

1537

8/14/94

MASTER AGREEMENT

BETWEEN

BOARD OF EDUCATION,
JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT

and

JACKSON INTERMEDIATE EDUCATION ASSOCIATION

1991-1992
1992-1993
1993-1993

Jackson County Intermediate School District

It is the policy of the Jackson County Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap in its educational programs, activities, or employment as required by Title VI Civil Rights Act, 1964; Section 504 Rehabilitation Act, 1973, Title IX Educational Amendment, 1972. Direct inquiries to: Director of Human Resources, Jackson County Intermediate School District, 6700 Browns Lake Road, Jackson, Michigan 49201. (517) 787-2800

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AGREEMENT	

ARTICLE I

Recognition

- A. The Jackson County Intermediate School District Board of Education hereby recognizes the Jackson County Education Association as the exclusive bargaining representative for all full-time and regularly scheduled part-time certified or approved professional and para-professional instructional employees (under contract with the Jackson County Intermediate School District), but excluding vocational education employees, substitute and per diem employees, supervisors, administrators, and all other employees.
- B. The term "Association" when used in this Agreement shall refer to the Jackson County Education Association.
- C. The terms "Jackson Intermediate Education Association" or "employee" when used in this Agreement shall refer to all employees represented by the Association in the bargaining or negotiating unit under contract with the Jackson County Intermediate School District.
- D. The term "Board" shall include its officers, members, or delegated agents.
- E. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement.
- F. Nothing contained herein shall be construed to deny or restrict any employee or the Board rights either may have under the Michigan General School Laws.

ARTICLE II

Association and Jackson Intermediate Education Association Rights

- A. The Association agrees to abide by Act 379 of the Public Acts of 1965 and to all applicable laws and status pertaining to employees' rights and responsibilities. The Association also agrees to Board of Education written policies and procedures not inconsistent with the terms of this Agreement.
- B. The J.I.E.A. and its members shall have the right to use school facilities for meetings upon approval of the superintendent or building administrator as long as such meetings do not interfere with regularly or previously scheduled school approved activities. Such use of the buildings shall be without charge on regular school days. Requests for evening or weekend use shall be subject to the approval of the superintendent when requested in writing in advance and subject to the following limitation plus regular scheduling procedures. When such evening or weekend use results in added cost to the district, such costs will be billed to and paid by the Association.
- C. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations. Such representatives shall notify the school of their presence.
- D. The J.I.E.A. shall have the right to use Board designated typewriters, the spirit duplicator, calculating machines, and audio-visual equipment. The arrangements for use of machines and necessary supplies shall be made with the Secretary to the Assistant Superintendent for Special Education. The use of the copying machine will be permitted provided costs of operation are met by the Association.
- E. The Association shall have the right to post notices of activities and matters of Association concern on Association bulletin boards, one of which shall be provided in the Educational Service Center, and one in the Lyle A. Torrant Center.
- F. The Board agrees to furnish to the Association in response to reasonable written requests, regular and routine available public information, including but not limited to, the financial resources of the district, including salaries paid to employees and their years of experience and training and such financial reports as are routinely prepared for the Board of Education. If duplication of reports for the Association results in additional cost to the district, such costs will be billed to and paid by the Association.
- G. The Association shall have the right to present the Board with such items as it may wish to be included on the agenda of any regular Board meeting.

- H. At the beginning of each school year the Association shall be credited with a total of eight (8) days to be used by employees, provided the Association reimburses the Board for the salary of the employee. No individual employee shall use more than four (4) such days in any given school year. Should such leave be used for purposes of supporting a strike, disciplinary action will result and such disciplinary action will not be subject to the grievance procedure.

ARTICLE III

Employee Rights

- A. Nothing contained herein shall be construed to deny or restrict any employee's rights they may have under the Michigan General School Laws. The rights granted to the employee hereunder shall be deemed to be in addition to those provided elsewhere.
- B. Neither the Board nor the Association will unlawfully discriminate with regard to race, creed, religion, ethnic group, national origin, age, sex, marital status, weight, height or non-job interfering handicap in the application of the provisions of this Agreement.
- C. The private life of an employee is his/her own affair unless the employee's conduct shall adversely affect his/her relationship with students or the discharge of professional duties.
- D. The Board and the Association agree to abide by Act 379 of the Public Acts of 1965 and to all applicable laws and status' pertaining to employee rights and responsibilities.
- E. No employee shall be disciplined, reprimanded or reduced in rank or compensation without just cause. No employee shall be deprived of any benefit heretofore enjoyed except when said change is in the best interest of the school district, and the Board of Education shall make such decision. All information forming the basis for disciplinary action will be made available to the employee and the Association.

ARTICLE IV

Board Rights

- A. It is agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly relinquished herein by the Board, shall continue to vest in and be exercised by the Board without prior negotiations with the Association. The Board, as in the past, will continue to have such rights which will include, by way of illustration and not by way of limitation, the right to:
1. Establish policies, manage and control the Intermediate District, its equipment, and its operations and to direct its working forces and affairs.
 2. Continue its policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, and the right to establish, modify or change any work or business or school hours or days, but not in conflict with the specific provisions of this Agreement.
 3. Hire all employees and, subject to the provisions of the law, to determine their qualification, and the conditions for their continued employment or their dismissal or demotions; and to promote, transfer, assign all such employees, and to determine the size of the work force and lay off employees.
 4. Determine the services, supplies, and equipment necessary to continue its operations and to determine all methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods of changes therein.
 5. Adopt reasonable rules and regulations.
 6. Determine the qualifications of employees, and, if necessary, include physical and mental health examinations by appropriate medical personnel, the costs thereof to be borne by the Board.
 7. Determine the number and location or relocation of its facilities.
 8. Determine the placement of operations and source of materials and supplies.
 9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.

10. Determine the size of the administrative organization, its functions, authority, amount of supervision and table of organization, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement.
 11. Grant leaves of absence as deemed appropriate, including but not limited to the following:
 - a. Leaves for extended illness and/or rest.
 - b. Leaves for advanced study and/or travel.
 12. The foregoing are not to be interpreted as abridging or conflicting with any specific provision in this Agreement.
- B. The matters contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement except by mutual consent of both parties.

ARTICLE V

Agency Shop and Payroll Deduction

- A. Membership in the Association is not compulsory. Employees have the right to join, not join, maintain, or terminate their membership in the Association as they see fit. Neither party shall exert or put pressure on or discriminate against an employee as regards such matters.

All employees in the bargaining unit shall, on or before the thirtieth (30th) work day following: the beginning of the school year; the beginning of their employment; or the execution of this Agreement, whichever is later, as a condition of employment or of continued employment, on forms provided by the Association either:

1. Become members of the Association (including the Michigan and National Education Associations), or
 2. Pay to the Association an amount of money which the Association certifies in writing as a cost equal to the negotiation and administration of this Agreement.
 3. The above shall not apply to employees who, prior to October 14, 1970 were not and have not become since then members of the Association.
- B. In the event that an employee (except those defined in 3 above) does not comply with the requirements of 1 or 2 above, such employee shall be terminated at the end of the current semester or thirty (30) days, whichever is later, providing:
1. The employee to be terminated does not contest the discharge before the Michigan Tenure Commission or a court of competent jurisdiction. Should said employee contest the discharge, the employee shall not be terminated until such time as the employee has obtained a final decision relative to the discharge or until the employee has ceased to pursue the legal remedies available by making a timely appeal of any decision rendered in said matter by the Michigan Tenure Commission or a court of competent jurisdiction.
 2. The Association has fulfilled its judiciary obligations by sending written notice to the employee that he/she has an obligation to tender dues or service charge, the reasonable date for such obligation, the amount of such tender, and to whom such tender is to be made. A copy of such notice shall be sent to the Board.

3. The Association has fulfilled its responsibilities by sending certified mail, return requested, written notice to the employee (copy to the Board) that said employee has not fulfilled obligations by the requisite date or reasonable period of time thereafter, and that a request for termination was being made to the Board.
 4. The Association has stated in the request for termination that such request is in conformance with the provisions of this Article; that the employee has not complied with his/her obligations that it is an official request of the Association; and that the "save-harmless" clause, set forth below, shall be put into effect.
- C. The Association agrees to indemnify and save the Board, each individual School Board member and all administrators, harmless against any and all claims, demands, costs, suits or other forms of liability and all costs or administrative agency costs that may arise out of or by reason of, action taken by the Board for the purpose of complying with this Article.
 - D. Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association including the Michigan Education Association and the National Education Association.
 - E. With respect to all membership dues or service charges deducted by the Board pursuant to authorization of the employee, the Board agrees to remit to the Association such sums. The Association agrees to advise the Board promptly of changes in its membership and to furnish any other information needed by the Board to fulfill the provisions of this Article and not otherwise available to the Board.
 - F. Upon appropriate written authorization from the employee the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, United Fund, and Association service fees. The Board will deduct for available insurance options and other plans, which have been approved by the Board.

ARTICLE VI

Caseloads, Assignments and Working Conditions

A. Hours.

1. Full-time employees shall be scheduled to provide or be available to provide professional services up to a maximum of six and one-half (6 1/2) hours per day or thirty-two and one-half (32 1/2) hours per week, whichever is less, inclusive of planning time, but exclusive of relief and lunch period.
2. The parties further agree that it is the professional responsibility of employees to spend additional time without additional compensation in both the preparation and provision of specialized educational services.
3. Intermediate School District office staff shall be kept informed by each employee of his/her scheduled working day and any changes therein.
4. Time schedule adjustments for certain work performed beyond the work week may be made with prior employer approval.

- a. To qualify for time schedule adjustments, work beyond the 32-1/2 hour work week shall include only the following activities:

Class Room Employee

IEPC meetings
Data review meetings
Home visits

Mandatory attendance
meetings

Itinerant Employee

IEPC meetings
Data review meetings
Mandatory attendance at
meetings
Home visits with a student
whose parents are
routinely unavailable
during the work day.

- b. Time schedule adjustments shall be taken only during non-students contact time. It shall not exceed four (4) hours during a year. Such adjustments shall be taken within three (3) months of the week in which earned but no later than the end of the current contract year.
5. When school is closed due to inclement weather, fires, epidemic, mechanical failure, health conditions or other acts of God, the staff shall not be required to report to work.

6. Scheduled days of student instruction which are not held for any reason may be rescheduled by the Board if it is necessary to do so in order to satisfy the minimum number of days of student instruction required by law or regulation or to receive full state aid. Employees will receive their regular pay for days that are cancelled, but shall work on the rescheduled days with no additional compensation. Rescheduled days shall be added to the end of the calendar, unless the Board and Association mutually agree upon different dates.
7. Employees shall be informed at the beginning of the school year of a telephone number and a time during which they shall report if they will be unavailable for work.
8. Each employee shall be responsible for maintaining the proper files of services rendered and such permanent reports as are required by the Board.

B. Class Size and Caseload.

Each employee shall be assigned duties and responsibilities consistent with caseload recommendations and/or other program requirements defined within the rules and regulations promulgated by the Michigan Department of Education and/or the United States Department of Education. Guidelines published by the Michigan Department of Education for the operation of various programs in Special Education shall be followed to the extent practical and possible.

C. Qualifications and Assignments.

1. All employees shall meet and maintain the legal and professional standards required by Part 7 of the School Code of 1976, as amended, and such other enabling legislation as is applicable to the operation of the Intermediate School District.
2. All new special education employees, placed on the professional salary schedule shall have received a bachelor's degree from an accredited college or university.
3. A bachelor's degree or and R.N. diploma plus one year of appropriate experience shall be the minimum requirements for the position of Health Consultant. This position shall be placed on Level 1 of the professional schedule.
4. No person shall be assigned, except in emergency situations, outside the professional discipline for which he/she is qualified, without his/her consent. Emergency assignments shall be limited to one (1) full working day.

5. All employees shall be given written notice of their work assignment for the forthcoming year no later than the last day of the preceding school year. Every effort will be made to give all employees written notice of their assignments on or before June 1. Any changes in assignment may be made providing affected member(s) are afforded the opportunity to meet with his/her direct supervisor, be allowed an association representative should the employee so choose, and the reasons for the change put in writing.
6. Any assignment in addition to the normal working schedule shall not be obligatory but shall be with the consent of the employee.
7. All employees shall conform to the holiday and vacation schedules of the constituent school(s) to which they are assigned, but where an individual employee is assigned to schools with differing holiday and vacation schedules, the Assistant Superintendent for Special Education or designee, working with the schools involved and the affected employee, shall determine the schedule of the employee provided that the total number of work days shall be as specified in this Agreement.

D. Supplies and Materials.

The Board agrees (1) to keep the Intermediate centers reasonably equipped and maintained; (2) to provide and maintain professional reference materials in the Instructional Materials Center; and (3) to make available telephone service, typing and duplicating facilities and clerical personnel to aid employees, as determined by the employer, in the preparation of IEPC invitations, case reports and correspondence, and year-end reports, all of which must be job-related; provided the financial resources are sufficient.

E. Other Working Conditions.

1. The parties recognize that optimum school facilities for both student and employee are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the employee is to provide appropriate educational services, and the organization of the school and the school day should be directed toward insuring that the energy of the employee is primarily utilized to this end.
2. The Board recognizes that adequate, reasonable quiet and nonhazardous working space is necessary in each building where itinerant personnel work. The Board will make recommendations to local school districts of these needs and will cooperate as fully as possible with the personnel and the local school board to provide them.

3. Conditions that are considered hazardous shall be reported immediately to the building principal.
4. Any employee who feels that existing facilities are inadequate shall discuss the matter with the building principal. If satisfactory action is not forthcoming the employee shall confer with his/her immediate supervisor. The immediate supervisor and/or the Assistant Superintendent for Special Education (or designee) shall confer with the superintendent of the district and/or the principal of the building in question regarding the reported deficiencies. The employee shall be informed of the results of the conference.
5. Classroom teachers and teacher assistants shall be provided two (2) fifteen (15) minute relief periods as a part of their work day.

ARTICLE VII

Vacancies and Changes in Assignment

- A. The term "vacancy" as it appears in this Article refers to an unfilled position caused by an employee leaving or by creating a new position within the bargaining unit.

The Board supports the policy of promoting employees from within the bargaining unit, provided said employees are determined by the Board to be the best qualified applicants for the position.

- B. The term "changes in assignment" as it appears in this Article refers to an employee moving from one position to a comparable position.
- C. Change in assignment shall be finalized only after discussion with the affected employees.
- D. When filling a vacancy the Board agrees to give first consideration to the application(s) of existing staff members. Due weight will be given to length of service in the district, competency, professional qualifications, and experience. In the event that the qualifications of the applicants are essentially equal, the applicant with the most service within the district shall be granted the position. The decision of the Board, with regard to the filling of said vacancy shall be final.
- E. Whenever a vacancy in any professional or para-professional position shall occur and is indicated by official notification, or whenever a new position is created by official action, the Board shall give written notice to the Association within seven (7) calendar days and shall post such vacancy simultaneously on the official bulletin board in the Intermediate Administration Building and in the One Liner. Such notice shall be posted to cover two (2) consecutive working Fridays, except during the months of July or August, during which time such postings shall be included in the One Liner and the vacancies shall be held open for seven (7) calendar days. Any newly created or unusual position(s) shall be posted with accompanying job description(s).
- F. Employees who wish to be considered for vacancies or new positions which might develop during the summer months shall, during the last week of the regular school year, indicate in writing to the Personnel Director their specific interest and provide a summer address. In such cases, the following procedure shall be followed:
1. All employees that have expressed a written interest in a specific position will be notified of the vacancy by certified mail, return receipt requested.

2. The employee so notified shall have the responsibility for contacting the Personnel Director indicating interest in said position within seven (7) days of the delivery or attempted delivery of such notification.

- G. Requests by an employee for a different assignment or position shall be made in writing to the Assistant Superintendent of Special Education, and, where applicable, to the employee's immediate supervisor. Copies may be filed with the Association. The request for change in assignment shall set forth the reasons; the school, grade, or position sought; and the applicant's qualification. Written notification of the disposition of the change in assignment shall be provided to the employee and the Association within ten (10) days of the disposition.

Job exchanges for up to one (1) year duration may be requested as provided above.

- H. Any employee who accepts an administrative or executive position and shall later return to his/her former status at the first vacancy available shall be entitled to retain such rights as he/she may have had under this Agreement prior to promotion to supervisory or executive status.

I. Shared Assignments

1. With prior approval of the Board, two employees may agree to share an assignment/position that otherwise would be occupied by a single bargaining unit member.

a. Shared assignment is defined as:

- 1) Two individuals working each day, but each working less than a full day. A given individual would thus work either mornings or afternoons; or,
- 2) Two individuals working full days but less than five days a week on a regular basis.
- 3) Only one position from any given classroom may be eligible for shared status at any given time.

b. Conditions Pertaining to Shared Assignments

- 1) Employees may request shared assignments by notifying their immediate Supervisor and the Director of Special Education in writing by April 30 for the first semester, and by November 15 for the second semester of the next school year. Requests which are not timely may be considered at the option of the Director of Special Education.

- 2) Employees participating in a shared time assignment are subject to, and may exercise options under, Article VII, Vacancies and Changes in Assignments, except that, in instances when an employee requests a transfer or change in assignment this request cannot result in the layoff of another employee.
- 3) An employee participating in a shared assignment will receive one year seniority for the school year in which a shared assignment is in effect, provided the employee works at least one-half (1/2) time. Employees working less than one-half (1/2) time shall have seniority prorated. Salary shall be prorated for time worked, with payments made over either twenty-one (21) or twenty-six (26) pays.
- 4) Sick leave and personal leave days as provided in Article VIII shall be provided on a prorated basis.

Health Insurance benefits as stipulated in Appendix B shall be provided. The District will cover the cost of these health benefits on a prorated basis for the amount of time worked (32.5 hour week is full-time). The employee will pay for the remaining health benefit costs.

- c. An employee timely requesting return to full-time status shall be returned providing an available position exists and providing the return does not result in the layoff of another employee. It is also understood that the junior member of the shared assignment team may be assigned to any position for which he/she is certified. The senior member of the job share team may be displaced provided both members agree.
- d. Employees on shared assignments who wish to return to full-time status, or make any changes in assignment, must notify their immediate Supervisor and the Director of Special Education in writing prior to April 30 for the first semester or prior to November 15 for the second semester of the next school year. Failure to timely notify the Employer shall cause the participating employees to continue a shared assignment for the next school year.
- e. Filling Shared Assignment Vacancies

- 1) If one member of a shared assignment team becomes unavailable through resignation, termination, illness, or other reason the position shall be filled by:
 - a) Offering to increase the remaining job share participant to full-time status.
 - b) Recall a laid-off employee if qualified for the position.

- c) Transfer, or accept request for transfer into the assignment.
 - d) Hire a replacement.
 - e) If above steps are unsuccessful, a substitute may be placed for the remainder of the school year.
- 2) The remaining member of the job share team will assume the position on a full-time basis for the next school year unless another shared assignment is developed in accordance with the provisions of this Article.

ARTICLE VIII

Leaves of Absence

- A. At the beginning of the year each employee shall be granted yearly sick leave allowance of twelve (12) days.

Employees contracted for more than the regular school year shall earn one (1) additional sick day for each four (4) weeks contracted, or major portion thereof, to be used during the extended contract year. During the extended school year an employee may use up to four (4) extended year days from his/her accumulated sick time; except in an authorized medical emergency.

Unused sick days shall be allowed to accumulate without limit for use as sick days.

- B. Leaves of absence with pay charged against sick leave time shall be granted for:

1. Absence due to illness or accident of the employee, including disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom.

- a. Should the absent employee receive payment from Worker's Compensation or Employers Liability Insurance, said employee shall be compensated at his/her regular gross rate, provided, the Board retains the payment resulting from the Worker's Compensation claim or insurance claim, and prorates an amount of sick leave time from the employees accumulated sick leave days so that the payment from Worker's Compensation or Employer's Liability Insurance plus the gross sick pay is equal to the employees regular gross pay rate. When an employee's paid sick time is exhausted, the employer shall be placed, by the Employer, on unpaid leave of absence, up to one year, and receive only the compensation provided by Worker's Compensation or Employer's Liability Insurance.

- b. If a physical injury covered by the conditions stipulated in 1a. above, is caused by the actions of a student or action taken by the employee to protect his/her self or other student(s) from injury, the employee will not be charged with sick leave usage for the first five (5) work days following the physical injury occurrence. Should the physical injury require the employee to remain off work for over ten (10) consecutive work days the District will receive the Workers Compensation payment for the first week, or the employee shall return to the District an amount equal to his/her gross wages if the employee selects option 1c. listed below.

- c. An employee may elect not to use paid sick time under 1a. above and shall be placed, by the Employer, on unpaid leave of absence, up to one year, and receive only the compensation provided by the Worker's Compensation or Employer's Liability Insurance.
 - 2. Absence due to illness, disabling accident of the employee's spouse, children, and parents of the employee or spouse or members of the immediate household.
 - 3. Absence because of unusual travel time required to attend a funeral.
 - 4. Absence to attend funeral services other than provided below in C 1.
 - 5. A third personal business day. Such use shall be documented as in C 3. of this Article.
- C. Leaves of absence with pay not charged against sick leave shall be granted for:
- 1. Absence at the time of death in the immediate family not to exceed three (3) days for each occurrence. Immediate family shall include spouse, children, brothers, sisters, parents or parent surrogate, and grandparents of the employee or spouse.
 - 2. Absence when called for jury duty or subpoenaed to testify in court, providing the testimony is not against the Board. Pay to be reduced by amount received for jury duty or witness fee.
 - 3. Personal matters up to two (2) days per year (non-accumulative) which cannot be scheduled outside the regular school day. Such use shall be documented by submitting a signed statement indicating use of the day meets the conditions mentioned in this paragraph. Personal business days shall not be granted to engage in other employment. Unused personal business days shall be credited to and accumulate for use as sick leave.
- D. Leaves without Pay.
- 1. Leaves of absence without pay of up to one (1) year shall be granted by the Board for the following reasons:
 - a. Child care following the birth or adoption of a child. Child care leaves shall terminate at the end of a semester or school year.
 - b. Ill health after the employee has used all sick leave credits.

- c. Illness in immediate family as defined herein after the employee has used all sick leave credits.
- 2. Leaves of absence without pay of up to one (1) year will be considered by the Board, including but not limited to the following:
 - a. Educational leaves.
 - b. Association leadership.
- 3. The Board will return an employee to a comparable position following leaves of one year or less. On all other leaves and leave extensions, the Board will return the employee to the first available position for which he/she is certified and qualified.
- 4. Thirty (30) calendar days prior to the completion of a leave of sixty (60) days or more, the employee shall notify in writing the employer to give his/her intention to return. If the leave is less than sixty (60) days, the employee shall give such notification in five (5) working days prior to the anticipated date of return.
- 5. Any employee failing to give proper notification or to return to work upon completion of a leave shall be deemed an automatic quit.
- 6. An employee on an unpaid leave of absence shall have such fringe benefits as are available, provided said employee reimburses the district for the cost of the benefits.

E. Sabbatical Leaves

- 1. Authorization
 - a. Sabbatical Leave of Absence may be granted to members of the teaching staff of the Jackson Intermediate Education Association. The granting of such leaves is subject to the approval of the Board upon recommendation of the Superintendent.
 - b. The rules and regulations of the Jackson Special Education Sabbatical Leave Program are authorized and shall be interpreted in accordance with Michigan statutory provisions and any amendments thereto.
- 2. Eligibility and Qualifications
 - a. Any teacher employed by the Jackson County Intermediate School District and covered by the current master

agreement between the Board of Education and the Jackson Intermediate Education Association who meets the qualifications shall be eligible to apply for sabbatical leave subject to the following conditions and requirements:

- 1) Applicant must hold a Life, Permanent or Continuing certificate
- 2) Applicants must have seven (7) consecutive years of satisfactory services as a full time employee of the Jackson County Intermediate School District. Absence from service in the District for a period of not more than one (1) year under a leave of absence without pay granted by the Board for educational or health reasons shall not be deemed a break in the continuity of service required by this section and shall be computed as year of service in computing the seven (7) consecutive years.
- 3) Sabbatical Leaves of Absence may be granted to no more than one (1) eligible staff member in a given year.
- 4) A sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
- 5) The applicant signs an agreement to return to service with the Jackson County Intermediate School District immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years.

3. Purposes of Sabbatical Leave

- a. Sabbatical Leave is granted to teachers to permit them to improve their ability to render educational service.
 - 1) Sabbatical Leaves may be granted for the following purposes; formal study, research, travel, or other reasons approved by the Board of Education.

4. Application Procedures

- a. Applications for sabbatical leaves must be filed with the Superintendent. Such application must be made prior to April 15 for leaves beginning the first semester and prior to September 1 for leaves beginning the second semester.
- b. Included in the application will be a plan detailing the purpose(s) for the leave and activities to be accomplished during the leave.

- c. The employee will be provided a response to leave requests within forty-five (45) days of the final deadline for application date.

5. Conditions During Leave

- a. The compensation for staff members on sabbatical leave shall be one-half (1/2) of the salary which would be received if he or she were on active status for the period in which the leave is effective.
- b. Payment of salary shall be made in accordance with the provisions of the Board for payment of salary to other members of the teaching staff. The employee is responsible for keeping the School District notified as to his or her address.
- c. All current fringe benefits shall be granted to teachers on sabbatical leave.

6. Requirements and Status Upon Return From Sabbatical Leave

- a. At the expiration of a sabbatical leave the employee shall be restored to his or her position or to a position of like nature, seniority, status and pay.
- b. If the employee does not remain in the employ of the Jackson County Intermediate School District for two (2) years immediately following his or her return from sabbatical leave, the amount of money which has been paid to the employee during the leave shall be repaid to the Board within a two year period. This rule does not apply in cases wherein the rule is waived by the Board.

- F. Reinstatement rights are subject to the layoff provisions of Article XI.

ARTICLE IX

Employee Evaluation and Progress

A. Process.

1. All certified probationary employees shall be evaluated in writing a minimum of two (2) times each school year by the Assistant Superintendent for Special Education or designee. These evaluations will be accomplished as follows:
 - a. First year prior to December 10 and April 1.
 - b. Second and third year prior to December 10 and March 15.
2. The work performance of all tenured and non-probationary employees shall be evaluated in writing by the Assistant Superintendent for Special Education or designee one (1) time during the school year prior to April 1.
3. All para-professional employees shall be evaluated one time each year by the Assistant Superintendent for Special Education or designee prior to April 1.
4. The Assistant Superintendent for Special Education, or designee, shall evaluate employees. All employees shall be evaluated by direct observation where applicable and by personal conference with the Assistant Superintendent for Special Education, or designee. The completed evaluation form based on any or all of the following: (1) formal scheduled observations; (2) discussion; (3) unscheduled observations; and, (4) other information relating to the employee's performance, will be provided the employee prior to a formal evaluation conference.
5. Following formal scheduled observations, the evaluator will, as soon as possible, provide feedback to the employee pertaining to his/her performance. If the employee and the evaluator mutually agree that a factual inaccuracy is contained in the text of the completed evaluation form, it shall be corrected and a copy of the corrected form provided to the employee within ten (10) working days of the evaluation conference. If mutual agreement is not accomplished, the employee may provide a written response which shall be attached to the written evaluation and placed in the employee's personnel file.
6. Any complaint made against an employee by any parent, student, or other person shall be called to the attention of the employee within ten (10) days after receiving said complaint if it is to be used as the basis for any reprimand, discipline, or discharge.

B. Rights and Responsibilities.

1. As a part of the evaluation process, an employee found to be lacking, shall have the reasons and ways in which the employee is to improve set forth in specific terms. If the next report fails to again mention a specific deficiency, this shall be interpreted to mean that adequate improvement has taken place at the time of said evaluation.
2. If an employee is to be disciplined or reprimanded by the Board or its agents, he/she shall be entitled to have a representative of the Association present.
3. An employee will have the right to review the contents of his/her personnel file originating after original employment and to have a representative of the Association accompany him/her in such review.
4. No material originating after original employment will be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the employee is asked to indicate awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.
5. In no case will an employee of this bargaining unit be evaluated by another employee of the unit, except a professional employee may be consulted by the administrator regarding the evaluation of a para-professional employee assigned to the professional employee.
6. If any employee does not receive an evaluation, it shall be interpreted that his/her work is satisfactory.
7. The Association recognizes that abuse of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by an employee reflect adversely upon the employee's profession, creates undesirable conditions in the school building, and warrants possible disciplinary action. The Board, in recognition of the concept of progressive correction, shall notify the employee in writing of alleged delinquencies, indicate expected correction, and indicate a reasonable period for correction. Alleged breaches of discipline shall be promptly reported to the offending employee. The Association will use its best efforts to correct breaches of professional behavior by an employee.

ARTICLE X

Compensation

- A. The salaries of employees covered by this Agreement are set forth in Appendix A.
- B. An employee's salary shall be determined by placement on the schedule as determined by level of training. All new employees shall be given credit on the salary schedule set forth in Appendix A for full years of experience in any legally recognized school district and/or paid related experience as determined by the Board.

Such credit will be limited to five (5) years on all levels.

- C. Salaries will be paid bi-weekly beginning with the second Friday after the beginning of the school year, and shall be in twenty-six (26) equal installments, unless prior to September 1 written request is made for twenty-one (21) equal payments.
- D. Summer or extended year salaries shall be computed on a daily rate basis.
- E. Fringe benefits shall be provided as set forth in Appendix B.
- F. Employees shall be informed of their placement on the salary schedule in one of the following ways:
 - 1. If issued a contract, step and level will be indicated on the contract.
 - 2. If not issued a contract, step and level will be given in writing prior to the end of the school year.

- G. Length of Work Year.

- 1. The Association and the Board agree to follow the school calendars recommended by the County-Wide Calendar Committee for the 1991-92, 1992-93, and 1993-94 school-years. In each of the three years there shall be 182 student days and 185 staff days, except that, the Severely Mentally Impaired Program and the Severely Multiply Impaired Program shall have 230 student days and 231 staff days. Staff members are in addition obligated for ten (10) inservice hours as detailed in Article XIII.

- H. In-service credit may be accumulated June to June.

ARTICLE XI

Layoff Procedure

- A. In the event it becomes necessary to reduce the number of employees, the Board shall determine which services are to be curtailed or eliminated, taking into consideration the need for services requested by constituent schools and other referral agencies, the financial resources available and the total student population to be served.

The District recognizes its employees as valuable resources. When downsizing or reduction of program services are necessary, the District will seek to provide changes in assignments so as to provide work. This may include transitional assignments. However, it is recognized that it may be necessary to reduce the level of services which may require the reduction of personnel.

- B. The Board shall specify within services designated to be curtailed, the number of positions to be eliminated.
1. In the event staff reduction is necessary, probationary employees and employees with one year or less experience with the district shall be first laid off, unless a qualified (nonprobationary) employee is not available. Those employees possessing the most seniority within the district and appropriate State Board of Education full approval and certification shall be retained.
 2. If further reduction is necessary, then employees may be laid off within the specific service area being reduced, employees with the most seniority and appropriate, valid State Board of Education certification and full approval for the position may be retained. In addition, to be qualified for continued employment, a retained employee shall have had work experience in the full approval area in the position to which he/she is reassigned.
 3. Work experience for purposes of this Article XI shall be defined as a minimum of one school year's work in any legally recognized public school or any institution or organization requiring State of Michigan certification in the approval area for which employed. State certification and/or full approval regulations shall be followed.
- C. Seniority shall be computed from the last date of hire and shall be defined to mean the amount of time continuously employed as a member of the bargaining unit. Time spent on leave for health reasons shall not be construed as a break in continuous service, and seniority shall continue to accrue. The district shall prepare and present to the Association a current seniority list of bargaining unit members by

October 15 of each year. Accompanying the name of each employee on the list shall be the date of last hire and each employee's State Department of Education certification and full approval area(s). Employees with the same date of hire shall have their seniority determined as follows:

1. Present employees who had their seniority rank determined through the 1980-81 letter of understanding shall continue to hold that seniority ranking.
 2. New employees with the same date of hire shall have their ranking determined by participation in a drawing of the name of each employee with the same date of hire. The first name drawn shall appear first on the list. The Association and employees affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected employees and Association representatives to attend.
- D. When a service is restored by the Board, employees on layoff shall be recalled in reverse order of layoff, provided the employee has State Department of Education certification and full approval, (and has worked at least one school year in the area of the vacancy). No new employees shall be employed by the Board while there are employees who are certified and fully approved, and have worked at least one school year in the area of vacancy.
- E. Whenever possible, notice of discontinuance of service shall be given to the employee sixty (60) days prior to the end of the current year. Should staff reduction be necessary during the school year, the affected employee shall receive at least thirty (30) days' notice prior to the effective date of layoff.
- F. Employees assigned to schools, who for reason of strikes or work stoppage or withholding of services are not in session, shall be reassigned by the Assistant Superintendent for Special Education.
- G. The Board shall give written notice of recall from layoff by sending a certified letter to the employee, with a copy to the Association President. The employee shall respond to the notice of recall within five (5) calendar days of receipt. Refusal of acceptance by an employee laid-off from a full-time position, of a position that is half-time or less shall not affect an employee's recall rights to a full-time position.
- H. For purposes of layoff and recall, teacher assistants shall be treated as a total group in that the teacher assistants with the greatest seniority shall be retained, except a physical therapy assistant may replace a junior teacher assistant in another area, but a senior teacher assistant may not replace a junior physical therapy assistant unless the senior teacher assistant has a valid State of Michigan certification and work experience as defined for certified staff.

ARTICLE XII

Paraprofessional Qualifications

- A. Paraprofessional employees shall meet and maintain the legal requirements of the School Code of 1976, as amended, and State Department of Education Rules (R 340, 1701, et seq.), and such other enabling legislation as is applicable to the operation of the Intermediate School District.
- B. Teacher assistants and physical therapy assistants shall be given credit on the salary schedule set forth in Appendix A for full years of experience in any legally recognized school district and/or paid related experience as determined by the Board. Such credit will be limited to not exceed five (5) years.
- C. Any paraprofessional whose work assignment is for the extended school year shall have their total salary computed by using the daily rate. The total shall then be divided into twenty-six (26) pays.
- D. A beginning paraprofessional employee shall complete a satisfactory probationary period of ninety (90) days. During this period said employee is subject to dismissal at the discretion of the Board. Upon completion of probationary period the paraprofessional employee may grieve his/her dismissal.
- E. The Board shall make every reasonable effort to clarify job expectations for paraprofessionals through the use of orientation sessions, individual conference, and written job descriptions where applicable.
- F. Paraprofessionals employed for a longer period of time than the normal school year may, at their option, decline the extended (beyond the regular school year) portion of their assignment by notifying the district in writing on or before May 1 of each year.
- G. The option to decline the extended year shall be limited to two teacher assistants per classroom per year. Those assistants offered the option shall be most senior in length of service with the district and shall be provided the option on a rotating basis. A single listing of teacher assistants working extended programs shall be maintained for seniority purposes.
- H. Vacancies for teacher assistants in extended programs shall be posted for seven (7) days. The Board will select the most qualified applicants from within the district (includes substitutes who have worked for the district during the current school year) to fill the extended year vacancies.

- I. Should insufficient applicants be forthcoming from within the District, the option for declining the extended portion of the school year is no longer valid for those teacher assistants regularly assigned to such programs.

ARTICLE XIII

Employee Improvement

- A. The Board at its discretion may reimburse employees for professional dues up to a maximum of Fifty (\$50) dollars per person per year, provided that such organization(s) is directly related to the employee's field of instruction or assignment. Membership in the J.I.E.A., the M.E.A., and the N.E.A. shall not be reimbursable.
- B. Expenses for the attendance at workshops, conferences and in-service training sessions will be approved for reimbursement in accordance with the criteria listed below:
 - 1. An amount equivalent to Two Hundred (\$200) Dollars per professional staff member and One Hundred (\$100) Dollars per non-certified staff member shall be budgeted each school year, provided the financial resources are available as determined by the Board. Travel to conferences beyond a 150 mile radius shall not be charged against the amounts provided in B, and shall be reimbursed separate therefrom.
 - 2. Application for the use of such monies shall be made directly to the Assistant Superintendent for Special Education or designee.
 - 3. Requests for funds under paragraphs A and B above shall not be withheld, provided financial resources are available, the request relates to the employee's professional work, and the attendance at workshops, conferences, and in-service training sessions under B will not cause serious problems for the employee's program.
- C. Professional business days may be used for any educational purpose with the approval of the Assistant Superintendent for Special Education. The employee planning to use a professional business day shall notify his/her immediate supervisor at least one week in advance of the requested absence. Professional business days shall be used for the purpose of: (1) visitation to view other instructional techniques or programs; and (2) approved conferences, workshops, or seminars. The employee may be requested to file a written report, within one (1) week of attendance at such visitation, conference, workshop or seminar.
- D. Conferences and/or institute fees that exceed One Hundred (\$100) Dollars shall be prepaid by the Intermediate School District. Employees shall submit a detailed estimate of expenses to the School Board one (1) month in advance. The School Board shall authorize prepayment for transportation, meals, lodging and registration fees.

A statement of actual costs, accompanied by receipts, shall be submitted with the next expense voucher so that any difference between the estimated cost advance and actual expenditure can be corrected.

- E. Each staff member shall be responsible for the completion of 10 hours of inservice during the school year. These hours shall be accumulated outside of the normal work day.

A staff member may elect to complete a maximum of ten (10) required hours each year through participation in professional development activities requiring prior administrative approval.

ARTICLE XIV

Grievance Procedure

- A. For purposes of this Agreement, a grievance is defined as any claim or complaint by an employee, by the Association, that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement. All such grievances shall be processed as hereinafter provided.
- B. Matters to be excluded from consideration under the grievance procedure set forth in this Agreement are as follows:
 - 1. The termination of a probationary or tenured employee.
 - 2. The refusal of the Board to re-assign an employee.
 - 3. The placing of any non-tenure employee on a third year of probation.
 - 4. The evaluator's subjective assessment of an employee's performance.
 - 5. Any grievance for which redress is applied for under the Tenure Act.
- C. All time limits herein shall consist of school days. Time limits may be extended only upon mutual consent of the parties. Failure to conform to time limits shall mean acceptance of the position of the last party to respond.
- D. Procedure.
 - 1. Complaint Stage. Any employee or the Association who believes he/she has a grievance shall begin by informally discussing the matter with his/her immediate supervisor or designee within ten (10) school days of its occurrence with the object of informally resolving the matter.
 - 2. Level I (Immediate Supervisor). If not resolved, the complaint must be reduced to writing, signed by the grievant, and filed with his/her immediate supervisor within five (5) school days after such informal discussion. Such statement shall recite the facts alleged, the provision of the Agreement involved, and the relief requested. Within five (5) school days thereafter, the aggrieved employee and immediate supervisor (together with the Assistant Superintendent for Special Education or designee, if either is not the employee's immediate supervisor) and a representative of the Association shall meet to discuss the matter in an effort to resolve it. The immediate supervisor shall indicate disposition of the grievance within five (5) days of such meeting, and shall furnish a copy thereof to the Association president.

3. Level II (Superintendent). If not resolved at Level I, the grievance shall be transmitted to the Superintendent within five (5) days. At this point the Superintendent or designee shall:
 - a. Attempt to resolve the grievance by meeting, within five (5) days of receipt of the appeal, with appropriate persons and/or employees. A written answer to the grievance shall be given to the Association within five (5) days of such meeting; or
 - b. Within five (5) days of receipt of the appeal, refer the grievance in writing to Level III and simultaneously give written notification to the Association of this action.
4. Level III (Board of Education). If not resolved at Level II, the grievance may be submitted to the Board of Education within five (5) school days of the receipt of the written disposition at Level II by delivering the written grievance form together with copies of all materials previously filed, to the Board of Education offices, to the attention of the Secretary of the Board. The Board or an ad hoc committee shall hold a hearing if requested, or, if not requested, give such other consideration as it shall deem appropriate. Disposition of the grievance shall be rendered within twenty (20) school days of the delivery of the grievance to the Board of Education offices. A written copy of such disposition shall be provided to the Association.
5. Level IV (Arbitration). If the alleged grievance is not settled at Level III, the matter may be referred to arbitration by either party, provided that notice to refer is given within twenty (20) school days from the Board's written decision at Level III. If within five (5) days the Board and the Association cannot agree upon a mutually acceptable arbitrator, the arbitrator shall then be selected according to the Rules of the American Arbitration Association.
 - a. In the event that a grievance arises which requires a speedy resolution, the parties may mutually elect, at Level III of this procedure, to appeal the grievance to arbitration under the American Arbitration Association rules for expedited arbitration.
 - b. The arbitrator shall hear the grievance and render the decision within thirty (30) days from the close of the hearing, setting forth in writing the findings and conclusions with respect to the issues submitted to arbitration. The arbitrator's decision shall be final and binding upon the Board, the Association, and the employee's involved.

c. The arbitrator shall have the power and authority as set forth herein:

- 1) It is expressly agreed that the power and authority of the arbitrator shall be limited in each case to the resolution of the question submitted. It is further specifically agreed that the arbitrator shall have no power to add to, subtract from, or modify, any of the terms of this Agreement; nor shall the arbitrator substitute his/her discretion for that of the Board or the Association where such discretion has been retained by the Board or the Association; nor shall the arbitrator exercise any responsibility or function of the Board or of the Association. The decision of the arbitrator shall be final and binding on both parties and the employee or employees involved.
- 2) No more than one grievance may be considered by the arbitrator in the same hearing, except upon expressed written mutual consent and then only if they are similar in nature.
- 3) The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
- 4) No decision in any one case shall require a retroactive adjustment in any other case.
- 5) The arbitrator shall have no power to rule on any of the exclusions listed in B of this article nor any claim or complaint for which there is another remedial procedure or form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act (Act IV, Public Acts, Extra Session, of 1937 of Michigan, as amended).

E. If any individual employee has a personal complaint and desires to discuss the complaint with his/her immediate supervisor, the employee is free to do so without pursuing this grievance procedure.

F. An individual employee who wishes to drop a grievance may do so without interference from the Association.

ARTICLE XV

Miscellaneous Provisions

- A. This Agreement shall constitute the full and complete commitments between both the parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.
- B. Any individual contract between the Board and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered a part of the established policies of the Board.
- D. If an employee feels adequate disposition has not taken place on matters that are not subject to the grievance procedures, the employee may request a hearing before the Board and may be accompanied by Association representation.
- E. Reimbursement for Travel Costs.
 - 1. Mileage to be Counted.
 - a. Itinerant Personnel - Employees given an assignment which results in regular additional daily mileage greater than the distance from home to the Educational Service Center or the nearest school within the district or districts to which they are assigned shall be reimbursed for those additional miles at the rate established in this Article. The same procedure applies for returning from work to home.
 - b. Personnel Assigned to One Building - These employees shall not be reimbursed for mileage between their home and work assignments.
 - 2. Mileage reimbursement shall be at the IRS rate and shall be established August 15 of each year.
 - 3. Mileage shall be submitted on the official voucher form by the tenth (10th) day of the month following the month for which mileage reimbursement is claimed.

- a. All vouchers shall be approved by the employee's immediate supervisor.
 - b. Claims submitted after the tenth (10th) day of the month shall be processed with the next month's claim.
4. The Board reserves the right to, at its discretion, furnish transportation for any staff member at any time. Employees shall be required to use a Board assigned vehicle for work related duties when so assigned.
- F. Substitutes may be placed in a bargaining unit position when a unit member is unable to perform his/her duties. The Employer will consult with the Association prior to substitute placement for any other reason.

ARTICLE XVI

Continuity of Operation

- A. Both parties recognize the desirability of continuous operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operation.
- B. The Association agrees it will not engage in or assist in any strike as defined by Section 1 of the Public Employment Relations Act.
- C. The parties agree they will not engage in any unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

ARTICLE XVII

Joint Instructional Policies Advisory Council for Special Education

- A. There is hereby established a Joint Instructional Policies Advisory Council for Special Education consisting of three (3) representatives of the Association appointed by the president of the Association with the approval of the Executive Board and three (3) representatives of the Board of Education appointed by the Director for Special Education. Co-chairs shall be selected at the first session and alternate duties as chair-person.

The Council shall meet at least once a month during the regular school day on Friday and advise the Board and the Association on mutually agreed upon subjects relating to the delivery of Special Education programs, services and staffing for delivery of services.

- B. The Joint Instructional Policies Advisory Council may appoint such joint professional studies subcommittees as are deemed necessary.

ARTICLE XVIII

Duration of Agreement

- A. This Agreement shall be in effect and full force on August 15, 1991 and shall continue in effect through August 14, 1994. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. No other organization may ask for exclusive bargaining rights during the fixed duration of this Agreement.
- C. All other provisions of the 1991-1994 Agreement shall be as in the 1983-86 Agreement as modified.

JACKSON COUNTY EDUCATION ASSOCIATION

BOARD OF EDUCATION, JACKSON COUNTY
INTERMEDIATE SCHOOL DISTRICT

By: Marcy Hartung
President, Jackson Intermediate
Education Association

By: A. M. Howard
President, Board of Education

By: Roger A. Perry
President, Jackson County
Education Association

By: Guadalupe B. Hartz
Secretary, Board of Education

Dated: May 15, 1991

APPENDIX A

SALARY SCHEDULE - 1991-92

The salary schedule for 1991-92 shall be the 1990-91 salary schedule increased at each step and level by five point nine percent (5.9%).

SALARY SCHEDULE - 1992-93

The salary schedule for 1992-93 shall be the 1991-92 salary schedule increased at each step and level by six percent (6%).

SALARY SCHEDULE - 1993-94

The salary schedule for 1993-94 shall be the 1992-93 salary schedule increased at each step and level by six point one percent (6.1%).

APPENDIX A-1
Salary Schedule
1991-92

185 Days Employment plus 10 Hours In-service

Step	Non-Certified Assistant		Certified				
	Teacher	Physical Therapist	Level 1	Level 2	Level 3	Level 4	Level 5
1	12,373	15,530	25,276	27,137	28,998	30,595	32,189
2	13,320	16,589	26,723	28,786	30,718	32,411	34,132
3	14,493	17,887	28,170	30,432	32,444	34,229	36,075
4	15,670	19,175	29,621	32,085	34,162	36,049	38,018
5	16,853	20,465	31,066	33,778	35,886	37,867	39,960
6	18,028	21,761	32,514	35,464	37,609	39,687	41,901
7	19,200	23,051	33,965	37,031	39,331	41,502	43,845
8	20,613	24,574	35,416	38,683	41,050	43,321	45,784
9			36,862	40,332	42,771	45,145	47,729
10			38,313	41,984	44,496	46,961	49,667
11			39,759	43,629	46,218	48,782	51,610
12			41,211	45,281	47,941	50,602	53,552

Level 1: Bachelor's Degree

Level 2: Master's Degree or 30 Semester Hours of Graduate Work

Level 3: 60 Semester Hours of Graduate Work

Level 4: 90 Semester Hours of Graduate Work

Level 5: Doctorate

Daily rate shall be computed by dividing by 187.

APPENDIX A-2
Salary Schedule
1992-93

185 Days Employment plus 10 Hours In-service

<u>Steps</u>	<u>Non-Certified Assistant</u>		<u>Certified</u>				
	<u>Teacher</u>	<u>Physical Therapist</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
1	13,115	16,462	26,793	28,765	30,738	32,431	34,120
2	14,119	17,584	28,326	30,513	32,561	34,356	36,180
3	15,363	18,960	29,860	32,258	34,391	36,283	38,240
4	16,610	20,326	31,398	34,010	36,212	38,212	40,299
5	17,864	21,693	32,930	35,805	38,039	40,139	42,358
6	19,110	23,067	34,465	37,592	39,866	42,068	44,415
7	20,352	24,434	36,003	39,253	41,691	43,992	46,476
8	21,850	26,048	37,541	41,004	43,513	45,920	48,531
9			39,074	42,752	45,337	47,854	50,593
10			40,612	44,503	47,166	49,779	52,647
11			42,145	46,247	48,991	51,709	54,707
12			43,684	47,998	50,817	53,638	56,765

Level 1: Bachelor's Degree

Level 2: Master's Degree or 30 Semester Hours of Graduate Work

Level 3: 60 Semester Hours of Graduate Work

Level 4: 90 Semester Hours of Graduate Work

Level 5: Doctorate

Daily rate shall be computed by dividing by 187.

APPENDIX A-3
Salary Schedule
1993-94

185 Days Employment plus 10 Hours In-service

Steps	Non-Certified Assistant		Certified				
	Teacher	Physical Therapist	Level 1	Level 2	Level 3	Level 4	Level 5
1	13,915	17,466	28,427	30,520	32,613	34,409	36,201
2	14,980	18,657	30,054	32,374	34,547	36,452	38,387
3	16,300	20,117	31,681	34,226	36,489	38,496	40,573
4	17,623	21,566	33,313	36,085	38,421	40,543	42,757
5	18,954	23,016	34,939	37,989	40,359	42,587	44,942
6	20,276	24,474	36,567	39,885	42,298	44,634	47,124
7	21,593	25,924	38,199	41,647	44,234	46,676	49,311
8	23,183	27,637	39,831	43,505	46,167	48,721	51,491
9			41,458	45,360	48,103	50,773	53,679
10			43,089	47,218	50,043	52,816	55,858
11			44,716	49,068	51,979	54,863	58,044
12			46,349	50,926	53,917	56,910	60,228

Level 1: Bachelor's Degree

Level 2: Master's Degree or 30 Semester Hours of Graduate Work

Level 3: 60 Semester Hours of Graduate Work

Level 4: 90 Semester Hours of Graduate Work

Level 5: Doctorate

Daily rate shall be computed by dividing by 187.

APPENDIX B

FRINGE BENEFITS

Association members shall select and be eligible for benefits during this Agreement in one of the following plans:

PLAN I

- A. Super Care 1, deductible paid by Board the first two years and the employee in the third year
- B. Long Term Disability Insurance
 - 66-2/3% of salary
 - 90 calendar days modified fill
 - \$2,500 maximum
 - Freeze on offsets
 - Alcoholism/drug addiction - 2 year
 - Mental/nervous same as any other illness
- C. Delta Dental - current level
- D. Vision Insurance - current level
- E. Term Life Insurance \$30,000

PLAN II

- A. \$125.00 per month to be applied to insurance option or Tax Sheltered Annuity.
- B-E. Same as above

MESSA Pac for the first year of the contract, 1991-92.

The above benefits for less than full-time employees shall be prorated. For example, a half-time employee would receive one-half benefits of a full-time employee.

The Board reserves the right to select the insurance carrier to provide benefits equivalent to those specified in Plans I and II, but this provision shall not be operative during the term of this Agreement, except that, should the cost of health insurance premiums rise ten percent (10%) or more over the premium costs in effect the same calendar date of the previous year, the Board may elect to change carriers. The Board agrees not to participate in a self funded or a third party self funded insurance program for the duration of this Agreement.

Prior to any changes in insurance carriers, the Board will provide the Association with the opportunity for consultative input.

Where spouses are both employed by the Jackson County Intermediate School District, one employee may select the plan including Health Insurance and the other the option to Health Insurance.

JCISD SPECIAL EDUCATION
RECOMMENDED 1991-92 SCHOOL CALENDAR

						No. Days								No. Days	
M	T	W	TH	F		Student/Staff	Staff Only	M	T	W	TH	F		Student/Staff	Staff Only
<u>AUGUST</u>								<u>JANUARY</u>							
26	27	28	29	30		4	5	20	21	22	23	24		5	5
<u>SEPTEMBER</u>								27	28	29	30	31		5	5
2	3	4	5	6		4	4	<u>FEBRUARY</u>							
9	10	11	12	13		5	5	3	4	5	6	7		5	5
16	17	18	19*	20		5	5	10	11	12	13	14		5	5
23	24	25	26	27		5	5	17	18	19	20	21		5	5
30						1	1	24	25	26	27	28		5	5
<u>OCTOBER</u>								<u>MARCH</u>							
	1	2	3	4		4	4	2	3	4	5	6		5	5
7	8	9	10	11		5	5	9	10	11	12	13		5	5
14	15	16	17	18		5	5	16	17	18	19	20		5	5
21	22	23	24	25		5	5	23	24	25	26	27		5	5
28	29	30	31			4	4	30	31					0	0
<u>NOVEMBER</u>								<u>APRIL</u>							
				1		1	1		1	2	3			0	0
4	5	6	7	8		5	5	6	7	8	9	10		5	5
11	12	13	14	15		5	5	13	14	15	16	17		4	4
18	19	20	21	22		5	5	20	21	22	23	24		5	5
25	26	27	28	29		3	3	27	28	29	30			4	4
<u>DECEMBER</u>								<u>MAY</u>							
2	3	4	5	6		5	5					1		1	1
9	10	11	12	13		5	5	4	5	6	7	8		5	5
16	17	18	19	20		5	5	11	12	13	14	15		5	5
23	24	25	26	27		0	0	18	19	20	21	22		5	5
30	31					0	0	25	26	27	28	29		4	4
<u>JANUARY</u>								<u>JUNE</u>							
		1	2	3		0	0	1	2	3	4	*5		4	5
6	7	8	9	10		5	5	8	9	10	11	12			
13	14	15	16	17		4	5								
<u>TOTAL</u>						90	92	<u>TOTAL</u>						92	93
								<u>GRAND TOTAL</u>						182	185

* Torrant Record Day

○ STAFF ONLY

□ STAFF/STUDENT VACATION

JCISD SEVERELY MENTALLY IMPAIRED (SMI)
RECOMMENDED 1991-92 SCHOOL CALENDAR

						No Days								No Days	
M	T	W	TH	F		Student/Staff	Staff Only	M	T	W	TH	F		Student/Staff	Staff Only
<u>AUGUST</u>								<u>FEBRUARY</u>							
(26)	27	28	29	30		4	5	17	18	19	20	21		5	5
<u>SEPTEMBER</u>								24	25	26	27	28		5	5
(2)	3	4	5	6		4	4	<u>MARCH</u>							
9	10	11	12	13		5	5	2	3	4	5	6		5	5
16	17	18	19	*20		5	5	9	10	11	12	13		5	5
23	24	25	26	27		5	5	16	17	18	19	20		5	5
30						1	1	23	24	25	26	27		5	5
<u>OCTOBER</u>								(30)	(31)					0	0
	1	2	3	4		4	4	<u>APRIL</u>							
7	8	9	10	11		5	5		(1)	(2)	(3)			0	0
14	15	16	17	18		5	5	6	7	8	9	10		5	5
21	22	23	24	25		5	5	13	14	15	16	(17)		4	4
28	29	30	31			4	4	20	21	22	23	24		5	5
<u>NOVEMBER</u>								27	28	29	30			4	4
				1		1	1	<u>MAY</u>							
4	5	6	7	8		5	5					1		1	1
11	12	13	14	15		5	5	4	5	6	7	8		5	5
18	19	20	21	22		5	5	11	12	13	14	15		5	5
25	26	27	(28)	(29)		3	3	18	19	20	21	22		5	5
<u>DECEMBER</u>								(25)	26	27	28	29		4	4
2	3	4	5	6		5	5	<u>JUNE</u>							
9	10	11	12	13		5	5	1	2	3	4	*5		5	5
16	17	18	19	20		5	5	8	9	10	11	12		5	5
(23)	(24)	(25)	(26)	(27)		0	0	15	16	17	18	19		5	5
(30)	(31)					0	0	22	23	24	25	26		5	5
<u>JANUARY</u>								29	30					2	2
		(1)	(2)	(3)		0	0	<u>JULY</u>							
6	7	8	9	10		5	5			1	2	3		2	2
13	14	15	16	17		5	5	6	7	8	9	10		5	5
20	21	22	23	24		5	5	13	14	15	16	17		5	5
27	28	29	30	31		5	5	20	21	22	23	24		5	5
<u>FEBRUARY</u>								27	28	29	30	31		5	5
3	4	5	6	7		5	5	<u>AUGUST</u>							
10	11	12	13	14		5	5	3	4	5	6	7		5	5
<u>TOTAL</u>						111	112	10	11					2	2
								<u>TOTAL</u>						119	119
								<u>GRAND TOTAL</u>						230	231

* Torrant Record Day

** Start of Summer Program

☐ STAFF ONLY

☐ STAFF/STUDENT VACATION

JCISD SPECIAL EDUCATION
RECOMMENDED 1992-93 SCHOOL CALENDAR

					No. Days							No. Days	
M	T	W	TH	F	Student/Staff	Staff Only	M	T	W	TH	F	Student/Staff	Staff Only
<u>AUGUST</u>							<u>JANUARY</u>						
31					0	1	25	26	27	28	29	5	5
<u>SEPTEMBER</u>							<u>FEBRUARY</u>						
	1	2	3	4	4	4	1	2	3	4	5	5	5
7	8	9	10	11	4	4	8	9	10	11	12	5	5
14	15	16	17	*18	5	5	15	16	17	18	19	5	5
21	22	23	24	25	5	5	22	23	24	25	26	5	5
28	29	30			3	3	<u>MARCH</u>						
<u>OCTOBER</u>							1	2	3	4	5	5	5
		1	2		2	2	8	9	10	11	12	5	5
5	6	7	8	9	5	5	15	16	17	18	19	5	5
12	13	14	15	16	5	5	22	23	24	25	26	5	5
19	20	21	22	23	5	5	29	30	31			3	3
26	27	28	29	30	5	5	<u>APRIL</u>						
<u>NOVEMBER</u>									1	2		2	2
2	3	4	5	6	5	5	5	6	7	8	9	0	0
9	10	11	12	13	5	5	12	13	14	15	16	5	5
16	17	18	19	20	5	5	19	20	21	22	23	5	5
23	24	25	26	27	3	3	26	27	28	29	30	5	5
30					1	1	<u>MAY</u>						
<u>DECEMBER</u>							3	4	5	6	7	5	5
	1	2	3	4	4	4	10	11	12	13	14	5	5
7	8	9	10	11	5	5	17	18	19	20	21	5	5
14	15	16	17	18	5	5	24	25	26	27	28	5	5
21	22	23	24	25	0	0	31					0	0
28	29	30	31		0	0	<u>JUNE</u>						
<u>JANUARY</u>							1	2	3	4		4	4
			1		0	0	7	8	9	10	*11	3	4
4	5	6	7	8	5	5	14	15	16	17	18		
11	12	13	14	15	5	5	<u>TOTAL</u>					92	93
18	19	20	21	22	4	5	<u>GRAND TOTAL</u>					182	185
<u>TOTAL</u>					90	92							

* Torrant Record Day

○ STAFF ONLY

□ STAFF/STUDENT VACATION

JCISD SEVERELY MENTALLY IMPAIRED (SMI)
RECOMMENDED 1992-93 SCHOOL CALENDAR

					No. Days							No. Days	
M	T	W	TH	F	Student/Staff	Staff Only	M	T	W	TH	F	Student/Staff	Staff Only
<u>AUGUST</u>							<u>FEBRUARY</u>						
(31)					0	1	15	16	17	18	19	5	5
<u>SEPTEMBER</u>							22	23	24	25	26	5	5
	1	2	3	4	4	4	<u>MARCH</u>						
7	8	9	10	11	4	4	1	2	3	4	5	5	5
14	15	16	17	18	5	5	8	9	10	11	12	5	5
21	22	23	24	25	5	5	15	16	17	18	19	5	5
28	29	30			3	3	22	23	24	25	26	5	5
<u>OCTOBER</u>							29	30	31			3	3
		1	2		2	2	<u>APRIL</u>						
5	6	7	8	9	5	5				1	2	2	2
12	13	14	15	16	5	5	5	6	7	8	9	0	0
19	20	21	22	23	5	5	12	13	14	15	16	5	5
26	27	28	29	30	5	5	19	20	21	22	23	5	5
<u>NOVEMBER</u>							26	27	28	29	30	5	5
2	3	4	5	6	5	5	<u>MAY</u>						
9	10	11	12	13	5	5	3	4	5	6	7	5	5
16	17	18	19	20	5	5	10	11	12	13	14	5	5
23	24	25	26	27	3	3	17	18	19	20	21	5	5
30					1	1	24	25	26	27	28	5	5
<u>DECEMBER</u>							31					0	0
	1	2	3	4	4	4	<u>JUNE</u>						
7	8	9	10	11	5	5		1	2	3	4	4	4
14	15	16	17	18	5	5	7	8	9	10	11	5	5
21	22	23	24	25	0	0	14	15	16	17	18	5	5
28	29	30	31		0	0	21	22	23	24	25	5	5
<u>JANUARY</u>							28	29	30			3	3
				1	0	0	<u>JULY</u>						
4	5	6	7	8	5	5				1	2	2	2
11	12	13	14	15	5	5	5	6	7	8	9	5	5
18	19	20	21	22	5	5	12	13	14	15	16	5	5
25	26	27	28	29	5	5	19	20	21	22	23	5	5
<u>FEBRUARY</u>							25	26	27	28	29	5	5
1	2	3	4	5	5	5	<u>AUGUST</u>						
8	9	10	11	12	5	5	2	3	4	5	6	5	5
<u>TOTAL</u>					106	107	9	10	11	12	13	5	5
							<u>TOTAL</u>					124	124
							<u>GRAND TOTAL</u>					230	231

* Torrant Record Day

** Start of Summer Program

☐ STAFF ONLY

☐ STAFF/STUDENT
VACATION -47-

JCISD SPECIAL EDUCATION
RECOMMENDED 1993-94 SCHOOL CALENDAR

					No. Days							No. Days	
M	T	W	TH	F	Student/Staff	Staff Only	M	T	W	TH	F	Student/Staff	Staff Only
<u>AUGUST</u>							<u>JANUARY</u>						
(30)	31				1	2	24	25	26	27	28	5	5
<u>SEPTEMBER</u>							31					1	1
		1	2	3	3	3	<u>FEBRUARY</u>						
6	7	8	9	10	4	4		1	2	3	4	4	4
13	14	15	16	17	5	5	7	8	9	10	11	5	5
20	21	22	23	24	5	5	14	15	16	17	18	5	5
27	28	29	30		4	4	21	22	23	24	24	5	5
<u>OCTOBER</u>							28					1	1
				1	1	1	<u>MARCH</u>						
4	5	6	7	8	5	5		1	2	3	4	4	4
11	12	13	14	15	5	5	7	8	9	10	11	5	5
18	19	20	21	22	5	5	14	15	16	17	18	5	5
25	26	27	28	29	5	5	21	22	23	24	25	5	5
<u>NOVEMBER</u>							28	29	30	31		4	4
1	2	3	4	5	5	5	<u>APRIL</u>						
8	9	10	11	12	5	5					1	1	1
15	16	17	18	19	5	5	4	5	6	7	8	0	0
22	23	24	25	26	3	3	11	12	13	14	15	5	5
29	30				2	2	18	19	20	21	22	5	5
<u>DECEMBER</u>							25	26	27	28	29	5	5
		1	2	3	3	3	<u>MAY</u>						
6	7	8	9	10	5	5	2	3	4	5	6	5	5
13	14	15	16	17	5	5	9	10	11	12	13	5	5
20	21	22	23	24	0	0	16	17	18	19	20	5	5
27	28	29	30	31	0	0	23	24	25	26	27	5	5
<u>JANUARY</u>							30	31				1	1
3	4	5	6	7	5	5	<u>JUNE</u>						
10	11	12	13	14	5	5			1	2	3	3	3
17	18	19	20	(21)	4	5	6	7	8	9	10	3	4
<u>TOTAL</u>					90	92	13	14	15	16	17		
							<u>TOTAL</u>					92	93
							<u>GRAND TOTAL</u>					182	185

* Torrant Record Day

○ STAFF ONLY

□ STUDENT/STAFF
VACATION

**JCISD SEVERELY MENTALLY IMPAIRED (SMI)
RECOMMENDED 1993-94 SCHOOL CALENDAR**

						No. Days								No. Days	
M	T	W	TH	F		Student/Staff	Staff Only	M	T	W	TH	F		Student/Staff	Staff Only
<u>AUGUST</u>								<u>FEBRUARY</u>							
30	31					1	2	14	15	16	17	18		5	5
<u>SEPTEMBER</u>								21	22	23	24	25		5	5
	1	2	3			3	3	28						1	1
6	7	8	9	10		4	4	<u>MARCH</u>							
13	14	15	16	17		5	5		1	2	3	4		4	4
20	21	22	23	24		5	5	7	8	9	10	11		5	5
27	28	29	30			4	4	13	14	15	16	17		5	5
<u>OCTOBER</u>								21	22	23	24	25		5	5
				1		1	1	28	29	30	31			4	4
4	5	6	7	8		5	5	<u>APRIL</u>							
11	12	13	14	15		5	5					1		0	0
18	19	20	21	22		5	5	4	5	6	7	8		0	0
25	26	27	28	29		5	5	11	12	13	14	15		5	5
<u>NOVEMBER</u>								18	19	20	21	22		5	5
1	2	3	4	5		5	5	25	26	27	28	29		5	5
8	9	10	11	12		5	5	<u>MAY</u>							
15	16	17	18	19		5	5	2	3	4	5	6		5	5
22	23	24	25	26		3	3	9	10	11	12	13		5	5
29	30					2	2	16	17	18	19	20		5	5
<u>DECEMBER</u>								23	24	25	26	27		5	5
	1	2	3			3	3	30	31					1	1
6	7	8	9	10		5	5	<u>JUNE</u>							
13	14	15	16	17		5	5			1	2	3		3	3
20	21	22	23	24		0	0	6	7	8	9	10		5	5
27	28	29	30	31		0	0	13	14	15	16	17		5	5
<u>JANUARY</u>								20	21	22	23	24		5	5
3	4	5	6	7		5	5	27	28	29	30			4	4
10	11	12	13	14		5	5	<u>JULY</u>							
17	18	19	20	21		5	5					1		1	1
24	25	26	27	28		5	5	4	5	6	7	8		4	4
31						1	1	11	12	13	14	15		5	5
<u>FEBRUARY</u>								18	19	20	21	22		5	5
	1	2	3	4		4	4	25	26	27	28	29		5	5
7	8	9	10	11		5	5	<u>AUGUST</u>							
<u>TOTAL</u>						106	107	1	2	3	4	5		5	5
								8	9	10	11	12		5	5
								15	16					2	2
								<u>TOTAL</u>						124	124
								<u>GRAND TOTAL</u>						230	231

* Torrant Record Day

** Start of Summer Program

○ STAFF ONLY

□ STAFF/STUDENT VACATION

-49-

* Torrant Record Day
** Start of Summer Program

☐ STAFF ONLY

☐ STAFF/STUDENT
VACATION

MEMORANDUM OF AGREEMENT
MEDICALLY FRAGILE STUDENTS

A. Definition

School health services to be provided to a medically fragile student will be defined by the Medically Fragile Review Committee.

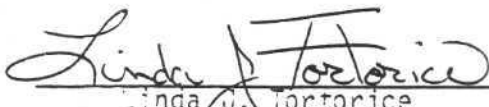
B. Assignment of School Health Services


Assignment of school health services to be provided medically fragile students will be determined by the Medically Fragile Review Committee on a case-by-case basis, taking into consideration such things, as the type of services, training needed, the safety of the students, etc. The Medically Fragile Review Committee will also identify those school services to be provided by a Medically Fragile Assistant. No bargaining unit member, except a Medically Fragile Assistant, shall be required to provide those school health services identified to be provided by a Medically Fragile Assistant, except in a emergency situation.

C. Training

School health services training for a medically fragile student will be determined by the Medically Fragile Review Committee. The bargaining unit member to provide the school health services shall attend this training and other bargaining unit members with prior supervisory approval may attend as class size permits. Bargaining unit members, with prior supervisory approval, may attend inservice training, offered by the District, in basic CPR, and first aide, basis characteristics of student in all handicapped categories. Such inservice training will be made available based on need and resources, as determined by the Employer. The training may be credited towards the 10 hours of inservice provided in Article X and XIII, where the inservice is attended outside the employer's work schedule.

- D. This memorandum shall be effective during the term of the 1991-1994 Master Agreement between the Jackson Intermediate Education Association and the Jackson County Intermediate School District beginning August 15, 1991.


Linda G. Tortorice
Director of Human Resources
and Legal Counsel


Sue O'Hara
Uniserv Director, J.C.E.A.

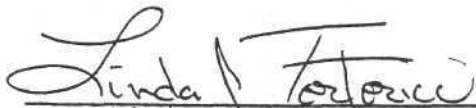
5/22/91
Date

5/22/91
Date

MEMORANDUM OF AGREEMENT

The Jackson County Intermediate School District and the Jackson Intermediate Education Association agree to the following regarding Teacher Assistant/Medically Fragile Attendant positions:

1. A new category for non-certified assistants shall be created. This new job classification, Teacher Assistant/Medically Fragile Attendant, will have the same compensation level as a Teacher Assistant.
2. Minimum qualifications for the Teacher Assistant/Medically Fragile Attendant position will be a LPN certification and two years of work experience conditioned upon annual and continual enrollment and completion of six semester hours of college credit towards two years of college credit (60 semester hours). Preferred qualifications are a LPN certificate and a total of two years of college.
3. Seniority, per Article XI, Layoff Provisions of the Master Agreement, shall transfer to the Teacher Assistant category. However, a Teacher Assistant's seniority will not transfer to the Teacher Assistant/Medically fragile Attendant category unless such employee has the prerequisite qualification of #2 above.
4. This memorandum shall be effective during the term of the 1991-94 Master Agreement between the Jackson Intermediate Education Association and Jackson County Intermediate School District beginning August 15, 1991.


Linda J. Tortorice
Director of Human Resources

5/22/91
Date


Sue O'Hara
Uniserv Director, J.C.E.A.

5/22/91
Date

LETTER OF UNDERSTANDING

May 6, 1991

Dear Ms. Hartung:

During the 1991 negotiations, the Jackson Intermediate Education Association has expressed a concern for reprisals directed towards employees because of claims or complaints pursued through the grievance procedure and for maintaining the confidentiality of employees.

The District does not support reprisals arising from employees' involvement in grievances. We are interested in being informed of any such situation so that it may be addressed. Employees are encouraged to discuss these situations with their supervisor, the Director of Special Education, and/or the Director of Human Resources. If it cannot be satisfactorily resolved at this level, then the situation will be presented to the Superintendent. An alternative is for the situation to be discussed by the Joint Instructional Policies Advisory Council for Special Education (Article XVII).

The District feels it is in the best interest of its employees and the District for employees to express their concerns to their supervisor, the Director of Special Education, or the Director of Human Resources and we hope that employees will continue to take advantage of this informal and effective method of problem solving.

Sincerely,

A handwritten signature in cursive script that reads "Linda J. Tortorice". The signature is written in dark ink and is positioned above the typed name and title.

Linda J. Tortorice, Director of
Human Resources and Legal Counsel

