prior to the start of the school. The Special Needs Administrative Assistant shall also report thirteen (13) work days prior to the first day with teachers and ten (10) days after the last day with teachers.

1. Administrative Assistant to Supervisors

- a. The work day shall be eight (8) hours per day, and the work year shall be fifty-two (52) weeks, Monday through Friday.

CLASSIFICATION III:

Any Employee in Classification III cannot bump into any other sub-section of Classification III unless s/he is qualified as outlined in the job description.

1. Administrative Assistant to Employee Services Director

- a. The work day shall be eight (8) hours per day, and the work year shall be fifty-two (52) weeks, Monday through Friday.

2. Building Administrative Assistants

- a. The work day shall be eight (8) hours per day, Monday through Friday.
 - The work year shall consist of scheduled Teacher days plus 23 additional days. The 23 additional days shall be scheduled as follows:
 - The district shall align the Administrative Assistant work calendar with the Building Administrators to the best of their ability. The Administrative Assistant's work year shall be 201 work days with 13 holidays, a total of 214 days annually.
- b. The work day for the second elementary Administrative Assistant shall be four (4) hours per day, Monday through Friday.

**3. Administrative Assistant to the Vocational Education Director,
Administrative Assistants to Directors**

- a. The work year for Administrative Assistant to the Vocational Education Director, Administrative Assistants to Directors, shall be eight (8) hours per day, Monday-Friday.
 - The work year shall consist of scheduled Teacher days plus 23 additional days. The 23 additional days shall be scheduled as follows:
 - Thirteen (13) working days immediately preceding students' scheduled return.
 - Ten (10) working days immediately following last day worked for teachers.

4. Administrative Assistant to the Director of Community Services

- a. The work day shall be eight (8) hours per day, and the work year shall be fifty-two (52) weeks, Monday through Friday.
- b. The work day shall be eight (8) hours per day, Monday through Friday.
 - The work year shall consist of scheduled Teacher days plus 23 additional days.
 - Thirteen (13) working days immediately preceding students' scheduled return.
 - Ten (10) working days immediately following last day worked for teachers.

5. Administrative Assistant to the Special Services Director

- a. (Full-time) The work day shall be eight (8) hours per day, Monday through Friday.
 - The work year shall consist of scheduled Teacher days plus 23 additional days. The 23 additional days shall be scheduled as follows:
 - Thirteen (13) working days immediately preceding students' scheduled return.
 - Ten (10) working days immediately following last day worked for teachers.
- b. (Part-time) The work day shall be four (4) hours per day, Monday through Friday.

- The work year shall consist of scheduled Teacher days, plus three (3) working days preceding students' scheduled return, and three (3) working days following the last student day of the school year.

6. **High School Administrative Assistant/Bookkeeper, Early Childhood Accounting Specialist/Administrative Assistant and Office Assistants**

- a. The work day shall be eight (8) hours per day and the work year shall be fifty-two (52) weeks, Monday through Friday.
 - b. The work day shall be four (4) hours per day and the work year shall be fifty-two (52) weeks, Monday through Friday.
- B. With respect to the 23 additional days by 10 ½-month Administrative Assistants as set forth above, the district may re-schedule up to five of these days so that an Administrative Assistant begins work no more than eighteen (18) working days immediately preceding students' scheduled return, with a corresponding reduction in the number of days worked immediately following the last day worked for teachers in that same school year, provided that:
1. Written notice is given to the Association President and affected Administrative Assistants no later than June 1st of the previous school year.
 2. All elementary buildings (excluding pre-K) would be on the same return work schedule, and all secondary buildings would be on the same return work schedule (however, the work schedule for elementary could be different than that of secondary).
- C. Employees working more than four (4) hours per day shall be entitled to a duty-free uninterrupted lunch period of not less than thirty (30) minutes. The duty-free lunch period will not be considered a part of the work day. (The schedule shall be worked out with the appropriate supervisor on the Employee's first day.)
- D. Employees working a minimum of five (5) hours but less than eight (8) hours shall be granted one (1) fifteen (15) minute relief period per day. Employees working eight (8) hours shall be granted two (2) fifteen (15) minute relief periods per day.
- E. Summer hours will begin after students leave and end the Friday before students

return. Summer hours will be thirty-seven and one-half (37 ½) hours per week at regular weekly pay. Summer hours (37 ½ will also apply to periods when both teachers and students are not in attendance. The district has the option to schedule a four-day work week from the last student day of school at the end of the year to the first student day at the beginning of the year. It is understood that the workdays will not exceed 10 hours per day and work hours will be determined by Administration. Overtime for time worked in excess of eight (8) hours per day will be set aside during this period. Overtime will be paid for any time in excess of 40 hours per week. All leave days for full-time employees' may be charged as 10 hours per day for days taken when extended hours are scheduled. The 4th of July work week will be regular hours.

- F. The Employer agrees to pay time and one-half for any time in excess of eight (8) hours per day or forty (40) hours per scheduled week. The parties agree to meet and discuss flexible scheduling, if needed.
- G. Employees may ask to be excused from working overtime for good cause. Unless it is necessary for an employee to stay with a student after their work day until a parent, guardian, or emergency contact arrives, any deviation from the employee's assigned hours must be pre-approved by the Superintendent or designee.
- H. The Board will provide an inservice for all Office Employees when requested by the Association and when mutually agreeable topics are agreed upon in advance. These programs shall not be considered overtime.
- I. Each building school improvement team will be encouraged to have at least one (1) ROSPA representative chosen by building members.

ARTICLE 16 - HOLIDAYS

- A. Holidays paid for by the Employer at the regular rate of pay shall apply to the Employees based on the number of months and hours worked during the school year. All regularly scheduled Employees shall be paid for those days that fall within their normal work year for the number of hours normally worked per day. Paid holiday schedule shall include:

- (If scheduled to work)
- Independence Day
- Friday before Labor Day
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day

Day after Thanksgiving
Christmas Eve
Christmas Day
Winter Holidays (3 days) (Eliminated effective July 1, 2010
Non-work, non-paid days for all ROSPA employees)
New Year's Eve
New Year's Day
MLK Day
Mid-Winter Break (2 days)
Good Friday
Memorial Day

Earned compensatory time will be granted if requested on the afternoon before Thanksgiving and/or Good Friday.

Note: If for any reason classes are in session during any of the above days, Employees will be expected to report for work at their regular rate of pay. Other days will be determined as holidays by mutual agreement should this occur by the Superintendent or his/her designee.

- B. If a holiday falls on a Saturday, the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday.

Should any Employee work during the summer and be considered a twelve (12) month Employee, Independence Day shall also be considered as a holiday.

- C. It is further understood that under the concept of true proration every regularly scheduled Employee shall receive holiday pay based on only the number of hours each works per day on a normal basis and only for those days that fall within their work year as defined by the Superintendent and the immediate supervisor involved. To be eligible for holiday pay, Employees must be eligible for holiday pay the last working day prior to the holiday and the first scheduled working day after the holiday or receive prior approval from your Supervisor and the Executive Director of Employee Services.

ARTICLE 17 - VACATION

- A. Twelve-month employees, shall receive vacation in accordance with the following chart:

0-1-year	15 vacation days
----------	------------------

2+ years 24 vacation days

Vacation pay will be a regular day's pay. The request for vacation days must be entered into the district's online attendance program.

- B. For 12-month employees, yearly vacation days will be deposited frontloaded into individual ROSPA Members' vacation banks on July 1 of each school year. Annual vacation days are pro-rated if hired after July 1 or employment is terminated before June 30. Effective 2000-2001, earned vacation days can accumulate up to no more than thirty (30) days. Any current member with days beyond thirty (30) will have this accumulation frozen. Each twelve (12) month employee can once during the school year choose to receive payment within thirty (30) days for up to ten (10) of his/her accumulated vacation days. Days accumulated at the time of an employee's resignation, termination, or retirement will be paid. Payment for these unused vacation days is not reportable as income for MPSERS.
- C. When an actively working less than 12-month members moves into a 12-month position, s/he will receive a prorated number of vacation days for the remainder of the school year worked in the first partial year (school year defined as July – June).

12-month employees have vacation days "held" from the 2020-2021 school year, these days are to be held, until such time that the employee request a payout per the collective bargaining agreement, used with Supervisor approval or to be paid out at 100% to the employee upon termination of employment from Romeo Community Schools. At no time shall these days be lost.

ARTICLE 18 - COMPENSATION

- A. Salary Schedule - The salary schedule shall be as it appears in Appendix A., which shall be attached hereto and considered a part hereof.
- New Employees with previous experience may be given credit for up to five (5) years of previous experience if that experience is deemed to be of value to the district. This must have the approval of the Superintendent or his/her designee. If given credit for five (5) years of service, they would start on letter E.
- B. Longevity - Applicable to Employees on Longevity: For all full-time Employees who work at least ten (10) months per year, six (6) hours a day, five (5) days a week, the Board will pay longevity pay of \$600.00 beginning on their eighth (8th) anniversary, \$1000.00 beginning on their tenth (10th) anniversary of

employment, \$1,300.00 on their twelfth (12th) anniversary, \$1,800.00 on their fourteenth (14th) anniversary, \$2,000.00 on their sixteenth (16th) anniversary, \$2,200.00 on their eighteenth (18th) anniversary, \$2,500.00 on their twentieth (20th) anniversary, \$3,000 on their twenty-fifth (25th) anniversary, and \$3,500 on their thirtieth (30th) anniversary. Longevity payments will be paid on the first payday after the anniversary date.

On the basis of true proration, all regularly scheduled part-time Employees will receive longevity pay according to the number of months worked per year and the number of hours worked per day. Payment will be made on the basis of the number of hours presently worked per day. For the purpose of calculating longevity payments, a full year shall be considered as having worked at least ten (10) months rather than twelve (12) months.

Any person who retires in accordance with the Michigan Public Schools Employees Retirement Act at any time during the school year, or any person who provides thirty (30) calendar days notice of a resignation in good standing, will be paid a proration of the amount coming towards their longevity. Longevity payments will be paid in a lump sum on the first payday after the anniversary date.

On the basis of true proration, all regularly scheduled part-time Employees will receive longevity pay according to the number of months worked per year and the number of hours worked per day. Payment will be made on the basis of the number of hours presently worked per day.

- C. Mileage - Employees required in the course of their employment to move from one building to another during the school day or on school business shall receive reimbursement for the use of their personal automobile at the rate established by the IRS for each year.

Should the Employer raise this mileage rate during the duration of this contract, then the above rate shall be raised accordingly. Employees shall file a mileage report on a monthly basis.

- D. Pay Options - Employees must select to receive their salary in one of the following two manners:

1. Over 26 equal payments, or 27 equal payments in 27 pay years.
2. Every two weeks during the Employee's specific work year.

Election of one of the above plans will be made at time of initial employment. The pay option selected at time of employment will continue throughout the employee's employment. Employees will have the option of changing their pay option upon notification in writing to the Payroll Department by June 1 for the subsequent school year.

Employees must have their paychecks directly deposited into a financial institution of their choice upon notification in writing to the Payroll Department. Deposits will be electronically transferred the same day as other bargaining unit members receive their paycheck.

- E. Employees will notify the Employee Services Department and the Business Office as soon as they believe there has been a payroll miscalculation. Employee notification of a possible payroll miscalculation will not be accepted or processed if received sixty (60) days or more after the fiscal year-end close of business.

ARTICLE 19 - HANDLING OF PRIVILEGED INFORMATION

- A. It is understood by both parties that Employees have access to certain confidential information having to do with students, other employees, records, and negotiation information that must not be released except to authorized personnel.
- B. The building principal or supervisor shall inform the Employees under the building principal's or supervisor's supervision as to those materials which should be considered as confidential and to whom the Employee is authorized to give the materials.
- C. Any Employee guilty of disclosing privileged information to parties other than those authorized, either by intent or by avoidable error, shall be subject to immediate disciplinary action including possible dismissal.

ARTICLE 20 - DEFINITIONS AND MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any Employee or group of Employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions of this Agreement shall remain in full force and effect.
- B. When the Superintendent cancels school for a forgiven reason, employees are not expected to report for work, intent being staff report to work when students are

in attendance. In the event school is canceled after Employees have reported for work, the Employees will remain on the job until released by the Superintendent, intent being the effect of a smooth closing of the buildings. If the District is required to make up a day(s) that school was closed in order to receive full state aid, the member(s) will work the rescheduled day at no extra compensation as the member will have previously been paid, unless the district did not make count (75% attendance) and staff worked, then they shall be compensated for the make-up day.

C. Dispensing Medication

1. The Board of Education of the Romeo Community School District will by Board resolution make the "dispensing of medication" part of the Employees' job description if they are to perform this task. Further, the Employer will provide one million dollars (\$1,000,000) worth of liability insurance per incident for indemnification of each Employee who performs this task. The Employer will hold each Employee harmless, if they are not grossly negligent, and provide legal representation in case of any lawsuits.
2. It is the responsibility of an individual student to come to the school office in order for he/she to receive his/her medication. The school Administrative Assistant will notify the principal if a student has failed to appear for medication.
3. The building administrator will appoint two administrative designees other than the school Administrative Assistant to dispense and/or witness the dispensing of medication to students during the normal student lunch periods. Each school will have at least two administrative designees. In the event that either of the designees is unable to perform these functions the school Administrative Assistant will perform them.
4. The school Administrative Assistant will be secondary to the building administrator in making medical decisions concerning students.
5. In addition, each elementary school with at least 400 students will receive two (2) hours of assistance for the dispensing of student medication. Elementary schools who have more than 450 students will receive four (4) hours of assistance for the dispensing of student medication.

D. The Employer shall not supplant Employees with outside workers unless required by law. In the event the Employer should need to subcontract the

duties of any Employee or the responsibilities of any position in the Association on a temporary basis while the hiring process takes place, the Employer and the Association shall meet to review the necessity for such subcontracting and agree upon the duration of the temporary assignment.

- E. Evaluations will be conducted at least once every two (2) years by individual administrators. If any category is marked "Needs Improvement", the Employee and the administrator will meet and mutually develop their plan to correct the situation. New Employees must be evaluated at the conclusion of their first (1st) year of employment. Failure to receive a bi-annual evaluation shall mean that the Employee has performed his/her duties in a satisfactory manner. The evaluation procedure is contained in the instruments found in Appendix D. Association and district representatives will review and update the evaluation tool. This committee will make a recommendation of any changes to the bargaining teams for appropriate approval prior to implementation.
- F. Upon hiring of any co-op employee, the Employer shall notify the President of the Association of said hiring. Notification shall include the job responsibilities of the co-op student.
- G. When a bargaining unit position is posted, at least one (1) current bargaining unit member may be placed on the interview committee screening candidates for the position, to provide input into the selection of a person to fill the vacancy. This person shall be within the affected department or school. It is understood that the final responsibility for making a recommendation to the Board of Education is the Administrations.

ARTICLE 21 - NO STRIKE CLAUSE

The Association recognizes that strikes, as defined in Section 1 of Public Act 336 of 1947 of Michigan, as amended, are contrary to law and public policy. The Board and the Association subscribe to the principal that differences shall be resolved by appropriate and peaceful means, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage, or support any strike against the Employer by any group, organization, association, or union.

CONTRACT DURATION

- A. The terms of this Agreement shall be effective for a period beginning July 1, 2025, and shall continue through June 30, 2027.

Upon written request by either party, but no later than January 11, 2027 negotiations shall be undertaken towards a successor agreement.

It is further understood that the terms and conditions of this Agreement will continue until the new Agreement is negotiated.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed by their duly authorized officers, the day and year first above written.

BOARD OF EDUCATION
OF THE
ROMEO COMMUNITY SCHOOLS

ROMEO OFFICE
SUPPORT PERSONNEL
ASSOCIATION

By: Rachel Eichhorn
President

By: Shirley Moncette
President

[Signature]
Secretary

Julia Butler
Chief Negotiator for the BOE

Amelthy J. Cofo
Chief Negotiator for the
Association

SALARY SCHEDULE
ROSPA - OFFICE EMPLOYEES SALARY SCHEDULE
2025-2027 SALARY SCHEDULE

APPENDIX A

CLASS I	STEP	25-26	26-27
Office Assistants	A	\$17.14	
	B	\$17.80	\$18.16
	C	\$18.46	\$18.83
	D	\$19.12	\$19.50
	E	\$19.78	\$20.18
	F	\$20.44	\$20.85
	G	\$21.10	\$21.52
	H	\$21.76	\$22.20
	I	\$22.42	\$22.87
	J	N/A	\$23.54
CLASS II	STEP	25-26	26-27
Supervisors' Administrative Assistants Special Needs Administrative Assistant	A	\$17.95	
	B	\$18.64	\$19.01
	C	\$19.33	\$19.72
	D	\$20.02	\$20.42
	E	\$20.71	\$21.12
	F	\$21.40	\$21.83
	G	\$22.09	\$22.53
	H	\$22.78	\$23.24
	I	\$23.47	\$23.94
	J	N/A	\$24.64
CLASS III	STEP	25-26	26-27
Building Administrative Assistants Directors' Administrative Assistants Acctg. Specialist/Admin. Assistant High School Admin. Asst./Bookkeeper	A	\$18.82	
	B	\$19.54	\$19.93
	C	\$20.26	\$20.67
	D	\$20.98	\$21.40
	E	\$21.70	\$22.13
	F	\$22.42	\$22.87
	G	\$23.67	\$24.14
	H	\$24.44	\$24.93
	I	\$25.16	\$25.66
	J	N/A	\$26.40

25-27 School Year – All eligible members receive one-full step advancement.

APPENDIX B
MINIMUM SUGGESTED GUIDELINES

CLASSIFICATION I

OFFICE ASSISTANTS

High school diploma or equivalency
Ability in all language arts skill areas
Ability to work well with children

CLASSIFICATION II

**ADMINISTRATIVE ASSISTANTS TO SUPERVISORS
SPECIAL NEEDS ADMINISTRATIVE ASSISTANTS**

High school diploma or equivalency
Ability in all language arts skill areas
Ability to handle routine correspondence
Experience or training in office practices
Ability to work well with the public and other employees
Ability to set up and maintain files

CLASSIFICATION III

ADMINISTRATIVE ASSISTANTS:

a) BUILDING

b) DIRECTORS

**c) HIGH SCHOOL ADMINISTRATIVE
ASSISTANTS/BOOKKEEPER**

d)

High school diploma or equivalency
Ability in all language arts skill areas
Experience or training in office practices
Ability to set up and maintain files
Ability to handle routine correspondence
Ability to work well with students, the public, and other employees
Ability to handle routine bookkeeping functions
Ability in using computer software such as: word processing, spreadsheets and e-mail

OFFICE ASSISTANTS/ACCOUNTING

High school diploma or equivalency
Experience and/or training in advanced bookkeeping procedures
Experience and/or training in office machines
Ability in all language arts skill areas
Ability to work well with the public and other employees
Data processing and programming training desirable
Ability in using computer software such as: word processing, spreadsheets and e-mail
Familiar with 10-key

APPENDIX C
ROSPA GRIEVANCE FORM

Grievance No.

Name of Grievant(s) _____

Date filed

Work location _____

Classification

Date of alleged violation:

Nature of grievance:

Contract article(s) or policy violated:

Relief Sought:

Signature of Grievant(s)

Association endorsement (Level Three):

The Association has reviewed the above stated grievance and:

☐ Agrees that the contract or policy has been violated.

☐ Finds no contract violation.

☐ Forwards with no recommendation.

Signature of Association Secretary: _____ Date: _____

ROSPA Performance Evaluation

Beginning 2021-2022 School Year

Employee: _____ Building: _____ Date of Evaluation: _____

Date of Review: _____ School Year: _____ Evaluator: _____

Total Score Divided by Number of Indicators					
4-Highly Effective	3-Effective	2- Minimally Effective	1-Ineffective		
4.0	3.0	2.0	1.0		
Performance Indicator:					
1. Performance of Tasks				Score or N/A	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Initiative	Takes the initiative to perform assigned and other secretarial tasks with no supervision; makes suggestions for improvements; thinks systemically; considers all aspects.	Consistently and effectively performs secretarial tasks with minimal supervision as directed by the immediate supervisor or administrator.	Completes secretarial tasks with some supervision as directed by the immediate supervisor or administrator.	Requires support or fails to complete secretarial tasks as directed by the immediate supervisor or administrator.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Correspondence	Highly consistent and effective in preparing, receiving, monitoring, and distributing incoming and outgoing mail or other correspondence including supplies/packages within school building; ensures that information is forwarded to the appropriate recipients in a timely manner. Follows up on details.	Effectively prepares, receives, monitors, and distributes incoming and outgoing mail or other correspondence including supplies/packages within school building; ensures that information is forwarded to the appropriate recipients in a timely manner.	Effectively prepares, receives, monitors, and distributes incoming and outgoing mail or other correspondence including packages within school building. May show occasional lags in timeliness. May occasionally show lags in follow up for communication.	Requires support or fails to prepares, receives, monitors, and distributes incoming and outgoing mail or other correspondence including packages within school building in timely manner.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Reception Skills	Highly professional; Maintains a complete bookkeeping system for the school, manages greetings, calls in a courteous, respectful, positive, efficient manner; routes calls/visitors to the correct school personnel; can professionally diffuse those who are angry or upset; discerns and meets needs of callers/visitors.	Professionally, and effectively manages greetings, calls in a courteous, respectful, positive and efficient manner; fills need as presented; routes calls/visitors to the correct school personnel; relays concise messages; meets need of callers/visitors.	Generally, manages visitors, calls in a courteous, respectful, positive and efficient manner; fills most needs as presented and routes calls/visitors to the correct school personnel.	Often manages visitors calls in a courteous, respectful, positive and efficient manner; may or may not fill needs as presented, routes most visitors/calls to the correct school personnel.	

	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Bookkeeping Skills	Highly consistent and effective in performing complex work involving the application of bookkeeping and accounting principles to various financial and record keeping tasks in the areas of accounts payable, accounts receivable, payroll, and school activity financial accounting.	Effective in performing complex work involving the application of bookkeeping and accounting principles to various financial and record keeping tasks in the areas of accounts payable, accounts receivable, payroll, and school activity financial accounting.	Effective in performing complex work involving the application of bookkeeping and accounting principles to various financial and record keeping tasks in the areas of accounts payable, accounts receivable, payroll, and school activity financial accounting. May show occasional lags in timeliness. May occasionally show lags in follow up for communication.	Requires support in performing complex work involving the application of bookkeeping and accounting principles to various financial and record keeping tasks in the areas of accounts payable, accounts receivable, payroll, and school activity financial accounting.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Communication Skills	Highly consistent and effective in greeting and treating students, staff, community and public in a respectful, responsible and courteous manner. Puts a great face on the department/school.	Consistently greets and treats students, staff, community and public in a respectful, responsible and courteous manner. Good representation of the department or school.	Often greets and treats students, staff, community and public in a respectful, responsible and courteous manner. Representation of the department or school is mostly positive.	Occasionally greets and treats students, staff and the public in respectful, responsible and fair manner. May upset or anger callers or visitors occasionally. Sometimes poorly represents department or school.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Efficiency	Highly reliable by completing all work in a reasonable amount of time as assigned or before expected time; takes the initiative to help others when needed to complete a project or task.	Reliable by completing all work in a reasonable amount of time as assigned or before expected time; assists others when needed to complete a project or task.	Demonstrates dependability by completing all work in a reasonable amount of time as assigned or before expected time.	Most work is completed on time, but occasionally loses track of deadlines or does not complete work on time.	
2. Quality of Work					Score or N/A
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Quality	Consistently and effectively processes, enters data and reports in precise, accurate format. Is a leader in the district/building and assists others. Meets all deadlines. Grammar, content and format are exemplary in written and/or oral communications.	Effectively processes, enters data and reports in precise, accurate format. Meets all deadlines. Grammar, content and format meet all expectations in written and/or oral communications.	Requires support and/or needs supervision to process and enter data and reports in a precise, accurate format; occasionally misses a deadline. Grammar, content and format are acceptable, but some improvements are necessary in written and/or oral communications.	Fails to effectively process or enter data and report in a precise, accurate format, or fails to meet deadlines. Grammar, content and/or format are not as expected for a professional.	

	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Organization	Recognized as a leader in organizational and planning skills.	Demonstrates strong organizational and planning skills.	Adequate organizational and planning skills, but areas of improvement are identified.	Organizational and planning skills are not always demonstrated.	
3. Records					Score or N/A
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Maintenance of Records	Extremely consistent and highly effective in maintaining accurate student records and of all school based business such as student attendance, scheduling, inventories and maintenance of records as directed by school administration and initiates process to improve accuracy of records, meeting all online requirements.	Consistently and effectively maintains accurate student records and of all school-based business such as student attendance, scheduling, inventories and maintenance of records as directed by school administration and initiates process to improve accuracy of records, meeting online requirements for transfers.	Effectively maintains accurate student records and of all school-based business such as student attendance, scheduling, inventories and maintenance of records as directed by school administration, usually prompt, but may demonstrate an occasional lag in timeliness, including the online requirements.	Requires support and needs supervision to maintain accurate student records and of all school-based business such as student attendance, scheduling, inventories and maintenance of records as directed by school administration. May demonstrate some lags in timeliness. May demonstrate a lag in meeting online requirements.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Transfers	Extremely consistent and highly effective in promptly handling transfers in and out of student records; follows/recommends revisions for school procedures; meets all timely and online requirements. Trains others in procedures.	Consistently, effectively, and promptly handles transfers in and out of student records; follows school procedures, meets timely and online requirements for transfers.	Effectively handles transfers in and out of student records from other schools; usually prompt, but may demonstrate an occasional lag in timeliness; may struggle occasionally with online requirements.	Requires a reminder and needs support to handle transfers for student records. May demonstrate some lags in timeliness. May demonstrate a lag in meeting online requirements.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Confidentiality	Consistently and effectively maintains confidentiality of student records and background and monitors the confidentiality of others.	Consistently and effectively maintains confidentiality of student records and background.	Effectively maintains confidentiality of student's records and background, but an occasional lapse may be noted.	Needs support to maintain confidentiality of student records and background.	

4. Team Performance					Score or N/A
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Assigned Tasks	Regularly uses initiative and resourcefulness in performing assigned tasks and assisting other staff members. Sees what needs to be done and independently moves forward with wisdom. Recognizes what needs approval from supervisor prior to action.	Uses initiative and resourcefulness in performing assigned tasks and assisting other staff members. Frequently sees what needs to be done and moves forward with little direction. Recognizes what needs approval from supervisor.	Needs specific instruction and occasional reminding for tasks; struggles with being resourceful with assigned tasks. Occasionally sees what needs to be done and may move forward without direction. May not always recognize what needs approval from supervisor.	Attempts to perform this activity but often does not actually complete or follow through with these attempts. Often fails to see what needs to be done and rarely is able to move forward without direction. Sometimes fails to recognize what needs approval from supervisor.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Cooperation	Recognized as a leader in cooperating with supervisor, administrator and/or staff member and provides strong contributions to the team.	Cooperates willingly, works well with others, and provides strong contributions to the team.	Usually cooperative, usually works well with others, contributes occasionally to the team.	Less cooperative and viewed as confrontational, less than willing to cooperate with team members.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Flexibility	Recognized as a leader in helping others adapt to special or unique situations.	Demonstrates flexibility and initiative in adapting to special or unique situations.	Usually flexible, but occasionally shows difficulty adapting to special or unique situations.	Viewed as quite rigid by other staff members, does not adapt well to change.	
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Attitude	Recognized as a leader in interaction with staff members, parents and students in a positive manner and helps extinguish negative conversations about others.	Interacts with staff members, parents and students in a positive manner and helps extinguish negative conversations about others.	Interacts in a positive manner with others, but does not help extinguish negative conversations about others.	Frequently displays a negative attitude to staff or students.	
5. Attendance and Punctuality					Score or N/A
	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Attendance	Attendance is perfect.	Demonstrates dependability, within guidelines by meeting or exceeding expected attendance expectations.	Attendance is within guidelines, but demonstrates a pattern of missed work or a pattern of using all sick days each year.	Attendance records show non-compliance with expectations.	

	4: Highly Effective	3: Effective	2: Minimally Effective	1: Ineffective	
Punctuality	Arrives early on a regular basis, never late.	Demonstrates high dependability by meeting expected punctuality expectations.	Occasionally late, but reports in prior to arrival with legitimate reason	Often late, may not always report ahead of time	
TOTAL SCORE					
TOTAL SCORE DIVIDED BY NUMBER OF INDICATORS					

Comments:

Suggestions for Improvement:

Evaluator's Signature

Employee's Signature

Date

Date

*TO THE EMPLOYEE: Your signature indicates that you have read this evaluation and have had the opportunity to discuss it with the evaluator. If you so desire you may prepare a written response (within ten {10} working days of this dated document) which will be attached to this evaluation and made a part of your personnel file.

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