

IRONWOOD AREA SCHOOLS ADMINISTRATORS' CONTRACT

2000-01, 2001-02, 2002-03

- I. The salary schedule for the Ironwood Area Schools Administrators is based upon the following principles:
 - A. All administrators should have a Michigan teaching certificate; a Master's Degree, and an appropriate Michigan Administrative Certificate.
 - B. No administrator should be paid less than the highest paid teacher at the M.A. level.
 - C. The number of weeks worked for each position is as follows:
 - 1. **Elementary Principals and Administrative Assistant** – The elementary principals and the Administrative Assistant will work for 39 weeks. Thirty-eight of these weeks will correspond to the teacher's calendar. The other week will be served the week before the start of the school year.
 - 2. **Director of Community Education** – The Director of Community Education will work for 42 weeks. These weeks will follow the teachers' calendar as closely as possible. Four to six weeks will be worked in the summer when necessary. When more than four weeks are worked during the summer, compensatory time will be taken as possible during the school year.
 - 3. **Assistant Superintendent/High School Principal** – The Assistant Superintendent/High School Principal will be issued a 12-month contract, with six weeks of vacation. These six weeks may be taken whenever possible. In addition, the administrators will have as non-working holidays those days when the buildings are not open.
 - 4. **Assistant High School Principal** – The Assistant High School Principal will work for 39 weeks. Thirty-eight of these weeks will correspond to the teachers' calendar. The other week will be arranged with the High School Principal.
 - D. Unless on special duty away from the building, the High School Principal shall maintain work hours from 7:30 a.m. to 4:00 p.m. The Elementary Principals and the Administrative Assistant shall maintain work hours from 7:45 a.m. to 3:30 p.m. It is understood that the Elementary

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Principals remain on duty during the noon hour and participate in off-duty hours on such things as helping in the selection of teachers, conferring on building problems, and special assignments of one type or another, without additional remuneration. The Assistant High School Principal shall work from 7:30 a.m. to 4:00 p.m. It is understood that the Assistant High School Principal shall participate in off-duty hours on such things as helping in the selection of teachers, conferring on building problems, and special assignments of one type or another, without additional remuneration.

E. Administrators will be paid as follows for their involvement in the teacher selection process during the summer months:

- 1) One teacher - \$450.00
- 2) Two teachers - \$600.00
- 3) Three teachers - \$750.00
- 4) ETC. (\$150 steps)

Remuneration is at the discretion of the individual administrator.

F. In the event any special grant occurs in excess of the scheduled 39 weeks, the Administrative Assistant will be remunerated as his/her daily rate.

II. SALARY SCHEDULE

A. For the 2000-01 contract year, salary increases shall be tied to the percentage increase for MESSA Super Care I insurance for rating area A. The wage increase shall be applied to the 1999-2000 salary schedule.

2000-01

Insurance Increase	Wage Increase
0-8.0%	2.96%
8.01 - 9.0%	2.84%
9.01 - 10.0%	2.72%
10.01 - 11.0%	2.60%
11.01 - 12.0%	2.48%
12.01 - 13.0%	2.36%
13.01 - 14.0%	2.24%
14.01 - 15.0%	2.12%
15.01 - 16.0%	2.00%

B. In the event the insurance rate increases are greater than 16%, the parties shall share the additional increase, 50/50. The administrators shall have

the option to pay their share by agreeing to pay the existing deductibles and/or increase the deductibles, and/or utilize a higher prescription co-pay.

- C. Any employee costs associated with paragraph B above shall be paid using a Section 125 salary reduction plan.

ELEMENTARY PRINCIPAL	
STEP	2000-01 (515)
0	55,742
1	56,257
2	56,772
3	57,287
4	57,802
5	58,317
6	58,832
8	59,347
12	59,862

ELEMENTARY PRINCIPAL/ ADMINISTRATIVE ASSISTANT	
STEP	2000-01 (515)
0	57,157
1	57,672
2	58,187
3	58,702
4	59,217
5	59,732
6	60,247
8	60,762
12	61,277

ASSISTANT HIGH SCHOOL PRINCIPAL	
STEP	2000-01 (515)
0	57,940
1	58,455
2	58,970
3	59,485
4	60,000
5	60,515
6	61,030
8	61,545
12	62,060

COMMUNITY SCHOOL DIRECTOR	
STEP	2000-01 (551)
0	60,126
1	60,677
2	61,228
3	61,779
4	62,330
5	62,881
6	63,432
8	63,983
12	64,534

HIGH SCHOOL PRINCIPAL	
STEP	2000-01 (603)
0	66,739
1	67,342
2	67,945
3	68,548
4	69,151
5	69,754
6	70,357
8	70,960
12	71,563

2001-02

- A. For the 2001-2002 contract year, salary increases shall be tied to the percentage increase for MESSA Super Care I insurance for rating area A. The wage increase shall be applied to the 2000-01 salary schedule.

Insurance Increase	Wage Increase
0 – 8.0%	2.96%
8.01 – 9.0%	2.84%
9.01 – 10.0%	2.72%
10.01 – 11.0%	2.60%
11.01 – 12.0%	2.48%
12.01 – 13.0%	2.36%
13.01 – 14.0%	2.24%
14.01 – 15.0%	2.12%
15.01 – 16.0%	2.00%

- B. In the event the insurance rate increases are greater than 16%, the parties shall share the additional increase, 50/50. The administrators shall have the option, if still available, to pay their share by agreeing to pay the existing deductibles and/or increase the deductibles, and/or utilize a higher prescription co-pay.
- C. Any employee costs associated with paragraph B above shall be paid using a Section 125 salary reduction plan.

2002-03

- A. For the 2002-2003 contract year, salary increases shall be tied to the percentage increase for MESSA Super Care I insurance for rating area A. The wage increase shall be applied to the 2001-02 salary schedule.

Insurance Increase	Wage Increase
0 – 8.0 %	2.96%
8.01 – 9.0%	2.84%
9.01 – 10.0%	2.72%
10.01 – 11.0%	2.60%
11.01 – 12.0%	2.48%
12.01 – 13.0%	2.36%
13.01 – 14.0%	2.24%
14.01 – 15.0%	2.12%
15.01 – 16.0%	2.00%

- B. In the event the insurance rate increases are greater than 16%, the parties shall share the additional increase, 50/50. The administrators

shall have the option, if still available, to pay their share by agreeing to pay the existing deductibles and/or increase the deductibles, and/or utilize a higher prescription co-pay.

- C. Any employee costs associated with paragraph B above shall be paid using a Section 125 salary reduction plan.

III. PAID LEAVE

- A. Paid leave shall granted in cases of mental or physical disability of the administrator due to illness, accidental injury or natural causes. Absences of the administrator for conditions of other family members of his/her family are limited to the extent covered by emergency leave, Article III G.1. An administrator may elect not to use his/her paid leave and take an unpaid leave pursuant to Article IV A as if he/she had exhausted his/her paid leave accumulation.
- B. Paid leave shall accumulate at the rate of one (1) day per month to a maximum total of one hundred eighty (180) days.
- C. Ten, eleven, or twelve days shall be credited to each administrator upon the first day of the school year, except when the maximum is, or will be, reached during the school year when it will be added at the end of the year, if used during the year.
- D. Should an administrator leave the school system during the school year, he/she will reimburse the school for any paid leave he/she might have received, based on the paid leave allowance for that year. The prorated return shall be determined by consideration of the fraction of the total number of school days remaining at the time of his/her departure.
- E. Paid leave is provided only for a mental or physical disability of the administrator due to his/her illness, accidental injury, or natural causes. The Board reserves the right to investigate alleged misuse or abuse of paid leave and/or require a doctor's statement if it is deemed necessary. An administrator who is found to be guilty of misuse or abuse of paid leave, as provided herein, will be subject to disciplinary action and/or termination as deemed appropriate by the Board.
- F. Paid Leave Bank
 - 1. At the beginning of the school year, each administrator shall contribute an amount not to exceed three (3) days of the foregoing paid leave allowance to a common bank, which will carry a maximum number of days equal to the number of administrators multiplied by three, and which will be

administered by a committee of three persons. The administrators and the Board shall each name a representative to the committee, and the remaining representative will be mutually agreed upon by the administrators and the Board.

2. The administrators who have exhausted their accumulated paid leave and the critical illness allowance or emergency in the immediate family may petition this committee for sufficient days remaining in the bank. This petition must be supported by the statement of a physician. In no case will an administrator be paid personal paid leave for more than the number of working days specified in the current contract year.
3. The bank will be replenished with one day from each administrator when the number of days remaining in the bank equals the number of administrators in the system.

G. Leaves of absences, with pay, chargeable against the administrator's paid leave, shall be granted for the following reasons:

1. A maximum of five days per incident for a critical illness or emergency in the immediate family. Critical illness is defined as a health situation which could result in immediate death. An emergency is defined as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
2. Attendance at a ceremony awarding a degree to a staff member for such a portion of the day as is necessary.
3. One day, except where travel requires additional time, for the attendance at the school graduation of a son, daughter, husband, or wife. Additional time shall be within reason as determined by the administrator and Superintendent prior to departure.
4. Two days annually for personal business. Leave will be granted in order of request. A personal day cannot be taken the first two weeks or the last two weeks of the school year. Personal leave days may accumulate to up to five (5). Accumulated personal leave may not be taken during August, September, May, June, the last three (3) days of the semester, or parent/teacher conferences.

H. Leaves of absences, with pay, not chargeable to paid leave allowance, shall be granted for the following reasons:

1. An employee shall be allowed three (3) calendar days as funeral days, one of which may follow the day of the funeral if necessary, for a death in the immediate family. Any number of the three (3) days falling on a work day shall not be deducted from paid leave. The immediate family is defined as spouse, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren. One (1) day will be allowed for sister-in-law, brother-in-law, niece, nephew, aunt or uncle. In the event the employee is responsible for the arrangements for the emergency caused by the death, or in case of distant travel, the Superintendent may allow one (1) or two (2) additional days.
 2. Two (2) additional personal days may be granted at the discretion of the Board for administrators with expertise in matters which make a necessary and very important contribution to local community affairs. Applicants for such leave must establish, in writing, the nature of their contribution and how it will benefit the Ironwood Area School District's citizens.
 3. Court appearances as a witness in any case connected with the administrator's employment or the school, or whenever the administrator is subpoenaed to attend any legal proceeding.
 4. Time necessary to take the selective service physical examination.
 5. Absence from work because of mumps, pick eye, impetigo, scarlet fever, measles, chicken pox, or lice, not to exceed twenty (20) work days. Thereafter, the personal paid leave accumulation of the administrator will be charged.
- I. Terminal Leave Pay: Any administrator employed ten (10) or more years in the Ironwood Area Schools (formerly the Ironwood School District and the Ironwood and Erwin Township Schools) shall receive, upon termination or his/her services from said system \$40 per each unused sick leave day for 2000-01, 2001-02, 2002-03, but not exceeding a total of \$7,200. In the event of the administrator's death, said sum shall be paid to the administrator's designated beneficiary.

IV. LEAVES OF ABSENCE

- A. Any administrator whose personal illness extends beyond the period compensated under Article III A shall be granted a leave of absence without pay for such a time as is necessary for complete recovery from the illness, but not for more than two years. Upon return from leave, an

administrator shall be assigned to the same position, if available, or a substantially equivalent position.

- B. Leaves of absence of a semester's duration or more, without pay, may be granted upon application as allowed by law, or at the Board's discretion. The regular salary increment shall be allowed in such instances, but the administrator shall not increase in seniority during the time on leave.
- C. The Board agrees to compensate administrators called to jury duty by an amount equal to the difference between jury pay and the administrator's regular salary.
- D. A leave of absence without pay shall be granted to any administrator for the purpose of child care for the administrator's newborn or newly adopted child, not to exceed one (1) year.
- E. To the extent required under applicable law, according to the federal Family and Medical Leave Act, the administrator shall be granted leave for the purposes and under the terms and conditions as provided by that law in all respects.

V. SABBATICAL LEAVE

- A. Upon request, administrators who have been employed for six (6) years shall be granted a sabbatical leave for one (1) year. During said sabbatical leave, the administrator shall be considered to be on leave with no remuneration of any kind.
- B. An administrator, upon return from a sabbatical leave, shall be restored to his/her former position, or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he/she would have been had he/she been an administrator in the district during such period.
- C. No more than one administrator at a time shall be placed on a sabbatical leave upon request.

VI. INSURANCE PROTECTION

- A. The Board wants to investigate with the administration another comparable plan.
- B. The Board shall provide, without cost to the employee, the SET Ultradent dental plan (100-70-70) and the MESSA VSP III vision plan.
- C. The Board shall make payment of insurance premiums for each employee to provide insurance coverage for the full twelve-month period,

commencing July 1 and ending June 30. When necessary, premiums in behalf of the administrator shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

- D. Effective September 1, 1994, the Board shall provide to any administrator who has completed ten (10) or more years of service with the Ironwood Area School District a retirement severance payment in the total amount of Sixteen Thousand (\$16,000) Dollars upon retirement under the Michigan Public School Employees Retirement System (MPSERS), provided the administrator retires during the first year in which he/she becomes eligible to retire without penalty based upon all teaching and school administrative service credit, excluding individually purchased service credit, in accordance with MPSERS's rules, regulations and/or guidelines. The retirement severance payment shall be made in three (3) annual installments of Eight Thousand Dollars, Four Thousand Dollars, and Four Thousand Dollars (\$8,000, \$4,000, and \$4,000) to be paid each year following the effective date of the administrator's retirement between January 5 and January 10, until paid in full. In the event of the death of the retiree, any unpaid sums of the initial Sixteen Thousand (\$16,000) Dollars shall be paid to the retiree's designated beneficiary.

However, the eligible administrator may elect to have the payment paid directly to the MPSERS upon his/her retirement during the first year of his/her eligibility to retire, as defined herein above, in which case the payment shall be made by the Board to MPSERS on or before June 15 of the year of retirement.

Additionally, each year following retirement, the Board will pay the actual cost of dependent health insurance premiums to the retiree not to exceed the maximum annual payment of One Thousand (\$1,000) Dollars. These payments for health insurance premiums will continue as provided herein until such time as the retiree is eligible for Medicare coverage. The payments provided by this provision shall only be available to the administrator who retires under the provisions of the Michigan Public School Employee's Retirement Act and is continuing to receive the retirement benefits thereof without penalty.

- E. In the event of the death of the retiree, any unpaid sums of the initial Sixteen Thousand Dollars (\$16,000) shall be paid to the retiree's designated beneficiary.
- F. Any administrator within the system who does not choose to be covered by the provided hospitalization plan may apply the dollar (\$) amount of a single subscriber's rate for other SET options or towards an annuity program.

- G. The Board of Education will provide for those administrators listed under Article I. C, the SET \$22,500 Term Life Insurance.

VII. PROFESSIONAL MEMBERSHIPS

- A. Administrators desiring to belong to an association in their particular field, and being a member of it, will be allowed to attend the local and state meeting and the National Convention within the allowable geographic area with necessary expenses paid by the District, or each administrator shall be allowed to attend one summer seminar/conference, such as I.D.E.A., to improve the administrator's professional leadership. Elementary principals will be allowed to attend at the rate not to exceed one and two at alternate times.
- B. The Board of Education will pay for membership in one organization on the U.P. level, one on the state level, and one on the national level.

VIII. GRIEVANCE PROCEDURE

If a member of the administrators' unit, or the unit cannot resolve a disagreement with his/her immediate supervisor, the member may appeal the decision to the Board.

IX. PROTECTION OF ADMINISTRATORS

The Board will reimburse administrators for any loss, damage, or destruction of clothing or personal property of the administrator while on duty in the school or on the school premises and involved in proper disciplinary action. Personal property damage shall be \$250, except in a situation involving the administrator's automobile where the limit shall be \$500 or the applicable deductible, whichever is less.

X. MISCELLANEOUS

- A. In the event of realignment of administrative positions, the Board of Education and the Ironwood Area Schools administrators agree to meet and mutually renegotiate salaries and working conditions for the changed positions.
- B. If an administrator's position is eliminated, he/she will be given the first open subordinate administrative position for which he/she is qualified.
- C. Each administrator will be remunerated up to \$300 per year for professional development and re-certification purposes. The \$300 amount will not be carried over to the next year - \$300 maximum per year.

XI. CONSOLIDATION/ANNEXATION


In the event that this District shall be combined with one or more districts through consolidation or annexation, the Board will use its best efforts to assure the continued employment of its present administrators.

XII. TERM OF CONTRACT

A. Administrative Agreement – Three Years - July 1, 2000 to June 30, 2003

B. Individual contract – After successfully completing a two-year probationary period, each administrator will be issued a two-year contract, renewable annually, but the Board reserves the right to reduce administrative staff in the event the District gets into financial difficulty, and in accordance with Section X A.

C. Each administrator will be evaluated annually, in writing, by the Superintendent of Schools.

Signed  _____, Superintendent
(For Board of Education)

Signed  _____, Chairman
(For Administrator's Group)