Master Agreement

Between the

St. Johns Education Secretary Association, MESPA/MEA/NEA

And the

St. Johns Board of Education

2026-2029

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AGREEMENT

This Agreement is entered into this 15th day of January 2024, by and between the Board of Education of St. Johns Public Schools (hereinafter called the Board), and the St. Johns Education Secretary Association/ MESPA/MEA/NEA (hereinafter called the Association).

PREAMBLE

WHEREAS, the Board and the Association recognize their rights and obligations pursuant to the Michigan Public Employment Relations Act and the statements of policy contained therein; and

WHEREAS, the Board and the Association have entered into good faith negotiations and reached agreement upon wages, hours, and other terms and conditions of employment;

The Board and the Association do hereby set forth and memorialize this as their full agreement.

It is the policy of the Board that discrimination against employees or applicants for employment is prohibited based on the following protected classes: race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class.

ARTICLE I
Recognition

A. The Board hereby recognizes the Association as the exclusive and sole bargaining agent as defined in Section 11 of Act 379, Public Acts of 1965, for all of its secretarial/clerical positions in the appropriate bargaining unit, described and defined as:

All full time and regularly scheduled part–time school building-level secretaries and clerks,

B. The term "employee", singular and plural, when used hereinafter in this agreement, shall refer to all personnel represented by the Association in the bargaining unit as defined above, and references to one gender shall include the all genders.

C. Whenever a new bargaining unit position is created in the District, the Association shall be notified in writing of said position.

ARTICLE II
Rights of the Board

A. It is agreed that the Board hereby retains and reserves unto itself, without limitation and without prior negotiations with the Association, all the powers, rights, authority, duties and responsibilities enumerated in the School Code of 1976 and conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of the United States, including, and without limiting the generality of the foregoing, the rights to:

1. Direct the workforce and assign work to be done.
2. Determine the size of the workforce, including its expansion or reduction.
3. Establish and change work schedules.
4. Adopt and revise work rules.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE III
Association Rights

A. The Board agrees not to discriminate against any employee with respect to hours, wages or any conditions of employment on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class, or by reason of membership in the Association, or participation in the activities of the Association or collective negotiations with the Board, or his/her institution of any grievance, complaint or proceedings under the terms of this Agreement.

B. The Board agrees to make available to the Association in response to requests pursuant to the Freedom of Information Act, information relating to the financial resources of the District and other information necessary for the preparation of contract proposals or the processing of grievances.

C. With the building principal's authorization, the Association may use school facilities for meetings, provided there are no scheduling conflicts. Additionally, school office equipment is available for Association use whenever it is not in use for school business. Costs of materials and supplies incident to equipment use will be met by the Association.

D. The Association shall have the right to use regular intra–district mail services and/or email for purposes of communication and the right to post communications to its members in the usual administrative posting place in each building.

E. Authorized representatives of the Association shall have the right to transact official Association business on school property during off duty time, provided that the Association representative may request authorization from the building principal to transact the Association business at other times.

F. The Board shall provide to the Association five (5) days for the transaction of Association business, conference days, etc.

ARTICLE IV
Employee Rights and Protection

A. The private life of an employee is not within the appropriate concern or attention of the Board, unless the employee's conduct adversely affects the ability of the employee to function in and/or perform the duties of his/her job or poses a threat to the health and/or safety of students, teachers or fellow employees or causes harm to the school district.

B. The Board recognizes the merits of a policy of progressive discipline, which includes verbal warning, written reprimand, suspension with pay, suspension without pay, with discharge as a last resort. Any disciplinary action taken shall be appropriate to the behavior which led to the discipline, recognizing that extreme infractions may result in immediate action which may bypass the earlier steps of the progression.

C. No employee shall be discharged, disciplined, reprimanded or reduced in rank or compensation without just cause. Any such action shall be subject to the Grievance Procedure herein. An employee shall have the right to have an Association Representative present whenever disciplinary actions are contemplated. Upon request for such representation, the action shall be delayed up to a maximum of forty–eight (48) hours to allow the representative to be present. All information forming the basis for disciplinary action shall be made available to the employee and the Association in writing upon written request. Breaches of discipline or complaints against an employee shall be brought to the employee's attention within ten (10) working days of actual knowledge or dismissed. Probationary employees shall be subject to termination at any time during the probationary period without contest, as noted in Article IX Section B, and their termination shall not be grievable.

D. An employee who suffers an assault or against whom legal action is taken in the course of employment shall report such incident to the supervisor immediately. The employee shall be advised of what recourse the employer will take in this matter, which may entail seeking legal advice, by the employer for the employee.

E. The District shall maintain only one personnel file for each employee. Each employee shall have the right to review and acquire copies of the contents of his/her personnel file, except for personal references received at the time of employment. The employee shall also have the right to be accompanied by an Association Representative when reviewing his/her file. An employee may submit a written response to any material in his/her file, and the response will be attached to the relevant filed material. A copy of any material placed in an employee's personnel file, which is subject to disclosure, by the Employee's Right to Know Act shall be given to the employee at that time.

F. If an employee is released to participate during working hours in negotiations or grievance proceedings, he/she shall suffer no loss in compensation.

G. Proper dress from all staff is expected throughout the school year. Staff should dress for respect and success. Clothing that is torn, worn, or revealing is never appropriate. Monitoring these guidelines is the responsibility of the building administrator.

A secretary violating these guidelines may be asked to go home and change her/his clothing and return to work.

H. Bargaining unit members will not be asked to perform tasks that may be hazardous to their health, safety, or well-being, without proper training and equipment to complete the task safely.

ARTICLE V
Work Schedule

A. The daily schedule and work year for each position shall be as listed in Appendix A. In case of financial necessity, reductions of hours and/or days may be made in accordance with Article XII, Section G.

B. Employees working a minimum of four (4) hours, but less than six (6) hours shall receive a fifteen (15) minute break as scheduled by the supervisor.

C. Employees working six (6) hours or more per day shall receive a fifteen (15) minute break within the first three (3) hours work period and a fifteen (15) minute break within the second three (3) hours work period, as scheduled by the supervisor.

D. Each employee who works a minimum of five (5) hours per day shall be entitled to an uninterrupted, unpaid duty-free lunch break of no less than thirty (30) minutes.

E. For all hours worked more than forty (40) hours in a work week, the employee shall be compensated at the rate of time and one half.

F. When school is cancelled due to conditions not within the control of school authorities, such as inclement weather or health conditions, employees will not be required to report to work and will be compensated for up to six (6) days. Employees may be required to report for work on workdays when school has been cancelled. If an employee is required to report to work by her administrator on a cancelled school day, then the employee may take another day off as mutually agreed to between the employee and administration.

For any subsequent cancellation days, employees shall report to work, use PTO time or, for positions less than year-round, adjust their work calendar to make up for the days off work.

When the rescheduling of a student instruction day requires an employee to work an additional day not originally scheduled as part of his/her work year, the employee will work the rescheduled day without additional compensation, unless the employee was required to work as scheduled on the student instruction day which was canceled.

G. When the start of the students' school day has been delayed due to weather conditions, the employee shall report at his/her regular reporting time and work his/her regularly scheduled workday, if possible. If the employee’s start of day or report time will be delayed, the employee shall communicate with his/her supervisor.

ARTICLE VI
Evaluation

A. Each employee shall be evaluated at least once each year prior to May 30. Should the supervisor elect to forego the evaluation, he/she shall notify the employee of such in writing. The employee may then assume that his/her performance is satisfactory.

B. The written evaluation shall be discussed with the employee within ten (10) workdays following receipt by the employee. Before any evaluation is made part of an employee's permanent record, the employee shall have a chance to add statements or other information to the evaluation and shall sign her/his evaluation as an indication that she/he has seen it.

C. In the event the employee is evaluated as deficient in an area, the Supervisor shall give the employee written suggestions, assistance, and a reasonable time to correct said deficiency.

D. Each employee upon employment, at the beginning of each school year and/or the implementation of a revised evaluation form shall be informed of the specific criteria upon which she/he shall be evaluated and shall be given a copy of the evaluation form to be used. It is understood that an employee shall not be evaluated prior to or within 30 days of receipt of said form.

E. The Association and the Board shall be notified of either party's desire to revise or modify the evaluation form. Upon such notification, the parties shall meet for a reasonable period of time not to exceed thirty (30) days, to work out such revision or modifications. If the parties cannot mutually agree to the revisions or modifications, the Board may implement its last version.

ARTICLE VII
Leaves With Pay

A. Personal Time Off (PTO) Leave

1. Each employee shall be granted 0.066 of a day for each day worked, excluding paid vacation days, with a maximum of 13 days per year for any employee, accumulating to a maximum of the equivalent of 200 days based on the scheduled number of hours for the fiscal year. PTO time is granted and used in hours.

   A physician's statement and/or verification may be required in cases of chronic illness and/or absences of three (3) or more consecutive workdays. PTO days are not to be used the day immediately preceding or following a school break or a holiday while school is in session, except in case of an emergency or with Superintendent or designee approval.

2. A secretary may use no more than six (6) PTO days consecutively in a school year, except in case of illness. The secretary shall make a request for the use of three or more consecutive days to the Superintendent or designee as soon as possible but not later than two (2) weeks prior to the dates requested, except in case of an emergency.

3. If a secretary has used their annual allocation of PTO time for that year, the use of additional PTO time during that year requires written approval in advance from the secretary's supervisor except in the case of approved FMLA leaves or with Superintendent or designee approval.

4. An employee absent from work with mumps, scarlet fever, measles, or chicken pox and any other communicable diseases shall suffer no diminution of compensation and shall not be charged with PTO leave for a period not to exceed three (3) weeks, provided said employee incurs said disease within the incubation period of the occurrence of a like disease incurred by a student within the employee's assigned school building. The diagnosis of the disease shall be requested by the Board by the Doctor of Medicine or Osteopathy.

B. Bereavement Leave

Each employee shall be granted up to three (3) days paid leave not chargeable against PTO leave when a death occurs in the employee's immediate family. Immediate family is defined as the employee's spouse, children, stepchildren, son and daughter–in–law, grandparents and grandchildren, step grandparents, parents, stepparents, parents–in–law, brothers and sisters, step brothers and sisters, brother and sister–in–law. In the event of the death of the employee's spouse or child an additional three (3) days chargeable against PTO leave may be used. A maximum of one (1) day bereavement will be allowed

per occurrence of death to the immediate family to include Nieces, Nephews, Aunts, and Uncles

C. Court Appearance/Jury Duty/Judicial Proceedings

An employee called for jury duty or subpoenaed as a witness in any judicial proceedings shall receive a normal day's pay less any amount paid by the court for jury duty or less any amount to which the employee is entitled as a witness.

ARTICLE VIII
Unpaid Leaves of Absence

A. An employee may make application for an unpaid leave of absence to his/her supervisor. The application shall contain a statement of the purpose and duration of the leave requested. The application shall be forwarded to the Superintendent of Schools for a disposition granting or denying the leave. An employee who is granted an unpaid leave of absence may, except as provided for in Article IX., B. (for the first three months), continue his/her insurance benefits at his/her own expense, subject to the rules and regulations of the insurance carrier. Seniority shall not continue to accrue during an unpaid leave of voluntary absence as outlined in Article IX Section A. Upon return from leave the employee shall be returned to her previous position, if in existence, or an equivalent position following the procedures set forth in Article XII Section A. In no instance will the employee be paid at a rate lower than the previous position would have provided.

B. An employee who is incapacitated or disabled due to personal illness or injury and who has exhausted all earned and accumulated paid sick leave shall be placed on an extended illness unpaid leave of absence for the duration of his/her disability up to one (1) year from the date all leave time is exhausted. Insurance premiums shall continue to be paid by the district for three (3) months beyond sick leave exhaustion. Seniority shall continue to accrue during an unpaid leave of absence for extended illness. Upon return from leave, the employee shall be returned to his/her previous position, if in existence, or an equivalent position following the procedures set forth in Article XII Section A. In no instance will the employee be paid at a rate lower than the previous position would have provided.

C. Upon written application an employee shall be granted and unpaid leave of absence for the purpose of parental care of his/her newborn child for a period of up to one year. Seniority shall not accrue during the leave. Upon return from leave the employee shall be returned to his/her previous position, if in existence, or an equivalent position following the procedures set forth in Article XII Section A. In no instance will the employee be paid at a rate lower than the previous position would have provided.

D. Any bargaining unit member who enters military duty in any branch of the armed services of the United States shall be entitled to all rights and privileges as prescribed by federal and/or state statues. Bargaining unit members on military leave shall be given the benefit of any increments, seniority and PTO leave allowances which would have been credited to them had they remained in active service to the school.

E. Employees may take leave pursuant to the Family Medical Leave Act.

ARTICLE IX
Seniority

A. Seniority shall be defined as the length of continuous service in the bargaining unit from the last date of hire. Seniority shall not accrue during layoffs or unpaid leaves of absence, except those related to Article IX Sections B, C, D or E. In the event more than one employee has the same seniority accrued, the seniority ranking of those employees shall be determined in order of the highest last four digits of the employees' social security number.

B. Each newly hired employee shall be in probationary status for the first sixty (60) days of work. Probationary employees shall be subject to termination at any time during the probationary period without contest. In cases of unpaid leaves of absence, the employer may hire temporary, probationary employees to replace those employees on leave to the extent of the sixty (60) working day probationary period. The employer may terminate the temporary employee upon the expiration of the probationary period without contest or commitment for reemployment. However, continued employment after the sixtieth (60th) continuous day of work shall vest the temporary employee as a bargaining unit employee with all rights of the Agreement, including recall.

C. Each year the Association and the employer shall meet to verify a revised seniority list for publication and distribution by October 1. The list shall specify the seniority ranking of each employee by name and the amount of seniority accumulated as of the previous June 30. A copy of the list shall be distributed to each employee and the Association.

D. Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to the last date of hire. A probationary employee shall receive paid leave or holiday pay during her/his probationary period. Should the employee be dismissed or not complete the probationary period, these paid leaves and/or holidays will be deducted from any remaining paychecks.

ARTICLE X
Transfers and Vacancies

A. A vacancy shall be defined as a newly created or an unoccupied position in the bargaining unit to be filled when there is no employee who can claim the position by return from leave of absence or by recall. The employer shall determine if and when a position is to be filled or eliminated and shall inform the Association of such determination.

B. All vacancies shall be posted for a period of at least five (5) workdays on the district's Employment Opportunities page of its website. Such posting shall be dated, contain the job title, classification level, building assignment, pay range, anticipated hours and length of year to be worked. Any position posted as part–time may be reposted if the hours for the position are expanded to full–time within one year of the initial posting.

C. Employees shall make application in writing to the Superintendent of Schools or designee.

D. Vacancies shall be filled by the most qualified applicant. Should an internal applicant apply, they will be given an automatic interview for any open position within the contract. An internal candidate is defined as an individual currently working in this bargaining unit position or on layoff status from this bargaining unit position.

The interview panel for any open position may include representation from the Secretary Association.

The employer may give a skills test for any open or vacant position. That skills test shall be shared with the Association member that is a part of the interview committee, but not prior to interview day.

A consistent process will be followed for each interview, and every applicant will be given the same opportunity.

E. During the summer months, notice of vacancies shall be sent electronically to the bargaining unit members, posted and given to the Association.

F. If the needs of the district cannot be served with the present placement of a secretary, the Superintendent may make a reassignment or transfer within the same classification, without loss in compensation, if the transfer is in the best interest of the school district. However, prior to taking such action, the Superintendent will inform the President of the Association.

ARTICLE XI
Reduction of Personnel

A. In the event the employer decides a reduction of personnel is necessary, it shall determine which positions within the classification level to be reduced will be eliminated. An employee whose position has been eliminated will be reduced, unless the employee to be reduced is qualified and possesses the requisite skills and ability to perform the position of a less senior employee in the classification level, whose position has not been eliminated. An employee who is displaced by a more senior employee whose position has been eliminated shall likewise be reduced, unless the displaced employee is qualified and possesses the requisite skills and ability to perform the position of a less senior employee in the classification level, whose position has not been eliminated. This procedure shall result in the reduction of the least senior employees in the classification level, who have been displaced and/or whose positions have been eliminated and cannot displace any less senior employee in the classification level.

B. Employees reduced from a classification level shall have the option to accept layoff or be placed in a position in a lower classification level, if there is a less senior employee who can be displaced and the more senior employee is qualified and possesses the requisite skills and ability to perform the duties of the less senior employee to be displaced. Employees who are placed in a position in a lower classification shall not lose recall rights to their former classification level.

C. Employees to be reduced shall be notified at least thirty (30) days prior to the effective date of the layoff.

D. Employees shall be recalled to available positions within their original classification level from which they were reduced in order of greatest seniority, provided the most senior employee is qualified and possesses the requisite skills and ability to perform the duties of the available position. Notice of recall shall be sent to the recalled employee by certified mail return receipt requested to the last known address on file with the employer. A copy of the notice shall be sent to the Association President at the time of mailing the original notice.

E. If there are no laid off employees from a classification level in which a position becomes available who can be recalled, laid off employees from other classification levels may apply for the position and the most senior applicant who is qualified and possesses the requisite skills and ability to perform the duties of the available position shall be awarded the position if there is no applicant with better results from the testing procedures, unless the testing procedure is waived in this instance by mutual agreement of the Association and the employer.

F. Return to a position upon the expiration of a leave of absence shall in all respects be subject to the operation of the provisions of this Article should the employer decide a reduction of personnel is necessary.

G. Employees shall be given at least fifteen (15) days notice of any reduction in hours. In the event the employer determines that a reduction in hours of positions is necessary, an employee whose hours are reduced may displace a less senior employee in a position within the same classification level that would restore the employee to the original number of hours worked, if the employee whose hours are reduced is qualified and possesses the requisite skills and ability to perform the less senior employee's position and there is a less senior employee who is qualified and possesses the requisite skills and ability to perform the reduced hours position. Displacement of less senior employees shall be consistent with the procedures of Section A, except that no less senior employee shall be laid off because of reduced displacements.

H. An employee desiring to exercise the right to displace a less senior employee according to the provisions of this Agreement shall notify the employer within two (2) working days of the receipt of the notice of layoff or reduction in hours. No movement of persons shall be done until all movement in the chain of displacements has been determined.

ARTICLE XII
Grievance Procedure

A. A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the expressed terms and conditions of this contract.

B. The grievant(s) and the Association representative shall be released from duty with no loss of pay to attend grievance meetings and hearings scheduled by the Administration or Board during the working of the grievant(s) and/or representatives.

C. No reprisals of any kind shall be taken against any employee for participation in any grievance proceeding.

D. The grievant(s) and/or Association shall handle grievances. The Board hereby designates the employee's immediate supervisor to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.

Where the grievant is the Association and the grievance involves a matter of Association rights and/or employees from more than one building, Level One may be set aside by mutual agreement of those involved at Level One, and the grievance will then be advanced to Level Two. If no agreement is reached on setting aside Level 1, the grievance will proceed at Level 1 within the prescribed time limits.

E. The term "days" as used herein shall mean scheduled workdays. Time limits may be extended only upon mutual agreement of the parties. Any grievance not answered within the time limits by the Board, may be advanced to the next step by the Association. Any grievance not pursued by the Association within the time limits shall be deemed dropped by the Association.

F. Written grievances as required herein shall be filed on the grievance form set forth in Appendix B of this Agreement.

G. Level One – a grievant and her/his Association representative alleging a violation of the express provisions of this contract shall within ten (10) days of when the employee knew or should have known of the occurrence, orally discuss the grievance with the immediate supervisor or his/her designee to resolve same.

If no resolution is obtained within two (2) days of the discussion, the grievant shall reduce the grievance in writing and submit the written grievance to the immediate supervisor within three (3) days of said discussion. The immediate supervisor shall have five (5) days from the date the written grievance is submitted to render his/her disposition in writing.

If no resolution is reached within ten (10) days of the discussion, or the decision is unsatisfactory to the Association, the grievance may be appealed by the Association to Level Two within fifteen (15) days of the discussion at Level One.

Level Two – A copy of the written grievance shall be forwarded to and filed with the Superintendent or his designated agent. The Superintendent or the designated agent shall sign and date the grievance. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and the designated Association representative, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association Secretary, the employee's immediate supervisor in/on which the grievance arose, and place a copy of same in a permanent file in his office.

If no resolution is reached within ten (10) days of the discussion, or the decision is unsatisfactory to the Association, the grievance may be appealed by the Association to Level Three within ten (10) days of the discussion at Level Two.

Level Three – A copy of the written grievance shall be filed with the Board and/or their designated agent as specified in Level Two. The Superintendent or the designated agent shall sign and date the grievance. Within five (5) days of receipt of the grievance, a meeting shall be scheduled, to be held within fifteen (15) days of the receipt of the grievance, between the Board or a committee of the Board and the grievant and/or the designated Association representative, to discuss the grievance. Within five (5) days after the next scheduled Board meeting, the Board or its designated agent shall render its decision in writing, transmitting a copy of the same to the grievant, the Association, the employee's immediate supervisor, the Superintendent and place a copy of same in a permanent file in the Board Office.

Level Four – Individual grievants shall not have the right to process a grievance at Level Four:

1. If the Association is not satisfied with the disposition of the grievance at Level Three, or if no disposition has been made within the time limits set forth in Level Three, the Association may submit the grievance to binding arbitration before an impartial arbitrator by filing a demand for arbitration with the American Arbitration Association, within twenty (20) work days of the Level Three disposition or the deadline for the disposition. The arbitrator shall be selected according to the rules of the American Arbitration Association, which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground, or to rely on any evidence, not previously disclosed to the other party. The arbitrator shall have no authority to alter, ignore, modify, add to, or subtract from the terms of this agreement. The arbitrator shall have no authority to make a decision in any case of discharge or discipline of a probationary employee.

The arbitrator shall have no authority to make a decision in any matter based upon an interpretation of any statutory law for which there is an administrative agency created by state or federal statute which has jurisdiction to determine the legal rights of the grievant. Both parties agree to be bound by the award of the arbitrator made within the scope of authority. The fees and expenses of the arbitrator shall be paid as follows:

a. If the grievance is sustained and the remedy sought by the Association is awarded in full the Board shall pay the fees and expenses in full.

b. If the grievance is denied in full the Association shall pay the fees and expenses in full.

c. If the grievance is neither sustained in full nor denied in full the fees and expenses of the arbitrator shall be shared on a percentage basis as determined by the arbitrator.

2. Employees who are necessary participants in an arbitration hearing as an Association representative or witness in the proceedings shall be released from duty without loss of pay for the time necessary to represent or testify as the case may be, provided the hearing is held on the employer's premises. If the hearing is not held on the employer's premises, employees may use personal business leave or the Association may reimburse the employer for necessary substitute costs, unless the employer initiates the request for the hearing to be held away from its premises. An attempt shall be made to schedule arbitration and attendance of employees at times which will avoid or minimize release from work.

H. All documents, communications and records dealing with a grievance shall be filed separately from personnel files of the participants.

I. Access shall be made available to records of all privileged information necessary to the determination and processing of the grievance.

J. A grievance may be withdrawn at any level without prejudice or record. However, if, in the judgment of the Grievance Committee, the grievance affects a group of secretaries, the Grievance Committee may process the grievance at the appropriate level.

ARTICLE XIII
Compensation and Insurance Benefits

A. Wages – Employees shall be compensated at hourly wage rates specified in Appendix A of this Agreement. Any employee who was hired after January 31st of a year will be placed on step one (1) for the remainder of the current school year and the next school year.

B. Longevity Pay

For employees hired prior to August 17, 2012:
Employees who have accrued at least nine (9) or more longevity credit years on September 1 of each year shall be paid at 1.075 x their salary schedule rate for all hours worked that contract year. An employee must contract for a minimum of 180 work days to receive a full year of credit, any less will be prorated.

Employees who have accrued at least twelve (12) or more longevity credit years on September 1 of each year shall be paid at 1.12 x their salary schedule rate for all hours worked that contract year. An employee must contract for a minimum of 180 work days to receive a full year of credit, any less will be prorated.

Employees who have accrued at least fifteen (15) or more longevity credit years on September 1 of each year shall be paid at 1.165 x their salary schedule rate for all hours worked that contract year. An employee must contract for a minimum of 180 work days to receive a full year of credit, any less will be prorated.

For employees hired after August 17, 2012:
Longevity will be based on years completed on September 1 of each year and shall be paid at the following factor rates x salary schedule rate for all hours worked that contract year. An employee must contract for a minimum of 180 work days to receive a full year of credit, any less will be prorated.

Years Completed	Longevity Factor
4 years	1.01
6 years	1.03
9 years	1.05
12 years	1.07
15 years	1.09
18 years	1.11
21 years	1.13
24 years	1.15

C. Severance Pay

Provided an employee had given 30 days advance written notice, the employee with at least ten (10) years of employment in a position which is in the bargaining

unit shall receive at the time of termination of employment, (except cases of discharge, layoff or leave of absence), payment of forty dollars ($40) per day for up to 100 PTO days accumulated and thirty dollars ($30) per day for 101 to 200 PTO days accumulated based on scheduled number of hours for that fiscal year. Employees hired after July 1, 2014, severance pay is capped at the equivalent of 100 paid days based on scheduled number of hours for that fiscal year. The Superintendent can waive the 30-day notice in extenuating circumstances.

Upon meeting the conditions above, an employee shall receive a one-time termination payment of $50 per year of service in the association, up to a maximum of $1,000.

D. Insurance Benefits

1. Each secretary scheduled to work at least 30 hours per week may elect insurance coverage under one of the following fringe benefit plans as defined below:

The Association– agrees to look at insurance bids from other insurance carriers of equal value and coverage offered at a lower premium resulting in cost savings for the district and the secretarial unit. No changes to insurance coverage will take place without voted approval by the secretarial unit.

a. West Michigan Health Insurance Pool (WMHIP) Enhanced 500 068 Plan

WMHIP CB PPO Plan 1 Health Insurance with $500/$1,000 deductible, $20/$50 Office & Urgent/ER copays, 0% coinsurance

b. WMHIP Enhanced 250 005 Plan

WMHIP PPO Versatile Plan 3 Health Insurance with $250/$500 deductible; $20/$50 Office & Urgent/ER copays, 10%

c. WMHIP Enhanced Level 036/037 Plan

ABC Plan I Health Insurance WMHIP Flexible Blue 2 Health Insurance with $1,650/$3,300 (subject to change by IRS) deductible, 0% co-insurance

d. WMHIP Enhanced Level 119/120 Plan

WMHIP Flexible Blue 4 Plan Health Insurance with $1,650/$3,300 (subject to change by IRS) deductible, 20% co-insurance

The medical benefit plan year is from January 1 to December 31.

Effective January 1, 2026, the District shall contribute the following toward the secretary's medical benefit plan premiums:

1. $7,942.09 per year for single subscriber
2. $16,609.38 per year for 2-person subscribers
3. $21,660.30 per year for full family subscribers

Effective January 1, 2027, the District shall contribute the following toward the secretary's medical benefit plan premiums:

1. $8,180.35 per year for single subscriber
2. $17,107.66 per year for 2-person subscribers
3. $22,310.11 per year for full family subscribers

Effective January 1, 2028 and thereafter, the Board's contribution to the secretary's medical benefit plan costs shall be no less than the hard cap numbers identified by the Michigan Department of Treasury for each coverage category. If the Publicly Funded Health Insurance Contribution Act is amended during the term of this Agreement, the Board's contribution towards insurance costs will not exceed three percent (3%) over the previous year's contribution.

The secretary shall be responsible for the remaining cost of the insurance coverage selected. The amount for which the secretary is responsible shall be paid by deduction from the secretary's semi-monthly salary through the execution of a salary reduction agreement.

The Board shall make a one-time deposit of half of the annual deductible into the employee's Health Savings Account for employees electing either of the HSA Plans in the first payroll in January.

The Board shall cover the cost of the ancillary insurance plans (dental, vision, life, and long-term disability) for each individual and his/her eligible dependents. This cost shall not be included in the Public Act 152 limits and calculation of costs to be covered by the employee.

The Board shall make payments of premiums monthly for each employee as described herein beginning with the first premium payment date following employment and continuously to assure twelve months of coverage (September 1 through August 31) to those continuously employed, unless on leave of absence (except as provided in Article IX., B.) or layoff. All secretaries completing a full school year of employment shall be entitled to payment of premiums for the months of July and August. If an employee terminates his/her employment and leaves the school system for reasons other than illness or injury during the school year, his/her subsidy shall terminate on the first of the month following. The employee is responsible for any employee insurance contribution owed during this time or has the option to discontinue coverage. In instances where the cost of coverage exceeds the amount of subsidy, the School Board shall make provisions for the excess to be payroll deductible.

2. The Board shall make a prorated monthly payment of 25% of the single-subscriber annual hard cap through payroll for each employee who elects not to take medical insurance.

E. When an employee is assigned to substitute for an absent employee who holds a higher-level position, the employee shall be compensated at his/her regular hourly rate for the first five-day period. Should the reassignment continue beyond five consecutive working days in the assignment, and provided the employee is fully qualified to assume all duties related to the substitute position, the employee shall be compensated at the hourly rate for his/her regular step at the higher-level scale.

F. An elementary secretary whose principal is responsible for more than one building, will be compensated a premium of 35 cents per hour for one–half of the secretary's normal work day on all student attendance days.

G. Employees whose positions require new skill acquisition to meet ever-changing job requirements, or employees in need of remediation of job skills, may be entitled to enroll in available courses, following administrative approval.

ARTICLE XIV
Continuity of Operations

The Association and Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

The Association, therefore, agrees that its officers, representatives and members shall not authorize any stoppage of work or other interruption of activities in the school system. Failure or refusal on the part of the Association to comply with the provisions of this Article shall be cause for appropriate disciplinary action.

ARTICLE XV
Duration of Agreement

A. Entire Agreement

This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices whether oral or written and expresses all obligations imposed upon the Board and the Association. This Agreement is subject to amendment, alteration or additions only by a subsequent written Agreement between and executed by the Board and the Association. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

B. Separability

If any specific provision of the Agreement or any specific application of this Agreement to any employee or group of employees shall be found contrary to law, then such specific provision or specific application shall be deemed null and void but all other provisions or applications shall continue in full force and effect.

C. This Agreement shall become effective on July 1, 2026, or upon ratification by a majority of the Board and the membership of the Association, if after July 1, 2026, and shall continue in effect through the 30th day of June, 2029, at which time it will terminate. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended in writing by mutual agreement. All terms and conditions shall be applied prospectively from the date of ratification, unless expressly stated otherwise.

D. Negotiations for Successor Agreement

The parties agree to enter into negotiations for a successor agreement within ninety (90) days prior to the expiration of this Agreement.

E. Distribution of Agreement

Each employee shall be given a copy of this Agreement by the Board without cost to the employee or Association.

F. An Emergency Manager appointed by law may reject, modify or terminate this agreement as provided by law.

St. Johns Education Secretary
Association/MESPA/MEA/NEA

By _____
President

By _____
Secretary

St. Johns Public Schools
Board of Education

By _____
President

By _____
Secretary

APPENDIX A
HOURLY WAGES PAY SCALE

2026-27 Pay Scale (1.5% Increase)			
	Classification		
Step	A	B	C
1	$19.54	$20.05	$20.55
2	$20.05	$20.55	$21.06
3	$20.55	$21.06	$21.57
4	$21.06	$21.57	$22.08

2027-28 Pay Scale (2% Increase)			
	Classification		
Step	A	B	C
1	$19.93	$20.45	$20.96
2	$20.45	$20.96	$21.48
3	$20.96	$21.48	$22.00
4	$21.48	$22.00	$22.52

2028-29 Pay Scale (2% Increase)			
	Classification		
Step	A	B	C
1	$20.33	$20.86	$21.38
2	$20.86	$21.38	$21.91
3	$21.38	$21.91	$22.44
4	$21.91	$22.44	$22.97

Classification A	Work Days per Year	Paid Holidays	Hours Per Day
Alternative Education	190	9	7.00
Early Learning Secretary	190	9	7.00
Middle School Attendance Secretary	191	9	7.50
High School Guidance Secretary	191	9	7.50
High School Assistant Principal Secretary	191	9	7.50
Classification B			
Elementary Principal Secretary (less than 250 students)	190	9	7.00
Middle School Assistant Principal & Activities/Athletic Secretary	196	9	7.5
High School Activities/Athletic Secretary	220	10	8.00
Classification C			
Elementary Principal Secretary (250+ students)	196	9	8.00
Middle School Principal Secretary	220	10	8.00
High School Principal Secretary	220	10	8.00

Paid holidays include Independence Day (for 220 workday employees only), Labor Day, Thanksgiving Day and the Day After, Christmas Eve and Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.

Employees promoted to a higher classification shall be placed at Step 1 of the new scale. If Step 1 does not result in a pay increase, the employee shall be placed on the first step of the new classification that provides a higher hourly rate.

Employees moving to a lower classification shall be placed at the step in the new scale that matches their current hourly rate, not to exceed the maximum step of the new classification.

Step advancement for all newly reclassified employees will be determined by their length of service within the new classification, subject to the terms of the Master Agreement.

Appendix B
GRIEVANCE REPORT FORM

Grievance # _____ _____School District
Oral Discussion held with _____(Supervisor), _____ (Date)
Submit to Supervisor _____

Building Assignment Name of Grievant Date Filed

_____ _____
Signature of Grievant Date

STEP I

A. Date of Alleged Violation _____

B. Specific Statement of Grievance (Cite contract provisions):_____
_____
_____
_____
_____

C. Relief Sought:_____
_____
_____
_____

_____ _____
Signature of Grievant Date

D. Disposition of Supervisor:_____
_____
_____

_____ _____
Signature of Supervisor Date

E. Disposition of Grievant and/or Union/Association:_____
_____
_____
_____

_____ _____
Signature Date

(If additional space is needed, attach an additional sheet.)
(Continued on following page)

STEP II

A. Date Received by Superintendent or Designee:_____

B. Disposition of Superintendent or Designee:_____

_____

_____

_____

_____

_____ _____

Signature Date

C. Position of Grievant and/or Union/Association:_____

_____

_____

_____

_____ _____

Signature Date

STEP III

A. Date Submitted to Board:_____

B. Disposition and Award of Board:_____

_____

_____

_____

_____ _____

Signature of Board Secretary Date