

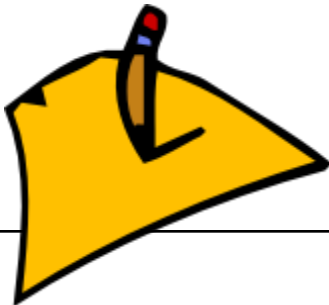
# ***MASTER AGREEMENT***

***BETWEEN***

**PENNFIELD BOARD OF EDUCATION**

***AND***

**PENNFIELD EDUCATION ASSOCIATION,  
MEA/NEA**



**2022 - 2024**

## **TABLE OF CONTENTS**

		<u>Page</u>
	AGREEMENT	1
ARTICLE 1	RECOGNITION	1
ARTICLE 2	ASSOCIATION AND TEACHER RIGHTS	1
ARTICLE 3	SCHOOL BOARD RIGHTS AND RESPONSIBILITIES	3
ARTICLE 4	DUTIES	5
ARTICLE 5	WORKING CONDITIONS	6
ARTICLE 6	SICK LEAVE	10
ARTICLE 7	LEAVES OF ABSENCE	11
ARTICLE 8	BEREAVEMENT LEAVE	15
ARTICLE 9	CHILD REARING/FAMILY MEDICAL LEAVE	15
ARTICLE 10	WAGES	17
ARTICLE 11	QUALIFICATIONS FOR RETIREMENT	18
ARTICLE 12	FRINGE BENEFITS	18
ARTICLE 13	ACADEMIC FREEDOM	21
ARTICLE 14	PROFESSIONAL IMPROVEMENT	21
ARTICLE 15	PROFESSIONAL BEHAVIOR	23
ARTICLE 16	CONTINUITY OF OPERATIONS	24
ARTICLE 17	GRIEVANCE PROCEDURE	24
ARTICLE 18	NEGOTIATION PROCEDURES	27
ARTICLE 19	STUDENT DISCIPLINE & TEACHER PROTECTION	28
ARTICLE 20	PERSONNEL FILE CONTENTS	29
ARTICLE 21	SENIORITY	29
ARTICLE 22	CONFERENCE COMMITTEE	31
ARTICLE 23	MISCELLANEOUS PROVISIONS	31
ARTICLE 24	DURATION	33
APPENDIX A	SALARY SCHEDULE	34
SCHEDULE B-1	COMPETITIVE - EXTRACURRICULAR	37
SCHEDULE B-2	NONCOMPETITIVE - EXTRACURRICULAR	39
APPENDIX C	GRIEVANCE REPORT	41
APPENDIX D	CALENDARS	44
APPENDIX E	JOB SHARING	46

## **AGREEMENT**

This Agreement, entered into this 1<sup>st</sup> day of July 2022, by and between the BOARD OF EDUCATION of the PENNFIELD SCHOOLS, hereinafter called the "Board," and the Pennfield Education Association, MEA/NEA, hereinafter called the "Association."

WITNESSETH;

NOW, THEREFORE, IT IS HEREBY AGREED, in consideration of the following mutual covenants, as follows:

### **ARTICLE 1 RECOGNITION**

Section 1: The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in The Public Employment Relations Act, for all full-time and regularly employed part-time certified Teachers and counselors under contract with the Pennfield Public Schools, excluding the superintendent, assistant superintendent, high school principal, assistant high school principal, middle school principal, assistant middle school principal, elementary principals, curriculum coordinators, assistant coordinators, athletic director, Teachers in the PREP Program, substitute Teachers, non-regularly employed part-time Teachers, and all others. Bargaining unit members shall be referred to as Teachers in this Agreement.

### **ARTICLE 2 ASSOCIATION AND TEACHER RIGHTS**

Section 1: Pursuant to the Michigan Public Employment Relations Act, the Board and the Association hereby agree that all bargaining unit members employed by the Board shall have the right freely to organize, join or support the Association and PEA for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection or refrain from exercising such rights. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive or coerce any Teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any Teacher with respect to hours, wages or any terms or conditions of employment by reason of their membership or non-membership in the Association and PEA, their participation in any activities of the Association and PEA or collective professional negotiations with

the Board or their institution of any grievance, complaint or otherwise with respect to any terms or conditions of employment.

Section 2: Nothing contained herein shall be construed to deny or restrict to any Teacher rights they may have under the Michigan Revised School Code or State and Federal laws and regulations including the Elementary and Secondary Education Act as amended. The rights granted to Teachers hereunder shall be deemed to be in addition to those provided by law.

Section 3: The PEA and its members shall have the right to use school-building facilities after school hours for meetings. Bulletin boards and other established media of communication shall be made available to the PEA and its members. Supplies are to be furnished by the PEA.

Section 4: Duly authorized representatives of the PEA and their respective affiliates shall be permitted to transact official PEA business on school property after the regular school day has been completed.

Section 5: The Board agrees to furnish to the PEA, in response to reasonable requests, from time to time, all available information concerning the financial resources of the district, final Board approved budgets and allocations and such other information as will assist the PEA in developing intelligent, accurate, informed and constructive programs on behalf of the Teachers and their students, together with information which may be necessary to process a grievance or complaint.

Section 6: The first Wednesday of each month that school is in session for a full day shall be reserved for PEA business from teacher dismissal time until 6 p.m. No other meetings involving PEA members shall be scheduled on these days and during these times except with PEA consent.

Section 7: School Improvement:

- A. A District Advisory Committee has been established by the Board.
- B. The purpose of the committee shall be, but not limited to, addressing the following:
  - 1. The District's mission statement;
  - 2. Goals based on student outcomes for all students;
  - 3. Curriculum alignment corresponding with those goals;
  - 4. Staff development; and
  - 5. Building-level decision-making.
- C. The committee's decisions shall not violate this Agreement, the law, or Board policy.

- D. Participation in the District's restructuring school improvement process is voluntary. It is expected that each Teacher will consider it their duty to participate in the restructuring and the school improvement process as part of their professional responsibility.

Section 8: The Board and Association recognize the District School Improvement goal of staff professional development as an important feature of quality schools. Further, that for school improvement to succeed, school personnel must have time with peers to assess, restructure, and improve the instructional program.

<p><b>ARTICLE 3</b> <b>SCHOOL BOARD RIGHTS AND RESPONSIBILITIES</b></p>
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Section 1: The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, including the right:

- a. To the executive management and administrative control of the school system and its properties and facilities and the activities of its Teachers.
- b. To hire all Teachers, subject to the provisions of the law and this contract, to determine their qualifications and the conditions for their continued employment or their dismissal, discipline or demotion; and to promote, transfer assign, reassign and layoff all such Teachers.
- c. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- d. The parties agree to commence negotiations for the school calendar by Friday of the second week in January. The calendar negotiations should be completed by the second Friday in March. In the event tentative agreement on the calendar is not reached by the second Friday in March, either party may seek expedited mediation through MERC procedures.
- e. The Employer may require up to one week (5 days) of paid professional development during a full week in August of each contract year or other such time as mutually agreed upon. Salary is per diem based on the first (1<sup>st</sup>) step of the BA schedule or, if the Teacher has a Masters Degree, the first step of the MA salary schedule. Teachers shall not be required to

attend such paid professional development more than every other year. Teachers shall be provided with as much advance notice of the professional development activity as is reasonably possible but no later than June 1. Teachers shall be issued pay for the professional development no later than the second pay period in September.

Section 2: The Board of Education has responsibilities to its professional staff. It is the responsibility of the Board to establish policies, which will enable the professional staff to give its best efforts to the job at hand, namely, the education of children. It means recognition and appreciation of good work; it means a salary plan which provides growth, an atmosphere of good will, esprit-de-corps, employment over a period of time, retirement, sick leave, financial incentive to improve professionally and leaves of absence for self and professional improvement. It shall further be the responsibility of the Board:

- a. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials and the use of teaching aids of every kind and nature as is being done cooperatively at present.
- b. To determine class schedules, the hours of instruction and the duties, responsibilities and assignments of Teachers and other employees with respect thereto and with respect to administrative and non-teaching activities and the terms and conditions of employment as is being done at the present time.
- c. To take any action required by State or Federal law.

Section 3: The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Section 4: If the Board of Education is charged with responsibilities, it also has rights.

- A. The Board of Education has the right to expect that the Teachers have been reasonably well prepared in their preservice education for the specific assignment given them and that they intend to grow in service.
- B. The Board of Education has the right to expect Teachers to be able to perform the essential job functions of their positions.

- C. The Board of Education has the right to expect that the Teachers will be competent to perform the tasks assigned to them. To this end the Board of Education employs an administrative staff to help Teachers better perform the duties expected of them.
- D. The Board of Education has the right to expect that Teachers will keep abreast of theory and practice in education in general and in their teaching fields in particular, just as people have a right to expect that physicians will continually study the latest developments in medical science. Furthermore, the board of education encourages teachers to attend open house and other school functions.
- E. The Board of Education has the right to expect Teachers to assume responsibilities of leadership in working with fellow Teachers, other employees, board members and people of the community in addressing problems of education and of young people.

<b>ARTICLE 4</b> <b>DUTIES</b>
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Section 1: The primary duty of the Teacher is to teach the students and facilitate their learning processes.

Section 2: Teaching shall include the teaching duties of:

- a. Instruction
- b. Guidance
- c. Discipline
- d. Safety
- e. Hygiene
- f. Care of Students

Section 3: The Teachers' duties to the students are not confined to the classroom but extend to the school halls, the restrooms, the playgrounds or the school excursions away from the premises, as well as in the home classroom and individual classroom.

## **ARTICLE 5**

### **WORKING CONDITIONS**

Section 1: The Teacher's total work day will not exceed seven (7) hours and forty-five (45) minutes including the duty-free lunch period as specified in Section 4 unless modified by the Conference Committee referred to in this Agreement.

The Teachers' schedules will be reviewed prior to the start of each school year by the Conference Committee referred to in this Agreement and that sufficient hours of student contact time is to be contained in the schedule to meet the requirements of law to receive full State Aid. The Conference Committee shall determine what modifications, if any, are needed for the District to receive its full foundation allowance, without additional compensation, for the balance of this Agreement. The Committee shall be free to study and revise all components of the Teacher's workday. Teachers shall be notified of their report to work and departure from work times by August 1 of any school year.

Section 2: On the last day of any school week, or any day a Teacher is required to return for an evening meeting or other duties, Teachers will remain on duty for ten (10) minutes after the conclusion of the instructional day.

Section 3: Unassigned preparation periods shall be as follows:

- a. Each day, senior high school Teachers (9-12) shall have one (1) unassigned preparation period during the student day equal in length to a regular teaching period.
- b. Middle School Teachers (6-8) shall have one (1) unassigned preparation period during the student day equal in length to a regular teaching period.
- c. Dunlap teachers shall have two hundred seventy-five (275) minutes of unassigned preparation time periods per week during the student day for the duration of the contract. The preparation time will be scheduled such that a block of forty-five (45) minutes will be provided.
- d. Purdy and North Penn Teachers shall have two hundred seventy-five (275) minutes of unassigned preparation time per week during the student day for the duration of the contract. The preparation time will be scheduled such that a block of forty-five (45) minutes will be provided.

It is understood that any classroom Teachers may be asked to cover another teacher's classes, lunch supervision, or other educational events



during the school day. Should a Teacher substitute during their preparation time, they will be granted compensation time in one quarter (1/4) hour increments. Teachers may at the end of each semester cash out their compensation time in one (1) hour increments at forty dollars (\$40) an hour. Hours will be added together and quarter or half hour remaining segments of time will be paid as follows.

In the event of a funeral for a student or a student's parent it is recommended that this procedure be used whenever possible.

Although counselors do not have specifically assigned preparation periods, they shall still be entitled to compensation under this Article.

All Teachers: Assignment to a supervised study period shall be considered a teaching period for purposes of this Article. Time prior to the start of classes and after the end of students' classes are still part of the Teacher's work day and will continue to be used as in the past.

Special Education Teachers: Special education Teachers whose caseload exceeds fifty percent (50%) of the maximum CISD mandated caseload shall be released on one (1) student instruction day each month of the work year to do special education paperwork. Special education Teachers whose caseload is less than fifty percent (50%) of maximum shall be released for ½ student instruction day. The day shall be mutually agreed to by the special education Teacher and their supervisor.

- e. If a Teacher is assigned to teach a class which is scheduled during the Teacher's planning, the Teacher shall receive additional compensation pro-rated on the Teacher's current salary and length of the class to be taught.

Part-time Teachers: Salary, fringes and preparation time will be calculated per Appendix A, Section 5.

- f. Teachers who perform planning and preparation for other teachers who are absent or on leave shall be compensated at their per diem rate with the minimum increment of time being thirty (30) minutes. Prior approval of this work and compensation shall be agreed upon by the teacher and administrator.

Section 4: All Teachers shall be entitled to a duty-free, uninterrupted lunch period, of not less than thirty-five (35) minutes except as may be modified by the Conference Committee referred to in this Agreement.

Section 5: No departure from these norms, except in case of emergency, shall be made without prior consultation with the PEA. In the event of any

disagreement between the representative of the Board and the PEA as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure hereinafter set forth.

Section 6: Required Staff Meetings: Building Administrators may schedule one (1) required staff meeting each month, beyond the meetings listed in Section 3., lasting no longer than sixty (60) minutes outside of the instructional day. This calendar shall be provided to Teachers for the entire school year at the initial staff meeting of the year. Teachers who work in more than one (1) building are required to attend such staff meetings in each building on a rotating basis of one (1) building per month. If possible such meetings will not be scheduled in conflict with scheduled student performance activities (e.g. athletics, drama, band, and choir). This could include scheduling the staff meeting prior to the start of the school day upon agreement of the majority of the Teachers in the building.

Section 7: Parent-Teacher conference time for students shall be scheduled in each building in the fall and in the spring. Parent-Teacher conference schedules shall be reflected in the school calendar(s) located in Appendix D. If there needs to be a change or rescheduling of parent-teacher conferences, (for example, due to inclement weather or unforeseen events) the building PEA representative and the building Administrator will discuss such changes. In the event not all parents can be scheduled into the regular school day, conferences will be scheduled at the convenience of the parent and Teacher.

Section 8: It is acknowledged that the primary duty and responsibility of the district is to the teacher, and that the organization of the school and the teacher is primarily utilized to that end.

Because the pupil-teacher ratio is an important aspect of an effective educational program, the Board agrees to continue its effort to keep class sizes at an acceptable and balanced number of pupils (Overages will be paid based on the limitation for each grade level outlined below).

a. Elementary

Young 5's	18 Students
Kindergarten	22 Students
First--Second Grade	26 Students
Third--Fifth Grade	28 Students
Specials	Limited to class sizes for each grade level

b. Secondary

Sixth—Twelfth Grade	30 Students
Band, Choir, and Physical Education are exceptions to the Secondary Class Size Language.	

Mainstreamed Students. The Board recognizes that mainstreamed students require special attention from the classroom teacher. The Board shall make reasonable effort to equitably assign mainstreamed students to teachers and/or sections at each grade level. It is understood that in the best interest of education; inclusion will be made with input from the regular education teacher in the whole classroom(s) said students are scheduled to be mainstreamed.

Overages. Teachers are eligible for additional compensation after ten (10) consecutive days of being over in class limit size. If at any time it is found that these specified limits are exceeded for ten (10) consecutive school days, the teacher will be paid One-hundred and fifty dollars (\$150) per student per semester. Payment will be made by the second pay period after the end of the semester, providing the teacher has submitted the necessary information to their respective principal by the pay period cut-off date. The teacher is responsible for submitting the appropriate building “class size overage form” provided by the district within ten (10) days of the end of the semester. It is understood and agreed that if an aide or certified special education teacher is assigned to a single grade level or class due to overload, no compensation will be paid.

Association and the Board recognize that educators are charged with the duty of educating all children, including those children identified as eligible for services under the IDEA (“Individuals with Disabilities Act”) hereinafter “Eligible Student.” It is understood that IEPC's are convened to best address the individual needs of an Eligible Student so that that student might be placed in the least restrictive environment and achieve an education the same as any other student. Further, it is acknowledged both by the Association and the Board that in some instances providing the educational services to an Eligible Student requires special considerations of the classroom Teacher and adjustments by other students in the classroom. It is further acknowledged that not only is this desirable it is required by law.

The Administration will inform the Teacher of Eligible Students and identify their special needs. A plan will be developed with parents and other members of the staff directly related to the student's needs to assist in providing the educational services of the District to the child. Each Teacher is expected to perform their duties professionally with regard to the needs of all children in their classroom including Eligible Students.

Consideration for class size will be given when placing special education students in regular education classrooms.

The Administration will provide necessary training to the classroom Teacher to provide special instructional and emergency programs and Teacher aides where identified and deemed necessary by the IEP or *MET*.

Disputes concerning matters under this subsection should be submitted to the conference committee.

<b>ARTICLE 6</b> <b>SICK LEAVE</b>
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Section 1: Teachers shall accumulate sick leave of twelve (12) days September 1<sup>st</sup> of each school year with a maximum accumulation of one hundred and seventy (170) days.

The maximum number of days of accumulation will be determined only at the end of the school year so that normal accumulation for the current year may occur beyond one hundred and seventy (170) days.

Section 2: A Teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of such illness or disability, up to one (1) year and the leave may be renewed each year in discretion of the Board upon written request by the Teacher. However, said Teacher must return at the start of a school year unless there is a vacancy at an earlier date for which said Teacher is certified and qualified. Leave under this section shall be granted for serious illness or disability of the Teacher's spouse, child or parent. "Child" shall include stepchild, spouse's child and foster child.

Section 3: Teachers shall report unavailability for work by 6 a.m. at a telephone number or web address to be provided by the administration. Exceptions may be granted for calling or e-mailing later than 6 a.m. on a case-by-case basis if the Teacher contacts their building administrator as soon as reasonably possible as well as calling the number provided by the administration.

Section 4: Sick leave may be used in case of illness of the Teacher's family.

Section 5: For those Teachers becoming ill during and using more than their accumulated sick leave may apply to use the sick bank in Section 13 of this Article.

Section 6: Those Teachers who do not use any paid leave during the Teacher work year shall be issued a cash payment of one thousand dollars (\$1,000) and a Teacher who uses any paid leave up to a maximum of three (3) paid leave days during any Teacher work year shall be issued a cash payment of five hundred dollars (\$500). These payments shall be issued to qualifying Teachers on the second payroll date in June. It is understood that for Teachers working less than full-time the above payments shall be prorated based on the percentage of the Teacher's individual contract. It is understood that one-half (1/2) days combine to make whole days when appropriate and using a one-half (1/2) day would eliminate the teacher from perfect attendance status.

<b>ARTICLE 7</b> <b>LEAVES OF ABSENCE</b>
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Section 1: Teachers seeking leave are expected to provide as much notice as may be reasonably possible so that alternate arrangements can be made to cover for the Teacher's absence. A leave form must be submitted to and approved by the Principal at least forty-eight (48) hours in advance of an anticipated leave day except in cases when the urgency of the leave is of such nature that forty-eight (48) hours advance notice is not practical. If the urgency of the leave is of such a nature that the request in writing is not practical, the Teacher must contact the Principal or another District Administrator by phone or in person to obtain approval for the leave.

Section 2: The Principal must notify the Teacher of approval or disapproval of the leaves as soon as possible but within twenty-four (24) hours of the date of the notification by the Teacher.

Section 3: Leave days, for purposes other than illness or disability shall be termed personal business days. Personal business days shall be limited to two (2) per year and may be taken with prior administrative approval. Unused personal business days shall be added to accumulated sick days. Personal business days may not be taken on the day immediately before or after a holiday or vacation period unless with the approval of the Principal and Superintendent. Absent such approval, pay may not be granted for the day.

- A. Requests for personal business days made to the Principal shall set forth the reasons for such requests. Such reasons shall be kept confidential to the extent allowed by law. Personal business days shall not include days that could be classified as vacation days or PEA, NEA or MEA workshop, convention or training session days.
- B. Written notification of business leave shall be submitted in advance of the intended absence to the Teacher's immediate supervisor for approval setting forth the reason for such request.
- C. Teachers not replaced by substitutes, may have leave days deducted if they fail to report as provided herein.
- D. Teachers may use one sick day for a personal day with supervisory approval.

Section 4: It is expected that all Teachers will be in their buildings and on duty at the appointed time. If a Teacher has not reported for work within ten (10) minutes after their starting time and has not reported by telephone, pay may be withheld from the Teacher. However, it is realized that there may be times when unusual or unforeseen circumstances will cause the Teacher to be late or absent from the building for a short period of time. In such cases, the Teacher must notify the Principal promptly in person or by telephone, if possible.

- A. The Principal will decide if a substitute is needed. If no substitute is required, the Teacher shall report to duty immediately upon arrival and there shall be no deduction of leave or pay.
- B. If a substitute is needed, the Teacher will be notified by the Principal. If a substitute is paid for one-half day, the Teacher shall be charged with one-half day of leave. If the substitute is paid for one full day, the Teacher may be charged with a full day of leave.

Section 5: Teachers who are sent by the Board or Superintendent to represent the school at any state or national educational meeting may attend without loss of pay and will be paid their reasonable expenses.

Section 6: With the prior written approval of the Superintendent, individual Teachers may attend meetings of organizations in their own field of work without loss of pay and with their substitute Teachers paid by the Board. The Superintendent will approve reasonable expenses for such meetings, if properly arranged in advance.

Section 7: For the re-orientation of Teachers who have been out of the teaching field for several years and for other Teachers, upon the special

recommendation of the Principals to the Superintendent, one (1) to three (3) days of visitation or other in-service training may be arranged and the cost of substitute Teachers paid by the Board.

Section 8: Pursuant to Section 1235 of the Revised School Code or successor provision, Teachers who have been employed for seven (7) years may be granted a sabbatical leave for one (1) year without pay. A Teacher, upon return from a sabbatical leave, shall be restored to their former position or to a position of like nature, seniority and status including being placed on the same step of the Salary Schedule the Teacher was placed at the beginning of the leave.

Section 9: The Board shall grant a leave of absence without pay to any Teacher to serve in a public office for a period not to exceed two (2) years. This leave may be extended for an additional two (2) year period upon written request and approval by the Board.

Section 10: Uniformed services leave of absence shall be granted to any teacher as required by law. Teachers on uniformed services leave shall be given the benefit of any increment which would have been credited to them had they remained in active service to the District. Such leave shall follow USSERA regulations and sick leave accumulated before uniformed services leave shall be reinstated if that teacher returns by the start of the next school year after discharge.

Teachers who are members of the military reserve shall receive the difference between their daily rate of teaching pay and their daily rate of military pay when ordered to active duty that cannot be waived until summer, for a maximum of ten (10) teacher days per year.

Section 11: Teachers returning from a leave of absence shall not suffer a loss of accumulated sick leave days.

Section 12: The Board shall grant to the PEA a total of ten (10) days leave to be used by Association members designated by the PEA.

The PEA shall reimburse the District an amount equal to the substitute salaries paid for each of the above six (6) days absence of the Teacher or Teachers absent.

Section 13: Teachers may apply for an unpaid leave of absence for personal reasons by submitting a written request for such leave to the Superintendent. The Board may consider factors such as the district's operational needs, the impact on the educational process and such other factors as the Superintendent may reasonably deem appropriate to fair consideration of the

leave request. If approved by the Superintendent the following conditions apply to the leave:

1. The Superintendent's decision shall not be grievable unless it is arbitrary and capricious.
2. Bargaining unit members shall:
  - a. not accrue seniority while on such leave;
  - b. not advance on the pay schedule while on such leave;
  - c. not receive paid health insurance benefits (Teachers may maintain insurance coverage by payment of premiums);
  - d. not be guaranteed return to their former position from which leave was granted unless vacant; in such case the Teacher shall be returned to a position of comparable level and pay, if available.

Section 14: The sick bank is designed to provide temporary income assistance to teachers in the event of injury, medical illness, pregnancy, etc., or other disabling health condition, and is in no way obligated to any teacher. No aspect of the sick bank, including the District's refusal to grant a request for leave is subject to the contractual grievance procedure. The District and the Association agree to establish a sick bank when they mutually agree that the need arises. Any full or part-time teacher may make a written request to the District Superintendent and the Association President for establishment of a sick bank for other teachers to donate to in one-day increments. The request must be accompanied by a physician or health care practitioner's written verification of the need for leave. All aspects of the sick bank procedure will comply with all HIPAA regulations and confidentiality requirements. Requesting teachers must use all sick time, personal time, and compensation time prior to using sick bank days, but not prior to applying for sick bank days. The sick bank days may be used contiguously or intermittently depending upon medical verification of the particular need. The sick bank in no way alters District leave policies.

Following submission of the request, the Association and the District will notify the requesting teacher within five (5) business days of their joint decision to grant, or deny sick leave bank usage. Teacher may not donate more than five (5) days and the sick bank overall may not include more than ninety (90) days unless parties mutually agree otherwise. The sick bank may not extend beyond the school year and the donated days will not be returned. A teacher may re-apply for another sick bank in the upcoming year.



**ARTICLE 8  
BEREAVEMENT LEAVE**

Section 1: Each Teacher shall be granted paid leave for the purpose of bereavement activities or attending the funeral of a member of their immediate family, as defined below, of up to three (3) days. Additional days may be added at the discretion of the Superintendent.

- A. Immediate family includes present spouse, parents, mother-in-law, father-in-law, brother, sister, children, grandchildren, grandparents, brother-in-law, sister-in-law and/or others living in the Teacher's household for whom the Teacher is responsible. Immediate family includes step relatives.

The first three (3) bereavement leave days in any one (1) instance will not be deducted from accumulated sick leave or personal business days. Paid bereavement leave days granted beyond the first three (3) days in any one (1) instance shall be deducted from accumulated sick leave or personal business days.

- B. One (1) sick day or personal business day will be granted for a member to attend a funeral of a person not defined as immediate family above subject to operational considerations.
- C. With Principal approval, appropriate leave time may be granted for the funeral of a student or a student's parent.

**ARTICLE 9  
CHILD REARING/FAMILY MEDICAL LEAVE**

Family and Medical Leave Act

Section 1: The District shall follow the requirements of the Family Medical Leave Act (FMLA) and its regulations. Any FMLA leave involving the employee's serious medical condition will run concurrently with any of the eligible leave in this agreement such as, for example, disability leave and worker's compensation leave.

Section 2: An unpaid leave of absence shall be granted to a Teacher for the purpose of child rearing. Such leave shall only be taken within the twelve (12) month period immediately following the birth or adoption of a Teacher's child. The length of leave under this paragraph shall not exceed twelve (12) months, renewable at the discretion of the Board. This leave, if taken for an

FMLA-qualifying purpose, shall count towards the employee's FMLA entitlement.

Section 3: A Teacher adopting a child (children) or having a child (children) placed with them for foster care purposes shall begin their leave at any time between entry of a court order awarding custody and twelve (12) months after the child arrives in the home. This leave, if taken for an FMLA-qualifying purpose, shall count towards the employee's FMLA entitlement.

Section 4: In order to provide continuity within the classroom between pupil and Teacher, the Teacher shall notify the Superintendent in writing of their desire to take leave under this Article.

The letter requesting leave shall include the proposed commencement date of the leave and the date of return. Except in the case of an emergency, Teachers shall give such notice at least thirty (30) days prior to the date on which the leave is to begin.

Section 5: In the case of an adoption or foster care placement, a copy of the order awarding custody to the Teacher shall be provided to the administration if requested in connection with a Teacher's application for leave for those purposes. When leave is taken under this Article to care for a Teacher's seriously-ill spouse, child or parent, or due to the Teacher's own serious health condition, the Teacher will, upon administrative request, provide medical certification from a health care provider supporting the necessity for the leave.

Section 6: Teachers taking leave under this Article for medical and/or psychological reasons shall provide, at the Board's request, appropriate verification of the necessity for leave and the Teacher's fitness to return to duty without restriction at the conclusion of the leave. The Board has the right to require that a second opinion (at Board expense) be obtained. If that opinion differs from that of the Teacher's health provider, the Teacher's health provider, the Teacher and administrator (in consultation with the Association, if requested by the Teacher) shall mutually designate a third health provider whose opinion relative to leave eligibility or initial fitness to return to work shall be considered final and binding on the Board, Teacher and Association. The cost of this examination shall be paid by the Board and the Association.

Section 7: All or any portion of a leave taken by a Teacher because of a medical disability connected with or resulting from her pregnancy may, at the Teacher's option, be charged to her available sick leave.

Section 8: Upon return from an unpaid leave of absence, except as provided elsewhere, the Teacher shall be reinstated to their former position or, if that position is not available, to a position which is substantially equivalent for which the Teacher is certified and qualified.

Section 9: The Board and the Teacher agree to cooperate in scheduling the return from leave at a time that minimizes disruption to the continuity of educational programming and service delivery.

Section 10: The Board will continue premium payments for health care benefits up to twelve (12) weeks for a Teacher who has been granted an unpaid leave under this Section. If the Teacher fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the Teacher or other circumstances beyond the Teacher's control) the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may be deducted from any wage or other payments due the Teacher, with any deficiency to be remitted by the Teacher to the Board within five (5) days of demand.

Section 11: It is understood that the Family and Medical Leave Act of 1993 does not abrogate the rights of the parties under this collective bargaining agreement. Where additional benefits are extended by the Act to the employees, those additional benefits will be honored by the District. Where certain Employer rights are also granted in connection with those additional benefits, the District shall be free to exercise those rights.

Section 12: It is understood that the District utilizes a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

<b>ARTICLE 10</b> <b>WAGES</b>
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Section 1: The salaries for the life of the contract shall be as set forth in Appendix A.

Section 2: The extracurricular reimbursement for the life of the contract shall be as set forth in Schedules B-1 and B-2.

Section 3: Teachers will be paid their yearly salary on the 5<sup>th</sup> and 20<sup>th</sup> day of each month starting in August 20<sup>th</sup> (twenty-four pay periods) with the right to receive the balance of their salary in a lump sum on the June 5<sup>th</sup> payroll date. Teachers may opt to receive their annual salaries in twenty (20) equal pay periods starting on the August 20<sup>th</sup> payroll date and ending on the June 5<sup>th</sup> payroll date. If the 5<sup>th</sup> falls on a weekend the paycheck shall be issued on the Friday before the payroll date. If the 20<sup>th</sup> falls on a weekend the paycheck shall be issued on the Monday following the payroll date. The District shall distribute a listing of the payroll dates for the upcoming work year to the

Teachers on the first workday of a Teacher work year. Teachers must elect their option in writing and turn it in to payroll no later than August 1 (or at the time of hire for new employees) or the same pay arrangement will be continued for the next school year.

<b>ARTICLE 11</b> <b>QUALIFICATIONS FOR RETIREMENT</b>
---

Section 1: A Teacher, upon retirement, shall be entitled to one hundred dollars (\$100) per day for each day of accumulated unused sick leave with the District up to a maximum of eighty (80) days for the duration of this agreement. In order to be eligible for the foregoing benefit, the Teacher must submit proof that they have retired under the Michigan Public Schools Employees Retirement System, was under contract with Pennfield Public Schools at the time of retirement and had taught for at least ten (10) consecutive years in Pennfield Public Schools preceding retirement.

Section 2: A teacher, upon retirement at the end of the school year, may receive medical and ancillary benefits through August 31<sup>st</sup> of the year they retire should they inform the district of their intent to retire at the end of the school year no later than February 1 of the contract year.

Section 3: A teacher who provides notice of retirement for the end of the contract year, by January 1 of the existing contract year shall be eligible for an additional \$2,000 bonus. If notice is provided by February 1, the teacher shall be eligible for an additional \$1,000.

<b>ARTICLE 12</b> <b>FRINGE BENEFITS</b>
---

Section 1: Worker's Compensation. Any Teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law, shall receive from the Board the difference between the allowance under the Worker's Comp law and their regular salary for the duration of their illness, not to exceed ten (10) months with no subtraction of sick leave.

Section 2: Where a Teacher is covered by the health insurance of a spouse or parent the Teacher shall not be eligible for medical insurance but shall be eligible for ancillary benefits.

Section 3: The District shall contribute one hundred percent (100%) of the dental, vision, life/AD&D insurance premiums.

The District shall increase the State cap amounts to the maximum amount allowable by law for each new benefit coverage year starting January 1. The State Caps for 2023 are as follows.

- A. Single Subscriber: \$7,399.47
- B. Two Person Subscriber: \$15,474.60
- C. Family Subscriber: \$20,180.43

### Medical Insurance Plans

Teachers will have a choice of one of the three (3) APA plans:

**MESSA Choices \$500/\$1000 with a 0% Co-Ins., Saver Rx Drug Card MESSA**

**ABC HAS Plan 1 \$1400/\$2800,ABC Rx Drug Card**

**MESSA Essentials \$375/\$750 with Co-Pay, 20% Co-Ins., EbM Drug**

### Ancillary Benefits

Delta Dental	80/80/80/80 Class I, II, III annual max: \$1,000 Class IV lifetime max: \$1,500 Two cleanings per year No adult orthodontics
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Vision Care	VSP-3
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MESSA Negotiated Life Insurance	\$50,000 with AD&D
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### Cash in Lieu

Cash in Lieu of Health Insurance \$400 per month with proof of medical insurance coverage that meets the minimum value and coverage of the Affordable Care Act (ACA) at the request of the District.

A teacher choosing a Health Savings Account (HSA) shall have the full deductible paid by the District. Deductible funding will be paid in four (4) parts. Twenty-five percent (25%) will be paid on the first business day in January, twenty-five percent (25%) will be paid on the first day of business in April, twenty percent (20%) will be paid on the first day of business in July, and thirty percent (30%) will be paid on the first day of business in September into the teacher's HSA Health Equity Account.

The Deductible amounts will be subtracted from the State cap amounts listed above and the remainder will be paid by the District towards the premiums. If a teacher leaves or is dismissed after the last payment made, the District will withhold the prorated amount from their last check. When a teacher is hired during the school year, the HSA contribution will be prorated until the next HSA payment is due.

Upon an IRS qualifying event may select medical coverage through the District.

Section 4: When a Teacher has requested and been granted a L.O.A., they may continue to participate in the insurance program by making the necessary payments directly to the School District on a monthly basis unless otherwise required by law.

Section 5: Part-time teachers will receive fringe benefits in the following manner:

- A. Less than ½ time Teachers will receive no benefits;
- B. The District will pay fifty percent (50%) of the net cost of health insurance (total cost less employee contribution as stated in Section 3 of this Article) for those Teachers who are employed fifty-one percent (51%) to sixty-seven percent (67%) of full-time. Only those Teachers who elect to receive health insurance coverage will receive this benefit. All requests must be in writing to the Superintendent during the open enrollment period or within thirty (30) days of employment. The Teacher's cost of receiving this benefit will be paid through payroll deduction;
- C. The District will pay fifty percent (50%) of the net cost of vision and life insurance for those Teachers who are employed fifty-one percent (51%) to sixty-seven percent (67%) of full-time. Only those Teachers who elect to receive vision and life insurance coverage will receive this benefit. All requests must be in writing to the Superintendent during the open enrollment period or within thirty (30) days of employment. The Teacher's cost of receiving this benefit will be paid through payroll deduction.

<b>ARTICLE 13</b> <b>ACADEMIC FREEDOM</b>
--

Section 1: The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and Bill of Rights and to instill appreciation of the values of individual personality.

Section 2: Academic freedom shall be guaranteed to Teachers and no special limitations shall be placed upon studying, investigating, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning, subject only to accepted local standards of professional educational responsibility and Board policy.

Section 3: Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit, by appropriate examples, the basic objectives of a democratic society.

<b>ARTICLE 14</b> <b>PROFESSIONAL IMPROVEMENT</b>
--

Section 1: The parties support the principle of continuing training of Teachers, participation by Teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation on community educational projects.

Section 2: Arrangements shall be made for at least one (1) in-service course, workshop, conference and program per year designated to improve the quality of instruction. Every effort will be made to obtain people of the highest qualification to participate in the presentation of such programs.

Section 3: Planning for in-service days will be a joint endeavor between the PEA and the administration.

Section 4: Professional Development Units may be earned by the teaching staff in the following manner: For each hour spent in activities outlined below one (1) PDU will be credited to the Teacher except where noted under online learning. PDUs will be paid at \$20 per PDU for the duration of the contract.

Maximum earned PDUs per year will be fifty (50).

PDU activity will be documented on the district provided online system. All PDUs must be posted by the teacher to their account not later than three weeks before the last teacher work day. A teacher who fails to post PDU activity in their account not later than this posting deadline three weeks before the end of the school year will forfeit monies earned. Activities begun after this posting deadline shall be counted toward the next year's total.

A. When stipends are provided from other sources, PDUs may not be earned.

Hours may be earned in the following manner:

#### Core-curriculum Work

1. During the "summer" - non school time
2. Chairperson designated work outside "school day"
3. After regular school day excluding travel time
4. Saturday

District Advisory Committee (directly associated with the submitted school improvement plan)

1. During the "summer" - non school time
2. Chairperson designated work outside "school day"
3. After regular school day excluding travel time
4. Saturday

#### Building School Improvement

1. During the "summer" - non school time
2. Chairperson designated work outside "school day"
3. After regular school day excluding travel time
4. Saturday

#### Staff Training

1. Evening training
2. Saturday training
3. Summer workshops
4. Non-stipend

Online Professional Development (sponsored by the district and approved by the principal).

1. May be earned as an individual or as a group.
2. Activity may not be used to complete a degree or certificated program.
3. Work must take place outside of regular school day.
4. Course completion must be documented with a printed certificate or screen shot of a notice of completion.
5. Because everyone works online at a different pace, a maximum of 10 PDUs may be earned for an online professional development activity.



If the event does not take 10 hours to complete, the corresponding number of PDUs will be credited.

6. Teachers who are completing a complex professional development activity may request additional PDUs from their building principal.

#### Mentor Teachers

1. During the “summer” non school time
2. Work outside the “regular school day” excluding staff meeting time

- B. PDU's would not be earned for the following:

- Open houses
- Release time during school day
- Honor's nights
- Graduate credit
- Conference nights
- Graduation
- Band-vocal concerts
- Plays
- Other normally scheduled activities
- When stipends are received

- C. All PDU work must be approved by the Principal prior to participation. PDU accounts are available online and available for review by the Teacher at any time. A mid-year check will be conducted by the Principal with each Teacher.

<b>ARTICLE 15</b> <b>PROFESSIONAL BEHAVIOR</b>
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Section 1: Teachers are expected to comply with reasonable rules, regulations and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement, provided that a Teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.

Section 2: The parties recognize that the Michigan Employment Relations Commission has adopted the Weingarten rule which provides that teachers who reasonably believe that their attendance at an investigatory meeting with the employer may result in discipline are entitled to presence of union representation.

<b>ARTICLE 16</b> <b>CONTINUITY OF OPERATIONS</b>
--

The Board, Association and each Teacher recognizes that their primary responsibility is to the children of the district and declare that their mutual objective is to provide those children with a proper education. To that end, it is agreed that, during the life of this Agreement, they will not permit, cause or encourage any interruption, disturbance or interference with the continuous, normal education of such children by sanction, concerted activity or otherwise and that any difference of opinion or dispute which there may be between or among themselves will be resolved by the methods provided herein and not allowed to affect in any way the normal education afforded the children of the District.

<b>ARTICLE 17</b> <b>GRIEVANCE PROCEDURE</b>
---

Section 1: The Pennfield Education Association shall designate one or more agents to handle grievances in this bargaining unit, and shall notify the Superintendent of the names of those agent(s). The Board hereby designates the Superintendent or their designated representative to act at LEVEL TWO, as hereinafter described. Normally the principal shall be the level one respondent for grievances affecting a particular building or not having district wide impact. For grievances affecting more than one building or having district wide impact, the grievance may be filed at the superintendent level.

Section 2: The term "business days" as used herein shall mean days in which school is in session except that during the summer months when school is not in session, "business days" shall mean Monday through Friday excluding holidays.

Section 3: Written grievances shall:

- a. Be signed by the grievant or grievants.
- b. Contain specific facts giving rise to the alleged violation.
- c. Cite the section or subsections of this contract alleged to have been violated.
- d. Contain the date of the alleged violation and explain how the alleged violation relates to the section of the contract alleged to have been violated.

e. Specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

Section 4: LEVEL ONE. A Teacher believing himself/herself wronged by an alleged violation of the express provisions of this contract shall, within ten (10) business days of its alleged occurrence, orally discuss the grievance with the building Principal in an attempt to resolve same. The Teacher must inform the building Principal that the issue being discussed is grievable. If the grievance is not resolved at LEVEL ONE it shall be reduced to writing and submitted to the building Principal within five (5) business days of the LEVEL ONE grievance hearing. The building Principal shall respond in writing within ten (10) business days of receiving the grievance form.

Section 5: LEVEL TWO. If the Teacher is not satisfied with the answer received at LEVEL ONE or if no answer is issued at LEVEL ONE, the Teacher may process the grievance to level two within ten (10) business days of receipt of the grievance answer at LEVEL ONE or, if no answer was timely issued, within fifteen (15) days of the date of the original grievance filing at LEVEL ONE. Within ten (10) business days of receipt of the grievance, the Superintendent or their designated agent shall hold a meeting with the grievant and at the option of the grievant the designated PEA representative to discuss the grievance. Within ten (10) business days of the hearing discussion, the Superintendent or their designated agent shall render their decision in writing, transmitting a copy of the same to the grievant, the PEA President, the building Principal in which the grievance arose and place a copy of the same in a permanent file in their office separate from the Teacher's personnel file.

Section 6: LEVEL THREE. If the decision of the Superintendent is unsatisfactory to the PEA and the Teacher, they may proceed to appeal the decision to the Michigan Employment Relations Commission as provided by law and its rules and regulations, provided such request is made to the Employment Relations Commission within ten (10) business days after receipt of the Superintendent's LEVEL TWO response.

If no decision is reached with the assistance of the mediator at the meeting provided for at this Level, and the decision of the Superintendent as rendered in Section 5, Level Two, is to remain the same, and provided that decision is still unsatisfactory to the grievant and the PEA, the PEA may move the grievance to LEVEL FOUR. by filing a written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's regularly scheduled meeting not less than two (2) days prior to the next regularly scheduled Board meeting.

Section 7: LEVEL FOUR. Upon proper application as specified in LEVEL THREE, the Board shall allow the Teacher or the Association representative an opportunity to be heard at the meeting for which the grievance was scheduled. Within one (1) month from the hearing of the grievance, the Board shall render its decision in writing. The Board may hold future hearings therein, may designate one (1) or more of its members to hold future hearings therein or otherwise investigate the grievance; provided, however, that in no event, except with express written consent of the Association, shall final determination of the grievance be made by the Board more than one (1) month after the initial hearing.

- A. A copy of the written decision of the Board shall be forwarded to the Superintendent (for permanent filing), the building Principal for the building in which the grievance arose, the grievant and the Secretary of the Association.
- B. All documents, communications and records dealing exclusively with a grievance shall be filed separately from the personnel files of the participants.

Section 8: Should a Teacher fail to institute or appeal a decision within the time limits specified or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of their employment) shall be barred.

Section 9: The PEA shall have a right to initiate a grievance involving the right of a Teacher or group of Teachers without their express approval in writing thereon.

Section 10: All preparation, filing, presentation or consideration of grievances shall be held at times other than when a Teacher or a participating PEA representative is to be at their assigned duty station.

Section 11: The Board agrees that no reprisals or adverse evaluation will be based upon the filing of or participation in grievances pursuant to this contract. Grievances shall not be considered included in the Teacher's personnel file nor be used as a basis of reprimand, demotion or discharge.

Section 12: Forms for filing and processing grievances shall be the form set forth in Appendix C. The form shall be appropriately distributed so as to facilitate the operation of the grievance procedure.

Section 13: The grievant may be represented at any level by the designated PEA representative(s).

Section 14: Nothing contained herein shall be construed to prevent any individual Teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment. The Board and its representatives may decline to meet with the Teacher seeking adjustment under the provisions hereof in its discretion.

<b>ARTICLE 18</b> <b>NEGOTIATION PROCEDURES</b>
--

Section 1: It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties.

Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern to the parties that have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. Representatives of the Board and the PEA negotiating team may meet regularly one (1) day each month for the purpose of reviewing the administration of the contract and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure.

Should such a meeting result in mutually acceptable amendment of the Agreement, then the amendment shall be subject to ratification by the Board and the Association, provided that the negotiating committee shall be empowered to effect temporary accommodations to resolve special problems.

Section 2: Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Board and the Association, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in course of negotiations.

Section 3: If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission or take any other lawful measures it may deem appropriate.

<b>ARTICLE 19</b> <b>STUDENT DISCIPLINE AND TEACHER PROTECTION</b>
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Section 1: Since the Teacher's authority and effectiveness in their classroom are undermined when students discover that there is insufficient administrative backing and support of the Teacher, the Board recognizes its responsibility to give all reasonable support and assistance to Teachers with respect to the maintenance of control and discipline in the classroom. Reasonable support may include the services of guidance personnel, social workers, law enforcement officers, physicians, school diagnosticians and visiting Teachers.

Section 2: It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. It is likewise recognized that when discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics.

Section 3: A Teacher may temporarily exclude a pupil from class, subject or activity in a manner provided by Board policy or the Revised School Code. In such cases, the Teacher will furnish the principal as promptly as their teaching obligations will allow, full particulars of the incident.

Section 4: Suspension of students from school may be imposed only by a principal or their designated representative unless such authority has been conferred upon a Teacher lawfully. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and parents when warranted.

Section 5: Any case of assault upon a Teacher or by a Teacher shall be promptly reported to the Board or its designated representative.

Section 6: If any Teacher is complained against or sued as a result of any action taken by the Teacher while in pursuit employment, the District will render all necessary assistance to the Teacher in their defense provided that the Teacher was engaged in the exercise of a school activity and acting within the scope of the Teacher's authority.

Section 7: Time lost by a Teacher in connection with any incident mentioned in Section 6 shall not be charged against the Teacher.

Section 8: The Board will reimburse Teachers for any loss, damage or destruction of clothing or personal property of the Teacher while in the process

of disciplining a student unless the Teacher's actions in disciplining the student were not within the scope of the Teacher's authority.

<b>ARTICLE 20</b> <b>PERSONNEL FILE CONTENTS</b>
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Section 1: Teachers shall have the right, upon request, to review the contents of their own personnel file. At the Teacher's request, an Association representative may accompany the Teacher in review of the file. If there is a disagreement with information contained in a personnel record, removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position. The statement shall not exceed 5 sheets of 8 ½-inch by 11-inch paper and shall be included when the information is divulged to a third party and as long as the original information is a part of the file. If either the employer or employee knowingly places in the personnel record information which is false, then the employer or employee, whichever is appropriate, shall have remedy through legal action to have that information expunged. It is understood that the Teacher's personnel file may under certain circumstances be subject to Freedom of Information Act requests by members of the general public. To the extent possible, the Teacher shall be notified of any such Information Act requests prior to the release of information contained in the personnel file. However, it is understood the Freedom of Information Act places time constraints upon the Board and that the Board must comply with those time constraints.

<b>ARTICLE 21</b> <b>SENIORITY</b>
---------------------------------------

Section 1: The Administration will create a seniority list ranking each Teacher from their last date of hire with adjustments for unpaid leaves of absence in accordance with Section G.

- A. The seniority list shall include the Teacher's date of hire, adjustments thereto, and the State of Michigan certification.
- B. Date of hire shall be defined as the first date the Teacher reported for work.
- C. Date of signature of contract will be used to break ties provided documentary evidence is available. In the event ties still exist, individual Teachers still sharing the same date of hire shall participate in a drawing to determine position on the seniority list. The drawing will be

conducted openly and at a time and place which will reasonably allow affected Teachers and the Association to be in attendance.

- D. Part-time service will be counted as full-time service for purposes of seniority only so long as the part-time service is for regular employment for the full school year.
- E. Substitute service shall not accrue seniority unless such service was performed as a Teacher under contract (including letters of employment) with the Board.
- F. Time spent on unpaid leave of absence shall result in an adjustment of the Teacher's seniority date according to the following formula:

Number of days on leave

Number of days in school year x the number of calendar days in the year = number of days of adjustment to seniority date.

- G. Effective with this Agreement, if a Teacher's services are terminated or if the Teacher retires or resigns, all previously acquired seniority will be lost. Teachers who are laid off pursuant to a necessary reduction in staff shall continue to accrue seniority as if employed full time.
- H. The initial seniority list established by the Board shall be subject to discussion and/or correction for thirty (30) calendar days after delivery to the Association. Any modifications shall be instituted during this thirty (30) calendar day period. At the conclusion of the thirty (30) calendar days, the resultant seniority list shall be the official seniority list. The Association and the Board shall thereby waive the right to retroactively change the status of any individual Teacher's seniority but, in the event of errors in seniority calculations, the parties may mutually agree to correction of seniority errors.

Section 2: Each school year the administration shall provide the Association with a current seniority list in the month of November and provide adequate posting on appropriate Teacher bulletin boards.

<b>ARTICLE 22</b> <b>CONFERENCE COMMITTEE</b>
--

Section 1: A Conference Committee is hereby created for the purpose of administering the terms of the contract, keeping both parties informed of



changes and new developments; keeping the staff of the departments operating at peak efficiency; and addressing potential problems in an effort to keep such matters from becoming major in scope. It is understood that the parties shall be free to discuss operational problems as they may arise as well as contractual matters.

Section 2: The committee shall consist of up to three (3) members designated by and including the superintendent and up to three (3) members designated by and including the association president.

Section 3: Either party can request a meeting of the Conference Committee. An agenda shall be submitted with the request; unless otherwise mutually agreed, matters taken up at the conference shall be limited to those on the agenda.

Section 4: The meetings shall be held at times and places mutually agreed upon within ten (10) school days of the date the meeting was requested.

Section 5: It is agreed that an attempt to resolve a matter through the Conference Committee in no way constitutes a waiver of the rights of the Association or of any employee provided under the grievance procedure or under any statute or other regulation. It is further agreed that during the period that the parties are endeavoring to reach a fair and reasonable solution to a problem, the time limitations for filing grievances on the matter are suspended provided all such grievances are identified in writing prior to such meetings and written agreement exists to suspend such time frames.

Section 6: The parties shall mutually agree on minutes of each meeting.

<b>ARTICLE 23</b> <b>MISCELLANEOUS PROVISIONS</b>
--

Section 1: This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Section 2: Any individual contract between the Board and an individual Teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section 3: 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 part of the established policies of the Board.

Section 4: If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Under such circumstances the Association shall have the right to bargain new contract provisions to bring the contract into compliance with the law.

Section 5: Copies of this Agreement shall be reprinted at the expense of the Board and presented to all Teachers now employed or hereafter employed. All forms dealing with the application and/or execution of this contract shall be printed at the expense of the Board and appropriately distributed.

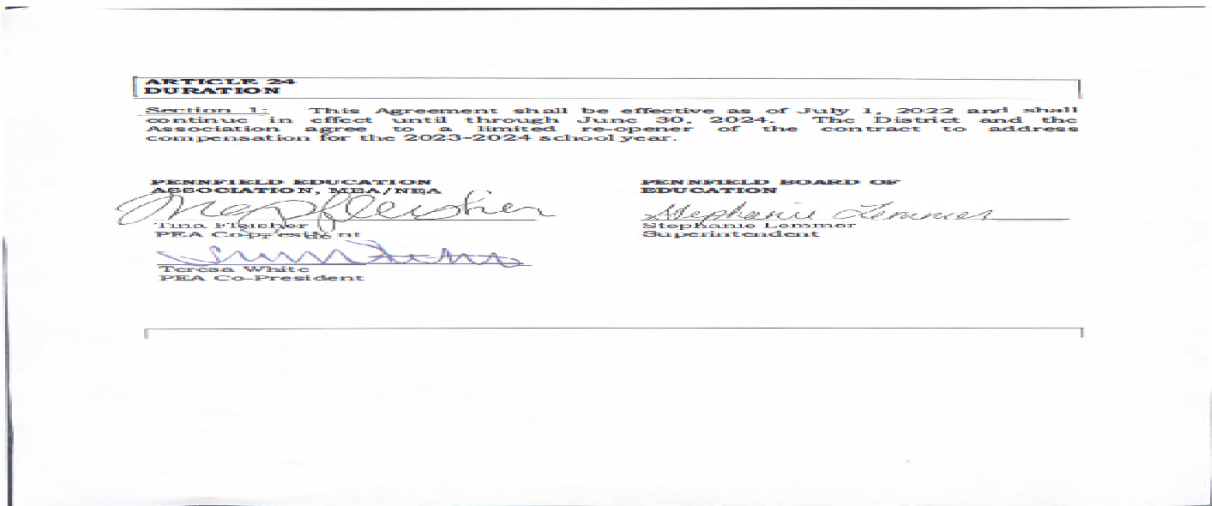
Section 6: The Board shall issue individual contracts by September 30 annually or within thirty (30) days of the conclusion of negotiation, whichever is applicable.

Section 7: School calendars shall be as set forth in Appendix D.

Section 8: If a Teacher engages in supplemental employment that affects the quality of teaching or standing in the community, the Teachers ability to engage in supplemental employment is subject to a joint review by the Board and the Pennfield Education Association. However, the decision of the Board will be binding. The Board may restrict supplemental employment to the extent it interferes with their duties set forth in this contract.

**ARTICLE 24  
DURATION**

Section 1: This Agreement shall be effective as of July 1, 2022 and shall continue in effect until through June 30, 2024. The District and the Association agree to a limited re-opener of the contract to address compensation for the 2023-2024 school year.



**APPENDIX A  
SALARY SCHEDULE**

<b>STEPS</b>	<b>BA</b>	<b>MA</b>
<b>1</b>	\$ 40,277	\$ 43,870
<b>2</b>	\$ 41,527	\$ 45,370
<b>3</b>	\$ 43,524	\$ 46,776
<b>4</b>	\$ 44,974	\$ 49,277
<b>5</b>	\$ 46,846	\$ 51,762
<b>6</b>	\$ 50,054	\$ 55,285
<b>7</b>	\$ 52,391	\$ 57,824
<b>8</b>	\$ 54,720	\$ 60,362
<b>9</b>	\$ 57,046	\$ 62,906
<b>10</b>	\$ 59,373	\$ 65,440
<b>11</b>	\$ 62,269	\$ 68,622
<b>12</b>	\$ 65,766	\$ 71,171
<b>13</b>	\$ 67,583	\$ 74,418
<b>14</b>	\$ 69,283	\$ 76,290

***\*Longevity amounts on page 44 are not included in the above pay steps.***

For the 2022-2023 school year the District will awards steps, lane changes and longevity.

Section 1: At the time of hire the district may grant years of experience to any new hire so long as the years a granted do not exceed the candidates years of teaching experience. Longevity reflects years of service at Pennfield Schools.

Section 2: Due to the significance of the academic and administrative responsibilities connected with the position of Principal, no Principal may participate in any reimbursed extracurricular activity unless no qualified Teacher applies and with the permission of the Superintendent.

Section 3: A Teacher expecting to obtain a Master's Degree prior to the start of any school year must notify the administration of their intent to obtain such degree on or before June 1 of the prior school year in order to receive the Master's Degree pay in the above salary schedule for succeeding school year.

All transfers from the BA to the MA Degree will be made at the beginning of the school year. Appropriate documentation must be provided.

Section 4: Part-time teachers' salaries and fringe benefits:

Teacher preparation time for part-time Teachers shall be as follows:

The reporting and leaving time for Teachers teaching less than a full time schedule will be calculated by using the percentage of pay they are receiving times the number of minutes that a full time Teacher would be expected to report before the start of school and remain after the conclusion of school. For example a Teacher being paid at eighty percent (80%) rate will report eighty percent (80%) of the time that would be expected of a full time Teacher before the start of their teaching day and will remain for eighty percent (80%) of the time a full time Teacher would be expected to stay at the conclusion of their teaching day. If a Teacher teaching less than full-time is required to work a full day (e.g., attend in-service, PTA meetings, etc.) the Teacher shall receive a full day's pay for that day worked.

If a Teacher teaches less than fifty percent (50%) of the regular full-time Teacher's day, they shall not be paid for any planning time. If the Teacher teaches one-half (1/2) or more of the time a regular Teacher teaches and does not receive planning time during their assigned workday, the following minutes will be added for pay purposes for planning time allotment: fifty percent (50%) or more means one-half (1/2) of the regular Teacher's day in elementary; four (4) periods or more in middle school; three (3) periods or more in high school. The calculation of time in minutes is derived by the number of minutes the Teacher serves in the classroom times forty (40) minutes of preparation allocated in elementary school; forty-five (45) minutes in middle school; and fifty-five (55) minutes in high school.

Part-time Teachers receiving prorated allowance for preparation time shall be required to attend all building or staff meetings that regular full-time Teachers are required to attend.

Section 5: Payment of longevity shall be made in a lump sum on the June 5<sup>th</sup> paycheck as follows:

- a) Beginning in the 14<sup>th</sup> year through the 18<sup>th</sup> year of employment Teachers shall be paid eight hundred dollars (\$800) in addition to their appropriate salary.
- b) Beginning in the 19<sup>th</sup> year through the 21<sup>st</sup> year of employment Teachers shall be paid one thousand dollars (\$1000) in addition to their appropriate salary.

- c) Beginning in the 22<sup>nd</sup> year through the 24<sup>th</sup> year of employment Teachers shall be paid One Thousand Two Hundred Dollars (\$1,200) in addition to their appropriate salary.
- d) Beginning in the 25<sup>th</sup> year and more of employment Teachers shall be paid One Thousand Three Hundred Dollars (\$1,300) in addition to their appropriate salary.

Section 6: A One hundred fifty dollar (\$150) payment to all members who earn at least an overall “effective/satisfactory” evaluation paid in a single payment no later than June 30. Those not meeting the standard can earn this bonus by completing a minimum of eight (8) hours of professional development (in addition to that already required by the CBA), within a six-month (6) period at the direction of the Superintendent or their designee.

**SCHEDULE B-1**  
**COMPETITIVE EXTRACURRICULAR ACTIVITIES**

All percentages below are based on Step 1 of the BA salary schedule

**BASEBALL**

Varsity 12.75  
Junior Varsity 67% of Varsity  
Freshman 60% of Varsity

**BASKETBALL**

Varsity 17.0%  
Junior Varsity 67% of Varsity  
Freshman 60% of Varsity  
Middle School\*\*  
One coach per grade 55% of Varsity  
Two coaches per grade 40% of Varsity

**BOWLING** 12.75%

**CHEERLEADING**

Fall - Junior Varsity & Varsity 12.75%  
Winter - Junior Varsity & Varsity 12.75%  
Freshman – Fall 60% of Varsity  
Freshman – Winter 60% of Varsity  
Middle School (7/8 combined) 40% of Varsity

**CROSS COUNTRY** 12.75%

Middle School 55% of Varsity

**FOOTBALL**

Varsity 17.0%  
Assistant 70% of Varsity  
Junior Varsity 67% of Varsity  
Freshman 60% Varsity

**GOLF** 12.75%

**SOCCKER**

Varsity - Boys/Girls 12.75%  
Junior Varsity - Boys/Girls 67% of Varsity

**SOFTBALL**

Varsity 12.75%  
Junior Varsity 67% of Varsity  
Freshman 60% of Varsity

**TENNIS**

Varsity 12.75%  
Junior Varsity 67% of Varsity

**TRACK**

Varsity 12.75%  
Assistant 70% of Varsity  
Middle School\*\*  
One coach per grade 55% of Varsity  
Two coaches per grade 40% of Varsity

**VOLLEYBALL**

Varsity 17.0%  
Junior Varsity 67% of Varsity  
Freshman 60% of Varsity  
Middle School\*\*  
One coach per grade 55% of Varsity  
Two coaches per grade 40% of Varsity

**WRESTLING**

Varsity 17.0%  
Junior Varsity 67% of Varsity  
Middle School\*\*  
One coach per grade 55% of Varsity  
Two coaches per grade 40% of Varsity

\*All amounts in this column are to be considered reimbursement per person hired.

\*\*Two coaches per grade may be allowed due to A/B squad scheduling.



<b>SCHEDULE B-2</b> <b>NON-COMPETITIVE EXTRACURRICULAR ACTIVITIES</b>
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All percentages below are based on Step 1 of the BA salary schedule

ADVISORS

Freshman Class	2.5%
Sophomore Class	2.5%
Junior Class	3.0%
Senior Class	3.0%
Student Council	3.0%

BAND

Director	15.5%
Assistant	11.0%

CERTIFIED LUNCH SUPERVISION \$10.93

CHOIR 12.0%

CURRICULUM COUNCIL

ELEMENTARY CORE (K-5<sup>th</sup> Grades)

Kindergarten Lead Teacher		5.0%
Kindergarten Coordinator		4.0%
1 <sup>st</sup> Grade Lead Teacher		5.0%
1 <sup>st</sup> Grade Coordinator		4.0%
2 <sup>nd</sup> Grade Lead Teacher		5.0%
2 <sup>nd</sup> Grade Coordinator		4.0%
3 <sup>rd</sup> Grade Lead Teacher		5.0%
4 <sup>th</sup> Grade Lead Teacher		5.0%
5 <sup>th</sup> Grade Lead Teacher		5.0%

Secondary Core (6-12<sup>th</sup> Grades – Dept. head and coordinator must come from different buildings)

Social Studies Dept. Head (6-12)		5.0%
Social Studies Coordinator (6-12)	4.0%	
Language Arts Dept. Head (6-12)		5.0%
Language Arts Coordinator (6-12)	4.0%	
Math Dept. Head (6-12)		5.0%
Math Dept. Coordinator (6-12)		4.0%
Science Dept. Head (6-12)		5.0%
Science Dept. Coordinator (6-12)		4.0%

DISTRICT DEPARTMENT HEADS

Special Education (K-12)	5.0%
PE/Health (K-12)	5.0%
Fine/Practical Arts (K-12)	5.0%
Data Response Team Chair	5.0%
World Languages	5.0%
DRAMA (per play)	8.0%
FOLLIES	4.0%
QUIZ BOWL	3.0%
MS Math Olympiad	3.0%
MS Science Olympiad	3.0%
PUBLICATIONS	
High School Newspaper	3.0%
High School Yearbook	6.0%
Middle School Newspaper	3.0%
Middle School Yearbook	3.0%
HUMAN SEXUALITY PARENT ADVISORY COMMITTEE CHAIRPERSON	5.0%
SADD	
High School	3.0%
Middle School	3.0%
WEB COORDINATOR/MIDDLE SCHOOL	3.0%
LINK CREW/HIGH SCHOOL	3.0%
GSA/HIGH SCHOOL	3.0%
ART CLUB	3.0%
ENVIRONMENTAL CLUB	
High School	3.0%
Middle School	3.0%
ROBOTICS/HIGH SCHOOL	\$1,500

\*All amounts are to be considered reimbursements per person hired. If more than one person is hired they will share reimbursement.

**APPENDIX C**  
**Pennfield School District**  
**Grievance Report**

Distribution of Form  
1-Superintendent  
2-Principal  
3-Association  
4-Teacher

Submit to Principal in Duplicate

\_\_\_\_\_ Assignment Name of Grievant Date Filed  
Building \_\_\_\_\_

**STEP I**

A. Date Cause of Grievance Occurred \_\_\_\_\_  
B. Statement of Grievance and Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

C. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

D. Grievant and/or Association Position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP II**

A. Date Received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STEP III**

A. Date Submitted to Michigan Employment Relations Commission  
(Mediation) \_\_\_\_\_

B. Disposition of Grievance \_\_\_\_\_

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C. Date of Mediation \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant/PEA

\_\_\_\_\_  
Date

**STEP IV**

A. Date Received by Board of Education or Designee \_\_\_\_\_

B. Disposition of Board \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: All Provisions of the current Master Agreement MUST BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.

## **APPENDIX D**

It is understood that should combined State allowed contingency days and calendar days not be sufficient, the Association and Board will determine appropriate days to meet the 1098 instruction hour requirement. This calendar contains one hundred eighty (180) student days and one hundred eighty-seven (187) Teacher days.

Any required make-up days will be at the end of the school year.

The Conference Committee referred to in this agreement will develop calendars for subsequent years. In addition, the Conference Committee will study the different preparation times among buildings and, if inequities are found, propose solutions to same.



<b>APPENDIX E</b> <b>Job Sharing</b>
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The District and the PEA are desirous of establishing conditions for Teacher's participating in job sharing arrangements. Job sharing will be defined as two Teachers sharing one full time position.

1. No more than eight (8) Teachers may participate in job sharing arrangements set forth herein.
2. Agreements to job share shall be voluntary and Teachers desiring to participate shall notify the superintendent in writing by May 30<sup>th</sup>. The parties contemplate that this job sharing arrangement may arise either by a Teacher's expression of a desire to job share or an arrangement reached by two Teachers to job share. In the event that a Teacher desires to job share and has not arranged to share a job, the administration, upon notification by that Teacher of the Teacher's intent to job share, shall post the opportunity internally for a period of 10 workdays. In the event another Teacher elects to "accept" that opportunity will be permitted and who will be afforded that opportunity. If no other Teacher applies for the job within the district, the administration will make every attempt to fill the position by July 1<sup>st</sup> of that year. If no qualified candidate has been hired by July 1<sup>st</sup> deadline if they apply to the district.
3. If a job sharing Teacher is absent, the administration may at its option, cover the vacancy by either asking the other job sharing Teacher to substitute or the use of substitute. In such event the job sharing Teacher substitutes for the absent Teacher, the pay shall be per diem rate.
4. The job-sharing Teachers shall incur seniority and advance on the salary schedule at the same rate as a full-time Teacher.
5. The benefits and salary for each job-sharing employee shall be governed by the provisions of Appendix "A".
6. Once the job sharing arrangement is authorized by the administration, Teachers may only return to full time teaching if there is a vacancy for which the Teacher is certified and qualified and for which they are the successful applicant.



# NOTES

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