

MASTER AGREEMENT



2017-2020

Hale Federation of Teachers

Hale Board of Education

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AGREEMENT

This Agreement was entered into on September 5, 2017 between the Hale Board of Education, hereafter referred to as the "Board," and the Hale Federation of Teachers, hereafter referred to as the "Federation." This Agreement shall run for a period of three years, expiring on June 30, 2020.

ARTICLE 1 - RECOGNITION

The Hale Board of Education recognizes the Hale Federation of Teachers as the representative of all certified teaching personnel, including all counselors, special education teachers, speech therapist, Title I Director, librarians, and all other professional teaching personnel. Excluded: All supervisory and executive personnel including superintendent, school principals, and all other administrative employees.

ARTICLE 2 – FEDERATION RIGHTS

- A. The Federation is the exclusive representative for the purposes of collective bargaining with respect to rates of pay, hours, and other terms and conditions of employment for the entire term of the Agreement for Hale teachers who hold valid contracts.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he/she may have under the Michigan General School Laws or other laws or regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere. When an employee speaks or writes as a citizen, he shall be free from institutional censorship and discipline. It shall be the responsibility of the employee, in exercising this right, to make it clear that he speaks or writes as an individual and not on behalf of the district.
- C. The Federation and its members shall have the right to use rooms in the school building for meetings. Use of said rooms to be arranged with the building representative of the Board of Education upon request of the Federation.
- D. The Board shall continue to make available in each building a room to be used as a workroom and dining area by teaching personnel.
- E. The Federation representatives shall be permitted to transact Federation business on school property at a time outside of school hours. Any organized transaction of Federation business during regular hours must be with the approval of the Building Principal, providing that this business shall not interfere with or interrupt normal school operations.
- F. The Federation and its members shall have the right to use school equipment in the preparation of Federation business. Said equipment shall be used at the normal location of the equipment. The Federation shall pay for the reasonable cost of all materials and supplies incidental to such use. Non-teaching office personnel may assist when advisable.
- G. The Federation shall have the right to post notices of activities and matters of Federation concern on teacher bulletin boards, at least one of which shall be provided in each building.

- H. The Federation may use the teacher mailboxes for communication with teachers and the general building delivery service.
- I. The Federation has the right to use the district server and computer e-mail system to communicate federation business. The Federation also has the right to use the district interoffice mail system and mailboxes to distribute communications. The Federation acknowledges that anything on a district server can be obtained through FOIA.
- J. A copy of all regular board meeting minutes shall be given to the Federation President, when available, following all regular school board meetings. Agendas for all board meetings will be sent to the Federation President electronically as soon as practicable. Agendas are subject to change without prior notice. Board of Education approved minutes are available on-line.
- K. Upon request, the Board agrees to make available to the Federation tentative budgets, approved operational budgets, general school district financial information related to the school district, annual financial reports, register of certified personnel and addresses, agenda and minutes of Board meetings, membership data, and any other information that is actually public information.
- L. Investigations, interviews, and reprimands that in any way can lead to discipline will be conducted in private. An affected employee will have the right to a Federation representative in all formal and informal meetings and when such a request is made the interview will stop immediately and will not proceed until the representative is in attendance. The Employer shall have a similar right to include a representative of its choice at such a meeting. Materials shall not be gathered against an employee using methods that are arbitrary and capricious.
- M. The Employer agrees that with respect to hiring, working conditions neither it nor its agents shall discriminate on the basis of race, color, national origin, gender, religion, age, height, weight, marital status, health, disability, political activities, or membership or participation in the activities of the Federation.

ARTICLE 3 - BOARD RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, 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 activities of its employees during the contracted days and school related activities.
 - 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 or demotion.

3. To establish or eliminate grades and courses of instruction, including special programs, and to provide for or eliminate athletic, recreational and social events for students, in discussion with the Federation.
 4. To approve 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 in discussion with the Federation.
 5. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, as well as non-teaching activities, and the terms and conditions within scope of the contract in discussion with the Federation.
 6. To draft job descriptions, policies, evaluation standards, and work rules not otherwise in conflict with this agreement.
 7. To maintain the efficiency of the school operations; determine services to be rendered by the public school; and take actions as may be necessary to carry out the mission of the public school.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of Michigan and of the United States.
- C. 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.
- D. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 4 - FEDERATION MEMBERSHIP

Employees covered by this Agreement may choose to join the Federation or may choose not to join the Federation. Neither the Board nor the Federation will directly or indirectly discourage, deprive or coerce any employee with respect to their decision to join, or not join, a Federation.

PERSONNEL FILES

- A. Employees shall be permitted to inspect all the contents of their personnel file.
- B. Any material not shown to an employee and initialed by him (which initialing shall signify only that the employee has read the material and not that he or she necessarily agrees with the contents) within ten days after receipt shall not be permitted as evidence in any grievance or any disciplinary action against such employee.

- C. Non-attributed and non-verified statements from nonprofessional sources shall not be included in any file.
- D. The date of insertion, the subject, and origin of the material shall be indicated on each item in the file.

ARTICLE 5 - TEACHING CONDITIONS AND EDUCATIONAL IMPROVEMENT

Appropriate texts, library reference facilities, maps, globes, laboratory equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time to improve the selection and use of such educational tools.

Teachers will not be required to work under any unsafe conditions. Teachers will have the responsibility to report any unsafe or hazardous conditions to their supervisor and/or principal immediately.

ARTICLE 6 – MENTORSHIPS

- 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.
- B. Each bargaining unit member in their first 3 years in the public schools shall be assigned a mentor teacher by the Superintendent or their designee. The mentor teacher shall be available to provide professional support, instruction and guidance to the mentee. The purpose of the mentor teacher 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 shall be a tenured member of the bargaining unit;
 - 2. Participation as a mentor teacher shall be voluntary;
 - 3. The Board shall immediately notify the Federation when a mentor teacher is matched with a bargaining unit member (mentee). The assignment of the mentor teacher shall be finalized by the Administration within 10 workdays of the knowledge that a mentor teacher is needed;
 - 4. Every effort will be made to match mentor teachers and mentees who work in the same building and have the same area of certification;
 - 5. A mentee shall be assigned to only one mentor teacher at a time; A mentor teacher may have up to two mentees;
 - 6. The mentor teacher assignment shall be for one year, subject to review by the mentor teacher and mentee after 6 months. The appointment may be renewed in succeeding years;
 - 7. If no tenured member of the bargaining unit agrees to take a mentee assignment, the Board may seek a mentor teacher outside of the bargaining unit in consultation with the Federation.
- D. The Board and Federation agree the relationship shall be confidential between the mentor and mentee. It shall not, in any fashion, be a matter included in the evaluation of the mentor

teacher or the mentee; because the purpose of the mentor-mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction.

- E. Neither the mentor teacher nor the mentee shall be permitted to participate in any matter related to the evaluation of the other.
- F. Upon request, the administration shall make available reasonable release time so the teacher may work with their mentee during the regular workday with mutual agreement between the Administration and the mentor. Where possible, the mentor teacher and mentee shall be assigned common preparation time.
- G. Mentees shall be provided with a minimum of 15 days of professional development during their first 3 years of classroom teaching.
- H. Each mentor teacher shall be compensated at the rate of \$400.00 per mentee.

ARTICLE 7 - CLASS SIZE

- A. Class size is a variable in the educational process as are gender, ratio of students, number of preparations, grade level, subject matter, money, space and other factors. The parties agree to form a committee made up of the Superintendent of Schools, two Board Members and three (3) Federation representatives. The purpose of the committee is to discuss any class size concerns which may exist. The Committee will be notified no less than three weeks after the meeting on these recommendations. Any class with the exception of physical education classes and music classes, including Band that exceeds the number of students listed below will be discussed by the Class Size Committee upon the written request of the Federation.

ELEMENTARY

Kindergarten and 1 st grade	25 pupils
2 nd and 3 rd grade	25 pupils
4 th through 6 th grade	29 pupils
Split Classes	26 pupils

SECONDARY

English, Social Studies, General Education, Mathematics, Science, Language, Business, Art, Health Education	28 pupils
Physical Education	40 pupils
Music	35 pupils
Band	1200 pupils/week

- B. As soon as possible, but no later than the third Monday in September and the beginning of the second semester in January, any class size exceeding maximums specified above shall be brought to the attention of the Federation. The District will consult with any affected teachers prior to taking any action to address the issue.

ARTICLE 8 - STAFF MEETINGS

Staff meetings called by the administration will occur during the mandated additional service time outlined in Article 13, E.

ARTICLE 9 - SCHOOL CLOSING

When the district is required to reschedule pupil instructional hours to meet the requirements for full state aid, the administration and Federation will work together in order to reach an appropriate and mutually agreeable resolution. Teachers are not required to report for duty on days in which there will be no pupil instruction due to conditions outside of the control of school authorities.

ARTICLE 10 - GRIEVANCE PROCEDURE

Section 1. Definitions

- A. A grievance will be defined as an alleged violation, misinterpretation, or inequitable application of a specific and expressed term of this Agreement. Incidents involving multiple grievants arising from the same set of circumstances will be processed by the Federation as a single matter.
- B. An aggrieved person or grievant will mean any member of the bargaining unit, or the Federation in its own behalf, making the complaint.
- C. Wherever notice is used, it is meant that such be written notice to the Federation and in cases where the grievant is representing his/her own self, the written notice would be given the Federation and the grievant; and notice to the Board will mean notice to the Superintendent of Schools.
- D. The term days in this Article will mean teacher duty days, except during summer when it will mean weekdays and where otherwise indicated.

Section 2. General Principles

- A. A grievance may be withdrawn at any level.
- B. If a grievance arises from the actions of authority higher than Building Administrator, it may be initiated at Step 1 of this procedure by mutual agreement.
- C. Hearings and conferences held under this procedure will be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Every effort will be made to schedule hearings and conferences outside of duty hours.
- D. When hearings and conferences pursuant to this Article occur and teacher duty hours are affected the employee shall be excused with pay for that purpose.
- E. Forms for filing and processing grievances will be given appropriate distribution so as to facilitate the operation of the grievance procedure.

- F. Failure by the teacher and/or the Federation at any step of this procedure to appeal a decision within the specified time limits will be deemed an acceptance of the decision.
- G. In the event the employer fails to answer a grievance within the established time limit, the grievance shall automatically proceed to the next step with notification provided to administration.
- H. The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement will be reduced to writing and signed by the parties.
- I. The Board and the Federation each will bear the full costs for its representative counsel, witnesses and any other expenses in the arbitration.
- J. The fees and expenses of the arbitrator will be divided equally between the Federation and the Board for decisions rendered.
- K. No resolution of a grievance will be contrary to any provision of this Agreement.

Grievances will be presented and adjusted in accordance with the following procedures:

Step 1. Informal Conference

- A. The grievant will take the matter up verbally in conference with the principal of the school within 10 working days after they became aware of the act or condition that forms the basis of their grievance.
- B. The Principal will meet with and attempt to resolve the matter with the grievant(s).

Step 2. Written Submission to Principal

- A. In the event the matter is not resolved informally, the grievance, stated in writing on the form provided for such purpose, may be submitted to the Superintendent or his designee within ten working days the conclusion of Step 1.
- B. Within six working days of receipt of the written grievance, the principal will arrange a conference to satisfactorily resolve the grievance. (The conference will take place at the earliest possible date.)
- C. The grievance may be lodged and thereafter discussed in conference with the principal or his/her designee:
 - by a bargaining unit member (on their own behalf),
 - by a bargaining unit member accompanied by the appropriate Federation representative,
 - by a Federation representative in the name of the Federation, if the matter does not involve or otherwise refer to an individual bargaining unit member.
- D. Within six working days after such conference in Step 2B above, the principal will answer such grievance in writing.

Step 3. Written Submission to Superintendent

- A. Within five days after receiving the decision of the Principal an appeal of the decision may be made to the Superintendent, and/or Board Committee of 3 or its designee. The appeal will be in writing on the form provided and will be accompanied by a copy of the original grievance and decision at Step 2 above.
- B. Within five working days of receipt of the written appeal, the Superintendent or his/her a designated representative will arrange a conference to satisfactorily resolve the grievance. (The conference will take place at the earliest date possible.)
- C. The grievance may be lodged and thereafter discussed in conference with the Superintendent and/or Board Committee or his/her designee:
 - by a bargaining unit member (on their own behalf),
 - by a bargaining unit member accompanied by the appropriate Federation representative,
 - by a Federation representative in the name of the Federation, if the matter does not involve or otherwise refer to an individual bargaining unit member.
- D. Within six working days after such conference Step 3C above, the Superintendent will answer such grievance in writing.

Step 4. Arbitration

- A. Within ten days after receipt of the decision of the Superintendent of Schools, the Federation may appeal the decision to binding arbitration under the auspices and rules of the American Arbitration Association (AAA), by pending written notice thereof to the Superintendent of Schools and to the American Arbitration Association.
- B. The rules of the American Arbitration Association will govern the arbitration hearing.
- C. Neither party will be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party.
- D. The arbitrator may not, in effect, grant the Federation that which the Federation was unable to secure in collective bargaining.

ARTICLE 11 - LEAVE POLICIES

Section 1. Personal Leave with Pay

- A. All bargaining unit members are granted 11 personal leave days with pay each school year, credited to them on the first student day of school. These days can be used for personal illness, family member illnesses, funeral attendance and bereavement. In addition, upon advanced notice and per administrative approval, two of these personal leave days may be used for personal business. Once an individual's personal leave days with pay have been exhausted, requests for personal leave days without pay may be submitted to the superintendent or a designee. See Section 2, below.
- B. Bargaining unit members may accumulate up to 151 personal leave days.

- C. Upon submission of a written request, submitted no later than June 1, bargaining unit members will be reimbursed for all personal leave days that they have accumulated in excess of 140 days at the end of each school year at a rate of \$75.00 per day (maximum of 10 days, or \$750.00 total).
- D. Upon submission of a written request, submitted no later than June 1, bargaining unit members who voluntarily leave the district or retire from the district will be reimbursed for all personal leave days that they have accumulated in excess of 59 days as follows:
 - \$25.00 for each accumulated day in excess of 59 but less than 90 (i.e. days 60-89). Maximum payout at this tier is 30 days x \$25.00 = \$750.00
 - \$37.50 for each accumulated day in excess of 89 but less than 120 (i.e. days 90-119). Maximum payout at this tier is 30 days x \$37.50 = \$1,125.00
 - \$50.00 for each accumulated day in excess of 119 but less than 141 (i.e. days 120-140). Maximum payout at this tier is 21 days x \$50.00 = \$1,050.00
 - \$75.00 for each accumulated day in excess of 140 up to the maximum of 151 (i.e. days 141-151). Maximum payout at this tier is 11 days x \$75.00 = \$825.00

Total maximum payout under this provision is \$3,750.00.

An employee with less than 60 days of accumulated personal leave days at the time of their voluntary leave or retirement are not eligible for reimbursement under this provision.

- E. Personal leave days are granted on a prorated basis to bargaining unit members who enter their employment with the district after the beginning of the school year or leave the district for any reason prior to the end of the school year.
- F. A written statement of accumulated personal leave days will be provided to each member by October 1st of each year.
- G. Any member absent for five or more consecutive days will, upon request, provide evidence ...justifying their extended absence, such as a physician's note.

Section 2. Personal Leave Without Pay

- A. Personal leave without pay may be granted, without salary schedule (step) advancement or other benefits, for the following:
 1. Childcare responsibilities – Upon written request a bargaining unit member may request up to one full year of leave in order to tend to childcare responsibilities, pursuant to the following:
 - a. Written request must be submitted at least one-month prior to the requested leave start date.
 - b. Requests to return to work prior to any previously determined return date must be submitted in writing and are granted at the discretion of the Board.
 - c. Employees on such leave will notify the Board in writing by May 1st of their leave year regarding their intent to return to work for the start of the next school year.

- d. Such leave will not result in any reduction in seniority, salary, or step placement.
2. Professional Improvement
 - a. For a period of one school year.
 - b. Application will be submitted on or before May 1st of the preceding school year.
 - c. Graduate program with at least six hours per semester toward a degree-granting program directly relating to the teaching area.
 - d. No more than 2 of the staff will be granted a leave of absence for this reason in any one school year.
 - e. A teacher will not be eligible for such leave except once every five years.
 - f. The teacher will notify the Superintendent by April 1st proceeding the September they wish to return.
 3. Medical necessity – Upon written request a bargaining unit member may request up to one full year of leave in order to tend to their personal medical care or the medical care of an immediate family member, pursuant to the following:
 - a. The written request for such leave must be submitted with as much advanced notice as possible.
 - b. The written request for such leave will include a doctor's certificate outlining the medical necessity at issue.
 - c. Requests to return to work prior to any previously determined return date must be submitted in writing and are granted at the discretion of the Board.
 - d. Requests for extension of such leave must be submitted in writing and are granted at the discretion of the Board.
 - e. It is incumbent upon the Employee to remain in communication with the District regarding their progress and their possible return to work.
 4. Leave requests pursuant to the Family Medical Leave Act (FMLA) must be submitted in writing and run concurrent with any additional forms of leave granted under this agreement. All personal leave without pay requests which qualify as FMLA leave must be initially taken as FMLA leave.

Section 3. Additional Leave

- A. Leave will be granted, without loss of pay, for the following:
 1. Jury Duty – there will be no deduction of salary for legal compulsory absence from work for jury duty or when subpoenaed to attend. Employees will receive full daily salary with the jury pay being returned to the Board of Education, less meal expenses, when not provided by the Court.
 2. Conferences – approved in advance by Superintendent.
 3. District Relevant Committees – approved in advance by Superintendent.
- B. Fifteen days total will be allowed each year for use by Federation officers to attend educational meetings, workshops or committee meetings with five days prior notice to the Board. Individual members may use no more than four days each for Federation activities. The Any substitute employee costs incurred by the District as a result of this provision will be

reimbursed by the Federation. Leave under this provision is limited to no more than two members per building and three members total, district wide.

ARTICLE 12 – PROFESSIONAL BEHAVIOR

- A. A teacher shall be entitled to have present a representative of the Federation when being disciplined. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Federation is present, unless necessity dictates immediate action. If, due to the unavailability of the employee and/or the building representative, a meeting to discuss the discipline has not been scheduled to be held within 5 workdays, the administrator may proceed with the discipline. The administrator involved may also have another administrator present at the meeting.
- B. Complaints by a parent or a student directed toward an employee that cannot be resolved by the administrator at the time the complaint is brought shall be called to the attention of the employee.

The administrator shall:

- 1. Provide the employee an opportunity to meet with the parent or student with the administrator to reach a resolution.
 - 2. Provide the employee an opportunity to reduce the employee's version of the matter to writing and to have that version attached to any written record of the matter; and
 - 3. Provide the employee with a copy of the written record, which the administrator expects to place in the employee's file.
- C. The Board and Administration recognize their responsibility to provide support and assistance in the maintenance of control and discipline in the classroom.
 - 1. If a pupil is excluded from the classroom, the teacher will furnish their administrator pertinent details of the incident(s) as promptly as teaching obligations will allow, but in no case later than the end of the teacher day unless extenuating circumstances dictate otherwise. Before the principal or assistant returns the pupil to the classroom, they shall inform the teacher, with a personal contact or in writing, of the corrective measures taken.
 - 2. When requested by the teacher, the administrator will arrange a conference including the student and the student's parent or legal guardian.
 - 3. Whenever it appears to the teacher and administrator that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Administration will take such steps as may be necessary to relieve the employee of responsibility with respect to such pupil.
 - D. Any case of assault upon a teacher, which is related to the teacher's responsibilities in the District, shall be reported promptly to the administration and Board.

The Board shall provide the services of an attorney to advise the teacher of their rights and obligations with respect to the criminal prosecution of the assailant. The teacher shall cooperate with the proper legal authorities in the apprehension and prosecution of the assailant.

- E. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board, by discretionary action, shall provide legal counsel if requested in writing by the teacher and render necessary assistance to the teacher in their defense providing the teacher acted within the scope of Board of Education policy. Such Board action shall be in connection with coverage also involved through the Michigan Education Federation Liability Program or the school district's liability insurance carrier.

Any injury, which arises out of or occurs within the course of the employee's employment shall be promptly reported to the building Principal. The employee shall be supplied with the appropriate form in the event a Worker's Compensation claim is to be filed.

- F. The Board shall investigate any matter covered under this Article and if they find the teacher was not responsible or is unjustly charged, they shall provide the necessary time off for the teacher to aid in the prosecution of an assailant and/or defense of litigation against the teacher. Such time off shall be without the loss of compensation and shall not be charged against any paid leave time.
- G. Teachers shall be expected to exercise reasonable care with respect to the safety of pupils and property, but shall not be individually liable, except in the case of negligence or neglect of duty, for any damage or loss to person or property.
- H. The discipline policies set forth in the respective student handbooks of the District will be made available to all students and staff at the beginning of each school year. Said discipline policies will set forth the general standards of behavior expected of students enrolled in the District whether in the classroom, elsewhere on school premises, on a school bus or other school-related vehicle or at a school sponsored activity or event.

ARTICLE 13 - HOURS, WORKLOADS, RESPONSIBILITIES

- A. The workday will be set by the Board, but will not begin prior to 8:00 a.m. and will not end after 4:00 p.m. Necessary adjustments to the workday will be made to meet the requirements as set forth in the Michigan Public School Code. No teacher will be scheduled for more than seven consecutive hours to include a 35-minute duty-free lunch and no more than six hours of student instruction time. The Board agrees to negotiate the impact of any changes with the Federation.
- B. Teaching staff will arrive 10 minutes prior to the start of the student school day and may conclude 5 minutes after the dismissal of students.
- C. Any bargaining unit member who is required by the Superintendent or Board of Education to attend a special institute or workshop shall not suffer any loss of wages as a result.

- D. Lunch Periods and Preparation Periods.
1. Secondary teachers shall have a daily preparation period equal to a regularly scheduled class period and have a regularly scheduled duty-free lunch period of 35 minutes each day.
 2. Elementary teachers shall have a duty-free lunch period of 35 minutes per day and 200 minutes of preparation time, not counting recess, per five-day week with at least a 40-minute preparation time daily. Elementary teachers will have 40 minutes of preparation time each day. Administration will diligently attempt to schedule this time in consecutive minutes of prep time. In the event that there is difficulty in attaining this goal, two representatives from the K-6 will meet prior to the teacher's record day of school to discuss potential options for the Elementary Preparation Time Schedule. In the event that consensus does not occur, an additional meeting will be scheduled prior to June 30 and attendance by the Superintendent will be encouraged. If consensus still does not occur, another meeting will occur prior to July 15, and the Superintendent of Schools will attend. In the event that 40 minutes does not accommodate the schedule, each case will be addressed individually in a fair and appropriate manner. All preparation time will begin on the first day with students.
 3. Prep Time Responsibilities. Types of responsibilities to be addressed during prep time:
 - Parent Communications
 - Professional Communications
 - Subject preparation
 - Assessments
 - Preparation of materials
 - Implementation of Core Standards
 4. A bargaining unit member may, at their option, agree to supervise the lunchroom at a compensation rate of \$18.00 per period or another classroom during their preparation period or duty-free lunch period at a compensation rate of \$25.00 per period.
- E. Staff may be required to devote an additional hour of service, for a maximum of two hours, per week, beyond the normal workday, not to exceed 6 hours per month. Teachers will use this time to attend meetings and or training sessions designed to improve student achievement. Teachers who are prevented from attending meetings due to coaching or other school activities will be excused.
- F. The school calendar shall be set forth in Appendix A. Grades will be turned in at the end of the 4th calendar day following the end of the marking period.
- G. In the event that professional development days are required beyond the established school year calendar, teachers shall be paid at the rate of \$150.00 per full day participation and/or \$75.00 per half-day participation in addition to all expenses paid by the board.
- H. Letters of Understanding
By mutual agreement between a volunteering teacher and the building principal, a teacher may accept student supervision before or after school outside the regular work hours. Upon acceptance, the teacher's workday will be adjusted so that the workday will neither be

increased nor decreased by such supervision assignment. Time will be either before or after regularly scheduled duty hours.

- I. Part-Time Bargaining Unit Members: In the event that step increases, longevity increases, and full extra duty pay is granted to the entire bargaining unit, part time bargaining unit members:
 1. Shall receive a full step on the salary schedule (if applicable).
 2. Shall receive full year longevity credit (if applicable).
 3. Shall be paid the full amount for extra duties.
 4. When additional duties are required outside of the regularly scheduled day, these employees will be paid on a per diem per hour basis.
 5. Administration will attempt to schedule these employees in consecutive hours.
 6. These employees shall be granted preparation time proportional to the number of classes taught (1 conference period per week for each class taught).
 7. The insurance contribution by the district shall be proportionate to the employee's full time employment with the district, including instruction and preparation time. In lieu of payments shall also be proportionate.

ARTICLE 14 - HEALTH INSURANCE

- A. The School Board will contribute to an employee health insurance plan for each bargaining unit member in an amount equivalent to the State of Michigan Hard Cap, adjusted annually and based upon the elected coverage for the member (single, two person, or full family). Employee is responsible for premium and ACA fees that exceed the State Hard Cap. Employee contributions will occur via automatic payroll deduction.
- B. Employees who elect not to subscribe to the Priority Health (or the comparable and/or better medical insurance provided by the Board with an alternate carrier), will be eligible to receive either a \$1,200.00 contribution toward a tax shelter annuity, or, if they elect in writing prior to September 10, a \$1,200.00 Dollar cash payment. Payments will be made in two installments of \$600.00 each; payments to be made by December 15 and June 15, respectively. The Board will make every attempt to pay these installments in a supplemental payroll disbursement.
- C. In the event that the bargaining unit elects to contribute to a Health Savings Account, any excess of the cap allocation remaining after premiums are established will be deposited in two equal installments within five days of the November State Aide payment and after the April State Aide payment.
- D. Teachers may authorize payroll deductions for annuities, and a Health Reimbursement Account which will be promptly paid to the annuity provided by the Board.

ARTICLE 15 - DENTAL AND VISION INSURANCE

- A. Employees may elect to receive Vision and Dental in addition to the medical benefits. In the event that employees elect to receive vision and/or dental insurance, those premiums will be added to the medical premiums in the calculation for contributions to the employee's Health Savings Account. If the total of all premiums exceed the cap amount, the employee would be

responsible for the difference.

- B. The increase for each year of this agreement shall be 3.5% unless the health care component of the CPI is less; in which case the increase shall be that of the health care component of the CPI but not more than 3.5%.

ARTICLE 16 – LONG TERM DISABILITY

The Board will offer Long Term Disability (LTD) Insurance (66 2/3% minimum) to each tenured bargaining unit member. If eligible, receipt of LTD Benefits will begin once the individual's accumulated personal leave with pay has been exhausted or after 90 days, whichever is greater.

ARTICLE 17 – MISCELLANEOUS PROVISIONS

- A. An emergency financial manager appointed under the Local Financial Stability and Choice Act, 2012 PA 436, MCL 141.1541 to 141.1575 may reject, modify, or terminate this Agreement as provided therein.
- B. The Board and the Federation agree to develop a committee to explore insurance needs, available options, costs, etc.
- C. **Retirement Preparation Plan.** Upon a teacher's advanced notification, by May 1, of retiring in three years from the Hale School District and in agreement with the teacher, the District agrees to the following Early Announcement Incentive Plan:

Three-year advance notice and agreement:

1. Year 1-The District agrees to add the amount of \$1,500 to the salary of the teacher as a Schedule C payment for completion of NWEA data.
2. Year 2-The District agrees to add \$1,500 to the salary of the teacher as a Schedule C payment for curriculum calendars in all subject areas taught.
3. Year 3-The District agrees to add \$2,500 to the total previous year's salary of the teacher upon completion of lesson plans and resources for 1 year for use by the incoming teacher.

The total amount for the three years advance notice of retirement to be earned will be \$7,000.

Said payment shall be either included in 26 regular pay schedule or semi-annually with other extra duty compensation. Employee will designate desired payment option when notifying the district of Preparation Plan to Retire. Employees must be eligible to retire through the Michigan Public School Employee Retirement Services (MPERS). Employees must be employed by the Hale School District for a minimum of 5 years in order to be eligible for this retirement plan.

ARTICLE 18 - SAVINGS CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employees or group of employees will be found contrary to law as determined by a court of competent

jurisdiction, then such provision or application will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect. The parties will meet within 30 days, unless mutually extended, to negotiate a new provision.

ARTICLE 19 - NEGOTIATIONS

No sooner than 120 days prior to the expiration of this Agreement will either party give notice to the other party to begin negotiations regarding a successor collective bargaining agreement. Within 30 calendar days following such notification, negotiations will begin.

ARTICLE 20 - DURATION

This contract will commence on September 5, 2017 and will remain in full force and effect until June 30, 2020.

FOR THE HALE BOARD OF EDUCATION

Nellie Cyderman
Signature
5 Sept. 2017
Date

[Signature]
Signature
9/5/2017
Date

FOR THE HALE FEDERATION OF TEACHERS

Melissa Blomquist *9/5/17*
Signature Date

Joni Niemen *9/5/17*
Signature Date

SCHEDULE A – SALARY SCHEDULE**2017-2018**

Full step granted + 3% on schedule raise.

'17-18

+3.0%

STEP	BA	BA+20	MA	MA+30	SP	PHD
1	\$32,445	\$33,990	\$37,389	\$38,934	\$40,376	\$42,024
2	\$33,710	\$35,316	\$38,847	\$40,452	\$41,951	\$43,663
3	\$35,025	\$36,693	\$40,362	\$42,030	\$43,587	\$45,366
4	\$36,391	\$38,124	\$41,936	\$43,669	\$45,287	\$47,135
5	\$38,938	\$40,793	\$44,872	\$46,726	\$48,457	\$50,435
6	\$40,496	\$42,384	\$46,353	\$48,221	\$49,959	\$51,948
7	\$42,116	\$44,036	\$47,882	\$49,764	\$51,508	\$53,506
8	\$43,800	\$45,754	\$49,462	\$51,357	\$53,104	\$55,111
9	\$45,552	\$47,538	\$51,095	\$53,000	\$54,751	\$56,764
10	\$47,375	\$49,392	\$52,781	\$54,696	\$56,448	\$58,467
11	\$49,553	\$51,634	\$55,173	\$56,776	\$58,290	\$59,892

2018-2019

Full step granted +2% on schedule raise.

'18-19 +2.0%

STEP	BA	BA+20	MA	MA+30	SP	PHD
1	\$33,094	\$34,670	\$38,137	\$39,713	\$41,184	\$42,864
2	\$34,385	\$36,022	\$39,624	\$41,261	\$42,790	\$44,536
3	\$35,726	\$37,427	\$41,169	\$42,871	\$44,458	\$46,273
4	\$37,119	\$38,886	\$42,775	\$44,543	\$46,192	\$48,078
5	\$39,717	\$41,608	\$45,769	\$47,661	\$49,426	\$51,443
6	\$41,306	\$43,231	\$47,280	\$49,186	\$50,958	\$52,986
7	\$42,958	\$44,917	\$48,840	\$50,760	\$52,538	\$54,576
8	\$44,676	\$46,669	\$50,452	\$52,384	\$54,166	\$56,213
9	\$46,463	\$48,489	\$52,117	\$54,060	\$55,846	\$57,900
10	\$48,322	\$50,380	\$53,836	\$55,790	\$57,577	\$59,637
11	\$50,544	\$52,667	\$56,276	\$57,911	\$59,456	\$61,090

2019-2020

Full step granted +1% on schedule raise.

'19-20 +1.0%

STEP	BA	BA+20	MA	MA+30	SP	PHD
1	\$33,425	\$35,016	\$38,518	\$40,110	\$41,595	\$43,293
2	\$34,728	\$36,382	\$40,020	\$41,674	\$43,218	\$44,982
3	\$36,083	\$37,801	\$41,581	\$43,299	\$44,903	\$46,736
4	\$37,490	\$39,275	\$43,203	\$44,988	\$46,654	\$48,559
5	\$40,114	\$42,025	\$46,227	\$48,137	\$49,920	\$51,958
6	\$41,719	\$43,664	\$47,753	\$49,678	\$51,468	\$53,516
7	\$43,388	\$45,366	\$49,328	\$51,267	\$53,063	\$55,122
8	\$45,123	\$47,136	\$50,956	\$52,908	\$54,708	\$56,776
9	\$46,928	\$48,974	\$52,638	\$54,601	\$56,404	\$58,479
10	\$48,805	\$50,884	\$54,375	\$56,348	\$58,153	\$60,233
11	\$51,050	\$53,193	\$56,839	\$58,490	\$60,050	\$61,701

LONGEVITY PAY

Employees with more than eleven years of experience with the Hale Area Schools will receive a longevity payment annually.

Starting with year 12 the longevity amount will be \$1500. Longevity will increase by \$100.00 with each year of service to Hale Area Schools. The maximum amount of longevity will be capped at \$3,000.

SCHEDULE B – ADDITIONAL ASSIGNMENTS

All extra duties stated in the contract shall be filled by a salaried Federation member. The qualifications for a position shall be set by the Board of Education or their designee at the time of the posting. If an extra duty position cannot be filled from within the Federation and it is necessary to go outside the Federation, then the individual who fills that position has the same responsibilities and rights to continue in that position as Federation members and is subject to the evaluation process. Extra duties remuneration will be paid at the following percentage given for the current BA base.

Additional Assignments Schedule

Assignment	Step 1	Step 2	Step 3	Step 4	Step 5
Band and Choir Additional Assignment	6	7	8	9	10
Yearbook Advisor	4	4.5	5	5.5	6
Drama Club Advisor	2.4	2.7	3	3.3	3.6
8 th Grade Class Advisor	1.1	1.2	1.3	1.4	1.5
7 th and 8 th Grade Student Council Advisor	1.1	1.2	1.3	1.4	1.5
9 th and 10 th Grade Class Advisor	1.1	1.3	1.5	1.7	1.9
11 th Grade Class Advisor	1.6	1.8	2	2.2	2.4
12 th Grade Class Advisor	2.0	2.2	2.4	2.6	2.8
High School Student Council Advisor	1.6	1.8	2	2.2	2.4
Knowledge Bowl Advisor	1.1	1.3	1.5	1.7	1.9
National Honor Society Advisor	1.1	1.3	1.5	1.7	1.9

Job Descriptions for Additional Assignment Positions

Band/Choir Additional Assignment Requirements:

(Band)

- State Festival
- District Festival
- Solo & Ensemble
- At least 6 Varsity Basketball games
- Winter Snowcoming games (Boys and Girls)
- Football games (All varsity home games)
- Christmas programs
- Spring programs
- Hale parades
- Band Camp
- Graduation

(Choir)

- State Festival
- District Festival
- Solo & Ensemble
- Christmas programs
- Spring programs
- Graduation

Yearbook Advisor Extra Duty Requirements:

- Camera Responsibilities (checking them in and out)
- Be at multiple school events
- Pictavo (Yearbook software) Administrator
- Schedule and oversee students to create pages and be responsible for the pictures
- Work with Joe & School Photo Company
- Work with liaison for yearbook company
- Technology (be able to upload and download pictures)
- Local paper articles (What's Happenin?/ Ogemaw Voice)
- Local Business Advertisement recruiting

Drama Club Advisor Extra Duty Requirements:

- School play once/year
 - Auditions
 - Set prep and building
 - Rehearsals
 - Marketing
 - Performances

8th Grade Class Advisor Extra Duty Requirements:

- Fundraisers for Mackinac Island Trip
- Mackinac Island Trip
- Class meetings: 1/marking period

7th and 8th grade Student Council Advisor Extra Duty Requirements:

- Sponsor food drive or other charitable event (1/year)
- Council meeting: 1/Marking period
- 1 dance/year

9th and 10th Grade Class Advisor Extra Duty Requirements:

- At least 1 fundraiser per year for Prom/Senior year
- Chaperone Homecoming , Snowcoming, Prom (at least 2 dances/year)
- Chaperone after school activities for spirit weeks
- Class meetings: 1/marking period

11th Grade Class Advisor Extra Duty Requirements:

- Class meetings: 1/marking period
- Chaperone after school activities for spirit weeks
- Chaperone Homecoming and Snowcoming dances
- Fundraisers (at least 1 per year)
- Concessions (Raise funds for Prom/ Work with the Boosters Club)
- Prom
 - Planning
 - Ordering all decorations, plates, utensils
 - Photographers
 - DJ
 - Get chaperones
 - Food
 - Venue

12th Grade Class Advisor Extra Duty Requirements:

Assist with decisions regarding:

- Class colors
- Class song (check lyrics - have Mr. Bowman approve)
- Class motto
- Class Flowers (make sure it is something you can purchase from a flower shop - the girls carry them at graduation and boys wear them)
- Senior Trip
- Cap and Gown Ordering
- Senior gear procurement
- Fundraising for trip, gear, flowers
- Senior video
- Graduation rehearsal
- Senior picnic

High School Student Council Advisor Extra Duty Requirements:

- Organize and Oversee Blood Drives (3/year)
- Homecomings (Fall and Winter)
 - Planning
 - Ordering all decorations, plates, utensils
 - Photographers
 - DJ
 - Get chaperones
 - Food
 - Parade
 - Spirit week
 - Class reps
 - Work with band director for parade and game

- Contact last year's reps
- fundraisers

Knowledge Bowl Advisor Extra Duty Requirements:

- Practices
- Competitions

National Honor Society Advisor Extra Duty Requirements:

- Supervise all functions of the Honor Society chapter on campus, including selection and induction of new members, completion of an annual chapter service project, and discipline/dismissal procedures
- Serve as liaisons to the faculty, administration, student body, and community regarding matters related to the Honor Society
- Maintain files for chapters, including membership records, chapter history, activities, selection procedures, membership obligation guidelines, chapter bylaws, and financial transactions
- Review active chapter members on a regular basis for compliance with Honor Society standards and obligations
- Work with chapter officers to assist them in their duties
- Serve as a facilitator in a nonvoting capacity for all meetings of the faculty council
- Meet with the school administration regularly to inform them about and provide opportunities to evaluate chapter activities
- Review all chapter documents to ensure that the policies and procedures of the chapter are in compliance with the National Constitution and the *NHS Handbook*
- Complete an annual survey reporting on the chapter's activities for the year to the national office
- Assist principals in renewing affiliation with the national office each spring
- P/T Conferences Snack Cart
- Charitable drive (1/year)

APPENDIX A: 2017-2018 Calendar

Staff In-Service & Professional Development, 8:00 am – 3:00 pm	Monday	8/28
Open House (6:00 pm – 8:00 pm)	Monday	8/28
Professional Development (6 hours) 8:00 am – 3:00 pm	Tuesday	8/29
Professional Development Day – County Wide (6 hours)	Wednesday	8/30
First Day of School	Tuesday	9/5
• Progress Reports	Friday	10/6
• 1 st Marking Period Last Day	Friday	11/3
• Parent-Teacher Conferences (3:30 pm – 7:30 pm)	Thursday	11/9
No School – P/T Conf. (9:00-12:00)	Friday	11/10
No School – Firearms Deer Season (Safety Day)	Tuesday	11/15
No School – Thanksgiving Holiday	Thur.-Fri.	11/23-11/24
• Progress Reports	Friday	12/15
No School – Christmas Break	Mon-Fri	12/25-1/5
Half Day - Exams (8:00 – 12:00)	Wednesday	1/24
Half Day - Exams (8:00 – 12:00)	Thursday	1/25
• 1 st Semester Last Day	Thursday	1/25
Elementary No School - Elementary Teacher Professional Development	Friday	1/26
High School Testing Incentive Field Trip Day	Friday	1/26
High School No School – High School Teacher Professional Development	Monday	1/29
Elementary Testing Incentive Field Trip Day	Monday	1/29
• Progress Reports	Friday	3/2
• 3 rd Marking Period Last Day	Friday	4/6
No School – Spring Break	Mon-Fri	3/26 – 3/30
No School – Teacher Professional Development 8:00 am – 3:00 pm	Monday	4/2
• Progress Reports	Friday	5/11
No School – Memorial Day	Monday	5/28
Half Day - Exams (8:00 – 12:00)	Tuesday	6/12
Half Day - Exams (8:00 – 12:00)	Wednesday	6/13
• 2 nd Semester Last Day	Wednesday	6/13
Teacher Records Day	Thursday	6/14
Make Up Day #1 (only if necessary)	Thursday	6/14
Make Up Day #2 (only if necessary)	Friday	6/15
Make Up Day #3 (only if necessary)	Monday	6/18
• Graduation (7:00 pm)	Friday	6/15