

MASTER AGREEMENT

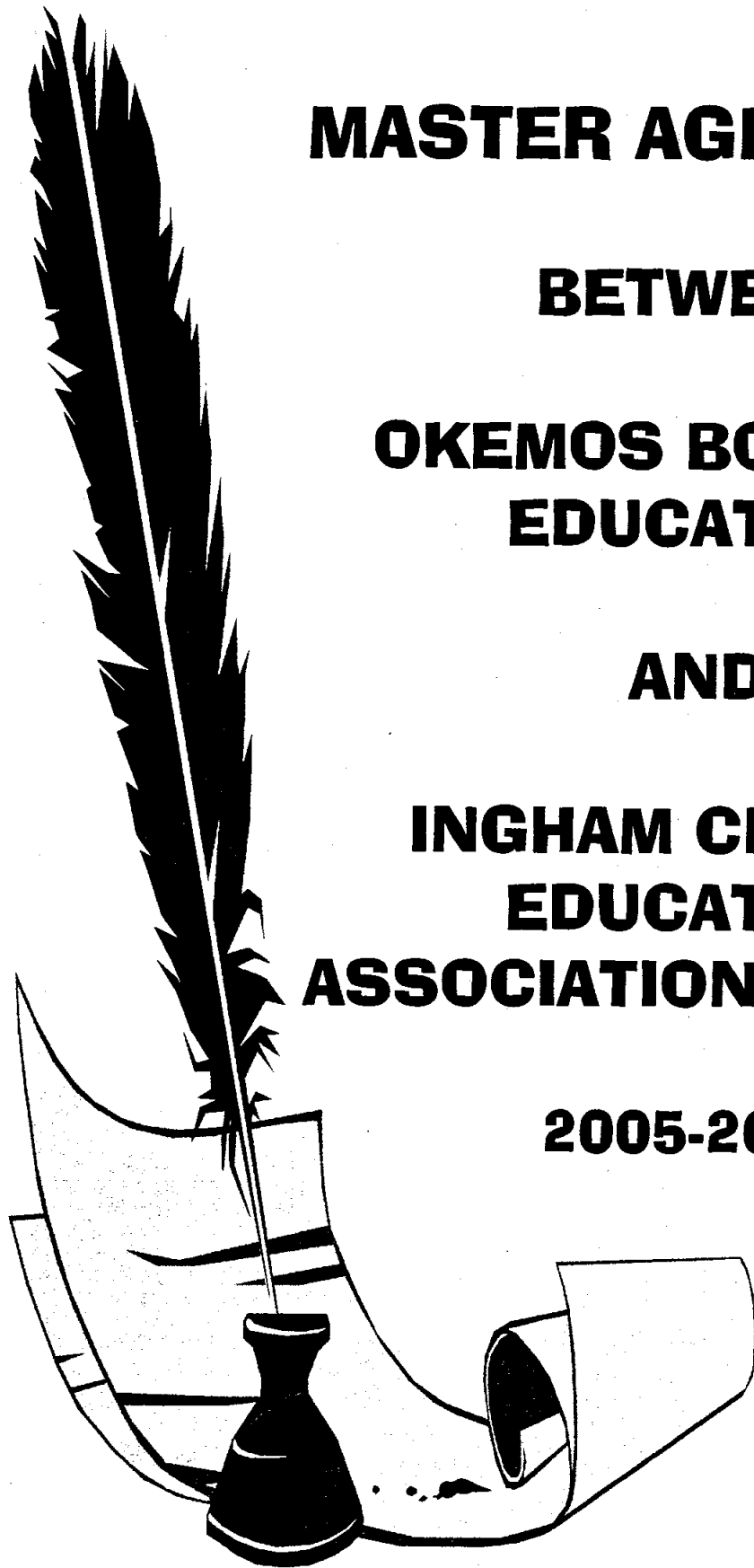
BETWEEN

OKEMOS BOARD OF
EDUCATION

AND

INGHAM CLINTON
EDUCATION
ASSOCIATION, MEA/NEA

2005-2008



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EX

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1. **RECOGNITION**

- A. This Agreement is by and between the Board of Education of the Okemos Public School District, Ingham County, Michigan, hereinafter called the "Board," and the Ingham Clinton Education Association, hereinafter called the "Association."
- B. The Board agrees to recognize the Association as the sole and exclusive bargaining representative for all regular teachers, including guidance counselors, librarians, social workers, psychologists, and the Coordinator of Gifted and Talented Programs employed under annual contract, or on an approved leave of absence. Such representation shall exclude full or part-time supervisory, executive or administrative personnel, Business Manager, Athletic Director, Title I Director, Reading Coordinator, Curriculum Coordinator, Director of Community Schools, Supervisor of Special Education, Dean of Students, community school program teachers, adult education teachers, Limited English Proficient teachers, substitute teachers, per diem appointments, office or clerical employees, aides and paraprofessionals, custodians, and all other personnel. Any position which is excluded and the employee in that position is part-time, that employee shall be considered as part of the bargaining unit for that portion of the time that the individual is performing bargaining unit work.
- C. The terms "teacher", "bargaining unit member" and "faculty personnel," when used hereinafter in this Agreement, shall refer to all employees of the Board who are represented by the Association in the bargaining unit as above defined, and reference to male teachers shall include female teachers.

1.2 **DURATION OF AGREEMENT**

This Agreement shall be effective as of August 1, 2005 and shall continue in effect until July 31, 2008. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the dates indicated.

1.3 **CONTINUITY OF OPERATIONS**

The Board and the Association subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of the profession, without interruption of the school program. Accordingly, the Association agrees that during the term of this Agreement, it will not direct, instigate, participate in, encourage, or support any strike against the Board by any teacher or group of teachers.

1.4 **DUES, FEES AND SALARY DEDUCTIONS**

- A. Any bargaining unit member who is a member of the Association or who has applied for membership may sign and deliver to the Business Office an assignment authorizing deduction of professional dues in the Association. Such authorization shall continue in effect from year to year unless revoked in writing by the bargaining unit member to the Association with the indicated copy to the Business Office. Pursuant to such authorization, the Business Office shall deduct

one-twentieth (1/20th) of such dues starting with the second (2nd) payroll in September and continuing for nineteen (19) pay periods thereafter.

1. Bargaining unit members employed after the commencement of the school year shall have deductions appropriately pro-rated to complete payments by the following June.
 2. Any bargaining unit member who shall not perform services for any entire month of the school year shall have his/her dues reduced by one-tenth (1/10th) of the yearly dues for the entire month not worked, except where the failure to perform services during any month was the result of the bargaining unit member taking any paid leave of absence or sick leave as provided in this Agreement.
 3. The Association shall certify the amount of United Profession dues in writing, to the Business Office, on or before the first (1st) payroll in September. After the deductions have been made, they shall be remitted monthly to the Association accompanied by a list of bargaining unit members for whom the deductions have been made.
- B. 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, pursuant to the Association's "Policy Regarding Objections to Political-Ideological Expenditures" and the Administrative Procedures adopted pursuant to said policy.
1. The Service Fee shall not exceed the amount of the Association dues collected from Association members.
 2. The bargaining unit member may pay such fee directly to the Association or authorize payment through payroll deduction, as herein provided.
 3. In the event that the bargaining unit member shall not pay such Service Fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, upon completion of the procedures contained in paragraph E and pursuant to MCLA 408.477; MSA 17.277 (7) and at the request of the Association, deduct the Service Fee from the bargaining unit member's wages and remit same to the Association.
 4. The Association shall hold the Board harmless for any and all claims, demands, suits or other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with the provisions of the Agency Shop Agreement herein contained. It is understood that the Association shall have the right to compromise claims which may arise under this save harmless clause.
- C. In the event there is a change in the status of the law, so that mandatory deduction from wages pursuant to the paragraph above is prohibited, the Employer, at the request of the Association, shall terminate the employment of a bargaining unit member who refuses to authorize the deduction of the Service Fee. The termination of employment shall not occur until the procedures set forth in paragraph E have been fully met. The parties expressly agree that failure of any bargaining unit member to comply with the provisions of this Article is just cause for discharge from employment.

- D. The Association has established a "Policy Regarding Objections to Political-Ideological Expenditures." The Policy, applies only to non- union bargaining unit members. The remedies set forth in such policy shall be exclusive, and unless and until such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of this Article shall be subject to the grievance procedure set forth in this Agreement, or to any other administrative or judicial procedure.
- E. In all cases of mandatory fee deduction pursuant to MCLA 408.477; MSA 17.277(7) the Association shall notify the bargaining unit member of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) calendar days for compliance, and shall advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not effected. If the bargaining unit member fails to remit the Service Fee or authorize deduction for same, the Association may request the Board to make the deduction. The Board upon receipt of the request for an involuntary deduction shall provide the bargaining unit member with an opportunity for a due process hearing limited to the question of whether or not the bargaining unit member has remitted the Service Fee to the Association or has authorized payroll deduction for same.
- F. The provisions of paragraph E shall apply equally in the event the Association seeks the discharge of the bargaining unit member, if mandatory deduction is not permitted by law.
- G. With respect to all sums deducted by the Employer pursuant to MCLA 408.477; MSA 17.277 (7) whether for membership dues or the Service Fee, the Employer agrees to remit said sums to the Association accompanied by an alphabetical list of bargaining unit members for whom such deductions have been made and categorize them as to members or non-members in the Association. The Association agrees to advise the Employer of all members of the Association in good standing and to furnish any other information needed by the Employer to fulfill the provisions of this Article and not otherwise available to the Employer.
- H. The Association shall indemnify and save the Board harmless for all sums improperly checked off and remitted to the Association plus any costs, including attorney's fees incurred by the Board in connection therewith.
- I. The Board agrees to make the following deductions for bargaining unit members upon proper authorization.
1. Hospitalization, medical and dental insurance
 2. Verity Long Term Care Insurance
 3. Capital Area School Employees Credit Union
 4. Tax sheltered annuities as approved by the Board including MEFSA
 5. Group life insurance premiums for one carrier as approved by the Board
 6. United Fund
 7. U.S. Government Savings Bonds
 8. And such other deductions as may be mutually agreed upon between the Deputy Superintendent (further contract references to the Deputy Superintendent is defined as "Deputy Superintendent with the responsibility of Human Resources") and the Association.

- J. Bargaining unit members who have unapproved absences shall have 1/nth deducted from their contracted salary (n = # of teacher work days).
- K. Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the after-tax salary of such bargaining unit member and make appropriate remittance for any MEA Financial Services mutual funds or other approved mutual funds. It is understood that it is the bargaining unit member's responsibility to designate his/her election of funds and to complete the necessary forms to implement the requested remittance. The remittance may not be changed more than twice in any school year.

The Board and Association agree to implement a 457 Plan.

1.5 **NEGOTIATION PROCEDURE**

By mutual agreement or upon written request of either party, but no later than ninety (90) days before the expiration of the existing contract, negotiations will be undertaken for a successor contract.

1.6 **MISCELLANEOUS PROVISIONS**

- A. This Agreement shall constitute the full and complete commitments between the parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written signed amendment.
- B. All individual contracts shall be made expressly subject to the terms of this Agreement.
- C. This Agreement shall supersede any policies, rules or procedures of the Board which shall be contrary to or inconsistent with its terms.
- D. If any provision of this Agreement or any application of this Agreement to bargaining unit members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.
- E. Copies of this Agreement shall be printed at the joint expense of the Board and the Association. All newly employed bargaining unit members shall receive a copy of this Agreement.
- F. Smoking shall not be permitted in school buildings or on school grounds or facilities of the school district.
- G. Should the Employer decide to grant a charter to a public school academy, the Association shall be notified in writing prior to taking final action to grant the charter.

1.7 **GRIEVANCE PROCEDURE**

A. Definitions:

1. A grievance is a claim by a teacher, a group of teachers or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, and may be processed as a grievance as hereunder provided.
2. The term "days" as used herein shall mean working days except during the summer months when school is not in session; the term "days" shall refer to Monday through Friday, excluding holidays.

B. Any matter involving the content of teacher evaluation shall not be the basis of any grievance filed under the procedure outlined in this article, except as specified in section J-4.

C. If a bargaining unit member has a personal complaint* which s/he desires to discuss with his/her immediate administrator, s/he shall be free to do so without recourse to the grievance procedure.

* A complaint is a minor disagreement, which may become a grievance if left unattended.

D. Bargaining unit members may present any grievance with full assurance that such presentation will in no way prejudice their standing or status with the Employer.

E. If the Association has a grievance, the Association will initiate the procedure at Level Two (2) by submitting the grievance in writing through the Association President or the Grievance Chairperson.

F. The term "grievant" shall be used hereinafter to mean either a teacher, group of teachers, or the Association.

G. To be considered under this Agreement a grievance shall be initiated by the grievant within ten (10) days of its alleged occurrence.

H. When submitting a written grievance, the grievant will utilize the grievance report form provided (Appendix C), which shall contain the following:

1. It shall be signed by the grievant.
2. It shall contain the date of the alleged violation.
3. It shall be specific.
4. It shall contain a summary of the facts giving rise to the alleged violation.
5. It shall cite the section(s) or subsection(s) of this Agreement alleged to have been violated.
6. It shall specify the relief requested.

I. Grievance Procedure

1. Level One (1)

A bargaining unit member with an alleged grievance shall personally, or accompanied by his/her Association Representative, first discuss the matter with his/her immediate administrator in accordance with Section 1.7.G. If not satisfied, s/he may, within three (3) days, file a grievance in writing with his/her immediate administrator and the Association Grievance Chairperson. Within five (5) days of receipt of the grievance, the principal shall meet with the grievant and/or an Association Grievance Representative(s). The principal shall remit a written disposition of the grievance within five (5) days after said meeting.

2. Level Two (2)

If the grievant and/or the Association Grievance Representative(s) are not satisfied with the disposition at Level One (1), the grievance shall, within five (5) days be transmitted to the Superintendent. Within five (5) days after receipt of the grievance, the Superintendent or his/her designee shall meet with the grievant and/or Association Grievance Representative(s) to hear testimony. The Superintendent shall remit a written disposition within five (5) days after said meeting.

3. Level Three (3)

If the grievant and/or the Association Grievance Representative(s) are not satisfied with the disposition at Level Two (2), the grievance shall be transmitted within five (5) days to the Board Grievance Committee. Within five (5) days of receipt of the grievance, the committee, at its option, shall decide whether to waive a hearing before itself or before the full Board. In any event, it shall communicate its decision to the Association in writing within five (5) days.

If a hearing is to be held, it shall be within fifteen (15) days after the committee decides how to proceed. A written disposition shall be remitted to the grievant within five (5) days after the hearing. If the Board or its committee does not respond, or responds negatively, the Association may proceed to arbitration. Items within the scope of 1, 2, and 4 of section J. will be heard by the committee at the request of the grievant.

4. Level Four (4)

If the Association is not satisfied, or if the time limits are not met, the grievance may be submitted to arbitration under the voluntary Labor Arbitration Rules of the American Arbitration Association which shall likewise govern the arbitration proceedings. If submission to arbitration is to occur, the President of the Board shall be notified in writing within twenty- one (21) calendar days following the disposition at Level Three (3).

- a. The decision of the arbitrator shall be final, conclusive and binding upon the Board, administrators and all bargaining unit members. Any lawful decision of the arbitrator shall be placed into effect, subject to the right of the Board or the Association to judicial review.
- b. The powers of the arbitrator are subject to the following limitations:
 - 1) S/he shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
 - 2) S/he shall have no power to establish or change any salary guide or salary schedule.
 - 3) S/he shall have no power to change any practice, policy or rule of the Board.
 - 4) S/he shall have no power to decide any question which under this Agreement is within the responsibility of the Board to decide.
 - 5) Where no wage or fringe benefit loss has been caused by the action of the Board complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
 - 6) S/he shall have no power to interpret State or Federal law.
- c. After a case on which the arbitrator is empowered to rule has been referred to him, it may not be withdrawn by either party except by mutual consent.
- d. No more than one (1) grievance may be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
- e. The cost of the arbitrator shall be borne equally by the parties except that if arbitration is held during the workday, the bargaining unit members involved in the arbitration case will receive their pay. The Association agrees to reimburse the District for the salary of a substitute teacher should one be employed.

J. The following matters are subject to the grievance procedure but not to Level Four (4), binding arbitration:

- 1. The termination of services or failure to re-employ any probationary teacher.
- 2. The termination of services or failure to re-employ any teacher to a position on the extra-curricular schedule.
- 3. Any claim or complaint subject to the procedure specified in the Teacher Tenure Act (Act IV of the Public Acts, Extra Session, of 1937 of Michigan, as amended). Violations of the contractual or statutory evaluation procedures are subject to the Grievance Procedure including arbitration.

4. The content of an evaluation of a probationary teacher if the teacher is not being recommended for contract renewal.
- K. A grievant has ten (10) calendar days from the time of written notification (dated and signed by the building administrator and bargaining unit member) of the building administrator's recommendation that his/her service will not be continued as stipulated in above items 1, 2 and 4, to file a grievance in writing to the Superintendent. Within three (3) calendar days from receipt of the grievance, the Superintendent shall render a written decision. In the event that the grievant is not satisfied with the disposition of the grievance, s/he shall, within three (3) calendar days request a hearing before a committee composed of his/her immediate administrator, the Superintendent, a representative of the Association and three (3) Board members appointed by the president of the Board. The grievant shall have the hearing before this committee within five (5) calendar days after the Board receives the grievant's request. Within three (3) calendar days after the hearing, one (1) of the three (3) Board members who was present at the hearing shall remit a written disposition of the grievance to the grievant.

The termination of those bargaining unit members specified in section 2.6 C may, at the option of said bargaining unit members, be subject to binding arbitration as set forth at Section I.4 of this Article.

2.1 RIGHTS OF THE BOARD

- A. The Board has responsibility and authority for the direction and management, on behalf of the public and the State of Michigan, of all the operations and activities of the District in accordance with the Constitution, statutes, Administrative Rules, Attorney General opinions and court decisions of the State of Michigan and the United States.
- B. The provisions of this Agreement shall be and hereby are in conformity with the above laws, rules and interpretations.
- C. By its own decision, the Board agrees to the terms of this Agreement, but in entering into this Agreement the Board does not and cannot divest itself of its policy-making power to make the final decision in any situation which falls beyond the terms of this Agreement.
- D. In the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

2.2 FACULTY RIGHTS

- A. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property, provided that such business does not interfere with the instructional program of the school. The second Tuesday of each month, outside of regular school hours, will be reserved for Association meetings. The administration will not schedule meetings that require the attendance of bargaining unit members that may be involved in Association meetings on the second Tuesday of the month.

- B. Upon the approval of the building administrator, bargaining unit members will have the right to use school facilities and equipment on school grounds at times when such equipment is not in use for regular operation, provided the Association has trained operators. The Association shall pay for the cost of all materials, supplies and other costs incidental to such use.
- C. Upon request, the Board will furnish to the Association, a copy of all available public information related to the financial resources of the District, Board meetings, faculty addresses, and such information as will assist the Association in developing programs on behalf of bargaining unit members, together with reasonable information which may be necessary for the Association to process a grievance.
- D. Bargaining unit members shall be involved in the initial planning for educational specifications for building and for annual budget requests. The Board also recognizes the contributions to be made by bargaining unit members in the development of plans having a direct bearing upon the educational program of their classes or schools.
- E. Recognizing good teaching as the hallmark of the professional teacher, the Board looks to the faculty as professionals, trained in the preparation and development of educational programs. The Board and the Association consider excellence as the only acceptable standard in the education of children and place confidence in the ability of the faculty to be innovative, to base its innovations upon research and the development of well-constructed programs before employing them in the classroom. It is the responsibility of the Board to provide resources for such Board-approved activities. The faculty shall subject its instruction to continuing evaluation. The Board delegates the careful scrutiny of written proposals for innovation to the administration.
- F. The provisions of this Agreement and the policies and practices of the District shall be applied without regard to race, color, national origin, religious belief, political activities, professional association activities, age, marital status or, sexual orientation, or gender.
- G. If a principal shall receive a complaint regarding a bargaining unit member from a parent or a student, s/he shall first investigate the validity of the complaint within a reasonable period of time. If s/he shall determine that the complaint is valid, it shall be brought to the bargaining unit member's attention in writing and shall specify the administrative action taken, if any, within ten (10) school days after the determination of its validity.
- H. The Board recognizes the concept of progressive discipline and in compliance therewith agrees that no bargaining unit member shall be disciplined or reprimanded without just cause. All information forming the basis for disciplinary action will be made available to the bargaining unit member and the Association at the request of the bargaining unit member.
- I. The Michigan Child Protection Law requires the parties to report child abuse or neglect to the Department of Protective Services where there is reasonable cause to suspect that a student has been abused or neglected as defined by said law. Said law provides that the name of any person who reports child abuse/neglect is confidential and further, that disclosure of same may result in criminal as well as civil liability/penalty.

1. Should an administrator receive a complaint against a bargaining unit member, the nature of which requires that s/he report same to the Department of Protective Services and which may result in disciplinary action against the bargaining unit member due to a breach of this Agreement, Board policy or other work rules, the bargaining unit member shall be informed that a report has been or will be filed if permitted by law.
 2. When such report alleges a breach of this Agreement, Board policy or other work rules as provided above, the administrator shall conduct an independent investigation in accordance with Sections G and H of this Article.
 3. To the extent permitted by law and upon completion of the investigation, all information forming the basis for disciplinary action will be made available to the bargaining unit member and the Association at the request of the bargaining unit member.
 4. Prior to the imposition of any discipline, the administrator shall provide a due process hearing wherein the bargaining unit member shall have an opportunity to be heard on the allegations(s) at issue.
- J. With the exception of letters of recommendation, a bargaining unit member shall have the right upon request to review the contents of his/her personnel file located in the Board of Education Building, under the supervision of an administrator. At the request of said bargaining unit member, a representative of the Association may accompany said teacher at the time of review of such records.
- K. Documents to be filed in the bargaining unit member's personnel file recording discipline in any form shall be reviewed by the teacher and initialed at the time of inclusion in the personnel file. A bargaining unit member may, at his/her option, submit a written statement and have the same attached to the file copy of the document.
- L. Bargaining unit members shall have the right to request the presence of an Association Representative when being formally reprimanded or formally disciplined, both of which shall be in writing. After such request is made, no action shall be taken until a representative of the Association is present.
- M. Bargaining unit member have the right to expect the support of the administrative staff and the Board in assisting with student disciplinary problems within the policies established by the Board.
- N. It is agreed that the Board will provide legal counsel to advise bargaining unit members of their rights in connection with pupil or teacher-pupil assault incidents, provided bargaining unit members are acting within the terms of this Agreement.
- O. Bargaining unit members shall be free to discuss findings and conclusions in their respective fields or areas of knowledge. New ideas based upon scholarly evidence, contemporary thought, and conflicting opinions among specialists may be discussed in the classroom. It is correspondingly recognized that academic freedom and responsibility exist within the framework of the law, the K-12 setting and the community. A bargaining unit member shall not seek to advance or promote personal, political or religious views in the classroom.

- P. The Association shall have the right to post notices of its activities and matters of concern on faculty bulletin boards, at least one (1) of which will be provided in each school. The Association may use the regular inter-school mail service and faculty mailboxes for communications to faculty personnel.
- Q. Bargaining unit members will be informed by their building administrator of budgetary changes which would affect their program. Bargaining unit members will be given the opportunity to present to appropriate administrators the implications of such changes on their programs. This provision shall not be construed as an attempt to control budgetary matters which are the sole responsibility of the Board; rather, its intent is to improve budgetary communication among teachers, administrators, and the Board.
- R. All teachers will provide lesson plans for substitute teachers. A substitute will be provided for art, music, physical education, special education classroom teachers and special education resource room/teacher consultants when they are absent. Specialists in the foregoing areas shall provide lesson plans for substitutes who are not trained in that discipline.
- S. The faculty may utilize the Day Care facilities at residential rates.
- T. Bargaining unit members agree to comply with policies, rules and procedures as adopted by the Board and administration provided same are consistent with the provisions of this Agreement.
- U. If the Board receives a Freedom of Information Act request concerning materials contained in a bargaining unit member's personnel file, it will notify the Association and the bargaining unit member prior to or at the time of fulfilling the request of the materials requested and if requested by the bargaining unit member, furnish copies of the materials. The Board reserves the right to charge the Association the same amount for copies as it charges the person making the request under the Freedom of Information Act. If other requested materials are not in the personnel file and the bargaining unit member is named in the F.O.I.A. request, then the foregoing shall also apply.

2.3 RECRUITMENT, SELECTION, APPOINTMENT AND CERTIFICATION

- A. The Board will seek to employ well-trained, competent personnel consistent with Article 2.2, Section F who are interested in public education and children. Such personnel will be certified and qualified as set forth in Article 2.5.
- B. Specially certificated personnel possessing a BA or its foreign equivalent may be employed in cases of necessity or where outstanding qualifications are present.
- C. Upon request, the Association will provide bargaining unit members selected by the Superintendent and the Association to interview and recommend prospective personnel. Particular effort will be made to involve the Association in the selection of personnel holding special certificates.
- D. The goal of a balanced staff in each building shall be considered as specified in Section A above in all faculty appointments.

- E. Bargaining unit members who are employed under credentials which have been falsified will be terminated immediately. They will also be liable for any remuneration received.
- F. Patrons of the Okemos School District may be selected by the Superintendent and the authorized representative of the Association to assist in interviewing and recommending prospective personnel.

2.4 ASSIGNMENTS, VACANCIES AND TRANSFERS

- A. Bargaining unit members shall be assigned to positions for which they are both certified and qualified as defined in Section 2.5 of this Agreement.
 - 1. Should a bargaining unit member be assigned to a position for which s/he is not qualified, such assignment shall be temporary and for good cause. Temporary shall be defined as not to extend beyond the current semester.
 - 2. Any assignment that is outside of the certification and qualification standards as defined in Section 2.5 shall require notice to the Association President together with the reasons therefore.
- B.
 - 1. The first step in staffing the educational program in each year shall be through the assignment and/or reassignment of bargaining unit members within a building or department.
 - 2. The second step in staffing will be the assignment and/or reassignment of “displaced” bargaining unit members. A bargaining unit member will be considered “displaced” if his/her position has been eliminated (i.e., the elimination of a program or reduction of a grade) or if s/he is scheduled to return from a leave of absence of one year or longer.
 - a. A list of the “displaced bargaining unit members will be developed and shared with the Association by May 15 of each year.
 - b. The bargaining unit members who are displaced because of the elimination of a program or reduction of a grade will be notified either by letter or by a meeting with administration regarding this change in status by May 15 of each year.
 - c. A bargaining unit member returning from a leave of absence will be assigned to the position s/he vacated, if available. If that position is not available, the bargaining unit member will be considered displaced.
 - d. All anticipated, unfilled positions for the following school year should be listed and shared with displaced teachers and Association by May 15.
 - e. Displaced teachers will submit a list of preferred grade level and/or building for the administrators’ consideration in the placement process. The preferred list shall be submitted to the Deputy Superintendent of Finance and Human Resources within one (1) week of receiving the listing of unfilled positions.
 - f. An opportunity for dialogue, between the principal of the building where the position is available and the interested teacher will be provided, allowing both parties to discuss the appropriateness of the assignment.
 - g. All displaced teachers will be assigned to unfilled positions prior to any posting, as long as s/he is certified and qualified for said position.

- h. Per lay-off language, bargaining unit members who are on lay-off will also be assigned to available positions, prior to posting vacancies, as long as they are certified.
- C. All bargaining unit members shall receive written notice of their tentative assignments at least thirty (30) calendar days prior to the start of the school year. Such written notice shall include the grade level(s), subject matter and the building to which the bargaining unit member is assigned.
- D. After assignments have been made as provided in section B of this Article, any remaining positions shall be considered as vacant and shall be posted and filled in accordance with the provisions set forth herein.
- E. With the exception of those extra-duty positions that are expected to be held by the teacher assigned to the specific classes of band, orchestra and choir, assignments in addition to the regular teaching load including extra-duty positions shall not be obligatory, but will be with the consent of the bargaining unit member. All such positions shall be considered vacant on an annual basis and shall be posted at the end of a sports season or at the end of the school year whichever is applicable. All bargaining unit applicants shall be granted an interview. Said positions shall be filled in accordance with Section 2.4, K.5. The incumbent in the posted extra-duty position will automatically be considered an applicant unless s/he shall notify the building principal/ Athletic Director to the contrary.
- F. Should a bargaining unit member be involuntarily transferred to a different building or reassigned to a different grade level or department, the following procedures shall apply:
 - 1. The bargaining unit member shall have the right to a conference with regard to the reasons for such change prior to the final decision. If after said conference the bargaining unit member is of the opinion that the change was arbitrary or capricious, s/he may file a grievance at Level Two of the grievance procedure.
 - 2. If a transfer to a different building or reassignment to a different grade/department is being considered after written notification of assignments, the bargaining unit member to be affected shall be notified and upon his/her request, a conference will be held within seven (7) calendar days of said written notification. Once a final decision is made with regard to the transfer or reassignment, it shall be in writing, signed by the Superintendent or his/her designee and shall set forth the reasons for the transfer or reassignment. The bargaining unit member who objects to such transfer or reassignment shall have the right to file a grievance at Level Two of the grievance procedure.
 - 3. Transfers or reassignments that are subsequent to August 8 and which require substantially different preparation shall entitle a bargaining unit member to a maximum of two (2) days, six (6) hours per day, at the rate of twenty-two dollars and fifty-five cents (\$22.55) per hour. Substantial shall be defined as an elementary grade level change or middle/high school department change of at least three (3) periods which, in all cases, have not been assigned to the bargaining unit member during the preceding three (3) years. This shall not apply when the transfer or reassignment is pursuant to the bargaining unit member's request for same.

- G. The building administrator will interview bargaining unit members who responded to the posting of a specific vacancy, as well as outside applicants. Bargaining unit members responding to a position posting have the option of including staff members in the interview process. The staff on the interview team will be selected by the building administrator. The committee will act in an advisory capacity, with the administrator making the final hiring decision. The building administrator shall fill the vacancy in accordance with paragraph K of this article.
- H. Bargaining unit members who transferred to supervisory or administrative positions, and who later return to a bargaining unit position, shall retain such rights as they had under this Agreement prior to such transfer. Administrators who were bargaining unit members shall have seniority in accordance with Section 2.5, B-1-b.
- I. When involuntary transfers are necessary, teaching experience in that position or a related position, seniority status, educational and staff needs of the receiving and sending schools and the number of transfers within the previous two (2) years will be the basis for determining which bargaining unit members will be transferred. Where all other factors are equal, the least senior, tenured, bargaining unit member from the sending school, who is certified and qualified, will be transferred, unless the involuntary transfer is being imposed for purposes of remediation to address a concern regarding competency or performance. For purposes of this Article, a transfer shall be defined as a change in assignment to a different building.
- J. For purposes of this Agreement, a vacancy shall be defined as a position in the bargaining unit which the Board intends to fill and for which there are no displaced, qualified teachers, and which was vacated or created for one of the following reasons: newly created, retirement, discharge for cause, abandonment, transfer of a bargaining unit member, leave of absence for one year or longer or resignation.
1. Whenever a vacancy occurs in the bargaining unit and the vacancy is to be permanently filled, the Employer shall post the vacancy in each school building for a minimum of seven (7) calendar days.
 2. The administration shall have the right to fill a vacancy on a temporary basis.
 3. During the summer months when school is not in session, the following procedure in addition to the procedures heretofore, shall be followed:
 - a. Bargaining unit members with specific interests in possible vacancies will notify the Human Resources Office 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 an interest in said position or similar position shall be contacted by the Human Resources Office and notified of the vacancy.
 - c. The bargaining unit member so notified shall have the responsibility to contact the Human Resources Office indicating an interest in said position within three (3) business days of receiving such notification.

4. To accommodate unanticipated enrollment changes, the aforementioned minimum posting period shall be reduced to two (2) business days during the first three (3) weeks of the school year.

K. In filling vacancies the administration shall be governed by the following provisions:

1. Prior to posting any vacancy, displaced teachers will be assigned as set forth in Article 2.4B.
2. Bargaining unit members who work full time shall have preference over part-time bargaining unit members for full time positions. For purposes of this section, a part-time bargaining unit member who voluntarily assumed part-time status after having worked full time shall be considered as full time.
3. Should there be a bargaining unit member on layoff who is certified and qualified for a vacancy, the Employer shall not post such vacancy, but shall recall the laid off bargaining unit member.
4. A bargaining unit member on layoff who has acquired additional certification and/or a new endorsement shall have a right to recall to a vacancy subject only to seniority considerations.
5. If qualifications and other relevant factors are equal, a bargaining unit member will be given preference for a vacancy over an outside applicant. It is understood that relevant factors include, but are not limited to, those factors set forth in 2.3A and in alphabetical order, degrees, educational and staff needs, evaluations, major, minor, seniority, specific area of certification, and teaching experience at grade level or subject area.
6. In an effort to maximize the number and quality of candidates applying for positions within Okemos Public Schools, the Board is not required to create part-time positions or maintain part-time positions from one year to the next.

If a current full time bargaining unit member wishes to be considered for part time status in the following academic year, a request must be submitted to the building administrator no later than March 15. Likewise, if a full time bargaining unit member who voluntarily opted for part time status wishes to return to full time status in the next academic year, a request must be submitted no later than March 15.

2.5 REDUCTIONS IN PERSONNEL

- A. The Association recognizes the exclusive right of the Board of Education to determine if a reduction in personnel is necessary. If a bargaining unit member is part-time and has never had full time status, a reduction in hours shall not constitute a layoff within the meaning of this Article, and such bargaining unit members shall not suffer a reduction in insurance benefit levels for the school year in which the reduction in hours occurred. After that school year, insurance benefit levels will be adjusted. Further, it is recognized that the Association has the right to bargain with the Board of Education concerning the impact of Board-determined layoffs. In accordance with the foregoing rights and obligations, the parties have agreed as follows:

1. Before official action on layoff or reduction of bargaining unit members is taken by the Board, it will give notice to the Association of the contemplated reduction and afford the Association the opportunity to discuss it with the Board. As soon as the names of the bargaining unit members to be laid off are known, a list of such names shall be given to the Association.
2. In the event there is a reduction in the number of counselors, reading specialists or IMC coordinators at the elementary level, the least senior counselor, reading specialist, or IMC coordinator will be reassigned to a teaching position, rather than laid off, provided s/he has sufficient seniority and is certified and qualified.

In the event there is a reduction in the number of counselors, reading specialists or IMC coordinators at the middle school level, the least senior counselor, reading specialist, or IMC coordinator will be reassigned to a teaching position, rather than laid off, provided s/he has sufficient seniority and is certified and qualified.

In the event there is a reduction in the number of counselors, reading specialists or IMC coordinators at the high school level, the least senior counselor, reading specialist, or IMC coordinator will be reassigned to a teaching position, rather than laid off, provided s/he has sufficient seniority and is certified and qualified.

3. Probationary bargaining unit members shall be laid off first unless no displaced tenured bargaining unit members are certified and qualified to fill the position of the probationary bargaining unit members. Probationary teachers shall be laid off on the basis of seniority, certification and qualification. Probationary teachers shall accrue seniority from the last date of hire.
4. In the event it becomes necessary to lay off tenured bargaining unit members, tenured bargaining unit members will be laid off on the basis of seniority, certification and qualification.
5. This layoff procedure shall be subject to the Michigan Teachers' Tenure Act.

B. The term "seniority" as hereinafter used shall be defined as the number of continuous years of employment by Okemos Public Schools.

1. "Continuous service" shall date from the last date of hire with the Okemos School Board. "Last date of hire" shall be defined as the first day of contracted work.
 - a. Continuous service shall not be interrupted by a leave of absence granted pursuant to the provisions of this Agreement.

- b. A layoff shall not interrupt the accumulation of seniority. Except as noted below, a bargaining unit member transferred to an administrative or supervisory position shall retain, but not accumulate, seniority pursuant to 2.4 H. An administrator certified as a teacher hired in Okemos before September 1, 1983 has seniority status as a teacher from the date of employment in the Okemos Public Schools. Administrators not hired from the bargaining unit employed after September 1, 1983 shall not have seniority.
 - c. Part-time bargaining unit members shall accumulate seniority at a full-time rate.
 - d. Resignation, dismissal, abandonment or retirement shall cause the interruption of continuous service and shall result in the loss of all previously acquired seniority.
 - e. In the event two (2) or more bargaining unit members have the same amount of continuous service, the administration shall break ties by using the following criteria in the order stated:
 - 1) Total K-12 teaching experience;
 - 2) Advanced degree(s);
 - 3) Hours beyond a degree(s); and
 - 4) Participation in extracurricular activities
2. The term "certification" as used herein shall be defined by the Department of Education of the State of Michigan.
3. Qualifications shall be defined as follows:
- a. At the K-12 level, the specialized areas of art, music, physical education, counseling and library science, will require certification and/or an endorsement in a specific area. If the State of Michigan recognizes either a major or minor for certification and/or an endorsement, the bargaining unit member shall be deemed qualified.
 - 1) Reading consultants shall have a Masters Degree in Reading Instruction or its equivalent in Language Arts/English with a major emphasis, equal to 18 semester hours or 27 term hours in reading instruction.
 - 2) Music teachers shall be assigned based upon the area of specialization, i.e. vocal and instrumental.
 - 3) Exploratory classes at the sixth grade level shall be an exception to the above.
 - 4) Teachers instructing students in swimming, water safety or the use of the District's pools shall hold a valid Life Guarding Certificate as issued by the Red Cross and shall meet such other requirements as may be established by the Department of Health.

Bargaining unit members assigned to such programs shall also have received the appropriate training in first aid and CPR.

- b. In grades 9-12, qualified shall be defined as possessing the requisite certification satisfying North Central Accreditation requirements and satisfying the requirements needed to be a highly qualified teacher under the No Child Left Behind Act/Elementary and Secondary Education Act (NCLBA or ESEA). A bargaining unit member shall be assigned in his/her major or minor field of study, unless this would contravene the provisions of the NCLBA pertaining to highly qualified teachers.
- c. For Teachers that are certified for all subjects in grades 6, 7 and 8, qualified shall mean that the teacher is a highly qualified teachers under the NCLBA/ESEA. A teacher shall be assigned in his/her major or minor field of study unless assigning the teacher to the minor field of study contravenes the provisions of the NCLBA/ESEA pertaining to highly qualified teachers. All other Teachers must satisfy certification requirements.
- d. In grades K-5 qualified shall be defined as possessing the requisite certification and satisfying the provisions of the NCLBA/ESEA pertaining to highly qualified teachers.
- e. It shall be the bargaining unit member's responsibility to maintain current transcripts, certification, authorization and/or endorsements with the Employer.
- f. Where statutes provide for the valid employment of non-certified teachers in certain teaching positions, the statutory reference authorizing employment will be honored.
- g. A teacher must possess Montessori certification to be deemed qualified for the Montessori program.
- h. The NCLBA/ESEA provides different ways for a teacher to be considered a highly qualified teacher. The Board and Association will work together to inform bargaining unit members about their options.
 - 1) It is agreed that the timeline for satisfying the requirements needed to be a highly qualified teacher under the NCLBA depends upon when the bargaining unit member commenced employment. Bargaining unit members hired on or after the beginning of the fall semester of 2002 must be highly qualified immediately and other bargaining unit members must be highly qualified by the end of the 2005-2006 school year.

- C. Notification of layoff shall be in writing and shall either be personally delivered and signed for by the bargaining unit member or sent by registered or certified mail to the bargaining unit member at the last known address, as shown on the records of the Human Resource Office. Such notice will be delivered by July 15th for layoffs effective with the next school year or December 1 for layoffs effective at 2nd semester. Every effort will be made to notify bargaining unit members of layoffs prior to indicated dates, if specific knowledge of employment status exists. Any layoffs effectuated under the terms of this Agreement shall occur at the beginning of a school year or at the beginning of a semester except where bargaining unit members are required to be laid off to honor a return from leave of absence or pursuant to an arbitration award. Notification of layoff shall not be required where bargaining unit members have been notified that their work is unsatisfactory and that their contract will be terminated. Additionally, notification shall not be required for a bargaining unit member on a leave of absence at the time of layoff. Notice of a change in status will be returned to the bargaining unit member following receipt of notification of his/her intent to return to work.
- D. Any layoff pursuant to this Article shall automatically terminate the individual employment contract with the bargaining unit member and shall suspend for the duration of the layoff, the Board's obligation to pay salary or fringe benefits for any laid off bargaining unit member, individual or supplemental employment contract as well as benefits under the collective bargaining agreement except that the bargaining unit member shall receive the prorated portion of the twelve-month insurance year earned through the last day of employment. Further, the individual employment contract executed between each bargaining unit member and the Board is subject to terms and conditions of this Agreement. It is intended that this Article take precedent over and govern the individual contract and the individual contract is expressly conditioned upon this Article.
- E. Bargaining unit members on layoff status will be recalled in reverse order of layoff to fill vacancies as they arise, provided that the bargaining unit member is certified and qualified to fill the position.
1. The Board shall give written notice of recall from layoff by sending a registered or certified letter to his/her last known address or by personal contact with the bargaining unit member. It shall be the responsibility of the bargaining unit member to notify the Board of any change in address.
 2. If a bargaining unit member fails to report for work as indicated in the recall notice within ten (10) calendar days from the receipt of the recall notice or within fifteen (15) calendar days of the postmark of the notice, the bargaining unit member shall be conclusively considered a voluntary quit and shall thereby terminate his/her individual employment contract and any other employment relationship with the Board of Education. Exceptions to the notice or termination provisions may be granted in writing at the Board's discretion.
 3. Any probationary bargaining unit member who refuses recall when offered a position equivalent to that occupied prior to the effective date of layoff, shall forfeit all rights to future recall and his/her name shall be stricken from the recall list. Probationary bargaining unit members' names will be retained on the recall list for a period not to exceed three (3) years. Thereafter, a bargaining unit member shall lose all rights to recall.

4. Any tenured bargaining unit member shall lose his/her right to recall when offered a position equivalent to that occupied prior to the effective date of layoff and s/he refuses such position; provided, however, said bargaining unit member is not under contract with another public school in the state of Michigan. If s/he is under contract with another public school in the state of Michigan at the time of recall, s/he shall retain his/her right to recall to a position for which s/he is certified and qualified for the balance of the school year. If s/he thereafter enters into a contract with another public school in the state of Michigan without the consent of the administration of the Okemos Public Schools, s/he shall forfeit his/her right to recall. If consent is granted by the administration, it shall be given in writing, a copy of which shall be provided to the bargaining unit member as well as to the Association. If consent is granted, the bargaining unit member shall be retained on the recall list until the consent is revoked in writing to both the bargaining unit member and the Association.
- F. A tenured bargaining unit member on layoff who acquires additional certification and/or a new endorsement shall have the right to displace a probationary bargaining unit member effective the first working day of the ensuing school year after thirty (30) calendar days written notice to the Employer that the requirements for such certification and/or endorsement have been completed. The administration will provide a form (Appendix A) for completion by bargaining unit members who are working toward additional certification and/or a new endorsement. Bargaining unit members will return the completed form to the administration at the time of course enrollment. In appropriate cases, failure to return the form in a timely manner may subject a bargaining unit member to delay with respect to his/her return to a position. The bargaining unit member shall be required to present an acceptable written document of the additional certification and/or new endorsement acquired by the bargaining unit member.
- G. The Employer shall develop a seniority list by December 1 of each school year and provide for the posting of said list in each of the buildings in the District. A copy of said list shall simultaneously be forwarded to the Association President.
- H. No new teacher shall be employed by the Board while there are bargaining unit members who are on the recall list unless there are no bargaining unit members on the recall list who are certified and qualified to fill the vacancy or vacancies.

2.6 **TENURE AND NON-TENURE POSITIONS**

- A. The Board will operate under the Michigan Teacher Tenure Act (Act #4 of the Public Acts of the Extra Session of 1937, as amended).
- B. Bargaining unit members do not acquire tenure in the following positions. However, after satisfactory completion of the probationary period, all certificated personnel in these positions will be granted continuing tenure as classroom teachers.
 1. Counselors
 2. Coordinators of Instructional Material Centers
 3. Reading Specialists
 4. Any other certified teacher employed other than as a classroom teacher

- C. School psychologists and school social workers, as well as the positions listed in B above, will not be subject to sections of the contract that conflict with the nature of their services.
- B. Assignment to extra-duty positions and extra pay for extra week assignments terminate at the end of each fiscal year and shall not constitute a tenure payment or a tenure assignment to the position and salary listed.

2.7 SUSPENSION - TERMINATION

- A. Suspension shall be interpreted to mean temporary removal until the situation that exists can be reviewed and considered. Suspension may also be a form of discipline with or without pay in accordance with Section 2.6 A. of this Agreement.
- B. Termination of service shall be interpreted to mean the end of the contractual relationship between the Board and bargaining unit member as provided under the Michigan Tenure Act.

2.8 EVALUATION

- A. It shall be the administration's responsibility to evaluate the bargaining unit member's performance.
 - 1. All monitoring or observation of the work of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address, or audio system, and similar surveillance devices shall be strictly prohibited.
 - 2. If the Board fails to follow any procedure in this Agreement or those procedures and guidelines specified in the "Framework for Professional Practice and Teacher Evaluation Process" with respect to evaluation, bargaining unit members may have recourse through the grievance procedure.
 - 3. Counselors, social workers, psychologists, speech and language therapists, and special education program specialists will be evaluated in accordance with the "Revised Framework for Student Service Professionals." The forms can be found on the "G" or Global drive in the Specialist Evaluation Folder.
- B. Teacher Evaluation
 - 1. Probationary teachers shall be evaluated once each year. The procedures and forms are set forth in Track I of the "Framework for Professional Practice and Teacher Evaluation Process." The pre-evaluation conference will be completed within twenty-five (25) school days from date of hire and a pre-evaluation conference form completed. The non-tenured teacher will complete an Initial Self Assessment prior to the pre-evaluation conference. The pre-evaluation conference shall include a review of the Self Assessment, providing a source of information to initiate dialogue between the administrator and teacher on potential areas of focus for the Individualized Development Plan. The administrator and the individual teacher will formulate an individual development plan.

The year-end written evaluation and conference shall be completed by March 15 for those whose date of hire is the first day of the school year. It shall include at least an assessment of the teacher's progress in meeting the goals of his/her or her individual development plan. For teachers hired other than on the first day of the school year or in case of excessive absences or leaves of absence, these dates shall be adjusted accordingly. Notice of such adjustment shall be sent to the administrator and teacher at the same time.

2. Tenured teachers will be evaluated once every third year unless greater frequency is deemed necessary by the teacher or administrator. All procedures and forms are contained within Track II of the "Framework for Professional practice and Teacher Evaluation Process" document. The forms can also be found on the "G" or global drive in the Teacher Evaluation Folder. Tenured teachers who are being evaluated must complete a Self Assessment Worksheet prior to the end of September. An initial planning meeting with the supervising administrator will be held no later than October 1 to review and discuss the completed Self Assessment and collaboratively identify possible goal areas. The teacher will develop a written Professional Growth Plan and submit it to the administrator for approval by October 15. The teacher and administrator will have a Summative Evaluation Conference no later than June 1, at which time the teacher will bring the completed Summative Evaluation Form for approval and signature.

C. Classroom Observations

1. Two (2) formal classroom observations equal to 30 minutes or more shall be completed within sixty-five (65) school days from date of hire for probationary teachers. One (1) additional observation shall be made within one hundred twenty (120) school days from date of hire. This procedure shall be followed each probationary year with the time line beginning from the first teaching day of the school year.

There shall be at least sixty (60) calendar days between two (2) of the observations.

2. Prior to each formal observation, the teacher will complete a Single Lesson Plan form and submit it to the administrator.
3. Written summaries of each classroom observation will be provided to the teacher within five (5) working days of the formal observation. A conference regarding the observation may be held at the request of either the teacher or the principal.

All forms are contained within the "Framework for Professional Practice and Teacher Evaluation Process" document. The forms can also be found on the "G" or global drive in the Teacher Evaluation Folder

D. Procedures – Specific Professional Development (Track III of "Framework for Professional Practice and Teacher Evaluation Process")

All procedures and form are put forth in the "Framework for Professional Practice and Teacher Evaluation Process." The forms can also be found on the "G" global drive in the Teacher Evaluation Folder.

1. **Formal Process:** In the case of a less than satisfactory performance based upon written observations of a teacher, the following procedure shall be implemented. At each step the teacher may be accompanied by an Association Representative selected by that teacher, or the administrator may request the presence of an Association Representative through the Association.

- a. Step 1. Informal discussion

The administrator and teacher shall informally discuss perceived problems. The informal discussion period shall not exceed twenty (20) school days.

- b. Step 2. Identification of areas needing improvement

In the event that Step One does not result in a satisfactory resolution, the evaluator shall provide a written identification of the problem and expectations for improvement in performance based on classroom observations, and/or other identified problem areas with colleagues, students, or parents. This written statement shall be discussed with the teacher within five (5) school days of its receipt.

- c. Step 3. Preparation of an Individualized Development Plan

The evaluator and teacher will develop a written plan that will assist the teacher in improving the identified problem areas. This plan will be developed within ten (10) school days after the discussion described in Step 2. The individualized development plan must include a plan for the school administrator to conduct performance evaluations based upon at least two (2) classroom observations at least sixty (60) days apart.

- d. Step 4. Implementation of an Individualized Development Plan

The evaluator will assist the teacher in implementing the Individualized Development Plan. The Association Representative may also assist with this implementation. The following are some suggested methods to assist in improvement.

- 1) Workshops, agreeable to both parties, that would provide assistance in identified problem areas.
- 2) Teacher observations of other classrooms, within or outside the District, as agreed by both parties.
- 3) Discussions with colleague(s) or resource persons regarding the teacher's identified problem areas and the plan for improvement.
- 4) Communication between the teacher and administrator concerning new programs, research, and ideas that relate to identified problem areas.
- 5) Development of goals relating to problem areas.

- 6) Enrollment in appropriate college courses.
- 7) Utilization of contractual inservice time.
- 8) Use of a questionnaire to determine student perceptions. In the event it is agreed by both parties to use a questionnaire, the questionnaire and the material results of same after being shared with the administration and shall be retained solely and exclusively by the bargaining unit member.

e. Step 5. Monitoring progress and providing feedback

- 1) The evaluator and teacher shall meet monthly or more frequently upon mutual agreement to discuss the teacher's progress. The evaluator shall provide a written summary of these meetings within five (5) school days of each meeting. Both parties shall sign this summary and the teacher may attach a written statement.
- 2) At least two (2) formal observations will be completed. Two of these observations must be at least sixty (60) days apart. Prior to each formal observation, the teacher will complete a Single Lesson Plan form and submit it to the administrator. A written summary of each classroom observation will be provided to the teacher within three (3) working days of the formal observation. A conference regarding the observation may be held at the request of either the teacher or the administrator.
- 3) The final report shall be submitted to the Superintendent no later than six (6) months after Step 1 of this process has been implemented. The written individualized development plan and the monthly reports shall be attached to the final report. If the report contains any information not previously made known to and discussed with the probationary teacher, the teacher shall have an opportunity to submit additional information to the Superintendent. In the event a teacher is not continued in employment, the Board will advise the teacher of the reasons therefore in writing, with a copy to the Association. Refusal to offer or renew a contract may be grounds for a grievance.

2. **Informal Process – Improvement Plan** When an administrator has knowledge of a matter(s) and determines that such matter(s) adversely reflects on the bargaining unit member so as to warrant an improvement plan, s/he shall bring same to the bargaining unit members attention. In so doing, the administrator will offer the bargaining unit member the following options:

- a. The bargaining unit member may elect an informal improvement plan. In the event the bargaining unit member elects the informal improvement plan, any one of the following may occur:
 - 1) The goal(s) may be achieved in which case the bargaining unit member will be returned to the three (3) year rotation cycle for evaluation.

- 2) There may be progress toward the goal(s) but if same is insufficient, the bargaining unit member may be continued on the improvement plan and informally evaluated in the following school year; or
- 3) There may be insufficient or no progress toward the goal(s) in which case same shall warrant an Individualized Development Plan (IDP). An IDP shall require a formal evaluation pursuant to Section 2.8.D of the Master Agreement.

b. In the alternative, the bargaining unit member may elect to be formally evaluated pursuant to Section 2.8 of the Master Agreement.

- E. Notwithstanding the provision at Section 2.2.G of the Master Agreement, an informal evaluation pursuant to an improvement plan shall not require the administrator to reveal the complainants name(s) except as a complainant may agree.
- F. In all cases when a bargaining unit member is being formally evaluated pursuant to Section 2.8 of the Master Agreement, Section 2.2.G of same, shall govern thereby allowing the bargaining unit member to defend against potential tenure charges.
- G. General guidelines and forms regarding the Improvement Plan and the Individualized Development Plan (IDP) are set forth in Track III of the "Framework for Professional Practice and Teacher Evaluation Process." The forms can also be found on the "G" or global drive in the Teacher Evaluation Folder.
- H. The Administration may use an outside specialist as an advisor or observer provided there is good cause. In all such cases, the Association and the bargaining unit member shall be notified together with the reasons therefore in writing.

2.9 **MENTOR TEACHERS**

- A. A Mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the School Code and State Administrative Rules and Regulations.
- B. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned one or more Mentor Teacher(s) by the Administration. The Mentor Teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a collegial fashion.
- C. A Mentor Teacher shall be assigned in accordance with the following:
1. Participation as a Mentor Teacher shall be voluntary.
 2. The Mentor Teacher assignment shall be for one (1) academic year subject to review. The appointment may be renewed in succeeding academic years.

3. Should either the Mentor Teacher or the Mentee present cause to dissolve the relationship, the administration will meet with the Mentor Teacher and the Mentee to determine an appropriate course of action.
- D. Upon request, the Administration may provide release time so the Mentor may work with the Mentee in his/her assignment during the regular work day.
- E. Mentees shall be provided with a minimum of fifteen (15) days (at 2 1/2 hours each) of professional development instruction during their first three (3) years of classroom teaching.
- F. Performance responsibilities of a Mentor Teacher may include but not be limited to:
Work to establish a relationship with Mentee based on mutual trust, respect and collegiality; provide encouragement, support, guidance and feedback when needed; help Mentee feel welcome; take part in training to enhance teaching and mentoring skills; complete periodic evaluations of Mentor-Mentee program, as requested; contact mentees, minimally once a week, for formal or informal meetings; help Mentee learn about resources, procedures, curriculum, students' needs, building and district policies, regulations and schedules; promote a smooth transition between teacher training and the actual classroom setting; facilitate three-way conferences involving the Mentor, Mentee and Principal; provide opportunities for Mentee to observe the Mentor and other teachers; share new and alternative materials, methods and resources with Mentee; observe Mentee's teaching in a classroom setting; conduct pre and post observation conferences; and assist Mentee with goal setting.
- G. Classroom teachers who serve as mentor teachers shall be compensated an annual amount equal to one percent (1%) of their annual contracted salary as set forth at Article 5.2 Salary Schedule for each mentee.
- H. Teachers new to the Okemos Public Schools, but with prior teaching experience, will receive a paid mentor teacher for one year. The stipend will be the same as it is for current mentor teachers, 1% of their annual contracted salary as set forth at Article 5.2 Salary Schedule for each mentee.

3.1 **CLASS SIZE**

- A. The Board shall make a great effort to ensure that:
 1. Kindergarten shall have a class size not to exceed twenty-five (25) students. Should a kindergarten class size reach twenty-one (21) students, a classroom aide shall be added.
 2. First and second grades shall have a class size not to exceed twenty-five (25) students.
 3. Grade 3 shall not exceed twenty-seven (27) students.
 4. Grades 4 and 5 shall not exceed twenty-nine (29) students.
 5. Combination classes shall not exceed twenty-one (21) students.

6. The total student load shall not exceed 180 at the middle school for those teachers who teach six class periods and shall not exceed 150 for those teachers who teach five class periods or 150 at the high school, with no single class at either building exceeding 30 students.

Should all like classes at the middle school(s) and high school be at the above-stated maximum, students shall be placed within a class or subject area provided that such placement shall not exceed the teacher's total student load set forth above.

Should a 6 – 12 grade academic classroom exceed 30 students under provision 3.1 A5 of the master agreement, the teacher will be given the option of a classroom aide equivalent to the amount of actual class time per day.

7. Word processing and physical education classes shall not exceed 110% of the above per class maximums, with total student load not exceeding 198 at the middle schools or 165 at the high school.
8. Writing classes at the high school shall not exceed 23 students.
9. The disparity in class size between the same course offered the same hour at the high school will not exceed four (4) students. The necessary adjustments will be made up to, but not including, the first student day of the school year. Once the school year begins, disparity will only be addressed in the case of students adding specific courses.
10. Section A does not apply to performing music classes.
11. Whenever possible, categorized special education students shall be evenly distributed when placed in general education classrooms, except where an unequal distribution would be in the best interest of the student. Special services and support personnel shall be available to the classroom teacher to help meet the educational needs of the students who are mainstreamed.
12. Montessori shall have a class size not to exceed 27 students. Such classes will consist of three (3) grade or age levels in a multi-age setting. Montessori classes shall have a maximum of two (2) paraprofessionals per classroom unless otherwise required by law or regulation.

B. A special education student who is mainstreamed into a regular education classroom at least fifty percent (50%) of the time shall be counted as a student in all classes into which s/he is mainstreamed.

C. A bargaining unit member who teaches in a laboratory or classroom where hazardous equipment and materials are to be used shall notify the building principal when and if the number of teaching/learning stations will not allow a student(s) to perform the work required with the provided equipment and materials in a safe manner.

D. If class size exceeds the stated maximums at the elementary level, the following provisions shall apply:

1. If class size exceeds the stated maximums by five (5) or more students five (5) instructional days following the Friday after Labor Day, a second class, or a multi-age class, will be established.
2. If class size exceeds the stated maximums by less than five (5) students, a paid teacher aide will be hired within five (5) instructional days of the maximum being exceeded.

Building principals, the classroom teacher, an Association Representative, counselor, and Superintendent, or his/her designee, will act as a basic review board, but may call upon any or all other related resource personnel to present information upon which to make a decision. This review may be initiated by any member of the review board.

- E. No bargaining unit member assigned to grades 6-12 will be required or expected to have more than three (3) different class preparations unless s/he so desires. A class is defined as a given course outlined in a subject area.

3.2 TEACHING HOURS

- A. Bargaining unit members shall be available for evening conferences and shall initiate contacts with parents or their students to arrange for such conferences.
- B. The normal day for bargaining unit members shall be considered as those hours required to perform their professional teaching duties, whether they be before, during, or after the student day.
- C. Pupil/teacher contact time shall not exceed 1,675 minutes per week during the term of this Master Agreement commencing with the 2005-2006 school year. Should the Board contemplate a reduction(s) in program(s) due to financial considerations, the parties shall meet to explore alternatives prior to exceeding the pupil/teacher contact maximum herein. Instructional hours/minutes are set forth in detail in Letters of Agreement attached to this Agreement.
 1. In the event a recalculation of teaching hours is necessary to achieve full foundation allowance, the parties shall promptly meet to revise student contact time without additional cost to the District except as otherwise agreed.
- D. Elementary Teaching/Preparation/Recess
 1. The building principal and the Art, Music and Physical Education teachers shall collectively develop their schedules for each building. Final approval of said schedules shall rest with the building principal.
 2. The daily schedules of Art, Music and Physical Education teachers who are assigned to more than one (1) building, shall reasonably accommodate the requisite travel time.
 4. Art, Music, and Physical Education teachers will receive thirty (30) minutes within each instructional day as a planning/conference period.

5. Elementary Vocal Music and Physical Education Teachers are full-time teachers when assigned between forty (40) and forty-four (44), thirty-one (32) minutes sections a week. Elementary Art teachers are full-time teachers when assigned between twenty-three (23) and twenty-five (25) sections a week. Each section includes forty-five (48) minutes of instruction and fifteen (15) minutes of clean-up time.

Further, the parties agree on the following:

- a. In calculating part-time percentages, forty-two (42) will be utilized as the denominator for vocal music and physical education; twenty-four (24) will be utilized as the denominator for art.
 - b. It is understood that vocal music and physical education consist of thirty-one (31) minute sections; art consists of 48 minutes sections with students.
 - c. Administration will make a concerted effort to assign fewer than the maximum number of sections to those art, vocal music and physical education specialists who are assigned to more than one building in a particular school year. In the event the maximum number of sections for full time status must be assigned, a conversation between the Deputy Superintendent and the affected teacher will be initiated and the rationale explained.
 - d. Refer to the Letter of Agreement on page 81 regarding further definition of elementary planning time.
5. Elementary Classroom Teachers assigned to one (1) Kindergarten class shall be provided an average of 165 minutes of release preparation/conference time during the student instructional day each week. Teachers in grades 1-5 shall be provided an average of 265 minutes of released preparation/conference time during the student instructional day each week.

Averages of preparation/conference times are set forth in Letters of Agreement set forth in this agreement.

6. The Administration shall be free to schedule recesses on a building-wide basis, in consultation with the faculty. Pupil/teacher contact time shall include the time required for pupils to pass between classes and elementary recess periods as permitted by law.
- E. Secondary Preparation/Conference Time. Bargaining unit members assigned to grades 6-12 shall be provided one (1) class period per day, or its equivalent within the student instructional day, for preparation/conference time or other matters upon mutual agreement between the staff and administration. Part-time bargaining unit members will receive a prorated amount of prep time.
 - F. To ensure student safety during the arrival and departure of buses, bargaining unit members shall supervise students before and after the school day according to a schedule agreed upon by the principal and the staff. The staff decision-making process shall be employed to establish this schedule and apportion assignments. Such supervisory tasks shall normally not exceed fifteen (15) minutes daily.

- G. When buildings adopt programs that deviate from the traditional normal instructional schedules, same shall be subject to negotiation between the parties.

3.3 **MONTESSORI PROGRAM**

If there is a vacancy in the Montessori program and a bargaining unit member, who is acceptable to the employer, desires to be employed in the vacancy, the Employer will reassign the bargaining unit member, rather than hire an outside applicant. The Employer shall also have the discretion to choose between competing bargaining unit member applicants. The Employer will pay the cost for the training to obtain Montessori certification of a bargaining unit member who is selected for the position. In addition, the bargaining unit member will receive a maximum of a \$1,500.00 stipend for reimbursement of expenses associated with the training (e.g., travel, lodging). To be eligible for employment in a vacancy in the program, a bargaining unit member must commit to being employed in the program for at least two years. If the bargaining unit member fails to fulfill this commitment, the bargaining unit member shall reimburse the Employer for the cost of the training and the expenses paid by the Employer. If the District discontinues the program before the two-year commitment is fulfilled, no reimbursement is required of the employee.

Montessori class size is addressed in Section 3.1 A.11 and Montessori qualifications are addressed in Section 2.5 B 3.g.

The District will establish an advisory committee composed of teachers, administrators, and parents to make recommendations to the Superintendent of Schools regarding the Montessori program. The Okemos Education Association will select the teacher representatives to serve on the committee.

3.4 **CALENDAR DEVELOPMENT**

A. A District Advisory Committee shall be established as follows:

1. The Committee shall be composed of one (1) bargaining unit member from each elementary building, two (2) bargaining unit members from each middle school, and two (2) bargaining unit members from the high school, one (1) building principal from the elementary level and one (1) from each middle and high school, all of whom shall be selected in accordance with the respective parties' procedures; as well as the Assistant Superintendent and the Okemos Education Association President or their respective designees.
2. Committee charges shall include review and recommendation to the Superintendent regarding the following:
 - a. Fall and spring parent/teacher evening conference schedule that is proposed by each of the building's decision making body;
 - b. Proposed new courses for the high school and middle schools;
 - c. New textbook adoptions;
 - d. National conference attendance requests;
 - e. The content of district wide inservices;
 - f. Additional items as mutually agreed upon by the Okemos Education Association President and the Assistant Superintendent for Instruction or their respective designees.

B. The calendar(s) shall be developed by the respective parties' negotiating teams incorporating:

1. The calendar will include professional days provided that there is sufficient instructional time accrued to meet the minimum number of instructional hours and days as required by law to receive the full per pupil foundation allowance.
2. The number of Professional Development days scheduled will meet the requirements set forth by the State of Michigan School Code.
3. The Association may make a recommendation for the Board's consideration of the opening day of school for each year.

C. Parent/teacher evening conference schedule development:

Each building's decision-making body shall submit its proposal concerning parent/teacher evening conference schedule to the District Advisory Committee not later than September 20 and January 20 of each year of this Agreement. The proposal shall contain:

1. Which evenings have been established by the building decision making body for conferencing with parents.

2. The time frame within which each building proposes to conduct parent/teacher conferences.
3. Any supporting rationale for the building's proposal with respect to the foregoing and as determined by the building's decision-making body.
4. The proposal shall accommodate bargaining unit members who are teachers/parents within the District.
5. Each building's decision-making body shall determine and include as part of its plan, the procedures that are to be observed for specialists, i.e., Music, Art, Physical Education and educational consultants during the evening parent/teacher conference schedule.
6. Except as provided in Section 5 above, no bargaining unit member shall be required to remain in any building during an evening parent/teacher conference schedule when s/he can demonstrate that s/he has complied with the provisions of Section 3.2 B of the Master Agreement.
7. All proposals for the evening parent/teacher conference schedules shall comply with the terms and conditions of the Master Agreement and District policy and regulations.
8. The District Advisory Committee shall approve or return the proposed parent/teacher evening conference schedule(s) by the end of September and the end of January in each year of this Agreement.

D. In addition to the foregoing professional days, parent/teacher conferences shall be scheduled over a consecutive two (2) week period. Within said period there will be three (3) evening conference periods and one (1) afternoon conference period. For each evening conference session, teachers will receive a half (1/2) day of compensatory time to be determined by the established school calendar. The parents of each child shall be assured the opportunity of at least two (2) parent/teacher conferences per year.

The actual schedule for evening parent/teacher conferences shall be established through each building's decision-making process.

1. Because full-time kindergarten teachers have two (2) sections of kindergarten, principals will make allowances for the additional parent/teacher conferences. Additional conference schedules will be established for the kindergarten class with the smaller number of students in accordance with the following:
 - a. Two (2) additional conference schedules will be established for a class size of seven (7) to twelve (12) students;
 - b. Three (3) additional conference schedules will be established for a class size of thirteen (13) to seventeen (17) students; and
 - c. Four (4) additional conference schedules will be established for a class size of more than seventeen (17) students;
 - d. Any and all conference schedules that are established shall be equal to two and one-half (2.5) hour blocks of time;

- e. A conference schedule may be established either during or after the student instructional day. Where a conference schedule is established after the student instructional day, the teacher will be entitled to two and one-half (2.5) hours of compensatory time. Where substitute teachers are hired, the regular classroom teacher shall provide lesson plans.
- f. The dates and times for all additional conference schedules will be mutually agreed upon between the building administrator and the kindergarten teacher.
- g. Compensatory time shall be used in the same school year in which it is earned. The date(s) on which compensatory time will be used requires the building administrator's approval.

- 2. Where other teaching and extra-curricular duties for the Okemos Public Schools conflict with parent/teacher conference schedules, the teacher shall provide sufficient alternate time for parent/ teacher conferences within two (2) weeks of said schedule and shall, with the approval of the building principal, inform the parents of an alternate conference date.
- 3. In cases of emergency, principals, with the approval of the Assistant Superintendent, may approve alternate arrangements. The bargaining unit member requesting alternate arrangements shall do so in writing and specify the reason(s) for the change.

E. For purposes of this Article, inservice shall be defined as training or workshops that are provided by the District in connection with the educational program and/or the enhancement of educational skills.

F. Inservice which exceeds the number of days as set forth herein will be kept to a minimum in order to preserve student/teacher continuity.

G. Calendars are incorporated into this Agreement as Appendix B. The 2005-06, 2006-07, 2007-08 calendars shall consist of the following "teacher work days":

1.

174	Student Days
3	Professional Development Days
3	Parent Teacher Conferences (Comp Days)
2	Planning Days
182	Total Days

- 2. In addition, teachers shall have two (2) independent professional development days (12 hours) to be documented.
- 3. The two (2) half-day record days/parent/teacher conference days for K-8 teachers are work days which occur in November and March of each academic year.
- 4. At least two (2) of the scheduled professional development days will be planned at the building level and emphasize curriculum.

3.5 SCHOOL IMPROVEMENT/PROFESSIONAL DEVELOPMENT

- A. Recognizing the importance of continuing to provide a quality education for all Okemos students, the Board is committed to the concept of continuing professional growth for teachers. Bargaining unit members will have opportunities to participate in a variety of educational activities designed to promote professional growth as it relates to building school improvement goals and the bargaining unit member's professional responsibilities.
- B. The Board will allocate one hundred and fifty dollars (\$150.00) for each full-time equivalent bargaining unit member in each year of this Agreement to fund School Improvement Goals as described herein.
 - 1. Each building's decision making body shall establish a process whereby funds will be allocated for staff development toward achieving the goals in each building's three (3) to five (5) year School Improvement Plan.
 - 2. The funds may be used for speaker honoraria, training, conference and/or workshop participation as well as the cost of substitute teachers.
- C. The Board will allocate one hundred fifty dollars (\$150.00) for the 2005-2008 school years for each full-time equivalent bargaining unit member to fund the professional growth requests of individual bargaining unit members.
 - 1. Each buildings decision-making body shall establish a process whereby funds will be allocated for conference attendance for individual bargaining unit members.
 - 2. Such requests need not conform to the building's School Improvement Plan.
 - 3. The cost of substitute teachers shall be included in the allocation of funds.

3.6 EDUCATIONAL DEVELOPMENT PROGRAM

- A. The educational development programs are for the purpose of District and personal improvement through participation in well-planned and well-executed professional activities. Bargaining unit members who are interested in working on additional educational program development may request to be involved in curriculum studies, workshops and other jointly planned activities.
- B. These programs will be conducted during the summer and on such days as cooperatively planned by the personnel involved and approved by the Board.
- C. The workday for said programs will be planned in accordance with project development needs. In any one day, the work time will not exceed eight (8) hours excluding lunchtime.
- D. Teachers will be selected by mutual agreement of individual bargaining unit members and the administration involved in the specific program.
- E. The workshop education programs are not considered a part of the contract year. Compensation shall be at the same rate of pay as substitutes are paid.

- F. In those instances where university credit is extended for activities of an educational development program, participants who elect to accept credit will pay their own university fees.
- G. Faculty members will be involved in the planning, operation and evaluation of these educational development programs via the District Advisory Committee.

3.7 **STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board and the administration recognize their responsibility to give all reasonable support and assistance with respect to the maintenance of control and discipline.
- B. Each bargaining unit member, however, bears the primary responsibility for maintaining proper control and discipline. In exercising his/her responsibility, a bargaining unit member shall assure that all disciplinary actions and methods invoked are reasonable and just.
- C. If, after the full exercise of his/her responsibility as set forth in paragraph B, the bargaining unit member still feels that the student's behavior is disruptive to the learning process, the bargaining unit member may send the student to the principal's office for further disciplinary action by the principal.
 - 1. If a student is sent to the office, the teacher will notify the office in advance of releasing the student; and further, will promptly inform the principal of the reasons therefore on forms provided by the administration.
 - 2. It shall be the principal's responsibility to confer or otherwise communicate with the bargaining unit member prior to returning the pupil to the classroom and after appropriate discipline is administered.
- D. Rules and regulations concerning student discipline, suspension and expulsion will be inserted into the student and teacher handbooks or otherwise published and distributed to the school community in the Fall of each school year. The foregoing shall apply to any and all subsequent changes in said rules and regulations.
- E. Bargaining unit members may use reasonable force to protect themselves or to protect others from bodily injury.
- F. The manner in which student behavior is to be monitored in the common areas of a building between classes or to and from lunch will be addressed through each building's decision-making process. Any resulting plans shall be subject to the approval of the Assistant Superintendent.
- G. A Student Discipline Committee shall be composed of two (2) teachers each from the elementary, middle school and high school levels, an equal number of administrators from each level and one (1) Central Office administrator. The purpose and function of the committee shall be to review and suggest modifications in the disciplinary procedures for students upon the written request of either party to this Agreement.

- H. Discipline is the guidance of pupil conduct, calculated to develop self-discipline in accordance with socially accepted conduct. The Board believes that through cooperative action with parents, it has the responsibility for the disciplinary conduct of its pupils while on school premises, in proximity to school premises, on school buses and in school-related activities.

The Board expects all staff to exercise sound professional judgment when employing discipline to promote adequate pupil behavior. Every staff member has both the right and the obligation to correct the misbehavior of any pupil in the halls, outdoors, or on the playground. Any action taken to prevent a breach of discipline shall be reasonable and appropriate for the purpose of maintenance of discipline, including the use of physical force. Physical force shall not be used for an accumulation of breaches of discipline.

- I. The Board will give support and protection, legal or otherwise, to staff who properly perform their respective responsibilities in the maintenance of discipline.

3.8 GENERAL WORKING CONDITIONS

- A. Bargaining unit members shall have access to teacher workrooms and classrooms before and after the student instructional day provided custodians are on duty.
- B. When mechanical difficulties arise and/or when other conditions adversely affect a school building and/or classroom environment, including but not limited to, loss of heat, loss of water or electricity, the necessary repairs shall be completed as soon as reasonably possible.
- C. Teachers shall have access to telephones for teacher's use.
- D. When a bargaining unit member moves from one room to another or from one building to another, maintenance services shall be provided to move any equipment, materials and/or supplies to the new location.
- E. All conditions of employment, including teaching hours, extra compensation for work outside regular teaching hours, relief periods, leaves and general working conditions shall be maintained at not less than that provided in this Agreement, provided that such conditions shall be improved for the benefit of bargaining unit members as required by the express provisions of this Agreement.

3.9 SERVICES TO STUDENTS WITH A HANDICAP

- A. It is agreed that addressing the implementation of the least restrictive environment is legally mandated and of critical importance. It is also recognized that to 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 Individualized Education Plan and attending to the educational needs of special education students assigned to the teacher's class.

1. Any bargaining unit member or selected bargaining unit member who will be providing instructional or other services to a student with a handicap in a regular education classroom setting shall be invited, in writing, and shall attend the Individual Educational Planning Committee meeting for students enrolled in regular education classes.

If the IEPC is held during the normal teaching day, the bargaining unit member shall be released from his/her normal responsibilities to attend.

2. In situations where it is not feasible to have each bargaining unit member who will be providing instructional services to a student with a handicap in a regular education classroom setting be a participant on the Individual Educational Planning Committee (IEPC) the resource teacher to whom the student is assigned may select a representative teacher(s) to attend the IEPC.
3. Should a bargaining unit member, working directly with the student with a handicap believe that a student's IEP is not meeting the student's needs as required by law the bargaining unit member shall refer the concern to the building team for review and possible action which could include the convening of an IEPC.
4. In order to assure that the student with a handicap will be allowed to participate in regular education programs and services to the maximum extent appropriate, the Board agrees to provide:
 - a. Teaching materials and equipment, support personnel and other related services as specified in the IEPC to satisfactorily educate the student in the regular education classroom. Aides assigned to assist students will not be completely removed from the classroom without convening a new IEPC.
 - b. Continuing in-service training regarding the instruction and behavioral management of students with handicaps in the regular education setting, including the differing approaches, problems and techniques to be utilized with varying handicapping conditions.
5. Special education staff will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of students and addressing other appropriate issues for students enrolled in his/her classroom.

As new special education students enter the school, the special education staff member assigned will have the responsibility for contacting the general education teacher(s) prior to the student entering the regular education classroom(s) when time permits.

6. When a general education classroom teacher is assigned a student from a special education program for severely impaired students (POHI, SMI, SXI, TMI, AI), the teacher shall not be expected to perform routine, scheduled maintenance on a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions 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. It shall be the teacher's responsibility to implement the student's individualized educational plan for attending to the educational

needs of the student while in the teacher's class.

7. Mainstreamed special education students will attend field trips, camps, etc. with the rest of the regular education students unless prescribed otherwise by the student's IEPC. How the student will attend and what additional assistance, if any, will be determined by the classroom teacher, the Special Education Director and other appropriate personnel.
 8. The administration agrees to arrange for a substitute in the absence of the student's regularly assigned aide. Should no substitute be available, the bargaining unit member and the administration will, where appropriate, mutually make other arrangements.
 9. Except where negligence can be established, bargaining unit members will not be disciplined, reprimanded or discharged because a student with a handicap while participating in a regular education classroom or otherwise, does not achieve the projected growth in the student's annual goals and objectives.
- B. A regular education classroom teacher may request additional assistance in implementing the least restrictive environment mandate.
1. Said request shall be submitted in writing to the building administrator.
 2. Within five (5) school days of receipt of the written request, the building administrator and other appropriate resource personnel will meet with the teacher to discuss the request and recommend solutions.
 3. Should the recommended solutions be unacceptable to the teacher, an IEPC may be reconvened to review the recommended solutions and/or to review the appropriateness of the initial placement.
- C. A Least Restrictive Environment Problem Solving Committee is hereby established:
1. The Committee shall be 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 staff member.
 2. The Committee shall convene upon written request of a teacher who is seeking assistance related to a special education student in his/her classroom.
 3. The teacher's request will provide written documentation that s/he has reasonably exhausted avenues of available assistance and guidance from special education staff and his/her building administrator.
 4. Additionally, the teacher will provide a written description of the problem(s) and proposed solution(s) for the Committee's consideration.
 5. 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 Assistant Superintendent for Curriculum and the Director of Special Education for review and consideration within five (5) workdays of the review.

6. After a review of the teacher's request and the Committee's recommendation, the Deputy Superintendent and the Director of Special Education will submit their recommendation within five (5) workdays of receipt of same.

4.1 **ABSENCE PROCEDURES**

- A. The Board will maintain a list of reserve faculty. Deletions and additions to this list may be recommended by bargaining unit members.
- B. The faculty reserves the right to request specific reserve personnel, although requests cannot always be granted.
- C. The Board will furnish all faculty with a number which may be called to report absences.
- D. Bargaining unit members will report their unavailability for work to the General Office at least one (1) hour prior to the beginning of the school day at their building(s). Failure to do so may result in discipline.

4.2 **SICK DAYS**

- A. Sick days are a form of insurance, not a form of compensation. The purpose of sick days is to protect bargaining unit members and pupils when faculty personnel become ill. Permanent bargaining unit members shall be allowed sick days with pay as listed hereafter:

1. 38 Week Faculty Personnel
 - a. Ten (10) days per year will be credited on the first day of work.
 - b. Accumulation is unlimited.
2. Part-time Faculty
 - a. Days are prorated in relation to the amount of time employed.
 - b. Accumulation is unlimited.

No payments will be made for absences in excess of the bargaining unit member's total sick leave accumulation.

- B. Illness (personal and immediate family)
 1. For an absence resulting from illness or injury within the immediate family, which necessitates the attendance of faculty personnel, and not exceeding two (2) consecutive days, approval of the immediate administrator is not necessary. Verification of this illness may be required for absences of more than two (2) days.

2. Immediate family shall be interpreted as: mother, father, husband, wife, child, step-child, adopted child, mother-in-law, father-in-law, sister or brother, grandparents and any other person for whose physical care s/he is principally responsible.
3. Medical certification of the ability to return to work from a physician licensed to practice in the State of Michigan shall be required if a bargaining unit member is absent for more than two (2) weeks. If the bargaining unit member has a bona-fide religious objection to a medical examination, the parties will meet and mutually determine a reasonable alternative to medical certification.
4. Bargaining unit members who have been absent because of a nervous disorder must present a satisfactory report from a physician licensed to practice medicine under the laws of the State of Michigan. In addition, bargaining unit members may be required, at the Board's expense, to provide a medical report from a physician designated by the Superintendent.
5. In the event that a supervising administrator has cause to doubt a teacher's ability to perform regular classroom duties, a request may be made for a statement from the teacher's physician, and/or one designated by the Board, at Board expense, stating that no disability impairs that teacher's ability to perform classroom duties. If the physician(s) is unable to so certify or if the teacher is unable to perform all normal duties of the job, the Board may place the teacher on a leave of absence. The teacher has the right to use any or all accumulated sick leave prior to the start of the leave. The Board agrees to indemnify the Association for any costs, legal fees, or damages which may be assessed against the Association as the result of a suit or action related to this subsection B-5.

C. Bereavement Leave

1. In addition to the sick leave set forth at Section A, at the beginning of each school year, bargaining unit members shall be granted up to three (3) days of leave without loss of pay for death in the immediate family. Should additional days be necessary, same shall be deducted from the bargaining unit member's accumulated sick leave.
2. Immediate family shall be interpreted as: mother, father, husband, wife, child, stepchild, adopted child, mother-in-law, father-in-law, sister, brother, aunt, uncle, nephew, niece, grandparents, grandchild, sister-in-law and brother-in-law, or the spouse of the employee's child.
3. Bargaining unit members may take one (1) day per year to attend the funeral of any person provided their current sick day accumulation is sufficient to cover the absence.

D. Sick Days Pay Adjustment

Should a bargaining unit member's employment with the Okemos Public Schools be severed prior to the completion of his/her individual contract, the bargaining unit member shall reimburse the Employer for the monetary value of any sick leave used in excess of his/her sick leave accumulation. Said reimbursement shall be deducted on a prorata basis, where appropriate, from the bargaining unit member's final paycheck

E. Sick Days, Leave of Absence

Sick days, which were earned prior to an unpaid leave of absence, shall be held in reserve pending the return of the bargaining unit member from such leave.

F. Leaving Service

Except as provided at Section 5.5 of this Agreement, or as provided in Section E above, bargaining unit members who leave the employ of the Board shall forfeit all of their unused sick days. In the event that the bargaining unit member later re-enters the service of the Board, sick days up to a maximum of ten (10) may be reinstated or credited at the discretion of the Superintendent.

G. Pregnancy Related Disability

A bargaining unit member may use sick leave for pregnancy-related disability. In such instance, the bargaining unit member shall continue in active employment as late into her pregnancy as her doctor will permit. She will go on sick leave at such time as her doctor certifies that she is disabled. She will return to employment as soon as the pregnancy-related disability is no longer present.

H. Bargaining unit members may utilize their accumulated sick leave for the observance of recognized religious holidays provided their immediate administrator approves such requests.

4.3 ABSENCE PROCEDURES FOR COURT APPEARANCE, SCHOOL CLOSINGS AND TRAVEL DIFFICULTIES

A. Court Appearance

In a case of absence from duty in response to a court subpoena or an administrative hearing arising out of a bargaining unit member's employment with the Okemos Public Schools there shall be deducted from the salary of same bargaining unit member the amount of any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena. A certificate signed by the bargaining unit member stating the amount and purpose of such compensation shall be submitted. Full salary for the period of absence shall be deducted unless a certificate is presented.

1. In case of absence from duty for any court proceedings or administrative hearing in which the bargaining unit member is a party or where attendance is mandated because of the bargaining unit member's outside employment or other outside financial interests, no salary shall be paid for the period of absence.
2. Bargaining unit members wishing exemption from jury duty should, immediately after receiving a summons, request instructions from the Superintendent. If the bargaining unit member cannot be excused from jury duty then Section A above shall apply.
3. In the case of absence from duty for any court proceeding or administrative hearing in which the Board and Association are opposing parties, no salary shall be paid for the period of absence if the bargaining unit member is called by or appears for and on behalf of the Association.

- B. Should schools be closed due to inclement weather or other acts of God, bargaining unit members shall not be required to report for work and will be paid their regular rate of pay.
 - 1. When student instruction is canceled due to conditions not within the control of school authorities such as inclement weather, fire, epidemics, mechanical breakdowns or health conditions as defined by city, county or state health officials, said days will be rescheduled to insure that the District complies with the minimum number of student instructional days to receive state aid payments in full.
 - 2. Bargaining unit members shall receive their regular pay for any day(s) that is canceled, but shall work the rescheduled days with no additional compensation.
 - 3. In the event that days of student instruction must be rescheduled in order to receive full state aid, same shall be added to the end of the calendar. Final examinations and other year-end activities will be rescheduled accordingly.

C. Travel Difficulties

In the event of absence resulting from travel difficulty to the teacher's place of employment, the Superintendent may waive the salary deduction if the travel difficulties arise from floods, storms, or other conditions beyond the control of the bargaining unit member and if, in the judgment of the Superintendent, the bargaining unit member has made every reasonable effort to get to his/her place of employment. Bargaining unit members shall contact their immediate administrator or the Superintendent for instructions as soon as possible.

4.4 **PERSONAL BUSINESS DAYS**

- A. At the beginning of each school year, each bargaining unit member shall be credited with two (2) days of personal business leave to be used at his/her discretion.
 - 1. A bargaining unit member shall notify his/her immediate supervisor at least one (1) week in advance of using personal business leave except in cases of emergency when shorter notice will be acceptable.
 - 2. Personal business leave may not be used on the workday immediately preceding or following a holiday, vacation period or during parent/teacher conferences except as determined by the Deputy Superintendent.
 - 3. Unused personal business days will be credited to the bargaining unit member's sick leave at a 100% rate at the end of each school year.

4.5 **ASSOCIATION DAYS**

- A. The Association shall be entitled to twenty (20) Association days to be used by the Association members. The delegation of days shall be the responsibility of the authorized representative of the Association who is an employee of the Board. Substitute costs shall be borne by the Association.

- B. The Board, recognizing the value of positive labor relations and a collaborative approach to problem solving, agrees to assign the OEA president one (1) period of release time at the middle and high school level, or commensurate release time arranged at the elementary level, in which to fulfill the responsibilities associated with this position. The name of the bargaining union president for the following school year must be supplied to the Deputy Superintendent by April 15.

During the scheduling process, administrators will attempt to give priority to the president's release time. When possible, at the secondary level, release time shall be either at the beginning or end of the school day or adjacent to a conference period. At the elementary level, an equivalent amount of release time will be established by mutual agreement. In the event the president occupies a noninstructional position, an equivalent amount of time afforded to a classroom teacher occupying the position will be permitted.

In addition to the above referenced release time, the Association reserves the right to notify the Board of its intention to utilize an additional hour of release time for the President on an ongoing basis throughout the ensuing fiscal year, subject to the following conditions:

1. Notice will be provided in writing to the Deputy Superintendent by April 15.
2. The cost of the additional release time will be reimbursed by the Association by a payroll deduction plan. All employees in the bargaining unit will pay an equal share of the cost.
3. Payroll deductions under this section are considered required as a condition of the collective bargaining agreement. The Board will accordingly payroll deduct the appropriate amounts pursuant to the authority set forth in M.C.L.A. 408.477.

In addition to the provisions at Section A, the Association President shall be entitled to six (6) full work days for his/her use for Association business. The President may use said day(s) at times s/he may determine and upon proper notice to the administration. The cost of the substitute shall be borne by the Board.

4.6 UNPAID LEAVES OF ABSENCE

- A. Except as provided by law or specifically stated to the contrary herein, all leaves of absence shall be without pay, without fringe benefits and without salary schedule credit. The conditions of a leave of absence shall be in writing with copies filed with the bargaining unit member, and the authorized representative of the Association who is an employee of the Board and the Board of Education.
- B. Any leave of absence granted pursuant to 4.6 through 4.69 shall be subject to the layoff provisions of this Agreement and if no position is available due to a necessary reduction of personnel, the bargaining unit member shall automatically be deemed to be on layoff without prior notice upon the expiration of the leave.

4.61 **SABBATICAL LEAVE**

- A. Tenured bargaining unit members who have been employed in the Okemos Public Schools for seven (7) consecutive years may be granted a sabbatical leave upon request. Any bargaining unit member desiring a sabbatical leave shall submit a written application to the Deputy Superintendent in February, for a leave beginning the following September and in June, for a leave beginning the second (2nd) semester of the following school year. All applications shall contain a statement of value to the Okemos Public Schools. All applications will be screened by a committee consisting of one (1) teacher and one (1) principal from each of the three levels of the school District along with the Assistant Superintendent for Instruction. The committee shall make recommendations to the Board. This does not guarantee any particular number of sabbatical leaves.
- B. Requests for sabbatical leave shall be considered only for a full semester or a full year and shall not exceed two (2) semesters. During said sabbatical leave, the bargaining unit member shall be in the employ of the Okemos Public Schools and shall be paid one-half (1/2) of his/her scheduled salary and full fringe benefits.
- C. The bargaining unit member shall return to service with the Okemos Public Schools immediately upon termination of the sabbatical leave and shall continue service with the Okemos Public Schools for a period of one (1) year, or subject to such conditions as may be mutually agreed between the bargaining unit member and the Board. If the bargaining unit member does not return to the service of the Okemos Public Schools after termination of his/her sabbatical leave, s/he must refund in full all compensation received from the Okemos Public Schools while on leave. A bargaining unit member returning from a sabbatical leave must submit a written statement within forty-five (45) calendar days after the conclusion of the leave to the Board of Education indicating the accomplishments achieved during the sabbatical leave and showing how these accomplishments related to the betterment of the district.
- D. A bargaining unit member, upon return from sabbatical leave, shall be restored to his/her former position, if available, and if not, then to a comparable position for which s/he is certified and qualified.
- E. In computing service to determine the bargaining unit member's position on the salary schedule at the expiration of leave, time spent on leave shall be counted as active service in the Okemos School District.

4.62 **MATERNITY LEAVE**

- A. Maternity leave without compensation is available to female bargaining unit members. The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. The maternity leave shall commence not later than the date that the bargaining unit member is unable to properly perform her required duties. A bargaining unit member not desirous of a maternity leave shall be entitled to the provisions of Article 4.2, paragraph I.
- B. A bargaining unit member shall file a written request, together with a physician's statement certifying pregnancy, and the beginning and ending dates of the leave with the Superintendent's office at least sixty (60) days prior to the date the leave is to begin. As nearly as possible, the beginning date of the leave of absence shall conform to the beginning or ending of a marking period,

semester, school recess, or school year.

- C. A bargaining unit member may continue in active employment as late into her pregnancy as she desires, provided she is able to properly perform her required duties. (The foregoing is subject to Section 4.2, sub-section B.5.)
- D. Bargaining unit members on a leave of absence shall make written application for reinstatement sixty (60) calendar days prior to the expiration date of the leave (for leaves in excess of ninety (90) days), in order to permit planning, scheduling and placement.
- E. In computing service to determine a bargaining unit member's position on the salary schedule at the expiration of leave, time spent on leave shall not be counted as active service in the Okemos School District. A bargaining unit member on leave for less than forty-one (41) instructional days shall receive all benefits except salary for the entire contractual year.
- F. Bargaining unit members who request a leave of less than ninety (90) days will, at the time a leave is requested, indicate their intent to return upon the expiration of the leave. Reinstatement shall be to a bargaining unit member's former position if available, and if not, to one that is mutually agreed upon and for which the bargaining unit member is certified and qualified. Reinstatement to such position shall be as nearly as possible at the beginning of a term, semester, or school recess period.

4.63 **PARENTAL LEAVE**

- A. Bargaining unit members may apply for a leave, without compensation, for a period not to exceed one (1) year, for the purpose of child rearing including adopted children. This leave is renewable at the discretion of the Board. The beginning date of the leave shall commence at the end of a marking period, semester, or school year. Application for a leave shall be made at least sixty (60) calendar days prior to the beginning date of the leave, but in no event later than March 15 of any school year. For those bargaining unit members who are adopting children and are unable to comply with the above criteria, advanced notice of this inability to comply shall be submitted to the Deputy Superintendent and special arrangements made at least sixty (60) calendar days prior to the anticipated adoption.
- B. In computing service to determine a bargaining unit member's position on the salary schedule at the expiration of leave, time spent on leave shall not be counted as active service in the Okemos School District. A bargaining unit member on leave for less than forty-one (41) instructional days shall continue to receive insurance benefits, but not salary.
- C. Bargaining unit members on leave shall make written application ninety (90) calendar days prior to the expiration date of leave for reinstatement. Reinstatement shall be to a bargaining unit member's former position if available, and if not, to one that is mutually agreed upon and for which the bargaining unit member is certified and qualified. Reinstatement to such position shall be as nearly as possible at the beginning of a term, semester, or school recess period.

4.64 HEALTH AND HARDSHIP LEAVES

- A. The Board may grant a leave of absence for not more than one (1) year without compensation to any tenured bargaining unit members who are unable to perform their regular duties for an extended period of time because of personal illness or hardship, provided a written request for such leave of absence is submitted by the bargaining unit member and, in the case of illness, provided written certification is received from a physician. Such leaves are renewable at the discretion of the Board.
- B. In computing service to determine the bargaining unit member's position on the salary guide at expiration of leave, time spent on leave shall not be counted as active service in the Okemos Public Schools.
- C. Whenever a leave of absence is granted for health reasons, a bargaining unit member shall submit acceptable professional evidence of recovered health before being permitted to return to duties in Okemos Schools.
- D. Bargaining unit members on leave shall make written application ninety (90) calendar days prior to the expiration date of the leave, or at a mutually agreed upon time, for reinstatement. Reinstatement shall be to a bargaining unit member's former position if available, and if not, to one that is mutually agreed upon and for which the bargaining unit member is certified and qualified. Reinstatement to such position shall be as nearly as possible at the beginning of a term, semester, or school recess period.

4.65 MILITARY LEAVE

- A. Bargaining unit members who have been inducted or who enlist for military duty in any of the armed forces of the United States shall be granted a leave of absence for a period not to exceed ninety (90) calendar days beyond their honorable discharge date.
- B. Application for reinstatement shall be made within a reasonable time after discharge or release from military service but not later than ninety (90) calendar days from date of said release or discharge.
- C. Full credit toward advancement on the salary schedule shall be granted.
- D. Leave shall not be extended beyond the initial enlistment or induction period.
- E. A dishonorable discharge from the armed forces shall not obligate the Board for future employment.
- F. Certification by a licensed physician of physical and/or mental capability may be required as a condition of re-employment.

4.66 **TEACHING LEAVE**

- A. Upon written request tenured bargaining unit members may be granted a leave without pay for one or more years for exchange teaching, foreign or military teaching programs, peace corps, teacher corps or job corps, provided it does not in any way impair the program of the school.
- B. In computing service to determine the bargaining unit member's position on the salary schedule at expiration of leave, time spent on leave for exchange teaching shall be counted as active service in the school system.
- C. Bargaining unit members on leave shall make written application ninety (90) calendar days prior to the expiration date of leave for reinstatement. After the expiration of the leave, bargaining unit members shall be reinstated at the beginning of the next school year to their former position, if available, and if not, to one that is mutually agreed upon and for which they are certified and qualified.
- D. Notwithstanding any other provision of this Agreement, the administration and Board of Education shall have the right to facilitate exchange teaching agreements to permit applicants from the Okemos Public Schools to acquire exchange teaching experience and to allow a teacher from elsewhere to teach in the Okemos Public School system.

4.67 **PUBLIC AFFAIRS LEAVE**

- A. Upon application the Board will grant a leave of absence without compensation to tenured bargaining unit members for up to one (1) year, for the purpose of campaigning for, or serving in a public office. The Board at its discretion may renew the leave.
- B. The Superintendent shall determine the position of bargaining unit members on the salary guide at the expiration of leave, but in no instance will they be on a step lower than when they left.
- C. Bargaining unit members on leave shall make written application ninety (90) calendar days prior to the expiration date of the leave for reinstatement. Bargaining unit members shall be reinstated to their former position at the beginning of the next term, semester, or school year after expiration of the leave, if available, and if not, to one that is mutually agreed upon for which they are certified and qualified.

4.68 **EDUCATIONAL LEAVE**

- A. Tenured bargaining unit members who have been employed in the Okemos Public Schools for three (3) years may be granted an educational leave upon written request. This does not guarantee any particular number of educational leaves.
- B. Requests for educational leaves shall be considered only for a full school year. Bargaining unit members shall state their intent to return to the Okemos School District upon the expiration of their leave. Application shall be made to the Deputy Superintendent prior to March 15 of the preceding school year.

- C. The terms of the leave, if granted, shall be mutually agreed upon by the Board and the bargaining unit member.
- D. In computing service to determine the bargaining unit member's position on the salary guide at the expiration of leave, a bargaining unit member shall advance on the salary schedule as s/he would have advanced had s/he been on active service, provided the conditions of the leave have been fulfilled. S/he may be placed on the higher salary division, if eligible under Section 5.1M. A transcript shall be filed indicating the additional required credits earned.
- E. Bargaining unit members on educational leave shall make written application for reinstatement no later than March 15th of the school year for which the leave of absence was granted. Bargaining unit members shall be reinstated to their former position if available, and if not, to a comparable position at the beginning of the next school year. Reinstatement shall be subject to the layoff provisions of this Agreement.

4.7 PERSONAL LEAVE OF ABSENCE

- A. The Board may grant a personal leave of absence. A bargaining unit member may request a personal leave of absence for a one (1) year period. A bargaining unit member shall have been employed in the Okemos Public Schools for a minimum of three (3) years. The bargaining unit member shall apply in writing and state the purpose of the leave to the Deputy Superintendent prior to March 15 of the preceding year. This does not guarantee any particular number of leaves.
- B. Requests for a personal leave of absence shall be considered only for a full school year.
- C. In computing service to determine the bargaining unit member's position on the salary guide at expiration of leave, time spent on leave shall not be counted as active service in the Okemos Public Schools.
- D. Bargaining unit members on a personal leave of absence shall make written application for reinstatement no later than March 15 of the school year of their leave. Bargaining unit members shall be reinstated at the beginning of the next school year to their former position, if available, and if not, to comparable positions for which they are certified and qualified. Reinstatement shall be subject to the layoff provisions of this Agreement.

4.8 FAMILY MEDICAL LEAVE

The Family Medical Leave Act of 1993 does not abrogate the rights of the parties under this Agreement. Where additional benefits are extended to bargaining unit members by the Act, those additional benefits will be honored by the Board. Where certain employer rights are also granted in connection with such additional benefits, the Board shall be permitted to exercise same. To the extent that leaves of absence are granted under this Agreement, whether paid or unpaid, the rights granted hereunder will serve to satisfy the requirements of the Family Medical Leave Act to the extent permitted by law. All applications for leave pursuant to the Family Medical Leave Act will comply with Board policy.

1. For the bargaining unit members who have been employed for at least twelve (12) months by the District and who work at least half time, the following conditions shall apply to twelve (12) weeks of leave:
 - a. Any health, dental, and/or vision insurance shall be continued, with the premiums paid by the District, at the level and under the conditions the same would have been provided if the bargaining unit member had continued in employment during the leave period.
 - b. If the bargaining unit member does not return to work after the expiration of the leave, the bargaining unit member shall reimburse the District for the cost of the premiums paid by the District for his/her insurance during the twelve (12) week period of the leave, unless the bargaining unit member did not return to work due to circumstances beyond his/her control.
2. A bargaining unit member shall use his/her accumulated sick leave and/or business leave where applicable as specified in 4.2 during a leave pursuant to the Family Medical Leave Act.
3. The Board reserves the right to require certification from the health care provider of the bargaining unit member, or of the bargaining unit member's spouse, child or parent, as the case may be. All certification(s) shall state: the date of which the serious health condition commenced, the probable duration of the condition, the diagnosis and treatment of the condition. When the leave is for a bargaining unit member's spouse, parent or child, the certification shall also state that the bargaining unit member is necessary for the care of such an individual and an estimate of the amount of time that the bargaining unit member is needed for such care. When the leave is for a bargaining unit member, the certification shall also state the bargaining unit member is unable to perform the duties of his/her employment. The Board may require that the bargaining unit member obtain subsequent recertification on a reasonable basis.
4. The Board reserves the right to require, at its expense, the opinion of a second health care provider designated by the Board concerning any certified information provided under subsection 3 above. Where the second opinion differs from the opinion in the original certification, the Board reserves the right to require, at its expense, the opinion of a third health care provider designated or approved jointly by the Board and the bargaining unit member, whose opinion shall be final and binding.
5. A bargaining unit member returning from a leave of absence shall be governed by the terms of this Agreement regarding salary schedule credit, accumulation of seniority and return to the position vacated whether on leave under this Agreement or similar leave under the Family Medical Leave Act. Where a bargaining unit member returns from a leave granted solely under the Family Medical Leave Act because no similar leave exists under this Agreement, the bargaining unit member shall be returned to employment with credit on the salary schedule, accumulation of seniority and to the same position vacated unless that position no longer exists. If the position no longer exists, the bargaining unit member shall be returned to an equivalent position for which s/he is certified and qualified.

6. In recognition of the confidential nature of the required certification(s) set forth herein, all such information shall be requested by and submitted to the Deputy Superintendent.

5.1 SALARY GUIDE

- A. The salaries of bargaining unit members covered by this Agreement are set forth in the salary schedule(s) and supplemental increase schedule(s) which are attached to and incorporated into this Agreement at Section 5.2. Payment from both schedules shall be considered as salary and reported as such for retirement purposes.
 1. Salaries will be remitted to the bargaining unit members in either 21 or 26 equal pays at the option of the bargaining unit member. In order to change the number of pays from one year to the next, the bargaining unit member shall notify the office of Human Resources in writing prior to August 1 of each school year. New employees shall indicate their option at the time of employment.
- B. The salary guide(s) is based on the number of workdays set forth in the calendars attached hereto at Appendix B.
 1. Instructional days are those that involve the students in the regular instructional program.
 2. Work days are those that are used for such other activities when the students are not in regular attendance, such as inservice days, parent-teacher conferences and workshops.
- C. The extra-duty assignments shall be compensated at the rates set forth at Section 5.3 of this Agreement.
 1. On or before the first teacher work day in each year, bargaining unit members shall notify the Payroll Office in writing as to the manner in which they elect to be compensated for same.
 2. The Employer agrees to compensate all such bargaining unit members in any reasonable number of installments except that no bargaining unit member shall be compensated prior to the commencement of the extra-duty.
- D. Bargaining unit members who are reimbursed for the use of personal automobiles shall be reimbursed at the I.R.S. mileage rate.
- E. Part-time teachers will be paid salaries as follows:
 1. High School teachers at twenty percent (20%) of the appropriate annual amount for each period for a full school year;
 2. Middle School teachers at seventeen percent (17%) of the appropriate annual amount for each period for a full school year.
 3. Elementary teachers' salaries will be adjusted to the nearest half (1/2) day.
 4. Where a combination of High School and Middle School classes equal five (5) periods in any combination, the bargaining unit member shall be paid at the annual full-time amount.

5. Combinations between Middle School and Elementary will be agreed upon by a Letter of Understanding between the Association and the Board of Education.

F. Credit for advanced degrees for placement on a higher level on the salary schedule shall be granted twice a year provided preliminary notification is submitted to the Deputy Superintendent by September 15 or February 1, and a copy of the official transcript is received by November 30 or March 15 respectively.

Bargaining unit members will be placed on the higher division effective at the start of the school year or on February 1 after completion of the course or degree.

G. Any bargaining unit member working beyond the regular school year shall be compensated at the per diem rate of his/her regular contracted salary.

Extra-duty positions shall be paid as set forth in Article 5.3.

Bargaining unit members who participate in the Educational Development Program shall be paid at the per diem substitute rate of pay.

Probationary teachers fulfilling the required fifteen (15) days of intensive professional development as required by law will be paid at the per diem substitute rate of pay when same is scheduled outside of the normal work year. Should a probationary teacher be released from his/her regular teaching duties for professional development specific to new teachers, s/he shall be compensated at his/her per diem rate of pay.

H. Bargaining unit members who have had teaching experience outside Okemos may be given full credit on the salary guide as determined by the Board at the time of hire.

1. This rule shall not be retroactive to affect bargaining unit members employed prior to the amended date.

2. A full year of outside teaching is normally defined as at least seven (7) months or one hundred forty (140) days.

I. Bargaining unit members will not be expected to substitute in the absence of another bargaining unit member except in cases of emergency. Should a bargaining unit member substitute in the absence of another bargaining unit member during his/her conference/preparation period, s/he will be compensated at \$25 per period.

J. Full time bargaining unit members who accept an extra period assignment for a semester and/or a school year shall receive an additional twenty percent (20%) of their base annual salary in high school positions or an additional seventeen percent (17%) of their base annual salary for positions in the middle school for the duration of said assignment.

K. Any bargaining unit member completing twenty-four (24) years of service within Okemos Public Schools will receive a one-time recognition stipend in the amount of \$300.

- L. Bargaining unit members who teach zero hour at the high school shall be entitled to \$2,000 per year. Zero hour teachers shall attend at most one faculty meeting per month, with dates agreed upon by the bargaining unit member and the administrator. On half days dedicated to professional development, zero hour teachers shall stay until the regularly scheduled end of the school day. Zero hour teachers may elect to be scheduled hours zero through five. The first step in assigning bargaining unit members to a zero hour class will be on a voluntary basis. Should two or more individuals volunteer for the same zero hour class, departmental seniority shall dictate the assignment, unless there is a marked disparity between qualifications or other relevant factors between candidates.

Based on student academic needs, should administration determine it necessary to provide a specific zero hour class, and no bargaining unit member volunteers to teach the zero hour course, the administration has the right to assign a qualified bargaining unit member with the least departmental seniority. Should the starting time for the high school be altered, the Association and the Board of Education agree to bargain the impact on the zero hour stipend.

M. Divisions

1. Bachelor's degree from an approved college or university.
2. Master's degree or forty-five (45) term hours (thirty (30) semester hours) beyond Division I appropriate to teaching position, if recommended by the Superintendent.
3. Doctoral degree, sixth (6th) year diploma for advanced graduate study or, ninety (90) term hours (sixty (60) semester hours), beyond Division I, appropriate to teaching position, if recommended by the Superintendent.
4. In order to receive credit for hours beyond the preceding Division, credit hours shall be earned after the date of the teacher's certificate.
 - a. Reference to "term" or "semester" hours in paragraph M shall mean graduate hours.
 - b. The term "graduate term or semester hours" shall be defined by the conferring college or university.
 - c. It shall be the bargaining unit member's responsibility to provide proof of the graduate status of the hours earned through appropriate college or university catalogs or other indicia. It is understood that if graduate or undergraduate hours are part of a masters or doctoral program, they will be acceptable.
 - d. Undergraduate hours may be approved by the Deputy Superintendent as in the case of computer courses or Employer-required courses or other courses directly related to the bargaining unit member's employment with the District.
 - e. Where undergraduate courses are taken with the expectation of qualifying for advancement on the salary schedule, the bargaining unit member should seek advance approval in writing from the Deputy Superintendent whose decision shall be final.

A substitute contract is a contract that specifies a specific number of instructional days that a person will be employed.

5.2 **SALARY SCHEDULE**

Salaries of bargaining unit members are set forth hereinafter. Each year contains a salary schedule.

2005-2006 Salary Schedule

Step	Division I	Division II	Division III
1	\$35,200	\$39,424	\$43,648
2	\$37,312	\$41,536	\$45,760
3	\$39,424	\$43,648	\$48,224
4	\$41,536	\$45,760	\$50,688
5	\$43,648	\$47,872	\$53,152
6	\$45,760	\$50,336	\$55,616
7	\$47,872	\$52,800	\$58,080
8	\$49,984	\$55,264	\$60,544
9	\$52,096	\$57,728	\$63,008
10	\$54,560	\$60,192	\$65,472
11	\$57,024	\$62,656	\$67,936
12	\$59,488	\$65,120	\$70,400
Longevity	\$2,774	\$2,774	\$2,774

2006-07 Salary Schedule

Step	Division I	Division II	Division III
1	\$35,816	\$40,114	\$44,412
2	\$37,965	\$42,263	\$46,561
3	\$40,114	\$44,412	\$49,068
4	\$42,263	\$46,561	\$51,575
5	\$44,412	\$48,710	\$54,082
6	\$46,561	\$51,217	\$56,589
7	\$48,710	\$53,724	\$59,096
8	\$50,859	\$56,231	\$61,604
9	\$53,008	\$58,738	\$64,111
10	\$55,515	\$61,245	\$66,618
11	\$58,022	\$63,752	\$69,125
12	\$60,529	\$66,260	\$71,632
Longevity	\$3,000	\$3,000	\$3,000

.25% increase on the salary schedule if the 2006-07 state revenue generated from the foundation allowance and student enrollment FTEs increases by at least \$1.3 million over the 2005-06 audited figures

The formula will be calculated on March 1, 2007. Should an increase be warranted, a lump sum will be paid in April 2007. A new salary schedule for 2006-07 and 2007-08 will be generated.

2007-08 Salary Schedule

Step	Division I	Division II	Division III
1	\$36,353	\$40,716	\$45,078
2	\$38,534	\$42,897	\$47,259
3	\$40,716	\$45,078	\$49,804
4	\$42,897	\$47,259	\$52,349
5	\$45,078	\$49,440	\$54,893
6	\$47,259	\$51,985	\$57,438
7	\$49,440	\$54,530	\$59,983
8	\$51,622	\$57,075	\$62,528
9	\$53,803	\$59,619	\$65,072
10	\$56,348	\$62,164	\$67,617
11	\$58,892	\$64,709	\$70,162
12	\$61,437	\$67,253	\$72,706
Longevity	\$3,045	\$3,045	\$3,045

.25% increase on the salary schedule if the 2007-08 state revenue generated from the foundation allowance and student enrollment FTEs increases by at least \$1.1 million over the 2006-07 audited figures - OR -

.50% increase on the salary schedule if the 2007-08 state revenue generated from the foundation allowance and student enrollment FTEs increases by at least \$1.3 million over the 2006-07 audited figures - OR -

.75% increase on the salary schedule if the 2007-08 state revenue generated from the foundation allowance and student enrollment FTEs increases by at least \$1.5 million over the 2006-07 audited figures

The formula will be calculated on March 1, 2008. Should an increase be warranted, a lump sum will be paid in April 2008. A new salary schedule for 2007-08 will be generated.

5.3 **EXTRA DUTY PAY**

A years experience shall mean extra-duty activity. Credit for up to two (2) years.

SCHEDULE B			
* 2005-2006 *			
	STEP 1	STEP 2	STEP 3
Athletics			
BASEBALL/SOFTBALL HS ASST COACH	2,278	2,812	3,608
BASEBALL/SOFTBALL HS HEAD COACH	3,264	4,160	5,085
BASKETBALL HS ASST COACH BOYS/GIRLS	2,471	2,912	3,667
BASKETBALL HS HEAD COACH BOYS/GIRLS	3,853	4,587	6,218
BASKETBALL MS BOYS	2,120	2,722	3,460
BASKETBALL MS GIRLS	2,120	2,722	3,460
CHEERLEADING FRESHMAN ASST COACH	2,077	2,502	2,678
CHEERLEADING HS VARSITY	3,116	3,766	4,869
CHEERLEADING JV ASST COACH	2,077	2,502	2,678
CHEERLEADING MS	1,393	1,671	2,005
CROSS COUNTRY HS ASST COACH	1,859	2,326	2,899
CROSS COUNTRY HS HEAD COACH	2,591	3,239	4,039
CROSS COUNTRY MS ASST COACH	1,632	1,632	1,632
CROSS COUNTRY MS HEAD COACH	1,632	2,020	2,668
DANCE COACH HS	2,402	2,899	3,766
EQUIPMENT MANAGER HS	2,420	2,420	2,420
FOOTBALL HS ASST COACH	2,471	2,912	3,667
FOOTBALL HS HEAD COACH	3,853	4,587	6,218
GOLF HS ASST COACH	1,397	1,863	2,426
GOLF HS HEAD COACH	1,942	2,592	3,372
GYMNASTIC HS COACH	2,924	3,605	4,441
HOCKEY HS ASST COACH	2,278	2,812	3,608
HOCKEY HS HEAD COACH	3,264	4,160	5,085
SKIING HS ASST COACH	1,220	1,684	2,236
SKIING HS HEAD COACH	1,703	2,343	3,114
SOCCER HS ASST COACH BOYS/GIRLS	2,278	2,812	3,608
SOCCER HS HEAD COACH BOYS/GIRLS	3,264	4,160	5,085
SWIMMING HS ASST COACH	2,278	2,812	3,608
SWIMMING HS HEAD COACH BOYS/GIRLS	3,264	4,160	5,085
TENNIS HS ASST COACH	1,627	2,093	2,659
TENNIS HS HEAD COACH BOYS/GIRLS	2,265	2,912	3,705
TICKET PERSONNEL OTHER EVENTS MS/HS (Per Game)	27.81	27.81	27.81
TICKET PERSONNEL VARSITY FOOTBALL (Per Night)	48.36	48.36	48.36
TICKET PERSONNEL VARSITY/JV BASKETBALL (Per Night)	48.36	48.36	48.36
TIMING/SCORING OTHER EVENTS MS/HS (Per Game)	31.14	31.14	31.14
TIMING/SCORING VARSITY FOOTBALL (Per Night),	43.55	43.55	43.55
TIMING/SCORING VARSITY/JV BASKETBALL (Per Night)	48.36	48.36	48.36
TRACK HS ASST COACH BOYS/GIRLS	2,278	2,812	3,608
TRACK HS HEAD COACH BOYS/GIRLS	3,264	4,160	5,085
TRACK MS ASST COACH	1,632	2,020	2,668
TRACK MS HEAD COACH	2,176	2,803	3,561

SCHEDULE B			
* 2005-2006 *			
	STEP 1	STEP 2	STEP 3
VOLLEYBALL HS ASST COACH	2,278	2,812	3,608
VOLLEYBALL HS HEAD COACH	3,264	4,160	5,085
VOLLEYBALL MS COACH	2,120	2,722	3,460
WATER POLO HS ASST COACH	1,627	2,093	2,659
WATER POLO HS HEAD COACH	2,265	2,912	3,705
WEIGHT ROOM SUPERVISOR HS (PER QTR)	881	881	881
WRESTLING HS ASST COACH	2,278	2,812	3,608
WRESTLING HS HEAD COACH	3,264	4,160	5,085
WRESTLING MS ASST COACH	1,632	2,020	2,668
WRESTLING MS HEAD COACH	1,967	2,281	3,050
Music			
MUSIC HS JAZZ ENSEMBLE	2,265	2,786	3,705
MUSIC HS MARCH/SYMPH/CONCERT DIRECTOR	2,578	2,912	4,035
MUSIC HS MARCHING BAND ASST DIRECTOR	1,278	1,572	1,933
MUSIC HS SOMEKO SINGERS	2,265	2,786	3,705
MUSIC HS SYMPHONY ORCHESTRA	2,578	2,912	4,035
MUSIC MS BAND	2,254	2,591	3,370
MUSIC MS JAZZ BAND	1,087	1,087	1,087
MUSIC MS ORCHESTRA	2,254	2,591	3,370
MUSIC MS VOCAL	2,254	2,591	3,370
Drama			
DRAMA HS CHOREOGRAPHER	803	989	1,216
DRAMA HS DRAMATIC PRODUCTIONS	2,567	3,158	3,885
DRAMA HS MUSIC PRODUCTIONS DIRECTOR	2,567	3,158	3,885
DRAMA HS MUSICAL DIRECTOR	1,378	1,697	2,085
DRAMA HS THEATER ASST DIRECTOR	1,278	1,572	1,933
DRAMA MS CHOREOGRAPHER	577	710	874
DRAMA MS DRAMATIC PRODUCTIONS	1,709	2,101	2,585
DRAMA MS MUSIC DIRECTOR	920	1,131	1,393
DRAMA MS MUSIC PRODUCTIONS DIRECTOR	1,709	2,101	2,585
Coordinators/Dept Chairs/Advisors/Sponsors			
CAREER PATHWAYS COORDINATOR K-12	1,609	1,609	1,609
CLASS SPONSORS HS	1,624	1,624	1,624
DEBATE COACH HS	1,772	2,445	3,248
DEPARTMENT CHAIRS MIDDLE SCHOOLS (6) (SS, Science, Math, English, Elective, Exploratory)	2,040	2,040	2,040
GERMAN EXCHANGE PROGRAM (Per Night)	60	60	60
INSTRUCTION COORDINATORS HIGH SCHOOL (English, Science, Math, SS, For/La, Guide, Fine Arts, Life Mgmt/Tech Ed.)	2,841	2,841	2,841
INTERNET COORDINATOR K-12	2,592	2,592	2,592
LANGUAGE ARTS COORDINATOR K-5	1,609	1,609	1,609
LIBRARY COORDINATOR K-5	1,609	1,609	1,609
MATH COORDINATOR K-5	1,609	1,609	1,609
NATIONAL HONOR SOCIETY ADVISOR	2,040	2,040	2,040

SCHEDULE B				
* 2005-2006 *				
	STEP 1	STEP 2	STEP 3	
NCA CHAIRPERSON HS (per goal)	2,841	2,841	2,841	
NEWSPAPER HS	1,664	2,219	3,053	
PE HS AREA COORDINATOR	599	599	599	
PE CORE CURR K-12	1,609	1,609	1,609	
PERIODICAL PUBLICATIONS	1,378	1,876	2,696	
QUIZ BOWL	1,772	2,445	3,248	
SAFETY PATROL SUPERVISOR	1,409	1,731	2,334	
SCIENCE OLYMPIAD MS & HS	1,021	1,021	1,021	
SENIOR VOLUNTEER PROJECT COORD	1,609	1,609	1,609	
SS CORE CURR 6-12	1,609	1,609	1,609	
SS CORE CURR K-5	1,609	1,609	1,609	
STUDENT COUNCIL HS	2,567	3,158	3,885	
YEARBOOK ADVISOR HS	2,208	2,763	3,598	
YEARBOOK ADVISOR MS	1,378	1,876	2,696	
SCHOOL PSYCHOLOGISTS, SPEECH, PROGRAM SPECIALISTS, THERAPISTS, SOCIAL WORKERS:				
SERVING 4 OR MORE BUILDINGS	1,087	1,087	1,087	
SERVING 3 BUILDINGS	816	816	816	
SERVING 2 BUILDINGS	545	545	545	
CLUBS				
RESIDENTIAL CAMP (Per Night)	60.47	60.47	60.47	

SCHEDULE B			
✕ 2006-2007 ✕			
	STEP 1	STEP 2	STEP 3
Athletics			
BASEBALL/SOFTBALL HS ASST COACH	2,318	2,861	3,671
BASEBALL/SOFTBALL HS HEAD COACH	3,321	4,232	5,174
BASKETBALL HS ASST COACH BOYS/GIRLS	2,515	2,963	3,731
BASKETBALL HS HEAD COACH BOYS/GIRLS	3,920	4,667	6,327
BASKETBALL MS BOYS	2,157	2,770	3,520
BASKETBALL MS GIRLS	2,157	2,770	3,520
CHEERLEADING FRESHMAN ASST COACH	2,113	2,546	2,724
CHEERLEADING HS VARSITY	3,171	3,832	4,955
CHEERLEADING JV ASST COACH	2,113	2,546	2,724
CHEERLEADING MS	1,418	1,700	2,040
CROSS COUNTRY HS ASST COACH	1,892	2,366	2,950
CROSS COUNTRY HS HEAD COACH	2,636	3,295	4,110
CROSS COUNTRY MS ASST COACH	1,661	1,661	1,661
CROSS COUNTRY MS HEAD COACH	1,661	2,055	2,715
DANCE COACH HS	2,444	2,950	3,832
EQUIPMENT MANAGER HS	2,463	2,463	2,463
FOOTBALL HS ASST COACH	2,515	2,963	3,731
FOOTBALL HS HEAD COACH	3,920	4,667	6,327
GOLF HS ASST COACH	1,422	1,895	2,468
GOLF HS HEAD COACH	1,976	2,637	3,431
GYMNASTIC HS COACH	2,976	3,668	4,519
HOCKEY HS ASST COACH	2,318	2,861	3,671
HOCKEY HS HEAD COACH	3,321	4,232	5,174
SKIING HS ASST COACH	1,241	1,713	2,275
SKIING HS HEAD COACH	1,733	2,384	3,169
SOCCER HS ASST COACH BOYS/GIRLS	2,318	2,861	3,671
SOCCER HS HEAD COACH BOYS/GIRLS	3,321	4,232	5,174
SWIMMING HS ASST COACH	2,318	2,861	3,671
SWIMMING HS HEAD COACH BOYS/GIRLS	3,321	4,232	5,174
TENNIS HS ASST COACH	1,655	2,130	2,706
TENNIS HS HEAD COACH BOYS/GIRLS	2,305	2,963	3,769
TICKET PERSONNEL OTHER EVENTS MS/HS (Per Game)	28.29	28.29	28.29
TICKET PERSONNEL VARSITY FOOTBALL (Per Night)	49.20	49.20	49.20
TICKET PERSONNEL VARSITY/JV BASKETBALL (Per Night)	49.20	49.20	49.20
TIMING/SCORING OTHER EVENTS MS/HS (Per Game)	31.69	31.69	31.69
TIMING/SCORING VARSITY FOOTBALL (Per Night)	44.32	44.32	44.32
TIMING/SCORING VARSITY/JV BASKETBALL (Per Night)	49.20	49.20	49.20
TRACK HS ASST COACH BOYS/GIRLS	2,318	2,861	3,671
TRACK HS HEAD COACH BOYS/GIRLS	3,321	4,232	5,174
TRACK MS ASST COACH	1,661	2,055	2,715
TRACK MS HEAD COACH	2,214	2,852	3,623
VOLLEYBALL HS ASST COACH	2,318	2,861	3,671
VOLLEYBALL HS HEAD COACH	3,321	4,232	5,174
VOLLEYBALL MS COACH	2,157	2,770	3,520
WATER POLO HS ASST COACH	1,655	2,130	2,706

SCHEDULE B			
✕ 2006-2007 ✕			
	STEP 1	STEP 2	STEP 3
WATER POLO HS HEAD COACH	2,305	2,963	3,769
WEIGHT ROOM SUPERVISOR HS (PER QTR)	897	897	897
WRESTLING HS ASST COACH	2,318	2,861	3,671
WRESTLING HS HEAD COACH	3,321	4,232	5,174
WRESTLING MS ASST COACH	1,661	2,055	2,715
WRESTLING MS HEAD COACH	2,001	2,321	3,103
Music			
MUSIC HS JAZZ ENSEMBLE	2,305	2,834	3,769
MUSIC HS MARCH/SYMPH/CONCERT DIRECTOR	2,623	2,963	4,106
MUSIC HS MARCHING BAND ASST DIRECTOR	1,300	1,599	1,967
MUSIC HS SOMEKO SINGERS	2,305	2,834	3,769
MUSIC HS SYMPHONY ORCHESTRA	2,623	2,963	4,106
MUSIC MS BAND	2,294	2,636	3,429
MUSIC MS JAZZ BAND	1,106	1,106	1,106
MUSIC MS ORCHESTRA	2,294	2,636	3,429
MUSIC MS VOCAL	2,294	2,636	3,429
Drama			
DRAMA HS CHOREOGRAPHER	817	1,007	1,237
DRAMA HS DRAMATIC PRODUCTIONS	2,612	3,213	3,953
DRAMA HS MUSIC PRODUCTIONS DIRECTOR	2,612	3,213	3,953
DRAMA HS MUSICAL DIRECTOR	1,402	1,727	2,121
DRAMA HS THEATER ASST DIRECTOR	1,300	1,599	1,967
DRAMA MS CHOREOGRAPHER	587	722	889
DRAMA MS DRAMATIC PRODUCTIONS	1,738	2,138	2,630
DRAMA MS MUSIC DIRECTOR	936	1,151	1,418
DRAMA MS MUSIC PRODUCTIONS DIRECTOR	1,738	2,138	2,630
Coordinators/Dept Chairs/Advisors/Sponsors			
CAREER PATHWAYS COORDINATOR K-12	1,637	1,637	1,637
CLASS SPONSORS HS	1,652	1,652	1,652
DEBATE COACH HS	1,803	2,488	3,305
DEPARTMENT CHAIRS MIDDLE SCHOOLS (6) (SS, Science, Math, English, Elective, Exploratory)	2,076	2,076	2,076
GERMAN EXCHANGE PROGRAM (Per Night)	61	61	61
INSTRUCTION COORDINATORS HIGH SCHOOL (English, Science, Math, SS, For/La, Guide, Fine Arts, Life Mgmt/Tech Ed.)	2,890	2,890	2,890
INTERNET COORDINATOR K-12	2,637	2,637	2,637
LANGUAGE ARTS COORDINATOR K-5	1,637	1,637	1,637
LIBRARY COORDINATOR K-5	1,637	1,637	1,637
MATH COORDINATOR K-5	1,637	1,637	1,637
NATIONAL HONOR SOCIETY ADVISOR	2,076	2,076	2,076
NCA CHAIRPERSON HS (per goal)	2,890	2,890	2,890
NEWSPAPER HS	1,693	2,257	3,106
PE HS AREA COORDINATOR	609	609	609
PE CORE CURR K-12	1,637	1,637	1,637

SCHEDULE B			
✕ 2006-2007 ✕			
	STEP 1	STEP 2	STEP 3
PERIODICAL PUBLICATIONS	1,402	1,909	2,743
QUIZ BOWL	1,803	2,488	3,305
SAFETY PATROL SUPERVISOR	1,433	1,761	2,375
SCIENCE OLYMPIAD MS & HS	1,039	1,039	1,039
SENIOR VOLUNTEER PROJECT COORD	1,637	1,637	1,637
SS CORE CURR 6-12	1,637	1,637	1,637
SS CORE CURR K-5	1,637	1,637	1,637
STUDENT COUNCIL HS	2,612	3,213	3,953
YEARBOOK ADVISOR HS	2,247	2,812	3,660
YEARBOOK ADVISOR MS	1,402	1,909	2,743
SCHOOL PSYCHOLOGISTS, SPEECH, PROGRAM SPECIALISTS, THERAPISTS, SOCIAL WORKERS:			
SERVING 4 OR MORE BUILDINGS	1,106	1,106	1,106
SERVING 3 BUILDINGS	830	830	830
SERVING 2 BUILDINGS	554	554	554
CLUBS	828	828	828
RESIDENTIAL CAMP (Per Night)	61.52	61.52	61.52

SCHEDULE B			
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	STEP 1	STEP 2	STEP 3
Athletics			
BASEBALL/SOFTBALL HS ASST COACH	2,352	2,904	3,726
BASEBALL/SOFTBALL HS HEAD COACH	3,371	4,296	5,251
BASKETBALL HS ASST COACH BOYS/GIRLS	2,552	3,008	3,787
BASKETBALL HS HEAD COACH BOYS/GIRLS	3,979	4,737	6,422
BASKETBALL MS BOYS	2,189	2,812	3,573
BASKETBALL MS GIRLS	2,189	2,812	3,573
CHEERLEADING FRESHMAN ASST COACH	2,145	2,584	2,765
CHEERLEADING HS VARSITY	3,218	3,889	5,029
CHEERLEADING JV ASST COACH	2,145	2,584	2,765
CHEERLEADING MS	1,439	1,725	2,071
CROSS COUNTRY HS ASST COACH	1,920	2,402	2,994
CROSS COUNTRY HS HEAD COACH	2,676	3,345	4,172
CROSS COUNTRY MS ASST COACH	1,685	1,685	1,685
CROSS COUNTRY MS HEAD COACH	1,685	2,086	2,756
DANCE COACH HS	2,481	2,994	3,889
EQUIPMENT MANAGER HS	2,500	2,500	2,500
FOOTBALL HS ASST COACH	2,552	3,008	3,787
FOOTBALL HS HEAD COACH	3,979	4,737	6,422
GOLF HS ASST COACH	1,443	1,924	2,505
GOLF HS HEAD COACH	2,006	2,677	3,483
GYMNASTIC HS COACH	3,020	3,723	4,587
HOCKEY HS ASST COACH	2,352	2,904	3,726
HOCKEY HS HEAD COACH	3,371	4,296	5,251
SKIING HS ASST COACH	1,260	1,739	2,309
SKIING HS HEAD COACH	1,759	2,420	3,216
SOCCER HS ASST COACH BOYS/GIRLS	2,352	2,904	3,726
SOCCER HS HEAD COACH BOYS/GIRLS	3,371	4,296	5,251
SWIMMING HS ASST COACH	2,352	2,904	3,726
SWIMMING HS HEAD COACH BOYS/GIRLS	3,371	4,296	5,251
TENNIS HS ASST COACH	1,680	2,162	2,746
TENNIS HS HEAD COACH BOYS/GIRLS	2,340	3,008	3,826
TICKET PERSONNEL OTHER EVENTS MS/HS (Per Game)	28.72	28.72	28.72
TICKET PERSONNEL VARSITY FOOTBALL (Per Night)	49.94	49.94	49.94
TICKET PERSONNEL VARSITY/JV BASKETBALL (Per Night)	49.94	49.94	49.94
TIMING/SCORING OTHER EVENTS MS/HS (Per Game)	32.16	32.16	32.16
TIMING/SCORING VARSITY FOOTBALL (Per Night),	44.98	44.98	44.98
TIMING/SCORING VARSITY/JV BASKETBALL (Per Night)	49.94	49.94	49.94
TRACK HS ASST COACH BOYS/GIRLS	2,352	2,904	3,726
TRACK HS HEAD COACH BOYS/GIRLS	3,371	4,296	5,251
TRACK MS ASST COACH	1,685	2,086	2,756
TRACK MS HEAD COACH	2,247	2,895	3,677
VOLLEYBALL HS ASST COACH	2,352	2,904	3,726
VOLLEYBALL HS HEAD COACH	3,371	4,296	5,251
VOLLEYBALL MS COACH	2,189	2,812	3,573
WATER POLO HS ASST COACH	1,680	2,162	2,746

SCHEDULE B			
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	STEP 1	STEP 2	STEP 3
WATER POLO HS HEAD COACH	2,340	3,008	3,826
WEIGHT ROOM SUPERVISOR HS (PER QTR)	910	910	910
WRESTLING HS ASST COACH	2,352	2,904	3,726
WRESTLING HS HEAD COACH	3,371	4,296	5,251
WRESTLING MS ASST COACH	1,685	2,086	2,756
WRESTLING MS HEAD COACH	2,031	2,355	3,150
Music			
MUSIC HS JAZZ ENSEMBLE	2,340	2,877	3,826
MUSIC HS MARCH/SYMPH/CONCERT DIRECTOR	2,662	3,008	4,167
MUSIC HS MARCHING BAND ASST DIRECTOR	1,320	1,623	1,996
MUSIC HS SOMEKO SINGERS	2,340	2,877	3,826
MUSIC HS SYMPHONY ORCHESTRA	2,662	3,008	4,167
MUSIC MS BAND	2,328	2,676	3,480
MUSIC MS JAZZ BAND	1,123	1,123	1,123
MUSIC MS ORCHESTRA	2,328	2,676	3,480
MUSIC MS VOCAL	2,328	2,676	3,480
Drama			
DRAMA HS CHOREOGRAPHER	829	1,022	1,256
DRAMA HS DRAMATIC PRODUCTIONS	2,651	3,261	4,012
DRAMA HS MUSIC PRODUCTIONS DIRECTOR	2,651	3,261	4,012
DRAMA HS MUSICAL DIRECTOR	1,423	1,753	2,153
DRAMA HS THEATER ASST DIRECTOR	1,320	1,623	1,996
DRAMA MS CHOREOGRAPHER	596	733	903
DRAMA MS DRAMATIC PRODUCTIONS	1,764	2,170	2,669
DRAMA MS MUSIC DIRECTOR	950	1,168	1,439
DRAMA MS MUSIC PRODUCTIONS DIRECTOR	1,764	2,170	2,669
Coordinators/Dept Chairs/Advisors/Sponsors			
CAREER PATHWAYS COORDINATOR K-12	1,661	1,661	1,661
CLASS SPONSORS HS	1,677	1,677	1,677
DEBATE COACH HS	1,830	2,525	3,354
DEPARTMENT CHAIRS MIDDLE SCHOOLS (6) (SS, Science, Math, English, Elective, Exploratory)	2,107	2,107	2,107
GERMAN EXCHANGE PROGRAM (Per Night)	62	62	62
INSTRUCTION COORDINATORS HIGH SCHOOL (English, Science, Math, SS, For/La, Guide, Fine Arts, Life Mgmt/Tech Ed.)	2,934	2,934	2,934
INTERNET COORDINATOR K-12	2,677	2,677	2,677
LANGUAGE ARTS COORDINATOR K-5	1,661	1,661	1,661
LIBRARY COORDINATOR K-5	1,661	1,661	1,661
MATH COORDINATOR K-5	1,661	1,661	1,661
NATIONAL HONOR SOCIETY ADVISOR	2,107	2,107	2,107
NCA CHAIRPERSON HS (per goal)	2,934	2,934	2,934
NEWSPAPER HS	1,718	2,291	3,153
PE HS AREA COORDINATOR	618	618	618
PE CORE CURR K-12	1,661	1,661	1,661

SCHEDULE B			
⊙ 2007-2008 ⊙			
	STEP 1	STEP 2	STEP 3
PERIODICAL PUBLICATIONS	1,423	1,937	2,784
QUIZ BOWL	1,830	2,525	3,354
SAFETY PATROL SUPERVISOR	1,455	1,788	2,410
SCIENCE OLYMPIAD MS & HS	1,054	1,054	1,054
SENIOR VOLUNTEER PROJECT COORD	1,661	1,661	1,661
SS CORE CURR 6-12	1,661	1,661	1,661
SS CORE CURR K-5	1,661	1,661	1,661
STUDENT COUNCIL HS	2,651	3,261	4,012
YEARBOOK ADVISOR HS	2,281	2,854	3,715
YEARBOOK ADVISOR MS	1,423	1,937	2,784
SCHOOL PSYCHOLOGISTS, SPEECH, PROGRAM SPECIALISTS, THERAPISTS, SOCIAL WORKERS:			
SERVING 4 OR MORE BUILDINGS	1,123	1,123	1,123
SERVING 3 BUILDINGS	843	843	843
SERVING 2 BUILDINGS	563	563	563
CLUBS	841	841	841
RESIDENTIAL CAMP (Per Night)	62.45	62.45	62.45

A. LONGEVITY COACHING PAY

Coaches are eligible for longevity pay provided:

1. They have coached in the same sport for a certain number of years at the Okemos Schools, or
2. They have coached a certain number of years, regardless of what sport at the Okemos Schools.

Coaching is defined as being paid by the Okemos School System for coaching service.

5 years of coaching	\$ 278.00
7 years of coaching	555.00
10 years of coaching	833.00
12 years of coaching	1,110.00
15 years of coaching	1,388.00
17 years of coaching	1,665.00
20 years of coaching	1,943.00

B. Longevity for coaching is subject to the following interpretations:

1. "Years" shall mean the full season of the sport. Years need not be consecutive nor does the same sport need to be coached to qualify, however, partial seasons may not be combined to make a year.
2. "Sport" shall mean interscholastic school-sponsored athletics only. Intramurals are not included.
3. A person is a "coach" irrespective of whether as a head coach or an assistant coach.
4. The maximum longevity credit that a person can accumulate during any academic school year would be one (1) year of coaching experience regardless of how many sports were coached during the academic school year. Multiple coaching assignments may not be combined to achieve longevity at a rate faster than one (1) year of credit per year employed.

C. New clubs can be created as the need and/or interest develops. Should a new club be created during the term of this Agreement, the club sponsor shall submit specific information on the club's activities in writing together with a potential club sponsor job description to the Deputy Superintendent for approval. All of the foregoing requirements shall be completed in advance of receiving any compensation for sponsoring a new club.

5.4 **INSURANCE BENEFITS**

A. MESSA Tri-Med Insurance

1. For each of the years covered by this master agreement, the Board will pay 90% and the employee will pay 10% of the Pak A premium. The employee payment will be payroll deducted in accordance with Section 5.4 I.
2. Pak A: MESSA Tri-Med; MESSA Plan 2 Long Term Disability Insurance (66 2/3%) coverage, 90 calendar day modified fill, \$5,000 monthly maximum, Social Security freeze, no 2 year limitation on any disability, cost of living allowance; Delta Dental Plan E with "007" Orthodontic Rider, including internal and external coordination of benefits; \$30,000 Negotiated Life with AD&D; MESSA VSP-3 Vision Plan
3. Pak B: LTD (as described in Pak A) Delta Dental Plan Auto Plus with "008" Orthodontic Rider, \$50,000 Negotiated Life Insurance with AD&D, Vision (as described in Pak A)
4. Pak B participants who are employed full time will receive a monthly cash payment of \$225.00 per month.
 - a. Any annuity amounts which exceed the Employer's subsidy shall be payroll deducted.
 - b. An open enrollment period shall be provided whenever the contribution amounts change, provided the carrier permits same.

B. Bargaining unit members who are hired after the first day of work in any school year shall be assessed the appropriate pro-rated portion of the annual assessment.

C. The Board will provide short term disability on the basis of 66 2/3% of earned salary for a period of ninety calendar days commencing on the 11th day of absence for the same condition within a school year or the date the teacher's accumulated sick leave is exhausted, whichever occurs later.

1. The foregoing 66 2/3% shall be figured on the teacher's daily rate (annual contract divided by the number of teacher days) for the period of disability from the 11th to 90th day of continuous disability. Such payment shall cease when the contract salary, less the 33 1/3% deduction for disability days, has been paid.
2. At the time of the last fully paid day, the contract will be paid in full to that date. Upon return, the remaining salary owed will be computed and that total prorated into remaining pay periods.

D. Part-time shall be defined as those bargaining unit members who are employed for less than fifteen hundred (1500) minutes of pupil contact time per week. Benefits will be pro-rated based on the number of minutes of employment.

- E. Open enrollment shall be held each September, and as scheduled by the carrier. The Board shall have no responsibility to pay insurance costs until the carrier enrolls the bargaining unit member.
- F. A bargaining unit member working a full school year can expect insurance coverage from September 1 through August 31. A bargaining unit member resigning as of the end of the school year will have insurance continued through August 31. Bargaining unit members hiring in after January 1 will have their insurance pro-rated during the summer months unless they are re-employed for the next school year in which case their coverage shall be continuous.
- G. A bargaining unit member who is eligible for insurance benefits including the Employer-paid annuity as set forth herein, shall be responsible for the completion of all necessary documents and for fulfilling any other requirement of the insurance underwriters/ administrators prior to receiving any benefit(s) under Section 5.4. Failure to comply with this provision shall result in loss of benefit(s).

H. Worker's Compensation

1. The Board agrees to carry worker compensation insurance for all bargaining unit members.
2. Bargaining unit members sustaining injury or occupational disease arising out of, and in the course of, employment, shall be continued on the payroll to the extent of the dollar amount of their sick leave reserve; provided, that where they receive income under the Worker Compensation Act, such income shall be supplemented by the Board with an amount sufficient to maintain their regular salary for a period not to exceed the dollar amount of their sick day reserve. Such reserve shall be charged only for that portion in excess of the compensation payment.

In the event that the use of sick leave as a supplement to Worker Compensation results in a reduction in the Worker Compensation benefit, the Board and the Association will meet and renegotiate this provision.

- I. The Employer has adopted a qualified plan document, including a salary reduction agreement which complies with Section 125 of the Internal Revenue Code. The plan document will become effective with the next open enrollment period. The cost associated with establishing the initial plan documents and for fulfilling future Employer reporting requirements shall be borne by the Employer. The Employer shall have the right to determine the plan administrator. The employee shall pay the monthly administration fee for documents required to be filed under Section 125 including salary reduction agreements.
The Employer has adopted a qualified plan document up to the maximum permitted by the Code, including a salary reduction agreement which complies with Section 125 of the Internal Revenue Code.

5.5**RETIREMENT BENEFITS**

- A. The Board agrees to pay one hundred dollars (\$100.00) for each year of service to Okemos Public Schools, to bargaining unit members upon retirement provided said bargaining unit members have been employed by the District at least ten (10) years. Bargaining unit members employed by the Okemos Public Schools for more than twenty (20) years shall be paid one hundred fifty dollars (\$150.00) for each year of service to Okemos Public Schools.
- B. In addition to the provisions set forth in Section A, those bargaining unit members who retire with at least ten (10) years of service with the Okemos Public Schools and who provide written notice of intent to retire at the end of the first semester by October 15, or the end of the second semester by March 15, shall be entitled to one-half (1/2) of their daily rate of pay for any accumulated unused sick leave up to seventy (70) days.
- C. As an assistance for early retirement, the Board agrees to provide those bargaining unit members electing early retirement in accordance with the provisions of the Michigan Public School Employees Retirement Act a one-time assistance payment equal to nine thousand dollars (\$9,000.00) provided bargaining unit members elect retirement during their first period of eligibility.
1. The term, "period of eligibility under MPSERS" shall be defined as the first year that the bargaining unit member becomes eligible for full retirement under the Act. (See Letter of Agreement).
 2. If a bargaining unit member's birthday falls during the school year, s/he shall be able to complete the school year.
 3. The assistance payment shall be made in a lump sum not later than January 10 of the year following retirement.
 4. Benefits under this provision shall terminate upon the death of the retiree as it is not intended as a benefit for survivors.
 5. "Retirement" means that the bargaining unit member must become an annuitant of the Michigan Public School Employees Retirement System.
 6. The bargaining unit member will not receive the assistance payment until the bargaining unit member has presented proof of retirement from the Michigan Public School Employees Retirement system and has submitted an official copy of a birth certificate and/or official proof of birth.
 7. In order to receive early retirement benefits, the bargaining unit member is required to give the Board written notice of his/her intent to retire at the end of the first semester by October 15, or the end of the second semester by March 15. Failure to provide the prescribed notification shall void the assistance pay provisions of this Agreement.

6.0 **SHARED TEACHING**

It is agreed that the Okemos Board of Education and the Okemos Education Association support the concept of shared teaching assignments at the elementary/secondary level subject to economic and staffing considerations. Shared teaching assignments shall be subject to the following provisions:

- A. It is agreed that shared time teachers are subject to the terms of the Master Agreement.
- B. Shared time teaching shall be defined as two (2) teachers sharing one (1) full-time assignment.
- C. Agreement to share a full time assignment shall commit the teacher and the Board to not more than one (1) school year.
- D. For teachers currently job sharing:
 - 1. Shared time teachers shall indicate by March 15 to the Deputy Superintendent their desire to:
 - a) Renew the established job sharing assignments;
 - b) Return to a full-time teaching assignment.
 - 2. Paragraph a) above will be implemented upon mutual agreement of the teachers, principal and Superintendent.
- E. For teachers wanting to establish a new shared teaching assignment:
 - 1. An individual seeking a shared teaching assignment for the next academic year must submit a letter of interest to the Deputy Superintendent by March 15. The shared teaching assignment shall become final once the other bargaining unit member is identified and upon mutual agreement of the teachers, principal, and Superintendent after completion of a and b, but no later than May 15:
 - a. Schedule the work time; morning/afternoon at the elementary level; class hours at the secondary level.
 - b. Provide a brief description of how the teacher responsibilities are to be shared including:
 - 1) Parent-Teacher conferences
 - 2) Grade/Department meetings
 - 3) Staff meetings
 - 4) Inservice
 - 5) Half days
 - 6) Communication with immediate supervisor; and process to be used
 - 7) Mutual Planning Time/Individual Planning Time
- F. Teachers in a shared assignment shall substitute in each other's absence whenever possible and shall be paid at the substitute rate. The absent teacher shall notify the substitute teacher recorder of such arrangement.

- G. Sick leave and individual leave days shall be accrued on a pro-rata basis.
- H. Teachers in a shared time assignment will be paid a pro-rata share of salary and fringe benefits.
- I. Seniority and salary schedule credit shall accrue as if teachers were employed full time.
- J. Teachers in shared time assignments shall be considered to be on a partial leave of absence. It is understood that shared time teachers are not eligible for unemployment compensation.

INGHAM CLINTON EDUCATION ASSOCIATION

This agreement entered into this 31st day of March 2005 by and between the following parties:

JRB
Witness

Don Johnson
ICEA Representative

Paulette Narasimh
Witness

Dea G. Glicksman
President, ICEA/OEA

Lisa Masce
Witness

Juan Santos
Negotiator Representative

OKEMOS BOARD OF EDUCATION

Travis H. Hebe
Witness

Catherine J. Ahl
Deputy Superintendent

Sandra A. Hopkins
Witness

Deborah Baughman
President, Okemos Board of
Education

APPENDIX: A

**Okemos Public Schools
Additional Certification and/or a New Endorsement.**

I, _____, am enrolled in the following courses and will complete the necessary requirements for (additional certification or a new endorsement) _____
_____ in _____.

I will complete the above course work by _____, 20_____.

Prior to July 30, I agree to provide the administration with a written statement from the appropriate college official that I shall successfully complete the above course work on the date indicated so that proper notice of layoff may be provided to other bargaining unit members who may be affected by the change in my status.

Signature

Date

Appendix B: SCHOOL CALENDARS

Okemos Public Schools 2005-2006 Calendar

August 05						
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August 29 & 30		New Teacher Orientation
August 31		Welcome/Planning Day
September 6	No School PM K-8 (Full day 9-12)	First Day of School K-8 Records Day
October 31	No School K-12	
Weeks of November 7 & 14		P/T Conferences K-12
November 1	No School K-12	Prof Dev
November 4		End of 1 st Marking Period HS
November 8	No School K-12	Records Day/P/T Conf K-8 Prof Dev 9-12
November 23, 24 & 25	No School K-12	Thanksgiving Recess
December 9		End of 1 st Trimester MS
December 21- January 3	No School K-12	Winter Recess
January 16	No School K-12	Martin Luther King, Jr. Day
January 25	No School PM 9-12	Records Day
January 26	No School PM K-12	Records Day
January 27	No School K-8 No School PM 9-12	Prof Dev/K-8 Records Day/PM 9-12
January 27		End of Semester HS
February 6		Elementary Report Cards Dist
February 17- 20	No School K-12	President's Day Weekend
February 21	No School K-12	Prof Dev
March 10		End 2nd Trimester MS
Weeks of March 20 & 27		P/T Conferences K-12
March 20	No School K-8	Records Day/P/T Conf
March 29		End 3 rd Marking Period HS
March 30 & 31	No School K-12	
April 3-7	No School K-12	Spring Recess
May 29	No School K-12	Memorial Day
June 12 & 13	No School PM 9-12	Records Day
June 14	No School PM K-12	Last Day of School Records Day
June 15		Planning Day for Teachers
June 19		Elementary Report Cards Mailed

February 06						
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Okemos Public Schools

2006-2007 Calendar

August 06						
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September 06						
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November 06						
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August 28 & 29		New Teacher Orientation
August 30		Welcome/Planning Day
September 5	No School PM K-8 (Full day 9-12)	First Day of School K-8 Records Day
October 27	No School K-12	
Weeks of November 6 & 13		P/T Conferences K-12
November 1	No School K-12	Prof. Dev
November 3		End of 1 st Marking Period HS
November 7	No School K-12	Records Day/P/T Conf K-8 Prof. Dev 9-12
November 22, 23 & 24	No School K-12	Thanksgiving Recess
December 1		End of 1 st Trimester MS
December 25- January 5	No School K-12	Winter Recess
January 15	No School K-12	Martin Luther King, Jr. Day
January 24	No School PM 9-12	Records Day
January 25	No School PM K-12	Records Day
January 26	No School K-8 No School PM 9-12	Prof. Dev/K-8 Records Day/PM 9-12
January 26		End of Semester HS
February 5		Elementary Report Cards Dist
February 16-19	No School K-12	President's Day Weekend
February 20	No School K-12	Prof. Dev
March 9		End 2nd Trimester MS
Weeks of March 19 & 26		P/T Conferences K-12
March 19	No School K-8	Records Day/P/T Conf
March 28		End 3 rd Marking Period HS
March 29 & 30	No School K-12	
April 2-6	No School K-12	Spring Recess
May 28	No School K-12	Memorial Day
June 11 & 12	No School PM 9-12	Records Day
June 13	No School PM K-12	Last Day of School Records Day
June 14		Planning Day for Teachers
June 18		Elementary Report Cards Mailed

February 07						
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Okemos Public Schools

2007-2008 Calendar

August 07						
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October 07						
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August 27 & 28		New Teacher Orientation
August 29		Welcome/Planning Day
September 4	No School PM K-8 (Full day 9-12)	First Day of School K-8 Records Day
October 26	No School K-12	
Weeks of November 5 & 12		P/T Conferences K-12
November 1	No School K-12	Prof Dev
November 2		End of 1 st Marking Period HS
November 6	No School K-12	Records Day/P/T Conf K-8 Prof Dev 9-12
November 30		End of 1 st Trimester/MS
November 21, 22 & 23	No School K-12	Thanksgiving Recess
December 24- January 4	No School K-12	Winter Recess
January 21	No School K-12	Martin Luther King, Jr. Day
January 23	No School PM 9-12	Records Day
January 24	No School PM K-12	Records Day
January 25	No School K-8 No School PM 9-12	Prof Dev/K-8 Records Day/PM 9-12
January 25		End of Semester HS
February 4		Elementary Report Cards Dist
February 15-18	No School K-12	President's Day Weekend
February 19	No School K-12	Prof Dev
March 10		End 2 nd Trimester MS
Weeks of March 24 & 31		P/T Conferences K-12
March 24	No School K-8	Records Day/P/T Conf
April 2		End 3 rd Marking Period HS
April 3 & 4	No School K-12	
April 7-11	No School K-12	Spring Recess
May 26	No School K-12	Memorial Day
June 9 & 10	No School PM 9-12	Records Day
June 11	No School PM K-12	Last Day of School Records Day
June 12		Planning Day for Teachers
June 16		Elementary Report Cards Mailed

February 08						
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July 08						
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Appendix C: GRIEVANCE REPORT FORM

SECTION 1.7, GRIEVANCE PROCEDURE, REQUIRES THAT A WRITTEN GRIEVANCE SHALL CONTAIN THE FOLLOWING:

1. It shall be signed by the grievant.
2. It shall contain the date of the alleged violation.
3. It shall be specific.
4. It shall contain a summary of the facts giving rise to the alleged violation.
5. It shall cite the section(s) or subsection(s) of this Agreement alleged to have been violated.
6. It shall specify the relief requested.

GRIEVANCE # _____

- Distribution:
1. Superintendent
 2. Principal
 3. Association
 4. Teacher

GRIEVANCE REPORT

Submit to Principal in duplicate

Building _____

Assignment _____

Name of Grievant _____

Date Filed _____

STEP I

A. Date Cause of Grievance Occurred _____, 20__

B. 1. Statement of Grievance

2. Relief Sought

Signature _____

Date _____

C. Disposition by Principal

Signature _____

Date _____

D. Position of Grievant and/or Association

Signature _____

Date _____

STEP II

A. Date received by Superintendent or Designee _____ 20__

B. Disposition of Superintendent or Designee

Signature _____ Date _____

C. Position of Grievant and/or Association

Signature _____ Date _____

STEP III

A. Date received by Board of Education or Designee _____, 20__

B. Disposition by Board

Signature _____ Date _____

C. Position of Grievant and/or Association

Signature _____ Date _____

STEP IV

A. Date submitted to Arbitration _____, 20__

B. Disposition and Award of Arbitrator

Signature _____ Date _____

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Part-time Employment While on Sabbatical Leave

WHEREAS the parties seek to accommodate part-time employment that is offered by an Employer other than the Okemos Public Schools while a bargaining unit member is on a sabbatical leave pursuant to the provisions of Section 4.61 of the Master Agreement, it is agreed as follows:


1. A bargaining unit member who has been granted a sabbatical leave shall execute an individual written employment contract with the Okemos Public Schools.
2. Said individual contract shall specify and entitle the bargaining unit member to compensation that is equal to one-half (1/2) the annual contract salary at his/her step of the salary schedule.
3. The bargaining unit member shall execute a promissory note for the salary to be received during the term of the leave from the Okemos Public Schools. Said promissory note shall be void upon the bargaining unit member's return from leave and his/her completion of one (1) year of employment with the Okemos Public Schools.
4. A bargaining unit member may earn up to one-half (1/2) of his/her annual contract salary through another Employer provided:
 - a. The bargaining unit member submits written notification of the name and address of said Employer to the Director of Personnel and Public Information within five (5) work days of an offer of employment; and
 - b. Said Employer submits written notification of the amount of compensation that will be remitted to the bargaining unit member to the Director of Personnel and Public Information within five (5) work days of the date of hire.
5. The amount of compensation that the bargaining unit member receives from the Okemos Public Schools together with any other Employer shall not exceed the annual contract salary that the bargaining unit member would have received had s/he been employed full time with the Okemos Public Schools.



For the Board of Education

2/8/2005

Date



For the Association

2/8/2005

Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

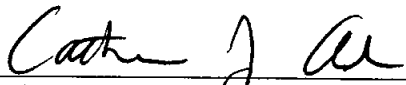
MPSER Eligibility

For the purposes of clarifying the provisions at section 5.5, C of the Master Agreement, the parties agree that the current interpretation of eligibility by the Michigan Public School Employees Retirement System is as follows:

The first period of eligibility for bargaining unit members in the Basic Plan is defined as having attained age sixty (60) with ten (10) or more years of credited service, or having attained age fifty-five (55) with thirty (30) or more years of credited service and with credited service in each of the five (5) school fiscal years immediately preceding the retirement allowance effective date.

The first period of eligibility for bargaining unit members in the MIP is defined as having attained thirty (30) years of credited service at any age, or having attained age sixty (60) while still working with a minimum of five (5) years of credited service and with credited service in each of the five (5) school fiscal years immediately preceding the retirement allowance effective date.

Bargaining unit members should consult with MPSERS for an update of the foregoing interpretation prior to finalizing their retirement plans.



For the Board of Education

February 8, 2005
Date



For the Association

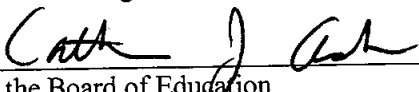
February 8, 2005
Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Middle Schools ITM Stipend

1. A grade 6 – 8 teacher who had an ITM during the 2002-03 school year shall be provided an annual stipend of \$1,500.00 if s/he has more than 150 students at a middle school as part of a seven period day with one planning period.
2. The Board agrees not to implement a middle school grade reconfiguration until at least the 2005-06 school year. In other words, the existing grade configuration of 6 – 8 will be maintained with the following timeline for analysis, decision-making and possible implementation:
 - a. During the 2003-04 school year, the Board will decide whether the reconfiguration of the middle school grades is a viable option that will be implemented. This decision will be research driven and based on student enrollment projections, financial implications and the potential cost/benefits of teaching and learning.
 - b. If the Board decides to reconfigure the middle school grades as set for the above, the program will be planned and developed with parental, teacher and administrative input. The planning will commence as early as second semester of the 2003-04 school year; an interim report will be presented to the Board in June 2004; a final recommendation will be made to the Board no later than February 1, 2005.

The parties agree that should reconfiguration at the middle school grades be necessary, in order to create the best possible program alternative for teaching and learning, it requires the expertise of teachers, administrators and parents. Therefore, the planning and development of such a program will be a collaborative effort. Representative teachers from the grade levels involved in the reconfiguration will actively engage in a cooperative planning process with administrator and parents to develop the program. The parties shall negotiate to reach agreement regarding the composition of the committee and the compensation for members of the committee.
 - c. The implementation of the middle school program, as set forth in b. above, that would address the district's need to reconfigure the middle school grades, would be initiated during the 2005-06 school year.
3. The parties acknowledge that this Letter of Agreement in no way indicates a predisposition on the part of the Board of Education with respect to reconfiguring the middle school grades. Instead, it reflects the Board's intention to investigate the financial implications, as well as the impact on teaching and learning, resulting in an informed decision on this issue.
4. The parties agree to implement the terms of this proposal beginning with the 2003-04 school year, even if the negotiation of the entire Master Agreement has not been completed at that time.



For the Board of Education

February 8, 2005
Date



For the Association

February 8, 2005
Date

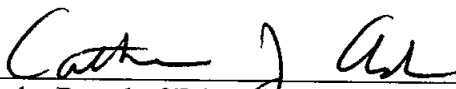
LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Hours of Student Instruction 2005-06, 2006-07, 2007-08

WHEREAS Section 1284(1) of the School Code requires 1,098 hours of student instruction in 2005-06, 2006-07, and 2007-08.

The parties agree as follows subject to the provisions of Section 3.2 of the Master Agreement:

1. The instructional hours/minutes at the High School shall be 7:50 a.m. to 2:40 p.m. on full days of instruction and 7:50 a.m. to 10:50 a.m. on half days of instruction.
2. The instructional hours/minutes at the Middle Schools shall be 8:05 a.m. to 2:55 p.m. on full days of instruction and 8:05 a.m. to 11:05 a.m. on half days of instruction.
3. The instructional hours/minutes at the Grades 1-5 shall be 8:35 a.m. to 3:40 p.m. on full days of instruction and 8:35 a.m. to 11:50 a.m. on half days of instruction.
4. The instructional hours/minutes at the Kindergarten levels shall be 8:35 a.m. to 11:45 a.m. and 12:30 p.m. to 3:40 p.m. on full days of instruction and 8:35 a.m. to 11:50 a.m. on half days of instruction.
5. The duty-free, uninterrupted lunch period at all levels remains unchanged.
6. Elementary Preparation/Planning/Conference time is subject to Article 3.2 of the Master Agreement and is based upon the following: at least 75 minutes per week during student lunch break; at least 64 minutes per week for vocal music instruction; at least 64 minutes per week for physical education instruction; at least 48 minutes per week for art instruction; plus unassigned recess duty which may vary from week to week, and building to building, and season to season depending on the circumstances. If averages vary the Association shall have the right to conference with the building principal and the Deputy Superintendent.
7. All other terms and conditions of the Master Agreement between the parties shall be as set forth therein.



For the Board of Education

February 8, 2005

Date



For the Association

February 8, 2005

Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION
MEA/NEA

District Restructuring and Reorganization

The portions of the current contract that are affected by restructuring or reorganization of the school district are subject to renegotiation during the term of this contract at the request of either party.

Cath J. Ah
For the Board of Education

February 8, 2005
Date

Dea G. Glickman
For the Association

February 8, 2005
Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION
MEA/NEA

Building Closing – Staffing and Assignments

In the event of the closing or restructuring of a school building(s), four representatives from Board and four representatives from the Association will meet to attempt to reach agreement regarding staffing and assignments.

If the parties are unable to reach agreement, staffing and assignments, plus any staff reductions that may be necessary, will be conducted in accordance with the Master Agreement.

Cathy J. Ah
For the Board of Education

February 8, 2005
Date

Shea G. Glicksman
For the Association

February 8, 2005
Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Limited English Proficient Staff

LEP employees remain out of the bargaining unit. However, if a bargaining unit member is assigned an LEP class then the time spent in an LEP position will count as minutes of employment under 5.4D for the purpose of insurance eligibility/proration.

Cathy J. Ash
For the Board of Education

February 8, 2005
Date

Thea G. Glicksman
For the Association

February 8, 2005
Date

LETTER OF UNDERSTANDING
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Elementary Pupil/Teacher Contact Time
(Section 3.2, Paragraph C)

This Letter of Understanding clarifies teacher planning time at the elementary level.

Plan: Utilize existing counselor time:

1. Elementary counselors will deliver 25 lessons (equal to the number of full weeks of school) per school year, per elementary classroom (excluding kindergarten).
2. When the counselor is in an elementary classroom delivering a lesson, the classroom teacher has the option to utilize this time for planning, either in or out of the classroom.
3. Should a session be missed, the counselor and classroom teacher will dialogue, making every effort to reschedule the missed session. Should there be a need for either party to alter the pre-set schedule, the individual initiating the change will communicate this to the other person.
4. Elementary classroom teachers, excluding kindergarten, will be assured an average of two (2) duty free recesses per full week.
5. Elementary teachers will not exceed an average of 1,675 minutes per week during full weeks.

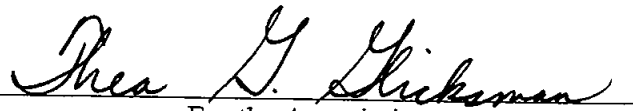
Calculations: Week = 2,125 minutes –150 minutes lunch –75 minutes prep at lunch –48 minutes art –64 minutes PE –64 minutes music –30 minutes recess –30 minutes counselor = **1,664 minutes per week**



For the Board of Education



Date



For the Association



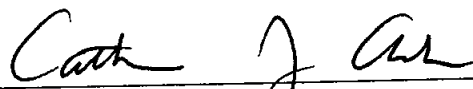
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LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Staffing Vacancies during the School Year

In an effort to minimize disruption to students and to programming, should a vacancy occur on or after the first day teachers report to work, it will be considered a "temporary" position and only posted externally, unless the Association and Board agree to proceed otherwise. In May of that academic year, the "temporary" position will be posted internally as a vacancy for the following school year. In the event another bargaining unit member is selected to fill the vacancy, the bargaining unit member who held the "temporary" position will be eligible to apply for other vacancies as they exist.

This letter of agreement will remain in effect for the duration of this Master Agreement. Upon expiration of the agreement, the parties will evaluate the processes and procedures set forth, determining the effectiveness of the language in reaching their desired outcomes.



For the Board of Education

February 8, 2005
Date



For the Association

February 8, 2005
Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

Establishing Number of Sections

For each academic school year, administration establishes the number of sections and determines staffing needs at each elementary grade level during May of the preceding school year. The number of sections established is based on the existing student enrollments at that time. Class size limits (grades K-2 = 25 students; grade 3 = 27 students and grades 4,5 = 29 students) will not be exceeded in this process.

If conditions force class size to exceed the stated maximums at the elementary level after sections and staffing needs for the following year have been determined by the administration, then Section 3.1, D. shall apply.

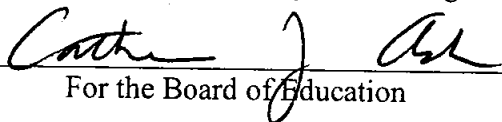
However, the parties agree that the administration will proceed as follows:

If one section of a grade level in a building has a class size that exceeds the stated maximum by five (5) or more students, five (5) instructional days following the Friday after Labor Day, and the other section(s) at that grade level are at the stated maximum, then:

- (a) Administration will look at the other class sizes throughout the district at that specific grade level to determine if another section should be created, a multi-age classroom created or an aide added to the section at the maximum plus one student.
 - If administration determines that adding a section will maintain a level of class size equity between buildings at that grade level, that will be the course of action.
 - If administration determines that adding an aide to the section with a class size at the maximum plus one or creating a multi-age classroom will maintain a level of equity, that will be the course of action.
- (b) Administration will discuss the course of action with the OEA President and the OEA Contract Maintenance Chair, explaining the rationale for the final outcome.

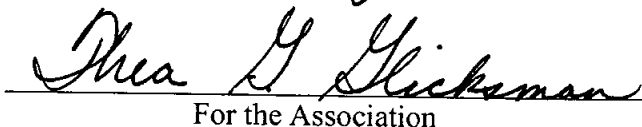
The parties acknowledge that the purpose of this language and understanding is not to promote higher class sizes at the elementary level. Instead, it is an attempt to assist with the issue of class size equity throughout the district at the K-5 level, as well as allow administration to make fiscal decisions utilizing more accurate student enrollment data.

This letter of understanding will remain in effect for the duration of the Master Agreement. Upon expiration of the agreement, the parties will evaluate the processes and procedures set forth, determining the effectiveness of the language in reaching their desired outcomes.



For the Board of Education

February 8, 2005
Date



For the Association

February 8, 2005
Date

LETTER OF AGREEMENT
between the
OKEMOS BOARD OF EDUCATION
and the
INGHAM CLINTON EDUCATION ASSOCIATION, MEA/NEA

FLEX

The Okemos High School faculty developed and piloted a "creative" schedule to address specific teaching and learning needs identified at the 9-12 grade levels. Therefore, the Board and the Association agree that for the duration of the 2004-05 school year, the high school schedule will have the following component:

1. A fifty (50) minute block of time, referred to as "FLEX", will be established two days per week.

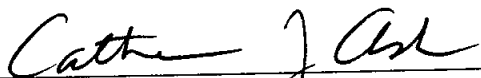
It is further agreed by the parties that:

2. All full time teachers scheduled at the high school during the time designated for "FLEX" will supervise the fifty (50) minute block.
3. The number of students assigned to a teacher during the "FLEX" time will not exceed twenty-nine (29) students.
4. If a part-time teacher is **assigned** to supervise the 50-minute block, s/he will be paid a stipend of \$1,000 per year (prorated if the assignment is less than a full year).

Note: It is agreed that part-time teachers who are not assigned a FLEX block may arrange time to meet with students before school, after school, during lunch or during the FLEX time.

5. The students in the fifty (50) minute block will not be counted for purposes of determining a teacher's total student load.


The parties agree to implement the terms of this Letter of Agreement beginning for the 2004-05 school year.



For the Board of Education



Date



For the Association



Date

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