

COLLECTIVE BARGAINING AGREEMENT

School District of the City of Flint and
the United Teachers of Flint

August 1, 2022 through July 31, 2025

Superintendent: Kevelin Jones

UTF President: Karen Christian

MEA UniServ Director: Bruce Jordan



Table of Contents

Table of Contents 1

Article 1 – Recognition..... 2

Article 2 – UTF and Teacher Rights; UTF Membership..... 2

Article 3 – Board Rights 3

Article 4 – Lesson Planning 3

Article 5 – Negotiation Procedures 4

Article 6 – Compensation..... 5

Article 7 – Professional Growth 9

Article 8 – Calendars, Teaching Days, and Hours11

Article 9 – Preparation periods, Master schedules, Parent-Teacher Conferences, Travel.....12

Article 10 – Class Sizes, Supplies, Technology, Working and Building Conditions.....14

Article 11 – Vacancies, Promotions, Transfers, and Reduction in Staff17

Article 12 – Seniority17

Article 13 – Paid Time Off (PTO).....18

Article 14 – Sick Bank.....20

Article 15 – Leaves of Absence.....20

Article 16 – Retirement Benefits22

Article 17 – Insurance Protection23

Article 18 – Protection of Teachers26

Article 19 – Intersession/Summer Assignments.....26

Article 20 – Part Time Positions27

Article 21 – Excellence28

Article 22 – Discipline of Teachers Not Covered by the Tenure Act28

Article 23 – Grievance Procedure28

Article 24 – Shared Decision-Making and Waivers.....30

Article 25 – Joint Labor-Management (“JLM”).....31

Article 26 – Learning Support Services/Special Education Services, Class/Caseload Sizes32

Article 27 – Miscellaneous Provisions33

Article 28 – Duration Error! Bookmark not defined.

Appendix A – Supplemental Salary Contract36

Appendix B – Calendar/s37

Appendix C – Salary Adjustment Form39

Appendix D – Grievance Form.....40

Appendix E – Arbitration Panel Memorandum of Understanding (MOU).....41

Appendix F – Waiver Form Questionnaire and Signature Form.....42

Appendix G – Class Size Overage Form/s & Instructions43

Appendix H – Providing Substitute Services Form46

Appendix I – Long-Term Substitute Letter of Agreement (LOA).....48

Index.....52

Article 1 – Recognition

- A. The Board hereby recognizes the UTF as the exclusive bargaining representative for regular certified teachers, Great Start Readiness Program (GSRP) teachers, counselors, librarians, social workers, occupational therapists, speech therapists, physical therapists, orientation and mobility specialists, and school psychologists, and guest teachers of the Board, excluding all other employees, including administrators and supervisory personnel.
- B. In this Agreement, “Teacher” means an employee represented by the UTF. “Board” or “Employer” means the Board of Education of the School District of the City of Flint, acting through its agents.

Article 2 – UTF and Teacher Rights; UTF Membership

- A. Except as expressly limited by this Agreement, the UTF, the Teacher’s exclusive bargaining representative, has those rights and privileges provided by the Public Employment Relations Act, and by other applicable Michigan statutes now or later enacted.
- B. Authorized UTF members may access Teacher mailboxes to distribute information.
- C. Upon written request, The Board agrees to provide the UTF information regarding District finances, adopted budgets, and other information needed for collective bargaining or grievance processing. The Board need not provide information that is unavailable or provide information in a form other than used or prepared by the Board.
- D. UTF representatives authorized by the Board may transact official UTF business on school property. Such business must not interfere with school operations. UTF representatives shall check in at the office upon entry into a school building.
- E. Use of Buildings. The UTF may use school buildings for UTF meetings at reasonable hours. The UTF must make advance request for such use pursuant to applicable policies the Board provides.
- F. Union Activity Leave.
 - 1. The Board will provide a total of fifty (50) days each school year during this Agreement for the UTF’s elected officers or committee chairpersons to attend MEA or NEA meetings.
 - 2. Union Activity Leave shall be without deduction from salaries, provided that the UTF pays the cost of any necessary substitute teachers.
 - 3. Union Activity Leave may not be used for grievance meetings, negotiations, arbitrations, or adversary legal or administrative proceedings involving the Board.
 - 4. The UTF shall annually notify and promptly update the District, in writing, of the names of the elected officers and committee chairpersons. No release time shall be granted unless the UTF notifies the Human Resources Director or designee in writing ten (10) days in advance of the proposed absence.
- G. Faculty Lounges. Where feasible, the Board shall provide a properly ventilated and furnished faculty lounge in each school building.

H. UTF Membership.

1. Teachers may apply for UTF membership, which shall include membership in the MEA and NEA, as provided by MEA policies. The Board shall not deny Teachers the right to organize, join, or support the UTF. Pursuant to the Public Employment Relations Act, it is not a condition of employment that any Teacher join the UTF or pay dues or agency fees.
 2. The Board will provide a list of Teachers on a monthly basis.
- I. Teachers may form, join, lead and participate in professional, political, religious, and other organizations so long as their activities do not impair their effectiveness as a teacher or disrupt the educational process. Teachers may wear UTF insignia during work hours.

Article 3 – Board Rights

- A. The Board retains all the 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, except as expressly limited by this Agreement. These rights include, but are not limited to, the right:
1. To manage, administer, and control the school system, its properties and facilities, and the professional activities of its employees;
 2. To hire, evaluate, dismiss, demote, promote, transfer, direct, and determine the qualifications of employees and the conditions of their continued employment, and to decide the size of the work force, in compliance with PERA, the Revised School Code, and other applicable law;
 3. To establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students;
 4. To decide upon the means and methods of instruction, including selection of textbooks, teaching materials, and teaching aids;
 5. To determine the financial policies including all accounting procedures.
 6. The Board shall make reasonable efforts to recruit and hire persons from underrepresented groups.

Article 4 – Lesson Planning

- A. Lesson planning is an essential part of effective teaching and learning. The primary function of lesson plans is to facilitate effective teaching.
- B. The development of lesson plans by and for the use of the teacher is a professional responsibility vital to effective teaching. The organization, format, notation and other physical aspects of the lesson plan are appropriately within the discretion of the teacher. A principal or supervisor may suggest, but not require a particular format or organization, except as part of a program to improve deficiencies of teachers who receive a less than effective performance rating.
- C. Lesson plans should be easy to read and understand as they are left for substitute teachers to implement.
- D. Lesson plans are part of the instructional planning process. As has long been the case, supervisors may continue to request and collect lesson plans; however, they may not be collected in a mechanical or routinized manner. When requested, lesson plans will be readily available and provided.

- E. Collaboratively, the parties agree to annually meet to update the agreed upon lesson plan guidelines. These guidelines shall outline content suggestions to lesson plans teachers may include when creating lesson plans. These guidelines must be mutually agreed to.

Article 5 – Negotiation Procedures

- A. The parties shall begin negotiations for a successor Agreement in accordance with this Article at least six (6) months before this Agreement expires.
- B. Each party may select its representatives for collective bargaining without interference from the other.
- C. At the first meeting of the bargaining teams, the parties shall establish negotiation ground rules.
- D. Once a tentative agreement is reached, both bargaining teams agree to present it to their governing bodies and strongly recommend its ratification. The tentative agreement may not be executed before both parties ratify it.
- E. Upon its ratification by the parties, this Agreement shall be made electronically available.
- F. If the parties agree to negotiate during school hours, any Teacher who attends a bargaining session as a member of the UTF bargaining team shall be released from regular duties without loss of pay for that session.
- G. This Agreement may only be amended by the parties' written and executed consent.

Article 6 – Compensation

A. Salary Schedule

1. The table below sets forth the salaries of teacher for the 2022/2023, 2023/2024, and 2024/2025 school years.

2022/2023, 2023/2024, and 2024/2025					
5% lanes 4.25% Steps	Lanes				
Step	BA	BA+18	BA+36/MA	MA+25	*Doctorate
1	\$38,000	\$39,900	\$41,895	\$43,990	\$44,290
2	\$39,615	\$41,596	\$43,676	\$45,859	\$46,159
3	\$41,299	\$43,364	\$45,532	\$47,808	\$48,108
4	\$43,054	\$45,207	\$47,467	\$49,840	\$50,140
5	\$44,884	\$47,128	\$49,484	\$51,958	\$52,258
6	\$46,791	\$49,131	\$51,587	\$54,167	\$54,467
7	\$48,780	\$51,219	\$53,780	\$56,469	\$56,769
8	\$50,853	\$53,396	\$56,065	\$58,869	\$59,169
9	\$53,014	\$55,665	\$58,448	\$61,371	\$61,671
10	\$55,267	\$58,031	\$60,932	\$63,979	\$64,279
11	\$57,616	\$60,497	\$63,522	\$66,698	\$66,998
12	\$60,065	\$63,068	\$66,221	\$69,533	\$69,833
13	\$62,618	\$65,748	\$69,036	\$72,488	\$72,788
14	\$65,279	\$68,543	\$71,970	\$75,568	\$75,868
15	\$68,053	\$71,456	\$75,029	\$78,780	\$79,080

- a. The following outlines the salary changes for the 2022/2023, 2023/2024, and 2024/2025 school years:
 - i. For the 2022/2023 school year, teachers will be placed on the salary schedule on the lane commensurate of their education level, as submitted to Human Resources, and on a step not less than their current salary.
 - ii. For the 2023/2024 and 2024/2025 school years, steps will be granted on August 1 of each school year.
 - iii. *The Doctorate lane will continue to be \$300 more than the MA+25 lane.
 - iv. A teachers per diem (daily rate) and hourly rate shall be calculated as follows:
 - a. Per diem = Annual Salary / 183 teacher work days
 - b. Hourly rate = Annual Salary / 183 teacher work days / 7 hours
2. No later than February 6, 2023, representatives of the Board and UTF will meet to bargain a reopener for:
 - a. The 2023/2024 and 2024/2025 Calendars, staff meetings, and planning/preparation periods.

B. Placement on Salary Schedule:

1. The District will consider the following when placing new hires onto the salary schedule:
 - a. Teaching experience in school systems outside Flint Community Schools
 - b. Military experience
 - c. Other relevant work experience so long as the new hire has an endorsement in the field in which they are assigned and possess a valid teaching certificate.

2. The parties agree that a new hire with similar experience and credentials will not be placed on the salary schedule equal to or higher than a similarly situated teacher.
 3. School Social Workers holding a MSW degree will be placed on the MA salary column, and upon providing a certificate showing completion of ten (10) graduate hours beyond the MSW degree, they will be placed on the MA+25 column.
 4. If a teacher has FCS employment service, and the teacher left FCS and took a position elsewhere, and applied for a current open FCS position, interviewed and was selected, their placement on the salary schedule will be reviewed on a case-by-case basis by the Board.
- C. A teacher will receive salary credit on the salary schedule for a given school year, provided the teacher has been on District payroll one day more than fifty percent (50%) of the teachers' regularly scheduled work year, excluding holidays. Days covered by Paid Time Off (PTO or Sick Bank days are counted as work days under this Section H.
- D. Longevity:
1. The District shall annually include a longevity payment in a teacher's last paycheck before the Christmas recess as follows:
 - a. \$500.00, Starting a teacher's fifth (5th) year of Flint Community School service
 - b. \$750.00, Starting a teacher's tenth (10th) year of Flint Community School service.
 - c. \$1000.00, Starting a teacher's fifteenth (15th) year of Flint Community School service
 - d. \$1,250.00, Starting a teacher's twentieth (20th) year of Flint Community School service and every year thereafter
- E. Recruitment and Retention of Teachers Incentives:
1. In collaboration with the UTF, the District will be allowed to pay grant-funded recruitment and retention incentives to teachers in high need positions.
 2. The amounts of the payments, and names of the teachers who will be receiving the incentive payments, will be provided to the UTF.
- F. Salary Differentials:
1. The Board reserves the right to eliminate any position paying a salary differential or to add positions to the said list of such salary differentials as may be determined after negotiations between the Board and the UTF.
 2. Assignments under this section will not be considered to be official nor will an employee be eligible for a differential until and unless a differential is established and a Supplemental Salary Contract ([Appendix A](#)) is entered into between the employee and the Board.
 3. If there are not enough teachers willing to accept extra duty assignments, teachers are allowed to accept multiple extra duty assignments.
 4. The UTF and FCS agree to develop definitions for extra duty assignments and process to ensure essential duties are being performed and documented to support payment.
 5. Unless otherwise noted, one-half of the differential shall be paid on the last pay date in the first semester. The remaining one-half of the differential shall be paid on the last pay date in the second semester
 6. * Payments are made immediately after conclusion of job duty (to be established.)
 7. ** Department or building staff elect/select as appropriate and then informs building administration.

8. Differentials:

Job	Differential
7th-12th Band/Orchestra per school	2800
7th-12th Vocal per school	1700
7th-12th Yearbook/Newspaper	1700
7th-12th Major Fine Arts (Theatre/Drama) per school	1100
Ancillary Essential Duties – Bus duty**	1000
Ancillary Essential Duties – Testing Coordinator	1000
Ancillary Essential Duties – Other	1000
School Tech Assistant – 1 per building**	1000
Early Childhood Evaluation Coordinator	1500
Academic Coaches	1700
Instructional Specialists	2800
Mentors	500
Curriculum Development Specialist	5000
ELL Instructional Specialist	5000
STEM Coordinator	5000
PE & Community Activities Coordinator	5000
AP Coordinator	1700
School Improvement Coordinator**	1700
Professional Learning Coordinator**	1700
National Honor Society Sponsor**	1700
National Junior Honor Society Sponsor**	1700
Student Council Advisor**	1700
Elementary Building Math Content Chair**	1500
Elementary Building ELA Content Chair**	1500
Elementary Building Science Content Chair**	1500
Elementary Building Social Studies Content Chair**	1500
Middle School (7th-8th) Team Leaders**	1500
7th-12th Department Chairs**	1500
Building Level ESL**	1500
Reading Corp. Lead**	1500
PBIS Coordinator**	1500
9th Grade Class Sponsor**	750
10th Grade Class Sponsor**	1000
11th Grade Class Sponsor**	1250
12th Grade Class Sponsor**	1500
**BPA Advisor*	1700
**Debate*	1700
**DECA Advisor*	1700
**Quiz Bowl Sponsor*	1700
**Robotics Advisor/Coach*	1700
**Science Olympiad Sponsor*	1700
**Special Olympics Coordinator*	1700

G. Voluntary Sixth Period:

1. The District shall identify shortage areas at the beginning of the school year and/or after first semester with the understanding that the District’s goal is to fill all vacancies with regular full-time teachers and may offer additional classes to current educators only when it becomes apparent that the District is experiencing challenges filling such positions.
2. Educators (e.g., teacher, counselor, etc.) certified and qualified to teach in areas designated as a shortage area due to absence of regular full-time teachers may volunteer to accept an additional class assignment.

3. Teachers are eligible for the sixth period additional class assignment(s). Additional class assignment(s) at the secondary level may be taught during duty or preparation period.
 4. Teachers who volunteer and are assigned to teach an additional class(es) shall work their regular schedule with the addition of the sixth period.
 5. Each class period shall be considered a one-hour (1) assignment with teachers being paid one-fifth (1/5 – 20%) of their daily rate. Additional class assignments shall be paid on the teacher's regular pay cycle.
 6. The District shall implement and maintain a process and procedure for compensation regarding the additional class assignment for teachers.
- H. Paid Professional Development:
1. Required Summer/Weekend/After Hours Professional Development: \$30.00 per hour
 2. Voluntary Professional Development: \$30.00 per hour
- I. Stipends:
1. Nationally Board Certified
 - a. \$1,000.00, One-half of the stipend shall be paid on the last pay date in the first semester.
The remaining one-half of the stipend shall be paid on the last pay date in the second semester.
- J. Providing Substitute Services:
1. "Providing Substitute Services" is defined as:
 - a. Subbing for an absent teacher on a teacher's preparation period.
 - i. Teachers that provide substitute services during their preparation period will receive \$30.00 per hour.
 - b. Having an absent teacher's students split up amongst other classrooms.
 - i. As a last resort, and if there is a need to split an absent teacher's students amongst other classrooms, each teacher that takes students will receive a payment of \$150.00 divided by the number of teachers that the students are split up amongst.
 - c. Keeping a teacher's own class when a Physical Education, Art, or Music teacher is absent.
 - i. Teachers that keep their own students when students are scheduled to receive Physical Education, Art or Music will receive \$30.00 per class.
 - d. Building Lead Teacher:
 - i. Teachers may be asked to perform as a temporary Lead Teacher for short periods of time with the consent of the teacher, and with the Board assuming full responsibility for those actions of the teacher taken within the parameters of his/her legitimate role as Lead Teacher
 - ii. Teachers performing temporary Lead Teacher responsibilities shall receive a payment of \$30.00 per day in addition to their regular compensation.
 - iii. Teachers cannot act as Lead Teachers if there are not enough substitutes for the building unless the volunteering teacher agrees to act as a Lead Teacher while teaching.
 2. Non-Load Bearing teachers (intervention teachers and the like) are not eligible to receive payments for providing substitute services listed in provisions K.1.a, K.1.b, or K.1.c of this Article.
 3. Any teacher may decline to volunteer to provide any substitute teaching services outlined in Section K of this Article.
 4. See [Appendix H](#), for the form for providing substitute services.

- K. **Mileage Reimbursement:**
1. Any teacher who is not given a car allowance and who is authorized to use his/her own automobile in pursuance of assigned school duties shall be reimbursed at the IRS per mile rate for in-town travel and for out-of-town travel.
 2. All claims for reimbursement shall be made only upon forms provided by the Board.
 3. Claims for reimbursement must be submitted at least quarterly and must be for the current fiscal year.
 4. Claims not submitted timely will not be honored.
- L. **Counselors and Librarians** shall be employed on a teacher contract and given a supplementary contract for an additional week at their regular contractual salary, with the additional week being prior to the opening of school or after the close of school with the authorization of the Principal.
1. The District may request, on a voluntary basis, for more than an additional week.
- M. **Payments of Compensation:**
1. Any teacher may choose, subject to IRS guidelines, to have any type, and amount, of compensation outlined in this Article deposited in their Board approved annuities, Health Savings Account, Health Reimbursement Account, Flex Savings Account, or the like.
- N. No later than September 30 of each school year, the Office of Human Resources will have every teacher complete and sign (or confirm via email) a salary verification form/email which shall include the teacher's annual base salary, step increment, and lane.
1. Once completed, the Office of Human Resources will compile this information into a roster spreadsheet and provide it to the UTF President.
- O. All teachers will be paid on a twenty-six (26) pay period cycle.

Article 7 – Professional Growth

- A. **Lane Advancement:** Approval of training increment credits shall be the responsibility of the Office of Human Resources.
1. Teachers accumulating enough credit hours for movement to a higher lane on the salary schedule shall receive an adjustment after a completed Salary Adjustment Form ([Appendix C](#)) with attached official transcripts demonstrating completion of coursework is received by the Office of Human Resources.
 2. The effective date for the salary adjustment shall be the date the application was submitted to the Office of Human Resources.
 3. It shall be the responsibility of the teacher to apply for a salary adjustment, obtain official transcripts and (if needed) a letter from the registrar, and to deliver the Salary Adjustment Form and other documents to the Office of Human Resources.
 4. Teacher must submit salary adjustment forms and send transcripts to the Office of Human Resources by the following deadlines:
 - a. 2nd Friday in September. The payment and salary adjustment to be made the 2nd pay period in October.
 - b. 2nd Friday in January. The payment and salary adjustment to be made the 2nd pay period in February.
 - c. 2nd Friday in June. The payment and adjustment to be made the 2nd pay period in July.
 5. The Office of Human Resources will provide a duplicate copy of any Salary Adjustment Form and official transcripts with an original "received" date and time stamp to the teacher. If the official transcripts are not available at the time the Salary Adjustment Form is submitted,

- the Office of Human Resources will email a scanned copy, including “received” date and time stamp, to the teacher.
6. Only Passing graduate level credits, not less than C, including Pass/Satisfactory credits, will be accepted to move from BA to BA+18, BA+18 to BA+36/MA, BA+36/MA to MA+25, and MA+25 to Doctorate.
 7. Only credits earned after the baccalaureate degree will be accepted for advanced placement on the salary schedule.
 8. Any teacher that was placed from the “old” MA+15 lane to the “new/current” MA lane above step increment 8.5 AND have received enough education credits to advance to the MA+25 lane would be moved to the MA+25, step increment 8.5, provided that all lane advancement requirements have been met.
 9. Credits used to grant lane advancements may only be used once.
 10. Courses to be credited toward salary advancement must be directly related to the teacher’s certification area/s or must aid in qualifying the teacher for another teacher assignment that currently exists in the district that requires teacher certification or State Department of Education approval. Exceptions may be approved by the Office of Human Resources, in writing, and should be done prior to enrolling in the class.
 11. SCECHs may be used to compliment graduate credits for lane advancement not to exceed 30 SCECHs per lane adjustment.
 12. Conversion SCECHs to Semester Hours:
 - 10 Clock Hours = 1 CEU
 - 3 CEUs = 1 Semester Hour
 - 1 Clock Hour = 1 SCECH
 - 30 SCECHs = 1 Semester Hour = 25 Hours of Professional Learning
- B. Professional Development
1. District Provided Professional Development (DPPD): As the district is required to provide five (5) days (or thirty (30) hours) of professional development annually, opportunities provided by the district for DPPD hours may include a combination of district provided PD during district-wide PD days; district provided after school PD opportunities; building-level PLC meetings or PD opportunities, etc.
 - 90 SCECHs = 1 Three (3) Credit Semester Class
 - 1 Three (3) Credit Semester Class = 75 Hours of Professional Learning
 2. All DPPD will count as an instructional day/s.
- C. Mentoring
1. The Mentor selection and procedures are contained in the Mentoring handbook (currently under revision with University Partner, MSU). This handbook will be provided electronically to new teachers by the Office of Human Resources or if requested by current teachers.
 2. The stipend for mentor teachers is contained in [Article 6.F.8](#).
- D. Before individual teachers are expected to implement mandated district initiatives, they will be provided with professional development opportunities designed to train and enable those teachers to fully implement such mandates.
- E. The District and the Union agree that meaningful professional growth is a vital component of supporting employees as they strive to increase the academic achievement of each student. Each year the sessions will be related to the District goals, systemic reform, and other school related issues.

Article 8 – Calendars, Teaching Days, and Hours**A. Calendar**

1. The parties have agreed to District-wide balanced calendars for the 2021-22 and 2022-23 school years ([Appendix B](#)).
2. The school calendar shall contain:
 - a. 180 student days
 - b. 183 Teacher work days consisting of:
 - i. 180 student days
 - ii. 1 day to prepare classroom before the first day of school for students
 - iii. 2 record's days
 - iv. District Provided Professional Development is built into the calendar/s.
 - c. Teachers will not be required to work on the following days:
 - i. Friday before Labor Day
 - ii. Labor Day
 - iii. Thanksgiving
 - iv. Friday after Thanksgiving
 - v. Christmas Eve
 - vi. Christmas Day
 - vii. New Year's Day
 - viii. Martin Luther King Day
 - ix. President's Day
 - x. Good Friday
 - xi. Memorial Day
3. If the legislature changes the number of required instructional hours or days, the parties shall meet to review the changes in state law and determine needed adjustments.
4. Nothing shall be construed to prohibit the Board from offering any teacher an extended contract, so long as the additional time is paid at the teacher's daily rate established by this agreement.
5. Subject to established waiver procedures ([Article 24](#)), a shared decision-making committee may recommend a change of the starting and dismissal times or the school calendar for an entire school, or for any segment of school, or to accommodate any mutually agreed upon pilot programs approved by the Board.

B. Teaching Days and Hours:

1. The standard work day for all teachers is seven (7) hours, which includes a duty-free lunch period equal in length to the student lunch period.
2. All building staff will facilitate the orderly entrance and exit of students to and from the school building, prior to and following the instructional day subject to the procedures established at the building Shared Decision-Making Committee.
3. Building schedules will reflect adequate time for teacher record keeping.
4. Regular monthly staff meetings shall be scheduled at the beginning of the year, within Shared Decision-Making Committees, provided that any such meetings shall be canceled if unnecessary.
 - a. Staff meetings shall be as brief as possible.
 - b. Staff meetings shall be commenced before or immediately after school.
 - c. Staff Meetings shall be scheduled for no longer than one (1) hour.
 - d. Staff meetings, other than the scheduled one per month needed, shall go to the shared decision-making committee to approve and to formulate the agenda and meeting date and/or time. This does not preclude the right of the building Principal to call emergency meetings.

- e. Professional development shall not be an agenda item of regular monthly staff meetings.
 - f. Half-time teachers and teachers assigned to more than one building shall not be required to attend more than half of the meetings and/or activities in their building/s, except as otherwise provided in this agreement.
 - i. The activities the teacher attends will be determined by the teacher and the building administrator/s in a joint meeting at the beginning of the school year.
- C. Building/District Closures:
1. If a building or district closure is to occur, the district will make every effort to notify staff in a reasonable time, at least one (1) hour, before teachers are expected to report to work.
 2. A partial instruction day closure will not be made up if the day counts as a day of instruction.
 3. If there is a need to add full instruction days to comply with state law, the parties agree to meet, discuss and mutually agree when full instructional days will be rescheduled due to closures. If partial or full days are rescheduled due to closures, teachers will be paid at their per diem rate accordingly.
 4. If the District is closed on the day scheduled for the teacher to prepare classrooms before the first day of school for students, or a scheduled record's day, the parties will meet, discuss and mutually agree when the day will be made up. Teachers' pay will not be affected by a District closure.
 5. The District will notify teachers of rescheduled days no later than May 1.
 6. If the entire school district is closed due to a district-declared snow or other emergency, teachers will be excused from school without penalty.
 - a. Any teacher who had submitted use of PTO on the district-declared snow or other emergency day shall not be charged that PTO against their PTO accruals.
 - b. Any teacher on a paid leave of absence on the district-declared snow or other emergency day shall not be charged that PTO against their PTO accruals.
 7. If an individual building is closed due to conditions not within the District's control, teachers may be notified where to report.

Article 9 – Preparation periods, Master schedules, Parent-Teacher Conferences, Travel

- A. The parties recognize and agree that the following provisions are congruent with the staffing plan and the educational plan that this contract supports, and that such staffing and educational plans shall supersede any provision to the contrary.
- B. Preparation/Planning Periods:
1. Any deviation of the provisions of section B of this Article requires a waiver ([Article 24](#)).
 2. Elementary School (Grades PK-6)
 - a. The weekly teaching load in the elementary schools will be thirty (30) hours of student instruction. In addition, each elementary teacher will have five (5) unassigned preparation periods totaling 225 minutes per week. The elementary teacher preparation periods will be incorporated into the instructional day.
 - b. Teachers will not be required to remain in their rooms when their students are receiving ancillary instruction by an assigned ancillary teacher. This release time for classroom teachers will be used for preparation time or Professional Development/PLC sessions.
 3. Secondary Schools
 - a. The daily teaching load in secondary schools will be five (5) teaching periods of no more than sixty (60) minutes and one (1) duty-free preparation period.

- b. It is recognized that there will be an occasional need for a homeroom period and that such needs shall be determined by the building Principal, or his/her designee.
 - c. No teacher will have more than three (3) separate preparations except where more are necessary to complete the schedule for that teacher or to fully implement the curriculum of the school, or at the teacher's request.
 - d. Duty-free preparation periods will be assigned to each teacher during the instructional hours, and each preparation period will be no less than the length of an instructional period.
 - e. Assignment to homeroom periods shall be assigned equitably among teachers. In lieu of a homeroom assignment, a teacher may be assigned to supervision of the corridors or other appropriate responsibility during the homeroom period
- C. Master Schedules:
1. Though the creation of the master schedules is the responsibility of the District, the parties agree to collaborate, for input purposes, before the master schedules are finalized.
 2. The master schedules, including building bell schedules, in all buildings will be shared with staff, and the UTF, as soon as practicable, but no later than of two (2) weeks before the first day teachers report for the school year.
- D. Parent-Teacher Conferences/Open houses:
1. Teachers recognize that their responsibilities to their students and their profession require the performance of duties that involve the expenditure of time beyond that of the normal working day.
 2. Each teacher will accept not more than two (2) assignments per semester.
 3. These meetings will not exceed 3 hours each. Start and end times shall to be determined by the building's Shared Decision-Making Committee.
- E. Teachers that travel:
1. Travel time of homebound teachers and teachers assigned to more than one building shall be considered as part of such teachers' teaching time.
 2. Teachers who are assigned to more than one building shall consult/collaborate with their respective building Principals to adjust their schedule to ensure a preparation period.
 3. Mileage will be paid to teachers that travel between buildings at the established IRS rate. Teachers are responsible for keeping a log of their mileage to be included when submitting requests to Human Resources for mileage reimbursements.
 4. Submissions of mileage shall be done monthly.
- F. Professional Learning Communities (PLCs):
1. The District will make every effort to protect preparation/planning periods of teachers to the extent possible.
 2. The District and the Union agree that meaningful professional development is a vital component of supporting employees as they strive to increase the academic achievement of each student. Each year PLC sessions will be related to the District goals, systemic reform, teaching strategies, student concerns and issues arising out of adequate yearly progress (or equivalent).
 3. No more than two (2) preparation periods per month will be set aside for the purpose of PLC sessions.
 4. The purpose of PLCs is for collaborative inquiry with learning outcomes to enhancing teacher practice and increase student achievement. The parties recognize an important component of PLC success is the collaboration between teachers and

building administration as well as administration input into PLCs. Generally, PLCs shall be teacher driven, teacher created, and teacher led.

Building administration and PLC chairs will plan the PLC schedule and staff will be notified of the dates of scheduled PLC sessions at least one (1) week in advance of the PLC session. If there is an adjustment in schedules that impacts PLC sessions, the District agrees to provide notice of the new PLC session one (1) week in advance of the rescheduled PLC session.

5. Additional sessions may be scheduled, and attendance at such additional sessions by employees shall be voluntary.

Article 10 – Class Sizes, Supplies, Technology, Working and Building Conditions

A. Class Sizes:

1. The parties agree that it is their mutual goal that class size be lowered whenever feasible, having due regard for the availability of staff and facilities.
2. Class sizes shall be as follows:

Grade/Program	Class Size/ Case Load	Overage	Detail
PK	16	0	Per GSRP State Guidelines
K	25	0	No kindergarten splits allowed
1	27	1	Can split
2	27	2	Can split
3	27	2	Can split
4	28	2	Can split
5	28	2	Can split
6	28	2	Can split
7	30	2	
8	30	2	
9	30	2	
10	30	2	
11	30	2	
12	30	2	
Band/Vocal	Varies	0	Grades 7-12, Teacher to decide
Composition/Writing	30	2	Grades 7-12
Algebra 1	30	2	Grades 7-12
Alternative Education	25	0	Grades 7-12
Classes with Computers	Varies	2	Grades 7-12, not to exceed number of working computers
Counselor to student ratio	300:1	0	Grades 7-12

B. Class Size Overages:

1. Teachers who have more pupils entered than the maximum amounts provided in Section A will receive an “overage premium” added to their compensation. “Entered” shall be defined as any student that has attended class at least one (1) time and still remains on a teacher’s class roster.

The District remains committed to rightsizing each class. The following “overage premiums” will be added to a teacher’s compensation beginning the 11th day after students return at the start of the school year for elementary teachers and beginning the 11th day after

students return at the start of the school year and the start of 2nd semester for secondary teachers:

(See above chart for how many students allowed to produce an overage)

- a. Kindergarten: \$12.00 per pupil per day
- b. Grades 1-6: \$12.00 per pupil per day
- c. Grades 7-12: \$2.00 per pupil per class

C. Split Classrooms/Platoons

1. It is understood that the Board reserves the right to establish split classes without teacher consent, subject to the chart above, but in no event shall the maximum class size established above be exceeded by the lower grade level class maximum.
2. Assignment of split classes shall be done on a voluntary basis first, followed by involuntary.
3. When split classrooms are created, the teacher who will be assigned to such a classroom will be consulted with respect to the selection of students for that class. Such selection will be made with the goal of insuring as much homogeneity in terms of educational development as possible.
4. Platoons in the elementary buildings shall be limited to no more than six (6) sections and subject to the class size chart above. A collaborative conversation between teacher and administration shall take place to ensure the success of platooned students. Prior to implementing platoons for K-2 classes, a K-2 teacher will be advised of the shared decision-making committee's platooning decision and be afforded the opportunity to raise concerns with the building administrator and the UTF President.

D. Supplies:

1. The District will use its best efforts to provided adequate supplies, textbooks (including teacher's editions) and materials in a timely manner in accordance with any curriculum implementation.
 - a. Teachers shall not be held responsible, nor be required to make financial restitution for lost/damaged books assigned to their classroom.
2. The District will use its best efforts to coordinate curriculum changes with the ordering of supplies and materials.
3. The District will provide and have available during the first week of school, for use by all teachers, supplies including, but not limited to:
 - a. Copy paper
 - b. Lined paper
 - c. Staples
 - d. Tape
 - e. Pens
 - f. Crayons
 - g. Pencils
 - h. Working copy and fax machines in every building
 - i. Disinfectant wipes
 - j. Hand sanitizer
 - k. facial tissue
 - l. Masks
4. Teachers must submit requests for such supplies to their building secretary in accordance with the timelines and procedures established by the Board.
5. The District will design and implement a program to ensure accessibility and choice of supplies.

6. In addition to these supplies, each actively employed teacher shall receive two hundred twenty-five dollars (\$225) annually to be spent at the vendor/s of the Board's choice prior to the first day of school. The District will discuss the program with the UTF.
- E. Technology:
1. When and where instructional technology is available, training in the use of equipment, software and instructional methodology will be provided by the District to each teacher.
 2. After such training is provided, teachers are expected to use the methodology, software and equipment appropriately.
 3. Technology specifically needed to teach a class, such as computers in a computer class, shall be adequately maintained.
 4. Technology repair shall be promptly reported to building administration through a third-party contractor.
- F. Working/Building Conditions:
1. Outside telephones shall be available in every classroom for teacher use for professional and emergency calls.
 2. Adequate, safe and maintained parking facilities shall be made available to teachers for their exclusive use.
 3. The Board will review requests for reimbursement due to parking lot potholes on a case-by-case basis.
 4. Adequate desks/tables and chairs shall be provided and kept in good repair. Removal and/or repair of broken furniture is responsibility of the district and will be done timely.
 5. Bargaining unit members and other professionals shall dress, speak, and behave in a manner that provides a positive model for students and is consistent with Board Policy.
 6. Maintenance of facilities is the District's responsibility. The District will use its best efforts to provide adequate facilities maintenance.
 - a. Teacher shall report severely inadequate ventilation, excessive or inadequate temperatures and inadequate custodial care in classrooms and offices to the superintendent or his or her designee.
 - b. The District will design and implement a system to facilitate making and tracking reports via a third-party contractor.
 - c. The Superintendent, or his or her designee, will review such reports and will provide a response to the UTF President within fifteen (15) school days regarding measures to be taken to address the teacher's concern(s).
 - d. If temperatures in the classroom are below 60 degrees or above 80 degrees Fahrenheit for more than five (5) consecutive school days, a teacher may request a transfer to another room and the District will use its best effort to accommodate the request.
 - e. If the temperatures in a classroom are below 55 degrees or above 90 degrees Fahrenheit, the UTF President will immediately contact the Superintendent or designee, to discuss solutions.
 - f. The District and UTF commit to the use of a collaborative process to address building condition issues. Where appropriate, upon either party's request, an ad-hoc committee comprised of equal number of District and UTF representatives will convene to identify, discuss, and recommend building condition issues and solutions to the Board.
 - g. The parties agree that improving building conditions to facilitate a balanced calendar and ensure an adequate learning environment for students and working environments for teachers will require the parties' mutual effort and commitment. The UTF and District will use a collaborative process to correct building condition issues.
 - h. Just as the Board will not tolerate bullying amongst students, it is agreed that the Board and the UTF will not tolerate the bullying of staff by other staff or students.

- i. The Board will review requests for reimbursement due to disposal or theft of secured personal items on a case-by-case basis.
- j. Generally, no person will be allowed to enter a district building and wander without escort. This is to ensure that someone does not “drop in” on a classroom unannounced, possibly creating a disruption to the learning environment.

Article 11 – Vacancies, Promotions, Transfers, and Reduction in Staff

- A. Moving Assistance for Relocated Teachers. The Board will provide assistances to Teachers who are assigned to a new room or building.
 - 1. Teachers assigned to a new building will confer with their new building principal or designee to coordinate Board assistance in moving books, equipment, and other materials and other necessary assistance. If requested, the District shall provide a Teacher assigned to a new building with boxes and two (2) days of teaching assignment coverage in order to relocate and set up books and materials. If this provision is not met, the Board will compensate teachers to pack and unpack at a rate of \$30 per hour for 12 hours to pack/move/unpack.
 - 2. The Board will provide Teachers assigned to a new room in the same building with boxes, moving assistance, and one (1) day of teaching assignment coverage in order to relocate and set up books and materials. If this provision is not met, the Board will compensate teachers to pack and unpack at a rate of \$30 per hour for 6 hours to pack/move/unpack.
- B. Transfer Requests:
 - 1. Voluntary Transfers
 - a. Open Transfer Period
 - i. Teachers may submit transfer requests in the form provided by the District by April 1 to be considered for the next school year.
 - ii. Request for Transfer: The District will notify teachers who have submitted a transfer request as provided in this paragraph of the disposition of that request as soon as possible, but in no event later than ten (10) days before the first scheduled teacher work day. The District will provide copies of transfer requests and dispositions to the UTF President at the time the dispositions are provided to the requesting teacher.
 - iii. Selection: When a position is to be filled by transfer, the position is to be filled according to District policy and/or procedure.
 - iv. Voluntary Transfer are not eligible packing compensation.
 - b. Involuntary Transfers
 - i. The District retains the right to transfer teachers based on District policy in compliance with PERA, the Revised School Code, and other applicable law.
 - ii. Teachers shall receive at least two (2) days’ notice before they are transferred from one regular assignment to another regular assignment.

Article 12 – Seniority

- A. Seniority shall be defined as uninterrupted (non-terminated) length of employment as a teacher with Flint Community Schools.
- B. A teacher who returns to active employment after a paid or unpaid leave of absence is not “terminated” for the purposes of this Article, except as otherwise provided by this Agreement or applicable law.

- C. If the Board creates a new or revised job description for a non-administrative position that requires a teaching certificate, the Board shall provide a copy of that job description to the UTF.
- D. Teachers who are absent due to their service in the uniformed services shall accrue seniority as provided in the Federal Uniformed Services Employment and Reemployment Rights Act.
- E. The Board shall prepare and present to the UTF a teacher roster by February 28 of each year. Any teacher may challenge the accuracy of the roster. Any date not challenged within sixty (60) days after issuance will be considered correct for that year or until a revised roster is issued. The roster shall include the following:
 - 1. Full name of teacher;
 - 2. Date of hire;
 - 3. Whether the teacher is tenured or probationary as of the printing of the roster; and
 - 4. Areas of Certification (and expiration dates).

Article 13 – Paid Time Off (PTO)

- A. Paid Time Off (PTO) shall be credited annually to each teacher on the first day of his/her employment year as follows:
 - 1. Twelve (12) days for teachers on 39, 40, or 41 week contracts
 - 2. Thirteen (13) days for teachers on 42 through 47 week contracts.
 - 3. Fourteen (14) days for teacher on contacts of 48 weeks or more.
- B. Teachers under contract for less than full-time but half-time or more will be allowed one-half (1/2) the normal PTO allowances provided above.
- C. Use of PTO:
 - 1. Due to challenges in getting substitute coverage, teachers are strongly encouraged to give as much notice as possible for any use of PTO via submission to the District's attendance management system, however, teachers shall report their unavailability for work no later than one (1) hour before their scheduled reporting time.
 - 2. Whenever possible, as a professional courtesy, teachers should give at least twenty-four 24-hour advance notice via submission to the District's attendance management system to use PTO days.
 - 3. PTO days may not be used to extend a vacation, holiday, or travel time except in emergency situations.
 - 4. PTO days cannot be taken on the first day of school, the last day of school, or days when final examinations are scheduled except in emergency situations.
 - 5. Up to five (5) PTO days may be used for bereavement purposes to attend a funeral for an immediate family member. Immediate family shall mean: husband, wife, father, mother, brother, sister, son, daughter, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, and first cousin.
- D. It is understood that emergency situations arise that are beyond a teacher's control. In these situations, absent teachers who fail to report in a timely fashion that they will be unavailable for work will be charged one (1) PTO day.
 - 1. There will be no reduction in pay unless a teacher does not have an available PTO day and falls into deduct (absent without pay).

- E. In the event that a teacher leaves employment with the district, for any reason, and has used more PTO than accumulated on a pro-rata basis, then the amount of PTO in excess may be deducted from the last paycheck the teacher receives.
- F. The unused portion of the annual PTO allowance may accumulate indefinitely.
- G. All teachers shall be credited with and may use their allocated PTO as of the beginning of the school year.
- H. Newly hired teachers shall be credited with, on a pro-rata basis, and may use their allocated PTO as of the effective date of hire.
- I. No teacher shall forfeit or accumulate PTO during an unpaid leave of absence pursuant to this Agreement. Accumulation of PTO automatically terminates on the date that a teacher leaves employment with the district.
- J. Upon a teacher's return to work after an illness or disability of more than five (5) days duration, or for a teacher to receive a paycheck after utilizing their PTO of more than five (5) days duration, a medical statement or other verification as to the reason for the absence shall be submitted (if requested from Human Resources).
- K. In an instance where a teacher is absent more than ten (10) consecutive days, or in any instance where, in the judgment of the Board, a teacher's health is such that s/he should not report to work, the Board reserves the right to have the teacher examined by a physician selected by the Board. The cost of such examination shall be borne by the Board.
- L. After an illness or disability of fifteen (15) days or more, or in any instance where the Board has reason to believe that PTO days are being misused, the Board may require the teacher to present a Doctor's Verification of Illness or Disability Form. It is understood that prior to the Board requiring a teacher to present a Doctor's Verification of Illness or Disability Form for the reason of allegedly abusing PTO days, the teacher will have been counseled in regards to PTO day usage by the appropriate building administrator.
- M. If the Board believes a question exists with regard to a teacher's health or PTO was misused, the Board may require the teacher to present verification documentation or to have the teacher examined by a physician selected by the Board at the Board's expense. Notification will be given to the UTF president.
- N. The Board will comply with the Americans with Disabilities Act concerning the disclosure of employee health information.
- O. All payroll deductions authorized by the teacher will continue while the teacher is being compensated by use of PTO or sick bank days.
- P. All PTO must be exhausted before utilizing LTD coverage.
- Q. The Sick Bank Committee may grant use of PTO for an emergency in excess of the limitations in this Article.
- R. A teacher who is absent because of injury or disease and is receiving benefits under the Michigan Workers' Disability Compensation Act (WDCA) may deduct the difference between

WDCA benefits and his/her regular salary from accumulated PTO on a pro-rata basis ([Article 17.J](#)).

- S. The Board shall provide every teacher an accounting of their accumulated PTO before October 31 of each calendar year of this Agreement. The accounting shall not be binding upon the teacher or the Board.
- T. Attendance Award:
 - 1. The intent of the attendance award is to reward teachers that use two (2) or fewer PTO days during the entire school year. The summative maximum award is \$600.00.
 - a. Teachers who utilize two (2) or fewer PTO days during the first semester shall receive an attendance award of \$300.00.
 - b. Teachers who have utilized no more than two (2) PTO days for the entire school year will receive an additional attendance award of \$300.00.
 - c. Attendance award payments will be paid on the first pay period following the end of each semester.

Article 14 – Sick Bank

- A. The UTF will solely administer and operate a Sick Bank on a voluntary basis. The Association will establish a committee to administer the Sick Bank and to provide to the FCS Business Office relevant information including, but not limited to, donated PTO days, recipient, and PTO days awarded.
- B. All communication and requests regarding the policy and guidelines of, application for, use of, or termination from the Sick Bank shall be directed solely to the UTF via email to utfsickbank@gmail.com.

Article 15 – Leaves of Absence

- A. Family and Medical Leave Act (FMLA). Any teacher who otherwise qualifies for Family Medical Leave under the FMLA may exercise the rights set forth in the Act.
 - 1. For determining eligibility for leave under the FMLA, the District will use a rolling twelve (12) month period beginning on the date a teacher begins using FMLA leave, except where otherwise required by law.
 - 2. A teacher must exhaust all accumulated PTO during FMLA leave.
 - 3. If a teacher requests a leave of absence for any FMLA-qualifying reason, the approved leave of absence will be applied against the teacher's FMLA entitlement.
 - 4. Teachers who take FMLA leave may be required to repay health care premiums to the District if the employee fails to return to work following that leave.
- B. Extended Illness (Non-FMLA)
 - 1. Any teacher whose FMLA-qualifying condition extends beyond the period compensated for, or for which a position is held pursuant to the FMLA, may be granted a continuous, unpaid Extended Illness Leave, not to exceed two (2) school years (four [4] total semesters), upon an application to the District that shows that the FMLA-qualifying condition continues. The District may require a teacher on Extended Illness Leave periodically to recertify the FMLA-qualifying condition. Upon expiration of the leave, the teacher shall certify to the District that s/he is available to return to work, and request a return to an available position for which the teacher is qualified.

2. Unrequested leaves of absence for physical or mental illness and/or disability for teachers shall be governed by the Michigan Teacher Tenure Act.
- C. Jury Duty and Court Service
1. A teacher called for jury duty, shall give his/her immediate supervisor proper notice and the District will provide the teacher his/her regular pay. The teacher must collect the jury duty payment and tender it to the District.
 2. A teacher subpoenaed to serve as a witness in a court action involving the District or arising out of his/her employment, shall give his/her immediate supervisor proper notice and the District will provide the teacher his/her regular pay. The teacher must collect any witness fee payment and tender it to the District.
- D. Parental Leave
1. Upon request, a teacher shall be granted a parental leave without pay at any time for the purpose of childbirth. The teacher shall present a certifying statement from the teacher's physician to the Office of Human Resources, whenever possible, sixty (60) days before such a leave.
 2. Upon request, a teacher shall be granted a parental leave without pay at any time for the purpose of adopting a child. The teacher shall notify the Office of Human Resources at the time of application for adoption and, further, if an interval of sixty (60) days elapses following the most recent notice to the Office of Human Resources of the pending adoption, the teacher shall submit another notice.
 3. The teacher shall choose one (1) of the following options for his/her leave:
 - a. The remainder of a school year (plus one (1) or two (2) subsequent school years as he/she desires).
 - b. An entire school year (plus one subsequent school year as s/he desires).
 4. Parental Leave counts against the FMLA entitlement of the teacher taking Parental Leave.
- E. Uniformed Service Leave
1. Leave for uniformed service will be granted in accordance with the requirements of applicable law.
 2. Whenever a teacher who is a member of the National Guard, Naval Reserve, Army Reserve, Marine Reserve, or Air Force Reserve is called involuntarily to active service during his/her contractual year, the Board of Education shall pay the teacher, for a period of up to two (2) weeks, the difference between his/her regular salary and the allowance received from the State of Michigan or other governmental authority for such service. Before such payment shall be made, the teacher shall file in the Office of Human Resources a letter from his/her commanding officer stating the period of active duty and the allowance by the State of Michigan or other governmental authority for such service.
- F. Detached Service Leave
1. The Board may, in its discretion, grant a detached service leave for work with an official governmental agency including the Peace Corps, or for serving in an elected political office or as an aide to an elected political official. A teacher who is on tenure and who is granted detached service leave shall not forfeit his/her tenure status.
 2. Teachers on detached service leave shall not receive years-of-service credit toward salary increments for the period of the leave.
 3. The teacher shall choose one (1) of the following options for his/her leave:
 - a. The remainder of a school year (plus one (1) or two (2) subsequent school years as s/he desires).

- b. An entire school year (plus one (1) subsequent school year as he/she desires).

G. Study Leave

- 1. A teacher may submit a plan for up to a year of fully scheduled academic study which substantially contributes to his/her competence in his/her teaching assignment. The District may, in its discretion, approve leave for that study.
- 2. Only one (1) such leave will be granted to a teacher unless s/he is requested to take additional study leave by the Board.
- 3. No more than one percent (1%) of eligible teachers, rounded to the nearest whole number, for which experience increments are granted will be approved for study leave in any one (1) academic year. Denial of study leave may be grieved on the grounds that such denial is unreasonable, provided that no denial shall be unreasonable if ten (10) study leaves have been granted in that academic year. The Board shall promulgate a policy governing study leaves.

H. Miscellaneous

- 1. Leaves of absence under this Article, with the exception of extended illness and parental leaves, shall be granted only after the completion of probationary service.
- 2. Premium payments for fringe benefits and accrual of PTO do not continue during unpaid leave, except as required by law.
- 3. A teacher may request additional time for an unpaid leave of absence. The District, in its discretion, may grant the request.
- 4. A teacher may choose to terminate a requested leave by giving the District at least two (2) weeks written notice of their intent to return with reason given.
- 5. After all approved leaves have expired, the teacher shall return to work pursuant to Board policy, or will be deemed to have voluntarily resigned employment.

Article 16 – Retirement Benefits

A. Notice of Retirement Incentive:

- 1. A teacher who provides notice on or before February 15 of their intent to retire at the end of the school year shall receive a \$1,000.00 stipend upon verification of retirement with the Michigan Office of Retirement Services.
- 2. If notice to retire is given after February 15, the stipend will be prorated as follows:

February 16-April 30	May 1 and after
\$700.00	\$0.00

B. Terminal Pay for Accumulated Paid-Time-Off (PTO):

- 1. Any teacher who retires shall receive \$45.00 additional terminal pay for each unused accumulated PTO day (prorated for fractional days) up to a maximum of 125 PTO days
- 2. If a teacher, actively employed by the Board passes away, terminal pay benefits shall be paid to the beneficiaries named under the State retirement plan, or to the estate of that qualifying teacher.

C. If a teacher employed by the Board dies after retirement, but prior to payment of those benefits in the provisions A and B above, the said benefits shall be paid to the beneficiaries under the State retirement plan, or to the estate of that qualifying teacher.

Article 17 – Insurance Protection

- A. The District shall provide fully-insured medical insurance and ancillary insurance benefits (Life, Long-Term Disability, Dental, and Vision Insurances) for eligible employees.
- B. The plan year for the following benefits is notated on each.
- C. Open Enrollment:
 - 1. Medical/Health and Ancillary Insurance Alternatives:
 - a. On or before July 1, either party may request a market study to review comparable insurance alternatives. The market study must include PAK quotes through MESSA. If a market study is requested, and based on the results, either party may request to reopen the contract for negotiations on medical/health insurance plan options.
 - 2. The open enrollment period for Medical/Health Insurance shall be at least two (2) full weeks in the month of November annually. The Board, in cooperation with the insurance carrier(s), shall be responsible for providing all necessary enrollment application and claims materials.
 - 3. The open enrollment period for ancillary benefits shall be at least two (2) full weeks in the month of May annually.
- D. Medical/Health Insurance: (January 1 through December 31)
 - 1. Effective January 1, 2023, the District will pay up to the 2023 PA 152 - Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations (Hard Cap) on behalf of each eligible teacher who elects medical insurance coverage.

Effective January 1, 2024, and annually thereafter, the District will pay up to the 2024 PA 152 - Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations (Hard Cap) on behalf of each eligible teacher who elects medical insurance coverage.

- a. 2023 Hard Caps
 - i. Single: \$7,399.47 annually, \$616.62 monthly
 - ii. 2-Person: \$15,474.60 annually, 1289.55 monthly
 - iii. Family: \$20,180.43 annually, \$1681.7 monthly
- b. Insert 2024 Hard Caps here. (The State has not released the 2024 Hard Caps as of the effective date of this agreement)
- 2. The District will provide the following medical/health insurance benefits to regularly assigned full-time teachers and their eligible dependents through Michigan Education Special Services Association (MESSA):
 - a. MESSA ABC1, Deductibles \$1,500/\$3,000 (Single/2-person and Family)
 - b. MESSA Choices, Deductibles \$1,000/\$2,000
 - c. MESSA Choices, Deductibles \$1,000/\$2,000, 10% Co-insurance
 - d. MESSA Essentials, Deductibles \$375/\$750, 20% Co-insurance
- 3. Plan specifics will be made available upon request as well as on the District's transparency reporting site. The plans identified in Section D(2) shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA) and the to Publicly Funded Health Insurance Contribution Act, MCL 15.561, et seq, including any requirements necessary to avoid penalties, taxes or other liabilities to the Board. Any adjustments needed to this Article to comply with the PPACA and Publicly Funded Health Insurance Contribution Act, MCL 15.561, et seq, will be bargained.

4. Teachers will pay any premium share contributions through payroll deductions, spread over twenty-two (22) pay periods, pursuant to a Section 125 Plan adopted and administered by the District.
 5. Medicare Reimbursement:
 - a. The District shall provide for each regularly assigned full-time teacher eligible for and enrolled in Medicare Part A (hospitalization) and Part B (medical) the entire premium the teacher pays for his/her Medicare coverage, upon presentation of verification of premium payment to the Office of Human Resources. In no event shall the reimbursement for such premium exceed the premium amount paid by the District for teachers not eligible for Medicare coverage.
 6. Cash-in-lieu of medical/health insurance coverage:
 - a. For bargaining unit members who are eligible for health coverage benefits, but who are covered by, or choose to be covered by a spouse's health plan, will receive a cash-in-lieu payment of \$2,000.00 per school year paid in two equal installments of \$1,000.00 paid on the last pay date of the first and second semesters.
- E. Life Insurance: (July 1 through June 30)
1. The district shall provide, without cost, to regularly assigned full time teachers, group term life insurance protection through Lincoln Financial which shall pay to the teacher's designated beneficiary the sum of \$50,000.00.
 2. The coverage provided in the District's group term life insurance policy to regularly assigned full time teachers will continue at no cost to the teacher, as provided in the policies and not in conflict with the Master Teacher Contract, while the teacher is on LTD and/or remains totally disabled.
- F. Long-Term disability Insurance: (July 1 through June 30)
1. The parties agree that the District will provide long-term disability insurance coverage through a plan offered by Lincoln Financial.
 2. The District will provide, without cost, long-term disability insurance to regularly assigned full time teachers. The policy will provide a ninety (90) working day elimination period; reimbursement of sixty percent (60%) of average monthly base salary, with a monthly cap of \$3,000.00; The 5 years of benefits is only paid to age 70. For 70 years and over it is only paid for one year.
 3. The coverage provided in the District's long-term disability policy to regularly assigned full time teachers will continue at no cost to the teacher, as provided in the policies and not in conflict with the Master Teacher Contract, while the teacher is on LTD.
- G. Dental Care Insurance: (January 1 through December 31)
1. The District will provide, without cost, dental care insurance to regularly assigned full time teachers through the BCBS Dental. Benefits under such plan shall be in accordance with the terms of the Group Plan Policy.
 2. All teachers shall be eligible for dental coverage from the District, even if the teacher, the teacher's spouse, or the teacher's dependents have dental coverage paid by any other source.
 3. Teachers with dental insurance from any other source may coordinate benefits so as to receive no more than 100% coverage.

- H. Vision Care Insurance: (July 1 through June 30)
1. The District will provide, without cost, vision insurance through MESSA at the VSP 2S benefit level to regularly assigned full time teachers. Benefits under such Plan shall be in accordance with the terms of the Group Plan Policy.
 2. All teachers shall be eligible for vision coverage from the District, even if the teacher, the teacher's spouse, or the teacher's dependents have vision coverage paid by any other source.
 3. Teachers with vision insurance from any other source may coordinate benefits so as to receive no more than one hundred 100% percent coverage.
- I. Part-Time Teachers:
1. Each teacher under contract to work less than full time but one-half time or more, is entitled to receive health insurance.
 2. The District will pay one-half (½) of the premium amounts it would pay for the teacher and dependents if the teacher were a regular full- time teacher.
 3. The teacher will pay all amounts in excess of the District's required contribution through payroll deductions pursuant to a Section 125 Plan adopted and administered by the District.
- J. Worker's Compensation:
1. A teacher who is absent because of injury or disease and is receiving benefits under the Michigan Workers' Disability Compensation Act (WDCA) may deduct the difference between WDCA benefits and his/her regular salary from accumulated PTO on a pro-rata basis.
 2. A teacher who is absent because of injury or disease and is receiving benefits under the WDCA, and has exhausted all their accumulated Paid-time-off (PTO), will receive from the Board difference between the teacher's regular daily salary minus salary offsets provided by, or contributed to by the Board, all compensation received as a result of new gainful employment, and all income resultant from an increased time commitment to previously held other employment, other than that with the Board, for the period of disability, not to exceed two (2) years.
 3. The Board reserves the right to have the employee examined by a physician selected by the Board. The cost of such examination shall be borne by the Board
 4. The Board must comply with all provisions found in the WDCA.
- K. The District, by providing the coverages set forth in this Article, is relieved from all liability with respect to the benefits provided by those coverages.
- L. All teachers, as an ongoing condition of continuing coverage, are obligated to comply with all terms of the insurance policies provided under this Article.
- M. The cost of sponsored dependent coverage for all sponsored dependents will be borne by the sponsoring teacher and not by the District.
- N. A teacher shall not be prohibited from returning to work because the teacher is in a cast, on crutches, or using other similar support mechanisms, provided the teacher's physician will certify to the teacher's ability to return to work, and provided further that the teacher can perform the essential duties of his/her assignment.

Article 18 – Protection of Teachers

- A. The District fully supports student discipline procedures and policies, including enforcement of the Code of Student Conduct. The District and the teachers recognize a mutual responsibility for the enforcement of discipline policies, which will be enforced fairly and consistently without bias.
- B. A teacher shall report any case of alleged assault on a teacher related to a school-centered problem. The Board shall render reasonable assistance and support to the teacher (excluding legal counsel) with respect to law enforcement, judicial, and medical proceedings, including filing legally required reports. The District shall promptly report any alleged assault upon a teacher while the teacher is working to an appropriate law enforcement agency. Teachers who are assaulted shall participate fully in all investigations and expulsion hearings. The Board shall promptly notify a reporting teacher of the disposition of any District investigation of the alleged assault.
- C. A teacher will be promptly advised of any complaint about that teacher by a student's parent. The teacher may attach a written response to the complaint as allowed by applicable law.
- D. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety.
- E. A student who assaults a teacher as defined by the Student Code of Conduct and Michigan law shall be removed from the classroom pending an investigation and, minimally, until a meeting can occur with the parents and school personnel.
 - 1. If the assault upon a teacher is verbal, restorative practices will be utilized for student reentry into the classroom.
 - 2. If the assault by a student is physical, either with or without a weapon, and in the event the student is not expelled, the student shall be reassigned to another school and/or school. If such an alternate placement is not possible, the parties will seek agreement on another alternative, but the District shall take action in the best interests of students and staff members. When the District seeks a resolution, the teacher's input will be taken into consideration during the decision-making process.
- F. Maintaining a safe and orderly school building is a shared responsibility. Teachers are to help administration and security maintain safe and orderly hallways during the time between classes. However, once the tardy bell rings, teachers are to shift their attention to the classroom.

Article 19 – Intersession/Summer Assignments

- A. Intersession/Summer Camps:
 - 1. All teachers have the opportunity to teach during intersession.
 - 2. Teachers teaching during intersessions will be paid at their regular daily rate on a prorated basis.
 - 3. The building Shared Decision-Making Committee ([Article 24](#)) will meet to plan and implement intersessions throughout the school year.
 - 4. Staffing intersessions will be done by lottery when applicable.
 - 5. The Board will provide substitute services for absent teachers during intersessions. Unless in an emergency situation, the teacher will notify his/her administrator as soon as possible of his/her absence. Human Resources will provide and maintain a list of intersessions substitute teachers and, at a teacher's request, will secure a substitute teacher. The teacher

- will make any arrangements necessary for the substitute teacher to assume his/her classroom responsibilities.
6. At the beginning of each year staff will meet in each building to discuss staffing for intersession.
 7. Prior to staffing intersessions, the Office of Human Resources will distribute to the UTF President, via email, a current list of all intersession positions by building. Buildings will staff intersessions based on the number of students who enroll.
 8. After staffing intersessions, the Office of Human Resources will distribute to the UTF President, via email, a current list of those assigned to all intersession positions by building, including unfilled positions.
 9. All concerns and/or issues during intersession or regarding intersession first go to the building's Shared Decision-Making Committee for possible resolution.
- B. Teacher absences during Intercessions/Summer Camps:
1. It is understood that absences during intercessions are unpaid and do not count against accrued PTO days.
 2. Summer Camp teachers will receive two (2) summer illness days with no deduction from pay, provided that the Board may request submission of a doctor's certificate as proof of illness. Summer illness days do not accumulate nor count against accrued PTO days.

Article 20 – Part Time Positions

- A. The District may allow Teachers to serve in less than a full time instructional and instructional support position under the following conditions:
1. Principals, in collaboration with the Superintendent (or Designee), shall reserve the right to determine whether and how many part time/shared time positions shall be available in accordance with guidelines and policies established by the District and the Union.
 2. A Teacher requesting to serve in a less than full time position must agree to work a minimum of two (2) and maximum of five (5) days per week (.40 -.80).
 3. A Teacher newly hired by the District in a less than full time position shall be hired at the pro-rated salary commensurate with his/her degree level and shall be afforded all salary incentives in accordance with this Agreement (i.e. outside teaching experience, military service, etc.).
 4. A Teacher serving in a less than full time position shall receive paid time off (PTO) days on a prorated basis consistent with his/her part-time work schedule.
 5. A part time Teacher shall be required to participate in parent/teacher conferences and staff meetings. In addition to their Part time salary, Part time Teachers will be paid their calculated hourly rate for attending required parent/teacher conferences and staff meetings.
 6. A part time Teacher may participate in District professional development opportunities (e.g., District Provided Professional Development (DPPD) and building level Professional Learning Communities (PLCs).
 7. Part time Teachers under contract to work less than full time but one-half (1/2) time or more, shall be eligible to receive health insurance in accordance with [Article 17.J](#).
 8. Part time Teachers shall receive preparation/planning periods in accordance with the educational program schedule and/or grade level assignment pursuant to [Article 9.B](#).

Article 21 – Excellence

- A. Teacher Inservice Education Visitations. The parties encourage teachers to voluntarily visit classrooms of other teachers to observe teaching methods or topics. Methods to facilitate classroom visits may be addressed through the Shared Decision-Making process ([Article 24](#)) or JLM ([Article 25](#)).
- B. Building Leadership and Instructional Time. Quality building leadership is critical to improving the quality of education in the District. The parties agree to work to free time up so building Principals can offer quality leadership to the staff, students, and community.

Article 22 – Discipline of Teachers Not Covered by the Tenure Act

- A. The Board may adopt rules and regulations not in conflict with the terms of this Agreement concerning the discipline of teachers. “Discipline” means oral warning (stays in building), oral reprimand, written reprimand, suspension, demotion, discharge, and/or non-renewal of a contract. The Board will notify the UTF before such rules and regulations are adopted.
- B. Teachers not covered by the Michigan Teacher Tenure Act shall not be disciplined, including reprimand, suspension with or without pay, demotion, discharged, nor have a regular teacher contract not renewed without just cause. The teacher must receive a complete, written copy of the disciplinary action prior to it being placed in his/her file. Just cause includes but is not limited to:
 - 1. Incompetence;
 - 2. Violation of the policies and rules and regulations adopted by the Board;
 - 3. Moral misconduct; and/or
 - 4. Any violation of the terms of this Agreement.
- C. Teacher not covered by the Michigan Teacher Tenure Act may grieve discipline including binding arbitration as outlined in [Article 23](#).
- D. Binding arbitration is expressly denied to probationary teachers.

Article 23 – Grievance Procedure

- A. Purpose. The purpose of the grievance procedure is to settle, quickly, equitably, and as confidentially as possible, claims of improper application or interpretation of this Agreement.
- B. Definitions and Basic Rules.
 - 1. “Grievance” means a claim filed by one or more Teachers, the UTF, or the Board, alleging the improper application or interpretation of this Agreement or personnel policy, specifying the provision allegedly violated, the facts giving rise to the alleged violation, and the remedy requested.
 - 2. In this Article, “days” means school teaching days during the school year and weekdays otherwise.
 - 3. An individual Teacher may present and have a grievance adjusted without the UTF’s intervention, if the adjustment is not inconsistent with the terms of this Agreement, and if the UTF has been given opportunity to be present at the adjustment.
 - 4. A Central Grievance Committee (CGC) of no more than four (4) UTF representatives shall represent the UTF at the second and third levels of this procedure.

5. The Board's Appeal Committee (BAC) shall consist of the Superintendent or designee and the Director of Human Resources or designee.
 6. Upon the request of the involved Teacher(s), the UTF, or the Board, the involved Teacher(s) may attend any level of the grievance procedure.
- C. Procedures. Time limits in (D) may be extended by the authorized parties' written agreement.
1. Level One
 - a. A Teacher with a grievance may initiate this procedure by discussing the grievance with the Teacher's immediate supervisor, either with or without a UTF representative. If the Teacher requests UTF representation, the immediate supervisor shall not discuss the matter with the Teacher before meeting with the UTF representative.
 - b. In the event that step (a) is unsuccessful or bypassed, the Teacher or UTF may file a formal grievance on a UTF Grievance Form ([Appendix D](#)), with copies to the Teacher(s), the UTF, the immediate supervisor, and the Office of Human Resources. A formal grievance must be filed within thirty (30) days after the teacher's notice of the facts giving rise to the grievance.
 - c. Within five (5) days after the formal grievance is filed, the immediate supervisor, the Teacher, and the UTF representative may meet. The immediate supervisor shall provide the Teacher and the UTF representative a written answer to the grievance within five (5) days after the meeting, or if no meeting, within five (5) days after the grievance was filed. If no written response is timely provided, the grievance is deemed denied and advanced to Level Two.
 2. Level Two.
 - a. Within ten (10) days of the Level One answer, the UTF will notify the Director of Human Resources or designee if it intends to appeal the grievance. The CGC and BAC shall meet as soon as possible to discuss the grievance. If the BAC does not provide a written Level Two answer to the CGC within ten (10) days after the meeting, the grievance is deemed denied and advanced to Level Three. Otherwise, the UTF may advance the grievance by providing a written arbitration demand to the Board within ten (10) days after the written Level Two answer.
 - b. The Board may initiate a grievance at Level Two by providing a written grievance to the UTF within thirty (30) days after the Board's notice of the facts giving rise to the grievance. The CGC and the BAC shall meet as soon as possible to discuss the grievance. If the CGC does not provide a written Level Two answer within ten (10) days after the meeting, the grievance is deemed denied and advanced to Level Three. Otherwise, the Board may advance the grievance by providing a written arbitration demand to the UTF.
 - c. A party may request that the grievance be mediated by the Michigan Employment Relations Commission (MERC) in its written Level Two answer or in its written arbitration demand. If the answer or demand is timely, the parties will mediate the grievance. Otherwise, the parties may mediate the grievance by agreement.
 3. Level Three.
 - a. Arbitration Panel. The UTF and the Board shall maintain a panel of three (3) mutually selected arbitrators (See Memorandum of Understanding – Arbitration Panel, MOU). Each panel arbitrator shall be assigned a grievance to arbitrate on an alternating basis. If a panel arbitrator is unable to arbitrate a grievance, the next panel arbitrator shall arbitrate the grievance. Either party may remove no more than one (1) arbitrator from the panel during any twelve (12) month period by giving ten (10) days' written notice to the other party. In the event a panel arbitrator is removed from this list or becomes unable to arbitrate grievances, the parties will promptly select a replacement panel arbitrator.

- b. Powers of the Arbitrator. The Arbitrator may decide any dispute regarding the interpretation, enforcement and application of the provisions of this Agreement, unless this Agreement expressly states the dispute is not subject to the grievance procedure.

The Arbitrator may not add to, subtract from, or otherwise modify Agreement

- c. Arbitrator's Decision. If made in accordance with the Arbitrator's jurisdiction and authority, the Arbitrator's decision shall be final and binding on the UTF, on all Teachers, and on the Board.
- d. Fees and Expenses. The parties shall share the fees and expenses of the Arbitrator equally. Each party shall bear all other arbitration related expenses it incurs.

D. Miscellaneous

- 1. Any grievance not advanced timely to the next step appealed is considered resolved on the basis of the last decision.
- 2. No Teacher may file a grievance after the effective date of his/her resignation.
- 3. No party shall retaliate against a participant in the grievance procedure for that participation.

Article 24 – Shared Decision-Making and Waivers

A. Shared Decision-Making

- 1. Shared decision-making is a process using a committee of representatives from an individual school building to decide, through consensus, issues relating to that building that are otherwise within the discretion of building leadership. Shared decision-making outcomes may not conflict with District guidelines, Board policies, collective bargaining agreements, or applicable law. Shared decision-making provides committee members with a fair opportunity to express views. The parties encourage voluntary participation in shared decision-making.
- 2. The composition of Shared Decision-Making Committees should include the building's SI and PL Coordinators, the building Principal, a building UTF representative, and Content/Department Chairpersons. The Committee may decide to include other stakeholders. *
- 3. Proper subjects to be addressed through shared decision-making include, but are not limited to:
 - a. Measures to improve student attendance, student learning outcomes, student conduct, parental involvement, and the learning environment (including initiatives to limit classroom interruption).
 - b. Use of building Title and grant funds.
 - c. Extra-curricular building events.
- 4. The parties expect that matters beyond the scope of shared decision-making, including development of a building's schedule, may be discussed in shared decision-making committees.

B. Waivers

- 1. Under shared decision-making, provision of this Agreement may be waived by unanimous decision of a committee consisting of the Superintendent, the Executive Director of Human Resources, and the UTF President, or their designees.

2. Waiver requests must be submitted to the District and to the UTF on a form ([Appendix F](#)) provided by the District, and must be signed by the building Principal, the building's SI and PL Coordinators, if applicable, and the UTF building representative or designee.
3. A waiver shall be for one year, specific to the site-based school requesting the waiver, and shall not be precedent setting.
4. Copies of all completed, dated, and signed waivers will remain on file at both the UTF office and FCS Human Resources office.

Article 25 – Joint Labor-Management (“JLM”)

- A. The UTF and Board will use a Joint Labor-Management Committee (“JLM”) to discuss matters of mutual concern. Each party shall be represented by up to six (6) members.
- B. The parties will adopt rules, procedures, and standard topics to be discussed.
- C. UTF and Board JLM members will develop a written agenda before each meeting.
- D. The parties value collaborative problem-solving and may discuss any matter in JLM without waiving recourse to the grievance process.
- E. The JLM may adopt Memoranda of Understanding regarding this Agreement that preserves the parties' basic rights, subject to the ratification and approval of the UTF and Board.

Article 26 – Learning Support Services/Special Education Services, Class/Caseload Sizes

- A. The Board agrees to abide by all mandatory rules of the State Department of Education relating to the operation of special education programs.
- B. Adequate time for special education teachers to complete mandated paperwork, and record keeping, will be reflected in building schedules. The Shared Decision-Making Committees in each building will address any issues that arise regarding time special education teachers need to complete paperwork.
- C. Special Education Class Sizes and Waivers:
 - 1. The special education class sizes are as follows with * pursuant to current MARSE and county waiver guidelines:

Grade/Program	Class Size	County Waiver	Detail
Elem. Mild Cognitively Impaired*	15	Increase elementary mild cognitive impairment total caseload to 18; 12 or more students require an aide. Approve with the understanding that the maximum number of students in the classroom at one time remains 15.	
Sec. Mild Cognitively Impaired*	15	Increase secondary mild cognitive impairment total caseload to 18; no more than 15 at one time.	
Emotionally Impaired* Ele	10	Increase elementary EI total caseload to 18; no more than 15 at one time; 12 or more students require an aide. Programs designed to serve severely emotionally impaired would not be considered for this waiver. Programs for the emotionally impaired shall serve no more than 18 different students; however, no more than 12 students can be in the room at any one time. When the class size reaches 11 students at any one time; an aide must be provided.	
Emotionally Impaired* Sec	10	Increase secondary EI total caseload to 18; no more than 15 at one time; 12 or more students require an aide unless it is a departmentalized program. Programs designed to serve severely emotionally impaired would not be considered for this waiver. Programs for the emotionally impaired shall serve no more than 18 different students; however, no more than 12 students can be in the room at any one time. When the class size reaches 11 students at any one time, an aide must be provided.	
Speech*	60	Maintain caseload of 60 students; however, students under evaluation will not be counted on the caseload. Further, the waiver does not supplant subdivision (b) of the rule which continues to influence the caseload based upon "the severity and multiplicity of the handicaps and the extent of the service."	don't count those to evaluate
Homebound	12		no more than 12 at one time.
ECDD*	12		1 teacher, 1 aide, 24 for programming
Elem. Resource	10	Increase total caseload to 23. Maximum allowed in classroom at one time of 15 students and no more than an average of 12 per class period per instructional day.	
Sec. Resource	10	Increase total caseload to 23. Maximum allowed in classroom at one time of 15 students and no more than an average of 12 per class period per instructional day.	
Social Workers	60		don't count those to evaluate, reduce the number of buildings traveled
Occupational therapists	60		don't count those to evaluate, reduce the number of buildings traveled
Physical Therapists	60		don't count those to evaluate, reduce the number of buildings traveled

- 2. Annually, the District will notify all the special education teachers and UTF President if any county Special Education Waivers are implemented. The implemented waiver/s will be placed on the district's shared drive.

- D. Teaching Materials:
 - 1. Special Education teachers shall have access to all teaching material which are regularly available to general education teachers including Teacher Edition textbooks and related materials.

- E. The District may provide support to teachers in special education programs, when applicable, in consultation with the UTF.
- F. The district may provide support to a classroom teacher when 6 or more students with IEPs are assigned.
- G. Maintenance of the pool used for adaptive physical education is the responsibility of the district and includes, but are not limited to, as needed vacuuming of the pool, routine daily maintenance of the pool's chemical needs and timely repairs.
- H. The district will ensure that ample testing materials including, but not limited to, evaluations, test protocols, supplies and materials in order for staff to perform in a timely and effective manner.
- I. Special Education support services of the type normally done by bargaining unit personnel is sometimes performed by contractors to accommodate sporadic or infrequent work demand. All parties recognize that UTF has a legitimate interest in the amount and frequency of such work and in the amount paid for it. When such work is sufficiently frequent and predictable to justify hiring a full-time unit employee, it will be done. At other times contractors hired for such work will be compensated at the higher of the contractor's regular rate or the lowest labor contract rate for such work, provided there will be no restriction on productivity requirements for contractors.

Article 27 – Miscellaneous Provisions

- A. This Agreement shall supersede any rules, regulations, or practice of the Board which shall be contrary or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement, and said Agreement takes precedence over and expressly governs the individual contract.
- B. All notices required to be given to the UTF by this Agreement shall be mailed to the UTF President, via email, or in the alternative, addressed to 5095 Exchange Drive, Flint, Michigan, or to such other address as the UTF shall direct in writing. All notices required to be given to the Board by this Agreement shall be mailed to the Board by ordinary mail, addressed to 923 East Kearsley Street, Flint, Michigan, or to such other address as the Board shall direct in writing. All notices to be given to a teacher under this Agreement shall be emailed and to his/her last address recorded in the Office of Human Resources. It shall be the responsibility of teachers to notify the Office of Human Resources of any change of address or email address. The mailing of such notices shall not relieve the Board of the responsibility to post notices whenever required by this Agreement.
- C. If any provision of this Agreement or any application of the Agreement to any teacher or group of employees shall be found contrary to law, then such provision or application is invalid except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Amendments to this Agreement may be made at any time during the life of this Agreement by mutual consent of the parties. Such amendments or modifications must be by an agreement in writing duly executed by both parties. No departure from any provision of this Agreement by

either party, or by their officers, agents, or representatives, or by members of the bargaining unit, shall be construed to constitute a continuing waiver of the right to enforce such provision.

- E. No teacher shall use his/her position in the school system to his/her financial advantage by such activities as preparing lists for sales solicitation, by soliciting sales from his/her students and their parents, by promoting his/her employment as a tutor for his/her assigned students, and by soliciting employment as a private music teacher for his/her assigned students or by seeking any similar advantage.
- F. Should there be a conflict between a federal, state, or local rule or regulation and the Collective Bargaining Agreement, the parties to this Agreement will discuss the matter. In the interim, the Board may comply with the rule or regulation to the extent required.
- G. The UTF and the District recognize the legal and professional obligation to comply with the provisions of the Every Student Succeeds Act (ESSA) of 2015, and any amendments thereto, as well as regulations promulgated thereunder.

Article 28 – Duration

This Agreement becomes effective August 1, 2022 and shall remain effective until midnight on July 31, 2025. The parties agree to begin negotiations for a successor Agreement at least six (6) months prior to the expiration of this Agreement.

An Emergency Manager appointed under the Local Financial Stability and Choice Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

**Board of Education for the
School District of the City of Flint:**

For the United Teachers of Flint:

Dr. Joyce McNeal
Board President

Karen Jean Christian 6-22-22

Karen Christian
United Teachers of Flint
President

Kevelin Jones
Superintendent

Bruce Jordan 6/22/22

Bruce Jordan
Michigan Education Association
UniServ Director

Sharita Gallaway
Executive Director, HR/Labor Relations



FLINT COMMUNITY SCHOOLS
Expect More. Achieve More.

Appendix A – Supplemental Salary Contract
FLINT BOARD OF EDUCATION

SUPPLEMENTAL SALARY AGREEMENT

This Supplemental Agreement (referred to herein as “Contract”) is entered into as of _____, between the School District of the City of Flint (hereinafter the “District”) and the Employee, in accordance with procedures set forth in the Master Teacher Contract between the District and the United Teachers of Flint, Inc. (UTF).

The purpose of this Contract is to set forth the terms and conditions of employment for _____ (hereinafter “Employee”) pursuant to Article 6, Section G, which states, “*assignments under this section will not be considered to be official nor will an employee be eligible for a differential until and unless a differential is established and a Supplemental Salary Contract is entered into between the employee and the Board.*”

The Board of Education of the City of Flint, Michigan will pay to: _____
Employee Name (Please Print)

The sum of: \$ _____ .00

For extra services performed in the following capacity: _____
Extra Duty Assignment

At the following location(s): #1 _____ #2 _____

For the period from: _____, 20____ to _____, 20____

Failure to perform the above service will result in a salary adjustment prior to the end of the school year.

It is specifically understood and agreed that continuing tenure does not apply to this extra service or compensation for such service.

Please sign below and return the completed form to Human Resources for processing.

FLINT BOARD OF EDUCATION

EMPLOYEE

Signature: _____

Printed Name: _____

Title: _____

BUILDING PRINCIPAL

Signature: _____

Printed Name: _____

Title: _____

FLINT COMMUNITY SCHOOLS

By: _____

Printed Name: _____

Title: _____

By: _____

Printed Name: _____

Appendix B – Calendar/s

2022-2023 Flint Community Schools- Balanced Calendar

Instruction	Holidays/Breaks
Prof. Dev.	Intercession
Non-Contractual Day for Building Staff	Count Days/First/Last Day for Students
X	Welcome/Opening Staff Only
X	District Closed

X	District Closed
---	-----------------

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ST	TE
4	Independence Day
11	Secondary Administrators Report
25	Elementary Administrators Report
JULY - 4 day work week, closed on Fridays	
0	

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
1	Teacher/Para Work Day [No Students]					
2	Students Report [1/2 Day] Opening Day-PM					
2,3,4	Students Half Days/Staff PD afternoon					
5,12,19, 28	Friday No Student, No Staff					
18						19

September 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
2	District Closed					
5	Labor Day					
6-9	Intercession					
28	Staff PD Full Day [No Students]					
16						16

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
5	Count Day					
24-28	Intercession Days					
15						15

November 2022						
Su	M	Tu	W	Th	F	Sa
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November						
8	Staff PD Full Day [No Students]					
23	District Closed					
24-25	Thanksgiving Day/Break					
20						20

December 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December						
19-22	District Closed					
23	Christmas Eve					
26	Christmas Day					
27-30	District Closed					
12						12

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
ST	TE					
2	New Years Day					
3	School Resumes					
16	Martin Luther King Jr. Day					
17-19	1st Semester Exams [1/2 days HS only]					
20	Records Day [No Students]					
19						
20						

February 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February						
1	Staff PD Full Day [No Students]					
8	Count Day					
20	President's Day-- Schools Closed					
21-24	Intercession					
15						15

March 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March						
15	District Relational Capacity Day [No Students]					
27-31	Spring Break Week					
18						18

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April						
3-6	Intercession					
7	Good Friday					
	M-STEP Testing [Gr 5, 8, 11]					
	MI-ACCESS Testing					
26	Staff PD Full Day [No Students]					
15						15

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May						
	M-STEP [Gr 5, 8, 11]					
	M-STEP Testing [Gr 3, 4, 7]					
	MI-ACCESS Testing					
26	Friday No Student, No Staff					
29	Memorial Day					
21						21

June 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June						
13-15	2nd Semester Exams [1/2 days HS only]					
15	Last day for Students					
16	Records Day [No students - Teacher/Para Last Day]					
23	Building Administrators Last Day					
11						11

Insert 2023/2024 and 2024/2025 Calendars here.

Appendix D – Grievance Form
UNITED TEACHERS OF FLINT GRIEVANCE FORM

NAME, Address, Phone, and email:

Date Filed: _____

Building/Assignment: _____

Individual Grievance:

Association Grievance:

Contract Citations:

Statement of Grievance:

Relief Sought:

Signature of Grievant

Supervisor signature indicating receipt of grievance form _____

Attach principal disposition

Signature

Grievance Number _____

Date Signed _____

Distribution: Submit to Supervisor and his/her secretary in triplicate. The Supervisor will sign receipt, date, give two copies to grievant (one for UTF), and retain one copy.

**Appendix E – Arbitration Panel Memorandum of Understanding (MOU)
MEMORANDUM OF UNDERSTANDING BETWEEN
BOARD OF EDUCATION OF THE SCHOOL DISTRICT FOR THE CITY OF FLINT
AND THE
UNITED TEACHERS OF FLINT, INC.**

Arbitration Panel

This Memorandum of Understanding, made on 7/10, 2018, is between The Board of Education of the School District for the City of Flint ("FCS") and the United Teachers of Flint, Inc. ("Union").

WHEREAS, FCS and the Union are negotiating a successor to the Collective Bargaining Agreement between the parties that expires on August 31, 2018; and

WHEREAS, the parties have reached an agreement on the composition of the arbitration panel.

NOW, THEREFORE, the parties agree as follows:

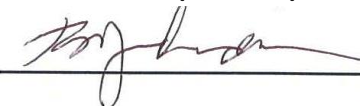
1. The arbitration panel established in the Grievance Procedure Article of this Agreement shall be composed of the following arbitrators:

**Paul E. Glendon
Kathryn A. VanDagens
Thomas J. Barnes**

2. This arbitration panel is established and becomes effective on the date this Memorandum of Understanding is signed by the parties.
3. Each panel arbitrator shall be assigned a grievance to arbitrate on an alternating basis, beginning at the top of the list. If a panel arbitrator is unable to arbitrate a grievance, the next panel arbitrator shall arbitrate the grievance. Either party may remove no more than one (1) arbitrator from the panel during any twelve (12) month period by giving ten (10) days' written notice to the other party. In the event a panel arbitrator is removed from this list or becomes unable to arbitrate grievances, the parties will promptly select a replacement panel arbitrator.

IN WITNESS WHEREOF, the parties executed this Memorandum of Understanding on the day and year first above written.

**Flint Community Schools
("FCS")**


**United Teachers of Flint, Inc.
("Union")**
 7/10/18

Appendix F – Waiver Form Questionnaire and Signature Form

School Year: _____ Submitted by: _____

Print and Sign:

Principal: _____ Date: _____
 LI Chair: _____ Date: _____
 PD Chair: _____ Date: _____
 UTF Lead Building Rep: _____ Date: _____

Once the questionnaire with related supporting documents above signatures have been completed, send to the UTF president, the Superintendent, and the MEA UniServ Director for approval.

Print and Sign:

Superintendent: _____ Date: _____
 UTF President: _____ Date: _____
 MEA UniServ Director: _____ Date: _____

In a word document, please answer the following as it relates to the rationale for this waiver request:

1. Give a brief statement as to the purpose for the request to change your calendar or building schedule.
2. How does the proposed change to calendar/schedule benefit students? Parents? Staff? (Academically, Social/Emotionally, perpetual tardiness, pick-up/drop-off of students, etc...)
3. Does the proposed change to calendar/schedule have any disadvantages/barriers to students? Parents? Staff?
 - a. Are there any accommodation recommendations that would minimize or eliminate any or all of the disadvantages/barriers?
4. What resources and information have you researched related to the requested change in calendar or schedule? Describe.
5. Is the requested change to the calendar or schedule cost neutral? If not, please describe in detail.
6. Are there any school to district level accommodations that need to be addressed that may impact support staff scheduling or additional educational programming, such as: GSRP, after school programs, etc...?

When submitting, attach current calendar or schedule along with the proposed changes including instructional hours if relevant.

Once all signatures of approval have been completed, completed copies go to all those that signed approval.

Appendix G – Class Size Overage Form/s & Instructions

Page 1 of 3

ELEMENTARY OVERAGE FORM

\$12 overage amounts per student, due for overages for entered students:

- Kindergarten Class Size Maximum – **25 students**
- 1st Grade through 3rd Grade Class Size Maximum – **27 students**
- 4th - 6th Grade Class Size Maximum - **28 students**

Building: _____ Month: ____/____, 20____

Teacher Name: _____ Teacher Signature: _____

Grade: _____

Monday	Tuesday	Wednesday	Thursday	Friday
Date: ____	Date: ____	Date: ____	Date: ____	Date: ____
# over: ____	# over: ____	# over: ____	# over: ____	# over: ____
Date: ____	Date: ____	Date: ____	Date: ____	Date: ____
# over: ____	# over: ____	# over: ____	# over: ____	# over: ____
Date: ____	Date: ____	Date: ____	Date: ____	Date: ____
# over: ____	# over: ____	# over: ____	# over: ____	# over: ____
Date: ____	Date: ____	Date: ____	Date: ____	Date: ____
# over: ____	# over: ____	# over: ____	# over: ____	# over: ____

Number of students over for the month: _____ x \$12.00= _____

Page 2 of 3
SECONDARY OVERAGE FORM

\$2.00 overage amounts per student, per class period for overages for entered students:

- Grades 7-12 - **30 students**

Period/Class	Number of Students over for the Month
1	
2	
3	
4	
5	
6	
Total:	

Building: _____ Month: ____/____, 20____

Teacher Name: _____ Teacher Signature: _____

Grade: _____

Number of students over for the month: _____ x \$2.00 = _____

Page 3 of 3
CLASS SIZE OVERAGE INSTRUCTIONS

Pursuant to the Agreement between United Teachers of Flint, Inc. and the School District of the City of Flint, teachers who have students **entered** above class size limits shall receive an overage payment.

Daily attendance remains the teacher's responsibility. Accordingly, attendance records from Synergy are used to verify compensation for each day of reported overage.

Attached are Class Size Overage forms. Teachers must submit (1) **their completed forms** and (2) **a copy of their attendance records** to Human Resources for processing.

Information may be submitted by:

1. In-Person [Drop off to Human Resources, Monday - Friday between 9:00 a.m. – 5:00 p.m.]
2. Fax: (818) 760-6834
3. Email: HR@flintschools.org; **Subject Line: CLASS SIZE OVERAGE**

Please contact the Human Resources Department at (810) 767-1218 for additional information and/or assistance.

Appendix H – Providing Substitute Services Form**Page 1 of 2****INTERNAL COVERAGE****For Teachers who agree to provide Substitute Services:****Contract Provisions:****Article 6.J – Providing Substitute Services****H. Providing Substitute Services:**

1. “Providing Substitute Services” is defined as:
 - a. Subbing for an absent teacher on a teacher’s preparation period.
 - i. Teachers that provide substitute services during their preparation period will receive \$30.00 per hour.
 - b. Having an absent teacher’s students split up amongst other classrooms.
 - i. As a last resort, and if there is a need to split an absent teacher’s students amongst other classrooms, each teacher that takes students will receive a payment of \$150.00 divided by the number of teachers that the students are split up amongst.
 - c. Keeping a teacher’s own class when a Physical Education, Art, or Music teacher is absent.
 - i. Teachers that keep their own students when students are scheduled to receive Physical Education, Art or Music will receive \$30.00 per class.
 - d. Building Lead Teacher:
 - i. Teachers may be asked to perform as a temporary Lead Teacher for short periods of time with the consent of the teacher, and with the Board assuming full responsibility for those actions of the teacher taken within the parameters of his/her legitimate role as Lead Teacher
 - ii. Teachers performing temporary Lead Teacher responsibilities shall receive a payment of \$30.00 per day in addition to their regular compensation.
 - iii. Teachers cannot act as Lead Teachers if there are not enough substitutes for the building unless the volunteering teacher agrees to act as a Lead Teacher while teaching.
2. Non-Load Bearing teachers (intervention teachers and the like) are not eligible to receive payments for providing substitute services listed in provisions K.1.a, K.1.b, or K.1.c of this Article.
3. Any teacher may decline to volunteer to provide any substitute teaching services outlined in Section K of this Article.

INTERNAL COVERAGE

Please list staff members serving as a substitute or lead teacher (acting administrator) for internal coverage each pay period.

SCHOOL: _____

DATE	ABSENT EMPLOYEE (Last Name, First Name)	EMPLOYEE COVERED (Last Name, First Name)	CLASS PERIOD COVERED	NUMBER OF HOURS COVERED	TOTAL COMPENSATION DUE

Please sign below and return the completed form to Human Resources for processing.

Principal

Date ____/____/20____

Executive Director of Human Resources

Date ____/____/20____

Executive Director of Finance

Date ____/____/20____

Appendix I – Long-Term Substitute Letter of Agreement (LOA)

LETTER OF AGREEMENT *between the* School District of the City of Flint *and the* United Teachers of Flint, INC.

This Letter of Agreement (“Agreement”) is entered into on August 14, 2019, between the School District of the City of Flint (“District”) and the United Teachers of Flint, Inc. (“Union”) and provides the terms and conditions for the hire and assignment of substitute teacher placements in long-term assignments (hereinafter referred to as “Guest Teachers”).

RECITALS

WHEREAS, the most recent Collective Bargaining Agreement between the parties expired on August 31, 2018; and

WHEREAS, the Parties are engaged in negotiations for a successor Collective Bargaining Agreement; and

WHEREAS, the Parties hereby recognize the Union as the bargaining agent for substitute teachers placed in long-term assignments in the District, including all certificated and non-certificated long-term substitutes hired by the District to perform the duties of an absent, regular certificated teacher.

WHEREAS, the parties agree contracted services shall continue to provide classroom coverage for day-to-day teacher absences.

WHEREAS, the Parties wish for the below terms to take immediate effect and be incorporated into the successor Collective Bargaining Agreement being negotiated by the Parties.

NOW, THEREFORE, in consideration of the premises, the Parties agree as follows:

A. ASSIGNMENT:

The District shall implement a variety of school programs including career and technical education (CTE) that require staffing and teacher service and shall first seek certified and qualified individuals to teach in these programs. Should the District determine that there are more teaching positions available than certified and qualified individuals, the District may hire and assign substitute teachers to teach long-term in a general education, special needs, or state-approved CTE funded programs.

MICHIGAN COMPILED LAWS:

Michigan Compiled Laws Section 380.1246, 380.1231 and 380.1233 permits the District to engage full-time or part-time noncertificated, non-endorsed teachers to provide instruction in its schools while continuing education toward completing the necessary requirements to become certified.

The District shall obtain the appropriate permit, authorization and/or approval to employ a non-certificated individual or teacher who does not hold a valid and appropriate endorsement or certificate for the content area or filed of assignment. The Michigan Department of Education (MDE) has established Administrative Rules in accordance with MCL to authorize permits, authorizations and approvals.

B. SUBSTITUTE PERMIT, AUTHORIZATION AND APPROVAL REQUIREMENTS:

The Michigan Department of Education (MDE) issues various types of permits, authorizations, and approvals to meet different school staffing needs when a properly certified and endorsed teacher is not available. Permits, authorizations, and approvals are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization.

1. The District must apply to the Michigan Department of Education (MDE) through the Michigan Online Educator Certification System (MOECS) for each employee to obtain the appropriate permit, authorization, or approval to teach in the classroom.
2. Permits cost forty-five (\$45) dollars, are valid only for the school year for which it is approved and expire on August 31st. The permit, authorization, and/or approval must be applied for, approved, and fee paid prior to the individual entering the classroom.
3. The District shall follow the State guidelines and Administrative Rules to properly utilize and renew permits.

Substitute Permit

Eligibility for Substitute Permit requires the following:

1. Provide evidence of completion of at least sixty (60) semester hours of college credit (e.g., transcript), with at least a 2.0 GPA (grade 'C' or better), consolidated from a regionally accredited college, university or community college.
2. To teach in a core subject area, the employee must have a corresponding major on the transcript(s) or passing scores on the State approved test.
 - a. Requires the District to assign a mentor teacher

Substitute Career Authorization

Eligibility for Substitute Career Authorization requires the following:

1. The individual must possess a high school diploma or GED.
2. For substitute teaching in a subject matter or field in which a business or industry license or certification is required, at least ONE (1) of the following is required:
 - a. Holds a valid professional business license or industry certification in that same subject matter or field.
 - b. Previously held a business or industry license or certification in that same subject matter or field that expired no more than two (2) years before the noncertificated substitute teacher's initial employment under this section and was in good standing immediately before the license or certification expired.
 - c. The district must verify the individual's work experience meets the recent and relevant requirements specified in the CTE Recent and Relevant Experience Requirements guidance.

Annual Career Authorization (formerly known as Annual CTE Authorizations)

In accordance with newly revised law (MCL 380.1233b), the issuance of Annual Career Authorizations can be utilized for employing either of the following non-certified individuals:

- Individuals from business and industry to instruct in a state-approved Career and Technical Education (CTE) program;
- Individuals from business and industry to instruct in a 6-12 non-CTE industrial technology program (e.g. career pathway courses).

Eligibility for Annual Career Authorization requires the following:

1. The individual must possess a high school diploma or GED.
2. The District must confirm that a properly certified and endorsed candidate is not available for the assignment.
3. The District must verify the individual's work experience meets the recent and relevant requirements specified in the CTE Recent and Relevant Experience Requirements guidance.
4. The individual must be assigned a mentor teacher.
5. For teaching in a subject or field in which a business or industry license or certification is required, at least ONE (1) of the following is required:
 - a. Holds a professional business license or industry certification in that same subject matter or field.
 - b. Previously held a business or industry license or certification in that same subject matter or field that expired no more than two (2) years before the noncertificated, non-endorsed teacher's initial employment under this section and was in good standing immediately before the license or certification expired.

C. CATEGORIES:

There shall be two (2) categories of Guest Teachers defined as follows:

1. Guest Teacher I – Long-Term/Vacancy

Substitutes assigned to this category are non-contract certified teachers or non-certificated individuals. The substitute shall be placed in an approved classroom vacancy, in the subject area and grade level of the certification being earned and shall serve as “teacher of record” for the school during the academic school year. The substitute shall enroll in a program to pursue appropriate certification within six (6) months of employment and must complete a minimum of six (6) hours of coursework in an approved Teacher Certification Program relative to the content area of the assignment.

Substitutes assigned in this category must work five (5) days per week and may be eligible for the District’s Employee Tuition Assistance Program.

2. Guest Teacher II – FMLA/LOA

Substitutes assigned to this classification are non-contract certified teachers or non-certificated individuals. The substitute shall be assigned to provide classroom coverage and instruction on an interim basis for the teacher on approved leave of absence. The substitute performs the duties of the classroom teacher of record pursuant to the schedule of the absent teacher.

Substitutes assigned in this category must work five (5) days per week unless otherwise informed by the District of a different schedule. Substitutes may be reassigned to the Guest Teacher I category provided that an approved vacancy exists, and he/she commits to the requirements.

Any guest teacher who does not maintain the required work schedule may be released from assignment and/or termination of employment at the District’s discretion.

D. SUBSTITUTE ALLOWANCE:

The District shall determine the maximum number of guest teachers in each of the above two (2) categories.

E. COMPENSATION:

Guest Teachers shall be paid the following compensation:

1. Guest Teacher I – one hundred and twenty-five dollars (\$125.00) daily for the first through sixtieth (1st – 60th) day of employment and placement in an approved vacancy. On the sixty-first (61st) day of consecutive service, the Guest Teacher shall be paid commensurate to Bachelors’ Level, Step 1 or applicable Degree Level obtained, Step 1.
2. Guest Teacher II – one hundred and fifteen (\$115.00) daily for the first through sixtieth (1st – 60th) day of employment and placement in the classroom of a teacher on approved leave of absence. On the sixty-first (61st) day of consecutive service, the Guest Teacher shall be paid one hundred and twenty-five dollars (\$125.00) for the duration of the assignment.

BENEFITS:

The Guest Teacher I category is the only classification eligible to receive District provided health, dental, life and vision benefits. Substitutes assigned in this category must work five (5) days per week and may be eligible for the District’s Employee Tuition Assistance Program.

The Guest Teacher II category is not eligible for benefits, except as provided by state and federal laws.

F. CONTRACT TEACHER OPPORTUNITIES FOR GUEST TEACHERS:

1. A substitute teacher assigned to the Guest Teacher I category and retained for **sixty (60) consecutive school days in an approved vacancy** for which he/she has a major (and/or credits) in the subject area of the vacancy being taught may be tendered a contract dated and effective the sixty-first (61st) day back to the original date of the assignment in that vacancy and shall, effective such date, be treated as a contract teacher for all purposes of this Agreement. No Guest Teacher I category shall be appointed to contract status if a certified teacher is available for the position.
2. The District requires all teachers to maintain valid and appropriate teaching certification. As a condition of employment, the school district also requires substitute teachers to demonstrate progress toward appropriate teaching certification.

G. SUBSTITUTE TEACHER POLICY:

Terms and conditions of employment, assignment, evaluation, etc. shall be governed by the District's Substitute Teacher Policy.

H. SUCCESSOR COLLECTIVE BARGAINING AGREEMENT:


During negotiations for the Successor Collective Bargaining Agreement, the Parties shall incorporate the substitute classification as a position represented by the Union.

I. TERM:

This Letter of Agreement is effective upon execution by the Parties and shall expire upon the Parties' ratification of a Successor Collective Bargaining Agreement.


IN WITNESS WHEREOF, this Letter of Agreement was executed on the day first written above.

FLINT COMMUNITY SCHOOLS

By: 
Print: Cassandra Washington
Its: Executive Director of Human Resources
Date: 8/14/19

By: 
Print: Derrick Lopez
Its: Superintendent – Flint Community Schools
Date: 8/14/19

UNITED TEACHERS OF FLINT, INC

By: 
Print: Karen Christian
Its: President – United Teachers of Flint
Date: 8/14/19

By: 
Print: Bruce Jordan
Its: MEA UniServ Director
Date: 8/14/19

Index

A

absence.....2, 12, 17, 19, 20, 21, 22

accruals..... 12

accumulate 19, 27

acting 2

adaptive physical
education 33

address 16, 33

adjustment..... 9, 11

administration .6, 16, 26

administrators ...2, 8, 46

adopted 2, 24, 25, 28

adopting.....21

AESOP 18

agenda11, 12, 31

agreement 4, 11, 12, 29, 33, 34

amendment 33, 34

ancillary..... 12, 23

annually2, 6, 16, 18

annuities 9

application20, 21, 28, 30, 33

arbitration.....28, 29, 30

Arbitration Panel..... 29

assault..... 26

assigned 5, 9, 12, 13, 15, 17, 23, 24, 25, 29, 34

Assignment6, 26, 36

attendance..... 20, 30

automobile 9

B

beneficiary 24

Benefit Plans 23

bereavement 18

boxes..... 17

Building Conditions.. 14, 16

bullying 16

C

calendar ...11, 16, 20, 23

car 9

Cash-in-lieu 24

certification..... 10

chairs 16

childbirth..... 21

Christmas 6, 11

claims..... 9, 28

Class Size 14

closure12

collaborate.....13

collaborative.....16, 31

committee 2, 11, 16, 20, 30

Compensation ..5, 9, 19, 25

complaint.....26

Conferences... 12, 13, 27

consulted15

contract ...9, 11, 12, 18, 25, 27, 28, 33

coordinate benefits ..24, 25

Coordinators.....30, 31

copy9, 15, 18, 28

copy machine15

corridors13

Counselors9

Court.....21

credits.....9, 10

curriculum 13, 15

D

daily rate.....11

damaged books15

Date of hire.....18

deduct..... 18, 19, 25

Deductibles.....23

demotion28

Dental Care.....24

Department .6, 7, 10, 30

designee ...2, 13, 16, 17, 29, 31

desks.....16

Detached Service21

differentials6

disabled24

discharge28

discipline.....26, 28

Discipline of Teachers 28

dismissal11

disruption17

donated20

Duration.....35

duties..... 3, 4, 9, 13, 25

duty-free..... 11, 12

E

elect.....6

Elementary School12

eliminate.....6

elimination period24

emergency.... 11, 12, 16, 18, 19

endorsement 5

enrolling 10

examined..... 19, 25

exclusive..... 2, 16

experience..... 5, 22

extended 11, 22, 29

Extended Illness 20

F

Family and Medical Leave Act 20

file 21, 28, 29, 30, 31

financial advantage ...34

Flex Savings Account ...9

FMLA 20, 21

fringe benefits 22

fully-insured 23

G

Good Friday 11

graduate level.....10

granted 2, 20, 21, 22

grievance .. 2, 28, 29, 30, 31, 40

GRIEVANCE 40

ground rules 4

guidelines 9, 20, 30

H

hallways..... 26

Hard Cap..... 23

hazardous conditions 26

health 19, 20, 23, 24, 25, 26, 27

Health Savings Account9

holidays 6

homebound..... 13

homeroom 13

Hours..... 8, 10, 11

Human Resources...2, 9, 10, 13, 21, 24, 27, 29, 30, 31, 33

I

Incentives 6

increment 9

indefinitely 19

input 13

insignia 3

instructional days 12

instructional hours ... 11, 13

Insurance Protection. 23

investigation..... 26

J

JLM..... 28, 31

Joint Labor-
Management..... 31

Jury Duty 21

K

Kindergarten 15

L

Labor Day 11

lane 9, 10

Lane Advancement 9

law.3, 11, 12, 17, 20, 21, 22, 26, 30, 33

Leadership..... 28

learning Support
Services 32

legal..... 2, 26, 34

legislature 11

liability..... 25

Librarians 9

Life Insurance..... 24

Longevity..... 6

Long-Term disability.. 24

lounge 2

LTD 19, 24

lunch 11

M

mailboxes 2

Martin Luther King 11

Master schedules 12, 27

materials 3, 15, 17

mediate 29

Medical 20, 23

Memorial Day..... 11

Mentoring 10

MESSA 23, 25

methods 3, 28

Middle School 7

Mileage 9, 13

Military..... 5

Moving 17

mutually agreed 11

N		Professional	security.....26	temporary 8, 46
negotiations...2, 4, 6, 35		Development8, 12	semester..... 6, 8, 13, 20	tentative agreement ... 4
non-renewal..... 28		Professional Growth9	seniority 18	tenure 18, 21, 28
notices 33		prohibit11	service 6, 18, 21, 22	Tenure Act..... 21, 28
notify...2, 12, 21, 26, 28, 29, 33		pro-rata19	shared decision-making 11, 30	Terminal Pay 22
O		prorated.....22	Sick Bank 6, 19, 20	textbooks 3, 15
Open houses 13		provision.. 12, 28, 30, 33	site-based 31	Thanksgiving 11
or the like..... 9		PTO6, 12, 18, 19, 20, 22, 25	snow 12	timely ...9, 15, 16, 29, 30
organizations 3			Social Workers.....6	training..... 9, 16
overage 14			split classes..... 15	transcripts 9
P		Q	sponsored dependent25	transfer 3, 16
PA 152..... 23		quality.....28	Staff meetings 11	Transfer Requests 17
Paid 6, 8, 18, 22, 25		quarterly9	staffing 12	Travel 12, 13, 27
paid leave..... 12			step..... 9, 29, 30	
parental involvement 30			stipend 8, 10, 22	U
Parental Leave 21		R	Stipends..... 8	Uniformed Service ... 18, 21
parking..... 16		ratification4, 31	Study Leave 22	Union Activity Leave ... 2
partial..... 12		recess.....6	Subbing..... 8, 46	United Teachers of Flint 35
pay period cycle 9		Recognition.....2	submitted 9, 12, 31	unsafe 26
payments6, 9, 22		record’s day12	subpoenaed..... 21	UTF President. 9, 16, 27, 30, 33
payroll deductions ... 19, 24, 25		Recruitment.....6	substitute ... 2, 8, 18, 46	
per diem..... 12		registrar9	successor 4, 35	V
PERA..... 3		regulation 28, 33, 34	Superintendent .. 16, 29, 30, 35	Vacancies 17
physician19, 21, 25		Reimbursement9, 24	supersede..... 12, 33	vendor 16
Placement 5		report 12, 13, 16, 18, 26	Supplemental Salary	verification 19, 22, 24
planning Periods 12		reprimand.....28	Contract..... 6, 36	Vision Care 25
platoons 15		reserves 6, 15, 25	supplementary contract 9	Voluntary 8
PLC 12		responsibilities.....3, 13	supplies 15	volunteer..... 8, 46
policy.....20, 22, 24, 28		retaliate30	Supplies 14	
pool..... 33		Retention6	suspension.....28	T
preparation 12, 13		Retirement22	tables..... 16	waiver11, 12, 31, 34
preparation period.... 13		right . 3, 6, 11, 15, 25, 34	teacher’s editions 15	WDCA..... 19, 25
preparation periods . 12, 13		roster9, 18	teaching certificate 5, 18	without penalty..... 12
prepare classrooms... 12			Teaching Days..... 11	witness 21
President’s Day 11		S	teaching load..... 12	work day 6, 11
Principal9, 11, 13, 30, 31		safe 16, 26	Technology 14, 16	Worker’s Compensation 25
probationary ..18, 22, 28		salary 5, 6, 9, 10, 20, 21, 24, 25	telephones 16	
		Salary Adjustment .9, 39	temperature 16	
		salary offsets.....25	temperatures 16	
		salary verification9		
		SCECHs.....10		
		Schedule5		