

MEMORANDUM OF UNDERSTANDING
Between
The Granite School District board of Education
And
Granite Association of Educational Office Professionals

Includes all revisions by
GAEOP Executive Board and Board of Education
By July 2021

Granite School District Employment Handbook for Office Professionals

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IX.A.1. Board Policies Which Apply to All District Employees

<http://www.graniteschools.org/legal/policies/>

IX.A.3. Board Policies for Secretaries

<http://www.graniteschools.org/legal/policies/>

MEMORANDUM OF UNDERSTANDING

A. Introduction

In a public meeting on February 4, 1974, the Granite School District Board of Education recognized the Granite Association of Educational Secretaries (GAES) as a separate employee organization with exclusive right to represent the secretaries of the district. On October 3, 1989, the Board approved a requested name change to Granite Association of Educational Office Personnel (GAEOP). On June 15, 1993, the Board approved a modification to a requested name change to Granite Association of Educational Office Professionals. Representatives of GAEOP meet and confer periodically with representatives of the superintendent and board regarding terms of employment, working conditions, salaries and benefits for secretaries in the district. It is not the intent of the Board or GAEOP to enter into formal collective bargaining, but to exchange information and points of view, and to find solutions to problems of mutual concern. This memorandum of understanding is a step in the development of good communications and professional practices for secretaries within the school district.

B. Definitions

1. **Secretary** means all employees with the following job titles paid from the secretary salary schedule:
 - Attendance Secretary
 - Career Center Secretary
 - General Office/Secretary
 - Main Office Secretary
 - Media Office Secretary
 - Counseling Secretary Junior High School
 - Counseling Secretary Senior High School
 - Finance Secretary Junior High School
 - Finance Secretary Senior High School
 - Registrar Senior High School
 - Principal's Secretary
 - District Secretary/Coordinator Secretary
 - Department Secretary
 - Administrative Secretary I
 - Administrative Secretary II
 - Administrative Secretary III
 - Executive Secretary

New job titles in these areas may be reviewed with representatives of GAEOP before they are categorized as secretarial assignments. For the purpose of this memorandum and of Board policies and regulations relating to secretaries, the term secretary shall apply only to full-time secretaries, unless the term part-time or temporary secretary is specifically inserted so that a given provision applies to them.

2. **Regular Full-time Secretary** means all secretaries working eight hours a day in a

contract assignment who have successfully completed one continuous year of contract employment in the district. Regular full-time secretaries are eligible for benefits.

3. **Provisional Secretary** means all secretaries working eight hours a day in a contract assignment who have completed less than three continuous years of contract employment in the district. Provisional secretaries are eligible for benefits. Provisional secretaries are on probation and have no right of expectation of continuing employment.
4. **General Office** means an hourly employee who normally works less than eight hours a day with a “Regular Full-time Secretary” and is not eligible for benefits.
5. **Part-time Secretary** means a secretary who normally works less than eight hours a day independent of a “Regular Full-time Secretary” and is not eligible for benefits.
6. **Temporary Secretary** means all secretaries who are hired for a short period and are not eligible for benefits.
7. **Immediate Supervisor** means the principal or other administrator or middle management supervisor under whose direction the secretary carries out daily responsibilities.
8. **Seniority** – the length of continuous service in a contract position shall determine Seniority. Seniority shall accrue from the day on which the secretary first reports for work in a contract assignment.

C. Rights and Responsibilities of Secretaries

- The secretary agrees to perform all job assignments under the direction of the immediate supervisor.
- The secretary agrees to follow all the rules and policies for secretaries, including those contained in the memorandum and others consistent with it. Acts in violation of such rules and policies may subject the secretary to discipline or dismissal.
- If a secretary ever feels that the administration has violated, misinterpreted or misapplied any of the provisions of this memorandum of understanding, or any board of education policies relating to the terms and conditions of the secretary’s employment, the secretary has the right to follow the procedures outlined herein for the resolution of problems involving secretaries. (See section J, Resolution of Concerns Involving Secretaries.)

D. Sick Leave

Contract secretaries are eligible for sick leave benefits.

Regular sick leave is to be taken only for one’s own illness, accident or recuperation from the same. It is the personal responsibility of every secretary to use sick leave only for the purpose intended. Any proven misuse thereof would be considered unethical,

unprofessional and in violation of this memorandum of understanding.

Reporting – The secretary **must report to his/her immediate supervisor at the beginning of each day when an absence is requested and/or required.** Exceptions to this requirement include:

1. **Extended illness or injury.** The daily report is not required beyond the first report. Supervisors will establish proper progressive reports.
2. **Secretary is incapacitated.** Notification by family or friend in lieu of the secretary.
3. **Immediate supervisor not available.** Message may be relayed through the immediate supervisor's secretary or another responsible employee.

Recuperation – Recuperation from accident or illness while on sick leave status must be in compliance with the doctors prescribed plan. Secretaries are not on vacation and should not do anything that could worsen or delay the healing process. Any variation from rest and limited activity must be approved by doctor.

Special Use of Sick Leave – Special use of sick leave may be granted by the principal or supervisor in the event of serious illness or injury, to any of the following members of the employee's family: husband, wife, father, father-in-law, stepfather, mother, mother-in-law, stepmother, daughter, daughter-in-law, stepdaughter, son, son-in-law, stepson, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, aunt, uncle, grandchildren, grandchildren-in-law, step grandchildren, grandparent, grandparent-in-law, step grandparents, or any other person who is a permanent member of the same household as the employee. The principal/supervisor may approve up to 10 days in any one contract year.

It is not the intent that sick leave granted under this provision be used for extended convalescent care. Verification may be required for any family illness for which special use of sick leave is requested. After a three-day absence for family illness in any one school year, the secretary may be asked to furnish verification of any family illness for which special use of sick leave is requested.

Special Use of Sick Leave for Death – Special use of sick leave may be granted by the principal or supervisor in the event of death of any of the following members of the secretary's family: husband, wife, father, father-in-law, stepfather, mother, mother-in-law, stepmother, daughter, daughter-in-law, stepdaughter, son, son-in-law, stepson, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, aunt, uncle, grandchildren, grandchildren-in-law, step grandchildren, grandparent, grandparent-in-law, step grandparents, or any other person who is a permanent member of the same household as the employee. The principal /supervisor may approve up to five days in any one contract year. Special use of sick leave is deducted from the employee's accumulated sick leave. The five-day maximum applies to each immediate family death occurrence. Bereavement days may be taken within a two-week window from the time of death.

Sick Leave Accrual – Sick leave will accrue at the rate of 1.1 days per contract month. There is no maximum on the number of unused sick leave days which can be accrued.

The district reserves the right to require verification (Diagnosis and Functional Limitations form) any time a secretary is absent from work. If an employee utilizes sick leave for an extended period of time, the secretary must obtain a Diagnosis and Functional Limitations form from a licensed medical doctor or osteopathic physician attesting to the illness or disability involved. The Diagnosis and Functional Limitations form must be submitted to the benefits office every 30th calendar day until the employee returns to work. Failure to provide a completed Diagnosis and Functional Limitations form will result in leave without pay for the secretary with possible dismissal.

Doctor's release – When a secretary's absence requires medical verification, **the secretary must** provide a Diagnosis and Functional Limitations form releasing the secretary back to work. The form should be faxed to the benefits office prior to returning to work.

E. **Disability Benefits – Short Term**

See Administrative Memorandum #112; Short-Term Disability Guidelines for Regular Contract Employees.

F. **Disability Plan – Long Term**

Benefit: The Board and the Association have established a long-term disability plan. The plan replaces a portion of wages (usually 2/3 if the secretary cannot perform the duties of the job). (See the Benefits Department for details; [https://www.graniteschools.org/hr/benefits/.](https://www.graniteschools.org/hr/benefits/))

Eligibility – All contract secretarial employees.

Participation – All contract secretaries will be covered without enrollment on the first day actively at work as a contact employee. The district will pay the total monthly premium.

G. **Personal Leave**

Annual Limits – Personal leave may be granted to each contract secretarial employee of the district.

Non-vacation Employee – Non-vacation contract employees (employees working less than 12-month contracts) are allowed two personal leave days. If the employees do not take these days, the full days will be paid at 100%. If any portion of a personal leave day is not used, the remaining portion will be paid out at 35%.

Vacation Employee – Secretarial employees who are eligible for vacation days (12-month contract) may be granted one personal leave day annually with full pay at the discretion of the employee. Employees who do not choose to use personal leave days will receive 35% of the employee's daily rate of pay for the unused day. This payment will be processed

sometime after the end of the school year. Personal leave may be used in four-hour blocks of time.

Limitations:

- Personal leave is not to be used for other employment and is not cumulative.
- The principal or supervisor will place limitations on the number of employees who can take personal leave on a given day. Such limits may be necessary based on work schedule and substitute availability, if required.
- Personal leave will not be granted in connection with any form of job action or work stoppage.
- Personal leave should not be taken the day before or after a school holiday (weekdays when school is not in session for students) or during the first or last five days of school. Exception must have the prior approval of the school principal or supervisor.

Requirements:

- Personal leave must be requested on the applicable personal leave form, which requires approval by the employee's immediate principal or supervisor. Whenever possible, a minimum of one day notice (24 hours) must be given to the principal or supervisor before taking personal leave, except in case of emergency.

H. Association Conference Leave

Upon request, the district may authorize the necessary time or a limited number of days of leave with pay to allow GAEOP officers, and other secretaries to perform duties associated with association responsibilities (resolution of concerns, hearings, salary and benefit discussions, etc.) and to attend various workshops, conferences, or conventions deemed vital to the interests and concerns of GAEOP and which has a potential benefit to Granite School District.

Note: No association business will be conducted on district time without prior approval.

All requests for association conference leave must be endorsed by the GAEOP president and submitted in writing to the secretary's immediate supervisor. The approval of the secretary's immediate supervisor and the appropriate assistant superintendent is required. Records shall be kept by the assistant superintendent and by the GAEOP of all days used in order to facilitate evaluation and control of this program. Memorandum 15 will be referred to for out of state professional development.

I. Vacation Benefits

District vacation policy permits all full-time secretaries working 12-month contracts to receive an annual vacation. This vacation may be taken during any month of the year if the days selected are entirely acceptable and approved by each secretary's immediate supervisor.

Vacation Accrual – Vacation accrues monthly and the rate is dependent upon district seniority:

Years of Continuous and Current Contract Employment	Vacation Accrual Per Month	Total Annual Days	Maximum Allowable Accumulation
Beginning 1 st year – 5 th year	1 day	12	16
Beginning 6 th year – 9 th year	1 day	12	19
Beginning 10 th year – 12 th year	1.34 days	16	26
Beginning 13 th year – 17 th year	1.59 days	19	30
Beginning 18 th year – plus	1.67 days	20	30

Non-vacation secretaries who have been employed by the district for 10 consecutive years, upon transferring to a 12-month contract position, will be allowed three vacation days to be deducted from future vacation accrual.

Secretaries will be allowed to accumulate to the above maximums and will not earn additional vacation until they have used some days and fallen below the maximum allowable accumulation. There will not be an annual cutoff date.

Secretaries must use accrued vacation time prior to termination/retirement with URS of employment whenever possible. Any unused balance upon termination/retirement will be paid at employee’s then current daily rate (including longevity) within the **following restrictions:**

- Total days paid may not exceed the secretary’s annual total days.
- Total payments including the amount paid for vacation may not exceed the total earning encumbered for that year. (This means those with a term date in June will have limited days paid. A June 30 term date would mean 0 days of vacation payout.)

Every secretary will have the individual option of using current vacation and carrying reserve balance for emergencies or travel purposes. The Board of Education, however, believes that an annual vacation is important and necessary for the well-being of each secretary. Therefore, secretaries are encouraged to use their full vacation each year.

Any secretary, who has earned vacation while working as a 12-month employee and is then changed to another status will be paid for the days earned subject to the limitation stated above.

Any full-time secretary who has been working in a 9, 9.5, 10, or 10.5-month position and is transferred into a 12-month position will be granted seniority on the vacation schedule for the purpose of vacation accrual.

J. Resolution of Concerns Involving Secretaries

It is the intent of the district and GAEOP to attempt to resolve concerns and find solutions to problems when differences of opinion or interpretation arise between a secretary and the administration.

Step One – Informal Discussion

1. The secretary with concern shall make every effort to resolve the matter by discussing it personally with the immediate supervisor within 10 working days after the secretary becomes aware of the cognition upon which the concern is based.
2. The supervisor or administrator shall have up to 10 working days after learning of the concern to consider the matter and give an answer to the secretary.

Step Two – Written Concern

1. If informal discussion with the immediate supervisor or administrator does not resolve the situation, the secretary shall present the problem in writing to the immediate supervisor and give the supervisor the opportunity to deal with the problem in writing within **10 working days**.
2. The supervisor or administrator shall have up to **10 working days** after receiving the written concern to investigate the matter, make a decision, and communicate the decision in writing to the secretary.

Step Three – Appeal of Concern

1. If the supervisor's written determination still does not resolve the matter, the secretary has the right to ask the superintendent or designee to meet with the secretary and the immediate supervisor within **10 working days** in further effort to resolve the problem.
2. The superintendent or designee shall review the case, requesting all pertinent information, and meet with the secretary and immediate supervisor within **10 working days** after receiving the concern. In any such meeting, all the parties directly involved shall have the right to be accompanied and advised by the person of their own choosing.
3. The superintendent or designee shall then communicate the decision in writing to the secretary within **10 working days** after the above meeting.

K. Overtime and Compensatory Time

There are two kinds of compensatory/overtime (OT) – mandatory (extremely rare) and voluntary.

- Mandatory OT – the secretary has the option to be paid at one-and-one-half times their regular hourly rate or take compensatory time at one-and-one-half times their hourly rate.
- Voluntary OT – the secretary does not have the option to be paid. It must be taken as compensatory time at one-and-one-half times their hourly rate.
- Secretaries who elect to take compensatory time in lieu of overtime pay must keep appropriate records signed by themselves and by their immediate supervisor on their personal Absence Record Card.
- Compensatory time must be taken at a time, which is entirely acceptable, approved in advance by the secretary's immediate supervisor, should be taken

within 90 days of accrual and may not accumulate beyond a maximum unused balance of 40 hours.

- Any compensatory/OT time that is worked, must be preapproved by the supervisor/assistant superintendent in advance of the time worked.
- Secretaries who work more than 40 hours a week will be compensated for the hours over 40 based on one-and-one-half times their regular hourly rate. (See Administrative Memorandum #31.)
- Such compensated assignments shall be divided as equally as possible.

L. Extra Pay for Professional Certificate

Secretaries who obtain a professional certificate issued by the National Association of Educational Office Professionals (NAEOP) or through the Granite Certified Professional Standards program (GCPS) will be paid an extra amount each year in recognition of their achievement in obtaining the certificate. Rules and procedures for obtaining a Professional Standards Program (PSP) certificate are established by NAEOP. Rules and procedures for obtaining a Granite Certified Office Professional (GCOP) certificate are established by Granite School District.

Payment for certificates for contract secretaries will be made monthly in addition to regular salary.

Payments for certificates for non-contract secretaries (who work at least 20 hours per week in a secretarial assignment) will be made once a year in April. The dollar amount will be prorated based on the number of hours worked.

Payments will begin as of the date when official documentation of the certificate is received by the Human Resources office from the secretary, or the effective date of the certificate, whichever is later. Documentation must include a copy of the certificate. The amount of extra payment will depend on the level of certification achieved.

PSP National

Type of Certificate	Total Annual Payment Amount	Monthly Payment Amount
Basic/Entry	\$600	\$50.00
Associate/Intermediate	\$710	\$59.17
Advanced I/Professional I	\$735	\$61.25
Advanced II/Professional II	\$765	\$63.75
Advanced III/Professional III	\$795	\$66.25
CEOE/GCOP	\$820	\$68.33
Bachelor's	\$850	\$70.83
Master's	\$905	\$75.42

GCOP (Granite District)

Type of Certificate	Total Annual Payment Amount	Monthly Payment Amount
Entry	\$600	\$50.00
Intermediate	\$710	\$59.17
Advanced I	\$735	\$61.25
Advanced II	\$765	\$63.75
Advanced III/GCOP	\$820	\$68.33
Bachelor's	\$850	\$70.83
Master's	\$905	\$75.42

Secretaries new to the district who already hold a completed PSP certificate when they are hired by the district in a contract position will be paid the additional compensatory as soon as the required documents are received by the Human Resource office.

All certificates must be renewed five years from the date of the original certificate and every five years after recertification in order for extra payments to continue.

M. Group Medical Insurance

Contact Benefits at 385-646-4528 for details of plans and coverage.

N. Sick Leave Incentive Program

1. The purpose of this program is to reduce unnecessary use of sick leave by providing an incentive to accumulate unused sick leave days.
2. Upon retirement with URS, each full-time secretary who has been employed by the district in a contract position at the time of retirement will be paid at employee's then current daily rate (including longevity) for each unused sick leave day accrued to the secretary's credit at the rate of 30% of the secretary's current daily rate.
3. In the event of the death of a secretary, payment shall be made to the secretary's beneficiary.
4. Incentive payment will be available on the next regularly scheduled pay period following the secretary's official termination date. This would be the pay date that is associated with the pay cycle in which the termination date falls.

O. Secretaries' Advisory Committee

In order to maintain open communications and good working relationships between secretaries and the administration, a secretaries' advisory committee shall be organized each fall under the direction of the superintendent.

The committee shall be composed of no fewer than eight (8) and no more than twelve (12) members, with half appointed by the superintendent and half appointed by the GAEOP.

The committee shall develop recommendations regarding problems of mutual concern to the district and secretaries.

The committee shall also help to plan in-service workshops for secretaries and provide a forum for exchange of information and points of view on matters involving secretaries.

It is intended that the committee assist both the administration and the GAEOP in performing their functions in the district. The times, places, and frequency of meetings shall be established annually by the members of the committee.

P. Professional Development

Contract secretaries will be allowed a minimum of sixteen (16) hours in order to attend professional development. All professional development must be approved by the immediate supervisor.