AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

of the

LAKEVIEW SCHOOL DISTRICT

and the

LAKEVIEW SECRETARIAL ASSOCIATION, MEA/NEA

JULY 1, 2024 – JUNE 30, 2027

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COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT made of the date hereinafter set forth by and between the LAKEVIEW SCHOOL DISTRICT, Calhoun County, Michigan, acting by and through its Board of Education (hereinafter called the "Employer") and the LAKEVIEW SECRETARIAL ASSOCIATION, a local affiliate of the MICHIGAN EDUCATION ASSOCIATION (hereinafter called the Association):

WITNESSETH:

ARTICLE I
PURPOSE AND RECOGNITION

Section 1. Purpose. The general purpose of this Agreement is to promote orderly and peaceful relations between the Employer and the Association for the mutual benefit of the public, the Employer, the Association and the employees.

Section 2. Recognition. The Employer recognizes the Association as the exclusive representative of all the employees in the bargaining unit in respect to rates of pay, wages, hours of employment, and other conditions of employment.

Section 3. Employee Defined. The word "employee" as used in this Agreement refers to all regular secretaries and library secretaries of the Lakeview School District, excluding substitutes, students employed by the Employer, the secretary to the Superintendent, the secretary to the Assistant Superintendent for Human Resources the Payroll Coordinator and the Japanese School Secretary.

Section 4. The Employer agrees not to negotiate with any other organization professing to represent the secretaries and library secretaries for the duration of this Agreement.

ARTICLE II
SCHOOL BOARD RIGHTS

Section 1. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority conferred upon and vested in it by the Laws and Constitution of the State of Michigan, and/or the United States, including but without limiting the generality of the foregoing: The management and control of school properties, facilities, grades and courses of instruction, athletic and recreational programs, right to contract or subcontract any secretarial services,

methods of instruction, and the selection, direction, transfer, promotion or demotion, discipline or dismissal, lay-off and assignments of all personnel.

Section 2. The exercise of these powers, rights, authority, duties and responsibilities by the Board and adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of the Agreement.

ARTICLE III
PROFESSIONAL NEGOTIATIONS

Beginning not later than May 1 of the calendar year in which this Agreement expires, the Association and the Employer agree to negotiate over a successor Agreement in accordance with the laws of the State of Michigan.

ARTICLE IV
ASSOCIATION RIGHTS

The Association shall have, in addition to other rights expressly set forth herein or provided by statute, the following rights:

Section 1. Special Discussion Meetings. Special discussion meetings for important matters will be arranged between the president and the designated representative of the Employer upon the mutual agreement of both parties. Such meetings shall be between two representatives of the Association and representatives of the Employer.

Section 2. Bulletin Boards & School Mail. The use of designated bulletin boards, or sections thereof, for the purpose of giving notice of Association activities, and the use of school mail to distribute Association materials. The Association shall assume responsibility for all such material posted, and in no event shall anything derogatory to the Employer be placed or allowed to remain on such bulletin boards. A copy of such materials will be furnished to the Employer upon request.

Section 3. Use of Facilities. The Association shall have the right to use school facilities with prior approval for meetings and equipment, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use and shall be responsible for proper operation of all said equipment.

Section 4. State Association Representatives. Duly authorized representatives of the state Association shall be permitted, with prior administrative approval, to transact official Association business on school property.

Section 5. Association Representatives. Employees shall be represented by representatives who shall be regular employees of the bargaining unit. With prior Administration approval, the representative, during working hours without loss of time or pay, may investigate and present grievances to the Employer. This provision shall not be abused by the representative and, if possible, attempts should be made to hold investigations outside business hours.

An alternative representative shall be appointed in the absence of the regular representative. The Association shall furnish the Employer, in writing, the names of the Association representatives upon their election or appointment by the Association.

Section 6. Association Days. At the beginning of each school year, the Association shall be credited with eight (8) days to be used by association members who are officers or agents of the Association to attend meetings or workshops of the Michigan Education Association, the National Education Association, or to attend to business concerning the Lakeview Secretarial Association that cannot be completed outside the scheduled work day. The association agrees to work cooperatively with the district to minimize the impact to buildings due to multiple absences from the same building. The District will bill the Association for the MPSERS portion of the compensation. The Association president must give the Superintendent two (2) days notice prior to any day(s) needed. The Superintendent may give permission to use Association days with less notice at their discretion.

Section 7: Association Dues Deduction

This agreement may be reopened at the request of the Association for the purpose of negotiating automatic association dues deduction by the District, to commence not earlier than for the 25-26 school year.

ARTICLE V
EMPLOYEE RIGHTS

Section 1. Non-Discrimination.

Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every bargaining unit member shall have the right to freely organize, join, and support the Association for the purpose of engaging in

collective bargaining or negotiations. As a duly elected body, exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly, or indirectly, discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by the Act or other Laws of Michigan, or the Constitutions of Michigan and the United States of America, that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of their membership in the Association, her participation in any activities of the Association or collective negotiations with the Board; or their institution of any grievance, complaint, or proceeding under this Agreement with respect to any terms or conditions of employment.

Nothing contained within this Agreement shall be construed to deny or restrict to any employee rights they may have under the Michigan General School Laws, or the applicable laws and regulations.

Section 2. Discipline.

A. No non-probationary employee shall be disciplined; which shall include written reprimands, suspensions, demotions and discharges, without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee involved.

B. Upon request, an employee shall be entitled to have present a representative of the Association when disciplinary action is taken which may adversely affect the employee's work record. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present. Should disciplinary action likely occur at a given meeting, the employee shall be advised immediately of said possibility and be advised of the right to representation under this provision of the Agreement.

Section 3. Files and Records.

A. An employee will have the right to review the contents of all records, excluding initial references, of the District pertaining to said employee, originating after initial employment and to have a representative of the Association accompany them in such review.

B. Procedures for granting employees access to personnel records shall include the following:

   1. Requests to review records shall be made to the Office of the Superintendent (in writing) at least two (2) days prior to the requested date of review.

2. Records may be reviewed only during regular hours of the Superintendent's office and only during periods when the employee is not "on duty" in their assignment (lunch hour, after school hours, etc.).

3. No more than two (2) requests for review by an individual may be made during any one (1) contract year and the interval between requests shall be no less than thirty (30) days.

4. Reasonable charges for materials to be copied may be made by the Superintendent's office.

C. No material, which has an adverse effect on the employee's record, shall be placed in their personnel file unless the employee has had an opportunity to review the material. The employee may submit a written notation regarding any material including complaints, and the same shall be attached to the file copy of the material in question. If the employee believes that material to be placed in their file is inappropriate or in error, the employee may receive adjustment, provided cause is shown through the grievance procedure through the Board level, whereupon the material will be corrected or expunged from the file. If the employee is asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. All recommendations, written or oral, shall be based solely on the contents of the employee's personnel file.

Section 4. Employee Protection.

A. No employee shall be required to work at their work site when temperatures in the work site are extreme. The Administration may excuse the employee(s) without loss of pay or assign the employee(s) to another work site.

B. No employee shall be required to work in a work site when no custodian or administrator is present if they are the only employee present in the building. If such a situation arises the employee may immediately contact the Administration which will make arrangements to have an administrator or a custodian come to the building.

C. The District shall make available to each employee procedures for obtaining help, if an emergency situation arises.

D. Any allegation of assault upon an employee shall be promptly reported to the supervisor or their designated representative. If it is determined that an assault has occurred, the Employer will provide legal counsel to advise

the employee of their rights and obligations with respect to such assault and shall render assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities, but will not provide ongoing legal/attorney service.

Section 5. Miscellaneous.

A. A list of substitute secretaries shall be provided, and in the absence of the secretary, substitutes may be called from this list and time sheets submitted to the Payroll office.

B. Lakeview School District employees not part of the bargaining unit, by definition, shall be allowed to do work which may be similar to those members of the bargaining unit providing such work shall not eliminate bargaining unit positions which would necessitate layoffs or reduce hours of work for Association members.

ARTICLE VI
WORK SCHEDULE AND DUTIES, COMPENSATION AND BENEFITS

Section 1. Work Schedule.

A. In lieu of employees being released thirty (30) minutes early on the following days; prior to the fourth of July, Labor Day, Thanksgiving, Winter Break, Mid-Winter Break, Spring Break, and Memorial Day, employees will receive one additional half day of Personal Leave time each school year.

B. All employees shall have their time arranged by the Principal or immediate supervisor.

C. Lunch and Relief Periods. All employees will be provided with a fifteen (15) minute relief period in the morning and a fifteen (15) minute period in the afternoon. Half-time employees will receive one fifteen (15) minute relief period.

All employees shall be entitled to an unpaid lunch period of at least one-half (1/2) hour per day.

(see Schedule B)

Section 2 Overtime Compensation – Computation.

A. Overtime earned, paid or taken as compensatory time must be approved by the supervisor in advance. Exceptions to this may be made in conjunction with the safety of a student and must be reported to the supervisor upon their return.

B. Time and one-half will be paid for all hours worked over forty (40) hours in one week. Time worked in excess of a Secretary's daily work schedule shall be worked in increments of fifteen (15) minutes. For purposes of computing overtime or compensatory time a week is defined as five (5) consecutive days beginning on a Monday and ending on a Friday. Paid leave is not considered as time worked for the purposes of calculating overtime. If an employee is scheduled to work more than eight (8) hours per day for more than two (2) weeks it shall be by written agreement between the Employer and the Association.

C. Double time will be paid for all hours worked on Sundays. Time and one-half shall be paid for all hours worked on Saturdays. Time and one-half shall be paid for all hours worked on holidays. This will be in addition to holiday pay if the employee is entitled to holiday pay for that day

D. Compensatory time off may be given for hours worked in excess of forty (40) hours in one week as defined above in ¶A if mutually agreed to in advance by the supervisor and the employee. Such compensatory time shall be at time and one-half or double time, whichever is applicable. Accumulated compensatory time must be used within the same fiscal year in which it was earned, and prior to June 15. Any remaining unused compensatory time as of June 15 will be paid out on the June 28 payroll. If compensatory time is not used within the fiscal year, it will be paid out at the rate earned on the last payroll of the fiscal year. Compensatory time shall be earned and used in increments of fifteen (15) minutes.

Section 3. Flexible Work Schedule.

With the approval of the Employer, an employee may alter or flex their work schedule in the ways stated below. It is understood that any hours worked in excess of forty (40) hours in one week must be paid out on an overtime basis or mutually scheduled as compensatory time off.

A. An employee's daily work schedule may be altered (flexed) when the total number of hours worked on that day is not changed. For example, an employee has permission from their supervisor to come to work one (1) hour later than their normal reporting time on a particular workday and in exchange work one (1) hour beyond their normal end of the workday.

B. An employee's daily work schedule may be altered (flexed) by working more than their normal number of hours on a workday and reducing the number of work hours on a different workday of the same workweek. For

example, an employee who has permission from their supervisor and who normally works eight (8) hours per day could work nine (9) hours on one day of a workweek and work seven (7) hours on a different day of their workweek. Such an arrangement shall not increase nor decrease the normal number of work hours scheduled in one (1) workweek for any employee.

C. With the permission of their supervisor, an employee's yearly work schedule may be altered (flexed) by exchanging a scheduled workday(s) for a scheduled non-workday(s) in the same fiscal year.

ARTICLE VII
SENIORITY

Section 1. Probationary Period. New employees hired into the bargaining unit shall undergo a probationary period of ninety (90) days worked. Upon completion of their probationary period, the employee shall obtain seniority status and their name shall be entered upon the seniority list as of their date of hire.

A. Probationary employees shall be represented by the Association for all purposes under this Agreement during the probationary period except that the termination of such probationary employee shall not be subject to the grievance procedure.

B. Leave day credit and vacation time credit shall accrue during the probationary period but may not be taken during the probationary period. If a paid holiday falls within a probationary period, the employee shall be paid for such holiday as per the Master Agreement.

Section 2. Seniority Defined. Seniority shall be defined as length of service within the bargaining unit as of the employee's last date of hire into a bargaining unit position. In the event two (2) or more employees' first workday is the same, their respective positions on the seniority list shall be determined by their total length of service in the District. The person with the most total length of service in the District shall be the most senior. In the event that the total length of service is the same, employees' respective position on the seniority list shall be determined by the last four (4) digits of their Social Security numbers. The person whose number is the highest shall be the most senior. The following unpaid leaves of absence (described in Article X) will be granted without loss of seniority or accrual of seniority: Child Care leave; Serious Illness of the Employee or a Member of the Immediate Family; and Meritorious Leave.

Section 3. Seniority Lists. The Employer shall prepare and maintain seniority lists as defined in this Article. The seniority list shall be prepared and copies shall be furnished to the Association annually on or before November 1st. Each bargaining unit member shall be responsible to notify the Employer and the Association President of any error within twenty (20) work) days after receiving the proposed list. A new seniority list will be issued if errors are found. After this process is complete the list shall be the final and official list until replaced by a new list issued the following year.

Section 4. Loss of Seniority. Seniority shall be lost if the employee:

A. Voluntarily quits,

B. Is discharged and the discharge is not reversed through the procedure set forth in this Agreement,

C. Retires, or

D. Otherwise terminates their employment relationship with the Employer.

ARTICLE VIII
REDUCTION OF STAFF

Section 1. Layoff Defined. Layoff occurs when a reduction in the number of bargaining unit positions, in part or in whole, results in the loss or partial loss of employment by a currently employed bargaining unit member. The Board of Education shall have the authority to make decisions regarding such layoffs at its sole discretion.

Section 2. Layoff Procedure.

A. Probationary employees shall be the first laid off, provided there are employees with seniority in the bargaining unit who are available and can perform the required work. Thereafter, of the employees with seniority, the employee in their classification with the least seniority shall be the first laid off, provided always that the remaining employees are available and can perform the required work. When a position is eliminated, an employee shall be able to replace the least senior employee within that classification. If there is no one less senior within that classification, the employee shall be able to replace the least senior employee in the highest classification below them for which the employee is more senior than the least senior person in that classification and qualified for the position as determined by the Assistant Superintendent of Human Resources. If it is determined that the senior employee is not qualified, then the senior

employee shall retain the new position for sixty (60) calendar days and the district shall provide the employee with training that is reasonably necessary to perform the qualifications of the job. After sixty (60) calendar days, if the senior employee is not qualified to perform that job, the senior employee shall be offered a job in that classification for which they are qualified and the employee thus displaced shall have the same right. For the purpose of layoff and recall, classifications are those designated in Schedule B.

B. The Employer shall endeavor to give thirty (30) calendar days notice of layoff to the affected employee, and in any event three (3) weeks written notice of layoff shall be provided to the affected employee.

Section 3. Recall Procedure. Employees will be recalled in the inverse order of that specified in Section 2. Notice of recall shall be sent to the employee at their last known address by registered or certified mail. If an employee fails to report to the Employer within ten (10) calendar days from the date of mailing or notice of recall, they shall be considered to have abandoned the position and their employment will be terminated unless during said ten (10) calendar days period they are granted a leave of absence.

A. In the event of layoff, employees on leave shall be notified by the Association so they may exercise seniority.

B. When a position is eliminated and is later reinstated, the employee transferred out of that position shall be offered the job before it is posted.

C. Laid off employees shall be eligible for recall up to twelve (12) months following their layoff.

ARTICLE IX
VACANCIES, TRANSFERS, PROMOTIONS

Section 1. Vacancies.

A. Vacancy Defined. A vacancy shall be defined as a newly created position, or an existing position that the Employer chooses to fill, excluding temporary vacancies. A temporary vacancy is a vacancy caused by an employee being on an authorized absence.

B. Posting.

1. For the purposes of this article, "days" are defined as days on which the Central Office is open for business.

2. All vacancies to be filled must be posted within ten (10) days after the job becomes vacant or when a resignation is received by the District. If the District is not sure whether or not a job will be filled the administration shall meet with the Association to discuss the issue within the same ten (10) days mentioned above in this paragraph. The Employer must notify, in writing, all applicants and the President of the Association its decision as to who was awarded all posted jobs within twenty (20) days after the expiration of the posting period. These time lines may be waived by the Employer with notification to the Association President.

3. All vacancies shall be posted online for at least five (5) days before the appointment is made. All secretaries will be notified of the posting by e-mail. If an employee desires to be considered an applicant for a posted position, they shall make application, in writing, during the posting period.

4. If a vacancy occurs while there are employees on layoff, the posting and bidding procedures, as outlined in this Article, shall occur as usual for persons currently employed before a recall is initiated.

5. The following format shall be used to advertise the position:

   a. Type of work
   b. Place of work
   c. Starting date
   d. Rate of pay
   e. Hours to be worked
   f. Classification
   g. The minimum qualifications required

6. It will be the employees' responsibility for contacting the Administration if they wish to bid on any job opening that occurs while they are on vacation or otherwise absent.

7. A posted position may be filled on a temporary basis during the posting period.

C. Rates for New Jobs. When a new job is placed in the unit and cannot be properly placed in an existing classification, the Employer will establish a classification and rate structure and notify the Association of same. In the event the Association does not agree that the classification and rate are proper, it shall be subject to negotiation within twenty (20) work days of the date written notifications is received by the Association.

Section 2. Transfers and Promotions.

A. Employees in the unit may bid and have the right to be interviewed for a vacancy provided they have the minimum qualifications for the position as indicated on the job posting. An employee who is under a less than satisfactory evaluation or a plan of improvement may not bid on any vacancy. Transfers and promotions within the bargaining unit shall be made considering all qualifications in the following manner:

Employees bidding on a position within their same classification (Class I-IV) will be presumed to meet minimum qualifications for that position. When multiple employees from the same classification apply, a more senior employee will be presumed more qualified unless the hiring supervisor can show that a person with less seniority is more qualified. If a Class IV position is posted and there are three applicants, (one Class IV employee, two Class II employees), the Class IV employee (who is in the same classification as the posted position), will be presumed more qualified than the Class II employees. When employees from other classifications apply, a more senior employee will be presumed more qualified unless the hiring supervisor can show that a person with less seniority is more qualified.

When a recommendation is made that does not follow the guidelines above, the Supervisor must provide the justification for choosing the less senior applicant (if requested) to the satisfaction of Human Resources and the Association President. Qualifications include an employee's skills, relevant experience, evaluations and work record.

Involuntary transfers shall be minimized and made only for just cause.

B. Trial Period. The successful applicant shall be given a trial period of up to fifteen (15) working days to determine:

1. Desire to remain on the job.
2. Ability to perform the job.

During the fifteen (15) workday trial period, the employee shall have the opportunity to revert back to their former position. If the employee is unsatisfactory in the new position, they shall be returned to their former position. Notice and reasons shall be submitted to the employee (if same is requested), in writing, by the Employer. The matter may then become a proper subject for a special conference, upon request of the affected employee.

Acceptance of Position

Once a member has bid on a vacant position, completed the trial period and has been awarded the position, that same member cannot bid on another position for one (1) calendar year, unless the superintendent, in their sole discretion, deems an exception be made for meritorious reasons. The one (1) year period would begin the day the member completes the trial period and accepts the position. In the event, the member does not complete the trial period and returns to their former position, they are allowed to bid on positions within the unit within the next calendar year.

C. Vacancies created by an employee serving a trial period may be filled by the Employer with a substitute without posting such vacancy for the duration of the trial period.

D. When a secretary moves to a position in a higher classification, they will be placed at the lowest step that would not result in a reduction in wage. When a secretary moves to a position in a lower classification, they will be placed at the step corresponding with their years of service in the association.

ARTICLE X
AUTHORIZED ABSENCE

Section 1. Sick Leave.

A. Use. Sick leave may be used in increments of fifteen (15) minutes for:

1. Any physical or mental condition which disables an employee from rendering services.

2. Any communicable disease which would be hazardous to the health of students, employees, or other persons using the facilities of the School District.

3. Physical examinations, medical, dental or other health treatments which cannot reasonably be deferred and which cannot be scheduled outside of the employee's scheduled work time.

4. Up to ten (10) days per work year for illness, disability or injury of child, spouse, parent, grandchild or any other relative who is a member of a secretary's immediate household family. In extenuating circumstances, the Superintendent may allow the secretary to utilize additional sick leave days from the secretary's accumulated sick leave for the above purpose. This determination shall be at the Superintendent's sole discretion.

B. Sick Leave Amount. Employees shall earn one (1) sick day for each month worked accumulated to two hundred (200) days.

C. All employees, while on paid sick leave, shall be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement. The Employer shall continue the payments of insurance benefits consistent with the Family Medical Leave Act.

D. For reasons specified in Article X, Section 1, A, 3, employees working eight (8) or more hours per day shall be granted an early dismissal one time during any trimester for such an absence for school year employees or one time during any one, six month period for twelve month employees and that time shall not be deducted from the employee's leave days or any portion thereof. If the release time is more than two (2) hours, that time shall be deducted from the employee's leave days in fifteen (15) minute increments.

Section 2. Personal Leave.

A. Each employee shall be entitled to up to three and one half (3.5) days of personal leave with pay, non-cumulative, each year, to attend to necessary personal business which cannot be attended to at a later time when schools are not in session or at the conclusion of a working day or on weekends. Personal leave earned, if working less than a full fiscal year, shall be prorated for that portion of the fiscal year that the employee actually renders service. Unused personal leave days will be added to the secretary's accumulated sick leave at the conclusion of the secretary's work year on June 30. A secretary may receive a cash incentive of ninety dollars ($90) for each unused personal leave day, up to a total of two (2) at the end of the fiscal year if they have accumulated sixty (60) or more sick leave days. A secretary must indicate, in writing to the business office, their desire to receive the cash incentive by July 5 following the end of the fiscal year. If properly requested, the cash incentive shall be issued on the second payroll date in July.

B. No such leave may be taken on the day preceding or following a holiday or vacation or because of inclement weather or on the first and last day of instruction for students--except that emergency leave under these circumstances may be granted when requested of and approved by the Superintendent.

C. Secretaries must give notification not less than twenty-four (24) hours in advance, except in extreme emergencies, when they must give notification at the earliest possible time personally or by telephone.

D. The Superintendent may in their sole discretion grant additional emergency leave days with or without pay subject to the above restrictions and conditions, and the secretary shall provide the reason for such leave when applying for same.

Section 3. Funeral Leave.

A. A leave of absence with pay for up to five (5) days shall be granted a secretary in the event of the death of a member of their immediate family. For purposes of this section immediate family is defined as a secretary's parent, parent-in-law, spouse, child, brother-in-law, sister–in-law, sibling, grandparent, grandchild, or any person who permanently resides in the secretary's immediate household. A leave of absence for the purpose of attending funeral services with pay for one (1) day shall be granted a secretary in the event of the death of a relative not within the definition of "immediate family" above. Up to two (2) additional days of leave shall be granted when a funeral is two hundred (200) or more miles from Battle Creek if the secretary utilizes paid sick leave and/or personal leave. The Superintendent may grant additional days with or without pay at their discretion.

B. Personal leave may be used for the funeral of a friend or neighbor. If permission is requested at least twenty-four (24) hours in advance and the time away from work is two (2) hours or less no leave time of any kind shall be charged against the secretary.

Section 4. Jury Duty.

A. All employees called for jury duty during normal working hours, or who are subpoenaed to testify during working hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding, shall be paid their full wage for such time except in those brought by the employee against the District.

B. Any payment received by the employee for such duty shall be given to the Board with the exception of payment received for transportation costs.

Section 5. Worker's Compensation:

Any bargaining unit member who is absent because of an injury or disease sustained or contracted during the course of their employment by the Lakeview School District and which is compensable under the Michigan Workers' Disability Compensation Act, shall receive fractional sick leave pay of the difference between the workers' compensation benefit and their regular salary for the duration of the illness, but not to exceed seventy-five (75) work days, and this shall not be counted against their

sick leave However, any fractional differential of sick leave after the seventy-five (75) work day period shall be deductible from the secretary's accumulated sick leave. It is the intent of the parties that an employee receiving Workers' Compensation will receive no more and no less take-home pay than what they receive for a regular gross per diem rate, provided that the secretary has sufficient accumulated sick leave to fund the wage differential after the above defined seventy-five (75) work day period.

Any payroll deductions that are required by law or by the Agreement, or that are elected by the employee shall be withheld from the fractional sick leave payment above. In addition, in the event that the employee is responsible for MPSERS contributions on workers compensation benefits, the employee's MPSERS contributions shall be withheld from the fractional sick leave payment above.

In the event that the employee does not elect to receive fractional sick leave pay, or the fractional sick leave payment is insufficient to cover the deductions described above, those deductions will be billed to the employee, who shall pay the invoice based on a payment schedule worked out between the employee and the business office.

Section 6. Leaves of Absence Without Pay.

A. Child Care Leave. A leave of absence shall be granted to an employee for the purpose of child care. An employee who is pregnant shall be entitled, upon request, to a leave to begin at any time between the commencement of the pregnancy and one (1) year after a child is born. Such leave shall be granted without pay or increment for a period not to exceed one (1) year beyond the date on which the leave became effective. An employee who has adopted a child or is responsible for caring for a child living in their home shall be entitled, upon request, to a child care leave of up to one (1) year in length. The employee shall notify the Superintendent or Superintendent's designated representative in writing of their desire to take a leave. The letter requesting leave shall include the anticipated date of return and, except in emergency, shall give such notice at least thirty (30) days prior to the date on which the leave is to begin. That portion of a leave taken by an employee because of a medical disability connected with or resulting from pregnancy may, at the employee's option, be charged to their available sick leave.

B. Serious Illness of the Employee or a Member of the Immediate Family. Leave due to illness shall be for a period of not more than one year. Medical verification may be required by the Employer.

C. Meritorious Leaves. Unpaid leaves for other reasons may be granted for reasons deemed meritorious by the Employer.

D. Uniformed Services Leave. Uniformed services leave of absence shall be granted to any employee as required by law. Employees on uniformed services leave shall be given the benefit of an increment which would have been credited to them had they remained in active service to the District. Such leave shall follow USSERA regulations and leave accumulated before uniformed services leave shall be reinstated if that employee returns by the start of the next school year after discharge.

Section 7. Return From Unpaid Leave of Absence.

A. An employee returning from a leave of absence shall be reinstated to the position and classification they held when their leave began provided that the employee returns to work within one (1) year. If the position has been eliminated, the employee shall be offered a like vacant position if available. If no like vacant position is available, the returning employee may exercise their seniority rights and bump the least senior employee in their classification if that employee has less seniority than the returning employee. If no employee in their classification has less seniority, the returning employee has the right to bump the least senior employee in any lower paying classification if their seniority allows. If there is no vacant position available or if no employee has less seniority than the returning employee, the returning employee shall be laid off.

B. Employees returning from a leave of absence shall be required to notify the Employer in writing of the date of their intent to return three (3) weeks prior to such return. If an employee fails to return from an expired leave, employee shall be considered to have abandoned their position and their employment will be terminated.

Section 8. Vacation.

A. Twelve-month employees shall earn vacation as follows:

1. Less than one (1) year of service completed prior to October 1:
   5/6 day per month worked.

2. One (1) year of service completed prior to October 1:
   10 days per school year.

3. Five (5) years of service completed prior to October 1:
   15 days per school year.

4. Twelve (12) years of service completed prior to October 1:

20 days per school year.

B. One (1) week may be held over to be applied to the next year's vacation with the provision that the employee may not take more than three (3) weeks consecutively at any one time.

C. Vacations may be taken at such times during the year as are suitable, considering the wishes of the employee and with approval of the Employer, and with consideration for the efficient operation of the office concerned

D. Vacation dates shall be arranged through the office of the employee's immediate supervisor. In case of conflicts, vacation periods shall be granted according to seniority.

E. Vacation dates shall be strictly adhered to and may be changed only by a letter to the employee's immediate supervisor two (2) weeks in advance, if possible, of the vacation period. If an employee is ill and their sick leave is exhausted, vacation days may be used at the employee's discretion.

F. If an employee is hospitalized during their vacation, the vacation will be rescheduled. In the event their incapacity continues through one year, they may be awarded payment in lieu of vacation.

G. In case an employee resigns or retires and gives two (2) weeks notice, they will be given their unused vacation credit, prorated for that portion of the fiscal year that the employee actually renders service. The employee will receive compensation for up to five unused vacation days on their final payroll. In case of death, the unused vacation credit will be paid to the spouse or family of the deceased employee.

ARTICLE XI
GRIEVANCE PROCEDURE

Section 1. Grievance Defined. A grievance is any dispute concerning a violation of any of the specific provisions of this Agreement.

Section 2. Grievance Levels.

A. Informal Adjustment. Prior to filing a written grievance, the grievant shall meet with the immediate supervisor within ten (10) days of the event for the purpose of attempting to adjust such alleged grievance without further proceedings.

B. Written Grievance.

Step 1 - If the grievance is not satisfactorily resolved at the informal conference, the grievant shall have five (5) days within which to file with the immediate supervisor a written grievance, which grievance shall include:

1. An identification of the Grievant(s),
2. The date of the event,
3. The specific facts upon which the grievance is based,
4. The specific provision(s) of the Agreement violated, with explanation of how provision(s) are violated.
5. The specific relief requested,
6. The date of the grievance, and
7. The signature of the Grievant.

A reply shall be filed within five (5) days from the receipt of the written grievance.

Step 2 - If the Step 1 reply is not satisfactory and a request is made within five (5) days from the receipt of the Step 1 reply, the grievance may be advanced to the Superintendent or his designee. A meeting shall be held within five (5) days from the receipt of the request. Within five (5) days from the meeting, the Superintendent or his designee shall reply to the grievance in writing.

Step 3 - If the disposition of the Superintendent or his designee is not satisfactory and a request is made within five (5) days from the receipt of the Step 2 reply, the grievance may be advanced to the Board of Education. A meeting shall be held within fifteen (15) days from the receipt of the request. Within five (5) days from the meeting, the Board shall reply to the grievance in writing.

Step 4 - If the disposition of the Board is not satisfactory, the grievance shall be submitted to Arbitration if such request is made within twenty (20) days from the receipt of the Step 3 reply. Arbitration shall be conducted in accordance with the following guidelines:

1. The arbitrator shall be selected in accordance with the rules of the American Arbitration Association.

2. The arbitrator shall not have the authority to vary the terms of the Agreement.

3. The decision of the arbitrator shall be final and binding on both parties.

C. Association grievances on the part of a group of employees or the entire Association may be initiated at Step 2. Prior to filing a written grievance, representatives of the Association shall meet with the Superintendent or his designee within ten (10) days of the event for the purpose of attempting to adjust such alleged grievance without further proceedings.

If the grievance is not satisfactorily resolved at the informal conference, the Association shall have five (5) days within which to file with the Superintendent or his designee a written grievance utilizing the same format as in Section 2, B, Step 1.

D. General Procedures.

1. Definitions: As used in this Article, the word:

a. "Party" includes the Employer, the Association, and an employee or group of employees.

b. "Grievant" means the Association or employee filing the grievance for review. If a grievant is an employee, they shall have the right to personally attend each conference or hearing and/or have an authorized representative present.

c. "Event" means the condition, act, or omission which the Grievant alleges gave rise to the grievance.

d. "Day" means a calendar day except a Saturday, Sunday, or legal holiday observed by the Employer.

2. Form of Action. All grievances, replies and requests shall be in writing, filed with each party.

3. Exclusions. The grievance procedure shall not apply to:

a. The dismissal of any probationary employee.

b. Any provision of the Agreement which contains an express exclusion from this procedure.

c. The content of a job evaluation beyond Step 3.

4. Other Grievances. Either party may require that all grievances involving the same event be combined in one grievance proceeding.

5. Withdrawals and Denials. Any grievance which is not filed or any request for advancement to the next grievance level which is not made within the time prescribed shall be deemed to have been withdrawn

and shall automatically terminate any further proceedings. Any grievance which is not answered within the time specified shall be automatically advanced to the next step. Time limits may be extended upon mutual agreement of the parties.

6. Costs. Any fee paid for the service of an arbitrator shall be shared equally by the parties. Each party shall be responsible for its own costs.

7. Contract Termination. The provisions of this Article shall be automatically extended beyond the contract expiration date to the extent required to complete the processing of a grievance filed prior to such expiration date.

ARTICLE XII
GENERAL PROVISIONS

Section 1. Notices. Any written notice given pursuant to this Agreement shall be addressed and delivered as follows:

A. Employer: Lakeview School District
15 Arbor Street
Battle Creek, MI 49015

B. Association MEA/NEA
77 South 20th Street
Battle Creek, MI 49015

C. Employee: As set forth in the records of the Employer or to such other address as a party or an employee shall hereafter furnish in writing.

Section 2. Scope, Waiver and Alteration of Agreement. It is expressly agreed that neither the bargaining unit nor any provision of this Agreement shall be altered during the term of this Agreement except upon the voluntary prior written consent of both the contracting parties.

Section 3. Validity of Agreement. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws or regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement. The parties will meet to renegotiate such invalidated provision.

An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, PA 436 of 2012.

Section 4. Strikes and Lockouts. The Association agrees during the term of this contract that it will not directly or indirectly encourage, permit, or cause any concerted work stoppage, slowdown, strike, or other interference with the day-to-day operations of the Employer. The Employer likewise agrees during the term of this contract it will not engage in any lockout or related activity.

Section 5. Duplication of Agreement. The Board shall distribute a copy of this master agreement via electronic mail to each employee who is employed in the bargaining unit during the term of this agreement. A copy of the same master agreement shall also be placed on the Lakeview website on the shared drive.

Section 8. Contract Maintenance. The District and the LSA agree to meet (at a minimum) three times a year to review any language that is in question and to incorporate any Letter of Agreements (LOU's) that have been agreed upon. Either the District or the LSA may ask for additional meetings if they are deemed to be necessary and appropriate.

Section 7. Effective Date and Termination. This Agreement becomes effective as of July 1, 2024 and remains in force until June 30, 2027.

IN WITNESS WHEREOF this parties have caused this Agreement to be executed.

LAKEVIEW SCHOOL DISTRICT

Mike Norstrom,
Superintendent

4/15/24
Date

Eric Greene, President
Board of Education

15 April 24
Date

LAKEVIEW SECRETARIES ASSOCIATION, MEA/NEA

Amy Jones,
President

4-15-24
Date

Brian Makowski
MEA/Uniserve Director

4-15-2024
Date

SCHEDULE A
DUTIES, JOB DESCRIPTIONS, WORK SCHEDULE

Section 1. Duties & Job Descriptions. A statement of general duties and job descriptions will be prepared for all bargaining unit positions. The Association and the Administration shall establish a review committee to meet in even years to review job descriptions. The committee shall be comprised of two (2) administrators and two (2) Association members appointed by the LSA.

Section 2. Work Schedule.

A. Hours of Work.

1. All employees shall have their time arranged by the Principal or immediate supervisor.

2. Lunch and Relief Periods. All employees will be provided with a fifteen (15) minute relief period in the morning and a fifteen (15) minute period in the afternoon. Half-time employees will receive one fifteen (15) minute relief period.

   All employees shall be entitled to an unpaid lunch period of at least one-half (1/2) hour per day.

B. School Closings.

1. Should it become necessary to close school because of conditions not within the control of school authorities, additional days of work shall be scheduled to comply with Sec. 101(3) of the State School Aid Act. The rescheduled days will not increase the total additional work days of the employee and the employee will not be entitled to additional compensation. If a make-up day falls on a designated holiday and the employee is called to work, the employee shall receive their regular hourly rate in addition to the holiday pay.

2. On a day that school(s) is closed by the Superintendent of Schools due to inclement weather or other conditions beyond the control of the Employer, employees within this bargaining unit will not be required to report to work and will be compensated for that day.

   However, if there is a need to complete a function that is critical to the essential operation of the district, member(s) will be required to report to the district, as soon as it is safe to do so. Once these critical functions have been completed, members may leave. There will be no

additional compensation for the district employees who report under these critical situations.

The definition of critical operations which are essential to the operation of the district will be solely defined by the Superintendent of Schools.

3. If a building is closed for emergency reasons prior to the end of the workday building secretaries shall be dismissed fifteen (15) minutes after the building is cleared of students. Central Administration secretaries, will be released by their immediate supervisor.

4. On those days when school has not been closed during the regular school day and severe weather threatens, the school secretary may be dismissed by the Superintendent, or his designee, with no loss of compensation to the secretary.

5. The decision as to whether a library secretary works their normal number of hours on days when the school is in half-day sessions shall be left to the discretion of the building Principal.

C. Released Time. Released time with pay for professional development will be allowed as agreed between the Administration and individual secretaries or individual library secretaries to attend a conference or a training experience which enhances the employee's ability to better perform their work duties.

SCHEDULE B
COMPENSATION, CLASSIFICATIONS

Section 1. Basic Compensation.

2024-2025 Salary Schedule

Step	Class I	Step	Class II	Step	Class III	Step	Class IV
1	13.54	1	17.83	1	19.10	1	22.01
2	14.11	2-3	18.47	2-3	20.27	2-3	22.23
3	14.77	4-5	19.60	4-6	22.23	4+	24.74
4	15.26	6-9	20.36	7+	22.71		
5	15.86	10-14	20.82				
6-9	16.55	15+	22.71				
10-14	17.14						
15-19	17.34						
20+	17.51						

For each year of the contract starting in 2025-2026, each step of the wage schedule shall be increased by a percentage equal to 50% of the Lakeview School District's final unrestricted per pupil foundation allowance increase of the previous year, provided the previous year's final audited student FTE was not a decrease from the year immediately prior to that. If the previous year's final audited student FTE is decreased from the yar immediately prior to that, the increase shall be equal to 30% of the District's final unrestricted per pupil foundation allowance increase.

For example, if the per pupil foundation allowance for Lakeview increased from $7,635 in 2017-2018 to $7,865 in 2018-2019, this would result in a 3.00% increase ($7,864 / $7,635). You would then take 3.00% and multiply by 50% to get the wage schedule increase of 1.5% (3.00% * 50%). The same calculation would continue for the remaining years of the contract, however, the maximum wage scale increase that can occur in any given year of the contract is limited to 2.5%.

In the event there is a per pupil foundation allowance decrease in any given year for the Lakeview School District, the wage scale will not decrease in that year, however, any subsequent wage scale increase will be calculated on only that portion of the increase that is above the foundation allowance prior to the decrease. For example, if per pupil foundation went from $7,800 in one year to $7,700 in the next, there would be no decrease in the wage schedule, however, any future wage increase would be calculated using $7,800 as the base.

In some cases, the state budget will not be approved prior to the beginning of the fiscal year. In these cases, the district will use an estimate and then adjust future pays as necessary. While unlikely, it is also possible that the State will add or deduct dollars to the initial per pupil foundation grant. Therefore, the per pupil foundation allowance is defined as the official foundation allowance in the District's Final State Aid Financial Status Report.

In the event that the State adds a new categorical funding that is on a per pupil basis and is truly unrestricted dollars, these dollars will be considered similar to the per pupil foundation allowance and added as part of the wage calculation increase. The parties recognize that restricted monies will not count in this formula.

Bargaining unit members will be evaluated every year by their supervisor, or superintendent's designee. Any bargaining unit member who is rated as effective or higher will receive an off schedule regular pay of four-hundred (400) dollars no later than the last regular pay of June.

The parties agree that it is to their mutual interest to increase the Association's knowledge base of the District's budgetary process and agree that the

Association President or designee may observe and/or be informed of the ongoing budget building process.

The placement step for all new employees shall be no higher than step three (3) of their class.

If the District intends to place a new employee at a salary step other than number 1 based on previous school secretary experience, the Association President shall be notified. The parties shall meet to confer over such salary placement prior to the new employee being hired.

At the LSA's request, this exhibit shall be reopened for wages only each October after the fall student count day.

Section 4. Sick Leave Payout.

A. Any secretary who severs their employment with the District who has accumulated one hundred (100) sick days will receive sixty dollars ($60) for each day accumulated beyond one hundred (100) days. This will be included in the final pay roll.

B. A secretary who ends the year with 60 days of accumulated sick leave may choose to have up to three (3) sick days paid out at a rate of ninety (90) dollars per day according to the following schedule. A secretary must indicate, in writing to the business office, their desire to receive the cash incentive by July 5 following the end of the fiscal year. If properly requested, the case incentive shall be issued on the second payroll date in July.
   a. Two (2) sick days or less used during the year – up to three (3) sick days paid out.
   b. Three (3) sick days used during the year – up to two (2) sick days paid out.
   c. Four (4) sick days used during the year – up to one (1) sick day paid out.

Section 5. Classifications.

A. Class IV Position

Principal's Secretary – High School	12 months
Operations' Secretary	12 months
Principal's Secretary – Elementary	11 months
Principal's Secretary – 5/6 Academy	11 months
Principal's Secretary – 7/8 Academy	11 months
Food Service Secretary	12 months
Athletic Director's Secretary – High School	12 months

Central Enrollment/Territorial Building Secretary	12 months
Secretary to the Director of Communications	12 months

B. Class III Positions

Student Services Secretary – High School	11 months
Attendance Secretary - High School	11 months

C. Class II Positions

5/6 Academy Office Secretary	11 months
7/8 Academy Office Secretary	11 months
Attendance Secretary - High School	11 months
Secretary for Office, Technology & Library Services-Elem	10 months
Receptionist – High School	11 months
Media Center Secretary	10 months

D. Class I Positions

Currently no Class I positions

Bargaining unit members who qualify for vacation, other than the 12 month Food Service Secretary, will take vacation days during the week of July 4th for any regularly scheduled work day.

Section 6. Reclassification Procedure.

A. An employee within one of the classifications may be considered for movement to a higher classification based upon:

1. A substantive expansion of the responsibilities of the position held, and/or

2. Evidence of individual professional development as established through continuing education and/or training related to the areas of responsibilities of the current position held.

B. An employee so inclined must follow the procedures listed below.

1. If an employee believes the demands and responsibilities of their position should be considered for reclassification, the employee shall have the opportunity to request a re-evaluation of the position in writing.

2. The written request shall include:

   a. The current classification and rate of pay, and
   b. The desired classification and rate of pay, and

c. The change in duties and responsibilities that are the basis for the requested change.

3. The request shall be submitted to the Assistant Superintendent for Human Resources for consideration. A written notice of approval or disapproval of reclassification shall be issued to the employee within thirty (30) working days of submission by the employee. If the reclassification is approved it will take effect the first pay period after it is approved.

4. An employee may apply for reclassification one time during any fiscal year. An employee who is under a less than satisfactory evaluation or a plan of improvement may not apply for reclassification.

C. Salary Step Placement – An employee whose position is being reclassification into a position which has a higher classification and pay range, shall remain in their current Step Lane and move laterally into the new higher classification and stay in the same Step Lane.

For example – if a member is coming from a Classification II position, Step 4 making $16.44 hourly and they are being moved into a Classification III position, they would remain at their Step 4 with a new wage of $18.02 per hour. At no point, during any movement into a higher classification, will any member remain at their same hourly wage with zero salary gain.

Section 7. Elementary Summer School Secretary

A. The district, at its sole discretion, will annually post an Elementary Summer School Secretary position. The duration of the position will coordinate with the calendar for elementary summer school. This will be available to all 10 and 11 month employees, and the district will select the most qualified candidate from the pool of applicants. Should there not be a viable internal candidate, the district will secure a substitute for the position. The position will be compensated at the top step for a class IV secretary. The secretary may use leave time as needed, but the secretary may not take vacation or comp time accrued before starting the position, and the secretary will not accrue leave of any kind or other benefits.

Section 8. Temporary Position

A. Any secretary who upon approval of their supervisor temporarily, or in an emergency, fills in for another secretary, or is assigned to fill in, assuming all duties for that position, for a minimum of one day, shall be awarded the higher pay rate for that period of time.

Section 9: Retention Payment

A. A secretary ending the fiscal year with at least 5 years of credited service in the association since their current seniority date, and still employed with the district on September 15 of the following school year, shall receive an off schedule $500 retention payment on the last pay of September. If a secretary is retiring from service through application for retirement from the Office of Retirement Services, and completes their published work calendar, the $500 off schedule payment will be included with their final payout.

SCHEDULE C
FRINGE BENEFITS

Section 1. Paid Holidays.

A. The following holidays will be considered as "paid holidays."

* July 4
*Day after July 4
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Day
Week Days Between Christmas and the Day before New Years
Day before New Years
New Years Day
Memorial Day

* July 4 and the day after July 4 shall be a paid holiday only for those employees scheduled to work the week including the legal holiday.

** In lieu of two ½ day paid holidays, secretaries are granted an additional personal business day.

B. If a holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday falls on a Sunday, the Monday following will be observed as the holiday.

C. If any of the paid holidays listed in item A above falls on a day when school will be in session, employees shall be on duty at regular pay.

Section 2. Mileage.
Employees who use personal vehicles for authorized school business shall be entitled, upon presentation of adequate documentation, to reimbursement at the current maximum non-taxable IRS allowance for such mileage.

Section 3. Medical Insurance, Ancillary Insurance, and Indemnity Benefits.

A. Eligibility

1. Employees who are scheduled to work thirty (30) or more hours per week will receive medical insurance or Cash in Lieu, and ancillary insurance benefits. Employees may purchase available indemnity plans using pre-tax income. The Board of Education will create and maintain a Section 125 Cafeteria Plan that includes a Flexible Spending Account so that employee contributions will be made from pre-tax income, and payroll deducted in equal bi-weekly amounts. Likewise, employees choosing a Health Savings Account Plan (HSA) are allowed to make pre-tax income contributions up to the annual IRS allowable limit. Employees who have their hours reduced below thirty (30) after the start of the school year will continue to receive insurance through June of the current school year.

B. Medical Insurance & Cash in Lieu Benefits

1. Employees may choose from one of the following plans for medical insurance, or Cash In lieu of insurance. Employees will make their selection within thirty (30) days of initial hire, during open enrollment, or in light of an IRS qualifying event. The medical insurance plan year will run from January 1 to December 31. The district operates under the "Hard Cap" to determine the paid benefit portion of health insurance premiums.

2. At the request of the District those employees choosing Cash in Lieu will provide proof of medical insurance coverage that meets the Affordable Care Act (ACA) requirements.

3. A taxable cash stipend of $150 each month per contract year. This amount shall be increased to $225 per month if there are at least fifteen (15) participants in Plan #2 and to $300 per month if there are at least twenty (20) participants in Plan #2 and $350 if there are at least twenty-five (25) participants in Plan #2. The

numbers referred to in this section above reflect teacher and secretary employees combined.

4. Plans:
   a. MESSA Choices: $500 Individual/$1,000 Family Deductible; ABC Rx
   b. MESSA Choices: $1,000 Individual/$2,000 Family Deductible; ABC Rx
   c. MESSA ABC HSA Plan 1: $1,500 Individual/$3,000 Family Deductible; ABC Rx
   d. MESSA Choices: $500 Individual/$1,000 Family Deductible; 3-Tier Rx

C. Ancillary Benefits

1. All employees regardless of medical plan or cash in lieu status will receive ancillary benefits. The employer shall pay 100% of ancillary benefits. The ancillary insurance plan year will run from January 1 to December 31.

a.	DENTAL	80/80/80/80 Annual max. $1,000 Ortho max. $1,500.
b.	VISION	VSP 3G
c.	LIFE & AD&D	Medical Plan recipients $45,000 Cash in Lieu recipients $50,000

D. Indemnity Benefits & Optional Benefits

1. All employees regardless of medical plan or cash in lieu status may during open enrollment purchase indemnity or optional benefits through the employer using pre-tax income. The employee shall pay 100% of indemnity or optional benefits.

Section 4. Tuition and Training

A. Eligibility. After one (1) school year of employment, full time secretaries will be eligible to have up to three (3) credits per semester reimbursed at the current Kellogg Community College rate upon successful completion and documentation of District approved classes toward an Associate, other business or education degree, certification, or training. A secretary

may not be reimbursed for more than the equivalent of six (6) KCC credits in any calendar year.

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