AGREEMENT BETWEEN

THE CLIO AREA SCHOOLS BOARD OF EDUCATION

AND

THE CLIO AREA SCHOOLS ADMINISTRATIVE SECRETARY ASSOCIATION

2026-2029

REVISED: June 30, 2026

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ARTICLE I
RECOGNITION

The Board hereby recognizes the Clio Area Schools Administrative Secretary Association, hereafter referred to as "Administrative Secretary", the exclusive bargaining representative for all full-time administrative secretaries who are employed by the Board, and such other positions as may be mutually agreed upon between the parties, but excluding all other positions.

ARTICLE II
WORK YEAR

A. Classifications

Classifications	Title/Position	Working Day	Days	Total Hours
Classification I	Part-Time Payroll Accountant	6.5 hour per day	Monday thru Thursday	Varies
Classification II	Community High School	8 hours per day	228 days	1824 hours
Classification III	Operations/Transportation Athletics	8 hours per day	242 days	1936 hours
Classification IV	Personnel/District Coordinator Curriculum/Instruction Accounts Payable/Benefits Special Education	8 hours per day	242 days	1936 hours
Classification V	Superintendent	8 hours per day	242 days	1936 hours

B. Paid Holidays

1. Administrative Secretaries shall receive pay for the following holidays:
   Fourth of July
   Labor Day
   Thanksgiving
   Friday after Thanksgiving
   Christmas Eve
   Christmas Day
   New Year's Eve
   New Year's Day
   Good Friday
   Memorial Day

2. If a paid holiday falls on a Saturday or Sunday, the Administrative Secretary will be able to observe the holiday on the Friday preceding or the Monday following the holiday or an alternative day that falls within the holiday break period.

C. School Closing

If school is canceled due to inclement weather, Administrative Secretaries are not required to work unless directed to do so by the Superintendent.

D. Vacation

1. Administrative Secretaries, excluding classifications I and II, shall have the following vacation time accrual based on years of service to the district:

0-2 Years	40 Hours
3-5 Years	80 Hours
6-13 Years	120 Hours
14+ Years	160 Hours

2. Administrative Secretary classification I, shall have the following vacation time accrual based on the years of service to the district:

0-2 Years	26 Hours
3-5 Years	52 Hours
6-13 Years	78 Hours
14+ Years	104 Hours

3. All vacation days are subject to approval by their direct supervisor.

4. Administrative Secretaries must use all vacation time in the year it is earned unless otherwise approved in writing by the Superintendent. No more than 20 days of vacation will be paid at retirement.

5. Administrative Secretaries are not required to work during any other school vacations.

ARTICLE III
COMPENSATION

A. Wages

2026-2027

Classifications	Year 1	Year 2	Year 3
Classification I	25.28	25.55	25.82
Classification II	20.15	20.43	20.70
Classification III	20.15	20.43	20.70
Classification IV	25.28	25.55	25.82
Classification V	27.41	27.68	27.96

*Administrative secretaries will receive the same percentage increase as negotiated by the CEA teacher contract for FY28 and FY29.

1. Work experience within or outside the District will be evaluated to determine placement on the above salary schedule by step and classification.

2. The yearly salary will be determined by multiplying the employee's hourly rate by the yearly hours.

3. The Board of Education reserves the right to review salaries as employee turnover creates vacancies.

B. Longevity

1. For the purposes of longevity pay, credit shall be given for service with the District in any capacity. Administrative Secretaries will be eligible for longevity pay in accordance with the following schedule:

10–15 years	$650
16–20 years	$750
21-25 years	$850
26+ years	$1,050

2. Longevity pay will be based on the number of years of service as of the end of the school year.

3. Payment will be made by June 30th.

C. Pay of Unused Sick Days

Administrative Secretaries will receive twenty ($20) dollars for each unused sick day at the time of retirement from the Clio Area Schools. Payment will be made during the last active payroll. In the event of an Administrative Secretary's death, while in the employment of the Board of Education, any unused sick time will be paid to the Administrative Secretary's beneficiary at the rate of $20 per day. Employees must meet the Office of Retirement Services criteria for full retirement at separation in order to qualify for the payment.

ARTICLE IV
FRINGE BENEFITS

Effective immediately upon date of hire, employees shall be eligible for the fringe benefits set forth in this Agreement.

The Board shall provide eligible employees with health, dental, and vision insurance coverage. Employees who leave the employment of the Board shall lose all fringe benefits as of their last month worked. The Board shall continue to pay insurance premiums for three (3) full months beyond the exhaustion of their paid sick days when an employee is on disability leave.

Employees who are on an approved, unpaid leave of absence shall not be entitled to Board paid benefits. However, these employees may elect to continue the health, vision, dental, and life insurance

by making arrangements through the Assistant Superintendent of Business and Operations' office on the basis that the employee pays the premium prior to the due date and that the arrangement is approved by the carrier. Those employees who are eligible for fringe benefits shall receive either:

A. Health Insurance

1. The District shall make available to all Administrative Secretaries the following health insurance plans (or equivalent):

   MESSA ABC Plan 1
   Deductible: $1,750/$3,400
   This amount is set by the IRS and will adjust accordingly.

   MESSA ABC Plan 2
   Deductible: $2,000/$4,000

   MESSA Choices Plan 1
   In-Network Deductible: $500/$1,000
   Out-of-Network Deductible: $1,000/$2,000

   MESSA Choices Plan 2
   In-Network Deductible: $1,000/$2,000
   Out-of-Network Deductible: $2,000/$4,000

2. Employer Contributions: The District will make contributions to the health insurance plan premiums as provided below.

   MESSA ABC Plan 1 and MESSA ABC Plan 2
   The District will contribute an amount equal to the annual "hard cap" limit, as prescribed in MCL 15.563, and updated January 1" of each year. If the hard cap limit exceeds the annual health care premium, the District will contribute the difference into a Health Savings Account (HSA) for each eligible employee. All hard cap amounts apply per employee depending upon the coverage selected and not an aggregate of the hard cap amounts for all bargaining unit employees.

   MESSA Choices Plan 1 and MESSA Choices Plan 2
   The District will contribute an amount equal to the annual "hard cap" limit, as prescribed in MCL 15.563, and updated January 1" of each year. All hard cap amounts apply per employee depending upon the coverage selected and not an aggregate of the hard cap amounts for all bargaining unit employees.

3. The District will pay toward such health insurance benefit, including any contributions made by the District to a health savings account for employees, no more than the annual payment limits permitted for such coverage category (single, two-person, and family) as may be adjusted by the State Treasurer pursuant to Section 3 of the Publicly

Funded Health Insurance Contribution Act, MCL 15.563, as set forth in Section 2, or the premium amount for selected coverage, whichever is less.

4. Employees will pay premium contributions, if any, through payroll deductions, which will be taken in equal installments. Employees will be required to comply with applicable insurance policies and regulations.

B. <u>Dental, Vision, Life, LTD Insurance</u>

The District will pay the premium for the following fringe benefit plans:

1. Dental:
   80/80/80: (Class I, II, III) $1,000 annual maximum
   80%: (Class IV) Lifetime maximum $1,300

2. Vision:
   Examination: $85
   Contacts: $115
   Eyeglass Frames: $130
   Eyeglass Lenses:
   Single Vision: $100
   Bifocal: $130
   Trifocal: $160
   Lenticular: $175
   Eyeglass Lens Enhancements:
   Rimless: $30
   Progressive: $160
   Tinted: $125
   Polarized: $105
   Polycarb: $75/$45
   Antiglare: $0, not covered

3. Life Insurance:
   Employees who select Health Insurance coverage:
   $50,000 (AD&D) plus $5,000 in health plan

4. Long-Term Disability:
   70%, $4,500 maximum
   90 Calendar Days Modified Elimination Fill
   Freeze on Off-Sets
   Alcoholism/Drug Addiction (same as other illness)
   Mental/Nervous (same as other illness)
   COLA 5%
   10% Minimum Benefit

C. Cash Option

1. Employees who do not receive Health Insurance, as described in Paragraph A above, shall receive a cash option in lieu of Health Insurance coverage.

2. The Cash Option shall be $225 per month ($2,700 per year).

ARTICLE V
LEAVES

A. FMLA

1. An employee may request a leave under the Family Medical Leave Act. Details for taking this leave will be printed in each building staff handbook and posted in each building lounge. Details may also be obtained from the business office or at the government website, https://www.dol.gov/agencies/whd/fmla

FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

1. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.
2. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees.
3. Unpaid leave must be granted for any of the following reasons:
   i. To care for the employee's child after birth, or placement for adoption or foster care; To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
   ii. For a serious health condition that makes the employee unable to perform the employee's job.

   For additional information, contact the Business Office or the U.S. Government, Department of Labor, Wage and Hour Division.

B. Paid Sick Leave

Administrative Secretaries shall be granted 12 sick days annually.

C. Personal Business Leave

1. Four (4) of the annual sick days per year may be used as Personal Business days.

2. Personal Business days must be approved in advance by the employee's direct supervisor and the Superintendent.

3. Days not used will rollover as sick days.

D. **Bereavement Leave**

1. Administrative Secretaries are entitled to up to three (3) days per death of bereavement leave for deaths of the employee's: spouse, child, stepchild, mother, father, stepparents, grandchildren, grandparents, siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law.

2. Bereavement days may only be used at the time of death or memorial service.

ARTICLE VI
EVALUATION

1. The Board and the Association agree that the primary function of evaluation is the improvement of job performance. To that end, the parties agree to the following process:

   a. The evaluations shall be conducted by the supervisor to whom the employee is assigned. The person conducting the evaluation shall be knowledgeable about the duties of the person being evaluated and shall not be a member of the bargaining unit.
   b. All evaluations shall be completed on the form labeled "Appendix A."
   c. Evaluations of regular employees may take place at least once annually.
   d. All monitoring or observation of the work of an employee shall be conducted openly and with full knowledge of the employee.
   e. When an evaluation has been completed, the supervisor shall meet with the employee to discuss the same within ten (10) days.
   f. A copy of the written evaluation will be placed in the employee's personnel file. It shall be signed by both the evaluator and the employee. The signature of the employee does not imply agreement with the evaluation.

2. Employees shall have the right, upon request, to review the contents of their personnel file.

ARTICLE VII
DURATION

A. **Contract Duration**

This agreement shall continue in full force and effect for a period of three (3) years, commencing on July 1, 2026, and ending on June 30, 2029.

CLIO AREA SCHOOLS
BOARD OF EDUCATION

Lydia Hemer

CLIO ADMINISTRATIVE
SECRETARY ASSOCIATION

Cassi L Seibel

Crystal Smith

APPENDIX A: Evaluation

Clio Area Schools

Administrative Secretary Evaluation

Name: Date:

	Ineffective	Minimally Effective	Effective	Highly Effective	N/A
Time Management*:* Organization and management of projects, schedules, supervisor requests and other workflows.	1	2	3	4	
Evidence:					
Written Communication*:* Electronic mail and document creation is professional in tone and free of grammar, spelling and numerical errors.	1	2	3	4	
Evidence:					
Technology Fluency*:* Uses appropriate technology choices for given tasks.	1	2	3	4	
Evidence:					
Oral Communication*:* Positive and diplomatic face-to-face and telephone correspondence with all stakeholders, including coworkers, students and parents.	1	2	3	4	
Evidence:					
Records Management: Prepares and processes files, reports and records including financial records/documents.	1	2	3	4	
Evidence:					
Professional Appearance*:* Professional and appropriate.	1	2	3	4	
Evidence					
Work Ethic*:* Punctuality, attendance, tasks are completed ahead of deadlines, employee takes initiative to take on tasks without being directed.	1	2	3	4	
Evidence					
TOTALS	7-13	14-20	21-24	25-28	

Final Score/Rating:

Write Comment:

_____is recommended to the Superintendent for continued employment.

Administrator Signature :
_____Date:_____

Secretary Signature :
_____Date:_____

Central Office Signature :
_____Date:_____

APPENDIX B: Hard Cap Language

HB 6058 safety net proposal

2025: If HB 6058 gets implemented, there shall be no clawback for 2025.

In the event HB 6058 is implemented, the Parties agree that there will be no clawback for the 2025 calendar year. In other words, no retroactive payments will be required from the District or from employees, unless future appropriations or legislative relief for districts make such adjustments appropriate, at which point the Parties will meet to discuss any necessary changes.

2026: If HB 6058 gets implemented, there shall be no clawback for 2026.

In the event HB 6058 is implemented, the Parties agree that there will be no clawback for the 2026 calendar year. In other words, no retroactive payments will be required from the District or from employees, unless future appropriations or legislative relief for districts make such adjustments appropriate, at which point the Parties will meet to discuss any necessary changes.

2027:
In the event HB 6058 is implemented, and depending on the final enacted version, the 2027 Hard Caps will remain in effect for the full 2027 calendar year (January 1 through December 31), unless and until the Parties mutually bargain and execute a successor agreement.

Furthermore, the Parties further agree to meet and bargain in good faith over the impact of the final legislation on the District and its employees.