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8/24/2001

MASTER AGREEMENT

between

BAD AXE BOARD OF EDUCATION

and the

TRI-COUNTY BARGAINING ASSOCIATION

Covering the period from

August 26, 1998

to

August 24, 2001

Bad Axe Public Schools

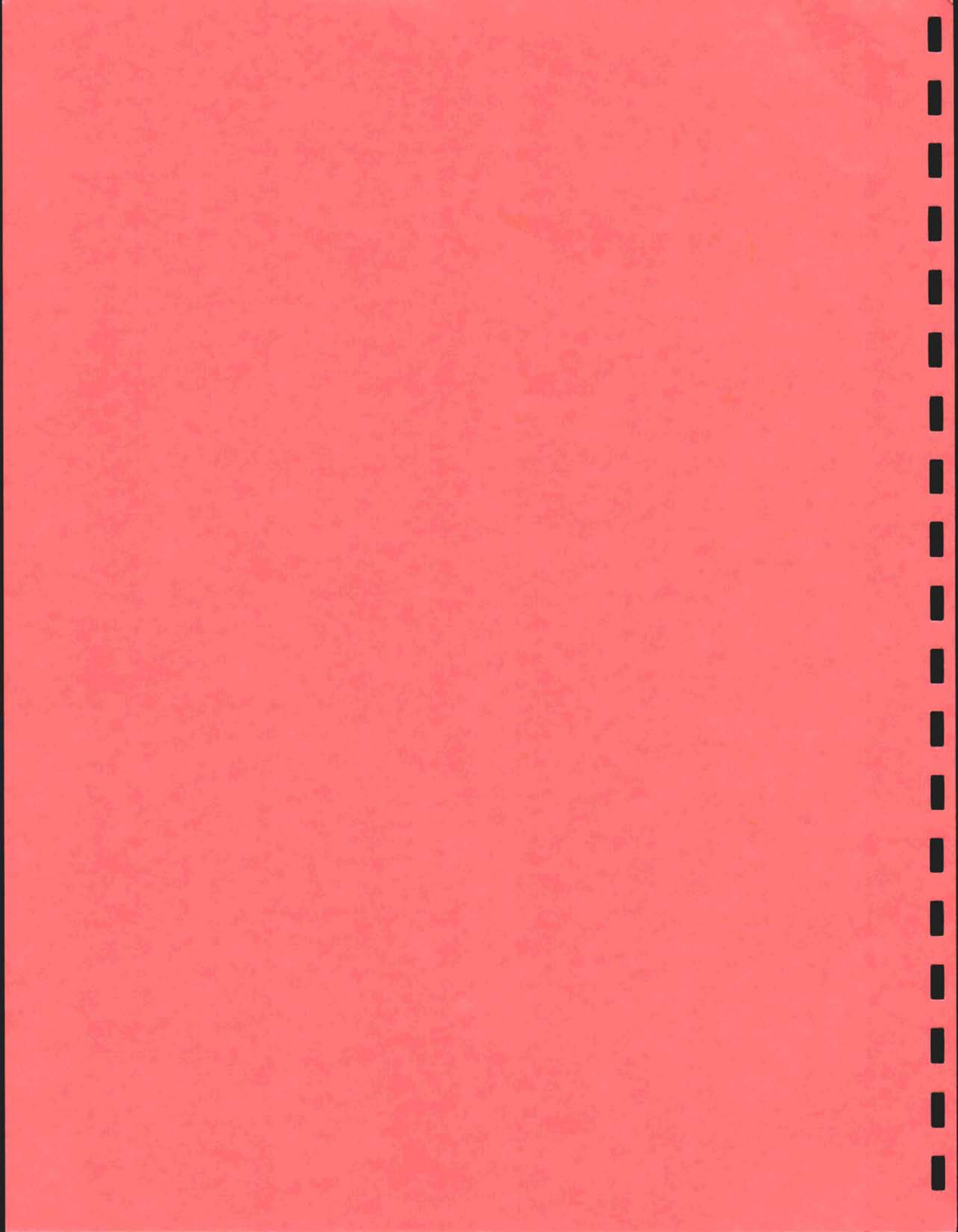
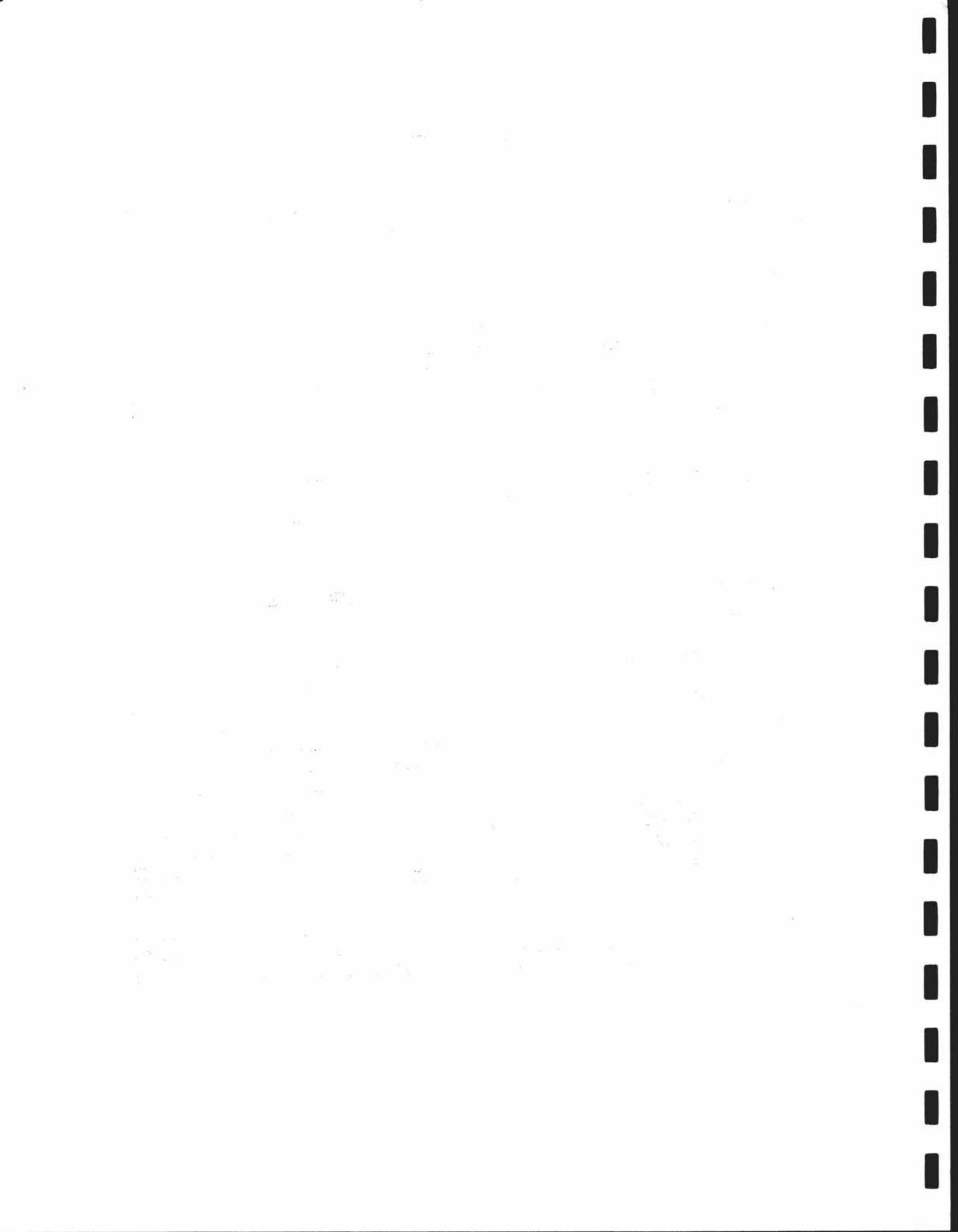


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Wherever he is used, it shall mean he/she.
Wherever his is used, it shall mean his/her.
Wherever him is used, it shall mean him/her.

**AGREEMENT BETWEEN THE
TRI-COUNTY BARGAINING ASSOCIATION, MEA/NEA
AND THE
BOARD OF EDUCATION OF THE BAD AXE PUBLIC SCHOOLS DISTRICT**

AGREEMENT

This Agreement is made and entered into this 9th day of June, 1998, by and between the Board of Education of the Bad Axe Public Schools District, Bad Axe, Michigan, hereinafter called the "Board" and the Tri-County Bargaining Association, hereinafter called the "Association" pursuant to Act 379 of the Michigan Public Acts of 1965.

ARTICLE I - RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative with respect to rates of pay, wages, hours of employment, or other conditions of employment. Unit: all certified teachers of the Bad Axe School System, excluding substitutes, assistant principals, principals, superintendent, assistant superintendent, administrative assistant, guidance director, guidance counselors, athletic director, chapter I director, and individuals and/or certified teachers who perform only Schedule B duties in the Bad Axe School System. The Board will not negotiate with any other teacher's group during the term of this Agreement.

ARTICLE II - DEFINITIONS

- A. Wherever the term "Board" is used, it shall mean the Bad Axe School District, its Board of Education, and shall include its designee upon whom the Board has conferred authority to act in its place and stead.
- B. Wherever the term "Superintendent" is used, it shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place and stead.

- C. Wherever the term "this Agreement" is used, it shall mean the Agreement itself, together with all Appendices incorporated therein by reference.
- D. Wherever the term "Association" is used, it shall mean the Tri-County Bargaining Association, MEA/NEA, and shall include its designee(s) upon whom the Association has conferred authority to act in its place and stead.
- E. The term "teachers", when used in this Agreement, shall mean those employees as set forth in the recognition article either individually or as a group.

ARTICLE III - GRIEVANCE PROCEDURE

A. Definitions

- 1. A "grievance" is a claim that the terms of this Agreement have been violated.
- 2. Days referred to in the Procedure are defined as days that the teacher is on duty. During the summer, days shall be Monday through Friday.

B. Procedure

Step 1. The aggrieved person will discuss his claim with his principal to resolve the matter informally. This step shall be initiated by the aggrieved person within five (5) days of the "claimed violation". If after the principal has discussed the matter informally with the aggrieved person, he feels that the matter could better be handled by the Superintendent, he may direct that if the grievance is filed it will be filed at Step 3.

Step 2. If the complaint has not been satisfactorily resolved, the aggrieved person may file a written complaint with the principal within five (5) days of the completion of Step 1. The principal will arrange to meet with the aggrieved person and, if requested, a representative of the Association within five (5) days of receipt of the grievance. The Principal shall submit a written decision, with reasons, to the aggrieved person within five (5) days following the meeting.

Step 3. An appeal of the decision of the principal may be made by the aggrieved person to the Chairman of the Association within five (5) days of the completion of Step 2. The Association may decide that the claim has no merit and may drop the case or it may file the grievance with the Superintendent within seven (7) days of the receipt of appeal by the Association.

Step 4. If the Association files a grievance with the Superintendent, the Superintendent will arrange to meet with the aggrieved person and the Chairman of the Association or his designee within seven (7) days of receipt of the grievance. The Superintendent will submit a written decision, with reasons, to the Association within seven (7) days following the meeting.

Step 5. An appeal of the decision of the Superintendent by the Association may be made to the Board within five (5) days of the completion of Step 4. The Board will arrange to conduct a hearing within fourteen (14) days with the aggrieved person and the Association. The Board will submit a written decision to the aggrieved person and the Association within seven (7) days following the completion of the hearing.

Step 6. An appeal on the decision of the Board may be submitted to arbitration before an impartial arbitrator within twenty (20) days of receipt of the Board's answer. If the parties cannot agree as to the arbitrator within twenty (20) days, both parties agree to follow the procedures established by the American Arbitration Association. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other part. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The decision of the arbitrator shall be binding on the Board, the Association, and the Aggrieved Person. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel subsistence expenses, will be borne equally by the Board and the Association.

C. Miscellaneous Provisions

1. A grievance may be withdrawn by the aggrieved person or the Association at any time without prejudice to either party.
2. No reprisals shall be made against the aggrieved person(s) or the Association representative(s).
3. If a grievance is filed near the end of the school year, so that the days at each step would come all or in part after the close of school, the procedure shall continue as if school were in session.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time specified may, however, be extended by mutual agreement.

5. In the event a grievance arises from the action of the Superintendent or the Board, or involves more than one school, the aggrieved person or Association representative will discuss the matter informally with the superintendent within five (5) days of the claimed violation. If the response of the Superintendent is unsatisfactory, the grievance will be reduced to writing and processed commencing with Step 4 of the grievance procedure.
 6. Every effort will be made to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure.
- D. The following matter shall not be the basis of any grievance filed under the procedure outlined in this Article:
1. Probationary teachers shall have no right to grieve their release or their placement on additional years of probation.
 2. Any claim or complaint for which there is another remedial procedure or form established by law or regulation having the force of law, including any matter subject to the procedure specified in the Teacher Tenure Act (Act 4 of Public Act, Extra Session, of 1937, of Michigan as amended). Except in the case of the release of a tenure teacher, paragraph E below will govern.
- E. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his right hereunder will be pursuant to the grievance procedure; provided, however, that nothing contained herein will deprive any teacher of any legal right which he presently has, provided that if a teacher elects to pursue any legal or statutory remedy, such election will bar any further or subsequent proceedings for relief under the provisions of this Article.

ARTICLE IV - RIGHTS OF THE BOARD

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and 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 executive management and administrative control of the school system and its properties and facilities, and the activities of its employees specifically related to the job.

2. To hire all employees and, subject to the provisions of law, determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees.
 3. To establish grades and courses of instructions, 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 the course of study and the selection of textbooks.
 5. To determine class schedules, and the duties, responsibilities, and assignments of teachers with respect thereto.
- B. The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the 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 the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE V - RIGHTS OF THE ASSOCIATION

- A. The Association may use the school mail service and teacher mailboxes for the distribution of Association materials. All items so distributed are to carry the title or letterhead of the Association. The Association assumes full responsibility and legal liability for the information it distributes. The allowance to so distribute the literature does not imply agreement upon the part of the Board as to content or validity.
- B. The Association shall have the right to post notices of its activities and matters of Association concern on teachers' bulletin boards in the teachers' lounges. All items so posted are to carry the title or letterhead of the Association.
- C. The Board will make available information to the Association to which it is legally entitled. This information includes but is not limited to information needed by the Association to process a grievance and prepare for negotiations. The Board of

Education, however, is not required to do any research or incur any cost on behalf of the Association.

- D. The Association shall be allowed a maximum of ten (10) days per year of released time for Association business. The request must be made seven (7) days in advance on the Miscellaneous Leave Form. No more than two (2) members of the Association may be off on the same day under this provision. The Association shall reimburse the School District for the reasonable cost of (a) substitute teacher(s) during the absence.
- E. The Association, with permission of the building principal, shall have the right to use school equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. The Association shall inform the Superintendent of Schools in writing at the end of each month of all materials and supplies used during that month by the Association.
- F. The Association will request, on a form available from the Board, the use of the school building for meetings of the local Association. The Board agrees to approve all reasonable requests submitted at least twenty-four (24) hours in advance of the meeting, and will charge the normal rental fee for said room.

ARTICLE VI - RIGHTS OF THE TEACHER

- A. Teachers shall not be required to transport students.
- B. The Board will provide protection under a liability policy to teachers when they are authorized in writing to drive their own autos to transport students. The policy will supplement the present insurance of the teacher for property damage up to Twenty-five Thousand Dollars (\$25,000) per accident and for bodily injury liability up to Three Hundred Thousand (\$300,000) per accident, subject to normal exclusions.
- C. Each teacher is free to join and participate in the activities of the teacher's organization of his choice.
- D. Teachers shall not be required to sell tickets or take tickets at any school-sponsored event.
- E. Sponsorship of clubs, organizations, and all other activities shall be voluntary.
- F. No teacher shall be disciplined or reprimanded without just cause. Any such discipline or reprimand shall be subject to the professional grievance procedure as

stated in Article III of this Agreement. Adverse evaluation of teacher performance asserted by the Board or representative thereof shall also be subject to professional grievance procedure as stated in Article III of this Agreement. In the case of "failure to re-employ", probationary teachers may only grieve as to whether or not the evaluation procedure set forth in this Agreement was followed, notwithstanding any other provision of this Contract.

- G. No teacher shall be disciplined or reprimanded in the presence of students or other teachers.
- H. A teacher shall have the right to review the contents of his/her personnel file, with the exception of confidential material. The teacher may have a representative of the Association accompany him/her at such review. Nothing contained in a teacher's file may be used in an adverse manner against such teacher without the teacher's knowledge. Copies of reprimands placed in the teacher's file shall be given to the teacher.
- I. The assignment of mentoring non-tenured teachers shall be voluntary.

ARTICLE VII - SUPPORT OF TEACHERS

- A. The Board of Education has established a framework of policy within which schools operate. Teachers are required and expected to take appropriate action with pupils to maintain good discipline and pupil control as provided in Board policy. Teachers will receive full support from administrators and the Board of Education in properly discharging these duties.
- B. The Association agrees that all teachers shall observe rules respecting punishment of students as established by the Board or required by law. (Board policy JGA)
- C. The Board will provide protection to teachers under a liability policy, which will cover legal costs and judgments in case a teacher is sued for occurrences in connection with his duties, subject to normal exclusions appearing in such policies. The insurance will provide a Three Hundred Thousand Dollar (\$300,000) coverage for a single occurrence.
- D. A teacher who is injured in the line of duty shall receive compensation and expenses as prescribed by the Workmen's Compensation Law of the State. Such compensation shall be supplemented with an amount sufficient to maintain his regular salary for a period not to exceed his sick leave reserve. Such reserve shall be charged only for that portion in excess of the compensation payment.

ARTICLE VIII - CERTIFICATION OF TEACHERS

Only persons properly certified by the Michigan Department of Education, as complying with the laws relating to such certification shall be eligible for consideration as regular or part-time teachers under contract.

ARTICLE IX - ASSIGNMENT OF TEACHERS

A. Changes in Assignments

1. Teachers who will be affected by a change in grade assignment in the elementary school grades and by changes in subject assignment in the secondary school grades shall be consulted and given tentative written notice of their schedules for the forthcoming school year by August 1. Changes thereafter will be made only in cases of emergency. Resignation of a teacher in the department (this could result in changes of assignment in other departments), defeat of a millage election, an unexpected drop in enrollment, etc., shall be considered an emergency. All such changes will be voluntary to the extent practicable. Department shall be as defined in Article XXV.
2. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned, except temporarily and/or for good cause, outside the scope of their teaching certificates and/or their major or minor fields of study.
3. Teachers may request transfers for the following year on or before March 1 of each school year. Such requests shall be in writing to the Superintendent and may be for positions in the different schools, levels, teaching areas, or specialized positions. Each transfer request will receive consideration for vacancies which occur.

Teachers who have requested transfers will be notified on or before June 1 concerning the disposition of their request. If vacancy occurs after June 1 in a position requested, the teacher will be considered.

B. Itinerant Teachers

1. Itinerant teachers are those who work in more than one (1) school.
2. Itinerant teachers are regular members of the teaching staff and have all rights and privileges to which all teachers are entitled, as well as the provisions of this Agreement.

3. An itinerant teacher is responsible to the building principal during the time the teacher is on duty in the building.
 4. Efforts will be made to limit the schedule of itinerant teachers to as few different schools as possible.
 5. Teachers who are given teaching assignments at both the High School and the Junior High School or the Intermediate School and the High School, or the Elementary School and the High School, shall be paid a travel allowance of seventy-five (\$75.00) dollars per school year if the assignment requires the teacher to be in two (2) buildings each day. If the teacher assignment does not require the trip each day of the week, the teacher will receive a pro-rated allowance (pro-rated amounts to be computed).
- C. Teachers shall not be required to assume the responsibilities of absent teachers except by mutual agreement. The Principal may put students into the study hall and library providing he gives the teacher in question advance notice.
- D. Schedule B Assignments
1. Assignments in addition to the normal teaching schedule during the regular school year, including adult education courses, driver education, extra duties enumerated in Schedule B of the Agreement, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignments will be given to teachers regularly employed in the District.
 2. Within thirty (30) to forty-five (45) calendar days following the conclusion of an activity, it shall be the joint responsibility of the person who performed the Schedule B assignment and his/her supervisor to evaluate and review that activity. At that time, the supervisor will inform the person that
 - a. he/she will not be recommended by the Supervisor for the position in the following school year or that
 - b. he/she will be recommended by the supervisor for continued assignment to the position.
 3. An individual who wishes to be considered for extra-curricular assignments may apply for the assignment at any time up to one (1) year in advance of the start of the assignment. The Board will consider all applications and make appointments as far in advance of the start of the assignment as they deem possible.

The assignment shall be made at least forty-five (45) days prior to the official starting time of the activity or the Association will be notified of the reason for the delay.

If the Board decides to suspend an activity to which a teacher has been assigned, any and all existing contracts for the activity will be void.

ARTICLE X - TEACHER'S DAY

- A. The Board of Education has the right, except as provided below, to schedule classes, determine their length and content, and assign teacher's duties within a seven and one-half (7 1/2) hour day.

- B.
 - 1. Teachers shall not be required to teach more than five (5) hours and twenty-five (25) minutes of active classroom instruction per day.
 - 2. Teachers shall have a thirty (30) minute duty free lunch period.
 - 3. All teachers shall have a minimum of fifty-five (55) minutes of preparation time in addition to their thirty (30) minute duty free lunch period. Elementary teachers shall have at least one thirty (30) minute block of planning time per day during the student day. All other time during the workday shall be subject to Article IV. Supervision of students will be limited to an average of forty-five (45) minutes per day, not to exceed fifty-five (55) minutes per day.
 - 4. Class periods in grades 9-12 will not be less than forty (40) minutes nor more than ninety (90) minutes.
 - 5. Except for physical education, music, and study hall assignments, high school teachers (grades 9-12) shall not be required to teach more than five (5) class periods per day. Vocational block classes which are more than ninety (90) minutes shall be considered as two (2) class periods.
 - 6. Except for physical education, music, and study hall assignments, high school teachers will not be required to teach more than seven (7) different classes a week.
 - 7. A teacher who teaches more than seven hundred seventy-five (775) minutes a week at the high school level shall be considered a high school teacher and be subject to 5. and 6. above.

8. A teacher who teaches at the junior high school level shall not teach more than six (6) classes. The classes shall not be less than fifty (50) minutes nor more than fifty-five (55) minutes in length with the exception of electives which may be shorter.
- C. No regular elementary teacher with tenure will be assigned more than one (1) grade without his or her consent. This does not include specialist programs such as art, music, physical education, reading (including the primary class) and special education.
- D. The Board shall comply with all requirements of the State Aid Act or other applicable statutes in order to fulfill the hour and day requirements for pupil instruction.

ARTICLE XI - TEACHERS' MEETINGS

- A. The period immediately after school on Wednesdays shall be reserved for regular building, inter-school departmental, and staff meetings. Whenever possible, at least twenty-four (24) hours in advance notice will be given.
- B. Principals shall schedule committee and departmental meetings at their discretion but shall avoid the last workday of any week. Except in case of emergency, a notice will be given at least twenty-four (24) hours in advance. Departments shall be defined as follows:
 - Individual elementary grade levels
 - Ability groups in elementary math and reading
 - Elementary art
 - Elementary physical education
 - Elementary music
 - Secondary (7-12) subject areas
- C. Teachers shall attend all regularly scheduled building, inter-school departmental, and staff meetings. Attendance at said meetings shall become voluntary after one (1) hour. Each teacher shall be scheduled to attend no more than two (2) meetings per week. In cases where a teacher may be scheduled to attend more than two (2) of said meetings in any week, the teacher shall contact his/her principal to determine which meeting shall be with voluntary attendance.

ARTICLE XII - TEACHING CONDITIONS

A. Class Size

1. Because the pupil-teacher ratio is a variable in the educational process, the parties agree that the class size should be lowered wherever practicable to meet the following maximum standards, subject to the availability of facilities and financial resources:

- a. Elementary

Kindergarten - Second Grade	28
Third Grade - Sixth Grade	30
Physical Education	45
Music	45 (unless a higher number is requested or approved by the teacher)

- b. Secondary

Basic Classes	25	General Business	30
English	25	Accounting	24
Social Studies	30	Typing I	39
Mathematics	30	Typing II	34
Science	30	Shorthand	20
Language	24	Physical Education	40
Speech	24	Homemaking	24
Art	25	Computers	24
Vocational Agriculture and Shop			24
Vocal Music			45 (unless a higher number is requested or approved by the teacher)

2. It is agreed by the parties that the above class numbers shall not be applicable to those instances involving certain innovative and/or experimental programs or large-group instruction. Such class numbers will not apply for other special grouping arrangements which may be agreed to by the staff and principal.
 3. In the event that a class should reach an enrollment that causes a problem for the teacher, or exceed the above number, the teacher may confer with the principal or immediate supervisor. If no mutually satisfactory solution is found, the teacher may make an appeal to an Appeal Board made up of a building administrator (exclusive of that building), a member appointed by

the BAEA, a counselor and an at-large member agreed upon by the BAEA President and the Superintendent.

The Appeal Board shall meet within five (5) school days to determine how to alleviate the situation. The following will be considered as possible alternatives:

- a. Recommending a certified teacher to work with the group on a part-time basis;
 - b. Recommending a teacher aide or clerical person to assist the teacher;
 - c. Transferring students to another section or class;
 - d. Other solutions as may be acceptable to the teacher and the administration.
4. The decision of the Appeal Board shall be sent to the teacher within three (3) school days of its meeting. If the teacher is not satisfied with the decision of the Appeal Board, or if the Appeal Board cannot reach a mutually satisfactory decision, the teacher may make an appeal to the Superintendent within three (3) school days of receipt of the decision. The Superintendent shall hold a meeting within three (3) school days after receiving the appeal if within the above time limit. The decision of the Superintendent shall be sent to the teacher within three (3) school days of the meeting between said teacher and the Superintendent.
 5. If, at this point, the teacher wishes to grieve the class size, the grievance will begin with the teacher appealing to the chairperson of the Association as per Article III, section B, step 3. The Association shall, if it so desires, proceed to step 4 and the rest of the procedure if necessary.
- B. When an IEP is held concerning a student's program and placement for the ensuing year, the following procedure will be followed:
1. Whenever possible, the student's regular classroom teacher for the coming school year should be identified by the supervising principal.
 2. If possible, that teacher should be present and be actively involved in the basic content of that student's educational plan.
 3. If it is not possible to identify said teacher, at least one teacher of the new grade level will be involved in the planning.
- C. The Board shall provide a teacher reference library in each school in the District and include therein all texts which are reasonably requested by the teachers of the school.

- D. The Board agrees to make available in each school typing, duplicating facilities and clerical personnel to aid teachers in the preparation of instructional materials.
- E. The Board shall make available in each school building at least one (1) room furnished which shall be reserved for use as a faculty lounge. Provisions for such facilities will be made in all school buildings constructed during the term of this contract.
- F. Off street parking facilities shall be provided for all teachers' use.
- G. In any instance where weather or other disaster causes the cancellation of classes in the entire District, the teachers likewise shall be dismissed without deductions of salary or leave time. Where classes are cancelled in an individual school after school has started, the teachers may be assigned responsibilities in the area of in-service activities (i.e., visits to other schools, department meetings, curriculum meetings, etc.). Where classes are cancelled in an individual school for the entire day, teachers who work exclusively in that building will not be required to report to work, but may be required to make the day up per school code. Itinerate teachers who work in the building will report only for the times they work in the other building. If the school code requires time to be made up itinerate teachers will be responsible to make up the time. A teacher shall not be required to be in a classroom if the temperature cannot be held at or above 60°F.

ARTICLE XIII - NOTICE OF ABSENCE

- A. Teachers will be informed of the telephone numbers they may call prior to 6:30 a.m. to report unavailability for work. Once a teacher has reported unavailability, it will be the responsibility of the administration to arrange for a substitute teacher.
- B. The administration shall have the discretion to deny leave with pay if the teacher fails to give proper notice.
- C. It shall be the responsibility of the teacher to have lesson plans to aid the substitute teachers.

ARTICLE XIV - EVALUATION OF TEACHERS

- A. It is understood that the conduct and attitude of an employee in and around the school building will also have an influence on the ultimate recommendations of the immediate supervisor. Within the first thirty (30) days of the school year the

teacher shall be made aware of the criteria of evaluation in and around the school building.

- B. The evaluation of the work of all teachers is a responsibility of the administration.
- C. The work performance of all teachers shall be summarized in writing.
- D. Teacher performance shall be evaluated in light of all evidence pertinent to the discharge of the teacher's professional responsibilities and his exercise of professional judgment.
- E. All monitoring or observation of the work performance of a teacher will be conducted openly. An administrator may make numerous observations in the classroom; a minimum of one (1) observation for tenure teachers and three (3) observations for probationary teachers shall be made for a minimum of thirty (30) consecutive minutes. The principal or his designee will hold a conference with the teacher after each such observation within fifteen (15) days. Each conference with the teacher will be an evaluation of all work activities and conduct of the teacher as observed by the administration. Teachers will be given a copy of any evaluation report prepared by their supervisors and will have the right to discuss such report with their supervisors prior to that time any recommendation is made to the Board of Education.
- F. If it becomes clearly evident that the service rendered by a tenure teacher is becoming progressively less satisfactory with the passage of time and/or if it is determined at the time of evaluation that such teacher's service is, indeed, unsatisfactory, the following shall apply:
 - 1. His administrator shall notify him, in writing, that such condition and/or conditions exist and shall enjoin him to take the specific, constructive, stated action deemed necessary to improve the quality of service he renders to the school district. Such notice with corrective recommendations shall be deemed by the teacher to constitute a just and fair warning. The President of the Association will be notified by the District whenever a tenure teacher is warned in the manner prescribed by this section.
 - 2. As of the date of the warning, the teacher shall have a maximum of one (1) calendar year to significantly improve the quality of his service, or to demonstrate intent to do so. It is expressly understood that compliance with the recommendations made will be considered evidence of such intent.
 - 3. If the conditions deteriorate further during the year, the teacher shall be subject to immediate discharge.

4. If one (1) calendar year passes from the date of notification without improvement in the aspects of service identified as unsatisfactory, this will constitute just cause for demotion or dismissal as provided under the Michigan Tenure Law.
5. The District reserves the right, notwithstanding this section, to dismiss a teacher for just cause as provided under the Michigan Tenure Act.

ARTICLE XV - PROMOTIONS

- A. Vacancies which occur in the position classifications of superintendent, principal, assistant principal, or administrative assistant will be advertised throughout the school district.
- B. Interested personnel may apply and will receive full consideration for appointment to vacancies.
- C. Applications will be sought from outside the school district.
- D. The best-qualified applicant will be recommended by the Superintendent to the Board for its consideration. Where qualifications are equal, preference will be given to local candidates.
- E. Applications for change of positions or specialist positions will follow the regular request for transfer procedure. All applicants for such positions will receive full consideration.
- F. The following procedures shall be in effect when vacancies occur during the summer when the staff is dispersed and unavailable:
 1. Teachers who wish to be considered for the positions listed in Item A above shall fill out a "Personnel Preference Form" by May 1st of each school year.
 2. Those teachers who have expressed an interest in these vacancies and are qualified shall be notified by a letter mailed to their last known address. (The teacher is responsible to maintain a current listing of his address in the Board of Education Office.)
 3. The position will not be filled for fifteen (15) days after the mailing of the notice.

- G. The Board shall publish a seniority list. All teachers shall be ranked according to total, continuous experience in the Bad Axe School System. The Board shall notify the T.C.B.A. of newly created positions and teacher terminations.

ARTICLE XVI - VACANCIES

- A. Vacancies occurring within the bargaining unit, including newly created positions, shall be posted on a designated bulletin board in each building along with a copy of such posting to the Association. Positions as above described shall be posted at least ten (10) school days prior to being filled.
- B. Interested personnel may apply and will receive full consideration for appointment to vacancies.
- C. Applications may be sought from outside the school district.
- D. Bargaining unit positions shall be filled on the basis of the certification and qualifications of the applicant.
- E.
1. If more than one applicant in the department has equal certification and qualifications, length of service within the department will be the determining factor.
 2. If one applicant from within the department and an applicant from outside the department apply and their certification and qualifications are equal, the person from within the department shall be selected.
 3. If all applicants are from outside the department and their certification and qualifications are equal, the employee with the most length of service within the school district shall be selected. (Department is defined in Article XXV, Section A, 2.)
- F. For the purpose of this Article, qualified shall be defined in the following manner:
1. For placement in a K-6 grade level elementary position, a teacher is qualified if he has elementary certification and a minimum of three (3) semester hours credit in elementary reading courses, and meets the North Central Association requirements.
 2. For placement in a 7-8 grade level position, a teacher is qualified if he has proper certification and meets the following department requirements:

English - 12 semester hours college credit in English
Science - 12 semester hours college credit in Science
Reading - 12 semester hours college credit in Reading
Mathematics - 12 semester hours college credit in Mathematics
Social Science - 12 semester hours college credit in Social Science
 minimum of 5 hours in U.S. History to teach U.S. History
 and a minimum of 5 hours in Geography to teach Geography
Vocal Music - 12 semester hours college credit in Vocal Music
Instrumental Music - 12 semester hours college credit in Instrumental Music
Physical Education - 12 semester hours college credit in Physical Education
Elective Subjects - Since elective courses are exploratory in nature and
 intended to be an introduction to the area and not an in-depth course,
 teachers may be assigned to these courses with a minimum of
 preparation (i.e., at least 1 college course in the area to be taught)

3. For placement in a 9-12 grade secondary level position, a teacher is qualified if he has proper certification and has a graduate or undergraduate degree with a major or minor in the subject area and meets the North Central Association requirements.
4. For placement in a position that is a K-12 department, such as art, library, physical education, music, the teacher must be certified for the teaching assignment and must have a major or minor in the specific field.

G. The following procedures shall be in effect when vacancies occur during the summer when the staff is dispersed and unavailable:

1. Teachers who wish to be considered for the positions listed in Item A above shall fill out a "Personnel Preference Form" by May 1st of each school year.
2. Those teachers who have expressed an interest in these vacancies shall be notified by letter mailed to their last known address. (The teacher is responsible for maintaining a current listing of his address in the Board of Education Office.)
3. The position will not be filled for ten (10) days after the mailing of the notice.

H. Should no bargaining unit member make application for a vacant position and it becomes necessary for the Board to make an involuntary transfer to fill the position, the Board shall give special consideration to seniority in the selection of the affected teacher, selecting, wherever practicable, the least senior teacher who is both certified and qualified for the vacancy.

- I. For the purpose of this Article, vacancy shall be defined as a position that is unfilled or a new position previously not in existence. If the school district has any personnel on lay-off who are certified and qualified for the open position, the opening shall not be considered a vacancy until all such personnel on lay-off have been recalled.

ARTICLE XVII - PROFESSIONAL IMPROVEMENT

A. Visiting Day

1. The Superintendent is empowered to grant one (1) visiting day per year to any teacher.
2. Teachers may request a visiting day. Recommendation for granting the visiting day will be made by the school principal.

B. Professional Conference

1. Moneys will be budgeted annually to reimburse teachers for the costs of transportation, lodging, meals, and substitutes while attending professional conferences.
2. Approvals of conference attendance shall be based on the expected contributions of such attendance to (a) the program of instructional development of the district and (b) the personal growth of the person.
3. Teachers may request approval for conference attendance. The decisions on requests will be made by the Superintendent.

- C. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences, and programs designed to improve the quality of instruction. Every effort will be made to obtain people of the highest qualifications to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so.

- D. Planning for Professional Development programs or curriculum days will be done in conjunction with the Association. Two (2) teachers from each building, appointed by the Association President, will serve on a committee with administrators (4) designated by the Superintendent. The committee will identify those areas which will be most beneficial to facilitate the instructional delivery process through professional development. Such programs will also be developed and implemented to familiarize professional staff with Public Act 25 components.

ARTICLE XVIII - WORK YEAR

- A. The parties agree that the school calendar shall be attached as Appendix D.

ARTICLE XIX - PAYROLL DEDUCTIONS FOR ASSOCIATION DUES

- A. The Board agrees to deduct from the salaries of teachers dues for the Association when voluntarily authorized in writing by each teacher desirous of having his dues deducted.
- B. Individual Continuing Authorization forms shall be furnished by the Association which, when executed and filed with the Business Office, shall continue in effect until changed by the individual teacher. Said changes may be made only at the beginning of the school year or when a change of employment status would make such a change necessary.
- C. Authorizations filed with the Business Office on or before the Friday before the first paycheck of the school year is issued shall become effective with the second paycheck of the school year. An authorization filed after the above date shall become effective with the first paycheck following thirty (30) days after the filing of the authorization.
- D. An employee shall cease to be subject to payroll deduction beginning with the month immediately following the month in which he is no longer a member of the bargaining unit. The employee may voluntarily cancel or revoke his "Authorization for Deduction" upon written notice to the Board.
- E. Dues shall be deducted in twenty (20) equal installments beginning with the second paycheck of each new school year. Dues deducted from any one (1) check shall be limited to five percent (5%) of the total annual dues.
- F. The Association shall, at least fifteen (15) days prior to the beginning of each school year, give written notification to the Business Office of the amount of its dues. The amounts of the deductions for these dues shall not be subject to change during that entire school year.
- G. For the purpose of this Article, the term "school year" shall mean the twelve (12) month period beginning with the opening of school in the fall of each year.
- H. Dues deducted shall be sent to the Association at the end of each month.
- I. The right to refund to teachers moneys deducted from their salaries under such authorizations shall lie solely with the Association. The Association agrees to

reimburse any teacher the amount of any dues deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction, and agrees to hold the Board harmless from any claims of excessive deductions.

- J. Membership in the Union is not compulsory. Employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit. Neither party shall exert pressure on or discriminate against an employee in regard to such matters.
- K. The Union, its agent, officers, representatives, and members shall not intimidate or coerce employees to join the Union or to support any union action or position. It is agreed by both parties that violation of this Article by a teacher is just cause for dismissal.
- L. Except as provided elsewhere herein, all full-time employees in the bargaining unit shall, on the sixtieth (60th) day following the beginning of their employment, or the execution of the Collective Bargaining Agreement, whichever is later, as a condition of employment or of continued employment, either:
 - a. become members of the Union or
 - b. pay to the Union an amount of money equal to one hundred percent (100%) of the Association dues. They shall not be required to pay any special assessments, initiation fees, or any other charge beyond this service charge.
- M. The Union must permit all eligible employees to join the Union.
- N. The Union must allow membership on an equal basis; full participation must be on an equal basis.
- O. As a condition of employment, the Union cannot deny an employee membership or the right to pay the service charge if he has tendered or offered to pay.
- P. In the event an employee does not tender his payment of dues or service charge directly to the Union, he may execute a written authorization to the Board for deduction from his pay.
- Q. Full-time teachers hired during the school year shall be required, as a condition of employment, within sixty (60) days of hire, to tender (through direct payment or deduction authorization) only a pro rata amount of the membership dues. Such pro-ratum shall be based on a maximum of ten (10) months (school year) and the number of months remaining in the school year. The per check deduction authorized by this section shall be subject to the limits outlined in Section E of this article.

- R. Part-time teachers under contract for the full school year teaching one-half (1/2) or more of the regular load shall pay a pro rata amount of the sums listed in Section L of this Article (i.e., a teacher teaching one-half (1/2) the regular load may become a member of the Association with full rights and privileges of membership by paying or authorizing deductions of fifty percent (50%) of the regular dues or may pay or authorize deduction of fifty percent (50%) of the Association dues.)
- S. If a teacher fails to comply within ten (10) days of said violations, the Association shall notify the teachers of non-compliance by certified mail with return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for discharge may be filed with the Board in the event compliance is not effected.
- T. If the teacher fails to comply, the Association may file charges in writing with the Board and shall request termination of the teacher's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
- U. The Board, only upon receipt of said charges and request for termination, shall conduct a due process hearing on said charges and, to the extent that said teacher is protected by the provisions of the Michigan Tenure of Teachers Act, all proceedings shall be in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between various persons who may have refused to pay the Professional Dues and/or Service Fee.
- V. The local union will furnish the Board, within fifteen (15) days after the effective date of this Agreement, the names of all members paying dues or service charges directly to the local Union. Thereafter, the Union will furnish the Board a monthly list of all changes.
- W. If any court of competent jurisdiction or administrative agency holds that an Agency Shop clause is invalid, illegal, or unconstitutional, or that it violates any Federal or State law, or if the State legislature enacts a law forbidding the Agency Shop clause, or any part thereof (which this Section does not conform to or with), this Article shall be null and void and the Union shall reimburse all employees who have been required to pay either dues-fees or service charge, provided such employees must request the Union for reimbursement within thirty (30) days of such court, agency, or legislative decision or action.
- X. As a condition of the effectiveness of this Section, the Union agrees to indemnify and save the Board, each individual School Board member, and all administrators harmless against any and all claims, demands, costs, suits, or other forms of liability and all court or administrative agency costs that may arise out of, or by reason of, action taken by the Board for the purpose of complying with this Article.

ARTICLE XX - UNPAID LEAVES OF ABSENCE

A. Military Service Leaves

Leaves of absence for military service without pay will be granted to personnel whether drafted, enlisted, or assigned to active duty when a member of the active reserves. Years in the military service will not be credited as probationary time in qualifying for tenure status. Full experience increment credit will be granted for military leave time.

B. Service in Public Office Leaves

Leaves of absence without pay for the purpose of campaigning for or serving in public office may be granted up to one (1) year renewable at the discretion of the Board when requested by the tenure teacher. The leaves shall be for a period of not less than one (1) semester nor more than three (3) years. The teacher may return to his position or a similar position provided the teacher informs the Board of his intent to return prior to April 1 of the year preceding the school year that he plans to return.

C. Public Service Leave

The Board may grant a leave of absence up to two (2) years without pay to any teacher who requests it to serve in the Peace Corps or any other educational public service. After return from such leave, the teacher will be granted full increment credit for the time spent in such service. The teacher may return to his position or a similar position provided the teacher informs the Board of his intent to return prior to April 1 of the year preceding the school year in which he plans to return.

D. Sabbatical Leave

Sabbatical leave of absence without pay shall be granted, on request, for one (1) year to a tenure teacher. This leave shall be subject to the laws of the state of Michigan and shall be without payment of fringe benefits. After return from such leave, teacher's accumulated sick leave days will be reinstated. Not more than two (2) staff members shall be granted sabbatical leave during the same school year and priority shall be determined by the date of the request for said leave. The teacher may return to his position or a similar position provided the teacher informs the Board of his intent to return prior to April 1 of the year preceding the school year that he plans to return.

E. Child Care Leave

Teachers shall be granted a leave of absence without pay and without fringe benefits for the purpose of child care. Said leave shall be available for the care of

an infant or a seriously ill minor child and shall be granted upon the teacher's request for the balance of the present semester or school year, or for the balance of the school year plus the next semester up to a total of one year. A teacher shall, whenever possible, give notice of intent to use such leave at least thirty (30) days in advance thereof. Such notice shall indicate the anticipated beginning and ending dates of the leave. Teachers whose child care leaves expire no later than the end of the school year in which said leave was granted shall be returned to the same or a similar position. In instances where such a leave extends into the next school year, such teachers shall be returned to the first available position for which they are qualified and certified. In the event of the death of the object child, a teacher on child care leave requesting early termination of said leave shall be returned to the first available vacancy for which they are certified and qualified. A teacher's request for extension of a child care leave beyond the limits contained herein may be granted at the discretion of the Board.

F. Miscellaneous Leaves

1. A teacher who has exhausted all sick leave may be granted up to three (3) days of unpaid leave for emergency situations or personal illness or illness in the immediate family. Approval of such leave shall be at the discretion of the Superintendent. If said leave is granted for any of the above reasons, Board paid benefits will be granted for said days at the full daily rate of the cost of such benefit. Following the exhaustion of these days, the teacher may request up to an additional year of unpaid leave after presentation of a doctor's statement. Such leave shall be without fringe benefits. Upon a teacher's request, said leave may be extended at the discretion of the Board.
2. Leaves of absence without pay may be authorized by the Board for study or travel if recommended by the Superintendent. A teacher must be a tenure teacher to be eligible for such leaves. Leaves shall be for one (1) year and are renewable annually to a maximum of three (3) years at the discretion of the Board.
3. A teacher may return to his position or a similar position provided the teacher informs the Board of his intent to return prior to April 1 of the year preceding the school year that he plans to return.
4. Other leaves of absence without pay or fringe benefits may be granted at the discretion of the Superintendent or the Board.
5. Each September the Board will furnish each teacher a statement showing the daily cost of fringe benefits according to the current rates.

ARTICLE XXI - PAID LEAVES OF ABSENCE

A. Sick Leave

Ten (10) days per year sick leave is granted, cumulative to ninety (90) days. Sick leave will be granted for personal or immediate family illness, injury, disability, or quarantine. Immediate family have been interpreted to include father, mother, grandparents, brother, sister, wife, husband, child, parent-in-law, or any member of the family or household who has clearly stood in the same relationship with the employee as any of these above listed. All unused sick leave days in excess of eighty (80) days shall be returned to the teacher at the end of the current school year on the basis of twenty (\$20) dollars per day. A teacher retiring under MPSERS from the Bad Axe Schools will receive a one-time payout of \$10 per day for any remaining sick leave credited to the teacher on the last day of employment.

B. Emergency Leave - Death in Family

Employees will be granted up to three (3) days leave for a death in the immediate family, except in case of death of father, mother, spouse, or child the employee may have up to five (5) days leave with two (2) days to be deducted from Sick Leave. This leave will be non-cumulative. The immediate family is interpreted as noted above, with the addition of brother-in-law, sister-in-law, and grandchildren. One (1) day leave will be granted for aunts, uncles, nieces, nephews, or for such others as may be approved by the Superintendent of Schools. This may be extended at the discretion of the Superintendent.

C. Personal Business Leave

1. Each teacher shall receive two (2) days to be used for the teacher's personal business. A personal business day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day shall notify the Superintendent in writing on the form provided at least one (1) week in advance, except in cases of emergency.
2. A leave day shall not be granted for the day preceding or the day following holidays or vacation and for the first and last days of the school year except in cases of an emergency.
3. Not more than six (6) teachers may be granted leave for the same day. The date a leave request is received in the Superintendent's office shall determine priority for leave with pay. A seventh person may be granted leave under this provision at the discretion of the superintendent.
4. Teachers who do not use their personal leave day shall be reimbursed at the rate of thirty dollars (\$30.00) per day at the close of the school year. If the

teacher used only one-half (1/2) day, he shall be reimbursed at the rate of fifteen (\$15.00) for the remaining one-half (1/2) day.

D. Emergency Business Leave

1. If a teacher has already used two (2) of his/her personal business leave days as defined in Section C of this Article, he/she may apply for an emergency business leave day. The teacher may personally discuss the reasons such a day is needed with the Superintendent or he/she may reduce the reasons to writing at the teacher's discretion. If granted, the emergency business leave day will be deducted from the teacher's allocation of sick leave.
2. A maximum of two (2) emergency business leave days may be used per year and shall be deducted from the teacher's sick leave when used.
3. An application for an emergency business leave must be submitted in writing to the Superintendent at least one (1) week in advance (except in the event of an emergency when a shorter notice may be acceptable). Reasons for such leave shall be given as per (D) (1) above.
4. Not more than three (3) teachers will be granted emergency business leave for the same day.

E. Leaves for Professional Reasons & Other Reasons

Leaves of absence for professional reasons may be authorized by the Superintendent provided that there will be substantial benefit to the School District deriving from the professional activities. Remuneration received by the teacher for the activity shall be deducted from any salary entitlement and leaves shall not exceed one (1) week except in extreme extenuating circumstances. Other leaves may be granted at the discretion of the Superintendent or the Board.

F. Jury Duty Leaves

Teachers called for jury duty during work hours shall inform the Superintendent of such notice the first working day after it is received. A bargaining unit member required to serve during work hours shall be required to remit to the Board all compensation received of the court for his service as a juror.

G. Leaves Resulting From A Court Subpoena

Individuals subpoenaed to give testimony in child abuse/neglect/custodial cases concerning the teachers current or former students will be granted leave. Such leave will not be deducted from any other type of leave. Bargaining unit members will inform the superintendent of such subpoena as soon as it is received. A

bargaining unit member required to testify shall be required to remit to the Board all compensation received from the court for his service as a witness.

- H. Teachers who do not teach a full year or a full teacher load will receive a pro-rated paid leave benefit.

ARTICLE XXII - PROFESSIONAL COMPENSATION

- A. The Basic salaries of the teachers covered by this Agreement are set forth in Appendices A and B, which are attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during the term of this Agreement.
1. All teachers shall be given up to six (6) years credit on the Salary Schedules set forth in Appendix A.1, A.2 and A.3 for full years of outside teaching experience in any school district in the United States or American Dependent Schools overseas and other teaching experiences provided for in this Agreement and/or at the discretion of the Board.
 2. Teachers who were employed under contract by the Bad Axe Public School District or another school district on a part-time basis and taught at least one-half (1/2) the normal teaching load during the full school year (one hundred eighty (180) days) shall receive credit for one (1) year of teaching on the salary schedule. Teachers requesting credit under this provision shall furnish written proof of past employment. This section shall not be applied to present employees in a manner that would reduce experience previously accepted and recognized by the Board of Education in placing them on the Salary Schedule.
 3. Teachers who were employed under contract by the Bad Axe Public School District or by another school district on a full-time basis and taught one (1) semester or more (ninety (90) days) during the school year shall receive credit for one (1) year of teaching on the Salary Schedule. Teachers requesting credit under this provision shall furnish written proof of past employment. This section shall not be applied to present employees in a manner that would reduce experience previously accepted and recognized by the Board in placing them on the Salary Schedule.
 4. One (1) or two (2) years of teaching experience shall be allowed for one (1) or two (2) years of service in the armed services. Military experience of less than one (1) year or more than two (2) years will not receive experience credit. Military experience is subject to the six (6) year maximum credit allowed for outside teaching.

- B. The hours beyond the bachelors or masters degree shall be construed as semester hours of credit earned from an institution accredited by North Central Association after having completed requirements for the respective degree and having valid provisional or life certification from the State Board of Education. Hours completed prior to September 1 shall receive credit in the current year. Hours completed after September 1 shall receive credit in the next contract year. It shall be the responsibility of the teacher to submit proof of his hours by November 1. The hours may be either graduate or undergraduate and may have been earned prior or subsequent to employment by the Board. Such hours must average B or better. Undergraduate hours must be approved by the Board or its designated representative. All hours appearing on the transcript will be averaged to determine the final average.
- C. Services of an extra-curricular or co-curricular nature shall be on an individually contracted basis between the teacher performing the services and the Board. No such contract shall exceed a duration of one (1) year. Wages to be paid for teachers' services shall be set forth in Appendix "B". No teacher shall have tenure of position for extra-curricular or co-curricular duties, including summer school, adult education, and driver training. Such services shall be subject to annual review and evaluation.
- D. Teachers shall be paid every two (2) weeks in either twenty-one (21) or twenty-six (26) pays at the discretion of the teacher. Each teacher will inform the Business Administrator of his choice during the first week of school. The first pay will be on September 8, 1995. Excluding summer vacation, if the scheduled pay day falls on a no-school day, teachers will be paid on the last day when school is in session preceding the no-school period.
- E. The computation of a teacher's daily wage will be based on a school year of 186 1/2 days in 1998-99, 187 1/2 days in 1999-2000 and 188 1/2 days in 2000-2001 being divided into the salary of the teacher.
- F. Each teacher shall supply the Bad Axe Board of Education with a transcript of credits of all college work for which any salary is claimed.
- G. Teachers who are vocationally certified and teach state approved and reimbursed vocational courses shall be paid an additional one hundred dollars (\$100) per year.

ARTICLE XXIII - NEGOTIATION PROCEDURE

- A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public

educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern to the parties which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings, selecting representatives for discussion, furnishing necessary information and otherwise constructively considering and resolving any such matters.

- B. Negotiations will be undertaken for an agreement covering the 2001-2002 school year no later than the first week in May 2001.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

ARTICLE XXIV - CONTRACTUAL WORK

- A. The right of contracting or subcontracting is vested in the Board. The right to contract or subcontract shall not be used for the purpose of undermining the Association nor to discriminate against any of its members, nor shall it result in the reduction of the present work force nor in the event of extension of service shall it be used to avoid the performance of work covered under this Agreement.

ARTICLE XXV - LAYOFF AND RECALL PROCEDURE

- A. Layoff means removal from the payroll with no employment rights other than the retention of seniority status and recall rights as noted below. If, because of unforeseen circumstances such as reduction in student population, changes in curriculum, or deficit financial conditions, it becomes necessary to reduce staff, the following layoff-recall procedures shall prevail:
 - 1. All non-tenure teachers will be laid off first; however, the district will retain non-tenure teachers when no tenure teachers are available or qualified for the position.
 - 2. Tenure teachers in the inverse order of their departmental seniority within the Bad Axe School District shall be the layoff order. Departments will be:

Art K-12
Music K-12
Library K-12
Physical Education K-12
Special Education (Governed by certificate)
Elementary K-6
Secondary 7-12 by subject area

A teacher must have the appropriate certification to teach at a given level within a K-12 department.

- B. In affecting a layoff, the Board of Education shall establish its curriculum needs. Then the number and nature of the positions required will be established. Then 1 and 2 above shall be put into effect. All requests for Article XXI leaves which will provide an assignment for a teacher scheduled for layoff shall be granted prior to June 1st.
- C. A tenure teacher notified of a layoff may request a change in department. If such teacher is not fully certified and qualified for a position in another department that is assigned to a lesser seniority teacher, the laid off teacher may elect to demonstrate to the Superintendent, no later than ten (10) days after notification of layoffs, that the laid off teacher can become fully certified and qualified for the other position prior to the beginning of the next school year. Such teacher must provide proof no later than July 1 that she/he is in fact fulfilling the necessary requirements to become certified and qualified for the position being held by the lesser seniority employee prior to the beginning of the coming school year. Teachers failing to fully qualify within the time limits shall be laid off without any recourse to the grievance procedure. Certification and Qualifications shall be as set forth in Article XVI of this Agreement.
- D. An involuntary transfer to another department will enable the employee to carry his/her district wide seniority into that department for purposes of department seniority.
- E. Rehiring will be in inverse order to layoff. Teachers to be rehired will be notified by certified mail or telegram at their permanent address on file with the Board. It is the responsibility of the teacher to keep this address current.
- F. Eligibility for recall will terminate if a teacher:
1. Accepts permanent employment elsewhere, or
 2. Fails to notify the Board by April 1 each year of the desire to return to the Bad Axe School System, or
 3. Resigns, or
 4. Fails to respond as directed in a recall notice within 14 calendar days, or

5. Is laid off for two (2) complete school years, or
6. Is not available on the designated day for re-employment.

ARTICLE XXVI - MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitments between the parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.
- D. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found 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.
- E. Copies of this Agreement shall be printed at the expense of the Board and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

ARTICLE XXVII - HEALTH INSURANCE COVERAGE

- A. The Board will, upon written application, provide the following insurance coverage at no cost to the teacher. (Teachers may elect Plan A or Plan B)

Plan A	Plan B
MESSA SuperCare I	
Delta Dental Auto +008 (1200 ortho) Class I and II - 1500 Max	Same dental (but 1500 ortho)
MESSA VSP III	MESSA VSP III+
\$30,000 Life w/AD&D	\$40,000 Life w/AD&D
LTD 66 2/3, 2500 Max 90 Calendar days - straight wait Pre-existing condition waiver Freeze on Offsets Alcoholism/Drug - same as any other illness Mental/Nervous - same as any other illness	Same LTD (In addition, those electing Plan B will receive MESSA Single Subscriber Rate to be applied to the selection of a cash option according to the appropriate IRC regulation.)

- B. Teachers who do not teach a full year or a full teaching load shall receive a pro-rated insurance benefit. Teachers who teach a full year but less than a full load shall receive full dental coverage.
- C. The Board has authorized participation of its employees, as provided under Michigan Public Act 248 of Public Acts of 1963, and Internal Revenue Code Section 403-B, in a Tax Sheltered Annuity Plan. Each employee shall have a choice of eligible companies. The Board will act as a purchasing agent for such plan to the extent authorized by the employee in writing.
- D. All insurance provisions shall be subject to approval by the insurance carriers and subject to any restriction imposed by the insurance carriers.
- E. New employees, or any employee who becomes eligible for an increased benefit due to a negotiated change in coverage, shall meet the "at work requirements" of said program before they shall become eligible for such coverage.
- F. TEFRA AGE EMPLOYEES PLAN ELECTION
Bargaining unit members eligible for Medicare benefits on and after January 1, 1983 must notify the Board of Education in writing, of their primary plan election. Teachers may either elect Medicare or the school- provided plan as their plan of choice in accordance with TEFRA provisions. Also, as provided by TEFRA, the employer shall, at least 30 days prior to the month the employee reaches age 65, notify the affected employee in writing of their choices with the attainment of age 65, in accordance with the Act.
1. To the extent permitted by law premiums for Medicare supplement and Medicare part B premium shall be paid on behalf of the employee or spouse eligible for Medicare. Should the current law and/or administrative

regulations be changed, this paragraph shall be subject to immediate bargaining at the request of either party.

2. The Board of Education will not be liable for any penalty against the employee by the insurance carrier as a result of his/her election. *Note below.

*Employees with Medicare eligible spouses and/or dependents are responsible for enrolling them in both Medicare parts A and B or any penalties accruing due to delays in said enrollment under supplementary Medicare insurance programs.

- G. Changes in family status shall be reported by the employee to the personnel office within 30 days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- H. Employees newly hired by the Board shall be eligible for Board-paid insurance premiums upon acceptance of written application by the insurance carriers on the first day of the month following the month work commenced.
- I. Employees (teachers) who have Board-provided term life insurance, as provided through the health insurance plan, have a 30 day conversion right upon termination of employment. Any employee (teacher) electing his/her right of conversion in order to keep their term life insurance in force must contact the insurance carrier within 30 days of their last day of employment.

ARTICLE XXVIII - STRIKE PROHIBITION

The Association agrees that neither it nor any of the employees in the bargaining unit will participate in, authorize, assist, or support any strike or slow-down, sanction, work stoppage of any kind including "mass" sickness or any concerted or group activity which has the effect of withholding in full or in part any services during the term of this Agreement. Further, in the event of any violation the Board may take appropriate disciplinary action.

ARTICLE XXIX - JOINT CURRICULUM COUNCIL

Upon the call of the Superintendent, three (3) representatives of the Tri- County Bargaining Association will meet with the Superintendent and other representatives designated by him/her to meet to discuss curriculum.

ARTICLE XXX - DURATION OF AGREEMENT

This Agreement shall be effective as of August 26, 1998, and shall continue in effect until August 24, 2001. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

FOR THE BAD AXE
BOARD OF EDUCATION

FOR THE TRI-COUNTY
BARGAINING ASSOCIATION, MEA/NEA

Janice Holz
President

Deany Letts

Richard J. Jensen
Secretary

Date 10/13/98

Date 10/30/98

APPENDIX A - SALARY SCHEDULE

A.1

1998-99 (2.9%)

STEP	BA/BS	BA/BS +20	BA/BS +30	MA/MS or BA/BS+40	MA/MS +15	MA/MS +30	ED SPECIAL.
0	28,657	29,722	30,331	31,158	31,770	32,452	33,139
1	31,123	32,244	32,902	33,774	34,422	35,144	35,832
2	32,174	33,307	34,370	34,833	35,487	36,205	36,897
3	33,297	34,443	35,095	35,984	36,630	37,354	38,045
4	34,511	35,674	36,324	37,218	37,868	38,585	39,291
5	35,384	37,139	37,796	38,695	38,839	40,076	40,768
6	37,604	38,793	39,441	40,359	41,012	41,742	42,433
7	39,377	40,586	41,240	42,165	42,815	43,552	44,249
8	41,290	42,519	43,170	44,110	44,762	45,503	46,199
9	44,264	45,505	46,168	47,125	47,784	48,529	49,233
10	47,218	48,962	49,249	50,233	50,878	51,630	52,333

A.2

1999-2000 (2.9%)

STEP	BA/BS	BA/BS +20	BA/BS +30	MA/MS or BA/BS+40	MA/MS +15	MA/MS +30	ED SPECIAL.
0	29,488	30,584	31,211	32,062	32,691	33,393	34,100
1	32,026	33,179	33,856	34,753	35,420	36,163	36,871
2	33,107	34,273	35,366	35,843	36,516	37,255	37,967
3	34,263	35,442	36,113	37,028	37,692	38,437	39,148
4	35,512	36,709	37,377	38,297	38,966	39,704	40,430
5	36,410	38,216	38,892	39,817	39,965	41,238	41,950
6	38,695	39,918	40,585	41,529	42,201	42,953	43,664
7	40,519	41,763	42,436	43,388	44,057	44,815	45,532
8	42,487	43,752	44,422	45,389	46,060	46,823	47,539
9	45,548	46,825	47,507	48,492	49,170	49,936	50,661
10	48,587	50,382	50,677	51,690	52,353	53,127	53,851

A.3

2000-2001 (2.9%)

STEP	BA/BS	BA/BS +20	BA/BS +30	MA/MS or BA/BS+40	MA/MS +15	MA/MS +30	ED SPECIAL.
0	30,343	31,471	32,116	32,992	33,639	34,361	35,089
1	32,955	34,141	34,838	35,761	36,447	37,212	37,940
2	34,067	35,266	36,392	36,882	37,575	38,335	39,068
3	35,257	36,470	37,160	38,102	38,785	39,552	40,283
4	36,542	37,774	38,461	39,408	40,096	40,855	41,602
5	37,466	39,324	40,020	40,972	41,124	42,434	43,167
6	39,817	41,076	41,762	42,733	43,425	44,199	44,930
7	41,694	42,974	43,667	44,646	45,335	46,115	46,852
8	43,719	45,021	45,710	46,705	47,396	48,181	48,918
9	46,869	48,183	48,885	49,898	50,596	51,384	52,130
10	49,996	51,843	52,147	53,189	53,871	54,668	55,413

Teachers completing more than sixteen (16) years of service in the Bad Axe Schools shall annually have a longevity salary payment added to their base salary as provided below:

Longevity	17-21 years of service	\$250
	22-26 years of service	\$250 (a total of \$500)
	27+ years of service	\$250 (a total of \$750)

APPENDIX B - SCHEDULE B - EXTRA CURRICULAR ACTIVITIES

A. Percentages are based on the "0" Experience Step of the BA/BS Salary Schedule.

1. Salaries for 1998-99 shall be based on Appendix A.1
2. Salaries for 1999-2000 shall be based on Appendix A.2
3. Salaries for 2000-2001 shall be based on Appendix A.3

B. Where more than one percentage number is given, they are to be used as follows:

First number...stipend for a person serving in the position for the first time in the Bad Axe Public Schools.

Second number...stipend for a person serving in the position who has completed one year of experience in this position in the Bad Axe Public Schools District.

Third number...stipend for a person serving in the position who has completed two or more years of experience in the position in the Bad Axe Public Schools District.

C. Any division of function or salary must be by mutual agreement between the Association and School District.

<u>POSITION</u>	<u>EXPERIENCE STEPS</u>		
Football-Head Coach	11%	11.5%	12%
Football-Assistant Coach	7%	7.5%	8%
Football-Junior Varsity Coach	5.5%	6%	6.5%
Football-Assistant Jr. Varsity	4.5%	5%	5.5%
Football-Assistant Freshman Coach	4%	4.5%	5%
Football-Jr. High Coach	4%	4.5%	5%
Basketball-Boys Varsity Coach	11%	11.5%	12%
Basketball-Boys Ass't Varsity Coach	6%	6.5%	7%
Basketball-Boys Junior Varsity Coach	6%	6.5%	7%
Basketball-Boys Freshman Coach	4.5%	5%	5.5%
Basketball-Boys 8th Grade Coach	4%	4.5%	5%
Basketball-Boys 7th Grade Coach	4%	4.5%	5%
Basketball-5th & 6th Grade Coach	3%	3.5%	4%
Basketball-Girls Varsity Coach	11%	11.5%	12%
Basketball-Girls Junior Varsity Coach	6%	6.5%	7%
Basketball-Girls Freshman	4.5%	5%	5.5%
Basketball-Girls 8th Grade Coach	4%	4.5%	5%
Basketball-Girls 7th Grade Coach	4%	4.5%	5%

Soccer-Boys Head Coach	8%	8.5%	9%
Soccer-Girls Head Coach	6%	6.5%	7%*
Soccer-Assistant	4%	4.5%	5%
Baseball-Head Coach	7%	7.5%	8%
Baseball-Junior Varsity Coach	4.5%	5%	5.5%
Baseball-Assistant Varsity	2.5%	3%	3.5%
Softball-Head Coach	7%	7.5%	8%
Softball-Junior Varsity Coach	4.5%	5%	5.5%
Softball-Assistant Varsity	2.5%	3%	3.5%
Wrestling-Head Coach	8%	8.5%	9%
Wrestling-Assistant Coach	4.5%	5%	5.5%
Wrestling-Junior High	3%	3.5%	4%
Cross Country-Head Coach	5%	5.5%	6%
Cross Country-Assistant Varsity Coach	2.5%	3%	3.5%
Track-Head Coach (Male & Female)	8%	8.5%	9%
Track-Assistant Coach (2 Assistants)	4.5%	5%	5.5%
Track-Junior High Coach (Boys)	2.5%	3%	3.5%
Track-Junior High Coach (Girls)	2.5%	3%	3.5%
Golf-Head Coach	4%	4.5%	5%
Tennis-Head Coach	4%	4.5%	5%
Tennis-Assistant Coach	2.5%	3%	3.5%
Volleyball-Head Coach	10.5%	11%	11.5%
Volleyball-Assistant Coach (JV)	6%	6.5%	7%
Volleyball-Freshman	4.5%	5%	5.5%
Volleyball-8 th Grade	3%	3.5%	4%
Volleyball-7 th Grade	3%	3.5%	4%
Cheerleaders-High School Coach (full year)	5.5%	6%	6.5%
Cheerleaders-High School Jr. Varsity (full year)	2.5%	3%	3.5%
Cheerleaders-Junior High School Coach	2%	2.3%	3%
Cheerleaders-Competitive Cheer	4%	4.5%	5%

*When the girl's soccer program requires additional time for coaching and the number of games increases due to expansion of the program, the Board agrees to discuss the adjustment of that percentage in this Agreement in order to achieve equity.

Quiz Bowl Coach	2%	2.5%	3%
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Academic Track (one person)	2%	2.5%	3%
Forensics-Head Coach	7%	7.5%	8%
Forensics-Assistant Coach	3%	3.5%	4%
Debate-Head Coach	5%	5.5%	6%
Debate-Assistant or Junior Varsity Coach	2%	2.5%	3%
Play Director - One Act Contest	3%	3.5%	4%
Play Director - Three Act	5%	5.5%	6%
Play Director - Assistant for 2 or 3 act only - assignment may be stage construction, music, or general assistant	1.75%	2%	2.5%
*Musical Director-Senior High	7%	7.5%	8.5%
Musical Director-Junior High School	2%	2.5%	3%
Vocal Music-Senior High	1%	1.5%	2%
Band Director-High School	7.5%	8%	8.5%
Band Director-Junior High School	4%	4.5%	5%
Band Director-6 th Grade	.5%	1%	1.5%
High School Band -Percussion	2.5%	3%	3.5%
High School Band-Color Guard	3%	3.5%	4%
Band Director-High School-Summer	.5% per day		
Band Director-Junior High-Summer	.5% per day		
*Salary and duties may be divided between two or more individuals according to a prearranged agreement. Percent of salary assigned to each individual shall be based on the number of years of experience at Bad Axe with this activity regardless of assignment.			
Agriculture-Summer	.5% per day		
Library-Summer	.5% per day		
F.F.A. Sponsor	1.5%	2%	2.5%
F.H.A. Sponsor	1.5%	2%	2.5%
Annual Director-If not done by the print media class	5%	5.5%	6%
If Annual is done by Print Media Class, instructor will get 2%			
Adult Education Instructor (per hour)	.00069	.00072	.00075
Driver Training Instructor (per hour)	.00066	.00068	.00070
Class Advisors-Freshman & Sophomore	1%		
Junior and Senior	2%		

Student Council	1.5%	2%	2.5%
Outcomes Accreditation Chairman (each)*	2%		
OA Target Area goal Chairperson	1%		
National Honor Society Advisor	1%	1.5%	2%

*Superintendent must approve if there is to be more than one chair.

- D. The Board will pay the mandatory MPSERS retirement rate for the positions listed in Schedule B. An effort shall be made to assign highly trained people to these responsibilities. People with specialized training, experience, and effective performance in the area of the activity will be given preference for these positions.
- E. The Board will not hire anyone outside the unit for any more than the amount agreed to for a teacher within the bargaining unit without written consent of the Association.
- F. The Board has the right to fill vacancies in the Schedule B area with non-bargaining unit members if there are no qualified bargaining unit members that are willing to take those positions. In the event the Board fills a Schedule B position with a non-bargaining unit member, the appointment shall be for one year only.
- G. An applicant for a Schedule B position may voluntarily withdraw his application and allow the Board to seek other applicants.
- H. Teachers participating in extra curricular activities shall have the option of being paid in one of the following methods:
 1. Lump sum at end of activity
 2. Proportional pay to occur halfway through the activity and the remainder upon completion of the activity

The teacher shall receive the payment at next regular pay which is 10 or more days after the request is received at the Board of Education Office and subject to the teacher having completed all assigned responsibilities.

- I. If new Schedule B positions are created for activities which have previously been offered in the district, the administrator over seeing that program will make a recommendation as to the appropriate experience placement for any district personnel appointed to that position. The final placement is within the discretion of the Board.

APPENDIX C - SUBSTITUTE TEACHER SALARIES

- A. Teachers under individual contract for the School District who substitute for another teacher will be paid \$12.00 for a full class period.
- B. Teachers may, at their option, bank credit for substituting in lieu of payment in (A) above. An accumulation of seven (7) class periods of credit, seven (7) clock hours in the case of elementary teachers, will earn the teacher one (1) additional personal day. It is understood that only one (1) additional day may be earned in any given school year.
- C. In the event that not enough hours are banked to earn a day or there is no need for an additional day by the end of the school year, the teacher shall receive payment for appropriate number of hours no later than June 30 of that year.

APPENDIX D - CALENDAR

DESCRIPTION	1998-99	1999-2000	2000-2001
New teacher orientation	Aug 20	Aug 19	Aug 24
Teacher Orientation/In-service	Aug 24	Aug 23	Aug 25
First day for students	Aug 25	Aug 24	Aug 28
No School	Sept 4	Sept 3	Sept 1
No School - Labor Day	Sept 7	Sept 6	Sept 4
End First Marking Period	Oct 30	Oct 29	Nov 3
Half Day - Parent-Teacher Conferences - afternoon and evening (5 hours) K-12, noon dismissal	Nov 5	Nov 4	Nov 9
School Dismissed One Hour Early	Nov 6	Nov 5	Nov 10
Teacher In-Service	Nov 16	Nov 15	Nov 15
Noon dismissal	Nov 25	Nov 24	Nov 22
Thanksgiving Break	Nov 26 & 27	Nov 25 & 26	Nov 23 & 24
Holiday Break (regular hours, last day of December)	Dec 21-Jan 1	Dec 23-Jan 3	Dec 25-Jan 2
Classes Resume	Jan 4	Jan 4	Jan 3
7-12 Test Correction - noon dismissal	Jan 22	Jan 14	Jan 19
End First Semester	Jan 22	Jan 14	Jan 19
Winter Break--No School	Feb 15	Feb 21	Feb 19
End Third Marking Period	March 26	March 24	March 30
Parent-Teacher Conferences - Elem afternoon - Elementary & 7-12 Evening	April 15	March 30	April 5
School Dismissed One Hour Early	April 16	March 31	April 6
Spring Vacation - No School	Apr 2-9	April 17-24	Apr 9-16
Teacher In-Service (first snow day make up)	May 7	May 5	May 4
Memorial Day--no school	May 31	May 29	May 28
Noon dismissal (Test correction/cards)	June 8	June 5	June 8
End Second Semester	June 8	June 5	June 8
Teacher In-service	June 9	June 6	June 11
Last teacher day - Noon dismissal	June 10	June 7	June 12
Total Student Days	182	183	184
Total Teacher Days	186.5	187.5	188.5

All days are full days unless noted.

A. Parent-Teacher Conference and Special Activities

1. Two half days will be scheduled for extra conference time for Kindergarten Parent-Teacher Conferences.
2. The Board shall have the discretion to schedule one 2 1/2 hour evening session for either open house or in service, providing that they also schedule a comparable amount of release time for the staff on the last afternoon of the week in which the evening session is scheduled. No such evening session shall be scheduled for the last day of the work week. The Association and the teachers shall be notified a minimum of 15 working days prior to the scheduled changes.

SNOW DAY LANGUAGE

- A. Scheduled days of student instruction which are not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county or state health authorities, will be rescheduled to ensure that there are a minimum requisite number of days as defined by the State Aid Act.
- B. If there is a need for a second inclement weather make-up day, the last day of the calendar for that year shall become a full day with the students attending for 1/2 day and teachers will work in the afternoon instead of the morning as stipulated.
- C. If there are more than four (4) Act of God days in any school year, the following procedure shall be in effect:

On or about April 15th, the Superintendent and the president of the Association, or his representative, shall meet to determine if it will be necessary to re-schedule additional days to fulfill the State requirement for number of instructional days.

- D. If additional days must be re-scheduled, the following procedure shall be in effect:
 1. The parties agree to meet in an effort to mutually agree on when any make-up days should occur. In the event they are unable to agree, the days will be added on the end of the calendar set up in the Master Agreement.
 2. It is understood and agreed that, in the event the rescheduling of the days at the end of the school year interferes with a teachers' scheduled return to school to upgrade his or her skills, the teacher may use his/her personal leave or sick leave or at his/her discretion, apply for unpaid leave time to cover any lost time. It shall be the responsibility of the teacher to supply adequate proof that he/she will be in actual attendance at college on the days that were rescheduled.

3. Should the provisions of the state law (State Aid Act) be rescinded, the above provisions shall be considered null and void and the provisions and practices in existence prior to this agreement shall be reinstated, to the extent permitted by law.
4. If the State Board of Education should modify the allowance of the number of days allowed prior to requiring rescheduling, the number of days missed that need not be rescheduled shall be changed to comply with said modification.
5. Teachers who receive twenty-one (21) pays shall receive their 21st payment on their scheduled pay day or within 2 days of the last day of the school year whichever date is later.

APPENDIX E

The Bad Axe Public Schools, the Bad Axe Education Association, and the Tri- County Bargaining Association agree that the Bad Axe Public Schools in no way waives the right to assert any relief or advantage granted to any other school district or districts in any decision or MERC or the courts concerning the issue of a regional bargaining agent which includes more than one district.

APPENDIX F - PART-TIME EMPLOYEES

Pro-ration of pay and work day for all part-time employees shall be based on the average minutes per day as follows:

Teaching Time	Percent of Pay	Length of Day
287 - 325	100%	450
269 - 286	85%	387
253 - 268	80%	366
236 - 252	75%	345
220 - 235	70%	324
210 - 219	65%	303
189 - 209	60%	282
171 - 188	55%	261
156 - 170	50%	240
139 - 155	45%	219
121 - 138	40%	198
106 - 120	35%	177
89 - 105	30%	156
73 - 88	25%	135
57 - 72	20%	114
39 - 56	15%	93
30 - 38	10%	72

All time listed include a thirty (30) minute lunch period. If it can be arranged, a schedule will be developed for part-time teachers which makes the lunch period optional.

Memorandum of Understanding
Between the
Bad Axe board of Education
And the
Tri-County Bargaining Association

Realizing that inclusion is an effective educational tool for all children, the parties agree that appropriate staff is necessary to ensure that all students can benefit from the concept of inclusion. It is hereby agreed between the Bad Axe Board of Education and the Tri-County Bargaining Association that the number of inclusion students in Bad Axe Public School classrooms must be monitored closely. When it is determined that the number of inclusion students in a classroom may negatively impact the instructional process for all students, the following process will be implemented.

1. The inclusion teacher and building principal must meet to evaluate the situation. If it is determined that additional staffing is necessary to facilitate an optimal environment for learning, a recommendation shall be presented to the Superintendent.
2. The Superintendent will evaluate the recommendation and may conference with the teacher and/or the principal. The Superintendent may determine that additional staffing is necessary based upon the teacher-principal recommendation. It shall be the Superintendent's prerogative to determine if additional staffing will be through aides or certified personnel.
3. Every effort will be made to ensure that staffing is appropriate so as not to compromise the intent of the inclusion concept. The principal must notify the Superintendent at any point during the school year when the number of special needs students is determined by the principal to be negatively impacting the learning environment and/or when that number reaches five (5) in one classroom. The Superintendent may then confer with the teacher and the principal to determine whether or not additional adult help is needed to provide for an environment of optimal instruction.
4. The Association and the Board agree to closely monitor the inclusion program in a proactive manner.

Board of Education _____ Date _____

Tri-County Bargaining Association _____ Date _____

Bad Axe Education Association _____ Date _____



