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# Master Agreement

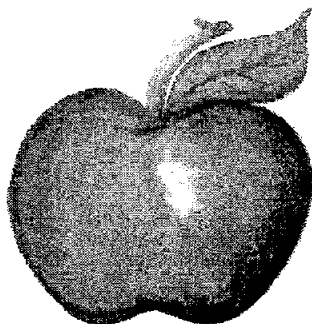
*Between the*

**Haslett Education Association,  
MEA/NEA**

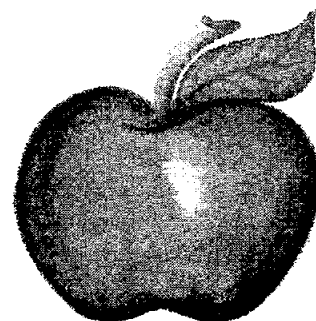
*and the*

**Haslett Board of Education**

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**2006-09**



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WITNESSTH:

WHEREAS, the Board and the Association recognize that mutual effort in education programs can lead to improvement in the Haslett Public Schools and tends to improve the morale of the teaching staff;

WHEREAS, the members of the teaching profession are qualified and have a responsibility to assist in improving education; and

WHEREAS, the Board is required by law to negotiate with the Association on wages, hours, and the terms and conditions of employment of teachers, and the parties, through negotiations, in good faith, have reached agreement on all such matters and desire to execute this contract covering such agreement, it is hereby agreed as follows:

### **Article 1 - Recognition**

- A. The Board hereby recognizes the ICEA-MEA/NEA as the exclusive bargaining representative as defined in Section 2 of Act 379, Public Acts of 1965, of the State of Michigan for all professional certified personnel under contract, including K-12 Education, Alternative Education and Adult Education personnel, but excluding supervisory and executive personnel, per diem substitute and part-time teachers not regularly employed and all non-certified personnel employed by the Board.
- B. The term "Board" shall include its officers and administrative agents. The term "Association" shall include the ICEA-MEA/NEA, its officers, agents and its affiliate, the Haslett Education Association.
- C. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.
- D. Individuals outside of the bargaining unit holding positions in Appendix B - Extra Duty Salary Schedule, will be paid according to Appendix B, but are not subject to this Agreement.

### **Article 2 - Association and Teacher Rights**

- A. The Board hereby agrees that every employee shall have the right to organize freely, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or

coerce any bargaining unit member in the enjoyment of any rights conferred by the laws of the State of Michigan or the constitutions of Michigan and the United States; that it will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The provisions of this Agreement covering wages, hours, terms, and conditions of employment shall be applied, without regard to race, creed, religion, color, national origin, age, sex, and marital status.
- C. The Association shall have the right to use school buildings and facilities at times when the buildings are staffed by members of the custodial staff. When special custodial staff is required, the Board may make a charge therefore. The foregoing shall be subject to the Board policy existing at the time of ratification.
- D. The Association shall have the right to use school facilities and equipment with the approval of the Superintendent or his/her designate. The Association shall provide the materials and supplies needed for such use.
- E. Space for bulletin boards in each building and mailboxes shall be made available to the Association and its members. The Association may use the District mail service provided that (1) mail be properly labeled as Association business; (2) that it be bundled for distribution to the Association Representative; and (3) that the Administration will not be held liable for its safe delivery.
- F. The Association reserves the right to release its president or designate for up to twenty (20) days at the Association's expense (cost of substitute) to carry out Association business.
- G. The President of the Association may use non-instructional time during the school day for official Association business.
- H. The Association and the Board agree to exchange highlights of regular general meetings. Further, the Association agrees to discuss, from time to time, items submitted to it by the Board at regular Association meetings.
- I. The Association may request that the Board place items of interest to it on the Board agenda. These items must be filed with the Superintendent one

- (1) week before each regular Board meeting, unless agreed otherwise by the Superintendent or his/her designate.
- J. The Board's designate shall meet with the Association's designate at agreed upon times to discuss mutual concerns.
  - K. The Superintendent and/or his/her designate shall meet with the officers and representative of the Association at least once a year to air mutual concerns and problems. The time and place shall be mutually agreed upon by the Superintendent and the Association President.
  - L. The Board agrees to furnish to the Association, in response to requests, available public information concerning the financial resources of the District, tentative budgetary requirements and allocation and such other public information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of bargaining unit members and their students, together with public information which may be necessary for the Association to process a pending grievance.
  - M. On or before the second Friday in September, the Association President will deliver a schedule of Association meetings for the year to the Superintendent and building principals. The schedule of Association meetings will be limited to one (1) Thursday each month. It is agreed that bargaining unit members will not be required to attend administrative meetings on said days. On all other days, a regular meeting called by the Administration shall have precedence over Association meetings.
  - N. Duly authorized representatives of the Association shall be permitted to transact official business on school property, provided that such business shall not interfere with normal operation. When a representative other than the Uniserv Director is to meet with the Association, the Superintendent will be notified.
  - O. Telephone facilities shall be provided for staff use. Phone usage shall be for school-oriented business and/or personal business that cannot be conducted at another time. No long distance calls are permitted unless approval is granted by the principal.
  - P. Existing parking facilities shall be made available to the staff for their use.
  - Q. The HEA shall be notified in advance of any pending policy adoption and shall have the opportunity to inform the Board of its position on proposed policy. The Association shall have the opportunity to recommend areas in which policies might be adopted or changed.

- R. The Association shall have the opportunity to inform the Administration of its position on proposed rules and regulations. The Association shall have the opportunity to recommend areas in which administrative rules or regulations might be adopted or changed.
- S. Each bargaining unit member shall have the right upon request to review the contents of his/her own personnel file which is maintained at the individual school or at the Administration Building.
1. A representative of the Association may, at the bargaining unit member's request, accompany the bargaining unit member in such a review.
  2. The review will be made in the presence of the administrator responsible for the safe keeping of such files.
  3. Privileged information such as confidential credentials and related personal references normally sought at the time of employment, are specifically exempt from such review.
  4. All communications, including evaluations by the Haslett School District Administration, commendations, or validated complaints directed toward the bargaining unit member which are included in the personnel file shall be called to the bargaining unit member's attention. He/she shall be given the opportunity to review same at/or prior to the time of its inclusion in the personnel file.
  5. The bargaining unit member may respond in writing to any of these communications and said response shall become part of the file.
  6. If a grievance is filed on an item placed in the bargaining unit member's personnel file and the adjudication is in the bargaining unit member's favor, the material will be removed from the bargaining unit member's file.
  7. Both the administration and the faculty agree to maintain effective two-way communication in an effort to work on the solution of problems in an atmosphere of good faith and mutual trust. They recognize they are partners in the field of education and that their primary concern must be directed toward the students they teach.

### **Article 3 - Rights of the Board**

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the State of Michigan, including but without limiting the generality of the foregoing, the right:
1. To the executive management and administrative control of the system and its properties and facilities, and the assignment of professional duties and responsibilities of its employees. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.
  2. To hire all employees subject to the provisions of law, to determine qualifications and the conditions for their continued employment or their dismissal.
  3. To establish levels of instruction, marking systems and courses of instruction, including special programs, and provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
  4. To decide upon selection and purchase of textbooks and teaching materials.
  5. To determine the assignments of bargaining unit members in curricular and extra-curricular areas.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent that such specific and expressed terms thereof are in conformance with the constitution and laws of the State of Michigan and the United States.
- C. The Board continues to reserve the right to transfer bargaining unit work to the extent that such rights have been exercised historically. Included by way of illustration, are the participation in consortium type programs, the movement of Haslett students between the K-12 general and alternative education programs, the leasing of space, and the issuance of credit for classes taken by students at various colleges and universities.

#### **Article 4 - Dues, Fees and Payroll Deductions**

- A. Any bargaining unit member who is not a member of the Association in good standing or who does not make application for membership within thirty (30) calendar days from the first day of active employment shall, as a condition of employment, pay a Service Fee to the Association.
- B. The Association shall notify the Board of the amount to be payroll deducted for each bargaining unit member within two (2) weeks of the beginning of school or within thirty (30) days of employment, whichever is applicable.
  - 1. The deduction of dues and/or the Service Fee shall be required under the terms and conditions of this Agreement. The Board shall, therefore, deduct said dues and fees pursuant to the authority set forth in MCLA 408.477.
  - 2. The Board shall deduct 1/20 of such dues and assessments from the regular salary check of the bargaining unit member beginning with the second pay period in September and continuing for nineteen (19) pay periods thereafter.
- C. The Association agrees to indemnify and save the Board, including each individual school board member, harmless against any and all claims, demands, costs, back pay and all court and administrative agency costs that may arise out of or by reason of action taken by the Board for the purpose of complying with the Agency Shop provisions of this Agreement provided that the Board is in substantial compliance with the provisions of this Article.
- D. If any provision of this Article is deemed invalid under federal or state laws, said provision shall be modified to comply with the requirements of said federal or state law.
- E. Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the salary of such bargaining unit member and make appropriate remittance for any programs not fully paid by the Board, credit union and any other plans or programs as provided in this Agreement.
- F. Should the Board consider a new annuity company in accordance with Board Policy, it will seek recommendations from the Association through its President.



- G. Upon appropriate written authorization from the bargaining unit member, the Board shall deposit the bargaining unit member's bi-weekly paychecks into the account designated by the bargaining unit member and held with any financial institution participating in direct deposit.

### **Article 5 - Negotiations Procedures**

- A. Representatives of the Board and the Association bargaining committees will meet at the request of either party for the purpose of reviewing the administration of the contract, and to resolve problems that may arise or other matters not specifically covered by this Agreement. These meetings are not intended to by-pass the grievance procedure.
1. All meetings between the parties will be scheduled to take place as promptly as possible and at times when the involved bargaining unit members are free from assigned instructional responsibilities unless otherwise mutually agreed.
  2. The results of such meetings shall be written up in the form of letters of understanding that shall be added to and considered part of this Agreement.
- B. The Association shall designate a bargaining unit member or two (2) bargaining unit members at each school building as Association Representatives (AR). The principal and the Association Representative shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise, unless they mutually agree that such meetings are not necessary. These meetings are not intended to by-pass the grievance procedure.
- C. At least sixty (60) days prior to the expiration of this Agreement, the parties shall initiate negotiations for the purpose of entering into a successor agreement. All meetings between the parties will be scheduled to take place as promptly as possible and at times when the involved bargaining unit members are free from assigned instructional responsibilities unless otherwise mutually agreed.
- D. Both parties agree to adhere to the laws of the State of Michigan in the negotiation process.
- E. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and

agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Notwithstanding the above, the Board and the Association will negotiate the salary of any newly created position not placed within the existing salary schedule.

### **Article 6 - Professional Grievance Procedure**

- A. A grievance shall be defined as an alleged violation of the expressed terms of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure in this Article:
1. The termination of services or failure to re-employ any probationary teacher.
  2. The termination of services or failure to re-employ any bargaining unit member to a position on the extra-curricular schedule.
  3. Any matter involving the judgmental content of evaluation.
  4. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).
- B. A written grievance, as required herein, shall contain the following:
1. It shall be signed by the grievant(s).
  2. An Association grievance shall be signed only by the Association's designee.
  3. It shall contain a synopsis of the facts giving rise to the alleged violation.
  4. It shall cite the section or sub-sections of this Agreement alleged to have been violated.

5. It shall contain the date of the alleged violation.
6. It shall specify the relief requested.

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

- C. If, in the judgment of the Association, a grievance involves bargaining unit members from more than one building, said grievance shall be defined as an "Association Grievance."
  1. An Association grievance shall include the names of the bargaining unit members involved.
  2. Such a grievance shall be subject to all conditions of the professional grievance procedure.
  3. Association grievances shall be reduced to writing and shall commence at Level Two.
- D. The names of the Association Representatives and their alternates in each building shall be listed with the Superintendent by the close of the first week of school. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described.
- E. The term "days" as used herein shall mean days on which school is in session except that during the summer months when school is not in session, the term "days" shall mean Monday through Friday excluding holidays.
- F. Should a bargaining unit member fail to institute a grievance or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of employment) shall be barred.
- G. The time limits provided in this Article shall be strictly observed, but may be extended by mutual agreement between the parties.
- H. A grievance filed prior to the expiration of this Agreement may be processed through the grievance procedure until final resolution.
- I. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a bargaining unit member and/or a

participating Association Representative are to be at their assigned duty stations unless otherwise mutually agreed.

- J. Any adjustment made during the grievance procedure shall be consistent with the terms of this Agreement and at each step a bargaining unit member may have an Association Representative present if he/she so chooses.
- K. The Association shall file a grievance on behalf of an individual bargaining unit member only with his/her written consent.
- L. The grievance form is attached to this Agreement as Appendix D.
- M. Level One

A bargaining unit member or the Association believing that an alleged violation of the express terms of this Agreement has occurred, shall within ten (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve the same. If no resolution is obtained within three (3) days of the discussion, the bargaining unit member shall reduce the grievance to writing and provide copies to the building principal and the Association.

Within five (5) days of the receipt of the grievance, the building principal shall render a decision in writing and provide copies to the grievant and the Association. If no decision is rendered or the decision is unsatisfactory, the grievant may, within five (5) days, proceed to Level Two.

- N. Level Two

The written grievance shall be filed with the Superintendent or a designated agent with copies of the grievance going to both the building principal and the Association.

1. Within five (5) days of the receipt of a grievance, the Superintendent or designated agent shall arrange a meeting with the grievant and/or the designated Association Representative, at the option of the grievant, to discuss the grievance.
2. Within five (5) days of the discussion, the Superintendent or a designated agent shall render a decision in writing transmitting a copy of same to the grievant, the Association President, the building principal, and place a copy of same in the office.

O. Level Three

An individual bargaining unit member shall not have the right to process a grievance beyond Level Two.

If the Association is not satisfied with the disposition of the grievance at Level Two, or if no disposition is rendered, it may within fifteen (15) days after receipt of the disposition or within fifteen (15) days of the close of the Level Two hearing when no disposition is rendered, request the selection of an arbitrator either by mutual agreement or through the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding.

1. Neither party may raise a new defense or ground at Level Three which was not previously raised or disclosed at other levels.
2. Not less than five (5) days prior to the arbitration hearing, the parties will hold a conference for the purpose of exchanging the facts, grounds and defenses which will be used at the hearing.
3. The decision of the arbitrator shall be final and conclusive and binding upon the bargaining unit member(s), the Board and the Association. Subject to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. The cost of the arbitrator shall be born equally by both parties.
5. The Association shall reimburse the Board for the cost of a substitute for its witnesses, should any be hired, so that regularly employed unit members may be released from normal responsibilities without loss of pay.
6. No more than one (1) grievance may be considered by the arbitrator at the same time except upon written mutual consent.

P. The powers of the arbitrator are subject to the following limitations:

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to establish salary scales or to change any salary.

3. The arbitrator shall have no power to change a practice, policy, or rule of the Board, nor substitute judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, except when such practice or policy violates this Agreement.
4. The arbitrator shall have no power to decide any question which, under this Agreement, is within the responsibility of the Board to decide. In rendering a decision, the arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement.
5. The arbitrator shall have no power to interpret state or federal law.
6. The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure.
7. If either party disputes the arbitrability of a grievance, the arbitrator shall first rule on the question of arbitrability. In the event that the arbitrator rules that the grievance is not arbitrable, the arbitrator shall return said grievance to the parties without decision or recommendation on its merit.

#### **Article 7 - Calendar**

- A. The calendar is set forth in Appendix C which is attached hereto and incorporated as part of this Agreement.
- B. When weather conditions or other unforeseen circumstances close school to students, bargaining unit members shall not be required to report for work; and shall suffer neither loss of leave time nor loss of salary provided that the law does not require that such days be rescheduled in order to receive state aid for the day(s).

The rescheduling of lost days/hours of instruction shall not result in additional compensation.
- C. When weather conditions or other unforeseen circumstances close school to students for more day(s)/hour(s) than are permitted under the State Aid

Act, said day(s)/hour(s) shall be rescheduled to provide the minimum number of day(s)/hour(s) of student instruction required under said Act.

1. When school is closed for the reasons stated above, bargaining unit members shall be notified by radio or telephone.
  2. In the event a bargaining unit member has requested the use of a paid leave day when school is not in session for the reasons stated above, he shall suffer neither loss of leave time nor loss of salary.
- D. If students are dismissed due to bad weather, bargaining unit members will be dismissed shortly thereafter.

In the event a bargaining unit member has requested the use of a paid leave day on a day when school is dismissed early, deductions from salary or leave time, whichever is appropriate, shall be made in half-day segments.

- E. When school is closed to some, but not all of the District's students for the reasons stated herein, bargaining unit members shall not be required to work. Said days shall be rescheduled to provide the minimum number of days/hours of instruction for the students so affected, provided that the law requires the same in order to receive state aid for the day(s)/hour(s).

The rescheduling of lost days of instruction shall not result in additional compensation.

- F. When school is closed to some but not all of the District's students for the reasons stated herein and the State Aid Act does not require that said days be rescheduled, the Board may designate an alternate work site for bargaining unit members.

### **Article 8 - Teaching Conditions**

- A. Professional Hours

The Board and the Association recognize that teaching has many responsibilities that demand bargaining unit members' time over and above the instructional day. These responsibilities include, by way of illustration, but not by way of limitation, attending faculty meetings and IEPC's; conducting student and parent conferences; preparing for effective teaching; evaluating student performance and progress; working on committees and committee assignments; correcting and evaluating student papers and themes; developing instructional materials; professional reading and study, and advanced college study. Therefore, the normal day for bargaining unit members shall be considered to be those hours required by the

instructional day as well as the hours required to perform their other professional responsibilities, which will include by way of illustration, arriving on site ten (10) minutes before the start of school and remaining ten (10) minutes after students are dismissed, performing professional duties. The ten (10) minutes before and after school illustration is not intended for non-instructional days.

1. Part-time bargaining unit members shall have those hours that are stipulated by the Board at the time they are hired.
  - a. Part-time bargaining unit members shall attend parent/teacher conferences and professional development days scheduled on the calendar with no additional compensation. The responsibility for instruction on said days will be rotated or otherwise shared equally between bargaining unit members sharing a single assignment, if those days are half days of instruction.
  - b. Part-time bargaining unit members who are directed to attend professional development activities which are beyond the part-time bargaining unit member's normal hours of work and beyond those scheduled in the district calendar shall be compensated at the rate of forty dollars (\$40.00) per one-half day at elementary, and fifteen dollars (\$15.00) per hour at secondary.
2. Planning time is subject to the following provisions:
  - a. The teacher's individual planning period is intended as a time when bargaining unit members are to be available in the buildings for calls from parents, conferences with parents or students, etc.
  - b. The team planning period is intended exclusively for purposes other than individual planning. Included by way of example, the use of team planning is work related to student issues, instructional and curricular issues, scheduling, conferring with administration, etc. Teachers are to be at their meeting site during this time.
  - c. It is agreed that one team planning period can be converted to an individual planning time twice per month. The principal



must receive reasonable advance notice of the conversion to individual planning time. All team members must select the same day(s).

- d. All specials and shared staff teachers at the elementary level shall have their planning time scheduled in blocks of not less than fifteen (15) minutes in duration. Every effort will be made to provide thirty (30) minute blocks when possible.
3. When a bargaining unit member must leave the building, he/she will notify the principal.
  4. On teacher work days when students are not in attendance, bargaining unit members are expected to work a minimum of six (6) hours.
    - a. On the half days which are designated for in-service each year, bargaining unit members will receive an annual amount of released time equal to the total amount of time established for in-service training in that particular year.
    - b. On the half days which are designated for conference preparation and parent/teacher conferences, elementary bargaining unit members will be released at 11:30 a.m. On said days elementary bargaining unit members are expected to observe the normal instructional hours of the building to which they are assigned.
    - c. On the remaining teacher work days, bargaining unit members are expected to observe the normal instructional hours of the building to which they are assigned except that on the last work day of the school year, bargaining unit members may leave at noon provided their work is completed.

## B. Instructional Day

1. The elementary teachers' instructional day shall not be less than 367 minutes and shall be increased when required by law, or to receive full state aid funding. Kindergarten students will be subject to an alternative schedule and will attend school on all scheduled full days of instruction.
  - a. Elementary teachers shall have a minimum of 30 minutes duty free lunch.

- b. Elementary teachers may use for planning all time during which their classes are receiving instruction from various teaching specialists.
    - c. A reasonable effort will be made to provide qualified substitutes for special teachers at the elementary level, i.e., music, physical education and art.
    - d. Elementary teachers shall be provided with an average of at least 300 minutes of planning time during the student instructional day each week. The averaging of the released planning time shall not exceed a normal two (2) week period. Part time teachers shall receive a prorated share of planning time.
    - e. When released planning periods are being scheduled at the elementary level, consideration will be given to arranging said periods on a daily basis for elementary teachers.
2. The middle school instructional day shall not be less than 367 minutes and shall be increased when required by law or to receive full state aid funding.
  - a. Middle School exploratory teachers shall have one class period and a passing time as an individual planning period, and a duty-free lunch for a total of 90 minutes each day.
  - b. Middle School team teachers shall have a one class period and passing time as an individual planning period, a duty-free lunch of 30 minutes, and an instructional team planning period/meeting time of one class period and a passing time each day.
  - c. Should the District decide to discontinue the team teaching program, the lunch period and individual planning period shall equal a total of 90 minutes each day.
3. The instructional day at Haslett High School shall not be less than 367 minutes and shall be increased when required by law or to receive full state aid funding. Haslett High School teachers shall have one class period for preparation and a duty free lunch of 35 minutes.

4. Full-time Alternative Education Program teachers (Meridian High School) will be assigned three (3) instructional blocks. The fourth block of the day will be composed of an individual conference/planning period each day and such activities as allotments of time each week for team planning and prime time/mentoring. The schedule of part-time teachers will be prorated.
5. Any change in the instructional day, length of class periods, or lunch period will be mutually agreed upon by the HEA and the Board of Education.
6. Association members who are given teaching assignments where daily travel between buildings is required will be assigned fifteen (15) minutes less instructional time per day per building site change.
7. Any teacher who is shared between Haslett High School and Haslett Middle School who loses planning time due to their shared assignment will only be compensated for the loss of planning time if the loss is greater than five (5) minutes per day.
8. A change in state requirements that pertain to instructional hours or professional development days/hours will require a joint meeting between the Association and Administration to review the calendar.

C. Pupil Teacher Ratio and Class Size

1. When an individual class size exceeds thirty (30) pupils (average of thirty (30) per class, per teacher, per day at the secondary level), the Board will, at its option, either reduce the class size to less than thirty (30) pupils or supply a paid aide for the teacher within two (2) weeks of the date on which the overload occurred.
  - a. No class of thirty-one (31) may be increased by more than three (3) students until classes at that grade level have been equalized district-wide.
  - b. It is expressly understood that all special subjects such as physical education, vocal and instrumental music, and other traditional large group instructional classes are exempt from the class size provisions of this clause, but the programs are subject to review by the principal and teachers involved. The Administration may, at its discretion, provide aides and/or reduce class size in these voluntary programs.

- c. The parties recognize the need for experimentation and innovation in educational programs. New approaches in staffing and scheduling may involve changes in the length and number of class periods taught and the number of students in a given class; however, such changes shall be implemented only upon mutual agreement between the building administrator and the affected staff.
- d. In consideration of students with special needs, it is agreed that the composition of elementary classrooms will be developed so as to accommodate the best interests of said students. The classroom teacher(s) will provide the building principal with his/her recommendations and/or suggestions.
- e. The Employer may apply for all available money under the No Child Left Behind Act of 2001, 20 USC 6301 et seq., for reducing class sizes and shall use said money exclusively to lower class sizes below the maximum allowed under this Agreement, unless such application is not financially advantageous to the District.

D. Special Education

- 1. Copies of deviation requests for special education class loads will be provided to the Association President upon submission to the Department of Education.
- 2. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any special education student should participate in regular education programs and services involves consideration of that student's unique needs as determined by an Individual Educational Planning Committee (IEPC). It is further acknowledged and recognized that the general education classroom teacher shall be responsible for the implementation of the I.E.P. and for attending to the educational needs of special education students assigned to the teacher's class.
- 3. A Least Restrictive Environment Committee process is hereby established.

- a. Section 3 shall only apply to identified special education students in the following categories: Severely Multiply Impaired (SXI), Cognitively Impaired (CI), Emotionally Impaired (EI) and Autistically Impaired (AI).
- b. The committee process will be ad hoc and composed of three (3) teachers and two (2) administrators, all of whom will be selected in accordance with the respective parties' procedures. At least one (1) of the teachers will be a special education teacher.
- c. The Committee shall convene upon written request of a general education teacher who is seeking assistance in resolving problem(s) related to a mainstreamed student in his/her classroom.

The Committee shall convene within five (5) work days of receipt of the teacher's request.

- d. The teacher's request will provide evidence that he/she has reasonably exhausted avenues of available assistance and guidance from special education staff and his/her building principal.

Additionally, the teacher will provide a written description of the problem(s) and propose solution(s) for the Committee's consideration.

- e. After its review, the Committee may issue a written recommendation in response to the teacher's request for assistance. The written recommendation of the Committee will be submitted to the Director of Special Education for review and consideration.
  - f. The Director of Special Education will submit his/her recommendations to writing following a review of the teacher's request and Committee's recommendation. A copy of the recommendation will be forwarded to the teacher and Committee members within five (5) work days of receipt of the Committee's recommendations.
4. The student's special education teacher will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of said students and addressing other appropriate issues as same may arise.

With respect to Severely Multiply Impaired (SXI), Cognitively Impaired (CI), Emotionally Impaired (EI) and Autistically Impaired (AI) special education students, the special education teacher will have the responsibility for contacting the general education teacher(s) under section d (1) prior to the student entering the regular education classroom(s).

5. When a general education classroom teacher is assigned a student from a special education program for severely impaired students [Physically and Otherwise Health Impaired (POHI), Severely Multiply Impaired (SXI), Cognitively Impaired (CI) and Autistically Impaired (AI)], the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of exceptional bodily functions (e.g. tracheotomy, etc.) related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class.
6. The Administration agrees to reasonable attempts to provide for a substitute in the absence of the regularly assigned special education aide.
7. It is understood as part of this Agreement that the parties will continue to work cooperatively to find alternatives to classes that have large student numbers and/or special needs students including the more effective utilization of current paraprofessional staff, as well as other solutions.

**E. Materials and Supplies**

1. All classroom teachers will be provided with a plan book in which to enter general lesson plans for a week in advance and updated plans for at least one (1) day in advance. Written lesson plans will be available for a substitute teacher to use.
2. The Board agrees at all times to keep the school reasonably equipped and maintained.

3. The Board recognizes that proper equipment and supplies are necessary tools for teaching. The parties agree to confer from time to time for the purpose of improving the selection and use of equipment and supplies; and the Board agrees to consider all joint decisions of its representative and the Association as soon as possible.
4. Teachers shall be involved in the selection of textbooks and teaching materials.
5. The Board, in setting school curriculum, agrees to provide a textbook for each pupil in courses or subject areas where a basic textbook is used.
6. The Board will attempt to provide reasonable budgets for materials and supplies to enable bargaining unit members to implement the educational program and curriculum adopted by the Board of Education.

F. General Teaching Conditions

1. A reasonable effort will be made to secure a substitute for each teacher who is absent, including teachers of physical education, music, art, and library.
2. The use of bargaining unit members for the purpose of substituting for absent bargaining unit members shall be discouraged.
3. Bargaining unit members shall not be required to work under unsafe or hazardous conditions nor to perform tasks which endanger their health, safety or well-being. The building principal will decide in consultation with the Association Representatives when these conditions exist.
4. Staff meetings shall be scheduled once each month. Notification of the days of said meetings shall be given at least one (1) week in advance.
  - a. Bargaining unit members shall have an opportunity to submit agenda items to the principal for discussion and/or action at the meeting up to three (3) days prior to the meeting.
  - b. Other staff meetings may be scheduled in the same manner as above if the building principal, after consultation with the Association Representatives, considers them necessary.

- c. Emergency meetings may be scheduled as needed.
  - d. Adjournment of scheduled meetings shall not exceed 5 p.m. Staff meetings shall not be held prior to the beginning of the school day, except in an emergency situation, as determined by the principal in consultation with the building Association Representatives.
5. If TB tests are mandated, the Board will pay under the conditions expressed in the 1996-98 contract.
6. Once a bargaining unit member has reported unavailability for work, it is the Administration's responsibility to procure a substitute. For conferences and Personal Days, a bargaining unit member shall notify or remind the principal three (3) to five (5) working days prior to the anticipated day of absence.
7. The following will apply to Spring and Fall parent-teacher conferences:
- a. In the elementary school, there will be parent conferences scheduled at least two (2) times per year in each building. The teacher will issue a written student evaluation/reports at least three (3) times per year.
  - b. In the Middle and High School, a report card will be issued approximately at the end of each of the first nine (9) weeks of each semester as well as at the end of the semester. The bargaining unit members agree to report any significant change in the student's progress or failure in writing to the Principal at the end of the fourth week of each semester and at such other times as may be determined by the teacher.
  - c. Elementary teachers shall schedule their own parent teacher conferences twice a year within a two week period, which shall be established on the district calendar. Full time kindergarten teachers shall be given three half days each semester in which to schedule their additional conferences.
  - d. During conference weeks elementary special area teachers shall provide all teachers with a schedule of their available



parent teacher conference times which shall equal a minimum of eight hours of time spread over at least three different options of time.

- e. Middle school and high school shared staff shall have their conference times proportionately divided between their buildings and shall give their administrators a schedule of their conference locations.
8. Clerical assistance will be provided for elementary teachers. Secondary teachers will have extra help in typing semester exams.
9. Special Education teachers and Social Workers shall be released up to two (2) hours per day, no more than three (3) times during the school year, to complete Medicaid documentation. (Support persons from the ISD will provide training for 2006/07).

#### G. Academic Freedom

The parties seek to educate young people in the democratic tradition to foster a recognition of individual freedom and social responsibility; to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights; and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

1. The teacher should be acting within his/her certified area and within the curriculum.
2. The teacher should discuss the issue and the planned approach that he/she feels might be controversial with his/her immediate supervisor.
3. The teacher should realize that teaching in an elementary or a secondary school places special responsibility upon the teacher to carefully consider the maturity level of the student and the special circumstances that surround the teacher/student learning relationship.
4. If an issue is presented that the teacher feels might be controversial, it shall be the responsibility of the teacher to have all sides presented.

### **Article 9 - School Improvement**

The Board, Administration, teachers and Association recognize the necessity of maintaining ongoing district-wide school improvement plans and the importance of quality educational services as a fundamental priority and shared goal of the parties.

The Board recognizes that the terms and conditions of the collective bargaining agreement will govern with respect to wages, hours and other conditions of employment and that those terms shall not be altered or modified through the school improvement process, absent written mutual agreement and ratification by the parties.

To the extent any proposed element of the District's school improvement plan conflicts with the terms of the master agreement, the identified provisions will be subject to negotiations between the parties. Any amendments to the Agreement will be subject to ratification by the parties.

### **Article 10 - Qualifications and Assignments**

- A. Assignments shall be made at the discretion of the Administration and shall be based upon certification and qualifications. In grades 7-12 bargaining unit members, including Alternative Education Program teachers, will not be assigned outside of their major or minor field of study except temporarily and for good cause. Temporarily shall be defined as not to exceed the current school year. The bargaining unit member and the Association President shall receive written notification of any deviation from the foregoing.
- B. All bargaining unit members shall be given notice of their tentative assignment for the forthcoming year by July 1. Bargaining unit members will be notified in writing when changes in assignment are made after July 1.
1. No changes in assignment shall be made after school is in session unless the affected bargaining unit members have been notified in writing.
  2. Changes made subsequent to the opening of school which mean a different building, grade or department assignment, whether in full or in part, shall entitle the bargaining unit member to two (2) days of

compensatory time for time spent in preparation for such change in assignment. This provision shall not apply to semester changes at the secondary level.

- a. Should the reassignment represent a totally new building, grade or department assignment, the bargaining unit member shall receive two (2) days of compensatory time. Said compensatory time shall be equal to the amount of time that the bargaining unit member is contracted to work each day.
  - b. Should the reassignment affect the bargaining unit member's teaching load only partially, the bargaining unit member shall receive the appropriate prorated portion of the two (2) days of compensatory time referenced herein.
3. In addition, maintenance services shall be provided to move any equipment and/or supplies required in the new assignment.
- C. Any assignment in addition to the normal teaching schedule, such as summer school courses and the extra-duty assignments enumerated in Appendix B shall not be obligatory, but shall be with the bargaining unit member's consent.
1. Qualified bargaining unit members shall be given preference for such assignments before personnel from outside of the bargaining unit are employed.
  2. Should such assignment require a teaching certificate, the unit member shall be assigned in accordance with section A of this Article.
- D. For purposes of this Agreement, qualifications shall be defined as:
1. Possession of a valid teaching certificate as recognized by the State of Michigan.
  2. Assignments in Art, Physical Education, Guidance, Music, Special Education, Reading, Vocational Education and Library Science shall require an endorsement from the Michigan Department of Education.
    - a. Assignments to Vocational Education shall require a certificate endorsement appropriate to the particular vocational education program so as to insure continued funding.

- b. Assignments to Special Education shall require a certificate endorsement appropriate to the particular special education program so as to insure continued funding.
3. Elementary teachers shall be qualified for any assignment in grades K-6. The assignment of an elementary teacher in grades 7-8 shall be in accordance with section 5 above or in the area of the teacher's major or minor field of study as documented on the teacher's transcript on file with the Administration.
4. The assignment of a secondary teacher in grades 7-8 shall require a major or minor as documented on the teacher's transcript on file with the Administration.
5. For purposes of sections 6 and 7 above, a minor shall be defined as twenty (20) semester hours. Methods classes shall be excluded for purposes of determining majors and/or minors unless they are acknowledged as such by the Department of Education.
6. As bargaining unit members continue to take additional course work, it shall be the bargaining unit member's responsibility to inform the Administration of a minor equivalency.

### **Article 11 - Vacancies, Promotions and Transfers**

- A. For purposes of this Agreement, a vacancy shall be defined as a newly created position or a position which is presently unfilled and for which there is no unit member with a contractual right to return.
- B. Whenever a permanent vacancy shall occur within the bargaining unit, the Superintendent shall within five (5) working days of Board action, post notice of same on bulletin boards in all teacher workrooms and provide a copy of such posting to the Association President.
  1. No vacancy shall be permanently filled until such vacancy has been posted for at least ten (10) working days unless mutually agreed to by the Association president.
  2. Working days shall mean days when school is in session except that during the summer month's working days shall mean Monday through Friday excluding holidays.

- a. Bargaining unit members with specific interests in vacancies which may occur during the summer months, will notify the Superintendent of their interests in writing during the last regular week of school and shall include a summer address.
  - b. Should a vacancy occur, the bargaining unit members who have expressed interest in said position or a similar position shall be notified of the vacancy by first class letter.
  - c. The bargaining unit members so notified shall have the responsibility of contacting the Superintendent's office to indicate their interest in said position within ten (10) days of the postmark.
3. Posting of a vacancy shall not be required when said vacancy is to be filled by the recall of a laid-off bargaining unit member.
  4. The posting of vacancies under section B shall occur after the implementation of the transfer provisions of sections I, J and K.
- C. A bargaining unit member shall apply for a vacancy within the bargaining unit by submitting a written application to the Superintendent. Said positions shall be filled on the basis of seniority, certification, qualifications, experience and the needs of the District.
- D. The Board declares its support of the principle of filling vacancies in supervisory positions from within its own teaching staff.
- E. Vacancies which occur in administrative or supervisory positions shall be posted as provided herein.
1. Any qualified unit member may apply for such position by submitting a written application to the Superintendent.
  2. The Board will give all due consideration to qualified applicants from within the bargaining unit.
  3. The determination of appointments to positions under Section D rests solely with the Board of Education and is not subject to the grievance procedure.
- F. The Board shall notify bargaining unit members who have applied for any vacancy as to which applicant has been selected to fill a posted position. In addition, the Association President will be notified of the same.

- G. A bargaining unit member who is denied an assignment to a posted vacancy shall be provided with the reasons for the denial upon request.
- H. In order to prevent undue disruption to the instructional program, a vacancy which occurs after the beginning of a semester may be filled on a temporary basis. Temporary shall be defined as not to exceed the current school year.
- I. The Board agrees to offer vacancies and temporary positions of more than forty-five (45) days to laid off bargaining unit members. The most senior unit member who is certified and qualified shall be offered the position first. Said unit member shall be entitled to receive salary, insurance and all other benefits under this Agreement retroactive to the first day worked in said job.
- J. A request by a bargaining unit member for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer and the school, grade or position sought.
- K. The parties agree that involuntary transfers are the right of the Board. Such transfers shall be made for reasonable and just cause.
  - 1. The bargaining unit member and Association will be notified of the anticipated change by registered mail or personal contact.
  - 2. A conference with the Superintendent and/or his/her designate may be requested by the bargaining unit member within five (5) days after receipt of notification. This conference would provide reasons for the anticipated change and give the bargaining unit member an opportunity to present additional information which would be considered by the Administration before making the final decision. The bargaining unit member may request that an Association Representative be present.
  - 3. Once the decision is made, the Superintendent or his/her designate will notify all affected parties.
  - 4. An involuntary transfer of a bargaining unit member to a different building at the elementary level, or an involuntary transfer of a bargaining unit member to a grade level or department assignment

where substantially different preparation is required, shall entitle the bargaining unit member to either two (2) days of compensatory time or compensation equal to two (2) days at the current substitute rate of pay for preparation in the new assignment. In addition, maintenance services shall be provided to move any equipment and/or supplies required in the new assignment.

- a. Bargaining unit members involuntarily transferred for less than half (1/2) of their working day, shall be entitled to half (1/2) of the compensatory time or half (1/2) of the substitute rate referenced in section 4 above.
  - b. Compensatory time shall not be taken on the first or last day of school or on the day immediately preceding or immediately following a school holiday or vacation period.
  - c. An assignment which requires substantially different preparation shall include, but not be limited to the following:
    - (1) Elementary classroom teachers: a change of two (2) or more grade levels.
    - (2) Secondary classroom teachers: a change to a department in which the teacher has not taught in the last three (3) years.
    - (3) K-12: Bargaining unit members who continue to be assigned within their content area, i.e. music, art, special education, library, physical education, shall not qualify for this benefit, except as provided in section 4 below.
    - (4) Any bargaining unit member who is involuntarily transferred from one level to another level, for his/her total day, shall qualify for this benefit in any case. Levels shall be defined as K-5, 6-8 and 9-12.
5. For purposes of this Article, department is defined as either (1) the K-12 Education Program, (2) the Alternative Education Program, or (3) the Adult Education Program.

There will not be any involuntary transfers between these departments unless required as a condition of Article 13.

- L. Any bargaining unit member who shall be transferred to an administrative or executive position and shall later return to the bargaining unit shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer.
- M. The Board and the Association discourage resignations during the school year and agree that they should be tendered only in extreme situations.

### **Article 12 - Selection of Staff**

- A. Should a vacancy occur in any athletic position as enumerated in Appendix B of this Agreement, such vacancy shall be posted in accordance with the provisions of Article 10.
  - 1. Qualified bargaining unit members shall be given preference for such positions before personnel from outside of the bargaining unit are employed.
  - 2. Coaching personnel shall be evaluated at the end of their respective season(s) by the Athletic Director and/or the building principal.
    - a. Evaluations shall be conducted in accordance with the provisions outlined in the Haslett Athletic Handbook.
    - b. The criteria for evaluation shall be established and mutually agreed upon by the Athletic Director, principal and the coaches.
    - c. Should a coach's performance be less than satisfactory, the bargaining unit member will be provided with written notification of any alleged deficiencies; the expected correction; and a reasonable period for correction.
    - d. Any coach who is dismissed from a coaching position shall be notified in writing by the Athletic Director as to the reasons for such dismissal. The coach shall have the right to appeal dismissal with the Superintendent who shall meet with the coach in an effort to resolve the matter. If the matter is not satisfactorily resolved, the coach shall have the right to a hearing with the Board of Education which will make the final decision as to the coach's status. At his/her option, the coach



shall have the right to have a representative of the Association present.

3. Coaches shall be compensated in accordance with the salary schedule set forth in Appendix B of this Agreement.

B. The Board recognizes the contribution that bargaining unit members can make in the selection of building level administrators. It is hereby agreed that the Board shall involve bargaining unit members in the selection of a new administrator according to the following procedure except when the need arises to alter this procedure, in which case the Association President shall be notified and be provided with an explanation for the necessary alteration as well as the procedure which will be followed. Need shall be determined by the Board.

1. A joint committee of three (3) bargaining unit members and three (3) administrators shall do the initial interviewing.
2. Bargaining unit members shall be chosen by the Association in accordance with its procedures.
3. Initial qualifications for the position shall be established by the Board in accordance with its policies and procedures.
4. In the absence of consensus, a majority vote of the joint committee shall determine the status of a candidate at each step in the process. The Superintendent shall be notified of a tie vote.
5. The committee shall interview candidates and recommend not more than six (6) to the Superintendent for final consideration.
6. The Superintendent shall recommend a candidate(s) for hire to the Board of Education. He/she shall notify the committee of his/her decision.
7. The Board may elect to utilize the committee process or other means of soliciting recommendations for other administrative positions outside of the building.

## **Article 13 - Seniority, Reduction and Recall of Staff**

### A. Seniority

1. New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act.
2. The term seniority as hereinafter used shall be the length of continuous service with the Haslett Board of Education in positions that require teacher certification. Seniority rights for those outside of the bargaining unit are limited to Administrators.
3. The Board shall develop a seniority list and make the appropriate revisions each semester. The Association President shall receive a copy of the same. A copy of the seniority list shall be posted in each building by October 15 of each year.
  - a. The unit member's seniority date shall be his/her last date of hire and seniority shall accrue with the first day of work.
  - b. Days worked in any extra-curricular position shall neither accrue seniority nor establish a date of hire.
  - c. Leaves of absence granted pursuant to this Agreement shall not constitute an interruption in continuous employment and seniority shall continue to accrue.
  - d. A bargaining unit member who has been laid off, whether in full or in part, shall accrue seniority as if he/she were employed full time.
  - e. A bargaining unit member who works less than full time shall accrue seniority as if he/she were employed full time.
  - f. Credit given for teaching experience in other school districts shall not be considered for the purposes of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

B. Staff Reductions

1. It is hereby specifically recognized that it is within the sole discretion of the Board of Education to reduce the educational program and curriculum when economic necessity dictates.
2. Before official action on a layoff or reduction of staff is taken by the Board, it will give notice to the Association of the contemplated reduction and afford the Association an opportunity to discuss it with the Administration. As soon as the names of the unit members to be laid off are known, a list of such names shall be provided to the Association.
3. In the event it becomes necessary to reduce the number of bargaining unit members employed by the Board, such reduction shall be based upon seniority, certification and qualification for the remaining positions.
  - a. Seniority shall be as defined in section A.2 of this Article.
  - b. Certification shall be defined as holding a valid teaching certificate as recognized by the State of Michigan.
  - c. Qualifications shall be defined as:
    - (1) Assignments in Art, Physical Education, Guidance, Music, Special Education, Reading, Vocational Education and Library Science shall require an endorsement from the Michigan Department of Education.
      - (a) Assignments to Vocational Education shall require a certificate endorsement appropriate to the particular vocational education program so as to insure continued funding.
      - (b) Assignments to Special Education shall require a certificate endorsement appropriate to the particular special education program so as to insure continued funding.
    - (2) Elementary teachers shall be qualified for any assignment in grades K-6. The assignment of an elementary teacher in grades 7-8 shall be in accordance with section (4) above or in the area of the teacher's

major or minor field of study as documented on the teacher's transcript on file with the Administration.

- (3) The assignment of a secondary teacher in grades 7-8 shall require a major or minor as documented on the teacher's transcript on file with the Administration.
  - (4) For purposes of sections (5) and (6) above, a minor shall be defined as twenty (20) semester hours. Methods classes shall be excluded for purposes of determining majors and/or minors unless they are acknowledged as such by the Department of Education.
  - (5) Teachers must meet the "high qualified" definition under the No Child Left Behind Act (NCLBA) and its regulations where applicable, provided it does not conflict with any current provisions regarding NCLB/ESEA as outlined in the Agreement.
4. The Board shall lay off last those unit members with a valid teaching certificate having the greatest seniority in the bargaining unit; and shall provide written notice of layoff to the affected unit members and the Association President at least fourteen (14) calendar days prior to the effective date of the layoff.
  5. In order to promote an orderly reduction in staff, the following procedure shall be followed:
    - a. Probationary bargaining unit members shall be laid off first unless there is no tenured bargaining unit member who is certified and qualified to fill the probationary bargaining unit member's position.
    - b. Should reduction of staff still be necessary, then tenured bargaining unit members in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, certification and qualification.
    - c. A bargaining unit member whose position has been eliminated, displaced or whose hours have been reduced shall have the right to displace the least senior unit member in a position for which he is certified and qualified.

- d. New teachers will not be employed by the Board while there are bargaining unit members on layoff unless there is no certified and qualified bargaining unit member on the recall list to fill the remaining position(s).
    - e. K-12 Education and/or Alternative Education bargaining unit members shall not have the ability to displace unit members in the Adult Education (ESL) Program. Adult Education (ESL) bargaining unit members shall not have the ability to displace unit members in K-12 and Alternative Education.
6. If two (2) or more bargaining unit members have the same seniority, the following procedure will be used at the time of layoff to determine who is to be laid off.
  - a. If one (1) bargaining unit member has a more advanced degree, that bargaining unit member shall remain.
  - b. If the bargaining unit members remain equal after a), the bargaining unit member who has not taken an unpaid leave of more than six (6) weeks shall remain. It is understood that this clause shall not operate to adversely affect bargaining unit members who were "forced" to take an unpaid leave of absence for more than six (6) weeks for child bearing purposes.
  - c. If the bargaining unit members remain equal after b), the bargaining unit member with the greatest total of teaching experience shall remain.
  - d. Should more than one (1) bargaining unit member still share the same date of hire, relative rankings on the seniority list shall be determined by a drawing mutually conducted by the Association President and the Superintendent.
7. In the event of a layoff, the Association and the Board may mutually agree to allow individual bargaining unit members to waive their seniority rights for the purpose of layoff.
  - a. A bargaining unit member may at his/her option, without prejudice to his/her seniority and other rights under this Agreement, waive his/her seniority in the event that the Board institutes a layoff during the term of this Agreement.

- b. Should the bargaining unit member elect to waive his/her seniority rights, such waiver shall not be construed to be a waiver of seniority or any other right under the Agreement including the bargaining unit member's right to be recalled from such layoff.
  - c. If such an agreement is reached, the Individual Agreement Form which is attached to and incorporated into this Agreement as Appendix E shall be completed by the bargaining unit member and filed by the Board.
8. During a pending reduction in staff, the Board may grant requests for unpaid leaves of absence provided that the granting of such requests shall not require the employment of new personnel.
9. At the time of anticipated layoff, the Board agrees to consider job sharing as an option in order to prevent a layoff. Bargaining unit members who share a job will be provided with all of the rights granted to bargaining unit members under this Agreement.

C. Recall of Staff

1. Laid off unit members shall be recalled in the inverse order of layoff to new or reactivated positions for which they are certified and qualified as defined above, also including "highly qualified" as per ESEA.
- a. Probationary bargaining unit members shall retain the right of recall for a period of two (2) years. Should the probationary bargaining unit member not be recalled to a position within two (2) years of the effective date of his/her layoff, such bargaining unit member shall lose his/her right to recall under this Agreement.

Tenured teachers will be eligible for recall for a period of five (5) years from the effective date of layoff.

- b. It shall be the responsibility of the bargaining unit member to notify the Board of any change of address and any change of status as it relates to being considered for recall.

- c. The notice of recall shall be by certified return receipt mail. A unit member shall indicate acceptance of recall by certified mail to the Superintendent within ten (10) working days from the postmarked date of notice of recall unless an extension is granted by the Board.
2. Any unit member who is employed in a position other than as a classroom teacher shall not have tenure in such position, but upon satisfactory completion of the probationary period, all certificated personnel holding such positions will be granted continuing tenure as classroom teachers.

### **Article 14 - Leaves of Absence**

#### A. Paid Leaves of Absence

##### 1. Sick Leave

At the beginning of each school year, each bargaining unit member shall be credited with ten (10) days of sick leave the unused portion of which shall accumulate to a maximum of one hundred and eighty (180) days.

- a. The bargaining unit member may use all or any portion of his sick leave to recover from his own illness or disability.
  - b. The bargaining unit member may use up to ten (10) days each year for illness in the immediate family. Immediate family shall be defined as spouse, children, parents, siblings and any person residing as part of the immediate household. The Superintendent may, at his discretion, extend the period of the leave with the additional days being deducted from accumulated sick leave days.
  - c. Bargaining unit members are expected to return to school at the beginning of each school year before the annual allotment of ten (10) days will be credited to their sick leave accumulation. A bargaining unit member who is unable to return to work at the beginning of a school year due to illness and/or disability shall have leave time charged to his sick leave accumulation.
2. Bargaining unit members may exchange sick leave days in order to prevent loss of income to a bargaining unit member because of a lengthy illness or disability.

- a. Bargaining unit members shall be eligible to draw on the sick leave exchange when they have been ill or disabled for six (6) consecutive working days.
- b. The Board reserves the right to request a doctor's certification of illness or disability in appropriate cases.
- c. A bargaining unit member who has exhausted all of his accumulated sick leave and personal leave shall be entitled to draw from the sick leave bank in order to satisfy the waiting period for long term disability insurance. Upon satisfaction of said waiting period, the bargaining unit member shall not be eligible for leave from the sick leave bank, but shall be qualified for long term disability benefits.
- d. Other implementation procedures shall be mutually agreed upon between the Association President and the Superintendent.

3. Personal Days

At the beginning of each school year, each bargaining unit member shall be credited with two (2) days of Personal Days leave the unused portion of which shall accumulate to a maximum of five (5) days.

- a. Bargaining unit members who have accumulated five (5) personal leave days and who do not use any of said days in a given year, shall have two (2) of said days credited to their sick leave accumulation.
- b. A bargaining unit member shall notify his immediate supervisor (using the personal day form) at least one (1) week in advance of using personal leave except in cases of emergency when shorter notice will be acceptable. If less than a week's (five school days) notice is given, then the District has the right of refusal provided the request is for a non-emergency situation.
- c. If personal days requested exceed three days at MHS; five days at elementary buildings; or eight days at HMS or HHS on any given day, the Administrator will review the requests for that



day with the Association and may refuse said requests beyond the allowable number if the requested number of personal days causes an undue hardship on the District (i.e., sub availability).

- d. Personal leave shall not be taken on the workday immediately preceding or immediately following a holiday or vacation period or the first and last instructional day of the school year.
  - e. The Superintendent may, at his discretion, extend the personal leave period provided that such extensions shall not exceed the amount of accrued sick leave.
  - f. The Personal Leave Form is attached hereto as Appendix F.
4. The bargaining unit member may use up to three (3) days for any death in the family. Family shall be defined as spouse, children, parents, siblings, grandparents, grandchildren and corresponding in-laws. The Superintendent may, at his discretion, extend the funeral leave period provided that such extension shall not exceed the amount of accrued sick leave.
  5. A leave of absence shall be granted when a teacher is called for jury duty. The teacher shall be compensated at his regular rate of pay provided he remits any amounts received as a juror less any mileage.
  6. A bargaining unit member, who is called as a witness for the Board in any case connected with the bargaining unit member's employment or the school, shall be granted leave without loss of salary and/or time. Whenever the bargaining unit member is subpoenaed to attend any other proceeding, the bargaining unit member shall be limited to one (1) day with pay. This provision shall not apply when a bargaining unit member sues the Board.
  7. Upon approval of the Superintendent, a bargaining unit member shall be entitled to one (1) day each year for the purpose of visiting other schools.
  8. For the purposes of any paid leave under this Article, a part-time teacher's day shall be defined as his/her working day or a portion thereof.
  9. References to "day" (sick days, Personal Days, etc.) shall be equated to an individual's day, as defined by their work schedule. A day shall be individually defined as the normal working day for a particular individual at that particular time. Days shall not be recomputed

when a person's contract changes from part-time to full-time or vice-versa. Although the length of day may vary, the number of days will not.

10. Absence for any other cause on the part of the bargaining unit member shall result in the loss of the appropriate percentage of the total contracted salary for each day of absence.

11. Sabbatical Leave

Tenured bargaining unit members who possess a valid certificate and who have been employed for seven (7) consecutive years by the Board and without a prior sabbatical or other compensated professional leave of absence during the six (6) years of employment immediately preceding the proposed leave, may be granted a sabbatical leave.

- a. Any bargaining unit member desiring a sabbatical leave shall file an application with the committee on forms provided by the committee and shall fully furnish the information requested to complete the form. Applications must be submitted to the committee by June 1 in the school year preceding the leave.
- b. A leave may be granted for one (1) year, one (1) semester, or one (1) ten (10) week term. The total sabbatical leave time per year shall not exceed the equivalent of one full-time bargaining unit member.
- c. The following are the only reasons for granting sabbatical leaves:
  - (1) Study, thesis work, etc., for which university credit is given;
  - (2) Graduate work which shall be 400 level courses or above;
  - (3) Study related to the needs of the school district as determined by the selection committee;
  - (4) Curriculum work; and

- (5) Development of a particular or unique program within a building or department.
- d. Bargaining unit members who are granted a sabbatical leave shall furnish an outline and brief explanation of what they hope will be accomplished and how Haslett Public Schools will benefit.
  - e. Bargaining unit members on sabbatical leave shall be paid one-half (1/2) of their scheduled salary plus full fringe benefits. Extra-duty pay shall not be included in the above.
  - f. Bargaining unit members who are granted a sabbatical leave shall remain in the employ of the Haslett Public Schools for a minimum of two (2) additional years beyond the ending date of the leave unless they are willing to repay all monies obtained during the sabbatical.
  - g. A bargaining unit member granted such leave shall advance on the salary schedule by the same number of steps the bargaining unit member would have had he/she been on the staff in the Haslett School District.
  - h. There shall be a sabbatical leave committee consisting of six (6) members, three (3) appointed by the president of the HEA and three (3) administrators appointed by the Superintendent. They shall select a chairperson. Committee members shall serve for two (2) years, at the end of which time they may be reappointed or replaced.
  - i. The committee shall review all applications and make recommendations to the Superintendent. The committee shall vote by secret ballot on each application. In case of a tie, both recommendations shall be forwarded to the Superintendent.
  - j. The Superintendent shall receive and act upon the recommendations of the committee. In the event the Superintendent should refuse or fail to approve the nominee or nominees of the committee, his/her decision shall not be subject to the grievance procedure. The Board will be informed by the Superintendent of all actions taken regarding sabbatical leave.
  - k. Upon completion of the leave, satisfactory evidence of successful completion of the goals specified in the outline shall be furnished to the Superintendent. Should the material

furnished be deemed unsatisfactory, it shall be considered just cause for requiring the bargaining unit member to repay to the Board all of the monies obtained during the leave. The Superintendent shall ask the committee for a recommendation regarding those outcomes he/she considers unsatisfactory. Serious illness or accident, duly verified by a licensed physician shall constitute good reason for waiving the above.

**B. Unpaid Leaves of Absence**

1. Any bargaining unit member whose personal illness or disability extends beyond the period compensated in section A-1 of this Article may be granted an unpaid leave of absence for such time as is necessary for complete recovery from such illness or disability or for one (1) year whichever is lesser.
2. In the event a bargaining unit member becomes unable to perform because of medical reasons arising from whatever cause, such bargaining unit member may be placed on leave up to one (1) year in accordance with Article X, section 2 of the Michigan Teachers Tenure Act, provided that such bargaining unit member is afforded full procedural rights under Article IV, section 4 of the Act. Upon return from said leave, the bargaining unit member shall provide the Board with written medical certification from a mutually accepted physician that s/he is able to return to work.
3. An unpaid leave of absence for up to one (1) year shall be granted upon written application from the bargaining unit member for the purpose of childcare.
  - a. The period of the leave shall commence no later than thirty (30) days from the date of receipt of the written leave request. In the event of an emergency and upon request, the period of the leave may commence immediately. Whenever possible, the bargaining unit member should consider requesting a leave period which coincides with the end of a semester.
  - b. The period of leave for an adoptive parent shall commence with the entry of an order by the probate court awarding custody to the adoptive parent.

4. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member for the purpose of study at an accredited college or university in a field reasonably related to the unit member's professional responsibilities.
5. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member for the purpose of study, travel, research or a special teaching assignment which enhances the professional growth of the bargaining unit member.
6. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member in cases where illness or death in the family requires the bargaining unit member's absence for periods beyond that provided for in the sick leave provisions of this Article.
7. The Board may grant an unpaid leave of absence for up to one (1) year for any reason upon written application from the bargaining unit member.

C. General Leave Provisions

1. The Board may extend any leave of absence upon written application from the bargaining unit member.
2. Upon return from an unpaid leave of absence, the bargaining unit member shall be reinstated to a bargaining unit position for which he/she is certified and qualified.
3. Upon return from an unpaid leave of absence, the bargaining unit member shall resume all rights and benefits under this Agreement.
4. Upon return from an unpaid leave of absence which was less than a full school year, the bargaining unit member shall be advanced to the next step of the salary schedule provided that he/she completed or completes a full semester of work in the year in which the leave was taken.
5. The bargaining unit member shall provide the Board with written notice of his/her intent to return from an unpaid leave of absence at least sixty (60) calendar days prior to the end of the last semester of the leave.
  - a. The Board will notify the bargaining unit member at least seventy (70) calendar days prior to the end of the last semester

of the leave of his/her responsibility to inform the Board of his/her intent to return. Written communication by certified mail to the bargaining unit member's last known address shall be considered sufficient and in compliance with the above.

- b. The Board will provide the bargaining unit member with written notice of his/her rights under the Tenure Act, when appropriate.
  - c. Should the bargaining unit member fail to respond, such failure shall constitute voluntary resignation from employment; and further shall constitute written notice of resignation in accordance with the Tenure Act.
6. It is agreed that the time limits as set forth in section 5 above, may be adjusted for a bargaining unit member granted medical leave under the terms of section B-1 and B-2 of this Article.
7. Bargaining unit members shall exercise professional judgment regarding absences from work, whatever the reason.

#### **Article 15 - Worker's Compensation**

- A. A bargaining unit member who is absent due to an illness or injury which is compensable under the Worker Compensation Act shall be considered to be on paid leave and shall not have such of absence charged against his/her accumulated sick leave when the duration of the absence has not qualified the bargaining unit member for payments under the Act.
- B. If a bargaining unit member is entitled to workers compensation and is penalized by reaching the cap imposed by workers compensation guidelines, the district shall allow the employee to make up the salary difference using sick Leave time so that his/her pay is  $66 \frac{2}{3}$  percent of gross or 80 percent of his/her regular net pay for a period of up to one year or 12 months.

#### **Article 16 - Evaluation**

- A. The primary purpose of evaluation is to encourage and assist bargaining unit members in their efforts to develop more effective teaching and learning in the classroom; and to assist the bargaining unit member in fostering the

growth of social and academic potentialities of the student. The Board and the Association recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel.

B. A pre-evaluation conference shall be held between the evaluator and the bargaining unit member so that the evaluator can be apprised of the planned objectives, methods and materials that will be evaluated in the teaching/learning situation. Further, the evaluator shall, during said conference, apprise the bargaining unit member of the specific criteria upon which he/she will be evaluated.

C. Each evaluation shall be followed by a conference between the bargaining unit member and the evaluator for purposes of clarifying the written evaluation report.

D. If an evaluator finds a bargaining unit member lacking, the reason(s) therefore shall be set forth in specific terms as shall an identification of the specific ways in which the bargaining unit member is to improve and of the assistance to be given by the administrator and other staff members. In subsequent evaluation reports, failure to again note a specific deficiency will be interpreted to mean that adequate improvement has taken place.

E. Evaluation of probationary teachers

All probationary teachers shall develop an Individual Development Plan (IDP) which shall be part of the evaluation process, along with the standard form (see attachment).

A final conference and report shall be completed by the end of the year or after one year if hired during the school year, except when there is a recommended change in the probationary teacher's status (e.g., either for tenure or termination) in which the final report shall be done no later than April 30, or 60 days prior to the bargaining unit member's anniversary date. A copy of the evaluation shall be furnished to the bargaining unit member.

1. If the report contains any information not previously made known to and discussed with the probationary bargaining unit member, the bargaining unit member shall have the opportunity to submit additional information to the Superintendent.
2. In the event a bargaining unit member is not retained in employment, the Board will advise the bargaining unit member of the reasons therefore, in writing, with a copy to the Association.

F. Evaluation of Tenure Teachers

Tenure teachers performing at a satisfactory level shall develop a professional growth plan which will include the bargaining unit member's goals and strategies for improvement/learning. A final report of findings and learning's shall be written by the teacher and placed in their personnel file.

Tenure teachers not performing at a satisfactory level may be evaluated using the standard evaluation forms in addition to the professional growth plan.

G. Should the administrator elect to forego the formal evaluation and notify the bargaining unit member of such action, the bargaining unit member may assume that his performance is satisfactory.

H. All monitoring or observation of the work of a bargaining unit member shall be conducted openly and with full knowledge of the bargaining unit member. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

I. The Association and the Board of Education realize that the education of children is the primary goal of the school system. In order to maintain quality education, it is recommended that a District comprehensive evaluation form developed jointly by the Association and the Administration be filled out by each bargaining unit member with the results to be tabulated and made available to the Association and the Board.

J. Upon request by either party, the evaluation form shall be subject to negotiations during the term of this Agreement.

K. The evaluation forms are attached hereto and incorporated into this Agreement as Appendix G.

**Article 17 - Protection of Bargaining Unit Members**

A. Bargaining unit members are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of this Agreement.



- B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absences, willful deficiencies in professional performance, or other violations of discipline reflect adversely upon the profession and create undesirable conditions in the school building. The Board shall notify the bargaining unit member of alleged delinquencies, indicate the expected correction, and indicate a reasonable period of time for correction.
- C. The bargaining unit member shall at all times be entitled to have a representative of the Association present when he/she is being reprimanded, warned, or disciplined for any infraction of rules or delinquency in professional performance.
1. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until an Association Representative is present. The time shall be arrived at by mutual agreement.
  2. Said bargaining unit member and said Association Representative shall not be expected to leave their normal teaching assignments for this meeting.
  3. A written reprimand may be delivered to a bargaining unit member without the presence of an Association Representative except that no written reprimand shall be delivered during a time when the bargaining unit member is engaged in professional responsibilities with students and/or parents.
  4. Such written reprimand shall include: (a) notice of where the reprimand will be filed; and (b) the right to meet with the administrator with an Association Representative to discuss the reprimand.
- D. No tenured bargaining unit member, including non-certified personnel who have successfully completed their probationary period, shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage shall be subject to the professional grievance procedure hereinafter set forth. Information forming the basis for disciplinary action will be made available to the bargaining unit member and the Association in writing upon request. Such request(s) shall comply with the Freedom of Information Act.

Bargaining unit members, who are not subject to the provisions of the Tenure Act, shall serve a probationary period of four (4) years. If such members have successfully worked for four (4) years in the same position as

their current position in the District, such probationary period shall be two (2) years.

- E. Except as provided in Section C of this Article, any formal warning, reprimand or other disciplinary action taken against a bargaining unit member shall be done in private.
- F. Any warning or reprimand in a bargaining unit member's personnel file which does not relate to a recurring incident within a three (3) year period from the date of such warning or reprimand shall be removed from the personnel file at the written request of the bargaining unit member. Said warning or reprimand shall not thereafter be used in future disciplinary action against the bargaining unit member. In the event that disciplinary action is issued for unprofessional conduct under 1230(B) of the revised School Code, such disciplinary action shall not be removed from a unit member's personnel file. Nothing shall prevent a unit member from contesting the District's definition of unprofessional conduct.
- G. Normally, progressive correction shall include an oral warning, a written reprimand, suspension with pay, suspension without pay and discharge. It is understood that certain steps in the disciplinary sequence may be omitted when the nature and severity of the offense so warrant.
- H. The Board recognizes its responsibility to continue to give administrative backing and support to its staff, although each bargaining unit member bears the primary responsibility for maintaining proper control and discipline in the classroom.
  - 1. Bargaining unit members recognize that all disciplinary actions and methods, invoked by them shall be reasonable and just and in accordance with established Board policy.
  - 2. It shall be the responsibility of the bargaining unit member to report to his/her principal the name of any student who, in his/her opinion, needs particular assistance from skilled personnel. The bargaining unit member shall, upon request, be advised by the principal of the disposition of the bargaining unit member's report that a particular student needs such assistance.
- I. Any case of assault upon a bargaining unit member which has its inception in a school-centered problem shall be reported immediately to the Board or its designated representative.

1. In the event of such an assault, the bargaining unit member may request the assistance of the Board in such matters. These requests shall be made to the Board, or its designate, who shall make a determination as to whether the conduct of the bargaining unit member making such request, justifies any assistance from the Board, and the extent thereof. The decision of the Board, or its designate, shall be final.
  2. The Board will provide legal counsel to advise the bargaining unit member of his/her rights and obligations with respect to such assault, and shall render all reasonable assistance to the bargaining unit member in connection with handling of the incident by law enforcement and judicial authorities if it determines that the bargaining unit member has acted within the scope of Board policy.
- J. If any bargaining unit member is complained against or sued by reason of disciplinary action taken by the bargaining unit member against a student, the Board, after review of the case and its determination that the bargaining unit member has acted within the scope of Board policy, shall provide support to the bargaining unit member in his/her defense.
- K. Time lost by a bargaining unit member in connection with any incident mentioned in this Article, which is not compensable under Worker Compensation, shall not be charged against the bargaining unit member unless judged guilty by a court of competent jurisdiction.

### **Article 18 - Curriculum Participation and Professional Development**

- A. The Haslett Coordinating Council shall consist of bargaining unit members representing their departments or committees as outlined in the HCC Guidelines.
- B. Professional development shall be the responsibility of the teacher, the school district administration at the building and district levels and will be set forth in Appendix C (calendar). The procedure, definition, timelines and parameters for completion of professional development requirements are provided in Appendix H, which is entitled "Haslett Professional Development."
- C. Major curriculum reviews shall be studied through the departments and/or committees reporting to HCC.
  1. The Administration commits itself to maintain a balance between released time and time after school for extensive committee work.

The difference between released time and after school hours shall not exceed three (3) hours.

2. There shall be an annual stipend for chairpersons of curriculum committees (see attached schedule B). Under the model of continuous improvement;
    - a. The Chairperson's annual responsibilities shall include but not be limited to: conducting meetings, writing minutes and summaries, compiling reports and recommendations, being a liaison between buildings, submitting proposals for textbook orders, reporting to the HCC, the Board and the Superintendent, and working with the administrator in charge.
    - b. The Chairperson shall receive secretarial assistance upon request from the administrator in charge.
  3. Additional released time for the chairperson may be mutually arranged between the Curriculum Review Committee Chairperson and the administrator in charge.
- D. As part of their professional responsibilities, bargaining unit members agree to participate in committees designed to evaluate and improve curriculum. In the event committee membership is not completed through the voluntary process, the Superintendent or a designee may appoint the remaining members. No bargaining unit member will be involuntarily appointed more frequently than once in each three (3) year period.

### **Article 19 - Conference Fund**

- A. The Board shall provide a conference budget of \$25,000 to be administered by the executives of the HEA.

For every \$5.00 increase in the per diem substitute teacher rate beyond \$75.00 a day, the conference budget will be increased by \$500.00.

- B. The cost of substitutes (minus FICA and MPERS) used to replace teachers attending conferences shall be deducted from the conference budget.
- C. Should the conference fund be depleted in any year, a bargaining unit member may, at his/her option, use personal leave to attend conferences in

which case, the provisions governing personal leave shall apply. It is understood that a bargaining unit member who uses a business day to attend a conference shall bear the cost of conference fees and expenses.

- D. It is expressly understood that these monies are not to be used for conferences sponsored by the MEA or NEA. However, a bargaining unit member may apply to attend a conference sponsored by the MEA or NEA provided that no conference funds are requested. These conferences (MEA-NEA) will be jointly agreed to by the President of the HEA and the Superintendent.
- E. The Superintendent reserves the right to limit the number of bargaining unit members attending any one (1) conference during the school week to two (2) per building per conference. The Association's conference representative may request a meeting with the Superintendent, but the Superintendent's decision is final.

#### **Article 20 - Professional Compensation/Longevity**

- A. The basic salaries of bargaining unit members shall be as set forth in Appendix A which is attached to and incorporated in this Agreement. Said salaries shall remain in effect for the term of this Agreement.
- B. Part-time bargaining unit members will be paid a fraction equal to the ratio of the number of classes they are assigned to the total number a teacher normally teaches at their level.
- C. Upon employment with the District, bargaining unit members may be given up to ten (10) years of credit on the salary schedule for years of outside teaching experience in a school district accredited by a recognized accrediting agency.
- D. Bargaining unit members shall be paid every other Friday beginning with the first payday after the commencement of the school year. When a payday would otherwise occur during a holiday period, bargaining unit members will be paid on the last working day preceding the holiday period, except for the break at Christmas/New Year's.
- E. Bargaining unit members shall be paid salary in twenty-one (21) equal installments, but may, at their option, elect to be paid in twenty-six (26) equal installments. Bargaining unit members who elect to be paid in twenty-six (26) equal installments, may further elect to be paid the balance of their salary in a lump sum on the twenty-first (21st) pay of the year provided a request for same is made prior to May 1 in any year. The

bargaining unit member's election once made shall not be subject to change during the school year.

- F. Bargaining unit members, whether full or part time, shall advance on the salary schedule at the beginning of each year. During the school year 1998-99 and thereafter, teachers hired during the first semester will advance in the fall to the next level. Teachers hired mid-year and after shall remain on that step the following year, after which they will advance every year in the fall.
  
- G. Effective September 30, 1989 credit for hours which will qualify a bargaining unit member for lateral advancement on the salary schedule shall be granted provided:
  - 1. The hours are taken from an accredited institution.
  - 2. The hours are related to the bargaining unit member's certification or assignment or such hours are part of a program for an additional education-related degree or certification.
  - 3. Proposed hours which do not meet the standards set forth in sections 1 and 2 shall be submitted to the Superintendent for prior approval.
  
- H. Upon qualification for additional salary due to an advanced degree or additional hours, a unit member shall be advanced to the appropriate new salary schedule at the beginning of each semester.
  - 1. In order to qualify for advancement on the salary schedule, the bargaining unit member will provide the Superintendent's office with supporting documentation prior to September 30 and January 30 each year. Written confirmation that the bargaining unit member has completed said hours and/or degree from the college registrar shall be deemed sufficient documentation.
  - 2. A bargaining unit member who submits the necessary documentation in accordance with section 1 above, shall be paid retroactive to the first day of the semester in question.
  - 3. A bargaining unit member who submits the necessary documentation after September 30 and/or after January 30 shall not be entitled to retroactive pay, but shall qualify with the first pay of the next semester.

- I. If by mutual consent a teacher shall teach an extra period assignment which results in the forfeiture of his/her conference/preparation period as set forth in Article 8 of the Master Agreement, the parties agree that such teacher shall be compensated an additional 20 percent (20%) of salary at the High School level and an additional 15 percent at the Middle School level based upon a 6.5 period teaching day for the duration of said extra period assignment. It is understood that a teacher who teaches an extra period assignment will devote time equivalent to the normal conference/preparation period either before and/or after the instructional day.
- J. Bargaining unit members involved in extra-duty assignments as enumerated in Appendix B which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof.
- K. Bargaining unit members required in the course of their work to drive personal automobiles shall receive the IRS allowance as of July 1 and January 1 for travel within and outside the school district, provided they receive prior written approval. Bargaining unit members who travel regularly shall receive approval and reimbursement on a semester basis.
- L. All paychecks will be distributed in a fashion to ensure the confidentiality of the information on the check. Income tax forms and personal communications, etc. shall be placed in sealed envelopes.
- M. Bargaining unit members who do not elect to have their paychecks deposited with any financial institution participating in direct deposit under the provisions of Article 4, Section G, or who do not personally pick up their paycheck at the Board office, shall receive said paychecks through the mail at Board expense during the summer months.
- N. Longevity pay shall be given to bargaining unit members upon completion of their 13<sup>th</sup> year and beyond, and shall be included in the 21<sup>st</sup> payroll check for that school year. The longevity amounts shall increase at the percentage salary increase each year. Eight (8) of those teaching years shall have been in the Haslett Public Schools.

Longevity Schedule

**2006-07**

\$765 after 13-14 years  
\$1020 after 15-19 years  
\$1275 after 20-24 years  
\$1785 after 25-29 years  
\$2550 after 30 years and beyond

**2007-08 and 2008-09**

The longevity schedule shall increase at the final percentage salary increase as determined by the salary schedule and formula contained in Appendix A.

The parties agree that longevity payments are part of the bargaining unit member's earned salary. Therefore, the Board agrees to continue to report longevity as salary for retirement purposes.

- O. In the event of a verified overpayment in salary or benefits under the terms of this Agreement, the teacher will make prompt repayment to the District. In the event the teacher fails to make the repayment, the District may payroll deduct the overpayment as a condition of this contract pursuant to the authority set forth in MCLA 408.477.
- P. The time required under the Tenure Act by teachers in an Individual Development Plan, or the Michigan School Code by new teachers with mentors or by new teachers in professional development activities, will not require supplemental salary compensation.

**Article 21 - Retirement**

- A. For bargaining unit members employed by the school district for twelve (12) or more years wishing to retire, the Board will pay \$700 per year of service for up to 15 years of service. The bargaining unit member must agree to become an annuitant of the Michigan School Employees Retirement Fund.
- B. In return for years of service to the Haslett Public Schools, the Board agrees to pay \$105 per year of service to bargaining unit members upon retirement provided such bargaining unit members have been employed by the school district for twelve (12) years or more. Retirement shall be interpreted to mean leaving the service of the Haslett Public Schools and becoming an annuitant of either the Michigan Public Employees Retirement Fund, Social Security, or both.
- C. Bargaining unit members who were hired to commence employment in the 1986-1987 school year and every year thereafter, shall be employed with the Board for twelve (12) or more consecutive years in order to receive the benefits in sections A and B above.



For purposes of sections A and B, it is understood that leaves of absence and periods of layoff shall not serve to interrupt consecutive years of service nor shall such periods be credited as time served under section A or B above. For purposes of section C, an interruption in consecutive years of service shall be defined as the termination of the employment relationship by either party.

Substitute service will not be credited as time served under Sections A and B above.

- D.
1. Any bargaining unit member who submits an unconditional and irrevocable written resignation to the District on or before 4 p.m. on the Friday of the second full week in April (Friday after returning from spring break) shall be entitled to receive a one-time payment of One Thousand Two Hundred Dollars (\$1,200) (less employee FICA, tax withholding and other legally required deductions).
  2. Resignations submitted under this section must be signed by the teacher, signify the date on which the resignation is submitted, and designate the effective date of the resignation as the last teacher work day of the school year in which the resignation occurs. This last day would include any extended days due to school cancellations due to inclement weather or any other unforeseen conditions causing an extension of the school year.
  3. Benefits will be paid in a lump sum according to requirements of the Board of Education and Association mutually approved special pay plan(s) and no later than July 31 in the fiscal year following the unit member's resignation, subject to the limitations of the plan(s).
- E. Benefits will be paid in a lump sum according to requirements of the Board of Education approved special pay plan(s) and no later than July 31 in the fiscal year following the unit member's retirement, subject to the limitations of the plan(s). Such special pay plan(s) shall be implemented only upon mutual agreement between the Board and the Association and are subject to Internal Revenue Service tax codes and regulations.

**Article 22 - Insurance Protection**

- A. The Board shall provide, without cost to the bargaining unit member, MESSA PAK for a full twelve (12) month period for the bargaining unit member and his/her entire family.
- B. Full time bargaining unit members not electing MESSA PAK Plan A will select MESSA PAK Plan B.

1. <u>Plan A</u> Long Term Disability, Plan 1 Delta Dental Plan Auto +006 \$15,000 Life Insurance Vision Care, VSP 2 Tri-med With \$5/\$10 Co-pay on Prescriptions.	<u>Plan B</u> Long Term Disability, Plan 1 Delta Dental Plan Auto +006 \$20,000 Life Insurance Vision Care, VSP 2  \$225 per month in cash under a qualified Cafeteria Plan
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- 2. Those bargaining unit members enrolled in Plan B with a spouse employed by the District may use the monthly allocation under Plan B to offset any payroll deductions made pursuant to section H of this Article.

- C. Bargaining unit members who are employed less than full-time shall receive the appropriate pro-rated share of Board-paid benefits in Plan A or Plan B`.

- 1. The bargaining unit member may have the difference between the premiums paid by the Board and the cost of his insurance program payroll deducted.
- 2. The proportional amount that the unit member is entitled to receive shall be equal to that fraction of the regular day for which he has been contracted to work.

The premium contributions for part-time Adult Education teachers will be prorated based upon a full-time schedule of thirty (30) hours per week (including planning time).

- D. A bargaining unit member who is on an unpaid leave of absence and/or layoff status may continue his fringe benefit coverage's for up to one (1) year through the Board by paying the group premium(s) in advance.

- E. A bargaining unit member who is absent due to an injury incurred during the course of his employment shall be entitled to fringe benefit coverage for a period of up to one (1) year at Board expense. Thereafter, the bargaining unit member may continue his insurance benefit coverage through the Board by paying the group premium(s) in advance.
- F. A bargaining unit member who has qualified for long term disability shall be entitled to health insurance coverage by exchanging his/her own accumulated sick days or, sick bank days if his/her accumulated sick leave has been exhausted, for up to one (1) year or twelve (12) months after the Board and/or MESSA's obligation to pay said premium has expired. Thereafter, the bargaining unit member may continue his/her health insurance coverage through the Board by paying the group premium in advance.
- G. Should a husband and wife both be employed in a bargaining unit position, one will be eligible to select Plan A and the other will be eligible to select Plan B or, in the case of part-time employment in accordance with Section C of this Article.
- H. The Board will pay the full cost of insurance for the period of July 1, 2006 to August 31, 2007. Effective September 1, 2007 the employee portion will be forty dollars (\$40) per month. If the district contribution exceeds nine percent (9%) over the rates actually paid by the board during the period of September 1, 2006 to August 31, 2007, the District and the Bargaining Unit Members shall share this cost equally with the additional amount to be added to the current co-pay. Effective September 1, 2008 the employee portion will be seventy five dollars (\$75) per month. If the district contribution exceeds nine percent (9%) over the rates actually paid by the board during the period of September 1, 2007 to August 31, 2008, the District and the Bargaining Unit Members shall share this cost equally with the additional amount to be added to the current co-pay. Effective September 1, 2009, the District contribution will not exceed nine percent (9%) over the rates actually paid by the Board during the period of September 1, 2008 to August 31, 2009. Any amounts in excess of the Board's contribution will be payroll deducted as a condition of the Master Agreement.
- I. Once the bargaining unit member has designated insurance coverage, it shall not be altered except as may be required due to a change in family status, marital status and/or economic status, until the next open enrollment period.

### **Article 23 - Miscellaneous Provisions**

- A. This Agreement shall supersede any rules, regulations, practices or policies of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and considered part of the established policies of the Board.
- B. All individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- C. Should any provision or application of this Agreement be found contrary to law, then such provision or application shall not be deemed valid except to the extent that it is permitted by law. All other provisions or applications shall continue in full force and effect.
- D. Copies of the Agreement shall be produced at the mutual expense of the Board and the Association and presented to all teachers now employed or hereinafter employed by the Board.
- E. In the event the Board receives an application or written inquiry regarding a Public School Academy, the Association President will be notified within five (5) working days of the contract. Upon request of the Association President, copies of any application or correspondence shall be provided.
- F. Articles 8, 10, 11, 12, 13, 17(F), 18 and Appendix B will not apply to the adult education department or to teachers assigned to that department.
- G. Article 24 will not apply to the K-12 Education and Alternative Education departments nor the teachers assigned to that department.

### **Article 24 Adult Education and Related Issues**

- A. Vacancies and assignments
  - 1. a. The vacancy procedures set forth in this Article shall not be construed to prohibit or restrict the District in assigning additional classes to teachers or implementing transfers prior to posting a position
  - b. Tentative schedules will be posted at least forty-five (45) calendar days prior to the start of the semester or term. Upon request, any bargaining unit member who has questions with

respect to his/her schedule, will be given an explanation by the superintendent or his/her designee.

- c. The words "term" or "semester" as referenced above shall not include mini-terms or summer programs.
  - d. Summer school assignments shall be voluntary and bargaining unit members shall receive preference in assignments. In the event an insufficient number of bargaining unit members volunteer for summer assignments, the Board may hire additional teachers. Such teachers shall not be subject to the terms of this Agreement.
  - e. Teachers may not decline all or a portion of an assignment.
  - f. Assignments shall be made at the discretion of the District.
  - g. The English as a Second Language Program Coordinator position may continue to be assigned up to four (4) hours of classroom teaching per day. In the event additional coordinator positions are established, classroom teaching will not be assigned absent agreement between the parties.
- 2.
- a. When the District has determined a vacancy exists, a notice will be posted for a minimum of five (5) business days in the superintendent's office and will be distributed within each school building in which teachers are assigned.
  - b. Teachers interested in vacancies which arise during the summer months, will notify the superintendent or his/her designee in writing by June 1 each year. Such notice will include a summer mailing address.
  - c. Vacancies will not be posted when qualified and eligible employees are on layoff.
  - d. Employees interested in a vacancy shall submit a written application to the Personnel Office.
  - e. In order to prevent undue disruption to the instructional programs, a vacancy that occurs during the course of a term or semester may be filled on a temporary basis by non-bargaining unit personnel. Temporary shall be defined as a period not to exceed the end of the term or semester.

- f. The final determination as to which applicant is assigned to a vacancy rests with the District.

All internal candidates will continue to be notified formally as to the outcome of the selection process. Upon request, an applicant from within the bargaining unit who is denied a position will be given an explanation.

3. In making assignments under Section A and in assessing internal and external candidates in relationship to vacancies under Section B, the District will consider such issues as certification (or authorizations if appropriate), qualifications, work experience within and outside the District, seniority, attendance, interpersonal skills, communications skills, education, training and other relevant factors.
4. Teachers will not be prohibited from applying for positions within the District which are outside the bargaining unit.

In the event the teacher is offered and accepts such a position, seniority and other rights accrued while assigned within the bargaining unit shall be frozen for a period of one (1) year from the effective date of the assignment at which time all such rights will be forfeited. This limitation will to be applied to former adult education teachers currently assigned to the general education bargaining unit. This limitation shall not apply to community education administrative staff and coordinators.

## B. Seniority

1. Teachers shall serve a probationary period as set forth in the Tenure Act.

Teachers, who are not subject to the provisions of the Tenure Act, shall serve a probationary period of four (4) years.

2. Seniority shall be defined as the length of continuous service from the teacher's last date of hire with the Haslett schools Adult Education Program in positions (including administrators and coordinators) requiring certification or authorization.

Except as set forth in Article 10(D), no teacher in the general education bargaining unit shall have seniority rights within this unit.

Seniority shall not be adjusted for part-time teachers.

Seniority will be adjusted for teachers working less than a full regular academic year. No additional seniority credit will be granted to teachers working during the summer.

Due to the traditional differences in starting dates for programs covered by this Agreement in the fall of each year, new teachers commencing employment on the first teacher work day in any program will share a common seniority date which shall coincide with the beginning date of the earliest scheduled program. The calculation of seniority for existing teachers continuing employment in the fall will be determined in a same manner as set forth in this paragraph for new teachers.

3. Seniority shall not accrue during periods of layoff (except as set forth below), during periods of authorized unpaid leaves of absence (unless required by law) or for authorized unpaid leave days in excess of five (5) work days in any fiscal year.

Seniority will accumulate for a teacher assigned to at least one (1) class for the term/semester, where the class is cancelled due to lack of enrollment.

4. A seniority list shall be distributed each year in October.
5. In the event more than one (1) teacher starts work on the same day, the position on the seniority list shall be determined by casting lots.

#### C. Layoff and Recall

1. The District retains the right to determine the school's programs, schedules and the necessity for the layoff and recall of teachers to staff its programs.
2. A layoff for purposes of this Agreement shall be defined as complete layoff. A reduction of the number of classes a teacher is assigned to or a Schedule B assignment will not constitute a layoff for purposes of this Agreement.

When implementing layoffs, the District will take into consideration the program(s) to which the teacher is assigned, required certification, qualifications, tenure status and seniority.

Program for purposes of this Article, shall be defined as the English as a Second Language (ESL) program. The District shall determine the alignment of classes within programs.

Certification and tenure for purposes of this Agreement shall refer to certification (including regular and annual vocational authorization or licensure) as required by the Department of Education or other licensing agency and tenure as described within the Act.

Non-probationary, for purposes of this Agreement, shall refer to teachers who are not subject to the terms of the Tenure Act, who have fulfilled the probationary requirements set forth in Article 24.

Qualifications for purposes of assignment to the above referenced programs within this Article shall be defined as follows:

ESL: a teacher must possess an MA in TESOL (or other approved comparable academically oriented Master's Degree) and must have acquired at least three (3) years of successful teaching experience within the program in Haslett.

3. For purposes of this Article, once the District has determined the schedule of classes to be taught, layoffs will be implemented in the following priority order, based upon certification, qualifications and seniority:
  - a. Tenured and non-probationary teachers within the program will be retained first, provided they are certified and qualified as defined in Section B above.
  - b. Tenured and non-probationary teachers within the program who are certified, but not fully qualified as defined in Section B above, will be retained second, subject to the following limitations:
    - i. Those with the most years of service in a program in Haslett, will be retained first. For example, a teacher with four years of service in a program in Haslett will be retained before a more senior teacher with less, or no, years of service in the program.



- ii. Teachers with the highest level of education attainment will be retained second. For example, an Adult Education teacher with a Masters Degree in an educational program, will be retained within the program before a more seniored teacher with a major or minor.
  - iii. Tenured and non-probationary teachers not retained under Sections C(1) or C(2)(a) or (b) above, will be retained within the program third, without regard to the level of educational attainment or years of experience in the program in Haslett
  - iv. Probationary teachers who are certified but not fully qualified will be retained fourth, and in an order determined by the Board.
4. Teachers shall notify the Personnel Office in writing of any changes in certification (or contemplated changes) and qualifications by May 1 and December 1 of each year. This obligation shall exist for teachers on layoff. Notice received after these dates will not be taken into consideration for assignment purposes.
5. A teacher who is laid off and who is paid unemployment compensation benefits and who is recalled the beginning or during the following semester, will be paid in such a fashion that his/her unemployment compensation plus the teacher's salary rate will be equal to the rate of salary he/she would have earned had he/she not been laid off.
6. Tenured and non-probationary teachers will be eligible for recall for a period of three (3) years. The District is under no obligation to recall probationary teachers.

Tenured and non-probationary teachers will be recalled in the inverse order of layoff.

Teachers are solely responsible for keeping the Personnel Office advised of any changes in address. Failure to do so will relieve the District of the responsibility to make continued attempts to recall the teacher.

Teachers will be notified by certified mail of recall. A teacher who fails to respond or report as directed within seven (7) calendar days of the post mark date of the recall letter, shall be considered as having resigned.

## Wage schedule and related issues

1. The hourly rates of pay for teachers shall be as set forth below.

<u>Step</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
1	\$22.07	\$22.40	\$22.74
2	\$23.28	\$23.63	\$23.98
3	\$24.26	\$24.62	\$24.99
4	\$25.44	\$25.82	\$26.21
5	\$26.58	\$26.98	\$27.38
6	\$28.02	\$28.44	\$28.87
7	\$29.49	\$29.93	\$30.38
8	\$30.94	\$31.40	\$31.87
9	\$32.52	\$33.01	\$33.51
10	\$34.05	\$34.56	\$35.08
11	\$35.76	\$36.30	\$36.84

Credits for placement on the salary schedule will be granted based upon degrees earned and service to the District within the unit from the teacher's last date of hire.

Steps will be given for degrees earned in programs related to the teacher's assignment, in accordance with the following schedule:

B.A./B.S.	0 steps
M.A.	1 steps
M.A.+30 and E.D.S.	2 steps
Ph.d.	3 steps

The thirty (30) credit hours for purposes of the M.A.+30, must be earned subsequent to the attainment of a Masters Degree.

In all instances, the degrees must be in areas directly related to the teacher's assignment.

New hires may be given credit for prior experience at the discretion of the District. This provision shall not be interpreted to mean the District must give credit to a teacher with prior experience.

Teachers will be placed in accordance with their credit status at the beginning of the fiscal year. Teachers must work two (2) semesters in a fiscal year to advance one step at the beginning of the next fiscal year.

2. Teachers who do not receive a satisfactory evaluation, will not receive any credit toward step advancement for the year, and may be frozen at the prior year's hourly pay rate for the succeeding year.

A satisfactory evaluation in the succeeding year will result in the teacher being placed at the step closest to, but not less than, his/her prior year's pay rate.

3. Teachers will be paid at their regular rate of pay for attendance at meetings and involvement in other activities which are required by the District. This rate will not be applied to the first three (3) staff meetings of a semester or two (2) staff meetings per term.
4. Subject to the forty (40) hour limitation set forth below, for every four (4) hours of scheduled instructional time in a semester/term, the teacher will be eligible for one (1) hour of program planning and development time pay at the teachers regular rate of pay. The maximum weekly pay for classes and planning/development time will not exceed forty (40) hours.

The time will be at the option of the teacher and the schedule will be either collaboratively developed with the Administration or otherwise approved.

Such time will be scheduled on site and is intended to provide time for planning, coordination and accessibility by other staff members and students.

Approved hours are to be submitted in the payroll period in which they are worked.

Hours worked under Section C and D will not be utilized in the calculations for benefit eligibility under this Agreement.

**Article 25 - Duration of Agreement**

This Agreement shall be effective August 16, 2006 and shall remain in effect until August 15, 2009. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**HASLETT EDUCATION ASSOCIATION,  
ICEA/MEA/NEA**

By Kevin Karpinski  
Kevin Karpinski, Uniserv Director

By Donna J. Redher  
President, HEA-MEA/NEA

By Stephanie Brookhouse  
Member Negotiating Team

**BOARD OF EDUCATION**

By Heather Lutz  
Its President

By Michael Duda  
Superintendent

By St. L. Cal  
Chairperson Negotiating Team

## **Appendix A-SALARY SCHEDULE**

### **2006-07**

(Two percent increase)

STEP	BA	BA+16	MA/BA+37	MA+16
1	\$35,174	\$35,492	\$36,953	\$37,358
2	\$36,547	\$37,198	\$38,410	\$39,224
3	\$38,248	\$38,902	\$40,116	\$41,004
4	\$40,437	\$41,086	\$42,629	\$43,356
5	\$42,873	\$43,277	\$45,140	\$45,704
6	\$44,978	\$45,704	\$47,572	\$48,219
7	\$47,252	\$48,055	\$50,081	\$50,648
8	\$49,434	\$50,568	\$52,432	\$53,081
9	\$52,106	\$52,997	\$54,782	\$55,519
10	\$54,948	\$56,000	\$57,944	\$58,591
11	\$54,948	\$56,000	\$60,535	\$61,420
12	\$54,948	\$56,000	\$63,623	\$64,344

### **2007-08**

(One and one half percent increase or formula, whichever is greater)

STEP	BA	BA+16	MA/BA+37	MA+16
1	\$35,702	\$36,024	\$37,507	\$37,918
2	\$37,095	\$37,756	\$38,986	\$39,812
3	\$38,822	\$39,486	\$40,718	\$41,619
4	\$41,044	\$41,702	\$43,268	\$44,006
5	\$43,516	\$43,926	\$45,817	\$46,390
6	\$45,653	\$46,390	\$48,286	\$48,942
7	\$47,961	\$48,776	\$50,832	\$51,408
8	\$50,176	\$51,327	\$53,218	\$53,877
9	\$52,888	\$53,792	\$55,604	\$56,352
10	\$55,772	\$56,840	\$58,813	\$59,470
11	\$55,772	\$56,840	\$61,443	\$62,341
12	\$55,772	\$56,840	\$64,577	\$65,309

**2008-09**

(One and one half percent increase or formula, whichever is greater)

STEP	BA	BA+16	MA/BA+37	MA+16
1	\$36,238	\$36,564	\$38,070	\$38,487
2	\$37,651	\$38,322	\$39,571	\$40,409
3	\$39,404	\$40,078	\$41,329	\$42,243
4	\$41,660	\$42,328	\$43,917	\$44,666
5	\$44,169	\$44,585	\$46,504	\$47,086
6	\$46,338	\$47,086	\$49,010	\$49,676
7	\$48,680	\$49,508	\$51,594	\$52,179
8	\$50,929	\$52,097	\$54,016	\$54,685
9	\$53,681	\$54,599	\$56,438	\$57,197
10	\$56,609	\$57,693	\$59,695	\$60,362
11	\$56,609	\$57,693	\$62,365	\$63,276
12	\$56,609	\$57,693	\$65,546	\$66,289

*Formula:*

*Once the funding for the current and future years are determined by the appropriate action by our state government, the total revenues shall be calculated for the district in addition to the total mandatory contract costs for the HEA (i.e. salary increase, steps, FICA, retirement, insurance). It is understood that the total cost for HEA as a percentage of the total revenues for the District is 54% of revenues. Any new money or realized savings that are established after the calculation of revenues and the corresponding appropriation of cost to HEA, 54% of such additional money or realized savings shall be rolled into the HEA salary for 2007-08 or 2008-09.*

Teachers having 30 semester hours above MA or a PhD or a Specialist Degree shall receive \$400.00 additional per year.

Hours are semester hours.

## **Appendix B - EXTRA DUTY SALARY SCHEDULE**

A. For the term of this Agreement, the extra-duty positions will be paid on a percentage of the unit member's current step which represents the bargaining unit member's number of years of experience acquired in that position and will be based upon the BA schedule incorporated herein. It is agreed that no bargaining unit member's compensation shall be reduced as a result of implementing the salary schedules which follow.

1. The listing of a position will not imply that such position will be filled each year.

2. **ATHLETICS**

**Football**

Head	11
Assistant	8

**Swimming**

Head	8
Assistant	6

**Basketball**

Head	11
Assistant	8

**Wrestling**

Head	11
Assistant	8

**Baseball**

Head	8
Assistant	6

**Soccer**

Head	8
Assistant	6

**Track**

Head	8
Assistant	6

**Golf**

Head	8
------	---

Tennis

Head 8  
Assistant 6

Gymnastics

Head 8  
Assistant 6

Softball

Head 8  
Assistant 6

Cross Country

Head 8  
Assistant 6

Volleyball

Head 8  
Assistant 6

Hockey

Head 8  
Assistant 6

**Middle School**

All Sports 5  
Activities Coordinator 2.5 Each Season

Cheerleading

High School 4  
Junior Varsity 3  
9th Grade 3

3. **MUSIC**

High School Band 8  
Middle School Band 6  
High School Choir Director 8 (3 choirs)  
Middle School Choir Director 6  
Middle School Select Ensemble 2  
Instrumental (PIT) Director/Theater 2



Choral Director Musical	4
Jazz/Pep Band -full year	4
Color Guard	2
H.S. Theater Director (Each Occurrence)	6
H.S. Musical Director	10
H.S. Chorale	6
H.S. Women's select	6
H.S. Additional Choirs	2

B. The following positions will be paid on a percentage of step one of the BA pay scale.

	<u>Percent</u>
<u>High School Class Advisors</u>	
Freshman (2 positions)	2 each
Sophomore (2 positions)	3.5 each
Junior (2 positions)	3.5 each
Senior (2 positions)	2 each
<u>Student Council</u>	
Elementary	2
Middle School	2
High School	3
Middle School Yearbook	4
Middle School PALS	2
High School Yearbook	6
M.S. Theater Director	4
Elementary Fifth Grade Camp	.5 per night
Elementary 5 <sup>th</sup> Grade Camp Coordinator	.5 per night and \$300
High School Newspaper	4
Elementary Safety Patrol	2
High School Quiz Bowl Advisor (2 positions)	4 each
High School Diversity Club	3 each
National Honor Society High School	2 each
Elementary Student Mediation Coordinator	3
High School PAL Program	2
Academic Clubs approved by Supt.	2 each

Middle School Quiz Bowl Club Advisor	2
Middle School Science Olympiad Coordinator	4
High School Science Olympiad Coordinator	4
High School Athletic Club (One Semester)	5

C. The following positions will be paid on an hourly basis:

1. Driver Education instructors will be compensated at the rate of \$24.35 per hour for 2006-07 and match Appendix A salary increase in succeeding years.
2. Homebound and summer school instructors shall be compensated at a rate of \$24.35 per hour for 2006-07 and match Appendix A salary increase in succeeding years.
3. Teachers who are employed in the summer school program shall be compensated for one-quarter (1/4) of an hour of planning time for every 55-60 minutes of student instruction. The foregoing shall not apply to teachers of Driver Education.
4. The Band Director will be paid for Summer Band Camp at the summer school hourly rate up to a maximum of eight (8) hours for any day worked.
5. Each building will have an "active" department chair for each of the four core curriculum areas – Mathematics, Language Arts, Social Studies and Science.

The District may have, as needed, K-12 department chairs for World Language, Physical Education/Health, Music, Art, and Technology.

Each department chair will be responsible for:

- Facilitating building meetings a minimum of three times per year.
- Reporting to building staff at staff meetings
- Attending district meetings and presenting at HCC to the Board of Education, upon request.

- Networking with county and state organizations.
- Attending either a state or national conference.
- Analyzing MEAP or other assessment data annually, as needed.
- Meeting with Administrative department chair and building principal as needed.

Department chairs will be compensated annually as follows:

Core Curriculum Areas for Haslett High School and

Haslett Middle School - \$800

Meridian High School - \$500

Murphy, Ralya and Wilkshire - \$500

K-12 District Areas: World Language, PE/Health, Music, Art and Technology - \$800

- D. Compensation for a bargaining unit member attaining National Board Certification shall be five percent (5%) of their own salary. The District shall share equally with the bargaining unit member the cost to attain National Board Certification upon completion.
- E. Compensation for North Central Accreditation (NCA) Chair for Meridian High School and Haslett High School shall be five hundred (\$500) dollars per chairperson up to maximum of four (4).

Meridian High School Extra Duty

(based on a percentage of step one of the BA pay scale)

Yearbook	3
Close-Up Coordinator	3
Art Club (Formerly Poetry Club)	2.5
Career and College Prep Liaison	4.5
Mentoring Coordinator	5
Prom Supervisor	.5
Career Center Liaison	2.5
Volleyball Coach	4.5
Basketball Coach	4.5
Softball Coach	3
Chess Coach	1

## Appendix C - K-12 DISTRICT CALENDAR

**2006-07**

			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	1	2	Aug 29-30 Professional Development
	3	4	5	6	7	8	9	Sept 4 Labor Day
	10	11	12	13	14	15	16	Sept 5 First Student Day
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
<b>OCT</b>	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	
<b>NOV</b>	29	30	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	Nov 22-24 Thanksgiving
<b>DEC</b>	26	27	28	29	30	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	Dec 25-Jan 5 Winter Break
	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	Jan 15 MLK Day
	21	22	23	24	25	26	27	
<b>FEB</b>	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	Feb 19 President's Day
	18	19	20	21	22	23	24	
<b>MAR</b>	25	26	27	28	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	
<b>APR</b>	1	2	3	4	5	6	7	Apr 2-6 Spring Break
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	

	22	23	24	25	26	27	28	
	29	30	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	
<b>JUN</b>	27	28	29	30	31	1	2	<b>May 28 Memorial Day</b>
	3	4	5	6	7	8	9	<b>Jun 8 Last Day of School (Partial Day)</b>
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
<b>JUL</b>	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	
<b>AUG</b>	29	30	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	31		

178 Membership Days  
183 Teacher Work Days

The parties, if necessary, will meet to readjust the calendar in the event of a labor dispute involving another bargaining unit which results in closing on a scheduled day of instruction.

Days designated for the make-up of cancelled days will begin on the next weekday after the last scheduled day of school.

Teachers new to the District will report no more than two (2) days prior to the first teacher work day in any year with no additional compensation.

## Appendix C – K-12 DISTRICT CALENDAR

**2007-08**

				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	1	Aug 28-29 Professional Development
	2	3	4	5	6	7	8	Sept 3 Labor Day
	9	10	11	12	13	14	15	Sept 4 First Student Day
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
<b>OCT</b>	30	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	
<b>NOV</b>	28	29	30	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	Nov 21-23 Thanksgiving
<b>DEC</b>	25	26	27	28	29	30	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	Dec 24-Jan 4 Winter Break
	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	Jan 14 MLK Day
	20	21	22	23	24	25	26	
<b>FEB</b>	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Feb 18 President's Day
<b>MAR</b>	24	25	26	27	28	29	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	
<b>APR</b>	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	April 7 – April 11 Spring Break
	13	14	15	16	17	18	19	

	20	21	22	23	24	25	26	
	27	28	29	30	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 26 Memorial Day
<b>JUN</b>	1	2	3	4	5	6	7	June 6 Last Day of School (Partial Day)
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
<b>JUL</b>	29	30	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	
<b>AUG</b>	26	27	28	29	30	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							

178 Membership Days  
183 Teacher Work Days

The parties, if necessary, will meet to readjust the calendar in the event of a labor dispute involving another bargaining unit which results in closing on a scheduled day of instruction.

Days designated for the make-up of cancelled days will begin on the next weekday after the last scheduled day of school.

Teachers new to the District will report no more than two (2) days prior to the first teacher work day in any year with no additional compensation.

## Appendix C - K-12 DISTRICT CALENDAR

**2008-09**

<b>AUG</b>						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	Aug 26-27 Professional Development
<b>SEP</b>	31	1	2	3	4	5	6	Sept 1 Labor Day
	7	8	9	10	11	12	13	Sept 2 First Student Day
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
<b>OCT</b>	28	29	30	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	
<b>NOV</b>	26	27	28	29	30	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	Nov 26-28 Thanksgiving
<b>DEC</b>	30	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	Dec 22-Jan 2 Winter Break
<b>JAN</b>	28	29	30	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	Jan 19 MLK Day
	25	26	27	28	29	30	31	
<b>FEB</b>	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	Feb 16 President's Day
	22	23	24	25	26	27	28	
<b>MAR</b>	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	
<b>APR</b>	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	April 6 - April 10 Spring Break
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
<b>MAY</b>	26	27	28	29	30	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	May 25 Memorial Day
<b>JUN</b>	31	1	2	3	4	5	6	June 5 Last Day of School (Partial Day)
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
<b>JUL</b>	28	29	30	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	
<b>AUG</b>	25	26	27	28	29	30	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	31					

178 Membership Days  
183 Teacher Work Days

The parties, if necessary, will meet to readjust the calendar in the event of a labor dispute involving another bargaining unit which results in closing on a scheduled day of instruction.

Days designated for the make-up of cancelled days will begin on the next weekday after the last scheduled day of school.

Teachers new to the District will report no more than two (2) days prior to the first teacher work day in any year with no additional compensation.

If state law mandates a 180 minimum student instructional school year, the calendar reverts back to 180 student instructional days. Professional development will equal 30 hours per year.

# English as a Second Language CALENDAR 2008—2009

Pre Testing  
Registration 8/18-22

July 2008						
SU	MO	TU	WE	TH	FRI	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 2008						
SU	MO	TU	WE	TH	FRI	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						

September 2008						
SU	MO	TU	WE	TH	FRI	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				

Staff  
Registration 8/25-27

Prof. Dev. District 8/26

Prof. Dev. District 8/27

Prof. Dev. 8/28

Labor Day 9/1

Classes Begin 9/2

Prof. Dev. Day 10/10

Thanksgiving Break 11/24-28

Winter Break 12/22-1/2

Classes Resume 1/5

First Semester Ends 1/8

2nd Semester Begins 1/12

No School 1/19

No School 2/16-20

Spring Break 4/6-10

Prof. Dev. Day 5/8

Last Day of School 5/11

Teachers Data Input  
For Teachers: 5/12

Report for Duty 8/25

63 Teaching Days/Fall semester  
63 Teaching Days/Winter semester

3+2 Prof. Dev. Days

3 Registration Days

October 2008						
SU	MO	TU	WE	TH	FRI	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	

November 2008						
SU	MO	TU	WE	TH	FRI	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						

December 2008						
SU	MO	TU	WE	TH	FRI	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 2009						
SU	MO	TU	WE	TH	FRI	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

February 2009						
SU	MO	TU	WE	TH	FRI	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

March 2009						
SU	MO	TU	WE	TH	FRI	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				

April 2009						
SU	MO	TU	WE	TH	FRI	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		

May 2009						
SU	MO	TU	WE	TH	FRI	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						

June 2009						
SU	MO	TU	WE	TH	FRI	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				

# English as a Second Language CALENDAR 2007—2008

Pre Testing Registration 8/20-24

Staff Registration 8/27-29

Prof. Dev. 8/23

Prof. Dev. District 8/28

Prof. Dev. District 8/29

Labor Day 9/3

Classes Begin 9/4

Prof. Dev. Day 10/12

Thanksgiving Break 11/19-23

Winter Break 12/24-1/4

Classes Resume 1/7

2nd Semester Ends 1/11

2nd Semester Begins 1/14

No School 1/21

No School 2/18-22

Spring Break 4/7-11

Prof. Dev. Day 5/9

Last Day of School 5/15

Teachers Data Input For Teachers: 5/16

Report for Duty 8/27

63 Teaching Days/Fall semester  
63 Teaching Days/Winter semester

3+2 Prof. Dev. Days  
Registration Days

July 2007						
SU	MO	TU	WE	TH	FRI	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 2007						
SU	MO	TU	WE	TH	FRI	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	

September 2007						
SU	MO	TU	WE	TH	FRI	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 2007						
SU	MO	TU	WE	TH	FRI	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			

November 2007						
SU	MO	TU	WE	TH	FRI	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	

December 2007						
SU	MO	TU	WE	TH	FRI	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 2008						
SU	MO	TU	WE	TH	FRI	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		

February 2008						
SU	MO	TU	WE	TH	FRI	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	

March 2008						
SU	MO	TU	WE	TH	FRI	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					

April 2008						
SU	MO	TU	WE	TH	FRI	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			

May 2008						
SU	MO	TU	WE	TH	FRI	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

June 2008						
SU	MO	TU	WE	TH	FRI	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					

# English as a Second Language CALENDAR 2006—2007

(revised 10/18/06)

Pre Testing Aug. 21-25

Registration Aug. 21-25

Staff  
Registration Aug. 28–Sept. 1

Prof. Dev. 1/2 Day AM Aug. 29

Prof. Dev. 1/2 Day AM Aug. 30

Prof. Dev. Aug. 31

Labor Day Sept. 4

Classes Begin Sept. 5

Prof. Dev. Day Nov. 17

Thanksgiving Break Nov. 20-24

Winter Break Dec. 25-Jan. 5

Classes Resume Jan. 8

No School Jan. 15

2nd Semester Begins Jan. 16

No School Feb. 19-23

Spring Break Apr. 2-6

Prof. Dev. Day May 11

Last Day of School May 17

Teachers Data Entry May 18

For Teachers:

Report for Duty 8/28

63 Teaching Days/Fall semester  
63 Teaching Days/Winter semester

3+2 Prof. Dev. Days

2 Registration Days

July 2006						
SU	MO	TU	WE	TH	FRI	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 2006						
SU	MO	TU	WE	TH	FRI	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		

September 2006						
SU	MO	TU	WE	TH	FRI	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 2006						
SU	MO	TU	WE	TH	FRI	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				

November 2006						
SU	MO	TU	WE	TH	FRI	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		

December 2006						
SU	MO	TU	WE	TH	FRI	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 2007						
SU	MO	TU	WE	TH	FRI	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			

February 2007						
SU	MO	TU	WE	TH	FRI	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			

March 2007						
SU	MO	TU	WE	TH	FRI	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

April 2007						
SU	MO	TU	WE	TH	FRI	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					

May 2007						
SU	MO	TU	WE	TH	FRI	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		

June 2007						
SU	MO	TU	WE	TH	FRI	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

**Appendix D - GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_

School Year \_\_\_\_\_

Distribution of Form:

Principal

Teacher

Superintendent

Association

Board of Education Level 3

---

**LEVEL ONE A** (10 days) Oral Discussion with Supervisor

Date \_\_\_\_\_

**LEVEL ONE B** (3 days)

Date alleged grievance occurred: \_\_\_\_\_

Statement of grievance and synopsis of fact: \_\_\_\_\_

\_\_\_\_\_

Sections or sub-sections of contract, or Board Personnel Policies alleged to have been violated: \_\_\_\_\_

\_\_\_\_\_

Relief Sought: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

Decision of immediate supervisory (5 days): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Immediate Supervisor

**LEVEL TWO** (5 Days)

Date filed with Superintendent: \_\_\_\_\_

Date of discussion with Superintendent (arranged for within five days): \_\_\_\_\_

Decision of Superintendent (5 days:) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

**LEVEL THREE** (15 days)

Date submitted to arbitration: \_\_\_\_\_

**Appendix E - INDIVIDUAL AGREEMENT FORM**

The undersigned hereby agrees to waive his seniority for the purpose of the Haslett Public Schools impending institution of a layoff under the Master Agreement. This waiver is given, however, without prejudice to the assertion of seniority for all other purposes in the Master Agreement, including recall rights and other contractual privileges or benefits conferred under this Agreement.

This waiver pertains solely to the order in which said bargaining unit member might be laid off during the period of this Agreement.

Signature \_\_\_\_\_  
Bargaining Unit Member

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Association Representative

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Board Representative

Date \_\_\_\_\_

**Appendix F - PERSONAL LEAVE FORM**

Name \_\_\_\_\_

Date \_\_\_\_\_

This is to notify the Board that I plan to be absent from work for personal reasons on the following date(s):

This form must be submitted to my immediate supervisor at least one week in advance of using personal leave. If less than a week (five school days) notice is given, then the District has the right of refusal, provided the request is for a non-emergency situation.

\_\_\_\_\_  
Employee's Signature

-----  
Date Received: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_  
Signature

-----  
**FOR BUSINESS OFFICE USE ONLY**

# of Days Accumulated: \_\_\_\_\_

# of Days Used: \_\_\_\_\_

# of Days Remaining: \_\_\_\_\_

**FILL OUT IN DUPLICATE AND RETURN TO IMMEDIATE SUPERVISOR.**



**APPENDIX G - TEACHER EVALUATION FORMS**

**FOR ALL PROBATIONARY  
TEACHER EVALUATION OF CORE EXPECTATIONS**

CODE:

Y = MEETS DISTRICT'S CORE EXPECTATIONS

N = DOES NOT MEET DISTRICT'S CORE EXPECTATIONS

NA = NOT APPLICABLE

TEACHER NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_

DATE: \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_

**I. POSITIVE LEARNING ENVIRONMENT**

- Encourages And Models A Respectful Atmosphere \_\_\_\_\_
- Students Are Engaged In Learning \_\_\_\_\_
- Has Appropriate Expectations Of Students \_\_\_\_\_
- Treats All Students Consistently And Fairly \_\_\_\_\_
- Encourages All Students To Participate \_\_\_\_\_
- Manages Transitions Smoothly With Minimum Distribution \_\_\_\_\_
- Classroom Is Well Managed \_\_\_\_\_

**PRINCIPAL COMMENTS ON ENVIRONMENT:**

TEACHER COMMENTS ON ENVIRONMENT:

**II. PLANNING AND INSTRUCTION**

**A. EFFECTIVE PLANNING IS EVIDENT:**

- Establishes Goals, Objectives, Activities & Evaluations \_\_\_\_\_
- Develops Learning Experiences Sequentially \_\_\_\_\_
- Shows Evidence Of Systematic Planning And  
An Organized Approach (Lesson Plans) \_\_\_\_\_
- Records Are Up-To-Date And Accurately  
Reflect Student Progress \_\_\_\_\_
- Relationship With Students Demonstrates  
Rapport, Mutual Respect and  
Understanding, etc. \_\_\_\_\_

**B. EFFECTIVE INSTRUCTION IS DEMONSTRATED:**

- Each Lesson Has A Definable Objective(s)  
Which Is Adequately Conveyed To The  
Students \_\_\_\_\_
- Activities Are Congruent With Objective(s) \_\_\_\_\_
- Encourages Higher Level Thinking Skills \_\_\_\_\_
- Instruction Is Constantly Monitored And  
Adjustments In Instruction Are Made  
Based On That Monitoring \_\_\_\_\_
- Teacher Provides Timely Feedback To  
Students Regarding Performance \_\_\_\_\_
- Motivates Students Through Use Of A  
Variety Of Activities And Materials  
Geared To Individual Needs, Interests  
And Abilities \_\_\_\_\_
- Uses Cooperative Learning And/Or Student  
Group Activities When Appropriate \_\_\_\_\_
- Assigns Classwork And Homework That  
Is Appropriate For Student Level And  
Lesson Taught \_\_\_\_\_

PRINCIPAL COMMENTS ON PLANNING AND INSTRUCTION:

TEACHER COMMENTS ON PLANNING AND INSTRUCTION:

**III. PROFESSIONAL RESPONSIBILITIES**

- Follows Established Curriculum \_\_\_\_\_
- Works Toward Positive Solutions To Building  
And/Or District Concerns \_\_\_\_\_
- Works Cooperatively With Other Staff Members  
And Administration \_\_\_\_\_
- Demonstrates Professional Growth/Study \_\_\_\_\_
- Effectively Communicates With Staff/Administration \_\_\_\_\_
- Effectively Communicates With Parents/Community \_\_\_\_\_
- Serves On District Or Professional Committees \_\_\_\_\_
- Demonstrates Ability To Adapt To Change \_\_\_\_\_

PRINCIPAL COMMENTS ON PROFESSIONAL RESPONSIBILITIES:

TEACHER COMMENTS ON PROFESSIONAL RESPONSIBILITIES:

AREA(S) OF STRENGTH

AREA(S) OF FUTURE CONCENTRATION

TEACHER'S RESPONSE

Teacher Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

A Teacher's Signature Does Not Necessarily Reflect Agreement. A Teacher May Attach Additional Comments Or Explanations Should He/She Desire.)

RECOMMENDATION:

- \_\_\_\_\_ CONTINUE PROBATION
- \_\_\_\_\_ CONTINUE IMPROVEMENT PLAN
- \_\_\_\_\_ RECOMMEND TENURE
- \_\_\_\_\_ TERMINATION

**ATTACH IDP PLAN AND SUMMARY**

## **FOR TENURED TEACHERS MEETING CORE EXPECTATIONS:**

### **PROCEDURES:**

1. Teachers will collaboratively work through a Professional Growth Agreement every three (3) years with the Administrator or Supervisor.
2. A Professional Growth Plan will be developed between the teacher and supervisor prior to October 31. This plan shall include:  
  
Statement Of Goals  
Description Of The Plan And How Progress Will Be Monitored/Documented  
And Assessed  
Resources/Assistance Needed
3. During the last marking period, documentation of progress and a summary shall be written by the teacher and placed in the teacher's personnel file.

### **DOCUMENTATION:**

Planning Meeting Should Focus On:

1. What Is The Ultimate Outcome You're Striving For?
2. What Are Your Plans, Or What Will Be Done In Order To Achieve The Goals?
3. How Will Progress Be Monitored, Assessed And Documented?
4. What Assistance Is Needed? What Is The Role Of Others, If Any?

Final Summary Meeting And Documentation Shall Address:

1. The Learning Or Any Other Results That Occurred As A Result Of This Growth Plan.
2. Self Assessment Of The Process And Progress, And Any Future Actions.

**FOR TENURED STAFF**  
**PERSONAL GROWTH PLAN**

Attached is a Personal Growth Plan and Summary that was developed jointly by the teaching professional and his or her Administrator. It follows our Haslett belief that most significant personal growth comes as a result of serious internal reflection and goal setting, rather than formal evaluations that are primarily external measures of one's success.

The following write-up, which includes the goals, action intended, outcomes, how progress was monitored and documented, assistance given, and the teacher's own assessment of his/her learning, replaces the formal teacher evaluation instrument.

NAME OF PROFESSIONAL: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

DATE PLAN WAS DEVELOPED: \_\_\_\_\_

DATE SUMMARY WAS SUBMITTED: \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
TEACHER

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**ADDITIONAL INFORMATION**

THE ADDITONAL INFORMATION ON THE FOLLOWING PAGES ARE NOT A PART OF THE MASTER AGREEMENT BETWEEN THE HASLETT EDUCATION ASSOCIATION AND THE HASLETT BOARD OF EDUCATION. THESE PAGES ARE INCLUDED FOR PURPOSES OF ADDITIONAL INFORMATION ONLY

## Appendix H – PROFESSIONAL DEVELOPMENT GUIDELINES

<b>Haslett Professional Development</b>
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**TEACHER NAME:** \_\_\_\_\_

***The Michigan Department of Education Code guidelines must be followed. All of the following code questions are contained within the definition found below.***

1. *Does the planned PD serve the purpose of increasing student learning?*
2. *Does the planned PD align with your school improvement plan?*
3. *Is your PD planned, ongoing and intensive?*
4. *Does the District in some way, such as time or cost, support this activity?*

**Definition of Professional Development (PD):** Professional Development in Haslett will increase student learning and align with the District and/or building school improvement plan. It is planned, ongoing and intensive and is supported by the District.

**Timelines and Parameters:** It shall be at least one (1) hour in duration. Self-directed PD shall be no longer than twelve (12) hours (outside of instructional day) and District-directed PD shall be no longer than eighteen (18) hours. No later than the first September staff meeting, six (6) of the district's eighteen (18) hours may be established by the Administration utilizing after school increments not to exceed two (2) hours in duration and beginning within twenty (20) minutes from the end of the school day. For district-directed PD scheduled outside the school year, the staff must reach consensus regarding their participation. The deadline for submitting the initial self-directed plan is October 1<sup>st</sup>. These plans may be modified after the deadline with administrative approval. Summer PD timelines are established based on the District's fiscal year (July 1-June 30).

Paying the conference and/or class fees are the responsibility of the teacher. The District is supporting the teacher by compensating the teacher under contract for completing the activities.

Self-Directed Hours Scheduled: _____	Self-Directed Hours Used: _____
Building-Directed Hours Scheduled: _____	Building-Directed Hours Used: _____
District-Directed Hours Scheduled: _____	District-Directed Hours Used: _____

Teacher Signature (planned): \_\_\_\_\_

Teacher Signature (completed): \_\_\_\_\_

Administrator Signature (planned): \_\_\_\_\_

Administrator Signature (completed): \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**To be completed by October 1:**



Activity	Proposed Date	Proposed Hours

**To be completed upon fulfillment of Self-Directed hours:**

**Completed hours of Self-Directed Professional Development (12 hours).**

Activity	Date	Hours

**Ideas for Professional Development:**

- Department Work
- Team Work
- Work Study Group
- Focus Group
- Peer Group Study
- Scheduled Staff Meeting
- School Improvement Team \*(6)
- Student Teacher Mentor \*(6)
- Mentoring \*(6)
- Workshop / Conference
- Credit Class
- Publication Reading and Review (Group)
- HCC School Improvement \*(6)
- Initial Curriculum Development for Field Trips

The items listed with a \*(6) indicated the maximum number of self-directed hours allowed for each category, or any combination of the four up to 6 hours maximum.

### **Appendix I - SICK DAY EXCHANGE GUIDELINES**

1. Any teacher, by nature of the HEA contract, is automatically a member of the Sick Day Exchange and may request days and have days taken away from them.
2. Sick Day Exchange may be used for any long-term illness of the employee, the employee's child, or spouse once the employee's own accumulated sick days and Personal Days are depleted.
3. Bargaining unit members shall be eligible to draw on the Sick Day Exchange when they (or their child or spouse) have been ill or disabled for six consecutive working days. An employee who has his or her own sick day accumulation may use sick days to get to the six consecutive working days prior to tapping into the sick bank. If an employee does not have any sick days accumulated, they are not eligible for the sick bank until they have drawn six consecutive "no pay" days.
4. When sick days are granted from the Sick Day Exchange, they are taken on a rotating basis from the teacher having the highest number of accumulated days last assessed, to the least, as needed. No one shall be assessed more than one day until all others have given up a day.
5. A medical statement from a physician is required prior to drawing from the Sick Day Exchange. The notice from the physician must indicate the date the applicant is eligible to return to work. A second opinion can be requested by the committee or the superintendent, if deemed necessary.
6. If the total number of days requested from the Sick Day Exchange in combination with the number of sick and Personal Days used for the same illness exceeds thirty (30), a review committee consisting of three administrators and three teachers (selected by the HEA president) shall determine whether more days will be granted for the illness of the employee only. No more than thirty days shall be granted for the illness of the employee's child or spouse. The majority of the committee shall rule. If there is a tie vote, the superintendent shall make the final determination.

7. Salary to be paid will be based upon the base pay of the teacher, plus any additional assignments already started or completed. Final interpretation of the pay amount, if questioned, will be left with the superintendent.
8. If an eligible member's sick exchange extends into the second contract year, the rate of pay will continue to be that of the previous year. No additional sick leave time will be earned by the teacher until he/she has worked one day. When the teacher returns to work, the current year's salary schedule will be paid beginning with the first day of work.
9. The committee will convene in the event of unusual or extenuating circumstances.
10. Teachers will not be required to donate days to the sick bank until the beginning of their second academic school year in which they are employed.

**Rewritten 7/01/02**

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For the Board

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For the Association

Haslett Public Schools

**SICK DAY EXCHANGE APPLICATION**

NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_

I wish to draw from the HEA Sick Day Exchange. I anticipate drawing \_\_\_\_\_ days.  
My accumulated sick leave expires on \_\_\_\_\_, and I wish to begin drawing  
from the exchange.

The medical verification for this request is (circle one response):

- (a) attached
- (b) being mailed by physician
- (c) needs to be mailed by physician
- (d) other \_\_\_\_\_

My doctor is \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone

I understand that any request beyond 30 days will go to a committee made up of three teachers and three administrators. I understand that the decision of the Sick Exchange Committee is final and binding. I also understand they may request a second doctor's opinion from me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Send to: HEA Sick Bank Chairperson  
Assistant Superintendent  
Payroll

**LETTER OF AGREEMENT**  
between the  
**HASLETT PUBLIC SCHOOLS BOARD OF EDUCATION**  
and the  
**HASLETT EDUCATION ASSOCIATION/ICEA, MEA/NEA**

This Letter of Agreement is entered into this 20<sup>th</sup> day of November 2006 by and between the Haslett Public Schools (the "District") and the Haslett Education Association/ICEA, MEA/NEA (the "Association"). In consideration of the mutual covenants hereinafter set forth, the District and the Association hereby agree that the following changes will be made as follows:

**Article 22 H – Insurance Protection** (additional paragraph)

For the period of December 1, 2006 through August 31, 2009, any bargaining unit member who elects to switch from plan B to plan A will be charged an insurance premium of \$65.00 per month or whatever the current monthly insurance premium is for the current contract year, whichever is greater. Any insurance premiums will be payroll deducted as a condition of the master agreement.

**Article 22 B – Insurance Protection**

\$225.00 per month in cash under a qualified cafeteria plan.

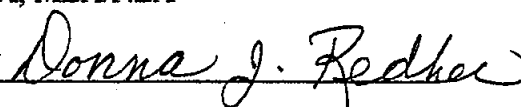
HASLETT PUBLIC SCHOOLS

By: 

Its: Chairperson, Negotiation Team

Dated: 11/20/06

HASLETT EDUCATION ASSOCIATION/  
ICEA, MEA/NEA

By: 

Its: Association President

Dated: 11/20/06

**LETTER OF AGREEMENT**  
**between the**  
**HASLETT PUBLIC SCHOOLS BOARD OF EDUCATION**  
**and the**  
**HASLETT EDUCATION ASSOCIATION/ICEA, MEA/NEA**

This Letter of Agreement is entered into this 18<sup>th</sup> day of January 2007 by and between the Haslett Public Schools (the "District") and the Haslett Education Association/ICEA, MEA/NEA (the "Association"). In consideration of the mutual covenants hereinafter set forth, the District and the Association hereby agree that the following changes will be made as follows:

**Appendix B – Extra Duty Salary Schedule**

Change the extra duty position percentage for Cheerleading under Section A.

**Cheerleading**

High School    8%  
Junior Varsity   6%

HASLETT PUBLIC SCHOOLS

By: Sherrin Jones

Dated: 1-18-07

HASLETT EDUCATION ASSOCIATION/  
ICEA, MEA/NEA

By: Donna J. Redher

Its: Association President

Dated: 1-18-07

**LETTER OF AGREEMENT**  
**between the**  
**HASLETT PUBLIC SCHOOLS BOARD OF EDUCATION**  
**and the**  
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This Letter of Agreement is entered into this 18<sup>th</sup> day of January 2007 by and between the Haslett Public Schools (the "District") and the Haslett Education Association/ICEA, MEA/NEA (the "Association"). In consideration of the mutual covenants hereinafter set forth, the District and the Association hereby agree that the following changes will be made as follows:

**Appendix B – Extra Duty Salary Schedule**

Change the following annual compensation amount for Department Chairs under Section C.

**Department Chairs**

Core Curriculum Areas for Meridian High School, Murphy Elementary School, Ralya Elementary School and Wilkshire Early Childhood Center - \$800.

HASLETT PUBLIC SCHOOLS

By: Sherron Jones

Dated: 1-18-07

HASLETT EDUCATION ASSOCIATION/  
ICEA, MEA/NEA

By: Donna J. Redker

Its: Association President

Dated: 1-18-07