



Tri County Area Schools  
Tradition • Character • Achievement • Success

# **MASTER AGREEMENT**

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**TRI COUNTY AREA SCHOOL  
BOARD OF EDUCATION**

**AND**

**TRI COUNTY EDUCATION ASSOCIATION**

**2017-2020**

**(2017-2018)**

**(2018-2019)**

**(2019-2020)**

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## **Section 1.1 THE AGREEMENT**

WHEREAS, the Tri County Education Association and the Tri County Area Schools' Board of Education have reached certain understandings which they desire to confirm in this agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **Section 1.2 RECOGNITION**

- A. The Board hereby recognizes the Tri County Education Association, MEA-NEA, as the exclusive bargaining representative, as defined in Section 11, of Act 379, Public Acts of 1965, for all certificated professional personnel i.e., teachers, psychologists, social workers, counselors, speech therapists, and media specialists, employed by the Board of Education but specifically excluding pre-school teachers, substitute teachers, the Superintendents, Business Managers, Directors, Administrative Assistants, High School Principals, High School Assistant Principals, Middle School Principals, Middle School Assistant Principals, Elementary Coordinators, Elementary Supervisors and Elementary Principals or Elementary Assistant Principals now designated or to be designated, and all other district employees. The terms "employee" or "unit employee(s)" when used hereinafter shall refer to all employees represented by the Tri County Education Association in the bargaining or negotiating unit as above defined. The term "teacher" when used hereinafter shall refer to all certificated employees represented by the Tri County Education Association in the bargaining or negotiating unit as above defined who are subject to the Michigan Teacher's Tenure Act ("MTTA"). The term "ancillary staff" shall refer to the non-certificated employees represented by the Tri County Education Association who are not subject to the MTTA. The term "Board" shall include its officers and agents. The term "the district" shall refer to the Tri County Area Schools district.
- B. The Board agrees not to negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement.

## **Section 1.3 CONTINUITY OF OPERATIONS**

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes that threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the basic cause of work interruptions during the period of this agreement. The Association, accordingly agrees that it will not, during the period of this agreement, directly or indirectly engage in or assist in any strike against the employer, as defined by the Public Employment Relations Act. (MCLA 423.201 et. seq.; MSA 17.455(1) et. seq.).

- B. The Employer and the Association agree that they will not, during the period of this Agreement, directly or indirectly, engage in or assist in any unfair labor practice as defined by the Public Employment Relations Act. The Employer also agrees that it will not lockout any bargaining unit employee during the term of this Agreement or during any period during which a successor Agreement is being negotiated by the parties.
- C. Any instructional hours/days lost because of bad weather, or other "Act of God" type occurrence, in excess of the number of hours/days specified; however, not to exceed six (6) days, in the rules promulgated by the State Board of Education and/or State law, may be added to the end of the school calendar, at the discretion of the Board. These hours/days may be added anywhere in the school calendar by written mutual agreement between the Board and the Association. When school is closed for such hours/days, teachers will not be required to report.
  - 1. In cases where there is State of Emergency that closes school as declared by the governor, or the Act of God date falls after April 1, the days may exceed 6 total days.

#### **Section 1.4 PAYROLL DEDUCTIONS**

This article applies to all employees in the Association. The bargaining unit is described in Article 1. All employees in the bargaining unit are "bargaining unit employees". Association members are those that choose to join the Association and pay dues.

- A. The Association represents all employees in the bargaining unit.
- B. Each bargaining unit employee can freely choose to become a member of the Association, or to not become a member of the Association.
  - 1. Bargaining unit employees and Association membership are distinct.
  - 2. An employee is always a bargaining unit employee; an employee becomes an Association member only through choice. If an employee chooses not to become an Association member he/she will remain a bargaining unit employee, remain entitled to fair representation by the Association, remain covered by this collective bargaining agreement, and remain entitled to any benefits set forth in the collective bargaining agreement and as set forth in the bylaws of the Association. Those choosing to become members will choose a payment option through MEA.
- C. Neither the Board nor the Association will discriminate against any employee because the employee chooses to become an Association member or chooses not to become an Association member.
  - 1. Joining the Association is not a condition of employment; an employee cannot and will not be terminated because the employee chooses to not join the Association.

2. Paying Association dues is not a condition of employment; an employee cannot and will not be terminated because the employee chooses to not pay Association dues.
  3. The Board will not tolerate harassment or discrimination against any employee who chooses to become an Association member or chooses not to become an Association member. Any employee who believes he/she has been harassed or discriminated against in violation of this subsection should complain as set forth in the board's harassment/EEO policy. Any employee determined to have harassed and/or discriminated against a colleague because that colleague chose to become an Association member or chose to not become an Association member, or chose to pay Association dues or chose to not pay Association dues, will be subject to appropriate corrective/disciplinary action, up to and including termination "for cause".
- D. The Association agrees to indemnify and hold the Board harmless against any and all claims, suits and/or other forms of liability that may arise out of or by reason of deductions made by the Board pursuant to this Article, or by reason of the Board complying with the provisions of this Article.
- E. Upon annual appropriate written authorization from the bargaining unit employee, the Employer shall deduct from the salary of any such bargaining unit employee and make appropriate remittance for MEA Financial Services' MEA-Sponsored Programs (Tax-Deferred Annuities, Auto Insurance, Homeowner's Insurance, etc.), MESSA Programs not fully employer-paid, any financial institution of the bargaining unit employee's choice, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and employer. Also, deductions and appropriate remittance shall be made to any annuity program the bargaining unit employee chooses.

### **Section 1.5 SCHOOL YEAR**

- A. The salary schedule is based upon the normal teaching load, as hereinafter defined, based upon the school year as defined in the school calendar, Appendix C-1.
- B. School days are considered to be Monday through Friday unless a holiday, designated on the school calendar, should happen to fall during that period. In that case, that holiday is not considered a school day.
- C. If during the term of this contract it should become law that the school year be lengthened, thereby increasing the number of teacher workdays, any additional work days shall be compensated at a rate of 1/teacher attendance day's of current gross salary on a per diem basis.

## **Section 1.6 GRIEVANCE PROCEDURE**

- A. A claim by an employee or group of employees that there has been a violation, misinterpretation or misapplication of any provision of this Agreement and/or written personnel policies directly applicable to wages, hours or conditions of employment adopted by the Board may be processed as a grievance as hereinafter provided, excluding subjects which are prohibited under PERA.
- B. The Association shall maintain a Grievance Committee for the purpose stipulated in Paragraph F of this Section. In the event that employees of the Grievance Committee are a party in interest to any grievance they shall disqualify themselves.
- C. The number of days indicated at each step of the Grievance Procedure are business days, excluding days school is not in session, should be considered as maximum, and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual consent.
- D. The failure of an aggrieved person or the Association to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.
- E. The failure of an Administrator to communicate the decision to the grievant within the specified time limits shall permit the grievant and/or grievants to proceed to the next step in the Grievance Procedure.
- F. In the handling and processing of a grievance the following procedure shall apply:

### **STEP ONE**

Within twenty (20) days of the date a grievance occurs, the grievant shall discuss the grievance with his/her immediate supervisor individually, together with the Association Building Representative and/or through another official Association Representative with the object of resolving the matter informally. Within five (5) days after discussion of the grievance, the administrator or a designee shall give the disposition orally to the grievant, together with the Association Building Representative.

### **STEP TWO**

If the grievance is not resolved informally, the grievant shall, within five (5) days of receipt of the administrator's disposition, submit to the administrator a signed written grievance. Written grievances as required herein shall contain the following:

1. It shall be signed by the grievant or grievants;
2. It shall be specific;
3. It shall contain a synopsis of the facts giving rise to the alleged violation;



4. It shall cite the section or subsections of this contract alleged to have been violated;
5. It shall contain the date of the alleged violation; and
6. 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 limitation hereinafter set forth.

The administrator or a designee shall give the grievant an answer in writing no later than five (5) days after receipt of the written grievance.

### **STEP THREE**

If the grievance is not resolved at Step Two, the grievant shall transmit the grievance to the Association's Grievance Committee. Within twelve (12) days of the date of disposition at Step Two, the Grievance Committee shall consider the merit of the grievance and in the event it is considered meritorious, shall process the claim with the Superintendent or his designee. If the Grievance Committee determines the grievance to be without merit, it shall notify the claimant and the claimant may continue to process the claim without Association support within the same twelve (12) day time period.

Within twelve (12) days of receipt of the grievance, the Superintendent or his/her designee shall meet with the grievant and his/her Association Representative. A written answer shall be given within five (5) days after such meeting.

### **STEP FOUR**

If the grievance remains unresolved at the conclusion of Step Three, it may be submitted for binding arbitration at the request of the Association, provided written notice of the request for submission to arbitration is delivered to the Board and the American Arbitration Association within twenty (20) days after the date of decision under Step Three. Following the written notice of request for submission to binding arbitration, the arbitrator will be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing.

The fees and expenses of the Arbitrator shall be borne by the party ruled against by the Arbitrator. In the event of a "split" award the arbitrator shall determine the percentage of his/her fees and expenses to be paid by each party in approximately the same proportion of the "split" award. In the event the arbitration process is canceled, the party requesting the cancellation shall pay the cancellation fee, if any is required. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

#### G. POWERS OF THE ARBITRATOR

It shall be the function of arbitrators, and they shall be empowered, except as their powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific sections of this Agreement.

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to establish or alter salary schedules.
3. The arbitrator's powers shall be limited to deciding whether the Board has violated the express sections of this Agreement, or policies as defined in Paragraph A of this Section, excluding all prohibited subjects.

H. Both parties agree to be bound by the decision of the arbitrator and agree that either party may enter judgment thereon in any court of competent jurisdiction.

#### I. MISCELLANEOUS

1. The filing of a grievance shall in no way interfere with the right of the Board to proceed in carrying out its responsibilities, subject to the final decision of the grievance.
2. No reprisals of any kind shall be taken by or against any party of Interest or any participant in the grievance procedure by reason of such participation.
3. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants.
4. Access shall be made available to records of all information that is not privileged and used in the determination and processing of the grievance.
5. No grievance shall be filed for or by any unit employee after the effective date of his/her resignation.
6. Any grievance filed during the life of this Agreement shall be processed through the steps of this procedure regardless of whether such time required may go beyond the expiration date of this document.
7. Any grievance occurring during the period between the termination date of this Agreement and the effective date of a new Agreement shall be processed.
8. 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).

9. Individual unit employees shall not have the right to process a grievance beyond Step Three.
10. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a grievant and/or a participating Association Representatives are to be at their assigned duty stations.
11. The Association shall have no right to initiate a grievance involving the right of an employee or group of employees without his/her or their expressed written approval.
12. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent.
13. Where no wage loss, complained of, has been caused by the action of the Board, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
14. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based. In no event, however, shall the settlement be earlier than twenty (20) days prior to the date on which the grievance is filed.
15. Discharge of a probationary teacher/ancillary staff shall not be subject to the Grievance Procedure.
16. Discharge from a schedule B position shall not be subject to the grievance procedure.
17. Prohibited subjects shall not be subject to the grievance procedure.

### **Section 1.7 NEGOTIATIONS**

- A. The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that

they negotiated or signed this Agreement. An item may be opened for negotiation by mutual consent of the Board and Association.

- B. Negotiations for a new agreement will be opened by mutual consent but in no event later than March 1 in the final year of this agreement, provided, the Association has been recognized by the Board as still representing a majority of the unit employees covered in this Agreement.
- C. An electronic copy of the Agreement shall be provided at the expense of the Board and presented to all bargaining unit employees through a district provided email account, to employees now employed or hereafter employed under the terms of this agreement, within thirty (30) days of ratification by both parties. Employees needing to obtain a hardcopy may make arrangements through the Administrative Offices.
- D. The parties agree to reopen this agreement to negotiate the impact of PPACA, on the District's costs or this agreement.

#### **Section 1.8 SCHOOL CALENDAR**

- A. The parties agree that the school calendar is negotiable annually including length of the work year, workday, make-up days, holidays, vacations, scheduling of state required professional development, and further agree that the school calendar shall be set forth in Appendix C. The Board may replace full-days with partial-days in this calendar by written mutual agreement with the Association. Any deviation shall be by mutual written consent.
- B. Following consultation with a designated Union representative, the principal shall schedule 30 minute dinner breaks - on a staggered basis - during any 5 consecutive hour evening parent-teacher conferences. Staff shall not leave the building during the dinner break.

#### **Section 1.9 SEPARABILITY**

- A. This agreement supersedes any rules, regulations, or practices of the Board that shall be contrary to its terms. It shall likewise supersede any contrary terms in individual contracts that shall be issued under its terms. Excluding prohibited subjects, all future individual contracts with unit employees shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered a part of Board Policy.
- B. If any provision of this Agreement or application of this Agreement to any bargaining unit employee or employee or group of bargaining unit employees or employees is held to be contrary to law then such provision or application shall not be deemed valid and

subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

**Section 1.10**            **SUB-CONTRACTING**

- A. The Employer agrees that supervisors or non-unit personnel shall not be used at any time to displace bargaining unit employees regularly employed in the bargaining unit, except in emergencies when bargaining unit employees are not available or have refused to do the work as assigned except in cases where unsafe conditions are being charged by a bargaining unit employee. For purposes of this provision, an emergency shall be defined as an unforeseen circumstance or a combination of circumstances that call for immediate action in a situation that is not expected to recur.

**Section 2.1**    **BOARD RIGHTS**

- A. The Board, on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself, without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:
  - 1. To the extent management and administrative control of the school system and its properties and facilities, and the activities of its employees in the performance of their duties;
  - 2. To hire all employees and, subject to the provisions of the law, to determine their qualifications and the conditions of their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
  - 3. To establish grades and sources of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
  - 4. To decide upon the means and methods of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, 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 express terms of this Agreement and then only to such extent as such specific and express terms hereof are in conformance with the Constitution and law of the State of Michigan and the United States.

- C. The exercise of rights pursuant to section 15(4) of PERA. (MCL 423.215)

**Section 2.2 BARGAINING UNIT EMPLOYEE RIGHTS AND PROTECTION**

- A. Pursuant to the Michigan Public Employment Relations Act, as amended, MCLA 423.201 et. seq.; MSA 17.455(1) et. seq. (PERA), the Employer hereby agrees that every bargaining unit employee shall have the right to organize freely, join, and support the Association and to engage in lawful concerted activities for the purposes of collective bargaining or negotiations and other concerted activities for mutual aid and protection, or choose not to join or support the Association. As a duly-elected body, exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly, or indirectly, discourage or deprive or coerce any bargaining unit employee in the enjoyment of any rights conferred by PERA or other laws of Michigan, or the United States of America, or the Constitutions of Michigan and the United States of America; that it will not discriminate against any bargaining unit employee with respect to hours, wages, or any terms or conditions of employment by reason for his/her membership in the Association, his/her participation in any activities of the Association or collective negotiations with the Employer, his/her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment. No bargaining unit employee shall be prevented from wearing insignia, pins, or other identification of membership in the Association at any time by the Employer, or by the Association from choosing not to do so.
- B. Nothing contained within this Agreement shall be construed to deny or restrict to any bargaining unit employee rights he/she may have under the Michigan General School Laws or other applicable State or Federal laws or regulations.
- C. The bargaining unit employees shall be entitled to full rights of citizenship, and no religious or political activities of any bargaining unit employee or lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such bargaining unit employee.
- D. The Employer agrees that it will in no way discriminate against or between bargaining unit employees covered by this Agreement because of their race, creed, religion, color, national origin, age, sex, marital status, height, weight, disability, or genetic information.
- E. No ancillary staff employee shall be disciplined without just cause. The term "discipline" as used in this Agreement includes written reprimand, suspension, or discharge. The specific grounds for disciplinary action will be presented in writing to the ancillary staff employee and the Association no later than at the time discipline is imposed.

- F. Before any meeting is called from which disciplinary action may result, the unit employee shall be notified of the purpose and is entitled to request the presence of an Association Representative.
- G. A bargaining unit employee has the right to review his/her personnel file. Confidential credentials and related personal references obtained at the time of initial employment are specifically exempted from such review. An Association Representative of the employee's choosing may accompany the employee in such review, which shall be made in the presence of a person designated by the Superintendent.
- H. No adversely critical material originating after original employment of the bargaining unit employee will be placed in his/her personnel file, unless the bargaining unit employee may submit written comments regarding any material, and the same shall be attached to the file copy of the material in question. If the bargaining unit employee believes that material to be placed in his/her file is false, irrelevant to employment, or in error, he/she may utilize the Grievance Procedure contained elsewhere in this Agreement to modify or remove such adversely critical material.
- I. Any case of assault upon a bargaining unit employee shall be promptly reported to the Employer. The Employer shall promptly render all reasonable assistance to the bargaining unit employee, when possible to prevent injury.
- J. The Board will provide, for bargaining unit employee review, at least one copy of the State and Federal laws relating to Special Education Programs and Services provided such material is received by the Board.

### **Section 2.3 VACANCIES, PROMOTIONS AND TRANSFERS**

- A. Whenever any vacancy in any ancillary staff position in the district shall occur, the Board shall publicize the same by giving written notice of such vacancy to the Association and to any unit employee who has filed a request for transfer with the Superintendent and is certified and qualified for the position. The Board shall also provide for appropriate posting in every school building. No ancillary staff vacancy shall be filled, except on a temporary basis, until such vacancy has been posted at least ten (10) calendar days.
- B. Any unit employee may apply for such ancillary staff vacancy provided he/she is qualified for the position. The Board agrees to give due weight to the professional background and attainments of all ancillary staff applicants, their professional experience, the length of time each has been in the school system, and other relevant factors the Board may specify.
- C. Any unit employee promoted or transferred to a supervisory or executive position shall be entitled to the same rights as other teachers, under existing agreements, should he/she later return to teacher status.

- D. A vacancy shall be defined as a position, which has been authorized to be filled by the Board, that is presently unfilled, currently filled but will be open in the near future or is newly established.

**Section 2.4 ASSOCIATION RIGHTS**

- A. The Tri County Education Association shall have the same rights as other groups to use the school facilities at reasonable hours and dates outside of the regular school day, provided such use does not interfere with other scheduled school activities and subject to the assignment of the building principal. No charge shall be made for the use of the school before the commencement of the regular school day nor until 6:00 p.m. After 6:00 p.m. the Board of Education shall charge for these facilities, \$10.00 per hour and the Association will be responsible for its own clean-up. It is further understood that these facilities are subject to Board of Education policy prohibiting the use of liquor and that all use of the building will cease by 11:00 p.m., local time, unless special permission has been granted by the school administrator to exceed that hour.
- B. The Association shall have the right to use school equipment such as computers, duplicating equipment, calculating machines and school owned audio visual equipment, provided this use does not interfere with regular school use. The Association shall provide all of its own consumable supplies incidental to such use. It is understood that the Association will not utilize school clerical personnel to process Association business.
- C. The designated representatives of the Association shall be permitted to transact official Association business on school property before and after the normal school day and during the noon period provided that this shall not interfere with or disrupt normal school activities. The Association shall have the right to post notices of its activities and meetings in the Teachers' Lounge of each building and the mail boxes located in each building may be used for dissemination of information regarding Association activities.
- D. The Board agrees to furnish the Association access to all available information concerning the financial resources of the district, tentative budgetary requirements and allocations, and such other information as will assist the Association in developing intelligent, accurate, informed, reasonable, and constructive proposals on the behalf of the teachers. Such requests shall be in writing, stating the specific information desired and the reasons for requesting such information. The access will be granted during normal office hours, or at such other times as may be mutually agreed upon. The responsibility of copying or recording desired information shall be the Association's. Under no circumstances shall records or documents be taken from their normal area of safekeeping. Further, the Association may examine any public records at the Board of Education office under the above conditions. It is further agreed that requests by the Association will be in good faith and will not be arbitrary, capricious, or intended to



harass. The Association may have access to records that may be necessary to process any grievance or complaint, provided that the grievant or complainant has authorized, in writing, the Association to act in his/her behalf.

- E. The Association shall be advised, during the period of negotiations, of fiscal budgetary and tax programs affecting the district upon written request. The Association, whenever feasible, shall have the opportunity to consult with the Board's representative with respect thereto, prior to general publication.

## **Section 2.5 ANCILLARY STAFF EVALUATION AND PROGRESS**

- A. Ancillary staff performance shall be evaluated in light of all evidence pertinent to the discharge of the ancillary staff's professional responsibilities and his/her exercise of professional judgment.
- B. All monitoring or observation of the work performance of ancillary staff will be conducted openly and with full view of the ancillary staff employee. Ancillary staff reports shall be provided in accordance with District's published evaluation guidelines.
- C. Ancillary staff who have not satisfactorily completed a probationary period in another Michigan Public School District shall serve a four (4) year probationary period if they began employment with the Tri County Area Schools prior to or on July 19, 2011, and a five year probationary period if employment began after such date.
- D. Ancillary staff who have satisfactorily completed a probationary period in another Michigan Public School District shall serve a two (2) year probationary period.
- E. Probationary Ancillary staff shall be observed as follows:
  - 1. Probationary ancillary staff shall receive an individual development plan by December 15 of each year of their employment. Any IDP will include any concerns of unsatisfactory (i.e. ineffective) work performance, including specific ways in which the ancillary staff is to improve and include the type of assistance that the administrator is providing. (Note: moved here from 2.5F)
  - 2. A final year-end performance appraisal shall be provided ancillary staff not later than the last scheduled day of school.
  - 3. The above dates shall be adjusted for probationary ancillary staff hired after the beginning of the school year (the anniversary year rule).
- F. Non-probationary ancillary staff shall be observed and evaluated in writing at least with the final year-end evaluation based on at least two (2) observations and completed no later than June 1st. If an administrator believes ancillary staff is doing unacceptable (i.e. ineffective) work, the reasons therefore shall be set forth in specific terms as shall

an identification of the specific ways in which the ancillary staff is to improve and the assistance with attaining said improvement to be given by the administrator.

- G. Ancillary staff who works in more than one building on a regular basis shall, upon request, receive an observation by each principal in whose building he/she works and an official evaluation completed by an assigned evaluator, designated by the Superintendent of Schools, shall be placed in the ancillary staff's file.
- H. Distribution of the written observation and evaluation reports shall be: original to the ancillary staff personnel file, a copy to the ancillary staff, a copy to the Building Principal, and a copy to the Association President, if the ancillary staff requests in writing that the Association is to receive a copy.
- I. All evaluations shall provide an overall rating using the following multiple ratings: Highly Effective, Effective, Minimally Effective or Ineffective. Any less than effective evaluation of an ancillary staff employee's performance asserted by the Board or any agent or representative thereof will not be subject to the Grievance Procedure hereinafter set forth; that nothing contained herein will deprive the Board of any rights granted under the Michigan Teacher Tenure Act.
- J. Formal complaints regarding an ancillary staff employee made to the Board or an administrator, which may be considered in the evaluation of an ancillary staff employee, will be promptly called to the attention of the ancillary staff employee. No complaint will fall under, or be given undue consideration within the terms of this Section, unless the nature and source of the complaint are specified in writing.
- K. An ancillary staff employee has the right to review his/her own personnel file. Confidential credentials and related personal references obtained at the time of initial employment are specifically exempted from such review. An Association representative may accompany the ancillary staff employee in such review, which shall be made in the presence of a person designated by the Superintendent.
- L. No adversely critical material originating after original employment of the ancillary staff employee will be placed in his/her personnel file, unless the ancillary staff employee has had an opportunity to review the material. The ancillary staff employee may submit written comments regarding any material, and the same shall be attached to the file copy of the material in question. If the ancillary staff employee believes that material to be placed in his/her file is inappropriate or in error, he/she may utilize the Grievance Procedure contained elsewhere in this Agreement to modify or remove such adversely critical material.
- M. If an ancillary staff employee is asked to sign any material to be placed in his/her file, such signature shall be understood to indicate his/her awareness of the material; not agreement with the content of the material.

**Section 2.6 SENIORITY, REDUCTIONS IN PERSONNEL, AND RECALL**

- A. Seniority shall be defined as length of service within the bargaining unit, as a teacher, as of the teacher's first day of work.
1. Service in the district prior to the 1980-81 school year shall be in accordance with the 1979-80 seniority list, as finally determined through arbitration (MERC Case #80-95).
  2. In the circumstances of more than one individual beginning employment on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. The Association and teacher(s) affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place which will reasonably allow affected teachers and Association Representatives to be in attendance.
  3. A seniority list shall be prepared and distributed by the Board to each employee of the bargaining unit no later than September 30th of each school year
  4. Commencing with the 1982-83 school year, any new employee or rehire who works part-time or any current full-time employee who chooses to accept a part-time assignment shall earn seniority credit on a pro rata basis. (e.g., a part-time teacher working half-days will receive only a half-year seniority credit for a full year's work.)
  5. An employee earning part-time seniority and whose seniority has become equal to that of a full-time employee or a cluster of employees, where their order of seniority has already been determined by the drawing, shall become the least senior employee in the group. In the event that more than one part-time employee is affected, then a drawing must be held to determine the order of their seniority. Under no circumstances shall the part-time employee have greater seniority than a person at his/her seniority level who is working full-time.
- B. Seniority shall accrue for teachers on various forms of leave as determined by this Agreement.
- C. In the event of a need to lay off ancillary staff personnel, the order of such reduction will be as follows:
- a. Seniority
  - b. Certification/Qualified

- D. If for any reason the Board anticipates a reduction of staff for the following school year, it shall, prior to taking formal action, consult with the Association to receive recommendations regarding priorities and procedures to be followed.
- E. In the event it becomes necessary to reduce the number of ancillary staff through layoff of employment or eliminate or consolidate position(s), the Board shall determine the order of layoff provided, however, such action shall not be contrary to Paragraph C. The Board shall give written notice of layoff to the individual no later than the Friday after the 1<sup>st</sup> Monday in May.
- F. All unit employees notified of layoff for the following school year shall not lose their fringe benefits or salary over the summer months afforded them under this Agreement and individual or supplemental employment contracts.
- G. A laid off unit employee who draws unemployment benefits during the summer and is called back to work prior to the first teacher workday will be required to have their salary reduced by two-thirds (2/3) of the unemployment benefits received. The teacher must select one of the following choices after the district's receipt of the MESC statement. Response in writing of the teacher's selection must be returned within two (2) calendar weeks of notice from the district:
  - 1. By scheduled payments through remainder of the calendar year (December 23<sup>rd</sup>), if possible.
  - 2. Scheduled payments through the remainder of the contract year.

## **Section 2.7 PROFESSIONAL DEVELOPMENT EDUCATION**

- A. The Board may provide professional development for all unit employees. Professional development shall include the input of administrators and unit employees as part of the planning. Any district wide development shall be a part of the school calendar.

## **Section 2.8 SCHOOL IMPROVEMENT**

- A. The Board and the Association encourage and support the concept of continued school improvement efforts designed to assist the school district to reach its mission.
- B. School Improvement committees shall work collaboratively on solving building concerns. Further participation in these committees shall be voluntary on the part of the association employees.
- C. The Board and the Association agree that the Master Agreement will remain in effect for employees who participate in school improvement activities. However, the two parties

recognize that the process may produce innovative proposals that could call for new contract interpretation and application.

- D. The building level site-based decision making committee will establish its own meeting schedule. Such meetings may take place during the regular workday; employees who are members of these committees will be released from their regular duties without loss of pay.

### **Section 3.1 STUDENT DISCIPLINE AND UNIT EMPLOYEE PROTECTION**

- A. Since the unit employee's authority and effectiveness in his/her classroom is undermined when students discover there is insufficient backing and support of unit employees, the Board recognizes its responsibility to give all reasonable support and assistance to unit employees with respect to maintenance and control of discipline within the classroom, within the framework of Board Policy. The Board further recognizes that classroom difficulties can be caused by disruptive students. Whenever it appears that a particular pupil requires the attention of special personnel, not available within the school staff, the Board will take reasonable steps to secure the services of such specialists for the child or will take reasonable steps, within the framework of the law-
- B. A unit employee may exclude a pupil from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the unit employee will furnish the principal, as promptly as his/her employment obligations will allow, a written statement of the incident, using the District's Student Management System.
- C. Any case of assault upon a unit employee shall be promptly reported to the Board or its designated representative in writing. The Board will advise the unit employee of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the unit employee in connection with handling of the incident by law enforcement and judicial authorities.
- D. The Board shall promulgate rules and regulations setting for the procedures to be utilized in disciplining, suspending or expelling students for misbehavior. Such rules and regulations shall be made available by the Board to unit employees at the commencement of each school year.
- E. Any complaints by a parent or guardian of a student, directed toward a unit employee shall be called to the unit employee's attention provided the complaints are repetitive and of the same nature.
- F. No ancillary staff employee shall be given an unsatisfactory evaluation, transferred in assignment, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.

**Section 3.2**            **INSTRUCTIONAL MATERIALS**

- A. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The Board encourages the formation of committees to study curriculum requirements and to study and recommend to the Board suitable lists of instructional materials needed to meet curriculum requirements. It is agreed that the recommendations of said committees shall be seriously considered and acted upon by the Board.
  
- B. The Board and the Association mutually recognize the importance of adequate teaching materials. The Board encourages teachers to request such materials. Teachers will be notified as to the disposition of all requisitions that are properly submitted.

**Section 3.3**    **FACILITIES**

- A. The Association recognizes that telephone facilities in the schools are primarily business phones and are intended for the expressed purpose of facilitating the educational process. Telephone facilities shall be made available to unit employees, for use other than on school business, at reasonable times taking the following factors into consideration:
  - 1. School business use at any convenient time when buildings are open.
  
  - 2. Personal use of the telephone, cell phones or computers should be confined to before and after school, during the noon hour or recess periods, or during unassigned time except under emergency conditions. Use of technology will follow the district's Acceptable Use Policy.
  
  - 3. Unit employees should discourage incoming personal calls unless they are of an emergency nature. Unit employees will not be called from classrooms or other assigned duty areas for personal incoming calls unless the caller can demonstrate an emergency exists.

**Section 3.4**    **TEACHING HOURS**

- A. It is recognized that the responsibilities of a teacher may entail duties other than those performed in the school building during normal school hours. Essentially, however, the normal school hours consist of no more than seven and one-half (7½) hours per day including lunch.

B. Each teacher shall attend one of the following events each year without additional compensation: open house, graduation, musical program, for approximately 90 minutes per event. The specific event shall be determined each year by the IBB process (TCEA and Admin.) If an employee demonstrates an inability to attend the designated event, they shall work with their principal to attend an alternative event. If employee cannot reschedule a different event, 90 minutes of pay or comp time will be deducted as of the June 23<sup>rd</sup> payroll of each year.

C. A teacher's normal school hours shall include the following:

1. Secondary teachers with 6 or more unassigned preparation periods per week (including team time) and elementary teachers with 350 or more unassigned minutes per week (excluding lunch):
  - a. Check in no later than 15 minutes prior to the beginning of classes in the secondary buildings, and no later than 15 minutes prior to the beginning of classes in the elementary buildings. At assigned stations no later than 5 minutes prior to the beginning of classes in all buildings.
  - b. Teachers may leave school no earlier than 15 minutes after the close of classes in the secondary buildings, and no earlier than 15 minutes after the close of classes in the elementary buildings, unless authorized to do so by the building principal. Fridays and the day before a recess the staff may leave as soon as the buses leave.
2. Secondary with less than 6 unassigned preparation periods per week and elementary teacher with less than 350 unassigned minutes per week (excluding lunch)
  - a. Check in no later than 10 minutes prior to and at stations no later than 5 minutes prior to the beginning of school.
  - b. Teachers may leave school no earlier than 10 minutes after school dismisses.
3. PLC's will be determined by administration and will meet using the following timelines per month. Individual meeting duration should be either 1 hour or two 30 minute blocks. The meetings will be held before or after the teacher workday.

September or August 2 Hours (with at least 1 hour required in September)

October 1 Hour

November 1 Hour

December 1 Hour

January 1 Hour  
February 1 Hour  
March 1 Hour  
April 1 Hour  
May 1 Hour

Effective with the 2017-2018 school year, newly hired teachers shall participate in up to 10 hours of professional development scheduled by the District.

The building principal and his/her staff shall determine one (1) day per month that may be used for meetings. These meetings shall start 5 minutes after student dismissal and last no longer than one (1) hour, unless otherwise agreed between the Association President and Superintendent. Attendance at no more than one (1) such meeting per month shall be required of any teacher. In the event that meetings for special education teachers, for information/training etc., become necessary, attendance will be required and will be compensated in accordance to the section in schedule B. In the event that it is necessary to have both groups together, i.e. for guest speakers or joint decisions etc., the meetings will be scheduled as such so as both groups can meet together. Notification of meetings shall be given three (3) teacher attendance days in advance.

Hours of all part-time teachers shall be fixed by the appropriate principal at the beginning of each year, or at the beginning of the second semester should the situation warrant. Wages will be prorated according to Appendix A. Part-time teachers who are asked to work beyond their normal school hours (i.e. Kindergarten Round-up, parent-teacher conferences, etc.) shall be compensated at the teacher's hourly rate. The teacher's hourly rate shall be determined in the following manner:

$$\frac{\text{Contracted Annual Salary}}{\text{Teacher Attendance Days} \times \text{Normal School Hours}} = \text{Hourly Rate}$$

Other professional responsibilities include correcting papers, planning for instruction, and parent-teacher conferences, and shall be considered a part of the normal teacher responsibilities. Class, club and organization sponsors shall be responsible for chaperoning the activities of their particular class, club, or organization.

The administration shall make every effort possible to schedule I.E.P.C.'s during the normal school day. Bargaining unit employees who are involved with these meetings will be released from their regular duties without loss of pay. In the event such meetings cannot be scheduled during the normal school day and a bargaining unit employee must return at a time outside of the normal school day





- E. All teachers shall be entitled to at least a thirty (30) minute duty-free uninterrupted lunch period. All elementary teachers will be entitled to a 39 minute duty free uninterrupted lunch.
- F. Assignment to a supervised study period shall be considered a teaching period for purposes of this section.

### **Section 3.6 TEACHING CONDITIONS**

- A. The Board pledges to continue its efforts to make adequate lunchrooms, rest room, and lavatory facilities available as well as a lounge areas included in new structures and in additions to existing structures where such facilities do not already exist.
- B. Parking areas shall be made available to unit employees during school hours.
- C. A copy of all Board of Education Policies shall be made available in each building. The Association shall be provided with a copy for its official use upon request. In addition, upon receipt of a written request to the administration, any individual unit employee will be provided with his/her own personal copy.
- D. Unit employees must be informed of the automated reporting process that they must use at least one and one-half (1½) hours before students are scheduled to begin classes in their building to report unavailability for work. Failure of a teacher to timely report such notice may result in disciplinary action. Once a teacher has timely reported using the designated automated reporting process, it shall be the responsibility of the Board or its designated representative to arrange for a substitute.
- E. A unit employee may be released from regular duties without loss of salary and/or sick day allowance to attend professional meetings that are of interest to the unit employee, and relevant to the teaching profession, subject to the prior approval of the Superintendent. A unit employee may be liable for the deduction of pay, for the period involved, should he/she be released for such a purpose and then fail to attend the meeting.
- F. A unit employee who becomes aware of a possible safety hazard within the school building or on the school premises, shall take precautionary action, and inform the building principal or Superintendent in writing. The Administration shall investigate as expeditiously as possible and take appropriate action.

**Section 3.7 CLASS SIZE**

- A. The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach, and that the organization of the school and the school day should be directed toward ensuring that the energy of the teacher is primarily utilized to this end.
- B. Because the pupil-teacher ratio is an important aspect of an effective educational program, the parties agree that class size shall not exceed the following maximum standards except where the Association has agreed in writing to exceed these maxima.

1. Elementary	<u>Maxima Per Class</u>
Resource Room/Special Education	State Code
Grades K-1	25(K)/26(1)
Grades 2-3	27
Grades 4-5	29
K-5 specials	29
STEM K-2	27
Co-taught classroom –	
Number IEP'd for an academic qualifying area	10

2. Secondary (Including Grade 6)	<u>Maxima Per Class</u>
Class size at a maximum of 29 (excluding performance groups such as band and choir, unless otherwise noted)	
Resource Room/Special Education	State Code
Co-taught classrooms – number IEPd for	
An academic qualifying area	10
Woods, High School	24
Remedial Math	20
Remedial English/Reading	20
Physical Education	32

3. The maximum class size for the Alternative Education program will be 18. The teacher will receive overload pay for students at \$7.77 per day for each student over the maximum class.
4. If class size as stated is exceeded by the specified maximum after the following alternatives will be considered as relief:
- |                                 |                                    |
|---------------------------------|------------------------------------|
| a. Redistribute class loads     | d. Payment for overloads           |
| b. Hire additional faculty      | e. Other mutually agreeable relief |
| c. Restructuring of the program |                                    |

- C. The Board and the Association agree on the following relief for exceeding the specified maximum class size:
1. Teachers at the secondary level (6-12) will receive 1.55 per student per class day.
  2. Teachers at the elementary level (Young 5's, K-5) will receive \$7.77 per day per student exceeding agreed upon maximum; specials teachers will be prorated based upon their number of instructional minutes divided by the total number of minutes in the elementary instructional day.
  3. Resource room teachers will be paid \$1.55 per student/day on amount exceeding maximum caseload.
  4. In co-taught classrooms the overloads will be paid as follows:
    - a. Example 1: In classroom A there are 32 students, 12 of them are IEP'd special education students, classroom A is a co-taught classroom. So, there are a total of 3 general ed overloads (32-29) and 2 special ed overloads (12-10) for a total of 5 overloads. Each teacher would receive 2.5 overloads (5/2).
    - b. Example 2: In classroom B there are 32 students, 10 of them are IEP'd special education students, classroom B is a co-taught classroom. So, there are 3 general ed overloads (32-29) and no special ed overloads for a total of 3 overloads. Each teacher would receive 1.5 overloads (3/2).
  5. Computation will begin on the official date of enrollment, including teacher attendance days, until the student official exit date (the day following the last day of instruction). Overloads will be paid after each trimester/semester, as soon as administratively feasible.
- D. In the event that split classrooms become necessary in elementary grades 1-5, the Board and the Association agree that the following conditions, regarding split classrooms, shall be met:
1. The number of students in a split classroom shall not exceed 26.
  2. The grade levels in a split classroom shall be no more than one grade apart (i.e., first-second, second-third, etc.). The number of students in either grade of a split classroom shall not exceed 14, except by mutual written agreement between the teacher and principal.

### **Section 3.8 JOB SHARING**

- A. For the purpose of this Section, job sharing shall mean the occupation of a single full-time assignment by two (2) teachers.
- B. If a job sharing assignment is approved by the board it is considered a one (1) year assignment. The individuals involved, however, may reapply prior to April 1st to continue job sharing for an additional year.
- C. When a job position is terminated, each teacher will return to an eligible position determined by the board.
- D. Seniority will accrue to a teacher in a job sharing position on a pro rata basis.
- E. Sick and personal leave will be prorated according to the fraction of the position for which the teacher is employed.
- F. Requests for leave of absence shall be in accordance with contract provisions.
- G. The Board and the Association shall work closely together on the implementation and evaluation of the job sharing program.
- H. Job sharing positions will be compensated as follows:
  - 1. Teaching salary will be prorated to reflect the fraction of the position shared. The experience and education step for the teacher will be the same as he/she would be entitled to if employed on a full time basis. This step will determine the base salary from which the salary fraction will be computed.
  - 2. Insurance premiums will be prorated, to reflect the fraction of the position shared.
- I. All other sections of the Master Agreement shall remain in full force and effect.

### **Section 3.9 ACADEMIC FREEDOM**

- A. The Board recognizes that the education profession has both the right and the responsibility to insist that children must be free to learn and teachers free to teach broad areas of knowledge, including those considered controversial. Thus, no limitations shall be placed upon study, investigation, presentation and interpretation of facts and ideas, except that:
  - 1. The teacher must exercise responsibility and prudence, and must realize that teaching in an elementary or secondary school places responsibility upon the teacher to carefully consider the maturity level of the student and the circumstances that surround the teacher/learning relationship.

2. The teacher shall have the responsibility of keeping the principal informed of controversial issues to be taught outside the accepted course of study.
  3. The teacher must use the district approved curriculum and resources.
- B. All instructional materials, methods, software, lessons plans or other creative or copyrightable work, written, composed, created or devised by a bargaining unit employee during his/her employment shall remain the property of such employee.
  - C. All instructional materials, methods, software, lessons plans or other creative or copyrightable work, written, composed, created or devised for the district remain the property of the district upon request.
  - D. It is agreed by the parties that the evaluation of student performance is the responsibility of the professional staff within the bargaining unit unless the law expressly requires otherwise. No change in any grade or test score assigned a student may be made by the Board of Education.
  - E. If any group or individual brings charges against the teacher designed to impede the teacher's freedom to teach, the teacher's position concurs with Board of Education policy and numbers 1 and 2 of section 3.9A above, the Board shall provide without cost to the teacher, the necessary and sufficient leave of absence, legal assistance, and other support for the protection of academic freedom. Any amendment to Board policy will be distributed by the Board to each teacher.

**Section 3.10**            **PERSONAL CONDUCT AND DISCIPLINARY ACTION**

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement governing the professional conduct of unit employees. A current copy of these rules and regulations shall be available in each building.
- B. Breaches of professional conduct are subject to disciplinary action. Such breaches include, but are not limited to: abuses of sick leave and other leaves, tardiness, willful deficiencies in professional performance, violation of Board policies, regulations and administrative directions not inconsistent with the terms of this Agreement, and violation of the terms of this Agreement. Alleged breaches of professional conduct shall be reported promptly to the offending unit employee.
- C. Disciplinary action of ancillary staff shall be defined as any written reprimand, suspension, or discharge. This section does not apply to non-renewal of a probationary ancillary staff employee who is rated less than Effective; a probationary ancillary staff employee may be dismissed at any time for misconduct.

- D. Before any meeting is called from which disciplinary action may result, the ancillary staff shall be notified and shall be entitled to have present an Association Representative. If an Association Representative is requested to be present, no longer than five (5) teacher attendance days may lapse before such meeting is held.
- E. Due Process and Progressive Discipline:
1. The Board agrees to adhere to the concepts of due process and progressive discipline of ancillary staff that includes:
    - a. Discussion of the problem with the employee
    - b. Verbal warning.
    - c. Written warning included in personnel file, and a copy shall be given to the ancillary staff employee.
    - d. Suspension with pay pending investigation.
    - e. One (1) day suspension without pay.
    - f. Three (3) day suspension without pay.
  2. The discipline imposed shall be appropriate to the severity of the offense. Further economic discipline may not be imposed without compliance with the steps set forth above. Any suspension without pay shall not affect a change in any manner in the bargaining unit employee's insurance coverages and/or contractual fringe benefits. Discipline imposed on ancillary staff shall be subject to the grievance procedure up to and including arbitration. Where the Board seeks to impose a discipline outside the normal progression set forth herein, reasonable cause must be shown for the acceleration of the disciplinary program, and the decision to do so is subject to the grievance procedure up to and including arbitration.
- F. In case of a reprimand, which could be construed as detrimental to the ancillary staff's future promotion, transfer or job status, the reprimanded ancillary staff shall be notified in writing of the reprimand. After a period of three (3) years from the date of occurrence, except for unprofessional conduct as defined in the School Code (380.1230b), if there has been no recurrence of conduct similar to that which caused the reprimand then this reprimand shall be removed from the ancillary staff's personnel file and shall not affect the ancillary staff in matters of promotion, transfers or job status.

**Section 3.11**            **COMMUNICABLE DISEASES**

- A. Communicable diseases shall be as defined by the Michigan Department of Public Health (1979 ADMIN.CODE 325.9001). It is recognized that students with acute infectious communicable diseases will be excluded from school pursuant to rules promulgated by the Department of Public Health. It is further recognized that students with chronic or ongoing communicable diseases whose transmittal can be avoided by reasonable

hygienic procedures and environmental management may, given individual circumstances of the case, not be excludable from school. Employees shall be guided by the Board policy and administrative regulations covering communicable diseases.

- B. In the event that a child with an ongoing or chronic communicable disease is allowed, by policy or by law, to attend school, all bargaining unit employees potentially having contact with the student shall be notified in advance of the child's placement and/or return to school. The Board shall provide instruction in hygienic practices and management to employees coming into contact with students having such communicable diseases.
- C. The Board of Education will distribute to each bargaining unit employee copies of the Board policy and administrative rules pertaining to communicable disease.

**Section 3.12**      **MENTOR TEACHERS**

- A. A Mentor Teacher shall be assigned in accordance with the following:
  - 1. The Mentor Teacher shall be a tenured employee of the bargaining unit.
  - 2. Participation as a Mentor Teacher shall be voluntary.
  - 3. The Administration shall notify the Association, at the beginning of each school year, of the new bargaining unit employee (Mentee) and Mentor Teacher assignments. The assignments of the Mentor Teacher shall be finalized by the Administration within twenty (20) workdays after the teacher's first paid day of employment.
- B. At the teacher's option he/she may elect to supervise more than one (1) Mentee.
- C. Compensation for mentoring will be for one (1) Mentee.
- D. The Mentor teacher assignment shall be for one (1) year subject to review by the Mentor Teacher, Mentee and building administrator after each semester. The appointment may be renewed in succeeding years.
- E. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit employee and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be confidential and shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher or Mentee. Neither the Mentor Teacher nor the Mentee shall be permitted to participate in any matter related to the evaluation of the other.
- F. Mentor Teachers shall be compensated according to Appendix B List 1, (Mentor Teacher). Except as otherwise stated in Section 5.4.



#### **Section 4.1 LEAVES OF ABSENCE (COMPENSABLE)**

- A. All teachers shall receive ten (10) days absence with pay each year of employment, of which five (5) days may be used for personal business. Each teacher shall be entitled to an unlimited accumulation of the unused portion of each year's sick leave allowance, which shall be available in future years. These days may be used as follows.
1. Personal illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, childbirth, and related medical conditions.
  2. An Emergency Illness in the immediate family that requires making arrangements for necessary medical or nursing care (up to 2 two days). Immediate family includes-husband, wife, father, mother, sister, brother, child, grandparents and above mentioned in-laws, as well as significant others, such as niece, nephew etc.
  3. The five (5) personal business days, can be used as follows:
    - a. Except as stated below, a personal business day may be used for any purpose at the discretion of the teacher.
      - i. During any scheduled in-service time, any scheduled partial day or, during the months of May and June, a personal day, or a full comp day, may be used ONLY for the transaction of business which cannot be attended to on weekends, outside the normal school hours, or during vacation periods. Such days shall include but not be limited to doctor's appointments, personal legal affairs, funerals, real estate transactions, child's program, graduations and weddings of immediate family (as defined in 4.1.E.7).
    - b. A teacher planning to use a personal business day or days shall notify his/her principal in district approved notification system (AESOP) at least two (2) days in advance, except in cases of emergency.
    - c. A teacher planning to take more than two (2) consecutive days off will need prior approval a minimum of five (5) school days prior to the requested time off.
      - i. Only one (1) person per building may take an extended leave at a time. If more than one (1) person in the same building requests an extended leave during this time, the extended leave needs to be approved by the Superintendent.
      - ii. An Extended Leave Application must be completed and turned into the Principal and the Payroll Specialist (Schedule H).
    - d. Part-time teachers shall be granted prorated leave time based on their current FTE.
    - e. Personal business days shall not accumulate from year to year.
    - f. Five (5) personal days, district wide, will be granted in order of receipt of request, to be used for the extension of vacation or holiday recess. Requests will be accepted on or after the first teacher workday and must be submitted to the superintendent for approval in writing via Personal Day Request form, and copy to Payroll Specialist.

- g. Additional personal days may be granted by the Superintendent before/after vacation/holiday for special circumstances, not subject to the grievance procedure, and his/her decision shall be final.
    - h. In unusual circumstances, the Superintendent may grant additional days for personal business; however, his decision in such matters shall be final and not subject to the grievance procedure.
  - 4. Teachers who prearrange to take a personal day or sick leave day that is lost to inclement weather will not have those days deducted from their leave time credit.
- B. The Board or its representative may require a doctor's certificate attesting to illness in absences in excess of three (3) consecutive days, or in cases of frequent or habitual absences.
- C. Employee's total sick leave credit is available online or by written request to the payroll office.
- D. In case of death, any unused sick leave shall be paid in a lump sum to the beneficiary named on the "BENEFICIARY FORM" which is on file in the Superintendent's Office. Such payment shall be computed by multiplying the number of unused sick days times the affected teacher's daily rate of pay at the time of death. The teacher's daily rate of pay shall be determined in the following manner: (Teacher's Contracted Annual Salary) divided by (Teacher Attendance Days) equals daily rate.
- E. Compensable leaves of absence, not charged against the teacher's sick leave days, shall be granted for the following reasons, provided that advance notice has been given to the administration:
  - 1. Any teacher called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial administrative matter, shall be compensated for the difference between his/her full pay and any appearance pay.
  - 2. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary and/or sick leave.
  - 3. Court appearances as a witness in any case connected with the teacher's employment or the school.
  - 4. Approved visitations at other schools or attending educational conferences or conventions if such activities have been approved by the Superintendent.
  - 5. Time necessary to take the selective service physical examination.

6. A teacher who is ordered to active military duty based on military protocol over 30 days (not at his/her request) during the regular school year shall be compensated for the difference between his/her full pay and his/her military pay as presented in their Leave & Earnings Statement (LES) for the duration of that school year.
  7. Death in the immediate family (husband, wife, father, mother, sister, brother, child, grandchild, grandparents and above mentioned in-laws, as well as significant others, such as niece, nephew etc.) up to a maximum of 10 days for each teacher during the term of his/her employment. The Superintendent may approve additional days in unusual circumstances.
- F. Workers Compensation Absences: Any teacher who is absent because of an injury or disease for which he/she is receiving workers compensation benefits, chargeable to Tri County Area Schools shall receive from the Board the difference between his/her regular obligated salary and his/her compensation allowance for a period up to one year (365 days). The teacher's sick days account shall only be charged with the difference that the Board pays, to the nearest half-day on a two-week period of time basis. (Example: receiving 70% benefits from workers compensation, sick leave charged 3 days for every 10 off the job.)
- G. At the beginning of every school year, the Association shall be credited with a total of ten (10) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave and will provide compensation to the Board of Education for the substitute involved.
- H. Paid leaves shall be granted on the basis of full days or half days.

**Section 4.2 LEAVES OF ABSENCE (NON-COMPENSABLE)**

- A. A leave of absence, without pay or benefits, for one (1) school year may be granted to any bargaining unit employee, following application. The application must be submitted 60 days before the beginning of the school year.
- B. A leave of absence, without pay or benefits, shall be granted to any teacher for the purpose of child care, for a period of the duration of the semester or school year when the leave was granted. The teacher is entitled to accrued benefits plus 12 weeks per the Family and Medical Leave Act of 1993. See Schedule J for a summary of employee rights and responsibilities under the FMLA.
- C. Leaves of absence may be renewed for one (1) year at the Board's discretion.

- D. During the period of the leave, seniority shall not accrue and no advancement on the salary schedule shall occur.
- E. A teacher whose personal illness extends beyond the accumulated sick leave shall be granted a leave of absence without pay for the duration of such illness up to the balance of the school year. The Board agrees to continue to provide the insurance protection provided for, in Section 5.1, in accordance with the F.M.L.A and the MESSA long term disability clause, by this Agreement throughout the balance of the insurance contract year. Said leave may be renewed in accordance with the Michigan Teachers' Tenure Act, Article V., Section 2.
- F. Reinstatement from such leave shall be to the bargaining unit employee's former position or a position of substantially comparable nature.
- G. A bargaining unit employee planning to return from such leave, must notify the Superintendent, in writing, of his/her intention to return no later than April 1st of the school year in which he/she is ending such leave. Failure to give such notification shall automatically void any re-employment rights that the bargaining unit employee had a condition of such leave.
- H. A teacher who is ordered to active military duty at his/her own request, during the regular school year shall be granted leave for the duration of his/her active military duty.

#### **Section 4.3 INVOLUNTARY LEAVES OF ABSENCE**

- A. Upon the written recommendation of the building principal and the Superintendent, the Board may place a teacher on involuntary sick leave. The Board shall, at Board expense, require a teacher to submit to physical or mental examinations by appropriate specialists to determine whether involuntary sick leave is warranted. The Board shall arrange for such examinations within ten (10) days of the start of the involuntary sick leave. The Tri County Education Association may arrange for such examinations subject to approval by the Board or its executive officer. In the event such leave is determined to be unwarranted, the teacher shall be returned to duty with no loss of leave or pay benefits. Written release by the attending physician must be presented prior to the conclusion of involuntary sick leave.

#### **Section 4.4 PROTRACTED ILLNESS**

- A. In the event that a protracted illness occurs near the end of the school year and is still in progress at the close of the school year (protracted illness is defined as 15 or more days) the following will apply:

1. If the teacher desires to return to Tri County at the beginning of the school year, he/she will present a medical certificate attesting to his/her ability to return to teaching no later than July 15. The medical certificate must be furnished by a physician agreeable to the Tri County Education Association and the Board of Education.
2. In the event the teacher does not desire to return to Tri County, or is unable to furnish the medical certificate referred to in 1 above, he/she will either request a leave of absence without pay or will resign for reasons of ill health. In the event he/she elects to resign for reasons of ill health, he/she will be compensated, at his/her current rate of pay, for one-half (1/2) of the unused accumulated sick days credited to his/her account. This compensation will be paid only if a medical certificate, attesting to his/her inability to continue teaching, is furnished by a physician agreeable to both the Tri county Education Association and the Board of Education and if the teacher does not accept other employment. In the event the compensation is paid, and the teacher accepts other employment, the Board of Education will be reimbursed the compensation paid plus interest at current bank rates. The teacher may accept other employment, without obligation for repayment, after one year.
3. The provision for the medical certificate furnished by July 15 contained in 1 above may be waived by the Board of Education or the July 15 due date may be extended by mutual agreement.

### **Section 5.1 INSURANCE PROTECTION**

- A. District pays the hard cap established by the Department of Treasury. The 2017 hard cap shall be paid September 1, 2017 through December 31, 2018. The 2019 cap shall be paid January 1, 2019 through December 31, 2019. The 2020 cap shall be paid January 1, 2020 through December 31, 2020. Insurance will be deducted over 19 pays beginning the second pay in September.

Cash in Lieu - \$3,400 distributed over 19 pays beginning with the second pay in September.

1. Dental, Vision, Life, LTD – 15% Co-pay: Parties will explore alternate non-medical plans once MESSA quotes available and will consider other plans if less expensive and coverage substantially identical.
- B. Plan and rates for medical and non-medical plans will be discussed and mutually agreed upon once MESSA and other quotes are received each year. For the 2017-2018 open enrollment in August 2017, the following plans shall be offered:

Plan A: The Plan will be MESSA Choices II PPO with SRX Mail - Inc. Taxes

500/1000 in network deductible, 1000/2000 out of network deductible  
20/25/50 OV  
SRX mandatory mail

OR:

Plan B: The Plan will be MESSA Choices II PPO with 20% Coinsurance with 3 Tier Mail - Inc. Taxes

OR:

Plan C: The Plan will be MESSA ABC HSA Plan 1 with ABC Mail - Inc. Taxes  
1300/2600 in network deductible, 2600/5200 out of network deductible  
None after deductible OV  
ABC mail Rx

Long Term Disability:  
66 2/3% of Max Eligible Salary  
Maximum Monthly Benefit: \$5,000  
Max Eligible Monthly Salary: \$7,500  
60 Calendar Days  
Modified Fill Elimination Period  
LTD Class Code  
COLA: Yes  
Mental/Nervous: Same as Illness  
Alcohol/Drugs: Same as Illness  
5% Minimum Payout  
Family Social Security Offset  
Pre-existing Limits Waived  
Life Insurance: Individual Salary times 2  
Maximum value for individual: \$175,000  
Spouse: \$10,000  
Dependent Children: \$5,000  
Vision: VSP 3  
Dental: MESSA/Delta Dental  
Class I, II, III Annual Maximum: \$2,000  
Class IV Lifetime Maximum: \$2,000  
Two Cleanings per year  
Sealants: No  
Adult Orthodontics

An open enrollment shall also be offered in November 2017, November 2018, and November 2019, for insurance benefits to take effect the subsequent January 1.

1) The TCEA may modify the plan benefits to reduce plan cost.

- C. Bargaining unit employees not electing Tri County Area Schools medical plan shall receive amount equal to \$3400.

Plan B: Long Term Disability:

66 2/3% of Max Eligible Salary  
Maximum Monthly Benefit: \$5,000  
Max Eligible Monthly Salary: \$7,500  
60 Calendar Days  
Modified Fill Elimination Period

LTD Class Code  
COLA: Yes  
Mental/Nervous: Same as Illness  
Alcohol/Drugs: Same as Illness  
5% Minimum Payout  
Family Social Security Offset  
Pre-existing Limits Waived  
Life Insurance: Individual Salary times 2  
Maximum value for individual: \$175,000  
Spouse: \$10,000  
Dependent Children: \$5,000  
Vision: VSP 3  
Dental: MESSA/Delta Dental  
Class I, II, III Annual Maximum: \$2,000  
Class IV Lifetime Maximum: \$2,000  
Two Cleanings per year  
Sealants: No  
Adult Orthodontics

1) The TCEA may modify the plan benefits to reduce plan cost.

- D. With attainment of Medicare eligibility, and when appropriate (as determined by MESSA), MESSA CHOICES II PPO, MESSA ABC HSA Plan 1, or Limited Medicare Supplement premiums shall be paid on behalf of the bargaining unit employee, spouse and/or dependents eligible for Medicare, including sponsored dependents. Medicare Part B premiums shall be paid on behalf of the bargaining unit employee, spouse and/or dependents, including sponsored dependents, when Medicare is elected in lieu of MESSA CHOICES II PPO or MESSA ABC HSA Plan 1 protection, or, when the bargaining unit employee and/or spouse and/or dependents, including sponsored dependents, is not affected by Age Discrimination in Employment Act (ADEA), or, when Medicare Part B is elected while receiving Social Security Disability Benefits.

1. In the event a bargaining unit employee has exhausted all paid sick leave, the above mentioned employee benefits shall continue uninterrupted throughout the balance of the contract year defined in Paragraph G, provided the employee pays their mandated share for benefits as required by 2011 PA 152.
- E. In the event a bargaining unit employee is terminated, resigns, or is granted a non-compensable leave of absence (not due to exhaustion of sick leave, or illness) during the school year, MESSA CHOICES II PPO and/or MESSA limited Medicare supplement, MESSA life, MESSA dependent life, MESSA/Delta Dental, and MESSA Vision Services Plan 3 insurance (excluding all salary protection plans) for the bargaining unit employee and his/her entire family shall be continued by the Employer until the bargaining unit employee has received the full prorated portion of the twelve (12) month insurance year earned at the time of termination, resignation, or non-compensable leave of absence (not due to exhaustion of sick leave, or illness). It is understood that the employee shall pay his/her share as mandated by 2011 PA 152.
- F. Part-time bargaining unit employees shall be eligible for monthly prorated Board contributions for each insurance program outlined in this section except in the case of dental, vision and long-term disability where they will receive the same contribution as full-time employees full subsidy.
- G. The Board shall make payment of insurance contributions when due for all persons to assure continuation of coverage during the full twelve (12) month period commencing September 1, and ending August 31, even though the bargaining unit employee may not be returning the next school year. The Employer shall sign an Employer participation agreement. The open enrollment period shall be jointly established by the Board, the Association, and MESSA, including opportunities for summer pre-enrollment and fall open enrollment and whenever group or individual subsidy amounts change that could affect the benefit. When necessary, contributions on behalf of the bargaining unit employees shall be made retroactively or prospectively to assure uninterrupted participation and coverage. The Board shall be responsible for providing insurance information including applications and claim materials.
1. Insurance for TCEA bargaining unit employees will run from September through August each year, except in cases of retirement, in which case the insurance will follow Section 5.7 (H) of the master agreement.
  2. Laid off/non-renewed employees will be responsible for paying the increase in the cost of their insurance for July and August on the August 23 payroll.
- H. The Employer shall provide without cost to the bargaining unit employee or Association all services necessary, including payroll deduction, to enable the bargaining unit employee to participate in all MESSA sponsored programs, MEA financial services, MEA-



sponsored tax-deferred annuity plans, MEA financial services insurance programs, as well as other MEA sponsored programs.

In the event a national and/or state health program is enacted that would affect the benefits in this Agreement, or there is a change in the tax status of benefits that would affect bargaining unit employees, the parties agree to meet and negotiate over the impact of such a program on the benefit package contained in this Agreement.

Should the national and/or state government mandate that the Employer provide a certain level of health coverage, but not mandate any specific carrier or plan for each employee, it is understood that the current coverage in this Agreement remains in effect. Should any specific form of national and/or state health insurance coverage be provided to the employees covered under this Agreement by a federal and/or state law, the following shall be done:

1. The Employer shall provide additional coverage to meet the current level of benefits. Said additional coverage, together with the national and/or state health coverage, shall provide the exact level of benefits and meet current specifications of Tri County Area Schools MESSA-PAKS.
2. Said coverage shall be from a policy provided by MESSA or as selected by the Association.
3. All other benefits including life insurance, dental, vision, LTD, long-term care, and annuities and/or non-taxable variable options shall remain as provided for in this Agreement.
4. If, while providing the above benefits and health insurance, the district realizes any monetary savings, the parties shall meet to designate additional benefits to be provided the employees.

## **Section 5.2 SALARY SCHEDULES**

- A. The salaries of teachers covered by this Agreement are set forth in Section 6, Schedule A which is attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.
- B. To qualify for the BA track of the schedule, the teacher must hold a baccalaureate degree from a college or university approved by the Michigan Department of Education for teacher preparation, and hold a valid Michigan Teaching Certificate. Teachers holding degrees from other colleges or universities may qualify by having their credits accepted by an approved school.
- C. To qualify for the BA+20 track of the schedule, the teacher must meet the qualification for the BA track, and submit evidence of successful completion of the indicated semester

hours of graduate credit beyond the baccalaureate degree after teacher certification is earned. A committee consisting of three (3) bargaining unit employees and two (2) administrators is authorized to review college or university credit for other than graduate courses. Undergraduate classes taken as part of a planned program for continuing Michigan Certification will count towards the BA+20 track.

- D. To qualify for the MA track of the schedule, the teacher must hold a Master's Degree in school administration, guidance and counseling, or a subject field recognized by the State of Michigan for certification. The degree must be from a college or university that meets the same requirements as outlined by the BA track.
- E. To qualify for the MA+15 track of the schedule, the teacher must meet the requirements of the MA track, hold a Michigan Life, Permanent, or Continuing Teaching Certificate and present evidence of the successful completion of the indicated semester hours of graduate credit beyond the requirements for the MA Degree and beyond the date of issuance of the MA Degree.
- F. To qualify for the Educational Specialist Degree (not a certificate)/MA+30 track of the schedule, the teacher must hold an Educational Specialist Degree from a college or university that meets the same requirements as outlined by the BA track, or the teacher must meet the requirements of the MA track, hold a Michigan Life, Permanent, or Continuing Teaching certificate and present evidence of the successful completion of the indicated semester hours of graduate credit beyond the requirements for the MA Degree and beyond the date of issuance of the MA Degree.
- G. To qualify for the Ph.D./ED.D. track of the schedule, the teacher must hold a Ph.D. Degree in school administration, guidance and counseling, or a subject field recognized by the State of Michigan for certification, or the teacher must hold an ED.D. Degree. The degree must be from a college or university that meets the same requirements as outlined by the BA track.

An official unopened certified transcript must be on file at the Central Office as evidence of successful completion of graduate hours.

### **Section 5.3 PROFESSIONAL COMPENSATION**

- A. In view of the acceptance by both parties of the terms of this Agreement and the attached Schedule A, it is hereby agreed that no further proposal will be made or accepted that involves further financial commitment by the district. This statement applies to this Agreement only.
- B. Nothing contained within this section or agreement may prevent the Board from raising compensation rates, by an equal dollar amount by each step, as outlined in Appendix A, unilaterally, should circumstances make it desirable and possible during the life of this Agreement.
  - 1. One half year of salary schedule credit may be given for each year of outside certificated professional educational experience not to exceed six years, may be

awarded to new hires; exceptions may be made through the IBB process (TCEA and Admin).

2. Teachers who receive written authorization from the Superintendent to use their personal automobiles in the performance of their duties, including authorized conference travel, shall be compensated at the rate equal to the limit set forth by IRS regulations provided written statements of mileage are submitted to the Superintendent's Office no later than the Wednesday preceding the second Monday of each month.
3. Required in-district travel for official professional development activities scheduled during the work day, in excess of regular commuting miles, shall be reimbursed at the IRS rate, not to exceed 1000 miles for the TCEA bargaining unit during each fiscal year. Employees shall seek reimbursement by completing the sign in sheet prepared by the District.
4. Upon designation of an account, compensation paid under Appendix A shall be paid via direct deposit. Payroll shall be paid in 20 or 24 pays, on the 8<sup>th</sup> and 23<sup>rd</sup> of each month, starting in September of each current school year.
  - a. Employees receiving 21 equal pay periods during the 2010-11 school year will receive 20 equal pay periods beginning September 2011. The employee may request a permanent change to 24 equal pay periods before the first teacher attendance day.
  - b. Employees receiving 26 equal pay periods with the balance to be paid on the 21<sup>st</sup> pay period for the 2010-11 school year will receive 24 equal pay periods with the balance to be paid on the 20<sup>th</sup> pay period. The employee may request a permanent change to 24 equal pay periods before the first teacher attendance day.

#### **Section 5.4 EXTRA DUTY COMPENSATION**

- A. Teachers working on special assignments that fall outside of the normal teaching day or load, as defined elsewhere in this Agreement, shall receive extra remuneration, in addition to the salary schedule, as established on the Extra Duty Compensation Appendix B (Lists 1 and 2).
- B. Compensation paid under Section 6, Appendix B (List 1) shall be divided into 20 or 24 equal installments as noted in Section 5.3 B(7.)
- C. When extra duty assignments, under Section 6, Appendix B (List 1) are not determined prior to the start of the school year, payment for such assignment shall be divided evenly over the pays remaining from the time the assignment is made.
- D. Compensation for exempt school personnel paid under Section 6, (Appendix B (List 2) shall be made in a lump sum at the end of the respective seasons after inventory is made, equipment stored, and the material requisition for the following season is filed with the principal by the athletic director. Authorization for payment shall be submitted to payroll no later than two (2) weeks after the necessary reports have been filed with

the athletic director. Non-exempt school personnel shall be paid by the Federal Fair Labor Standards Act.

- E. Persons in a Schedule B position, List 1 or List 2, for the 2009-2010 school year and are continuing in that same position for the 2010-2011 school year will be frozen in their 10-11 level of education column. If their 2010-2011 step exceeds step 10 they will be frozen at the 2010-2011 step. All others may not exceed step 10. Individuals hired beginning with the 2011-12 contract will be compensated in the BA column only, not to exceed step 10. Education columns and steps refer to Appendix A.
- F. All hourly wages and compensation time:
  - 1. In order to be paid or credited for compensation time on the next payday, timesheets need to be turned in by the 15<sup>th</sup> of the month to be paid on the 23<sup>rd</sup>, and they need to be turned in on the last day of the month to be paid on the 8<sup>th</sup>.
  - 2. All hourly pay and compensation timesheets need to be turned in within one month of the date worked. Any timesheet turned in after the one month window will not be accepted. (Example-hourly date worked is Nov. 2 – Timesheet needs to be turned in to the office by December 2, and would be paid by December 23<sup>rd</sup>.)
- G. The District may assign Schedule B duties to other District employees in lieu of filling a Schedule B position. If instructional coaches are assigned as mentors or PLC leaders, they shall not receive the Schedule B stipend for those duties but shall receive the Schedule B instructional coach stipend.

#### **Section 5.5 SUBSTITUTE TEACHING**

- A. A teacher shall not be required to substitute for another teacher. A teacher who agrees to give up personal preparation and planning time or extend their normal teaching day or load when asked by the administration to substitute for another teacher's regular assignment, or agrees to teach two (2) classes at the same time, shall be compensated for that period and time at the following hourly rate:
  - \$29.55 per class hour, for the duration of the agreement.
- B. A teacher may choose compensatory time in lieu of Paragraph A.
- C. In a co-taught classroom, if one teacher is unavailable, every effort will be made to find coverage. However, if no coverage is available, the assigned teacher(s) is not eligible for compensatory time.
- D. A teacher who is required to or who requests to teach a class beyond his/her normal school hours will be compensated at normal hourly rates 3.7 Section C with the exception of compensatory ed program.
- E. When a teacher substitutes during his/her preparation and planning time, the teacher shall sign a substitute form and retain a copy.

**Section 5.6 COMPENSATORY TIME (COMP TIME)**

A. Compensatory time can only be earned by substitute teaching as defined in Sections 3.4 and 5.5.

1. In the event that an employee is asked to read or administer a test for a student based on accommodations for an IEP, 504 plan, or a state or district required assessment (NWEA) during their preparation time, and if the session is approved by the administration, they may be compensated with compensatory time per 5.6(B) or receive pay based on section 5.5(A), and may be prorated to the time spent out of their preparation hour.

B. Teachers may earn compensatory time in increments of 5 minutes, but they must be at least 15 minutes in length. Compensatory time can be used in increments of 5 minutes, but must be at least 15 minutes in length.

- Teachers will use the following chart when recording their time:

5 min =	0.09
10 min =	0.17
15 min =	0.25
20 min =	0.34
25 min =	0.42
30 min =	0.50
35 min =	0.59
40 min =	0.67
45 min =	0.75
50 min =	0.84
55 min =	0.92

C. Compensatory time used shall not be deducted from accumulated sick leave.

D. Compensatory time will follow section 4.1 (A-3) of the contract.

1. A teacher planning to use one (1) or two (2) full days of comp time shall notify his/her principal in district approved notification system (AESOP) at least two (2) days in advance, except in case of emergency.

2. If three (3) or more consecutive days are used section 4.1 (A-3-c) applies.

3. Comp time and personal time cannot be used in conjunction for three (3) or more days in consecutive years unless granted by the Superintendent.

4. During any scheduled in-service time, scheduled partial day, or during the months of May and June, a personal day, or a full comp day, may be used ONLY for the transaction of business which cannot be attended to on weekends, outside the normal school hours, or during vacation periods. Such days shall include but not be limited to doctor's appointments, personal legal affairs, funerals, real estate transactions, child's program, graduations and weddings of immediate family (as defined in 4.1.E.7).

- E. One (1) compensatory day will be earned when a teacher accumulates five (5) hours (300 minutes) of compensatory time. One half-day equals 2.5 hours (150 minutes).
- F. The maximum number of teachers from each building who are permitted to use comp time on any given date shall be as follows or additional days may be granted by the building principal's discretion:
 

1. High School	2
2. Middle School	2
3. MacNaughton/Edgerton	2
4. Sand Lake	2
5. District Floating Day	1
- G. A teacher who requests compensatory time on certain dates will be granted leave on a first come first serve basis.
- H. Accumulated comp time will be compensated at \$21.11 per hour.
  - 1. If a teacher has accumulated at least 30 unused sick/personal days as of May 31, s/he may roll over not more than twenty-five (25) comp hours into the next year. If a form electing roll over is not submitted by the first Friday in June, all hours shall be paid at the comp time rate with the last payroll in June, unless the payroll office notifies the union that payment needs to be made at a later date in July or August.
  - 2. Teachers with fewer than 30 unused sick/personal days as of May 31, s/he may roll over up to 15 hours of comp time into the next year, and shall be paid at the comp time rate for the remaining hours, with the last payroll in June, unless the payroll office notifies the union that payment needs to be made at a later date in July or August. Teachers electing comp time pay shall notify the Payroll Office via a district form not later than the first Friday in June. Comp time rate is \$21.11.
  - 3. When sick days are exhausted, a teacher may convert comp hours to sick days at the ratio of 5 comp hours to 1 sick day, utilizing a district provided form.
- I. Comp time will not be deducted for unassigned periods.

**Section 5.7                      RETIREMENT BENEFITS**

- A. Any teacher hired prior to the 1987-88 school year, who retires from Tri County Area Schools under the provisions of the Michigan Public School Employees Act, shall receive compensation at one-half (1/2) his/her current daily rate of pay for the unused accumulated personal illness days credited to his/her account. Payout will be made to the teacher through "special pay plan – MEA 19.3 plan".
- B. The teacher's daily rate will be determined in the following manner:
 
$$\frac{\text{Contracted Annual Salary}}{\text{Teacher Attendance Days}} = \text{Daily Rate}$$
- C. The following language shall be applicable to those teachers hired by Tri County Area Schools for the 1987-1988 school year and thereafter:

Having reached the age requirement of the Michigan Teacher's Retirement Act and having completed at least fifteen years of service with Tri County Area Schools, the teacher, upon retirement, shall receive a lump sum payment for each unused sick/personal days credited to his/her account. Payout will be made to the teacher through "special pay plan – MEA 19.3 plan". The rate of pay for each unused sick/personal day shall be determined as follows based on the number of accumulated unused days:

0-10	\$0
10.5-30.00	\$60
30.5-60.00	\$70
60.5-100.00	\$85
100.5 – 150.00	\$100
150.5+	\$115

- D. The following will disqualify a teacher for eligibility for retirement pay:
1. Any teacher whose dismissal is sustained by the Michigan State Tenure Commission.
  2. Any teacher who has previously received this benefit from Tri County Area Schools.
- E. Any teacher hired prior to the 1987-88 school year may select either the provisions stated in Paragraph A of this Section or the provisions stated in Paragraph C of this Section.
- F. A retiring teacher shall designate, in writing, how to receive his/her compensation by electing one of the following options within the guidelines of the "special pay plan – MEA 19.3":
1. Lump sum payment within thirty (30) days following retirement.
  2. Up to five (5) equal installments with the first payment within thirty (30) days following retirement and the remaining installments paid on the closest pay period following January 1 of each successive year.
  3. Up to five (5) equal installments to be paid on the closest pay period following January 1 of each successive year.
  4. Lump sum payment within thirty (30) days following retirement to be paid to retiree's choice of financial programs.
- G. In the event of an affected teacher's death prior to receiving all of his/her installments, the Board shall continue payment to the deceased teacher's estate. Such payment shall continue for the same amount of time as it would had the teacher lived throughout the period.
- H. A letter of agreement shall be executed providing, for the duration of this agreement, that the Board shall not pay insurance premiums for retirees eligible for MPSERS insurance during the months of July, August or September of the year in which they retire. However, the Board shall reimburse such retirees for out of pocket deductibles, copays and premium contributions incurred under the MPSERS plans during such

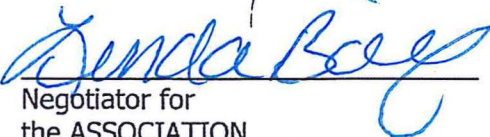
months, upon proof of documentation satisfactory to the District, not to exceed monthly amount paid for current employee's insurance premiums. If a retiree is ineligible for MPERS insurance, the Board shall pay its share of the applicable insurance premium during the months of July, August and September of the year of retirement.

### DURATION OF AGREEMENT

This Agreement shall be effective and shall remain in full force and effect from July 1, 2017 through June 30, 2020.

Ratified by the ASSOCIATION  
on August 7, 2017

  
\_\_\_\_\_  
ASSOCIATION President

  
\_\_\_\_\_  
Negotiator for  
the ASSOCIATION

  
\_\_\_\_\_  
Negotiator for  
the ASSOCIATION

Date 8-28-17

Ratified by the BOARD  
on August 14, 2017

  
\_\_\_\_\_  
BOARD President

  
\_\_\_\_\_  
BOARD Secretary

Date 8-28-17



## **SCHEDULE A – Salary**

### **2017-2018**

At the beginning of the 2017-2018 school year, each employee shall advance one step on the new salary schedule, from their step at the end of the year in 2016-2017, except as follows: employees on steps 11-14 shall be paid at step 11; employees on steps 16-19 shall be paid at step 16; employees on steps 21-24 shall be paid at step 21; and employees on steps 26 through 29 shall be paid at step 26. Employees at steps 1-10, 15, 20, 25 and 30 or above shall be paid at those steps.

If an employee has received an Ineffective rating at the end of the 2017-2018 school year, there shall be no step advancement in 2018-2019.

If the audited fall 2017 enrollment is 1975, the salary schedule shall be increased by ½%, retroactive to the beginning of the 2017-18 school year, with the initial retroactive payment paid in a lump sum as soon as administratively feasible, and the remaining amount paid in equal amounts through the District's payroll.

If the audited fall 2017 enrollment is 1985, the salary schedule shall be increased by 1%, retroactive to the beginning of the 2017-18 school year, with the initial retroactive payment paid in a lump sum as soon as administratively feasible, and the remaining amount paid in equal amounts through the District's payroll.

If the audited fall 2017 enrollment is 2005 or better, the parties shall meet using the IBB process to discuss options. In addition, the parties shall meet using the IBB process at a date to be mutually determined in March 2018, to review budget projections, retirements, funding, enrollment trends, program needs, and possible increases to the pay scale, on or off schedule, etc.

### **2018-2019**

At the beginning of the 2018-2019 school year, each employee shall advance one step on the existing salary schedule, from their step at the end of the 2017-2018 year, and everyone shall be paid at their step on the 30 step pay scale.

If an employee has received an Ineffective rating at the end of the 2018-2019 year, there shall be no step advancement in 2019-2020. If an employee is rated Minimally Effective for two consecutive years (2017-2018 and 2018-2019), there shall be no step advancement in 2019-2020.

The parties shall meet in March 2019 using the IBB process, beginning on a date to be mutually determined in February 2019, to review budget projections, retirements, funding, enrollment trends, program needs, and possible increases to the pay scale, on or off schedule, future step and lane advancement, etc. The parties shall continue to meet, using the IBB process, until they reach agreement on terms and conditions for the 2019-2020 school year.

**2019-2020**

There shall be no increase in salary schedule, step or lane advancement, unless the parties mutually agree in writing, using the IBB process, to such increases; retroactivity, if any, shall be determined by agreement through the IBB process. In the event that step advancement occurs, the employee's effectiveness ratings shall apply, as in 2018-2019, above.

## TCEA Schedule A - 2017-18

2017-18 BA Base     \$ 33,755.06

STEP	Index	BA	Index	BA+20	Index	MA	Index	MA+15	Index	Ed. Sp Degree/ MA+30	Index	PH.D/ED.D
1	1.0600	\$ 35,780.36	1.1420	\$ 38,548.28	1.1830	\$ 39,932.23	1.2445	\$ 42,008.17	1.3060	\$ 44,084.11	1.4290	\$ 48,235.98
2	1.1200	\$ 37,805.66	1.2040	\$ 40,641.09	1.2460	\$ 42,058.80	1.3090	\$ 44,185.37	1.3720	\$ 46,311.94	1.4980	\$ 50,565.08
3	1.1800	\$ 39,830.97	1.2660	\$ 42,733.90	1.3090	\$ 44,185.37	1.3735	\$ 46,362.57	1.4380	\$ 48,539.77	1.5670	\$ 52,894.18
4	1.2400	\$ 41,856.27	1.3280	\$ 44,826.72	1.3720	\$ 46,311.94	1.4380	\$ 48,539.77	1.5040	\$ 50,767.61	1.6360	\$ 55,223.27
5	1.3000	\$ 43,881.58	1.3900	\$ 46,919.53	1.4350	\$ 48,438.51	1.5025	\$ 50,716.97	1.5700	\$ 52,995.44	1.7050	\$ 57,552.37
6	1.3600	\$ 45,906.88	1.4520	\$ 49,012.34	1.4980	\$ 50,565.08	1.5670	\$ 52,894.18	1.6360	\$ 55,223.27	1.7740	\$ 59,881.47
7	1.4200	\$ 47,932.18	1.5140	\$ 51,105.16	1.5610	\$ 52,691.65	1.6315	\$ 55,071.38	1.7020	\$ 57,451.11	1.8430	\$ 62,210.57
8	1.4800	\$ 49,957.49	1.5760	\$ 53,197.97	1.6240	\$ 54,818.21	1.6960	\$ 57,248.58	1.7680	\$ 59,678.94	1.9120	\$ 64,539.67
9	1.5400	\$ 51,982.79	1.6380	\$ 55,290.78	1.6870	\$ 56,944.78	1.7605	\$ 59,425.78	1.8340	\$ 61,906.78	1.9810	\$ 66,868.77
10	1.6000	\$ 54,008.09	1.7000	\$ 57,383.60	1.7500	\$ 59,071.35	1.8250	\$ 61,602.98	1.9000	\$ 64,134.61	2.0500	\$ 69,197.87
11-14	1.6150	\$ 54,514.42	1.7150	\$ 57,889.92	1.7650	\$ 59,577.68	1.8400	\$ 62,109.31	1.9150	\$ 64,640.94	2.0650	\$ 69,704.19
15	1.6800	\$ 56,708.50	1.7850	\$ 60,252.78	1.8375	\$ 62,024.92	1.9163	\$ 64,683.13	1.9950	\$ 67,341.34	2.1525	\$ 72,657.76
16-19	1.6950	\$ 57,214.82	1.8000	\$ 60,759.10	1.8525	\$ 62,531.24	1.9313	\$ 65,189.46	2.0100	\$ 67,847.67	2.1675	\$ 73,164.09
20	1.7600	\$ 59,408.90	1.8700	\$ 63,121.96	1.9250	\$ 64,978.49	2.0075	\$ 67,763.28	2.0900	\$ 70,548.07	2.2550	\$ 76,117.66
21-24	1.7750	\$ 59,915.23	1.8850	\$ 63,628.28	1.9400	\$ 65,484.81	2.0225	\$ 68,269.60	2.1050	\$ 71,054.40	2.2700	\$ 76,623.98
25	1.8400	\$ 62,109.31	1.9550	\$ 65,991.14	2.0125	\$ 67,932.05	2.0988	\$ 70,843.43	2.1850	\$ 73,754.80	2.3575	\$ 79,577.55
26-29	1.8550	\$ 62,615.63	1.9700	\$ 66,497.46	2.0275	\$ 68,438.38	2.1138	\$ 71,349.75	2.2000	\$ 74,261.13	2.3725	\$ 80,083.88
30	1.9200	\$ 64,809.71	2.0400	\$ 68,860.32	2.1000	\$ 70,885.62	2.1900	\$ 73,923.58	2.2800	\$ 76,961.53	2.4600	\$ 83,037.44

## TCEA Schedule A - 2018-19

2017-18 BASE FACTOR \$ 33,755.06

\*\*\* 2018-19 Base Factor pending

STEP	Index	BA	Index	BA+20	Index	MA	Index	MA+15	Index	Ed. Sp Degree/ MA+30	Index	PH.D/ED.D
1	1.0600	\$ 35,780.36	1.1420	\$ 38,548.28	1.1830	\$ 39,932.23	1.2445	\$ 42,008.17	1.3050	\$ 44,084.11	1.4290	\$ 48,235.98
2	1.1200	\$ 37,805.66	1.2040	\$ 40,641.09	1.2460	\$ 42,058.80	1.3090	\$ 44,185.37	1.3720	\$ 46,311.94	1.4980	\$ 50,565.08
3	1.1800	\$ 39,830.97	1.2660	\$ 42,733.90	1.3090	\$ 44,185.37	1.3735	\$ 46,362.57	1.4380	\$ 48,539.77	1.5670	\$ 52,894.18
4	1.2400	\$ 41,856.27	1.3280	\$ 44,826.72	1.3720	\$ 46,311.94	1.4380	\$ 48,539.77	1.5040	\$ 50,767.61	1.6360	\$ 55,223.27
5	1.3000	\$ 43,881.58	1.3900	\$ 46,919.53	1.4350	\$ 48,438.51	1.5025	\$ 50,716.97	1.5700	\$ 52,995.44	1.7050	\$ 57,552.37
6	1.3600	\$ 45,906.88	1.4520	\$ 49,012.34	1.4980	\$ 50,565.08	1.5670	\$ 52,894.18	1.6360	\$ 55,223.27	1.7740	\$ 59,881.47
7	1.4200	\$ 47,932.18	1.5140	\$ 51,105.16	1.5610	\$ 52,691.65	1.6315	\$ 55,071.38	1.7020	\$ 57,451.11	1.8430	\$ 62,210.57
8	1.4800	\$ 49,957.48	1.5760	\$ 53,197.97	1.6240	\$ 54,818.21	1.6960	\$ 57,248.58	1.7680	\$ 59,678.94	1.9120	\$ 64,539.67
9	1.5400	\$ 51,982.79	1.6380	\$ 55,290.78	1.6870	\$ 56,944.78	1.7605	\$ 59,425.78	1.8340	\$ 61,906.78	1.9810	\$ 66,868.77
10	1.6000	\$ 54,008.09	1.7000	\$ 57,383.60	1.7500	\$ 59,071.35	1.8250	\$ 61,602.98	1.9000	\$ 64,134.61	2.0500	\$ 69,197.87
11	1.6150	\$ 54,514.42	1.7150	\$ 57,889.92	1.7650	\$ 59,577.68	1.8400	\$ 62,109.31	1.9150	\$ 64,640.94	2.0650	\$ 69,704.19
12	1.6300	\$ 55,020.74	1.7300	\$ 58,396.25	1.7800	\$ 60,084.00	1.8550	\$ 62,615.63	1.9300	\$ 65,147.26	2.0800	\$ 70,210.52
13	1.6450	\$ 55,527.07	1.7450	\$ 58,902.58	1.7950	\$ 60,590.33	1.8700	\$ 63,121.96	1.9450	\$ 65,653.59	2.0950	\$ 70,716.85
14	1.6600	\$ 56,033.40	1.7600	\$ 59,408.90	1.8100	\$ 61,096.65	1.8850	\$ 63,628.28	1.9600	\$ 66,159.91	2.1100	\$ 71,223.17
15	1.6800	\$ 56,708.50	1.7850	\$ 60,252.78	1.8375	\$ 62,024.92	1.9163	\$ 64,683.13	1.9950	\$ 67,341.34	2.1525	\$ 72,657.76
16	1.6950	\$ 57,214.82	1.8000	\$ 60,759.10	1.8525	\$ 62,531.24	1.9313	\$ 65,189.46	2.0100	\$ 67,847.67	2.1675	\$ 73,164.09
17	1.7100	\$ 57,721.15	1.8150	\$ 61,265.43	1.8675	\$ 63,037.57	1.9463	\$ 65,695.78	2.0250	\$ 68,353.99	2.1825	\$ 73,670.41
18	1.7250	\$ 58,227.48	1.8300	\$ 61,771.76	1.8825	\$ 63,543.90	1.9613	\$ 66,202.11	2.0400	\$ 68,860.32	2.1975	\$ 74,176.74
19	1.7400	\$ 58,733.80	1.8450	\$ 62,278.08	1.8975	\$ 64,050.22	1.9763	\$ 66,708.43	2.0550	\$ 69,366.64	2.2125	\$ 74,683.07
20	1.7600	\$ 59,408.90	1.8700	\$ 63,121.96	1.9250	\$ 64,978.49	2.0075	\$ 67,763.28	2.0900	\$ 70,548.07	2.2550	\$ 76,117.66
21	1.7750	\$ 59,915.23	1.8850	\$ 63,628.28	1.9400	\$ 65,484.81	2.0225	\$ 68,269.60	2.1050	\$ 71,054.40	2.2700	\$ 76,623.98
22	1.7900	\$ 60,421.55	1.9000	\$ 64,134.61	1.9550	\$ 65,991.14	2.0375	\$ 68,775.93	2.1200	\$ 71,560.72	2.2850	\$ 77,130.31
23	1.8050	\$ 60,927.88	1.9150	\$ 64,640.94	1.9700	\$ 66,497.46	2.0525	\$ 69,282.26	2.1350	\$ 72,067.05	2.3000	\$ 77,636.63
24	1.8200	\$ 61,434.21	1.9300	\$ 65,147.26	1.9850	\$ 67,003.79	2.0675	\$ 69,788.58	2.1500	\$ 72,573.37	2.3150	\$ 78,142.96
25	1.8400	\$ 62,109.31	1.9550	\$ 65,991.14	2.0125	\$ 67,932.05	2.0988	\$ 70,843.43	2.1850	\$ 73,754.80	2.3575	\$ 79,577.55
26	1.8550	\$ 62,615.63	1.9700	\$ 66,497.46	2.0275	\$ 68,438.38	2.1138	\$ 71,349.75	2.2000	\$ 74,261.13	2.3725	\$ 80,083.88
27	1.8700	\$ 63,121.96	1.9850	\$ 67,003.79	2.0425	\$ 68,944.71	2.1288	\$ 71,856.08	2.2150	\$ 74,767.45	2.3875	\$ 80,590.20
28	1.8850	\$ 63,628.28	2.0000	\$ 67,510.12	2.0575	\$ 69,451.03	2.1438	\$ 72,362.41	2.2300	\$ 75,273.78	2.4025	\$ 81,096.53
29	1.9000	\$ 64,134.61	2.0150	\$ 68,016.44	2.0725	\$ 69,957.36	2.1588	\$ 72,868.73	2.2450	\$ 75,780.11	2.4175	\$ 81,602.85
30	1.9200	\$ 64,809.71	2.0400	\$ 68,860.32	2.1000	\$ 70,885.62	2.1900	\$ 73,923.58	2.2800	\$ 76,961.53	2.4600	\$ 83,037.44



Wrestling, M.S. . . . . .	3%
Soccer, Varsity . . . . .	8%
Soccer, J.V. . . . . .	5%
Cheerleading, Competitive, Var. . . . .	7%
Cheerleading, Comp. J.V. . . . . .	4%

In the event that yearbook is not part of a classroom teaching assignment, but is added as an extra duty assignment, it shall be added to List 1 of Appendix B at 10%. The years that yearbook is part of the teaching assignment, employee will receive a 2.5% per List 1 of Appendix B.

With the exception of single freshman contests, the following rate shall be paid to each TCEA employee hired as announcer, timekeeper, game scorer, statistician, cameraman, official, ticket taker, or any combination thereof, at all high school athletic contests. The same conditions shall apply to bus chaperones for away contests.

2017-2018 \$29.55 For freshman contests: 2017-2018 \$12.44

The following rate shall be paid to each TCEA employee hired as announcer, timekeeper, game scorer, statistician, cameraman, official, ticket taker, or any combination thereof, at all Junior High School athletic contests. The same conditions shall apply to bus chaperones for away contests.

2017-2018 \$23.21

Except as stated otherwise in this Agreement (section 3.4.B), the following rate shall be paid to each TCEA employee hired to attend open house, committee meetings, or any other extra duty outside the normal school hours.

- 2017-2018 \$29.55

The following rate shall be paid to each TCEA employee hired to work in the Detention Room (hourly rate).

2017-2018 \$21.11

Whenever an extra duty activity, not listed, is anticipated by the Board and/or administration, the compensation for such activity shall be determined by mutual agreement between the building principal and the teacher involved in the activity, subject to the approval of the Tri County Education Association Executive Committee. If agreement cannot be reached between these parties, the Superintendent and representatives from the Tri County Education Association Negotiation Team shall become jointly involved in the discussion in an attempt to reach an agreement.



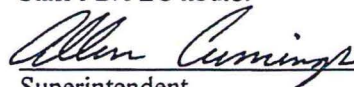
**Tri County Area Schools**  
 Tradition • Character • Achievement • Success

## 2017-2018 Staff Calendar

<b>Thursday</b>	<b>August 24</b>	<b>1st day back - All Teachers – 9:00 a.m. – 3:00 pm (5 hrs PD)</b>
<b>Monday</b>	<b>August 28</b>	<b>1<sup>st</sup> day for students</b>
<b>Friday-Monday</b>	<b>Sept 1-4</b>	<b>No School – Labor Day Holiday</b>
<b>Tuesday</b>	<b>September 5</b>	<b>School Resumes</b>
<b>Friday</b>	<b>October 27</b>	<b>End 1<sup>st</sup> Quarter</b>
<b>Tuesday</b>	<b>October 31</b>	<b>Half-day for Students – Half-day PD (3.0 hrs)</b>
<b>Monday</b>	<b>November 6</b>	<b>P/T Conferences – MacNaughton Elem 4:00-9:00 pm</b>
<b>Tuesday</b>	<b>November 7</b>	<b>P/T Conferences – Middle School 3:00-8:00 pm</b>
<b>Wednesday</b>	<b>November 8</b>	<b>P/T Conferences – High School 3:00-8:00 pm</b>
<b>Thursday</b>	<b>November 9</b>	<b>Half-day for students – Half-day P/T Conferences (all bldgs.)</b>
		<b>HS/MS – 12:00-2:30 pm MacNaughton 1:00-3:30 pm</b>
		<b>Sand Lake Elem – 1:00-3:30 pm, &amp; 4:00-9:00 pm</b>
<b>Friday</b>	<b>November 10</b>	<b>Half-day for Students &amp; Staff</b>
<b>Friday</b>	<b>November 17</b>	<b>End of 1<sup>st</sup> Term - Elementary</b>
<b>Wednesday</b>	<b>November 22</b>	<b>No School for Students – PD Day (flex day-6 hrs)</b>
<b>Thursday-Friday</b>	<b>Nov 23-24</b>	<b>No School - Thanksgiving break</b>
<b>Thursday-Tuesday</b>	<b>Dec 21-Jan 2</b>	<b>No School - Christmas break</b>
<b>Wednesday</b>	<b>January 3</b>	<b>School Resumes</b>
<b>Friday</b>	<b>January 19</b>	<b>Half-day for Students &amp; Staff – Exam Day (End of the 1<sup>st</sup> Semester)</b>
<b>Monday</b>	<b>February 19</b>	<b>Half-day for Students – Half-day PD (3.0 hrs)</b>
<b>Friday</b>	<b>March 2</b>	<b>Half-day for Students – Half-day PD (3.0 hrs)</b>
<b>Friday</b>	<b>March 2</b>	<b>End of 2<sup>nd</sup> Term - Elementary</b>
<b>Monday</b>	<b>March 12</b>	<b>P/T Conferences – Sand Lake Elem 4:00-9:00 pm</b>
<b>Tuesday</b>	<b>March 13</b>	<b>P/T Conferences – Middle School 3:00-8:00 pm</b>
<b>Wednesday</b>	<b>March 14</b>	<b>P/T Conferences – High School 3:00-8:00 pm</b>
<b>Thursday</b>	<b>March 15</b>	<b>Half-day for students – Half-day P/T Conferences (all bldgs.)</b>
		<b>HS/MS – 12:00-2:30 pm, Sand Lake Elem – 1:00-3:30 pm</b>
		<b>MacNaughton Elem – 1:00-3:30 pm, &amp; 4:00-9:00 pm</b>
<b>Friday</b>	<b>March 16</b>	<b>Half-day for Students &amp; Staff</b>
<b>Thursday</b>	<b>March 29</b>	<b>End of 3<sup>rd</sup> Quarter</b>
<b>Friday</b>	<b>March 30</b>	<b>No School – Good Friday</b>
<b>Monday-Friday</b>	<b>April 2-6</b>	<b>No School - Spring Break</b>
<b>Monday</b>	<b>April 9</b>	<b>School Resumes</b>
<b>Thursday</b>	<b>May 24</b>	<b>Graduation - Class of 2018</b>
<b>Friday</b>	<b>May 25</b>	<b>Half-day for Students &amp; Staff</b>
<b>Monday</b>	<b>May 28</b>	<b>No School Memorial day</b>
<b>Monday</b>	<b>June 4</b>	<b>Half-day for Students/Teacher Work Day – Exam Day/Last Day</b>


TCAS Scheduled Instructional Hours: 1,114.39 hours  
 TCAS Scheduled Days: 180 Student days  
 Teacher Scheduled Days: 182 Total days  
 Staff PD/PLC hours: 30 hours

State required hours: Instructional 1098 hours  
 State required days: 180 Student days

  
 Superintendent

4-13-2017

Date

  
 TCEA

4-13-17

Date

## **SCHEDULE C-1 CONTINUED**

### **FLEX TIME**

#### Building Flex Time

1. At least one professional development day each school year will be designated for buildings flex time. All of the staff employees in a building who have received the required amount of designated professional development time may use that time in exchange for having the flex day off.
2. An entire building staff must attend 6 hours of PD outside of the normal school hours/days, and monthly staff meetings as defined in Section 3.4C, in order to receive one day of flex time. The entire building staff must attend these hours on the same day.
3. Professional development hours used for building flex time must be received after July 1 and before June 1 of each school year. Schedules for building flex must be submitted to the administrative Office before the first student day.



**SCHEDULE D**

TRI COUNTY AREA SCHOOLS

**JOB SHARING APPLICATION**

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Job Sharing Rotation

\_\_\_\_\_  
Name

\_\_\_\_\_  
Fraction of Time Worked

\_\_\_\_\_  
Job Sharing Partner

\_\_\_\_\_  
Job Sharing Position

The conditions as outlined in Section 3.8 of the Master Agreement are acceptable.  
Please describe your process for job sharing, i.e.; half day, every other day, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

**SCHEDULE E**

TRI COUNTY AREA SCHOOLS

**GRIEVANCE REPORT**

**Name of Grievant:** \_\_\_\_\_

**Date Filed:** \_\_\_\_\_

**Building/Assignment:** \_\_\_\_\_

**∪ STEP ONE – IMMEDIATE SUPERVISOR/PRINCIPAL**

Did the grievant attempt to resolve this grievance in an informal, verbal discussion with his/her immediate supervisor? Yes No Date \_\_\_\_\_

**∪ STEP TWO – BUILDING LEVEL**

A. Date cause of grievance occurred: \_\_\_\_\_

B. State of grievance:

\_\_\_\_\_  
\_\_\_\_\_

C. Section(s) of agreement allegedly violated: \_\_\_\_\_

D. Relief requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E. Date received by supervisor/principal: \_\_\_\_\_

F. Disposition by supervisor/principal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**∪ STEP THREE – SUPERINTENDENT**

A. Grievant and/or association position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. Date received by superintendent or designee: \_\_\_\_\_

C. Disposition by superintendent or designee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**▫ STEP FOUR – ARBITRATION**

A. Position of grievant and/or association: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Date received by Board of Education or designee: \_\_\_\_\_

C. Disposition by Board or arbitrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All provisions of the Master Agreement relating to grievances must be strictly observed in the settlement of grievances.**

## SCHEDULE F

Zero/7th hour teaching assignments are voluntary unless there are not sufficient volunteers. In that case, assignment will be at District discretion pursuant to PERA 15(3)(j).

The normal school hours for a zero/7th hour class will be as follows:

- Zero hour class will begin at: TBD  
7th hour class will begin at: TBD
- Zero hour teacher(s) will be finished teaching at: TBD  
7th hours teacher(s) will be finished teaching at: TBD
- Zero/7th hour teachers will need to arrive fifteen minutes prior to the start of the day and able to leave twenty minutes after the end of the day (established normal school hours). Referenced in section 3.4B.
- Zero hour teacher will be allowed to end the teaching day at 9:44 a.m. on half days plus the twenty-minute requirement except on Fridays.  
7th hour teacher will be allowed to end the teaching day at 12:19 p.m. on half days plus the twenty-minute requirement except on Fridays.
- Zero/7th hour teachers will be compensated for working beyond the required three hours on half days (i.e. Hours 0,1,2, & 3 or 2,3,4 &5 totaling four hours)
- Zero hour teacher will be offered compensation after 1:48 p.m. when attending IEP meetings for one hour as stated in 3.4 B.6 of current teacher contract.  
7th hour teacher will be offered compensation time after 8:00 a.m. when attending first hour IEP meetings for one hour as stated in 3.4 B.6 of current teacher contract.
- Zero hour teacher will be required to attend all staff meetings and professional development activities under district policy.  
7th hour teacher will be required to be at school during first hour to meet with principal on monthly staff meeting days and attend all professional development activities under district policy.
- Zero hour teacher will be able to contact the district substitute teacher caller no less than 1.5 hours before the start of class.
- Zero hour teacher will be contacted by building administrator/secretary immediately following a delay or school cancellation decision from the superintendent.

**SCHEDULE G**

**VACATION/HOLIDAY RECESS EXTENSION REQUEST FORM**

I, \_\_\_\_\_ wish to extend my vacation/holiday recess by using a personal day. I understand, that in order to be approved, I must comply with the rules set forth in Section 4.1(A) 3 and 5.6.D of the TCEA Master Agreement. A copy of the request will be submitted to the building Principal and Payroll Specialist a minimum of five (5) school days prior to date of leave. A copy of the form will be returned to the employee with the approval or denial of the Superintendent.

Personal Day Requested (date): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

OFFICE USE ONLY
Date Request Received By Superintendent: _____
Request Approved _____
Request Denied _____
Signature of Superintendent: _____

**SCHEDULE H**

**Extended Personal/Comp Time Leave REQUEST FORM**

I, \_\_\_\_\_ wish to take extended leave by utilizing personal and/or comp time. I understand, that in order to be approved, I must comply with the rules set forth in Sections 4.1(A)3 and 5.6.D of the TCEA Master Agreement. A copy of the request will be submitted to the building Principal and Payroll Specialist a minimum of five (5) school days prior to date of leave. A copy of the form will be returned to the employee with the approval or denial of the Superintendent.

Personal Day Requested (date(s)): \_\_\_\_\_

Comp Days Requested (date(s)): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

OFFICE USE ONLY
Date Request Received By Superintendent: _____
Request Approved _____
Request Denied _____
Signature of Superintendent: _____

**SCHEDULE I**

**ECSE Teacher Schedule 2017-18**

Day	Task	Time	# Minutes	Totals for Week											
Monday	Arrival	8:05-8:15	10	Arrival	50										
	Prep	8:15-11:25	190	Prep	380										
	Lunch	11:25-12:05	40	Class Time	1520										
	Prep	12:05-3:15	190	End of Day	50										
	End of Day	3:15-3:25	10												
		<b>Total Minutes/Day</b>		<b>440</b>	<b>Total Minutes/Wk</b>	<b>2000</b>									
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SCHEDULE I

# Preschool Calendar: Edgerton/Howard City

## Early Childhood Special Education: 2017-2018 At-a-Glance

8/29 Students' First Day  
9/1 & 9/4 No School



AUGUST/SEPTEMBER 2017						
S	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



3/30 No School



MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11/22-24 No School  
Thanksgiving Break



NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

4/2-4/6 No School  
Spring Break

4/30 Tentative Monday for students (snow day make-up)



APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12/21 - 1/2 Christmas Break  
(No School)



DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/28 No School - Memorial Day



MAY 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/2 - 3 Christmas Break  
(No School)  
1/3 First Day Back to School



JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6/1 ECSE Last Day



JUNE 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ECSE In Session

No School

Morning Session: 8:15-11:45am

Afternoon Session: 11:45-3:15pm



## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable

## SCHEDULE J

to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)



U.S. Department of Labor Wage and Hour  
Division

WHD Publication 1420 ·  
Revised February 2013