

Contractual Agreement between
AUTRAIN-ONOTA PUBLIC SCHOOLS
Board of Education
and
Teachers' Bargaining Unit

Effective September 1, 2020

Through August 31, 2023

AuTrain-Onota Public Schools
N8790 Deerton Road
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Introduction:

The following terms as listed in the Agreement between the AuTrain-Onota Public Schools Board of Education and Teachers' Bargaining Unit should be interpreted as follows:

- Administration/Administrator refers to Superintendent, Principal, District Administrator, Administrator or designated official.
- Board refers to the Board of Education of AuTrain-Onota Public Schools.
- Bargaining Unit refers to Michigan Highly Qualified Status certified teachers of the district.

Article I: Teachers' Rights

- A. The teachers shall have the right to use school building facilities for school purposes for meetings. The teacher must submit the Request for Building Use form for administration approval. Availability of the school building facilities to the teachers is subject to prior commitments.
- B. The Board agrees to furnish to the teachers or respond to reasonable requests from time to time, all available information concerning the financial resources of the district, tentative budgetary requirements and allocation, and such other information as will assist the teachers in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information, except privileged communications, which may be necessary for the Bargaining Unit to process any grievance or complaint.
- C. The Board agrees to make available at school to aid teachers in the production of instructional material: internet access, computer hardware, software applications and copy machine.
- D. The Board provides accessibility to the current Board of Education Policies via the official link on the school website. The administration shall meet with the teachers upon written request as often as is reasonably necessary to explain said policy. .
- E. The provisions of this agreement shall be applied without regard to race, creed, religion, color, national origin, sex or marital status.

Article II: Rights of the Board

The teachers recognize that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

All positions of employment and scheduling or work hours are contingent upon student needs and are subject to change at any time based on district needs. The Board has the right to adjust staff size according to student population.

Article III: Professional Compensation

- A. The salaries of teachers covered by this agreement are set forth in Schedule A, which is attached to and incorporated in this Agreement.

Each teacher will be given access to his/her web based employee account for all payroll components (pay periods, gross pay, deductions taxes, etc.) as well as sick and personal business leave accruals.

- B. The salary schedules are based upon the weekly teaching assignments according to the adopted school calendar.
- C. The following legal holidays shall be observed and schools will be closed:
 - New Year's Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- D. Teachers will be paid on either a basis of twenty-one (21) or twenty-six (26) payments, but once the choice is made it cannot be changed during the school year.
- E. Teachers have the option of choosing direct deposit or a paper check for payroll.
- F. Upon the recommendation of the District Administrator, the Board may place a new hire on the salary schedule at the Board's discretion.

Article IV: Teaching Hours and Teacher Work Day

- A. The teacher's hours of work shall be as designated by the Board. Teachers shall be required to report to school 15 minutes before their first assigned duty begins and are required to remain at school for 15 minutes after their last assigned duty ends. Teachers shall be released on Fridays and days before holidays as soon as school is dismissed. The District shall set the calendar each year. All teachers shall have a 30-minute duty free lunch period.
- B. One of the required five professional development days in excess of scheduled student days shall be designated as a preparation day, for all members covered by this agreement.
- C. Staff meetings may be called by the Administration, provided a one (1) day notice is given.
- D. Inservice training sessions will be scheduled according to current Michigan Department of Education requirements. Sessions may be scheduled by the Administration provided two (2) weeks notice is given. These sessions are to run no later than 5:00 P.M. Attendance is mandatory for those teachers for whom the inservice training has been scheduled.
- E. Each teacher will be given the opportunity to attend conferences, workshops or seminars as they are available during the school year.
- F. New teachers will participate in professional development and the mentoring process. An experienced teacher will be assigned as a mentor.

Article V: Teaching Loads and Assignments

- A. Teachers who will be affected by a change of grade assignment or subject matter will be notified and consulted by the Administrator as soon as possible.
- B. Each full-time employee covered by this contract shall be scheduled a minimum of 120 minutes designated as non-teaching time and/or preparation time per 5-day school week. Part-time employees are to be scheduled for a prorated preparation time.
- C. Except for the lunch period, non-classroom time of a teacher shall be devoted to duties such as the following: the instructional program, conferring with parents,

- pupils, and Administration, studying and maintaining records, and professional development on scheduled professional learning team days.
- D. Classroom released time shall be provided as deemed necessary by the Administrator for school educational purposes (i.e. grant writing, School Improvement Team, curriculum alignment, etc.)
 - E. A teacher is expected to remain after the school day when a scheduled appointment for a personal conference is made by a parent/guardian.
 - F. Teachers will be paid \$15/prep period whenever they teach or supervise students during their preparation time.
 - G. Teachers, who are invited to attend an IEP and/or staffing during the school day, will be relieved of their classroom duty for that time period.

Article VI: Teaching Conditions and Responsibilities

- A. The Board will make a continuing effort to reach the state recommended standards as to classroom size.
- B. The Board agrees at all times to keep the schools reasonably equipped and maintained subject to the funds available. The Board will confer from time to time with the Bargaining Unit and/or appropriate teacher professional improvement committees on the selection of text materials and educational aids for improving the learning process.
- C. The Board shall maintain a staff restroom and lounge for adult use.
- D. Telephone facilities shall be made available to teachers for their reasonable use as presently provided.
- E. Teachers shall be entitled to full rights of citizenship. The religious and/or political activities of any teacher, or the lack thereof, shall not be grounds for discipline or discrimination.
- F. When school is cancelled due to inclement weather, fires, epidemics, mechanical breakdowns, or health conditions and students are not in attendance the professional staff shall not be required to report to the school building for duty.
- G. Teachers shall receive their regular pay for days and hours that are cancelled due to an act of God. The school district shall be entitled to reschedule any student instruction days or hours lost without additional compensation.
- H. If school is cancelled for a full day after a teacher has reported for work, then the Board will reimburse that teacher \$25.00.
- I. Teachers are not required to attend an event on a day school is cancelled. No additional compensation will be paid if a teacher chooses to attend. However, if you are already on site at a Board paid out of town professional development event, attendance is required.
- J. Administrators shall make requisition forms available to each teacher for classroom supplies and materials. Each teacher shall receive adequate classroom supplies upon approval by the Administrator.
- K. A teacher will notify the Administration no later than August 15 or January 15 to be eligible for a salary increase on Schedule A of the Teaching Salary Grid. An eligible lateral move placement on the salary schedule will be made on the next available payroll cycle and is not retroactive. An eligible teacher is responsible to provide the required documentation (completion of education credits and/or degrees) to the business office within 30 days after notification.
- L. Each teacher shall, as a condition of continued employment, meet the Highly Qualified Teacher definition for each subject area in which the teacher teaches pursuant to the requirements mandated by the No Child Left Behind legislation.

Article VII: Leave Pay

SICK LEAVE

- A. All teachers absent from duty because of illness or injury shall be granted ten (10) days sick leave per year, accumulative to one hundred twenty (120) days. Ten days are to be granted at the beginning of each school year. Teachers working less than full-time shall receive prorated sick leave days. In addition, one of the ten sick days yearly may be used for personal business. Tenure teachers shall have the right to borrow up to thirty (30) days from future sick leave, which shall be repaid within one fiscal year. All unused sick leave will be rolled into the employee's sick bank at the end of the year.
- B. The Board reserves the right to request medical certification for absences due to illness or injury in excess of three (3) consecutive days. The Board reserves the right to request medical certification for return to work status after such absence.
- C. Teachers may use sick leave time for personal injury or illness, or injury or illness in the employee's immediate family.
- D. Sick leave days will be granted for medical appointments for employee or immediate family not to exceed four (4) days per year. Exceptions will be at the sole discretion of the Administration.
- E. Employees may annually utilize up to a total of five (5) days of sick leave for critical illness in the employee's immediate family.
- F. Immediate family, for purposes of sick leave, is defined as father, mother, sister, brother, spouse, children, parents-in-law, or a relative living in the same household as a member of the regular family unit.
- G. Each teacher shall have access to his/her web based employee account showing sick and personal leave usage and leave bank accruals.
- H. Teachers shall be paid at one half of the current substitute pay for each day of sick leave accumulated over 120 days. This payment shall be made at the start of the school year.

PERSONAL BUSINESS LEAVE

- A. Teachers shall receive two (2) personal business leave days per school year. Teachers working less than full-time shall receive prorated personal business leave days for the above two days.
- B. Teachers shall receive an additional two (2) personal business leave days per school year for participating in after school events as scheduled by the Administration, including but not limited to Parent-Teacher conferences, concerts, graduations, staff meetings, etc., all total in equivalent to twelve (12) clock hours.
- C. At the end of the school year, unused personal business days to be designated by employee as follows:
 - 1. unused days may receive \$100/day payment, to be paid out on the first payroll following the last day of school
 - 2. unused days may be rolled over to the employee's accumulated sick leave
 - 3. one (1) day may be rolled over to the new school year personal leave bank
- D. Personal days can accumulate to five (5) days.

BEREAVEMENT LEAVE

- A. Teachers will be granted one (1) bereavement day for a death in an employee's immediate family with no deduction from the employee's leave bank.
- B. When a death occurs in the teacher's immediate family, the teacher shall upon request, be granted up to five (5) sick and/or personal days.
- C. If a teacher has no leave time banked, the employee may request from the Administration to grant leave without pay time.

JURY LEAVE

- A. Paid jury duty time shall be granted with no deduction from the teacher's leave bank.
- B. Teachers will receive their normal rate of pay provided any compensation received, excluding mileage, is turned over to the Board.

Article VIII: Leaves of Absence

- A. Under the Family and Medical Leave Act (FMLA), employees are eligible for 12 weeks of unpaid, job-protected leave if they have worked for the District for at least one year and have worked at least 1,250 hours within the twelve months prior to the beginning of the leave, pursuant to the qualifying reasons in the FMLA. FMLA leave may include paid leave time if the employee has accrued but unused sick or personal leave time. Medical Certification may be required for such leave and for return from such leave.
- B. Any teacher whose personal illness extends beyond the period compensated under Article VII, may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness up to twelve months beyond expiration of compensated sick leave time. Upon return from leave, a teacher shall be assigned to the same position, if available, or a substantially equivalent position, provided the teacher is capable of performing the duties of such position.
- C. Personal or professional leave of absence for teachers without pay for good cause shown may be granted for a period of up to one (1) year for personal or professional reasons. Approval of such leaves shall depend in part upon the availability of suitable substitutes, the availability of sufficient sums to pay such substitutes, the feasibility of altering schedules, and the amount of notice given the Board on application.

The following Leave of absence, when granted, shall be **with pay** and not charged against the teacher's sick leave time:

- 1. Lost time when a teacher is under a subpoena from any court or administrative agency for a school related matter.
 - 2. Time necessary to take the selective service physical examination.
 - 3. Teacher's absences resulting from school related assault and battery.
- D. Leave of absence **without pay** may be granted by request with Board approval for the following purposes.
 - 1. Study related to the teacher's certification.
 - 2. Study to meet eligibility requirements for a license in an area of education.
 - 3. Full time participation in the Peace Corps or other government sponsored programs.

Teachers hired to fill these positions will be informed in writing of the status of the position.

- E. Military leaves of absence may be granted to any teacher who is inducted or shall enlist for military duty in any branch of the armed forces of the United States. Teachers on military leave shall be given the benefit of any contractual increments or sick leave allowances gained in their absence. Teachers on military leave shall be entitled to return to their position on the anniversary date of the next contractual year, provided that sufficient notice is given by the teacher to allow the Board to make contractual provisions for the return.
- F. Notification of Intent to Return. The teacher shall notify the Administration in writing sixty (60) days prior to the end of a leave whether s/he shall be returning to his position. If the employee fails to do so, the Board shall mail a letter by certified mail, return receipt requested, to the employee at his last address on record with the District notifying him of his failure. Except as may otherwise be required by law, if the employee still fails to notify the Administration within fourteen (14) days after such letter is mailed, the employee shall be deemed to have voluntarily resigned from his employment with the School District, and the School District shall have no further obligations to the employee.

Article IX: Terminal Leave Pay / Retirement

Upon retirement from the District and upon simultaneously becoming eligible for benefits from the Michigan Public School Employees Retirement Act, the Employee/Retiree shall be entitled to a choice of either: (a.) one month's pay, based on a ten month school year at the teacher's present rate of pay, (excluding extra-curricular pay) **OR** (b.) compensation at the current substitute rate for accumulated sick leave up to one hundred twenty (120) days. An Employee is entitled to this benefit provided s/he has been employed a minimum of ten (10) years with the District. Terminal leave retirement benefits shall be paid in two equal installments in the following two Januarys after retirement. Terminal leave retirement benefits shall terminate upon the death of the retiree as it is not intended as a benefit for survivors.

Article X: Teacher Evaluation

- A. The District will implement a locally-determined annual performance evaluation system for all teachers. The parties agree the primary goal of the evaluation is the improvement of instruction and performance.
- B. Each teacher shall be notified and have the right to review any evaluation sheets made by the Administrator before it is placed in his/her personnel file.
- C. A teacher shall at all times be entitled to have present a mutually acceptable representative or attendee when s/he is being disciplined for any infraction or delinquency in professional performance, if requested. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative or attendee is present.
- D. Teacher evaluations for both probationary and tenured teachers are subject to the provisions of the current Michigan Tenure Act.
- E. After each formal teacher evaluation a conference will be conducted with the teacher by the evaluator within one (1) week.
- F. A locally-determined annual performance based compensation method will be developed for all teachers.
- G. An Individualized Development Plan (IDP) will be developed for a probationary/non-tenured teacher. A Professional Development Plan (PDP) will

be developed for a tenured teacher who receives an unsatisfactory performance evaluation.

Article XI: Grievance Procedure

- A. Definition:** The claim or complaint by a bargaining unit member or group of bargaining unit members that there has been a violation, misinterpretation, or misapplication of any provision of the Master Contractual Agreement between AuTrain-Onota Public Schools Board of Education and the Teachers' Bargaining Unit. The following matters **shall not** be the basis of any grievance filed under the procedure outlined in this Article:
1. The termination of services or failure to re-employ any probationary teacher
 2. The termination of services or failure to re-employ any teacher to a position on the extracurricular schedule
 3. Any matter for which there is recourse under State or Federal statutes
 4. The content of any teacher evaluation
- B.** The term “**days**” as used herein shall mean days in which the school business office is open. All filings must be received by the District Administrator or Designee by 3:30 p.m. in the school Administration Office.
- C. Step 1:** A grievant shall within five (5) business days of the alleged occurrence orally discuss the alleged problem with the District Administrator. Discussion must take place by 3:30 p.m. in the school Administration Office.

If no resolution is obtained within ten (10) business days of the oral discussion, the Grievant may submit the grievance in writing and proceed within five (5) business days to Step 2. The Grievance Report Form is available in Schedule F.

Step 2: A copy of the written grievance shall be filed with the District Administrator or Designee. The written grievance will identify the date of receipt by administration. Within the (10) business days of the receipt of the grievance the District Administrator shall arrange/schedule a meeting with the Grievant to discuss the grievance. Within ten (10) business days of the discussion, the District Administrator shall render his/her decision in writing.

If no written decision is rendered within ten (10) business days of the discussion or if the written decision of the District Administrator is unsatisfactory to the Grievant, the Grievant may within five (5) business days make a written request to the Board of Education per Step 3.

Step 3: Upon written request, the Board of Education shall allow the teacher an opportunity to be heard at the next regularly scheduled Board of Education meeting or at either of the next two (2) regularly scheduled Board of Education meetings. Within thirty (30) business days from the hearing of the grievance, the Board of Education shall render its decision in writing.

Step 4: If the Grievant is not satisfied with the disposition of the grievance in Step 3, the Grievant may, within ten (10) business days after the decision of the Board of Education refer the matter for mediation. Known mediation centers/agencies in the Upper Peninsula may include, but may not be limited to:

Marquette-Alger Resolution Service
EUP Community Dispute-Resolution

If there is a cost to mediation: Each party will pay one-half of the costs of any mediation fees, costs, and expenses (fifty percent (50%) by the Grievant and fifty percent (50%) by the Board of Education.

If a teacher should fail to adhere to the time limits specified, the grievance will not be processed. Should the Board of Education fail to respond within the time limits specified, the grievance shall advance to the next step.

A grievance must be filed in the school Administration Office by 3:30 p.m. of a business day during the time period that school is regularly in session including one (1) week after the end of the current school year and one (1) week before the start of the new school year.

For the purpose of filing a grievance during the summer months when school is not regularly in session, the Summer Business Hours will be posted.

Article XII: Student Discipline and Teacher Support

- A. The Board and Administration recognize its responsibility to give all reasonable support and assistance to teachers to maintain control and discipline in the classroom. The Board and Administration will always follow current state and federal law.
- B. A teacher may remove a pupil from a class period. This can occur when a student is being offensive and disruptive with misbehavior. The teacher will follow with a written office referral and/or more detailed report if necessary.
- C. Any assault upon a teacher arising from performance of duties shall be promptly reported to the Administration. In the event of such an assault or if a teacher is complained against or threatened with civil court action by reason of disciplinary action taken against a student, the teacher involved may request assistance from the Board in such matters, including financial aid for the services of legal counsel. These requests shall be made to the Board. The Board has total discretion in granting or not granting assistance. All teachers shall observe Board approved and published rules respecting punishment of students as established by the Board or required by law.
- D. Complaints directed toward a teacher shall be promptly called to the teacher's attention. All written complaints will be addressed by the Administration. If the complaint is considered serious enough to note in the teacher's personnel folder, the teacher may submit a written statement regarding the complaint and it shall be attached to the file copy of the written complaint. If the teacher believes that material to be placed in his/her file is inappropriate or in error, the teacher may receive adjustment provided cause is shown, through the grievance procedure, whereupon the material will be corrected or expunged from the file. The source of the complaint shall be identified.
- E. The Board and Administration will give all reasonable support and assistance to teachers in working with the special needs of students in the classroom. The Board and Administration will always follow current state and Federal law.

- F. The Board will reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher as a result of an assault and battery of the teacher while on duty in the school or on the school premises.

Article XIII: Vacancies, Promotions and Transfers

- A. Requests by a teacher for a transfer to a different assignment shall be made in writing and submitted to the Administrator. The request shall include reasons for grade or position sought, and current academic qualifications.
- B. The teachers recognize that when vacancies or new positions occur during the school year, it may be difficult to fill them from within the district without undue disruption to the existing instructional program. The Administrator may recommend such a vacancy be filled on a temporary or tentative basis until the end of the current school year.
- C. When vacancies or new positions occur during the summer recess, the Administrator shall send a copy of the notice to the teachers. The permanent assignment of a teacher to the open position shall not be made until the expiration of the designated posting period.
- D. Any new position that is created must be posted in the same manner as any vacancy.

Article XIV: Negotiation Procedures

Negotiation procedures shall be conducted according to the rights and provisions of the Michigan Tenure Act.

Article XV: Reductions in Personnel and Recall

- A. In the event of lay off due to a decreased student enrollment or shortage of revenue, personnel decisions shall be based on the following factors:
 - a. Individual performance shall be the majority factor. Individual performance shall include evidence of student growth, demonstrated pedagogical skills, class management, and attendance and disciplinary record.
 - b. Significant, relevant accomplishments and contributions
 - c. Relevant special training
- B. In the event it becomes necessary to reduce the number of teachers through lay off, or to reduce the number of teachers in a given subject area, field, or program, or eliminate or consolidate position(s), the Board will communicate the following:
 - 1. The Board shall develop a list of necessary staff positions that are to be reduced based upon the proposed educational program for the forthcoming school year.
 - 2. All teaching staff will be notified of proposed changes. A teacher on leave of absence shall be considered in the same status as an actively employed teacher.
 - 3. Every attempt will be made by the Board of Education to notify teachers involved of anticipated layoffs so that teachers may pursue other options. Notification will be given as soon as possible, preferably prior to the end of the school year.
- C. No new teachers shall be employed by the Board while there are teachers of the district who are laid off unless there are no laid off teachers with proper certification and qualifications to fill any vacancy.

- D. The Board shall give written notice of an available position to all teachers on layoff. It shall be the responsibility of each teacher to notify the Board of any change in address. The teacher's address as it appears on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher.
- E. If a teacher on layoff fails to apply for the available position for which s/he is certified and qualified for by the posting deadline date, said teacher shall be considered as a voluntary quit and shall thereby terminate his individual employment contract and any other employment relationship with the Board.

Article XVI: Miscellaneous

- A. Tuition Reimbursement. The Board agrees to pay up to a maximum of \$100 per credit hour of the out-of-pocket cost of tuition upon successful completion of course work for courses in an accredited graduate program of study (approved by the Administrator). In order to be reimbursed, documentation consists of (1) proof of tuition payment and (2) proof of successful completion of the course(s). The Board will reimburse for no more than 6 credit hours for any teacher within the 12 month fiscal year July 1 - June 30.
- B. The Board will follow Michigan Department of Education's annual mandated days and clock hours for pupil instruction without increasing or decreasing compensation. In the event of a single year emergency, such as a pandemic, where the days and clock hours requirement changes resulting in an increase or decrease in contracted days, any adjustment of wages and contracted days will be reviewed by the Board with consideration from the Teacher's Bargaining Unit.
- C. Copies of this agreement titled "Contractual Agreement between the AuTrain-Onota Public Schools and the Teachers' Bargaining Unit" shall be printed at the expense of the Board within 30 days after the agreement is signed and presented to all teachers now employed, hereafter employed or considered for employment by the Board.
- D. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

Article XVII: Duration of Agreement

This agreement shall be effective as of September 1, 2020 and shall continue in effect until August 31, 2023. Negotiations between the parties shall begin at least 60 days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties.

Teachers' Bargaining Unit and Board of Education Signatures

Deanne M. Torman
Michelle Leo

DeeDee Carmody
Cheryl B. Kueck
Kir Poff
Salvatore G.
Swainston

Date 6-23-2020

SCHEDULE A: SALARY SCHEDULE FOR
2020-21 through 2022-23

Steps		BA/BS		Perm Cert		MA or +40		MA+15
				or				
			BA/BS+18					
0	1	32,600	1	33,578	1	35,593	1	37,728
1	1.030	33,578	1.030	34,585	1.030	36,660	1.030	38,860
2	1.060	34,556	1.060	35,593	1.060	37,728	1.060	39,992
3	1.090	35,534	1.090	36,600	1.090	38,796	1.090	41,124
4	1.120	36,512	1.120	37,607	1.120	39,864	1.120	42,256
5	1.150	37,490	1.150	38,615	1.150	40,932	1.150	43,387
6	1.180	38,468	1.180	39,622	1.180	41,999	1.180	44,519
7	1.220	39,772	1.220	40,965	1.220	43,423	1.220	46,028
8	1.260	41,076	1.260	42,308	1.260	44,847	1.260	47,538
9	1.300	42,380	1.300	43,651	1.300	46,270	1.300	49,047
10	1.340	43,684	1.340	44,995	1.340	47,694	1.340	50,556
11	1.380	44,988	1.380	46,338	1.380	49,118	1.380	52,065
12	1.415	46,129	1.415	47,513	1.410	50,186	1.410	53,197
13			800	48,313	800	50,986	800	53,997
14			800	49,113	800	51,786	800	54,797
15			800	49,913	800	52,586	800	55,597
16			800	50,713	800	53,386	800	56,397
17			800	51,513	800	54,186	800	57,197
18			800	52,313	800	54,986	800	57,997
19			800	53,113	800	55,786	800	58,797
20			800	53,913	800	56,586	800	59,597
21			800	54,713	800	57,386	800	60,397
22			800	55,513	800	58,186	800	61,197
23			800	56,313	800	58,986	800	61,997
24			800	57,113	800	59,786	800	62,797
25			800	57,913	800	60,586	800	63,597
26			800	58,713	800	61,386	800	64,397
27			800	59,513	800	62,186	800	65,197
28			800	60,313	800	62,986	800	65,997
29			800	61,113	800	63,786	800	66,797
30			800	61,913	800	64,586	800	67,597

Teachers progress to next scheduled step for 20-21, 21-22, 22-23.

SCHEDULE B: EXTRACURRICULAR OR EXTRA-DUTY PAYMENT
SCHEDULE

All Schedule B programs shall be approved by the Administrator and Board of Education. Atratin-Onota Public Schools Teacher Bargaining Unit members will be given preference for all Schedule B positions, with consideration of equal qualifications, experience level, and coaching or advising backgrounds. Extracurricular payments listed are per fiscal school year.

Extracurricular programs/schedules will be set by the District. Changes in the schedule due to unforeseen circumstances are considered a part of the Schedule B agreement.

These percentages are based on the BA/BS column/step 0 of the Schedule A Salary schedule.

Upper Grade Class Advisor & Class Trip 2.5%
(Upper Grade Class as determined by Administrator)

Assigned Mentor 0.75%

Science Olympiad 5.0%

Summer Library Program 1.5%

Cross Country Team Coach 4.0%

Extra-curricular activity
as approved by Administrator% to be determined based on activity

The Board's obligation to pay any compensation amount on Schedule B is subject to the board's decision to run the various programs and fill the various positions. Further, nothing herein shall be construed to prohibit the use of non-bargaining qualified personnel in connection with extracurricular activities.

SCHEDULE C: BENEFITS AND INSURANCE

- A. See GENERAL BENEFITS TEACHER INFORMATION (herein Attached as Schedule C.1) This document will be updated for each fiscal year based on any medical provider plan changes and/or Board annual required elections.
- B. It is further agreed that if a less expensive insurance coverage can be found, it will be studied by a panel of school board members and benefit-eligible group members to review the extent of its comparability to the current plan. The intent here is to give the Board the right to “shop around” for an equal policy at a lower premium. The intent of the benefit-eligible group members is to make sure of the equality of coverage.
- C. It is also established that coverage of the current insurance plans are agreed to under the current plan terms. The intent here is to insure that SET SEG and/or the insurance carriers do not add additional benefits under their plans and expect the Board to pay for these benefits without negotiations with the insurance carriers..

SCHEDULE D: COMMON CALENDAR

The common calendar for all districts in Marquette-Alger RESA is presented. This 5-year plan is presented as a courtesy to the teaching staff. Michigan law requires all school districts in the same ISD to share a common winter break and a common spring break. It is important to note that ALL of the listed dates on the MARESA common calendar may or may not be the same as those on the AuTrain-Onota Public Schools yearly district calendar. Each district calendar will be added to the Master Agreement as they are approved by the Board each year.

SCHEDULE E: MEETINGS

Committee meetings called by the administrator and/or Board beyond the Master Contract and/or the contracted school year shall be compensated at the current rate paid to the Board members. IEPs and/or Staffings that require a teacher to attend beyond the contracted school year, will be compensated at the current rate paid to the Board Members.

SCHEDULE F: GRIEVANCE REPORT FORM

AuTrain-Onota Public Schools
PO Box 105
N8790 Deerton Road
Deerton, MI 49822
906.343.6632

GRIEVANCE REPORT FORM

Grievance # _____

Distribution of Form:
1. District Administration
2. Grievant

Name of Grievant: _____

Teaching Assignment: _____

Date filed: _____ Received by: _____

STEP 1

Date of alleged grievance:

Name each Article/Section alleged to be violated and explain each claimed violation in detail:

Relief sought:

Date of meeting and/or oral discussion with District Administrator:

Signature of District Administrator or Designee

B. Disposition of the Board of Education:

Signature on behalf of the Board of Education Date

STEP 4 – Mediation

A. Date submitted to Mediation:

B. Distribution and Award of Mediator:

Signature of Grievant Date

AUTRAIN-ONOTA PUBLIC SCHOOLS TEACHERS

Schedule C.1

(updated 9-1-20)

ELIGIBILITY for INSURANCE BENEFITS:

Full-time Teachers: Teachers employed full-time are eligible for the medical, dental and vision insurance benefits as shown below. The Board shall make a contribution of the proper rate per month to the negotiated insurance carriers. In conjunction with the HDHP, the Board shall make the proper contribution to the employee's HSA custodial account on an annual basis. Benefits become effective the first of the month following date of hire or the first of the month following the date the eligibility requirements are met (i.e. mid-year changes). Employee contribution amounts are based on the cost of 12 months of coverage (July through June) and will be deducted over 21 or 26 pays. Adjustments to the contribution amount will be made for coverage periods of less than 12 months. Plans renew July 1 of each year - employee contributions may increase/decrease at that time to accommodate premium change.

Less than Full-time Teachers: Teachers scheduled to work less than 37.5 hours per week may choose to purchase medical, dental and/or vision insurance at the employee's own expense. Premiums will be employee paid as a pre-tax deduction from employee's payroll. Request a copy of the plan description(s) as well as a premium quotation from the School Business Office. Enrollment is available during the Open Enrollment Period or due to a mid-year eligibility change.

All Teachers: Employees are eligible for Group Term Life Insurance/AD&D and Long Term Disability Insurance as shown below. The Board shall make a contribution of the proper rate per month to the negotiated insurance carrier.

All Teachers: Employees are eligible to participate in optional, voluntary insurance coverages as shown below.

Medical

SET SEG Medical & Rx - Underwritten by BCBS

Eligible Full-Time Employees will be enrolled in the following medical plan. Current year Plan Summary is available.

BCBSM Simply Blue HSA PPO Silver \$3000 20% Medical Coverage with Prescription Drugs

		In-Network PPO			Funds to Eligible Employee HSA - Annual (paid in January)	
Type	Deductible	Online Visit (OL), Office Visit (OV), Specialist Visit (SV) CoPay	Urgent Care (UC), Emergency Room (ER) CoPay	Co Insurance deductible (after deductible)	Rx CoPay	Single \$1,500
HDHP	\$3000/\$6000	\$0	\$0	20%	\$0	2-P or Family \$3,000

*HSA funds are prorated if not effective January 1st

Pre-tax payroll deductions are taken from the 7/1/2020 through 6/30/2021 paychecks.

Cash-In-Lieu of Medical (CILH)

Full-time Employees who do not elect medical insurance are eligible. Must complete the CILH Election Form each year that Employee chooses the election. Benefit becomes effective the first of the month following the date of hire or the first of the month following the date of eligibility. Benefit may be paid in equal installments over the employees scheduled number of pays (21 or 26) or may be paid in a lump sum payment after January 1 of the school year. Annual CILH Benefit is \$3600.

Dental	SET-SEG (ADN)	Full-time Employees are eligible with or without medical coverage Coverage is single, 2-person or full family. (This is subject to revert to Employee only coverage, should the additional premium cost become prohibitive.) The Board agrees to reimburse \$100 per family per fiscal year, for incurred dental expenses not covered by insurance, upon receipt of personally paid expense/s to the business office.
Vision	SET-SEG (United Healthcare)	Full-time Employees are eligible with or without medical coverage Coverage is for single, 2-person or full family.
Group Term Life Insurance	SET-SEG (Reliance Standard)	Employee only coverage. Employee must work 20 hours or more per week to qualify per underwriter requirements. \$20,000 Life + \$20,000 AD&D policy paid by the District.
Long-Term Disability	SET-SEG (Reliance Standard)	Employee only coverage. 3-month wait period after qualified disability for eligibility. Benefit is paid at 66 2/3% of current wage/salary.
Optional Voluntary Insurance Options	SET-SEG	Request a SET-SEG Voluntary Options Booklet for a description of these options and costs. Premiums will be paid as a pre-tax deduction from employee's payroll.
Cafeteria Plan		The Board shall maintain a Cafeteria Plan that is designed to satisfy the requirements for tax favored status under Section 125 of the Internal Revenue Code. The purpose of the Cafeteria Plan will be to allow employees to make pre-tax deductions and other optional elections among certain taxable and non-taxable benefits.