

TENTATIVE AGREEMENT  
Between  
CHIPPEWA VALLEY SCHOOLS (CVS)  
And  
CHIPPEWA VALLEY CHAPTER 1884.13, SECRETARIAL/CLERICAL UNION  
AFSCME MICHIGAN 925

*DS*  
*12/19/24*

It is agreed that all provisions of the 2023-26 Collective Bargaining Agreement remain in full force and in effect with the following modifications as indicated below and upon ratification by both parties be effective July 1, 2025 and continue in effect through June 30, 2028.

SALARY:

The Salary Schedule has been adjusted for the 2025/26 and for the 2026-28 school years, see attached.

For the 2025/26 school year

- Employees will receive one step the improved 2025/26 salary schedule if employed by the District by January 31<sup>st</sup> of the prior school year.
- A 3% retention bonus payment based on base wages earned for 2025/26 (not subject to retirement) will be paid on June 30, 2026 for Association members employed by the district on the last student day for the 2025/26 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid by June 30<sup>th</sup>.

For the 2026/27 school year

- Employees will receive one step on the improved 2026-28 salary schedule if employed by the District by January 31<sup>st</sup> of the prior school year.
- A 3% retention bonus payment based on base wages earned for 2026/27 (not subject to retirement) will be paid on June 30, 2027 for Association members employed by the district on the last student day for the 2026/27 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid by June 30<sup>th</sup>.

For the 2027/28 school year

- Eligible employees will move one (1) full step if employed by the District by January 31<sup>st</sup> of the prior school year.
- A 3% retention bonus payment based on base wages earned for 2025/26 (not subject to retirement) will be paid on June 30, 2028 for Association members employed by the district on the last student day for the 2027/28 school year.
- There may be an additional off schedule bonus payment (not subject to retirement) based on a funding/enrollment variance formula paid by June 30<sup>th</sup>.

12/19/21

Article 15 – Resignation/Retirement

Resignations:

When an employee desires to **RESIGN FROM** ~~terminate~~ their employment, there must be at least ten (10) working days notice of resignation/~~retirement~~ with no absences during said period, in writing, given to the Human Resources Department. Resignations/~~retirements~~ of shorter notice shall automatically forfeit any and all benefits, including any sick, vacation and/or longevity payments, except if the resignation/~~retirement~~ is of an emergency nature (such as sickness in the family, death, etc.) and can be substantiated with documentation.

Retirements:

When an employee desires to **RETIRE FROM** ~~terminate~~ their employment, there must be at least ~~ten (10)~~ **THIRTY (30)** working days notice of ~~resignation/retirement~~ with no absences ~~during said period~~, in writing, given to the Human Resources Department.

~~Resignations/Retirements~~ of shorter notice shall automatically forfeit any and all benefits, including any sick, vacation and/or longevity payments, except if the ~~resignation/retirement~~ is of an emergency nature (such as sickness in the family, death, etc.) and can be substantiated with documentation **OR IF THE RETIREMENT OCCURS IN THE SUMMER FOR A 10-MONTH EMPLOYEE THAT HAS PROVIDED AT LEAST 10 BUSINESS DAYS IN ADVANCE OF THEIR SCHEDULED RETURN TO WORK.**

Article 17 - Sick Leave – 6:

**AS AN ATTENDANCE INCENTIVE, AN EMPLOYEE WHOM HAS MORE THAN FORTY (40) DAYS OF PERSONAL ACCUMULATED SICK DAYS MAY BE PAID OUT ANY DAYS BEYOND FORTY AT THE RATE OF \$60 PER DAY (BASED UPON AN EIGHT (8) HOUR DAY AND PRO-RATED BASED UPON THE NUMBER OF HOURS WORKED FOR LESS THAN EIGHT (8) HOUR EMPLOYEES) NOT TO EXCEED 10 DAYS PER SCHOOL YEAR.**

**EMPLOYEES WHO MEET THE CRITERION ABOVE AND WISH TO RECEIVE A PAYOUT SHALL NOTIFY THE HUMAN RESOURCES DEPARTMENT IN WRITING NO LATER THAN THE LAST DAY OF THE SCHOOL YEAR OF THEIR INTENT AND THE NUMBER OF DAYS TO BE PAID OUT, NOT TO EXCEED 10. THEIR PAYOUT WILL BE PAID ON THE JULY 30<sup>TH</sup> PAY PERIOD. RETIREES MUST SUBMIT THEIR WRITTEN REQUEST AFTER VERIFICATION FROM THE OFFICE OF RETIREMENT SERVICES THAT THEIR RETIREMENT HAS BEEN FINALIZED AND THEIR PAYOUT WILL BE PAID OUT ON THE 30<sup>TH</sup> OF THE MONTH FOLLOWING THEIR RETIREMENT DATE.**

Article 17 - Paid Leave Days

F. Time-off Without Pay: ~~Twelve-(12)-month Employees may request time-off without compensation from regularly scheduled workdays that occur during holiday break periods when school is not in session. Approval must be granted by the Employee's Immediate Supervisor.~~ **(ELIMINATE SHOULDN'T NEED THIS BECAUSE THEY CAN USE THEIR VACATION TIME) IF TAKE TIME WITHOUT PAY BEFORE/AFTER HOLIDAY THEY LOSE THE HOLIDAY PAY.**

Article 19 – Compensation-B - Longevity:

After 8 years continuous years of service ~~\$500~~ **\$600**  
After 10 years continuous years of service ~~\$640~~ **\$740**  
After 15 years continuous years of service ~~\$750~~ **\$850**  
After 20 years continuous years of service ~~\$850~~ **\$950**  
After 25 years continuous years of service ~~\$950~~ **\$1050**

Article 19 – Compensation-E Holidays:

**ADD MARTIN LUTHER KING DAY**

Article 19 – Compensation-F:

Upon retirement, the Employee with more than **FORTY (40)** ~~sixty (60)~~ days in the Employee's personal sick leave accumulation shall be paid at the rate of ~~\$40~~ **60** per day (based upon an eight (8) hour day and pro-rated based upon number of hours worked for less than eight (8) hour Employees) for each day beyond **FORTY (40)** ~~sixty (60)~~ days up to a maximum of one hundred and twenty (120) days

Letter of Agreements to continue:

- Temporary long term/short term assignments from 2011
- Testing with changes
- Union to Union transfer language
- Revenue/Exceeding Expenditures

NEW – LOA PA 152

BY: Dwight Hicks 12-9-24  
Dwight Hicks, Staff Representative  
Michigan AFSCME Council 25

BY: Heather Blanz 6/9/24  
Heather Blanz, Co-Chapter Chairperson

BY: Elizabeth Coan 6/9/24  
Elizabeth Coan, Co-Chapter Chairperson

BY: Pam Infante  
Pam Infante, Negotiator

BY: Adam Blanchard  
Dr. Adam Blanchard, Chief Negotiator

BY: Dawn Leone  
Dawn Leone, Director of Human Resources

BY: Scott Sederlund  
Scott Sederlund, Negotiator

BY: Danielle Jacobs  
Danielle Jacobs, Negotiator

DS  
12/12/24

Chippewa Valley Schools  
Secretarial/Clerical Salary Schedule

2025-26

PAY GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	Voc Education Clerk (Cul Arts, Market)	\$15.32	\$15.96	\$16.60	\$17.24	\$17.88
	Clerk Typist II - Transportation					
2	Elementary Clerk	\$17.12	\$17.84	\$18.57	\$19.29	\$20.01
	General Clerk					
	Media Clerk II (HS)					
	Clerk Typist III					
	- 9th Grd Center					
	- Accounts Payable					
	- Adult Ed/Little Turtle					
3	- Community Education	\$19.24	\$20.06	\$20.88	\$21.70	\$22.53
	- Guidance					
	- Human Resources					
	- Middle School					
	- Receptionist/Adult Ed Clerk					
	Athletics					
	Building Support Technician					
	Clerk IV (FS,MHS,Regist,Spec Svcs,AP)					
4	Media Clerk IV (Elem, MS, 9th Grade)	\$21.37	\$22.34	\$23.31	\$24.28	\$25.25
	Media Tech Clerk					
	Scheduling Clerk					
	Secretary (HS AP,9th,Guidance,Trans, Maint)					
	Secretary/Bookkeeper (HS)					
	Bookkeeper - Community/Adult Ed					
	Educational Services Clerk					
5	Pupil Accounting Clerk	\$22.22	\$23.24	\$24.26	\$25.28	\$26.30
	Grants Clerk					
	Secretary (Elem,MS,CTE, Special Services)					
	Network Support Technician					
6	Community Relations Clerk	\$23.06	\$24.11	\$25.16	\$26.21	\$27.26
	Secretary (Ed Serv,HS,Business)					
	District Bookkeeper					
7	Bookkeeper	\$23.99	\$25.08	\$26.18	\$27.27	\$28.37

25-26 3%

Wage Schedule

12/19/24

Chippewa Valley Schools  
Secretarial/Clerical Salary Schedule

2026-27 and 2027-28

PAY GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	Voc Education Clerk (Cul Arts, Market) Clerk Typist II - Transportation	\$15.78	\$16.44	\$17.10	\$17.76	\$18.42
2	Elementary Clerk General Clerk Media Clerk II (HS)	\$17.63	\$18.38	\$19.12	\$19.87	\$20.61
3	Clerk Typist III - 9th Grd Center - Accounts Payable - Adult Ed/Little Turtle - Community Education - Guidance - Human Resources - Middle School - Receptionist/Adult Ed Clerk	\$19.82	\$20.66	\$21.51	\$22.36	\$23.21
4	Athletics Building Support Technician Clerk IV (FS, MHS, Regist, Spec Svcs, AP) Media Clerk IV (Elem, MS, 9th Grade) Media Tech Clerk Scheduling Clerk Secretary (HS AP, 9th, Guidance, Trans, Maint) Secretary/Bookkeeper (HS)	\$22.01	\$23.01	\$24.01	\$25.01	\$26.01
5	Bookkeeper - Community/Adult Ed Educational Services Clerk Pupil Accounting Clerk Grants Clerk Secretary (Elem, MS, CTE, Special Services)	\$22.89	\$23.94	\$24.99	\$26.04	\$27.09
6	Network Support Technician Community Relations Clerk Secretary (Ed Serv, HS, Business)	\$23.75	\$24.83	\$25.91	\$27.00	\$28.08
7	District Bookkeeper Bookkeeper	\$24.71	\$25.84	\$26.97	\$28.09	\$29.22

12/9/24

Letter of Agreement  
between  
Chippewa Valley Schools (District)  
and the  
Chippewa Valley Chapter 1884.13, Secretarial/Clerical Union  
AFSCME Michigan 925

The parties have agreed to the following:

Whereas, the possibility of a change in the District's financial projection changed from the time in which the District received bargaining parameters and the parties reaching a Tentative Agreement,

Whereas, the District originally proposed a four percent (4%) on-schedule increase in year one (2025-2026), a three percent (3%) on-schedule increase for year two (2026-2027), and a Step for year three (2027-2028).

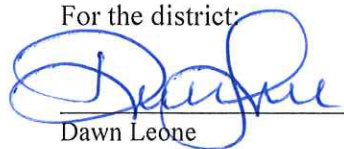
Whereas, at that time, the medical benefit plan coverage years beginning on or after January 1, 2025, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:


- \$7,718.26 times the number of employees and elected public officials with single-person coverage.
- \$16,141.28 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse dependent coverage.
- \$21,049.85 times the number of employees and elected public officials with family coverage,

Therefore, the Michigan House of Representatives have introduced House Bill 6058.

(2) Except as otherwise provided in this act, a public employer that offers or contributes to a medical benefit plan for its employees or elected public officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to any of the following for a medical benefit plan coverage year beginning January 1, 2025, to December 2025, \$8,258.54 times the number of employees and elected public officials with single-person coverage, \$17,271.17 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage, plus \$22,523.34 times the number of employees and elected public officials with family coverage.

Now Therefore, should what is known and presented as House Bill 6058, and presented above, fail, or PA 152 is not repealed; the District agrees that the salary schedule for 2025-2026 shall automatically revert to the originally proposed four percent (4%) on schedule scale.

For the district:  
  
Dawn Leone  
Director of Human Resources  
12/9/24  
Date

For the association:  
  
Heather Blanz  
President  
12/9/24  
Date

LETTER OF AGREEMENT  
Between  
CHIPPEWA VALLEY SCHOOLS ("district")  
And  
CHIPPEWA VALLEY SECRETARIAL/CLERICAL AFSCME ("union")

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It is agreed to by the parties, that the union members listed below have been working the Elementary Clerk temporary extra hours at their building for several years and will continue to receive the following through June 30, 2028 when the current contract expires. **ADDITIONAL CLERKS THAT WORK BOTH ELEMENTARY CLERK POSITIONS AT THE SAME BUILDING WILL QUALIFY FOR THE BELOW AFTER THE COMPLETION OF THEIR 5<sup>TH</sup> CONSECUTIVE SCHOOL YEAR OF WORKING BOTH POSITIONS.**

Renee Jayroe – Elementary Clerk – Ott 4hrs  
Carolyn Reed – Elementary Clerk – Erie 4hrs  
Nella Manoski – Elementary Clerk – Clv 4hrs

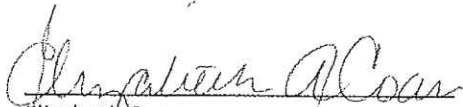
They will receive:

- Holiday and snow day pay for the temporary additional hours.
- Leave accrual
- They will be offered single person health benefit coverage, but no CIL if they don't take the insurance.

This is non-precedent setting now, in the future and only applies to those above for the temporary additional hours listed above.

  
\_\_\_\_\_  
Heather Blanz  
AFSCME

12/9/2024  
Date

  
\_\_\_\_\_  
Elizabeth Coan  
AFSCME

12/9/24  
Date

  
\_\_\_\_\_  
Dawn Leone  
Director of Human Resources

12/9/24  
Date

LETTER OF AGREEMENT  
between  
CHIPPEWA VALLEY SCHOOLS  
And the

SECRETARIAL/CLERICAL AFSCME CHAPTER 1884, COUNCIL 25

Revised 12/2024

The following is agreed to by the parties hereto effective March 2012 in regards to the screening, testing and interview process for the Secretarial/Clerical AFSCME group:

Training:

1. Offer annual professional development training.
2. Offer open testing sessions twice a year on professional development days, if no mandatory trainings are being offered on these days for the clerical membership.
  - a. This will allow clerical to become comfortable with the testing process, with less pressure to pass. If they do pass the tests during the practice sessions, these tests will be placed in their files for future opportunities. Tests that also show an improved score over tests already on file will be updated in their file.
    - i. Employees can attend more than one open testing session per school year, if there are open slots available after those who have not tested yet have registered.
    - ii. Employees who RSVP yes to reserve a timeslot and cancel last minute when others could have taken that timeslot will get last available spots for future opening testing.
  - b. Employees have the freedom to choose what tests they wish to take during open testing.
  - c. Testing will be done in a lab with up to 10 participants at a time for position specific tests and up to 5 participants at a time for core tests due to licensing limitations.
3. Employees may continue to be allowed to use Tuition Reimbursement to take continuing education courses pursuant to the collective bargaining agreement.

Testing:

The following are core OPAC tests for all clerical positions:

1. Keyboarding
2. Word – Basic/Intermediate
3. Excel – Basic/Intermediate
4. Basic Math
5. Alpha Filing
6. Customer Service
7. Proofreading

In addition, there are position specific tests that may consist of a combination of other OPAC and non-OPAC tests. Please see attached chart for details on tests for each job classification. These are subject to change when position descriptions are changed.

Testing guidelines when applying for positions:

1. Candidates who don't have the tests already on file will be offered the opportunity during the posting period to take the tests that are required for that vacancy. The Human Resources Department will contact the candidate to schedule testing.
  - a. Testing is done on personal time or on scheduled PB, or Vacation.
  - b. Candidates will be offered 1 opportunity to pass each test. A brief break may be given, upon request, in between tests.



- 12/9/21
- c. Each test will be weighted based on importance/relevancy to the position. A weighted average will be taken of all test scores of each required and preferred tests.
  - d. Candidates that score a weighted average for all tests of a 70% or higher and have not scored lower than a 50% on any test will move forward to an interview.
2. Tests will be timed. If candidates don't finish within the required timing, the unanswered questions will be scored as incorrect.
  3. Passed tests will be maintained in the employee's personnel file for 5 years **with the exception of the typing test, data entry, alpha filing and customer service. Only these 4 tests need to be taken once and will remain on file so long as they meet at least the 70% pass score and/or the minimum words per minute required for the position they are applying for.** After 5 years, **all other tests not listed above** the employee will be required to retaken ~~those tests that have expired~~ when applying for vacancies.
  4. The preferred skill set tests will be given and the score will be taken into consideration to determined who is the most qualified.

#### Testing for Bumping and Recall:

1. **Bumping:** If reductions are made which results in a bumping taking place, an open testing session will take place prior to the bumping meeting. Those who may be affected will be deemed meeting the core test requirements and will need to ensure they have all required position specific tests for potential bumps on file. If they don't pass all position specific tests required for a particular position, they do not meet the requirements and will need to move to the next eligible position for bump.
2. **Recall:** When an employee is eligible for a recall, prior to being awarded the recall, the employee will have to take and pass all position specific tests for that position. If the employee doesn't pass all position specific test(s) required for the position for which they are eligible to be recalled to, the employee does not meet the requirements and will be bypassed for that recall. The employee will remain on the recall list for the next position for which they are qualified.

#### Posting and Interview Process

1. Position posted
2. Clerical apply by submitting a job skill inquiry form along with a detailed resume which includes detailed experiences and classes/training in areas indicated on the job description.
3. Posting closes
4. Review applicants based on grade, seniority to determine lateral.
5. If no laterals, then those who have passed all required skill tests and meet all requirements listed on the job description for that position will move forward to an interview.
6. The interview team should take in consideration, in addition to the requirements of the job description, the preferred areas and the job responsibilities on the job description to determine who is the most qualified in the interview. Listen fors will be used during the interview process. Questions should incorporate each preferred and job responsibility area.
7. Interview packet will be forward to HR from the Interview Team with recommendation as to who they think is the most qualified. Rationale will list specific reasons as to why the recommendation is most qualified over other candidates.
8. HR will review all information to make a determination if recommended person is the most qualified.
  - a. Things that will be taken in consideration for most qualified are:

Handwritten signature or initials in blue ink.

- i. Testing
  - ii. Past work experiences
  - iii. Interview
  - iv. Evaluations
  - v. Discipline
  - vi. Attendance
- b. If HR determines there are two equally qualified candidates when looking at all the criteria listed above, the most senior will be awarded the position. If there are two equally qualified candidates with the same seniority date, then the lottery number will determine who is awarded the position.

12/2/24

**Chippewa Valley Schools  
Negotiated Formula Distribution  
2025/26, 2026/27, and 2027/28 School Years**

For the 2025/26, 2026/27, and 2027/28 school years, should enrollment and/or state unrestricted funding vary from estimates used for budgeting purposes, the following formula will be used to calculate amount to be distributed to employees as a lump sum bonus payment. The lump sum payment will not be subject to retirement and will be reduced by FICA taxes. There will be no distribution for total distribution amounts below zero. If there is an unanticipated shift in categorical, grant and/or foundation allowance funding, the District and Association will meet to discuss the impact, if any, on the lump sum formula distribution.

**Formula:**

$$\text{Foundation Allowance} * (\text{Actual Blended Enrollment} - \text{Projected Blended Enrollment}) * 83\%$$

$$+ \text{Actual Blended Enrollment} * (\text{Actual Per Pupil Unrestricted Foundation Allowance} - \text{Projected Per Pupil Unrestricted Foundation Allowance}) * 83\%$$

Amount to be distributed to employees before taxes

	2025/26	2026/27	2027/28
Projected Blended Enrollment FTE	14,067	13,871	13,694
Projected State Unrestricted Funding Per Pupil	\$9,858	\$10,108	\$10,358

**Example 1:**

Actual Blended Enrollment FTE	14,000	14,000	13,700
Actual State Unrestricted Funding Per Pupil	\$9,950	\$10,200	\$10,400

$$25/26 = (\$9,950 * (14,000 - 14,067) * 83\%) + (14,000 * (\$9,950 - \$9,858) * 83\%) = -\$553,320 + \$1,069,040 = \$515,720 @ 50\% = \$257,860 \text{ to be distributed districtwide}$$

$$26/27 = (\$10,200 * (14,000 - 13,871) * 83\%) + (14,000 * (\$10,200 - \$10,108) * 83\%) = \$1,092,114 + \$1,069,040 = \$2,161,154 @ 50\% = \$1,080,577 \text{ to be distributed districtwide}$$

$$27/28 = (\$10,400 * (13,700 - 13,694) * 83\%) + (13,700 * (\$10,400 - \$10,358) * 83\%) = \$51,792 + \$477,582 = \$529,374 @ 50\% = \$264,687 \text{ to be distributed districtwide}$$

**Example 2:**

Actual Blended Enrollment FTE	14,000	13,900	13,500
Actual State Unrestricted Funding Per Pupil	\$9,800	\$10,000	\$10,400

$$25/26 = (\$9,800 * (14,000 - 14,067) * 83\%) + (14,000 * (\$9,800 - \$9,858) * 83\%) = -\$544,978 + -\$673,960 = -\$1,218,938 @ 50\% = \$0 \text{ to be distributed districtwide}$$

$$26/27 = (\$10,000 * (13,900 - 13,871) * 83\%) + (13,900 * (\$10,000 - \$10,108) * 83\%) = \$240,700 + -\$1,245,996 = -\$1,005,296 @ 50\% = \$0 \text{ to be distributed districtwide}$$

$$27/28 = (\$10,400 * (13,500 - 13,694) * 83\%) + (13,500 * (\$10,400 - \$10,358) * 83\%) = -\$1,674,608 + \$470,610 = -\$1,203,998 @ 50\% = \$0 \text{ to be distributed districtwide}$$