

**MASTER AGREEMENT
BETWEEN
MANISTEE AREA PUBLIC SCHOOLS
AND
MANISTEE TEACHERS' ASSOCIATION
MEA – NEA
2008 – 2012**

To use the Table of Contents simply hold the CTRL key down and click the desired ' ,

Table of Contents

<u>ARTICLE I</u> Recognition.....	1	Leave of Absence.....	20
<u>ARTICLE II</u> Agency Shop-Mandatory Deductions.....	1-2	<u>ARTICLE XII</u> Leaves of Absence Without Pay	20-22
<u>ARTICLE III</u> Teacher Rights.....	2-3	Family Medical Leave Act (FMLA)	20
<u>ARTICLE IV</u> Board Rights.....	3	Military Leave.....	21
<u>ARTICLE V</u> Professional Compensation	3-14	<u>ARTICLE XIII</u> Substituting by Teachers	22
<u>Fringe Benefits</u>	5	<u>ARTICLE XIV</u> Protection of Teachers.....	22-23
<u>Salary Schedule A</u> 2008-09 Salary Schedule	7	<u>ARTICLE XV</u> Grievance Procedures.....	23-24
Salary Schedule A Continued	7	<u>ARTICLE XVI</u> Contrary to Law Provisions.....	24
2009-10 Salary Schedule	8	<u>ARTICLE XVII</u> Procedure for Extra Compensation Positions....	24-25
2010-11 Salary Schedule	9	<u>ARTICLE XVIII</u> Lay-Off and Recall Procedure.....	25-26
2011-12 Salary Schedule	10	Recall Procedure.....	26
<u>Salary Schedule B</u> Salary Schedule for Coaching	11	<u>ARTICLE XIX</u> School Calendar 2008/09	26
<u>Salary Schedule C</u> Supplemental Salaries.....	13	<u>ARTICLE XX</u> Entire Agreement	27
<u>ARTICLE VI</u> Work Day, Work Hours.....	14-15	<u>ARTICLE XXI</u> Duration of Contract	27
Elementary Teachers.....	14	Appendix <u>Academic Calendar 2008-09</u> <u>Letter of Agreement High School Seminar</u> <u>2008-09 Internet and Network Access Agreement</u> <u>2008-09 Technology Service Level Agreement</u> <u>Teacher Evaluation</u> <u>Timeline and Procedures for Observation</u> <u>Formal Observation Notes</u> <u>Feedback Form</u> <u>Individual Development Plan/PDP</u> <u>Rubric for Feedback Form (Shared Drive)</u> <u>Reflection Questions (Shared Drive)</u>	
Middle School Teachers (Grades 7, 8).....	15		
Senior High Teachers.....	15		
<u>ARTICLE VII</u> Assignments, Transfers, and Vacancies	15-17		
Vacancies.....	16		
<u>ARTICLE VIII</u> Teaching Conditions.....	17-18		
Class loads	17		
Special Education	17		
Assignments.....	18		
Duties.....	18		
<u>ARTICLE IX</u> Teacher Evaluation.....	19		
<u>ARTICLE X</u> Sick Leave and/or Disability	19		
<u>ARTICLE XI</u>			

ARTICLE I – RECOGNITION

- A. The Board hereby recognizes the association as the exclusive bargaining representative, as defined in Section II of Act 379, Public acts of 1965, for all teacher certified personnel, including guidance counselors and certified librarians, but excluding administrative personnel and substitute teachers. The term, "teacher," when used hereinafter in this agreement, shall refer to all employees represented by the Association in the bargaining unit defined above.

ARTICLE II – AGENCY SHOP - MANDATORY DEDUCTIONS

- A. Each employee shall, as a condition of employment, (1) on or before thirty (30) days from the date of commencement of duties of the effective date of this Agreement, whichever is later, join the Union, or (2) 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 that policy. The service fee shall not exceed the amount of MEA/NEA dues collected from association members. The employee may authorize payroll deduction for such fee. In the event that the employee shall not pay such service fee directly to the Association, or authorize payment through payroll deduction, the Employer shall, 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. Payroll deductions made pursuant to this provision shall be made in equal amounts, as nearly as may be, from the paychecks of each employee. Money so deducted shall be remitted to the Association, or its designee, no later than ten (10) days following deduction.
- B. Pursuant to Chicago Teachers Union v Hudson, 106 S Ct 1066 (1986), the Union has established a Policy Regarding Objections to Political-Ideological Expenditures." That policy, and the administrative procedures (including the time-table for payment) pursuant thereto, applies only to non-union employees. The remedies set forth in that 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 employee concerning the application and interpretation of this article shall be subject to the grievance procedure set forth in this Agreement, or any other administrative or judicial procedure.
- C. Any employee who is a member of the Union, or who has applied for membership, may sign and deliver to the Employer an assignment authorizing deduction of dues, assessments and contributions in the Union as established by the Union. Such authorization shall continue in effect from year to year unless revoked according to the procedures outlined in the MEA Constitution, Bylaws, and Administrative Procedures. Pursuant to such authorization, the Employer shall deduct one-tenth of such dues, assessments and contribution from the regular salary check of the employee, each month for ten (10) months, beginning in September and ending in June of each year.
- D. Upon appropriate written authorization from the bargaining unit member, the Employer shall deduct from the wages of any such member and make appropriate remittance for MEA-FS's MEA-sponsored programs (tax-deferred annuities, auto insurance, homeowner's insurance, etc.), MESSA programs not fully Employer-paid, credit union, savings bonds, charitable donations, MEA-PAC/ NEA Fund for Children and Public Education (formally known as "NEA-PAC") contributions or any other plans or programs jointly approved by the Association and Employer.
- E. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members along with other required information may not be available and transmitted to non-members until mid-school year (December, January, or February). Consequently, the parties agree that the procedures in this article relating to the payment or non-payment of the representation fee by non-members shall be activated thirty (30) days following the Association's notification to non-members of the fee for that given school year.
- F. Hold Harmless: The Association agrees to assume the legal defense of any suit or action brought against the Board or the School District, School Board Members, Agents, and Representatives, (for the deduction of the service fee) under the terms of this article, and the Association further agrees to indemnify and save the Board, the School District, School Board Members, Agents and Representatives for the Board of the School District, harmless against all claims, demands, costs, suits, damages, or other forms of liability, including back pay, and all court or administrative agency costs which may arise out of or by reason of action by the Board for the purpose of complying with this Agreement.

ARTICLE III – TEACHER RIGHTS

- A. Every employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. As a duly elected body

**Manistee Teacher's Association Master Agreement
2008-2012**

exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, collective bargaining or institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The Association and its members shall have the right to use school facilities upon written application at reasonable hours for Association meetings. Consumable supplies used by the Association in the conduct of their business shall be replaced by the Association. (This does not include supplies and materials used in contract negotiations).
- C. The Board agrees to furnish to the Association such information as requested by the association for the contract administration, grievance processing and bargaining. All requests must be submitted in writing.
- D. No employee shall be disciplined without just cause. The term "discipline" as used in this Agreement includes warnings, reprimands, and suspensions with or without pay, reductions in rank, discharge, or other actions of a disciplinary nature.
- E. An employee shall be entitled to have present a representative of the union during any meetings, which will or may lead to disciplinary action by the employer.
- F. To encourage the employee to meet minimum standards of conduct in the performance of their work, a system of progressive discipline shall be fairly applied to all members of the bargaining unit. The following procedure will be established depending upon the severity of the violation:
 - 1. Discussion of problem(s) and oral warning(s).
 - 2. Written warning(s)
 - 3. Suspension(s) with pay
 - 4. Suspension(s) without pay of three (3) days or less
 - 5. Suspension(s) without pay of more than 3 days (subject to teacher tenure act)
 - 6. Discharge (Subject to teacher tenure act)
- G. Any complaints by a parent of a student directed toward an employee shall be promptly called to the employee's attention. The Employer shall immediately inform the Employee of any complaint that leads to investigation by an agency outside of Manistee Area Public Schools, including but not limited to, Police, Social Services, etc, pursuant to law.
- H. Classroom Visitation: For the protection of students and staff, the Employer shall adopt a policy on classroom visits which shall be published in the policy handbook. Copies of the policy will be available in the office at each school location.

(The policy will include the following but the specific policy will not be published as part of the Master Agreement).

Back to Table of Contents

- 1. Approval of the principal and classroom teacher must be obtained prior to any visitation and visitors shall be required to "check in" at the office before going to the classroom. Whenever possible, the teacher will be given 24 hours advance notice of such visitation.
- 2. In order to cause the least amount of disruption to the classroom:
 - a. Visits shall not exceed one (1) class period in secondary grades or one (1) clock hour in elementary grades. Longer visits may be approved when necessary.
 - b. Visits will be limited to regular class instruction time and not be conducted during tests, examination or evaluations.

**Manistee Teacher's Association Master Agreement
2008-2012**

- c. No more than two visitors will be in any given classroom on any given day, except for open houses or regularly scheduled parent conference days.
 - d. Recording of classroom activity (video, audio, photographs) will not be allowed unless approved by the Principal and teacher.
 - e. Exceptions to the above must be approved by the principal and teacher and shall only be approved for good cause.
- 3. Visitors shall be instructed that any information gained by their visit regarding the behavior or performance of other students is strictly confidential and not to be discussed outside of the classroom.
 - 4. Any visitor who disrupts or behaves in a manner that could be detrimental to the students or staff will be asked to leave.

ARTICLE IV – BOARD RIGHTS

- A. The Board, on its own and on behalf of the electors of the District hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including the right:
 - 1. To exercise executive management and administrative control of the school system and its properties and facilities.
 - 2. To hire all employees, and subject to the provisions of law and to the limitations of this Agreement, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion and to promote and transfer all such employees.
 - 3. To establish grades and courses of instruction, including special programs, to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.
- B. The exercise of the powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement in conformance with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States.

ARTICLE V – PROFESSIONAL COMPENSATION

- A. The salaries and fringe benefits of teachers are set forth in Schedules A, B, and C as attached and incorporated in this Agreement.
- B. A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties without loss of salary.
- C. Employees shall be reimbursed for allowable business mileage at the IRS mileage rate in effect at the time the miles were earned. The District will notify the EA President of mileage rate changes. Employees shall turn in their requests for reimbursement at the end of each trimester and shall be paid out in accordance with the districts payroll processing and in accordance with law. Teachers who travel between school buildings as a part of their job duties shall be eligible for reimbursement for such travel at the basic rate. Each teacher whose assignment requires travel time shall meet at the beginning of each school year with the appropriate administrator to mutually determine such travel time.
- D. Any teacher whose duties necessitate travel for school related activities, and is authorized by school administration for such travel, shall keep records of his/her mileage, as required by the IRS, and destination and receive mileage reimbursement accordingly.
- E. Teachers attending meetings, conferences, and other school activities at the request of the district shall be reimbursed for the actual mileage at the basic rate. Teachers will also be reimbursed for expenses incurred for meals, lodging, and registration fees. Travel and reimbursement arrangements must be approved in advance by the superintendent or his/her designee.

**Manistee Teacher's Association Master Agreement
2008-2012**

F. Credits earned after receiving a teaching certificate shall be counted toward lateral movement on the salary schedule by meeting one (1) of the following qualifications:

1. Required for a Michigan Teaching Certificate.
2. Enhances the subject area in which the person is teaching.
3. Related to the field of education.

Confirmation of the qualification of these credits shall be obtained from the Superintendent before taking the course. Adjustments on the salary schedule shall be made at the beginning of the first trimester immediately following completion of the credits.

The Administration and the Association recognize the need for teachers to remain knowledgeable concerning the methods and expanding body of knowledge of their profession.

The Board accepts the responsibility of providing workshops and permitting visitation to clinics, other schools, and professional meetings by teachers

Both parties recognize the value of having a plan in place to promote professional growth among the staff. \$14,000 shall be dedicated for continuing education and shall be distributed on a first come first served basis, for training and non-graduate classes that can enhance the teaching skills of applying teachers that do not meet the above criteria and do not count toward lateral movement on the salary schedule. Bargaining unit members taking undergraduate classes shall receive remuneration in the amount of \$200.00 per class upon approval by the district. A professional development committee composed of a teacher from each building; a principal and the curriculum director shall be responsible for the implementation of this program.

G. The Board agrees to pay for the vandalism on school property to a teacher's automobile if a police report is filed and only to the extent not otherwise covered by insurance.

H. The Board will pay total tuition costs for teachers when the need is for further training to prepare for new or revised curriculum offerings as determined by the Board.

I. Any teacher of the School District may obtain a teacher pass to all school activities with the exception of M.H.S.A.A. Tournaments, from the office of the Athletic Director. Family passes shall be available, providing the teacher volunteers to assist with at least two of the supervisory or clerical duties associated with such activities.

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

J. Either the board or the association may at their discretion initiate discussion about offering early retirement incentives.

Early Retirement Payment for Medically Disabled Personnel:

1. The employee shall have a minimum of 25 years of credit in the MPSERS and have been employed by the Manistee Area Public Schools for a minimum of 12 years.
2. The employee shall be receiving treatment from a licensed physician for an illness that is likely to cause continuing absence from work during much of the remainder of the current school year. This condition shall be certified by the attending physician and confirmed by a second opinion of another licensed physician.
3. The closing date for this special retirement provision shall be by the end of the first term of the trimester of the current school year.

K. Payroll deduction shall be available for credit union programs.

L. Insurance Protection

Fringe Benefits: Should the district enter into an insurance consortium, upgrades to the insurance coverage may be bargained.

1. Upon submission of a written application, the Board shall provide bargaining unit members working more than 60% of a full contract with monthly allowances for MESSA-PAK Plan A, or B, Section 125 Plan C according to the following schedule:

Plan A: Teacher will pay 5% of the total premium each year for SuperCare 1 health coverage. Choices II health coverage shall be fully funded by Board of Education provided that any increase in premium costs do not exceed, as a percentage, the increase in premium costs for SuperCare I. In the event Choices II premium increases exceed, as a percentage, the premium cost increases for SuperCare I, the employee shall pay the difference in the increased cost not to exceed 5% of premium per year.

Plan B: Fully funded by the Board of Education

Plan C: Fully funded by the Board of Education

MESSA-PAK Plan Specifications are as follows:

Plan A: *Super Care I with Rider XVA2 (Full Family) 2003 Revision *\$5/10
co-pay, \$50/100 deductible

*LTD 66 2/3% of salary to monthly maximum of \$2500, 90 day modified fill

*MESSA/Delta Dental Plan (60/50/60: Class I, & II; \$1,500 max, Ortho Rider \$2000 max) (Full Family)

*MESSA Vision VSP2 (Full Family)

*Negotiated Term Life \$20,000

Plan B:

*MESSA/Delta Dental Plan (75/60/75: Class I, II, & III; \$1,500 max, Ortho Rider \$2000 max) (Full Family)

*MESSA Vision VSP3 (Full Family)

*LTD (Same as Plan A)

*Negotiated Term Life \$20,000

Plan C: Plan B Premium toward a Section 125 Option Plan.

*LTD (Same as Plan A)

*\$20,000 Term Life Insurance

2. In the event an employee has exhausted paid sick leave or dies, employee benefit shall continue through the contract year.

**Manistee Teacher's Association Master Agreement
2008-2012**

3. In the event an employee is terminated (not including layoff) or resigns during the school year, the insurance shall be continued until the employee has received the prorated portion of the 12 month insurance year earned at the time of the termination. An employee hired after the first required work day of the school year shall be entitled to the above mentioned employee benefits, subject to MESSA's underwriting guidelines.
4. The Board shall make payment of insurance premiums for all persons, including persons laid off during the current school year, to assure insurance coverage for the full 12 month period commencing September 1st and ending August 31st.
5. Employees working less than a 40% contract shall receive no benefits. Employees working 40%-50% of a full contract shall receive single subscriber level MESSA Super Care I (2003 Revision) (With XVA2 Rider) benefits. Employees working 40%-60% who have such coverage shall be enrolled in Plan B of the modified MESSA-Pak. Employees working more than 60% of a full contract shall be eligible for either Plan A or B as will those employees working in a Board approved job sharing program.
6. Each teacher has a thirty (30) day conversion right of Board provided term life insurance upon termination of employment. Any employee electing his/her right of conversion in order to keep their term life insurance in force must contact the insurance carrier within thirty (30) days of their last day of employment.
7. An open enrollment period shall be provided annually during the month mutually agreed by the parties.
8. Employees not desiring health insurance shall receive MESSA-PAK Plan B. When two members of a family are employed, one member will receive this option. Any employee who does not take health insurance will receive cash in lieu of insurance. The amount of cash in lieu of insurance will be calculated by taking 60% of the MESSA Choices II full-family premium less the cost of Plan B. Such payment may be used for an annuity or other salary reduction agreement authorized by section 125 of the internal revenue code.

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

SCHEDULE A

2008-09 Salary Schedule

STEP	B.A.	B.A. + 10	B.A. + 30/ M.A.	B.A. + 50/ MA + 20
1	\$ 34,006	\$ 34,347	\$ 36,132	\$ 36,897
1.5	\$ 34,652	\$ 35,018	\$ 36,830	\$ 37,620
2	\$ 35,298	\$ 35,690	\$ 37,527	\$ 38,344
2.5	\$ 35,943	\$ 36,361	\$ 38,224	\$ 39,067
3	\$ 36,589	\$ 37,033	\$ 38,921	\$ 39,790
3.5	\$ 37,234	\$ 37,704	\$ 39,619	\$ 40,513
4	\$ 37,880	\$ 38,376	\$ 40,316	\$ 41,236
4.5	\$ 42,686	\$ 43,092	\$ 45,777	\$ 46,698
5	\$ 43,587	\$ 44,002	\$ 46,828	\$ 47,772
5.5	\$ 44,514	\$ 44,938	\$ 47,880	\$ 48,846
6	\$ 45,441	\$ 45,874	\$ 48,931	\$ 49,919
6.5	\$ 46,367	\$ 46,809	\$ 49,983	\$ 50,993
7	\$ 47,294	\$ 47,745	\$ 51,035	\$ 52,067
7.5	\$ 48,221	\$ 48,682	\$ 52,086	\$ 53,141
8	\$ 49,147	\$ 49,618	\$ 53,137	\$ 54,214
8.5	\$ 50,074	\$ 50,554	\$ 54,189	\$ 55,288
9.5	\$ 51,927	\$ 52,425	\$ 56,292	\$ 57,436
10	\$ 52,854	\$ 53,361	\$ 57,344	\$ 58,509
10.5	\$ 53,781	\$ 54,297	\$ 58,395	\$ 59,583
11	\$ 54,707	\$ 55,233	\$ 59,446	\$ 60,657
11.5	\$ 55,643	\$ 56,178	\$ 60,494	\$ 61,727
12	\$ 56,578	\$ 57,123	\$ 61,542	\$ 62,797
12.5	\$ 56,865	\$ 57,410	\$ 61,829	\$ 63,084

Longevity

13-14	\$ 57,241	\$ 57,787	\$ 62,114	\$ 63,371
15-18	\$ 57,457	\$ 58,003	\$ 62,330	\$ 63,587
19+	\$ 57,673	\$ 58,219	\$ 62,546	\$ 63,803

Manistee Teacher's Association Master Agreement
2008-2012

SCHEDULE A CONTINUED

2009-10 Salary Schedule

STEP	B.A.	B.A. + 10	B.A. + 30/ M.A.	B.A. + 50/ MA + 20
1	\$ 35,027	\$ 35,377	\$ 37,216	\$ 38,004
1.5	\$ 35,692	\$ 36,069	\$ 37,934	\$ 38,749
2	\$ 36,357	\$ 36,760	\$ 38,653	\$ 39,494
2.5	\$ 37,022	\$ 37,452	\$ 39,371	\$ 40,239
3	\$ 37,686	\$ 38,144	\$ 40,089	\$ 40,983
3.5	\$ 38,351	\$ 38,835	\$ 40,807	\$ 41,728
4	\$ 39,016	\$ 39,527	\$ 41,525	\$ 42,473
4.5	\$ 43,967	\$ 44,385	\$ 47,150	\$ 48,099
5	\$ 44,895	\$ 45,322	\$ 48,233	\$ 49,205
5.5	\$ 45,850	\$ 46,286	\$ 49,316	\$ 50,311
6	\$ 46,804	\$ 47,250	\$ 50,399	\$ 51,417
6.5	\$ 47,758	\$ 48,214	\$ 51,483	\$ 52,523
7	\$ 48,713	\$ 49,178	\$ 52,566	\$ 53,629
7.5	\$ 49,667	\$ 50,142	\$ 53,648	\$ 54,735
8	\$ 50,622	\$ 51,107	\$ 54,731	\$ 55,841
8.5	\$ 51,576	\$ 52,070	\$ 55,814	\$ 56,947
9	\$ 52,531	\$ 53,034	\$ 56,898	\$ 58,053
9.5	\$ 53,485	\$ 53,998	\$ 57,981	\$ 59,159
10	\$ 54,440	\$ 54,962	\$ 59,064	\$ 60,265
10.5	\$ 55,394	\$ 55,926	\$ 60,147	\$ 61,370
11	\$ 56,349	\$ 56,890	\$ 61,229	\$ 62,476
11.5	\$ 57,312	\$ 57,863	\$ 62,309	\$ 63,579
12	\$ 58,275	\$ 58,837	\$ 63,388	\$ 64,681
12.5	\$ 58,571	\$ 59,133	\$ 63,684	\$ 64,977

Longevity

13-14	\$ 58,959	\$ 59,520	\$ 63,977	\$ 65,273
15-18	\$ 59,181	\$ 59,743	\$ 64,200	\$ 65,495
19+	\$ 59,403	\$ 59,965	\$ 64,422	\$ 65,717

**Manistee Teacher's Association Master Agreement
2008-2012**

SCHEDULE A CONTINUED

2010-11 Salary Schedule

STEP	B.A.	B.A. + 10	B.A. + 30/ M.A.	B.A. + 50/ MA + 20
1	\$ 36,042	\$ 36,403	\$ 38,296	\$ 39,106
1.5	\$ 36,727	\$ 37,115	\$ 39,035	\$ 39,873
2	\$ 37,411	\$ 37,826	\$ 39,774	\$ 40,639
2.5	\$ 38,095	\$ 38,538	\$ 40,513	\$ 41,406
3	\$ 38,779	\$ 39,250	\$ 41,252	\$ 42,172
3.5	\$ 39,464	\$ 39,961	\$ 41,991	\$ 42,938
4	\$ 40,148	\$ 40,673	\$ 42,730	\$ 43,705
4.5	\$ 45,242	\$ 45,672	\$ 48,518	\$ 49,494
5	\$ 46,197	\$ 46,636	\$ 49,632	\$ 50,632
5.5	\$ 47,179	\$ 47,628	\$ 50,746	\$ 51,770
6	\$ 48,161	\$ 48,620	\$ 51,861	\$ 52,908
6.5	\$ 49,143	\$ 49,612	\$ 52,976	\$ 54,046
7	\$ 50,126	\$ 50,604	\$ 54,090	\$ 55,184
7.5	\$ 51,108	\$ 51,596	\$ 55,204	\$ 56,322
8	\$ 52,090	\$ 52,589	\$ 56,318	\$ 57,460
8.5	\$ 53,072	\$ 53,580	\$ 57,433	\$ 58,598
9	\$ 54,054	\$ 54,572	\$ 58,548	\$ 59,736
9.5	\$ 55,036	\$ 55,564	\$ 59,662	\$ 60,874
10	\$ 56,018	\$ 56,556	\$ 60,777	\$ 62,012
10.5	\$ 57,001	\$ 57,548	\$ 61,891	\$ 63,150
11	\$ 57,983	\$ 58,540	\$ 63,005	\$ 64,288
11.5	\$ 58,974	\$ 59,541	\$ 64,115	\$ 65,422
12	\$ 59,965	\$ 60,543	\$ 65,226	\$ 66,556
12.5	\$ 60,270	\$ 60,847	\$ 65,531	\$ 66,861

Longevity

13-14	\$ 60,668	\$ 61,246	\$ 65,832	\$ 67,166
15-18	\$ 60,897	\$ 61,475	\$ 66,061	\$ 67,394
19+	\$ 61,126	\$ 61,704	\$ 66,290	\$ 67,623

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

SCHEDULE A CONTINUED

2011-12 Salary Schedule

STEP	B.A.	B.A. + 10	B.A. + 30/ M.A.	B.A. + 50/ MA + 20
1	\$ 37,052	\$ 37,422	\$ 39,368	\$ 40,201
1.5	\$ 37,755	\$ 38,154	\$ 40,128	\$ 40,989
2	\$ 38,458	\$ 38,886	\$ 40,887	\$ 41,777
2.5	\$ 39,162	\$ 39,617	\$ 41,647	\$ 42,565
3	\$ 39,865	\$ 40,349	\$ 42,407	\$ 43,353
3.5	\$ 40,569	\$ 41,080	\$ 43,166	\$ 44,141
4	\$ 41,272	\$ 41,812	\$ 43,926	\$ 44,928
4.5	\$ 46,509	\$ 46,951	\$ 49,876	\$ 50,880
5	\$ 47,491	\$ 47,942	\$ 51,021	\$ 52,050
5.5	\$ 48,500	\$ 48,962	\$ 52,167	\$ 53,220
6	\$ 49,510	\$ 49,981	\$ 53,313	\$ 54,389
6.5	\$ 50,520	\$ 51,001	\$ 54,459	\$ 55,559
7	\$ 51,529	\$ 52,021	\$ 55,605	\$ 56,729
7.5	\$ 52,539	\$ 53,041	\$ 56,750	\$ 57,899
8	\$ 53,548	\$ 54,061	\$ 57,895	\$ 59,069
8.5	\$ 54,558	\$ 55,081	\$ 59,041	\$ 60,239
9	\$ 55,568	\$ 56,100	\$ 60,187	\$ 61,409
9.5	\$ 56,577	\$ 57,120	\$ 61,333	\$ 62,579
10	\$ 57,587	\$ 58,140	\$ 62,479	\$ 63,749
10.5	\$ 58,597	\$ 59,159	\$ 63,624	\$ 64,918
11	\$ 59,606	\$ 60,179	\$ 64,769	\$ 66,088
11.5	\$ 60,625	\$ 61,208	\$ 65,911	\$ 67,254
12	\$ 61,644	\$ 62,238	\$ 67,052	\$ 68,420
12.5	\$ 61,957	\$ 62,551	\$ 67,366	\$ 68,733

Longevity

13-14	\$ 62,367	\$ 62,961	\$ 67,676	\$ 69,046
15-18	\$ 62,602	\$ 63,197	\$ 67,911	\$ 69,281
19+	\$ 62,838	\$ 63,432	\$ 68,146	\$ 69,517

**Manistee Teacher's Association Master Agreement
2008-2012**

SCHEDULE B

SALARY SCHEDULE FOR COACHING DUTIES

- A. The Bachelors Degree teacher salary schedule shall be used as the basis for the index system.
- B. The number of years as a coach of the particular sport shall determine the position on the index system and determine the base year up to a maximum of eight (8) years.
- C. An assistant coach who is promoted or comes into the Manistee School System as a head coach in a sport will receive credit of one (1) year for each year as an assistant not to exceed eight (8) years in determining his/her base year.
- D. No coach shall suffer a rollback in coaching supplement due to the eight year maximum stipulated in paragraph B.
- E. Salary Schedule B, Article E
Bargaining Unit Members shall be offered and employed in Schedule B positions before any non-bargaining unit member. When no Bargaining Unit Member is available to fill Schedule B positions, the district shall have the right to seek employees from outside the bargaining unit and to negotiate Schedule B pay with non-bargaining unit members up to the following percentage rates. Non-bargaining unit members hired for Schedule B positions are not covered by this agreement.

Football

	<u>Rates</u>
Varsity Coach	13%
Assistant Varsity Football Coach	8%
Head JV Football Coach	8%
Assistant JV Football Coach	8%
Head Freshmen Football Coach	8%

Basketball (Boys/Girls)

Varsity Coaches	13%
JV Coaches	8%
Freshmen Coaches	8%

Track (Boys/Girls-separate)

Varsity Head Coach	(one 13%, or two 8% each)
Assistant Coach	6%

Volleyball

Varsity Coach	9%
Jr. Varsity Coach	6%
Freshmen Coach	6%

Wrestling

Varsity Coach	9%
JV Coach	6%

Skiing

Varsity Coach	9%
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Baseball/Softball

Varsity Coach	9%
JV Coach	6%

Soccer (Boys/Girls)

Varsity Coach	9%
JV Coach	6%

Cheerleading

Varsity Coach	8% (per season)
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**Manistee Teacher's Association Master Agreement
2008-2012**

JV Coach	6% (per LOA)
<u>Cross Country</u>	
Varsity Coach	8%
Assistant Coach	6%
<u>Tennis</u>	
Coach (boys/girls)	8%
Assistant Coach	6%
<u>Golf</u>	
Coach	8%
<u>Debate</u>	
	6%
<u>Forensics</u>	
	6%
<u>Quiz Bowl</u>	
	4%
<u>MIDDLE SCHOOL POSITIONS</u>	
Head Football Coach	6%
Assistant Football Coach	5%
Basketball Coach	5%
Wrestling	5%
Head Track Coach	6%
Assistant Track Coach	5%
Volleyball	5%
Debate	3%
Forensics	3%
Cheerleading	2% per season
Directors of Middle School and Elementary Intramurals	4% B.A. Base/program

New HS/MS sport activities added will be paid based on similar positions already in Schedule B or shall be negotiated with the MTA if special circumstances warrant.

1. Voluntary unpaid coaching due to illness should not be expected to exceed four consecutive days. After four consecutive days, the substitute coach shall be paid on a daily basis of \$9.00 per day for a varsity level sport, \$8.00 per day for J.V. level sport, \$7.00 per day for 9th grade level sports, and \$6.00 per day for Middle School level sports.
2. If a coach is ill, he/she will receive two sick days for each week of the scheduled season.

F. All head coaches, with approval of the Athletic Director, shall be allowed to select one assistant coach to accompany them to one coaching clinic per year with expenses paid by the Manistee School District.

G. The head coach of a sport with approval of the Athletic Director shall be allowed to assign his/her assistant coaches to the position on his staff, which he/she feels they will most capably fill.

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

SCHEDULE C – SUPPLEMENTAL SALARIES

The number of years' experience with the particular activity will determine the position of the base year on the salary schedule up to a maximum of eight years. The salary is computed by multiplying the base year salary on the B.A. Schedule by the percentage rate. Only if the Masters' Degree is required for the position, shall the M.A. Schedule serve as the base.

No teacher shall suffer a reduction in supplement due to the eight-year maximum stipulated in the above contract.

<u>Assignment</u>	<u>Rate</u>
Guidance Director1	16 2/3% (Ten (10) work days beyond teacher contract)
Sr. High Band Director	10%
Middle School Band Director	5%
Assistant Band Director	3%
Elementary Band Director	1%
Elementary Choir Director	3%
Co-op Coordinator	8%
Sr. High Yearbook	3%
Middle School Yearbook	1.5%
Play Director	4% per play
Middle School Play Director	4% one play
High School Newspaper	3%
National Honor Society	4%
Elementary Computer Coordinator	4%
Secondary Computer Coordinator	4%
High School Student Government	4%
Sr. Class Sponsor Total Allowance	5% B.A. Base
Jr. Class Sponsor Total Allowance	6% B.A. Base
Sophomore Class Sponsor Total Allowance	3% B.A. Base
Freshmen Class Sponsor Total Allowance	3% B.A. Base
Science Olympiad Coach (2)	4% 1 st level of competition, 5% 2 nd level, and 3% for 3 rd level (per coach)
Youth in Government	2%
Key Club	1.5%
Vocal Director for Musical	2%
Technical Director for Musical	2%
Core Curriculum Specialist	7%
Mentoring	\$500 (If a Plan of Assistance is required, increase by \$500)
SADD	2%
Jazz Band Director	4%
Webmaster	6%
Web instructor	3%
High School Store Manager	6%
Theater Manager*	10%
Honor Choir & Choir Contests	4% (LOA)
Advanced Elective Course (Ex: E-Journalism)	4% (per term and volunteer during prep time)

Advanced Elective Courses shall be identified and mutually agreed upon for Schedule B by the EA and the Administration.

*The Administration reserves the right to terminate the position at the end of any school year if the district elects to employ a full time professional manager.

The number of coaches/advisors will be determined by the number of participants. This will vary between activities. A reasonable number of participants for a specific activity can be agreed to by the coach/advisor and the building Principal.

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE VI – WORK DAY, WORK HOURS
(Meetings, Prep Time, Student Supervision)

A. General

1. Teachers must notify the Building Principal or his/her designee when leaving school during the specified time of school attendance per Sections A, B, and C of this Article, if leaving for other than regularly scheduled school business.
2. Teachers shall be entitled to a duty free lunch period of not less than thirty-five (35) minutes.
3. Teachers shall be at their assigned place of duty at least 15 minutes prior to the beginning of their first class.
4. The Administration may schedule one staff meeting per month, and additional meetings up to three per year of up to one hour (1) in length. Teachers' normal expected hours of work beyond the regular school day shall include time devoted to faculty meetings, professional meetings (IEPs – However, effort will be made to schedule IEPs during the regular school day) and individual conferences between a parent and teacher. Administrators may call additional faculty meetings to deal with emergency situations.
5. Teachers are excused from reporting on days when schools are closed due to severe weather conditions. Teachers are excused from work when a school is closed due to mechanical problems. If schools are open during inclement weather, teachers are expected to make every effort to report to work. However, if a teacher is unable to get to work on time because of conditions caused by severe weather, he/she must notify the building principal and report to work as soon as possible. No pay deduction will be made for this temporary absence. If a teacher, however, is unable to get to work for the entire day due to inclement weather, the teacher must reimburse the school district for the cost of a substitute.
6. Comp Time (See Article XIII – Substituting by Teachers). Teachers earning compensated time by substituting will be allowed to accumulate 30 hours for released time purposes. Time earned beyond 30 hours will be paid at the rate of \$28.00 per hour for each hour earned beginning with the 2008-09 school year and shall be paid in the employee's paycheck for the period in which it was earned. Payment of hours earned prior to 2008-09 shall be grand fathered and paid at the rate of \$25.00 per hour.
7. Additional class assignments beyond the normal teaching load for High School or Middle School as covered in Article V shall be compensated at 20% of the bargaining unit members salary per term year or one-third per trimester.

Reasonable efforts shall be made to provide an equitable distribution among the interested instructional staff of overloads, additional class assignments and other extra paid duties. Every effort will be made to avoid additional class assignments. Removal from an overload assignment may be made during the first thirty (30) calendar days of a term, or at the end of the term provided the teacher is given thirty (30) days' notice

B. Elementary Teachers

1. Elementary teachers shall not be required to have student supervisory responsibilities prior to fifteen minutes before the beginning of the scheduled student school day.
2. All elementary teachers shall report to their assigned school fifteen minutes before the beginning of the student school day and shall remain at least ten minutes following the close of the student day.

The maximum teaching load for elementary teachers shall not be more than 27.5 student contact hours per week.

3. While teachers of music, art, and physical education hold their classes, the regular teachers may use this time for preparing and handling work of their class assignment.

Back to Table of Contents

4. Teachers of grades 1-4 shall have nine duty free fifteen minute recess periods per five day week. Teacher of grades 1-6 shall not be required to supervise more than one recess period per week. No more than one (1) teacher shall be assigned to any given recess period.

**Manistee Teacher's Association Master Agreement
2008-2012**

The Board and Association recognize the desirability of teacher contact to be in the form of classroom instruction rather than recess supervision. Therefore, as conditions of scheduling and alternate recess supervision methods permit, classroom instruction may be increased in lieu of recess supervision.

5. Elementary Teachers shall earn compensation time for district approved trainings, i.e., book study, conducted outside the regular school day.
6. Elementary teachers will be provided a minimum of 205 minutes per week of duty-free time exclusive of lunch, but inclusive of library time. It shall be the principal's duty to arrange and identify the duty-free time for each elementary teacher in the building.
7. "Specials" teachers shall be provided a minimum ten (10) minute break in the morning as well as the afternoon, in addition to lunch, planning and travel time.

C. Middle School Teachers (Grades 7, 8): The normal work week for Middle School Teachers shall include a maximum of 25 student contact hours per week, one consultation/preparation period equivalent in length to one normal student class period, in the grade level in which the teacher has the majority of his/her assignment, plus 25 additional minutes to be arranged before and/or after the student school day. The arrangement of the 25 minutes will be established at the discretion of the building principal in consultation with his/her teaching staff.

D. Senior High Teachers: The normal workweek for Senior High Teachers shall include a maximum of 25 student contact hours per week, one consultation/preparation period equivalent in length to one normal student class period, in the grade level in which the teacher has the majority of his/her assignment, plus an additional 15 minutes at the beginning of the work.

ARTICLE VII – TEACHING ASSIGNMENTS, TRANSFERS, AND VACANCIES

A. Assignments

1. Teachers shall be assigned in accordance with highly qualified standards, except in those cases where it becomes necessary to obtain emergency certification to meet the needs of the district and/or the teacher to continue quality and continuous educational efforts.
2. Teaching assignments shall be made by the Board with consideration given to: (1) highly qualified standards 2) district needs 3) seniority. When all factors are equal for those applying for teaching assignments full consideration will be given to seniority. If changes are necessary, conferences shall be held with teachers involved prior to making the assignment change. In the event the teacher(s) involved cannot be reached, a designated department representative in the case of a middle school or senior high assignment, or building representative in the case of an elementary assignment, shall be contacted prior to instituting such changes. Assignment shall be posted in each building principal's office by the end of the preceding school year.
3. Middle school teachers or senior high teachers shall be assigned no more than a maximum of three subject preparations per marking period whenever possible.

B. Transfers

1. The parties agree that involuntary transfers of teachers are to be minimized and avoided whenever possible, and will occur only after consultation with the Association.
2. When transfers are deemed necessary, the Superintendent or his designee shall hold a conference with the teacher and the Association. The reasons for such transfer shall be reduced to writing.
3. In the event the transfer appears to be necessary to improve the school program or for economic reasons, lists of available positions in other schools shall be provided in the same manner as stated in Section C - Vacancies.
4. Requests for voluntary transfer are to be considered prior to the hiring and placement of new teachers.

**Manistee Teacher's Association Master Agreement
2008-2012**

5. Any teacher who shall be transferred to a supervisory or executive position and shall later return to teacher status shall be entitled to retain such rights as he/she may have had under this Agreement prior to such transfer to supervisory or executive status.
6. Teacher transfer requests will be initiated with the building principal and forwarded to the Superintendent. Any teacher desiring a transfer of assignment must express this interest in writing to his/her building principal and the Superintendent on or before June 1st of each year.

C. Vacancies

1. Temporary Vacancy

- a. "Temporary Vacancy" shall mean a bargaining unit position held by a teacher on an unpaid leave of absence of less than one (1) full trimester, or on an extended absence due to sick leave or disability of twenty working days or more.

2. Permanent Vacancy

- a. "Permanent Vacancy" shall mean a bargaining unit position newly created (including but not limited to positions created by increased enrollment, revised curriculum, and increased sections at grade or subject levels) or a bargaining unit position the Board intends to fill because of the resignation, retirement, dismissal for cause, or death of the teacher assigned to said bargaining unit position.

- b. In filling a permanent vacancy, the following provisions shall govern:

1. Recall the most senior qualified teacher on layoff from the school district.
2. Recall of a teacher on layoff who would provide the greatest continuity of the instruction program to meet the needs of the district.
3. If no teacher on layoff is qualified or meets the instructional program needs of the district, the district shall post the vacancy internally for ten (10) days.
4. Internal candidates will be considered for permanent vacancies using the following criteria: highly qualified, district needs and seniority (Reference Article VII (2)).
5. If the vacancy is not filled by the above provisions, the Board may fill the vacancy from any appropriate source.
6. The teacher transfer requests will be initiated with the building principal and forwarded to the Superintendent. Any teacher desiring a transfer of assignment must express this interest in writing to his/her building principal and the Superintendent on or before June 1st of each year.

- c. Whenever any permanent vacancy exists which is not filled by the recall of a teacher laid off from this school district, the Board shall publicize the same by posting the vacancy in each building/teachers' lounge or work area for a period of not less than ten (10) working days. A copy of the posting shall be forwarded to the Association. Information on permanent vacancies which occur during the summer months shall be mailed to the Association and to those teachers expressing an interest in transfer of assignment per paragraph b.6. Such summer vacancies may be filled by transfer without regard to a posting period by teachers in paragraph b.6 who are duly notified and given the opportunity to accept or reject transfer to said vacancy. A posting period of seven (7) calendar days shall apply if outside applicants are needed to fill the position.

- d. Any teacher may apply for any permanent vacancy. All applicants for a position shall be notified by the Board when said position is filled.

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE VIII – TEACHING CONDITIONS

The parties recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the time and energy of the teacher is utilized to this end.

It is recognized that frequent interruption in classroom daily schedules are not conducive to effective teaching. Special activities shall be pre-scheduled whenever possible to allow teachers to make necessary adjustments in their own daily program.

A. Class loads

1. Middle School class loads shall not exceed an average of 32 students per period. No more than two class periods may contain a maximum of 34 students. The overall class load shall not exceed 192 students per day. Exceptions to this provision are typing, physical education, music, and industrial arts. Efforts will be made to balance the class loads.
2. Senior high class loads shall not exceed an average of 32 students per period. No more than two class periods may contain a maximum of 34 students. The overall class load shall not exceed 160 students per day. Exceptions to this provision are typing, physical education, music, and industrial arts. Efforts will be made to balance the class sizes.
3. No teacher assigned to study hall supervision shall be responsible for more than 80 students per period and shall be responsible for one room only as a study hall. A group may be assigned to the library on a permanent basis for study hall.
4. In the event class loads exceed the above limits, the administration shall have three weeks to resolve and eliminate such overload situation.
5. Elementary Class loads shall not exceed the following guideline: The Board shall employ a sufficient number of teachers to maintain a 30:1 individual classroom pupil-teacher ratio at the elementary levels. The parties recognize the desirability, particularly at the lower elementary grades, of maintaining a pupil-teacher ratio not greater than 25:1 and the Board agrees to exert reasonable effort to maintain ratios less than the above stated maximum. The above class size limit applies to the "home base" classrooms only, and does not apply to physical education, music, and/or classes where special groupings are arranged to provide departmentalized instruction. Efforts will be made to balance the class sizes. Unresolved classroom overloads will be supported by assignment of a classroom aide to assist the teacher.
5. Special Education: The parties agree to seek the goal that inclusive education should be a positive educational experience for all students. Therefore, in the event "Least Restrictive Environment" regulations mandate the inclusion of SMI, TMI, EI, and other severely handicapped students currently receiving Special Education services on a regular basis at the Intermediate School District into regular educational classrooms; the Board and Association shall meet and confer regarding the staffing and special training needs necessary to provide essential services for all students. Both parties recognize that such inclusion may present special problems requiring some adaptations in order to maintain the integrity of quality instruction.

Back to Table of Contents

- a. Review and/or training shall be scheduled once each year on IEP participation, in cooperation with the ISD and/or other source, including, but not limited to, curriculum adaptation, testing accommodations, behavior modification, etc.

B. Assignments

1. Teaching assignments in the secondary (6-12) schools are as follows:
 - a. Basic teaching schedules for grades 9-12 secondary teachers shall consist of four classes and a planning period.

**Manistee Teacher's Association Master Agreement
2008-2012**

The basic teaching schedules for grades 6-8 secondary teachers shall consist of seven (7) classes and one (1) planning period.

2. Teachers will be assigned in accordance with Highly Qualified Standards. Exceptions to highly qualified will be made when necessitated by need for emergency certifications.
3. Supervisory teachers of student teachers shall be tenure teachers possessing a minimum of a bachelor's degree in academic preparation. The assignment of a student teacher will only be made with the voluntary concurrence of the supervisory teacher.

C. Duties

1. Teacher participation in school activities conducted off school grounds can only be required by the district when such activities have been approved by either the Board of Education or the superintendent and occur entirely within the regularly scheduled student day. Other than the above, teacher participation in activities off school grounds will be voluntary.
2. Duties which are beyond the description in this article and which are in excess of the basic professional responsibility shall be compensated at the per diem hourly rate or equivalent compensation time or appropriate professional development opportunities.

D. The Board agrees at all time to keep the school reasonably and properly equipped and maintained.

E. The building principal shall work with the teacher representatives toward keeping the non-teaching duties of teachers to a minimum.

F. The Board shall make available in each school an appropriately furnished faculty lounge

G. Adequate parking facilities shall be made available to teachers whenever possible.

H. The District will designate a parking place at each elementary school building for teachers of Specials and who, as a part of their teaching assignment, must travel between school buildings.

I. Every teacher shall be entitled to his/her own desk and adequate storage space for his/her materials and equipment.

J. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher unless he/she imposes his/her beliefs upon students through his/her teaching. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, unless it interferes with his/her effectiveness as a teacher.

K. The provisions of this Agreement and the wages, hour, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, or membership in, or association with the activities of any employee association.

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE IX – TEACHER EVALUATION

Philosophy of Evaluation

Evaluation of Manistee School District teachers is a positive endeavor. The purpose is to identify and recognize strengths as well as any weaknesses that may be noted and to directly assist teachers in their attempts to improve their performance. Assistance will be given in an open constructive manner.

The evaluation of the performance of each teacher in the school system is the responsibility of the administration. Each teacher upon his/her employment or the first school day of each year shall be appraised of the criteria on which he/she will be evaluated, at which time the opportunity to form a committee of building administrators and staff will be extended for purposes of appraising and improving the evaluation instrument. In such evaluations, all monitoring or observations shall be conducted in person. Both parties agree that results from State Evaluative testing shall not be used as a tool for teacher evaluation.

Procedure

- A. The conditions necessary for productive teacher evaluations are:
1. Each teacher will know who will be conducting the evaluation and under what conditions.
 2. Each teacher will be aware of and provided with resources for personal growth and development.
 3. Self-evaluation will be completed by the teacher prior to the supervisor's evaluation conference. Although the self-evaluation may be shared with the supervisor during the conference, it will remain the property of the teacher and shall not become a part of the teacher's personnel file.
 4. The supervisor's evaluation will be completed per provisions of this Article.
- B. Student and/or parent surveys may be used as a teacher selected optional step for self-improvement information.
- C. Evaluation criteria shall include, but not be limited to the following areas:
1. Knowledge of subject matter
 2. Techniques of instruction
 3. Classroom management
 4. Relationship with pupils, staff, parents, and administrators
- D. Evaluations shall only be conducted by a building principal, assistant principal, or other qualified administrator of the school district designated by the Board of Education.
- E. All evaluations shall be reduced to writing, a copy given to the teacher, and an opportunity afforded the teacher to discuss the contents of the evaluation. If an administrator believes a teacher is doing unacceptable work, the reasons therefore shall be set forth in specific terms and shall identify the ways in which the teacher is to improve. All observations during the school year may be included in the written evaluation but the observations must be conducted in person by the administration and be confined to the school environment. After each formal classroom observation, the observer shall, at the teacher's request, confer with the teacher regarding his/her observations with three (3) work days.
- F. The performance of all teachers shall be evaluated in writing as follows:
1. Probationary teachers shall be evaluated in writing at least two (2) times each year: once on or before December 1st and again on or before March 15th. These two (2) evaluations shall be at least sixty (60) days apart, unless a shorter interval between observations is mutually agreed to by the teacher and administration.

Within twenty (20) work days following the 1st evaluation, the administration shall meet with the teacher and a representative of the association to prepare the teacher's Individualized Development Plan (IDP). The IDP shall set forth the specific goals to be met by the teacher during the school year and the actions to be taken by the teacher in reaching those goals. The goals and actions followed by the teacher must be consistent with the criteria for evaluation contained in the evaluation instrument. The IDP shall be finalized in written form and signed by the administrator and teacher. The administration shall provide necessary and appropriate resources required to implement the IDP.

**Manistee Teacher's Association Master Agreement
2008-2012**

2. Tenure teachers shall be evaluated in writing at least once every three (3) years. All observations should be completed by April 20th, with written evaluation provided by May 1st. For those evaluations where the overall performance has been rated unsatisfactory for the school year, the teacher, association, and administration shall develop a written IDP setting forth the areas of concern, the goals to be achieved by the teacher, the specific steps to be followed by the teacher in the achievement of the goals, and the timeline to be followed. Teachers placed on an IDP shall be subject to evaluation as set forth in the IDP. The teacher will be observed at least once during each semester of the school year following the establishment of the IDP, each observation being at least sixty (60) days apart or as otherwise agreed to by the participants to the IDP conference. The administrator shall, within twenty (20) days of an observation, provide a written summary of the observation delineating the specific progress in meeting the goals in the IDP. The administration shall provide necessary and appropriate resources required to implement the IDP. The decision to continue a teacher on the IDP for a second year (developing a second IDP for the teacher as set forth above) and/or to take disciplinary action against the teacher must be directly related to the failure to achieve the goals specified in the IDP as evidenced by the evaluation process.
- G. Three (3) copies of the written evaluation shall be submitted to the teacher, two (2) to be signed and returned to the administration and the other to be retained by the teacher. In no case shall the teacher's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation. In the event the teacher feels his/her evaluation was incomplete or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The report shall not contain any information obtained from outside the observation that has not been previously made known to and discussed with the teacher.
- H. In the event of a possible denial of an individual teacher contract, the administration will make every effort to inform the Association President on the matter.
- I. Failure of the Employer to comply with the above schedule and procedure for evaluation is conclusive evidence that the employee's performance is satisfactory.

ARTICLE X – SICK LEAVE AND/OR DISABILITY

A. Sick Leave Schedule

Probationary Teachers

- First Year: Fifteen (15) days per year
Second Year: Fifteen (15) days per year accumulative to thirty (30) days
Third Year: Fifteen (15) days per year accumulative to forty-five (45) days.
Fourth Year: Fifteen (15) days per year accumulative to sixty (60) days.

Tenure Teachers: The Board will allow paid absence for sickness for a maximum of ninety (90) days per year or until the teacher qualifies for Long Term Disability Insurance benefits. It is understood that no subtraction of sick leave will occur while the person is under Long Term Disability Insurance.

- B. Worker's Compensation, Sick Leave and Long Term Disability: The Board will pay the difference between Worker's Compensation Benefits and the teacher's regular salary only until such time as the teacher qualifies for initial Long Term Disability Insurance benefits with no subtraction of sick leave. It is understood that no subtraction of sick leave will occur while the person is under Worker's Compensation and supplemented by Long Term Disability Insurance.

- C. Qualifications for Sick Leave: Sick pay will be allowed for the following:

1. Personal Illness and/or Disability
2. Death of the spouse, son, daughter, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, or any individual who is a permanent part of the employee's home.
3. Illness of a family member for whom the employee is the primary care giver.

**Manistee Teacher's Association Master Agreement
2008-2012**

4. Sick leave will be paid for absence necessary by exposure to a contagious disease in which the health of others would be endangered.

5. If the Board requires a doctor's certificate, it will be at the Board's expense.

C. Extended sick leave in excess of five (5) days, to care for a family member, shall be granted upon approval by the District.

D. A teacher under an annual contract whose personal illness limits his teaching in any one year shall advance one full step on the Salary Schedule only if he/she teaches a minimum of seventy-two (72) days.

E. Good Attendance Incentive: An incentive bonus shall be paid to each teacher at the conclusion of the school year for good attendance according to the following schedule:

<u>Days Absent</u>	<u>Incentive Bonus</u>
0	\$ 300
1	250
2	200
3	125

"Days Absent" shall include sick days and personal leave days, but not absence due to school business, jury duty, or release time.

F. Funeral Leave: Employees shall be granted funeral leave of up to three (3) days per family member, with additional days granted as needed in extenuating circumstances, to include but not be limited to travel constraints. Employees shall be granted up to two (2) days funeral leave for all other non-family deaths.

[Back to Table of Contents](#)

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE XI – LEAVE OF ABSENCE

Leaves of Absence without loss of pay shall be granted for the following:

- A. At the beginning of each school year, the Association shall be credited with 14 days provided and 7 days they may purchase to be used by teachers who are officers or agents of the Association. The use of these days shall be at the discretion of the Association, providing a minimum of 48 hours advance notice is given.
- B. Two (2) personal leave days will be available to each teacher annually. A teacher planning to use such a day, shall give 48 hour advance notice to his/her building principal.
- C. Absence when a teacher is called for jury service: In this event the Board shall pay the difference of his/her salary and the compensation he/she receives for jury service excluding mileage and meals reimbursement.
- D. Appearance in court when served with a subpoena.

ARTICLE XII – LEAVES OF ABSENCE WITHOUT PAY

- A. Upon written request including an intent to return, a leave of absence shall be granted for a Board approved educational leave for a period not to exceed one (1) year to any teacher having successfully completed the probationary period. The Board may grant other leaves of absences. The time period is subject to renewal if approved by the Board following written request by the teacher. Requests for renewal must be made before termination of the leave and shall not exceed one (1) year for each renewal.

If requests for renewal or extension of the leave are not made before termination of the one (1) year leave, the teacher will be considered officially resigned from the Manistee Area Public Schools.

Unless otherwise specified, a leave of absence shall:

- 1. Entitle the teacher to return to his/her last teaching position or an equivalent one (subject to the provisions of Article VI) for which he/she is certified and qualified.
- 2. Entitle the teacher to all previously accrued benefits.
- 3. Not entitle the teacher to accrual of sick leave during the leave of absence period.
- 4. Not entitle the teacher to advancement on schedule for the time away from actual employment unless prearranged with the Board.

Leave of absence may be terminated at any time by mutual agreement between the teacher on leave and the Board.

- B. Unpaid vacations during the school year, as set forth in the School Calendar as part of this Agreement, are to be discouraged. Recognizing that there exists occasional unique opportunities, such leaves shall only be permitted upon the approval of the Board or its designee. No actions of past practice or prior decisions shall limit the discretionary authority of the Board to grant or deny leaves for this purpose.
- C. Family Medical Leave Act
 - 1. Employees shall be granted up to twelve (12) weeks unpaid leave in accordance with the Family Medical Leave Act. Such leave shall be granted for any of the following reasons:
 - a. To care for the employee's child after birth, or placement for adoption or foster care;
 - b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
 - c. For a serious health condition that makes the employee unable to perform the employee's job.

**Manistee Teacher's Association Master Agreement
2008-2012**

2. The employer shall retain the employee's health coverage under the group health care plan for the duration of the FMLA leave.
3. Upon return from the FMLA leave, the employee must be restored to their original or equivalent position with equivalent pay, benefits, and other rights of the contract.
4. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

D Military Leave

1. Leave of Absence: A paid leave of absence shall be granted to any employee who (1) is called up to active duty, or (2) is drafted for active military duty, or (3) enlists for active military duty in any branch of the armed forces or Coast Guard of the United States while a call-up of military reserves or a draft is in effect. The leave of absence shall be automatic; however the employee shall provide the employer as much notice as possible (the parties understand that national security considerations may delay notice of a call-up order).
2. Duration: The duration of the leave shall be for the duration of the call-up, induction (draft) or enlistment plus, if requested by the employee, a period of time up to a duration equal to the balance of the school year.
3. Compensation & Benefits: The Employer shall continue any and all contractual rights and benefits for the employee and his/her family as if the employee was actively working during any leave of absence granted pursuant to the above provisions and continuing through the end of the month following the month in which the period of active duty ends; including but not limited to the following provisions:
 - a. The employee shall be paid the difference in pay between (1) the amount he/she would have received had his/her active employment not been interrupted by active duty and (2) his/her military pay minus any hardship or combat amounts.
 - b. Seniority, salary schedule experience, leave day accrual and all other contractual rights shall continue to accrue as if the employee was actively working for the school district.
4. Additional Benefits: The Employer shall reimburse the employee for the cost of the employee's Service-members' Group Life Insurance (SGLI) coverage in the amount of \$250,000. The employee shall submit a request for reimbursement with documentation of the monthly premium amount. At the employee's option, the reimbursement request may be submitted monthly or for any number of months at a time.
5. Return to active employment: The employee shall have the right to return to active employment immediately upon return from active duty or at any time thereafter up to the start of the school year immediately following the end of his/her period of active duty. The employee shall return to his/her position held immediately prior to reporting for active duty. If said position has been eliminated, the employee shall have the right to bump any employee with less seniority.
6. Disability: If an employee suffers a disability during a leave of absence granted pursuant to the provisions above, he/she shall be granted a paid sick leave of absence. If he/she exhausts his/her accumulated sick leave and the sick leave bank (if any); he/she shall automatically be granted an unpaid leave of absence for the duration of the disability. Return to active employment shall be with the same rights as provided by paragraph 5. above, i.e. the employee shall be considered as if he/she was returning directly from active duty.
7. Training: If an employee attends the annual training for reservists or active duty training on a work day, the employee shall be considered and treated as being on a paid leave of absence. The employee shall notify his/her immediate supervisor of these training dates no later than the workday prior to the training date.
8. Additional rights: The rights above shall be considered to be in addition to any other rights provided by law.

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE XIII – SUBSTITUTING BY TEACHERS

- A. **High School:** Both parties are agreed that the use of regular classroom teachers as substitutes during their conference periods and frequently in areas outside their respective field is conducive neither to optimum teaching nor wise use of teacher time. Therefore, every effort shall be made to recruit substitutes for high school. Until a sufficient number of high school substitutes can be obtained, high school teachers shall receive compensation or released time credit for their services as substitutes per substitute salary schedule.
- B. Regular staff substituting shall be paid \$28.00 per hour. Teachers who substitute during the absence of regularly scheduled teachers shall be paid at the substitute rate or may select to receive release time credit in lieu of pay. Teachers whose prep time is reduced by a school or grade-wide special activity shall not receive staff substitute pay or release time. Efforts will be made to prevent repetition of interruption to a particular prep period. Such efforts shall include rotating days of the week for elementary specials.
- C. Teachers may substitute for released time credit without remuneration for other staff members up to an accumulated total of thirty (30) hours. One released day is allowed for each six (6) substitute hours subject to the following conditions:
1. Accumulation of released time leave can be made beyond one year.
 2. Employees shall be allowed to accumulate 30 hours of released time. Hours beyond 30 will be paid at the rate of \$28.00 per hour and shall be paid within the pay period earned.
 3. Substitute leave days may not be taken during the first or last week of each trimester, or the day preceding or following a school holiday, without the expressed approval of the building administrator. Requests must be made at least two (2) work days in advance of requested leave.
 4. Release time can be used only for full-day (6 hours) or half-day (3 hours) purpose.
 5. When the demand for substitute leave exceeds the supply of available substitute teachers, leave will be granted on the basis of earliest date of application, but not more than 10% of the building faculty can be gone at any one time without the expressed approval of the building administrator.

ARTICLE XIV – PROTECTION OF TEACHERS

- A. The Association recognizes that classroom discipline is primarily the responsibility of the teacher. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional people, the Board will take reasonable steps to relieve the teacher of responsibility with respect to such pupil. This does not necessarily mean exclusion of the student from the classroom.
- B. Any case of assault upon a teacher arising out of his/her teaching activities shall be promptly reported to the Board or its designated representative by the teacher or his/her agent. The Board will provide legal counsel by its attorney to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.
- When threats of physical harm to the teacher or his/her property are reported to the principal, it is expected that action will be taken by the principal to assist the teacher in dealing with the situation.
- C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student while acting within Board policy, the Board will provide legal counsel and render all necessary assistance to the teacher in his/her defense.

Back to Table of Contents

- D. Time lost by a teacher in connection with Sections B and C of this Article shall not be charged against the teacher.
- E. Any serious complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention.

**Manistee Teacher's Association Master Agreement
2008-2012**

- F. Any information placed in the teacher's personnel file shall be brought to the attention of the teacher and the Association with the option of a teacher attaching his/her comments on the issue.

ARTICLE XV – GRIEVANCE PROCEDURES

Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment.

A. Definitions:

1. A grievance is a claim of a violation, misinterpretation or misapplication of some provision of the negotiated Agreement.
2. The "Aggrieved Person" is the person or persons making the claim.
3. The term, "Employee," includes any individual or group who might be required to take action or against whom action might be taken in order to resolve the problem.
4. A "Party of Interest" is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
5. The term, "days," shall mean working days. Work days shall be Mondays through Fridays, except during scheduled vacation periods and holidays as set forth in the school calendar.

B. Form of Grievance: Written grievances must be specific and include the following:

1. Statement of the facts upon which grievance is based, stating the date or dates of the alleged violations.
2. A reference to the articles and sections of this Agreement which have allegedly been violated, misinterpreted or misapplied.
3. A statement of the relief sought.
5. The name and signature of the employee(s) submitting the grievance/or Association representative.

C. Administrative or Board Representative: The building principal shall be the administrative representative when the particular grievance arises in that building. The Superintendent of Schools will be the Board representative in dealing with all other problems.

D. Procedure: The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent.

1. Level One: An employee (group of employees, or Association) believing there to be a grievance shall within twenty (20) days of an alleged violation, or within (20) days of the time he/she/they reasonably should have been aware of same, of the express provisions of this Agreement, shall orally discuss the grievance with his/her immediate supervisor or principal individually, together with his/her Association Representative or through the Association Representative.

Back to Table of Contents

2. Level Two: In the event the aggrieved party, or the Association is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance, the grievance shall be reduced to writing and the matter shall proceed to Level Three of the grievance procedure.
3. Level Three: Within seven days from receipt of the grievance by the Superintendent, he shall render his response, in writing.

**Manistee Teacher's Association Master Agreement
2008-2012**

4. **Level Four:** If the grievant or the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within seven (7) days from the date the grievance was forwarded to the Superintendent, the grievant or the Association may, within ten (10) days, refer the grievance to the Board. Within fourteen (14) days from receipt of the written grievance referral, the Board shall meet with the Association's Representative(s) for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered in writing within ten (10) days of the meeting.
5. **Level Five:** If the Association is not satisfied with the disposition of the grievance by the Board, or if no decision is reached within the ten (10) day period, the grievance may, be submitted to arbitration before an impartial arbitrator selected by the two parties. If the parties cannot agree as to the arbitrator, he shall be selected by the American Arbitration Association in accordance with its rules. Both parties agree to be bound by the award of the arbitrator except as specified in Paragraph A. The fees and expenses of the arbitrator shall be split by the parties.
 - a. Powers of the arbitrator are subject to the following limitations:
 1. He shall have no power to add to, subtract from, disregard, alter or modify any of the provisions of this Agreement.
 2. He shall have no power to establish salary scales or other provisions of any successor Agreement.

E. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record.
 2. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reasons of such participation.
 3. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
 4. Forms for filing and processing grievances shall be designed, prepared, and distributed by the Superintendent and the Association.
 5. Access shall be made available to all parties, places, and records for all information necessary to the determination and processing of the grievance.
6. Should an employee or the Association fail to institute a grievance or resubmit the grievance to the next level, within the time limits specified, the grievance will not be processed.

ARTICLE XVI – CONTRARY TO LAW PROVISIONS

If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall be deemed null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XVII – JOB SECURITY PROCEDURE FOR EXTRA COMPENSATION POSITIONS

- A. Dismissal from extra compensation positions which are to be continued by the Board will be for just cause.
- B. A teacher who loses an extra compensation position, when said position is to be continued by the Board, shall be notified by the Superintendent or his designee at least sixty (60) days before the beginning date of the extra compensation position that their services are terminated with reasons.
- C. A teacher may request a public or private hearing before the Board regarding his/her dismissal within thirty (30) days of his/her notification.
- D. Within thirty (30) days the Board shall conduct a hearing regarding the dismissal.
- E. The Board's decision regarding the dismissal shall be issued within thirty (30) days.

**Manistee Teacher's Association Master Agreement
2008-2012**

ARTICLE XVIII – LAY-OFF AND RECALL PROCEDURE

- A. It is hereby specifically recognized that it is within the sole discretion of the Board to reduce its educational program; curriculum and staff and that the procedures set forth in this article shall be used in laying off personnel.

(The following is ESEA compatible).

- B. The term, "qualified," as used in this article shall be defined as follows:

1. Elementary (K-6) placement requires valid elementary certification and the teacher meeting highly qualified standards in core content areas under the provisions of ESEA.
2. Middle School (7-8) placement requires a valid teaching certificate in the subject area assigned and the teacher meeting highly qualified standards in core content areas under the provisions of ESEA.

Teaching exploratory type classes shall be exempt from the above requirements provided the teacher can demonstrate his/her proficiency in the class work to the building principal.

3. High School (9-12) placement requires a valid teaching certificate in the subject area assigned and the teacher meeting highly qualified standards in core content areas under the provisions of ESEA.

Note: In the event a teacher is reassigned and, as a consequence, lacks the regency of experience and/or academic training to be considered highly qualified under the provisions of ESEA, the teacher shall be granted the first two available college semesters, after notification, in which to gain the required highly qualified status. The time period may be extended by the Board in cases of extenuating circumstances (i.e. classes needed are not available within a reasonable commuting distance).

- C. Lay-off Procedure: In order to promote an orderly reduction in personnel when the educational program, curriculum and staff is curtailed, the following procedure will be used:

1. Probationary teachers shall be laid off first. A probationary teacher shall not be laid off unless there is a tenure teacher who is certified, qualified, and available to perform the duties of the position the probationary teacher is vacating, or unless the position that the probationary teacher is vacating is being eliminated altogether.
2. If the reduction of teaching personnel is still necessary, then tenure teachers in the specific positions being reduced or eliminated shall be laid off on the basis of seniority, except as hereinafter provided.

Lay-offs made pursuant to this section shall be made in the inverse order of seniority, i.e., those with the least seniority shall be laid off first. For the purpose of this Article, "seniority" is defined as length of service within the district as of the teachers' first working day. In the circumstances of more than one individual beginning employment on the same date, the greatest seniority shall be granted on the basis of Board action to employ such individuals. Any remaining ties shall be broken on the basis of the teachers' date and time of their final interview, prior to Board action. A teacher shall lose seniority rights if he/she retires, resigns, or is discharged for just cause.

3. A teacher shall not lose accrued seniority nor gain seniority while on a leave of absence. Seniority shall accrue while a teacher is on lay-off.
4. A tenure teacher, who is laid off pursuant to this article, has the right to bump into a teaching position for which he/she is certified and qualified to fill and which is occupied by a teacher with less seniority.
5. No teacher shall be laid off without a 35 day notice, nor shall any teacher be laid off during the second trimester unless the 35 day notice of lay-off was served prior to the commencement of the second trimester, or such lay-off is due to the return of a teacher from a leave of absence.
6. The district shall prepare and present to the Association a current seniority list of bargaining unit members. This list shall be presented to the Association prior to October 15th of each year. Accompanying the name of each teacher on the list shall be the date of last hire.

**Manistee Teacher's Association Master Agreement
2008-2012**

7. Teachers shall have the right to accept or reject positions less than full-time without affecting their right to a full-time position.

D. Recall Procedure

1. Recall of teachers shall be in the inverse order of lay-off, i.e., those laid off last will be recalled first; provided, however, no new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there are no laid off teachers with proper certification and qualifications to fill any vacancy which may arise.
2. At such time as a teacher is placed on lay-off, it shall be the responsibility of the teacher to keep the Superintendent's office apprised of any change of address, for purposes of recall or other correspondence.
3. When a teacher not under contract to another school district fails to accept a recall notice, he/she surrenders all rights to recall. If a teacher is unable to accept a recall notice due to contract obligations with another school district, he/she shall retain all rights to recall and seniority until he/she fails to accept a recall notice while not under contract to another school district.

For the purpose of this article, the period from the conclusion of the school year until the ensuing August 1 shall be considered "not under contract to another school district."

E. Individual Contract

1. The individual contract, executed between each teacher and the employer is subject to the terms and conditions of this Agreement. It is specifically agreed that this article takes precedence over and governs the individual contract and the individual contract is expressly conditioned upon this article.

ARTICLE XIX – SCHOOL CALENDAR

2008/09

2009/10

2010/11

2011/12

Available from the school district upon request.

[Back to Table of Contents](#)

**Manistee Area Public Schools
Proposed School Calendar for 2009 – 2010
(Short)**

		Students	Teachers
September	Open House/Orientation TBD 2 & 3 – Staff PD 8 – First day for students	17	19
October	12 – No school for students: PTC	21	22
November	24 – ½ day for students: staff Rec Day 25 – ½ day for students and staff 26 & 27 – Thanksgiving break 30 – Second Term begins	19	19
		First term: 56 days	
December	23 – Winter Break begins	16	16
January	4 – Students return to school 25 – No school for students: MISD PD	19	20
February		20	20
March	1 – ½ day for students: staff Rec Day 2 – ½ day for students: teacher scheduled PTC 3 – Third Term begins 12 – No school for students: staff PD 29 – Spring Break	19	20
		Second term: 58 days	
April	6 – Students return 30 – No school for students: MISD PD	18	19
May	27 – ½ day for students:TBD 28 – ½ day for students: staff Rec Day	20	20
		Third term: 55 days	
Totals		169	175

Whenever MAPS exceeds the number of hours/days excused by the State of Michigan for "Act of God" days, the association and administration will meet no later than May 1, of any calendar year, to agree upon how to "make-up" the missing time