

AGREEMENT

Between the

WOLVERINE COMMUNITY SCHOOL DISTRICT

WOLVERINE, MICHIGAN

and the

MICHIGAN EDUCATION ASSOCIATION

July 1, 2015- June 30, 2016

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SECTION 1.1 RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole bargaining representative for all certified or professional personnel whether full-time or part time or on leave, excluding superintendent, principals and substitutes. The "term" teacher when used hereinafter in this agreement shall refer to all employees represented by the Association in the bargaining unit as defined above.
- B. The term "designee" when preceded by the word "Board" shall refer to an individual named by the Board of Education to act in its behalf.
- C. The term "designee" when preceded by the word "Superintendent" shall refer to an individual named by the superintendent to act on his/her behalf.

SECTION 1.2 - WITNESS

- A. WHEREAS, the Board has a statutory obligation pursuant to the Public Employment Relations Act to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

SECTION 1.3 - EXTENT OF AGREEMENT

- A. This agreement entered into this _____, by and between the Board of Education of Wolverine School District, Wolverine, Michigan, hereinafter called the "Board" and the Northern Michigan Education Association/MEA/NEA, hereinafter called the "Association."
- B. This agreement shall constitute the full and complete commitment between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement. The Board retains the right to pass school policy which is not in conflict with this contract and that policy shall be binding upon the teachers.
- C. Any individual contract between the Board and the individual teacher shall be subject to and consistent with the terms and conditions of this agreement.
- D. This agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms.
- E. If any provisions of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all provisions or applications shall continue in full force and effect.

It is further agreed that within ten (10) days of notification of a final and binding determination of such illegality, the employer and association/union will commence negotiations to reach a new agreement concerning the subject matter of the provision determined to be illegal.

SECTION 1.4 - DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2015 and shall continue in effect until June 30, 2016.
- B. The Board will furnish a copy of this agreement to each teacher and ten (10) extra copies to the Association for its use. The Board shall provide the Association President a draft of the agreement within ten (10) working days of the Board's ratification, if the Board is the last party to ratify. If no response is received within five (5) working days, the agreement shall be presumed to be final and the Board shall provide copies to the staff. Additional copies will be furnished to the Association at cost.

NORTHERN MICHIGAN EDUCATION ASSOCIATION/MEA/NEA

By _____
MEA

By _____
Chief Spokesperson

By _____
Bargaining Team

By _____
Bargaining Team

WOLVERINE COMMUNITY SCHOOLS BOARD OF EDUCATION

By _____
Superintendent

By _____
President

By _____
Vice President

By _____
Secretary

By _____
Treasurer

By _____
Trustee

By _____
Trustee

By _____
Trustee

SECTION 1.5 - ASSOCIATION DUES, FEES, AND PAYROLL DEDUCTIONS

- A. The Board agrees to deduct from the salaries of teachers, upon their written authorization, optional insurance benefits, charitable organizations and the jointly approved list of tax sheltered annuities or investments. At least ten (10) employees must be subscribers to continue deductions. An Agreement that has enrollees will be continued as long as members continue to participate in the identified plan, even if that number is fewer than 10.
- B. Direct deposit of paychecks shall be made available to each teacher upon signed authorization to deposit their salary in the financial institution of his/her choice, subject to the rules and regulations of such institution.

SECTION 1.6 - GRIEVANCE PROCEDURE

- A. Definitions:
 - 1. A grievance is an alleged violation, misinterpretation or misapplication of the express terms of this contract.
 - 2. The aggrieved party is the person, persons, or the Association making the claim.
 - 3. The term teacher includes any individual or group who is a member of the bargaining unit covered by this contract.
 - 4. A party of interest is the person or persons who might be required to take action or against whom action might be taken in order to resolve the problems.
 - 5. The term "days" shall mean school days unless otherwise stated.
 - 6. Failure to receive a decision within prescribed time limits shall be deemed a refusal of grievance and the grievance may then be filed at the next level.
 - 7. A teacher who must be involved in the process of a grievance because he/she filed the grievance or was witness to the said grievance, that teacher shall be excused from work with pay for this grievance processing purpose. This is to cover grievances, which cannot be heard other than during regular scheduled working hours.

- B. Purpose:

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the rights of any bargaining unit member with a grievance to discuss the matter informally with any appropriate member of the administration or proceeding independently as described in Section E of the procedures. Individual Grievants may not proceed beyond Level 5.

C. Structure:

The Association shall establish an Association Representative in each building that shall serve as the Association grievance representative. The administration shall be notified as to whom are the Association Representatives. In the event that any Association Representative is a party of interest to any grievance, he/she shall disqualify her/himself and a substitute shall be named by the Association.

D. Procedure

1. The number of days at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may be extended only by mutual consent in writing.
2. If the grievance is filed on or after June 1, the time limits shall be reduced in order to affect a solution prior to the end of the school year or as soon thereafter as is practicable.
3. Levels of Action:

Level 1

In the event a teacher believes there is a basis for a grievance, the party shall discuss the alleged grievance with his/her supervisor and/or building principal within 30 days from when the grievance occurred or within 30 days of when said party would have had reasonable knowledge of occurrence.

Level 2

If the matter is not resolved during the informal discussion then the grievance shall be reduced to writing and filed with the principal. Within ten (10) days a formal conference shall be held.

Level 3

Within five (5) calendar days of the formal conference the principal shall, in writing, render his/her decision to the aggrieved party. If the aggrieved party is not satisfied with the disposition of the grievance at Level 2 or if no decision concerning the grievance has been rendered within five (5) days after the presentation to the principal, then the grievance may be presented in writing to the superintendent.

Level 4

Within five (5) days of the receipt of the grievance the superintendent shall arrange for a conference with the grievant. Within ten (10) days of the receipt of the

grievance by the superintendent, he/she shall render, in writing, a decision as to solution.

Level 5

In the event the grievant is not satisfied with the disposition of his/her grievance at Level 4 or if no decision has been rendered within ten (10) days of receipt of the grievance by the superintendent, the grievance may be referred to the Board of Education's Review Committee. This Committee shall be composed of three members of the Board and superintendent. Within ten (10) days of the receipt of the written referral to the Board, its review committee shall meet with the Association for the purpose of arriving at a mutually satisfactory solution to the grievance problem. A decision shall be rendered in writing within ten (10) days of the joint meeting of the grievance and Board Review Committee.

Level 6

If the Association is not satisfied with the disposition of the grievance or if no disposition had been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. The Association shall have 30 days to notify the superintendent that they are filing for arbitration. If the parties cannot agree as to the arbitrator within 5 calendar days from notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement.

The fees and the expense of the arbitrator shall be shared equally by the parties.

The decision for the arbitrator will be binding on both parties and judgment thereon may be entered in any court of competent jurisdiction.

Arbitrator shall have no power to:

1. Hear the non-renewal of a probationary teacher;
2. Hear any matter for which the State Tenure Commission has jurisdiction;
3. Review content of employee evaluations;
4. Rule on prohibited subjects of bargaining.

E. Rights of Representation:

Any party of interest may be represented by the Association Representative at all meetings and hearings at any court of competent jurisdiction.

F. **Miscellaneous:**

1. A grievance may be withdrawn at any level without prejudice or record and the same grievance cannot be processed again. However, if in the judgment of the Association Representative, the grievance affects a group of employees, the Association may process the grievance at the same level within ten (10) days of withdrawal date.
2. The decision regarding either proceeding to next level or dropping claims or resolution/denials of the grievance shall be placed in writing to all parties as stated on the grievance form.
3. No reprisals of any kind shall be taken by or against any party of interest or any participant(s) in the grievance procedure by reason of such participation.
4. All documents, communications and records dealing with grievances shall be filed separately from the personnel files of the participants.
5. Forms for filing and processing grievance shall be in the Appendix of the agreement and the superintendent shall make copies available to the Association.
6. Access shall be made available to all parties, places and records for all information necessary to the determination of and processing of the grievance.
7. If the grievance affects more than one building then it may be filed directly with the superintendent at Level 4.

SECTION 1.7 - NEGOTIATION PROCEDURES

- A. It is contemplated that matters not specifically covered by this agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this agreement. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussion, furnishing necessary information, and otherwise constructively considering and resolving any such matters.
- B. In any negotiations described in this procedure, neither party shall have control over the selection of negotiation or bargaining representatives from within or outside the school district. It is recognized that final ratification by a majority of the Board of Education and a majority of the membership of the Association is necessary by the parties mutually to pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.
- C. If the parties fail to reach an agreement, in any such negotiations, either party may invoke the mediation of the Michigan Employment Relations Commission.
- D. At least sixty days prior to expiration of this contract, the parties shall initiate negotiation for the purpose of entering into a successor agreement.

- E. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the board shall be released from regular duties without loss of salary.

SECTION 1.8 - SENIORITY

- A. No later than thirty (30) days following the ratification of this agreement and by every September 30 thereafter, the Board shall prepare a seniority list. Seniority is defined as length of service within the bargaining unit. All teachers shall be ranked on the list in the order of their effective date of employment. In the circumstances of more than one individual having the same effective date of employment, all individuals so affected will participate in a drawing to determine placement on the seniority list. The Association and teacher(s) so affected will be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place that will reasonably allow affected teachers and Association Representatives to be in attendance.
- B. The seniority list shall be published and posted conspicuously in all buildings of the district by October 15 of each school year. A copy of the seniority list will be placed in the first pay of each teacher after the initial posting. Revisions and updates of the seniority list shall also be published and posted at the beginning of the second semester. A copy of the seniority list shall be forwarded to the Association when posted. Within twenty (20) days of posting objections to seniority list shall be filed, thereafter the list shall be final and conclusive.

SECTION 2.1 - HIRING, VACANCIES, PROMOTIONS AND TRANSFERS

- A. The Board recognizes that it is desirable in making assignments to consider the interest and aspirations of its teachers and in the best interest of students. Requests by a teacher for a transfer to a different class or position shall be made in writing one copy of which shall be filed with the superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for the transfer, the grade or position sought and the applicant's academic qualifications. Such request shall be renewed once each year to assure active consideration by the Board.
- B. No vacancy shall be filled until at least 15 days written notice of a vacancy has been given to the Association.
- C. **Vacancies**
 - 1. "Temporary vacancy" shall mean a bargaining unit position held by a teacher on a leave of absence.
 - 2. "Permanent Vacancy" shall mean a bargaining unit position newly created (including but not limited to, positions created by increased enrollment, revised curriculum and increases at grade or subject levels) or a bargaining unit position the Board intends to fill because of the resignation, retirement, dismissal or death of the teacher assigned to said bargaining unit position.

3. The Board shall not be required to post temporary vacancies.
4. The Board shall publicize any permanent vacancy by posting the vacancy in each teachers lounge or work area for a period of not less than ten (10) work days. A copy of the posting shall be forwarded to the Association. Postings of permanent vacancies, which occur during the summer months, may be mailed with summer paychecks, E-mailed, and posted to the School Website.
5. Any teacher may apply for any permanent vacancy. All bargaining unit members that are applicants for posted bargaining unit positions shall be notified when said positions are filled.

SECTION 2.2. - RESIGNATIONS

When a teacher desires to resign during the period of his/her contract or 60 days prior to the commencement of the school year, he/she shall file a request in writing with superintendent. If the Board does not consent to the resignation, the Board reserves the option to revoke the teacher's tenure rights as provided by law.

SECTION 2.3 - ASSOCIATION RIGHTS

- A. Pursuant to Act 379 of the Public Acts, the Board hereby agrees that every teacher of the school shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerned activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the Association or collective professional negotiations with the Board of his/her institution of any grievance, complaint or proceeding under this agreement.
- B. Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on the school property at all reasonable times after notifying the administrative in advance provided that this shall not interfere with or interrupt normal school operations.
- C. The Association shall have the right to use school facilities and equipment including typewriters, mimeograph machines, and other equipment, calculating machines and all types of audio-visual equipment when school is not in session and when such equipment is not otherwise in use. The Association will be responsible for the cost of breakage and materials used.
- D. The Association shall have the right to post notices of its activities and matters of the Associations concern on teacher bulletin boards – at least one of which will be provided in each school building. The Association may use the district mail service and teacher

mailboxes for communication to teachers. No teacher shall be prevented from wearing his/her insignia pins or other identification of membership of the Association either on or off school premises. Teachers shall not be interrupted in regard to Association business when classes are in session.

- E. The Board agrees to furnish to the Association in response to reasonable requests from time to time, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations (including county allocation board budgets), agenda and minutes of all Board meetings, treasurer's reports, census and membership data and names and addresses of all teachers.
- F. The Board shall place on the agenda at each regular Board meeting as an item for early consideration under "New Business" any matters brought to its consideration by the Association providing that these matters are made known to the Superintendent at least five (5) school days prior to said regular meeting.

SECTION 2.4 - INNOVATIVE AND EXPERIMENTAL PROGRAMS

- A. The parties recognize the need for curriculum development. The parties also recognize the need for experimentation and innovation in education programs. New approaches in staffing and scheduling may involve changes in the length and number of class periods taught and the number of students in a given class. Teachers shall be involved in the planning of such changes and no changes shall be made without consultation with the Association and the teacher or teachers concerned.

SECTION 2.5 - TEACHER QUALIFICATIONS AND ASSIGNMENTS

- A. No new teacher shall be employed by the Board for a regular teaching assignment who does not have a Bachelor's Degree from an accredited college or university and a state approved teaching certificate of license or state-approved permit.
- B. The employment of teachers with special certificates may be permitted in cases of absolute necessity and the Association shall be notified in each instance.
- C. Any assignments in addition to normal teaching schedules during the regular school year, including adult education courses, driver education, and/or extracurricular duties enumerated in Section 5.3, shall be with consent of the teacher. If no member of the bargaining unit elects to take the assignment, the Board can offer the assignment to someone outside the bargaining unit.
- D. All returning teachers shall be given written notice of their tentative assignments for the forthcoming year no later than the last day of school. In the event that changes in such assignments are proposed, all teachers affected shall be notified promptly and consulted. In no event will changes in teacher's schedules be made later than the fifteenth day of August proceeding the commencement of the school year unless an emergency situation requires same and the Association shall be notified in each instance.

SECTION 2.6 - TEACHER EVALUATION

- A. Each teacher, upon employment or at the beginning of the school year, whichever is later, shall be apprised in specific terms of the teacher's responsibilities. All such responsibilities shall be appropriate for the teaching position involved. Teachers will be informed of the specific criterion upon which they will be evaluated.

- B. A written copy of the evaluation shall be given to the teacher and a conference with the principal (or other observer) shall be conducted within ten (10) school days following said observation; appointment to be arranged by the administrator with said teacher. All evaluation shall be based upon valid criteria for improvement of instruction. The evaluating administrator shall give suggestions for improvement of any deficiencies noted in the evaluation.

SECTION 2.7 - MENTOR TEACHERS

- A. A Mentor teacher shall be defined as a master teacher as identified in Section 1526 of the School Code and shall perform the duties of a master teacher as specified in the code. The mentor teacher shall be a member of the bargaining unit, if possible. If there are no volunteer mentors, a retired K-12 teacher may be selected as a mentor.

- B. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a mentor teacher by the board after consultation with the association. The mentor teacher shall be available to provide professional support, instruction and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.

- C. A mentor teacher shall be assigned in accordance with the following:
 - 1. The mentor teacher shall be a tenured member of the bargaining unit.
 - 2. Participation as a mentor teacher shall be voluntary.
 - 3. The district shall immediately notify the Association those members requiring a mentor assignment or of any affected member whose classroom assignment has changed.
 - 4. Every effort will be made to match mentor teachers and probationary teachers who work in the same building and have the same area of certification.
 - 5. Probationary teachers shall only be assigned to one (1) mentor teacher at a time.

- D. The purpose of the mentor-probationary teacher match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction. The administrator shall not solicit evaluative information from the mentor regarding the probationary teacher. Neither the mentor teacher nor the probationary teacher shall be

permitted to participate in any matter related to the evaluation of the other or testify in arbitration or tenure hearing unless required by law or subpoena.

- E. Upon request, the administration shall make available reasonable release time so the mentor teacher may work with the probationary teacher in his/her assignment during the regular workday. Where possible the mentor teacher and probationary teacher shall be assigned common preparation time.
- F. Probationary teachers shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching. Professional development shall be scheduled within the parameters of the regular workday and work year.
- G. Mentor teachers will be paid \$100 per semester or \$75 per trimester.

SECTION 2.8 - PERSONNEL FILE AND RECORDS

- A. A teacher shall have the right, upon request, and in the presence of an administrator or designee, to review the contents of his/her own personnel file with the exception of recommendations received at the time of hiring or other information, which is normally considered confidential. A representative of the Association may, at the teacher's request, accompany the teacher in this review.
- B. Teachers shall have access to personnel records, attach appropriate rebuttals and request information be expunged in accordance with the Bullard-Plawecki Right to Know Act.
- C. Any written and signed complaint made against a teacher or a person for whom the teacher is responsible will be promptly called to the attention of the teacher. Complaints shall not be incorporated into the teacher's file unless they are signed and the teacher has been informed of any additions to his/her file and shall be accorded the opportunity to attach a response.

SECTION 2.9 - REDUCTIONS IN PERSONNEL, SENIORITY, AND RECALL

- A. Layoffs shall be defined as a reduction in work force due to reasons such as declining student enrollment or shortage of revenues.
- B. Whenever a teacher is to be laid off, the school district shall notify them in writing thirty (30) calendar days before the effective date.
- C. Layoffs, when necessitated, shall be effectuated in the following manner:
 - 1. The Board may consult with the Association as to programs for the following year. The list of district staff positions shall be sent to the Association prior to layoffs.
- D. Notification of a recall shall be in writing with a copy to the Association. The notification shall be sent by certified mail to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address.
- E. Laid-off teachers who complete the full academic year shall continue to receive full fringe benefits throughout the summer months. Teachers laid off during the academic year shall

receive a pro rata share of their fringe benefits (i.e., one semester of work equals six months of fringe benefits).

- F. During a period of impending layoffs, the Board may grant requests for voluntary leave absence to teachers who make such requests if it prevents layoff.
- G. Laid-off teachers shall maintain their accumulated sick leave until recall.
- H. A teacher who is laid off and who is paid unemployment compensation benefits (associated with his or her regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled to the teaching position at the beginning of the next school year will be paid according to an annual salary rate, such that his/her unemployment compensation plus that annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she been laid off.

SECTION 2.10 - DISCIPLINE OF TEACHERS

- A. Teachers are expected to comply with the written rules, regulations and directions from time to time adopted by the Board or its representatives which are not inconsistent with the provisions of this agreement, provided that a teacher may reasonably refuse to carry out an order which threatens physical safety or well-being or is professionally demeaning.
- B. A teacher at all times shall be entitled to have present a representative of the Association when he/she is being reprimanded, warned or disciplined for an infraction of rules or delinquency in professional performance. The Association shall be notified in advance of meetings for such purpose.

When a request for representation is made, no action shall be taken with respect to the teacher until such representation of the Association is present provided it does not delay by more than three (3) school days. However, discipline may occur immediately if warranted by the seriousness of the offense.

- C. No open conflict between administration and teacher shall take place in presence of students and/or any non-involved parties. All information forming the basis for the disciplinary action will be made available to the teacher and the Association if the teacher so desires.

SECTION 2.11 - BOARD RIGHTS

The board on its own behalf and on the behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and by the statutes of the State of Michigan, particularly the Michigan School Code, and by the Constitution of the United States, including, without limiting the generality of the right to establish policy for the executive management and administration control of the school system, to assign and direct all teaching personnel, to determine the services, supplies and equipment, to determine the size and jobs of management, to determine the qualifications of all employees as well as the methods and means necessary to the proper execution

of the foregoing obligations provided that such rights shall be exercised in conformity with the provisions of this agreement, and subject to the provisions of the law. Nothing contained herein shall be considered to deny or restrict the board of its rights, responsibilities and authority under the Michigan General School laws or any other national, state, county, district or local laws or regulations as they pertain to education.

SECTION 2.12 - SCHOOL IMPROVEMENT

It is recognized by the parties that school improvement is best facilitated at the local school building level through the participation and involvement of staff and community. The parties further recognize the following:

- A. A School Improvement Planning (SIP) Team shall be made up of professional and support staff members, community members, administrators and students (if appropriate).
- B. Professional staff members interested in serving on a building SIP Team shall annually submit their names. The Association may give input as to members of the SIP Team.
- C. Participation or non-participation on a school building SIP Team is voluntary and shall not be used as a criterion for evaluation, discipline or discharge.
- D. SIP Teams shall meet during the school day and participating professional staff members shall be given release time to attend SIP Team meetings.
- E. School improvement plans shall not violate the terms and conditions of the Master Agreement.
- F. In-service workshops shall be arranged by the administration in cooperation with the Association. Professional development is an essential element of school improvement.
- G. The parties will plan, organize, conduct and approve professional development training/activities.

SECTION 2.13 - TEACHER RIGHTS

- A. The provision of this agreement and wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to race, creed, religion, color, national origin, age, sex, marital status or personal life provided such activities do not interfere with or adversely affect the teaching duties.
- B. The teacher shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, provided such activities do not interfere with or adversely affect the teaching duties.

SECTION 2.14 - PRIVACY RIGHTS OF EMPLOYEES

- A. The Board recognizes the employee's right to have the consideration of his/her dismissal, suspension, or discipline by the Board of Education in a closed hearing pursuant to the provision of the Open Meetings Act, at the request of the named employee.
- B. The Board further agrees that all employment records regarding dismissal, suspension, discipline, complaints, allegations, charges, medical, counseling or psychological records, or personnel evaluations shall not be released to third parties absent the written consent of the employee or as required by law. The Board further agrees that in the event a request is made by a third party for such records, the Board shall promptly notify the employee and the Association and agrees that at the request of the employee or the Association that it shall deny the request and assert on behalf of the employee all applicable Freedom of Information Act exemptions.
- C. The provisions of this article shall not prevent the Association from having access to any employment records allowed according to law reasonably related to its duties as the exclusive bargaining representative.

SECTION 3.1 - ACADEMIC FREEDOM

- A. Academic freedom shall be guaranteed to teachers and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject to standards of professional responsibility. Teachers are expected to utilize current pedagogy in conformity with the state and national standards and curriculum of the Wolverine Community School District.
- B. All communications obtained by a teacher in the course of his/her professional duties and deemed to be of confidential nature, need not be disclosed to non-school personnel unless said disclosure is required by law.
- C. The Board's legal obligations of setting curricula and selection of textual material shall not be diminished by Article A in this Section.

SECTION 3.2 - STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. Since the teacher's authority and effectiveness in the classroom are undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility to give all reasonable support and assistance to the teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibility with respect to said pupil.
- B. It is recognized that discipline problems are less likely to occur in classes that are well taught and where a high level of student interest is maintained. It is likewise recognized that when

discipline problems occur, they may most constructively be dealt with by encouragement, praise and emphasis upon the child's desirable characteristics. However, a teacher may use force as prescribed by the principal, which shall be part of school policy set at the beginning of the school year.

- C. A teacher may suspend a pupil from one class period when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal, as promptly as his/her teaching obligations will permit, all further particulars of the incident. A conference will be arranged with the parents of said student if deemed advisable by the teacher and the principal.
- D. Suspension of students from school may be imposed by a principal or his/her designated representative. School authorities will endeavor to achieve correction of student behavior through counseling and interviews with the child and his/her parents and the teacher when warranted. Transfer of the student to another teacher or other measures, short of suspension, will be exhausted.
- E. Any case of assault upon a teacher on school grounds or at a school-sponsored activity shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities. The Board will not, however, be obligated to provide legal assistance to the teacher in a resulting suit for damages.
- F. If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his/her employment, the Board will provide legal advice and render all reasonable assistance to the teacher in his/her defense, provided the teacher has acted within the scope of Board policy.
- G. Time lost by a teacher in a legal proceeding where the teacher is a witness/defendant shall not be charged against the teacher provided that the teacher has acted within the scope of Board policy.
- H. The Board will reimburse teachers for damage or destruction of clothing or personal property of the teacher while on duty in the school or on school premises, except for such damages as covered by insurance, provided such damages does not occur from negligence.
- I. Parents are to be notified by the teacher or employee who institutes such discipline when a student will be retained after school. The parents must be told the reason for the disciplinary action and they will be responsible for transporting the student when retained after school. A written report will be forwarded to the parents and a copy retained in the student's file.

SECTION 3.3 - TEACHING FACILITIES

- A. The Board shall make available in each school at least one room, furnished with tables and chairs.
- B. In each building one room with a phone shall be reserved for use as a faculty workroom.

SECTION 3.4 - TEACHING HOURS

A. **Elementary**

The elementary teachers' workday shall consist of five pupil instructional hours, a thirty-minute lunch period and a ten-minute supervision period prior to the start of the instructional day and in addition, be available to the students for ten minutes at the end of the instructional day. The preparation period per day will be equal to the preparation period in the junior and high school but not less than 50 minutes per day. The work day shall encompass a six-hour and thirty-five minute workday.

B. **Senior High-Junior High**

The senior high school and junior high school teachers' workday shall consist of five pupil instructional hours composed of six periods of no more than fifty minutes per period or five periods of no more than sixty minutes per period. In addition, there shall be a ten-minute report-in time prior to the first class of the day and a ten-minute time after classes end for the teacher to be available to the students. The preparation period per day equal in time to a regular class period but not less than 50 minutes per day. The work day shall encompass a six-hour and thirty-five minute work day.

Assignment to a supervised study period shall be considered a teaching period for purposes of this article.

- C. On Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day after buses have gone.
- D. No departure from these norms, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be proceeded through the professional grievance procedure.
- E. All teachers shall be entitled to a duty-free uninterrupted lunch period of not less than thirty minutes.

SECTION 3.5 - CLASS SIZE AND TEACHING CONDITIONS

The Board and the Association recognize that optimum school facilities for both students and teachers are desirable to insure high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach

and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

- A. Because the pupil/teacher ratio is an important aspect of an effective educational program, the parties agree to recommend that the following class size should be a goal to strive for.
- B. When a class exceeds 36 students, it shall be divided and a new class formed.

1.	<u>Elementary</u>	<u>Optimum</u>	<u>Maximum</u>
	Kindergarten	20	30
	First, Second, Third	20	30
	Fourth, Fifth, Sixth	20	30
2.	<u>Secondary</u>	<u>Optimum</u>	<u>Maximum</u>
	English	20	30
	Social Studies	20	30
	General Education	20	30
	Mathematics	15	25
	Chemistry	10	10
	Physics	10	15
	Language	10	20
	Business	20	30
	Homemaking	15	25
	Speech	20	30
	Conservation	20	30
	Vocational Arts	15	20
	Music		
	Physical Education		
	Hygiene		

- C. All classroom teachers must provide a three-day detailed lesson plan, which contains general plans. This plan book will be either in the teacher's classroom or the principal's office.
- D. If the class size is exceeded by more than two students due to mid-year layoffs, the elementary teacher will be paid \$7.00 per day that the class size is exceeded and secondary or elementary specials teachers will be paid \$1.00 per period after the third student. Payment shall be made at the end of each marking period.
- E. Teachers shall be familiar with and abide by the contents of the Student Handbook, Board Policy, Teacher's Handbook and any other official Board publications pertaining to the procedures of the school district as long as it does not conflict with the provisions of this agreement.
- F. When a teacher finds it necessary to be absent from school, he/she will contact the "Sub Service" no later than 7:00 a.m. The principal will be contacted only if the executive secretary is not available. The administrator shall be responsible for providing a substitute teacher to assume the absent teacher's class load.
- G. Upon the request of the administration, each teacher shall attend no more than one staff meeting per month. Meetings shall be scheduled one week in advance; however, a meeting may be called at any time if an emergency arises. Staff meetings shall not be longer than one hour and shall be on a teaching day, immediately following school hours or preceding school hours.
- H. All teachers, unless excused by the administration, shall attend each staff meeting.

SECTION 3.6 - LEAST RESTRICTIVE ENVIRONMENT

The Board and the Association acknowledge that the policy of least restrictive environment is legally mandated and intended in the best educational interest of the student. Accordingly the parties also recognize that the extent to which any individual student who would fit legal requirements which would involve the use of an Individual Educational Planning Committee (IEPC) for placement in the regular classroom must be appropriate to the student's unique needs as determined by an IEPC on an individual basis. For the purpose of this section, such students shall be referred to as "mainstreamed students."

- A. If any teacher, in writing, advises the administration of a reasonable basis to believe that a mainstreamed student assigned to the teacher has a current IEPC report that is not meeting the student's unique needs as required by law, the teacher shall discuss the matter with the administration and an IEPC scheduled.
- B. Recognizing periodic changes in student status and enrollment subsequent to the start of the school year, to the extent possible, mainstreamed students will be assigned in equitable numbers across general education grade levels within each elementary location and across sections of the same course within the junior and senior high school. This section will not apply in the event the teacher volunteers in writing to take additional mainstreamed students.

In such situations, the administration will reduce class size by an equivalent number of students.

- C. Except in life threatening or extenuating circumstances, no member shall be required to perform medical, hygienic or other non-instructional specialized procedures for or on mainstreamed students such as but not limited to: suction, catheterization, diapering, or attending to any personal hygienic or medical need(s) of the student(s). Any such extenuating circumstances shall be preceded by notification to the Association that such circumstances exist and provide an opportunity for the Association and the teacher(s) who may be affected to meet and discuss the issues involved and how best to meet the needs of the student, the regular classroom, the teacher and the school district.

In such situations it is expressly understood that should the teacher agree to provide such procedures or services, he/she shall be provided with training appropriate to the situation with all expenses paid by the Board.

SECTION 4.1 - PROFESSIONAL, PERSONAL AND ASSOCIATION LEAVE

- A. Two Professional development days may be used for any educational purpose, subject to administrative approval. The teacher planning to use a professional development day shall notify his/her principal at least one week in advance of his/her absence. Professional development days shall be used for the purpose of:

1. Visitation to view other instructional techniques or programs
2. Conferences, workshops or seminars conducted by colleges, universities and the MEA, NEA and/or affiliate departments thereof

The teacher may be requested to file a written report within one week of his/her attendance at such visitation, conference, workshop or seminar. Professional development days shall not be deducted from sick leave.

- B. At the beginning of every school year, each teacher shall be credited with four days to be used for the teacher's personal business which cannot be done during the regular school day prorated based upon the employee's work year. A personal business day may be used for any purpose at the discretion of the teacher. Such days generally may not be taken immediately prior or after a holiday, break or conference days. A teacher planning to use a personal leave day or days shall notify his/her principal two (2) days in advance except in cases of emergency. No more than three (3) teachers may take personal leave on the same day. These personal days are not cumulative.
- C. Any teacher called for jury duty during school hours shall receive an amount equal to full compensation. If the teacher receives pay for his/her jury duty, the Board shall pay the amount necessary to equal his/her full salary compensation. Such hours shall not be deducted from sick leave.

- D. A teacher who is subpoenaed to testify during school hours in any judicial or administrative matter or who shall be asked to testify in any arbitration of fact finding, provided the teacher is not litigating against the district, shall be paid his full salary for such time spent giving testimony except as such testimony be with regard to negotiation of a master agreement.
- E. The Board shall provide to the Association, a total of twelve days per school year of released time for the handling of Association business as deemed necessary by the Association president. The Association shall reimburse the district for substitute costs and employee's retirement contribution and shall, except in emergency situations, give at least three days prior notification to the administration.
- F. Personal days will be paid up to three unused days at the end of the school year (June 30) at the rate of fifteen percent (15%) of the teacher's regular daily rate of pay or rolled into sick days. Any remaining days will be paid for as stated in Section 5.2.G.

SECTION 4.2 - UNPAID LEAVES

- A. Upon application, a leave of absence of up to two (2) years may be granted to any teacher who has received tenure in Wolverine School District for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibilities or for the purpose of participating in exchange teaching programs in other school districts, states, territories or countries; foreign or military teaching programs; the Peace Corps or Job Corps as a full-time participant in such programs; or a cultural travel or work program related to his/her professional responsibilities, provided said teacher states his/her intention to return to the school system. Upon return from such leave, the teacher shall not be granted seniority or receive increments for the leave period.
- B. A military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the district during such periods.
- C. A leave of absence not to exceed four (4) years may be granted to any tenured teacher, upon application, for the purpose of campaigning for or serving in, a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she was on at the time the leave of absence started.
- D. Childcare Leave – A leave of absence shall be granted to any teacher, upon application for the purpose of childcare. Upon return from such leave, the teacher shall not be granted seniority or receive increments for the leave period.
 - 1. The initial leave period shall be as mutually agreed between the teacher and the Board for a period not to exceed one year. Upon request, the Board may extend the leave yearly for a period not to exceed five (5) years.
 - 2. Upon request to the Board, a pregnant teacher may commence childcare leave after the birth of the child when doctor in attendance determines she is no longer disabled.

3. Upon request to the Board, childcare leave may be terminated in the event of the death of the object child of leave.
- E. Except as required by law, teachers returning from leave shall be placed in a vacant position for which they are certified and qualified.

SECTION 4.3 - ILLNESS OR DISABILITY

- A. At the beginning of each year, each teacher shall be credited with a ten-day sick leave allowance to be used for absences caused by illness or physical disability of the teacher. The unused portion of such allowance shall accumulate from year to year to a maximum of one hundred eighty (180) days.
- B. A teacher who is unable to teach because of personal illness or disability and who has exhausted sick leave shall be granted a leave of absence without pay for the duration of such illness, up to one year, by the Board upon written request of the teacher. Additional time may be granted at the discretion of the Board upon written request.
- C. Sick leave may be used for:
1. Personal illness or disability of the teacher, including all disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery.
 2. Serious illness within the immediate family of the teacher. (Immediate family shall mean mother, father, children, grandparents and anyone living in the contracted person's household).
 3. The union may provide up to two (2) sick days per member per school year to establish and maintain a sick leave bank. Unused days remaining in the sick leave bank at the end of the year will accumulate for the following year. Upon depletion of his/her personal sick days, any bargaining unit member may make application to utilize sick leave bank days. Utilization of sick leave bank shall be for the same purposes as personal sick days found in section 4.3 so long as there are days remaining in the bank during any fiscal school year. The employer will provide reports on the status of the sick leave bank, including number of days remaining, to the association/union upon request. Applications will be considered by the WEA Sick Leave Bank Committee and dealt with in accordance with its guidelines.
- D. For less than a full year of teaching, sick leave will be prorated.
- E. Up to five (5) days may be taken by a teacher for death in his/her immediate family in which he/she was raised or of an in-law parent. Such leave shall not be deducted from the teacher's sick leave. (Immediate family shall mean mother, father, children, brother, sister, grandparents, similar step-relatives, and anyone living in the contracted person's household).

- F. A teacher may take up to two days for attending a funeral of brother/sister-in-law plus an additional three days may be taken with the permission of the superintendent. The additional three days will be deducted from the employee's sick leave.
- G. A teacher's sick leave will not be charged for absence resulting from injuries received during the regular school day or while working at school-sanctioned events.
- H. The amount of accumulated sick leave will appear on the teacher's bi-weekly pay statement twice a year, September and February or anytime that the teacher requests same in writing to the superintendent.
- I. Family and Medical Leave Act:
The Board agrees to comply with the Family Medical Leave Act for all employees requesting such leave and found to be eligible for such leave.

SECTION 5.1 - INSURANCE COVERAGE

A. Health Insurance

The Board shall provide to all full time bargaining unit members benefits for full family for 12 months of each year with a maximum Board contribution.

Part-time members hired after 01/01/2013 working 3.5hrs or less are eligible for benefits with all Board contributions being prorated. This proration applies to the total monthly maximum the Board will contribute for Medical and Non-Medical Insurance as well as the cash in lieu amounts.

Example - A teacher working 3hrs of a 6.5hr day would be eligible for 3/6.5(46%) of the amount the Board would contribute to a full time member (46%X80%X medical premium).

Example - A teacher working 3hrs of a 6.5hr day and electing Plan B would be eligible for 3/6.5(46%) of the amount the Board would contribute to a full time member (46%X90%X monthly premium) and (46%X\$300 per month cash in lieu).

Example - A teacher working 3hrs of a 6.5hr day would be eligible for 3/6.5(46%) of the total monthly maximum amount the Board would contribute to a full time member for Medical and Non-Medical Insurance (46%X(FF\$1304, 2P\$1145, Single \$527)).

The maximum monthly Board contribution toward all insurance benefits shall be as follows: Full Family \$1304.00; Two Person \$1145.00; Single\$527.00.

Medical Insurance: For July 2012 the Board will contribute the following amounts toward the medical premium - Full Family \$1250 Two Person \$916 Single \$458. Effective August 1, 2012 the Board will contribute 80% of the medical premium for benefits equal to the MESSA Choices II w/deductible In-\$300/\$600 & Out-\$600/\$1200, \$10 OV, XVA-2 Rider, Saver Rx program.

March 1, 2013 members shall have the option of benefits equal to MESSA ABC Plan 1 \$1250/\$2500 and Saver Rx program. The Board will contribute 80%of the medical premium and will contribute 80% of the deductible to the Health Savings Account on a monthly basis.

The Board will allow for the movement to the Messa \$500/\$1000 plan.

Non-Medical Insurance: The Board will provide coverage equal to the following; MESSA/Delta Dental 65/65/65 \$1000 annual max 2 cleanings, VSP 3 vision, Negotiated Life Insurance \$5000 & AD&D \$5000, MESSA Long Term Disability (66 2/3% Max Monthly Salary \$3,750, \$2500 Max Monthly Income, 30 Calendar day modified fill waiting period, Alcohol/Drug & Mental/Nervous Same as any other illness, Freeze on Offsets).

At no time will the total Board contributions for Medical and Non-Medical Insurance exceed the above referenced monthly maximums of: Full Family \$1304.00; Two Person \$1145.00; Single \$527.00.

Members electing Plan B coverage shall contribute 10% of the monthly premiums.

Plan B: For employee not electing MESSA health insurance:

- Negotiated LTD: Same as above
- Negotiated Life: \$5,000 \$5,000 AD&D
- Vision: Same as above
- Delta Dental: Same as above
- At the end of open enrollment, the cash in lieu amount will be determined based on teaching staff electing Pak B per the following scale:
 - Up to 6 = \$300 per month
 - 7-9 = \$400 per month
 - 10 & up = \$500 per month

Employees will be obligated to pay their portion of the appropriate health insurance premium amount through payroll deduction.

SECTION 5.2 - COMPENSATION

- A. The basic salaries of teachers covered by this agreement are set forth in Appendix B, which is attached to and incorporated in this agreement. Such salary schedule shall remain in effect during the designated period.
- B. All teachers may be given full credit on the salary schedule set forth in Section 6.1 for up to five years outside teaching experience in any school district accredited by a recognized accrediting agency. From one-half up to a full year shall be counted as a full year. Teachers who left the system through resignation shall, if rehired, be hired back on the same basis as a new employee.
- C. The salary schedule is based upon the regular school calendar as set forth in section 6.1 and the normal pupil contact assignment as defined in this agreement.
- D. Teachers involved in voluntary extra-duty assignments as set forth in Section 5.3, which is attached to and incorporated in this agreement, shall be compensated in accordance with the provisions of this agreement. Upon request of a bargaining unit member, any compensation, which is for work other than the regular teaching pay (i.e., extra-curricular) shall be figured separately for tax purposes.
- E. After the district is provided an official transcript showing a teacher has earned enough credits to advance on the salary schedule prior to the first day of the semester, the increase will be retroactive to the beginning of the current semester.
- F. If a teacher shall teach more than the normal teaching load set forth in this Article he/she shall receive additional compensation at the rate of \$8.00 per hour. If a teacher shall substitute for another teacher he/she shall receive additional compensation at the rate of \$15 per hour.
- G. Each teacher who has accumulated a minimum of fifty (50) sick/personal business/professional days shall, upon termination of employment in the system, receive partial pay for all sick/personal business days accumulated. The amount of partial pay will be determined by figuring 15% of the 1/180 of that teacher's last annual salary multiplied by the total number of sick/personal business days accumulated. For example, a teacher with a 100 accumulated sick/personal business/professional days leaves the school while earning \$30,000 per year, therefore, $15\% \times \$30,000 / 180 \times 100 = \$2,500$.
- H. Each teacher hired before January 1, 2013 and who has accumulated a minimum of fifty (50) sick/personal business/professional days shall, upon retirement from employment in the system, receive partial pay for all sick days accumulated. The amount of partial pay will be determined by figuring fifteen percent (15%) of 1/180th of that teacher's last annual salary multiplied by the total number of sick days/personal business accumulated and then multiplied by the appropriate following factor:

<u>Years Before 40 Years of Service</u>	<u>Factor</u>
10	3.0
9	2.8
8	2.6
7	2.4
6	2.2
5	2.0
4	1.8
3	1.6
2	1.4
1	1.2

For example, a teacher with 100 accumulated sick days/personal business days retires from the school system with thirty-five (35) years of service and is earning \$30,000 that year; therefore:

$$15\% \times \$30,000 / 180 \times 100 = \$2,500$$

$$\$2,500 \times (\text{the factor}) 2.0 = \$5,000$$

This is an option to 5.2(G) and persons are not compensated under both sections.

I. Pay salary payment for additional hours of credit taken from a regionally accredited institution after securing permanent certification requirements will be made only if such hours were earned in subject matter or practices directly related to the assignment or projected assignment of the teacher requesting such pay. The board will pay tuition for those credits up to \$380 per credit hour, including state approved CEU's taken to maintain a professional certificate, along with the license renewal fee.

J. Bargaining unit members shall receive longevity based on the following schedule:

21, 22, 23, 24 years of employment in the Wolverine School District: 2.5% of current step
 25+ years of employment in the Wolverine School District: 5% of current step

SECTION 5.3 - EXTRA CURRICULAR COMPENSATION

Position

Group I:

Athletic Director	\$4,400
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Group II:

Boy's Varsity Basketball	\$2,575
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Girl's Varsity Basketball	\$2,575
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Girl's Varsity Volleyball	\$2,575
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Group III:

Baseball	\$2,266
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Softball	\$2,266
----------	---------

Golf	\$2,266
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Cross Country	\$2,266
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Varsity Track	\$2,266
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Group IV:

Boy's Jr. Varsity Basketball	\$2,060
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Girl's Jr. Varsity Basketball	\$2,060
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Girl's Jr. Varsity Volleyball	\$2,060
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Group V:

Jr. High Boy's Basketball	\$1,648
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Jr. High Girl's Basketball	\$1,648
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Jr. High Girl's Volleyball	\$1,236
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Jr. High Track	\$1,236
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Group VI:

National Honor Society	\$120/sem
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Class Advisors (7-12)	\$120/sem
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Student Council	\$120/sem
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If chaperones are needed, salary will be negotiated with the Association

SECTION 6.1 - CALENDAR

- A.
1. The calendar will be no more than State minimum required student days and five (5) professional development days. The parties will mutually bargain the calendar.
 2. If the district enters into P.A. 25 activities that conflict with the master contract, it will bargain with the Association.
- B. **Make-Up Snow Days.** If, at any time during the life of this agreement, it becomes lawful to count as days of pupil instruction, days when pupil instruction is not provided due to conditions not within control of school authorities such as due to severe storms, fires, epidemics or health conditions, it is agreed that the following school closing provision shall become immediately effective:
1. When an Act of God or an employer directive forces the closing of a school or other facility of the employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days lost due to school closing under the foregoing circumstances shall not be rescheduled.
 2. To the extent that any other provision of the collective bargaining agreement, such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing, such provision shall be null and void as to the extent of the inconsistency.
- C. Should a closing because of conditions not within the control of school authorities require the scheduling of additional days of student instruction because previously scheduled days could not be counted to meet the State minimum required, such additional days will be rescheduled as follows:
1. One-half days of instruction (mornings) for each rescheduled day to commence at the conclusion of the scheduled school year unless an alternate agreement is mutually agreed upon by the W.E.A. and the Wolverine Board of Education.
 2. Teachers will receive their regular pay for days which are cancelled but shall work on any rescheduled days with no additional compensation.

SECTION 6.2 - GRIEVANCE FORM

Grievance # _____

Wolverine School District

Distribution of Form:

1. Superintendent
2. Principal
3. Association
4. Teacher

Submit to Principal in Duplicate

Building Assignment

Name of Grievant

Date Filed

LEVEL II

A. Date Cause of Grievance Occurred _____

B. Statement of Grievance _____

Relief Sought _____

Signature _____ Date _____

LEVEL III

A. Disposition by Principal _____

Signature _____ Date _____

B. Position of Grievant and/or Association

Signature _____ Date _____

LEVEL IV

A. Date received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

Signature _____ Date _____

C. Position of Grievance and/or Association _____

Signature _____ Date _____

LEVEL V

A. Date received by Board of Education or Designee _____

B. Disposition by Board _____

Signature _____ Date _____

C. Position of Grievance and/or Association _____

Signature _____ Date _____

LEVEL VI

A. Date submitted to Arbitration _____

B. Disposition of Arbitrator _____

Signature _____ Date _____

NOTE: If additional space is needed in reporting any grievance, attach an additional sheet.

**SECTION 6.3 - ANNEXATION, CONSOLIDATION
OR OTHER REORGANIZATION OF THE DISTRICT**

- A. In the event that this district shall be annexed, consolidated or otherwise reorganized with one or more districts in whole or in part, the Board will use every effort possible to assure the continued recognition of the Association and the continued employment of its members of such district.

APPENDIX B

INSTRUCTIONAL SALARY SCHEDULE

2015-2016

Increase: 0.00%

Step	BA	BA+18	MA	MA+20
1	33,340	34,632	36,706	38,055
	34,310	35,605	37,716	39,063
2	35,280	36,578	38,726	40,071
	36,091	37,387	39,568	40,915
3	36,901	38,196	40,409	41,758
	37,709	39,003	41,250	42,599
4	38,516	39,809	42,090	43,439
	39,326	40,619	42,932	44,290
5	40,136	41,429	43,773	45,140
	40,944	42,236	44,616	45,531
6	41,751	43,043	45,459	45,922
		43,855	46,303	47,207
7		44,667	47,146	48,491
		45,476	47,989	49,333
8		46,284	48,831	50,174
		47,093	49,672	51,016
9		47,902	50,512	51,857
		48,830	51,476	52,825
10		49,757	52,440	53,793
		50,626	53,359	54,734
11		51,495	54,278	55,674
		52,660	55,504	56,938
12		53,824	56,729	58,201
17		55,978	58,995	60,524

2015-16 Members shall advance one full step on the pay scale – Prorated from the time of Board ratification. (Board ratification 11/09/2015)

APPENDIX C

WOLVERINE COMMUNITY SCHOOLS CALENDAR FOR 2015-2016

School Day:

Elementary - 8:00 a.m. - 2:50 p.m.

Half-day dismissal times – 11:37 a.m. (No Lunch)

Middle-High 7:55 a.m. - 2:45 p.m.

Half-day dismissal times – 11:32 a.m. (No Lunch)

September 2	<i>No School – Area Wide Staff Professional Development</i>
September 7	<i>No School - Labor Day</i>
September 8	<i>No School - District Professional Development- MANDATORY ALL STAFF</i>
September 9	<i>First Day of School for K-12 Students- Full Day beginning at 7:55/8:00a.m.</i>
November 6	<i>End of First Quarter-MS/HS</i>
November 25	<i>Half Day – No Afternoon Classes- Thanksgiving Vacation</i>
November 26-27	<i>No School - Thanksgiving Vacation</i>
November 30	<i>School Reopens</i>
December 2	<i>End of 1st Marking Period- ELEMENTARY</i>
December 10	<i>Half Day - Parent Teacher Conferences, K-12 1 - 3:00 p.m. and 4 - 7:00 p.m.</i>
December 11	<i>No School - District Professional Development</i>
Dec. 21-January 3	<i>No School - Christmas Vacation</i>
January 4	<i>School Reopens</i>
January 29	<i>End of Second Quarter/First Semester – MS/HS</i>
February 12	<i>No School - District Professional Development</i>
February 15	<i>No School – Mid Winter Break</i>
February 16	<i>School Reopens</i>
March 9	<i>End of 2nd Marking Period-ELEMENTARY</i>
March 17	<i>Half Day - Parent Teacher Conferences, K-12 1 - 3:00 p.m. and 4 - 7:00 p.m.</i>
March 18	<i>No School– Staff Professional Development</i>
March 25	<i>No School – Good Friday</i>
April 1	<i>End of Third Quarter – MS/HS</i>
April 4- 10	<i>No School - Spring Vacation</i>
April 11	<i>School Reopens</i>
May 30	<i>No School - Memorial Day</i>
May 31	<i>School Reopens</i>
June 3	<i>HS Graduation at 7pm</i>
June 10	<i>Last Day of School- FULL DAY</i>
June 10	<i>End of 3rd Marking Period-ELEMENTARY/ End of Fourth Quarter/ Second Semester- MS/HS</i>

Emergency Make up Days as needed: June 13, 14, 15, 16, 17