

# **Richmond Community Schools**

35276 Division | Richmond, Michigan 48062 | (586) 727-3565

## **LETTER OF AGREEMENT**

Between Richmond Community Schools Board of Education and  
Teamsters State, County and Municipal Workers Local 214 – Secretarial Unit

### **ARTICLE 19 - WORK SCHEDULE**

#### **Section 2.**

Building/Department Secretaries' work calendar shall begin on the Monday, three (3) weeks prior to Labor Day and end seven (7) calendar days after the last student day. Central Office, Facilities, and Operations Secretary's work calendar shall be scheduled between July 1<sup>st</sup> through June 30<sup>th</sup>.

During the school year, if it becomes necessary for the Superintendent or his/her designee to alter the work calendar and/or hours of an employee or employees, the Superintendent or his/her designee shall notify the affected employees of the altered schedule and provide seven (7) calendar days prior to the altering of the employee's work schedule.

Employees may be required to work additional hours or days to complete an assignment or project beyond their normal scheduled hours or work calendar.

In cases of emergencies, employees shall return to work when requested by the Superintendent or his/her designee.



## **ARTICLE 25 - COMPENSATION**

### **Section 1**

Employees shall be paid based on hours worked and/or leave time utilized as reported in the absence management system and on the district-approved timeslip following the regular pay schedule for the school year. The Employer shall issue payroll twice per month. When a regular pay date falls during a school recess period, all Employees shall be paid on their regularly scheduled pay date. Each employee shall be provided with an itemized statement of his earnings and of all deductions made for any purpose.

The district has the right to implement electronic direct deposit options and electronic pay stub retrieval. Deposits will be made to the financial institution of the employee's choice subject to Electronic Clearinghouse requirements.

Secretaries 3 Weeks before 1 <sup>st</sup> Student Day and 1-Week after Last Student Day	
STEP	HOURLY RATE
1.0	\$14.12
1.5	\$14.43
2.0	\$14.73
2.5	\$15.07
3.0	\$15.41
3.5	\$15.72
4.0	\$16.03
4.5	\$16.37
5.0	\$16.71
5.5	\$17.01
6.0	\$17.31
6.5	\$17.57
7.0	\$17.83
7.5	\$18.01
8.0	\$18.19
8.5	\$18.37
9.0	\$18.55
9.5	\$18.65
10.0	\$18.74
10.5	\$18.83
11.0	\$18.92

Central Office, Facilities, and Operations Secretary July 1 <sup>st</sup> to June 30 <sup>th</sup> (52-Weeks)	
STEP	HOURLY RATE
1.0	\$14.73
1.5	\$15.07
2.0	\$15.41
2.5	\$15.72
3.0	\$16.03
3.5	\$16.37
4.0	\$16.71
4.5	\$17.01
5.0	\$17.31
5.5	\$17.57
6.0	\$17.83
6.5	\$18.01
7.0	\$18.19
7.5	\$18.37
8.0	\$18.55
8.5	\$18.65
9.0	\$18.74
9.5	\$18.83
10.0	\$18.92
10.5	\$19.10
11.0	\$19.28



Section 4.

A. Vacation shall be available to the following employees as follow:

	After 12 Months	After 24 Months	After 36 Months	After 15 Years
Ferranti, Joann	2	4	6	8

	After 1 Year	After 5 Years	After 10 Years	After 15 Years
Central Office, Facilities, and Operations Secretary (52-Weeks)	5 Days	10 Days	15 Days	20 Days

- B. Vacations days are eliminated for employees hired after September 1, 2011, except for Central Office, Facilities, and Operations Secretary.
- C. Whenever possible, employees shall have the right to choose the time of their vacation.
- D. Employees may take up to one-half (1/2) of their vacation at Christmas, winter, and Easter break.
- E. Employees shall take at least one-half (1/2) of their vacation days during the school year.
- F. The scheduling of such vacations shall be subject to the operational needs of the District.
- G. Regular part-time employees and those with a fraction of a year's employment will be allowed vacations prorated on the basis of hours usually worked.
- H. Vacations must be requested in writing seven (7) calendar days in advance and approved by the Superintendent. However, should circumstances warrant less than a seven (7) calendar day notice, the Superintendent may grant an exception.
- I. Vacation time is to be used each year and will not be carried over. If vacation cannot be taken during the anniversary year, because of assignment by the supervisor, the employee shall be paid for up to one-half (1/2) of their vacation time or other arrangements made with the Superintendent of Schools.
- J. Unused vacation time will be paid at termination of employment, prorated according to schedule.
- K. Vacation pay shall be paid in the payroll period for which the vacation is taken.



All other provisions of the current collective bargaining agreement, July 1, 2021 – June 30, 2025, not explicitly redefined or amended above will remain in effect. Should unforeseen issue arise not covered by this LOA, the parties agree to maintain current contract language until the parties have an opportunity to meet to discuss the issue and if possible, remediate the concerns.

This Letter of Agreement shall remain in effect for the duration of the collective bargaining agreement.

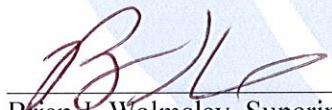
If this Agreement needs to be modified, it must be agreed upon in writing by both Parties.

This Agreement does not constitute the establishment of a precedent, custom, practice, or binding working condition as to the interpretation, enforcement, or application of the Parties' 2021-2025 Labor Agreement, or any successor labor agreement between the Parties, as to any situation or circumstance other than the matter specifically addressed in this Agreement.

To the extent that this Agreement requires a waiver or temporary modification of the Parties' 2021-2025 Agreement, the Parties agree to such waiver or temporary modification as necessary to perform this Agreement.

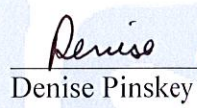
By entering into this Agreement, the Parties do not waive any other rights or protections respectively afforded to them by the terms of the Parties' 2021-2025 Agreement, except as otherwise specifically waived, modified, or relinquished herein.


RICHMOND COMMUNITY SCHOOLS

  
\_\_\_\_\_  
Brian J. Walmsley, Superintendent  
Superintendent

  
\_\_\_\_\_  
Jamie Thiel  
Director of Human Resources

MUNICIPAL WORKERS LOCAL 214

  
\_\_\_\_\_  
Denise Pinskey  
Chief Steward

  
\_\_\_\_\_  
JoAnn Ferranti  
Alternate Chief Steward  
Dennis E. Nauss  
Digitally signed by Dennis E. Nauss  
DN: cn=Dennis E. Nauss, email=  
dennauss@teamsters214.org, c=AD, o=Teamsters  
Local 214  
Date: 2022.04.01 19:03:55 -0400  
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Dennis Nauss  
Local 214 Teamsters Representative