

**Letter of Agreement
Between The
Novi Community School District
And The
Novi Educational Support Personnel Association

Reclassification**

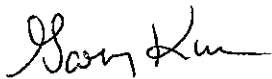
Pursuant to the Letter of Agreement in the 2017-2020 Master Agreement between the parties, a Reclassification study of positions within the Novi Educational Support Personnel Association (NESPA) was reviewed using a point-based rubric system.

When the position of Secretary to the Office of Academics was created, it was determined to be a Level B position using the rubric system. Since its inception, the position has evolved and acquired additional responsibilities that necessitated a reevaluation of the classification level. It has been determined that the position now aligns with a Level A position. In addition, the position title of Administrative Assistant to the Office of Academics better reflects the duties of the position.

Therefore, the position will be changed as follows:

1. Position of Secretary to the Office of Academics will be reclassified from a Level B to a Level A.
2. The title of Secretary to the Office of Academics will be renamed to Administrative Assistant to the Office of Academics.
3. The employee currently in this position will receive a salary adjustment for the difference between the Level A and Level B hourly rate, based on the 2019-2020 NESPA Salary Schedule, retroactive to July 1, 2019. The retroactive amount will be paid during the next available pay period.

Agreed:



Dr. Gary Kinzer
Novi Community School District

Date: 7-18-19

Agreed:



Kim Edwards
Novi Educational Support Personnel Assoc.

Date: 7/18/19