

**MASTER  
AGREEMENT  
BETWEEN**

**DOLLAR BAY-TAMARACK CITY AREA**

**SCHOOLS BOARD OF EDUCATION**

**and the**

**COPPER COUNTRY EDUCATION  
ASSOCIATION**

**2018-2019**

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**ARTICLE**  
**1**  
**RECOGNITION**

The Board hereby recognizes the Copper Country Education Association as the exclusive bargaining representative, as defined in Section 11 of the Michigan Public Employment Relations Act MCL 423.201 *et seq.*; for all regularly employed certified teaching personnel under contract, but excluding substitute teachers, per diem appointment teachers, non-regularly employed part-time teachers, supervisory and executive personnel, teacher aides, office, clerical, and maintenance operating employees and bus drivers.

**ARTICLE**  
**2**  
**BOARD RIGHTS**

A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the academic activities of its employees;

2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions of their continued employment; or their dismissal, and to promote, and transfer all such employees;

3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;

4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;

5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of Michigan and Constitution and laws of the United States.

C. An emergency manager appointed under the local government and school district fiscal accountability act may reject, modify or terminate the collective bargaining agreement as provided within the local government and school district fiscal accountability act.

**ARTICLE**  
**3**  
**ASSOCIATION RIGHTS**

A. The Association has the right to information as provided by the Michigan School Code.

B. The Association and its members shall have the right to use school building facilities provided this use is requested of the Superintendent and does not:

1. Require after hour use that will incur extra maintenance or service costs;
2. Interfere with school hours or scheduled activities;
3. Violate any terms or conditions set by the Board and/or the Superintendent in designating when and where the facilities may be used for such purpose.

C. The Association may use the school bulletin boards for notices of its meetings or posting of official Association material provided:

1. It does not interfere with the usual school functions of such boards;
2. The Superintendent is given the right to approve or disapprove all material except notice of a meeting before posting;
3. Teachers' mail boxes may be used for the distribution of Association literature.

D. Within five (5) days of request of the DBEA representative, the district will provide to the requester a listing of current bargaining unit staff that includes

1. First and last name
2. Start date of employment
3. FTE, step, and lane placement and annual salary
4. Position assigned

**ARTICLE**  
**4**  
**VACANCIES AND PROMOTIONS**

A. The Board will cooperate with the Association in making available to the teachers such information as it may acquire concerning non-teaching positions and opportunities within the district. All non-teaching extra-curricular duties are considered voluntary.

B. All non-teaching extracurricular assignments will be made on a volunteer basis. These assignments will be based on the applicant's qualifications. In the event that there are no qualified volunteers for the said position from within the teaching staff, the vacancy will then be made known to other possible candidates.

**ARTICLE**  
**5**  
**SICK LEAVE**

A. Allowance shall be ten (10) days per year with 180 days accumulation. Sick leave may be utilized subject to the following conditions:

1. Personal illness or disability of the employee or their spouse or child of the same household.

2. A teacher may use sick leave for dental work, eye exam or diagnostic work for them self, spouse, or children which cannot be scheduled at any other time or is of an emergency nature. The Superintendent, upon request, may require a statement from the attending specialist or physician attesting to the above condition. A bargaining unit member on FMLA Leave, may choose to use their accumulated sick leave concurrently with their FMLA Leave.

3. A teacher may use ten (10) days of sick leave per year for illness of their immediate family other than the spouse or child. If the teacher should require more than 10 days of sick leave for the aforementioned condition, the teacher will present the Superintendent with a statement from the attending specialist or physician attesting to the need for the teacher's absence.

4. Immediate family for the purposes of this article, shall mean husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law, or mother-in-law, grandparents, step-parents, step-children of an employee or an employee's spouse.

B. Any teacher who is absent because of an injury or disease compensable under the Michigan Workers' Disability Compensation Act, shall receive from the Board for the remainder of the school year, the difference between disability benefits provided by the Michigan Workers' Disability Compensation Act and the sick leave benefits herein provided. To the extent that the Board makes payment to a teacher for that portion of their salary not reimbursed under the Workers' Disability Compensation Act, said partial payments shall be charged prorated against the teacher's accumulated sick leave days and said payment shall continue for the remainder of the school year after the teacher's sick leave days have been exhausted without the teacher incurring any debt from future years' sick leave.

C. A teacher absent due to illness, doctor appointment, accident or other approved sick leave during the school day will be considered absent for sick leave purposes for 0.2 hours for each period at the secondary level, and 0.1 for each 40 minutes of absent at the elementary level.

D. The Board reserves the right to require a teacher to obtain a doctor's certificate as evidence of illness. If the teacher's insurance coverage does not pay for the necessary physician charges to obtain such evidence, the Board will pay for such expense.

E. The Association agrees that abuse of sick leave or personal leave policy as stated herein, is contrary to professional behavior.

F. When a teacher has reached the maximum accumulated days allowable in this article, the Board shall pay at the end of each school year, \$20.00 per day up to ten (10) for each unused sick day beyond the maximum accumulation.

G. In the event of a snow day, if a teacher has requested a sick day, the teacher will not be charged with a sick day.

H. In the event of a reorganization, consolidation or annexation of the Dollar Bay-Tamarack City Area Schools, the Board shall make payment of accumulated sick leave to teachers within thirty (30) days of the last day of his/her contract year with the District, provided said teacher has been an employee of the District for a period of at least five (5) consecutive years prior to being terminated, and provided said teacher is not employed by the Dollar Bay-Tamarack City Area Schools or the receiving district(s) within thirty (30) days after the expiration of the contract after the effective date of said reorganization. Payable sick leave shall be capped at the maximum allowable accumulation and shall be paid at \$30.00 per day.

If a bargaining unit member is hired by a receiving district, the Board shall guarantee 50% of the member's accumulated sick leave at the rate of \$30.00 per day less the number of days granted by the receiving district on the first day of the member's employment.

I. A sick leave bank will be established by bargaining unit members from their accumulation of unused sick days. The sick leave pool shall not exceed an accumulation of 60 days. The pool shall be created by voluntary contributions from member's accumulated sick leave.

A committee composed of two (2) members of the Association and two (2) members of the Administration shall administer the pool of unused sick leave days generated by this process. The use of pool sick leave days shall be limited to major catastrophes and shall not be used for maternity leave or childcare purposes unless associated with a health care problem. Sick leave pool days cannot be used for retirement purposes and the granting or denial of the use of sick leave pool days shall not be subject to the grievance procedure.

If the sick leave bank is depleted, the Association membership shall be provided with an opportunity to replenish the bank by an agreed upon voluntary contribution of Association member's accumulated sick leave. An individual member may not draw more than 60 days from the bank during a given school year.

Upon depletion of his or her personal sick days, personal days, and FMLA Leave, a bargaining unit member may make a written application to the committee to utilize sick leave pool days. Reports on the status of this sick leave pool, including the number of days remaining, will be provided to the Association upon request.



J. Retirement Unused Sick Leave Pay – Upon retirement from the Dollar Bay-Tamarack City Area Schools, employees will receive compensation according to the following schedule:

Days 1-45: \$10/day

Days 46-90: \$15/day

Days 91-135: \$20/day

Days 136-180: \$25/day

In order to be eligible, the teacher must terminate employment through the retirement system.

**ARTICLE**

**6**

**PERSONAL AND ASSOCIATION LEAVE**

A. At the beginning of each school year each teacher shall be credited with three (3) personal days. These days shall be used at the teacher's discretion and no reason need be given. A teacher planning to use a personal day or days shall notify his immediate supervisor at least two (2) days in advance, except in cases of emergency. A personal day before or after a holiday or vacation period will be granted only at the discretion of the administration. Any personal days which are not used during the school year in which they are earned, will accumulate to a maximum of five (5) days. After the five (5) days, any personal days which are not used will accrue to sick leave accumulation. In the event of a snow day, if a teacher has requested a personal day, the teacher shall not be charged with a personal day.

B. Any teacher called for jury duty during school hours or who is subpoenaed to testify during the school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid their full salary, less other pay received for such time spent on jury duty or giving testimony, except when a teacher is involved in any case between the Association and the Board in which event the losing party shall pay the teacher's salary. Teachers shall return to school within one hour after dismissal from jury duty.

C. At the beginning of every school year, the Association shall be credited with three (3) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association agrees to notify the Board no less than forty-eight (48) hours in advance of taking such leave. The Association will be allowed to have two (2) teachers gone concurrently. Additional teachers shall be granted Association leave at the same time if substitute teachers are available. In the event that the seven (7) Association days are spent, officers or agents of the Association will be given an option to "buy" five additional Association days at a substitute teacher's daily rate of pay.

D. In the event of death in the immediate family the teacher may take a maximum of five (5) days per death. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, children, grandchildren, father-in-law or mother-in-law, or grandparents, or any other relative living under the same roof and wholly dependent upon the employee for support. The teacher will be allowed one (1) day to attend the funeral of a friend or relative. One half of all time taken under Article 7, Section D, shall be charged against the teacher's sick leave.

**ARTICLE**  
**7**  
**LEAVE OF ABSENCE**

A. Leave of absence without pay for periods of up to one year may, at the sole discretion of the Board, be granted a teacher without loss of salary increment and where proper replacements are available, for: studies relating to the teacher's field; studies to meet eligibility requirements for a license not held by a teacher; study, research or special teaching assignments involving advantage to the school system; or personal reasons.

B. Military leave of absence shall be granted without pay to any teacher who shall be inducted or be required to serve military duty in any branch of the armed forces of the United States consistent with legal requirements.

C. Upon written application, a leave of absence up to one year without pay shall be granted to any teacher for the purpose of child care. The administration shall be notified of such a leave at least thirty (30) school days prior to commencement of the leave except in cases of extreme emergency. The object child shall be the natural or adopted child of the teacher. The leave request shall stipulate the date or the circumstances upon which the leave will commence and the length of the leave.

1. If the absence exceeds forty-five (45) school days in one semester, the Board reserves the right to withhold reinstatement until the start of the next semester.

2. A pregnant teacher may request said leave, any time after confirmation of pregnancy by the doctor.

3. In the event of miscarriage or death of the object child of the leave, the leave of absence may be terminated within one week after receipt of written request, except as in item 1 above.

4. The granting of such leave shall in no way interrupt seniority and rights attendant thereto. Seniority time, experience credit or benefits of this contract will not be accrued or available during said leave except as stated in item 7 below.

5. Failure to return from a child care leave on the date specified shall be deemed a resignation, unless prior to the date specified as the end of the leave, the teacher requests additional child care leave and is granted such by action of the Board.

6. The leave will be terminated prior to the specified ending date within one week after receipt of written request, except as stated in item 1 above.

7. The Board agrees to pay full fringe benefits for the duration of the leave, provided that the leave does not exceed sixty (60) days.

D. It is the responsibility of the teacher on leave to inform the superintendent of his/her intent to return to work at least sixty (60) days before September 1 of the ensuing school year. Failure to provide such notification will indicate termination of the contract.

E. A leave of absence of up to twelve (12) weeks during any twelve (12) month period shall be granted to eligible teachers in accordance with the Family and Medical Leave Act (FMLA) for the purposes permitted by the FMLA. Such purposes include:

1. Because of and to care for the teacher's child upon birth or placement for adoption or foster care. Entitlement to leave under this circumstances shall expire at the end of the twelve (12) month period beginning on the date of the birth or placement of the child.
2. To care for the teacher's spouse, child or parent who has a serious health condition.
3. Because of a teacher's own serious health condition that makes the teacher unable to perform the functions of the teacher's position.

To be eligible for a FMLA leave, a teacher must be employed full time at least twelve (12) months, and meet any other eligibility criteria of the FMLA for the particular type of leave. During the period of FMLA leave, the teacher's health insurance benefits shall be continued as required by the FMLA, subject to Section 104(2) of the FMLA.

Paid leave available to the teacher under the terms of this Agreement and used by the teacher for the same purposes as the FMLA leave, will be counted as part of the leave time available and used under the FMLA leave. FMLA leave may be taken on an intermittent or reduced schedule when medically necessary according to the provision of Section 102 of the FMLA.

The limitations found under Section 108 of the FMLA pertaining to special rules concerning teachers of local educational agencies shall apply. All FMLA leaves shall be subject to and administered in accordance with FMLA and its implementing regulations.

**ARTICLE**  
**8**  
**GRIEVANCE PROCEDURES**

A. A grievance is a claim or complaint by a bargaining unit member or group of bargaining unit members or the Association that there has been an alleged violation of the expressed terms of this Agreement. The primary purpose of this procedure is to secure at the lowest possible level equitable solutions to grievances which are alleged to be a breach of contract, except that the following matters shall not be the basis of any grievance filed under the procedure outlined in the Article:

1. The termination of services of or the non-renewal of any probationary teacher;
2. The discharge or demotion of a tenured teacher;
3. The discharge or termination of any teacher from an extra duty position.
4. The content of an evaluation or an individualized development plan.
5. Any claim or complaint for which there is a more appropriate procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of the Public Acts, Extra Session, of 1937 of Michigan, as amended). The court system is not included in this exclusion.

B. The sole remedy available to any teacher for an alleged breach of this agreement or his right hereunder will be pursuant to the grievance procedures hereinafter outlined; provided, however, that nothing contained herein will deprive any teacher of any legal rights which he presently has provided further that if a teacher elects to pursue any statutory or legal remedy, such election will bar any further or subsequent proceedings under this article.

C. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties; provided however, in the event it is agreed by the Board to hold proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

D. Any individual employee at any time may present grievances to his employer and have the grievances adjusted without the intervention of the bargaining representative, if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect, if the bargaining representative has been given the opportunity to be present at such adjustment.

E. In no event shall any settlement be retroactive to a date prior to the commencement of the school year in which the grievance was filed.

F. Step One: Within twenty (20) school days of the alleged contract misinterpretation, misapplication or misunderstanding, or the discovery thereof, the teacher shall hold a discussion with the teacher's immediate supervisor or principal, whereupon if a solution is not reached after an informal discussion with the supervisor or principal, the teacher shall file a grievance in writing with the principal on the grievance report form. (Appendix E) The principal or supervisor shall have ten (10) school days to reply in writing; otherwise the grievance shall automatically move

to Step 2: however, if answered, the teacher shall appeal to the Superintendent within five (5) school days after receiving said answer or the grievance shall be considered abandoned.

Step Two: Upon a grievance reaching the Superintendent under the foregoing section, there shall, within five (5) school days, be a meeting thereon and, if no solution is reached, the Superintendent shall have five (5) school days in which to answer in writing, otherwise the grievance shall automatically move to Step Three: however, if answered, the teacher shall appeal within five (5) school days after receiving said answer to the School Board or the grievance shall be considered abandoned.

Step Three: Upon a grievance reaching the Board, it shall, at the next Board meeting set the matter for hearing and hears the same as a Board or by committee and within five (5) school days decide the grievance as a Board and in writing.

Step Four: Within twenty (20) school days, if the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the Association may notify the Board of its intent to pursue the grievance to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within five (5) calendar days from the notification date that arbitration will be pursued, he shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.

G. The powers of the arbitrator are subject to the following limitations:

1. If either party disputes the arbitrability of any grievance under the terms of this agreement, the arbitrator shall have no jurisdiction to act on the grievance until he has first ruled on the arbitrability of the grievance, if the arbitrator rules that the grievance is not arbitrable it shall be referred back to the parties without decision or recommendation on its merits.
2. More than one grievance may not be considered by the arbitrator at the same time except upon expressed written mutual consent and then only if they are of similar nature.
3. The arbitrator shall have no power or authority to rule upon:
  - a. The termination of services or the non-renewal of any probationary teacher.
  - b. The discharge or demotion of a tenured teacher.
  - c. The discharge or termination of a teacher from an extra duty position or the decision not to renew a teacher's contract for appointments an extra duty position.
  - d. The content of an evaluation or an individualized development plan.
  - e. Any claim or complaint for which there is a more appropriate procedure or forum established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teachers Tenure Act (Act 4 of the Public Acts, Extra session, or 1937 of Michigan, as

- amended). The court system is not included in this exclusion.  
f. Any subject that is prohibited by section 15(3) of PERA.

H. The cost of the arbitrator shall be borne equally by the parties except such party shall assume its own cost for representation including any expense of witnesses.

#### MISCELLANEOUS PROVISIONS

1. Any time limits set forth above may be waived by the parties because of particular circumstances, but such waivers must be in writing before the time limits expire.

2. Any party of interest may be represented at all meetings and hearings at any step by another person except that a teacher may in no event be represented by an officer, agent, or representative of any organization other than the Association.

3. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the teacher and information so separately filed shall be private, confidential and limited to the hearings on the grievance, except that the grievance filed and the decision at any step that results in a final decision may be transferred to the personnel file thereafter.

4. Decisions rendered at all steps excepting Step One shall be in writing and a solution at Step One may be reduced to writing except that any solutions at Step One or Two shall not operate as a precedent or be binding upon the Board or the step above it.

5. All written answers, solutions or decisions shall be transmitted at once to all parties in interest.

6. The arbitrator shall be a member in good standing of the American Arbitration Association; unless otherwise mutually agreeable.

**ARTICLE**  
**9**  
**CLASSROOM CONDITIONS**

A. Teachers shall not be required to report prior to the opening day of school or to remain after school ends for the school year without compensation therefore if all assigned work is completed.

B. Since the teacher's authority and effectiveness in his/her classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher, the Board recognizes its responsibility and will give full support and assistance to teachers with respect to the maintenance and control of discipline in the classrooms, except when it is evident that the teacher has conducted himself/herself in a non-professional manner.

C. The Board will reimburse a teacher up to \$1,000 for any malicious damage or destruction to clothing or personal articles arising out of the performance of his/her duties and so proven, if such loss is not covered by the individual's insurance.

D. The Board will provide legal counsel, if required, for the defense of any teacher in any proceeding which arises out of any reasonable disciplinary action taken by the teacher against a student, providing that the action has been deemed justifiable by the Board.

E. The Board recognizes the need in each school for adequate lunchroom, restroom, and private lavatory facilities and at least one room of adequate size appropriately furnished with facilities for refreshment which shall be used as a faculty lounge.

F. Classroom Conditions: It is recognized by the Board and the Dollar Bay Education association that the pupil-teacher ratio is an important aspect of an effective program. Therefore, they agree that every effort will be made to keep class sized at a safe and acceptable number, as dictated by the financial condition of the district, the building facilities available, and the best interest of the students as deemed by the Board.



**ARTICLE**  
**10**  
**TEACHING LOADS AND ASSIGNMENTS**

A. The normal weekly teaching load in the senior and junior high school will be twenty (20) teaching periods and five (5) unassigned preparation periods.

B. The normal weekly teaching load in the elementary school will be forty (40) teaching periods and ten (10) unassigned preparation periods.

C. In addition to the hours and periods referred to, each teacher will be allowed at least one-half hour period daily for lunch, which period will be duty free; any change in the present schedule shall be negotiated with the Association.

D. Teachers shall serve as substitutes during their preparation periods only if it is agreeable with the teacher. The administration shall keep an accurate accounting of all such substitutes.

1. Any teacher who agrees to substitute during a preparation period for a teacher who is absent shall be paid at the rate of \$21.40 per 76 minute period (\$10.70 for a forty (40) minute period) or may choose to accumulate one period of personal leave time. Personal leave time so accumulated must be used during the current school year. At the end of each school year, the teacher shall be paid for unused hours of accumulated personal leave time at the above rate.

E. Faculty attendance at the annual Open House and Parent-Teacher Conferences are required.

F. Independent Studies

1. All independent studies shall be scheduled by the high school principal with the agreement of the teacher involved.

2. Independent studies shall be given only in subjects offered in the secondary curriculum except upon agreement between the Association and Administration. Requirements for the independent study shall not differ greatly from those of the regular class. Only the teachers who meet applicable state and federal requirements such as Highly Qualified are eligible.

3. Teachers conducting an independent study shall be paid \$500 per student per trimester, not to exceed five (5) students per teacher per trimester. In order for payment to be made, the length of the independent study must be more than one-half a trimester. (An independent study is a program of individualized instruction taking place outside the regular scheduled class time under the supervision of a staff member. It involves additional teacher time in preparation, instruction and evaluation.)

G. Daily Schedule

Lunch

K-6 8:10 to 3:34

K-3 11:45 to 12:15

4-6 12:10 to 12:40

There shall be scheduled two fifteen (15) minute recess periods for the elementary students each day. Elementary teachers will help supervise one recess per day on a fair and rotational basis. Teachers will help supervise the playground when other personnel are not available on an emergency basis.

Elementary teachers receive five (5) units of preparation time weekly. Preparation time schedule is assigned by the principal and time shall be scheduled in meaningful blocks.

Junior-Senior High

8:25 to 12:21 (*76 min. classes with 4 min. passing time*)

12:54 to 3:30

Teachers are to be in the building fifteen (15) minutes before the scheduled start of school and in the vicinity of their classrooms five (5) minutes before their classes are scheduled to begin and are to remain in the building and in the vicinity of their classrooms three (3) minutes after students are dismissed.

I. Teachers who agree to hall supervision (in the high school building) during the time scheduled for lunch each day shall be compensated at the rate of \$7.50 per lunch period plus a free lunch.

J. Teachers shall not leave the school building during the school day, except during lunch hour, without notifying their principal's office.

K. Teachers who agree to supervise students outside of the Regular class schedule for make-up study sessions or disciplinary purposes such as lunch detention which have been approved by the administration, shall be compensated at a rate of \$7.50/30 minutes, plus a free lunch, or, if declining lunch, \$10.00/30 minutes.

L. As a courtesy, working class schedules will be provided to the staff by June 30 when possible, but no later than August 1, prior to the school year, with the understanding that changes may occur based on late hires or fiscal or staff uncertainties.

M. IEP meetings shall be scheduled by the special education teacher at a time that is also agreeable with the primary teacher in the area of disability or primary general education teacher. Teachers who participate in IEP meetings after school shall be paid a stipend of \$15.00. The maximum number of Dollar Bay teachers compensated at an I.E.P. is two (2).

N. All teachers shall attend one (1) staff meeting called by the Administration per month after school without additional compensation. Limit of 45 minutes for meeting. Absences must be pre-approved by Principal.

O. Teachers who voluntarily accept assignments by the Administration to work during "Saturday School" will be paid at the rate of \$15 per hour.

**ARTICLE**  
**11**  
**PAYMENT OF ITEMS**

- A. It shall be the responsibility of teachers to pay for any items which they order without obtaining proper authorization and it shall be the responsibility of the teachers to pay for items which are kept beyond the examination period without authorization to do so.
  
- B. Teachers may not purchase materials for personal use through the school account.

**ARTICLE**  
**12**  
**PROFESSIONAL COMPENSATION**

- A. The basic salaries of teachers covered by this agreement are set forth in Appendix A, which is attached to and incorporated in the Agreement. Such salary schedule shall remain in effect during the designated periods.
- B. All teachers *may* be given full credit on the salary schedule set forth in Appendix A for up to ten (10) years of teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by the recognized accrediting agency.
- C. Effective September 1, 2011, all employees shall be paid according to the Appendix A Salary Schedule. A full time weekly teaching position consists of 20 teaching units (76 minutes each) and 5 unassigned preparation units (76 minutes each). A unit shall be defined as 76 minutes. Part-time salaries shall be determined by Assignment.
- D. Extra classes taught are computed as 8.3% of the teacher's step for each trimester.
- E. Pay periods shall be bi-weekly making a total of twenty-six (26) per year. Upon request each teacher will receive salary paid in twenty-one (21) pay periods over the school year. Teachers will sign a form indicating his/her preference during the first week of school. Teachers on a twenty-six pay period schedule may, upon request, receive all summer pay on the twenty-second pay period. Such requests must be made to the district office no later than May 1.
- F. In order to comply with Section 164h(1)(d) of PA 108 of 2017, the Board shall adopt policies to comply with this provision and communicate the details of those policies no later than October 1 of each year. Such policy shall not, in any way, alter the provisions contained in this Collective Bargaining Agreement.

**ARTICLE**  
**13**  
**EXAMINATION**

A. A teacher shall, if so requested in writing by the Board, submit to a general physical or mental examination. A physician mutually acceptable to both the Association and the Board shall be selected and the cost of the examination shall be the Board's responsibility.

**ARTICLE**  
**14**  
**SEVERABILITY**

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

**ARTICLE**  
**15**  
**SENIORITY**

A. Seniority: New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act. Any teacher who is granted tenure shall have seniority from the last date of hire. Probationary teachers shall not have seniority.

B. The term seniority as hereinafter used shall be length of continuous teaching service in the bargaining unit with the Dollar Bay-Tamarack City Area Schools Board of Education during which service the employee has held a valid Michigan Teaching Certificate. Layoffs or leaves of absence granted pursuant to this contract shall not constitute an interruption in continuous service. However,

1. Seniority shall not accrue while the teacher is on layoff or authorized leave without pay.

2. Credit given for outside teaching experience in school districts shall not be considered for the purpose of accumulating seniority, but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.

3. Seniority will accrue based on the number of class periods an employee is scheduled per day including preparation periods. For each class period an employee is scheduled to work, he or she will earn one point. Five (5) periods per day will be the maximum accruable for full time employees and they will earn 5 points per trimester for a total of 15 points per year. A part time employee who is scheduled to teach three class periods per day and has one preparation period will earn 4 points toward seniority. Seniority will be calculated each semester. The maximum number of points will be 15 per year. If the District changes the class schedule, the parties will meet to discuss the change in the accrual of seniority.

For unpaid leaves of absence, seniority shall be reduced as follows:

For each four (4) week period of unpaid leave, 1.56 points shall be deducted from the employee's seniority point accumulation for that school year. No more than fourteen (15) points can be deducted from an employee's total accumulation in any one school year. No points shall be deducted for any unpaid leave period of less than four weeks.

The current seniority list will be grandfathered in as it is now, but beginning with the 1997-98 contract, seniority will be calculated for all employees as described above.

4. Any bargaining unit member who transfers or is promoted to a non-bargaining unit position within the district shall retain the seniority he/she has accrued in the bargaining unit. Seniority shall no longer accrue after said transfer or promotion but upon the non-bargaining unit member's return to the bargaining unit, seniority shall accrue from that point.

C. A laid off teacher may continue his/her health and life insurance benefits for up to three years by paying monthly the normal per subscriber group rate premium for such benefits to the Board if acceptable to the applicable insurance company.

D. A seniority list of all teachers shall be prepared by the Board and verified by the Association by October 15 of each year.

E. Following initial placement on the salary schedule, part-time teachers shall move one step on the salary schedule each full year they are employed by the Dollar Bay-Tamarack City Area Schools. Their salaries shall be prorated based on the number of hours worked.

In the event a part-time teacher becomes a full-time teacher, placement on the salary schedule shall be determined by prorating their part-time years of service and credited experience on a prorated basis. (i.e., a half-time teacher shall be granted one half years' experience; a teacher with six (6) half years shall be granted three (3) years of experience.

Example: Teacher A has six (6) years teaching experience (paid at step 5 at ½ time). The following school year "A" goes to full time. Placement on the salary schedule would be three (3) years' experience (step 2) plus new year fulltime = step 3 full-time pay.



**ARTICLE**  
**16**  
**TEACHER PROTECTION**

A. As soon as possible following the ratification of this Agreement, the Dollar Bay EA President shall be furnished with a written copy of all Board policies and procedures which affect a teacher or the teaching staff generally. Updated materials shall be supplied to the Association when policies change or when new policies are added.

**ARTICLE**  
**17**  
**SCHOOL IMPROVEMENT**

A. The conditions which follow shall govern employee participation in any and all plans, programs, or projects included in the terms, site-based decision making, school improvement, effective schools, as provided in Section 1277 of the Revised School Code, MCL 380.1277 or other similar plans.

1. Participation in the planning process by the employee is voluntary.
2. The Master Agreement may not be modified in whole, or in part, by the school improvement committee except by mutual, written agreement by the Association and the Board.

**ARTICLE**  
**18**  
**DURATION OF AGREEMENT**

In the event that during the life of this agreement, the Board finds itself unable to fulfill the conditions and terms herein due to financial circumstances even after exercising reasonable cost-saving measure, the Board may then petition the Dollar Bay Education Association-Copper Country Education Association to begin discussions which may lead to resumption of negotiations to reconsider those portions of this agreement that pertain to economic items (i.e. Appendix A and B).

This Agreement shall be in effect from August 20, 2018 to June 30, 2019. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Copies of this Agreement shall be provided to each employee by the Board.

**EXECUTION OF INSTRUMENT**

The terms of this collective bargaining agreement between the parties are incorporated herein and by accepting and signing this “Master Agreement-“Execution of Instrument”-Signature Enactment Clause” in this contract below, the parties agree to be bound by all such terms for the duration of this Agreement.

This Agreement will become enacted and implemented in full effect on the first date after the expiration date of the former Agreement by the last signature as dated, of either of the parties officials listed below, who are empowered to enter into this contract, is entered on the “Master Agreement-Execution of Instrument-Signature Enactment Clause” below.

IN WITNESS WHEREOF, the parties hereunto have caused this instrument to be executed by their signatures on the day and year below written.

The date of the last party below to sign the “Master Agreement Signature Enactment Clause” below will be entered in the Agreement effective first blank date line above in the “Duration of Agreement” Provision of this successor Master Agreement.

**Master Agreement-Execution of Instrument-Signature Enactment Clause**

Dollar Bay-Tamarack City Area Schools

BY \_\_\_\_\_

Superintendent

Date \_\_\_\_\_

Dollar Bay Education Association

BY \_\_\_\_\_

DBEA-President

Date \_\_\_\_\_

BY \_\_\_\_\_

Board President

Date \_\_\_\_\_

BY \_\_\_\_\_

Copper Country Education Association/MEA/NEA

Date \_\_\_\_\_

## APPENDIX

### A

This is a one year Master Agreement ending June 30, 2019.

1.0% raise with 1 step advancement in 2018-2019 contract year.

Salary Schedule  
2018-2019

Step	BA	BA+	MA	MA+
0	30,932	32,123	34,001	35,236
1	32,358	33,632	35,572	36,797
2	33,782	35,119	37,145	38,356
3	35,207	36,603	38,715	39,913
4	36,633	38,091	40,289	41,476
5	38,056	39,576	41,858	43,032
6	39,481	41,064	43,430	44,592
7	41,222	42,871	45,347	46,508
8	42,964	44,683	47,263	48,423
9	44,709	46,495	49,178	50,339
10	46,449	48,307	51,677	52,835
11	48,917	53,483	56,430	57,607

To qualify for payment, the permanent or continuing certificate must be earned by the first day of school and must be turned in to the Superintendent by February 1.

To qualify for payment, credit must be earned prior to the beginning of the current school year and must be turned in to the Superintendent by Sept. 1.

There will be a cost savings committee to investigate ways to save money on health insurance; quarterly meetings set up by the administration and attended by the DBEA.

DB-TC CTE teachers will be paid according to the Salary Schedule, with steps related to years of experience in the trade, and lanes according to level of education. Steps shall be offered based on half of the number of years of experience, with the maximum entrance level of seven (7). CTE teachers who do not hold a standard or professional MI teaching certificate but hold an annual CTE authorization will be placed on the established BA column.

Experience shall be allowed for all full semesters/trimesters of experience earned prior to the beginning of the current school year.

## **Appendix B Extra Duty Compensation**

Pay is based on years of experience in the group through the level equal to step seven (7).

### **Group A**

Advisor, Science Olympiad  
Advisor, Bio Athalon  
Camp Nesbitt  
Advisor, Drama  
Advisor, Gifted and Talented  
Advisor, Honor Society  
Advisor, High School Bowl  
Advisor, National History Day  
Advisor, Odyssey of the Mind  
Advisor, Lego League  
Advisor, Archery  
School Garden Director  
Recycling Coordinator

### **Group B**

Advisor, Junior Class  
Behavior Coach

### **Group C**

Advisor, SADD  
Coach, Elementary Basketball (Boys – Girls)  
History Smackdown  
Reading Coach

### **Group D**

Advisor, Student Council  
Coach, Track Jr. High  
Coach, Golf  
Advisor, Yearbook (With Publications Class)  
Vocational Coordinator  
School Improvement Chairperson  
Coach, Jr. High Volleyball  
SOAR Instructor  
Choir

### **Group E**

Coach, Junior High Basketball (Boys – Girls)  
Advisor, Cheerleading  
Coach, Jr. Varsity Volleyball  
Online Education Coordinator

Group F

- Advisor, Senior Class
- Advisor, Yearbook (Without Publications Class)
- Coach, Varsity Volleyball
- Coach, Cross Country (Boys – Girls)
- Coach, Varsity Track

Group G

- Coach, Basketball (Junior Varsity (Boys – Girls)
- Coach, Varsity Volleyball
- Band

Group H

- Coach, Combined Varsity and JV Volleyball

Group I

- Computer Systems Administrator
- Coach Basketball Varsity (Boys – Girls)

Group J

- Coach, Combined Varsity/Junior Varsity Basketball (Boys – Girls)

(There may be times when it is in the best interests of the program for one person to coach both the varsity and junior varsity basketball teams together. Mutual agreement is required for one person to coach both teams.)

Other Activities \$ 10/Hour

Coaches will have the option of being compensated after completion of the assigned activity.

Schedule B 2018-19										
	1%	Percent Increase								
Step	A	B	C	D	E	F	G	H	I	J
0	369	458	521	670	974	1486	2167	3073	3673	4875
1	386	476	538	696	1014	1541	2265	3210	3839	5094
2	397	493	560	725	1052	1617	2365	3346	4003	5317
3	408	510	583	751	1129	1654	2462	3488	4172	5537
4	425	532	606	782	1136	1712	2557	3623	4337	5757
5	440	549	621	810	1177	1763	2653	3758	4501	6199
6	452	566	644	831	1217	1819	2751	3934	4665	6319
7	470	591	670	868	1267	1886	2871	4070	4870	6471

**APPENDIX C**  
**INSURANCE**

A. The employer shall pay the following annual amounts towards the total cost of the MESSA Medical plans available to members inclusive of medical premium and “Health Equity” (HEQ) Health Savings Account (HSA) funding described below for each medical benefit plan coverage year.

The employer will contribute the following amounts through December 31, 2018.

\$6,560.52 times the number of Single Subscribers. (\$546.71 monthly)  
\$13,720.07 times the number of 2-person Subscribers. (\$1143.34 monthly)  
\$17,892.36 times the number of Family Subscribers. (\$1491.03 monthly)

B. These annual employer paid amounts shall adjust at the beginning of the medical benefit plan coverage year, to the maximum payment permitted by Section 3 of the Publicly Funded Health Insurance Contribution Act.

C. Health Plans

PAK A

MESSA Choices, \$500/\$1000

Coinsurance: 0%

OL/OV/SV Copay: \$10/\$10/\$10

UC/ER Copay: \$25/\$50

Rx Coverage: Saver Rx

Riders Included: None

Life Insurance: \$10,000

AD & D Insurance: \$10,000

PAK B

Dental: 75%/75%/50%, Annual Max \$1,000

Orthodontics: 75%, Lifetime Max \$1200

Riders Included: 2 Clean

Life Insurance: \$10,000

AD & D Insurance: \$10,000

PAK C

MESSA ABC Plan 1, \$1,350/\$2,700

Coinsurance: 0%

OL/OV/SV Copay: N/A

UC/ER Copay: N/A

Rx Coverage: ABC Rx

Riders Included: HEQ

Life Insurance: \$10,000

AD & D Insurance: \$10,000

D. Employees who enroll in a Choices medical plan shall have all of the employer Hard Cap contribution paid towards the MESSA medical plan premium.

E. The employee's premium contribution will be payroll deducted, in equal bi-weekly amounts from the employee's first two paychecks per month through a qualified Section 125 Plan and, as such, will not be subject to withholding. The employer's "qualified Section 125 Plan" shall include any and all of the provisions necessary for pre-tax contributions to employee's HSA accounts administered through HEQ.

F. Employees may contribute, through payroll deduction and electronic transfer, additional money towards their HEQ HSA up to the maximum amounts allowed by Federal law.

G. All insurance coverage is for a full twelve (12) month period and is subject to the rules and regulations of the underwriter. Insurance coverage as outlined above shall be paid by the Board on a pro-rata basis for part-time staff hired after the effective date of this agreement.

H. The board shall provide a cash option in lieu of health benefits. The cash amount shall be equal to the Single Subscriber State Hard Cap Rate. The Board shall formally adopt a qualified plan document which complies with Section 125 of the Internal Revenue Code.

All costs relating to the implementation and administration of benefits under this program shall be borne by the employer.

I. At any time during the term of this Agreement, either the Board or the Association may request to meet and discuss modification of the health insurance benefits to reduce the costs incurred by the Board for providing those benefits without cost to the teachers. Upon mutual agreement, representative of the Board and the Association will meet and engage in such discussions, but these discussions will not constitute bargaining for purposes of implementing a change of the health insurance benefits without mutual agreement between the Board and the Association.



**APPENDIX D**  
**LONGEVITY**

<u>YEARS OF TEACHING IN THIS SCHOOL SYSTEM</u>	<u>LONGEVITY PAY</u>
*13 to 16 years	5.5% of B.A. Base
17 to 20 years	8.0% of B.A. Base
21 to 24 years	10.0% of B.A. Base
25 + years	11.0% of B.A. Base

\*13 to 16 means that at the end of the teacher's 13th year of teaching in this system the teacher will receive 5.5% of the B.A. Base in longevity pay for that year. Teachers with half years of service receive longevity pay halfway through the school year. A teacher with half years of service that retires or leaves the district at the end of the school year receives longevity for the uncompensated half year of service at the end of the school year. Longevity service is rounded to the nearest half year using half-up bias.

**APPENDIX E**  
**GRIEVANCE REPORT**  
**FORM**

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS  
GRIEVANCE REPORT

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

\_\_\_\_\_

**STEP 1**

A. Date cause of grievance occurred \_\_\_\_\_

B. Part of contract allegedly violated: Article \_\_\_\_\_  
Paragraphs \_\_\_\_\_

C. 1. Statement of grievance (giving specific alleged violation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relief sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

D. Disposition by Principal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

E. Position of grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: If additional space is needed in reporting any sections above, please attach additional sheets.

**STEP 2**

A. Date received by Superintendent or designee \_\_\_\_\_  
\_\_\_\_\_

B. Disposition of Superintendent or designee \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

C. Position of grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 3**

A. Date received by Board of Education or designee \_\_\_\_\_.

B. Disposition by Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 4**

A. Date submitted to arbitration \_\_\_\_\_

B. Disposition and award of arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Arbitrator \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All provisions of Article 9 of the Agreement will be STRICTLY OBSERVED IN THE STATEMENT OF GRIEVANCES.

## APPENDIX F SCHOOL CALENDAR

### Dollar Bay-Tamarack City Area Schools

#### 2018 - 2019 School Calendar

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

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

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

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

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

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

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

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

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

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

9/4 & 6/7 First & Last Day of School  
 9/27 High School Open House  
 9/21 In-Service - dismissal noon  
 10/5 In-Service - dismissal noon  
 10/18-19- Elem & HS P/T Conferences  
 11/9 In-Service - dismissal noon  
 11/20 Exams - dismissal 2:50 pm  
 11/21 Teacher Record Day-No School  
 1/11 In-Service - dismissal noon  
 1/24-25 Elem & HS P/T Conferences  
 2/15 In-Service - dismissal noon  
 2/28 Exams - dismissal 2:50 pm  
 3/1 Record Day - dismissal noon  
 4/25-26 High School P/T Conferences  
 5/23 Elementary Open House  
 5/23 In-Service-dismissal noon  
 6/6 Exams - dismissal 2:50 pm  
 6/7 Exams - dismissal 12:21 pm

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

- School Closed
- Teacher in-Service (no school for students)
- Half Day-dismissal noon
- First and Last Day of School
- Parent-Teacher Conf.
- Exams