

Contractual Agreement between
AUTRAIN-ONOTA PUBLIC SCHOOLS
Board of Education
and
Teachers' Bargaining Unit

Effective September 1, 2014
Through August 31, 2020

AuTrain-Onota Public Schools
N8790 Deerton Road
P.O. Box 105
Deerton, MI 49822-0105

Contract ratified 11-24-2014

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Introduction:

The following terms as listed in the Agreement between the AuTrain-Onota Public Schools Board of Education and Teachers' Bargaining Unit should be interpreted as follows:

- Administration/Administrator refers to Superintendent, Principal, Administrator or designated official.
- Board refers to Board of Education of AuTrain-Onota Public Schools.
- Bargaining Unit refers to Michigan Highly Qualified Status certified teachers of the district.

Article I: Teachers' Rights

- A. The teachers shall have the right to use school building facilities for school purposes for meetings. The teacher must submit the Request for Building Use form for administration approval. Availability of the school building facilities to the teachers is subject to prior commitments.
- B. The Board agrees to furnish to the teachers or respond to reasonable requests from time to time, all available information concerning the financial resources of the district, tentative budgetary requirements and allocation, and such other information as will assist the teachers in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information, except privileged communications, which may be necessary for the Bargaining Unit to process any grievance or complaint.
- C. The Board agrees to make available at school to aid teachers in the production of instructional material: internet access, computer hardware, software applications and copy machine.
- D. The Board shall make available to the teachers one (1) copy the of available current Board Policies and all Board policies promulgated. The administration shall meet with the teachers upon written request as often as is reasonably necessary to explain said policy. Additionally, the entire current Board policy is accessible online at:
www.neola.com/autrainonota-mi.

- E. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, sex or marital status.

Article II: Rights of the Board

The teacher recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

All positions of employment and scheduling or work hours are contingent upon student needs and are subject to change at any time based on district needs. The Board has the right to adjust staff size according to student population.

Article III: Professional Compensation

- A. The salaries of teachers covered by this agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.

Each pay period each teacher shall receive the following information:

- 1. Gross Pay
- 2. Breakdown of deductions including:
 - a. Federal Income Tax
 - b. State Income Tax
 - c. Social Security
 - d. Other deductions to be limited to whatever number that can be accommodated by current payroll processing programs.

- B. The salary schedules are based upon the weekly teaching assignments according to the accepted school calendar.
- C. The following legal holidays shall be observed and schools will be closed:
 - New Year's Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- D. Teachers will be paid on either a basis of twenty-one (21) or twenty-six (26) payments, but once the choice is made it cannot be changed during the school year.

- E. For new hires, upon the recommendation of the District Administrator, the Board may grant up to five (5) years for prior teaching experience on the salary schedule, or alternatively all years can be negotiated separately.

Article IV: Teaching Hours and Teacher Work Day

- A. The teacher's hours of work shall be as designated by the Board. Teachers shall be required to report to school 15 minutes before their first assigned duty begins and are required to remain at school for 15 minutes after their last assigned duty ends. Teachers shall be released on Fridays and days before holidays as soon as school is dismissed. The District shall set the calendar each year. All teachers shall have a 15-minute duty-free recess daily, except when a certified Teacher will supervise a 15-minute recess period on a **rotation basis** as scheduled by the Administration. (Also see Article VII, D). All teachers shall have a 30-minute duty free lunch period.
- B. One of the required five professional development days in excess of scheduled student days shall be designated as a preparation day, for all members covered by this agreement.
- C. Staff meetings may be called by the Administration, provided a one (1) day notice is given.
- D. Inservice training sessions will be scheduled according to current Michigan Department of Education requirements. Sessions may be scheduled by the Administration provided two (2) weeks notice is given. These sessions are to run no later than 5:00 P.M. Attendance is mandatory for those teachers for whom the inservice training has been scheduled.
- E. Each teacher will be given the opportunity to attend at least two conferences, workshops or seminars during the school year.
- F. New teachers will participate in professional development and the mentoring process. An experienced teacher will be assigned as a mentor.

Article V: Teaching Loads and Assignments

- A. Teachers who will be affected by a change of grade assignment or subject matter will be notified and consulted by the Administrator as soon as possible.
- B. Each full-time employee covered by this contract shall be scheduled a minimum of 120 minutes as preparation time per 5-day school week. Part-time employees are to be scheduled for a prorated preparation time.

- C. Classroom released time shall be provided as deemed necessary by the Administrator for school educational purposes (i.e. grant writing, School Improvement Team, curriculum alignment, etc.)
- D. A teacher is expected to remain after the school day when a scheduled appointment for a personal conference is made by a parent/guardian.
- E. Teachers will be paid \$10/prep period whenever they teach or supervise students during their preparation time.
- F. Teachers, who are invited to attend an IEP and/or staffing during the school day, will be relieved of their classroom duty for that time period.

Article VI: Teaching Conditions and Responsibilities

- A. The Board will make a continuing effort to reach the state recommended standards as to classroom size.
- B. The Board agrees at all times to keep the schools reasonably equipped and maintained subject to the funds available. The Board will confer from time to time with the Bargaining Unit and/or appropriate teacher professional improvement committees on the selection of text materials and educational aids for improving the learning process.
- C. The Board shall maintain a staff restroom and lounge for adult use.
- D. Telephone facilities shall be made available to teachers for their reasonable use as presently provided.
- E. Teachers shall be entitled to full rights of citizenship. The religious and/or political activities of any teacher, or the lack thereof, shall not be grounds for discipline or discrimination.
- F. When students are not in attendance due to weather conditions, the professional staff shall not be required to be in attendance.
- G. If school is cancelled after a teacher has reported for work, then the Atrtrain-Onota School will reimburse that teacher \$25.00.
- H. Any teacher that attends a scheduled conference or workshop on a day that school is cancelled due to weather or other reason, that teacher will be compensated with an equal amount of personal time (i.e. half day or full day.)
- I. Administrators shall make requisition forms available to each teacher for classroom supplies and materials. Each teacher shall receive adequate classroom supplies upon approval by the Administrator.
- J. An eligible teacher is responsible to provide the required documentation (completion of education credits and/or degrees) to the business office. A

teacher will notify the Administration no later than August 15 or January 15 to be eligible for a salary increase on Schedule A of the Teaching Salary Grid. An eligible lateral move placement on the salary schedule will be made on the next available payroll cycle and is not retroactive.

Article VII: Leave Pay

- A. All teachers absent from duty because of personal illness shall be granted ten (10) days sick leave per year, accumulative to one hundred twenty (120) days. Ten days are to be granted at the beginning of each school year. In addition, one of the ten sick days yearly may be used for personal business. Tenure teachers shall have the right to borrow up to thirty (30) days from future sick leave, which shall be repaid. The Board reserves the right to request doctor certification for absences due to illness in excess of five (5) consecutive days.
- B. Each teacher shall be given written notice at the beginning of the school year as to the amount of sick leave s/he has accumulated.
- C. Teachers shall be paid at one half of the current substitute pay for each day of sick leave accumulated over 120 days. This payment shall be made at the start of the school year.
- D. Teachers shall receive two (2) personal days per school year, and (2) additional personal days per school year for supervising the recess period. The 15-minute recess period shall be supervised by a certified Teacher on a weekly rotating basis. Personal days can accumulate to five (5) days. One (1) personal day may be rolled over to the new school year, for a maximum accumulation of five (5) personal days. All remaining unused personal days will be rolled into the sick bank at the end of the year.

Article VIII: Leaves of Absence

- A. Any teacher whose personal illness extends beyond the period compensated under Article VII, shall be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness up to twelve months beyond expiration of compensated sick leave time. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position, provided the teacher is capable of performing the duties of such position.
- B. Leaves of absence generally for reasons other than personal illness may be granted by the Administrator upon written request. Approval of such leaves shall

- depend in part upon the availability of suitable substitutes, the availability of sufficient sums to pay such substitutes, the feasibility of altering schedules, and the amount of notice given the Board on application.
- C. A Leave of absence (when granted) shall be charged against the teacher's earned and accumulated sick leave time for the following reasons:
1. A maximum of five (5) days per school year for a critical illness in the immediate family. The teacher's immediate family shall include father, mother, sister, brother, spouse, children, parents-in-law, and other relatives living in the same household as a member of the regular family unit.
 2. When a death occurs in the teacher's immediate family, the teacher shall upon request, be granted up to five (5) days.
 3. Additional time may be granted as leave by the Administration.
- D. The following Leave of absence, when granted, shall be **with pay** and not charged against the teacher's sick leave time:
1. Absence when a teacher is called for jury service. (Any compensation received, excluding mileage, shall be turned over to the Board.)
 2. Lost time when a teacher is under a subpoena from any court or administrative agency.
 3. Time necessary to take the selective service physical examination.
 4. Teacher's absences resulting from school related assault and battery.
- E. Leave of absence **without pay** may be granted by request with Board approval for the following purposes.
1. Study related to the teacher's certification.
 2. Study to meet eligibility requirements for a license in an area of education.
 4. Full time participation in the Peace Corps or other government sponsored programs.
- Teachers hired to fill these positions will be informed in writing of the status of the position.
- F. The Board shall use the guidelines of the Michigan Family Leave Act of August 1993 to grant a teacher a leave of absence for the purpose of family care.
- G. Military leaves of absence may be granted to any teacher who is inducted or shall enlist for military duty in any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any contractual increments or sick leave allowances gained in their absence. Teachers on

military leave shall be entitled to return to their position on the anniversary date of the next contractual year, provided that sufficient notice is given by the teacher to allow the Board to make contractual provisions for the return.

- H. Terminal Leave/Retirement. Upon retirement from the District and upon simultaneously becoming eligible for benefits from the Michigan Public School Employees Retirement Act, the Employee/Retiree shall be entitled to a choice of either: (a.) one month's pay, based on a ten month school year at the teacher's present rate of pay, (excluding extra-curricular pay) **OR** (b.) compensation at the current substitute rate for accumulated sick leave up to one hundred twenty (120) days. An Employee is entitled to this benefit provided s/he has been employed a minimum of ten (10) years with the District. Terminal leave retirement benefits shall be paid in two equal installments in the following two Januarys after retirement. Terminal leave retirement benefits shall terminate upon the death of the retiree as it is not intended as a benefit for survivors.

Article IX: Teacher Evaluation

- A. The District will implement a locally-determined annual performance evaluation system for all teachers. The parties agree the primary goal of the evaluation is the improvement of instruction and performance.
- B. Each teacher shall be notified and have the right to review any evaluation sheets made by the Administrator before it is placed in his/her personnel file.
- C. A teacher shall at all times be entitled to have present a mutually acceptable representative of Marquette-Alger Regional Educational Service Agency (MARESA) when s/he is being disciplined for any infraction or delinquency in professional performance, if requested. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Marquette-Alger Regional Educational Service Agency is present.
- D. Teacher evaluations for both probationary and tenured teachers are subject to the provisions of the current Michigan Tenure Act.
- E. After each formal teacher evaluation a conference will be conducted with the teacher by the evaluator within one (1) week.
- F. A locally-determined annual performance based compensation method will be developed for all teachers.
- G. An Individualized Development Plan (IDP) will be developed for a probationary/non-tenured teacher. A Professional Development Plan (PDP) will

be developed for a tenured teacher who receives an unsatisfactory performance evaluation.

Article X: Grievance Procedure

- A. Definition:** The claim or complaint by a bargaining unit member or group of bargaining unit members that there has been a violation, misinterpretation, or misapplication of any provision of the Master Contractual Agreement between AuTrain-Onota Public Schools Board of Education and the Teachers' Bargaining Unit. The following matters **shall not** be the basis of any grievance filed under the procedure outlined in this Article:
1. The termination of services or failure to re-employ any probationary teacher
 2. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule
 3. Any matter for which there is recourse under State or Federal statutes
 4. The content of any teacher evaluation
- B.** The term “**days**” as used herein shall mean days in which the school business office is open. All filings must be received by the District Administrator or Designee by 3:30 p.m. in the school Administration Office.
- C. Step 1:** A grievant shall within five (5) business days of the alleged occurrence orally discuss the alleged problem with the District Administrator. Discussion must take place by 3:30 p.m. in the school Administration Office.

If no resolution is obtained within ten (10) business days of the oral discussion, the Grievant may submit the grievance in writing and proceed within five (5) business days to Step 2. The Grievance Report Form is available in Schedule F.

Step 2: A copy of the written grievance shall be filed with the District Administrator or Designee. The written grievance will identify date of receipt by administration. Within the (10) business days of the receipt of the grievance the District Administrator shall arrange/schedule a meeting with the Grievant to discuss the grievance. Within ten (10) business days of the discussion, the District Administrator shall render his/her decision in writing.

If no written decision is rendered within ten (10) business days of the discussion or if the written decision of the District Administrator is unsatisfactory to the Grievant, the Grievant may within five (5) business days make a written request to the Board of Education to Step 3.

Step 3: Upon written request, the Board of Education shall allow the teacher an opportunity to be heard at the next regularly scheduled Board of Education meeting or at either of the next two (2) regularly scheduled Board of Education meetings. Within thirty (30) business days from the hearing of the grievance, the Board of Education shall render its decision in writing.

Step 4: If the Grievant is not satisfied with the disposition of the grievance in Step 3, the Grievant may, within ten (10) business days after the decision of the Board of Education refer the matter for mediation. Known mediation centers/agencies in the Upper Peninsula may include, but may not be limited to:

Marquette-Alger Resolution Service
EUP Community Dispute-Resolution

If there is a cost to mediation: Each party will pay one-half of the costs of any mediation fees, costs, and expenses (fifty percent (50%) by the Grievant and fifty percent (50%) by the Board of Education.

If a teacher should fail to adhere to the time limits specified, the grievance will not be processed. Should the Board of Education fail to respond within the time limits specified, the grievance shall advance to the next step.

A grievance must be filed in the school Administration Office by 3:30 p.m. of a business day during the time period that school is regularly in session including one (1) week after the end of the current school year and one (1) week before the start of the new school year.

For the purpose of filing a grievance during the summer months when school is not regularly in session, the Summer Business Hours will be posted.

Article XI: Student Discipline and Teacher Support

- A. The Board and Administration recognize its responsibility to give all reasonable support and assistance to teachers to maintain control and discipline in the classroom. The Board and Administration will always follow current state and federal law.
- B. A teacher may remove a pupil from class. This can occur when a student is being offensive and disruptive with misbehavior. The teacher will follow with a written office referral and/or more detailed report if necessary.
- C. Any teacher may use restraining physical force as is necessary on the person of any pupil in conformance with the current General School Code Law.
- D. Any assault upon a teacher arising from performance of duties shall be promptly reported to the Administration. In the event of such an assault or if a teacher is complained against or threatened with civil court action by reason of disciplinary action taken against a student, the teacher involved may request assistance from the Board in such matters, including financial aid for the services of legal counsel. These requests shall be made to the Board. The Board has total discretion in granting or not granting assistance. All teachers shall observe Board approved and published rules respecting punishment of students as established by the Board or required by law.
- E. Complaints directed toward a teacher shall be promptly called to the teacher's attention. All written complaints will be addressed by the Administration. If the complaint is considered serious enough to note in the teacher's personnel folder, the teacher may submit a written statement regarding the complaint and it shall be attached to the file copy of the written complaint. If the teacher believes that material to be placed in his/her file is inappropriate or in error, the teacher may receive adjustment provided cause is shown, through the grievance procedure, whereupon the material will be corrected or expunged from the file. The source of the complaint shall be identified.
- F. The Board and Administration will give all reasonable support and assistance to teachers in working with the special needs of students in the classroom. The Board and Administration will always follow current state and Federal law.
- G. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher as a result of an assault and battery of the teacher while on duty in the school or on the school premises.

Article XII: Vacancies, Promotions and Transfers

- A. Requests by a teacher for a transfer to a different assignment shall be made in writing and submitted to the Administrator. The request shall include reasons for grade or position sought, and current academic qualifications.
- B. The teachers recognize that when vacancies or new positions occur during the school year, it may be difficult to fill them from within the district without undue disruption to the existing instructional program. The Administrator may recommend such a vacancy be filled on a temporary or tentative basis until the end of the current school year.
- C. When vacancies or new positions occur during the summer recess, the Administrator shall send a copy of the notice to the teachers. The permanent assignment of a teacher to the open position shall not be made until the expiration of the designated posting period.
- D. Any new position that is created must be posted in the same manner as any vacancy.

Article XIII: Negotiation Procedures

Negotiation procedures shall be conducted according to the rights and provisions of the Michigan Tenure Act.

Article XIV: Reductions in Personnel, Seniority and Recall

- A. In the event of lay off due to a decreased student enrollment or shortage of revenue, personnel decisions shall be based on the following factors:
 - a. Individual performance shall be the majority factor. Individual performance shall include evidence of student growth, demonstrated pedagogical skills, class management, and attendance and disciplinary record.
 - b. Significant, relevant accomplishments and contributions
 - c. Relevant special training
- B. In the event it becomes necessary to reduce the number of teachers through lay off, or to reduce the number of teachers in a given subject area, field, or program, or eliminate or consolidate position(s), the Board will communicate the following:
 - 1. The Board shall develop a list of necessary staff positions that are to be reduced based upon the proposed educational program for the forthcoming school year.

2. All teaching staff will be notified of proposed changes. A teacher on leave of absence shall be considered in the same status as an actively employed teacher.
 3. Every attempt will be made by the Board of Education to notify teachers involved of anticipated layoffs so that teachers may pursue other options. Notification will be made by March 30, for the following school year.
- C. No new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there are no laid off teachers with proper certification and qualifications to fill any vacancy.
 - D. The Board shall give written notice of an available position to all teachers on layoff. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher.
 - E. If a teacher on layoff fails to apply for the available position for which s/he is certified and qualified for by the posting deadline date, said teacher shall be considered as a voluntary quit and shall thereby terminate his individual employment contract and any other employment relationship with the Board.

Article XV: Duration of Agreement

- A. This agreement shall be effective as of September 1, 2014 and shall continue in effect until the August 31, 2020. Negotiations between the parties shall begin at least 60 days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.
- B. Copies of this agreement titled "Contractual Agreement between the AuTrain-Onota Public Schools and the Teachers' Bargaining Unit" shall be printed at the expense of the Board within 30 days after the agreement is signed and presented to all teachers now employed, hereafter employed or considered for employment by the Board.
- C. 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 Government and School District Fiscal
Accountability Act, 2011 Public Act 4.

Teachers'

Bargaining Unit and Board Signatures

Kim Rolfe

Amy Picklum

Daphne Stewart

Bonnie Koenig

Cheryl Kuehert

Wendy Carmody

SCHEDULE A: SALARY SCHEDULE FOR
2014-15 through 2019-20

Steps		BA/BS		Perm Cert or BA/BS+18		MA or +40		MA+15
0	1	32,000	1	32,960	1	34,938	1	37,034
1	1.030	32,960	1.030	33,949	1.030	35,986	1.030	38,145
2	1.060	33,920	1.060	34,938	1.060	37,034	1.060	39,256
3	1.090	34,880	1.090	35,926	1.090	38,082	1.090	40,367
4	1.120	35,840	1.120	36,915	1.120	39,130	1.120	41,478
5	1.150	36,800	1.150	37,904	1.150	40,178	1.150	42,589
6	1.180	37,760	1.180	38,893	1.180	41,226	1.180	43,700
7	1.220	39,040	1.220	40,211	1.220	42,624	1.220	45,181
8	1.260	40,320	1.260	41,530	1.260	44,021	1.260	46,663
9	1.300	41,600	1.300	42,848	1.300	45,419	1.300	48,144
10	1.340	42,880	1.340	44,166	1.340	46,816	1.340	49,625
11	1.380	44,160	1.380	45,485	1.380	48,214	1.380	51,107
12	1.415	45,280	1.420	46,803	1.410	49,262	1.410	52,218
13			1.460	48,122	1.450	50,660	1.450	53,699
14			1.460	48,122	1.450	50,660	1.450	53,699
15			1.505	49,605	1.495	52,232	1.490	55,180
16			1.505	49,605	1.495	52,232	1.490	55,180
17			1.555	51,253	1.540	53,804	1.530	56,662
18			1.555	51,253	1.540	53,804	1.530	56,662
19			1.605	52,901	1.585	55,376	1.570	58,143
20			1.605	52,901	1.585	55,376	1.570	58,143
21			1.655	54,549	1.630	56,948	1.605	59,439
22			1.655	54,549	1.630	56,948	1.605	59,439
23			1.705	56,197	1.675	58,520	1.640	60,736
24			1.705	56,197	1.675	58,520	1.640	60,736
25			1.745	57,515	1.715	59,918	1.680	62,217
26			1.745	57,515	1.715	59,918	1.680	62,217
27			1.795	59,163	1.765	61,665	1.730	64,069
28			1.795	59,163	1.765	61,665	1.730	64,069
29			1.795	59,163	1.765	61,665	1.730	64,069
30			1.795	59,163	1.765	61,665	1.730	64,069

2014-2015: No step increase. Teachers will freeze at their 2013-2014 step level.

2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020: Teachers will progress to their next step on the schedule.

SCHEDULE B: EXTRACURRICULAR OR EXTRA-DUTY PAYMENT
SCHEDULE

All Schedule B programs shall be approved by the Administrator and Board of Education. Atratin-Onota Public Schools Teacher Bargaining Unit members will be given preference for all Schedule B positions, with consideration of equal qualifications, experience level, and coaching or advising backgrounds. Extracurricular payments listed are per fiscal school year.

Extracurricular programs/schedules will be set the the District. Changes in the schedule due to unforeseen circumstances are considered a part of the Schedule B agreement.

These percentages are based on the BA/BS column/step 0 of the Schedule A Salary schedule.

Seventh/Eighth Grade Advisor & Class Trip	2.5%
Assigned Mentor	0.75%
Science Olympiad	3.5%
Summer Library Program	1.5%
Cross Country Team Coach	4.0%
Extra-curricular activity as approved by Administrator	% to be determined based on activity

The Board's obligation to pay any compensation amount on Schedule B is subject to the board's decision to run the various programs and fill the various positions. Further, nothing herein shall be construed to prohibit the use of non-bargaining qualified personnel in connection with extracurricular activities.

SCHEDULE C: BENEFITS AND INSURANCE

- A. For all permanent full-time teachers, the Board shall make a contribution of the proper rate per month to the negotiated health insurance carrier per the agreement. In conjunction with the HDHP (high deductible health plan), the Board shall make the proper contribution of the annual deductible to the employee’s HSA custodian account. The Board will provide health care premiums for only one Plan-A or Plan-B per employee and/or family as listed below.

SET SEG serves as the plan administrator for the following negotiated health insurance carriers:

<u>Plan A</u>	
Health Insurance (employee /and spouse and/or family)	BC/BS of Michigan, Simply Blue HSA HDHP Health Savings Custodial Account (HSA) BC/BS Prescription coverage
Dental (employee only)	DenteMax
Vision (employee /and spouse and/or family)	United HealthCare Vision

- OR -

<u>Plan B</u>	
Dental (employee only)	DenteMax
Vision (employee /and spouse and/or family)	United HealthCare Vision
Cash in lieu of health ins	\$3000

- B. For all permanent full-time teachers, the Board agrees to reimburse \$100 per family per fiscal year, for incurred dental expenses upon receipt of paid statements of expense/s to the business office.
- C. For all permanent full-time and part-time teachers, the Board shall make a contribution of the proper rate per month to the negotiated insurance carrier for the following:

Group Term Life Insurance	\$20,000 plus \$20,000 AD&D
Long-Term Disability Insurance	3-month wait – 66 2/3%

- D. It is further agreed that if a less expensive insurance coverage can be found, it will be studied by a panel of school board members and benefit-eligible group members to review the extent of its comparability to the current plan. The intent here is to give the Board the right to “shop around” for an equal policy at a lower premium. The intent of the benefit-eligible group members is to make sure of the equality of coverage.
- E. It is also established that coverage of the current insurance plans are agreed to under the current plan terms. The intent here is to insure that SET SEG and/or the insurance carriers do not add additional benefits under their plans and expect the Board to pay for these benefits without negotiations.
- F. For the full-time Employee electing Plan A medical package, Employee will contribute the yearly Board of Education calculated dollar amount in accordance with the State of Michigan PA152 regulations. Contributions will be made via payroll deductions.

SCHEDULE D: COMMON CALENDAR

The common calendar for all districts in Marquette-Alger RESA is presented. This 5-year plan is presented as a courtesy to the teaching staff. Michigan law requires all school districts in the same ISD to share a common winter break and a common spring break. It is important to note that ALL of the listed dates on the MARESA common calendar may or may not be the same as those on the AuTrain-Onota Public Schools yearly district calendar. Each district calendar will be added to the Master Agreement as they are approved by the Board each year.

SCHEDULE E: MEETINGS

Committee meetings called by the administrator and/or Board beyond the Master Contract and/or the contracted school year shall be compensated at the current rate paid to the Board members. IEPs and/or Staffings that require a teacher to attend beyond the contracted school year, will be compensated at the current rate paid to the Board Members.

SCHEDULE F: GRIEVANCE REPORT FORM

AuTrain-Onota Public Schools
PO Box 105
N8790 Deerton Road
Deerton, MI 49822
906.343.6632

GRIEVANCE REPORT FORM

Grievance # _____

Distribution of Form:
1. District Administration
2. Grievant

Name of Grievant: _____

Teaching Assignment: _____

Date filed: _____ Received by: _____

STEP 1

Date of alleged grievance:

Name each Article/Section alleged to be violated and explain each claimed violation in detail:

Relief sought:

Date of meeting and/or oral discussion with District Administrator:

Grievant signature

Date

If additional space is needed in reporting attach additional sheets

STEP 2 – District Administrator

A. Date received by District Administrator or Designee:

B. Disposition of District Administrator:

District Administrator or Designee

Date

C. Position of Grievant:

Signature of Grievant

Date

STEP 3 – Submission to Board of Education

A. Date received by District Administrator or Designee:

Signature of District Administrator or Designee

B. Disposition of the Board of Education:

Signature on behalf of the Board of Education Date

STEP 4 – Mediation

A. Date submitted to Mediation:

B. Distribution and Award of Mediator:

Signature of Grievant Date