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AGREEMENT

between

**THE BOARD OF EDUCATION
OF
FERNDALE PUBLIC SCHOOLS**

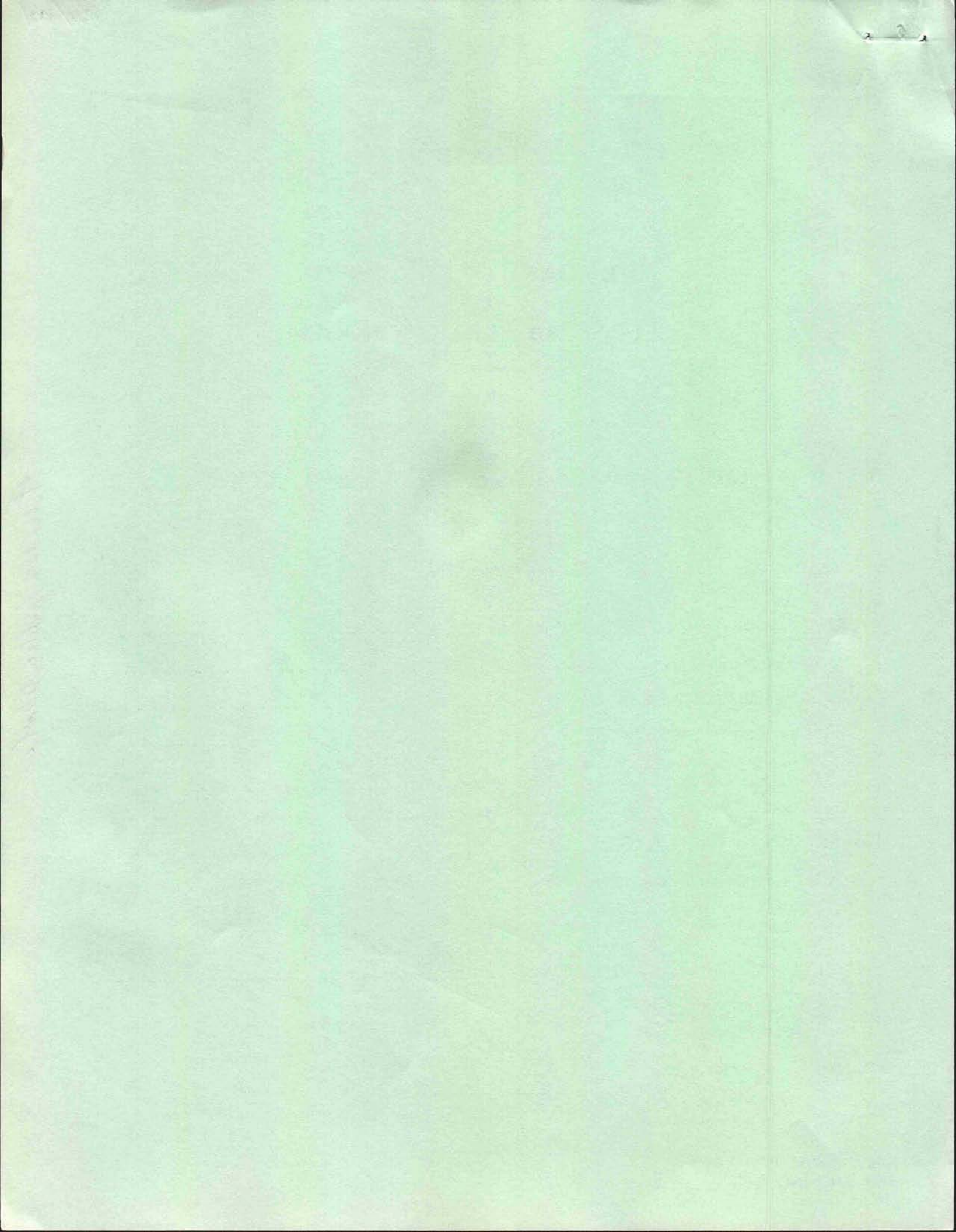
and

THE FERNDALE EDUCATION ASSOCIATION

1998 - 2001

Ferndale Public Schools

Ferndale, Michigan



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COLLECTIVE BARGAINING AGREEMENT

BETWEEN
THE BOARD OF EDUCATION OF THE
FERNDALE PUBLIC SCHOOLS
AND
THE FERNDALE EDUCATION ASSOCIATION

This Collective Bargaining Agreement is entered into this 1st day of September, 1998, and goes into effect at 12:01 a.m., September 1, 1998, by and between the Board of Education for Ferndale Public Schools, Oakland County, Michigan, hereinafter called the "Board" and the Ferndale Education Association. The Ferndale Education Association, an affiliate of the MEA and NEA, shall hereinafter be called the "Association" or the "FEA". The FEA is a non-profit Michigan corporation. Original Agreement executed September 6, 1966.

ARTICLE 1--PREAMBLE

Recognizing that providing quality education is the paramount aim of the Board and the FEA and that the character of such education depends to a great extent upon the quality and morale of the teaching service, we hereby declare:

WHEREAS, the FEA recognizes that the Board, under law, has the final responsibility for establishing policies for the district and administering the operation of the schools in said district; and

WHEREAS, the Board recognizes that teaching is a profession; and

WHEREAS, the Board recognizes the educational expertness of the teachers and views the consideration of educational matters as a mutual concern; and

WHEREAS, Act 379, Public Acts of 1965, presently authorizes public employees and public employers to enter into collectively negotiated agreements concerning rates of pay, hours of employment, and other conditions of employment of such public employees; and

WHEREAS, the Board has duly adopted a resolution recognizing the FEA as the exclusive bargaining representative for certificated personnel as hereinafter defined and set forth; and

WHEREAS, extensive professional negotiations between the representatives of the parties have resulted in certain understandings between the Board and the FEA; and

WHEREAS, the Board and the FEA desire to incorporate such understandings into a written collective negotiations agreement in the belief that such action is in the best interests of the residents of the School District of the City of Ferndale, the students attending school therein, and the teachers represented by the FEA:

NOW THEREFORE, in consideration of the following mutual covenants, the FEA and the Board hereby agree as follows:

ARTICLE 2--RECOGNITION

2.1. Board Recognition

The Board of Education hereby recognizes the Ferndale Education Association as the exclusive bargaining representative, for the purpose of professional negotiations as defined in Section 11 of Act 379, Public Acts of 1965, for all professional personnel it employs who are certified by the Michigan Department of Education. The term "teacher" for the purposes of this document and based upon eligibility requirements established by the Board of Education means classroom teachers and the certified persons on the teacher's salary schedule as follows:

- Classroom teachers
- Head Start teachers ¹
- Guidance counselors
- Department chairpersons/Team leaders
- Librarians/Media Specialists
- Vocational Education teachers
- Occupational and Physical Therapists
- Ferndale CASA teachers
- School Social Workers
- School Psychologists
- Speech and Language Pathologists
- Certificated teachers employed by the Board of Education working on Federal programs, during the regular school day and year
- Adult Education counselors and instructors ²
- Driver Education and Summer School teachers, teaching credit courses, who are also employed in the Ferndale schools and regular teachers during the normal school year.

Personnel not included in the bargaining unit are those whose job by definition of Public Act 379 entails those duties of an administrator. They are as follows:

- Superintendent
- Deputy Superintendent(s)
- Director of Human Resources
- Business Manager
- Director(s)
- Assistant Superintendent(s)
- Principal(s)
- Administrative Assistant(s)
- Assistant Principal(s)
- Adult Education Building and Program Supervisors/Coordinators
- Adult Education Head Counselor

Also excluded are office and clerical employees and such other personnel as excluded by the recognition resolution adopted by the Board on the 12th day of July, 1966.

¹See Schedule C.

²See Schedule D.

2.2. Term Definitions

When used in this Collective Bargaining Agreement, Agreement shall mean Collective Bargaining Agreement; F.E.A. shall mean Ferndale Education Association; M.E.A. shall mean Michigan Education Association; N.E.A. shall mean National Education Association; S.O.D.A. shall mean South Oakland Districts Association and Association shall mean M.E.A., N.E.A., F.E.A., and S.O.D.A.

Board of Education shall mean the Board of Education; Board shall mean the Board of Education, Superintendent, Deputy Superintendent, Director of Human Resources, Business Manager, Building Administrator or any other agent of the Board of Education.

2.3. Employee Definition

The term "teacher" when used hereinafter in this contract, shall refer to all employees represented by the F.E.A. in the professional negotiating unit as above defined.

- 2.4. **Exclusive Negotiation**
The Board agrees not to negotiate on matters covered by Act 336 of the Public Acts of 1947 as amended, including Public Act 379 of 1965, with any teachers' organization other than the F.E.A., for the duration of this Agreement. However, nothing contained herein shall be construed to prevent any individual teacher from presenting an individual grievance and having that grievance adjusted without intervention of the F.E.A. provided that the F.E.A. has been given an opportunity to be present at such adjustment and provided that the adjustment is not inconsistent with the terms of this Agreement.
- 2.5. **F.E.A. Representation**
The F.E.A. is required under the Agreement to represent all of the teachers within the recognized bargaining unit fairly. The terms of this Agreement have been made for all teachers in the bargaining unit who are the recipients of the benefits and are represented by the F.E.A. which was the choice of a majority of the teachers within the recognized bargaining unit.
- 2.6. **No Discrimination**
There shall be no discrimination by the F.E.A. or the Board toward any employee(s) because of race, creed, religion, color, sex, sexual preference, age, physical handicap, marital status or number of dependents; except where age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration. All protected classes will be equally considered under the provision of this Agreement and in accordance therewith.
- 2.7. **Representation Fee**
In accordance with the terms of this article, each bargaining unit member within thirty (30) days of employment shall, as a condition of employment, join the Association or pay a service fee to the Association.
- A. **Association Members**--Bargaining unit members joining the Association shall pay dues to the Association in accordance with its policies and procedures.
 - B. **Service Fee Payers**--Bargaining unit members not joining the Association shall pay a service fee to the Association. However, upon timely objection, no individual required to pay a service fee to the Michigan Education Association (MEA) or a local affiliate shall be required, through the payment of such a fee, to contribute to the financial support of an ideological cause or political activity unrelated to collective bargaining, contract administration, grievance adjustment and lawfully chargeable employee representation. An individual who, in compliance with the administrative procedures established by the Executive Director of the Michigan Education Association, objects to the use of a portion of his/her service fees to support such an ideological cause or political activity shall be required to pay a reduced fee based upon a determination of the percentage of the MEA's annual expenditures for the prior year necessarily or reasonably incurred for the purpose of performing the duties of an exclusive representative of the employees. Said service fee amount shall be communicated to the district business office prior to requesting a deduction from wages.
 - C. **Non-payment of Dues or Service Fees**--If a bargaining unit member does not pay the appropriate amount of dues or service fee to the Association, upon written notification by the Association, the Employer shall deduct that amount from the bargaining unit member's wages and remit same to the Association.
- 2.8. **Dues Deduction**
Upon written authorization by a bargaining unit member or pursuant to paragraph 2.7.C, the employer will deduct the appropriate amount of the dues or service fees from the bargaining unit member's wages. The deductions will be made in equal amounts from the paychecks of the bargaining unit member beginning with the first pay following receipt of the written authorization from the bargaining unit member or the Association and continuing through the last pay period in June of each year. Monies so deducted will be transmitted to the Association, or its designee, no later than twenty (20) days following each deduction.
- 2.9. **F.E.A. Notification to Board**
Dues, Assessment, and P.A.C. contributions - The F.E.A. shall notify the Board in writing and provide a list of dues, assessments and P.A.C. contributions. The Board shall be obligated to make only one change in dues and one special assessment in any one school year. Each new teacher will not be considered a change.
- 2.10. **Change in Authorization**
The Board will automatically renew deductions each year unless notified in the following manner: any teacher desiring to have the Board discontinue deductions he has previously authorized must notify the Board's representative and the F.E.A. in writing by September 1st of each year for that school year's dues.

2.11. **No Denial or Restriction of Rights**

Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere; nor shall anything contained herein be construed to deny or restrict to the Board any rights, privileges or duties it may have under the laws of the State of Michigan.

ARTICLE 3--TEACHER RIGHTS AND RESPONSIBILITIES

- 3.1 Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in collective professional negotiations, as defined in Section 11, Act 379 of the Public Acts of 1965, for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association, or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.
- 3.2 The F.E.A. or any committee thereof shall be permitted reasonable use of school building facilities and equipment at reasonable hours, without charge, provided that no such permitted use shall interfere with the administration or operation of the school system, and provided further that if the F.E.A. in the enjoyment of such permission shall incur any overtime obligation on the part of other of the Board's employees, such overtime compensation shall be assumed and paid by the F.E.A. Any permission granted to the F.E.A. for the use of school premises shall require prior approval from the Board's representative before exercising such right.
- 3.3. The F.E.A. may use the district's written communication services and teacher mail boxes for its business and social events announcements. Announcements of meetings may be listed in school activity bulletins and the public address system may be used for announcing the date, time, and place of meetings.
- 3.4. The Board agrees to furnish the F.E.A. with all reasonably necessary information that has been compiled and is available concerning the financial resources of the Ferndale School District, tentative budgetary requirements and allocations, and such other information not inconsistent with the provisions of this Agreement. Information regarding instructional budget allocations for schools and programs shall be made available to staffs.
- 3.5. Copies of the Agenda for Board meetings and minutes of previously held Board meetings will be made available to the F.E.A. representatives prior to each Board meeting, except items relating to personnel changes and other privileged or confidential matters.
- 3.6. Copies of the formal staff study proposals and General Fund Budgets will be made available to the Association. Copies of the Personnel Policy Manual shall be provided for each building library. Updates of the Manual shall be provided within twenty (20) days of printing.
- A. Prior to Board action to lay off bargaining unit members the Board will provide the F.E.A. with a current seniority list. The list will include all available areas of official certification presented to the Board prior to March 1 of the layoff year. It shall be the teachers' responsibility to notify the Board of changes that occur in their official certification status with the State Department of Education. February 1 shall be the final date for submission of endorsed teaching areas for all purposes relating to layoff and recall, except as noted in Article 12.2.C.
- Substitute Teaching**--Laid off teachers who desire to substitute shall notify the Board in writing and will be given first preference to substitute teaching positions, including long-term substitute positions. Consideration shall be on the basis of certification, qualifications, and seniority. Appointment to these positions shall be accomplished by using the recall procedures as practiced by the district and denoted in Article 12.
- 3.7. **General Responsibilities**
It is the responsibility of the F.E.A. and each individual teacher, as well as the Board, within available resources, to provide the highest quality education program possible for every student in the school district. On the teacher's part this includes:
- A. To strive for excellence in teaching and to take advantage of opportunities for continually improving teaching skills and relationships with students;
- B. Careful daily preparation of lessons, lectures, demonstrations;

- C. Each teacher may be required to serve on one ad hoc building and/or district-wide curriculum study per semester when requested to do so by the Board or a teacher chairperson of a Board approved committee, providing that the committee's function has been posted in writing in advance of the committee selection date and those positions have not already been filled by teacher volunteers;
- D. All teachers shall be expected to be in attendance at open houses held in the building in which they are assigned. Circuit teachers shall not be required to attend more open houses than the regular classroom teacher.
- E. Reasonable annual participation in public-oriented activities of the school such as:
 - P.T.A., P.T.O., and P.T.S.A. meetings;
 - Public performances of students in plays, concerts, athletic activities, chaperoning of dances
- F. Promptness in meeting classes, attending building staff meetings unless excused by the building administrator, keeping appointments with parents, students, and other school employees, and in furnishing essential reports and information required by the Board.

3.8. No teacher shall be prevented from wearing insignia pins or other identification of membership in the Association either on or off school premises.

3.9. No teacher will engage in Association activities during working hours which will disrupt or interfere with the performance of the teacher's classroom duties provided this shall not prevent the performance of official duties by representatives of the Association as otherwise set forth in this Agreement.

3.10. F.E.A. Released Time

The F.E.A., as a group, shall have a maximum of forty (40) scheduled teaching days of released time as paid personal leave days to allocate to its personnel for F.E.A. business. F.E.A. members will apply for such released time on the regular personal leave application forms in the usual manner but the application must have the approving signature of the F.E.A. president before it is submitted to the Board.

3.11. Review of Personnel File

Each teacher shall have the right, upon written request, to review the contents of the personnel files maintained at the teacher's school or at the administration building. A representative of the F.E.A. may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safekeeping of these files. Privileged information, such as confidential credentials and related personnel references normally sought at the time of employment, are specifically exempted from review. The administrator shall, in the presence of the teacher or the teacher's authorized representative, remove these credentials and confidential reports from the file prior to a review of the file by the teacher.

All communications, including evaluations by the Ferndale administrators, commendations, and validated complaints directed toward the teacher which are included in the personnel file shall be initialed by the person making the entry and a copy sent to the teacher within ten (10) work days of its inclusion. A teacher will be given thirty (30) work days to furnish written comment for entry into the file. Anonymous complaints shall not be considered valid. The confidentiality of personnel files shall be maintained.

3.12. A teacher shall, at all times, be entitled to have a representative of the F.E.A. present when the teacher is being warned, reprimanded, or disciplined for any infraction of discipline or delinquency in professional performance. Any such warning, reprimand, or disciplining shall be done in a private meeting.

When a request for such representation is made, no action shall be taken with respect to the teacher until a representative of the F.E.A. is present. The representative shall not delay being present beyond thirty (30) minutes following the close of the school day for students. However, if it is not possible for the representative of the F.E.A. to be present on the day of the meeting, then the representative shall meet with the parties no later than the following day.

3.13. No teacher shall be disciplined, reduced in rank or compensation without just cause. Any such discipline, or reduction in rank or compensation, asserted by the Board shall be subject to the grievance procedure as set forth in Article 23 of this Master Agreement. However, when dealing with dismissals or suspensions without pay of a tenure teacher, Level Four (4) of the grievance procedure as modified in Article 23.4(d), paragraphs 2 and 3 shall apply.

3.14. The parties seek to educate young people in the democratic traditions, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of their respect for the Constitution and the Bill of Rights. Therefore, teachers shall have reasonable freedom in the implementation of the curriculum. However, this does not exclude the right and the obligation of the administration to question, instruct, and direct, whenever necessary.

The Board and Association recognize that the best educational results for the student are produced when the home and the school (teacher and administrator) work together as partners in the education process.

State test scores, ratings, or other standardized test results shall not be used in the formal evaluation of teachers.

- 3.15. An aggrieved teacher and/or a teacher duly authorized by the F.E.A. and representing the F.E.A. at a meeting or hearing involving grievance matters, including such arbitration as is required under this Agreement, held during a school work day shall be released from the teacher's regular duties without loss of salary or leave days, provided that not more than four such teachers shall be so authorized for each hearing or meeting unless specific approval is obtained from the Superintendent.
- 3.16. It is understood that the bargaining unit members set forth in Article 2, Section 1, have responsibility for performing duties normally associated with those positions. These duties shall not be assigned for more than a two (2) week period to anyone who is not a member of the bargaining unit.

ARTICLE 4--RIGHTS AND RESPONSIBILITIES OF THE BOARD

- 4.1. There is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and Constitutions of Michigan and the United States, except where expressly and in specific terms limited by the provision of this Agreement.
- 4.2. It is expressly agreed that the Board retains among others those rights listed below. The Board agrees, however, that prior to the effective date of any such rules or personnel policies established by it related to hours, wages and working conditions of teachers, it shall give the F.E.A. reasonable notice of any proposed rule or policy. Written notification of any proposed change of a rule or policy shall be given to the President of the F.E.A. prior to any Board action. (The intent is to give approximately one (1) month to react.) The parties agree that emergency situations may arise where prior notification and consultation are not possible.
 - A. the executive management and administrative control of the school system and its properties, facilities and equipment;
 - B. hire all employees and, subject to the provision of law and the terms of this agreement, to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion and to promote and transfer all such employees;
 - C. establish levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
 - D. establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of teachers and their working conditions, which are not inconsistent with the provision of this Agreement or violative of law;
 - E. determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
 - F. determine the policy affecting the selection, testing or training of employees providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement.

- 4.3. The parties will attempt to prevent children from involvement in Association/Board controversies.
- 4.4. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of any rights of management not listed and specifically surrendered therein, whether or not such rights have been exercised by the Board in the past.

ARTICLE 5--JOINT RESPONSIBILITIES

No Strike - No Lockout

- 5.1. Under no circumstances will the F.E.A. cause or authorize or permit its members to cause nor will any member of the bargaining unit take part in any strike, recruitment sanctions, sit-down, stay-in or slowdown, in any school buildings or property of the Board or any curtailment of duties or restriction or interference with the operations of the school system.
- 5.2. The School Board will not lock out any employees.

ARTICLE 6--PROFESSIONAL COMPENSATION

- 6.1. The compensatory Schedule A is based upon a normal weekly teaching load during normal teaching hours hereinafter defined in Schedule B (Calendar).
- 6.2. The compensation of teachers covered by this Agreement is set forth in Schedule A, which is attached to and incorporated in this Agreement. All items contained in Schedule A shall remain in effect during the term of this Agreement.
- 6.3. Classroom teachers shall be required to report at the beginning of the school calendar year and render required services during such school calendar year. If time, in addition thereto, is accepted and performed by any teacher, he shall receive extra compensation as provided for extra-contractual work.
- 6.4. The following holidays shall be observed: New Year's Day, Good Friday, Memorial Day, Independence Day (for any teacher employed on such day), Labor Day, Thanksgiving Day, Christmas Day and M. L. King. If a holiday falls on Saturday, the previous Friday shall be observed and if a holiday falls on a Sunday, the following Monday shall be observed.
- 6.5. When a teacher with at least a provisional teaching certificate (except for conditions as listed in Article 22, Section 6b) is initially employed, the Board may, at its discretion, grant up to one (1) step on the current salary schedule for each year of prior teaching experience and work experience credit and up to three (3) years military experience gained in the Armed Forces of the United States since September 1, 1940. When the Board finds it necessary to grant experience credit to interested candidates in fields of teaching where teacher shortages exist, they may go up to, but not exceed the maximum step on the salary schedule. Included in the above may be five (5) years of experience credit for trade, laboratory or technical experience related to the teaching assignment. If experience credit is granted, it shall be computed to the nearest one-half (1/2) year.
- 6.6. In the school system there are certain authorized extra-curricular activities involving a large amount of time and work beyond the routine schedule of classes and regular extra curricular assignments. Teachers accepting such authorized assignments in extra-curricular activities shall receive compensation in addition to their regular salaries according to Schedule A.
- 6.7. A. Upon the receipt of certification by the Superintendent's Office that the requirements for the Master's Degree have been completed, the annual salary rate adjustment shall become effective the first (1st) pay period of the school year, if certification has been received in the Superintendent's Office at least fifteen (15) days prior to that time, or in the first (1st) pay period of the second (2nd) semester, if certification has been received in the Superintendent's Office at least fifteen (15) days prior to that time. The additional pay for the Master's Degree will be paid retroactive to the date requirements were completed and prorated over the remaining pay periods for that school year. If the certification is received after the beginning of the second semester, the added compensation will be paid with the last check of the school year.
B. As a condition of effectiveness of this section a letter certifying completion of requirements for the Master's Degree or a transcript certifying completion of such requirements is to be submitted to Central Office within thirty (30) days of completion of requirements to qualify for retroactive payment as noted above. Failure to so notify will cause the increase to become effective with the first pay of the following semester.
- 6.8.A. The work of a classroom teacher is unique and different from most jobs in that classroom teaching requires additional time beyond conducting classes. This additional time may cover many activities such as planning, developing tests, maintaining records, correcting papers, curriculum development, previewing films, and other materials, etc. Although some of this work may be formally scheduled, much of it is scheduled at the discretion of each individual teacher.
B. Each work day of the contractual academic year contains six hours of classroom teaching time. For purposes of computing extra contractual classroom teaching pay, it is assumed that the work day is eight hours. In effect, this assumes that twenty minutes of additional time is required for each classroom teaching hour.
C. For purposes of computing this formula only, we assume that the contractual year involves forty (40) weeks of five (5) days each, for a total of two hundred paid days. Having assumed that each day is equivalent to eight (8) hours, this then means that the contractual year for the purpose of this formula is made up of 1600 hours.
D. By dividing the annual salary of a teacher by 1600 hours, an hourly rate of pay is determined recognizing that each hour of classroom time requires at least twenty minutes (or .333 hours) of additional time. Then the hourly rate is multiplied by 1.333 for each hour of classroom teaching. Activities not requiring additional time outside of that scheduled will be computed at the regular hourly rate (annual salary divided

by 1600 hours).

- 6.9.A. Payment of Compensation** Teachers will receive their annual salary in accordance with Schedule A of the Agreement in twenty-six (26) equal bi-weekly payments, September through August. Teachers may elect to receive their annual salary in twenty-one (21) equal bi-weekly payments, September through June, provided written notice of such election is received in the business office on or before August 1 of the fiscal year in which such election is to apply.
- B. Teachers who receive their annual salary in twenty-six (26) equal bi-weekly payments may receive a lump sum payment at the end of the regular school year provided they notify the business office, in writing, on or before September 20, of each school year. For new hires after September 20, the option for lump sum payment shall be made on the date of hire.
 - C. Teachers who want their checks mailed to a summer address must notify their school office of such address, in writing, prior to the end of each school year.
 - D. Scheduled pay days are set forth in Schedule B, Section 2.
- 6.10.** Recognizing that some employees must use personal automobiles in the course of their employment the Board of Education hereby agrees to pay to said employees the following: *The current IRS rate, less 2 cents.* *
- * *Beginning 1999-2000, increase to current IRS rate.*

ARTICLE 7--HOURS, WORK DAY AND WEEK

- 7.1.** The Board recognizes the principle of a standard forty-hour work week and will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within such standard work week. The Board will not require teachers regularly to work in excess of such standard work week within or outside of any school building except in the case of previously mentioned extra-curricular activities.
- 7.2.** Each work day of the contractual academic year contains at least the State minimum of required instructional hours. Because of the unique nature of classroom teaching, additional time is required beyond conducting classes. This additional time covers many activities such as planning, developing tests, maintaining records, correcting papers, parent conferences, curriculum development, previewing materials, etc. The teacher's work day shall start five (5) minutes prior to the start of the student work day, and end fifteen (15) minutes following the last class of the day. Accordingly, the normal teaching day shall be:
- a. **FERNDALE HIGH SCHOOL (7:55 a.m. - 2:55 p.m.)** All high school teachers shall be entitled to no less than a thirty (30) minute duty-free lunch period.
 - b. **JUNIOR HIGH SCHOOL (7:55 a.m. - 2:55 p.m.)** All junior high school teachers shall be entitled to no less than a twenty-eight (28) minute duty-free lunch period. The Board may start school up to one-half hour earlier than 8:10 a.m. The ending time, therefore, shall also be moved up accordingly (i.e., 7:45 a.m. - 2:45 p.m.).
 - c. **ELEMENTARY SCHOOLS (8:10 a.m. - 3:20 p.m.)** All elementary teachers shall be entitled to a fifty (50) minute duty-free lunch period, except on rotating duty days, in which case the duty-free lunch period shall be twenty-five (25) minutes. (See Section c.1 and c.2 below).
 - c.1. **Teacher Starting & Ending Times**--The starting times for elementary schools may vary between 8:00 a.m. and 9:00 a.m. because of constraints imposed by the student transportation system. The ending times for elementary schools may vary from 2:50 p.m. to 4:00 p.m. The normal starting time is 8:10 a.m. and the normal ending time is 3:20 p.m.
 - c.2. **Rotation of Duty Days/Elementary**-- Elementary teachers on a rotational schedule, will be available in the buildings for emergencies during the lunch hour when the principal is not in the building. It is agreed that administrative supervision will normally be in the building during the students' lunch time. The teacher(s) on rotational duty will notify the principal or lunchroom aide or office monitor where they may be located in the building. Teacher(s) shall not be used for lunchroom duty.
- 7.3.** In those elementary buildings where special education classes are located and special education students must stay during the lunch hours, teacher aides will be hired for both inside and outside supervision.
- 7.4.** Teachers will not be required to supervise the breakfast program while students are in the breakfast room.

ARTICLE 8--TEACHING LOADS AND ASSIGNMENTS

- 8.1. It is agreed that all teachers have a professional responsibility to provide their students with whatever time and assistance may reasonably be necessary to promote the educational growth of the students. Therefore, the salary schedule reflects not only the above designated time but also the total professional responsibilities of the teachers.
- 8.2.
 - A. The normal weekly teaching load in the senior high school will be no more than twenty (20) teaching periods of fifty-five (55) minutes each and five (5) teaching periods of sixty-five (65) minutes each, and five (5) unassigned preparation periods of fifty-five (55) or sixty-five (65) minutes each depending upon the class hour the preparation period is assigned.
 - B. The normal weekly teaching load in the middle school will be no more than thirty (30) teaching periods or activity periods of forty-five (45) minutes each and five (5) unassigned preparation periods of forty-five (45) minutes each. Preparation time is considered to include conferences with counselors, parent-teacher conferences, relief time, conferences with administration, planning and other related activities. A more definitive agreement concerning the use of time when students are being taught by a special teacher in the elementary schools is covered in Article 25, attached, and made a part hereof.
 - C. Teachers in grades seven (7) through twelve (12) will be given class assignments which will provide a limit of no more than three (3) separate and distinct preparations per semester, whenever possible, within the field of competency and skills of the involved staff.
- 8.3. **Elementary Split Sections**--Every effort will be made to develop a master schedule without split sections. Teachers who will be assigned to teach elementary split sections at the beginning of the school year will be given notice of such assignment by June 1 of the prior school year. Split sections shall have fewer students than regular sections, when possible. Unless an elementary teacher volunteers to accept a split class more often, an elementary teacher shall not be scheduled for a split class more than one (1) year out of any three (3) years in a row. Each building through its Site-based Decision Making/School Improvement Committees will propose alternate solutions to split sections.
- 8.4. Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be given new assignments outside the scope of their teaching certificates or their major or minor fields of study.
- 8.5. Teachers who will be affected by a change in grade assignments (an assignment which involves a course or grade level that a teacher has not taught within the last five (5) years) in the elementary school grades and by changes in the teaching assignments in the secondary school grades will be notified and consulted by their principals as soon as practicable and in no event later than the close of the school year, unless by mutual agreement. Every effort will be made to avoid reassigning probationary elementary school teachers to different grade levels.
- 8.6. Any departure from teaching loads and assignments as described in the section above will be made only in case of an emergency. Notification of the departure from said loads and assignments shall be sent to the Association as soon as possible. Such action shall take place after full explanation and consultation or attempt to notify the affected teacher.
- 8.7. When it becomes necessary because of space, financial limitations, shifts in student population and/or to establish or maintain racial balance of the professional staff, the Board will assign and/or dissolve split sections, and direct the teacher transfers as needed by the second Friday after students report for the new school year. Such action shall take place after full explanation and consultation with the affected teachers and F.E.A. representatives.
- 8.8. Library technicians will be supervised on a part-time basis by fully qualified and certified librarians. The intent of this language is that the librarian will give day-to-day direction to the technician. The school principal and the librarian will be responsible for evaluating the technician(s).

ARTICLE 9--TEACHING CONDITIONS

- 9.1. The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. Because every building has problems particular to itself, the faculty and administrator of each building shall be authorized to develop, cooperatively, building policies that are consistent with State law, School Board policy, and this Master Agreement. Copies of these building policies, as they are developed, shall be sent

to the Superintendent of Schools for his/her review and approval.

9.2. It is acknowledged the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end. However, the teacher recognizes a responsibility for maintaining proper student conduct and deportment and for taking action whenever violations of school rules are observed. Building administrators will work with teachers in fulfilling this responsibility.

9.3. A. It is agreed that the class size maximum for grades kindergarten through sixth, inclusive, shall not be exceeded by more than two (2) students. If this condition is exceeded, a teacher's aide will be hired for that class until such time as the class size limit is properly met. The previous language notwithstanding, the class size maximums shown below may be exceeded by a total of four (4) students with the teacher's permission. When a third (3rd) student above the maximum is added, with the teacher's permission, a half-time teacher's aide will be hired for that classroom. If a fourth (4th) student is added above the maximum listed below, the teacher's aide will become a full-time aide. Elementary circuit teachers in art, physical education, vocal music and library shall be included in the following class size maximums:

Kindergarten.....	24
Grades 1,2,3	27
Grades 4,5,6	30
Elementary vocal music	36

Under unusual conditions the Association and Administration agree to meet to resolve the problem.

B. It is agreed that class size limits will not be used to prohibit or restrict offerings to handicapped students or to cause them to be transferred from the neighborhood school without parental consent. Special Education students who are mainstreamed into regular classrooms shall be counted as follows in determining the class size for this article:

(a) Elementary learning disabled (L.D.) shall be counted as one (1).

(b) Elementary special education self contained shall be counted as two (2).

(c) Secondary special education students shall be counted as two (2) except for L.D., speech, and language impaired and students assigned to school social worker. They shall be counted as one (1).

C. It is agreed that the class size maximums for special education classes shall not exceed the current State of Michigan allowed maximums.

D. In grades 9 - 12, except in certain classes such as physical education (excluding swimming) and music, the total pupil load for teachers shall not exceed 160 pupils per day for the long period day. An individual class shall not exceed 33 students.

In grades 7 and 8, except in certain classes such as physical education and music, the total average pupil load for teachers shall not exceed 170 pupils per day for the short period day. An individual class shall not exceed 33 students.

When the Board, in grades 7 - 12, designates courses as remedial in the English, social studies, mathematics, and science curricular areas, the class size shall not exceed twenty-two (22) students in the remedial classes.

E. Where a number of staff members are involved in a cooperative teaching project the amount of each person's involved time should be counted in computing the individual teacher's load.

9.4. The over-all teacher/pupil ratio of 1:24 shall be maintained excluding special education teachers and students.

9.5. The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. Both parties to this contract will confer through the Professional Relations Committee on such matters from time to time.

9.6. The Board shall make available, in each school, adequate restroom and lavatory facilities exclusively for teacher use and at least one room appropriately furnished which shall be used exclusively as a faculty lounge and lunchroom, in which smoking shall not be permitted. A typewriter and duplicating machine will be made available in each building for teacher use. The Board agrees to provide a bulletin board in each teachers' lounge. The F.E.A. shall be responsible for assigning a member to supervise each of these bulletin boards. It is agreed that these bulletin boards will be kept neat and the material posted in good taste.

9.7. In schools where continuous cafeteria service is not available, on request to the principal, a vending machine for beverages shall be installed. The net profits from the sale of these vending machines shall be made to the Association for Association purposes.

- 9.8. When free public parking is not available, adequate parking facilities shall be made available for the teachers' use.
- 9.9. The private and personal life of any teacher is not within the appropriate concern or attention of the Board as long as it is consistent with the high standards and ethics of the teaching profession.
- 9.10. The provisions of this Agreement and the wages, hours and terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, sex, marital status or membership in or association with the activities of any lawful employee organization. The Board and the F.E.A. pledge themselves to seek to extend the advantages of public education to every Ferndale School District student, without regard to race, creed, religion, sex, color or national origin, and to seek to achieve full equality of educational opportunity to all of these pupils.
- 9.11. Ten (10) days prior to the first day of the school year, the P.R.C. will meet to determine the availability of supplies needed by teachers to begin teaching. If any supplies have not been received as of the first day of the school year the Board will decide how to provide such supplies through other sources.
- 9.12. **Building Team**--Building teams are composed of groups of educators within each school building who meet to discuss and attempt to resolve issues pertaining to students who are posing educational problems. The committee composition is decided on a case-by-case basis and is dependent upon the nature of the student's problem. As a minimum the committee includes the classroom teacher and building principal. Other educators who have knowledge of and/or expertise pertaining to the nature of the student's problem should be included such as special teachers (art, music, etc.), reading consultant, math consultant, learning center teacher, school social worker, speech therapist and psychologist. The committee is convened jointly by the classroom teacher and building principal.

The team meets to:

- a. discuss the problems;
- b. review available data pertaining to the student, which may include academic work samples, results of formal and informal tests and observational data (anecdotal record);
- c. propose and discuss possible intervention strategies.

When consensus on intervention strategies are reached, a decision is made regarding who will be involved; when the intervention will take place; and when the team will reconvene to review and evaluate the implemented strategies.

If the strategies are not successful, or if teacher and/or principal desires, or if, in the opinion of the committee, the student is suspected of being impaired, the Special Services Conference Request form is completed and forwarded to the Director of Special Education. Documented information pertaining to the strategies initiated by the Building Team should be available to aid the Director of Special Education in making the appropriate general or special education referral determination. Subsequent procedures are followed according to the referral procedures outlined in the Blue Log which are in each school building office.

If the Building Team determines that the student should be seen on an individual basis by the psychologist, school social worker, speech therapist, learning center teacher or any other special education person, the Permission for Consultation form must be signed by the parents or legal guardian.

- 9.13. It is further agreed that the principal will make available and accessible in the school office the referral log for any teacher's inspection.
- 9.14. The Administration shall provide training for all teachers having to serve the medically fragile student. Regular classroom teachers will not be required to administer tracheotomy/suctioning, catheterization (including clean intermittent catheterization) or tube feeding to students. Any and all medical services to students who are medically/physically fragile shall be performed by aides and/or other qualified professionals.

ARTICLE 10--PROMOTIONS & VACANCIES

- 10.1. Whenever any vacancy in any professional position in the district shall occur during the school year, which position shall be considered to be a promotion as defined in Section 2 below, the Board shall publicize the same by giving written notice of such vacancy to the F.E.A. and providing for appropriate posting in every district school building. Placing a copy of the bulletin in each certificated employee's box shall be considered the equivalent of appropriate posting and a personal notice. The bulletin shall be entitled

ANNOUNCEMENT OF VACANCY and shall contain the following information:

- A. Title of the position which is open
- B. Formal requirements of the position and other qualifications to be considered in the final selection of someone to fill the position
- C. Notice that the search for a highly qualified person to fill the position is not restricted to this district
- D. Final date for filing an application for the position

No such vacancy shall be filled except on a temporary basis until such vacancy has been posted for at least ten (10) calendar days.

- 10.2. A "promotion" is a change in position which results in additional compensation for additional duties and/or responsibilities being conducted during the regular school day.

"Promotions" are not meant to include the taking on of additional duties in connection with extra-curricular and/or extra-contractual activities.

- 10.3. Any teacher may apply for a vacancy in a position considered to be a "Promotion" as defined in Section 2 above. In filling a bargaining unit position vacancy, the Board shall consider the professional background and attainments of all applicants along with other relevant facts. Should there be two (2) or more of these applicants with equal qualifications for the position and one (1) or more of these applicants with equal qualifications is a current employee, the current employee with the greatest seniority shall be assigned. Special consideration shall be given to women and/or minority defined as: native American, Asian American, Latino, African American and those of the non-Christian faith. However, in all appointments to vacant positions, the Board's decision shall be final.

- 10.4. If a vacancy shall occur during the summer vacation period, the Board shall notify those teachers who have indicated by written notice to the Human Resources Office, dated on or before the last work day of the teachers' regular school year, a desire to be notified by mail of such vacancy. Such vacancy shall not be filled, except on a temporary basis, until ten (10) days after notice has been mailed to the teacher at the indicated address for such mailing. Failure to notify any one or number of teachers through error shall in no way nullify the Board's decisions.

- 10.5. Any teacher who shall be promoted to a supervisory or executive position and shall later return to a teacher status shall be entitled to retain such rights as he/she may have under this Agreement prior to such transfer to supervisory or executive status, including increments normally accrued, subject to the following conditions:

- A. Current Ferndale School District administrators shall have their FEA bargaining unit seniority frozen as of June 1993 and there shall not be any additional accrual of bargaining unit seniority.
- B. Effective July 1, 1993, any bargaining unit member who becomes an administrator shall cease to accrue seniority from the time he/she leaves the bargaining unit.
- C. Administrators who have never been a member of the bargaining unit shall not accrue bargaining unit seniority.
- D. Bargaining unit members assigned to an administrative intern position shall accrue bargaining unit seniority for a period not to exceed one year.

- 10.6. Whenever new bargaining unit positions are created the Board shall publicize the same by giving written notice of such vacancy to the F.E.A. and shall provide for appropriate posting in all buildings. Said posting shall contain the necessary qualifications pertaining to the job. No such vacancy shall be filled except on a temporary basis until such vacancy has been posted for at least ten (10) calendar days.

- 10.7. If a teacher is interested in receiving postings for other bargaining unit vacancies during the school year, he/she should submit a letter to the Director of Human Resources so requesting such posting. The Director of Human Resources shall send posting to those teachers who submit said letter.

ARTICLE 11-- TRANSFERS

11.1. Vountary Transfers

- A. The Board of Education recognizes that it is desirable to take into consideration the interests and aspirations of its employees with respect to position assignments. Written request for position transfers must be made by April 15, stating the positive reasons for the transfer and stating the grade(s) requested. Such requests should preferably be submitted to the Director of Human Resources through the principal; however, if desired, requests may be made directly to the Director of Human Resources. If it is desired that the requests be kept active, they should be renewed annually.

- B. In filling a vacancy by voluntary transfer the Board shall interview and give consideration to current teacher employees interested in the vacancy before an applicant from outside the school system is placed. Should there be two (2) or more applicants with equal qualifications for the position and one (1) or more of these applicants with equal qualifications is a current employee, the current employee with the greatest seniority shall be assigned. The district shall have the right to deny a voluntary transfer to a teacher on an Individualized Development Plan (IDP) until such time as the teacher's performance has improved and the IDP is no longer in effect. However, by mutual agreement of the Association and the Administration, such transfers will take place.
- C. Prior to a voluntary transfer, the building administrator will interview the teacher and discuss the position. Teachers in the building (teaching the same grade level/subject area) may meet with the teacher to explain the program.
- D. The Board shall consider all factors making its best judgment in weighing both the needs of the individual and the school district.
- E. Employees considered by the Board will be informed of approval or denial of the request. The denial of such request may be reviewed by the teacher and Board.

11.2. Involuntary Transfers

- A. In cases of vacancies or new positions which necessitate an involuntary transfer, it is agreed that certification first, district wide seniority within buildings second, and then qualifications* shall be the deciding factors.
- B. All teachers whose assignments will be changed due to an involuntary transfer for the coming school year shall be given written notice of their assignment no later than the end of the school year, except as noted in C.4 of the paragraph below and in cases where a teacher returns from a leave or returns from a layoff. Involuntarily transferred teachers will be consulted and placed before new hires, whenever possible.
- C. Involuntary transfers may be effected for justifiable reasons. For purposes of this provision, justifiable reasons are:
 - 1) Changes in student enrollment within the affected building or within the district.
 - 2) In order to recall laid off teachers.
 - 3) Program changes.
 - 4) Arbitration awards and grievance settlements between the Association, member, and Board of Education.
- D. An *Involuntary Transfer* shall be defined as:
 - 1) A change from one building to another.
 - 2) A change in department in the secondary.
 - 3) Any change of assignment that is made by the second Friday after the school year begins for students. After that date, there shall be no involuntary transfers except for the first two weeks of the second semester at the junior high school(s) and senior high school.
 - 4) A change from lower elementary (K-3) to upper elementary (4-6) or upper elementary to lower elementary except at the third and fourth grade levels a change in either direction of two grade levels may be made.

*Qualifications are defined as:

For K-6 classrooms - at least elementary certification.

For elementary special subject (art, music, physical education, etc.) at least a minor in the subject to be taught.

For junior high - at least a minor in the subject to be taught.

For high school - at least North Central recommendations.

*The above stated qualifications shall apply only to involuntary transfers.

ARTICLE 12--LAYOFF AND RECALL PROCEDURES

- 12.1. Layoff means removal from the payroll with no employment rights other than retention of seniority status, extra duty status, recall rights as noted below, and such other rights as provided for below.
- 12.2. 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:
 - A. 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.

Teachers with the most seniority in the schools of the School District of the City of Ferndale will be retained to the last. Where seniority is the same, the procedure will be as follows:

Newly hired bargaining unit members shall be assigned a seniority tie-breaker number as follows:

From an available pool of numbers maintained by the Human Resources Office, the teacher or, in the teacher's absence, a representative of the Human Resources Office, shall draw a single number which shall be assigned to the teacher and added to the seniority list. This number shall be retained provided employment continues either as a teacher or as a qualified administrator.

- B. The Board will make every effort to find another teaching position for laid-off teachers.
- C. Tenure teachers who are laid off retain seniority and recall rights for a period of thirty-six (36) months according to the Tenure Act. Probationary teachers will retain seniority and recall rights for a period of time equal to their length of service in the district to a maximum of thirty-six (36) months.

Recall will be based on reversal of A. above; i.e., the last laid off will be the first recalled. Should a teacher who is on layoff receive either recertification and/or a new endorsement he/she shall immediately qualify for placement to an available position in accordance with his/her seniority rights. The parties agree to abide by the Helsom Decision of the State Tenure Commission (84-42) unless it is overturned by the tenure commission or court of competent jurisdiction.

In the event that a laid off employee moves, it shall be the responsibility of the employee to notify the Human Resources Director of the school district of such change by certified/registered mail. Failure of the employee to provide such notification shall relieve the school district of any liability of a mailed recall notice sent to the former address of the employee.

- D. Teachers being recalled will be given ten (10) days from the date of the receipt of a registered letter of recall to indicate their acceptance or rejection of reemployment. Failure to respond within the ten (10) day period will end the employees' seniority rights.
- E. No new teacher shall be hired in a subject area until all laid-off teachers, who are qualified and properly certified for that subject area, have been given an opportunity for recall as per paragraph D. above.
- F. No new teachers shall be hired in a subject area before teachers who are laid off from other subject areas who are qualified and who possess the necessary certification have been given an opportunity for recall as per paragraph D. above.
- G. A teacher shall not be laid off because of curricular change unless such change would render the teacher non-qualified under the State Certification Code, and he/she has refused other assignment opportunities for which qualified, or turned down training provided by the employer (at the employer's expense) to certify him for existing vacancies.

- 12.3. The Board will continue to provide the insurance as provided elsewhere in this Agreement for any teacher laid off in accordance with this Article for the months of July and August. Teachers who are not recalled by the 15th of September, may continue for twelve (12) months to pay to the Board, in advance, the group rate premium and continue within said groups of current insurance, as permitted by the insurance companies. If the teacher is recalled prior to Thanksgiving, the Board will reimburse the teacher for the premium paid. If a teacher is not recalled prior to Thanksgiving, reimbursement will not be made.
- 12.4. The Board will reimburse eligible teachers who successfully complete course work as outlined in Schedule A, Article A.4, Professional Improvement Plan, while on layoff, if they are recalled prior to Thanksgiving. Teachers who are recalled after Thanksgiving will not be reimbursed for course work completed during the layoff period.
- 12.5. A teacher who is laid off and who is paid unemployment compensation benefits (associated with his or her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to the teaching position by the first work day of the next school year, will be paid according to an annual salary rate such that his/her unemployment compensation, minus 15%, plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off, subject to the following conditions:
 - A. The total of unemployment compensation plus salary earned by employment in the district shall not be below that which the employee would have received had he or she been employed the entire school year.
 - B. The salary earned through employment in the district shall not be less than his or her salary from same for a similar period during the preceding school year.
- 12.6. Once each year, at the request of either party, the Association and the Board shall meet to discuss, if necessary, negotiate the issue of actual job loss as a result of Ferndale's participation in CASA.

ARTICLE 13--ABSENCE POLICIES

Job Related Injury--No deduction shall be made from the pay of any teacher for absence resulting from injury received when on duty incidental to such employment, for which a medical report of injury or disability is issued by a physician, for a period not to exceed seven (7) calendar days from the date of such injury; however, if the injury continues beyond fourteen (14) calendar days and workers' compensation award is paid for the first week of absence, the employee shall endorse said check and turn it over to the district or reimburse the district by other means of legal tender; providing that a report be made to the

Central Office by the immediate supervisor within twenty-four (24) hours stating the date, time, and conditions of injury and that a doctor's certificate be issued after an additional examination to establish evidence of continued fitness to work. Further, that in case such injury extends beyond the seven day period, the Board will supplement the compensation award or other payment of an employee up to an amount equaling seventy (70) percent of the employee's regular gross pay during such period. The above referenced initial medical report of injury or disability is to be issued by a physician in the Board's official medical facility at no cost to the employee. However, the employee who has: 1) notified the Ferndale Business Office and, 2) has obtained the initial medical exam and report from a Board approved medical facility may, after ten days from injury, go to their own physician for care. The Board will not be liable for payments to employees or their doctors, clinics, or hospitals when the above conditions are not met except when serious emergency care is required.

- 13.2. During each year the teacher will earn sick leave at the rate of 1.3 days per month to a maximum of thirteen (13) days per year. At the beginning of every school year, each teacher shall be credited, in advance, the number of days of sick leave for that year plus all previously accrued sick leave, such days to be known as the current allowance. Paid absence will be allowed, up to and including the number of earned days in an employee's current allowance, for personal sickness. Any unused portion of the current allowance will be accumulated and credited to the employee's future sick leave. A teacher employed under extra-contractual agreements during summer months will be allowed to use accumulated sick leave. If unearned sick days have been paid to the employee and the employee is leaving active employment within the district, the overpayment will be deducted from the employee's final check. Sick leave days as provided herein may be used for disability due to pregnancy as further provided in Article 14.2.B.
- 13.3. A returning teacher, absent from school at the beginning of the school year because of illness, physical disability, or pregnancy may draw upon the teacher's current sick leave allowance. The Board may request medical substantiation of the reason for absence prior to the teacher's return to work.
- A new teacher absent from school at the beginning of the school year because of sickness, physical disability, or pregnancy, may draw upon the teacher's current allowance after assuming professional responsibilities. The Board may request that a medical examination be performed. If asked to go to the Board's medical facility, the new teacher will not be liable for the expense of the exam. The exam shall be completed prior to the assumption of duties.
- 13.4. When an employee is absent the day before and/or the day after a holiday without proper authorization the employee shall not receive salary for the days absent unless the absence is due to personal sickness or death in the family. In case of personal sickness he/she shall receive pay for the day absent providing he/she submits proof of his/her illness, for example, a statement by his/her physician and provided, further, that he/she is eligible for any compensation during the pay period in which such holiday occurs.
- 13.5. When an employee has been absent because of illness and/or when a pattern of absences develops which suggests abuse of the absence policy, the Board may require, at no expense to the employee, substantiation of said illness.
- 13.6. **Personal Business Days**--Personal business days to a maximum of three (3) to come from the teacher's personal sick days will be granted to teachers for emergency or exceptional reasons and to attend to urgent and essential personal affairs that cannot be performed outside of the regular school day, provided they fall within the guidelines for personal business as established by the Professional Relations Committee. Except in emergency cases, written application for personal business days must be made in advance and records maintained of days used. The Administration has discretionary authority for ensuring all days fall within the framework of the aforementioned guidelines. Abuses of the intent of the above personal business day policy will result in the loss of pay for those days and a reprimand will be placed in the personnel file of the employee.
- 13.7. **Personal Business Day Policy**--These days should be taken only when it is impossible to conduct pressing personal business outside of the regular school day. This is important. The F.E.A. is not in sympathy with individuals who abuse this policy by taking them as "Mental Health Days" or for trivial reasons. Indeed, we feel this is a breach of the Code of Ethics of the profession. Each teacher is allotted three (3) days which can be used in emergencies or for pressing business. The Director of Human Resources, through the building administrator, can refuse to grant the teacher these days if they do not fall within the guidelines or if they are taken before or right after a vacation and/or holiday period. Teachers may be granted additional emergency personal business time provided reasons for such personal business falls within the guidelines.

This additional time will be deducted from the teacher's personal sick bank. Teachers applying for personal business days shall state the reason on the proper form.

Guidelines - Personal Business Days--Personal business days will be granted for stated emergency and/or extenuating circumstances which cannot be handled outside the hours of the normal work day, such as:

- Serious illness in the immediate family (or close relative)
- Death in the immediate family
- Funerals
- Religious holidays
- Moving of residence
- House closing
- Graduation in the immediate family
- Court appearances
- Legal matters of a pressing nature
- Graduate class exams scheduled by the university during working hours
- Household emergencies created by an act of God or accident
- Doctor appointment
- Dentist appointment

13.8. Three (3) religious holidays shall be added for teachers who observe religious holidays provided the teachers report these days to the building administrator at the beginning of the school year. The days used will not be deducted from the teacher's personal business bank nor will the teacher be docked for these days.

13.9. A teacher required to serve as a juror in any proper court of jurisdiction will continue to be paid his regular salary during such term of jury service. To qualify for salary payment the teacher must endorse and deliver all checks of payment for jury duty over to the school district, except those monies paid to the teacher for expenses such as mileage, phone calls, or meals.

ARTICLE 14--LEAVES OF ABSENCE POLICIES

14.1 Leaves of Absence

At the discretion of the Board of Education, it shall be the policy to grant leaves of absence for the following reasons: Health, pregnancy disability, maternity, adoptive, child care, study or travel, Peace Corps and military service; all except the last being subject to the following provisions:

- A. By the approval and adoption of this leave policy, the Board of Education hereby rescinds all other leave policy and policies relative to leaves of absence previously adopted.
- B. Eligibility for any type of leave of absence is dependent upon a satisfactory record of at least two years continuous employment by Ferndale Public Schools. Except for military leave, health leave, or maternity leave, no leave shall conflict with the employee's contractual obligations with the school district.
- C. A second leave, or an extension of any type of leave, may be granted only with the recommendation of the Superintendent.
- D. While on leave an employee shall maintain full continuing tenure status, seniority, or its equivalent; shall maintain all employment rights held before leave was taken, excluding Board paid insurance benefits; and shall return to the point on the salary schedule at which he/she left at the start of the leave; provided, however, that an employee returning from study leave and Peace Corps leave shall be granted increment credit as if he/she had been in school district employment during the period of such leave.
- E. Notice of intention to return or resign from a leave of absence must be made in writing and sent to the Superintendent by March 1 of the leave year; failure to provide such notice shall be the equivalent of resignation.
- F. Teachers returning from leaves of absence will be placed in available positions for which they are certified and qualified to teach in accordance with their seniority within the bargaining unit.

14.2 Leaves of Absence - Types and Specific Conditions

- A. **Health Leave**, upon recommendation of a physician, shall be granted for a period up to one (1) year. When the employee's health permits return to active employment, the employee shall so request the Board in writing and submit a statement from the attending physician certifying the teacher's fitness to return to full active employment. If the employee's seniority is greater than that of other employees laid off during a reduction in staff, the Board shall place the teacher returning from a Health Leave in the first opening for which the teacher is properly certified and qualified, and in no instance later than the beginning of the following school year. The Board, however, retains the right to request that the employee obtain a second medical opinion from a doctor of the Board's choosing and at the Board's expense. Additionally, when leave is granted, the Board may require a monthly medical report, at no cost to the employee, to be filed with the Human Resources Office stating the teacher's condition.

- B. When a pregnant teacher establishes, by a medical report, that she is verifiably incapacitated and unable as a result of the incapacitation from continuing her normal job duties and assignments, she shall be granted sick leave as provided in Article 13, Section 13.2 and Article 15, through the post natal examination for as long as she is physically disabled from returning to work, or until such sick leave days are exhausted, whichever is earlier. This clause, 14.2.B, does not relate to the needs of the object child.
- C. **Maternity Leave**--The right of a pregnant employee as defined in the Civil Rights Act of 1964, as amended, and all benefits to and obligations of a pregnant employee as required by law, shall be applicable.
1. The pregnant employee shall be permitted a maternity leave of absence for the duration of the pregnancy.
 2. A maternity leave of absence must be requested, in writing, by the employee no later than the seventh (7th) month of pregnancy and must be substantiated by a physician's statement.
 3. A teacher shall be permitted to continue working as long as she desires, providing, of course, that she performs all the regular and normal duties and functions of the job.
 4. A pregnant teacher who elects to continue working shall provide the Board with a physician's written statement setting forth that she is physically able to continue working as provided in paragraph 3 above.
 5. A teacher returning from a maternity leave shall notify the Board in writing of her intention to return to work at least thirty (30) days prior to the expected return date and shall provide a statement from the attending physician, certifying to the teacher's fitness to return to active employment and to assume the regular, normal duties and functions of the job.
- D. **Adoptive Leave**, if requested by the foster parent within thirty (30) days after the child is assigned, will be granted for a period not to exceed one (1) year.
- E. **Child Care Leaves**
1. **Long Term Child Care Leave** is defined as a leave of absence that is without pay or increment and does not exceed one (1) year. There are two (2) types of Long Term Child Care Leave defined in a) and b) below. In both a) and b), the requesting teacher shall return to work at the beginning of one of the following: 1) The next semester; or 2) the next school year. This decision is made by the teacher at the time of the initial, written request.
 - a) A leave of absence for child care that begins when a pregnancy disability leave ends (see 14.2.B. above). This child care leave is requested at the time of or during a pregnancy disability.
 - b) A leave of absence for child care that is requested due to the stated need of a teacher. The granting of such leave shall be at the discretion of the Superintendent.
 2. **Short Term Child Care Leave** is defined as a leave of absence that is without pay or increment and that lasts for up to four (4) weeks following a pregnancy disability leave (see 14.2.B. above). In addition, this leave may not end within the last two (2) weeks of a semester or school year.
 3. Teachers returning from maternity, pregnancy disability, or child care leave, who were replaced by substitutes during the full term of the leave, may be able to return to the same classroom position at the beginning of the next school year.
- F. **Study or Travel Leave** may be granted for a maximum of one (1) year upon the recommendation of the Superintendent.
- G. **Peace Corps and/or Vista Leave** will be granted for a period not to exceed the original assignment.
- H. **Political Leave** will be granted for a period not to exceed the term of office.
- I. **Association Business Leave** will be granted to teachers who are officers of the Association or are appointed to the staff of the Association for the purpose of performing full-time duties for the Association.
- J. **Overseas Teaching with the Armed Forces Leave** will be granted to any teacher for the period of the assignment not to exceed two (2) school years.
- K. **Extenuating Reasons Leave**--A leave of absence for extenuating reasons may be granted at the discretion of the Superintendent.
- L. **Association Approved Leaves**--The district agrees to grant one (1) year leaves of absence upon request for a maximum of four (4) teachers. The association shall bring to the Board the names of teachers recommended for such leave. The Board shall grant the leave request unless one of the following conditions exist:
1. The teacher has less than four (4) years of seniority.
 2. The request is not made by April 1 of the school year.
 3. Dismissal procedures are pending against the teacher. First evidence of such procedures shall be the administration's recommendation to the Superintendent for non-renewal of contract.
 4. Any reason which the Board and Association mutually agree is justified.
 5. The teacher will be employed in another school district, public or private, during the leave.
- M. Effective with the 1985-86 school calendar, any teacher who qualifies for Long Term Disability (LTD) under the Long Term Disability provisions of this Agreement shall be considered to be on a leave of absence. During said leave the employee on LTD may accrue seniority to a maximum of three (3)

years. The employee shall retain re-entry rights as described in the first paragraph of the health leave provision (Article 14, Section 2.A). It is further understood that in order to qualify for other benefits provided in this Agreement, the returning teacher who satisfies the requirements to return to active service outlined in Section 2.A of Article 14 above must be reemployed on an active full-time basis for a minimum of two years.

All of the above mentioned leaves of absence except Political Leave, Association Business Leave, Peace Corps and/or Vista Leaves or Overseas Teaching with the Armed Forces, which are for the term of the office, may be for a period not to exceed one (1) year.

A teacher on a Maternity/Child Care Leave may request an additional one school year extension when extenuating circumstances justify such leave. Approval of said extension is subject to the Superintendent's recommendation and Board approval.

Teachers returning from any leave should refer to Article 14, Section 1.E and 1.F.

N. Military Leave Any employee covered by the terms of this Agreement who terminated employment in the school district to perform active service in the Armed Forces of the United States is entitled to re-employment rights in the position vacated, or one of like status and pay scale provided:

- a. The position vacated is other than temporary.
- b. Is discharged from the Armed Services with not other than honorable conditions.
- c. Applies for reemployment within ninety (90) days after discharge or from hospitalization continuing after discharge.
- d. Is still qualified to perform the duties of the position.
- e. Is at the end of the teacher's military obligation, if drafted, or at the end of the first voluntary enlistment. If the teacher reenlists under either of the above mentioned conditions, this section does not apply.

In the event of reemployment, the following provisions shall apply:

- f. Accrual of seniority shall be granted.
- g. Increments shall be added as if the employee had been in the school district employ during the time of such active service in the forces; but
- h. In the case of a certified employee, his status under the Michigan Teachers' Tenure Act Plan shall be the same as when employment was terminated at the time military leave was granted. Furthermore, all provisions of this policy shall be in accordance with state and federal laws governing military leaves of absence.

14.3. **Health & Life Insurance During Leave of Absence**

Teachers shall be granted the opportunity to continue their hospitalization-medical insurance and other current insurances to the extent the insurance companies will allow, while on authorized leaves of absence, for a period of twelve (12) months provided they make arrangements to pay the required premiums to the school district in advance of the due dates for group premium payment. If the employee is removed from the insurance group for failure to remit payments as required and agreed to, the Board shall not be held responsible nor liable for expenses incurred by such employee because of the termination of the employee's insurance coverage. If the employee allows the insurance to lapse, the employee may not re-enroll until such time as reinstated from the authorized leave of absence.

ARTICLE 15--MASTER SICK BANK PLAN

15.1. **Master Sick Bank Plan**

The procedure for the establishment and administration of the Master Sick Bank shall be in accordance with the following provisions and shall be for the use and benefit of all eligible teachers who apply and their applications are subsequently approved for sick day benefits.

15.2. **Funding of Sick Bank**

The Master Sick Bank shall be funded in accordance with the following provisions:

- A. Teachers newly employed by the school district shall have two (2) days of their advanced days of current allowance transferred to the Master Sick Bank at the beginning of the school year. Teachers employed subsequent to February 1 of the school year shall have only one (1) day of their current allowance transferred to the Master Sick Bank. The additional day of the two (2) day requirement will be transferred from their current allowance at the beginning of the new school year in September.
- B. The above two (2) sick days transferred to the Master Sick Bank from the current allowance of a teacher, or any other sick days so transferred, shall not be deducted from the days remaining in the Master Sick Bank at the time a teacher terminates his employment with the school district.
- C. If the number of days in the Master Sick Bank falls below fifty (50) days, of funding prior to the end of any school year, the Association will notify the Board to make a transfer of one (1) day from each teacher's accumulated sick bank to the Master Sick Bank.

- D. In the event the above one (1) sick day transferred from the current allowances of the teachers is insufficient to maintain the 30 percent of maximum funding, the Board of Education shall deposit the number of days required to maintain the level.
- E. Subsequent to deducting days pursuant to Article 26, the Board of Education agrees to deposit into the Master Sick Bank 100% of any remaining days in the current allowance of teachers who retire per MPSERS.

15.3. Eligibility - Master Sick Bank

Any teacher shall be eligible to make application to the Sick Bank Committee for sick days of benefit after he has been incapacitated for fifteen (15) consecutive working days and has used all of his own current allowance. If a teacher is incapacitated for at least fifteen (15) working days in any one (1) year and there is a further incapacitation which appears to be a recurrence of the same illness or accident and the same doctor who handled the case originally verifies by written statement that such incapacitation is a recurrence, then the fifteen (15) day eligibility requirement could be waived in this instance at the discretion of the Sick Bank Committee.

15.4. Application

Each application for sick days of benefit from the Master Sick Bank must be submitted on the Sick Bank application form to the Sick Bank Committee, and such application will be approved or rejected on the basis of the individual teacher's circumstances. All applications must be accompanied by supporting doctor's statements.

15.5. Sick Bank Committee

The Sick Bank Committee shall be composed of five (5) teachers to be selected in any manner determined by the Association who shall hold membership on the committee for such terms as the association may determine. Any application approval by the committee shall be by a majority vote of the entire committee.

15.6. Administration

The Master Sick Bank shall be administered by the Sick Bank Committee in accordance with the following provisions:

- A. No teacher shall be allowed more than ninety (90) days, in a lifetime, from the Sick Bank.
- B. The form authorizing an award of sick days from the Master Sick Bank to a teacher which is sent to the Board for payment must be accompanied by supporting doctor statements used by the committee in making their decision (for Board review) and signed by three (3) members of the Sick Bank Committee and one of the following:
 - a. President of Ferndale Education Association
 - b. Executive Secretary of Ferndale Education Association
- C. The administration records of the Master Sick Bank shall be audited at the end of each school year by a committee composed of three (3) members, with one member each to be appointed by the Board, by the Association and by the Sick Bank Committee.
- D. A teacher returning from a sick leave, having used their entire sick bank, shall be allowed to borrow up to a maximum of three (3) sick days and pay these days back the next school year. Further, the Association (FEA) will reimburse the Board the three (3) days pay in case the teacher does not return the following year and does not reimburse the Board the three days pay.

15.7. Board Retention of Sick Days

All sick leave days accumulated by any teacher in his current allowance or those days transferred to the Master Sick Bank from his/her current allowance shall be subject only to the contingent liability of actual sick claim use by the teacher or the Master Sick Bank. All sick leave days which are not used by the teacher or the Master Sick Bank during the period of his employment shall not be subject to any other type or kind of claim in any form whatsoever by the teacher or the Association when his employment has terminated.

15.8. Board Indemnification

The Association will indemnify and hold harmless the Board and assume and discharge the full and complete liability of the Board arising out of or in connection with the administration of the Master Sick Bank, by their duly designated Sick Bank Committee as well as any and all claims for payment of compensation involving litigation or proceedings brought against the Board, by any teacher or group of teachers who had sick days transferred from their current allowance, or were the recipient of or were denied an award of sick days from the Master Sick Bank.

15.9. No Increase in Board Liability

Nothing herein contained shall alter or extend, or in any manner increase, the liability of the Board to any teacher in respect to sick day compensation presently existing in any plan or agreement to which the Board is a party.

15.10. Termination of Master Sick Bank

The Master Sick Bank shall terminate and become null and void on the same date the Agreement between the Board and the Association terminates.

ARTICLE 16--HEALTH EXAMINATIONS

- 16.1. For the protection of children it is the policy of this Board of Education to require health examinations of employees as provided below:
- A. A pre-employment health examination, as determined by the Board, shall be given all persons offered employment by an agent or agency designated by the Board. The candidate must be approved for employment by the medical agent or agency of the Board before the teacher's hire is legally binding on the Board.
 - B. Require every employee to have a tuberculin skin test and/or a chest x-ray as required by the Oakland County Health Department and filed with the school district prior to the start of school, if applicable.
 - a. Negative tuberculin test reports will be accepted in lieu of x-ray reports.
 - b. If the initial tuberculin test results in a positive reaction, it should not be repeated and a chest x-ray must be obtained.
 - c. Any female employee in the first three (3) or four (4) months of pregnancy is advised to have her doctor's approval before having a chest x-ray.
 - d. Other exceptions may be considered upon the written recommendation of the employee's private physician.
- 16.2. All costs of the above examinations shall be paid by the Board through the Board of Education agent; if a teacher elects to follow the procedure under (Bc) above, through the teacher's private physician, the teacher will be responsible for paying the costs.
- 16.3. All employees absent for two (2) weeks or more because of sickness or injury, or when showing definite signs of impaired physical or emotional health, shall at the request of the Board, obtain a physician's certificate to establish evidence of fitness to return to work or continue working. Said exam shall be performed by a physician of the teacher's choosing and at Board expense. If, however, there is a disagreement with the physician's statement, the Board may request that the teacher obtain a second physician's certificate from a medical facility of the Board's choice and expense.
- 16.4. All reports from the above shall be filed in the Board of Education Office, and shall become a part of the employee's confidential personnel record.

ARTICLE 17--TENURE

- 17.1. All provisions of this article are to be in compliance with the MICHIGAN TEACHERS' TENURE ACT, so-called, i.e., Act Number 4 of the Public Acts of the Extra Session of 1937, as amended, through the life of this Agreement, said Act having been adopted in this school district by referendum vote on June 8, 1943.
- 17.2. A teacher may receive probationary contracts and the scheduled increments for the teacher's first two (2) years of employment. The teacher shall be rated on the official rating form each semester by Administration.
- 17.3. Any teacher deemed satisfactory as indicated by the reports presented to the Board of Education* shall, after two (2) years of cumulative service in this school district, be placed on continuing tenure. It is further provided that the Board of Education may grant a third year of probation for any probationary teacher upon notice to the State Tenure Commission. (See Article II, Section 2 of the MICHIGAN TEACHERS' TENURE ACT).
- 17.4. At least sixty (60) days before the close of each school year, the Board shall provide the probationary teacher with a definite written statement as to whether or not the teacher's work has been satisfactory: provided that failure to submit a written statement shall be conclusive evidence that the teacher's work is satisfactory, and: provided, further, that any probationary teacher or teacher not on continuous tenure shall be employed for the ensuing year unless notified at least sixty (60) days before the close of the school year that the teacher's services will be discontinued. If termination of any teacher(s) is necessitated by reason of school finances or reduced enrollment, the teacher(s) shall be notified at least sixty (60) days before the close of the school year.
- 17.5. A teacher on a continuing tenure contract whose work is not satisfactory shall be dismissed in accordance with the provisions of Article IV of the MICHIGAN TEACHERS' TENURE ACT.

- 17.6. After the execution of a contract between a certificated employee and the Board of Education, neither the Board of Education nor the employee can fail to observe its terms without mutual consent. If the employee breaks the contract without the consent of the Board of Education, the Board of Education may recommend suspension of the teacher's certificate by the State Board of Education as authorized by Section 861 of the School Code of 1955. (See Opinion 4397, Attorney General, State of Michigan).

*In the MICHIGAN TEACHERS' TENURE ACT, the Board of Education is referred to as "the controlling Board".

ARTICLE 18--EVALUATION

18.1. Evaluation Instrument Committee

The Board and the F.E.A. will continue the committee comprised of three administrators selected by the Board and three teachers, selected by the F.E.A. for the purpose of designing evaluation instruments and complying with State mandates regarding bargaining unit member evaluation. Said instrument shall first go to the Superintendent then to the Association for approval, and then to the Board of Education for final approval.

Any future changes in the instrument will come out of said committee, be sent to the Superintendent then to the Association for approval and then to the Board of Education for final approval.

- 18.2. (a) The work of all teachers shall be evaluated in writing by the Board by December 1 and April 15 of the probationary years and by April 15 each third year thereafter.
(b) More frequent evaluations may be required by the Board, if considered necessary.
(c) The evaluation shall be completed at a conference with the teacher and shall be based in part upon objective evidence of the administrator(s) observations of classroom and other activities.
(d) The evaluation conference shall result in a summary statement signed by both the teacher and administrator. This statement shall be completed in triplicate, with one copy for the teacher, one for the administrator, and one for the Superintendent.
(e) The teacher shall sign the summary statement and may prepare their own statement for forwarding to the administrator(s) and Superintendent. The signature of said teacher only indicates that the teacher has received a copy of the summary statement.
- 18.3. Monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Closed circuit television, public address or audio systems, and similar surveillance devices shall be used only with the full knowledge and consent of the teacher and shall not be used in the evaluation of a teacher.

ARTICLE 19--PROTECTION OF TEACHERS

- 19.1. It is agreed that the teacher's authority and effectiveness requires administrative backing and support. The administration recognizes its responsibility and will give all reasonable support and assistance to the teacher with respect to the teacher's work obligations.
- 19.2. The Board will reimburse teachers for damage or destruction of clothing or personal property of the teacher while on duty in the school up to an amount of \$350.00, if it is determined to be the result of the action of students, parents, or outsiders, or physical conditions in the building. This provision does not include theft of personal property unless the teacher was requested by an administrator to bring said personal property to the school building. Neither does it include damage or destruction which results from teacher negligence. It is understood that the employee will first seek reimbursement through his/her personal insurance policy. The Board's liability will be the amount of the policy deductible up to a maximum of \$350.00. Total annual liability under this Agreement shall not exceed \$7,000.00.

A joint committee, comprised of two administrators selected by the Board and two (2) teachers selected by the F.E.A., shall rule on the validity of all claims. In the event the committee cannot reach a majority decision, the Superintendent shall review the claim and submit his/her vote which shall be counted in reaching a simple majority decision. The decision reached by this process shall be binding on both parties and cannot be grieved under the provisions of this Agreement.

- 19.3. **Teacher Liability Protection** - Teachers shall exercise reasonable care with respect to the safety of pupils and property and shall not be individually liable for any damage or loss to person or property except in case of negligence and/or neglect of duty.

- 19.4. Any case of physical assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to the teacher if it is determined that the teacher was acting in accordance with and within the scope of teacher's duties and authority and Board policy. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Time lost by a teacher in connection with legal matters or injury resulting from any incident mentioned in this section shall not be charged against the teacher.

ARTICLE 20--PROFESSIONAL RELATIONS COMMITTEE

- 20.1. The Board and the F.E.A. will establish a Professional Relations Committee not to exceed eight (8) members (four [4] from the Association and four [4] from the administration). The Committee will meet within ten (10) days of a request by either of the parties or by mutual agreement of the co-chairpersons. The purpose of this committee is to discuss and study matters of mutual interest concerning the Ferndale Schools which fall within the provisions of this contract and the personnel policies.
- 20.2. The purpose of these meetings shall be to provide a means whereby:
- A. the items of concern to the F.E.A. may be brought to the attention of the Board representatives for consideration;
 - B. items of concern to the Board representatives may be brought to the attention of the F.E.A. for consideration;
 - C. information may be exchanged; and
 - D. a high level of mutual understanding may be maintained.
- 20.3. The operating procedures and meeting times for discussion of the committee shall be determined by the committee and reflected in the minutes of the initial meeting. The committee shall be co-chaired by a member of the Association and a member of the administration.

ARTICLE 21--INSERVICE TRAINING

- 21.1. In the event the Board determines that curriculum changes require inservice training, the Board will provide for such training and assume all expenses for inservice training for which participation is required including extra-contractual pay at the rate of nine dollars (\$9.00) per hour, when such pay is required.

Staff members who cannot attend required inservice training due to employment, college classes, university classes or other significant personal commitments will be excused by administration.

ARTICLE 22--GENERAL

- 22.1. The Board agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number they may call as soon as they find that they are unavailable for work, in no case later than 7:00 a.m.
- 22.2. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to the expressed provisions of this Agreement. It shall likewise supersede the terms of any individual teacher contracts which are contrary to or conflict with the expressed provisions of this Agreement.
- 22.3. Copies of this Agreement shall be made at the expense of the Board and presented to all teachers now employed or hereafter employed by the Board.
- 22.4. If any provision of this Agreement or any application of the 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.
- 22.5. This Agreement is subject in all respects to the Constitution and laws of the United States and the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the F.E.A. and employees in the bargaining unit, and in the event that any provision of this Agreement shall, at any time, be in conflict with state and/or federal administrative decrees and/or judgments or decrees of a court of competent jurisdiction, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect. However, prior to the effective date of compliance to such decrees or judgments (as noted above) related to working conditions of teachers, the Board shall give the F.E.A. reasonable notice in order to afford the F.E.A. the opportunity to consult with the Board as to the same before its effective

date. The parties agree that emergency situations may arise where prior notification and consultation are not possible.

- 22.6. While it shall continue to be the policy to employ on the instructional staff persons with a bachelor's degree, every reasonable effort will be made to obtain teachers holding either a provisional, permanent or life certificate. It is expected that career teachers will obtain a master's degree. Only those persons holding a master's degree will be employed on the counseling staff.

Ferndale Public Schools and the F.E.A. are in agreement that a reasonable attempt should be made to acquire persons with at least a baccalaureate degree, at least a provisional teaching certificate and who are vocationally certifiable for subject(s) taught in the Vocational Department at the Ferndale High School. However, it is not the intent of the parties to deny meaningful education and courses of study to students when such teaching candidates are not available.

When consideration is being given candidates for filling a position in the Vocational Education Department, the first hired shall be a candidate holding the proper vocational certificate or who is vocationally certifiable in the specialized vocational area and has both a baccalaureate degree and a teaching certificate when such a candidate is available. When such candidates, as noted above, are not available the district shall hire a candidate meeting requirements of the State Department of Vocational Education for the proper vocational certification whether or not a holder of a baccalaureate degree.

Minimum qualifications for a candidate not holding a baccalaureate degree and/or a regular teacher certificate shall be as follows:

- (a) Must hold a license, registration or journeyman's card in the craft or field of work in which he or she shall teach, if such is available to persons in such craft or field of work.
- (b) Must have a minimum of three years on-the-job experience in the craft or field of work.
- (c) Must agree to begin study toward permanent vocational certification and to complete such requirement within three (3) years.

- 22.7. Teachers shall be allowed to leave their buildings during their planning period on school business, provided they have notified the proper authority. The F.E.A. president, vice-president, secretary and treasurer may leave the building for F.E.A. business during their preparation periods; however, the F.E.A. agrees this shall not be abused.

- 22.8. No permanent time changes shall be made in the length of the teaching day without prior negotiations and agreement with the F.E.A.

22.9. **Shop and/or Laboratory Coats**

The Board will purchase two (2) shop aprons and/or lab coats for teachers scheduled into shop or laboratory class sections and will provide laundering of these garments.

ARTICLE 23--GRIEVANCE PROCEDURE

23.1. **Definitions:**

- (a) A "grievance" is a dispute or claim involving the application or interpretation of this Agreement and/or the personnel policies issued from time to time.
- (b) The term "teacher" may include a group of teachers who are similarly affected by a grievance.
- (c) The term "days" when used in this section shall, except as otherwise indicated, mean Monday through Friday, inclusive. However, legal holidays and recesses, except the summer recess, shall not be considered as days under this section.

23.2. **Purpose:**

The primary purpose of the procedure set forth in this section is to secure, at the lowest level possible, prompt and equitable solutions to the grievances raised. Both parties agree that these proceedings shall be kept confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

23.3. **Structure:**

- (a) There shall be one school representative for each elementary building, two for the junior high schools and three for the senior high school, to be selected in a manner determined by the F.E.A.; in case of absences an alternate may be appointed.
- (b) The Board hereby designates as its representative the principal in each building.
- (c) The Board of Education hereby designates as its representative the Superintendent, or his designee, when the particular grievance arises in more than one school building.

23.4. **Procedure:**

In the event a grievance is filed on or before the first of June, which if left unresolved until the beginning of the following school term could result in irreparable harm to the teacher or group of teachers concerned, the time limits set forth herein shall be appropriately reduced.

a. Level One:

The teacher with a grievance shall first discuss the matter with the immediate supervisor, either individually or with an F.E.A. representative, with the objective of resolving the matter informally. The immediate supervisor shall make the decision known to the teacher within five (5) days. Any grievance not filed within ten (10) days of its occurrence shall be automatically closed.

b. Level Two:

In the event the grievance is not satisfactorily resolved at Level One, the grievance shall be reduced to writing, signed by the grievant and submitted within ten (10) days to the Director of Human Resources a grievance similarly affecting a group of teachers and/or more than one school building and signed by a representative for the F.E.A. and/or a grievance which arises out of Board of Education action and signed by the grievant, or an F.E.A. representative may be directly instituted at this level. The Director of Human Resources and an F.E.A. representative shall, within ten (10) days following receipt of the grievance, arrange for and hold a grievance hearing. The Director of Human Resources shall give a written disposition within five (5) days of the conclusion of the hearing.

c. Level Three:

After a decision has been communicated to the Association by the Director of Human Resources pursuant to Level Two above, either the Board or the Association, prior to the Level Four arbitration hearing, may seek outside mediation assistance. Either party may invoke the mediation of a grievance(s) through the auspices of the Michigan Employment Relations Commission's mediation services or a mutually acceptable alternative. Mediation shall be requested when resolution of the problem(s) is desired, short of arbitration, and one or both of the parties believes an outside, impartial observer may assist in the resolution process.

It is agreed that the mediation process, as referenced above, shall not be used to hinder, slow down, or limit the timeliness of the arbitration process unless mutually agreed to by the parties.

Should the Association wish to file for arbitration prior to or during mediation, the parties agree it may do so. The Level Four arbitration process may be held in abeyance by joint agreement until the mediation process is concluded.

d. Level Four:

- 1) If the grievance is not satisfactorily resolved above, only the F.E.A. may request, within fifteen (15) days, that the matter be submitted to impartial arbitration. If the grievance is to be submitted to impartial arbitration, a request shall be sent to the American Arbitration Association requesting their services. The selection of an arbitrator and the conducting of the hearing will be in accordance with their procedures. The decision of the impartial arbitrator shall be final and binding on all parties. The impartial arbitrator shall have no power to add to, subtract from, disregard, alter, change or modify any of the terms of this Agreement. The expenses and fee, if any, of the impartial arbitrator shall be shared equally by both parties.
- 2) A tenured teacher who has had dismissal charges filed against him/her, or has been suspended in excess of three (3) days, shall not have multiple methods of contesting the Board's decision to proceed upon the charges as filed with the Board or as modified by the Board. The affected teacher is restricted to a choice of filing a claim to appeal with the Tenure Commission or filing for a hearing before an arbitrator, but not both. The arbitrator will have no authority to decide any matter regarding the suspension or discharge of a teacher where a claim to appeal has been filed by the teacher pursuant to the Michigan Teachers' Tenure Act. If the teacher files for a hearing before an arbitrator, the procedure shall be as outlined herein.

In the case of a dismissal, if the teacher elects to appeal to arbitration, the teacher's salary and fringe benefits shall continue until the award of the arbitrator has been received by the parties. However, if at any time the teacher is convicted of a felony, the Board may discontinue the teacher's salary and benefits as of the date of the conviction.

The arbitrator's decision shall be limited to deciding if the teacher's employment is terminated or if the employee shall be retained as a teacher.

- 3) One, two or three-day suspensions without pay of tenure teacher(s):

If the grievance is not satisfactorily resolved in Levels One, Two, or Three above, only the F.E.A. may request, within fifteen (15) work days, a hearing before a three (3) member panel for binding arbitration. The Association and Board shall each choose one member of the panel and the third

member shall be selected from a list of four names. Two of the names shall be Detroit area mediators selected by M.E.R.C. and two names shall be arbitrators who have dealt with school matters in prior arbitration hearings.

The decision of the panel shall be final and binding upon the parties. Neither party shall have the right to appeal to any court.

Rules and Timelines Concerning the Panel:

- ✓ Hearing to be conducted within twenty-three (23) work days of the selection of the panel;
- ✓ Post hearing briefs shall not be submitted by the parties;
- ✓ A verbal ruling shall be submitted to both parties within three (3) work days of the hearing and a written decision shall follow within seven (7) work days of the hearing. Said decision shall contain rationale for the decision.

23.5. Rights to Representation:

A teacher may be represented at all meetings and hearings at all levels of the grievance procedure, excluding arbitration, personally, by another teacher or by another person; provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the F.E.A. Provided, further, when a teacher is not represented by the F.E.A., the F.E.A. shall have the right to be present and to state its view at all stages of the grievance processing. All essential witnesses may be required to attend grievance meetings.

23.6. Time Limits:

The time limits set forth above shall be strictly observed. Any grievance not processed to the next level within the time limits shall be considered automatically closed. If the Board fails to render the disposition within the time limits, the F.E.A. may automatically process it to the next step in the procedure.

The foregoing time limits may be extended by written agreement between the F.E.A. and the Director of Human Resources.

23.7. Miscellaneous:

- a. The Director of Human Resources and the F.E.A. may request that a grievance or potential grievance be discussed at a Professional Relations Committee meeting(s) in an attempt to resolve the matter. It is expressly understood that if a grievance, or potential grievance, is discussed by the Professional Relations Committee the time limits for filing, responding and appealing shall not run while the issue is before the Professional Relations Committee.
- b. All meetings involving grievances will be held during either unassigned time during the school day or after school hours. Meetings may be held, if necessary, during the school day by mutual agreement.
- c. During the pendency of any proceeding and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
- d. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- e. Forms for filing grievances, serving notices, taking appeals, making appeals, making reports and recommendations, and other necessary documents shall be given appropriate operation of the procedures set forth herein.
- f. Letters of Agreement and/or Understanding shall be grievable unless otherwise stated in said letter(s).

ARTICLE 24--EXTRA-CONTRACTUAL TEACHER OPENINGS

- 24.1. All openings for positions to staff summer school and driver education classes will be posted in all school buildings.
- 24.2. Teachers interested in submitting applications for positions in 24.1 should submit applications to the Human Resources Office.
- 24.3. Teachers interested in submitting applications for A.C.E. positions should submit these to the A.C.E. Director.

ARTICLE 25--PREPARATION TIME

- 25.1. The Board and the Association agree that the most efficient use of the school day to improve the total education program for all children will best be served when the parties work together to achieve this goal.

- 25.2. It is the principal's responsibility to insure that all teachers, special and regular, are knowledgeable about each other's program.
- 25.3. The regular teacher and the special teacher are mutually responsible for the special curriculum areas of art, music, physical education and library as each affects the children in the schools. This implies that both teachers (regular and special) assume the responsibility for being knowledgeable about each other's program. This should insure that there is the appropriate correlation between the regular and special teacher's program and that the regular teacher will be competent to satisfactorily teach art, music, physical education and library to his/her class.
- 25.4. In order to implement the above concept, each regular teacher will be personally responsible for using weekly preparation time when children are being taught by a special teacher, except for a reasonable amount of time, for educational activity. The principal and teacher will plan together the use of this activity time for educational programs that will directly benefit teacher effectiveness and all the children in the school. Some of these educational activities might include:
- ✓ Implementation of new classroom programs
 - ✓ Visiting other classrooms in the building
 - ✓ Visiting other classrooms in the district
 - ✓ Working as a team to solve individual student's problems
 - ✓ Master teacher demonstrations for beginning teachers
 - ✓ Working with individual children in crisis situations
 - ✓ New teacher observing master teachers

25.5 Regular Classroom Teachers

It is the objective that teachers working with their principal will see many more uses of this time to do a more effective job of teaching children in our schools. Each regular classroom teacher, first through sixth grade, is assured that he/she will have a minimum of one hundred fifty (150) minutes weekly preparation time in blocks of not less than twenty (20) minutes per day. On three (3) of the five (5) days, planning time shall be provided in blocks of not less than thirty (30) minutes.

Kindergarten teachers shall be provided with one hundred fifty (150) minutes of planning time in blocks of not less than twenty (20) minutes.

Exceptions would be:

- A. Snow days
- B. Activities listed in Schedule B
- C. School activities which necessitate the regular teacher's attendance because of program continuity or whose attendance may be required by the unique circumstances of a particular event
- D. End of year activities for circuit teachers
- E. Unavailability of substitutes

Should a regular classroom teacher miss three (3) preparation periods through the unavailability of substitutes for circuit staff, the district will hire a substitute teacher to make up all the lost planning periods as outlined above.

25.6. Circuit Teachers' Prep Time

(art, music, physical education, foreign language, library, etc.) shall have One hundred fifty (150) minutes of planning time per week with a minimum of one (1) twenty (20) minute block of planning time each day.

25.7 Circuit Teachers' Travel Time

Circuit teachers shall be guaranteed a minimum of fifteen (15) minutes of actual travel time for each move between building assignments.

ARTICLE 26--RETIREMENT SICK DAY BONUS

Upon retirement* from the Ferndale School District, bargaining unit members shall receive thirty (\$30) dollars per day for accumulated sick leave up to a maximum of one hundred fifty (150) days. The maximum payout under this provision is \$4,500.00. (150 days @\$30 each = \$4,500.00)

*Retirement - Qualifies for the Michigan Public School Employees Retirement Fund

ARTICLE 27--SHARED AND PART-TIME TEACHING

The Board of Education and Ferndale Education Association agree that in order to return teachers from layoff, the following understandings have been reached concerning shared teaching assignments:

27. A. Shared teaching duties occur when two (2) teachers, one (1) of whom is a laid-off teacher, agree to teach on a reduced time schedule basis, thus effectively recalling the laid-off teacher. Teachers recall shall follow the terms of the Master Agreement. Two (2) full-time teachers who agree to share a position that has the effect of recalling a third teacher shall also qualify under this understanding. Lastly, any one (1) teacher who agrees to part-time teaching shall qualify under this plan.
- B. Salary will be prorated. By way of illustration:
- | | | |
|---------------|-----------|-----------|
| Ferndale High | = 3/5 day | = 3/5 pay |
| Middle School | = 1/2 day | = 1/2 pay |
| Elementary | = 1/2 day | = 1/2 pay |
- C. For those bargaining unit members employed pursuant to this Article 27, the cost of the fringe benefit package selected by the teacher shall be borne by the Board of Education and the teacher on a shared basis. The share each is responsible for equates to the Board paying an amount equal to the percentage of time the employee works with the employee being responsible for the remainder of the costs. (See A.6.3 Premium Contribution Plan—Page 46) Notification of the procedure for payment will be given to each teacher when approved for part-time or shared-time teaching.

The total cost of providing benefits shall be annualized and divided by ten (10) which equates to the normal ten (10) month contract year. The employee's percentage share of the monthly cost will be deducted from the second payroll check each month pursuant to this contractual agreement and the payroll authorization card that must be completed by each employee when enrolling for benefits.

Benefit Schedule for Employees Electing to Work Pursuant to the Terms and Conditions of Article 27

1. All part-time/shared-time bargaining unit members may elect to waive: Health Coverage; Vision Coverage; Dental Coverage when enrolling in the benefits established by this collective bargaining agreement. To waive coverages, the employee must:
 - a) Complete a waiver form that disclaims a need for coverage, and
 - b) Show proof that they are covered under another policy for health, dental, and/or vision coverage.
2. Upon completion of the above waivers, if applicable, the employee covered under this Article 27 shall select from the following benefit choices:

Under PLAN A

SUPER CARE 1
 LTD - 60% (according to Article A.6.1.A.)
 Dental Plan E-07 - 80-80-80 or COB 50-50-50 *unless waived*
 Vision Insurance - VSP-3 } *unless waived*
 Negotiated Life Insurance - \$30,000.00 with A.D.D.

Under PLAN B

LTD - 60%, (according to Article A.6.1.B.)
 Dental Plan - E-07 - 80-80-80 or COB 50-50-50 *unless waived*
 Vision Plan - VSP-3 *unless waived*
 Negotiated Life Insurance - \$30,000.00 with A.D.D.
 Cash Option * Up to a \$120 monthly payment by the Board for 10 months with the actual amount determined by the percent of time the employee works, as defined elsewhere in this Article 27.

* Same language as found in Article A.6.

1999-2000

\$95,000 to cover MESSA increases up to 5%. Increases above 5% will be the responsibility of the FEA. In the event the increase exceeds 5%, the FEA Negotiating Team will meet with the Board to determine how to adjust the financial settlement, including possible insurance changes. If the number of resignations or retirements does not equal or exceed two staff at \$50,000 average salary, the FEA will adjust the financial settlement to account for the shortfall so that total savings equals \$26,000.

2000-2001

\$100,000 to cover MESSA increases up to 5%. Increases above 5% will be the responsibility of the FEA. In the event the increase exceeds 5%, the FEA Negotiating Team will meet with the Board to determine how to adjust the financial settlement, including possible insurance changes. If the number of resignations or retirements does not equal or exceed two staff at \$50,000 average salary, the FEA will adjust the financial settlement to account for the shortfall so that total savings equals \$36,000.

27. D. Responsibilities of a teacher on a shared time assignment will be outlined in Article 3, Section 7, of the Master Agreement. Section 7.F. shall be modified as follows: The shared time teacher shall gain knowledge of and shall carry out the tasks discussed and initiated at staff meetings and department meetings.

- E. Sick days and personal business days shall be granted at one-half (1/2) the rate provided for in Article 13.
- F. All personnel involved will be assigned to a block of teaching time unless agreement is reached between the teacher and building administrator.

Written request to initially participate in the shared time program must be sent to the Director of Human Resources on or before March 1st in order to be eligible for the next school year. Once accepted into the shared time program, the teacher will continue in the program from year to year unless the teacher notifies the Board on or before March 1st of the school year immediately preceding the school year in which the teacher desires to return to full time teaching duties and status.

- 27. G. In cases where a substitute is needed for a part of the work day, the shared time teacher would be the first offered the opportunity to take over the substituting duties if they wish. The payment for those hours would be the same as a substitute would receive for those hours. Teachers shall notify the substitute office if they are interested in substituting.

If an opening occurs, the person electing shared time has the right of increasing the number of hours worked within the meaning and scope of the Master Agreement. Article 12 dealing with the layoff and recall of teachers will be followed to fill any remaining staffing needs in the involved department.

- H. Employees who participate in the shared time program shall retain all rights, benefits, and responsibilities of the Master Agreement unless modified herein.

Shared time teachers will follow the same guidelines concerning parent-teacher conferences as those cited in the Master Agreement: Teacher Rights and Responsibilities, Article 3, Section 7.d.; Schedule B, Article 1, Section 4.A. and B.

Those teachers on shared time will also show responsibility for their portion of curriculum half days time. Those who, for reasons outside their control, cannot be in attendance, will consult the Administration to be excused.

Any bargaining unit member who works less than full time and complies with the conditions of Schedule A, Article 4, Section 1, shall receive full reimbursement for tuition and books subject to the provisions of sub-sections A and B. This provision applies to tuition and books only and has no carry-over to payments beyond the Masters Degree where part-time work shall earn part-time pay.

- I. Final approval of requests to enroll in the shared teaching program shall be at the discretion of the administration. The decision of the administration shall not be deemed a judgment of the teacher's ability or performance and shall not be grievable.

ARTICLE 28--SITE-BASED DECISION-MAKING

- 28.1. The Board and the Association recognize the value of site-based decision-making arrangements. Both parties believe that increased employee responsibility for decision-making can foster the collegial exchange of ideas necessary for effective professional practice and improved education process. In order to encourage the development and implementation of site-based decision-making arrangements in the school district, the parties agree to the following:

- A. A district site-based decision-making committee will be established each school year and will consist of eight (8) members, four (4) of whom will be appointed by the Superintendent and four (4) of whom will be appointed by the Association. Co-chairpersons shall be the Superintendent and FEA President.
- B. The committee shall have four functions:
 1. Conduct an orientation program, as requested by interested schools in order to explain the theory and practice of site-based decision-making.
 2. Provide assistance to the school site-based decision-making committees (school improvement action teams).
 3. Review school improvement action team proposals prior to implementation. The review and report to the building shall have two major purposes:
 - a) To consider the effects of the proposed plan on district personnel and other schools;
 - b) To identify proposed actions which might be in conflict with the collective bargaining agreement, district policy and/or other collective bargaining agreements.
 4. Review proposals for interactive television instruction which may modify the collective bargaining agreement.

- C. By four (4) votes, the SDC may annually select building plans for ongoing review to determine appropriateness related to 3.a) and 3.b).
- 28.2. The Board and the Association agree that the collective bargaining agreement will remain in effect for employees who participate in site-based decision-making activities. However, the two parties recognize that the process may produce innovative proposals which could call for new contract interpretation and application, (as referred to in the SDC function 3.b above.) Therefore, the SDC agrees to review any proposal that modifies the collective bargaining agreement, and to seek resolutions to assist the building plan. Final approval of proposals that modify the collective bargaining agreement shall require the approval of the Superintendent and Association President.
- 28.3. The Site-Based Decision-Making Committee (SDC) will establish its own meeting schedule. Such meetings may take place during the regular workday, in which event, employees who are members of the SDC will be released from their regular duties without loss of pay.

ARTICLE 29--BUILDING SCHOOL IMPROVEMENT/SITE-BASED DECISION-MAKING COMMITTEES

- 29.1 Provisions contained in this section shall apply to all School Improvement Teams (SIT) and/or Site-Based Decision-Making Committees (SBDMC) as provided in Public Act 197 of 1989, Section 15.1919 (919b) MSA, otherwise known as P.A. 25.
- 29.2 Each SIT committee will include teachers, selected in a procedure determined by the teachers of each building. Non-bargaining unit members of a SIT may be selected by the building administrator.
 - A. Participation by the employee in full or in part shall be voluntary. If an occasion should arise wherein the bargaining unit member delegates do not fill the available slots and agreement cannot be made by the bargaining unit members on filling the slot(s) by the procedure used by them to select members, the building administrator may invoke Article 3.7.C. to fill said position(s).
 - B. Failure to volunteer to serve on a SIT may not be used as a criterion for evaluation or discipline, including the placement of any negative information in any bargaining unit member's file related to failure to volunteer.
 - C. The Chairperson of the committee will be selected by the committee.
 - D. Minutes and agendas will be required for all meetings with copies posted on the Association bulletin board.
 - E. School Improvement Committees shall not address these Master Agreement topics: contract grievance procedures, employee discipline, individual employee performance and evaluation, fringe benefits, and wages, or other compensations.
 - F. Each SIT will determine the decision making process that will be used by their committee. The use of consensus is encouraged.
- 29.3. In the event that any provision(s) of a School Improvement Plan (SIP) or application thereof violates, contradicts or is inconsistent with the Collective Bargaining Agreement, the Collective Bargaining Agreement shall prevail pending submission to the District Site Based Decision Making Committee (DSBDMC). Any deviation from the Master Agreement shall be brought before the DSBDMC for compliance with Article 28 of the Master Agreement. A SIP that deviates from the Master Agreement must have 85% approval of the affected teachers. The SIT will generate the voting list.
- 29.4. The Board will provide available and appropriate designated funding for SIT activities and program development. This established amount will be allocated to the SIT to be used as the SIT determines.
- 29.5. There shall be a District Site Based Decision Making Committee established with an equal number of representatives from the Association, selected by the Association, and an equal number of representatives from the Administration, selected by the Superintendent. See Article 28 for details on this committee.

ARTICLE 30—DURATION

1. This Agreement represents the entire agreement between the Board of Education and the Ferndale Education Association and supersedes all prior Agreements between them and shall become of full force and effect with the beginning of the 1998-99 school year, and shall continue in full force and effect until 11:59 p.m., August 31, 2001 and shall continue in effect from year to year thereafter unless either party hereto shall give the other party written notice by or before June 1, by regular mail or direct delivery before the end of the term of this Agreement or before the end of any annual period thereafter, of its desire to terminate the same or to change or amend any of its provisions.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

**Ferndale Education Association
For the FEA:**



President, FEA



Negotiations Committee Member

Negotiations Committee Member

**Board of Education
Ferndale Public Schools
For the Board:**



Superintendent of Schools



Chairperson of Negotiations



President of the Board



Secretary

Dated: _____

SCHEDULE A--ARTICLE 1

A.1. Salary Schedule 1998-1999

STEP	BA	MA
1 (0)	\$30,347	\$33,750
2 (.5)	\$31,002	\$34,549
3 (1)	\$31,650	\$35,341
4 (1.5)	\$32,301	\$36,175
5 (2)	\$32,954	\$37,008
6 (2.5)	\$33,678	\$38,025
7 (3)	\$34,407	\$39,041
8 (3.5)	\$35,127	\$40,052
9 (4)	\$35,850	\$41,065
10 (4.5)	\$36,642	\$42,082
11 (5)	\$37,444	\$43,099
12 (5.5)	\$38,239	\$44,109
13 (6)	\$39,041	\$45,122
14 (6.5)	\$40,015	\$46,424
15 (7)	\$40,994	\$47,730
16 (7.5)	\$42,150	\$49,030
17 (8)	\$43,311	\$50,335
18 (8.5)	\$44,904	\$51,859
19 (9)	\$46,502	\$53,376
20 (9.5)	\$49,541	\$56,419
21 (10)	\$53,101	\$60,053

Non-degree bargaining unit members shall earn ninety (90) percent of the appropriate B.A. degree amount listed above.

In addition to the above schedule for the 1998-99 school year, a one time payment will be paid according to the chart below:

Additional \$150 on steps BA 6-13
Additional \$250 on steps BA 14-20
Additional \$100 on step BA 21

Additional \$250 on steps MA 6-13
Additional \$350 on steps MA 14-20
Additional \$125 on step MA 21

Salary Schedule--1999-2000

STEP	BA	MA
1 (0)	\$30,802	\$34,256
2 (.5)	\$31,467	\$35,067
3 (1)	\$32,125	\$35,871
4 (1.5)	\$32,786	\$36,718
5 (2)	\$33,448	\$37,563
6 (2.5)	\$34,183	\$38,595
7 (3)	\$34,923	\$39,627
8 (3.5)	\$35,654	\$40,653
9 (4)	\$36,388	\$41,681
10 (4.5)	\$37,192	\$42,713
11 (5)	\$38,006	\$43,745
12 (5.5)	\$38,813	\$44,771
13 (6)	\$39,627	\$45,799
14 (6.5)	\$40,615	\$47,120
15 (7)	\$41,609	\$48,446
16 (7.5)	\$42,782	\$49,765
17 (8)	\$43,961	\$51,090
18 (8.5)	\$45,578	\$52,637
19 (9)	\$47,450	\$54,527
20 (9.5)	\$50,534	\$57,615
21 (10)	\$53,998	\$61,079

Non-degree bargaining unit members shall earn ninety (90) percent of the appropriate B.A. degree amount listed above.

Salary Schedule--2000-2001

STEP	BA	MA
1 (0)	\$31,264	\$34,770
2 (.5)	\$31,939	\$35,593
3 (1)	\$32,607	\$36,409
4 (1.5)	\$33,278	\$37,269
5 (2)	\$33,950	\$38,126
6 (2.5)	\$34,696	\$39,174
7 (3)	\$35,447	\$40,221
8 (3.5)	\$36,189	\$41,263
9 (4)	\$36,934	\$42,306
10 (4.5)	\$37,750	\$43,354
11 (5)	\$38,576	\$44,401
12 (5.5)	\$39,395	\$45,443
13 (6)	\$40,221	\$46,486
14 (6.5)	\$41,224	\$47,827
15 (7)	\$42,233	\$49,173
16 (7.5)	\$43,424	\$50,512
17 (8)	\$44,620	\$51,856
18 (8.5)	\$46,262	\$53,427
19 (9)	\$48,162	\$55,345
20 (9.5)	\$51,292	\$58,479
21 (10)	\$54,808	\$61,995

Non-degree bargaining unit members shall earn ninety (90) percent of the appropriate B.A. degree amount listed above.

If the number of state required instructional hours should increase by 25 or more hours from year two (2) to year three (3), then the % increase on each step shall increase by .25% (1/4 of one percent) for every multiple of 25 hours (i.e. 60 = 2 multiples of 25 so the corresponding increase is 1/2%).

B. For the duration of the Agreement the Board of Education agrees to pay into the Michigan Public School Employees' Retirement System, five (5) percent of all compensation received by teachers.

C. LONGEVITY PAY

PLAN A

Any teacher on Longevity Plan "A", as shown below, prior to August 1, 1997, shall remain on Plan "A" until said teacher terminates his/her employment with the Ferndale School District.

1. For the duration of this Agreement the Board of Education agrees to pay to eligible teachers the appropriate dollar amount listed below. This pay is in addition to the maximum step of the B.A. or M.A. salary schedule on which the teacher is paid, for continuous years of service in the district, as follows:

	BA	MA
Sixteen (16) through twenty (20) years	\$1,361	\$1,519
Twenty-one (21) through twenty-five (25) years	\$2,571	\$2,888
Twenty-six (26) years or more	\$3,782	\$4,257

2. Payment shall be divided equally among the total number of paychecks received by the teacher for the appropriate longevity year.
3. Entry onto step 1, 2, or 3 shall begin on the teacher's anniversary date of hire and payment shall be prorated if the anniversary date of hire is other than the first day of the school year.

PLAN B*

For the duration of this agreement, the Board of Education agrees to pay to teachers eligible for Plan B the appropriated dollar amount listed below. This pay in addition to their maximum step on the BA or MA salary schedule on which the teacher is paid, for continuous years of service in the district, as follows:

- Level 1:** After 15 years of employment, two thousand dollars (\$2,000) for a BA and two thousand two hundred dollars (\$2,200) for a MA will be paid during the next school year.*
- Level 2:** After 20 years of employment, three thousand dollars (\$3,000) for a BA and three thousand three hundred (\$3,300) for a MA will be paid during the next school year.*
- Level 3:** After 25 years of employment, a teacher shall be entitled to \$18,000 for a BA and \$18,510 for a MA. Payment shall be made over a three-(3) year period which need not be consecutive years. If employment is terminated prior to conclusion of the above referenced three-year period, the balance due shall be paid in the same manner as referenced above, unless the parties agree to do otherwise.

After 25 years of employment credit, the employee shall notify the payroll department by July 1, for each of the three (3) years that said teacher chooses to receive the \$6,000 payment.

* Plan B level 1 and 2, teachers may request each year by July 1 that their longevity payment be delayed one year up to a maximum of four years.

In case of death, any payment due at Levels 1, 2, or 3 shall be paid to the beneficiary or estate of the deceased.

ARTICLE A.2--COUNSELORS, SCHOOL PSYCHOLOGISTS, SCHOOL SOCIAL WORKERS, SPECIAL EDUCATION TEACHERS, DEPARTMENT CHAIRPERSONS/TEAM LEADERS, DISTRICT CURRICULUM COORDINATORS, DEPARTMENT COORDINATORS, AND PROGRAM COORDINATORS

A.2.1. Special Increment

Counselors, School Psychologists, and School Social Workers who function as counselors shall receive an additional stipend computed as eight percent (8%) of their 1995-96 eligible salary step and schedule. The stipend is compensation for:

- A.** Leadership within the school in curriculum, instruction and guidance;
- B.** Responsibilities for the health, welfare, and growth of students,
- C.** Representing the school in community affairs;
- D.** Additional time required beyond the normal working day and year.
- E.** Each Counselor and K-12 School Social Worker who also functions as a Counselor shall meet prior to the first of June of each school year with their building administrator(s) to mutually agree on the

scheduling of ten (10) additional days.

F. The head counselor at the elementary level, junior high level, and senior high level will be paid an additional \$500 per year.

***1999-2000 Increase to 1997-98 Schedule**

A.2.2. Regular School Social Workers

Regular School Social Workers assigned to Special Education shall receive 3.1% of their salary step on Schedule A of the 1995-96 school year.

*** 1999-2000--Increase to 1997-998 schedule**

A.2.3. Core Curriculum Leaders and District Wide Curriculum Leaders

Core Curriculum Leaders will each be paid \$1,500. There will be one Core Curriculum Leader from each level, elementary, junior high, and high school, in the following academic areas:

- ✓ Language Arts
- ✓ Math
- ✓ Science
- ✓ Social Studies

Each Core Curriculum area (Language Arts, Math, Science, Social Studies) will have available up to \$900 to be used for substitutes when release time is deemed necessary by the team for curriculum purposes.

District-wide Curriculum Leaders will each be paid \$1,500. There will be one District-wide Curriculum Leader in each of the following areas:

- ✓ Applied Technology
- ✓ Business
- ✓ Fine Arts
- ✓ Foreign Language
- ✓ Special Education

Each District-wide Curriculum Leader will have available up to \$400 to be used for substitutes when release time is deemed necessary by the District-wide Curriculum Leaders for curriculum purposes. Requests for release time and dates will be jointly approved by the Curriculum Team or District-wide Curriculum Leader and the building administrator involved.

A sum of \$18,000 will be made available for curriculum work done outside of the regularly scheduled days. This work will be paid at the hourly rate as described in Schedule A, Article A.9.1.

Requests for curriculum work done outside of the regular school hours are to be presented to the K-12 Core Curriculum Committee(s) or their chairpersons. Resources approved by K-12 Instructional Council for curriculum work will be scheduled, allocated and supervised by the Deputy Superintendent for Instruction.

High School Core Curriculum Team Leaders (Language Arts, Math, Science, Social Studies) will receive \$500 in addition to their core curriculum leadership stipend. The process for determining Core Curriculum Leaders and the District-wide Curriculum Leaders will be as described by the K-12 Instructional Council.

A.2.4. Special Education

All teachers who are certified and approved by the State of Michigan to teach special education in the school district and are so employed shall receive additional compensation in the amount of two hundred (\$200) dollars.* Teachers assigned as classroom teachers in special education shall receive an additional amount of fifty (\$50) dollars above the two hundred (\$200) dollars.*

*** 1999-2000 Increase to two hundred twenty five (\$225) dollars.**

A.2.5. Program Coordinators

A. Program coordinators shall receive an additional 2.0% of their salary step in recognition that additional time is required beyond the school day in order to perform the duties of the position. All percentages will be based on Schedule A of the current year.

B. Program Coordinator Released Time

Math*	Full
Open Classroom*	Full
Special Needs, FHS (if funded)	4/5ths
Computer	1/2 time
Writing, K-6	1/2 time
Writing, 7-12	2/5ths
P.A.C.E., FHS	2/5ths

* Note Letter of Agreement dated 9/1/86 regarding Math and Open Classroom Program Coordinators.

1995-96 Salary Schedule

STEP		BA	MA	STEP		BA	MA
1	(0)	\$29,312	\$32,599	12	(5.5)	\$36,935	\$42,605
2	(.5)	29,945	33,371	13	(6)	37,709	43,583
3	(1)	30,570	34,136	14	(6.5)	38,650	44,841
4	(1.5)	31,200	34,942	15	(7)	39,596	46,102
5	(2)	31,831	35,746	16	(7.5)	40,713	47,359
6	(2.5)	32,350	36,728	17	(8)	41,834	48,619
7	(3)	33,233	37,709	18	(8.5)	43,373	50,091
8	(3.5)	33,929	38,687	19	(9)	44,916	51,556
9	(4)	34,628	39,665	20	(9.5)	47,852	54,496
10	(4.5)	35,393	40,647	21	(10)	51,291	58,005
11	(5)	36,167	41,630				

1997-98 Salary Schedule

STEP		BA	MA	STEP		BA	MA
1	(0)	\$29,752	\$33,088	12	(5.5)	\$37,489	\$43,244
2	(.5)	30,394	33,872	13	(6)	38,275	44,237
3	(1)	31,029	34,648	14	(6.5)	39,230	45,514
4	(1.5)	31,668	35,466	15	(7)	40,190	46,794
5	(2)	32,308	36,282	16	(7.5)	41,324	48,069
6	(2.5)	33,018	37,279	17	(8)	42,462	49,348
7	(3)	33,732	38,275	18	(8.5)	44,024	50,842
8	(3.5)	34,438	39,267	19	(9)	45,590	52,329
9	(4)	35,147	40,260	20	(9.5)	48,570	55,313
10	(4.5)	35,924	41,257	21	(10)	52,060	58,875
11	(5)	36,710	42,254				

ARTICLE A.3.--VOCATIONAL EDUCATION COMPENSATION

A.3.1. A teacher, in any vocational education assignment for which state certification and approval are necessary, shall receive extra compensation in the amount of \$350.00 annually above the salary schedule. Vocational teachers who have completed the requirements for a permanent vocational certificate and have been issued such certificate shall receive 3.2% of their 1995/96 salary step* and schedule in place of the \$350.00 stated above. Those on a special certificate will be paid for no more than five (5) years on such certificate. To qualify for the vocational education compensation outlined above, a teacher must be teaching in a vocationally funded course.

* 1999-2000 Increase to 1997-1998 schedule

A.3.2. Any teacher who has a journeyman's card, the requirements for which involve both formal classroom training and on-the-job experience, and has a teaching assignment involving the use of the trade skills covered by the journeyman's card shall receive, as part of the basic salary, one hundred dollars* (\$100) for each year required to qualify for the journeyman's card, except that the minimum number of years required to earn the journeyman's card shall determine the amount of payment for which the teacher shall be eligible.

* 1999-2000 Increase to one hundred ten (\$110) dollars.

ARTICLE A.4--PROFESSIONAL IMPROVEMENT PLAN

Knowledge is continuously increasing as to the growth and development of children, and the nature of learning and the educative process, as well as in other areas relating to the competencies of the professional staff. The Board recognizes that it is the professional person's responsibility to maintain continuous awareness and study of the growing body of knowledge in his field, and the Board also believes that such efforts should be encouraged and supported.

In order to be eligible for the benefits of books and tuition paid by the Board as described in A.4.1. and A.4.1.A. below, an employee must have applied to the Professional Improvement Committee by June 3, 1996. Approval by the Committee is necessary to receive the above referenced benefits.

A.4.1. Additional pay for credits beyond the Bachelor's Degree but prior to the Master's Degree

Full tuition costs will be reimbursed up to a limit of thirty (30) semester credit hours for successfully completed credit courses leading to a Permanent Teaching Certificate or to a Master's Degree. Cost of required textbooks for the above will be paid if the textbooks are turned in for use in the teachers' professional library at the Ferndale High School.

Payment will be made subject to the following restrictions:

- A.4.1. A. Not more than four hours of credit shall be compensated for in any one semester, except summer school. A credit hour shall be interpreted to mean one hour per week of attendance in a college/university course. In view of the fact that there are semesters, quarters, and trimesters, the credits will be reduced to semester hours; and if it can be established that during the period covered in the said semester, quarter, or trimester, the student did not attend more than four (4) hours per week in a class, (except for accelerated scheduled program of 5 hours of attendance for 4 hours of credit or for compacted program of seven (7) hours of attendance for four (4) hours of credit), the credit shall be recognized and without regard to the number of semesters, quarters, or trimesters covered by the student in the school year (September through June).

The Board shall not be obligated to pay more for the tuition expenses of teachers than the highest rate charged at any one of the following State assisted universities: 1) Wayne State, 2) Oakland University, 3) Eastern Michigan or 4) University of Michigan.

The highest rate charged at one of these four universities becomes the limit of the Board's obligation. The rates for tuition shall be determined on a "per hour of credit" basis.

Failure of the teacher to request reimbursement before the end of the following semester will render such course work taken ineligible for reimbursement.

A.4.1.B. Juris Doctorate Degree Payment

A JD Degree held by a teacher will be recognized on the salary schedule if the Board determines that the JD Degree closely relates to the person's teaching area. A teacher with a BA Degree plus a JD Degree will be paid on the MA schedule. A teacher with a MA Degree plus a JD Degree will be paid for a maximum of 30 semester hours, at \$27* per hour - (27 x 30 hrs. = \$810) above the MA schedule.

Any and all provisions of this Article 4, dealing with prior approvals, committees, tuition/books, partial payment, time limitations, etc., shall not apply to the JD Degree.

* 1999-2000 Increase to \$30 per hour

A.4.2. Additional pay for credits beyond the Master's Degree

For each semester hour of successfully completed credit beyond the Master's Degree, in any given year, for which prior District administrative approval was received, and taken at an institution accredited by the North Central Association of Colleges and Secondary Schools or a reciprocal accrediting agency, including such approved courses as may have been earned prior to employment here and officially certified on or before October 1, by the institution granting the credit, twenty seven* (\$27) dollars shall be paid annually subject to the following limitations:

* 1999-2000—Increase to \$30 per hour

Semester Hours	Time Limitation
1-9 (inclusive)	Five year period
10.....	None
11-19 (inclusive)	Five year period
20.....	None
21-29 (inclusive)	Five year period
30.....	None

- A. Not more than four (4) hours of credit shall be compensated for in any one semester except summer school.
- B. A credit hour shall be interpreted to mean one hour per week of attendance in a college/university course. In view of the fact that there are semesters, quarters, and trimesters, the credits will be reduced to semester hours; and if it can be established that during the period covered in the said semester, quarter, or trimester, the teacher did not attend more than four (4) hours per week in a class (except the accelerated scheduled program of five (5) hours of attendance for four (4) hours of credit or for

compacted programs of seven (7) hours of attendance for four (4) hours of credit), the credit shall be recognized and without regard to the number of semesters, quarters, or trimesters covered by the teacher in the school year (September through June).

- C. Not more than 30 hours are to be counted at any time.
- D. Prior to their enrollment in a college/university course, for which additional pay will be claimed, teachers shall submit to the Superintendent of Schools a statement indicating: (1) intention to take a course or courses for credit beyond the Master's Degree, name and location of the institution, course number, course title and description (obtained from catalog) and semester hours of credit; (2) teacher's objective in taking the course or courses; and (3) benefit which should accrue to the school district as a result of the teacher's successful completion of the course.

The statement, when submitted to the Superintendent, may be referred to the Professional Improvement Committee. All matters pertaining to the approval of courses shall be approved by the Superintendent and may be referred to this committee but in any event, the recommendation of the committee is not binding on the Superintendent.

A.4.3. Additional compensation for credits completed above the Master's Degree plus 30 hours leading to an advanced degree

A. Eligibility

A teacher who has attained at least 30 hours of credit beyond his Master's Degree and is interested in obtaining additional hours which will lead to an Educational Specialist, Ed.D. or Ph.D. Degree in the field of education may apply to the Professional Improvement Committee for their approval of the degree plan and receive compensation from the Board for semester hours completed in accordance with the following provisions.

B. Committee Approval of Degree Plan

Before approval can be obtained from the committee the teacher applicant must meet the following requirements:

1. The teacher must discuss with the principal his/her degree objectives and the subject area in which the teacher expects to do research. The teacher will be expected to establish a proposed study and research plan with the principal that will provide some tangible related benefits to his/her teaching area and subsequently to the school district, subject to the approval of the plan by the college/university that it will meet the requirements for an advanced degree.
2. The committee shall formally review the teacher applicant's advanced degree plan with the teacher and the principal and recommend any alterations or changes which it believes necessary. Following this review the committee may at its option interview the applicant as to effectiveness as a teacher and also evaluate the teacher's attainments within the classroom. The committee shall either grant approval for the teacher applicant to proceed with the degree plan or withhold approval. In the event the committee denies approval of the degree plan, the applicant shall receive a written explanation of the reason(s) for the denial.

C. Pursuit of the Degree Plan by Teacher Applicant

In meeting the requirements of the various courses in the plan as approved by the committee and the college/university, the teacher applicant will be expected to relate and tie in, wherever possible, papers, projects and research which will have meaningful benefit and value to his/her course area, teaching assignment and the school district. This will require continuing consultation with his/her principal and/or members of the committee once the teacher is made aware of the requirements of any course.

D. Review of Progress

The committee shall be responsible for reviewing the progress of the teacher applicant and ask the teacher to report verbally, or in writing, read or make available certain parts of the course requirements to the committee or Board of Education relative to some important unit of work or research completed in his approved plan.

E. Time Limitation

No limitation will be in effect as to the number of semester hours of work that can be taken by the teacher at any time during the school year. The teacher may have five (5) years from the date of acceptance in the program to complete the requirements for the degree. Extensions of this five year period may be obtained from the committee for extenuating circumstances.

F. Recognition of Current Employees

Any employee currently employed by the school district who has completed more than thirty (30) semester hours of credit beyond the Master's level shall be eligible to apply to the committee for their approval of a college/university approved advanced degree plan above the Master's plus thirty (30) semester hours.

When the committee has approved the teacher's plan he/she will then be eligible to receive reimbursement for the semester hours already completed above the Masters plus thirty (30) semester hours providing such semester hours can be applied to the semester hours requirement of the plan leading to an advanced degree. A statement of certification from the college/university that such

semester hours completed can be applied against the degree requirement will be necessary when submission is made for payment.

G. Semester Hours Prior to Employment

Semester hours of credit above the Masters plus thirty (30) semester hours which have been completed prior to the teacher's employment by the school district will be eligible for payment by the Board as soon as they are accepted by the college/university and the committee as a part of the teacher's semester hours requirement leading to an advanced degree.

H. Compensation

Semester hours received from courses approved by the committee under teachers' advanced degree plans as indicated above shall be compensated at the rate of twenty five dollars (\$25) a semester hour when such semester hours from an accredited college/university are completed by the applicant, certified by the institution as completed, and submitted through the Superintendent's office for payment by the Board prior to October 1 of each year. Teachers with approved degree plans may receive compensation for forty (40) semester hours above the Master's plus thirty (30) hours which would be a maximum of seventy (70) semester hours. An additional four hundred dollars (\$400)* in compensation will be added when the teacher receives the Ed.D. or Ph.D. Degree. Compensation will be paid for only one (1) Specialist Degree.

I. Compensation Reduction

In the event the teacher does not complete the advanced degree requirements in the prescribed five (5) year period as provided in paragraph (E), ten (10) semester hours will be deducted from the teacher's continuing annual salary payment, leaving a maximum of sixty semester hours above the Master's Degree as the continuing part of his/her annual salary.

***2000-2001 Increase to \$450**

A.4.4. Professional Improvement Committee

The Professional Improvement Committee shall be composed of two (2) administrators appointed by the Superintendent and two (2) teachers to be selected in any manner determined by the F.E.A. who shall hold membership on the committee for such terms as the Superintendent and the F.E.A., individually, may determine. Any application submitted for approval by the committee shall only be approved by a majority vote of the committee.

The decision of the Professional Improvement Committee, except where specifically stated otherwise, shall be binding on the F.E.A., its members and the Board of Education and is not grievable under the terms of this Agreement beyond Level Three of Article 23.4.(c).

ARTICLE A.5.--SABBATICAL LEAVE

A.5.1. Definition

Sabbatical Leave shall be interpreted as a leave from active duty granted to any teacher after seven (7) consecutive years of professional service in the School District of the City of Ferndale, (military leave and government leaves shall not be interpreted as interrupted service), for the purpose of improving instruction in the Ferndale Schools. A sabbatical leave shall not be granted to work toward or complete a first Master's Degree. Sabbatical leaves may be granted for one school year.

A.5.2. Qualifications

An application for sabbatical leave of absence may be filed with the Superintendent provided the following conditions are fulfilled.

- A. The applicant possesses a Michigan life or permanent certificate.
- B. The applicant has been employed by the Board as a teacher for at least seven consecutive years.
- C. The applicant has not been granted sabbatical leave of absence from the Ferndale Board of Education during the seven consecutive years of service immediately preceding current application.
- D. The applicant signs an agreement to return to service with the Ferndale Board of Education immediately upon termination of sabbatical leave and continue in such service for a period of two years, or to refund all/or a prorated share of compensation received from the Board while on leave.

A.5.3. Application

Application for sabbatical leave of absence must be filed in the office of the Superintendent not later than March 1, preceding the school year when it is desired that the leave become effective. No more than two (2) teachers may be granted leave in any one year. It is further agreed that said application must state what the person will be doing on the leave and what value will accrue to the district as a result of the leave.

A.5.4. Salary Provisions

The teacher on sabbatical leave shall receive as compensation, during the period of absence from regular duties, one-half (1/2) regularly scheduled salary that would have been received during the leave period and insurance benefits to the extent permitted by the insurance companies.

ARTICLE A.6.--INSURANCE

For the duration of this Agreement, the Board of Education will pay the entire cost to provide for each bargaining unit member, spouse, and eligible dependents:

A.6.1. MESSA-PAK which shall include the following:

A. Plan A for employees needing health insurance:

- ✓ Super Care I
- ✓ Long Term Disability: 60%
 - \$3,000 maximum
 - 180 Calendars Days - Modified Fill
 - Freeze on Offsets
 - Alcohol/Drug and Mental/Nervous - Same as any other illness
 - COLA
- ✓ Delta Dental Plan E-07: 80/80/80:\$800 or 50/50/50:\$500
- ✓ Negotiated Life Ins. \$30,000 AD&D (plus \$5,000 life from Super Care I policy)
- ✓ Vision Insurance VSP-3

B. Plan B for employees not needing health insurance policy:

- ✓ Delta Dental Plan 100:90/90/90:\$1,500 or 50/50/50:\$500
- ✓ Negotiated Life Ins. \$50,000 AD&D
- ✓ Vision VSP-3
- ✓ Long Term Disability 60%; Same as Above
- *Cash Option \$120 monthly payment for 10 months

*The District will provide a cash option to health insurance benefits. The cash amount will be \$120 per month for ten (10) months -- September through June. The District will formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code. The amount of cash payment received may be applied by the teacher to any Tax-Deferred/Sheltered Annuity [403B or 403B(7)] selected by the teacher with a company that is a District authorized company.

Plan B—Agree to survey membership to see if coverage can be changed to increase cash option within same total dollar amount.

A.6.2. The Board shall provide for payroll deduction for employees who select MESSA options other than those negotiated in Plan A or Plan B. (See Premium Contribution Plan below.)

A.6.3 Premium Contribution Plan and Flexible Spending Accounts

- ✓ Check cash option of Plan B of MESSA-PAK to see if it meets existing IRS requirements.
- ✓ Institute premium contribution plan under Section 125 plan for Article 27 teachers or A.6.2 teachers. Every effort will be made to accomplish this by September 1998.
- ✓ Form a joint union/administration task force to explore instituting flexible spending accounts for health care and dependent care expense under Section 125 with a target date of implementation of September 1999.

ARTICLE A.7.--COMPENSATION FOR EXTRA-CURRICULAR ACTIVITIES

For the 1998-99, percentages in this Article will be paid based on the 1995/96 Salary Schedule (for Salary Schedule, refer to page 42); step movement from year to year is allowed, if applicable. Beginning with 1999-2000, percentages will be paid on the 1997-98 Salary Schedule (refer to page 42)

The rates listed below are payable for a single position. When the position is held by two or more individuals the percent of step shall be applied against the higher of the salary steps involved. This amount shall then be divided equally between the participants. Should two people be appointed to the student council position at Ferndale High School, both will earn the amount shown for student council in the list of rates below.

A. High School

Position	Percent of Step
Band Director	10.1%
Choir Director.....	5.8%
Dramatics-Stage Crew.....	10.0%
Orchestra Director	5.8%
Debate.....	4.6%

Forensics.....	4.6%
Annual (Yearbook).....	5.0%
Newspaper.....	5.0%
Student Council.....	5.0%
National Honor Society.....	4.0%
Foreign Student Exchange.....	5.0%
Class Chairpersons	
9th Grade.....	1.2%
10th Grade.....	1.2%
11th Grade.....	1.5%
12th Grade.....	2.6%

B. Middle School(s)

Band Director.....	3.5%
Orchestra Director.....	2.5%
Student Council.....	2.0%
Choir Director.....	2.5%
National Honor Society.....	2.0%
Student Newspaper and/or Yearbook Sponsor.....	2.5%

Compensation for Middle School extra-curricular music positions require that a minimum of four performances per compensated extra-curricular area occur during the school year, except for performances cancelled by someone other than the teacher. A performance is defined as a public performance occurring outside of regular school hours or days for a non-student audience.

C. Elementary School

Safety Patrol Sponsor.....	2.0%
Service Squad Sponsor.....	2.0%

ARTICLE A.8.--COMPENSATION FOR EXTRA-CURRICULAR ATHLETIC ACTIVITIES

For 1998-1999, percentages in this Article will be paid based on the 1995/96* Salary Schedule (for Salary Schedule, refer to page 42); step movement from year to year is allowed, if applicable.

* 1999-2000 Increase to 1997-98 schedule. (refer to page 42)

Salaries of the teachers in the following positions shall be the percentage, as follows, applied to their step on the Salary Schedule.

1. Ferndale High School Boys' Sports

Classification

Head Coach:Football, Basketball.....	10.1%
Asst. Coach:Football, Basketball.....	7.1%
Head Coach:Swimming, Wrestling.....	9.4%
Asst. Coach:Swimming, Wrestling.....	7.1%
Head Coach:Soccer, Baseball, Track.....	8.1%
Asst. Coach:Soccer, Baseball, Track.....	6.2%
Head Coach: Cross Country, Tennis, Golf.....	6.2%
Head Coach: Skiing.....	4.5%

Girls' Sports

Classification

Head Coach: Basketball, Gymnastics, Volleyball.....	10.1%
Asst. Coach: Basketball, Volleyball.....	7.1%
Head Coach: Swimming.....	9.4%
Head Coach: Track.....	8.1%
Asst. Coach: Track.....	5.2%
Head Coach: Softball.....	7.1%
Asst. Coach: Softball.....	4.6%
Head Coach: Tennis.....	6.2%

- 2. Athletic Coordinator 9.1%
- 3. Cheerleader Sponsor 8.5%
- 4. **Intramural Program**
 - Synchronized Swimming..... 6.5%
 - Modern Dance 3.25%
 - Fencing 1.25%
- 5. Salaries paid to coaches in Class A shall include compensation for pre-season practice sessions, except that varsity football coaches will be given \$100.00 for the additional week of conditioning instituted during the 1970-71 school year. The number of coaches to receive this additional compensation will be on the ratio of one (1) coach for every forty (40) or major portion of (40) on the varsity football squad.
- 6. **Middle School(s) Boys' Sports**
 - Classification**
 - Coach(es): Basketball, Football, Baseball, Track..... 5.1%
- Middle School Girls' Sports**
 - Classification**
 - Coach(es): Basketball, Volleyball, Softball..... 5.1%
- 7. Middle School Athletic Program Coordinator(s) 6.0%
- 8. Middle School Cheerleader Sponsor(s)..... 1.7%

ARTICLE A.9.--COMPENSATION FOR EXTRA-CONTRACTUAL ASSIGNMENTS

- A-9.1. Summer school and driver education teachers teaching credit courses shall be paid according to the following rate:
- | | |
|--------------|---------|
| 1998/99..... | \$19.20 |
| 1999/00..... | \$19.50 |
| 2000/01..... | \$19.70 |

SCHEDULE B--ARTICLE B.1

Section B.1.a.

When state or federal law requires the rescheduling of snow days and/or Act of God days, the parties agree to reschedule as follows:

The required additional student and teacher days will be added to the June calendar unless mutual agreement is reached on alternate dates. The first method of rescheduling snow days and/or Act of God days shall be to reduce the record day(s) at the end of the year to half day(s) of student attendance and half day(s) of teacher records. *

Employees shall not lose pay because of cancelled days nor shall employees be paid for rescheduled days mandated by state law.

* Except where students fall below minimum number of days or hours required by law.

Section B.1.b. School Calendar – 1998-99

Wednesday	August 26	1998	New Teacher Orientation
Thursday	August 27	1998	Teachers report -- no students
Friday	August 28	1998	Teachers report -- no students
Monday	August 31	1998	Classes begin – A.M. Student ½ day/P.M. School Improvement
Tuesday	September 1	1998	First full day of classes
Friday	September 4	1998	Labor Day recess – no school
Monday	September 7	1998	Labor Day – no school
Tuesday	September 8	1998	Classes resume
Wednesday	November 25	1998	Thanksgiving Recess begins at the end of A.M. classes
Monday	November 30	1998	Classes resume
Tuesday	December 22	1998	Winter Recess begins at end of day—A.M. classes/ P. M School Improvement
Monday	January 4	1999	Classes resume
Monday	January 18	1999	M. L. King, Jr. Holiday - no school
Friday	January 22	1999	Records Day - no students
Friday	February 12	1999	Mid-Winter Recess begins at end of day
Monday	February 22	1999	Classes resume
Thursday	April 1	1999	Spring Recess begins at end of A.M. classes
Monday	April 12	1999	Classes Resume
Monday	May 31	1999	Memorial Day - no school
Wednesday	June 16	1999	Records Day - no students in p.m.
Thursday	June 17	1999	Records Day – school year ends.

182 Student Days

186 Teacher Days

200 Paid Days

School Calendar – 1999-2000

Friday	August 27	1999	New Teacher Orientation, if required
Monday	August 30	1999	Teachers report -- no students
Tuesday	August 31	1999	Teachers report -- no students
Wednesday	September 1	1999	Classes begin – Student ½ day A.M./ School Improvement P. M.
Thursday	September 2	1999	First full day of classes
Friday	September 3	1999	Labor Day recess – no school
Monday	September 6	1999	Labor Day – no school
Tuesday	September 7	1999	Classes resume
Wednesday	November 24	1999	Thanksgiving Recess begins at end of A.M. classes
Monday	November 29	1999	Classes resume
Wednesday	December 22	1999	Winter Recess begins at end of day—A.M. classes/P.M. School Improvement
Monday	January 3	2000	Classes resume
Monday	January 17	2000	M. L. King, Jr. Holiday - no school
Friday	January 21	2000	Records Day - no students
Friday	February 11	2000	Mid-Winter Recess begins at end of day
Monday	February 21	2000	Classes resume
Thursday	April 20	2000	Spring Recess begins at end of A.M. classes
Monday	May 1	2000	Classes Resume
Monday	May 22	2000	Memorial Day - no school
Wednesday	June 15	2000	Records Day - no students in p.m.
Thursday	June 16	2000	Records Day – school year ends.

182 Student Days

186 Teacher Days

200 Paid Days

School Calendar – 2000-01

Friday	August 25	2000	New Teacher Orientation, if required
Monday	August 28	2000	Teachers report -- no students
Tuesday	August 29	2000	Teachers report -- no students
Wednesday	August 30	2000	Classes begin – Student ½ day A.M./School Improvement P. M.
Thursday	August 31	2000	First full day of classes
Friday	September 1	2000	Labor Day recess – no school
Monday	September 4	2000	Labor Day – no school
Tuesday	September 5	2000	Classes resume
Wednesday	November 22	2000	Thanksgiving Recess begins at end of A.M. classes
Monday	November 27	2000	Classes resume
Friday	December 22	2000	Winter Recess begins at end of day—A.M. classes/P.M. School Improvement
Monday	January 2	2001	Classes resume
Monday	January 15	2001	M. L. King, Jr. Holiday - no school
Friday	January 19	2001	Records Day - no students
Friday	February 9	2001	Mid-Winter Recess begins at end of day
Monday	February 19	2001	Classes resume
Thursday	April 12	2001	Spring Recess begins at end of day
Monday	April 23	2001	Classes Resume
Monday	May 28	2001	Memorial Day - no school
Wednesday	June 14	2001	Records Day - no students in p.m.
Thursday	June 15	2001	Records Day – school year ends.

183 Student Days

187 Teacher Days

201 Paid Days

Section B.2.

Scheduled Pay Days – 1998-99		
August 28, 1998		February 26, 1999
September 11, 1998		March 12, 1999
September 25, 1998		March 26, 1999
October 9, 1998		April 9, 1999
October 23, 1998		April 23, 1999
November 6, 1998		May 7, 1999
November 20, 1998		May 21, 1999
December 4, 1998		June 4, 1999 (21 st pay) *
December 18, 1998		June 18, 1999
January 4, 1999		July 2, 1999
January 15, 1999		July 16, 1999
January 29, 1999		July 30, 1999
February 12, 1999		August 13, 1999

Scheduled Pay Days – 1999-00		
August 27, 1999		February 25, 2000
September 10, 1999		March 10, 2000
September 24, 1999		March 24, 2000
October 8, 1999		April 7, 2000
October 22, 1999		April 21, 2000
November 5, 1999		May 5, 2000
November 19, 1999		May 19, 2000
December 3, 1999		June 2, 2000 (21 st pay) *
December 17, 1999		June 16, 2000
December 31, 1999		June 30, 2000
January 14, 2000		July 14, 2000
January 28, 2000		July 28, 2000
February 11, 2000		August 11, 2000

Scheduled Pay Days – 2000-01	
August 25, 2000	February 23, 2001
September 8, 2000	March 9, 2001
September 22, 2000	March 23, 2001
October 6, 2000	April 6, 2001
October 20, 2000	April 20, 2001
November 3, 2000	May 4, 2001
November 17, 2000	May 18, 2001
December 1, 2000	June 1, 2001 (21 st pay) *
December 15, 2000	June 15, 2001
December 29, 2000	June 29, 2001
January 12, 2001	July 13, 2001
January 26, 2001	July 27, 2001
February 9, 2001	August 10, 2001

**This pay may be divided into 2 parts, the second part payable on the last scheduled day of work.*

B.1.3. Professional Organization Meeting Calendar

The third Monday of each month there will be a time set aside after school which will be used within the school district for the district's professional organization meetings.

The last Tuesday of each month, there will be time set aside after school that will not be jeopardized by an administration meeting for the use of building representatives, directors of the F.E.A. and those required to attend the F.E.A. Council meetings.

Dates for General Membership Meetings 1998-99
August 27, 1998
November 23, 1998*
March 15, 1999
May 17, 1999
* 4 th Monday to avoid conflict with Elementary Parent Teacher Conferences

Dates for FEA Council Meetings 1998-99
September 29, 1998
October 27, 1998
November 24, 1998
December 15, 1998**
January 26, 1999
February 23, 1999
March 30, 1999
April 27, 1999
May 25, 1999
** 3 rd Tuesday to avoid conflict with Winter Break

Dates for General Membership Meetings 1999-00
September 20, 1999
November 22, 1999*
March 20, 2000
May 15, 2000
* 4 th Monday to avoid conflict with Elementary Parent Teacher Conferences

Dates for FEA Council Meetings 1999-00
September 28, 1999
October 26, 1999
November 29, 1999
December 14, 1999**
January 25, 2000
February 29, 2000
March 28, 2000
April 25, 2000
May 30, 2000
** 2 nd Tuesday to avoid conflict with Winter Break

Dates for General Membership Meetings 2000-01
September 18, 2000
November 20, 2000*
March 19, 2001
May 21, 2001 * 3 rd Monday to avoid conflict with Elementary Parent Teacher Conferences

Dates for FEA Council Meetings 2000-01
September 26, 2000
October 24, 2000**
November 28, 2000
December 12, 2000***
January 30, 2001
February 27, 2001
March 27, 2001
April 24, 2001
May 29, 2001 ** 4 th Tuesday to avoid conflict with Halloween *** 2 nd Tuesday to avoid conflict with Winter Break

B.4. Parent-Teacher Conferences

- A. In the elementary grades, five (5) parent-teacher conferences will be held, four (4) half-days in the fall and one (1) half-day in the spring. Each teacher will be given compensatory time for conferences scheduled by the Board outside of the normal school day. Two (2) evenings will be scheduled in any school year with a third additional evening conference possible, provided the building staff and building administrator determine there is a need for such additional evening conference.
- B. All conferences will be scheduled by the building staff, including the administrator, within time limits set by the Board.

B.5. Released Time for Curriculum Development

A. Ferndale High School and Middle School(s)

The administration and the F.E.A. representatives in each building will plan and use not less than three (3) half days for curriculum development. In 2000-2001, there will be four (4) half days for curriculum development. Schedules and plans for the use of these days will be approved by the Deputy Superintendent-Instruction.

B. Elementary and Secondary Schools

A series of curriculum meetings will be developed and scheduled as the need arises by the Deputy Superintendent-Instruction in consultation with the Professional Relations Committee. Elementary buildings will be given four (4) additional half-days to be used to meet building needs. The time and content of these half-days will be determined by the individual elementary site-based/school improvement committees in consultation with the Instructions Office.

B.6. Elementary and Middle School Records Half-Days

Three half (1/2) days shall be provided to elementary and middle school teachers. The first half (1/2) day will be provided near the end of the first marking period; the second half (1/2) day will be provided near the end of the third marking period; the third half (1/2) day will be provided near the end of the fourth marking period. In addition, one-half (1/2) of the full records day occurring at the end of the first semester will be set aside for marking report cards. On all of the above occasions, the records half (1/2) day will occur prior to the report cards being due in the principal's office.

B.7. Performance Objectives - Special Education

Each special education teacher who is required to develop performance objectives for students shall have one-half additional records day in the fall and one-half day in the spring. Two additional days, one in the fall and one in the spring shall be granted, if mutually agreed to, by the Director of Special Education and the special education teacher.

SCHEDULE C--HEAD START TEACHERS

ARTICLE C.1--PURPOSE AND APPLICABLE LANGUAGE

- C.1.1. Schedule C, an attachment to the Collective Bargaining Agreement, serves the purpose of defining the wages, hours and conditions of employment for Head Start teachers working in the Head Start program. The Agreement shall apply to Head Start teachers unless amended in Article 2 of this Schedule C.
- C.1.2. The parties to this Head Start agreement recognize that conflicting language may exist between this Schedule C and the amended, as well as unamended, language found in the Agreement. All conflicts, whether direct, indirect, or inferred, shall be resolved through the use of the language found in this Schedule C which shall control and govern.

ARTICLE C.2--AMENDMENTS

C.2.1. The following list of Articles, Sections, and Schedules in Section 2 below are contained in the Collective Bargaining Agreement and are hereby amended.

C.2.2.	<u>Amended Contract Articles & Schedules</u>	<u>Applicable Schedule C, Article C.3 Sections</u>
	Article 6, Sections 1, 2	
	Article 6, Sections 3, 4.....	Section 1.F
	Article 6, Sections 8A,B,C,D.....	Section 6
	Article 6, Sections 9A,B.....	Section 5
	Article 7, Sections 1,2,4.....	Section 1A,B,C,D,E
	Article 9, Sections 3A,B,C,E.....	Section 7
	Article 11, Involuntary Transfer	
	Sections 1,2,3,4.....	Section 10
	Article 12, Section 2.....	Section 2 & Letter of 7/7/83
	Article 12, Section 2.....	Section 4
	Article 22, Sections 1;6;9.....	Section 11; Federal Guidelines; Section 1
	Article 25.....	Section 1E
	Schedule A, Article 1.....	Pay Scale
	Schedule A, Article 6.....	Section 3B
	Schedule B, Article 1, Sections 1,2,4,5,6.....	Section 1B, 5, 1E

ARTICLE C.3--HEAD START WAGES, HOURS AND CONDITIONS OF EMPLOYMENT

C.3.1. The work year, work week, and work day for the Head Start program shall be established by the Board of Education subject to the following conditions:

- A. Head Start teachers shall be paid for 1066 hours of work if performed, which includes eight (8) paid holidays. The pay for these hours shall be equally divided over 21 or 26 pays at the option of the teacher.
- B. The calendar on page B-1 of the Agreement shall serve as a guideline within which the Board will determine the length of the Head Start program;
- C. Head Start teachers shall begin their work day no earlier than 8:00 a.m. and end their normal work day no later than 4:00 p.m.;
- D. Head Start teachers shall be entitled to an unpaid, duty free lunch hour.
- E. In 1983-84 the planning time and conference time for Head Start teachers shall not be altered from that enjoyed in 1982-83. In 1985-86 the planning time and conference time shall be determined by the Board but shall not be less than two hours per week.
- F. The following holidays shall be observed and paid if said teacher is employed on such days: Labor Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day; New Years Day; Good Friday, Memorial Day and M. L. King.

C.3.2. Seniority

Seniority for Head Start teachers shall be the same as that enjoyed by K-12 teachers except as provided in a letter of agreement dated **July 7, 1983**.

C.3.3. Salary and Fringe Benefits

- A. **Salary.** The salary for Head Start teachers shall be computed in the following manner: Head Start teachers will be placed on the proper step of Schedule A according to the number of years of teaching service in Ferndale. The step amount shall be divided by 1200 hours to calculate the correct hourly rate. Head Start teachers will be guaranteed at least 800 hours per year of pay. (See modified Schedule A attached and made a part of this Schedule C).
- B. **Fringe Benefits.** Head Start teachers shall choose one of the following two options:
 - 1) Health insurance, life insurance, and long term disability insurance
 - 2) Dental insurance, Vision Care II (option to health), life insurance and long term disability insurance

The desired option shall be chosen during the first month of each school year. Health insurance shall be as provided in Schedule A, Article 6, Sections 1A or 1B of the Agreement. The other insurance policies outlined above shall be as provided in Sections 2, 3, 4, or 5 of Schedule A, Article 6 of the Agreement except as modified in the above selection process.

C.3.4. Sick Leave

Sick leave days and personal business days shall be prorated to provide 1.2 days per month with an annual maximum of 12 days per year. All other aspects of sick day and personal business day use shall be as provided in Article 13 of the Agreement.

C.3.5. Scheduled Pay Dates

Pay dates shall follow the dates listed in Schedule B, Section 2, except modification will occur due to the hourly rate basis for Head Start teachers and the possible altered beginning and ending dates for the program.

C.3.6. Head Start teachers shall be required to report at the beginning of the Head Start program and render required services during such program year. If time, in addition thereto, is accepted and performed by any teacher, the teacher will receive compensation at their hourly rate.

C.3.7. Class Size

The class size of the program will be governed by the Head Start policy manual.

C.3.8. Qualifications

Certified personnel eligible for the Head Start program shall be teachers who possess the necessary Early Childhood endorsement on their teaching certificate, a C.D.A. certificate, or an Early Childhood degree.

C.3.9. Non-certified Head Start teachers shall possess the C.D.A. certificate and shall receive compensation based on the non-degree schedule attached. This schedule is based on the computation formula found in 3A of this Article 3 except the salary schedule shall be 90% of that found in Schedule A of the Agreement prior to the computation reducing the step amounts to an hourly rate basis.

C.3.10. Head Start teachers are excluded from the involuntary transfer language found in Article 11, pages 19 and 20 of the Master Agreement.

C.3.11. Substitutes and call-in-time for substitutes will be handled as done in prior years.

C.3.12. Head Start teachers may be required to supervise a breakfast program if it is part of the Head Start program and begins after 8:00 a.m.

SCHEDULE C

Head Start Teachers Salary Schedules 1998-2001

Hourly Rates—1998-1999

Step	BA	MA	
1	0	\$25.29	\$28.13
2	.5	25.84	28.79
3	1	26.38	29.45
4	1.5	26.92	30.15
5	2	27.46	30.84
6	2.5	28.07	31.69
7	3	28.67	32.54
8	3.5	29.27	33.37
9	4	29.88	34.22
10	4.5	30.54	35.05
11	5	31.20	35.91
12	5.5	31.86	36.76
13	6	32.54	37.60
14	6.5	33.34	38.69
15	7	34.16	39.78
16	7.5	35.13	40.86
17	8	36.10	41.94
18	8.5	37.40	43.22
19	9	38.75	44.48
20	9.5	41.29	47.01
21	10	44.25	50.04

Hourly Rates—1999-2000

Step	BA	MA	
1	0	\$25.67	\$28.55
2	.5	26.22	29.22
3	1	26.77	29.89
4	1.5	27.32	30.60
5	2	27.87	31.30
6	2.5	28.49	32.16
7	3	29.10	33.02
8	3.5	29.71	33.88
9	4	30.32	34.73
10	4.5	30.99	35.59
11	5	31.67	36.45
12	5.5	32.34	37.31
13	6	33.02	38.17
14	6.5	33.85	39.27
15	7	34.67	40.37
16	7.5	35.65	41.47
17	8	36.63	42.58
18	8.5	37.98	43.86
19	9	39.54	45.44
20	9.5	42.11	48.01
21	10	45.00	50.90

Hourly Rates—2000-2001

STEP	BA	MA	
1	0	\$26.05	\$28.98
2	.5	26.62	29.66
3	1	27.17	30.34
4	1.5	27.73	31.06
5	2	28.29	31.77
6	2.5	28.91	32.65
7	3	29.54	33.52
8	3.5	30.16	34.39
9	4	30.78	35.26
10	4.5	31.46	36.13
11	5	32.15	37.00
12	5.5	32.83	37.87
13	6	33.52	38.74
14	6.5	34.35	39.86
15	7	35.19	40.98
16	7.5	36.19	42.09
17	8	37.18	43.21
18	8.5	38.55	44.52
19	9	40.13	46.12
20	9.5	42.74	48.73
21	10	45.67	51.66

Longevity pay as found in Schedule A shall be done on a prorated basis.

LETTER OF AGREEMENT Before and/or After School Classes (Secondary)

The conditions to allow the Ferndale School District to operate the high school and two junior high schools in a manner other than found in Article 7.2.a. and 7.2.b. are agreed to as follows:


- A. The Board will notify staff of their intent to offer classes before and/or after school. Such notification shall include the specific classes and the proposed time.
- B. Teachers may volunteer for such assignments. The Administration shall assign staff to before and/or after school classes from among those who volunteer.
- C. It is understood that the total hours worked by the teacher volunteers shall not be any longer than that of other teachers in the high school or middle school.
 - 1. For teachers who volunteer in the high school to begin the work day one hour earlier than the regularly scheduled time, their work day will end one hour earlier. If teachers volunteer to continue the work day one hour later than the regularly scheduled time, they will have a work day that ends one hour later.
 - 2. For teachers who volunteer in the middle school to begin their work day one instructional hour earlier than the regularly scheduled time, their work day will end one hour earlier. If teachers volunteer to complete their work day one instructional hour later, they will have a work day that begins one hour later.
- D. The Board agrees to supply all necessary teaching equipment and supplies.
- E. It is hereby understood and agreed that this letter of agreement will not in any way alter or modify other terms or conditions of employment contained in the Master Agreement. Provisions in this letter of agreement shall be grievable under Article 23 of the Master Agreement.
- F. This letter of agreement shall expire with the expiration of the 1998-2001 Master Agreement.

FOR THE BOARD:

FOR THE ASSOCIATION:



Cindy Champnella, Director of Human Resources



Martha Kinney, FEA President



Michael Miller

Date _____

Date _____

LETTER OF AGREEMENT—Half-Time Release President

The Ferndale Education Association, hereinafter called the "Association," and the Ferndale Board of Education, hereinafter called the "Board," in good faith, have reached this interim Agreement. The effect of this Agreement is to release the Association President from teaching duties one-half of the teacher workdays prescribed in the 1998--2001 collective bargaining agreement, Schedule B. The release time shall begin on the first day of the second semester and shall end the last day of the first semester in the year of expiration of the President's term of office. In the event of a change in the Presidency, the President-elect shall contact the Director of Human Resources to make arrangements for released time. The Past-president will return to a full-time teaching position for which qualified and certified.

The President shall serve the needs of the Association as well as assist the Board of Education in developing district-wide collaboration mechanisms and structures that are not limited to but include site-based decision making, school improvement plan(s), explore in detail the concept of win/win bargaining, and other examples of collaborative action.

The Association President shall be released without loss of salary, insurance protection, seniority, or other benefits provided for in this Agreement or by law. Elementary teachers shall be released on a one-half time basis; middle school teachers shall be released three (3) out of six (6) classes each semester; secondary teachers shall be released on the basis of one-half time which may be made up of a class load of three (3) out of five (5) classes one semester and two (2) out of five (5) classes the second semester, or any other mutually agreeable pattern. The Board may employ substitute teachers in the class(es) affected by the release of the FEA President. The parties understand and agree that all normal duties associated with teaching shall be retained by the released President for the classes retained.

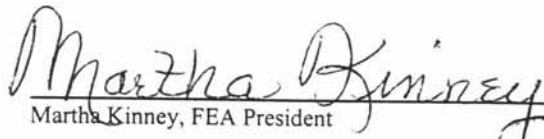
Since the Association President performs services which are of value to both the Association and the Board, the Board accepts the foregoing as reimbursement for payment of these items referred to in MCLA 38.1371(5)(8).

This Letter of Agreement shall be in full force and effect commencing September 1, 1998 and shall terminate at 11:59 p.m. on August 31, 2001.

FOR THE BOARD:


Cindy Champnella, Director of Human Resources

FOR THE ASSOCIATION:


Martha Kinney, FEA President


Michael Miller

Date _____

Date _____

LETTER OF AGREEMENT--Mentorship

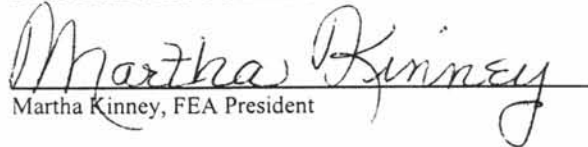
1. A Mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code. The Internal Mentor Teacher shall be a member of the bargaining unit. The External Mentor shall be a retired member of the bargaining unit.
2. Each bargaining unit member during his/her probationary period in the classroom shall be assigned an Internal Mentor Teacher by mutual agreement of the Association and the Administration. An External Mentor may also be assigned to the mentee. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
3. A Mentor Teacher shall be assigned in accordance with the following:
 - A. The Internal Mentor Teacher shall be a tenured member of the bargaining unit with a Master's Degree, if possible, and satisfactory evaluations. The External Mentor Teacher shall be a retired, former member of the bargaining unit.
 - B. Participation as a Mentor Teacher shall be voluntary.
 - C. The Ferndale School District shall notify the Association of those members requiring a mentor assignment or of any affected member whose classroom assignment has changed.
 - D. The assignment of the Internal Mentor Teacher shall be finalized within twenty-five (25) work days of hire or change of assignment.
 - E. Every effort will be made to match Internal Mentor Teachers and mentees who work in the same building and have the same area of certification.
 - F. Mentee shall be assigned only one (1) Internal Mentor Teacher (exceptions may occur based on assignment) and one (1) External Mentor at a time. The Internal Mentor shall be assigned only one (1) mentee at a time.
 - G. The Mentor Teacher assignment shall be for one (1) year subject to review by the Mentor Teacher(s) and mentee at any time. The appointment may be renewed in succeeding years.
4. Because the purpose of the mentor/mentee match is to acclimate teachers and to provide necessary assistance toward the end of quality instruction, the Board and the Association agree the relationship shall be **confidential** and shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher or mentee.
5. Every effort will be made to assign common preparation time for the Internal Mentor Teacher and mentee.
6. The Board shall provide a minimum of fifteen (15) days of professional development induction for the mentees during their probationary period. Professional development shall be scheduled both within the parameters of the regular work day and work year, as well as outside the regular school day. Should a conflict arise over attendance, representatives of administration and the association will meet to resolve the problem.
7. Internal Mentors shall be provided with one day release time for training by the Association and Administration within the first month of their assignment as Mentors.
8. This article shall become a part of the Master Agreement, subject to review and revision during the next regularly scheduled contract negotiations.

FOR THE BOARD:



Cindy Champnella, Director of Human Resources

FOR THE ASSOCIATION:



Martha Kinney, FEA President



Michael Miller

Date _____

Date _____

LETTER OF AGREEMENT--Harding
BETWEEN THE FERNDALE BOARD OF EDUCATION
AND THE
FERNDALE EDUCATION ASSOCIATION REGARDING AN EXTENDED
SCHOOL YEAR PROGRAM AT HARDING ELEMENTARY SCHOOL

Whereas the State-Aid Act provides grant monies equal to \$155,000 in revenues to Ferndale Public Schools to fund extended school year programs; and

Whereas it is in the parties' mutual interests to utilize the additional revenues for an extended school year program; and

Whereas an extended school year program requires unique procedures as to vacations days and conference days the parties have negotiated with regards to the issues related to an extended school year and agree as follows:

- A. For purposes of this agreement, the extended school year shall be defined as 200 days of student instruction provided by certified teachers.
- B. Any teacher who does not desire to continue working in a building that becomes involved in an extended school year program shall be given the option of transferring to another available position for which said teacher is certified and qualified to teach. The teacher's decision to transfer shall not appear in any evaluation and shall not have a negative impact on their evaluation.

Because of the different calendar involved in the extended school year program, vacancies will be posted allowing teachers to request a voluntary transfer to Harding when vacancies occur. If there are more volunteers than vacancies, certification, seniority and qualifications shall be the deciding factors.

Harding teachers have the same seniority rights as all other FEA members including potential for placement and bumping.

- C. An extended school year calendar will be incorporated into each year's agreement.
- D. The additional days of student instruction for Harding Elementary School shall be funded primarily from the monies designated in the foundation grant to Ferndale Public Schools for extended school year programs. Harding's allotment of the \$155,000 for its extended school year program is based on \$250 per student.
- E. **Harding Elementary School**
All students will attend school for 200 days. All teachers will work for the number of days determined by the bargaining unit. Within the 200-day calendar, Harding teachers will receive vacation days, of their choice, to be chosen by the teachers in lottery order. The number of vacation days is determined by subtracting the number of days worked by all teachers in the bargaining unit from 200 days.

The days each teacher is on vacation will be covered by an extended staff teacher. At least three (3) extended staff teachers will be hired to cover vacation days, parent/teacher conferences, and testing. The classroom teacher is responsible for coordinating plans for those days.
- F. If sick days are needed, sick days in a teacher's individual sick leave bank may be used during the extended school year.
- G. Any disciplinary action which may arise hereunder shall be subject to the procedures embodied in the Master Agreement.
- H. An evaluation of the extended school year project shall be made through the building's decision-making process.
- I. The building shall establish a committee to deal with issues, whether formally or informally, on the extended school year program.

The building's committee shall assume all responsibilities pertaining to program evaluation. Results of the same shall be forwarded to the Association President, Superintendent and the Deputy Superintendent of Instruction.

Except as set forth herein, this agreement shall not be interpreted, applied or construed in a manner which abrogates the wages, hours, terms and conditions of employment set forth in the Master Agreement, nor shall it be precedent setting in any other area of negotiations on the extended school year or any other area of the Master Agreement.

J. This agreement shall expire with the expiration of this Master Agreement unless both parties negotiate an extension.

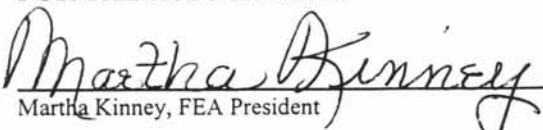
FOR THE BOARD:



Cindy Champella, Director of Human Resources

Date _____

FOR THE ASSOCIATION:



Martha Kinney, FEA President



Michael Miller

Date _____

Harding Calendars for 1998-1999, 1999-2000, 2000-2001

1998-1999

Session I		August 10, 1998—October 9, 1998
August 10 & 11	Teacher preparation days	
August 12	first ½ day with students	
September 4	½ day (comp) No school in P.M.	
September 25	Records Day (A.M. only for students)	
September 28--October 9	Parent Teacher Conferences	
Session II		October 19, 1998 –December 18, 1998
October 30	A.M. School Improvement, P. M. student	
November 25	½ day Comp	
December 18	Records Day (A. M. Only)	
Session III		January 4, 1999—February 26, 1999
January 15	Report cards go home	
January 18	MLK Day	
January 22	School Improvement, P. M. (Students only A.M.)	
February 12	Records Day (A.M. only)	
February 15—26	Parent Teacher Conferences	
February 26	½ Day (A.M. only)	
March 1-5	Intersession—No School	
Session IV		March 9, 1999 –April 30, 1999
March 12	½ day School Improvement . (Students only A.M.)	
April 1	½ day (A.M. Only)	
April 2 & 5	No School	
April 30	½ day Records Day	
May 3-7	Intersession—No School	
Session V		May 10, 1999 –July 1, 1999
May 14	Report cards go home	
May 28	½ day School Improvement	
June 11	½ day A.M. Students only, P.M. records day	
June 14-25	Parent Teacher Conferences	
July 1	Records day	

1999-2000

Session I (42 days)		August 11, 1999 – October 8, 1999
August 9 & 10	Teacher preparation days	
August 11	first ½ day with students	
September 3	½ day (comp) No school in P.M.	
September 24	Records Day (A.M. only for students)	
September 27— October 8	Parent Teacher Conferences	
October 11-15	Intersession—No school	
Session II (43 days)		October 18, 1999 –December 17, 1999
October 29	A.M. School Improvement, P. M. student	
November 24	½ day Comp	
December 17	Records Day (A. M. Only)	
December 20-31	Winter Break	
Session III (44 days)		January 3, 2000—March 3, 2000
January 7	Report cards go home	
January 17	MLK Day	
January 14	School Improvement, P. M. (Students only A.M.)	
February 18	Records Day (A.M. only)	
February 21—March 3	Parent Teacher Conferences	
March 6-10	Intersession—No School	
Session IV (38 days)		March 13, 2000 –May 5, 2000
April 20	½ day(Comp)	
May 5	½ day Records Day	
March 31	½ day School Improvement . (Students only A.M.)	
May 8-12	Intersession—No School	
Session V (34 days)		May 15, 2000 –June 29, 2000
May 19	Report cards go home	
May 26	½ day School Improvement	
June 19-28	Parent Teacher Conferences	
June 29	½ day A.M. Students only, P.M. records day	
June 30	Records day	

LETTER OF AGREEMENT--Communication

In the spirit of being open and informative, the parties to this Agreement will communicate on a regular basis through the Ferndale Education Association President and the Superintendent or her designee. As an integral part of this communication, the following items or ideas will be specifically included:

1. At the payroll stage, notification on the hiring of new unit members for the K-12 and/or Adult and Community Education programs will be communicated to the FEA President and Treasurer;
2. A change in programs/curriculums for the K-12 and/or Adult and Community Education programs;
3. Any contemplated changes in the calendars for the K-12 and/or Adult and Community Education programs;
4. Any contemplated changes in personnel which shall include but not be limited to layoff and transfer of K-12 and/or Adult and Community Education employees, the opening or closing of buildings, or any move of a department or group of employees.

However, the altering or changing of the collective bargaining agreement or the abridgement of any section of the Master Agreement is specifically prohibited unless agreed to by the parties.

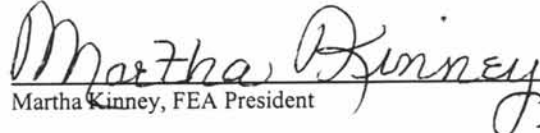
FOR THE BOARD:



Cindy Champness, Director of Human Resources

Date _____

FOR THE ASSOCIATION:



Martha Kinney, FEA President



Michael Miller

Date _____

LETTER OF AGREEMENT--Retired Bargaining Unit Members

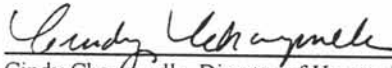
Retired former bargaining unit members may work in those bargaining unit departments where no teachers are available for recall. When retirees are so employed, the former bargaining unit member shall be eligible to earn salary that is exempt from retirement payments provided that MPSERS guidelines for income maximums shall not be violated in the course of providing service to the Ferndale Public Schools. Specific amounts payable shall be as follows:

- For each class taught at Ferndale High School..... \$6,000 per year
- For each half-day worked at Elementary School..... \$15,000 per year
- For each half-day worked at Middle School..... \$15,000 per year

Anyone retired and working in a capacity outlined above shall be covered by the District's liability coverage.

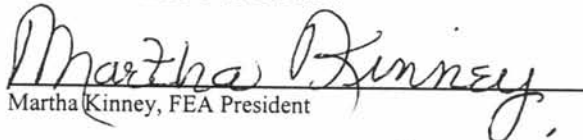
In each building up to one (1) retiree per department may be employed. This understanding shall also apply to circuit staff, where up to one (1) retiree per department may be employed.

FOR THE BOARD:


Cindy Charonella, Director of Human Resources

Date _____

FOR THE ASSOCIATION:


Martha Kinney, FEA President


Michael Miller

Date _____

SCHEDULE D--ADULT EDUCATION TEACHERS AND COUNSELORS

This Schedule D is an addendum to the Master Agreement reached by the Board of Education and the Ferndale Education Association. It shall be the source of information related to that part of the Agreement that deals with adult education except for Article 2, Section 1, which is the Recognition language that defines the bargaining unit covered by this addendum.

ARTICLE D.1--RECOGNITION

D.1.1. Board Recognition

The Recognition clause dealing with Schedule D can be found in Article 2.1. of the K-12 Agreement.

D.1.2. Term Definitions

When used in this Collective Bargaining Agreement, Agreement shall mean Collective Bargaining Agreement; F.E.A. shall mean Ferndale Education Association; M.E.A. shall mean Michigan Education Association; N.E.A. shall mean National Education Association; S.O.D.A. shall mean South Oakland Districts Association and Association shall mean M.E.A., N.E.A., F.E.A., and S.O.D.A.

Board of Education shall mean the Board of Education; Board shall mean the Board of Education, Superintendent, Deputy Superintendent, Director of Human Resources, Business Manager, Building Administrator or any other agent of the Board of Education.

D.1.3. Employee Definition

The term "teacher" when used hereinafter in this contract shall refer to all employees represented by the F.E.A. in the professional negotiating unit as above defined.

D.1.4. Exclusive Negotiation

The Board agrees not to negotiate on matters covered by Act 336 of the Public Acts of 1947 as amended, including Public Act 379 of 1965, with any teachers' organization other than the F.E.A., for the duration of this Agreement. However, nothing contained herein shall be construed to prevent any individual teacher from presenting an individual grievance and having that grievance adjusted without intervention of the F.E.A. provided that the F.E.A. has been given an opportunity to be present at such adjustment and provided that the adjustment is not inconsistent with the terms of this Agreement.

D.1.5. F.E.A. Representation

The F.E.A. is required under the Agreement to represent all of the teachers within the recognized bargaining unit fairly. The terms of this Agreement have been made for all teachers in the bargaining unit who are the recipients of the benefits and are represented by the F.E.A. which was the choice of a majority of the teachers within the recognized bargaining unit.

D.1.6. No Discrimination

There shall be no discrimination by the F.E.A. or the Board toward any employee(s) because of race, creed, religion, color, sex, age, physical handicap, marital status or number of dependents except where age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration. All will be equally considered under the provision of this Agreement and in accordance therewith.

D.1.7. Representation Fee

In accordance with the terms of this article, each bargaining unit member within thirty (30) days of employment shall, as a condition of employment, join the Association or pay a service fee to the Association.

A. Association Members--Bargaining unit members joining the Association shall pay dues to the Association in accordance with its policies and procedures.

B. Service Fee Payers--Bargaining unit members not joining the Association shall pay a service fee to the Association. However, upon timely objection, no individual required to pay a service fee to the Michigan Education Association (MEA) or a local affiliate shall be required, through the payment of such a fee, to contribute to the financial support of an ideological cause or political activity unrelated to collective bargaining, contract administration, grievance adjustment and lawfully chargeable employee representation. An individual who, in compliance with the administrative procedures established by the Executive Director of the Michigan Education Association, objects to the use of a portion of his/her service fees to support such an ideological cause or political activity shall be required to pay a reduced fee based upon a determination of the percentage of the MEA's annual expenditures for the prior year necessarily or reasonably incurred for the purpose of performing the duties of an exclusive representative of the employees. Said service fee amount shall be communicated to the district business office prior to requesting a deduction from wages.

- C. **Non-payment of Dues or Service Fees**--If a bargaining unit member does not pay the appropriate amount of dues or service fee to the Association, upon written notification by the Association, the Employer shall deduct that amount from the bargaining unit member's wages and remit same to the Association.

D.1.8. Dues Deduction

Upon written authorization by a bargaining unit member or pursuant to paragraph 1.7.A., the employer will deduct the appropriate amount of the dues or service fees from the bargaining unit member's wages. The deductions will be made in equal amounts from the paychecks of the bargaining unit member beginning with the first pay following receipt of the written authorization from the bargaining unit member or the Association and continuing through the last pay period in June of each year. Monies so deducted will be transmitted to the Association, or its designee, no later than twenty (20) days following each deduction.

D.1.9. F.E.A. Notification to Board

Dues, Assessment, and P.A.C. contributions - The F.E.A. shall notify the Board in writing and provide a list of dues, assessments and P.A.C. contributions. The Board shall be obligated to make only one change in dues and one special assessment in any one school year. Each new teacher will not be considered a change.

D.1.10. Change in Authorization

The Board will automatically renew deductions each year unless notified in the following manner: any teacher desiring to have the Board discontinue deductions he has previously authorized must notify the Board's representative and the F.E.A. in writing by September 1st of each year for that school year's dues.

D.1.11. No Denial or Restriction of Rights

Nothing contained herein shall be construed to deny or restrict to any teacher rights he may have under the Michigan General School Laws. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere; nor shall anything contained herein be construed to deny or restrict to the Board any rights, privileges or duties it may have under the laws of the State of Michigan.

ARTICLE D.2--ADULT AND COMMUNITY EDUCATION CATEGORIES OF EMPLOYMENT

- D.2.1.** All teachers and counselors recognized by the parties shall be placed in one of the following categories of employment for purposes related to this Schedule D. Subsequent Schedule D references to a Category A, B, C, D, E, or F teacher shall be defined by using the appropriate definition in the following list:

Categories:

- A. Certified teachers, in a position for which Michigan Teacher certification and/or annual authorization is required for state aid, who teach 30 or more hours per week.
- B. Certified teachers, in a position for which Michigan Teacher certification and/or annual authorization is required for state aid, who teach 25 or more, but less than 30, hours per week.
- C. Certified teachers, in a position for which Michigan Teacher certification and/or annual authorization is required for state aid, who teach 15 or more, but less than 25, hours per week.
- D. Certified teachers, in a position for which Michigan Teacher certification and/or annual authorization is required for state aid, who teach less than 15 hours per week.
- E. *E-1.* A Michigan certified teacher with ZA endorsement working in an area for which certification is required. Teacher is designated as a Head Teacher and is in charge of a site.
E-2. A child care provider with an Associate's degree in child development/preschool and/or CDA or a Michigan certified teacher who does not have Head Teacher Designation. These workers are not in charge of a site but are in charge of a room.
E-3. A non-certified child care provider who is employed as of the 1994-1995 school year and is in charge of a room.
- F. All other teachers - enrichment.
- G. Categories are calculated on instructional time only.
Categories A,B,C and D include Michigan Certified/Endorsed counselors.

- D.2.2.** The duties of A.C.E. Coordinators shall be restricted. Coordinators will not hire or discipline bargaining unit members on a formal basis. Monitoring of staff, including being involved in interviews of candidates for A.C.E. teaching positions and performing formative evaluations will be allowed. Coordinators are excluded from the Bargaining Unit provided they work ten or more hours of coordinator's work per week.

- D.2.3.** The number of hours an employee works within the Ferndale Adult Education Consortium shall be combined for purposes of determining a category if commenced prior to the Fall Fourth Friday count. Any hours combined beyond the Fall Fourth Friday count will not be categorized for insurance purposes. Said

non-categorized hours will be categorized for the second year if the hours still exist and will be given to the same person who taught them the first year provided that said teacher successfully completed said assignment. A.C.E. Administration shall determine the issue of "successful completion" provided that said decision is not arbitrary or capricious.

ARTICLE D.3--TEACHER RIGHTS AND RESPONSIBILITIES

- D.3.1.** Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in collective professional negotiations, as defined in Section 11, Act 379 of the Public Acts of 1965, for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association, or collective professional negotiations with the Board, or institution of any grievance, complaint or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.
- D.3.2.** The F.E.A. or any committee thereof shall be permitted reasonable use of school building facilities and equipment at reasonable hours, without charge, provided that no such permitted use shall interfere with the administration or operation of the school system, and provided further that if the F.E.A. in the enjoyment of such permission shall incur any overtime obligation on the part of other of the Board's employees, such overtime compensation shall be assumed and paid by the F.E.A. Any permission granted to the F.E.A. for the use of school premises shall require prior approval from the Board's representative before exercising such right.
- D.3.3.** The F.E.A. may use the districts written communication services and teacher mailboxes for its business and social event announcements. Announcements of meetings may be listed in school activity bulletins and the public address system may be used for announcing the date, time, and place of meetings.
- D.3.4. Just Cause**
Any teacher (categories A, B, C, D, and E-1) not on probation shall not be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such discipline, reprimand or reduction in rank or compensation of a non-probationary teacher asserted by the Board shall be subject to the grievance procedure hereinafter set forth. However, the discharge, demotion or suspension without pay of a tenure teacher shall not be subject to the grievance provisions of this agreement. (For tenure teachers, refer to Article D.13 of this addendum.)
- D.3.5.** Any bargaining unit member on probation or who is a Category E-2 or E-3 employee shall have access to the grievance procedure of this Schedule D for the adjustment of grievances arising from the application or interpretation of this Schedule D. However, in any such matter dealing with the discipline, discharge, reprimand, or reduction in rank or compensation of probationary or Category E-2 or E-3 employees, the arbitrator shall be limited to the issue of whether the action by the Board was arbitrary and capricious and shall base the award upon such determination.
- D.3.6.** Sections 4 and 5 above do not apply to Category F instructors.
- D.3.7. F.E.A. Released Time**
The F.E.A., as a group, shall have a maximum of forty (40) scheduled teaching days of released time as paid personal leave days to allocate to its personnel for F.E.A. business. F.E.A. members will apply for such released time on the regular personal leave application forms in the usual manner but the application must have the approving signature of the F.E.A. president before it is submitted to the Board.

ARTICLE D.4--RIGHTS AND RESPONSIBILITIES OF THE BOARD

- D.4.1.** There is reserved exclusively to the Board all responsibilities, powers, rights and authority vested in it by the laws and Constitutions of Michigan and the United States, except where expressly and in specific terms limited by the provision of this Agreement.
- D.4.2.** It is expressly agreed that the Board retains among others those rights listed below. The Board agrees, however, that prior to the effective date of any such rules or personnel policies established by it related to hours, wages and working conditions of teachers, it shall give the F.E.A. reasonable notice of any proposed rule or policy. Such notification shall be given to afford the F.E.A. the opportunity to consult with the Board as to the same before its effective date. The parties agree that emergency situations may arise where prior notification and consultation are not possible.

- A. the executive management and administrative control of the school system and its properties, facilities and equipment;
- B. hire all employees and, subject to the provision of law and the terms of this agreement, to determine their qualifications and the conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion and to promote and transfer all such employees;
- C. establish levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- D. establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of teachers and their working conditions, which are not inconsistent with the provision of this Agreement or violative of law;
- E. determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities;
- F. determine the policy affecting the selection, testing or training of employees providing that such selection shall be based upon lawful criteria.

The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement.

- D.4.3. The parties will attempt to prevent students from involvement in Association/Board controversies.
- D.4.4. The listing of specific management rights in this Agreement is not intended to be, nor shall it be restrictive of, or a waiver of any rights of management not listed and specifically surrendered therein, whether or not such rights have been exercised by the Board in the past.

ARTICLE D.5--NO STRIKE - NO LOCKOUT

- D.5.1. Under no circumstances will the F.E.A. cause or authorize or permit its members to cause nor will any member of the bargaining unit take part in any strike, recruitment sanctions, sit down, stay-in or slowdown, in any school buildings or property of the Board or any curtailment of duties or restriction or interference with the operations of the school system.
- D.5.2. The School Board will not lock out any employees.

ARTICLE D.6--COMPLIANCE WITH THE LAW

- D.6.1. If any provision of this Agreement or any application of the 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.
- D.6.2. This Agreement is subject in all respects to the Constitution and laws of the United States and the State of Michigan with respect to the powers, rights, duties and obligations of the Board, the F.E.A. and employees in the bargaining unit, and in the event that any provision of this Agreement shall, at any time, be in conflict with state and/or federal administrative decrees and/or judgments or decrees of a court of competent jurisdiction, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect. However, prior to the effective date of compliance to such decrees or judgments (as noted above) related to working conditions of teachers, the Board shall give the F.E.A. reasonable notice in order to afford the F.E.A. the opportunity to consult with the Board as to the same before its effective date. The parties agree that emergency situations may arise where prior notification and consultation are not possible.
- D.6.3. **General Responsibilities**
It is the responsibility of the F.E.A. and each individual teacher, as well as the Board, within available resources, to provide the highest quality education program possible for every student in the school district. On the teacher's part this includes:
 - A. To strive for excellence in teaching and to take advantage of opportunities for continually improving teaching skills and relationships with students;
 - B. Careful daily preparation of lessons, lectures, demonstrations
 - C. Each teacher may be required to serve on one ad hoc building and/or district-wide curriculum study per semester when requested to do so by the Board or a teacher chairperson of a Board approved committee, providing that the committee's function has been posted in writing in advance of the committee selection date and those positions have not already been filled by teacher volunteers;
 - D. All teachers shall be expected to be in attendance at open houses held in the building in which they are assigned. If attendance at an open house outside of the regularly scheduled Adult Education workday

is required, the teacher shall be compensated through an equal amount of compensatory time or pay at their regular hourly rate.

- E. Reasonable participation in public-oriented activities of the Adult and Community Education Program.

ARTICLE D.7--EVALUATIONS, PERSONNEL FILES, TENURE

- D.7.1. Probationary teachers shall have two (2) evaluations per year. The first evaluation shall be in the late fall and shall be in the "formative" style. Its purpose is to provide for advice and improvement suggestions. The second evaluation, given in mid-spring, will be in the "summative" form. It will include notice of rehire, further probation or dismissal.
- D.7.2. Non-probationary teachers may have evaluations as required by the Board.
- D.7.3. Each teacher shall have the right, upon written request, to review the contents of their own personnel file maintained in the Adult and Continuing Education Office. A representative of the F.E.A. may, at the teacher's request, accompany the teacher in this review. The review shall be made in the presence of the administrator responsible for the safekeeping of these files. Privileged information, such as confidential credentials and related personnel references usually sought at the time of the employment, are specifically exempted from review. The administrator shall, in the presence of the teacher or the teacher's authorized representative, remove the above referenced credentials from the file prior to a review of the file by the teacher.

All communications, including evaluations by the Ferndale administrators, commendations, and validated complaints directed toward the teacher which are included in the personnel file shall be initialed by the person making the entry and a copy sent to the teacher within ten (10) work days of its inclusion. A teacher will be given thirty (30) work days from the date the teacher received his/her copy to furnish written comment for entry into the file. Anonymous complaints shall not be considered as valid. The confidentiality of personnel files shall be maintained.

Any further concerns about D.7.3 shall be referred to the Adult Bargaining Collaborative (A.B.C.)

ARTICLE D.8--WORKING CONDITIONS AND CONDITIONS OF EMPLOYMENT

D.8.1. Bumping Rights

- A. A.C.E. teachers shall not have the contractual right to bump into the Ferndale regular pre-kindergarten or kindergarten through grade 12 programs. Regular pre-kindergarten and K-12 teachers shall not have the contractual right to bump into the A.C.E. program. Further, there shall be no contractual rights for A.C.E. teachers to bump among consortium member school districts.
- B. A teacher whose class is canceled because of insufficient enrollment shall have no contractual bumping rights into another teacher's class.
- C. Category A and B teachers who have their hours reduced through program reduction at the start of a new school year, shall have contractual bumping rights into the least senior teacher's class in which they are qualified up to at least the category hour minimum. The restrictions of D.8.1. above shall apply in all bumping procedures.

D.8.2. General Working Conditions

- A. **Lunch Policy**--In programs with a scheduled meal break, the break shall be duty free and unpaid.
- B. **Class Cancellations**--No teacher's employment will be terminated for insufficient enrollment in their class after the end of the accounting period of each term for which State aid applies and students are counted. In order for a class to be canceled on or before the above referenced time, there has to be fewer than twenty (20) students who count toward State aid. The decision to keep a class open with fewer than twenty (20) students who count toward State aid shall be at the discretion of the Board of Education.
- C. **Seniority**--Seniority shall be maintained separately within each member school district. Ferndale/Oak Park is considered one district for purposes of this subsection. Seniority shall be defined as the date of hire within each of the consortium member school districts.
- D. **Layoff and Reduction of Hours - A.C.E.**--Reduction of hours does not include cancellation of classes due to a lack of F.T.E. students in attendance during the accounting period of a term or semester. The concept and intent of the parties is to protect the highest senior teachers (as defined in the seniority clause) by laying off or reducing the hours of the lower senior teachers. Bumping by certification, seniority and qualifications shall be allowed when layoffs, including the reduction of hours, take place. Recall shall be by inverse order of layoff. Tenured bargaining unit members will have those recall rights granted them by tenure law. Non-tenured bargaining unit members with two (2) consecutive school years of employment will have recall rights for twenty-four (24) consecutive months following lay off notice. The unit member will have the responsibility to apprise the Director of Adult Education of employment status and current address. The unit member will be given ten calendar (10) days from

the date of the receipt of a registered letter of recall to indicate his/her acceptance or rejection of reemployment. Failure to respond within the ten-calendar (10) day period will end the employee's seniority/recall rights.

- E. The Board shall not circumvent providing the insurance package by arbitrarily and/or capriciously reducing the numbers of hours that category A and B teachers are working.
- F. At no time shall any teacher be required to be scheduled to work more than 40 hours/week.
- G. **Substitutes**--The Adult Education Administration will maintain a list of substitutes for teachers and will provide, contact and pay for the substitutes.
- H. **Lavatories and Lunchrooms**--The Board agrees to provide a lavatory for the exclusive use of A.C.E. teachers at the F.A.C.E. location. The Board shall also provide for an adequate place to eat lunch.
- I. **Posting of Vacancies**--All certified Adult Education positions will be posted in the major centers where Adult Education classes are held as well as the Adult Education main administrative office. Postings shall be placed in the "Core News" editions and on the major centers' bulletin boards and the S.O.D.A. office. Current Adult Education employees who have applied shall be considered for vacancies.

Adult education teachers interested in K-12 teaching positions should apply directly to the District's Human Resources Office.

ARTICLE D.9--PROTECTION OF TEACHERS

- D.9.1. It is agreed that the teacher's authority and effectiveness require administrative backing and support. The administration recognizes its responsibility and will give all reasonable support and assistance to the teacher with respect to the teacher's work obligations.
- D.9.2. The Board will reimburse teachers for damage or destruction of clothing or personal property of the teacher while on duty in the school up to an amount of \$350.00, if it is determined to be the result of the action of students, parents, or outsiders, or physical conditions in the building. This provision does not include theft of personal property unless the teacher was requested by an administrator to bring said personal property to the school building. Neither does it include damage or destruction, which results from teacher negligence. It is understood that the employee will first seek reimbursement through his/her personal insurance policy. The Board's liability will be the amount of the policy deductible up to a maximum of \$350.00. Total annual liability under this Agreement shall not exceed \$5,000.00.

A joint committee, comprised of two administrators selected by the Board and two (2) teachers selected by the F.E.A., shall rule on the validity of all claims. In the event the committee cannot reach a majority decision; the superintendent shall review the claim and submit his/her vote, which shall be counted in reaching a simple majority decision. The decision reached by this process shall be binding on both parties and cannot be grieved under the provisions of this Agreement.

D.9.3. **Teacher Liability Protection**

Teachers shall exercise reasonable care with respect to the safety of pupils and property and shall not be individually liable for any damage or loss to person or property except in case of negligence and/or neglect of duty.

- D.9.4. Any case of physical assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to the teacher if it is determined that the teacher was acting in accordance with and within the scope of teacher's duties and authority and Board policy. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Time lost by a teacher in connection with legal matters or injury resulting from any incident mentioned in this section shall not be charged against the teacher.

ARTICLE D.10--GRIEVANCE PROCEDURE

D.10.1 **Definitions:**

- A. A "grievance" is a dispute or claim involving the application or interpretation of this Agreement and/or the personnel policies issued from time to time.
- B. The term "teacher" may include a group of teachers who are similarly affected by a grievance.
- C. The term "days" when used in this section shall, except as otherwise indicated, mean days when A.C.E. classes are officially in session.

D.10.2 **Purpose:**

The primary purpose of the procedure set forth in this section is to secure, at the lowest level possible, prompt and equitable solutions to the grievances raised. Both parties agree that these proceedings shall be kept confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be

construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

D.10.3 Structure:

- A. There shall be F.E.A. representatives for A.C.E. locations to be selected in a manner determined by the F.E.A.
- B. The Board hereby designates as its representative at Level One the supervisor of each building or program; and at Level Two the Director of A.C.E.
- C. The Board of Education hereby designates as its representative the superintendent, or his designee, when the particular grievance arises at Level Three.

D.10.4 Procedure:

In the event a grievance is filed on or before the first of May, which if left unresolved until the beginning of the following school term could result in irreparable harm to the teacher or group of teachers concerned, the time limits set forth herein shall be appropriately reduced.

A. Level One:

The teacher with a grievance shall first discuss the matter with the immediate supervisor, either individually or with an F.E.A. representative, with the objective of resolving the matter informally. The immediate supervisor shall make the decision known to the teacher within five (5) days. Any grievance not filed within ten (10) days of its occurrence shall be automatically closed.

B. Level Two:

The following grievances may be filed, in writing, at Level Two:

- 1) An unresolved grievance from Level One;
- 2) Grievances which similarly affect a group of teachers and/or school buildings and signed by an F.E.A. representative; and
- 3) Grievances which arise out of Board of Education action which are signed by the grievant or an F.E.A. representative.

The grievance shall be reduced to writing, and submitted within ten (10) days to the Director of the A.C.E. program. The Director within ten (10) days of receipt of the grievance shall arrange for a hearing. Within five (5) days of the conclusion of the hearing, the Director shall give a written disposition to the grievant.

C. Level Three:

In the event the grievance is not satisfactorily resolved at Level Two, the grievance shall be signed by the grievant and submitted within ten (10) days to the Director of Human Resources. The Director of Human Resources and an F.E.A. representative shall, within ten (10) days following receipt of the grievance, arrange for and hold a grievance hearing. The Director of Human Resources shall give a written disposition within five (5) days of the conclusion of the hearing.

D. Level Four:

If the grievance is not satisfactorily resolved at Level Three, only the F.E.A. may request, within fifteen (15) days, that the matter be submitted to impartial arbitration. If the grievance is to be submitted to impartial arbitration, the parties will first attempt to mutually agree on an arbitrator, place, and date for the hearing. If that fails, then a request shall be sent to The American Arbitration Association requesting their services. The selection of an arbitrator and the conducting of the hearing will be in accordance with their procedures. The decision of the impartial arbitrator shall be final and binding on all parties. The impartial arbitrator shall have no power to add to, subtract from, disregard, alter, change or modify any of the terms of this Agreement. The expenses and fee, if any, of the impartial arbitrator shall be shared equally by both parties.

D.10.5. Rights to Representation:

A teacher may be represented at all meetings and hearings at all levels of the grievance procedure, excluding arbitration, personally, by another teacher or by another person; provided, however, that any teacher may in no event be represented by an officer, agent, or other representative of any organization other than the F.E.A. Provided, further, when a teacher is not represented by the F.E.A., the F.E.A. shall have the right to be present and to state its view at all stages of the grievance processing. All essential witnesses may be required to attend grievance meetings.

D.10.6. Time Limits:

The time limits set forth above shall be strictly observed. Any grievance not processed to the next level within the time limits shall be considered automatically closed. If the Board fails to render the disposition within the time limits, the F.E.A. may automatically process it to the next step in the procedure.

The foregoing time limits may be extended by written agreement between the F.E.A. and the Director of Human Resources.

D.10.7. Miscellaneous:

- A. The Director of Human Resources and the F.E.A. may request that a grievance or potential grievance be discussed at a Professional Relations Committee meeting(s) in an attempt to resolve the matter. It is expressly understood that if a grievance, or potential grievance, is discussed by the Professional Relations Committee the time limits for filing, responding and appealing shall not run while the issue is before the Professional Relations Committee.
- B. All meetings involving grievances will be held during either unassigned time during the school day or after school hours. Meetings may be held, if necessary, during the school day by mutual agreement.
- C. During the pendency of any proceeding and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
- D. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- E. Grievance forms will be provided by the F.E.A.
- F. An aggrieved teacher and/or a teacher duly authorized by the F.E.A. and representing the F.E.A. at a meeting or hearing involving grievance matters, including such arbitration as is required under this Agreement, held during a school work day shall be released from the teacher's regular duties without loss of salary or leave days, provided that not more than four such teachers shall be so authorized for each such hearing or meeting unless specific approval is obtained from the superintendent.

ARTICLE D.11--WORKERS' COMPENSATION

- D.11.1. No deduction shall be made from the pay of any teacher for absence resulting from injury received when on duty incidental to such employment, for which a medical report of injury or disability is issued by a physician, for a period not to exceed seven (7) calendar days from the date of such injury; however, if the injury continues beyond fourteen (14) calendar days and workers' compensation award is paid for the first week of absence, the employee shall endorse said check and turn it over to the district or reimburse the district by other means of legal tender; providing that a report be made to the Central Office by the immediate supervisor within twenty-four (24) hours stating the date, time, and conditions of injury and that a doctor's certificate be issued after an additional examination to establish evidence of continued fitness to work. Further, that in case such injury extends beyond the seven day period, the Board will supplement the compensation award or other payment of an employee up to an amount equaling seventy (70) percent of the employee's regular gross pay during such period.
- D.11.2. The above referenced initial medical report of injury or disability is to be issued by a physician in the Board's official medical facility at no cost to the employee. However, the employee who has: 1) notified the Ferndale Business Office and, 2) has obtained the initial medical exam and report from a Board approved medical facility may, after ten days from injury, go to their own physician for care. The Board will not be liable for payments to employees or their doctors, clinics, or hospitals when the above conditions are not met except when serious emergency care is required.

ARTICLE D.12--LEAVES OF ABSENCE

D.12.1. Maternity

At the teacher's option, the teacher may go on an unpaid maternity leave for up to one school year. Verification of pregnancy by the teacher's physician is necessary.

Application

The teacher shall notify the employer of said leave by sending notification to the A.C.E. Director by the beginning of the ninth (9th) month of pregnancy. Such notification shall give the approximate date or definite date if known when the leave is to begin. It shall also state the expected date of return. Said return shall be at the beginning of the second semester or at the beginning of the new school year, as determined both by the availability of a position for which the teacher is certified and qualified and the teacher's choice of either of these return times.

D.12.2. Health Leave

This A.C.E. addendum shall comply with the current Family Medical Leave Act and rights and responsibility thereto. An explanation of benefits covered in this Act is found on the last page of this addendum.

The teacher shall notify the employer of said leave by sending notification to the A.C.E. Director. Such notification shall give the approximate date or definite date if known when the leave is to begin. It shall also state the expected date of return. Said return shall normally be at the beginning of the new school year or the beginning of the second semester, depending upon the availability of a position for which the teacher is qualified and certified and the teacher's choice of either return time. The above stated restrictions shall not prevent a teacher from returning at

another time if a position for which the teacher is certified and qualified is available. The teacher will notify the Director of A.C.E. of intent to return and provide medical verification that the teacher's recovery is complete or will be complete by the return date.

ARTICLE D.13--TENURE

- D.13.1. There shall be no tenure in position. However, the Tenure Act shall apply to adult education teachers in Categories A, B, C and D, provided the law continues to allow A.C.E. teachers to be covered under the Tenure Act.
- D.13.2. Per the above section 13.1, all provisions of this personnel policy are to be in compliance with the MICHIGAN TEACHERS' TENURE ACT, as amended.
- D.13.3. A teacher on continuing tenure whose work is not satisfactory shall be dismissed in accordance with the provisions of Article IV of the MICHIGAN TEACHERS' TENURE ACT.

*In the MICHIGAN TEACHERS' TENURE ACT, the Board of Education is referred to as "the controlling Board".

ARTICLE D.14--MISCELLANEOUS

D.14.1. Master Agreement

- A. The Board at their expense shall provide copies of this agreement to each member of the bargaining unit and 50 copies to the F.E.A. Said copies shall be distributed within 30 days of ratification by both parties.

ARTICLE D.15

PAY SCHEDULES AND PAY DATA—1998-2001 (All Categories)

D.15.1. A. Categories A, B, C, D and E-1: 1998-99

Step	MA
0.....	\$15.88..... \$16.75
1.....	16.84..... 17.80
2.....	17.89..... 18.86
3.....	18.95..... 19.36
4.....	19.45..... 19.93
5.....	20.02..... 20.71

1999-2000

MA

0.....	\$15.95..... 16.91
1.....	16.91..... 17.97
2.....	17.97..... 19.03
3.....	19.03..... 19.54
4.....	19.54..... 20.11
5.....	20.11..... 20.80
*L.....	20.21..... 20.91

2001-01

MA

0.....	\$16.04..... \$17.00
1.....	17.00..... 18.07
2.....	18.07..... 19.14
3.....	19.14..... 19.65
4.....	19.65..... 20.22
5.....	20.22..... 20.91
*L.....	20.42..... 21.13

B. Category E-2 teachers: 1998-99

Step	BA
0.....	\$9.99..... \$10.58
1.....	10.58..... 11.21
2.....	11.21..... 11.88
3.....	11.88..... 12.59

1999-2000

		BA
0.....	\$10.04.....	10.63
1.....	10.63.....	11.27
2.....	11.27.....	11.94
3.....	11.94.....	12.65
*L.....	12.00.....	12.72

2001-01

		BA
0.....	\$10.09.....	\$10.68
1.....	10.68.....	11.33
2.....	11.33.....	12.00
3.....	12.00.....	12.71
L.....	12.12.....	12.85

C. Category E-3 teachers:

1998-1999

Step	
0	\$8.14
1	8.63
2	9.15
3	9.71

1999-2000

Step	
0	\$8.18
1	8.67
2	9.20
3	9.76
*L	9.81

2000-01

Step	
0	\$8.22
1	8.71
2	9.25
3	9.81
*L	9.91

*L-Longevity step for those who have **completed** 10 years.

D. Category F teachers shall be paid a minimum of \$5.15 per hour.

D.15.2. All teachers who work at least eight (8) weeks per semester shall receive one (1) paid holiday per semester to a maximum of two (2) per year. The holiday pay shall be placed on the teacher's last received paycheck of each semester.

D.15.3. Paid Professional Support for all Programs:

- A. Professional support includes the following responsibilities:
 1. Two days of professional development to include the opening inservice and one other full day inservice during the year.
 2. Instructional class preparation.
 3. Necessary record keeping for class.
 4. Building meetings (approximately once every six weeks).
 5. Up to a total of six departmental meetings in a school year.
- B. Pay for Professional Support:
 - Category A** 6 hours paid additional Professional Support time per week.
 - Category B** 4.5 hours paid additional Professional Support time per week.
 - Category C** 2.25 hours paid additional Professional Support time per week, plus staff members will submit a time card for all required meetings.
 - Category D** 64 hours of pay for each 60 hours of instruction per semester taught, plus staff members will submit a time card for all required meetings.

Category E-1 will follow Category A, B or C, depending upon their assigned working hours.

Category E-2 and E-3 will be paid additional professional support based upon the following number of hours worked:

- ✓ 30 or more hours per week receive 3 additional hours.
- ✓ 20 or more hours per week, but less than 30 hours, receive 2 additional hours.
- ✓ 10 or more hours per week, but less than 20 hours, receive 1 additional hour.
- ✓ Less than 10 hours per week receive 0 additional hours.

Category E-2 and E-3 staff members will submit a time card for all required meetings.

Category F None.

D.15.4. Consortium member district's pay and benefits for Categories A, B, C, D (and E and F if the Ferndale Board of Education operates the Program) shall be the same.

D.15.5. Pay Periods

During the school year (September - June), teachers in categories A & B will be given a choice to be paid by time card, or spread their pay equally over 20, (or 26 pay periods with or without a summer lump sum option, if possible). In all other categories the administration shall have discretionary authority to have a member utilize a time card when deemed in the district's and/or business office's best interest.

D.15.6. Eligibility for Pay Raises

Eligibility for a pay raise will be calculated using the first date of work. This anniversary date must be on or before the first Fall Fourth Friday of the school year in order to advance to the next full step in pay the following school year, which begins September 1. Unit members hired after the first Fourth Friday and on or before the second Fourth Friday (winter) of the school year will advance to the next half step in pay the following school year. Those hired after the second Fourth Friday would not advance a step in the next school year.

D.15.7. Credit Unions

Teachers shall have the right to select payroll deductions for Credit Union One and/or SOC Credit Union.

D.15.8. Jury Duty

A teacher required to serve as a juror in any proper court of jurisdiction will continue to be paid regular salary during such term of jury service. To qualify for salary payment the teacher must endorse, and deliver all checks of payment for jury duty over to the school district, except those monies paid to the teacher for expenses such as mileage, phone calls, or meals.

D.15.9. Parking Costs

The Board will pay for parking costs when such costs are incurred because free parking facilities are not available, except that the Board will not be liable for illegal parking violations.

ARTICLE D.16--INSURANCE

D.16.1. The Board shall provide MESSA PAK for teachers in all centralized consortium member districts which have been part of the Adult Education consortium (Ferndale operated) for at least one school year.

The A.C.E. MESSA-PAK will include the following:

MESSA-PAK Plan A for employees needing health insurance

- Super Care 1 XVA2
- \$5 RX co-pay
- \$50/\$100 deductible
- \$1,000 negotiated life with AD&D
- VSP 1 for vision
- Dental Class 1A, 1B II 50% \$1,000 annual maximum
- (No Ortho)

MESSA-PAK Plan B for employees not needing health insurance

- Life \$10,000 with AD&D
- Vision: VSP II
- Dental class 1A, 1B II 50% \$1,000 annual maximum
- Class III 50%, \$500 lifetime maximum
- Cash Option

A. For **Category A** teachers, the A.C.E. MESSA-PAK will include Plan A for employees needing

health insurance. The Board will pay the total premiums for the employee, spouse and eligible dependents.

- B.** For **Category B** teachers, the Board shall pay the total premium for the employee only (single subscriber).

Category B teachers can buy "up" (i.e., the difference between Oakland County single subscriber rate and the two person or full family rate) as allowed by carrier and law. Anyone "buying up" must make payment monthly, one month in advance. (See D.16.4 Premium Contribution Plan below) Should the employee drop out of the program or fail to make payment on time, the employee will not be reinstated in the program until the next school year

- C.** Category C and E teachers who work at least 15 hours a week may buy into MESSA insurance, as allowed by carrier and law. An employee "buying in" must make payment monthly, one month in advance. (See D.16.4 Premium Contribution Plan below) Should the employee drop out of the program or fail to make payment on time, the employee will not be reinstated in the program until the next school year.

D.16.2. Insurance premiums shall be paid for the summer months (June, July and August):

- 1) if the employee has taught the entire program year, or
- 2) finished the program year and is planning on returning to the A.C.E. program for the next school year, and
- 3) has taught one day in final month of the program for that year and has also taught a majority of the days of that year's A.C.E. program.

D.16.3. The District will provide the following cash options to health insurance benefits:

- | | |
|----------------------------|--|
| Category A teachers | Plan B MESSA-PAK for twelve (12) months and \$70 per month for ten (10) months |
| Category B teachers | 1) Plan B MESSA-PAK (single subscriber) and \$30 per month for ten (10) months or
2) Plan B MESSA-PAK (2 person or full family) |

The payment of the benefit will commence in the month following discontinuance of the health benefit and completion of required paperwork, which may include obtaining and completing necessary T.S.A. enrollment forms from Board-sanctioned carriers

1998-1999 Plan B—Agree to survey membership to see if coverage can be changed to increase cash option within same total dollar amount.

D.16.4 Premium Contribution Plan and Flexible Spending Accounts

Adult education teachers are eligible for Section 125 pre-tax premium contributions for insurance—target date September 1998. Form a joint union-administration task force to explore instituting flexible spending accounts for health care and dependent care expense under Section 125 with a target date of implementation of September 1999.

1999-2000

The Board will cover anticipated 7% increased insurance costs. Any increase below 7% will be distributed back to A.C.E. group. The FEA will determine the allocation of monies if increase are more than 7%.

2000-2001

The Board will cover anticipated 7% increased insurance costs plus \$100. Any increase below 7% will be distributed back to A.C.E. group. The FEA will determine the allocation of monies if increases are more than 7% plus \$100.

In Plan A, in addition to the 7% referenced above, MESSA-PAK Plan A Dental Coverage will include Class III (ortho) coverage 50%--\$500 life maximum.

In Plan B, Dental Coverage in Class III will include Adult Ortho Coverage 50%--\$700 life maximum.

ARTICLE D.17--SICK AND PERSONAL DAYS

D.17.1. Accumulation of Sick Days

Teachers may start the 1995-96 school year with up to a total of twelve (12) days from their 1994-95 unused accumulated sick days.

All categories receiving sick days may accumulate them.

Unused sick days may accumulate in an employee's personal sick bank up to thirty (30) days. An interruption of service due to resignation or firing discontinues accumulation and credit. An interruption

of service due to layoff or leave will allow for carry over of their accumulated days in their personal sick bank following the recall rules outlined in Article D.8.2.D., **Layoff and Reduction of Hours**. Article D.17 is derived from Article D.2. except Section D.17.2 that references Article D.15.3, Category E-1, E-2 and E-3.

D.17.2. Issuance of Sick Days

Sick days are calculated on instructional time only.

Teachers who work fewer than 15 hours per week and Enrichment teachers receive no sick or personal days.

Sick days will be issued as follows:

Hours Taught/Week	Paid Days Per Semester/Year
Twenty-five (25) or more	Five (5) per semester or ten (10) per year
Twenty (20) - Twenty-four (24)	Three (3) per semester or six (6) per year
Fifteen (15) - Nineteen (19)	Two (2) per semester or four (4) per year
Fifteen plus (15+)	One (1) sick day after 20 days of
(Based on Intermittent Work)	employment per semester, or up to two (2) sick days per school year.

All categories entitled to sick days will earn one (1) additional sick day after twenty (20) work days of summer employment (July - August) for every twenty (20) days worked. Accumulated days may be used during summer sessions (July - August).

D.17.3. Use of Sick Days

Teachers who work twenty-five (25) or more hours per week shall be able to use their paid days as follows:

1. all as sick days,
2. up to one and one half (1 1/2) days per semester could be used as personal days: not to exceed a total of three (3) days for the year.

Teachers who work fewer than twenty-five (25) hours per week may use their sick days as follows:

1. All may be used as sick days, or
2. Up to one (1) day per semester may be used as personal days.

D.17.4. Religious Holidays

Three (3) religious holidays shall be added for teachers who observe religious holidays provided the teacher's report these days to the building administrator at the beginning of the school year. The days used will not be deducted from the teacher's personal business bank nor will the teacher be docked for those days.

ARTICLE D.18--MASTER SICK BANK

D.18. A. Master Sick Bank Plan

The procedure for the establishment and administration of the Master Sick Bank shall be in accordance with the following provisions and shall be for the use and benefit of all eligible employees who apply and have their application approved for sick day benefits.

B. Funding of Sick Bank

The Master Sick Bank shall be funded in accordance with the following provisions:

1. The Master Sick Bank will be initially funded in the 1995-96 school year by each Category A, B, or E teacher who works 25 hours per week or more contributing one (1) day from the 1995-96 sick day allotment. It has been agreed that eligible employees will contribute 67 days. In addition, on September 1, 1995, the Board will contribute one (1) day for each Category A, B, or E teacher who is working 25 hours per week or more. It has been agreed that the Board will contribute 65 days. The 1995-96 school year sick bank will begin with a total of 132 days. New eligible employees will contribute one (1) day to the Master Sick Bank upon date of hire.
2. If the number of days in the Master Sick Bank falls below one (1) day, each eligible employee will contribute an additional day.

C. Eligibility - Master Sick Bank

to be eligible to apply to the Master Sick Bank Committee for sick day benefits, a teacher must have worked a minimum of fifteen (15) school days in the district and be a Category A, B, or E teacher who works 25 or more hours per week. In addition, the teacher must first deplete his/her current sick day allowance before eligibility to use the Master Sick Bank becomes effective. Required documentation must be presented and the request approved by the Sick Bank Committee. There is a lifetime limit of thirty (30) days which eligible members may borrow from the Master Sick Bank.

D. Application

Each application for sick days of benefit from the Master Sick Bank must be submitted on the Sick Bank application form to the Sick Bank Committee, and such application will be approved or rejected on the basis of the individual teacher's circumstances. All applications must be accompanied by supporting doctor's statements.

E. Sick Bank Committee

The Sick Bank Committee shall be composed of three (3) teachers, one an eligible Category A teacher, one an eligible Category B teacher and the third, an eligible Category E teacher. It has been agreed that, initially, Barbara Moore will sit on the committee as a non-voting consultant.

F. Board Retention of Sick Days

All sick leave days accumulated by any teacher in his/her current allowance or those days transferred to the Master Sick Banks from his/her current allowance shall be subject only to the contingent liability of actual sick claim use by the teacher or the Master Sick Bank. All sick leave days which are not used by the teacher or the Master Sick Bank during the period of his/her employment shall not be subject to any other type or kind of claim in any form whatsoever by the teacher or the Association when his/her employment has terminated.

G. Board Indemnification

The Association will indemnify and hold harmless the Board and assume and discharge the full and complete liability of the Board arising out of or in connection with the administration of the Master Sick Bank, by their duly designated Sick Bank Committee as well as any and all claims for payment of compensation involving litigation or proceedings brought against the Board, by any teacher or group of teachers who had sick days transferred from their current allowance, or were the recipient of or were denied an award of sick days from the Master Sick Bank.

H. No Increase in Board Liability

Nothing herein contained shall alter or extend, or in any manner increase, the liability of the Board to any teacher in respect to sick day compensation presently existing in any plan or agreement to which the Board is a party.

I. Termination of Master Sick Bank

The Master Sick Bank shall terminate and become null and void on the same date the Agreement between the Board and the Association terminates or funding for Adult Education terminates.

ARTICLE D.19--CALENDAR

The Administration shall draft and present to the F.E.A. an A.C.E. calendar by May 20th of each year. If the Association has concerns with this calendar, it may present its modifications to the Administration. The parties shall then meet to negotiate the differences. The calendar shall be completed by June 15th.

Should modifications in State aid and/or the rules and regulations occur after June 15th of each year that necessitate changes to the A.C.E. calendar, the parties will meet to negotiate the changes.

The A.C.E. calendar does not guarantee the number of work hours for any group or individual. Individual member's work schedules shall be conveyed by a written schedule.

FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employee's for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. REASONS FOR TAKING LEAVE

Unpaid leave must be granted for **any** of the following reasons:

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

At the employee or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- ✓ The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- ✓ An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION

- ✓ For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- ✓ Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- ✓ The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.