

**2023-2024 EMPLOYMENT HANDBOOK**

**BURT TOWNSHIP TEACHERS**

## 1. Expectations and Responsibilities

- A. Teachers are expected to exercise reasonable care as to the safety of pupils and property of pupils. The Board is not responsible for any loss or damage of any such property when such loss or damage is due to the teacher's negligence, which is defined as failure to exercise the reasonable care which situations or circumstances demand.
- B. The Board has responsibility and authority to manage and direct, on behalf of the public, all operations and activities of the school district to the full extent authorized by law.

## 2. Leave of Absence

- A. *Illness*. All teachers absent from duty because of personal illness or illness in the immediate family, which shall include, parent, sibling, spouse, life partner, child, parent-in-law, grandparent, and other relative living in the same household as a member of the family unit, shall be granted ten (10) days sick leave per year, accumulative to two hundred (200) days for teachers hired before July 1, 2017. For teachers hired after July 1, 2018, accumulation is limited to one hundred (100) days.
  - i. The Board reserves the right to request medical certification for absences due to illness in excess of three (3) consecutive days.
  - ii. Each teacher may request written notice at the beginning of the school year as to the amount of sick leave he/she has accumulated.
- B. *Personal Business*. Teachers shall receive three (3) non-accumulative personal business days per school year.
  - i. Not more than one (1) teacher may be granted personal business leave for any given day as authorized by the Superintendent.
  - ii. Request for the use of personal days must be submitted in writing to the Superintendent five (5) days in advance of the anticipated absence except in case of emergency.
  - iii. If the nature of the leave is classified as an emergency, the absence report should be submitted at the earliest possible time.
  - iv. Approval of personal leave is contingent on the securing of an acceptable substitute for the teacher.
  - v. If two (2) teachers request a personal leave day on the same day, the process for selection will be on a first – come request basis.
  - vi. Personal leave may not be requested for the week before Winter or Spring break or two (2) weeks before the last day of school unless in an emergency situation or as authorized by the Superintendent.
  - vii. Any requests for personal days beyond 3 will be deducted from the teacher's salary based on a formulated daily amount (ie. docked pay).

- C. *Bereavement.* The teacher may take a maximum of five (5) days per death of an immediate family member at the time of the death. Immediate family is interpreted as parent, spouse, life partner, grandparent, child, step-child, sibling of a teacher or the teacher’s spouse, or a relative living in the household. One of these days must be for the funeral.
- D. All other leaves including, but not limited to, military service, jury duty, sabbatical, child care, and any qualifying FMLA event shall be governed by the appropriate board policy and state and federal law.

**3. Salary Schedule and Compensation**

A. The salary schedule is based on the weekly teaching assignments according to the accepted school calendar.

B. Each pay period, the teacher shall receive the following information:

I. Gross Pay

II. Itemization of deductions including:

- Federal Income Tax
- State Income Tax
- Social Security
- MPSERS Contribution
- Insurance cap differential, as applicable
- Other deductions to be limited to whatever number that can be accommodated by current payroll processing programs.

C. Salary Schedule

**2023-2024**

Year of Teaching Step	Step Increase	BA/BS Salary	MA Salary	MA Salary
0	1.00	\$40,000.00	1.00	\$45,000.00
1	1.03	\$41,200.00	1.03	\$46,350.00
2	1.06	\$42,400.00	1.06	\$47,700.00
3	1.09	\$43,600.00	1.09	\$49,050.00
4	1.12	\$44,800.00	1.12	\$50,400.00

5	1.15	\$46,000.00	1.15	\$51,750.00
6	1.18	\$47,200.00	1.18	\$53,100.00
7	1.20	\$48,000.00	1.20	\$54,000.00
8	1.22	\$48,800.00	1.22	\$54,900.00
9	1.24	\$49,600.00	1.24	\$55,800.00
10	1.28	\$51,200.00	1.28	\$57,600.00
11	1.33	\$53,200.00	1.33	\$59,850.00
12	1.33	\$53,200.00	1.33	\$59,850.00
13	1.33	\$53,200.00	1.33	\$59,850.00
14	1.33	\$53,200.00	1.33	\$59,850.00
15*	1.37	\$54,800.00	1.37	\$61,650.00
16	1.37	\$54,800.00	1.37	\$61,650.00
17	1.37	\$54,800.00	1.37	\$61,650.00
18	1.37	\$54,800.00	1.37	\$61,650.00
19	1.37	\$54,800.00	1.37	\$61,650.00
20*	1.41	\$56,400.00	1.41	\$63,450.00
21	1.41	\$56,400.00	1.41	\$63,450.00
22	1.41	\$56,400.00	1.41	\$63,450.00
23	1.41	\$56,400.00	1.41	\$63,450.00
24	1.41	\$56,400.00	1.41	\$63,450.00
25* & Beyond	1.45	\$58,000.00	1.45	\$65,250.00

\*3% Increase per step 1-6

\*2% Increase per step 7-9

\*4% Increase at 10

\*5% Increase at 11

\*4% Increase at 15

\*4% Increase at 20 and 25

D.

D. Terminal Leave Pay

Upon retirement and becoming eligible for retirement benefits under the Michigan Public School Employees Retirement Act, the District shall pay to each teacher \$25 for each unused sick leave day accumulated as a teacher for the District. Receipt of this benefit, however, is strictly limited to eligible teachers who submit to the Superintendent a written resignation (effective at the end of that school year) no later than March 31.

#### **i.4. Teaching Hours and Work Days**

A. Teaching Hours

ii. The teacher's hours of work shall be as designated by the Board. Teachers shall be required to report to school fifteen (15) minutes before their first assigned duty begins and are required to remain at school for fifteen (15) minutes after their last assigned duty ends. Teachers shall be released on Fridays and days before holidays as soon as school is dismissed. The District shall set the calendar each year. All teachers shall have a 30-minute duty free lunch period.

B. Staff meetings may be called by the Administration, provided a one (1) day notice is given.

C. Professional development training sessions will be scheduled according to current Michigan Department of Education requirements. Sessions may be scheduled by the Administration provided reasonable notice is given.

D. New teachers will participate in professional development and the mentoring process. An experienced teacher will be assigned as a mentor.

E. Each teacher may, dependent upon resources, be given the opportunity to attend at least two (2) conferences, workshops, or seminars during the school year with prior approval from the principal.

F. The following legal holidays shall be observed and schools will be closed:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

#### **5. Teacher Evaluation**

A. The District will implement a locally-determined annual performance evaluation system for all teachers in compliance with the Michigan Revised School Code. The evaluation's primary purpose is to improve instruction and performance.

B. After each formal teacher evaluation, the evaluator will conduct a conference with the teacher in a timely manner.

C. A locally-determined annual performance based compensation method will be developed for all teachers. See Board Policy \_\_\_\_

**6. Student Discipline and Teacher Support**

A. The Board and Administration recognize their responsibility to support and assist teachers to maintain control and discipline in the classroom..

B. A teacher may remove a pupil from class. This can occur when a student is being offensive and disruptive with misbehavior. The teacher will follow with a written office referral and/or more detailed report if necessary.

C. Any assault upon a teacher arising from performance of duties shall be promptly reported to the Administration.

D. The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher as a result of an assault and battery of the teacher while on duty in the school or on the school premises.

Date of Board Approval: February 9, 2022