

LABOR AGREEMENT

between

HOPKINS PUBLIC SCHOOLS

and

HOPKINS EDUCATION ASSOCIATION

~~ 2009 - 2010 ~~

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AGREEMENT

Agreement made this 22nd day of September, 2009, by and between the Board of Education of Hopkins Public Schools, hereinafter called the "Board" and the Hopkins Education Association, hereinafter called the "Association".

ARTICLE I RECOGNITION

The Board recognizes the Association as the sole and exclusive bargaining representative with respect to wages, hours, and working conditions for all certified probationary and tenured elementary and secondary teachers, including counselors, social workers, school psychologists, occupational therapists, speech pathologists, special education teachers, librarians, part-time teachers, teaching coordinators and athletic director, but excluding the Superintendent, secondary principal, elementary principal, business manager, full- and part-time assistant administrators, directors, transportation supervisor, maintenance supervisor, hot lunch supervisor, office and clerical employees, substitute teachers, all extra-duty advisors not teaching and coaches not teaching, and all employees performing work funded under grant programs.

ARTICLE II TERM OF CONTRACT

The term of this contract shall be for one (1) year, effective from the 22nd day of September, 2009, to and including the 18th day of August, 2010.

The Agreement supersedes all prior agreements and understandings between the parties and shall remain in full force and effect, year after year, unless either party hereto serves a written notice upon the other party on or before the first day of April, 2010, or at least sixty (60) days prior to the expiration of any subsequent automatic renewal period, of its intent to terminate, revise, or modify the terms and provisions hereof.

If, however, a problem arises with an item(s) during the effective dates of this Agreement, the item(s) may be opened and settled by mutual agreement of both parties.

ARTICLE III MANAGEMENT RIGHTS

A. Administrative Rights.

The Employer, for and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, and authority conferred upon and vested in it by the laws and the Constitution of the State of Michigan and the United States, including, but without limiting, the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the duty assignments of its employees. The Board also has the right to determine the size of the work force and to lay off employees according to the terms of this contract.
2. To hire all employees, subject to the provisions of law; to determine their qualifications and the condition of their continued employment, their dismissal or demotion; and to promote and transfer all such employees.
3. The Board shall have the right to prescribe the number and duration of class hours during the teaching day.

B. Limitation of Rights.

The exercise of the foregoing powers, rights and authority by the Employer and adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms of this Agreement.

ARTICLE IV PROSCRIBED ACTIVITY

The Association agrees that, during the life of this Agreement, neither the Association, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, slow down, strike or engage in any similar activity against individual members of The Board. The Board agrees that during the same period there will be no lockouts.

ARTICLE V TEACHER'S RIGHTS

A. Right to Freely Organize, Join and Support the Association.

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that teachers covered by this Agreement shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation. The Board further agrees that it will not directly nor indirectly encourage or discourage, deprive or coerce any teacher from the enjoyment of any rights conferred by Act 379, that it will not discriminate against any teacher with respect to wages, hours, terms or conditions of employment, by reason of his/her membership in this Association or participation in collective professional negotiation with the Board, or his/her institution of any grievance under this Agreement, but that nothing herein shall require a teacher to be a member of or participate in the activities of any organization.

B. Right of Association to a Meeting Room.

The Association shall have the right to use a room of the school upon reasonable notice to the Superintendent (or designee) and with his consent for the purpose of holding Association meetings. The meetings shall not be held during teacher contracted time without administrative approval and shall not interfere with other regularly scheduled school activities. The administration shall have the right to designate the location of the meeting room within the building.

C. Right of Class Assignment.

1. No teacher shall be assigned a subject for which he or she is not certified to teach except as allowed to teach those subjects pursuant to Section 1233b of the Revised School Code, e.g. computer science, foreign language, engineering, robotics.

The administration shall provide the teacher with his or her written assignment by August 1 prior to the school year.

No teacher shall have his or her assignment transferred after the notification without being notified in writing.

2. The administration has the right to make involuntary transfers or involuntary assignments after this August 1st date when emergency situations arise. Last minute quits, financial problems or problems of balancing class sizes are examples of emergency situations which can be helped by transferring a staff member or by assigning different classes for that teacher to teach.

The administration has the responsibility to explain reasons for the change in assignments.

3. If an open position arises during the school year, current staff may apply for the position. All applications will be reviewed based on qualifications and seniority. Placement of an existing staff member in such a position will be made at the beginning of the following school year, or at a normal break in the school calendar, i.e., semester, etc. If an opening occurs within the first two weeks of the current school year, that position may be filled immediately. Time of such placement will be determined by the administration so as to minimize the disruption of the educational process.

D. Freedom of Information Protection

1. If the Board receives a Freedom of Information Act request for documents in a teacher's central personnel file or a teacher's lesson plans, the Board shall make a good faith attempt to promptly orally notify the teacher and the Association of the receipt of the request and the Board's proposed response to the request. In order to allow the teacher and Association to seek legal relief, the Board shall delay granting the request to the extent permitted by law (ordinarily five business days after the receipt of written request). Consideration shall be given to the teacher's privacy interest and all available Freedom of Information Act exceptions to compelled disclosure.
2. The above provisions shall not prevent the Association from having access to any employment records reasonably related to its duties as the exclusive bargaining representative.

ARTICLE VI THE BOARD POLICIES

A. Policy Topics.

The written policies of the Board which apply to wages, hours, or working conditions shall be a part of this contract and, except as they may be superseded by expressed provisions of this contract, shall be included herein, but the Board reserves the right to the contrary, to promulgate new policies from time to time as the need arises, but not to conflict with the provisions of this Agreement.

B. The Board shall post the Board policies on the district website.

C. Publication and Distribution of Master Agreement.

The Board shall post the Master Agreement on the District Intranet. Staff members are allowed to print copies as needed.

ARTICLE VII TEACHER DISCIPLINE

A. Just Cause Clause.

No tenured teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Just cause shall not apply to the discipline, discharge, or non-renewal of probationary teachers or of individuals in extra-duty assignments. All teachers shall be provided access to the existing personnel policies and procedures governing conduct and will be made aware of any changes or additions.

B. Teachers Representation.

A teacher shall be entitled to have a representative of the Association present during any investigatory interview which could reasonably result in disciplinary action. When a teacher request for such representation is made, no action shall be taken with respect to the teacher until such representation is present.

C. Written Complaints Against Teachers.

1. The content of any written complaint made against a teacher by any parent, student, or other person which is to become a part of the teacher's personnel record will be called to the attention of the teacher within 5 school days of personal receipt by the immediate supervisor. The teacher shall have the right to submit a written response to said complaint within a reasonable time thereafter, which shall become a part of the teacher's personnel file.
2. The content of any verbal or anonymous complaint that could affect the teacher's employment or performance shall be brought to the teacher's attention within 5 school days of personal notification of immediate supervisor.

ARTICLE VIII

LEAVE OF ABSENCE

Application for a leave of absence shall be tendered to the Superintendent at least 90 days in advance of the date when the leave would start. Exceptions to this 90 day notice may be granted in cases of emergency as determined by the administration. The request shall be submitted in writing explaining the reason for the request and specific date of return to work.

A. Sick Leave.

Teachers shall be on the job for the full school day for which they are paid except as provided for in the following:

At the beginning of each school year each teacher will be credited with eleven (11) sick leave days per year without loss of salary, to be used for absences caused by illness or physical disability of the teacher. Sick leave days will be pro-rated for all regularly employed part-time teachers. Unused sick leave shall accumulate without limit.

Immediate family is defined as children, spouse, parents of the teacher and parents of spouse.

Extended family is defined as brothers and sisters of the teacher and spouse, grandparents of the teacher and spouse and grandchildren.

All days of allowable absence are dependent upon the amount of accumulated sick leave.

Teachers who use sick leave on the day before or after a regularly scheduled school vacation may be required to provide verification of absence.

Sick leave will be paid and utilized as prescribed below:

1. Illness of teacher, and up to a maximum of seven (7) days per school year for serious illness requiring the presence of the teacher for the teacher's immediate family. FMLA guidelines may be used for additional needed sick leave. Additional time may be granted by the Superintendent. Medical verification of need may be required.

B. Bereavement Leave

1. Three (3) days leave of absence shall be granted for death of children, spouse, parents of the teacher and parents of the spouse, and brothers and sisters, sister or brother in-law, son or daughter in-law without charge to a teacher's accumulated sick leave. Two (2) additional days chargeable to teacher's accumulated sick leave may be used.
2. Three (3) days chargeable to sick leave shall be granted for extended family death. Additional leaves may be granted by the Superintendent.

3. Death of non-family member limited to one (1) chargeable sick day with a maximum of two times per school year. Additional leaves may be granted by the Superintendent.

C. Personal Business Leave:

1. All regularly employed teaching personnel shall be allowed to use up to two (2) personal business days each year out of the eleven sick days credited per year. These personal business days may only be used to take care of a personal business problem that could not be taken care of after school hours or on non-school days. Personal business days may not be used to extend a regularly scheduled school vacation.
2. The teacher must notify the building principal at least two (2) days prior to the date of the expected absence. The leave will be granted, providing a substitute can be employed and detailed written lesson plans are submitted along with the leave request for the class which the substitute will teach. In case of emergencies, notification shall be given to the administration as early as possible.
3. The administration reserves the right not to grant more than two (2) applications per elementary level, and two (2) per secondary level for personal business leaves for any given calendar date.
4. Amount to be deducted for exceeding this limit shall be 1/”x” of the teacher’s yearly salary. (This may change if the teacher work year is changed). X shall be based on teacher workdays as approved in the District Calendar.

D. Extending School Vacation: If circumstances occur where a member of the HEA would like to extend a school vacation period, these periods being defined as Thanksgiving Break, Christmas Vacation, and Spring Break, the district will allow a teacher to extend the vacation by using their personal days, up to a maximum of two days if the following criteria are met.

1. The teacher has been employed by Hopkins Public Schools, and has been a member of the HEA for at least one full school year.
2. In the previous school year the HEA member has been absent from work using sick leave for less than 8 days.
3. A maximum of three HEA members from the secondary (6-12) buildings, and two HEA members from the elementary (K – 5) buildings would be eligible at each school vacation period.
 - a. The administration reserves the right to limit to a maximum of four people per district for any given calendar day.
4. Lesson plans must be turned into the building administrator prior to the extended leave.

The deadline for leave applications shall be sixty (60) calendar days before the leave would be taken. The district will notify applicants if their leave has been approved within five (5) work days of the deadline. An exception shall only be made for Thanksgiving 2006 when the deadline shall be reduced to thirty (30) calendar days.

Applications for the extended leave must be written, and on the district personal leave form and clearly marked extended leave. This leave will be granted on a first come, first serve basis, with the following exception. In the event there are more applications for this leave than there are leave spots available, teachers who have more recently used this leave will be second to newer applicants. In all other instances first come, first serve will serve as the determining factor.

5. Teachers retiring under the Michigan Public School Employee's Retirement System shall be compensated for unused sick days in the following manner:

0 - 20 days	No Compensation
21 - 40 days	10% of daily rate
41 - 70 days	33-1/3% of daily rate
71 - 100 days	40% of daily rate
101+ days	50% of daily rate

6. a. For all new teachers hired after August 24, 1993, the following compensation shall be made for unused sick days upon retirement from the Hopkins Public Schools:

0 - 20 days = no compensation
 21 - 100 days = \$37.50 x total number of accumulated sick days
 101+ = \$50.00 x total number of accumulated sick days

- b. The Board and the Association believe it is highly unprofessional to have teachers abuse their sick leave benefits. Paid sick leave is solely for the purpose of providing employee protection against financial loss.

For each day missed beyond the FMLA limit and in excess of accumulated sick leave, the employee shall reimburse to the Board 1/x (x = the number of work days as specified in the school calendar for that year) of the Board's yearly benefit cost (health, dental, vision, and/or annuities). This amount shall be deducted from the next paycheck. The Board may take appropriate action, including termination of an employee abusing sick leave.

- c. Any employee whose record shows abuse of sick leave in a current school year may be required to obtain medical verification from a mutually agreeable health care provider to qualify for sick leave. Further, the Board may require medical verification of disability from a mutually agreeable health care provider when it has reason to believe that the employee is not disabled. Medical verification may be required by the Superintendent to assure that a teacher may return to work without limitation or restriction.

7. The school will reimburse the difference between Worker's Compensation payments and the employee's daily salary. The difference will be deducted from sick leave on a pro-rated basis.

The employee shall reimburse the Board for the value of all sick leave payments which the Board paid the employee before Worker's Compensation benefits took effect. The employee's accumulated sick leave will be credited when the reimbursement is received.

An employee receiving Worker's Compensation shall have the right to receive any benefits which were earned but not yet taken prior to the time of such disability.

E. Sabbatical Leave.

A leave of absence with one-half (1/2) pay may be granted upon application and with Board approval for the following purposes:

1. Teachers who have been employed for seven (7) consecutive years by the Board may be granted a sabbatical leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending a college, university or other educational institution or travel which will improve the teacher's ability to teach.
2. To qualify for such sabbatical leave, the teacher must hold a permanent, continuing or life teaching certificate.
3. During such sabbatical leave, the teacher will be considered to be in the employ of said Board, will have a contract and may be paid insurance benefits and one-half (1/2) the teacher's full salary, provided, however, the Board shall not be held liable for death or injuries sustained by any teacher on sabbatical leave.
4. Teachers on sabbatical leave will be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees' Retirement Board.
5. A teacher returning from sabbatical leave will be restored to the same teaching position or one of like nature, seniority, status, and pay.
6. Provided there are enough people who qualify for sabbatical leaves and apply for such leaves, The Board may grant two (2) such leaves per year with one-half (1/2) pay to each teacher.
7. The regular salary increment occurring during such period will be allowed.

F. Jury Duty or Subpoena.

Teachers summoned to service on jury duty or subpoenaed to appear in a legal action shall be paid their regular contractual salary. Teachers shall turn over to the school district any remuneration which they receive for service. If a teacher is released from jury duty or as a witness when three (3) or more hours remain in the normal school day, he/she will then report to school to resume his/her normal classroom

duties. Payment shall not be made in any situation where the teacher is bringing an action against the Board or district or is testifying against the Board or district unless subpoenaed by the Board.

G. Anticipated Prolonged Disabilities.

1. Prolonged disability leave, without pay is available to all employees. The length of the leave shall not exceed one (1) year; renewable at the discretion of the Board, upon request by the employee and the approval of the Board.
2. In order to provide for continuity in service between pupil and employee, the employee shall notify the Superintendent's office in writing at least four (4) months prior to the expected date so that necessary arrangements can be made to procure the employee's replacement.
3. Within thirty (30) days thereafter, the employee shall submit a written request for APD leave to the Board. The request shall specify the beginning date of the leave, and be accompanied by a physician's statement that there is no medical reason why the employee cannot continue to perform services until the beginning date of the leave. A statement will be supplied by the administration indicating whether the date requested by the employee will unduly interrupt the pupil-employee continuity, which, if it does, the employee will submit another leave request. As nearly as possible, the beginning date of the leave of absence should conform to a normal break in the school year.

The Board may place an employee on APD leave at any time the employee's attendance or teaching duties are adversely affected or upon the advice of a doctor.

4. The employee shall be eligible to return from APD leave upon filing a physician's statement that the employee is physically fit for full-time employment without limitation or restriction. The employee shall request a prospective termination date of the leave of absence at the time of the request for leave.
5. Re-employment will commence upon the date agreed upon by the Board and employee which shall not be later than the beginning of the first day of the school year following the date the employee was declared eligible for re-employment. Extension of the leave shall be at the discretion of the Board. It is understood that the foregoing shall not supersede a necessary reduction in staff or other provisions of law or this contract. This means if a necessary reduction of staff occurs, a person on APD leave will be treated as any other staff member concerning reduction of staff.
6. An employee may make written application to the Superintendent for reinstatement prior to expiration of the leave granted by the Board. However, the Board reserves the right, in its sole discretion, to approve accelerated termination of APD leave on the basis of each individual case.
7. Failure to return from APD leave without a justifiable excuse on the date specified in said leave shall be conclusively deemed abandonment unless mutually agreed upon by

the Board and the employee prior to said date as provided in Section 1 of this paragraph.

8. Failure to apply for an APD leave without a justifiable excuse as hereinabove specified shall be conclusively deemed an abandonment of employment when the employee can no longer perform his/her duties.
9. An APD leave, beyond FMLA, will be without pay and fringe benefits, without experience credit, and without sick leave accumulation. Upon return from APD leave, the employee shall be restored to the same position on the salary schedule as when he/she left and be entitled to other benefits prior to said leave providing the teacher worked 150 school days in the year the leave was granted.
10. Upon returning to work, the employee shall be assigned to a position for which he/she is deemed certified and qualified as a teacher.
11. In lieu of the above provisions for unpaid APD leave, an employee shall have the right, if he/she so desires, to receive accumulated sick leave benefits beginning at such time as he/she is no longer able to continue work and is physically incapacitated. It is expressly understood this shall not include normal child care and the employee shall not be entitled to avail himself/herself of the foregoing unpaid APD provisions if he/she chooses to receive sick leave benefits pursuant to the provisions of this Paragraph in which event the following provisions shall apply:
 - a. A prolonged disabled employee shall notify the administration of his/her plans prior to the elimination of accumulated sick leave.
 - b. The employee shall be required to furnish medical certification of his/her continued ability to perform his/her duties, and the other provisions as set forth in Section 3 of this paragraph shall also apply.
 - c. To receive sick leave payments, the employee must perform all duties until physically disabled and unable to perform his/her duties and return to service as soon as physically able to perform all duties as certified by his/her physician.
 - d. For all sick leave days claimed the employee must have a physician's certificate certifying physical disability which prevents him/her from fulfilling his/her professional responsibilities.
 - e. The employee shall discuss his/her leave with the administration in advance and, in order to maintain program continuity, shall make necessary arrangements satisfactory to his/her principal that may include general outlines, lesson plans, study guides and other information specifying what is to be accomplished during the leave.

- f. The employee shall be guaranteed return to the same position unless economic and/or program changes cause the school to only guarantee work pursuant to the same terms and conditions as are applied to an unpaid leave of absence.

E. Family and Medical Leave

District will follow Federal Regulations for FMLA.

The district will use a rolling calendar as part of the FMLA guidelines and will require staff to use sick days as part of the FMLA Leave.

Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least 12 months and worked at least 1,250 hours during the prior 12-month period (which is deemed to include all full-time teachers) is entitled to 12 work weeks of leave during any 12-month period without pay but with group health insurance coverage maintained for one or more of the following reasons:

- a. due to the birth of employee’s child in order to care for the child;
- b. due to the placement of a child with the employee for adoption or foster care;
- c. due to the need to care for the employee’s spouse, child, or parent who has a serious health condition; or
- d. due to a serious health condition that renders the employee incapable of performing the functions of his or her job.

A “serious health condition” is defined by the law as an illness, injury, impairment, or physical or mental condition that involves (1) in-patient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider. Any leave taken under this contract for the above purposes shall be charged against the teacher’s leave entitlement under the Family and Medical Leave Act at the election of either the Board or the teacher. Other conditions of the Family and Medical Leave Act shall apply to leaves of this section.

**ARTICLE IX
PROFESSIONAL LEAVE**

Professional leave of one (1) day per year may be granted to teaching personnel for the purpose of visiting other elementary and secondary schools to observe classes, workshops and conferences that will benefit the school program at Hopkins and other professional activities approved by the administration.

Requests must be made at least seven (7) days prior to the date of requested leave.

Requests for professional days must be submitted and approved by the administration. Additional days may be granted with the approval of the administration.

Teachers shall be reimbursed the cost of the conference registration fee and mileage if funds are available. If funds are not available and the leave is approved, the teacher may elect to go at his/her own expense.

The administration may require the staff member to provide a written and/or oral presentation to all interested parties after school not later than fifteen (15) school days after taking the leave. If such a requirement is made, the staff member will be required to notify the administration and all professional staff of the post-conference meeting.

ARTICLE X ABSENCE NOTIFICATION

The Board agrees to maintain a process for acquiring a substitute teacher. The district will provide staff with the expectations annually for how to report an absence. Failure of a teacher to notify his/her building principal or agreed upon person by the deadline will result in disciplinary action, unless deemed excusable by the immediate supervisor. Once a teacher has reported unavailability it shall be the responsibility of the administration to arrange for a substitute teacher. The use of regular teachers as substitute teachers shall be avoided except in cases of emergency. In the event regular teachers covered by this Agreement are used as substitutes on an emergency or voluntary basis, said teachers shall be reimbursed at the rate of \$15.00 per hour of substitute teaching or \$18.00 per period at the high school or credited with compensatory time. Compensatory time may be used only with the approval of and at the discretion of the building administrator. Eligible employees must apply at least two days prior to absence. No more than two absences (personal business or compensatory day) may be granted for any day. Compensatory days may not be used on Parent Teacher Conference Days, exam days, or to extend a vacation. Accrued compensatory time is not accumulative from year to year. Partial accumulated days may be used in unique and/or extenuating circumstances, with prior approval by the administration. Any partial accrued days will be compensated at the normal rate at the end of each school year.

Scheduling of substitutes must be arranged by the building principal. A time log will be kept by the principal. Teachers who wish to participate will inform their building principal, in writing, at the beginning of the school year.

ARTICLE XI PAYROLL DEDUCTIONS

A. Payroll Deductions.

Deductions from bi-weekly payroll shall be made for the following purposes upon request submitted to the Superintendent's office the first teacher's day of the new school year.

1. Educational Community Credit Union

2. Grand Rapids Teachers Credit Union
3. Professional Dues -

The President of the Association shall notify the payroll clerk of the amount to be withheld for professional dues.

ARTICLE XII PROFESSIONAL DUES

A. Association Membership.

Membership in the Association is not compulsory. Employees have the right to join or not join, maintain, or drop their membership in the Association, as they see fit. Neither party shall exert any pressure on nor discriminate against any employee by reason of his /her joining or refusing to join the Association.

B. Financial Responsibility.

Membership in the Association is separate and distinct from the assumption by an employee of his/her equal obligation to compensate the Association for the benefits he receives from representation. The Association is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard as to whether or not any employee is a member of the Association. The terms of this Agreement have been equally made for all of the employees in the bargaining unit and not solely for the benefit of the members of the Association. Accordingly, it is agreed that it is fair that each employee in the bargaining unit pay equally for benefits received and that each assume his/her fair share of the cost of representation.

C. Agency Service Fee.

Each employee who is not a member of the Association shall pay to the Association an agency service fee. The fee shall be determined by the Association and shall be equivalent to each member's proportionate share of the cost of negotiating and administering the collective bargaining agreement but in no event shall it be more than the dues paid by the Association member. If during the term of this Agreement, it should be determined by a court of competent jurisdiction that the foregoing amount is unlawful, the amount shall be modified to such amount as shall be lawful.

D. Deduction of Dues.

An employee may pay membership dues, or the agency service fee, as the case may be, through payroll deduction or may terminate an authorization previously given by submitting a written authorization or termination request to the Board within forty-five (45) calendar days following the beginning of the school year or the date of employment, whichever is later. Employees authorization for the deduction of Association dues, or for payment of the agency service fee, shall identify the employee, the amount of each deduction, the period for which deductions are to be made, and be signed by such employee. The Board shall deduct the authorized amount due from each employee's pay and transmit the total deductions to the Treasurer of the Association each month together with a listing of each employee for whom deductions were made. The Board shall use its best efforts to make the aforesaid deductions in the manner set forth but assumes no responsibility for any errors in

making such deductions other than to correct such errors. In the event of overpayment, the association agrees to refund such monies within twenty (20) days.

E. After a service fee payer has utilized the Association's Administrative Procedures, pursuant to the Association's "Policy Regarding Objections to Political Ideological Expenditures", the procedure in all cases of non-payment of the appropriate service fee shall be as follows:

1. The Association shall notify the employee of non-compliance by certified mail, return receipt requested, explaining that he/she is delinquent in not tendering the service fee, specifying the current amount of the delinquency and warning him/her that unless the delinquent service fees are paid or a properly executed deduction form is tendered within fourteen (14) days of the Association's notification to the employee, he/she shall be reported to the Board, and a deduction of the service fee shall be made from his/her salary.
2. If the employee fails to comply, the Association shall give a copy of the letter sent to the delinquent employee and the following written notice to the Board at the end of the fourteen (14) day period.

The Association certifies that _____ (name) _____ has failed to tender the periodic service fee required as a condition of employment under this Agreement and demands that under the terms of this Agreement; the Board deduct the delinquent service fees from the employee's salary. The Association certifies that the amount of the service fee includes only those items authorized by law.

3. The Board, upon receipt of said notice and request for deduction, shall act pursuant to Section A above. In the event of compliance at any time prior to deduction, the request for deduction will be withdrawn. The Association, in enforcing this provision, agrees not to discriminate between employees.

F. The Association shall indemnify and hold harmless the school district and its employees and agents for any and all damages, costs or expenditures in applying this provision for dues deduction and agency fee deduction.

G. Non-Discrimination.

The Association agrees that it will not discriminate against any employee in the bargaining unit by reason of sex, race, religion, marital status, age or national origin and that any employee who has paid an agency service fee shall be entitled to participate in all of the activities of the Association relating to the negotiation and administration of the collective bargaining agreement.

ARTICLE XIII TEACHER HOURS

School Year

The teachers shall open their doors to students and be at their assigned duty stations by 7:50 a.m., and shall remain on the school premises until 3:15 p.m.

The following time schedules shall constitute the instructional starting and ending time by grade levels:

Sycamore and Hopkins Elementary

Grades Young 5's through 5 -

8:00 a.m. to 3:10 p.m. which allows for a 15-minute recess and a 30-minute lunch period.

Middle School and High School

Grades 6 through 12 -

8:00 a.m. to 2:58 p.m. which allows for a 30-minute lunch period.

It is to be thoroughly understood that this period of time will total seven hours and twenty-five minutes of total teacher contracted time each day, and that this shall be time that teachers are teaching and supervising students, and during that time the teacher is subject to employment related activities. Permission for emergency or approved classes may be allowable with permission of the principal.

Due to the nature of their positions, the counselors and media center specialists may have hours different than those specified in this article. These hours will be mutually agreed upon by the administration and the employee involved.

**ARTICLE XIV
WORKING CONDITIONS AND ASSIGNMENTS**

A. Lunch Period Duty.

Elementary, Middle School and Senior High teachers shall have a duty free lunch period, except as hereinafter provided: One High School and one Middle School teacher shall be required to be on noon hall duty on a rotating basis for either the first 10 minutes or last 10 minutes of their respective student lunch periods. (Time period to be determined by the building administrator). Elementary teachers shall accompany their class to the lunch line and be available to assist non-certified personnel when problems arise on the noon playground. Teachers shall be free to leave the premises during their noon lunch period provided the aforementioned supervision is on duty. Teachers may voluntarily accept less than these conditions.

B. Committee Work.

All teachers are required to serve on a committee working to improve the school program. No teacher shall be required to serve on more than one (1) committee during the school year unless he/she so desires. Committees shall be formed as the need arises in such areas as curriculum improvement, equipment need or procurement, teaching techniques, design of classrooms and teacher-in-service training. All committees shall be advisory in nature. The committees are to be advised as to Board action on each report submitted with reasons given for Board action.

C. Teacher Planning Period.

Elementary teachers will be provided planning time when released from their classroom responsibilities by curriculum specialists for music and/or physical education. Additional planning time will be provided if released time is available as a result of the addition of other classes such as art or band which are provided by curriculum specialists.

Middle school teachers will be provided one (1) class period per school day for planning.

High school teachers will be provided one class period of planning time if there are six or less class periods in the students' school day. There will be no more than six periods per day at the high school.

D. Teacher's Meetings.

(Including parent conferences, administration-teacher conferences, and IEPC meetings)

Teachers shall be required to attend teachers' meetings as scheduled. After school meetings shall not last longer than 45 minutes in length, but teachers shall be required to remain at the meeting until all items on the agenda are completed. IEPC meetings and other morning meetings shall not start before contractual time unless agreed upon.

E. Faculty Lounge.

A room shall be provided for use as a faculty lounge which will be furnished with tables, chairs, a refrigerator, microwave oven, phone (voice systems manager), and a computer with a printer at the expense of the Board for working and dining. The Board agrees to maintain the appliances and a vending machine in good working order. The profits from these designated machines will be administered by Association representatives in each school building and will be used for appropriate Social Activity Funds.

F. Class Advisors.

Advisors may be assigned to the various classes by the Principal.

Chaperones for evening activities, other than the advisor of the sponsoring group, will be voluntary.

G. Safety Responsibilities.

Teachers shall be responsible for reporting unsafe objects or conditions to the building principal as soon as reasonably possible upon learning of same and to take such action as a reasonably prudent person would take in the same or similar situations. Teachers shall not be required to work under recognized unsafe or hazardous mechanical conditions.

H. Teacher Responsibility for Materials, etc.

Teachers shall be responsible for the proper care and utilization of materials, equipment and facilities assigned to them to the extent secured facilities are available and the teacher exercises due care at all times.

I. Dress Policy.

Teachers will be expected to dress in reasonable and customary attire consistent with the teaching profession.

J. Seniority.

1. Seniority: New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
2. The term seniority as hereinafter used shall be the length of continuous full or part time service with the Board and as a teacher in the bargaining unit. Leaves of absence granted pursuant to the contract shall not constitute an interruption in continuous service. Teachers leaving the system and returning at a later year shall forfeit all accumulated seniority.

The administration, at its discretion may give outside teaching experience credit for purposes of placement on the salary schedule. Outside credit shall not be allowed for the purpose of accumulating seniority.

3. Any teacher who is granted tenure shall have seniority from the first date the teacher's contract of employment was approved by the Hopkins Board. In the event of a tie in seniority, and qualifications, a drawing shall be conducted with Association representatives present.

4. Definitions.

- a. Part-Time Teacher shall be defined as a certified teacher under contract who shall teach three (3) or more hours per day, but not full time, five (5) days per school week, at the same position for an entire school year.
- b. Vacancy of Position shall be defined as a teaching position consisting of three (3) or more hours per day, five (5) days per school week, for an entire school year, for which no teacher has been contracted to fill and the administration deems it necessary to have such position filled by a certified teacher.
- c. Temporary transfer shall be defined as the assignment by the administration of the certified teacher to a teaching position after the start of the school year to take the position of a teacher who left said position due to a leave of absence, retirement, resignation, reduction of staff, termination, death or other reason approved by the Board, until the position is filled by a certified teacher who has been contracted for, but in no event will the temporary transfer exceed the current school year without the teacher's permission.
- d. Qualifications of a teacher for any given position shall be determined by using the following criteria:

- (1) Certification as approved by the Department of Education of the State of Michigan and any requirements under state or federal law or regulation, including, but not limited to, “highly qualified” requirements under the “No Child Left Behind” law and related or similar state or federal laws or regulations.
 - (2) College Major or Minor.
 - (3) The Board shall also consider experience in subject or grade level, evaluation, college credentials and transcripts, and seniority.
5. The Board shall prepare a seniority list and post copies of same in all teacher workrooms on or before November 1 of each year. The Association President shall be provided two (2) copies of the seniority list at the time of posting.
6. Necessary reduction of personnel-layoff:

The parties hereto, realizing that education, curriculum, and staff to a large degree depend upon the economic facilities available to the Board, as provided by the public and the State of Michigan, and in accordance with this realization understand that in some instances it may be economically necessary to reduce the educational program, curriculum, and staff when funds are not available, hereby agree as follows:

 - a. It is hereby specifically recognized that it is within the sole discretion of the Board to reduce the educational program , curriculum and staff. Teachers may be laid off when the Board determines that financial problems or reductions in enrollment require a reduction in staff.
 - b. In order to promote an orderly reduction in personnel, the following procedure will be used:
 - (1) Probationary employees will be laid off first where any teacher who has acquired seniority and whose position has been curtailed is certified and qualified as established in Section J.4 of this Article.
 - (2) In the event tenured teachers must be laid off, layoff shall be on the basis of seniority, provided that the teacher to be retained is certified and qualified to teach as established in Section J.4. of this Article. It is expressly understood that the Association shall have a right to review the layoff list prior to the notification of the individuals to be laid off. In the event of dispute concerning the layoff list, the Association shall have the right to file a written grievance thereon, within seventy two (72) hours after the termination of the meeting requesting review of the list. Teachers shall be notified in writing 30 days, or earlier, before the end of the semester regarding lay-off.

7. Recall:
Teachers shall be recalled to employment in inverse order of layoff for new positions opening as determined by the program offered by the Board for which they are certified and qualified. No new teachers shall be employed by the Board while there are teachers of the district who are on layoff who are certified and qualified as established in Section J.4 of this Article. Recall notification shall be given in writing to those being recalled.
8.
 - a. A teacher who is notified of recall by registered mail, at the teacher's last known address maintained in the Superintendent's office, and fails to respond in writing within fifteen (15) days of mailing the recall notice, shall be conclusively considered to have abandoned employment in the district. The Association will be notified of recall of individual employees.
 - b. Laid off teachers will have a right of recall for a period not to exceed three (3) years following the effective date of layoff. A teacher refusing an offer of recall to a position for which the teacher is certified and qualified will result in the teacher being deemed a voluntary quit and forfeiting any right of recall unless the teacher at the time of the offer of recall is employed under contract by another Michigan school district, in which case the teacher will continue to be eligible for recall during the three-year period following the effective date of layoff.
9. A recall list shall be maintained by the Board so long as employees are laid off from teaching. It is the specific obligation of the laid off teachers to maintain a current mailing address with the school business office for purpose of receipt of all notices of recall or other employment-related announcements.
10. In the event that this district shall be combined with one (1) or more districts, the Board shall use its best efforts to insure the continued employment of its present staff in such consolidated district.
11. In the event of layoff, any administrator who has tenure as a teacher shall have the right to enter the bargaining unit as a tenure teacher with any seniority credit for time served as a teacher in this district.
12. In the event a teacher is laid off due to a reduction in staff, the Board shall have no obligation for salary or fringe benefits beyond the effective date of layoff, except the Board must fulfill the remaining contract provisions concerning fringe benefits throughout the summer months if the layoff date is at the end of the school year. It is understood and agreed that in the event a probationary teacher is laid off, such layoff shall automatically terminate the individual employment contract of the probationary laid-off teacher, but all recall rights pursuant to the terms and conditions of this Agreement shall remain in effect.

13.
 - a. Whenever a permanent vacancy arises within the system, during the school year or commencing with the next school year, which administration deems necessary to fill on a permanent basis, the Superintendent shall promptly notify the Association and post notice of same on a bulletin board in each school building for no less than ten (10) business days before the position is filled, and direct a copy of same by registered mail to each laid-off teacher whom the administration deems certified for said position.
 - b. During summer months, notification of a permanent vacancy, which the administration deems necessary to fill, shall be sent to the President of the Association by certified mail and posted in the administration building. The above time limit may be waived when agreed upon by the administration and the Association.
 - c. Vacancies shall be filled on the basis of the experience, qualifications, certification, length of service in the district and teacher evaluations. The Board and administration shall have final say in who is hired for the position with respect to the preceding criteria.
 - d. Teachers who desire to be considered for the vacant position must file a written notice of their interest in the vacant position with the Superintendent. Before any vacancy is filled, the certification and qualifications of each teacher who has filed a notice of interest in the position shall be reviewed and an interview will be granted.
 - e. When a teaching vacancy occurs during the school year, it may be filled on a temporary basis until the end of the school year, thereby, causing the least disruption to the student body.
 - f. Vacancies shall be filled by the Board with the person who the administration determines is best qualified as established by Section J4 of this agreement, by temporary transfer, temporary hire, awarding the position to any employee who has applied for it or hiring a new employee.

K. Student Needs.

Regular education, categorical, resource and teacher consultants shall not be required to perform health services of a medical nature such as catheterization or suctioning, or of a personal hygiene nature such as changing diapers.

The administration and special education teachers will assist faculty members in preparing materials and/or presentations which help sensitize regular education students to the needs and handicaps of special education students.

L. Class Size.

1. Elementary class size shall not exceed twenty five (25) pupils in Young Fives; shall not exceed twenty-five (25) pupils in kindergarten; shall not exceed twenty-five (25) students in grades 1-3; and shall not exceed twenty nine (29) in grades 4-5. The administration will attempt to equalize Young Fives and kindergarten classes throughout the district. Other students may be transferred to another building to facilitate the balancing of class sizes between classes; however, such bussing of students shall not be made for the purpose of eliminating a teaching position or a class.
 - a. The administration will provide substitutes for paraprofessionals who are absent for an extended period of time (i.e. long term illness, injury, etc.).
 - b. Class size limitations and the provisions for paraprofessionals shall not be applicable to elementary art, music, or physical education classes (specials).
2. Middle School and High School (grades 6-12) class size shall not exceed an average thirty (30) pupils per instructor except for traditionally larger classes (i.e. physical education, vocal and instrumental music). This average is arrived at by adding the total number of students assigned to a teacher and dividing by 4 in the high school and 5 in the middle school. The average will be determined the second week of each trimester. Teachers will receive a \$166 stipend for each average student in excess of the 30 limit. The physical education and vocal music class size shall not exceed an average of (40) pupil per instructor. Teachers will receive a \$166 stipend for each average student in excess of the 40 limit. However if these classes exceed 40 students, a paraprofessional or accompanist may be assigned to the class. Zero hour classes will not figure into the total unless they are part of the teacher's regular schedule and overage classes will not be used to calculate average class size.

Classes that are co-taught with general education teachers and special education teachers shall not exceed 35 students. These classes will not be used to calculate class average. The number used as the divisor will be reduced by the number of co-taught classes.

3. In the event that class limits are exceeded, the following provisions will take effect:
 - a. As of the date of the official Fall student count day, any Y5-3 elementary classroom teacher who has more than 25 students and any 4-5 elementary teacher with more than 29 students in his/her class will receive a \$250 stipend for each student in excess of this limit.
 - b. A second student count will be held in the Winter (date to be set by the state). At that time, any Y5-3 elementary classroom teacher who has more than 25 students in his/her class and any 4-5 elementary teacher with more than 29 students will again receive a \$250 stipend for each student in excess of 30.

- c. In addition, the administration may assign instructional aides to assist elementary classroom teachers if those aides are available from existing staff. The administration may, at its discretion, transfer aides from one grade level to another.
- d. The administration will make every effort to balance secondary class sizes for different sections of the same class, utilizing existing resources. This will be accomplished within the first 8 days of each trimester.
- e. All efforts will be made to balance class sizes at all grade levels, with consideration given to the size of classes held in portable classrooms.
- f. As additional funds are available in the district, hiring of new staff members to alleviate high class sizes will be given priority for funding.

M. Mentors

A mentor teacher will be assigned to each probationary employee for the duration of their probationary period. The Mentor Teacher will be assigned by the Administration to provide support, instruction and guidance. The purpose of the Mentor is to provide a peer who can offer assistance, resources, and information in a non-threatening collegial fashion, to acclimate the employee to the duties of the job, and to provide necessary assistance to provide quality instruction. The Board and Association agree the relationship shall be voluntary, confidential and shall not in any fashion, be a matte included in an evaluation.

A Mentor Teacher shall be assigned in accordance with the following:

1. Every effort will be made to match a probationary employee with a Mentor who works in the same building.
2. Mentor Teachers will be assigned only one (1) mentee at a time, unless the Mentor agrees to take more than one (1) at the request of the Administration. Once a Mentor accepts the position, he/she will continue in that position for the duration of the probationary period unless the Administration agrees to release the Mentor from the responsibility of the Administration re-assigns the Mentor.
3. In the event where no one on the staff willingly volunteers to serve or where there isn't a staff member with the same certification as the probationary employee, the Administration has the right to assign a Mentor Teacher. Teachers will not be assigned more than once every five (5) years.

ARTICLE XV HOPKINS EDUCATION ASSOCIATION

A. Association Business Hours.

All discussions and work pertaining to the Hopkins Education Association shall be carried on only: before school hours; after 3:15 p.m., provided it does not interfere with administrative initiated meetings or school activities or programs; or during lunch periods.

Processing of a grievance between the teacher and his/her building representative is allowed during any non-student contact time, provided it does not interfere with a school activity or program.

B. Payment for Materials.

Hopkins Education Association shall compensate the Board on a fair basis for use of materials and equipment as determined by the Business Manager.

C. Records Examination.

All original records of the Board may be examined by officers and negotiating representatives of the Association, but only in the office of the Superintendent and in compliance with the Freedom of Information Act.

ARTICLE XVI GRIEVANCE PROCEDURE

A. A grievance shall be an alleged violation of the expressed terms and conditions of this contract.

The following matters shall not be involved in Level Four of any grievance filed under the procedure outlined in this Article:

1. The termination of services of 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 extra-duty schedule.
3. Any matter involving the content of teacher evaluation.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion). (This applies only to tenure teachers.)

B. The Association shall designate two (2) representatives per building to handle grievances when requested by the grievant. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.

C. The terms "days" as used herein shall mean days in which school is in session. During the months of June, July, and August or when school is not in session, "days" shall mean Monday through Friday, excluding weekends and holidays.

D. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants.
2. It shall contain a synopsis of the facts giving rise to the alleged violations.
3. It shall cite the section or sub-sections of this contract alleged to have been violated.
4. It shall contain the date of the alleged violation.
5. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

E. Level One.

A teacher believing him/herself wronged by an alleged violation of the expressed provisions of this contract shall within (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same.

If no resolution is obtained within three (3) days of the discussion, the teacher shall reduce the grievance to writing and proceed within five (5) days of said discussion to Level Two.

Level Two.

A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant to discuss the grievance.

Within five (5) days of the discussion the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, and shall place a copy of same in a permanent file in his office.

If, at this time, the grievance has been resolved, all records pertaining to the grievance shall be removed from any employee's permanent files in the school's office.

If no decision is rendered within five (5) days of the discussion, or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board by filing a written grievance along with the decision of the Superintendent with the Board President not less than five (5) days prior to the next regularly scheduled Board meeting. If it is not possible to meet this time limit due to the date of the Superintendent's decision, this time limit may be waived by mutual agreement of the Association and the administration. If no agreement is reached to waive the time

limit, the grievance will not be heard at that Board meeting, but will definitely be heard by the Board no later than its next regularly scheduled meeting. No grievance shall be allowed beyond Level Two unless processed by the Association.

Level Three.

Upon proper application as specified in Level Two, the Board shall allow the teacher and/or Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within ten (10) days from the hearing of the grievance, the Board shall render its decision in writing.

The Board may hold future hearings thereon, may designate one (1) or more of its members to hold future hearings thereon, or otherwise investigate the grievance, provided however, that in no event except with the express written consent of the Association shall final determination of the grievance be made by the Board more than ten (10) days after the initial hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant and the Secretary of the Association.

Level Four.

1. If the grievant and/or Association is not satisfied with the disposition of the grievance at Level Three, it may, within ten (10) days after the decision of the Board, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator, who shall be selected by the American Arbitration Association in accordance with its rules.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.

F. Powers and Payment of the Arbitrator.

1. Powers of the arbitrator are subject to the following limitations:
 - a. He shall have no power to add to subtract from, disregard, alter or modify any of the terms of this agreement.
 - b. He shall have no power to establish salary scales or interpret anything but this contract without the mutual written consent of the parties.

- c. In rendering decisions, an arbitrator shall give due regard to the responsibility of the management and shall so construe the agreement that there will be no interference with such responsibilities, except as they may be specifically conditioned by this Agreement.
 - d. He shall have no power to interpret state or federal law.
 - e. He shall not hear any grievance previously barred from the scope of the Grievance Procedure.
- 2. If either party disputes the arbitrability of any grievance under terms of this Agreement, the arbitrator shall have no jurisdiction to act until the matter has been determined by a court of competent jurisdiction. In the event that a case is appealed to the arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 - 3. More than (1) grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
 - 4. The cost or arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.
 - 5. The arbitrator shall have no authority to award damages beyond the amount of wages that the employee would otherwise have earned from the date the grievance is filed. Any back pay awards shall be reduced by any compensation received by a bargaining unit member from any source, including unemployment compensation.

G. Retroactivity of Decision.

The arbitrator's decision may be retroactive to the beginning of the school year in which the arbitration was invoked with respect to salary if determined warranted by the arbitrator.

ARTICLE XVII TEACHER EVALUATIONS

A. The Board and the Association both recognize that the purposes of teacher evaluations are to maintain a high quality of instruction in the Hopkins Public Schools and to assist the teachers in improving their classroom effectiveness through positive reinforcement and constructive criticism.

B. The parties agree that the teacher evaluation procedure shall provide opportunities for the evaluator to record the performance of the teacher in formal classroom visitations. In addition, the parties agree that informal observation may be a part of a total evaluation that records the performance of the teacher.

C. All probationary teachers will be formally evaluated at least three (3) times each year and tenure teachers may be evaluated at the discretion of the administration.

1. Probationary teachers' evaluations will be separated by a reasonable period of time sufficient to allow the teacher to effect any written suggestions for improvement and to provide the evaluator with an opportunity to observe improvement. More evaluations can be made if found to be necessary by the administration. Formal evaluations must be separated by at least ten (10) school days.
2. Each teacher who will be formally evaluated during a given school year shall have the evaluation, including the evaluation conference, completed by May 15.
3. First probationary teacher evaluations shall be completed within three (3) months of the commencement of employment.

D. Evaluations will be a culmination of observations with at least one 30 minute observations, or more formal observation.

1. A post evaluation conference will be held within ten (10) school days after a formal classroom observation, unless the teacher is notified of extenuating circumstances or by mutually agreed postponement.
2. A written evaluation of the teacher's performance will be presented at this conference.
3. If requested by the teacher, a representative of the Association may be present at this conference. Said conference must not interfere with school time or activity.
4. Each teacher shall be notified not less than one (1) hour prior to each formal classroom visitation.
5. Each teacher shall sign each evaluation upon the completion of the post evaluation conference to indicate that the evaluation has been reviewed by the teacher and evaluator. Signing does not necessarily indicate agreement.

E. Tenure Teacher Evaluations: Tenure teachers will experience consistent walk through observations by the building or district administrative staff. The purpose of these visits are to provide the Administrator with the opportunity to observe informally and to coach the teacher to enhance professional growth. Formal evaluation of tenured teachers will occur if the administrator deems it warranted. This formal evaluation will be a culmination of observations with at least one formal observation of 30 minutes or more. This does not prohibit disciplinary action for inappropriate behavior.

The evaluation form will consist of a typewritten sheet or sheets of paper with written comments by the Administrator evaluating the teacher.

1. The form will require the principals to make written suggestions for improvement.
2. The teacher will have an opportunity to respond in writing to the evaluation.
3. The teacher will be given a copy of this evaluation.

F. Informal observations shall consist of periods of time sufficient enough to make a valid and accurate evaluation, but will not involve the same period of time as a formal observation.

ARTICLE XVIII SCHOOL CALENDAR

Assurance of Required Student Days.

The school district retains the authority to reschedule days that are canceled. Moreover, the parties agree that in any event there will be a minimum of 171 student days and 175 teacher work days actually held. Please see 2009 -10 School Year Calendar Addendum D.

Professional compensation to teachers shall not be reduced because of such school closings and make-up days shall be rescheduled with no additional salary paid to teachers.

Teachers will not be required to report on "Act of God Days."

Parent / Teacher Conferences

For the High School, the building principal and staff will schedule evening parent teacher conferences. The total hours of these conferences will be 10 hours per year with sessions held in each of the three trimesters.

For Elementary and Middle School teachers, the building principal and staff will schedule evening parent teacher conferences. The total hours of these conferences will be 10 hours per year.

The length of the school year shall be in accordance with the state law. If at any time during the duration of this Agreement any additional hours above 1,098 of actual student instruction not counting professional development time or number of days of instruction are required by law as a requirement for receipt of full State aid by the School District, the Board and the Association shall engage in negotiations with respect to the manner by which the additional instructional hours and/or days required will be met and any implications for additional staffing and/or additional compensation related thereto.

Teachers new to the system shall be required to report one (1) day earlier than the rest of the faculty for orientation.

Professional Development

A. Flexible Professional Development

Each teacher shall complete ten (10) hours of flexible professional development. Each teacher must submit the completion form to the building principal on or before May 31 of the current school year as a condition of being compensated for the 10 hours. Any failure to submit the completion form by May 31 of the current school year shall forfeit two (2) days of duty pay and any teacher completing more than five (5) hours but less than ten (10) shall forfeit one day duty pay.

B. Professional Development Guidelines (See Below as well as Addendum E)

These are the Professional Development (PD) Guidelines for the implementation of “flex day” staff development beginning with the 2009 – 2010 school year. PD activities are reported to the Michigan Department of Education (MDE) each June. The time frame for reporting PD hours will be June 1 to May 31, of the current school year. The focus for PD activities should match up with the following questions:

- “Does it serve to increase student achievement?”
- “Does the district in some way support the outcomes of the professional development activity?”
- “Does it align with your building school improvement plan?”
- “Is it planned and intensive?”

C. Parameters of Flex Day Staff Development:

- The activity must take place outside of the teacher’s contractual hours.
- Each PD activity must be pre-approved by the building principal.
- Each PD activity must be a minimum of one (1) hour.
- Travel time may not be used for PD hours and travel will not be compensated.
- The PD activity must be related to the teacher’s teaching assignment (activities such as coaching workshops, personal finance, real estate, etc.. are examples of activities NOT included).
- College or University coursework will be allowed (for up to 5 hours of the 10 total).
- Any activity for which the State of Michigan Board of Education grants Continuing Education Units qualifies as a flexible professional development activity.

Examples of Allowable Flexible Professional Development (this list is not all-inclusive):

- Curriculum Development meetings
- Study groups, Action Learning, Lesson study, Study of student work
- Conferences and Workshops
- College and University Coursework (up to 5 hours)
- Inline Non-Credit Course of Tutorials (up to 5 hours)
- Technology Training
- School Improvement Work
- Distance Learning

The PD information used for flexible professional development needs to be completed by each teacher and turned in to the building administrator on or before May 31 of the current school year.

Teachers should use the Annual Record of Professional Development Form to report flexible professional development.

The PD information is reported to the MDE by using nine categories. They are listed on the attached form and serve to keep track of PD hours in each category.

D. Definition of Data Day: 2009 – 2010

- November 25th, 2009
- March 5th, 2009
- 3.25 hours to be Professional Development focused on student achievement and behavioral data
- 3.25 hours to complete Student Records
- .5 duty free lunch

**ARTICLE XIX
SALARY SCHEDULE**

Addendum B sets forth the teacher salary schedule for each school year and by this reference shall be incorporated herein.

Steps shall be attained by continued employment and satisfactory performance and shall be increased at the rate of no less than one step per school year until the individual has reached the highest step. The Board may promote an individual at any time to the higher step.

If employee's pay status changes by Sept. 1 for the first semester or Jan. 15 for the second semester, the employee shall be put at the proper degree/step level after providing:

Official college transcript for BA+18, MA, and MA+18. Credits for BA+18, MA, and MA+18 must have been earned after receiving a provisional teaching certificate or its equivalent. Credits for MA+18 must be graduate credits. In order to be eligible for credits earned while employed by the District, the criteria set forth for tuition reimbursement must be met.

There shall be nineteen (19) steps with step one (1) being the starting step for the beginning teacher.

Salary schedules shall be paid in twenty (20) equal payments unless the teacher notifies the Business Office during the first teachers' day of school that he/she would like his/her salary paid in twenty-six (26) equal payments.

A teacher assigned to an extra class on a regular basis with more than four (4) classes in grades 9 - 12 will be paid an additional one-fourth (1/4) of the teacher's attained salary. A teacher assigned to an extra class on a regular basis with more than five (5) classes in grade 6 – 8 will be one-fifth (1/5) of

the teachers attained salary. (These percentages are based on current building schedules and will be changed if schedules change.)

The Board agrees to make annuity payments every two weeks.

The first pay day for the 2009 - 2010 year is September 4, 2009.

The first payday for the 2010 - 2011 year is September 3, 2010

QUALIFIED PLAN PURSUANT TO SECTION 125 OF THE INTERNAL REVENUE CODE

It is agreed that the Board may formally adopt a qualified plan pursuant to Section 125 of the Internal Revenue Code. The Board shall have this right in order to avoid potential adverse tax consequences that may result from providing employees with certain fringe benefits under the current collective bargaining agreement between the parties. Except as noted in this Agreement, adoption of a qualified plan under Section 125 of the Internal Revenue Code shall not change the level or type of fringe benefits available under the current collective bargaining agreement. While the current collective bargaining agreement provides employees with the option of receiving a tax deferred annuity instead of certain insurance benefits, it is acknowledged that tax deferred annuities are not an allowable option under a Section 125 qualified plan. Therefore, if the Board exercises its right to adopt a Section 125 qualified plan, the plan may offer employees the choice between the insurance benefits specified in the collective bargaining agreement and cash. The cash option shall be in an amount equal to the value of the tax deferred annuity option under the current collective bargaining agreement.

LONGEVITY

At the beginning of the (15th) fifteenth year of service to the Hopkins Public Schools system, the employees shall receive a one (1) time payment of \$1,000. They shall have the option to receive this payment in a separate payment or included in their regular teaching salary for that year.

TUITION REIMBURSEMENT

Effective for graduate credit earned after July 1, 2009, with a grade of B or better in a graded class or passing in a pass/fail class, a teacher shall be reimbursed the tuition costs incurred by the teacher for graduate credit earned in compliance with the requirements of this contract provision. In no case shall the tuition reimbursement exceed six (6) semester hours in any 5-year period. Hopkins Public Schools will provide a pool amount of \$30,000 per academic year (July through June) for prorated tuition reimbursement. Reimbursement shall not exceed Four Hundred dollars (\$400) per pre-approved credit hour. If tuition requests exceed the provided amount, tuition requests will be prorated on a tuition credit hour basis. Request for reimbursement must be made by May 31 and payment will be made on the first pay in July.

In order to be approved, credits must be of a nature that they will contribute to the development of knowledge and skills related to the teacher's assignment or possible future assignment. In order to receive payment for credits earned, all credits must be pre-approved in writing by the Superintendent or his/her designee and earned through an accredited college or university as well as online accredited colleges. The Superintendent shall inform the employee of the disposition of his/her application within ten (10) days. It shall be the teacher's responsibility to file the necessary documentation to verify completion of the requirements and receipt of graduate credit prior to reimbursement.

ARTICLE XX EXTRA DUTY SCALE

A. Extra Duty Positions.

The schedule contained in this article states the extra duty positions.

The Extra Duty Scale will be based on the 2008-2009 Salary Schedule. Both sides agree to study the Extra Duty Scale during the 2009-2010 contract year that to find changes that are beneficial to both sides. The study will try to find changes that would increase the number of staff that take extra duty positions, stay in extra duty positions and is cost effective in how we deliver extra duty experiences for students and the community.

The Board reserves the right to approve or deny a specific extra duty activity. The presence of an activity in this Article does not guarantee that the activity will be offered.

B. Filling of Positions.

All positions will be filled based on who the Board deems to be best qualified taking all relevant information into account.

It is understood between the parties that a contract stipulating extra compensation for a certified teacher performing extra duties has a non-tenured status. Failure of the Board to re-employ a tenured teacher in a capacity other than as a classroom teacher shall not be deemed a demotion with the provisions of the Tenure Act.

Coaches or activity sponsors who are not otherwise employed as certified teachers are excluded from the collective bargaining agreement.

C. Evaluation of Extra Duty Positions.

Coaches shall be evaluated in writing by an administrator at the conclusion of the coaching season or school year, whichever is earlier. The Coach may submit in writing any response desired which shall be attached to the evaluation and become a part thereof. Prior to making said evaluation, the evaluator will observe at least one (1) hour which may be a combination of practice session and event.

The activity sponsor shall meet with the building administrator to develop expectations for the activity upon which the evaluation shall be based. The activity sponsor shall be evaluated in writing at the conclusion of the school year. The activity sponsor may submit in writing any response desired which shall be attached to the evaluation and become a part thereof. Prior to making said evaluation, the evaluator shall observe at least one session.

D. The following positions will be filled if there is sufficient student participation, finances, facilities, and qualified personnel available:

Athletic Director (if released from teaching duties 2 hours)	12%	School Improvement Chair (1 per each of 4 bldgs.)	4%
Athletic Director (if no release time)	15%	Social Studies Dept Chair	11%
Varsity Football	13%	Special Ed. Dept Chair	10%
Asst. Varsity Football	12%	Mathematics Dept Chair	11%
J.V. Football	10%	Science Dept Chair	11%
Asst. J.V. Football	9%	Practical & Fine Arts Dept Chair	10%
Varsity Boys Basketball	13%	Language Arts Dept Chair	13%
J.V. Boys Basketball	10%	Sr. High Science Olympiad	2%
Freshman Boys Basketball	8%	Jr. High Science Olympiad	2%
8th-Grade Boys Basketball	6%	H.S. Destination Imagination	2%
7th-Grade Boys Basketball	6%	Yearbook	4%
Varsity Girls Basketball	13%	H.S. Newspaper (paid only when combined with yearbook class)	2%
J.V. Girls Basketball	10%	Elementary Newspaper (4 issues per year)	2%
Freshman Girls Basketball	8%	Young Authors	2%
8th-Grade Girls Basketball	6%	Sr. High Band Director	11%
7th-Grade Girls Basketball	6%	Jr. High Band Director	3%
Varsity Baseball	11%	J.V. Baseball	9%
Varsity Girls Softball	11%	H.S. Choir Director	3%
J.V. Girls Softball	9%	M.S. Choir Director	3%
Varsity Wrestling	11%	Elementary Choir	2%
Jr. High Wrestling	6%	Drama Club	5%
Varsity Girls Volleyball	11%	M.S. Drama Club	5%
J.V. Girls Volleyball	9%	H.S. Art Club	2%
Freshman Girls Volleyball	8%	Nat'l Honor Society Advisor	6%
8th-Grade Volleyball	6%	Spanish Club Advisor	2%
7th-Grade Volleyball	6%	H.S. Student Council Advisor	6%
Academic Track	2%	Jr. High Student Council	2%
Varsity Girls Track	11%	Elementary Student Council	2.5%
Varsity Boys Track	11%	Sr. Class Sponsor w/trip	4%
Jr. High Boys Track	6%	Sr. Class Sponsor w/o trip	3%
Jr. High Girls Track	6%	Jr. Class Sponsor	3%
Cross Country	10%	10th-Grade Advisor	2%
Asst. Cross Country Coach (provided there are 5 partici- pants at the M.S. level)	6%	9th-Grade Advisor	2%
Varsity Boys Soccer Coach	11%	8th-Grade Advisor	2%
Varsity Girls Soccer Coach	11%	7th-Grade Advisor	2%
J.V. Boys Soccer Coach	9%	6th-Grade Advisor	2%
J.V. Girls Soccer Coach	9%	SADD Advisor	1.5%
		FFA Advisor (incl. summer work)	16%
		Sycamore Scholars (2 teachers)	2%

M.S. Boys Soccer Coach (7th & 8th grade)	6%	Young Scholars (2 teachers)	2%
M.S. Girls Soccer Coach (7th & 8th Grade)	6%	OM Coordinator	2%
Golf	10%	Quiz Bowl	2%
J.V. Golf	8%	Gifted and Talented	4%
Ski Club	2%	Computer Club	1.5%
(resort pass or forfeit pass for 2% which requires maximum 10 trips, minimum of 7)		Chess Club	1.5%
Varsity & J.V. Cheerleading	10%	Pep Club	1%
Jr. High Cheerleading	3.5%	Elementary Card Club	1.5%
Junior Varsity Sideline Cheer	2%	Detentions	\$20/hr.
Winter Competitive/Sideline Cheer (1 position)	8%	Elementary Detention (per/year per/volunteer)	\$125
Drama/Choreographer	\$2200	Science Fair Coordinator	\$250
Set/Art/Scenic Designer/Const. Mgr.	\$1250	Varsity Sideline Cheer	3%
Props and Costume Manager	\$500	Musical Producer	\$3000
Musical Production Director	11%	Music Director	\$2200
		Stage Manager/Tech Manager	\$1000
		Hair & Makeup Manager	\$150
		Musical Production Assistant	6%

1. The salary placement of newly hired individuals covered under the Extra Duty Schedule will be determined by the administration. At the end of each year, all existing staff will be moved to the next appropriate step of their Extra Duty position schedule.
2. Percentages for extra duty assignments will be calculated on the full range of the salary schedule.
3. If two (2) coaching positions are combined, the pay will be 75% of the combination.
4. Extra duty compensation for all seasonal activities shall be paid in the next regular pay period and included in the regular paycheck after all responsibilities for the activity are completed. All other positions, with the exception of FFA Advisor, shall be paid on the 21st payday of each school year. FFA Advisor shall be paid 80% on the 21st payday of each school year and 20% on the 26th payday of each school year.
5. If any activity is added to the curriculum, the salary will be determined by the Superintendent of Schools after consultation with the Association President.
6. Positions listed in the Extra Duty Schedule shall be posted as per the Master Agreement. If an emergency situation should arise, this may be waived by mutual agreement between the Association and Superintendent.
7. The Board agrees to pay certification course costs for any requirement mandated by the Board.

**ARTICLE XXI
INSURANCE**

- A. The Board of Education will provide the following health insurance package to staff members. There will be a \$300/year employee contribution for this coverage
- a. MESSA Choices II \$200/\$400 In Network, \$400/\$800 Out of Network Deductible, \$20 Office Visit, \$10/\$20 Rx, Adult Immunizations with XVA-2 Rider
 - b. The Board will make a before tax payment of \$200 to each single health subscriber to offset deductible changes and a before tax payment of \$80 to offset some of the increased office visit charges, a total payout to each single health subscriber of \$280.
 - c. The Board will make a before tax payment of \$400 to each two person health subscriber to offset deductible changes and a before tax payment of \$120 to offset some of the increased office visit charges, a total payout to each two person health subscriber of \$520.
 - d. The Board will make a before tax payment of \$400 to each full family health subscriber to offset deductible changes and a before tax payment of \$160 to offset some of the increased office visit charges, a total payout to each full family health subscriber of \$560.
 - e. The health insurance change will take effect as of November 1st, 2009. Because the MESSA deductible year runs January thru December for the months of November and December 2009 employees may turn in any doctor's bills for which they had to pay a deductible and the deductible amount shall be reimbursed to the employee up to the maximum deductible (\$200 or \$400) on a pre tax basis.
The before tax check to cover deductibles and office visits will be issued to all employees as an addition to their final paycheck during the month of December.

Teachers shall have the option of purchasing any optional plans offered by MESSA through payroll deduction

B. Dental Insurance.

The Board shall provide to all full time bargaining unit employees and their eligible dependents a dental insurance plan, without cost to the employee.

Class I 100%:

Basic Benefits includes initial and periodic examination; adult and child cleaning; fluoride treatment up to 25 years of age; sealants; restorative fillings; oral surgery; endodontics; periodontics, and a lifetime deductible. (Annual Maximum is \$1000 per person per benefit year for Basic and Major Benefits.)

Class II 100%:

Major Benefits include inlays, onlays, crowns, post/cores and repairs; bridges and repairs; dentures and annual deductible.

Annual Maximum is \$1000 per person per benefit year for Basic and Major Benefits.

Class III (Orthodontic Services) :

80% up to a maximum \$1,200 cap and elimination of references to charges that are reasonable and customary. Such insurance shall become effective and shall remain in force for the duration of this Agreement. The Board shall have the exclusive right to select the insurance.

C. Vision Insurance.

The Board shall provide to all full-time bargaining unit employees and their eligible dependents a vision insurance plan.

Exams:	Optometrist	\$60.00
	Ophthalmologist	\$75.00
Frames:		\$200.00
Lenses:	Single	\$75.00
	Single - Tinted/Coated	\$80.00
	Bifocal	\$100.00
	Bifocal - Tinted/Coated	\$110.00
	Trifocal - Clear	\$110.00
	Trifocal - Tinted/Coated	\$120.00
	Lenticular/Progressive - Clear	\$200.00
	Lenticular/Progressive - Tinted/Coated	\$230.00

Cosmetic Contacts: \$175.00

D. It is the responsibility of all teachers to be properly enrolled for appropriate insurance coverage. All provisions of the insurance contract shall be controlling in determining eligibility for coverage and benefits. Where more than one (1) member of the same family, i.e., husband and wife, are employed by the Board and are eligible employees for the above-specified health insurance, only one (1) of said employees shall be eligible for health insurance coverage.

The Board of Education will offer in lieu of all insurance benefits (health, dental and vision) a cash option pursuant to a Section 125 Plan of 90% of the single subscriber insurance rate spread over the employee's annual paycheck.

The Board of Education will offer in lieu of health insurance benefits a cash option pursuant to a Section 125 Plan of 80% of the single subscriber insurance rate spread over the employee's annual paycheck.

E. Teachers regularly employed part-time shall be entitled to receive insurance benefits on a pro-rated basis.

F. Cobra.

Due to COBRA legislation by the Federal government, the employer must provide continuation of identical coverage to employees or beneficiaries as defined by Consolidated Omnibus Budget Reconciliation Act of 1985 (PL 99-272) if coverage is lost in the following cases:

1. The employee's death,
2. Voluntary or involuntary termination of employment (other than for gross misconduct) or reduction in hours,

3. Divorce or legal separation,
 4. Employee's entitlement to Medicare benefits,
 5. A dependent child ceasing to be dependent under applicable plan provisions, or
 6. The employer's filing for a chapter 11 bankruptcy petition.
- Such continued coverage shall be available for a period as specified by law. Such coverage should be at the current rate charged by the underwriter and should be remitted directly to the Board by the employee/family involved.

ARTICLE XXII EARLY RETIREMENT PLAN

- A. Persons eligible for the Hopkins Public Schools Early Retirement plan must be eligible for retirement under MPSERS.
- B. Eligible persons who make written application for early retirement will be considered if the financial status of the district would be improved or if layoffs are necessary. The Board has the final option to accept or reject all written applications.
- C. After the teacher's request to participate in Early Retirement has been approved by the Superintendent of Schools the teacher may not withdraw his/her resignation.
- D. In the event any portion of this agreement is found contrary to law, those aspects of the program will be considered null and void. The terms of the plan must be subject to approval by the MPSERS.
- E. Teachers who participate in this plan may elect to extend their insurance benefits for one (1) year by contributing one-half of the cost of said yearly coverage from their lump sum payment. They will then return this amount to the Business Office for payment of premiums for said coverage. The Board will pay the remaining half of the costs of said coverage.
- F. An eligible teacher will be paid a one (1) time cash payment of four thousand dollars (\$4,000) within ninety (90) days after the last day worked. This sum may be paid as wages or to an annuity approved by the Board. Participants must notify the Business Office of their choice (wages or annuity) by May 1 or the compensation will be paid as wages.
- G. Teachers who have completed the school year and who participate under this plan will continue to receive their current insurance benefits through August 30.
- H. Teachers must have completed at least fifteen (15) years of work in a position calling for teacher certification in the Hopkins Public Schools system.
- I. Any member who chooses to accept early retirement must provide in writing to the employer that they will not accept unemployment compensation in any form.

J. All applications must be received in the Superintendent's office by February 1st of the school year in which they plan to retire in order to be considered.

**ARTICLE XXIII
STUDENT DISCIPLINE AND PROTECTION OF TEACHERS**

- A. 1. It is recognized that student discipline problems can be dealt with most effectively when teachers, administration and the Board are working in unison to provide a constructive educational setting. The employer, in consultation with teachers, shall promulgate rules and regulations setting forth the provisions to be utilized in disciplining, suspending, and expelling students for misbehavior. Such consultations shall have taken place by June 1st of each school year; times and dates to be established by the administrative unit principal. Copies of such rules and regulations shall be distributed to each teacher on Orientation Day at the beginning of each school year. Teachers shall be notified of any procedural changes adopted during the school year.
2. Upon receipt of a complaint from a teacher that he has been physically assaulted by any student(s) and/or verbally or physically threatened with bodily harm by any students(s), the administrative unit principal shall promptly relieve the teacher of the responsibility for supervision and/or instruction of the student(s) pending an investigation and disposition of the complaint. The teacher shall provide the administrator with a written statement describing the particulars of the incident at the time the complaint is made.
- B. Any case of assault upon a teacher resulting from school associated duties shall be reported immediately and confirmed in writing within 48 hours to the Superintendent or his designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault and render all assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities, provided that it has been determined that the teacher has acted within the scope of school and administrative policy. Whether a teacher has acted within the scope of school and administrative policy shall be considered a grievable issue and, if necessary, shall be determined through such channels.
- C. If any teacher gets legally involved as a defendant based on disciplinary actions taken by the teacher against a student, the Board will provide legal counsel and render all necessary assistance to the teacher in his defense provided that it has been determined that the teacher has acted within the scope of school and administrative policy. Whether a teacher has acted within the scope of school and administrative policy shall be considered a grievable issue and, if necessary, shall be determined through such channels.
- D. Lost Time and Worker's Compensation.
1. Time lost by a teacher in connection with any incident mentioned in this Article, not compensable under Worker's Compensation, shall not be charged against the teacher provided that it has been determined that the teacher has acted within the scope of School and Administrative Policy. Whether a teacher has acted within the scope of School and

Administrative Policy shall be considered a grievable issue and, if necessary, shall be determined through such channels. Should there be a delay in obtaining Worker's Compensation benefits, the teacher will be allowed to use disability benefits (i.e. sick leave days). Upon settlement of Worker's Compensation, the teacher will pay back to the Board any duplicated monies. Used sick leave days will be replaced into the teacher's account.

2. A teacher in the process of filing for Worker's Compensation and unable to continue his teaching duties for the remainder of his contract for a reason related to the incident, shall also receive the normal fringe benefits to which he is entitled for the normal length of time as if he were teaching. At the point in time when Worker's Compensation does go into effect, only those benefits not covered under Worker's Compensation shall continue to the teacher until August 31 of the contractual year in which he was injured. If a teacher must be on a disability leave for a period of time into his next contractual year, he may elect to continue his benefits at his own cost at the group rate until he is able to return to work.

E. The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher while on duty if resulting from such previous assault and the damage is not covered by insurance up to a maximum of \$500. If a teacher is injured while in the line of duty, free medical, surgical, or hospital care will be furnished by the Board through an accredited hospital, provided the injury is reported immediately and confirmed in writing, within 48 hours after such injury, to the extent not provided by Worker's Compensation and in a case where the teacher has exhausted the extent of his personal insurance up to the extent of district insurance coverage provided it has been determined that the teacher has acted within the scope of school and administrative policy.

F. A teacher may use such disciplinary action as allowed within existing school Board policy and state laws to insure proper classroom atmosphere.

DURATION OF AGREEMENT

THIS AGREEMENT shall be effective as of and shall continue in effect until August, 18th, 2010.

HOPKINS EDUCATION
ASSOCIATION

HOPKINS BOARD OF
EDUCATION

ADDENDUM A

PERSONAL BUSINESS LEAVE FORM

Today's Date _____

I _____ would like to request a personal business leave day on _____.

Signed: _____

All regularly employed teaching personnel may be granted up to two (2) personal business days each year. These personal business days may only be used to take care of a personal business problem that could not be taken care of after school hours or on non-school days. Personal business days may not be used to extend a regularly scheduled school vacation.

Two (2) personal business days per year shall be given to each regularly employed teacher without loss of salary out of the eleven (11) sick leave days, and will change into sick leave if not used.

The teacher must notify the building principal at least two (2) days prior to the date of the expected absence. The leave will be granted, providing a substitute can be employed and detailed written lesson plans are submitted along with the leave request for the class which the substitute will teach. In case of emergencies notification shall be given to the administration as early as possible.

The administration reserves the right not to grant more than two (2) applications per elementary level, and two (2) per secondary level for personal business leave for any given calendar date.

Principal's approval _____

Superintendent's approval _____

1. Teacher to give request to Principal's Secretary
2. Principal's approval
3. Superintendent's approval
4. Copy to Central Office
5. Copy to Principal's Office
6. Copy to teacher

ADDENDUM C1
Instructional Days and Hours
Grades Young Fives thru 5th

Time teachers arrive to classroom: 7:50 a.m.
 (Same time for Instructional and Professional Development days)

Half days

Instruction begins: 8:00 a.m.
 Recess: 15 minutes
 Lunch Time: 30 minutes
 Dismissal: 3:10 p.m.

Begins: 8:00 a.m.
 Dismisses: 11:55 a.m.

Time teachers leave: 3:15 p.m.

TOTALS: Instructional time per day: 385 minutes

Instructional days: 169 full days (@387 min.) = 65,403 minutes =	1,090.05 hrs. (33 min.)
2 half (15 min. recess) half or partial days	
@220 min. per session = 440 minutes =	<u>7.33 hrs. (20 min.)</u>
TOTAL HOURS	1,097.38 hrs. (23 min.)

Professional Development: 4 days @387 minutes = 1,548 minutes =	25.8 hrs. (48 min.)
10 HOURS ON THEIR OWN	10.0 hrs.

1,097 hours 25 minutes instructional time
<u>35 hours 48 minutes professional time</u>
1,133 hours 11 minutes total time

171 instructional days + 6 professional development days

(Minimum state required instructional time: 1,098 hours)

ADDENDUM C2
Instructional Days and Hours
Grades 6 thru 12

Time teachers arrive to classroom: 7:50 a.m.
 (Same time for Instructional and Professional Development days)

Half days

Instruction begins: 8:00 a.m.

Begins: 8:00 a.m.
 Dismisses: 11:40 a.m.

1st period _____
 Passing time _____
 2nd period _____
 Passing time _____
 3rd period _____
 Passing time _____
 4th period _____
 Passing time _____

Lunch Time: 30 minutes

5th period _____
 Passing time _____
 6th period _____

Dismissal: 2:58 p.m.

Time teachers leave: 3:15 p.m.
 TOTALS: Instructional time per day: 388 minutes

Instructional days: 169 full days (@388 min.) = 65,572 minutes = 1,092.86 hrs. (52 min.)
 2 half @220 min. per session = 440 minutes = 7.33 hrs. (20 min.)
 TOTAL HOURS 1100.20 hrs. (12 min.)

Professional Development: 4 days @388 minutes = 1,552 minutes = 25.9 hrs. (52 min.)
 Ten hours on their own 10.0 hrs.

1,100 hours 12 minutes instructional time
35 hours 52 minutes professional development time
 1,136 hours 4 minutes total time

172 instructional days + 6 professional development days
 (Minimum state required instructional time: 1,098 hours)