

MASTER AGREEMENT

between

Romulus Community Schools
Board of Education

and

Romulus Education Association/MEA/NEA

2023-2026

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This Agreement is by and between the Board of Education of the Romulus Community Schools, Romulus, Michigan, which together with its designated representatives, hereinafter called the "Employer" and the Romulus Education Association MEA/NEA, hereinafter called the "Union."

WITNESSETH:

Whereas the Employer and the Union, following negotiations, have reached certain agreements with respect to hours, wages, terms, and conditions of employment, it is hereby agreed as follows:

**ARTICLE 1
RECOGNITION**

- A. The Employer hereby recognizes the Union as the sole and exclusive bargaining representative for all certified instructional personnel employed by the Employer, including teachers, therapists, psychologists, social workers, vocational education teachers, department heads, early college coordinator, vocational specialists, media specialists, reading specialists, learning center specialists, counselors, teachers of speech and language, speech pathologist, instructional coaches, and librarians.
1. Such representation shall cover all personnel assigned to newly created positions, unless the parties agree in advance that such positions are principally supervisory and administrative or otherwise designated as belonging to another recognized Employee bargaining unit.
 2. Such representation shall exclude the Superintendent, Assistant Superintendents, Directors, Managers, Principals, Assistant Principals, other supervisory or administrative personnel and per diem substitutes.
 3. The term "Employee" or "teacher," when used hereinafter in this Agreement, shall refer to all Employees represented by the Union in the bargaining or negotiating unit as defined above. The term "ancillary Employee" shall refer to all professional Employees represented by the Union as defined above whose employment is not regulated by the Michigan Teachers' Tenure Act.
- B. The Employer agrees not to negotiate with or recognize any teacher's organization or union other than the Wayne County MEA/NEA for the duration of this Agreement. Nothing contained herein shall be construed to prevent the Employer or its designated representatives from meeting with any Employee or group of Employees for the purpose of hearing and discussing their views.

ARTICLE 2
EMPLOYER RIGHTS AND RESPONSIBILITIES

- A. Except as modified by the specific terms of this Master Agreement the Employer retains all rights and powers to manage the Romulus Community Schools and to direct its Employees through its administrative personnel. The exercise of the following powers, rights, authority, duties and responsibilities by the Employer, the adoption of policies, rules and regulations in furtherance is limited only by the specific and express terms of this Agreement. The Union recognizes these management rights and to manage the Public School system, the right:
1. To execute management and administrative control of the school system, its properties and facilities and the school activities of its Employees during the Employee working hours.
 2. To hire all Employees and, subject to the provisions of law, to evaluate and determine their qualifications and conditions for their employment and their continued employment, or their dismissal or demotion; to reprimand or discipline Employees; and to promote and transfer all such Employees. In emergency situations the Employer may waive the degree requirements; employment shall comply with the certification code.
 3. To approve and establish levels and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students.
 4. To approve and provide the selection of textbooks, teaching materials, and aids necessary for an adequate instructional program and have the foregoing available by the opening of school under normal circumstances.
 5. To determine class schedules, the hours of instruction and the duties, responsibilities and assignments of Employees, subject to the express provisions of this Agreement.
- B. It is the responsibility of the Employer:
1. To maintain a list of substitute teachers and arrange for substitution when Employees are absent. Employees will be provided with a telephone number which they may call if they are not available for work on any specific day or any period of time.
 2. To provide the Union with three (3) copies of new Board and Administrative Policies within thirty (30) days following their adoption.
 3. To provide the Union President with one (1) copy of the Board of Education meeting packet prior to the scheduled meeting.
 4. To furnish the Union, in accordance with their reasonable requests and within a reasonable amount of time, all available information concerning financial resources of

the District, tentative budgetary requirements and allocations as required by applicable law, and such other information as required by applicable law, as will assist the Union in developing intelligent, accurate and constructive programs on behalf of the teachers and their students. The Board of Education agrees, upon written notice, to supply the Union Officers with all public records and all adopted policies of the Romulus Community Schools, as required by applicable law, excluding confidential personnel records, within a reasonable amount of time.

5. To provide the Union with a list of bargaining unit members including salary and step by October 1 each year and provide any changes to the list on a monthly basis thereafter.
6. To consider recommendations made by the Union and/or its representatives.

**ARTICLE 3
EMPLOYEE AND UNION RIGHTS**

- A. Nothing contained herein shall be construed to deny or restrict an Employee's rights under the Michigan Revised School Code, Michigan Teacher's Tenure Act, or other applicable laws and regulations.
- B. Building and Equipment Use
 1. The Board grants the Union the right to reasonable use of school premises for its professional and business meetings on the same basis as other civic organizations or groups. The request should be made in writing by the Union, which agrees to pay any overtime costs for use of special facilities which may be incurred by the Union in connection with building use.
 2. The Union Officers, Committee Chairpersons and Building Representatives may use school equipment, such as typewriters, duplicating machines, computer and fax in the building where he or she is assigned.
 - a. All uses of the above listed equipment will be at reasonable times when the equipment is not being utilized.
 - b. Request for such use shall be made to the building principal.
 - c. All materials and supplies are to be furnished by the Union.
 - d. The Union shall be responsible for damage to such equipment caused by its use and agrees to pay the reasonable cost of repairs.
- C. The Union may use the School District mail service and Employee mailboxes for its business and social events announcements. Such announcements shall contain the signature of a Union official, and the Employer assumes no responsibility for the content

of any announcements or bulletins. The Union may post its social and business announcements on an adequate portion of the faculty bulletin board in the building lounge.

- D. Personal mail will be placed in an Employee's mailbox unopened, provided it is addressed in such manner to make sure the addressee is identifiable. Faxes will also be placed in the Employee's mailbox.
- E. The elected officers and building representatives of the Union and its affiliates shall be recognized by the individual school administrators as the official representatives of the Union. The Union shall provide the Superintendent with the names of the elected officers and representatives by January 1. Elected officers and other duly authorized representatives of the Union and/or their affiliates shall announce their presence in each school building to the principal whenever they visit the building on Union business.
- F. The regular Union activities of the building representative in their respective building shall not be limited during working hours, provided such activities do not interfere with the responsibilities of said representative or other Employees.
- G. Elementary Employees may be required to collect weekly lunch monies only on the first school day of a week. They may be required to report a count of students intending to eat school lunches on other days of the week.
- H. The Employer shall maintain only one (1) personnel file for each Employee, such file to be located in the Personnel Office. Upon written request to the Superintendent, or their designee, each Employee may review and submit comments to be included in their personnel file.
- I. No party to this Agreement shall discriminate in any way against an Employee by reason of their membership or participation in the activities of a teacher organization.

ARTICLE 4 EMPLOYEE RESPONSIBILITIES

- A. The Union and individual Employees agree that it is neither their function nor their right to assume administrative responsibilities. No Supervisory responsibilities shall be delegated to any Employee without their consent and compensation. The Employee agrees to uphold the policies, rules, and regulations of the Employer, to the extent not inconsistent with this Agreement.
- B. It is the responsibility of each Employee to continually improve their teaching abilities. In addition, it is the responsibility of the Union and each individual Employee, as well as the Employer, to provide the highest quality education program possible for every boy and girl in the School District.

- C. When an Employee is unable to be in school on any given day, it is the responsibility of the Employee to notify the Employer's answering service no later than 6:30 a.m. for secondary Employees and 7:00 a.m. for elementary Employees on the date the Employee is unavailable, in order that arrangements for a substitute may be made. Failure to notify the Employer may result in forfeiture of compensation in the amount paid the substitute, which was otherwise due the Employee, except in extenuating circumstances. When an Employee anticipates a delay in arrival due to an emergency, the Employee shall notify the Employer or the building administrator as soon as possible, but prior to the start of the student day, so that arrangements can be made until the Employee's arrival.
- D. Evidence of proper certification must be on file in the Personnel Office before an Employee is placed on the payroll.

ARTICLE 5
TEACHING HOURS AND WORKING CONDITIONS

- A. Normal Workday - The normal workday for Employees shall be a continuous seven (7) hours and thirty-five (35) minutes.
- B. In elementary schools, Employees assigned to bus duty are to remain with students until the last regular bus has left, but not later than 15 minutes after the scheduled dismissal of students, except in emergency situations.
- C. The following is the teacher workday and student contact times:
 - 1. It is understood that for the duration of this Agreement, teachers will work the amount of time so that the Romulus School District will not lose any of the Basic Foundation Grant to which it is entitled. If this requires additional time beyond what is hereby stated, and that time may be increased by adding minutes to the contracted school day; that is what shall occur.
 - 2. The normal teacher instruction time for teachers shall be five (5) hours and forty-eight (48) minutes.
 - a. It is recognized by the Employer and the Union that preparation time for teachers at the elementary level is an important aspect of an effective program. Therefore, the parties agree that every effort will be made to keep prep time a minimum of four days per week and 45 minutes per day subject to available finances and personnel. The Employer and Union agree all elementary classroom teachers shall receive two (2) additional forty (40) minute preparation periods per month, which shall be scheduled by the first day of the school year.
 - b. The student day shall be not less than six (6) hours and sixteen (16) minutes.

3. Employees shall be at their teaching stations in sufficient time to provide supervision and in any event not less than five (5) minutes before the start of the student day.
4. Variance from the above time schedule may be prearranged with the appropriate administrator(s) and Employee(s) involved, not to exceed twenty (20) school days, to accommodate a temporary position.
5. Within the normal workday as defined above, each Employee shall have preparation and consultation time as provided by this Article. At the elementary level, there shall be a common planning, preparation, conference, meeting period of at least thirty (30) minutes prior to the start of the student day.
6. Each Employee will be provided with a thirty (30) minute duty free lunch period.
7. Employees may be required to attend two (2) Wednesday staff meetings which shall not last over one (1) hour beyond the normal workday. Attendance will be required, and failure to attend may result in an appropriate salary reduction.

a. Second Wednesday* afternoon of each month:

(1) Subject grade level at elementary schools.

(2) Department meetings at intermediate, secondary and District level.

b. Third Wednesday* afternoon of each month: building meeting.

c. One general staff meeting per year, at the discretion of the Superintendent of Schools.

d. For meetings not included in Article 5, Section 8, Employees may be requested to attend additional meetings.

e. Part-time Employees will attend all staff meetings, open houses, P/T conf, PD, etc.

*This could be changed due to extenuating circumstances.

8. The Employer and Union encourage active participation in PTA affairs and the educational community meetings as part of the Employee's professional responsibility. All teachers shall attend one (1) scheduled open house during the first five (5) weeks of the school year. The scheduled open house will be 90 minutes or less.

9. The first Wednesday afternoon of each month is reserved for Union meetings after working hours.

10. Any Employees who are required, in the course of their employment, to travel between buildings shall be provided sufficient time to travel in excess of their preparation consultation time and lunch period and shall be reimbursed by the Employer for use of their personal car (at the rate listed in 12, D.15. of this Agreement).

11. Special service personnel may request of their immediate supervisor rescheduling of classes one (1) week in advance in order to conduct rehearsals for annual programs.

12. All Employees are to have daily written lesson plans. Employees not furnishing lesson plans for substitutes will be subject to discipline.

D. Professional Development Days – When the Employer holds District-wide professional development, the teacher workday will consist of seven (7) hours, including one (1) hour for lunch, from 8:00 a.m. to 3:00 p.m.

For the second day of the calendar, the teacher workday will consist of seven (7) hours, from 8:00 a.m. to 3:00 p.m., which shall consist of three (3) hours of professional development, one (1) hour of lunch, and three (3) hours of teacher work time.

E. Class Size – It is recognized by the Employer and the Union that the pupil-teacher ratio is an important aspect of an effective program. Therefore, they agree that every effort will be made to keep class size at an acceptable number taking into consideration the building and classroom facilities available and the best interest of the District as deemed administratively feasible. The Employer and the Union agree that a recommended class size for grades K, 1, and 2 is twenty-five (25); 3 and 4, twenty-eight (28); and 5 and 6, thirty (30). These are desirable goals for the Romulus Community School District.

1. The Employer and the Union agree that in every classroom especially designed for teaching a particular subject, such as typing, industrial arts classes, etc., which have standard student stations, the class size shall not exceed the number of stations. A workstation shall be defined as that area which provides adequate working space necessary to allow a student to fulfill the requirements of the class.

2. The Employer and the Union agree that for grades kindergarten through 2, the maximum class size for any class in the District shall be thirty (30) students.

3. The Employer and the Union agree that for grades 3 and above for all normal academic classes (other than chorus, physical education, music, art, etc.), the maximum class size will be thirty-three (33) students in the District.

4. The ratio of students to counselors in the secondary schools shall normally be 400-1. (North Central criteria to serve as minimum).

5. Split-level classes at the elementary level are less desirable and will only be utilized at times of abnormal circumstances.

6. Class size maximums shall not take effect until the second Monday after Labor Day.

7. When class size exceeds the above maximums and no other adjustments are feasible, the Employer shall pay the Employee a stipend for class size excesses as follows: Number of additional students x number of hours with additional students x One Dollar fifty cents (\$1.50). The number of pupils in grades K-2 shall not exceed 33; the number of pupils in grades 3-12 shall not exceed 35. The above prorated stipend will be paid for as long as maximums are exceeded, retroactively to the first day the class size overload occurred.
8. The Employer and the Union agree that Special Education classes shall be limited in accordance with the rules and regulations of the Department of Education for these programs.
9. RVLC is limited to 60 students per class with overage paid for each additional student x \$1.00/hour/day.

F. Department Heads

1. Designation

- a. There shall be one (1) Department Head for each of the following subject area groupings at the Senior High School:

Science, Social Studies, Mathematics, Special Education, Language Arts

- b. There shall be one (1) Department Head for each of the following area groupings at the Middle School, grades 6-8:

Science, Social Studies, Mathematics, Special Education Language Arts

- c. There shall be one (1) Department Head for each of the following combined subject area groupings at:

One (1) High School Electives Department Head (Business/Technology – (Industrial Education/Commercial Foods/Art/Physical Education/ Health/Home Economics/Music Education)

One (1) Middle School Electives Department Head (Business/Technology/Industrial Education/Life Management/Physical Education/Art/Music Education)

One (1) Counseling Department Head – Combined position responsible for both the Middle School/High School

2. Qualifications/Duties

- a. Master Teacher with leadership potential and belief in the value of collaboration.
- b. Ability to lead a team, share the School's vision and build commitment to it.

- c. Serves as a member of the School Improvement Team.
- d. Holds monthly department meetings, organizes agenda to ensure input and provides leadership with curriculum, pacing, school initiatives, and various other department issues as needed.

Compensation – The compensation for Department Heads shall be at the rate listed in Article 12 of this Agreement.

G. Elementary Grade Level Facilitators

- 1. There shall be one (1) Elementary Grade Level Facilitator per grade kindergarten through 5, for a total of six (6) positions.

2. Duties

- a. Take an active leadership role in the development of elementary curriculum.
- b. Assist with the alignment of the curriculum for the Department, and support both School/District initiatives.
- c. Collaborate with District Curriculum Director, Elementary School Staff and Middle/High School staff to provide implementation and alignment of curriculum across grade levels.
- d. To ensure grade level representation, input and informational idea exchange regarding the total school program with the Curriculum Council.
- e. To convey information to members of their grade level, which includes Curriculum Development and Assessment, Resources, and Activities.
- f. To lead and hold regularly scheduled PLC Meetings, prepare the meeting Agenda and forward to building Principal and members of the grade level, at least 24-hours in advance, and provide Meeting Minutes to the Building Principal and Director of Curriculum within one week of the meeting.
- g. Attend all grade level facilitator meetings quarterly.

Compensation – The compensation for Elementary Grade Level Facilitators shall be at the rate listed in Article 12 of this Agreement.

H. Facilities

- 1. The Employer will make every effort to maintain its facilities, and where mechanical systems fail the Employer will make necessary repairs to render the systems operational as soon as possible and/or provide alternative accommodations if available.
- 2. The Employer will provide in every school an Employee work area containing adequate equipment, supplies and facilities to aid in planning and preparation, including a duplicating machine.

3. The Employer will provide an appropriately furnished room to be used as a faculty lounge. This room shall be in addition to the aforementioned Employee work area. Schools shall have cooking facilities, including refrigeration, sink, running water, and storage in the area of the lounge. The Employer will allow Employees to arrange for the installation of refreshment facilities in the various faculty lounges.
4. Telephones
 - a. The Employer will make every effort to provide convenient telephones for Employees, which shall include installation of non-pay telephones in the Employee lounges in all elementary and junior high schools. The Employer will pay installation costs and basic monthly charges; the Union will pay any additional monthly charges. Telephones may be used for personal business when Employees are in non-teaching capacity.
 - b. An additional telephone line will be placed in each elementary school to facilitate confidential communication directly relating to school business.
5. The Employer will provide each Employee with a secure storage area for personal belongings, provided that the Employer shall not be the insurer of the Employee's personal belongings and assumes no liability for same.
6. Where parking facilities for Employees are not considered adequate, the Employer will continue to improve such facilities.

I. Seniority

1. Seniority is defined as the continuous length of service within the bargaining unit as defined in Article 1.
2. An Employee's seniority date shall be the date of hire by formal action of the Employer, or the date of execution by the Employer of the first individual teaching contract of the Employee, or the first day on which the Employee reported to work and maintained continuous employment in the district thereafter, whichever occurred first.
3. In the circumstances of more than one individual having the same effective date of employment, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Union and Employee(s) so affected will be notified in writing of the date, place, and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected Employees and Union representatives to be in attendance.

4. Seniority shall continue to accumulate when an Employee is on layoff, and during all leaves of absence. However, the amount of seniority accumulated on leave(s) cannot exceed the total amount acquired prior to the leave.
5. It shall be the teacher's responsibility to keep the Employer informed, in writing, with appropriate formal documentation, of all teaching certificates, endorsements or advanced academic degrees, total hours of academic preparation, and all other relevant information. This information shall be used to compile the teacher seniority list, which will be provided to the REA by October 15th each school year. The teacher may submit corrections to the list to the Union District Director prior to November 1st. On that date the seniority list shall be conclusive and binding through October 31st of the following school year. The seniority list shall be posted in each building with a copy to the Union and each building representative.

It shall be the responsibility of the teacher to keep the Employer informed, in writing, of their address and telephone number in order to receive employer communications.

6. Updates of the seniority list shall be published and posted as they are made. A copy of the seniority list and updates shall be forwarded to the Union.

ARTICLE 6 LEAVES

- A. The Employer agrees to grant unpaid leaves of absence for the following reasons: Health, Child Care, Study or Travel, Military Service, Peace Corp, Teacher Corp, Exchange Teacher Program, Sabbatical, and State and/or National Association Office. It is expected that such leaves will be arranged for in advance except in case of emergency. All leaves of absence with the exception of those granted for Military Service, shall be subject to the following provisions:
 1. Eligibility for a leave of absence other than FMLA requires a minimum of two (2) years of full-time active employment with the Employer immediately prior to such Leaves of Absence.
 2. An extension of a leave of absence, or consecutive leaves of absence, may be granted by the Employer.
 3. While an Employee is granted a leave of absence, they shall retain the following employment rights held before such leave was granted.
 - a. The step on the current salary schedule attained during the last year of actual service in the District.
 - b. Unused sick leave held at the start of the leave of absence.

4. The Employer shall reemploy each Employee, provided they remain qualified and certified, returning from an approved leave of absence at the beginning of a school year or at midyear of the school year. An Employee on leave of absence must give written notice to the Superintendent of Schools by April 1st of the year the leave expires of their intention to return or resign; failure to furnish such notice shall constitute a notice of resignation. The Employer may contact Employees on leave prior to April 1 to determine their intentions.
5. The notice of intention to return to duty after a health or sick leave shall be accompanied by a written statement from a physician, psychologist, or psychiatrist, certifying the fitness of the Employee to fulfill their duties. Any Employee who has been absent because of a nervous disorder must present a satisfactory report from a recognized physician and psychologist or psychiatrist and may also be requested to submit to an examination by a physician and psychologist or psychiatrist selected by the Employer, such examination to be at the Employer's expense.
6. Requests for other than specified leaves or exceptions to the leave policy will be subject to the approval of the Superintendent of Schools.
7. Leaves of absence for specific reasons shall also be governed by the following provisions:
 - a. Health Leave – Health leaves when recommended by a physician, shall be granted up to a maximum of one (1) year, plus any unfinished year at the time the leave of absence is granted. Application for such leave must include a beginning date and an expected termination date for the leave. At the end of such leave, the Employee must either return or resign unless a special extension is recommended by the physician and approved by the Superintendent. When the Employee's health permits their return, the Superintendent shall give them a teaching assignment provided the Employee makes a written request thirty (30) days prior to their return. This leave shall include illness and/or disability caused by or related to pregnancy.
 - b. Child Care Leave – A leave of absence may be granted to an Employee for the purpose of child care. The leave period may be for a specified period of time not to exceed one (1) year. In the event of death of the object child of the leave, the leave of absence may be terminated upon request of the Employee, and the Employee shall be re-employed pursuant to paragraph A (4) of this Article.
 - c. Study. Travel. Peace Corp. Teacher Corp and Exchange Teacher Program
Leave for any of these purposes shall be granted for a maximum of one (1) year, subject to the recommendations of the Superintendent. No more than two percent (2%), rounded to the nearest lower whole number, of the total teaching staff may be granted leave under this section.

d. Sabbatical Leave

- 1) Under the provisions of Section 572 of the School Code, a sabbatical leave of one (1) year for professional improvement may be granted to Employees who have been employed in the School District for seven (7) consecutive years.
- 2) No more than one percent (1%) of the total teaching staff may be granted leave under this Section.
- 3) Employees on sabbatical leave will be granted one-half (1/2) of a year's salary, salary to be based on the step on the current salary schedule attained during the last year of actual service in the District. This amount shall be paid during the leave as follows: One-third (1/3) in September, one-third (1/3) in January, and one-third (1/3) in June. In addition, the Employer will pay the health insurance premiums and insurance premiums held by the Employee prior to this leave and referred to in Article 12.B.
- 4) The Employee must return for not less than three (3) additional years employment in the District unless terminated through extenuating circumstances. Upon failure to comply with this provision, repayment to the School District for the sabbatical leave pay, health, dental and vision insurance, life insurance, and long-term disability insurance premiums will be prorated to the amount of additional employment.

e. Military Leave – Said leave shall be controlled by any applicable legislation, rules, or regulations, established by a competent jurisdiction.

f. State and/or National Association Leave – If any Employee is elected president, vice-president or secretary-treasurer of the parent associations, the parties agree to discuss the impact.

g. Union Leaves

The Employer shall provide a bank of days which may be used by Employees who are engaged in Union Business, the number of days shall be four (4) plus a ratio of one (1) day for every ten members of the bargaining unit rounded to the nearest whole number. The Union shall designate the Employee(s) concerned and shall notify the Employer no less than forty-eight (48) hours in advance of taking such leave. No more than four (4) members of the Union may take Union days in any one (1) calendar day. Union business days shall not include collective bargaining negotiations.

h. Bereavement Leave – Employees shall be granted three (3) days to attend the funeral of a member of the Employee's immediate family, not chargeable to the Employee's accumulated Leave Bank. Employees shall be granted an additional

two (2) days bereavement leave, chargeable to the Employee's accumulated Leave Bank as Personal Business, to attend such funeral. Immediate family is defined as the Employee's spouse, child (natural, step, or adopted), parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, grandchild or grandparent. The Funeral Service Bulletin or Obituary is to be attached to the PAR submitted to Human Resources, following return from the immediate family member funeral.

B. Leave With Pay

1. Personal Days

- a. All Employees employed by the District for the full school year shall be allotted twelve (12) days per year for use for personal illness and personal leave (to accommodate personal matters that cannot be accomplished at times that school is not in session), with no limit as to accumulation of days. Days to be allotted at the rate of six (6) the first semester and six (6) the second semester. Less than full-time Employees are prorated.
 - b. If school is canceled while an Employee is on a scheduled leave of absence of two days or less, the Employee will not be charged the day.
2. If an Employee incurs a reduction in pay in the first semester due to the exhaustion of that Employee's paid leave days, that Employee shall recover lost pay, upon request, by redeeming unused second semester leave days at the rate of one (1) day's pay per unused leave day. This request for reimbursement shall be made by June 30 of the same year and shall not exceed the amount of pay lost in the first semester. The Employee's second semester leave days shall than be reduced by the number of days reduced for this purpose.
 3. If an Employee is absent for illness or is absent due to illness or death in the Employee's family, the Employee may use their accumulated leave days.
 4. If an Employee is absent for illness in excess of three (3) consecutive working days, the Employer may require a physician's note to substantiate the Employee's illness within three (3) business days of the last day of illness. If there is reasonable cause to believe there is an abuse of sick leave policy, the Employer may require an examination by an independent physician, such examination to be at the Employer's expense.
 5. For the protection of children, the Employer may require of the Employee a health certificate from a reputable physician to be filed in the Office of the Superintendent of Schools at the Employer's expense. Any Employee who is not able to return to duty on Monday following two (2) weeks' illness or injury shall present a certificate of ableness to the Superintendent of Schools upon their return to work. This certificate shall be signed by a recognized physician.

6. In cases of personal business leave, written notification of the leave will be made as far in advance as practicable. If possible, this notification should be made forty-eight (48) hours in advance and in writing.
7. Personal Business Leave days may not be taken immediately preceding or following a holiday or school recess unless permission is applied for by the Employee and granted by the Director of Human Resources or designee in advance of the intended absence. Failure to follow the above procedure may result in loss of pay for the days absent.
8. Jury Duty
 - a. An Employee called to jury duty or subpoenaed by a court during the school year shall notify the Superintendent or their designee immediately upon receipt of such call. The Superintendent or their designee may contact the court to request that an Employee be excused.
 - b. The Employee shall be granted paid leave for such purposes and shall reimburse the Employer any pay received for the performance of such duty. Such leave shall not be deducted from personal leave.
- C. Compensatory Leave Options
 1. This compensatory time option is intended as a voluntary program for Employees who have indicated their willingness to substitute.
 2. Employees will receive compensatory time, as per their request on the proper form. Compensatory time may be taken in the following manner:
 - a. Early dismissal per prior arrangements with the building principal.
 - b. Extra preparation and planning time within the building per prior arrangements with the building principal.
 - c. Time-Off Accordingly
 - 1) Compensatory time shall be earned at the rate of five (5) classroom hours equaling one (1) compensatory day for middle school and senior high school Employees. The elementary school equivalent shall be three hundred (300) minutes. The administration and Employees are responsible for maintaining accurate records.
 - 2) If an elementary Employee takes another Employee's entire class in addition to their own, they shall earn full compensation time involved. If an elementary Employee takes up to one-half (1/2) of another Employee's class in addition to their own, they shall earn compensatory time for one-half (1/2) the time involved. If an Employee leaves the District, they shall be compensated for any unused compensatory time, and such payment shall be at the predetermined substitute rate for regular classroom Employees.

The failure to request or arrange for compensatory time shall not obligate the District in any respect for compensation. After June 1 of a particular year, this program will not be in effect and no compensatory days will be granted.

- 3) Compensatory leave is not to be interpreted as a personal leave day and will not be added to the teacher's Personal Leave Day accumulation bank. Compensatory leave shall be taken only on days when substitutes are available and must be requested a minimum of ten (10) days in advance with return notice a minimum of five (5) days in advance of the leave. Compensatory leave shall not be unreasonably denied.
- 4) Beginning with the second occurrence of an approved Compensatory Leave Day preceded or followed by a Personal Illness/Family Illness/Personal Business Day, the Compensatory Leave Day will be revoked and changed to reflect the Personal Illness/Family Illness/Personal Business Day. The Compensatory Leave Day will be returned to the Compensatory Leave Bank.

D. Family and Medical Leave Act – In accordance with the Family and Medical Leave Act (FMLA) of 1993, a medical or personal leave addressed above is a FMLA leave if the leave is for one or more of the following:

1. Because of the birth of a son or daughter of the Employee, or in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the Employee for adoption or foster care.
3. To care for the Employee's spouse, son or daughter, or parent who has a serious health condition, or
4. The Employee is unable to perform the essential job functions because of a serious health condition.
5. To address certain qualifying exigencies permitted under the FMLA when the Employee's spouse, son, daughter, or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation.
6. To care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Only 12 of the 26 weeks may be for an FMLA-qualifying reason other than to care for a covered service member.

FMLA leaves are only available to Employees who have been employed by the School District for at least twelve (12) months and have worked 1,250 hours during the previous twelve (12) month period. Additionally, for leaves of the type described in 6. Above, an Employee is eligible for up to twenty-six (26) workweeks of unpaid leave in a single twelve (12) month period.

Such leaves are counted against an Employee's annual FMLA leave entitlement. Under FMLA, an Employee is eligible for a total of twelve (12) work weeks of leave in a twelve (12) month period. This twelve (12) month period is measured back from the date a requested leave is to begin. Continuation of medical, optical and dental benefits and the right to job restoration under FMLA ceases when an Employee has used twelve (12) work weeks of FMLA leave in the twelve (12) month period.

Leaves resulting from an Employee's own serious health condition must be supported by medical certification from a health care provider stating the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts, and a statement that the Employee is unable to perform the essential functions of their position.

When a leave denoted as 3 or 4 above is granted, the Employee shall utilize accumulated personal illness/personal leave time. When leaves under Article 6, A, 7a or 7b are granted, the Employee shall utilize accumulated personal illness/personal leave time.

The School District will continue to provide an Employee's medical, optical and dental insurance while they are on FMLA leave on the same terms and conditions as prior to the leave.

The School District may recover insurance premiums paid while an Employee was on an unpaid FMLA leave if:

1. The Employee fails to return to work for at least thirty (30) days after the expiration of the leave; and
2. The failure to return is for a reason other than a serious health condition, or other circumstances beyond the control of the Employee. Certification from the health care provider may be required for this purpose.

An Employee returning from FMLA leave will be restored to the position they left, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

ARTICLE 7
GRIEVANCE PROCEDURE

- A. Purpose – The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which from time to time arise affecting the welfare or working conditions of Employees. Both parties agree that these proceedings shall be informal and confidential.
- B. Definition – A “grievance” shall mean an alleged violation, misinterpretation, or misapplication of any provision of this Agreement relating to wages, hours, terms or conditions of employment. A grievance may be filed by an aggrieved Employee or by the Union.
- C. Procedure – When an affected Employee(s) becomes aware of a grievance, said Employee(s) shall request a meeting with their immediate supervisor within ten (10) consecutive school days from the time of the incident, in an effort to resolve the grievance. The Union may be notified, and a representative thereof may be present with the Employee at such meeting. If the Employee is not satisfied with the result(s) of the meeting, the Employee may formalize the grievance in writing as provided hereunder.
1. Formal Level 1. If the grievance is not resolved at the informal level, the complaint may become a formal grievance. If such occurs, it shall be submitted, in writing, within ten (10) days of the informal meeting. A copy of the grievance shall be sent to the immediate supervisor. The immediate supervisor shall, within ten (10) days of the receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant and the Union.
 2. Formal Level 2. If the Union is not satisfied with the disposition of the grievance at Level 1, or if no disposition has been made within ten (10) days of receipt of the grievance, the grievances shall be transmitted to the Superintendent or designee. Within fifteen (15) days after the grievance has been submitted to the Superintendent, the Superintendent or designee shall meet with the Union on the grievance. The Superintendent or designee, within ten (10) days after the conclusion of the meeting, shall render their written decision thereon with copies to the Union and the grievant(s).
 3. Formal Level 3. If the Union is not satisfied with the disposition of the grievance at Level 2, or if no disposition has been made within the period above provided, the Union may submit the grievance to arbitration before an impartial arbitrator. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. Neither the Employer nor the Union shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction. The fees and expenses of the arbitrator shall be shared equally by the Union and Employer.

D. Miscellaneous Grievance Provisions

1. It shall be the general practice of all parties to process grievance procedures during times which do not interfere with assigned duties. If this is not possible, the grievance may, by mutual agreement, be processed during the working day and the Union (or the Employee if the Union will not represent) will pay any compensation or expenses to be paid to its witnesses.
2. Any step in the grievance procedure may be bypassed to the next level for any reason as determined by mutual agreement of the Union and the Employer.
3. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limit shall permit the Union to proceed to the next step of the grievance procedure.
4. Failure of the Employee or the Union to process the grievance to the next step in accordance with the time limit specified in the grievance procedure shall mean the grievance is withdrawn.
5. The filing of a grievance shall in no way interfere with the right of the Employer to proceed in carrying out its management responsibilities, subject to the final decision on the grievance.
6. Notwithstanding the expiration of this Agreement, any grievance arising thereunder may be processed through the grievance procedure until resolution.
7. If any Employee for whom a grievance is sustained shall be found to have lost any compensation, the same or its equivalent in money shall be paid to them and their personnel file shall be cleared of any reference to this action.
8. For the purpose of assisting an Employee or the Union in the prosecution or defense of any contractual, administrative, or legal proceeding, including, but not limited to grievances, the Employer shall permit an Employee and/or a Union representative access to and the right to inspect and acquire copies of their personnel file. Confidential letters of reference secured from sources outside the school system shall be excluded from inspection.

9. The Union agrees that if the Union arbitrates the termination of a tenured Employee, the Union or any of its affiliation organizations will not support that Employee in any procedures instituted under the Michigan Teacher Tenure Act, any grievance over such shall not be arbitrable.
10. The term "days" when used in this article shall mean working days. Time limits provided in this article shall be strictly observed but may be extended by mutual written agreement.

**ARTICLE 8
PROTECTION OF EMPLOYEES**

- A. Employees shall observe rules concerning the discipline of students as have been established by the Employer and the State of Michigan under Public Act 290, 1964. If criminal or civil proceedings are brought against an Employee as a result of being a Board Employee, the Employer will provide reasonable legal advice to the Employee. If it is alleged that an Employee committed assault and battery or assault and battery is committed on their person in the course of their employment and the Employee is ultimately exonerated, the Employer will reimburse the Employee for legal counsel fees actually expended but in no more than the sum set forth on the suggested minimum fee schedule of the Michigan State Bar Association. The Employee shall furnish the Employer with a statement from their legal counsel certifying the legal fees actually paid by the Employee. Time lost by an Employee in connection with such an incident mentioned in this section shall not be charged to the Employee.
- B. A safe and orderly learning environment is a priority of the parties.

The Employer will support and assist Employees with respect to the maintenance of control and discipline in the classroom. Reasonable support shall be given by the principal to Employees in disciplinary matters consistent with Employer policy. The management of students during the normal workday is an integral part of all Employees' duties, and they will take effective action to promote conditions within school buildings and on school property which are conducive to good discipline.

Visitors, including parents, are required by District policy to check-in at the school office. Prior to sending a visitor to a teacher's classroom, the teacher will be notified.

Employees shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable to the Employer for damages or loss to persons or property except in the case of gross negligence.

- C. An Employee shall report to the Superintendent or designee any situation which they feel subject their to an unreasonable risk to their personal safety. The Superintendent or his designee shall take the action he deems necessary to correct the situation.

D. Damage Reimbursement

1. The Employer shall reimburse Employees (to a maximum of 1% of the BA Base per item minus reasonable depreciation allowance) for any damage or destruction of clothing or personal property worn on one's person, such as watches, jewelry and glasses, if these items are damaged or lost because of a violent act by a member of the student body, or directly related to the actual performance of one's duty.
 2. The reimbursement request must be submitted within forty-eight (48) hours of the occurrence of the incident and verified by the building/program administrator and accompanied by an invoice showing replacement, servicing, or purchase of the items. This section will not cover automobile damages, personal equipment damage, or items that are stolen or allegedly stolen while on the school premises.
- E. Prior to taking action upon a complaint by a parent or a student directed toward an Employee, the Employer shall notify the Employee of the complaint and the Employee shall be given an opportunity to discuss the matter with the Superintendent or his designee.
- F. Employees shall report to the Superintendent or his designee cases involving assaults suffered by them while performing their assigned duties. Appropriate action and/or discipline in response to incidents will be determined and administered by and at the discretion of the Superintendent or his designee.

The Employer will furnish the Employee with legal advice as to their rights with respect to the assault and will render assistance to the Employee in connection with handling of the incident by law enforcement authorities.

Time lost by the Employee as a result of the assault will not be charged against the Employee.

G. Worker's Disability Compensation

1. Any Employee who is absent because of an injury or disease sustained or contracted while on duty for the Romulus Community School District, compensable under the Michigan Worker's Disability Compensation Law shall receive from the Employer the difference between the Worker's Disability Compensation payment prescribed by law and their regular salary for a period of twelve (12) weeks (sixty working days). This benefit is to be provided without reduction of their sick leave bank. At the end of the twelve (12) week period, the Employee has the option of District sick leave benefits or continued Worker's Disability Compensation.
2. The Employer shall designate at least two (2) physicians, one of which is a medical doctor, to whom an Employee may report for examination to comply with Worker's Disability Compensation Insurance.

- H. The Employer shall notify Employees as early as possible of changes in the daily teaching schedule which are brought about by severe weather, heating plant failures, etc. In instances of severe weather and possible hazardous driving conditions in the City of Romulus, the Employer agrees further to consult with traffic advisory authorities for the purpose of determining the advisability of deviating from the regular school day. Any changes will be announced on local and area radio stations as early as possible.
- I. Employees do not have to report when school is canceled and will not be reduced in compensation or required to work on such days. If required to comply with state rules to receive full state aid, such canceled days and instructional hours shall be rescheduled without additional compensation to employees.

**ARTICLE 9
CONTRACTS**

- A. It is agreed that contracts with base salary and step will be issued each year for Employees.
- B. Tentative assignments for the upcoming school year will be issued to each Employee by the end of the school year.
- C. It is understood that all contracts issued by the District will be subject to the Master Agreement entered into between the Employer and the Union.
- D. This Agreement shall supersede any rules, regulators or practices of the Employer which shall be contrary to or inconsistent with terms contained in any individual Employee contracts heretofore in effect. All future individual Employee contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Employer.

**ARTICLE 10
MISCELLANEOUS**

- J. If any provision of this Agreement or any application of the Agreement to any Employee or group of Employees shall be found contrary to State and Federal law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- K. The Union may meet with the Board of Education or its designated representatives from time to time to discuss matters of mutual concern which are not covered in this Agreement.
- L. Copies of this Agreement shall be provided for all members of the Union, the School Board, and other interested parties. The expenses of printing shall be shared equally by the Union and the Employer.

- M. No Employee shall be assigned to supervise a student teacher without the Employee's consent.
- N. When a special education deviation is applied for from the Intermediate School District, the Union will be informed in a timely manner.
- O. The District shall seek input from the Union Executive Board when planning professional development for the teaching staff.

**ARTICLE 11
RETIREMENT AND/OR SEVERANCE**

- A. Retirement pay for all Employees who have served ten (10) years in the Romulus system at retirement based upon Michigan ORS, shall be paid at the rate of one-half (1/2) of unused sick days at the contract rate of pay up to a maximum of \$10,000.
- B. Terminal leave pay for any Employee leaving the Romulus Education Association after ten (10) years or more of continuous service will be paid for one-half (1/2) of his unused sick days at the contract rate of pay up to a maximum of \$5,000.
- C. Upon death of an Employee, who is otherwise eligible to receive retirement pay or terminal leave pay, then their retirement pay or terminal leave pay will be paid to a beneficiary.
- D. Contract rate of pay shall mean the Employee's per diem rate of pay as of the last day they were actively working.

**ARTICLE 12
PROFESSIONAL COMPENSATION**

- A. Salaries – The salaries of teachers and supplementary pay schedule covered by this Agreement are set forth in Appendix B which is attached to and will be incorporated in this Agreement.

All salaries listed above shall be paid on a twelve-month basis in twenty-six (26) or twenty-seven (27) installments. Employees will have an option to be paid on a ten-month basis in twenty-one (21) or twenty-two (22) installments. Employees wishing to elect this option must submit their request in writing to the Payroll & Benefits Coordinator Office by the end of the first week of the school year. There will be no lump sum payments. Installments due after the close of school, if not picked up, will be mailed, at the Employer's expense, to the address provided by the Employee. If the Employer needs to provide 22 or 27 payments for a particular school year, the Union will be notified by the end of the previous school year.

B. Insurance:

PLAN A, C, D Medical Coverage – For Employees Electing Medical Insurance

The Board's maximum monthly contribution for all costs associated with medical insurance shall be no higher than the PA 152 2023 State Hard Cap amounts until December 31, 2023 and PA 152 2024 State Hard Cap amounts beginning January 1, 2024 until December 31, 2024 and PA 152 2025 State Hard Cap amounts beginning January 1, 2025 until December 31, 2025 and PA 152 2026 State Hard Cap amounts beginning January 1, 2026.

Each Employee shall have their choice of one of the options listed below:

PLAN A – MESSA Choices \$500/\$1000 with 0% co-insurance

PLAN C – MESSA Choices \$2000/\$4000 with 0% co-insurance

PLAN D – MESSA ABC 1 \$1500/\$3000 with 0% co-insurance (eligible for health savings account (HSA) funded by the Employee)

Employees enrolled in Plans A, C, or D also receive ancillary benefits in Plan B.

PLAN B – For Employees who do not elect medical health insurance.

Employees who are covered under another employer-paid group health insurance plan can opt out of the District's group health plan as follows:

Dental – I Dental Class 1-4, 100-90-90-90, \$1000 annual maximum, \$900 lifetime max ortho

Vision – MESSA VSP 2 Annual Co-pays: Exam: \$6.50, Lenses: \$18.00, Frames: up to \$65

Life Insurance - \$50,000 AD & D, also \$5000 for Employees enrolled in Plan A, C, D

LTD – 60%, 60 day waiting period, maximum \$3000 per month.

Opt Out Cash in Lieu of Medical Insurance - \$200 per month.

Programs-described above are for each eligible Employee who completes their contractual obligation and who is on a continuing contract with the Employer for the full twelve (12) month period commencing September 1. Any Employee who has been placed on lay-off or who is on an unpaid leave of absence shall be provided insurance coverage at their own expense at the group rate for a period of at least twelve (12) months or the duration of the leave, whichever is longer. Any Employee who resigns shall cease to be entitled to such benefits as of the date that their resignation becomes effective. If an Employee is taking an approved health leave, the Employee's fringe benefits will be paid for the full twelve (12) month period providing that the Employee completes 140 of the scheduled work days.

A Section 125 Plan shall be adopted. If an Employee opts to participate in the Section 125 FSA Account, the Employee shall be responsible for payments made to the FSA. If an Employee resigns, retires, or expires during the benefit year, and will no longer be employed by the District, the Employee will be responsible for repaying to the District the remaining balance of the Employee's healthcare premiums and/or FSA account that were pre-paid by the District. Reimbursement by the Employee shall be by way of prorated deductions from the Employee's remaining bi-weekly wages.

If an Employee is eligible for the District’s health insurance but elects not to take it because they are covered by another employer-paid group health plan, and subsequently loses their coverage under that other plan, then said Employee shall be allowed to enroll in the District’s group health plan and said coverage shall become effective at the beginning of the next billing period.

Employees who are less than full-time shall pay a portion of the premium on LTD, Life, Dental, Vision and Medical insurances on a prorated basis. Employees must enroll in the various insurance plans and all plans are subject to the terms and conditions in the policies between the carrier/provider and the District.

C. Supplementary Salaries

1. The number of people under these supplementary assignments will be determined by the Superintendent of Schools as required by the finances of the District.
2. In the interest of quality programs, supplementary assignments shall continue until the individuals’ resignation from the position or termination from the position.
3. Salaries for full-year supplemental assignments shall be paid half in February and half in June.
4. Early College Coordinator, data coach, and counselors may be required to work up to ten additional workdays as approved by administration at the per diem rate. Cosmetology teacher may be required to teach additional days in the summer and will be paid per diem.
5. The Supplementary Pay Schedule is set forth as follows (*indicates full year supplemental assignments):

ATHLETIC POSITIONS

Athletic Position Stipend = Percentage times the following yearly base salary

School Year	2023-24	2024-25	2025-26
Base Salary	\$45,346	\$46,253	\$47,641

SPORT	POSITION	PERCENT	2023-24	2024-25	2025-26
Boys Baseball	Varsity Head Coach	0.093	\$4,217	\$4,302	\$4,431
	Varsity Assistant Coach	0.070	\$3,174	\$3,238	\$3,335
	JV Head Coach	0.070	\$3,174	\$3,238	\$3,335
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
Boys Basketball	Varsity Head Coach	0.117	\$5,305	\$5,412	\$5,574
	Varsity Asst Coach	0.087	\$3,945	\$4,024	\$4,145
	JV Head Coach	0.087	\$3,945	\$4,024	\$4,145
	Freshman Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
Girls Basketball	Varsity Head Coach	0.117	\$5,305	\$5,412	\$5,574
	Varsity Asst Coach	0.087	\$3,945	\$4,024	\$4,145
	JV Head Coach	0.087	\$3,945	\$4,024	\$4,145
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716

Bowling	Head Coach	0.078	\$3,537	\$3,608	\$3,716
Cheerleading	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	JV Head Coach	0.058	\$2,630	\$2,683	\$2,763
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
Cross Country	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Football	Varsity Head Coach	0.117	\$5,305	\$5,412	\$5,574
	Varsity Asst Coach (2)	0.087	\$3,945	\$4,024	\$4,145
	Varsity Asst Coach (1)	0.051	\$2,313	\$2,359	\$2,430
	JV Head Coach	0.087	\$3,945	\$4,024	\$4,145
	Varsity/JV Asst Coach	0.051	\$2,313	\$2,359	\$2,430
	JV Assistant Coach	0.051	\$2,313	\$2,359	\$2,430
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Asst Coach (2)	0.058	\$2,630	\$2,683	\$2,763
Golf	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Lacrosse	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Soccer	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Softball	Varsity Head Coach	0.093	\$4,217	\$4,302	\$4,431
	Varsity Asst Coach	0.070	\$3,174	\$3,238	\$3,335
	JV Head Coach	0.070	\$3,174	\$3,238	\$3,335
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
Swimming	Varsity Head Coach	0.073	\$3,310	\$3,376	\$3,478
	JV Coach	0.036	\$1,632	\$1,665	\$1,715
Tennis	Varsity Head Coach	0.078	\$3,537	\$3,608	\$3,716
	JV Coach	0.058	\$2,630	\$2,683	\$2,763
Track	Varsity Head Coach	0.093	\$4,217	\$4,302	\$4,431
	Varsity Asst Coach	0.070	\$3,174	\$3,238	\$3,335
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Volleyball	Varsity Head Coach	0.093	\$4,217	\$4,302	\$4,431
	Varsity Asst Coach	0.070	\$3,174	\$3,238	\$3,335
	JV Coach	0.078	\$3,537	\$3,608	\$3,716
	Freshman Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Assistant Coach	0.058	\$2,630	\$2,683	\$2,763
Wrestling	Varsity Head Coach	0.093	\$4,217	\$4,302	\$4,431
	Varsity Asst Coach	0.070	\$3,174	\$3,238	\$3,335
	MS Head Coach	0.078	\$3,537	\$3,608	\$3,716
	MS Head Coach	0.058	\$2,630	\$2,683	\$2,763

NON-ATHLETIC POSITIONS

Annual Position Stipend = Percentage times the above yearly base salary

LEVEL	POSITION	STIPEND
All Levels	Committees, Chaperone, Lunch Duty, Special Program Supervision, School Improvement, assisting long-term substitutes with lesson plans, non-counselors writing 504 plans, and other work beyond the normal workday	\$28/hour
	Substituting During Prep Period	\$40/hour
	Summer Inservice Including Workshops	\$28/hour
	Summer School, After-School Tutoring, Adult Education	\$40/hour
	Worker (Athletic Events)	\$20/hour
Elementary	Elementary Band Director – One Evening Performance per Building Minimum	\$100/bldg.

LEVEL	POSITION	PERCENT	23-24	24-25	25-26
ELEMENTARY	Coordinator (Safety Patrol)	0.006	\$272	\$278	\$286
	Coordinator (Stud Adv Council)	0.039	\$1,768	\$1,804	\$1,858
	Facilitator – Grades K - 5	0.093	\$4,217	\$4,302	\$4,431
	Test Coordinator (M-STEP, MI-ACCESS, and accommodations)	0.024	\$1,088	\$1,110	\$1,143
MIDDLE SCHOOL	Advisor (Yearbook) After School Advisor (Student Council) Advisor (Leadership) Advisor (Student Activities) Advisor (Newspaper) After School	0.047	\$2,131	\$2,174	\$2,239
	Advisor Olympiad Science Advisor Olympiad Social Studies	0.019	\$862	\$879	\$905
	MS Band Director	0.117	\$5,305	\$5,412	\$5,574
	Department Head	0.093	\$4,217	\$4,302	\$4,431
	Test Coordinator (PSAT, SAT, M-STEP)	0.049	\$2,222	\$2,266	\$2,334
	Sp. Ed. Test Coordinator (PSAT, SAT, M-STEP, MI-ACCESS, and accommodations)	0.024	\$1,088	\$1,110	\$1,143
SENIOR HIGH	Advisor (Yearbook) After School Program	0.047	\$2,131	\$2,174	\$2,239
	Advisor, BPA Advisor, HOSA Advisor, Robotics Advisor, VICA/FCCLA	0.019	\$862	\$879	\$905

SENIOR HIGH	Choreographer, Color Guard Instructor, Color Guard	0.025	\$1,134	\$1,156	\$1,191
	Advisor (Freshman Class) Advisor (Sophomore Class) Advisor (Junior Class)	0.054	\$2,449	\$2,498	\$2,573
	Advisor National Honor Society	0.078	\$3,537	\$3,608	\$3,716
	Advisor Newspaper After School Drama Director	0.047	\$2,131	\$2,174	\$2,239
	Advisor (Senior Class) Advisors (Student Government)	0.078	\$3,537	\$3,608	\$3,716
	Band Director	0.117	\$5,305	\$5,412	\$5,574
	Marching Band	0.081	\$3,673	\$3,746	\$3,859
	Choral Director	0.044	\$1,995	\$2,035	\$2,096
	Debate Coach	0.070	\$3,174	\$3,238	\$3,335
	Department Head	0.093	\$4,217	\$4,302	\$4,431
	Quiz Bowl Advisor	0.019	\$862	\$879	\$905
	Test Coordinator (PSAT, SAT, M-STEP)	0.061	\$2,766	\$2,821	\$2,906
	Sp. Ed. Test Coordinator (PSAT, SAT, M-STEP, MI-ACCESS, and accommodations)	0.036	\$1,632	\$1,665	\$1,715
	School Improvement Facilitator	0.058	\$2,630	\$2,683	\$2,763
DISTRICT	PBIS Facilitator	0.006	\$272	\$278	\$286

D. Other Compensation

1. Grade 6-12 teachers on a six period schedule who voluntarily accepts an additional class assignment during their normal preparation time shall have added to their contract 1/6 of their base salary on Schedule A (Half of 1/6 for an extra class for one semester) to a maximum of base salary on MA step 4.
2. Any Employee who attains the MA, Specialist or Doctorate Degree shall receive the appropriate adjustment in salary at the beginning of the next school semester.
3. The District shall have the sole discretion to place newly hired Vocationally Certified Employees on the salary schedule up to step 9. The District and Association will mutually agree before placing newly hired Employees at Step 10 or above.
4. Based upon the experience of the new employee or the competitiveness of the position, the District shall have the discretion to place newly hired employees on the salary schedule up to Step 5, with documented rationale available for any placement on Step 5. Candidates in specialty areas such as special education, psychologist, therapists/pathologists, social workers, counselors, CTE, math, or science may be placed on the salary schedule up to Step 8. Any placement on a step higher than listed above will be mutually agreed.

5. The mileage rate for use of personal car shall be at the applicable IRS rate in effect at the start of each school year.

6. Mentor Stipend

Both parties agree that the purpose of the mentoring program is to provide a comprehensive guide to support new teachers during their probationary period.

Mentor Responsibilities – Mentors will work with non-tenured teachers in cooperation with the Building Administrator. Mentors will guide the non-tenured staff in the areas of building and District-level policies and procedures, delivery of curriculum and classroom management.

Training of Mentors – The goal of mentor training is to increase the mentor’s understanding and application of the principles of mentoring. Training shall encompass the development of mentoring skills in the following areas:

Area 1: Interpersonal Community Skills

Area 2: Management

Area 3: Instructional Support

Mentors will be trained in the development of critical skills needed to facilitate the training of non-tenured teaching staff. Training will consist of one full day of training and an additional half-day for follow-up reflection. Follow-up sessions will provide mentors with the opportunity to evaluate the mentoring process to date and plan additional interventions and supports, as necessary.

Mentor Support Guidelines

First Year Support Plan

- Mentors may support up to three teachers. (No more than two first-year teachers).
- Mentors will meet individually with each first-year teacher bi-weekly to discuss the mentoring checklist and address individual needs.
- Mentors will invite beginning teachers to participate in small group activities and share in classroom observations.

Second Year Support Plan

- Mentors may continue to support new teachers in their second year.
- Mentors will meet with second year teachers monthly.
- Mentors will meet with second year teachers individually and/or in small groups.

Third Year Support Plan

- Mentors may continue to support the beginning teachers in their third year. Mentors will meet with teachers quarterly.
- Mentors will meet with third year teachers individually and/or in small groups.

Mentor Contract – Member contract may be renewed on an annual basis.

Mentor Pay Scale - Pay for One Mentee

1st Year \$600

2nd Year \$500

3rd Year \$400

If a mentor has any additional mentees, the mentor will be paid an additional \$500 per each additional mentee, no matter which year of service.

D. Payments and Deductions

1. Payments: Employees shall complete the appropriate paperwork regarding payment of stipends and compensatory time, including, but not limited to, PARs and comp slips, and submit the paperwork to their building administrator. Within five (5) school days of submission by the Employee, the building administrator shall review and sign the paperwork, and submit the paperwork to the Director of Human Resources for payment. Employees shall be paid within thirty (30) school days of submission of the paperwork by the building administrator.
2. Deductions: If the District is authorized, under this collective bargaining agreement or applicable law, to take a deduction from an Employee's paycheck, the District must provide the Employee with at least four (4) school days advance notice. Such notice must include the reason why the deduction is being taken and the amount of the deduction. All deductions must comply with the Michigan Wage and Hour Act.

**ARTICLE 13
CALENDAR**

The calendars for the duration of this Agreement shall be attached. On Teacher Records half days, Employees may work from a location of their choice.

**ARTICLE 14
ALTERNATIVE PROGRAM**

- A. All full and part-time Alternative Education Teachers, Social Workers and Counselors, including the Dean of Students, but excluding Supervisors, Administrators and other Employees employed by the Romulus Community Schools Board of Education, hereinafter Employer, in the Alternative High School and Middle School Program, hereinafter Alternative Education Staff, are included in the Recognition Clause in Article 1. Recognizing the unique nature of the Alternative Education Program, it is agreed that the following provisions of the Collective Bargaining Agreement do not apply to the Alternative Education Program:

1. Article 2, Section B, Paragraph 1, the first sentence: Alternative Education staff may be required to substitute for each other, teach combined classes and the like. If an Alternative Education Teacher substitutes during their individual preparation period, they shall be paid at the applicable hourly rate set forth in this Agreement, for up to one (1) hour of such subbing.
2. While the normal workday shall be the same as K-12 teachers, the teacher workday, contact times and student times do not apply. The Alternative Education High School Program may be run on block scheduling. If block scheduling is utilized, classroom teachers will have a preparation/ counseling period of approximately sixty (60) minutes. In middle school, classroom teachers will have preparation/counseling time comparable to the normal class period. The starting and ending times for teacher workday will be set based on the needs of the program, provided administration will consult with the Union prior to changing current starting and ending times.
3. Article 5, Section C, Paragraph 7: Alternative Education staff may continue to be required to attend a weekly staff meeting. The meeting shall start one (1) hour before the start of the normal teacher workday. The Alternative Education staff will continue to attend quarterly parent-teacher conferences in the middle school.
4. Article 5, Section D, Class Size: The recommended class size maximums will be 35 students (except when classes are combined **for** teacher absences and the like). If it is necessary to exceed a class size maximum after the fifth week of school each semester, the Agreement's class size stipend, will be paid to the classroom teacher, prorated for as long as the maximum is exceeded retroactively to the first day the class size overload occurred.
5. Professional Compensation
 - a. Teachers currently being paid an hourly rate shall continue to receive said hourly rate of \$24.87.
 - b. A \$20.50 per hour coaching stipend shall also continue to be paid. For football, volleyball, softball, and boys' and girls' basketball the stipend will be \$1200.00.
6. Seniority for Alternative Education staff shall be defined as the continuous length of service from their date of hire into the Alternative Education Program. If an Alternative Education Teacher transfers to the K-12 program, they shall be placed on the seniority list in the K-12 program with their full seniority. The same shall apply to a K-12 teacher going to the Alternative Education Program

ARTICLE 15
SHARED ASSIGNMENTS (JOB SHARING) EMPLOYMENT

- A. The Human Resources Department will publicize and facilitate the possibilities of job-sharing for the professional staff for the upcoming school year. With the approval of the Superintendent or his designee, two (2) bargaining unit members, may, at their option, agree to share an assignment/position that otherwise would be performed/ occupied by a single bargaining unit member. For the purpose of this Article, a shared assignment refers to two (2) teachers sharing one assignment. It is understood that teachers who choose to job-share will work the contract year.
- B. The final decision rests with the District if the job-share request is denied.
- C. Salary and sick days of the bargaining unit members teaching in job-sharing positions shall be prorated equivalent to the proportion of the class time worked exclusive of the first week of class time. Employees assigned to "Job-Sharing" shall pay one-half (1/2) or equated percentage of the cost for each premium cost for Life, LTD, Vision, Dental and the COBRA rate for medical insurance. The Employer will pay the remaining one-half (1/2) percentage of said benefits. Employee contribution shall be made bi-weekly from each job-sharing Employee's payroll and each Employee shall authorize Romulus Community Schools to withhold said amount starting with the assignment and concluding when the Employee leaves the assignment.
- D. The teachers who have jointly agreed to work together must each be certified and qualified for the position they will share, and in the opinion of the Building Principal, will be compatible, complementary, and communicate well. Compatibility includes working together amiably as professional colleagues and sharing similar teaching and discipline styles.
- E. If one of the teachers is absent and is covered by one of the paid leaves of absence provisions, the other teacher will have the first opportunity to substitute for the absent teacher. For daily substitute work, the other job-sharer shall be paid at the per diem substitute rate (prorated for the portion of time substituting). For substituting longer than ten (10) consecutive workdays, the job sharer shall be paid according to the job sharer's full-time daily rate for working the full position.
- F. Teachers participating in a job-share arrangement are encouraged to assume at least one extra school responsibility. Examples of such responsibilities are as follows: hall bulletin boards, graduation activities, assemblies, after-school activities/meetings, committee, work, etc.

**ARTICLE 16
AGREEMENT DURATION**

This Agreement shall be effective as of the July 1, 2023 and shall continue in effect until June 30, 2026. An emergency manager under the Local Financial Stability and Choice Act, MCL 141.541, *et seq.*, may reject, modify, or terminate this Agreement as provided in that Act. In witness to the consummation of this Agreement, the parties hereto have set their signatures.

ROMULUS BOARD OF EDUCATION

ROMULUS EDUCATION ASSOCIATION MEA/NEA

Ursula Wester, President

Sarah L. Carter, REA President

Debi Pyles, Secretary

Michael D. Hansen, REA Treasurer

Benjamin P. Edmondson, Superintendent

Troy A. Scott, MEA UniServ Director

Date

Date

APPENDIX A
2023-24 SCHOOL CALENDAR
(TWD 183, Student Days 181)

AUGUST	28	Monday	New Teacher Orientation
	29	Tuesday	Welcome back/Building meetings/ half day PD for all staff
	30	Wednesday	Professional Development for all staff all day
	31	Thursday	Teacher Workday (Full day)
SEPTEMBER	1	Friday	NO SCHOOL for Staff or Students
	4	Monday	NO SCHOOL - LABOR DAY
	5	Tuesday	First Day of School - Half Day for students, Half day TWD
	13	Wednesday	Early Release- PLC
	20	Wednesday	Staff meeting/PD
OCTOBER	11	Wednesday	Early Release- PLC
	18	Wednesday	Staff meeting/PD
NOVEMBER	7	Tuesday	NO SCHOOL for students - Professional Development Staff
	10	Friday	Half Day of school for students- Record Day PM (All teachers) End of First Marking Period
	15	Wednesday	Staff meeting/PD
	16	Thursday	Half day students/ P/T/C- HS11:15-6:45 MS 11:45-7:15 EL 12:45-8:15
	22-24	W/Th/F	NO SCHOOL for students or staff – Thanksgiving Break
DECEMBER	13	Wednesday	Half day for students- Half day Teacher PD
	20	Wednesday	Staff meeting/PD
	25	Monday	Holiday break begins
JANUARY	8	Monday	School Resumes
	15	Monday	NO SCHOOL for students or staff – Martin Luther King Day
	17	Wednesday	Half day HS only; Teacher Records PM
	18	Thursday	Half day- HS only, Teacher Records PM
	19	Friday	Half day- All students; Teacher Records PM; End of 2nd marking
	22	Monday	Second Semester Begins
	24	Wednesday	Staff Meeting/PD
FEBRUARY	14	Wednesday	Half day for students- Half day Teacher PD
	16	Friday	Half day all staff and students
	19-20	Mon-Tuesday	NO SCHOOL for students or staff – Mid Winter Break
	21	Wednesday	NO SCHOOL for Students – PD for Teachers all day
MARCH	13	Wednesday	Early Release – PLC
	20	Wednesday	Staff Meeting/PD
	22	Friday	Half day for students- Record’s Day PM (All teachers K-12) End of Third Marking Period
	25-29	Mon-Friday	NO SCHOOL for students or Staff – Spring Break
APRIL	1	Monday	Classes Resume
	10	Wednesday	Early Release – PLC
	17	Wednesday	Staff Meeting/PD
MAY	15	Wednesday	Staff Meeting/PD
	24	Friday	Half Day – Students and Staff
	27	Monday	NO SCHOOL for students or staff – Memorial Day
JUNE	10	Monday	Half Day HS only – Teacher Records PM (High School only)
	11	Tuesday	Half Day HS only – Teacher Records PM (High School Only)
	12	Wednesday	LAST DAY OF SCHOOL (Half Day for Students); TWD/Records
	13	Thursday	Teacher Optional Work Day

APPENDIX A
2024-25 SCHOOL CALENDAR
(TWD 183, Student Days 181)

AUGUST	26	Monday	New Teacher Orientation
	27	Tuesday	Welcome back/Building meetings/ half day PD for all staff
	28	Wednesday	Professional Development for all staff all day
	29	Thursday	Teacher Workday (Full day)
	30	Friday	NO School for Staff or students
SEPTEMBER	2	Monday	NO SCHOOL - LABOR DAY
	3	Tuesday	First Day of School - Half Day for students, Half day TWD
	11	Wednesday	Early Release- PLC
OCTOBER	18	Wednesday	Staff meeting/PD
	9	Wednesday	Early Release- PLC
NOVEMBER	16	Wednesday	Staff meeting/PD
	5	Tuesday	NO SCHOOL for students - Professional Development Staff
	8	Friday	Half Day of school for students- Record Day PM (All teachers) MP
	14	Thursday	Half day students/ P/T/C- HS11:15-6:45 MS 11:45-7:15 EL 12:45-8:15
	20	Wednesday	Staff meeting/PD
DECEMBER	27-29	W/Th/F	NO SCHOOL for students or staff – Thanksgiving Break
	11	Wednesday	Half day for students- Half day Teacher PD
	18	Wednesday	Staff meeting/PD
JANUARY	23	Monday	Holiday break begins
	6	Monday	School Resumes
	15	Wednesday	Half day HS only; Teacher Records PM
	16	Thursday	Half day- HS only, Teacher Records PM
	17	Friday	Half day- All students; Teacher Records PM; End of 2nd marking
	20	Monday	NO SCHOOL for students or staff – Martin Luther King Day
	21	Tuesday	Second Semester Begins
FEBRUARY	22	Wednesday	Staff Meeting/PD
	12	Wednesday	Half day for students- Half day Teacher PD
	14	Friday	Half day all staff and students
	17-18	Mon-Tuesday	NO SCHOOL for students or staff – Mid Winter Break
MARCH	19	Wednesday	NO SCHOOL for Students – PD for Teachers all day
	12	Wednesday	Early Release – PLC
	19	Wednesday	Staff Meeting/PD
	21	Friday	Half day for students- Record’s Day PM (All teachers K-12) End of Third Marking Period
	24-28	Mon-Friday	NO SCHOOL for students or Staff – Spring Break
APRIL	31	Monday	Classes Resume
	9	Wednesday	Early Release – PLC
	16	Wednesday	Staff Meeting/PD
MAY	18	Friday	Good Friday/No school students and staff
	21	Wednesday	Staff Meeting/PD
	23	Friday	Half Day – Students and Staff
JUNE	26	Monday	NO SCHOOL for students or staff – Memorial Day
	10	Tuesday	Half Day HS only – Teacher Records PM (High School only)
	11	Wednesday	Half Day HS only – Teacher Records PM (High School Only)
	12	Thursday	LAST DAY OF SCHOOL (Half Day for Students); TWD/Records
	13	Friday	Teacher Optional Work Day

APPENDIX A
2025-26 SCHOOL CALENDAR
(TWD 183, Student Days 181)

AUGUST	25	Monday	New Teacher Orientation
	26	Tuesday	Welcome back/Building meetings/ half day PD for all staff
	27	Wednesday	Professional Development for all staff all day
	28	Thursday	Teacher Workday (Full day)
	29	Friday	NO School for Staff or students
SEPTEMBER	1	Monday	NO SCHOOL - LABOR DAY
	2	Tuesday	First Day of School - Half Day for students, Half day TWD
	10	Wednesday	Early Release- PLC
OCTOBER	17	Wednesday	Staff meeting/PD
	8	Wednesday	Early Release- PLC
NOVEMBER	15	Wednesday	Staff meeting/PD
	4	Tuesday	NO SCHOOL for students - Professional Development Staff
	7	Friday	Half Day of school for students- Record Day PM (All teachers) End of First Marking Period
	13	Thursday	Half day students/ P/T/C- HS11:15-6:45 MS 11:45-7:15 EL 12:45-8:15
	19	Wednesday	Staff meeting/PD
	26-28	W/Th/F	NO SCHOOL for students or staff – Thanksgiving Break
	DECEMBER	10	Wednesday
JANUARY	17	Wednesday	Staff meeting/PD
	22	Monday	Holiday break begins
	5	Monday	School Resumes
	14	Wednesday	Half day HS only; Teacher Records PM
	15	Thursday	Half day- HS only, Teacher Records PM
FEBRUARY	16	Friday	Half day- All students; Teacher Records PM; End of 2nd marking
	19	Monday	NO SCHOOL for students or staff – Martin Luther King Day
	20	Tuesday	Second Semester Begins
	21	Wednesday	Staff Meeting/PD
	11	Wednesday	Half day for students- Half day Teacher PD
MARCH	13	Friday	Half day all staff and students
	16-17	Mon-Tuesday	NO SCHOOL for students or staff – Mid Winter Break
	18	Wednesday	NO SCHOOL for Students – PD for Teachers all day
	11	Wednesday	Early Release – PLC
	18	Wednesday	Staff Meeting/PD
	27	Friday	Half day for students- Record’s Day PM (All teachers K-12) End of Third Marking Period
APRIL	30-April 3	Mon-Friday	NO SCHOOL for students or Staff – Spring Break
	6	Monday	Classes Resume
	15	Wednesday	Early Release – PLC
MAY	22	Wednesday	Staff Meeting/PD
	20	Wednesday	Staff Meeting/PD
JUNE	22	Friday	Half Day – Students and Staff
	25	Monday	NO SCHOOL for students or staff – Memorial Day
	8	Monday	Half Day HS only – Teacher Records PM (High School only)
	9	Tuesday	Half Day HS only – Teacher Records PM (High School Only)
	10	Wednesday	LAST DAY OF SCHOOL (Half Day for Students); TWD/Records
	11	Thursday	Teacher Optional Work Day

APPENDIX B

**SALARY SCHEDULE
2023-24**

Step	BA	MA	Ed.S.	Ph.D.
1	\$48,411	\$55,057	\$59,356	\$61,651
2	\$51,180	\$58,510	\$62,759	\$65,069
3	\$53,949	\$61,963	\$66,161	\$68,487
4	\$56,717	\$65,417	\$69,562	\$71,905
5	\$59,487	\$68,870	\$72,964	\$75,322
6	\$62,255	\$72,324	\$76,366	\$78,739
7	\$65,025	\$75,776	\$79,769	\$82,157
8	\$67,793	\$79,230	\$83,171	\$85,575
9	\$70,562	\$82,683	\$86,573	\$88,993
10	\$74,050	\$86,980	\$90,856	\$93,316
11	\$78,324	\$92,208	\$96,105	\$98,629

**SALARY SCHEDULE
2024-25**

Step	BA	MA	Ed.S.	Ph.D.
1	\$49,379	\$56,158	\$60,543	\$62,884
2	\$52,204	\$59,681	\$64,014	\$66,370
3	\$55,028	\$63,202	\$67,484	\$69,857
4	\$57,852	\$66,725	\$70,954	\$73,343
5	\$60,677	\$70,247	\$74,424	\$76,828
6	\$63,501	\$73,770	\$77,893	\$80,314
7	\$66,325	\$77,292	\$81,364	\$83,800
8	\$69,149	\$80,815	\$84,834	\$87,287
9	\$71,973	\$84,337	\$88,304	\$90,773
10	\$75,531	\$88,720	\$92,674	\$95,182
11	\$79,891	\$94,053	\$98,027	\$100,601

**SALARY SCHEDULE
2025-26**

Step	BA	MA	Ed.S.	Ph.D.
1	\$50,861	\$57,842	\$62,359	\$64,771
2	\$53,770	\$61,471	\$65,934	\$68,361
3	\$56,679	\$65,099	\$69,508	\$71,953
4	\$59,587	\$68,727	\$73,082	\$75,543
5	\$62,497	\$72,355	\$76,656	\$79,133
6	\$65,406	\$75,983	\$80,230	\$82,724
7	\$68,315	\$79,611	\$83,805	\$86,314
8	\$71,224	\$83,239	\$87,379	\$89,905
9	\$74,132	\$86,867	\$90,953	\$93,496
10	\$77,797	\$91,382	\$95,454	\$98,038
11	\$82,288	\$96,874	\$100,968	\$103,619

Financial Summary 2023-26

1. Current salary schedule, eliminate steps 2 and 3. Renumber Step 1 through Step 11.
2. Renumbered salary schedule and increased steps 1-10 and all lanes by 4% for 2023-24. Step 11 and all lanes increased by 6%. Eligible employees on steps 2 and 3 in 2022-23, move to step 2 in 2023-24. Eliminate half steps, any eligible employees on half step move to next higher step and then, move one step for 2023-24 in accordance with normal stepping.
3. All other eligible employees granted one step on renumbered salary schedule (example, 2022-23 step 5 would go to step 3 for 2023-24).
4. Lanes granted for 2023-24 school years for eligible employees.
5. Steps and lanes granted for 2024-25 and 2025-26 school years for eligible employees.
6. 2024-25 salary schedule steps and all lanes 1-11 from the 2023-24 salary schedule increased by 2%.
7. For 2024-25, employees on step 11 in 2023-24 will receive an off-schedule non-pensionable bonus of \$1,700 if they complete the 2024-25 school year to be paid in the second pay of June.
8. 2025-26 salary schedule all steps and lanes from the 2024-25 salary schedule increased by 3%.
9. Letter of Agreement regarding BONUS for 2024-25 and 2025-26 if enrollment allows.

**LETTER OF AGREEMENT
ROMULUS EDUCATION ASSOCIATION/MEA/NEA
AND
ROMULUS COMMUNITY SCHOOLS
May 5, 2023**

The mission and vision of the Romulus Community Schools and the Romulus Education Association is to help meet student needs and to improve their achievement. The parties are interested in creating an incentive for employees on student achievement and hereby agree as follows:

1. Student Growth Committee to be set up by September 1, 2023. The committee will consist of teachers, union leadership, administrators, jointly selected by REA and RCS.
2. The committee will meet during the 2023-24 school year and develop a plan to measure student growth to be developed by May 1, 2024.
3. If enrollment will allow the teachers who meet growth targets will be awarded a bonus for both 2024-25 and 2025-26 school years to be determined.
4. All employees in the bargaining unit will participate by building for receiving bonus.

This is the entire agreement between the parties and cannot be modified without further written agreement between the parties.

ROMULUS EDUCATION ASSOCIATION/MEA

ROMULUS COMMUNITY SCHOOLS

Sarah L. Carter, President

Benjamin P. Edmondson, Superintendent

Date

Date

APPENDIX C
ANCILLARY EMPLOYEE DISCIPLINE, ASSIGNMENT, TRANSFER, LAYOFF AND RECALL

DISCIPLINE

Any reprimand, discipline, demotion, or dismissal shall be for just cause.

ASSIGNMENT AND TRANSFER

Employees' assignments, transfers, and promotions shall be made without regard to age, race, creed, color, religion, nationality, sex, or marital status.

ASSIGNMENT

1. Ancillary Employee assignments shall be made at the discretion of the Employer and within the areas of their major or minor fields of study, except temporarily and for good cause; the latter being by mutual consent between Employee and administration.
2. Ancillary Employees shall be notified in writing of any changes in their assignment for the ensuing school year, including the schools to which they will be assigned, and under normal circumstances not later than June 1. If there **is** a change in circumstances or conditions during the months of May through August (e.g., resignations), such assignments may be changed by mutual consent whenever it is possible to contact the Employee.
3. No regularly assigned ancillary Employee shall be used as a substitute teacher except with mutual consent.
4. In arranging schedules for ancillary Employees who are assigned to more than one (1) school, inter-school travel will be limited to a minimum, if possible. A teacher and Superintendent, or designee, may meet to consider the schedule of traveling Employees, but the final decision regarding such schedule shall rest with the Superintendent or designee.
5. Those ancillary Employees whose building assignments have been changed shall, within fifteen (15) days after notification, have the option of requesting a transfer to an alternative building, even though the transfer deadline may have elapsed.
6. No additional assignments above the normal schedule shall be given without the mutual consent of the Employee. All qualified non-probationary ancillary Employees in the department shall be contacted concerning the additional assignment. If there is no ancillary qualified non-probationary Employee in the department who has consented, probationary ancillary Employees in the department can be offered said assignment. Other ancillary Employees in the building may be contacted after the foregoing procedure has been followed. Compensation for this additional assignment is covered in Article 12.

TRANSFER

1. Each year prior to May 1, ancillary Employees may request transfer to another school for the ensuing school year commencing the following September. The ancillary Employee shall make such request in writing, set forth the reasons for the transfer, and outline their qualifications for the position, if different from the position they currently hold.
2. Prior to the effectuation of any involuntary transfer, the Superintendent (or their designee) shall provide the effected Employee, upon request, with the reasons for the transfer.
3. When involuntary transfers are affected for a necessary reduction in a school's staff allocation due to reduced student enrollments or the closing and/or consolidation of a building, the expressed wishes of the Employees concerned will be honored to the extent possible.
4. No Employee shall be discriminated against because of a request for a transfer.

LAYOFF AND RECALL

1. A reduction in staff beyond attrition may occur as a consequence of a decreased student enrollment or shortage of revenues to the District. Such a reduction of layoff shall be effectuated in the following order:
 - a. Temporary Employees, if any, will be laid off before all others.
 - b. Employees with the least seniority will be laid off next, except that the Employer may pass over for layoff any Employee who, because of state requirements for specialized certification, cannot be replaced in established programs.
2. The Employer shall give sixty (60) calendar days' notice to ancillary Employees of a pending reduction in workforce, except if there is a need to reduce the workforce due to a shortage of revenues caused by a previously unannounced reduction in state or federal aid. In the latter events, the Employer shall give as much notice as possible, and in no event shall the notice be less than thirty (30) days.
3. The employer shall recall laid-off ancillary Employees in the reverse order of lay-off, provided that the Employee is for the vacant position.
4. At time of layoff an ancillary employee's seniority shall become frozen and the employee shall retain their right to recall for the length of the Employee's seniority, or three years from the effective date of layoff, whichever is less.
5. The laid-off ancillary Employee shall have priority on the substitute list, according to seniority, provided they notified the Employer in writing of their intention to be available for substitute work.

6. No new ancillary Employee shall be hired by the Employer while there are Employees of the District who are laid off, unless there are no laid off Employees with proper certification and applicable qualifications to fill any vacancy which may arise.
7. It shall be conclusively presumed that ancillary Employee has abandoned their employment and voluntarily resigned if a laid off ancillary Employee fails to notify the Employer by certified letter of their acceptance of recall within fifteen (15) calendar days after certified mailing of recall to the Employee's last known address on file in the personnel department.
8. If an ancillary Employee on a leave of absence would have been laid off, but for the leave of absence, then upon expiration of the leave of absence, the Employee will be either recalled according to the provisions of this agreement, or the Employee will be laid off.