

1529

6/30/93

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

Ironwood
ADMINISTRATOR'S CONTRACT
1990-1993

- 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 teachers 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 4 weeks is 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 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.

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- E. In the event any special grant occurs in excess of the scheduled 39 weeks, the Administrative Assistant will be remunerated at his/her daily rate.
- F. There will be a four-step growth factor for administrative experience in the Ironwood Area School District.

II. Salary Schedule:

- A. Administrative salaries shall be determined by multiplying the number of days worked by the teacher daily rate (TDR) as established at the top of the Masters Degree schedule, plus a daily differential as shown in the schedule below. All administrators shall receive the full daily differential in addition to their full salary.

$$\text{TDR} = \frac{\text{Highest MA Salary}}{\text{Teaching Days} + \text{Holidays (192)}}$$

STEP	Administrative Asst. Elementary Principals Asst. H.S. Principal	Director of Community Education	Asst Supt/ H.S. Prin.
	<u>197</u> TDR+	<u>212</u> TDR+	<u>233</u> TDR+
0	2	6	8
1	4	8	10
2	6	10	12
3	8	12	14
4	10	14	16

The Elementary Principals shall receive an additional \$1,200, the High School Principal \$800, and the Director of Community Education \$600 for building responsibilities. The Asst. Principal shall receive an additional \$3,000 for evening responsibilities.

III. Sick Leave

- A. Sick leave shall be granted in case of illness or physical disability due to accidental injury of the employee only. Conditions created by other members of the family will be limited to the extent covered by emergency leave, Article IV.B.1.
- B. Sick leave shall accumulate at the rate of one (1) day per month to a total of 155 days for 1990-91, and 160 days for 1991-92.
- C. Ten, eleven, or twelve days shall be credited to each administrator upon the first day of the school year, except when 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 sick leave he/she might have received, based on the sick 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. Sick leave is provided for illness and personal injury only. The Board reserves the right to investigate alleged misuse and require a doctor's statement if deemed necessary. An employee violating this section, and found guilty, will be subject to suspension without pay.
- F. Sick Leave Bank
 - 1. At the beginning of the school year, each administrator shall contribute an amount not to exceed three days of the foregoing sick 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 one will be mutually agreed upon by the administrators and the Board.
 - 2. The administrators who have exhausted their accumulated personal leave and the critical illness allowance or emergency in the immediate family may petition this committee for additional sick leave days from the bank, provided there are 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 sick 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.

IV. Leaves of Absence

- A. Any administrator whose personal illness extends beyond the period compensated under Article III 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 with pay, chargeable against the administrator's sick 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.
- C. Leaves of absence with pay not chargeable to sick 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 sick 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 makes a necessary and very important contribution to local community affairs. The applicant 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 appearance 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, pink eye, impetigo, scarlet fever, measles, chicken pox, or lice.

- D. Leaves of absence of a semester 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.
- E. Maternity Leave
1. A leave of absence without pay shall be granted for up to one year for the purpose of maternity.
 2. Any administrator requesting leave shall notify the Superintendent of the pregnancy no later than the fifth month of the condition.
 3. The administrator may continue working as long as she can continue her regularly assigned responsibilities. The administrator's physician will furnish as statement to this effect, subject to the review and approval of a Board appointed and paid physician.
 4. An administrator on leave under the above conditions wishing to return to duty shall file a written request with the Superintendent at least sixty (60) calendar days prior to the date she wishes to return to work prior to the end of the leave.
 5. Leave for adoption of a child shall begin at the date of acceptance of the child. Leave of absence the same as Item 1.
 6. If an administrator does not comply with all of the above conditions, the right to such a leave, and/or the right to return, may be denied by the Board.
 7. An administrator may use sick leave in lieu of maternity leave.
 8. The administrator shall not increase in seniority while on leave.
 9. A male administrator shall be granted a leave of absence without pay for up to one (1) year for the purpose of child rearing.
- F. 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.
- G. Any administrator who is absent because of an injury or disease compensable under the Worker's Compensation Law, shall receive from the Board the difference between the allowance under the Worker's Compensation Law and his regular salary for the number

of days he is absent from his duties during the duration of Worker's Compensation, or sick leave accumulation. These days shall be subtracted from his sick leave on a prorated basis on that portion for which the school paid over and above Worker's Compensation.

- H. Worker's Compensation insurance is provided for administrators at the place of employment and on officially authorized trips only.
- 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 of his/her services from said system, \$22.50 for each unused sick leave day for 1990-91, and \$30.00 per day for 1991-92, but not exceeding a total of \$3,487.50 for 1990-91 and \$4,800.00 for 1991-92. In the event of the administrator's death, said sum shall be paid to the administrator's designated beneficiary.

V. Sabbatical Leave

- A. Upon request, administrators who have been employed for six years shall be granted a sabbatical leave for one 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 agrees to pay full coverage MESSA Supercare I for the head of family and single persons. In case of couple employees, a family or two single plans will be provided. The District will pick up the cost of the deductible.
- B. The Board shall provide, without cost to the employee, the SET Ultradent dental plan (100-70-70) and SET Ultra Vision Basic Scheduled Plan II with \$60 for frames for all administrators and their eligible dependents.
- 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. Upon completion of ten (10) years service to the Ironwood Area School District, the Board shall provide to any administrator who wishes to seek retirement any time prior to the school year in which he/she reaches fifty-eight (58) years of age, a payment of ten thousand dollars (\$10,000). The ten thousand dollars (\$10,000) pay shall be spread over a three (3) year period in lump sums of \$4,000, \$3,000, and \$3,000. This payment will be made between January 1 and January 5, or between June 1 and June 5 of the year following retirement at the retiree's discretion. In addition, the Board will pay one thousand dollars (\$1,000) per year to cover insurance fees. These early retirement incentives shall only be available if the retiree is eligible for Michigan Public School Employee's retirement. Payments will continue as provided above until such time as the retiree is eligible for Medicare through the Social Security Administration, or age sixty-five (65), whichever is less.
- E. In the event of the death of the retiree, any unpaid sums of the initial ten thousand dollars (\$10,000) 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. 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 administrator's unit, or the unit cannot resolve a disagreement with his/her immediate supervisor, the member unit may appeal the decision to the Board.

IX. Miscellaneous

- A. Administrators will be reimbursed \$40 per month for in-district travel; 46-week employees will receive this reimbursement for 12

months, the Director of Community Education for 11 months, the Elementary Principals and Assistant High School Principal for 10 months.

- B. 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.
- C. If an administrator's position is eliminated, he/she will be given the first open subordinate administrative position for which he/she is qualified.
- D. A special yearly tuition fund of \$500.00 will be established. The money can only be used for educational improvement that affects the school district. Ground rules will be established by one member of the Board, an Administrator, and the Superintendent.

X. 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.

XI. Term of Contract

- A. Administrative agreement - three years, July 1, 1990 - June 30, 1993.
- 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 IX B.
- 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