

Master Agreement
between the
Almont Community Schools
Board of Education
and
Almont Education Association

Approved at the

July 26, 2021 BOE Meeting

Contract expires 6/30/2022

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PREAMBLE

This Agreement, entered into this 26th day of July, 2021, is by and between the Board of Education of the Almont Community Schools, Almont, Michigan, hereinafter referred to as the "Board" and the Almont Education Association, hereinafter called the "Association."

ARTICLE I **Recognition and Payroll Deductions**

Section 1: Recognition

The parties of this Agreement recognize their obligation to bargain collectively on hours, wages, and other conditions of employment, as required by P.A. 336 of 1947 as amended. The Board recognized the Association as the exclusive bargaining agency for all employees covered by this Agreement, which is described below:

All regularly employed contracted teachers, guidance counselors, media specialists, and special education teachers wholly or primarily contracted with or by the Almont Community Schools.

But excluding:

All other personnel employed by the Board of Education of the Almont Community Schools, specifically: Superintendents, principals, secretarial and clerical employees, substitute teachers, cafeteria employees, paraprofessionals, high school completion, adult education, and community education teachers employed in the Community Education Department, and any other persons engaged more than half-time in the direct administration and supervision of other Board employees.

Section 2: Teacher Defined

The term "teacher," when used hereafter in the Agreement, shall refer to all employees represented by the bargaining unit.

Section 3: Payroll Deductions

Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board. The Board agrees to disburse said sums to the above agencies by the first work day following the respective payroll deduction period. Teachers have the option of four (4) annuities and four (4) credit union changes per year.

ARTICLE II **School District Rights**

- A. It is expressly understood and agreed that all rights which ordinarily vest in and have been exercised by the District, except those which are clearly and expressly

relinquished herein by the District, shall continue to vest exclusively in and be exercised exclusively by the District without prior negotiations with the Association, either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, except as expressly provided otherwise in this Agreement:

1. The executive management and administrative control of the school system and its properties and facilities.
 2. Hire all teachers.
 3. Establish grades and courses of instruction, including special programs, and provide for athletic, recreational, and social events for students.
 4. Determine class schedules, grade level assignments, and hours of instruction.
- B. The matters contained in this Agreement and/or the exercise of any such rights of the School District are not subject to further negotiations between the parties during the term of this Agreement, unless mutually agreed by both parties to reopen the contract for the purpose of negotiations
- C. The determination and administration of school policy, the operation and management of the schools is vested exclusively in the School District.
- D. The listing of specific management rights in this Agreement is not intended to be, nor shall be, restrictive of, or a waiver of, any rights of management not listed and not specifically surrendered herein whether or not such rights have been exercised by the School District in the past.
- E. The Board shall remain fully vested with all rights conferred to it by the State of Michigan, Federal or Local Government.

ARTICLE III

No Strike Clause

In no event will the Association cause, authorize, or permit its members to cause, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, slow-down, stoppage, interruption, or impeding of work or curtailment of, or interference with, any operation of the District in any building, office, grounds, or facility of the District during the term of this Agreement. In the event any one or more members of the bargaining unit shall fail to observe in any way the responsibilities set forth above, the Association shall immediately instruct the involved employees that their conduct is in violation of this Agreement and that continuance could be subject to disciplinary action by the District.

ARTICLE IV

Teacher Responsibility

Teachers will conduct themselves in a professional manner and will be acquainted with the Code of Ethics of their professional organization.

ARTICLE V

Association and Teacher Rights

Section 1: Discrimination

The parties agree there shall be no unlawful discrimination for any reason against any employee, including but not limited to reasons of race, creed, color, sex, national origin, or age (as defined by law) nor for membership or legitimate activities on behalf of the Association. Your disability must still allow you to perform your essential job duties.

Section 2: Merger

In the event that the Almont Community School District absorbs or becomes a party to a merger with another school district, the terms and conditions of this Agreement shall continue to apply to the bargaining unit members presently covered by this Agreement for the duration hereof and shall be deemed to apply with equal force and effect to the personnel of the other absorbed or merged district eligible by classification for inclusion in the recognized bargaining unit herein involved to the extent permitted by law.

Section 3: Possible Future Negotiations

Should any article, section, or clause of this Agreement be declared invalid by a court of competent jurisdiction, said Article, section, or clause, as the case may be, shall be automatically deleted from this Agreement but the remaining Articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement and the parties shall thereupon immediately enter into negotiations on a legal substitute for the stricken or voided clause.

In the event any law is enacted which requires compliance by the District, or which sets forth penalties in the event of noncompliance by the District, provisions of the contract which cause the noncompliance will cause the parties to immediately enter into negotiations on items that are mandatory subjects of bargaining.

Section 4: Board Responsibilities

The Board agrees to furnish, as promptly as possible, all public information requested by the Association to construct its position in bargaining. With respect to the processing of a grievance, the Board agrees to furnish all relevant information requested by the Association subject to FOIA.

Section 5: Bulletin Boards and Mailboxes

The Association shall have access to distribute material through the teachers' mailboxes and shall have access to an assigned section of the bulletin board in the teachers' lounges for posting of

notices of Association meetings, Association elections, and materials of professional interest to teachers.

Section 6: Supplies

Secondary and Elementary workrooms will be provided and equipped with adequate duplicating equipment and supplies.

Section 7: More Supplies

The Board agrees to provide:

- A. A teacher-requested locked and unlocked filing cabinet.
- B. Locked closet space for teachers to store personal effects.
- C. Functional chalkboard, whiteboard, or marker board in each classroom.
- D. Copies for each teacher's use of textbooks, manuals, and reading charts used in each approved course. The Board will provide materials for reading and similar programs, as mutually recommended by the Administration and teachers. Materials provided by the Board will be retained by the Board.
- E. A desk for each classroom in the District.
- F. Storage space for instructional materials to the extent feasible.
- G. Instructional material required in daily teaching responsibility.
- H. A minimum of three (3) refrigerators for lunchroom/workroom.
- I. Reproducing materials at an acceptable standard.
- J. Appropriate furnishings for teachers' workroom/lunchroom.

Section 8: Vending Machines

Upon request of the Association, vending machines may be installed in the teachers' lunchroom area. All costs, other than that for electricity, shall be borne by the Association and the proceeds shall go to the Association. The complete care and upkeep of the machine and its supplies shall be the responsibility of the Association.

Section 9: Parking for Staff Use

Off-street parking facilities will be provided and maintained for staff use. Snow and ice will be cleaned away as promptly as feasible from parking areas and from sidewalks.

Section 10: School Closing

Should the District be required to make-up days lost in order to qualify the District for full State Aid, said make-up days shall be added consecutively to the end of the instructional year, or at other mutually agreeable times. Teachers are required to work the make-up days and shall not receive an increase in salary above the teacher's contract amount. If teachers are required to work hours on a day that is canceled and subsequently needs to be made-up to qualify for State Aid, then compensation time shall be provided for the equal number of hours worked during non-student contract time (i.e., records day, planning period, etc.) by arrangement with the Building Principal.

Section 11: Use of School Facilities

The Association will be permitted the use of school facilities for regular and special business meetings of the Association and for committee meetings on Association business as well, provided that such use is requested and can be arranged in advance without disrupting other commitments for use of the premises and without incurring additional cost to the School District. Association use of school business equipment will be permitted, provided that:

- A. Request is made and use arranged in advance.
- B. The use is strictly to service the legitimate business needs of the Association, such as the duplication of financial records, bulletin board notices, business correspondence, etc.
- C. The purpose is for internal business use of the Association and is not for external or public distribution.
- D. Supplies, in connection with such equipment use, will be furnished or paid for by the Association.

It is mutually understood and agreed that Association activities on the school premises and during school hours will be prohibited, except as expressly provided for elsewhere in this Agreement and specifically that no Association views on matters relating to the Board/Association relationship will be discussed in the classroom.

Section 12: Contracts

The Board will publish the Agreement and furnish a copy for each member of the bargaining unit and five (5) extra copies to the Association.

Section 13: Care and Responsibility

Teachers are responsible for all property and equipment entrusted to them and shall exercise reasonable care in their use. Teachers shall not be held responsible for normal wear and tear, nor for loss or destruction of property or equipment in instances where the teacher has not been negligent in discharging his responsibilities.

Section 14: Association Business Days

The Association will receive 20 days, as needed, for Association business during the school year. The President of the Association will be responsible for notifying the Administration when such a day or half-day will be needed. From this pool of days, no member may use more than 10 days. This will prevent disruption in the continuity of teaching. The association shall reimburse the district the cost of the employees' retirement for days of professional leave used "for Association Business."

Half of unused AEA days (a maximum of 10 per year), will be provided to the sick bank on an annual basis, accumulating to a total of no more than 175 days.

Section 15: Teacher Handbooks

A teacher handbook will be available electronically. The handbook will be updated by October 1st. New teachers will be given access to an electronic copy of the teacher handbook and collective bargaining agreement within two weeks of their date of hire. Veteran teachers will receive an electronic note of updates to the handbook and access to the updated electronic version of the teacher handbook no later than October 1st each year.

Section 16: Teacher Access to Facilities

All teachers shall have access to an outside door, their teaching area(s), and appropriate building workroom. Teachers may request continued access to these areas during the summer months. The District will give teachers advanced notice of at least 1 day when their rooms/teaching areas will be used after school.

Section 17: Medically Fragile Students

No member shall be required to perform medical, hygiene, or other non-instructional procedures for students such as (but not limited to) suctioning, catheterization, diapering, or toileting.

Coaches and physical education teachers may still be asked to provide basic emergency first aid to medically fragile students in their physical education classes or sports program. At no time will the level of first aid to be provided exceed that of a reasonable lay person under similar circumstances.

Section 18: Personnel File Review

It is understood that any request to review the personnel file of an Association member shall be handled according to relevant law. The Association members shall be notified of the request two business days prior to any review.

ARTICLE VI

Representation

Section 1: Bargaining Committee Membership

The Board agrees to recognize a Bargaining Committee which shall be composed of no more than six (6) members of the Association and who shall each be certified to the Board by the Association upon election or appointment to said Committee.

Section 2: Grievance Committee Membership

The Board agrees to recognize a Grievance Committee of not more than four (4) teachers, each of whom shall be certified to the Board by the Association as Grievance Committee Members. A Grievance Committee Member shall have the right to entertain a teacher complaint at times during the school day when both individuals are free from parent conferences, pupil supervision, or classroom duties.

Section 3: Board Bargaining Committee

The Board agrees to meet through its Bargaining Committee with the Association Bargaining Committee on all matters properly subject to collective bargaining under the terms of the Agreement or to discuss matters of mutual interest from time to time and further, the Board agrees to meet through its Grievance Committee with the Association Grievance Committee in accordance with the provisions herein for processing grievances.

Section 4: Committee Meeting Hours

Meetings between the Board and the Association through their committees will take place at hours which are not in conflict with or do not interfere with scheduled operations.

Section 5: Mutually Agreed Meeting Times

When negotiations are mutually agreed to be conducted during regular school hours, release times shall be provided for the Association Negotiations Committee.

Article VII

Grievance Procedure

Section 1: Grievance Defined

A claim by any teacher, group of teachers, or the Association that there has been an alleged violation, misinterpretation or misapplication of any provision of this Agreement may be deemed a grievance under this contract and will be subject to the grievance procedure hereinafter, provided that in all cases, the alleged grievance shall be assigned by a current employee of the School District.

Section 2: Grievance Time Lines

The time limits specified hereinafter for movement of grievances through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the parties, in writing.

In the event that the Association fails to appeal a grievance or Board answer within the particular, specified time limit, the involved grievance shall be deemed to be abandoned and settled on the basis of the Board's last answer, if any. In the event that the Board shall fail to supply the Association with its answer to the particular step within the specified time limits, the grievance shall be deemed automatically positioned for appeal at the next step, with the time limit for exercising said appeal commencing with the expiration date of the Board's period for answering. Time limits shall be calculated by beginning the count as 12:01 a.m., following the events specified in Section 4 and 5 of this Article.

Section 3: More Time Limit Explanation

All specified time limits herein shall consist only of school days. Time limits during the summer months shall consist of weekdays, excluding holidays. Summer months consist of the time period from the last day of school in the spring or summer to the first day of school in the fall.

Section 4: More Time Limit Explanation

Each grievance shall have to be initiated within five (5) days of the occurrence of the cause for complaint, or, if neither the aggrieved nor the Association had knowledge of said occurrence at the time of its happening, then within five (5) days of the first such knowledge by either the aggrieved or the Association. Posted Board notices shall be considered as binding the Association and all members of the bargaining unit with knowledge of the subject matter related in said bulletin.

Section 5: Detailed Grievance Protocol

Any teacher having an alleged, but timely, grievance as herein above defined may process the complaint in the following manner:

Step 1: The aggrieved teacher, or a designated teacher from a group having the same cause of complaint, may himself, or at the request of the aggrieved, in the company of or represented by the appropriate Association Representative, who in any case shall have the right to attend the meeting, present the matter to the particular school, or his designated representative within the allotted period for filing protests and shall attempt adjustment of the dispute. The parties shall sign acknowledgment that the meeting verbally instituting the grievance took place on the day of such conference. The principal shall have five (5) days in which to give a written answer to the complaint at this step.

Step 2: If the grievance is not satisfactorily settled in the foregoing manner, the Association shall have the right, within five (5) days after the expiration of the five (5) days allowed for the particular Principal's written answer at Step 1, to submit the grievance, in writing, to the School Superintendent or his designated representative for formal hearing at Step 2. The Step 2 meeting will be called within five (5) days of the submission of the written grievance. At the second meeting, the Association and the Board will be represented by their duly constituted grievance committees which may be augmented at the election of either side by the addition of a consultant. After the hearing is concluded, the Superintendent shall have five (5) days in which to give the Association his decision on the dispute, in writing.

Step 3: If the grievance is not satisfactorily settled in the foregoing manner, the Association shall have the right, within five (5) days after the expiration of the five (5) days

allowed for the Superintendent's response at Step 2, to submit the grievance, in writing, to a Board of Adjustment for a formal hearing at Step 3. The Step 3 meeting will be conducted within five (5) days of the submission of the written grievance. The Board of Adjustment, made up of three (3) members of the Board of Education, will review the grievance in an attempt to solve the dispute. Representation for the aggrieved teacher will be as outlined in Step 1. After the hearing is concluded, the Board of Adjustment shall have five (5) days in which to give a written answer to the Association. The Association, at their option, may omit this step of the grievance procedure and immediately proceed to Step 4.

Step 4: If the issue is not resolved in the foregoing manner within fifteen (15) days after the expiration of the time allotted in Step 3, the Association shall notify the Board of its intent to submit the grievance to final and binding arbitration. The parties may attempt to mutually agree upon an Arbitrator. If no mutually agreed to Arbitrator is selected, an Arbitrator will be selected under the rules of the American Arbitration Association which shall act as Administrator of the proceedings. The rules of AAA shall govern the proceedings.

Section 6: Arbitrator Authority

- A. The Arbitrator shall have no power or authority to add to, subtract from, alter, or modify the terms of this Agreement.
- B. Any prohibited subject of bargaining.
- C. Any matter subject to state or federal administration agency.

Section 7: Costs

Each side will bear the full costs for its side of the arbitration and will pay one-half (1/2) of the costs for the neutral Arbitrator.

Section 8: Grievance Time Frame

Any grievance arising under this Agreement and properly processed under the procedure herein provided shall be considered a live grievance until finally disposed of under the terms of this contract, regardless of whether the term of this Agreement has expired during the interim.

Section 9: Grievance Form

The Association will develop a mutually agreeable form to ensure uniformity and to expedite the grievance procedure.

ARTICLE VIII **Seniority**

Section 1: Recall and Seniority Rights

Seniority and recall rights shall continue until:

A teacher is recalled or one year from effective date of layoff.

Any lay-off pursuant to this Agreement shall automatically terminate the individual's employment contract. However, the employee's insurance coverage shall remain intact for thirty days after lay-off.

Teachers and Counselors shall ensure they hold a valid State of Michigan teaching certificate at all times

Section 2: Seniority

Seniority, for the purposes of this Agreement, shall be defined as the length of unbroken service within the bargaining unit from the date of the employee's first day of employment in a bargaining unit position. All bargaining unit seniority is lost when employment is severed by resignation, retirement, failure to return from a leave of absence, failure to return from recall, abandonment, or discharge. Neither lay-off nor the taking of an approved leave, as provided under this Agreement, shall constitute a break in service. A seniority list consistent with this Agreement, shall be prepared by the employer within thirty (30) days of the ratification of this Agreement. The seniority list shall be in rank order of the date of the bargaining unit member's first day of work as a bargaining unit member. In the event more than one individual has the same first day of work as a bargaining unit member, the relative place of such persons on the seniority list, with respect to that date of work, will be determined by a drawing. The date, place and time of the drawing will be provided, in writing, to the Union and all affected members one (1) week before the drawing. The drawing will be conducted openly and at a time and place that reasonably allows all interested bargaining unit members, and particularly those affected, to attend. The President of the Union, or his/her designee shall draw for any person unable to be in attendance. All affected bargaining unit members will be notified, in writing, of the results of the drawing within forty-eight (48) hours of the drawing.

The seniority list shall be published (with notation of the certification/approvals then on file with the Employer of each bargaining unit member) and posted conspicuously in the area of each building reserved for bargaining unit members use by October 15th of each school year. Updates of the list shall be published and posted once a year.

A copy of the posted seniority list and all subsequent updates shall be provided to the Union. Errors, omissions and/or deletions in or to the list as posted, will be noted and made as required to conform to this Agreement at the request of the Union and notice provided to affected members. All challenges to a seniority list must be made within ten (10) days of the posting of the list. If the challenge results in any corrections, the corrections shall be posted and subject to another ten (10) day challenge period. The District shall incur no liability for relying upon the accuracy of the seniority list.

For seniority and salary schedule placement purposes, regular teachers or teachers on lay-off status who are substitute teaching with an assignment to one specific teaching position serving forty-five (45) or more working days, or one (1) marking period during a semester, will be given credit for one semester.

Bargaining unit personnel working less than full-time will receive salary schedule and seniority credit as follows:

1. Teachers working half-time or less will receive one-quarter (1/4) year credit for each semester worked.
2. Teachers working more than half-time will receive full credit for each semester worked.

Section 3: Administrator Seniority

Bargaining unit members who become Administrators in the Almont system will have their bargaining unit seniority frozen. If they return to the bargaining unit following unbroken service to the Almont Schools, they will be credited with their frozen seniority.

ARTICLE IX **Disciplinary Procedures**

Section 1: Disciplinary Interviews

Disciplinary interviews and reprimands will be conducted in private. An affected teacher will, however, have the right, in all instances, to request the presence of an Association Representative or designee at said interview and when such a request is made the interview will not proceed until the Representative is in attendance provided it does not delay educational duties or the process of interviews and reprimands more than 3 days.

Section 2: Entries into a Teacher's File

Teachers and the Association shall be given copies of all entries in their files which might be used as reliance for action against them and shall acknowledge receipt of same by their signature on the original document. In the event any teacher refuses to sign acknowledgment of receipt, the copies shall, instead, be furnished to the Association for transmittal and the Association guarantees to make acknowledgment that the Board has furnished the copy. Copies of past entries, prior to the date of this Agreement, will be supplied upon request from a teacher. Any material added to a teacher's file must be presented to the teacher PRIOR to the addition of the material to the file. Notification is essential or that material is to be removed from the file and destroyed at the teacher's request.

ARTICLE X **Compensation**

Section 1: Salaries

The salaries of teachers covered by this Agreement shall be as set forth in Schedule A, which is attached to and incorporated in this Agreement.

Section 2: Per Diem

The per diem teacher's pay on which deductions and adjustments will be calculated, shall be based on the teacher's annual salary, divided by the days covered in the calendar, including paid holidays. Paid holidays shall be: Labor Day, Thanksgiving Day, Christmas, New Year's Day, Good Friday and Memorial Day.

Section 3: Supplementary Pay

Supplementary pay for specific, selected activities out of the normal contract, and extracurricular activities shall be as set forth in Schedule B, which is attached to and incorporated in this Agreement. The Board will not capriciously deprive a teacher of continuing in a particular extra-duty for which he is qualified. Payment for assignments under Schedule B will be in accordance with the following schedule:

1. All staff members may have their base pay plus one additional line item.
2. Those staff members being utilized in three (3) or more line items will have the option of selecting the two they wish to appear on their payroll. The other will be handled in the following manner:
 - a. At the conclusion of the activity.
 - b. For those going year round, at the conclusion of the first semester and second semester.

Section 4: Payment for Electing to Substitute on Prep Period

The Association realizes that from time to time one teacher may be requested to cover for another. In such cases, the teacher shall receive Twenty-Five (\$25.00) Dollars for a normal preparation period.

Section 5: Merit Pay

Teachers earning a “Highly Effective” rating on his or her annual evaluation will be eligible to receive merit pay. Teacher effectiveness in his or her evaluation is based on the criteria outlined in the *Teacher Evaluation Manual*. To be rated “Highly Effective”, a teacher must exceed what is considered normal or average expectations for job performance. Merit pay for the 2021-2022 school year is \$ 250.00.

ARTICLE XI **Calendar, Schedules, and Hours**

Section 1: School Calendar

The Board recognizes its obligation to bargain with the Association over the annual school calendar and the Association recognizes the necessity for a calendar to be established for the school year. In fulfillment of these objectives, the parties agree to make the subject of the school calendar a matter for negotiations. It is understood that the start date of the school year is not a mandatory subject for bargaining, and can be set by the Board of Education.

An Association calendar committee comprised of the AEA Executive Board President, Chief Negotiator, and Vice President will, in concert with Board Representatives, construct a calendar which meets state law and coordinates, if required by law, with the county calendar.

The AEA will provide a school calendar in accordance with county calendar law.

Any modification of the negotiated calendar shall be made only after the representatives of both groups consult and mutually agree to the proposed modification of said school calendar. See Appendix A for current school calendar.

Section 2: Class Size

- A. The parties recognize that control of class size is an important factor for the highest quality of education. To this end, the Board agrees to strive to meet the following goals in keeping with its resources, balanced by its incurred obligations, and the feasibility of increasing the staff without curtailing programs and activities deemed sound and necessary by the Board.

<u>Level</u>	<u>Optimums</u>	<u>Maximums*</u>
Kdg. - 2 nd	22	28
3 rd -4 th	24	30
5 th - 6 th	24	32
7 th - 8 th	26	34
9 th - 12 th	28	36**

* New section to be opened when maximums are met in all classes at that level. In other words, when all 1st grade classes are 28 students or above a new section must be opened, unless mutually agreed upon by the Association and the Board. Another example, when all 10th grade math classes exceed 36, a new section must be opened, unless mutually agreed upon by the Association and the Board.

When a teacher is compensated for missed prep time, daily capacity numbers no longer apply.

**Overage pay in high school and middle school only applies when total per day cap (150) is exceeded for a 6 period day or the total per day cap (165) for a 7 period day.—When teacher is compensated for prep daily cap no longer applies.

To plan ahead properly to meet the above goals, many factors are involved. Should either the Association or Administration request, a committee comprised of Administration and Association members will meet to discuss class sizes - specifically to make projections and recommendations.

- B. When K-5 classes exceed set maximums students per class, per grade, the Administration will pay overloads of \$135 per student, per semester. The count date for purposes of this section shall be the first Friday in October during each school year. Sixth grade, if a self – contained classroom, will base overages on this K-5 amount.

When 6th-8th classes exceed set maximums students per class, per grade, the Administration will pay overloads of \$100 per student, per semester (if 6th grade is not self –contained. See above for self-contained 6th grade classes). The count date for purposes of this section shall be the same count dates as dictated by the state each year in both October and February.

- C. All students who are present in general classrooms, regardless of grade, needs, limitations, etc. will be included in the class count for that teacher and that class, whether an aide is present or not.
- D. In the secondary area (grades 6-12 unless 6th is “self-contained”), the Board agrees to the following in regard to classroom size. In the event teachers are assigned to teach six (6) classes, 165 students per day will serve as a maximum standard for general classrooms. In the event teachers are assigned to teach five (5) classes, 150 students per day will serve as the maximum standard. In the event teachers are assigned to teach four (4) classes, 120 students per day will serve as maximum standard for general classrooms.

When secondary classes (grades 6-12 unless 6th is self-contained) exceed set maximums students per day, the Administration will pay overloads of \$100 per student, per semester. The count date for purposes of this section shall be the same count dates as dictated by the state in both October and February.

Vocal and Instrumental Music classes will maintain a class load indicated by reasonable past practice, and are not considered for overages.

Physical Education Classes, such as gym and strength classes, whose population must be closely monitored for safety reasons shall not exceed 48 students, except by Teacher and Association permission. Physical education teachers will not have their physical education classes considered in overage calculations, but rather will be pro-rated for non- physical education classes.

Student enrollment in Language Arts classes in which student writing is frequently required will be limited to no more than thirty-three (33) students, unless the involved teacher agrees to add additional students.

- E. It is the understanding of both the Board and the Association that student population is to be distributed within grades and sections in a manner which reflects balance. In other words, no K-6 elementary class can begin a term with more than 2 students more than any of the others. So, no 1st grade teacher can have 30 students when all the others have 27.

In order to provide the District with the flexibility it seeks in this matter, the teacher and Association may agree to imbalances beyond 2 students where the District, Association and teacher concur that it is best for students to do so.

- F. Overages will be paid on November 30th for the first semester and April 15th for the second semester.

Section 3: Teacher Daily Start and End Times

Primary School Schedule:

8:23 am	Beginning of Teacher’s Day
8:28	Classes begin
3:37	Students Dismissed
3:39	End of Teacher’s Day

Middle School Schedule:

7:26 am	Teachers Report
7:36-8:26	1 st hour
8:30-9:20	2 nd hour
9:24-10:14	3 rd hour
10:18-11:42	4 th hour and lunch
11:45-12:36	5 th hour
12:40-1:30	6 th hour
1:34-2:24	7 th hour
2:34	End of Teacher's Day

High School Schedule:

7:18 am	Teachers Report
7:25-8:28	1 st hour
8:32-9:31	2 nd hour
9:35-10:34	3 rd hour
10:38-12:11	4 th hour and lunch
12:15-1:14	5 th hour
1:18-2:18	6 th hour
2:28	End of Teachers Day

- A. Teachers will be assigned weekly conference time of at least 250 minutes. The contact time with students for an elementary teacher will not exceed 1800 minutes weekly.
- B. Special classes at the primary and elementary level, K-4, will be considered conference time. No more than two (2) regular specials classes will be assigned to one teacher in any given day.
- C. Any time not designated as "duty-free" will be assigned by the involved building principal.
- D. Elementary teachers will be available to cover special classes during emergencies. The administration will endeavor to give as much advance notice as possible when such an emergency occurs. When teachers substitute for another teacher during their prep/conference period, they will receive a \$25 stipend. In the event a teacher misses an assigned conference period due to a specials teacher being assigned to substitute teach, or in the event a teacher misses an assigned conference period due to the unavailability of a substitute teacher for a specials teacher, said teacher will receive a \$25 stipend.
- E. Teachers will have a minimum of thirty (30) minutes designed as duty-free lunch to include five minutes passing time to and from the aforementioned lunch.
- F. The schedules of the Counselor and Media Specialist may be altered to accommodate student need, but shall not exceed the total amount of daily time assigned to classroom teachers. The Counselor and Media Specialist will be assigned a duty-free lunch period of thirty (30) minutes, but are not subject to the assignment of conference time. In the event the Media Specialist is assigned to teach classes in the library, s/he will be provided the appropriate conference time.

- G. Building faculty meetings may be held provided the frequency rate does not exceed two (2) per month, and each will not exceed forty-five (45) minutes in length. Should a teacher volunteer to serve on a building committee, they will not be expected to attend more than two meetings of said committee in any month. Committee work for which the teacher receives compensation shall not apply to the above limits. The Superintendent shall call pre-school or post-school day faculty meetings provided the total amount of time required for staff members outside of their scheduled work day does not exceed five (5) hours per school year.
- H. The Association recognizes the safety and care of children is a prime responsibility of the school district and that the welfare of the children dictates that with any schedule, inclement weather, absence of personnel, or other emergencies, situations may arise when it will be necessary for teachers to accept responsibility for supervision of children even though such instances might cause temporary interruption in the application of lunch schedules, special classes, etc. However, it is agreed that, in the event a substitute teacher is unavailable, the absent teacher's students will not be divided up among the rest of the teachers in that particular grade, unless mutually agreed upon by involved staff members and building administrator.
- I. The Association further recognizes that in the interest of safety, teachers may be assigned to supervise students in the hallway, walk students to such areas as the buses, recess, the lunchroom, etc. It is understood that these assignments are not intended to be on a regular basis unless agreed upon by administration and involved staff.
- J. It is the intent of both parties that the High School teaching staff will teach five (5) of six (6) periods, the Middle School staff will teach six (6) of seven (7) periods under the semester schedule, the sixth or seventh period to be a teacher preparatory period.

SIX PERIOD DAY--Teachers Teaching 5 of 6

School	Contact Minutes 2021-2022
Orchard Primary	334
Almont High School	286

SEVEN PERIOD DAY -- Teachers Teaching 6 of 7

School	Contact Minutes 2021-2022
Almont Middle School	321

- K. If a teacher ELECTS to teach on their preparatory period the following formula for the additional pay for these additional duties apply:

Annual Contract/Teacher Contract Days=Daily Rate

Daily Rate/7=Hourly Rate or Daily Rate /6 (dependent on number of periods taught)

Hourly Rate X Number of Teaching Days in a Semester=Payment

Section 4: Assigned or Extra Schedule Relief (Moved to Leave Time, Article XII)

Section 5: Participation in Schedule C

Teachers are expected and encouraged to participate in the activities outlined in Schedule C.

Section 6: Substitute

When teachers are absent for a half (1/2) day or more, substitutes will be provided in all cases when available.

Section 7: Less Than 1/2 day Absences

When teachers must be absent for other than school business for less than a half-day (1/2) each occurrence, fellow teachers may cover for them. The use of conference periods to cover is highly suggested. (employee may choose to do so without remuneration.)

Section 8: Emergency Absences

Administrators may fill in on emergency cases of short notice when teachers are absent.

Section 9: Absence -- School Business

When school business dictates a teacher be absent from assigned classes, Administration will be responsible for organizing the covering of the teacher's classes. This coverage will be on a voluntary basis and in line with Article XI, Section 2.

Section 10: Supervision of DK-4 Recess

The parties agree that the supervision of students DK-4th grade during recess and noon duty will not be the responsibility of AEA bargaining unit members.

Section 11: Education Planning and Placement Committee

An Educational Planning and Placement Committee commenced by the Superintendent and composed of at least one (1) administrator, one (1) counselor, and one (1) teacher shall evaluate and implement a program according to Federal and State Laws and Intermediate School District guidelines for mainstreamed students.

Section 12: Case Conferences

Any teacher involved in the "Mainstreamed" Program may participate in any case conference relative to their student's program. Teachers shall be released during case conferences held during

the school day. Such release shall not infringe upon regular preparation time. Teachers shall be compensated at their regular hourly rate for participation in case conferences held outside the regular school day.

Section 13: IEP Training

In order to achieve a quality "Mainstreaming" Program, the I.E.P.C. shall recommend, if necessary, training to all involved non-special education teachers.

Section 14: Travel from Building to Building

Teachers assigned to travel from one building to another as part of their regular teaching day will be reimbursed mileage at the authorized District rate as listed on district form and compensated for prep time lost due to travel or conflicting schedules in an amount proportional to the amount of time lost, relative to his/her pro-rated per diem.

Section 15: Conference Time

The amount of time scheduled for the November parent/teacher conferences will be the same at all school buildings, and will not exceed a total of eight and one-half hours (8 1/2) hours, unless altered by a mutual agreement of the Board and Association.

Section 16: Teacher Professional Development

The Board of Education shall provide 5 days (30 hours) of professional development each school year. A record of each teacher's professional development attendance will be maintained on District forms. In the event a teacher does not complete the required professional development days/hours, they will be subject to disciplinary action, including pay reduction according to their daily rate.

Section 17: Calendar

In the event additional student and/or teacher days are required than are provided in the District's calendar, the District will immediately adjust the calendar to meet the new requirement without compensation to the employee.

School Calendar will be distributed via email, posted in the teacher's lounge and posted on the school website annually within 48 hours of said calendar being officially adopted and agreed upon by the Almont Board of Education and the Almont Education Association.

Please note: The school year may be extended in the event of school cancellations if the state-required minimum hours of school instruction have not been met.

ARTICLE XII

Paid Leave Time

Section 1: Sick Leave

Sick leave, with pay, shall be granted for bona-fide personal illness or quarantine, serious illness in the immediate family, or death of a near relative up to a total amount of ten (10) days in each teaching year, with the unused portion accumulating to the particular ~~teaching~~ teacher's credit, to a total of sixty (60) days. The following limitations shall apply:

- A. Personal illness or injury: (See Article XIX)
- B. Serious illness in immediate family: three (3) days, unless extra time is approved, in writing, by the Superintendent of Schools for pressing and inescapable need.
- C. The employee must notify the Administration or his/her designee twelve (12) hours before the official start of the school day for that employee of an illness, barring emergencies.

Section 2: Religious Leave

The Superintendent shall have authority on the basis of his sole determination to grant the request of an affected teacher for absence in connection with participation in recognized religious observances or for allocation of time off for other legitimate compelling purposes of appropriate, necessary days from the unused portion of that teacher's accumulated personal leave, provided that:

- A. The request is submitted, in writing, sufficiently in advance for proper consideration to be given, except when unforeseen emergency obviates the possibility.
- B. The reasons, therefore, are certifiable and for unavoidable pressing personal need, and
- C. A substitute has been obtained as a replacement.

Section 3: Personal Leave

In addition to the accumulated sick leave, a maximum of three (3) non-accumulative days off with pay, shall be granted each year, and when possible, scheduled in advance.

No more than six (6%) percent of the teaching staff shall be allowed to be absent for personal business on any one work day unless mitigating circumstances occur. **Personal days may not be used immediately before or after a school break (e.g. Christmas break, spring break, etc.) only upon Superintendent's approval.** Unused Personal Days at the end of each school year are non-accumulative as personal days. However, such unused personal days shall be converted into the employee's accumulated sick leave at the end of the year.

Section 4: Professional Business Days

A teacher desiring a Professional Business Day for the purpose of attending conferences, workshops, or seminars, or for visitation for viewing specific instructional techniques or programs, shall consult with his Principal stating his wishes or reasons one week in advance of the conference

or desired visitation, except when the teacher had no way of knowing about the event one week in advance. The written request shall be submitted to the Superintendent of Schools. The approval of this request must take into account the value to the School District, the availability of a substitute teacher and the total budget. Such attendance will not be charged against either sick leave or Personal Business Days.

In order to provide a just and equitable process, the Administration will send a representative portion of the involved department, coaching staff or grades, and they in turn will introduce the new ideals, philosophies, techniques or other materials to the remainder of the affected staff members.

Section 5: Jury Duty

A teacher selected for Jury Duty shall be required to notify the Superintendent of Schools of the fact immediately upon receipt of the first notice of selection. The teacher and Superintendent shall each petition the court to schedule the assignment during the summer vacation in order to minimize the disruption of classroom teaching. Any teacher who fulfills these directives and is still assigned Jury Duty by the court shall report for school duty whenever the schedule of Jury Duty permits on a given day and shall be paid the difference between the jury pay said teacher receives and the teachers per diem for the school days of such duty. It is the responsibility of the teacher to collect his jury pay and to show proof of the amount received in order to receive any payment from the School District for these days.

Section 6: Subpoenaed as a Witness in Court

A teacher subpoenaed to serve as a witness in court shall be paid the difference between his witness fees, exclusive of travel allowance and the teacher's per diem. It is the responsibility of the teacher to collect his witness fees and to show proof of the amount received to the school Administration in order to receive any payment from the School District for these days. If teacher is released prior to end of workday teacher shall contact the principal to determine whether to return to work.

Section 7: Other Absences

All absences other than those expressly covered above shall result in the deduction from the involved teacher's salary of the established per diem pay of said teacher for each school day of such non-covered absences, regardless of the reasons for the absence and notwithstanding whether the specific absence might be excused or unexcused.

Section 8: Bereavement

Days with pay shall be granted to the employee in the event of a death in the immediate family or of an extended family and other:

- One to three days, if 200 or less miles one-way travel is involved.
- One to five days, if more than 200 miles one-way travel is involved.

The following definitions shall apply in the interpretation of Section 8:

- A. Immediate Family - Mother, Step-Mother, Father, Step-Father, Wife, Brother, Step-Brother, Sister, Step-Sister, Husband, Child, Step-Child.

- B. Extended Family - Mother-in-Law, Father-in-Law, Sister-in-Law, Brother-in-Law, Uncle, Aunt, Grandfather, Grandmother, Grandchild, Grandfather-in-Law, Grandmother-in-Law, Niece, Nephew
- C. Members will be allowed to use one (1) leave day per year without loss of pay for the death of a person that is not in either the immediate family or the extended family.
- D. Members approved to attend a funeral as representatives of the Almont Community Schools shall also be granted a leave day without loss of pay.

Section 9: Assigned or Extra Schedule Relief (Moved from Article XI)

A teacher seeking relief from all or part of the assigned primary or extra schedule on any day shall explain the reason for the requested time off to the Principal so that the time off may be granted or denied.

Section 10: Record of Sick Days

The Administration shall inform each teacher, as soon as practical after the commencement of each school year, as to the number of sick days credited to his own bank

Section 11: Perfect Attendance

Employees with perfect attendance for the year shall receive a Seven Hundred Fifty (\$750.00) Dollar stipend. Perfect attendance will be defined as the employee using no personal or sick days during the school year.

ARTICLE XIII **Teacher's Authority**

Section 1: Pupil Discipline

Pupil discipline is based on the requirement that all children must adhere to a normally-to-be expected code of acceptable behavior, conform with all school rules and regulations, and comply willingly with all orders incident to school routine from all adult school employees.

Section 2: Support for Discipline

The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

Section 3: Classroom Discipline

The Association recognizes the teacher's responsibility to maintain order and control in the classroom through effective teaching and leadership techniques and, in cases of minor infractions through imposition of customary classroom discipline.

Section 4: Sending Pupils to the Office

A teacher may exclude a pupil from the class and send him to the office when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the pupil in the classroom intolerable. In such cases, the teacher shall furnish

the Principal, as promptly as his teaching obligations will allow, with full particulars on the problem or incident. The principal will recognize the right of the teacher to a snap suspension and not return the student to the class, activity or subject without consultation and consent of the teacher. As soon as possible after the snap suspension, the teacher shall schedule a parent-teacher conference regarding the snap suspension. In cases where the principal or designee is unavailable to consult with the teacher, the student may need to be returned to class without such consultation or consent. In such cases, the principal will consult with the teacher regarding the problem or incident as soon as possible after he returns.

Section 5: Student Discipline Records Availability

Individual records will be maintained on serious student disciplinary problems in the Principal's Office and will be available to teachers, when necessary, as an aid for determining disciplinary recommendations concerning particular pupils.

Section 6: Student Misbehavior

School authorities will endeavor to achieve correction of student misbehavior through counseling, interviews, and conferences which, when warranted, shall be extended to include the child's parents. Suspension may be imposed for serious or persistent infractions of normal good behavior in accordance with Board policy.

Section 7: Assault Upon a Teacher

Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide advice to the teacher as to his rights and obligations with respect to such assault and shall render legal assistance to the teacher in connection with handling the incident by law enforcement and judicial authorities.

ARTICLE XIV **Association/Board Cooperation**

Section 1: Active Participation

The parties hereto pledge their sincere joint and individual efforts to attain the objective of mutual cooperation on matters of common interest. Among these are: enhancing the dignity and effectiveness of the teaching profession, protecting and advancing the interest of the pupils and efficiently managing and conserving the School District's property and resources. To this end, the Board invites, and the Association encourages, teachers to actively participate as members of school advisory committees so that composite thinking may be reflected in recommendations on matters relating to pupil-teacher ratio, curriculum, courses of study, choice of textbooks, in-service training, teacher evaluation, new and improved teaching methods and techniques, selection of education equipment and supplies, use of teacher aids and other means of relieving teachers of clerical and related tasks, school calendar, class schedules, schedules of other assignments, grouping of pupils and other professional problems.

Section 2: Supplies, Equipment, Maintenance

The Board recognizes that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools and the Board undertakes, as promptly as feasible, to implement all joint decisions thereon made by its representatives and the Association. The Board agrees to keep the schools equipped and maintained as feasible.

Section 3: Mutual Accommodation

Further, the parties, through meetings of their representatives, agree to discuss problems on the agenda affecting either side which may arise, but not be subjects for the grievance procedure or collective bargaining. In such monthly meetings, the Committee shall strive to find ways for mutual accommodation which are acceptable and do not alter or abridge the Agreement.

ARTICLE XV **Leaves of Absence**

Section 1: Definition - Leaves of Absence

For the purpose of this Article, a Leave of Absence is any absence, either paid or unpaid, for any approved reason. Any unapproved absence shall be deemed and treated as a breach of employee conduct.

Section 2: Mandatory Notice

The individual teacher shall be responsible to inform the school Administration as soon as the affected teacher has knowledge of impending need to take time off from work for any reason whatsoever. In those cases, where the cause for the absence arises on an emergency basis so that the involved teacher cannot supply advance notice, then the information is to be furnished to the Administration at the earliest moment after the teacher becomes aware of the necessity to be absent.

Violations of this notice requirement will invalidate any claim for a compensable day off and shall cause such lost time, not covered by notice, to be deemed "unexcused". Absences for three (3) days without giving notice shall be considered and treated as a "voluntary quit without proper notice" except in cases where it is physically impossible for the teacher to give notice or cause such notice to be given.

Section 3: Requirements for Approved Leaves

The notice from the teacher to the school Administration shall, in every case, without exception, include the furnishing of the reasons for the absence. Determination as to whether or not the required leave will be granted will be made by the Administration as follows:

A. Personal Leave with Pay (as specified in Article XII)

The reason must be professionally ethical.

B. Personal Leave without Pay (other than Child-Care Leave)

1. The reasons given must be verifiable and legitimate.
2. The need for the absence must be compulsive and inescapable.
3. The teacher's attendance record must be within bound of less than excessive absences when the requested leave is for a reason other than illness or injury.
4. A substitute teacher must be available when the requested absence is short-term and for reasons other than illness or injury, or a contract teacher must be on hand when the requested absence is to be for extended duration.
5. The Administration shall have the unabridged right to reject any request for such leave other than for illness or injury; if, in its sole judgment, it deems the effect to be contrary to the best interests of the school system and its teaching objectives.

Section 4: Child-Care & Medical Leaves

In accordance with the Family Medical Leave Act (FMLA), a pregnant teacher has the right to 12 weeks unpaid leave and/or concurrent use of any paid sick leave said teacher has accumulated. (FMLA, sick time/leave, maternity must run concurrently)

A leave of absence shall be granted to any teacher for the remainder of the school year for the purpose of child care. The object child of the leave could be: 1) Prenatal; 2) Newborn infant; 3) Newly adopted child; or 4) a child suffering from crippling, terminal, or serious accident or illness. Said leave shall commence upon request of the teacher. It is further provided that:

- A. The leave may be extended an additional year by written request of the teacher and Board approval. Such request may be made specifically by the teacher at the time of requested leave. Such leave shall be subjected to the terms of Section 6 of this Article.
- B. A pregnant teacher may commence said leave at her option any time after confirmation of pregnancy by her doctor.
- C. In the event of miscarriage or death of the object child, the leave of absence may be terminated upon request of the teacher and verification by a physician.
- D. For seniority or salary schedule purposes, the teacher shall be given credit for a full trimester or semester, depending on the model for that employee's particular school, if the teacher teaches sixty (60) or more days respectively during the trimester or semester during which said leave was granted.

Half of a year of service credit will be granted for a semester or trimester of teaching.

- E. Granting of such leave will in no way terminate seniority and rights attendant to.

In the case of medical leave, the Board agrees to continue the teacher's health insurance coverage for a period of six (6) months from the date of commencement of leave either paid or unpaid. Following expiration of Board coverage, teacher may carry his/her health insurance on the group plan so long as he/she is eligible.

Section 5: Duration of Leaves

All notices of absences for any reason shall also incorporate advice to the Administration as to when the time off is to commence and when it is to terminate. Cases where definite dates as to the beginning and/or end of a requested absence cannot be predetermined shall be handled as follows:

- A. Other Leaves - The affected teacher shall be responsible to apprise the Administration as to the commencement date of the desired leave in all cases other than child care when the notice is given, except in the instance where a teacher is scheduled to enter a hospital but the procedure date or availability has not been determined, or other uncontrollable cause prevents prior notification. In these latter cases, the Administration must be notified as to the exact date as soon as the teacher gains such knowledge.
- B. Termination of Leave - No leave shall be for a period beyond the span approved by the Administration in accordance with the following rules:
1. No leave shall be for longer than one (1) year unless extended by consent and approved by the Board of Education.
 2. Requests for extension on any leave shall have to be made before March 1st. The leave, which has already been granted, shall be submitted, in writing, to the Superintendent of Schools; in case of mid-year leave, the notification must be by October 1st.
 3. Each teacher shall have to return from leave on the designated day (unless extended by the Superintendent of Schools in writing). Any teacher failing to report after expiration of leave shall be considered and treated as a "voluntary quit without proper notice".
 4. Every notice to the Administration about an impending absence must indicate the exact date of the termination of the absence when the teacher shall resume duty, except under the following circumstances:
 - a. A reported absence for a given day without date of return being indicated shall be deemed to embrace a one-day of absence, with the teacher obligated to be at work on the following day.

- b. A reported absence for a given day without date of return cannot be precisely given, but which is estimated to be of less than six (6) weeks when the notice is given, shall terminate upon the date, furnished later (but as soon as possible) by the teacher, set by the attending physician in cases of illness or injury, or in other cases, as approved by the Administration.
- c. Extended absence of more than six (6) weeks, granted for any reason, including illness, injury, or child-care leave, shall terminate on that date designated by the Administration nearest to the date of availability of the teacher for return, which shall be furnished to the Administration with the notice; or if such date cannot then be determined, as soon as it becomes known to the teacher. The date set by the Administration for termination of the leave shall be that date which, in the Administration's judgment, avoids learning disruption and preserves learning continuity for the pupils.
- d. Return from extended absence due to illness or injury shall be dependent upon certification by the attending physician of the capability to perform the normal duties of the teacher.

Section 6: Return from Leaves

Teachers on FMLA or military leave shall be returned in accordance with the law.

- A. Secondary teachers returning from a one year leave of absence will be returned to his/her original schedule as much as possible. Should the Board be unable to make an exact restoration, said teacher will be assigned to a position for which s/he is certified/highly qualified.
- B. Lower elementary teachers, returning from a one year leave of absence will be returned to his/her original schedule as much as possible. Should the Board be unable to make an exact restoration, said teacher will be assigned to a position for which s/he is certified/highly qualified.
- C. Teachers receiving an extension of a leave of absence may be returned to the system when an opening for which they are certified and qualified becomes available.

Section 7: Date and Return from Leave

Whenever a leave of absence does not have a definite date of return within the same school year in which it commences, the affected teacher shall have to give notice to the Administration by March 1st of the expiring school year of intent and resolve to report for duty in the school system upon termination of the leave. Such notice of reaffirmed intent must be served on the Superintendent in a timely fashion, in writing, or the then delinquent teacher shall be considered and treated as having signified intention to quit in compliance with the Michigan Teacher Tenure Law. In case of mid-year leave, notification must be by October 1st.

Section 8: Military Leave

Teachers inducted into, or volunteering for service in the armed forces of the United States of America shall be accorded all rights and treatment provided for them under appropriate State and Federal Law. In addition:

- A. If a tenure teacher's husband (or wife) is called into the military service and the tenure teacher moves to a family residence at the station assignment, after giving the Board notice of intention to move, said teacher shall remain until a replacement suitable to the Administration and the Board has been obtained, but not to exceed thirty (30) days, then said teacher's status shall be considered the same as though the teacher were under military jurisdiction.
- B. If a teacher requests and is granted a special leave of absence by the Board for the specific purpose of teaching in a United States military installation, outside credit for this experience shall be given upon return to the school system.

Section 9: Leave and Fringe Benefits

Upon proper return from a study or travel leave, teachers shall be credited on the salary schedule for the experience, and during such leave, all fringe benefits will be paid by the District, provided that the teacher returns to the School District for employment the following school year. Teachers not returning will reimburse the District for all costs incurred.

Section 10: FMLA Eligibility

Teachers shall be eligible for FMLA in accordance with current FMLA Law.

ARTICLE XVI **Resignation and Physical Examinations**

Section 1: Resignation

With regards to resignation, no teacher shall discontinue his services with the Board except by mutual consent, without giving a written notice to the Board at least sixty (60) days before September 1st of the ensuing school year. The Board may agree to a resignation at any time after a replacement, suitable to the school Administration and the Board is obtained, provided that the circumstances underlying the resignation are valid in the opinion of the Board and warrant a search for replacement. Teachers are encouraged to notify the District of terminating their employment as soon as possible. Teachers working to the end of the school year will receive fringe benefits through the last pay period in the summer.

Section 2: Physical Examination

In the event a physical examination is required by the Board of Education, the examination shall be made in accordance with the following terms and conditions:

- A. The teacher may elect to be examined by a licensed physician of his own choosing, in which case the teacher shall bear the cost of the examination.

- B. The teacher may elect to be examined by a licensed physician designated by the Board, in which case the Board shall bear the full cost of the examination.
- C. In any case, the examination shall be to the full extent necessary for completion by the examining physician of physical examination forms supplied by the Board.
- D. The completed forms and any necessary information setting forth the results of the examination are to be filed with the Superintendent promptly by the examining physician and must be received before the affected teacher will be permitted to commence teaching duties.

Section 3: Physical Examination Board Challenge

In the event that the report of an attending or examining physician of the teacher's choice is challenged by the Board after an illness, injury, or examination, then the following procedure shall be followed:

- A. The Board may require the affected teacher to be examined by a physician of the Board's choice at the Board's expense.
- B. If the reports of the two physicians are in disagreement or conflict, the respective bargaining committees shall meet and endeavor to reconcile the difference.
- C. In the event mutual agreement cannot be reached to equitably and amicably dispose of the dispute, the controversy shall by-pass the grievance procedure, and instead the affected teacher shall be examined at the equally share cost of the Board and Association by appropriate specialists in the area of controversy at Ford Hospital, or if early admittance cannot be arranged, the University of Michigan Hospital, Ann Arbor, Michigan, for final and binding determination upon the parties in the matter.

ARTICLE XVII **Retirement**

Qualifications:

Reached 55 years of age with at least 10 years of service to Almont Community Schools or have at least twenty-five (25) years of service to the Almont School District.

With regards to retirement, the teacher must give the District, in writing, notice of intent to retire a minimum of thirty (30) days in advance of June 30, the end of the school's fiscal year. (Notice must be provided then no later than May 31st).

The cash benefit described in (A) and (B), below, will only be paid to employees who have been employed by the Board for 15 or more years as of July 1, 2011.

Benefits:

- A. The teacher, if employed by the District for 15 or more years as of July, 2011, will be issued an initial lump-sum payment of \$5,000 within thirty (30) days of the

teacher's last day of work. Final payment of \$5,000 will be issued no later than one year from the date the first check was issued.

- B. District retirees meeting the above qualification who are drawing benefits from the Michigan Public School Employees Retirement System (MPSERS) must sign up for the health insurance benefits provided by MPSERS. The District will reimburse the retiree's portion of the annual health care premium for a period of seven (7) years or until the age of 70 whichever comes first. Medicare premiums are not reimbursable.

Said employees completing the school year must sign up for hospitalization benefits commencing no later than September of the next school year. Reimbursement can only be made if the retiree submits for the reimbursement within six months of the original date of payment of the premium. Persons receiving the hospitalization benefits in this Article prior to 2006 will continue to receive benefits pursuant to the Agreement in effect when they retired.

ARTICLE XVIII

Fringe Benefits

Section 1: Life Insurance

The Board of Education will purchase for each teacher, a \$100,000 Term Life Insurance Policy, plus an accidental death and dismemberment rider.

Section 2: Hospital Medical

A committee comprised of the superintendent, the AEA chief negotiator, the AEA president, and representatives of each district building will examine possible alternatives to items listed in this section.

- A. Teachers electing not to receive hospital medical insurance will have the option of receiving a cash amount. of Four Hundred Twenty-Five Dollars (\$425.00) per month/ Five Thousand One Hundred Dollars (\$5100.00 per year).
- B. Medical Leave/Child-Care coverage for health care is limited to six (6) months.
- C. Health care coverage shall be awarded to staff on leave due to injury or illness until FMLA, accrued sick days, and qualified sick bank days are exhausted. Then employee will be eligible for COBRA.
- D. Health care coverage will begin on the first day of the month following date of hire.

Section 3: Benefits and Termination of Employment

If any teacher terminates employment during the course of the school year, the above benefits will cease at the end of the month.

Unless otherwise specified, above benefits do not apply to approved leaves of absence, except medical leaves and child-care leaves.

Section 4: Fringe Benefit Eligibility

Teachers must be employed at least one-half time to receive pro-rated benefits (50% of the premium cost) for which they are eligible. Teachers working more than half-time but less than full-time will receive pro-rated benefits for coverage in which they qualify (ex. a two-thirds time teacher would qualify for 67% of premium cost). The same formula will apply to part-time teachers who opt to forego the hospital medical insurance (ex. a two-thirds time teacher electing not to receive hospital medical insurance will receive 67% of the negotiated cash in lieu amount).

Section 5: Long Term Disability

The Board of Education will purchase, for each full-time teacher, long-term disability, subject to the following conditions:

Employee Eligibility: All full-time employees, under age 65, who are working at least thirty (30) hours per week and who are in an eligible class for the long-term disability insurance benefits.

Waiting Period: Benefits begin after the expiration of 90 calendar days.

Monthly Benefit: 66 2/3% of monthly contractual salary, exclusive of bonuses and overtime, will be payable up to a maximum benefit of \$4,000 per month.

Combined Maximum Limit: The total combined amount of benefits payable under this plan, and benefits payable as a result of disability or retirement provisions of governmental and employer sponsored plans, may not exceed 66 2/3% of an insured monthly contractual salary, exclusive of bonuses and overtime.

Maximum Benefit Period: Accident benefits are payable during continuous disability to age 65. Sick benefits are payable during continuous disability to age 65. Benefits are not payable for disability beyond the 65th birthday, except to provide at least one year of benefits during a period of total disability commencing prior to age 65.

Pre-existing Condition Waiver
Social Security Freeze
Regular Occupation Waiver
Cost of Living
Mental/Nervous Waiver

Alcoholism/Drug Addiction Waiver
Pregnancy Complications Waiver
Primary Social Security Offset
Survivor Benefit

Section 6: Dental Insurance

The Board of Education will provide dental insurance. Internal coordination of benefits will not apply.

Section 7: Vision Insurance

The Board of Education will provide vision insurance. Internal coordination of benefits will not apply.

Section 8: Implementation of Benefits

The Association agrees that the employer shall have the right, upon mutual agreement with the Association, to implement beginning in June, prior to the expiration of the Agreement, the benefits contained below in Section 9.

Section 9: Overview of Benefits

Beginning at renewal, the Board will pay the maximum amount allowed by the State set cap (PA 152) the legislative insurance premium allowance) based upon the established cap for each school year.

The Board of Education agrees that no change to carriers or plan types will be made until the AEA has been notified and consulted about such changes.

Section 10: Flexible Spending Account

Teachers who elect to waive medical benefits with the District may elect to participate in a flexible spending account in accordance with Federal Law. It is understood that the district will advance the teacher's desired direct deposit and then reimburse itself through regular payroll deductions. Unused portions of the FSA account will revert back to the district.

Section 11: HSA

Eligible employees who elect a qualified medical plan will be enrolled in an HSA. The District will fund the difference between the annual medical premium and the PA 152 hard cap to the employees HSA account in the following manner: On January 1st 25%; on April 1st 25%; the remaining 50% will be made in six equal payments on the first of the month from July 1st through December 1st.

Section 12: Cash in Lieu

Teachers electing not to receive the hospital medical insurance will have the option of receiving a cash amount of \$425 per month (\$5,100.00 annually).

Section 13: Section 125 Plan

The Board agrees to establish a Section 125 Plan for employees who pay a portion of their insurance costs.

Section 14: Mileage

Teacher employees who drive their personal cars in the course of their employment or otherwise using their automobiles in service to the District, will be reimbursed upon prior approval and the

presentation of an expense accounting, according to Board policy, an amount equal per mile to all other employees.

Section 15: Longevity

Longevity pay shall be based upon the BA-1 Step (\$38,364).

After fifteen (15) years of continuous service, teachers shall receive 2% of BA Step 1; after twenty (20) years of continuous service, teachers shall receive 4% of BA Step 1; after thirty (30) years of continuous service, teachers shall receive 5% of BA Step 1. Payment will be made at the end of the school year, in June. Service to the District includes time as a teacher or administrator.

Section 16: Sick Day Reimbursement

Teachers in the Almont School District who accumulate sick days in excess of sixty (60) days at the conclusion of the school year will be reimbursed for those days over sixty (60) at the rate of \$50.00 per day. Sick day payout will occur by no later than July 30th.

Upon retirement from the District, having filed with the Office of Retirement Services (ORS), the employee shall receive a \$30 stipend for each unused sick day. Sick day payout will occur by no later than July 30th.

ARTICLE XIX **District Central Bank**

Section 1: Sick Bank

The Association will operate a Sick Leave Bank to cover catastrophic injury and illness emergencies, as defined in AEA by-laws. Participation is mandatory for all Association members “in good standing” in the Association. The Association will establish a committee to administer the Sick Leave Bank and to provide the information. The business office will keep the records.

Section 2: Donation to the Bank

Whenever the total number of days in the bank fall below 25 days, each member “in good standing” in the Association on staff will donate one day to the bank.

Section 3: Using Accumulated Sick Days

Prior to entry into the bank, a teacher must use his accumulated sick days in the following manner, consistent with AEA by-laws:

Members may utilize the protection of the Bank only after they have paid \$150 to the AEA and depleted their own personal sick days to the following totals based on years of service:

First year teachers must spend a total of ten of their own sick days for each separate illness.

Second year teachers must spend a total of twenty of their own sick days for each separate illness.

Third year teachers and those teachers with more than three years of service must spend thirty of their own sick days for each separate illness.

If members wishing to enter the Central Sick-Leave Bank do not have this number of days to spend, they must take these days (required amount minus your sick days) without pay prior to utilizing the sick bank days.

Section 4: Using AEA Days

Half of unused AEA days (a maximum of 10 per year) outlined in Article V (Association Rights), Section 15, will be provided to the sick bank on an annual basis, accumulating to a total of no more than 175 days.

SCHEDULE A **Salary**

I. Objectives:

The objectives of this salary schedule are to provide the best possible instructional services to the children of the School District by aiding in the initial selection of highly qualified teacher candidates, providing the incentive for their professional growth in service, and encouraging their retention in the school system for a reasonable period of productive service.

II. Provisions:

- A. In order to be eligible to advance from one step on the salary schedule to a higher step based upon the earning of additional hours of credit, or upon receipt of a higher degree, the teacher must make written application on forms provided by the School District and must submit written proof of the completion of courses and/or degree requirements in the form of an official transcript of credits from the institution from which the credits were earned.

In order for the salary increase to be affected for the full school year, the courses must be completed prior to the beginning of that school year for Almont Community Schools. In order for the change to be affected for the second half year only, courses must be completed before the beginning of the second semester for the Almont Community School District.

If possible, such proof should be provided to the School District prior to the beginning of the first semester for which pay is requested. If circumstances exist which delay credentialing within compliance with these deadlines, the Superintendent will evaluate the merits for an exception.

- B. Graduate and undergraduate hours will follow the itemizing:

1. BA, 0-18 hours must meet Teacher Accreditation Standards set by a recognized institution.
 2. BA, 19-33 hours shall be any graduate or undergraduate hours if part of a training program approved by a recognized institution and approved by the Superintendent of Schools as related directly to the professional responsibilities of the teacher involved.
 3. MA level; any Master's Degree from a recognized institution. For employees hired after June 1, 1999, the Masters Degree must be related to the field of education.
 4. MA+15 and MA+30 hours must be part of an advanced training program approved by a recognized institution and approved by the Superintendent of Schools, as directly related to the professional responsibilities of the teacher involved. In case of credits applied toward a second Master's Degree prior Board approval is required.
- C. At the time of initial employment in the school district, an applicant's initial position on the salary schedule shall be modified by allowing schedule increment credits for one or more of the following:
1. Full or partial transfer of credit may be given for teaching experience in other school systems up to six (6) years.
 2. Up to three (3) years of service in the Armed Forces of the United States. The combined credit granted a new employee under the above conditions shall not exceed an aggregate credit on the schedule for more than six (6) years.
- D. This salary schedule applies to salary determination of all members whose services are limited to the normal school year period. Salaries of all other staff members shall be established on an individual basis.
- E. In recognition of services to the school district, teachers retiring early (prior to 30 years of service) will receive payment of:

Years of Service since the end of the 2013-2014 School Year	Percentage of Salary
25-29	5%
20-24	4%
15-19	3%
11-14	2.5%

Such one-time payment will be made at the time of retirement and paid on base salary, excluding any extra-curricular or athletic pay.

A teacher who has been terminated shall not receive payment for services.

- F. Upon proof of successful completion of graduate credit hours applying toward the BA+18 level and relating directly to the professional responsibilities of the teacher involved, the teacher will receive the following one-time stipends:

Nine (9) graduate credits:	\$500.00
Twelve (12) graduate credits:	\$375.00
Fifteen (15) graduate credits:	\$250.00

- G. Upon proof of successful completion of graduate credit hours beyond the MA+30 level of the contract, and relating directly to the professional responsibilities of the teacher involved, the teacher will receive the following one-time stipends:

Six (6) graduate credits:	\$500.00
Twelve (12) graduate credits:	\$500.00
Fifteen (15) graduate credits:	\$500.00

Contract 21.22						
STEP	STEP	BA	BA+18	MA/BA+33	MA+15	MA+30
0	1	\$ 36,539	\$ 38,364	\$ 40,283	\$ 42,298	\$ 44,412
0.5	2	\$ 37,453	\$ 39,322	\$ 41,290	\$ 43,355	\$ 45,522
1	3	\$ 38,364	\$ 40,283	\$ 42,298	\$ 44,412	\$ 46,635
1.5	4	\$ 39,322	\$ 41,290	\$ 43,355	\$ 45,522	\$ 47,800
2	5	\$ 40,283	\$ 42,298	\$ 44,412	\$ 46,635	\$ 48,965
2.5	6	\$ 41,290	\$ 43,355	\$ 45,522	\$ 47,800	\$ 50,189
3	7	\$ 42,298	\$ 44,412	\$ 46,635	\$ 48,965	\$ 51,411
3.5	8	\$ 43,355	\$ 45,522	\$ 47,800	\$ 50,189	\$ 52,696
4	9	\$ 44,412	\$ 46,635	\$ 48,965	\$ 51,411	\$ 53,983
4.5	10	\$ 45,522	\$ 47,800	\$ 50,189	\$ 52,696	\$ 55,333
5	11	\$ 46,635	\$ 48,965	\$ 51,411	\$ 53,983	\$ 56,684
5.5	12	\$ 47,800	\$ 50,189	\$ 52,696	\$ 55,333	\$ 58,101
6	13	\$ 48,965	\$ 51,411	\$ 53,983	\$ 56,684	\$ 59,518
6.5	14	\$ 50,189	\$ 52,696	\$ 55,333	\$ 58,101	\$ 61,006
7	15	\$ 51,411	\$ 53,983	\$ 56,684	\$ 59,518	\$ 62,494
7.5	16	\$ 52,696	\$ 55,333	\$ 58,101	\$ 61,006	\$ 64,056
8	17	\$ 53,983	\$ 56,684	\$ 59,518	\$ 62,494	\$ 65,618
8.5	18	\$ 55,333	\$ 58,101	\$ 61,006	\$ 64,056	\$ 67,258
9	19	\$ 56,684	\$ 59,518	\$ 62,494	\$ 65,618	\$ 68,898
9.5	20	\$ 58,101	\$ 61,006	\$ 64,056	\$ 67,258	\$ 70,621
10	21	\$ 59,518	\$ 62,494	\$ 65,618	\$ 68,898	\$ 72,343
10.5	22	\$ 61,006	\$ 64,056	\$ 67,258	\$ 70,621	\$ 74,152
11	23	\$ 62,494	\$ 65,619	\$ 68,898	\$ 72,343	\$ 75,961
11.5	24	\$ 64,056	\$ 67,258	\$ 70,621	\$ 74,152	\$ 77,859
12	25	\$ 65,618	\$ 68,898	\$ 72,343	\$ 75,961	\$ 79,760

SALARY HISTORY:

2016-2017

School year, teachers on steps or eligible for longevity increase will receive a full step increase to the beginning of the school year. Eligible teachers shall receive lane increases.

Teachers not eligible for steps shall receive a \$500.00 off-schedule, one-time lump sum payment.

2017-2018:

1. Teachers on steps 0-10 will be awarded a half step, with prorated pay increases (on 1/15/2018 pay date) due for the step increase because of the mid-year contract settlement.
2. New hires in the 2017-2018 school year will be excluded from this step increase and prorated pay increase.
3. The new schedule A for salaries includes a new step 10.5, 11, 11.5, and 12.
4. Those teachers who were at step 11 in the 2016-2017 school year will be moved to Step 12 immediately with their pay prorated due to the mid-year settlement of this agreement. Additionally, in year one only, the teachers at new Step 12 will receive an additional off schedule \$500 stipend on 1/15/2018.

2018-2019:

1. Teachers on step 0-10.5 will receive a half step. This will include all applicable pay increases for steps awarded at 100%
2. Teachers at step 12 will receive an off schedule \$500 stipend.

2019-2020

1. The awarding of a full step (5%) for those on steps 1-11.5 on the salary schedule, with the prorated cost of a 3.33% increase for all on schedule employees (1st Pay at New Amount, Jan. 15th), excluding new hires for the 2019-2020 school year (who will continue to receive originally contracted pay).

2. In addition to the full step increase, teachers on step 1-11.5 on the salary schedule will receive a \$250 stipend to be paid Dec. 15.
3. Those members at the top of the salary schedule (step 12), will receive a \$1000 off-schedule stipend, payable in full December 15th.

2020/2021

1. \$500.00 bonus to be paid to all 69 teachers in lump sum in January 30th pay
2. 2.5% increase to all 69 teachers and applied to each step (changing the salary schedule in the contract) to begin February 28th (13 total pays at new rate)

2021-2022

1. 2% increase to all steps, including the top
2. Full Step Increase to those still on the salary schedule
3. \$1000 stipend, to be paid 11-30-2021, to all employees as extra duty bonus

SCHEDULE B

Extracurricular Duties

The following schedule sets forth additional duties in extracurricular activities or other duties for which teachers may be assigned according to Article XII, Section 9, but for which teachers shall be compensated. The amount of compensation shall be in accordance with said schedule. The following duties require a pre-arranged contract with the Board of Education.

These additional amounts shall apply only when such teacher is carrying a normal teaching load in the regular daily schedule or when the teacher is carrying a partial load for which the base salary is prorated in accordance with the salary schedule set forth in Schedule A.

The Board of Education and the Almont Education Association recognize it may be necessary to add additional activities under Schedule B. The rate for these activities will be mutually agreed upon the Association and the Board of Education. These new activities will not constitute an opening of the contract and will be limited to only those items.

2021/2022

This contract will establish a new BA Max basis for Schedule B of \$65,618.00

1. OP General Music	3.500%
2. AMS Vocal Music	3.500%
3. AMS Instrumental Music	5.000%
4. Senior Class Sponsor	2.000%
5. Junior Class Sponsor	1.800%
6. Sophomore Class Sponsor	1.000%
7. Freshman Class Sponsor	1.000%
8. 8th Grade Class Sponsor	1.000%
9. 7th Grade Class Sponsor	1.000%
10. Drama Club Director	1.500%
11. Yearbook	4.000%
12. Newspaper	1.500%
13. Safety Patrol	1.500%
14. Student Council	3.000%
15. National Honor Society	3.000%
16. School Art Show	0.500%
17. Mentors	1.000%
18. School Talent Show	0.500%

19. Jr./Sr. High Art Show	0.500%
20. Academic Olympiad**	1.000%
21. Reading Month	0.500%
22. Writing Festival	1.500%
23. AHS Vocal Music Director	5.000%
24. AHS Instrumental Music Director	6.500%
25. Clubs	1.000%
26. Powerlifting	1.000%
27. Quiz Bowl	2.000%
28. Robotics	4.500%
29. Beekeeping	4.500%
30. Spelling B	1.000%
31. Lego Robotics	1.000%

**To be divided amongst coaches.

All extracurricular (Schedule B) payments will be paid at the end of the school year upon successful completion and sign off of building administrator.

SCHEDULE B – ATHLETIC DEPARTMENT

Head Soccer	6.500%
Head Basketball	8.000%
Head Football	8.000%
Head Wrestling	6.500%
Head Track	6.500%
Head Tennis	6.500%
Head Volleyball	8.000%
Head Baseball	6.500%
Head Softball	6.500%
Head Cross Country	5.500%
Assistant Soccer	4.500%
Assistant Varsity Basketball	6.500%
Assistant Varsity Football	6.500%
Junior Varsity Football	6.500%
Junior Varsity Basketball	6.500%
Assistant Junior Varsity Football	5.500%
Assistant Baseball	4.500%
Assistant Softball	4.500%
Freshman Football	5.500%
Freshman Basketball	5.500%
Freshman Volleyball	5.500%
Golf	4.500%
Assistant Track	4.500%
Assistant Freshman Football	4.500%
Junior Varsity Baseball	4.500%
Junior Varsity Softball	4.500%
Junior Varsity Tennis	4.500%
Junior Varsity Volleyball	6.500%
7th Grade Basketball	4.500%
8th Grade Basketball	4.500%
Varsity Cheerleading (fall)	6.500%
Varsity Cheerleading (winter)	6.500%
Junior Varsity Cheerleading (fall)	5.500%
Junior Varsity Cheerleading (winter)	5.500%
Freshman Cheerleading (fall)	4.500%
Freshman Cheerleading (winter)	4.500%
Junior High Cheerleading (football)	3.500%
7th Grade Cheerleading (basketball)	3.500%
8th Grade Cheerleading (basketball)	3.500%
Elementary Basketball	2.000%
Junior High Wrestling	3.000%
Junior High Football	4.500%
Assistant Junior High Football	3.500%
Junior High Track	3.000%
Junior High Cross Country	3.000%
Junior High Volleyball	3.000%
Summer Athletic Program	1.000%

Clubs	1.000%
Weight Room Supervisor (seasonal)	1.000%

1. The compensation for coaches who are assigned to coach two teams in the same season will be mutually agreed upon prior to the coach assuming the Schedule B duties.
2. Head Coach assignment changes will be based upon “arbitrary and capricious standard”. Changes in any coaching assignments involving other levels will be determined by the collaboration efforts of the Head Coach, of that sport, and administration on an annual basis. It is agreed that Head Coaches will have input in coaching assignments involving positions in their respective sports.
3. Schedule B assignments will be handled by the following procedure:
 - a. Qualified volunteers from the certified teaching staff.
 - b. Qualified volunteers from outside the system on an annual basis.

In the event a volunteer from outside the system is determined to be effective in the assignment, the administrator may choose to retain the volunteer in a particular Schedule B assignment.

4. All ACS coaching salaries will be paid at the end of the season on or before November 30, March 30 or June 30, upon successful completion of duties and sign off of building administrator and/or Athletic Director.

SCHEDULE C **Related Duties of Teachers**

It is understood that pupil control immediately before, during the regular school day, and immediately after school are part of the regular teaching assignment.

The following sets forth the normal expectancy of voluntary activities to be discharged by teachers without extra compensation, except as noted in Schedule B.

PROFESSIONAL INVOLVEMENT

Participating on committees that work to advise the Board on:

- a. Those extracurricular activities which are most worthwhile for pupils.
- b. Studies of improved scheduling methods and procedures.

CURRICULUM DEVELOPMENT

Participation and leadership on advisory committees to study and improve:

- a. Curriculum
- b. Courses of Study

c. Techniques of teaching

The Board of Education and the Association recognize the importance of curriculum development and other activities that will benefit the effectiveness of the teaching staff. Therefore, the Board of Education may request certain teachers to work up to forty (40) hours during the summer for additional training. The rate of pay will be twenty (\$20.00) dollars per hour.

The position of department head has been established to enhance curriculum and increase communication between and among departments and building staff members. Staff members working in this capacity will receive a 3.0% stipend of the B.A. Maximum.

SELF IMPROVEMENT

Taking of college courses to meet certification requirements, to increase knowledge of subject, and to prepare himself to be proficient in the best possible instructional methods and techniques. Participation in professional workshops is highly encouraged.

OPEN HOUSES/PARENT-TEACHER CONFERENCES/CURRICULM EVENTS

Attendance and participation in parent-teacher conferences shall be mandatory unless excused by the building principal. Open houses shall be voluntary.

KIDS CLUB

Members of the AEA children that go to Kids Club shall not be charge an hourly fee for their children (day care services) enrolled in Kids Club. AEA members will have to pay the supply fee and registration for their children.

Attachments:

SICK LEAVE BANK APPLICATION FORM (For AEA Leadership Record Keeping Purposes Only)

AEA ABSENCE FORM

CURRENT SCHOOL CALENDAR

Almont Community Schools AEA Absence Form

Employee Name (print): _____ Today's Date: _____

Personal Leave

No more than six (6%) percent of the teaching staff shall be allowed to be absent for personal business on any one work day unless mitigating circumstances occur. **Personal days may not be used immediately before or after a school break (e.g. Christmas break, spring break, etc.) only upon Superintendent approval.** Unused Personal Days at the end of each school year are non-accumulative as personal days. However, such unused personal days shall be converted into the employee's accumulated sick leave at the end of the year.

Sick Leave

Sick leave, with pay, shall be granted for bona-fide personal illness or quarantine, serious illness in the immediate family, or death of a near relative up to a total amount of ten (10) days in each teaching year, with the unused portion accumulating to the particular teacher's credit, to a total of sixty (60) days. The employee must notify Administration or his/her designee twelve 12 hours before the official start of the school day of an employee's illness, barring emergencies.

Bereavement

Days with pay shall be granted to the employee in the event of a death in the immediate family or of a near-relative:

- One - Three days, if 200 or less miles one-way travel is involved.
- One - Five days, if more than 200 miles one-way travel is involved.
- One day per year for death of a person that is not immediate family or extended family

APPROVAL IS CONDITIONAL UPON HAVING THE DAYS ACCRUED

It is the employee's responsibility to make certain leave time is available.

Number of Days Requested _____ Date(s) _____

If partial day (**circle one**) **A.M** or **P. M** _____ Date _____

Reason for Absence:

Sick Leave

Personal Leave

Other

_____ Self _____ Personal Business _____ Bereavement (relationship)
_____ Family (Relationship) _____
_____ Jury Duty

Are requested days immediately before or after a scheduled school break (circle): **YES** or **NO**

Employee Signature _____ Date: _____

Supervisor Signature _____ Superintendent Signature _____
____ Approved ____ Not Approved ____ Without Pay ____ Approved ____ Not Approved (if necessary)

Date: _____ Date: _____

SICK LEAVE BANK APPLICATION FORM

EMPLOYEE NAME(PRINT): _____

BUILDING: _____ POSITION: _____

CURRENT PERSONAL/SICK DAY BALANCE(EFINANCE): _____

NATURE OF ILLNESS/REASON FOR APPLICATION (PLEASE ATTACH A DOCTOR'S NOTE)

NUMBER OF DAYS REQUESTED: _____

SIGNATURE OF APPLICANT _____ DATE _____

****After completion of the above, send to a sick bank committee member****

FOR AEA SICK LEAVE BANK COMMITTEE

☐ Approved _____ Day(s) to be used from the sick bank

☐ Denied – Reason

Sick Bank Committee Member Signature

Date

FOR PAYROLL USE ONLY:

Reimbursement for the following days: _____

Number of Sick Days Used from the Sick Bank: _____

Aug 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

Oct 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

Feb 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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

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

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

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

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

Important dates

Teacher Work Day – Full Day	PD (No Students)	First Day (1/2 day Students/Teachers)
No School Students or Staff	Half Day	See explanation below
Last Day (Half Day) June 9	Graduation at the Bells 5:00 pm	October 1 Homecoming

11/03 Conferences 5:00-8:00 OP and MS (no HS)

01/13 Half Day HS only – Exams

3/3 5:00-8:00 Conferences HS only

4/13 No School 12th Graders

11/04 Conferences 1:00-3:00 and 5:00-8:00 OP/MS/HS; ½ day ALL

1/18 Second Semester Begins

4/12 No School 9th, 10th, 12th Graders

6/08 Half day HS only – Exams

As always the last day of school is a tentative date. Should we exceed out state allowable weather days the calendar will be extended to make up these days. Please plan accordingly.

Rev 3-17-2021 added June 5, 2022 graduation; Rev 5-3-2021 moved Nov conferences up a week

ARTICLE XX
Terms of Agreement

Section 1:

The terms of this Agreement shall be effective **from July 26, 2021 to June 30, 2022.**

Section 2: Successor Agreement

On or before April 1, 2022, either party to this Agreement may give notice by certified mail (or in person) to the other party of its desire to terminate, amend, or modify this Agreement.

Section 3:

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto.

Section 4:

Each party, acknowledging that it had full opportunity to propose whatever terms and conditions it desired during the negotiation of this Agreement, hereby waives any and all additional demands against the other for obligatory negotiations designed to alter, change, add to, delete from, or modify the terms and conditions of this Agreement. Pursuant to Public Act 9 of 2011, codified at MCL §423.215(7), the following provision must be added to any collective bargaining agreement reached after the effective date of this act. "An Emergency Manager appointed under the local government and school district fiscal accountability act is allowed to reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act."

IN WITNESS WHEREOF, the Board has caused this instrument to be signed in its name by its accredited representatives and the Association has caused the same to be signed in its name by its accredited representatives.

ALMONT BOARD OF EDUCATION

ALMONT EDUCATION ASSOCIATION

By: _____
Jennifer Mitchell, President

By: _____
Mike Finton, President AEA

By: _____
John Miles, Secretary

By: _____
Leigh C. Stroh , Chief Negotiator

DATED: _____, 2021

DATED: _____, 2021