



MEMORANDUM OF UNDERSTANDING (MOU)

Between

Rock Island-Milan AFSCME

and

Rock Island-Milan School District #41

This Memorandum of Understanding (MOU) is made and entered into by and between the Rock Island-Milan School District #41 Board of Education ("Board") and the ("AFSCME"), collectively referred to as the "Parties." The purpose of this MOU is to formalize the addition of a new "Rover Secretary" position to the AFSCME Collective Bargaining Agreement (CBA), establishing the role, responsibilities, terms of employment, and conditions under which this position will operate.

Background

The "Rover Secretary" position is being added to replace the purchasing clerk position and to provide flexible administrative support across various schools and departments within the District. This role is designed to address temporary staffing gaps, such as those caused by employee absences, unanticipated workload increases, or the need for additional support in specific areas. The Rover Secretary will be able to provide essential secretarial duties in different locations as needed to ensure smooth operations.

Position Description

The Rover Secretary will be in a permanent position and will be responsible for performing various clerical, administrative, and secretarial duties. Key responsibilities include:

1. **Covering Secretarial Vacancies:** The Rover Secretary will fill in for regular secretarial staff absent due to illness, vacation, or other unforeseen circumstances.
2. **General Clerical Support:** This position includes, but is not limited to, managing phone calls, scheduling appointments, preparing correspondence, maintaining records, and other general administrative tasks.
3. **Varied Assignments:** The Rover Secretary will be assigned to different schools, departments, or offices within the District based on operational needs. The role requires flexibility in terms of location, duties, and work schedule.
4. **Working in Collaboration with School Staff:** The Rover Secretary will work under the direction of the site administrator or designated supervisor and must be able to adapt to different work environments and school cultures quickly.
5. **Confidentiality and Compliance:** The Rover Secretary will adhere to all confidentiality requirements and district policies related to student records, employee information, and other sensitive data.

Qualifications and Training

The Rover Secretary must meet the qualifications outlined in the AFSCME Collective Bargaining Agreement for secretarial positions, including:

- A high school diploma (or equivalent).
- Proficiency in office software, communication tools, and general office procedures.
- Strong organizational and interpersonal skills.
- Ability to work independently and manage multiple tasks.
- A willingness to work at various district sites, as required.

Additional training specific to each assignment (e.g., particular software systems or school-specific procedures) will be provided as needed. (See job description for specific duties.)

Wages and Benefits

- **Compensation:** The Rover Secretary will be compensated at a rate consistent with the salary scale for the Column C secretarial positions as outlined in the CBA.
- **Benefits:** The Rover Secretary will be eligible for benefits in accordance with the CBA, based on hours worked and other criteria for benefits eligibility.
- **Work Hours:** The Rover Secretary will work daily. Work location may vary depending on the needs of the District. Work hours will be aligned with the hours of building location. Whenever possible, the District will provide advance notice of assignments, but short-term or emergency coverage may be required.

Job Security and Seniority

The Rover Secretary will be considered a permanent employee. In accordance with the CBA, the Rover Secretary will accrue seniority within the bargaining unit based on the date of hire.

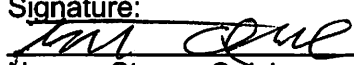
Agreement Duration

This Memorandum of Understanding will be effective immediately upon signature by both Parties. The terms of this MOU will be incorporated into the CBA once mutually agreed upon. Any changes to this agreement or its terms must be negotiated and agreed to in writing by both the Board and AFSCME.

Signatures

By signing below, the Parties affirm their agreement to the terms outlined in this MOU and agree to implement the Rover Secretary position as part of the CBA.

AFSCME President:

Signature: 

Name: Steven Quick

Title: Union President

Date:

Rock Island-Milan School District #41

Board of Education President:

Signature: _____

Name: Mr. Terell Williams

Title: RIMSD Board of Education President

Date: