



CONTRACTUAL AGREEMENT

BETWEEN

THE GRANDVILLE BOARD OF EDUCATION

AND

THE KENT COUNTY EDUCATIONAL ASSOCIATION/MEA/NEA

2016-17 AND 2017-18 AND 2018-19

**GRANDVILLE PUBLIC SCHOOLS
3839 PRAIRIE SW
GRANDVILLE, MICHIGAN 49418**

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AGREEMENT

This agreement entered into this 1st day of September, 2016 by and between the Board of Education of the Grandville Public Schools, hereinafter called the "Board", and the Kent County Education Association, affiliated with the MEA and NEA, hereinafter called the "Association".

WITNESSETH

The Board and the Association recognize that their primary responsibility is to the children of the district.

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

ARTICLE I **RECOGNITION**

1.1 The Board recognizes the Association as the exclusive bargaining representative, as provided in Act 379, Public Act of 1965, for all certified classroom teachers, including special education, teacher consultants, speech and language pathologists, counselors, media specialists, instructional specialists, music and physical education teachers and reading teachers/consultants, art coordinator, teaching principals who spend more than half of their time engaged in teaching activities, and the following non-certified professional education employees; school psychologists, school nurses, social workers, occupational therapists and at-risk student support specialist. Excluded from the bargaining unit are all other employees. The term "teacher" or "employee", when used in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as defined, and references to male teachers shall include female teachers and vice versa, except as otherwise clearly indicated by the context.

1.2 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit defined in Paragraph 1.1 above for the duration of the Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this agreement, provided that the Association has been given opportunity to be present at such adjustment.

ARTICLE II **TEACHER RIGHTS AND RESPONSIBILITIES**

2.1 The Board and the Association agree to abide by the Teacher Tenure Act, as amended and to all applicable laws and statutes pertaining to teacher's rights and responsibilities. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

2.1.1 All certified teachers shall serve a probationary period in accordance with the Teacher Tenure Act, as amended.

2.2 Non certified staff including; speech and language pathologists, school psychologists, school nurses, social workers, and occupational therapists are excluded from PA100-103 working rules. Working rules and guidelines for these employees will remain as currently written in the 2011-12 and 2012-13 collective bargaining agreement.

2.3 The Board agrees to furnish to the Association, in response to reasonable request submitted in writing, such public information as may be necessary for the Association to prepare proposals for bargaining or which may be necessary for the Association to process any grievance or complaint.

2.4 Teachers shall be entitled to full rights of citizenship and no lawful religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, insofar as it does not interfere with his professional responsibilities as a teacher in the

Grandville Public Schools. It is further understood that if the Association believes this paragraph has been abused, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

The provisions of the Agreement shall be applied without regard to race, creed, age, religion, color, national origin, sex, marital status, height, weight, handicap or any other reason prohibited by state or federal law.

2.5 The teacher's position or action shall not be privileged as to his responsibility for statements which are libelous, slanderous, or which in any way violates the civil rights of others.

2.6 Complaints against a teacher, if they are to be the basis for disciplinary action, shall be put in writing. A teacher shall be given a copy of any derogatory material hereafter placed in his personnel file. Within ten (10) school days thereafter, he may submit a written response to any such material to be attached to the file copy of the material in question. If a teacher is requested to sign material to be placed in his/her file, such signature indicates his/her awareness of the material but not necessarily his/her agreement with the contents thereof.

2.7 A teacher will have the right to review the contents of all records, excluding initial references, of the School district pertaining to said teacher, originating after the initial employment and to have a representative of the Association accompany him/her in such review.

If a Freedom of Information Act (FOIA) request is made for any information on any teacher in the district, the Board or administrator representing the Board shall notify the affected employee(s) immediately. The Board shall release to the employee(s) names of all those requesting information under FOIA. The Board shall further allow the employee(s) and the Association to review said documents or files prior to their release, and exclude from release all materials that are untimely, inappropriate, or are excluded under state and federal laws.

2.8 Any member of the bargaining unit who is not covered by the Michigan Teacher Tenure Act (psychologist, nurse, occupational therapist and social worker) shall for purposes of this Article be considered as on probation for the first four (4) years of employment and shall be on a continuing contract thereafter, go on the seniority list, and be entitled to benefits accorded to tenure teachers under this Agreement.

2.9 If material to be placed in the teacher's file is determined to be in factual error, the material will be corrected or expunged from the file, whichever is appropriate.

2.10 A teacher's assigned grade can only be modified if all the following are met:

1. The teacher is informed of the specific reasons and concurs in the grade change.
- or
2. The majority of a review panel consisting of three teachers (selected by the Association), one Board member and the Superintendent (or his/her designee) approves the grade change. If the decision of the panel is adverse to the teacher, then the teacher may appeal to the Board of Education. The decision of the Board, regarding such an appeal, is final. (NOTE: Only the teacher may appeal to the Board.)

2.11 All instructional materials, methods, lesson plans, or other creative or copyrightable work, written, composed, created, or devised by a bargaining unit member during their employment, on the members own time without the use of district resources or support, shall remain the property of the teacher.

All such projects undertaken by the teacher with the support and resources of the district shall be the shared property of the teacher and the district.

2.12 Drug Free Schools - In compliance with the Drug Free Schools and Community Act Amendments of 1989, Public Law 101-226, employees of the Grandville Public Schools are prohibited from the possession, use, or distribution of illicit drugs on school premises or as any part of its activities.

Employees of Grandville Public Schools are also prohibited from use or distribution of alcohol on school premises or during activities involving students.

Violation of the above provisions will be considered misconduct.

The Board agrees not to perform or require random or periodic drug or alcohol testing as a condition of continued employment, awarding of tenure, or change of assignment.

The Board agrees not to perform or require a bargaining unit member to submit to drug or alcohol testing unless the Board and/or administration has "reasonable suspicion" to believe that such bargaining unit member is working under the influence of drugs or alcohol.

The Association and the Board jointly recognize that alcoholism and drug addiction are illnesses and shall be treated as such, consistent with the terms and conditions of this agreement.

Such problems will be handled in a confidential manner.

When an administrator observes a bargaining unit member experiencing difficulties in maintaining his/her performance and those difficulties, in the opinion of the administrator, are due to alcohol and/or drug abuse, he/she will discuss the apparent difficulties with the bargaining unit member at a specially scheduled interview. The bargaining unit member shall be afforded the right (and informed of the right) to have appropriate Association representative(s) present at such interview. A bargaining unit member will not be protected from disciplinary action for alcohol/drug related misconduct because he/she later seeks treatment (after the fact), but the Board will not discipline an employee for seeking alcohol or drug treatment in and of itself.

ARTICLE III **PROFESSIONAL COMPENSATION**

3.1 The basic salary of bargaining unit members shall be as set forth in Appendix A. Salary thus specified shall be in effect without deviation during the designed period. Compensatory time off in place of compensation in Section 4.6 shall not be considered a deviation if agreed to by the teacher and the Association is informed of the agreement.

3.2 The salary schedules are based on a normal teaching load for full-time teachers and shall be the compensation for all regular teaching and related services performed during the term of the Agreement. It covers extra services performed outside the established school year, which duties, if desired by the Board, shall be requested on a voluntary basis and paid for at a rate set forth in Schedules B and C. It covers extra assignments such as coaching, class sponsorship, etc., which shall be paid for at a rate set forth in Schedules B and C without deviation unless the teacher agrees and the Association is informed within ten (10) days.

3.3 New teacher or teachers with less than one semester in the Grandville School system may be required to report for orientation days before the regular opening of school. Teachers who are being transferred from one level to another (elementary, middle school or senior high school) may, at the request of the building principal, be required to attend a one day orientation.

3.4 The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. A minimum of seven (7) regular school days (including Christmas and New Year's Day) will be set aside for Christmas vacation and two (2) regular school days will be set aside for spring vacation.

3.5 A teacher engaged during the school day in negotiating in behalf of the Association with any representative of the Board or participating in any professional grievance negotiations, including arbitration, shall be released from regular duties when such meeting is scheduled by mutual agreement during the school day.

3.6 For those teachers working beyond the normal school year, compensation for the extra days shall be on a daily rate of one divided by the number of days contracted for by veteran teachers multiplied by the teacher's annual salary.

Opportunities for paid, voluntary summer committee work will be posted within the relevant building, or district-wide as appropriate, with a copy provided to the GEA. The compensation rate, the task, and the anticipated time commitment shall be included in the posting.

3.7 Teachers who teach six (6) class periods in the high school or seven (7) class periods in the middle school instead of the normal five (5) or six (6) class periods, hourly rate shall be computed by the formula $1/5$ or $1/6$ times the annual salary, divided by the number of scheduled student contact days. This payment shall be made for each day the class is assigned to the teacher.

- 3.8** All teachers who volunteer and/or are called upon to volunteer to work during:
- a. their conference period
 - b. prep time
 - c. before the regular school day
 - d. after the regular school day
 - e. during vacation time (summer, Christmas, spring, etc.)

on the school excellence team (SET) shall be paid 80% of the rate stated in "Schedule C" (teaching as a substitute during conference hour) with a maximum of twenty (20) hours per school year.

ARTICLE IV **TEACHING HOURS**

4.1 While school hours may differ in the various schools, the normal basic teaching day is 8:00 to 3:35. These hours may be adjusted to equivalent times of up to one hour earlier or later in the middle school or senior high and up to 30 minutes earlier or later in the elementary schools. In the event there is a deviation from the standard or normal teaching day, assignments will be made on a voluntary basis whenever possible. On the day before a holiday, a teacher shall be free to leave ten (10) minutes after students are dismissed.

In emergency situations or circumstances, such as severe space shortages or extreme financial conditions, these hours may be changed. The Association will be notified prior to any emergency change in the normal basic teaching day.

4.2 While the above paragraph provides for a basic teaching day, the Association recognizes that each teacher's professional responsibilities to his students and the District will require him/her to devote additional time outside the teaching day or week to such matters as preparing lesson plans, materials and projects, grading papers, attending required staff meetings and school functions, meeting parents, preparing reports, and other work relating to his/her teaching function. It is agreed that such matters are an integral part of each teacher's duties and will be performed in a conscientious, professional manner.

4.3 All teachers shall be entitled to a duty-free, uninterrupted lunch period which shall not be less than thirty (30) minutes. Elementary classroom teachers shall be relieved of all recess duty supervision and shall have an additional twenty (20) minutes added to their lunch period to use as planning, collaboration with other staff, and other professional activities.

- 4.3.1** It is expected that each elementary teacher will be responsible to get their students to the lunchroom before beginning their use of this time.

4.3.2 In the elementary schools, the principal shall secure an individual or individuals for noon lunch supervision duty.

4.3.3 Teachers will be in their classrooms a minimum of ten (10) minutes before the beginning of school. The teacher work day will be seven (7) hours and thirty-five (35) minutes (which includes a thirty (30) minute duty free lunch) with the actual schedule being determined on a building basis.

4.3.4 Elementary Planning Time - For the life of this Agreement, elementary planning time shall be no less than the allotted planning time for the secondary level on a weekly basis.

4.4 When all schools are closed to students due to inclement weather or by Acts of God and the day is to be made up later, teachers will not be required to report.

The present Board "snow day" policy of keeping schools in session when prudently possible shall be continued. School closings shall be announced via media.

4.4.1.1. Cancellations or delays that fall within the allowable "Act of God" hours (per state law) will not be made up and the teachers will not be required to report and shall suffer no loss of salary. Thereafter any subsequent such "Act of God" hours will be made up by adding time to the end of school year.

4.4.1.2. In case school is delayed due to fog or ice, teachers will make every attempt to arrive at their assignment at least thirty (30) minutes prior to the announced start time.

ARTICLE V

TEACHING LOADS AND ASSIGNMENTS

5.1 The present normal weekly teaching load in the middle school and senior high school of twenty-five (25) teaching periods and five (5) unassigned preparation periods will be continued as long as the present six period day is maintained. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association (to be resolved by mutual agreement between the Board and the Association). In no event shall the teaching load be greater than those standards required to maintain accreditation.

5.2 The normal weekly teaching load in the middle school, in case of a seven (7) period teaching day, insofar as practical, will be as follows:

1. For those who teach a majority of core subjects:
 - a. Twenty-five (25) teaching periods
 - b. Five (5) supervision or study periods
 - c. Five (5) conference periods

2. For those who teach a majority of non-core subjects, such as art, music, tech. ed., computers, physical education and life skills/health.
 - a. Thirty (30) teaching periods
 - b. Five (5) conference periods

3. In the event a deviation from the above standards is necessary, the building principal and the teacher involved will meet together in order to reach a mutually acceptable solution.

5.3 Teachers who will be affected by a change in grade assignments in the elementary school grades or by changes in subject assignment in the secondary school grades will be notified by their principals as soon as practical prior to June 1. If any changes in the teacher assignments are necessary due to the loss of a teacher or changes in student enrollments after June 1, the building principal will promptly notify the teacher affected and explain the reasons for the changes in assignment.

5.4 Current Middle School Teaching Loads – Team Teaching

All Teachers shall be expected to teach:

1. Twenty-five (25) teaching period
2. Five (5) periods of MAP, supervision or additional duties.
(i.e. shared teaching which is co-teaching (two (2) teachers assigned to teach the same class).
3. Five (5) conference periods

The expectation is that the teams will meet for team planning when not assigned to direct MAP, supervision, or other teaching responsibilities. If MAP is discontinued, the middle school will return to the former junior high six-period schedule.

5.5 Any middle school teacher teaching a course for high school credit who administers a final exam will receive ½ day of release time at the end of each semester or trimester.

ARTICLE VI TEACHING CONDITIONS

6.1 The Board will attempt to maintain the following enrollments, insofar as practical, after the first five (5) student days of the school year in grades K-8 and after the first five (5) of each semester in grades 9-12. Activity classes in grades K-6 including science lab, art and tech. ed. will have a limit of thirty (30). Physical education and music classes in grades K-6 will have a limit of thirty-five (35). Activity class in grades 7-8 will follow high school limits.

	<u>Grade/Class</u>	<u>Maximum Class Size</u>	
6.1.1	Young Fives	21	
6.1.2	K-3	26	
6.1.3	4-6	28	
6.1.4	K-3 split	21	
	4-6 split	24	
	Multi-Age	25:1 ratio	
6.1.5	7-8	150/5-period day <u>or</u> 30/class period	
6.1.6	9-12	Social Studies Business Courses Math Life Skills Foreign Language Art Biology Acting Yearbook Debate Health Technical Drawing I & II Architectural Drawing Computer Applications All other AP Classes Chemistry Physics Honors American Studies I & II Composition through American Literature 11	150/5 period day or 30/class period
		Writing	135/5 period day or 28/class period

Industrial Arts-
 Shop Courses
 Forensics
 Audio Visual Broadcasting
 AV Production I & II
 Foods & Nutrition
 College Writing
 AP English
 Composition through Literature 9
 Composition through American Literature 10
 Journalism
 Speech
 Exploring Technology
 Life Science (2004-05)

Physical Education 205/5-period day **or** 42 per class period **or** 41 x number of periods for those teaching fewer than 5 periods.

Math Essentials A maximum of 24 students per class.

Reading/Writing 9 & 10 A maximum of 21 students per class
 Senior Writing A maximum of 21 students per class

Life Science (2006-07 and beyond)

Study Skills A maximum of 20 students per class

Any new classes not covered in this Section will be determined by mutual agreement.

6.1.7 Special Education As per statutorily established caseloads and/or class size limits

(It is understood that the Board may apply to the State for deviations from the established case load/class size limits but that any additional students above the statutory limits shall result in additional compensation as established below.)

6.1.8 The above maximums shall not be exceeded if it would exceed the reasonable physical limits of the classroom, lab facility or number of work stations available and equipped for students.

6.1.9 In the event the Board finds it necessary for the number of students in any class to exceed the -above figures for more than five (5) consecutive school days, the teacher involved shall be paid \$5.25 per day for each student over such figures in grade K-6; \$1.45 per class period for each student over such figures in grades 7-12. Such amounts shall be paid at the end of each semester or trimester.

Where the overload in a K-6 assignment is for less than a full day, it shall be prorated on the following basis:

greater than 2 hours 40 minutes = day rate (\$5.00)

less than or equal to 2 hours and 40 minutes = hourly rate (\$1.35)

Beginning with the 2017-18 school year, any 7 through 12 co-taught class will have a cap of one-third (1/3) of the total students as special education students. Overloads in a co-taught class will be paid to a teacher with the overloaded portion of the roster.

Where the overload of a speech-language pathologist exceeds a caseload of 60 for more than five (5) consecutive days, the therapist involved shall be paid \$4.50 for each contact with overload students and six (6) times the "hourly substitute during conference hour rate" for each overload evaluation completed.

If overload is offered to psychologists, it will be at \$350 per evaluation. The opportunity for overload will be offered on an equal basis at the time it is offered.

Students who are mainstreamed in general education classes for "socialization" only do not qualify a teacher for overload pay. Examples of "socialization" activities include, but are not limited to: calendar, show and tell, parties, and story time. Students who are mainstreamed for content areas continue to qualify a teacher for overload pay.

The building principal and grade level teachers at grades 1 and 2, may submit a proposal to the Superintendent to utilize a paraprofessional in lieu of overload pay. Every effort will be made to include the teacher in the interview and hiring process for the paraprofessional. If paraprofessional services are provided for at least one-half (1/2) of the instructional day, the teacher will not be eligible for overload pay. If the paraprofessional is assigned for less than one-half (1/2) of the instructional day, overload pay will be prorated for the period of time that the paraprofessional is not assigned to the classroom.

Teachers will no longer be required to submit Class Size Overload forms. Each teacher experiencing an overload based on the above numbers, will notify the Human Resources representative of their overload on a semester or trimester basis. When notified by the teacher, the district will automatically calculate the overload payment.

6.2 If schedules are not made to allow special education teachers and/or resource room teachers their preparation or release time, said teacher shall be paid at the rate of six-fifth (6/5) times their annual salary as if they had an extra class as in section 4.7.

6.3 Consistent with the established policy of Grandville Public Schools to provide a quality education for all students, the Board agrees to reduce the class limits for classes listed in Article VI by whatever number the M.E.T./Staffing determines proper for each child with a disability that is mainstreamed into the regular classroom. See Addendum I.

This procedure shall be completed on all students with any special education eligibility (R340.1703-340.1715). If this procedure is not completed prior to placement in a regular education classroom, the teacher will notify the building administrator, in writing, and the administrator will convene a staffing within ten (10) school days to complete said procedure.

6.4 Board will attempt to equalize class loads as much as possible, by assigning students to the appropriate school. In attempting to equalize class loads, on a given grade level, principals will confer with the teachers involved to reach a satisfactory resolution.

In assigning students, our primary concern is the welfare of the youngsters. However, also of importance is the necessity to equalize classloads whenever and wherever possible.

In order to fulfill these purposes, we must keep in mind geographic locations, number of years youngsters have attended a given school, and the number of brothers and sisters attending the same school.

Thus, if we have a new bus student, an early elementary child living on the borderline between two schools (without brothers and sisters) or an early elementary bus child (without brothers and sisters in the same schools), we will attempt to equalize classloads as much as possible by assigning these children to an appropriate school.

Furthermore, in any particular building, in attempting to equalize classloads, on a given grade level, principals will be instructed to confer with the teachers involved to reach a satisfactory solution.

In unusual or exceptional elementary classroom situations, the use of teacher paraprofessionals will be considered when this will enhance the learning situation for the children involved.

6.5 Where a bargaining unit member is required to provide services to a student in the student's home, the Employer shall immediately take whatever steps are possible to allow the bargaining unit member to provide such services in an alternate location outside of the home. If the bargaining unit member cannot provide services to the student outside the student's home, the member may consent to continue to provide services within the student's home provided that the Employer agrees to allow another District employee to accompany the bargaining unit member to the home. In the event that none of the above options or others considered by the parties satisfy the bargaining unit member as to their safety in providing services to the student, the Employer shall have such services provided by another person who is not a member of the bargaining unit.

ARTICLE VII **VACANCIES AND PROMOTIONS**

7.1 The Board agrees that it is desirable in filling vacancies in the bargaining unit, including vacancies in summer school, driver education, coaching, and extracurricular activities, to do so by actively considering each request from within its own staff. Whenever a vacancy in the bargaining unit arises or is anticipated and it is not filled from a bargaining unit member from within the same school/building, the Superintendent or his designee shall post the position for not less than seven (7) days (not including Saturdays, Sundays, and legal holidays). However, the Board shall not be limited in its selection of personnel to permanently fill vacant positions to applicants from within the bargaining unit or to the persons temporarily assigned to such positions.

Whenever a supervisory vacancy arises or is anticipated, until the last day of school, the Superintendent or his designee shall give not less than seven (7) days written notice (not including Saturdays, Sundays, and legal holidays) to the Association President before the position is filled via email.

The Board will send an electronic notification to all teachers for any administrative position posted after the last day of the previous school year and prior to the first day of the succeeding school year. Such notice shall include a general job description and anticipated salary range for the position.

7.2 Transfer requests should be submitted by March 1 of each year. The Superintendent or the building principal shall notify the affected teacher of the reasons for the transfer, and also the Association if the affected teacher requests.

7.3 Requests for part-time and job-share assignments should be submitted by March 1 for each year. The Association shall be a signatory to any job share agreement.

ARTICLE VIII **SENIORITY LIST**

8.1 Seniority List

8.1.1 Not later than March 1 of each school year, the Administration shall prepare a seniority list of all teachers in the District. Seniority shall be determined by the length of unbroken service within the bargaining unit and shall be computed from the teacher's most recent beginning of employment. The seniority list shall be in rank order of the teacher's first date of work as set forth in the preceding section.

8.1.2 In the event one of several teachers has the same seniority date, a drawing will be held during the first month of employment to determine the relative placement of those teachers on the seniority list. Notification of said drawing will be given to the Association and the affected teachers, and the drawing will occur at a convenient place, date, and time.

- 8.1.3** Teachers obtaining new certification or qualifications after March 1 of any year, shall not receive seniority credits for such additional certification or qualification until the following March. At that time, the teacher shall receive full seniority rights in all areas of his/her certification and qualifications, provided that such additional qualification/certification is reported to the Assistant Superintendent of Human Resources.
- 8.1.4** The seniority list will be provided to the Association and be posted in all buildings by March 15 of each school year.
- 8.1.5** Seniority shall continue to accumulate for bargaining unit members during sabbatical, military, FMLA, and sick leave as well as periods of layoff. During all other authorized leaves of absence, seniority shall be frozen as of the date the leave commences and shall not begin to accumulate again until the employee has returned to active service.
- 8.1.6** Seniority for all purposes under this Agreement shall be defined as length of unbroken service within the bargaining unit. All bargaining unit seniority is lost when employment is severed by resignation, retirement, and/or by discharge for cause. Previously accumulated seniority within the bargaining unit is retained for a period of three (3) years or the total years of service within the bargaining unit whichever is smaller for a bargaining unit member who is employed in a supervisory/administrative, non-bargaining unit position, but no additional seniority will accumulate during any period when a former bargaining unit member is employed outside the bargaining unit.

For the administrator that remains out of the bargaining unit for a period longer than that stated above, he/she shall be entitled to return to a bargaining unit position at the beginning of any school year provided, however, that the administrator is certified and qualified for a position in accordance with Michigan laws and regulations.

ARTICLE IX

LEAVE PAY

- 9.1.1.a.** At the beginning of each school year, each bargaining unit member shall be credited with ten (10) days of leave, the unused portion of which shall accumulate from year-to-year with a 180 day limit for 2015-16 school year and beyond. The leave days may be used by a bargaining unit member for the following reasons:
1. Personal illness or disability
 2. Illness of the bargaining unit member's household; children, foster children or stepchildren or spouse.
 3. Illness of the bargaining unit member's parent. (Maximum of five (5) days per year.)
 4. Paternity leave (maximum of two (2) days per year)
 5. Serious Illness or Injury in Extended Family (Maximum 2 days per year)
 - a. Extended family is defined as grandparents, father-in-law, mother-in-law, sister, brother grandchild, or significant others approved by the Superintendent or his/her designated representative.
 - b. Serious illness or injury in extended family is defined as dangerous and would pre-suppose a doctor's attendance.
- 9.1.1.b.** Any of the ten (10) annual sick leave days, which are not used, may be carried over to the next year.

9.1.1.c. The Board shall provide, without cost, to each eligible bargaining unit member, Long Term Disability Insurance. Benefits shall be paid at 70% of the employee's salary to a maximum of \$5,500 per month and shall begin after the later of 1) exhaustion of the bargaining unit member's accumulated sick leave or 2) expiration of sixty (60) calendar days of disability accumulated in any twelve (12) consecutive months. (Only the last three days of the waiting period need be consecutive and for the same condition.)

9.1.1.d. Absence from duty, not accumulative and not chargeable to the above ten (10) sick leave days shall be granted for the following reasons without deduction from salary:

Each Death in Immediate Family 5 days

Bereavement 2 days/year maximum

1. Immediate Family is defined as spouse, parents, grandparents, grandparent-in-laws, step-grandparent, father-in-law, mother-in-law, child, stepchild, sister, brother, grandchild, or significant others approved by the Superintendent or his/her designated representative.

2. Funerals for current staff and/or students shall be considered district release time.

9.1.2 Teacher wishing special consideration for absence not allowed herein may file a written request with the Superintendent for Board consideration of their special cases.

9.1.3 For absences not covered above or in 9.1.5 below, a daily salary rate, to be determined in the following manner, shall be deducted for each day of absence. Fractional day or hour absences will be deducted on a pro-rata basis.

$$\frac{\text{Contracted Annual Teaching Salary}}{\text{Teacher Duty Contract Days}} = \text{Daily Rate}$$

9.1.4 Absences required by pregnancy or normal childbirth shall be treated in accordance with the sick leave provisions of this Agreement.

9.1.5 Personal Leave

a. At the beginning of each school year, each bargaining unit member shall be credited with four (4) days to be used for personal business without loss of salary. A Personal Leave Day (PLD) may be used for any purpose at the discretion of the bargaining unit member except that such days shall not be used for the purpose of extending a holiday or vacation period, to render employment to others, to engage in union or Association activities, or to engage in activities in the Grand Rapids metropolitan area which may have a negative impact on the school district. The current practice of verifying the need for the use of a personal day before or after a holiday or vacation period shall continue.

A bargaining unit member planning to use a Personal Leave Day shall notify his/her principal at least five (5) days in advance, except in cases of emergency, by completing the Notification/Request for Leave Form. The use of Personal Leave days may be restricted by a lack of availability of substitutes. Use of back-to-back Personal Days is permissible if approved in advance by the employee's immediate supervisor.

b. At the conclusion of the school year, any unused Personal Leave Days/Time (PLD) will be automatically rolled into the employee's accumulated sick leave days/time.

- c. A teacher who used two or fewer sick leave days, per Article IX, during the 2016-17, 2017-18 and 2018-19 school years will be entitled to one (1) additional Personal Leave Day (PLD) to be used during the next school year.
- d. Such leave shall not be used for any of the allowable leave from duty purposes or reasons cited in 9.1.1, or for any educational workshops or conferences, classroom or school visitations, or other such school district related business allowable at the discretion and judgment of the School District.
- e. The Association agrees that the abuse of personal leave as herein stated is not only contrary to professional behavior, but shall be considered misconduct.

9.1.6 Any teacher who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Law shall receive from the Board the difference between the disability benefits provided by the Worker's Compensation Law and the leave from duty benefits herein provided. To the extent that the Board makes payment to a teacher for that portion of his/her salary not reimbursed under the Worker's Compensation Law, said partial payments shall be charged pro-rata against the teacher's accumulated leave from duty days.

9.1.7 Jury Duty

Any bargaining unit member called for jury duty during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter that came about because of the teacher's capacity with Grandville Public Schools (in which the school is not an adverse party) shall be paid his/her full salary for such time, if at least a one (1) day notice is provided the Board. The teacher will remit to the school any money paid for his/her jury service (excluding mileage).

9.1.8 The stated benefits in Article IX, except 9.1.5.a, shall be applicable for teachers performing services under schedules B and C under the following conditions:

- a. The employee must be a member of the bargaining unit as defined under Article I, Recognition.
- b. The employee's compensation for regular teaching and related services must comply with Article III, Professional Compensation, Section 3.2.
- c. Those bargaining unit members hired to fill vacancies in summer activities as expressed under Article VII, Vacancies and Promotions, Section 7.1 as set forth in Schedules B and C are eligible.
- d. Persons failing to meet the above criteria are not eligible to receive the use of leave days or other rights and benefits under Article IX.
- e. Work schedules for all summer hourly employees will be prepared and filed with the appropriate building principal or administrator at least one week in advance of the activity.

ARTICLE X
LEAVES OF ABSENCE

10.1 Any tenure teacher whose personal illness extends beyond six (6) weeks shall be granted a leave of absence without pay for such time as is necessary for adequate recovery from such illness up to the balance of that school year. Such leave may be renewed, if necessary, for complete recovery from such illness, for a period not to exceed one (1) school year. It is understood that such teacher will continue to receive sick leave and/or LTD benefits in accordance with Article IX. If the employee is eligible for a leave under the FMLA and total absence is more than sixty (60) school days, insurance benefits will be discontinued at the end of the teacher's total accumulated leave days or sixty (60) school days, whichever is greater. If the employee is not eligible for FMLA leave, and the total absence is for fifty (50) school days or more, insurance benefits will be discontinued at the end of the teachers total accumulated leave days or fifty (50) school days, whichever is greater. The teachers will be allowed to continue their insurance

policies (such as health, life, and dental) during this leave of absence provided they reimburse the school district for the entire monthly cost of such policy in advance, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group for the entire leave, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

If such absence is for a period of time which is less than one (1) semester and does not extend into the next school year, the Board shall return such teacher to the same position or an equivalent or comparable position, or any other position mutually agreed to by the teacher and the Administration.

If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenure teacher will be returned to a teaching position at the beginning of the ensuing school year in accordance with Section 11.6. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenure teacher will be returned to a teaching position no later than the beginning of the second semester in accordance with Section 11.6. The Board may require a doctor's certificate and/or other evidence of illness or injury to substantiate the request for leave and/or fitness to return from such leave. Credit for a full step advance shall be given only if the absence is for less than sixty (60) school days or the teacher's accumulated leave, or if it is the result of a compensable injury. Expenses involved in obtaining evidence will be the responsibility of the employee.

10.1.1 Family and Medical Leave Act

The leave provisions of this Agreement shall comply with the requirements of the Federal Family and Medical Leave Act language. All such leave shall run concurrently with, and not in addition to, any other applicable leave granted in this Agreement. Contact the Human Resources Department for information on current FMLA regulations.

10.2 Maternity Leave - Child Care Leave

10.2.1 Election of Type of Leave

All leave provisions under this article shall minimally be consistent with the provisions of the Family and Medical Leave Act (FMLA). Any affected employee shall make an election of options at least a sixty (60) days in advance of the first day of absence, if possible. The affected employee shall have the option of:

- a. use of paid sick for the period in which the employee is physically unable to work due to the disabling condition, and return to active employment at the end of such period; or
- b. use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid leave for child care for the remainder of the 12-week FMLA leave; or
- c. if the affected employee has tenure and at least three (3) years of service in the district, use of paid sick leave for the period in which the employee is physically unable to work due to the disabling condition, and use of unpaid child care leave under Section 11.2.3 for the remainder of the leave.

It is understood that any unpaid leave under this section that exceeds the twelve (12) week FMLA limit will result in a pro-rated step placement on the salary schedule upon return to work.

10.2.2 Paid Sick Leave

- a. If the teacher elects to use paid sick leave, the expected departure and return dates shall be tentatively established in advance by agreement between the teacher and the principal. Such dates may, however, be adjusted later to the extent necessary to accommodate unanticipated

changes in ability to work due to a disabling health condition. The Board may require a doctor's certificate and/or other satisfactory evidence of fitness to continue and/or return to work.

- b. As soon as reasonably possible and/or practical, the teacher shall provide the Human Resources Office with a statement from the physician specifying the date the teacher is able to resume full employment in their position without danger to the teacher's health and without impairment of the teacher's ability to perform employment duties.
- c. The Board reserves the right (after its physician has consulted with the teacher's physician and so recommends), at its option and expense, to have the teacher examined by a physician mutually agreed upon by the teacher and the Board with respect to establishing the proper beginning and/or ending date of the leave (or, if the Board and the teacher cannot agree, a physician mutually agreed upon by the Board's physician and the teacher's physician).

The teacher shall be available for such examination and will cooperate in furnishing the necessary information in connection therewith.

- d. It is agreed that the failure of any teacher to comply with any of the foregoing requirements (unless due to circumstances beyond control) is considered misconduct. . Additionally, if the teacher does not return to work when physically able to do so without being approved for an extension of leave, the teacher will be deemed to have terminated employment with the district. Otherwise, if the total absence is for less than sixty (60) school days or total accumulated sick leave days, whichever is greater, credit will be given for a full step advance and hospitalization and life insurance benefits will be continued.
- e. If the total absence is for more than sixty (60) school days or the total accumulated sick leave days, whichever is greater, hospitalization and life insurance benefits will be discontinued. A teacher's probationary period will be extended for the length of the leave period.
- f. If such absence is for a period of time of one (1) semester or more during a given school year, it is understood that upon written notice by July 1 of that year such tenure teacher will be returned to a teaching position at the beginning of the ensuing school year in accordance with Section 11.6. If such an absence extends into the next school year, it is understood that upon written notice of thirty (30) days or more, such tenure teacher will be returned to a teaching position no later than the beginning of the second semester in accordance with Section 11.6.

10.2.3 Child Care Leave (See also Section 10.1.1)

- a. If a teacher elects to take an unpaid Child Care Leave, such leave shall begin at the time the teacher recovers from disability leave under section 9.1.4. A teacher will also be granted an unpaid Child Care Leave for the purpose of caring for his/her adopted or biological pre-school age child. Such leave shall begin at a date mutually agreed upon by the teacher and the principal or the Superintendent or his/her designee.
- b. The use of paid sick leave after the established beginning date of child care leave will not be allowed. If a teacher becomes unable to work because of illness, prior to the established date of the unpaid child care leave, such leave may be used until recovery from such illness.
- c. The Child Care Leave shall be for a maximum period of three (3) full semesters plus the balance of the semester in which the teacher began such leave, at which time the teacher shall be entitled to return in accordance with Section 11.6, provided that notice of desire to return is given by the April 1st preceding the date of desired return.

- d. Upon return from a Child Care Leave, a teacher must be re-employed and teach for the Grandville Public Schools for at least one (1) consecutive calendar year before again becoming eligible for such a leave.

10.2.4 Adoptive leave will be granted in accordance with the requirements regarding Child Care Leave under Section 10.2.3 above, where applicable. It shall be the duty and responsibility of the employee to give at least one (1) month notice prior to such leave.

Employees that have arranged and been notified that adoption of a child has been secured, may use up to twenty (20) days paid sick leave, provided they have accumulated sick leave, within six (6) weeks of the adoption date. It is implied that a leave for adoption should be one parent only and the employee shall provide the Superintendent or his/her designee with proper documentation from the appropriate authorities, When possible, at least six (6) weeks notice should be given in writing of the intent to take an adoption leave and submitted to the Superintendent or his designee.

10.2.5 A teacher on Child Care Leave under Section 10.2.3 above will continue their health insurance policy for a period of one (1) year provided the teacher reimburses the School District for the entire cost of such policy on a monthly basis, and provided this is allowed by the insurance carrier. In the event the insurance carrier will not allow the teacher to continue in the group plan for the entire year, the teacher will be allowed as long a period as possible as authorized by the insurance carrier.

10.3 If a teacher is absent from work because of scarlet fever or chicken pox, reasonably shown to be attributable to a source in the school, such teacher shall be allowed up to five (5) days to recover from such illness without loss of pay or deduction from accumulated sick leave.

The Board will provide shots for mumps and measles immunization to any teacher, if desired.

10.4 A one-year leave of absence without pay may be granted to tenured teachers with three (3) or more years of service in this system, and not unreasonably withheld, upon application prior to April 1 (provided the Superintendent will have been notified of possible request for leave when first positive preliminary steps have been taken) for the following purposes:

1. Study related to the teacher's present or future certification field.
2. Study or research, resulting in university credit, involving probable advantage to the school system or special teaching assignment involving probable advantage to the school system.

If the leave is granted because of a special teaching assignment under sub-section 2, above, the regular salary increment occurring during such period shall be allowed.

A teacher on leave shall be advised by the Superintendent of job conditions prior to April 1 and shall accept or reject a contract by May 1. On return, the teacher shall be restored to his/her former position, or a comparable or equivalent position.

10.5 Military leave of absence shall be granted to any teacher who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States and credit for up to two (2) steps, or more if law requires, on schedule shall be granted. The teacher should keep the Board informed as to his/her availability and current address.

10.6 All long-term leaves are made from the school system and not from a specific position therein; however, the teacher will be restored to his/her former position or a comparable or equivalent position. However, there is no guarantee that any teacher can be returned to a specific building, grade level, subject area, or special assignment at the conclusion of period of absence.

10.7 The Board shall have the prerogative to extend leaves or to grant leaves for reasons not covered in the Master Agreement upon request of the teacher when such leaves would be in the interest of the school system. The Board will consider the teacher's attendance history when determining whether the request will be approved.

10.8 Unless otherwise expressly noted, any benefits provided under this Agreement (including seniority) shall not be continued and/or not accrue to persons on leave. Benefits shall be set aside and frozen during such leave and shall be reinstated upon the return of the teacher. If the reasons for the leave are misrepresented or if the leave is not used for its intended purpose (unless due to conditions beyond the control of the recipient) the leave shall be considered null and void.

10.9 Teachers may use up to two (2) days per year, nonaccumulative and without compensation, for such purposes as vacation, travel, recreation, and/or other similar types of reasons or activities. However, request for additional time off will not be granted and the School District will pursue disciplinary means to discourage, reduce, and/or eliminate unauthorized absences. Such days must be arranged for in advance with the building principal. No more than 5% of the classroom teachers will be scheduled for such absences unless adequate arrangements for substitute teachers can be made.

10.10 When the Board has issued notices of layoff to become effective in any given school year, the Board shall grant all tenured teacher requests for voluntary leaves of absence for that year provided that such requests are received at least thirty (30) days prior to the commencement of the school year in which the leave is to begin and that such leave will result in the employment of a teacher on layoff or in receipt of a notice of layoff. Return from such voluntary leaves shall be according to the provision of Section 10.6 of this Article.

ARTICLE XI **SABBATICAL LEAVES**

11.1 Sabbatical leaves of absence may be granted by the Board in accordance with the provisions of this Article. If a teacher who meets the provisions below believes he has been unreasonably denied a sabbatical leave, he/she may then follow the professional grievance procedures outlined in Article XVI.

11.2 Qualifications

1. The applicant has been employed in the Grandville School District for at least seven (7) consecutive years. Absence from service for a period of not more than one (1) year under a leave of absence without pay, granted by the Board for professional improvement, restoration of health, or maternity leave, shall not be deemed a break in continuity of service required by this section.
2. The applicant has not been granted a sabbatical leave of absence from the Grandville School District during the seven (7) consecutive years of service immediately preceding current application.
3. The applicant signs an agreement on terms satisfactory to the Board and the Association guaranteeing to return to service with the Grandville School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years or to refund any compensation received from the Grandville School District while on sabbatical leave except as the Board shall, by special action waive such obligation.

11.3 Application

1. Applications shall be filed with the Superintendent by February 15 for leave beginning the following September.
2. An applicant for sabbatical leave of absence shall file with the application form an outlined program for the period requested for sabbatical leave. This plan shall be indicated on an attached statement and shall include details for study resulting in university credit in an approved college, university, or technical school related to teacher's present teaching field and, also, why such leave would be of benefit and advantage to the school district. The Board shall have the prerogative to grant a

sabbatical leave of absence for reasons not covered above, upon the request of a teacher, when such leave would be in the best interest of the school district.

3. A sabbatical leave shall be granted for a period of one (1) school year.

11.4 Salary Protection

1. A teacher on sabbatical leave will be paid one-half of the BA base salary, and the Board will pay one-half the cost of his/her fringe benefits.
2. A teacher granted such leave shall advance on the salary schedule the same number of steps he/she would have advanced had they been on the staff in the District.

11.5 Status While on Sabbatical Leave

1. A teacher shall be entitled to participate in the existing insurance program which is provided by the Board. However, it shall be the employee's responsibility to make sure that he/she reimburses the school district each month, in advance, for one-half of the monthly cost of such policy.
2. A teacher shall be responsible for notifying the payroll department of the District as to the bank account their wages should be deposited into during their period of sabbatical leave.
3. A teacher on sabbatical leave is considered in the employ of the Board of Education during said leave and has a contract with the Board for the duration of the leave.

11.6 Status Upon Return From Sabbatical Leave

A teacher, upon return from a sabbatical leave, shall be restored to his/her former position, if possible, or to a position of like nature and shall be credited with his/her length of service and any other previously accrued employment benefits.

ARTICLE XII INSURANCE PROTECTION

12.1 The Board will provide to the bargaining unit member and his/her entire family or any other eligible dependent as defined by the insurance carrier a comprehensive medical, dental, long-term disability, vision and life insurance program. The GEA will be provided a high deductible/HSA medical plan. For those electing medical insurance, the Board's annual contribution for medical, dental, vision, life and long-term disability insurance in 2016-17 is capped at \$16,751.23 for full family coverage, \$12,845.04 for 2-person coverage, and \$6,142.11 for single subscriber coverage. For the 2017-18 and 2018-19 school year, the district will raise the insurance cap to equal the state CPI cap levels each year. The cap will be adjusted each September. Employees will pay the balance of the premium for their insurances. Part-time bargaining unit members will have their contribution pro-rated.

For the high deductible/HSA medical plan, the district will deposit into the HSA up to 100% of their in-network deductible. An equivalent dollar amount will be repaid to the district through twenty-four (24) equal payroll deductions.

12.1.a. Option Group

Bargaining unit members will have the option to waive medical insurance.

The Board will provide to each employee who elects not to receive medical insurance 85% of the state cap for single subscriber rate cash in lieu of insurance for the 2016-17 school year and beyond. If the state CPI cap does not increase, employees will remain at their current cash in lieu amount. Bargaining unit members electing this option remain eligible for dental, vision, life insurance and long term disability but must contribute 15% (fifteen percent) toward the cost of dental, vision, life and long-term disability insurance premiums for the 2016-17 school year and beyond.

Dental, Long-Term Disability, Vision, and Life Insurance Plan

Delta Dental	100/70 (Class I and II at \$1,500) no ortho
Vision	VSP-3
Negotiated Life	\$35,000 AD&D
Long-term Disability	70%, \$5,500 maximum, 60 calendar days - modified fill, freeze on offsets, alcoholism/drug addiction and mental/nervous same as any other illness, COLA

12.2 The Board will provide to each bargaining unit member a self-insured orthodontic program for dependent children. The bargaining unit member electing the orthodontic option must contribute fifteen percent (15%) toward the cost. The following guidelines apply:

1. Definitions

Orthodontic Procedure: Movement of teeth by means of active appliances to correct the position of maloccluded or malpositioned teeth.

Orthodontic Treatment Plan: A Dentist's report, on a form satisfactory to the District, which (1) provides a classification of the malocclusion or malposition, (2) recommends and describes necessary treatment by orthodontic procedures, (3) estimates the duration over which treatment will be completed, (4) estimates the total charge for such treatment and (5) is accompanied by cephalometric x-rays, study models and such other supporting evidence as the District may reasonably require.

Covered Dependent: A son or daughter, under the age of 19, where the sponsoring employee contributes to more than one-half of the cost of support of the child.

Eligible Sponsoring Employee: An employee of the Grandville Public Schools who is represented by the Kent County Education Association and covered by the Master Agreement relating to teachers.

2. Eligible Charges

These are the charges actually made to the Employee for services and supplies furnished a Covered Dependent in connection with an orthodontic procedure, subject to any limitations below or exclusions under Section D (Charges Not Covered).

The total eligible charges scheduled to be made in accordance with an Orthodontic Treatment Plan shall be considered to be made in equal quarterly installments over a period of time equal to the estimated duration of the Orthodontic Treatment Plan. The first installment shall be made at the end of the 3-month period following initial placement of orthodontic appliances and subsequent installments shall be made at the end of each three-month period thereafter.

Charges are eligible only to the extent that they are made in connection with an orthodontic procedure which is required by one or more of the following conditions:

- a. overbite or overjet of at least four millimeters,
- b. maxillary (upper) and mandibular (lower) arches in either protrusive or retrusive relation of at least one cusp, and
- c. cross-bite

3. Benefits

Payable for: The eligible charges incurred in connection with an orthodontic procedure performed on an Eligible Dependent.

Conditions for Benefit: The charges are incurred during a three-month period, referred to in Section B. (Eligible Charges), which commences while the person is an Eligible Sponsoring Employee and after September 1, 1987.

Amount Payable: Fifty (50%) percent of the cost of Eligible Charges not to exceed \$1,000 per calendar year and a lifetime maximum of \$2,000 for the duration of the contract per eligible covered dependent. Calendar year is defined as the period from January 1, of any one year to December 31, of the same year, date inclusive.

4. Charges Not Covered

- a. Any charges for an orthodontic procedure in connection with which an active appliance has been installed prior to the first day on which the person became a covered Dependent or before September 1, 1987. Except that charges for office calls after September 1, 1987, for monitoring progress, making adjustments of appliances, changes in appliances, removal of appliances and/or check-ups to insure corrective procedures are maintained shall be covered.
- b. Any charges for services performed by:
 - (1) an agency of the U.S. Government unless payment is legally required.
 - (2) a non-dentist, unless such service is performed by a licensed dental hygienist under the supervision of a dentist or is for an x-ray ordered by a dentist.
 - (3) a dentist who resides in the same household with the employee or who is a member of the employee's immediate family (i.e., children or spouse) where charges are normally not made.
- c. Any charges for procedures or appliances which are for strictly cosmetic reasons or for work deemed not necessary by the attending dentist.
- d. Any charges covered by Workman's Compensation.
- e. Any charges for lost or stolen appliances.

5. Coordination of Benefits

When the employee's eligible dependent is covered by other insurance, the employee shall not receive benefits and/or reimbursement for orthodontic expenses in excess of 100 percent of the total cost.

12.3 The Board will continue to allow deductions for tax-free annuities through the designated TPA based on rules established by the Internal Revenue Service.

12.4 All teachers shall submit to the Superintendent, by October 14, evidence that they are covered by \$100,000 personal liability insurance covering their teaching responsibilities.

Membership in the Association will be one proof of having met such responsibility.

12.5 Teachers working less than full time will pay a pro-rata share of the Board's costs in the ratio which their work load bears to a full work load for that position.

ARTICLE XIII
TEACHER EVALUATION

13.1 Each teacher shall have the right upon request to review the contents of his own evaluation file which is made by the Administration.

ARTICLE XIV
PROTECTION OF TEACHERS

14.1 The Board recognizes that it and its Administrative Staff must give needed support to its teachers in order that they can maintain the classroom control and discipline which is necessary for effective teaching and will continue to do so.

14.2 Any case of assault by a student on a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his rights and obligations with respect to such assault, and the Board will cooperate with the teacher, law enforcement and judicial authorities in taking steps to remedy the matter.

14.3 Time necessarily lost by a teacher in connection with any incident mentioned in this Article shall not be charged against the teacher when the action of the teacher is upheld.

14.4 The Board will reimburse teachers for any loss, damage, or destruction of the teacher's clothing or personal property not covered by insurance caused by a student while teacher is on duty. Such reimbursement shall be limited to \$700 per occurrence.

14.5 Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention before any action thereon is taken by the School against the teacher.

14.6 While teachers are expected to exercise reasonable care with respect to the safety of pupils and property, they shall not be individually liable for damage to school property.

ARTICLE XV
NEGOTIATION PROCEDURES

15.1 It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters. It is, however, understood that no change in the Agreement may be required with respect to matters specifically covered herein or with respect to essentially economic matters without the mutual consent of both parties. It is further understood that if the Association feels an excessive number of staff meetings are being held, the matter shall be discussed with the Board's Personnel Committee to be resolved by mutual agreement.

15.2 Upon written notice given between February 1 and June 1, 2015, this Agreement may be renegotiated for future years.

15.3 In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other and each may select its representatives from within or without the School District. No final agreement on any new or successor contract shall be executed without ratification by the Board and the Association in accordance with their respective rules. The parties, however, agree that their representatives will have power to make and consider proposals and to make concessions in the course of bargaining, subject only to such ultimate ratification.

ARTICLE XVI
PROFESSIONAL GRIEVANCE PROCEDURE

16.1 A grievance is a claim based upon a belief by a teacher, a group of teachers, or the Association that there has been a violation, misinterpretation or misapplication of any provision of the Agreement, any law relating to wages,

hours or conditions of employment (except a statute specifically establishing a procedure for redress), or rule, order or regulation of the Board relating to wages, hours, terms or conditions of employment.

16.2 A grievance may be filed by an employee who has been aggrieved or by the Association on behalf of a teacher or group of teachers. In the event the involved employee does not wish to pursue the matter, the Association will not proceed with the grievance. This desire on the teacher's part to drop the grievance shall in no way be construed as a precedent in future cases that the Association may pursue.

16.3 All such grievances shall be initiated within the time set out in the Article.

16.4 The Association may file a grievance with the Chief Administrative Officer when rights given to it by Article XX have been violated. The Kent County Education Association designates the Grandville Education President or his/her designated representative as the local agent responsible for processing grievances.

16.5 Procedure

16.5.1 The Building Conflict Resolution Team and/or the grievant shall discuss such matter with the principal of the building involved within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) after the event occurs.

16.5.2 In the event such discussion does not resolve the matter satisfactorily, the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, file a written grievance with the Assistant Superintendent for Human Resources or his/her designated representative.

16.5.3 Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Assistant Superintendent for Human Resources.

16.5.4 The Assistant Superintendent for Human Resources or his/her designated representative will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

16.5.5 If such decision is not satisfactory, the grievance may be submitted by the grievant involved or Association may within fifteen (15) days (not including Saturdays, Sundays, and legal holidays) thereafter, appeal the grievance to the Superintendent.

16.5.6 Within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the written grievance, a meeting shall be held in an effort to resolve the grievance with the grievant or, if more than one teacher is so involved, (if the teachers and Association so desire) with a representative of the Association acting on behalf of such teachers who have filed grievances. Such meeting shall be held with the Superintendent.

16.5.7 The Superintendent will make a final decision within fifteen (15) days of the meeting submitting to the Association his/her reasons for approval or disapproval in writing.

16.5.8 If such decision is not satisfactory, the grievance may be submitted by the Association to arbitration through American Arbitration Association by written notice given within fifteen (15) days (not including Saturdays, Sundays, or legal holidays) after receipt of the decision.

16.6 Grievances involving the following are not arbitrable:

- a. the substance of an evaluation,

- b. questions of law,
- c. the termination of or denial of tenure to or the failure to re-employ a probationary teacher,
- d. the failure to make or renew any extra-duty extracurricular assignment.

16.7 Grievances involving suspension without pay or the discharge of tenured teacher shall be arbitrable only on the following conditions:

- a. The teacher does not request a hearing before the Board pursuant to the Michigan Teacher Tenure Act, but rather, files with the Board a written election to submit the matter to final and binding arbitration rather than proceed with a tenure hearing or appeal the matter to the Teacher Tenure Commission;
- b. Such election of remedies is filed by the teacher within twenty (20) days after receiving notice of the Board action;
- c. No arbitration hearing shall be held until after the teacher's time for invoking his rights under the Teacher Tenure Act has expired without such rights being invoked;
- d. This procedure is not in any way intended to be a waiver of the teacher's rights under the Teacher Tenure Act. It is only intended to give a teacher an opportunity to elect an alternate, but not an additional, method to contest certain Board actions. Consequently, if at any time a teacher elects to exercise any of his rights under the Teacher Tenure Act, grounds for his grievance and the jurisdiction of an arbitrator to hear and decide the grievance shall no longer exist.

16.8 An impartial arbitrator shall be promptly selected by the parties through the American Arbitration Association to decide the matter. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and he shall have no power to alter, add or to subtract from the terms of this Agreement as written. 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.

16.9 By mutual agreement of the Board and the Association, the grievance may be submitted to expedited arbitration.

16.10 The fees and expenses of the arbitrator shall be shared equally by the Board and the Association; however, each party shall be responsible for the expenses of any witnesses (including teachers or administrators) it might call or any of its own participants.

16.11 No grievance shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

16.12 If any tenured teacher shall be found to have been unjustly discharged, the arbitrator will have authority to reinstate him/her with full reimbursement for all compensation lost.

ARTICLE XVII

BOARD AND ADMINISTRATION RIGHTS

17.1 It is recognized that Michigan Law makes the Board legally responsible for the operation of the Grandville School System in all respects. In meeting such responsibilities the Board acts through its Administrative Staff. Such responsibilities include, without being limited to, the establishment of educational policies, the construction or acquisition and the maintenance of school buildings and equipment, the hiring, transfer, assignment, supervision, promotion and termination of staff members, and the establishment and revision of rules pertaining to the work and conduct of staff members. Michigan Law gives the Board authority necessary to discharge all of its responsibilities. The Board and Administrative Staff shall be free to exercise all such rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the expressed terms of this Agreement.

17.2 Consistent with the declared purpose of providing a quality education for the children of Grandville Public Schools, the Board and the Association agree that every effort will be made to minimize the interruption of the continuous, normal educational program.

ARTICLE XVIII
NO INTERRUPTION OF EDUCATION

18.1 Consistent with the declared purpose of providing a quality education for the children of Grandville, the Association and each teacher agree that during the life of this Agreement they will not encourage, cause or participate in any interruption or disturbance of the continuous, normal education of such children, and that any difference of opinion which may arise will not be permitted to affect in any way the continuous, normal educational process.

ARTICLE XIX
MISCELLANEOUS PROVISIONS

19.1 Teachers shall be informed of AESOP's telephone number to call or AESOP's web address to allow the teacher to go online to request a substitute as soon as their unavailability is known and in any event before 6:30 a.m. to report unavailability for work.

19.2 Every attempt will be made to provide a substitute teacher when a physical education, music, science lab or art teacher is absent in one of the elementary schools. An elementary teacher who is required to substitute in these special areas, or for any other teacher absent on official school business shall be paid for the actual time involved teaching as such a substitute according to the hourly rate specified in Schedule C, Teaching as a Substitute. The elementary teacher involved shall make a reasonable attempt to teach in these special areas during the regular scheduled time, if practical.

It is understood that any released time that may become available to a regular classroom teacher, when all of his/her students are under the supervision of a special teacher, will be devoted to such matters as preparing lesson plans, materials and projects, grading papers, meeting and/or conferences with administrators, special teachers, or parents, and other work relating to his teaching function. It is agreed such matters will be performed in a conscientious, professional manner.

19.3 Travel from the first building or job assignment of each day to the last building or job assignment of each day shall be compensated in accordance with the maximum allowed IRS rates unless use of school transportation is provided.

19.4 A permanent curriculum committee shall be established to study and propose revised or unified courses of study for any areas of learning in grades kindergarten through twelve.

The Board and the Association, recognizing the need for coordinated efforts to develop appropriate learner expectations for each grade level, to align curricula with the Michigan Curriculum Framework, and to be consistent with the District's vision, mission and organization goals hereby establish a District School Improvement Committee. See Addendum A.

The purpose of the District School Improvement Committee is to coordinate the efforts of content revision teams for all curricular areas. This committee will be composed of teacher representatives from the early elementary, later elementary, middle school, and senior high school levels and administrative representatives from the elementary, middle school, and senior high school levels. There will also be at least one representative from the central office staff. This committee, the Superintendent of Schools, or the Board of Education may appoint sub-committees as they deem necessary. Sub-committee findings and reports will be channeled through the above committee.

This committee will function as an advisory body to the Grandville Board of Education, and the Board will retain the legal responsibility to make decisions relative to the curriculum.

The chairman of the will be the Assistant Superintendent for Curriculum and Instruction.

19.5 In addition to state, federal, court mandated, Section 125 Plans and medical health insurance deductions, the District will process Grandville Education Foundation, United Way, and deductions for any bank or credit union that participates with the Automated Clearing House (ACH).

19.6 The Board reserves the right to decide, annually, which department or areas shall have a chairman or co-chairman; however, in those departments or areas in which there are five or more full-time equated positions, a teacher shall be mutually selected by the Administration and teachers in the department to serve as the head of that department or area. When departments or areas include middle school and senior high levels, co-chairmen will be selected from each level if there are ten or more full-time equated positions in the department. All department heads will be reviewed annually.

For purposes of this Article, the following departments or areas shall exist for the duration of the Contract:

Social Studies	Special Education
Science	Media Center
English	Foreign Language
Math	Fine Arts
Practical Arts	Guidance
Business Education	

In the event financial reductions must be made, the Board may, as part of an overall program of budget cuts, determine not to have department heads for that year.

The duties of the department heads shall include, in addition to the special assignments by the Administration, the following:

- a. Must serve on the permanent curriculum committee or else on an appropriate sub-committee and attend meetings regularly.
- b. Must meet and confer with all teachers in his/her department at the beginning of the school year in order to set realistic and worthwhile educational goals for his/her department.
 1. A list of such goals will be submitted in writing to the building principal for his/her approval prior to November 1. Additions, deletions, or adjustments may be made by the principal.
 2. Periodically the department chairman shall review these goals with the teachers in his/her department and seek ways to insure that all teachers are striving toward these goals.
 3. Meet regularly with the building principal to confer on departmental progress toward these goals.
 4. Submit a written report to the principal at the end of the year denoting the attainment (or to what degree) of the goals set in the beginning of the year.
- c. Furnish cooperation, continuity, and articulation among the middle and senior high levels (elementary, if applicable).
- d. Furnish leadership and teaching example to other members of the department.
- e. Furnish information and materials for improvement of the specific area.
- f. Assist in the orientation of new teachers in the department.

- g. Hold department meetings.
- h. Confer with individual teachers on problems that affect their teaching.
- i. Keep Administration informed on program and needs of department.
- j. Cooperate with the Administration and staff in areas on experimentation, curriculum improvement, needed supplies and materials including new teaching aids and texts, and any other activities pertinent to and of help to the department.
- k. Furnish publicity information regarding department to principals with recommendation for media of publication.

19.7 If a middle school or senior high teacher shall teach or substitute on written request of the principal, during his or her conference period as set forth in this Agreement, that teacher shall be compensated as per Salary Schedule C, Extracurricular Pay Non-Athletic.

19.8 This Agreement or any Agreement entered into by the parties covering the same year as the individual teacher contracts shall supersede any rules, regulations or practices of the Board or terms of any individual teacher's contracts to the extent they are contrary to or inconsistent with its terms. All future individual teacher contracts shall be subject to the terms of the Agreement.

19.9 If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

19.10 If a teacher submits their letter of retirement/resignation by March 15 informing the Board of their intent to retire/resign from the district at the end of the school year, that teacher will be eligible for a \$250 payment for informing the district in a timely and professional manner.

ARTICLE XX **ASSOCIATION RIGHTS**

20.1 The Association shall have the right to use school buildings at all reasonable hours for meetings of teachers employed by the Board, provided advance arrangements are made with the Administration and provided that when special custodial service is required, the Board may make a reasonable charge therefore. No charge shall be made for use of school rooms between the hours of 6:30 a.m. and 6:00 p.m.

20.2 Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

20.3 The Association shall have the right to use school facilities and equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and shall be responsible for any damage which may be caused thereby.

20.4 The Association shall have the right to post notices of activities in matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. Each notice shall identify the sponsoring organization. The Association may use the District's teacher boxes for communication to teachers, provided it distributes the materials. A copy of each notice and each mass distribution shall be given to the Administration at the time of posting or distribution.

20.5 The Board agrees to furnish to the Association in response to reasonable request submitted in writing such public information as may be necessary for the Association to prepare proposals for bargaining, or which may be necessary for the Association to process any grievance or complaint.

20.6 The Board agrees not to negotiate with any teacher's organization other than the Association with respect to persons in the unit covered by this Agreement for the duration thereof.

20.7 A total of ten (10) days per school year shall be allowed the Association upon application for Association business such as attendance at MEA and NEA meetings, conferences, and conventions, in-service meetings and conferences for GEA officers, etc. It is understood, however, that such days shall not be used for organizing, encouraging or participating in activities such as demonstrations, picketing, the interruption or disturbance of the continuous normal education of children in other school districts, and/or to aid or abet any other school district on strike as defined under PA 336 (PERA). Application must be made to the Assistant Superintendent for Human Resources via the building principal. Advance notice of five (5) days or more shall be given to the building principal except in cases of emergency; in such case, the request shall be submitted to the principal as soon as possible. The School District will pay for the salary of the regular teacher, and the Association will pay for the salary of the substitute.

Any of the ten (10) annual days which are not used may be carried over to the next year and be added to the ten (10) days granted that year, provided that at no time shall the total of unused days carried over from prior years plus the current year's ten (10) annual days exceed fifteen (15) days.

20.8 The GEA President shall be released from his/her regular duties without loss of pay or benefits for three-tenths (.3) of his/her assignment per school year. Released time shall be for the purpose of participating in mutually agreed upon meetings that cannot otherwise be scheduled outside of the work day and for other Association business. The Association agrees to reimburse the District at 50% of the cost incurred for the said release time. The District will attempt to schedule its monthly administrator meetings outside of the instructional day when the GEA President is invited to attend.

ARTICLE XXI **JOB SHARE**

21.1 Job Sharing is defined as two tenured bargaining unit members sharing one full-time position. The Grandville Job Sharing provisions are based on current practice regarding part time teachers. There are some additional issues unique to the Job Sharing concept. Implementation of a Job Sharing program must be cost neutral for the District.

A. Purpose:

The Job Sharing concept is meant as an accommodation for teachers who want part time employment, however, the arrangement must never jeopardize the education of students. It must be an arrangement which has a clear advantage to the education of the students as well as serving the needs of staff.

A Job Share teacher is not allowed to work the remaining day(s) elsewhere. It is meant for those teachers who want part time. Coaching in Grandville would be an acceptable additional employment.

B. Application:

Tenure teachers interested in Job Sharing should submit a request to the Human Resources Office by March 1. They may request to be matched with a partner or may suggest their own partner who must be a tenure teacher already on staff. If partners submit a request together, they must give rationale as to why their plan and partnership is good for student learning. They should also include the specific work schedule and the additional responsibilities. (If a teacher is seeking a partner, a description of the type of teaching and working style of a desirable partner should be submitted.) A meeting with the building principal, Assistant Superintendent of HR and the Job Share partners will be scheduled to discuss the plan. The Director of Special Education will be included if it involves a special education program.

All requests will be considered. Prior to the close of the existing school year, the administration will make the decision based on what is best for the building staff, students, parents, and educational program. Once the decision is made, an agreement will be signed by the principal, Assistant Superintendent, job share partners and GEA president. At that point, the Job Share must be fulfilled. A limited number of Job Shares will be permitted within buildings and in the district.

C. Duration

Once a team for Job Sharing is established through mutual consent of administration and the Job Sharing teachers, the teachers are reduced to part time employment and are not guaranteed full time in the future. Should either party want out, an opening would have to be available in which the teacher is certified and qualified to teach. The assignment must be deemed, by administration, as an appropriate placement. The district will not be put in the position of being forced to find a part time teacher to fill the Job Share assignment. Should another tenure teacher in the district want to assume the part time partnership position, it will be treated the same as a first time establishment of a Job Share. As in current practice, the administration reserves the right of assignment.

The administration reserves the right to end any Job Share arrangement at the close of the school year. The Job Share teachers would be reassigned to available positions. Only the part time FTE would be guaranteed.

If one partner terminates employment with the Grandville Schools, the remaining partner may be assigned back to full time in the position. Through mutual consent, the vacancy could be filled with another part time partner should a suitable partner be available.

D. Responsibility

All responsibilities required of full time teachers will be expected of both Job Share teachers (i.e., attendance at P/T conferences, in-services, staff mtgs., IEP's, dept. mtgs., Open House, etc.) To be cost neutral, extra compensation will not be given. Job Share partners must check with their building principals to discuss what meetings will be necessary for both to attend. Every effort will be made to minimize dual participation when not needed.

E. Substituting

If one partner is absent (sick, personal day, conference, etc.), the other partner may cover for their partner's absence at the "teaching during the conference rate" or through a mutual agreement and approval from the principal, they may cover the time and "trade off" for a later date when he/she may need time off, too. If the partner teacher is unable to cover or chooses not to, a sub will be hired. As with full time teachers, personal days and conference attendance is contingent on substitute availability. Should a long term absence become necessary, the sub coverage would have to be reevaluated. If the partner teacher took over the long term assignment, he/she will be paid their normal rate of pay. An administrative decision will be made based on the best interest of all parties involved as well as the District needs.

F. Pairing/scheduling

AM/PM elementary Job Share teachers will be considered at a (.5) FTE, however, their day will include a required additional half hour (overlap time) at the noontime for collaboration with each other. If the Job Share is not divided AM/PM, then provision will need to be worked out for regular, ongoing collaboration. In these situations, the FTE's may or may not be equal.

Every effort will be made in the elementary school to balance the specials, although it must be understood that an equal number of minutes per teacher may not be possible due to District scheduling of specials. Furthermore, depending on the lunch time scheduled for this Job Share classroom, the amount of teaching minutes may vary slightly.

Secondary Job Share teachers will be considered at a (.4) and (.6) FTE. A conference time will be pro-rated.

G. Compensation

Compensation will be determined by each teacher's step and column of the salary schedule, prorated for the amount of time worked. Any teacher who has an FTE of (.5) or greater, moves up one full step. Teachers with an FTE of less than (.5) are prorated at an appropriate sum between two steps.

H. Benefits

All benefits, including leave from duty days, tuition reimbursement, will be pro-rated to match the part time FTE. All provisions in the Teacher Master Agreement (other than these guidelines unique to Job Sharing) will prevail.

I. Seniority

Seniority of Job Share teachers will accrue as Contract currently dictates (date of employment + each year of unbroken service).

J. Evaluation

Parent and student input must be obtained. The Job Share partners are responsible for completing and evaluation by April 1 and sharing results with the building principal.

ARTICLE XXIII
DURATION OF AGREEMENT

25.1 This Agreement shall become effective on September 1, 2016 unless otherwise specified in this Agreement and continue in effect until August 31, 2019. Upon written notice given between February 1, 2019, and June 1, 2019 this Agreement may be renegotiated for future years.

25.1.1 The contract year, for purposes of this Agreement, shall be deemed to be the period between September 1 and August 31.

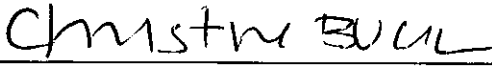
KENT COUNTY EDUCATION ASSOCIATION

GRANDVILLE BOARD OF EDUCATION

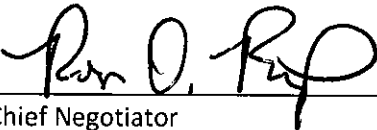
By _____
Local Association President

By 
President

By _____
KCEA/MEA/NEA President

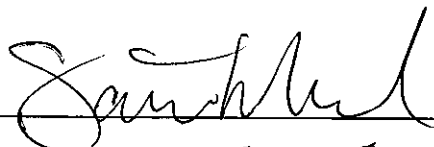


By 
Secretary

By _____
Chief Negotiator

By 
Chief Negotiator

Other members of the Association Bargaining Team are as follows:

Other members of the Board Bargaining Team are as follows:



Debra Reese


Dated this 15th day of June, 2016

SUPPLEMENTARY PROVISION TO SALARY SCHEDULE

A. For longevity purposes, the step on which the teacher was placed when the salary steps were originally adopted will be the determining factor.

B Teachers to be employed by the Grandville Public Schools with previous teaching experience may, at the Board's discretion, be given up to seven (7) years credit and placed at the appropriate step (or fraction step) on the salary schedule. The Superintendent may credit up to three (3) additional years of teaching experience in cases where the work experience, in his judgment, is related to the teaching position, providing that the Association and the Board shall be informed of such hiring.

C. Years of prior service in an annexed school shall count as half service in the Grandville system and shall be in addition to the seven (7) years of service elsewhere. (If it is to the teacher's benefit to count service in an annexed school as service elsewhere, this will be permitted.)

D. A fractional year of service in the system shall place a teacher at an appropriate sum between two steps on the salary schedule. When part-time teachers have taught part days every day or at least 50 percent of a full contract for the entire year, the teacher shall move up the salary schedule one step in the same manner as full-time teachers.

E. For those newly employed after date of this contract, allowances for full-time military service of one-half step for one full year or one step for two or more full years of military service may be allowed by the Board on recommendation of the Superintendent.

F. Teachers shall receive their contractual salary in 24 equal payments. Payments will be made on the 8th day of the month and 23rd day of the month. In the event those payment dates falls on a Saturday, Sunday or holiday, payment will be made on the prior business day.

Teachers holding positions that are paid under Schedule B and/or Schedule C shall be paid semi-monthly as a part of their regular pay (Supplemental salary/number of pay periods during the season or event).

Dual employment employees shall follow the Kent ISD pay schedule options.

G. The salary of any school nurse who lacks a B.A. degree shall be 80% of the B.A. schedule. Fringe benefits will be the same as other members of the bargaining group.

H. Psychologists, social workers and speech and language pathologists who have earned a MA degree will be placed on the appropriate MA+30 step on the salary schedule based on their years of experience. Their hours will be the normal teacher working hours of the building(s) to which they are assigned. A part-time psychologist or social worker requested to work on a day they are not scheduled shall be paid at their regular rate or allowed compensatory time off. They are eligible for the same fringe benefits as other members of the bargaining group.

I. Bargaining unit members with a minimum of fifteen (15) years of service with the district will receive a sick leave severance bonus payment paid upon separation of service as follows;

- 1st through 50th day = \$12/day
- 51st through 100th day = \$20/day
- 101st through 150th = \$50/day (150 day maximum)

The sick leave severance bonus total will be capped at a maximum payout of \$4,100.

A bargaining unit member will receive either the sick leave severance bonus or 1% of their 2010-11 base salary, whichever amount is greater of the two, upon separation of service from the district.

J. During the 2015-16 school years, teachers who are eligible shall receive their step increase.

K. For the 2015-16 school year, teachers who are not receiving a salary increase due to plateauing on the 2015-16 pay scale and not electing the medical insurance, will receive an off schedule bonus of \$299 over 24 semi-monthly payrolls. Part-time teacher will have their bonus pro-rated based on their FTE.

L. Effective 2013-14, bargaining unit members may only exit columns 2 of the 2012-13 Schedule A. In other words, no bargaining unit members may enter the BA+20 column of Schedule A. Bargaining unit members already in that "lane" of compensation (column 2) shall be held harmless and may remain in that column. Bargaining unit members in column 2 – the BA+20 lane – may exit, but there will be no new entries into that column.

M. Effective 2014-15 school year, bargaining unit members may only exit column 4 of the 2012-13 Schedule A. In other words, no bargaining unit members may enter the MA+15 column of Schedule A effective the 2014-15 school year. Bargaining unit members already in that "lane" of compensation (column 4) shall be held harmless and may remain in that column. Bargaining unit members in column 4 – the MA+15 lane – may exit, but there will be no new entries into that column.

N. In the event a substitute teacher is not available and a teacher instructs their class and a second class, the bargaining unit member will receive the Schedule C – Teaching as a sub during conference hour rate.

O. Bargaining unit members in grades kindergarten through 3rd grade will receive up to three (3) hours of compensation at \$30.49 per hour for assessment/records work payable in June. The building principal will provide the Human Resources Department with a list of kindergarten through 3rd grade teachers eligible for the payment.

P. Beginning with the 2016-17 school year, teachers in the Young Fives program will receive a parent/teacher conference stipend of \$30.49/hour for a full roster of additional students beyond half time.

Q. To be in compliance with current state statute PA 451, teachers shall receive a yearly merit payment of \$100 off schedule for the 2016-17, 2017-18 and 2018-19 school years upon earning an effective or highly effective performance evaluation each year. The merit payment will be discontinued if legislation changes.

EDUCATION CREDIT AND PAYMENT

A. Movement to column 3 (MA) shall occur when the teacher earns a Master's degree or after having earned a Bachelor degree plus thirty (30) semester hours, of graduate, undergraduate, or continuing education credits (CEU) at the ratio of three (3) CEU's to one semester credit hour and/or State Continuing Education Clock Hours at the ratio of twenty-five (25) SCECHs to one semester credit hour, any course(s) that applies to or would enhance the teacher's assignment and is approved in advance by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

1. Movement to the MA+30 column shall occur when, after having earned a Master's degree, a teacher earns 30 additional hours of 1) graduate credit that applies to the teacher's assignment or any graduate education course that applies to the teacher's assignment and was approved by the Superintendent or his/her designee. Appropriate transcripts must be furnished by the teacher and the teacher must have one or more years of experience in this system and regular certification in the grades or subjects taught.

2. An administrative change in the teacher's assignment shall not adversely affect the teacher's placement in column 4 and 5 of the 2012-13 Schedule A.

3. Certified Continuing Education Units (CEU's) related to the teacher's assignment or the teaching profession may be substituted for semester hours as outlined in A.1. above at the rate of three (3) CEU's for every one (1) semester hour of credit. The criteria for acceptance of CEU credits for movement to columns 4 and

5 are the same criteria as that used for longevity movement.

4. State Continuing Education Clock Hours (SCECH's) related to the teacher's assignment or the teaching profession may be substituted for semester hours as outlined in A.1. above at the rate of twenty-five (25) SCECH's for every one (1) semester hour of credit.

B. The same provision regarding institutions where such credit may be earned applies as is applied by the State of Michigan with respect to certification credit, except by special advance approval of the Superintendent.

C. Credit earned under fellowship, institute, or scholarship grant is paid for on the same basis as other credit on the salary schedule.

D. Teachers qualifying for educational credit payments shall make written application therefore when furnishing required transcripts or certification.



Grandville Public Schools

S C H O O L C A L E N D A R	August 2016					September 2016					October 2016				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4	5				1	2	3	4	5	6	7
	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
	29	30	31			26	27	28	29	30	31				
	November 2016					December 2016					January 2017				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	4				1	2	2	3	4	5	6
	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
	28	29	30			26	27	28	29	30	30	31			
	February 2017					March 2017					April 2017				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3			1	2	3					
	6	7	8	9	10	6	7	8	9	10	3	4	5	6	7
	13	14	15	16	17	13	14	15	16	17	10	11	12	13	14
	20	21	22	23	24	20	21	22	23	24	17	18	19	20	21
	27	28				27	28	29	30	31	24	25	26	27	28
	May 2017					June 2017									
	M	T	W	T	F	M	T	W	T	F					
	1	2	3	4	5				1	2					
8	9	10	11	12	5	6	7	8	9						
15	16	17	18	19	12	13	14	15	16						
22	23	24	25	26	19	20	21	22	23						
29	30	31			26	27	28	29	30						

Board Approved 01/22/2016

2016-2017
STAFF

DESCRIPTION CODE	
AUGUST 30 – TUESDAY	TEACHERS ONLY
SEPTEMBER 6 – TUESDAY – FIRST DAY	JANUARY 6 – FRIDAY
OCTOBER 6 – THURSDAY	FEBRUARY 6 – MONDAY
OCTOBER 28 – FRIDAY	MARCH 6 – MONDAY
DECEMBER 6 – TUESDAY	JUNE 9 – FRIDAY – LAST DAY
NO SCHOOL - ALL	
SEPTEMBER 5	LABOR DAY
OCTOBER 31	FALL BREAK
NOVEMBER 23-25	THANKSGIVING BREAK
DECEMBER 23 – JANUARY 02	HOLIDAY BREAK
FEBRUARY 20	MID-WINTER BREAK
MARCH 31-APRIL 09	SPRING BREAK
MAY 29	MEMORIAL DAY
TEACHERS AND STUDENTS REPORT	

2016-17 SCHEDULE A

Step	BA	BA+20	BA+30/MA	MA+15	MA +30
1	39,737	41,020	43,903	45,385	48,561
2	40,040	41,323	44,206	45,688	48,864
3	40,343	41,626	44,509	45,991	49,167
4	41,820	43,014	46,239	47,776	50,951
5	43,782	44,998	47,977	49,762	52,935
6	45,768	47,042	50,678	51,878	54,924
7	47,767	49,442	52,975	54,176	57,393
8	49,881	51,632	55,372	56,685	59,932
9	52,659	53,911	57,808	59,179	62,473
10	54,781	56,236	60,660	62,101	65,322
11	57,566	58,619	63,642	65,216	68,145
12	59,800	61,195	66,664	68,251	70,870
13	61,078	64,161	69,422	71,075	73,945
14	61,078	64,161	71,324	72,977	75,853
15	61,078	64,161	71,324	72,977	75,853
16	61,078	64,161	71,324	72,977	75,853
17	61,078	64,161	71,324	72,977	75,853
18	61,078	66,255	73,204	75,004	79,091
19	61,078	66,255	73,204	75,004	79,091
20	61,078	66,255	73,204	75,004	79,091
21	61,078	66,255	73,204	75,004	79,091
22	61,078	66,255	73,204	75,004	79,091
23	61,078	67,903	75,814	77,577	81,187
24	61,078	67,903	75,814	77,577	81,187
25	61,078	67,903	75,814	77,577	81,187
26	61,078	67,903	75,814	77,577	81,187
27	61,078	69,548	75,814	77,577	81,187
28	61,078	69,548	77,572	79,631	82,704
29	61,078	69,548	77,572	79,631	82,704
30	61,078	69,548	77,572	79,631	82,704

**30+		69,548	79,362	81,648	84799
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2013-14 Step 29 & 30 members grandfathered at 30+ rate above

\$64,042 - 2013-14 BA Step 15+ members grandfathered at this rate
 Current BA + 20 members grandfathered, Only exit from BA + 20 allowed
 Current MA + 15 members grandfathered, Only exit from MA + 15 allowed

2017-18 SCHEDULE A

Step	BA	BA+20	BA+30/MA	MA+15	MA +30
1	39,936	41,225	44,122	45,612	48,804
2	40,241	41,530	44,427	45,917	49,108
3	40,545	41,834	44,731	46,221	49,413
4	42,029	43,229	46,470	48,015	51,206
5	44,001	45,223	48,217	50,010	53,200
6	45,997	47,277	50,931	52,137	55,198
7	48,006	49,689	53,239	54,447	57,680
8	50,130	51,890	55,649	56,969	60,232
9	52,923	54,180	58,097	59,475	62,785
10	55,055	56,517	60,963	62,411	65,648
11	57,854	58,912	63,960	65,542	68,485
12	60,099	61,501	66,997	68,592	71,224
13	61,383	64,482	69,769	71,430	74,315
14	61,383	64,482	71,681	73,341	76,232
15	61,383	64,482	71,681	73,341	76,232
16	61,383	64,482	71,681	73,341	76,232
17	61,383	64,482	71,681	73,341	76,232
18	61,383	66,586	73,570	75,379	79,487
19	61,383	66,586	73,570	75,379	79,487
20	61,383	66,586	73,570	75,379	79,487
21	61,383	66,586	73,570	75,379	79,487
22	61,383	66,586	73,570	75,379	79,487
23	61,383	68,243	76,193	77,965	81,593
24	61,383	68,243	76,193	77,965	81,593
25	61,383	68,243	76,193	77,965	81,593
26	61,383	68,243	76,193	77,965	81,593
27	61,383	69,895	76,193	77,965	81,593
28	61,383	69,895	77,960	80,030	83,117
29	61,383	69,895	77,960	80,030	83,117
30	61,383	69,895	77,960	80,030	83,117

**30+		69895	79759	82057	85223
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2013-14 Step 29 & 30 members grandfathered at 30+ rate above

\$64,362 - 2013-14 BA Step 15+ members grandfathered at this rate
 Current BA + 20 members grandfathered, Only exit from BA + 20 allowed
 Current MA + 15 members grandfathered, Only exit from MA + 15 allowed

2018-19 SCHEDULE A

Step	BA	BA+20	BA+30/MA	MA+15	MA +30
1	40,136	41,431	44,343	45,840	49,048
2	40,442	41,737	44,649	46,146	49,354
3	40,748	42,043	44,955	46,452	49,660
4	42,239	43,445	46,702	48,255	51,462
5	44,221	45,449	48,458	50,261	53,466
6	46,227	47,513	51,186	52,398	55,474
7	48,246	49,937	53,506	54,720	57,969
8	50,381	52,150	55,927	57,254	60,533
9	53,187	54,451	58,388	59,772	63,099
10	55,331	56,800	61,268	62,723	65,977
11	58,143	59,207	64,280	65,869	68,828
12	60,400	61,808	67,332	68,935	71,580
13	61,690	64,804	70,118	71,787	74,686
14	61,690	64,804	72,039	73,708	76,613
15	61,690	64,804	72,039	73,708	76,613
16	61,690	64,804	72,039	73,708	76,613
17	61,690	64,804	72,039	73,708	76,613
18	61,690	66,919	73,938	75,756	79,884
19	61,690	66,919	73,938	75,756	79,884
20	61,690	66,919	73,938	75,756	79,884
21	61,690	66,919	73,938	75,756	79,884
22	61,690	66,919	73,938	75,756	79,884
23	61,690	68,584	76,574	78,355	82,001
24	61,690	68,584	76,574	78,355	82,001
25	61,690	68,584	76,574	78,355	82,001
26	61,690	68,584	76,574	78,355	82,001
27	61,690	70,245	76,574	78,355	82,001
28	61,690	70,245	78,350	80,430	83,533
29	61,690	70,245	78,350	80,430	83,533
30	61,690	70,245	78,350	80,430	83,533

**30+		70,245	80,157	82,467	85,649
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2013-14 Step 29 & 30 members grandfathered at 30+ rate above

\$64,684 - 2013-14 BA Step 15+ members grandfathered at this rate
 Current BA + 20 members grandfathered, Only exit from BA + 20 allowed
 Current MA + 15 members grandfathered, Only exit from MA + 15 allowed

SCHEDULE B 2016-17 2017-18 2018-19

SPORT/POSITION	1	2	3	4	5
FOOTBALL					
Head Coach	5,518	5,860	6,208	6,554	6,896
1st Assistant	3,633	3,863	4,088	4,316	4,543
2nd Assistant	3,633	3,863	4,088	4,316	4,543
3rd Assistant	3,633	3,863	4,088	4,316	4,543
Reserve	3,633	3,863	4,088	4,316	4,543
Reserve Assistant	3,436	3,649	3,859	4,080	4,296
9th Grade Head Coach	3,363	3,573	3,785	3,994	4,204
9th Grade Assistant	3,203	3,404	3,604	3,802	4,002
BASKETBALL					
Head Coach	5,518	5,860	6,208	6,554	6,896
Reserve	3,486	3,707	3,925	4,139	4,357
9th Grade	3,330	3,537	3,746	3,953	4,160
8th Grade Maroon/White (2)	2,586	2,743	2,908	3,063	3,229
7th Grade Maroon/White (2)	2,536	2,694	2,854	3,012	3,169
HOCKEY					
Head Coach	4,668	4,956	5,247	5,530	5,820
Reserve /Assistant	2,935	3,117	3,307	3,486	3,670
SWIMMING					
Head Coach	4,614	4,903	5,191	5,476	5,766
Reserve/Assistant	2,935	3,117	3,307	3,486	3,670
Middle School	2,302	2,443	2,587	2,729	2,872
Middle School Assistant	1,475	1,563	1,658	1,747	1,837
SOFTBALL, BASEBALL					
Head Coach	4,365	4,438	4,699	4,958	5,221
Reserve/Assistant	3,116	3,313	3,527	3,701	3,898
9th Grade	2,678	2,847	3,013	3,179	3,350
TRACK					
Head Coach	4,365	4,438	4,699	4,958	5,221
Reserve/Assistant	3,116	3,313	3,527	3,701	3,898
9th Grade	2,678	2,847	3,013	3,179	3,350
Middle School - Head	2,081	2,212	2,341	2,472	2,600
Middle School Assistant	1,576	1,757	1,862	1,963	2,069
TENNIS					
Head Coach	3,308	3,514	3,719	3,928	4,133
Reserve/Assistant	2,444	2,595	2,747	2,898	3,055
Middle School Coach (2G/1B)	1,843	1,956	2,074	2,190	2,305
CROSS COUNTRY					
Head Coach	3,308	3,514	3,719	3,928	4,133
Middle School Coach	1,843	1,956	2,074	2,190	2,305
GOLF					
Head Coach	3,308	3,514	3,719	3,928	4,133
Reserve/Assistant	2,444	2,595	2,747	2,898	3,055
SOCCER					
Head Coach	3,308	3,514	3,719	3,928	4,133
1st Assistant	1,654	1,755	1,860	1,963	2,068
Reserve/Assistant	2,444	2,595	2,747	2,898	3,055
9th Grade	1,843	1,956	2,074	2,190	2,305
Middle School Coach	1,843	1,956	2,074	2,190	2,305
COMPETITIVE CHEER					
Varsity	4,798	5,095	5,394	5,695	5,996
1st Assistant	2,399	2,547	2,697	2,847	2,998
Reserve/Assistant	3,199	3,399	3,604	3,802	4,002
Freshman	2,561	2,722	2,885	3,041	3,199
Middle School	1,713	1,823	1,932	2,039	2,142

WRESTLING					
Head Coach	4,798	5,095	5,394	5,695	5,996
Reserve/Assistant	3,199	3,399	3,604	3,802	4,002
Middle School	2,561	2,722	2,885	3,041	3,199
Middle School Assistant	1,713	1,823	1,932	2,039	2,142
VOLLEYBALL					
Head Coach	4,614	4,903	5,191	5,476	5,766
Reserve/Assistant	2,935	3,117	3,307	3,486	3,670
9th Grade	2,538	2,696	2,854	3,013	3,169
8th Grade - Maroon/White (2)	2,302	2,443	2,587	2,729	2,872
7th Grade - Maroon/White (2)	2,302	2,443	2,587	2,729	2,872
WATER POLO					
Head Coach	3,308	3,514	3,719	3,928	4,133
Reserve/Assistant	2,444	2,595	2,747	2,898	3,055
BOWLING					
Head Coach	1,892	1,964	2,043	2,121	2,201
Reserve/Assistant	1,685	1,734	1,784	1,832	1,882
CHEERLEADING					
Varsity Football	3,308	3,514	3,719	3,928	4,133
1st Assistant Football	1,654	1,755	1,860	1,963	2,068
Reserve Football	2,444	2,595	2,747	2,898	3,055
Freshman Football	1,843	1,956	2,074	2,190	2,305
8th Grade Maroon/White (2)	1,231	1,273	1,314	1,355	1,393
7th Grade Maroon/White (2)	1,231	1,273	1,314	1,355	1,393
DANCE TEAM					
Head Coach	1,892	1,964	2,043	2,121	2,201
Reserve/Assistant	1,501	1,556	1,610	1,662	1,712
RUGBY					
Head Coach	2,244	2,321	2,400	2,476	2,554
LACROSSE					
Head Coach	3,308	3,514	3,719	3,928	4,133
Reserve/Assistant	2,444	2,595	2,747	2,898	3,055

SCHEDULE C 2016-17 2017-18 2018-19

	1	2	3	4	5
CLASS SPONSORSHIP					
9th Grade	747	796	837	887	932
10th Grade	747	796	837	887	932
11th Grade	1,239	1,319	1,397	1,476	1,557
12th Grade	1,357	1,440	1,525	1,611	1,693
INSTRUMENTAL MUSIC					
High School (including band camp)	5,656	6,011	6,364	6,715	7,070
High School Assistant	3,572	3,795	4,020	4,242	4,468
Middle School	2,763	3,000	3,234	3,470	3,704
Middle School Assistant	1,819	1,954	2,092	2,225	2,367
String Instruments	1,940	2,063	2,182	2,306	2,425
String Instruments Assistant	1,293	1,375	1,454	1,536	1,616
High School Jazz Band					1,000
Middle School Jazz Band	636	690	743	796	849
Flag Corp.					723
VOCAL MUSIC					
High School	1,961	2,087	2,209	2,331	2,453
Middle School	1,267	1,344	1,419	1,497	1,580
Elem-per teacher per perform (max 3/yr)					115
High School DEBATE	1,233	1,308	1,385	1,458	1,532
FORENSICS					1,532
NEWSPAPER - High School					
High School w/o class	1,740	1,850	1,958	2,068	2,175
High School 1 Class/1 Semester	1,309	1,393	1,475	1,557	1,634
High School 1 Class/2 Semesters	878	932	989	1,042	1,098
YEARBOOK					
High School w/o class	2,478	2,634	2,788	2,940	3,101
High School 1Class/1 Semester	1,863	1,981	2,096	2,212	2,330
High School 1 Class/2 Semesters	1,247	1,326	1,404	1,483	1,566
Middle School	597	638	675	718	798
SCIENCE OLYMPIAD					
High School - Head w/o class	1,990	2,097	2,205	2,314	2,421
High School - Head w/class	992	1,046	1,103	1,156	1,213
High School Assts (2)	992	1,046	1,103	1,156	1,213
Middle School - Head w/o class	1,990	2,097	2,205	2,314	2,421
Middle School - Head w/class	992	1,046	1,103	1,156	1,213
Middle School Assts (2)	992	1,046	1,103	1,156	1,213
ELEM ACADEMIC COMPETITION					
Per building, per event					172
INTRAMURALS					
High School-2 Seasons	581	620	653	692	725
Middle School-2 Seasons	581	620	653	692	725
Elementary Buildings - (8)	581	620	653	692	725
STUDENT COUNCIL					
High School	1,809	1,900	1,993	2,086	2,180
Middle School	1,567	1,658	1,749	1,843	1,939
Elementary (Per building)					287
BPA					1,860
QUIZ BOWL					
High School					1,213
NATIONAL HONOR SOCIETY					
High School (2)					510
ELEMENTARY SAFETY PATROL					
Per building					572

ELEMENTARY ART SHOW					
Per Show					115
5TH/6TH GRADE CAMP					
Per overnight stay					114
CONSERVATION CLUB - HIGH SCHOOL					1,212
PLAYS (MAXIMUM 3)					
Fall High School					2,420
Fall High School Tech Asst.					905
Spring High School					2,420
Spring High School Tech Asst.					905
Middle School Director					905
MUSICAL					
High School					2,420
High School Assistant					905
High School Tech Asst.					905
ELECTRATHON RACING w/class					1,213
FIRST ROBOTICS					
High School w/o class	1,992	2,098	2,206	2,312	2,421
High School w/class	992	1,046	1,103	1,156	1,213
VIDEO PRODUCTION					
High School					1,022
DEPARTMENT HEAD - High School					1,738
DEPARTMENT HEAD - Middle School					1,373
PEER TO PEER (EACH BLDG)					1,010
POSITIVE BEHAVIOR CLUB					1,262
NOON LUNCH/GYM					20.15/hr
SUMMER SCHOOL					27.84/hr
DRIVER EDUCATION					29.64/hr
TEACHING AS SUB DURING CONF HOUR					30.80/hr

**GRIEVANCE REPORT FORM
GRANDVILLE EDUCATION ASSOCIATION**

Grievance # _____

Grandville Public Schools/Kent County Education Association

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Name of Grievant Building Assignment Date Filed

Level I (Building Conflict Resolution Team/Supervisor)

A. Date cause of grievance occurred

B. Specific article/law/rule/regulation violated

C. Statement of grievance:

D. Remedy requested:

Signature of Grievant

Date

Signature of Association Representative

Date

E. Date of initial meeting with supervisor:

F. Disposition (Supervisor)

Signature of Supervisor

Date

G. Disposition of Grievant

Signature of Grievant

Date

Signature of Association Representative

Date

Level II

A. Date of Meeting with the Assistant Superintendent-Human Resources

B. Disposition (management):

Signature of Assistant Superintendent – Human Resources

Date

C. Disposition of Grievant

Signature of Grievant

Date

Signature of Association Representative

Date

D. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

Signature of Association Representative Date

Level III

A. Date of Meeting with the Superintendent

B. Disposition (management):

Signature of Superintendent

Date

C. Disposition of Grievant

Signature of Grievant

Date

Signature of Association Representative

Date

C. Date Received by Association Grievance Committee:

E. Disposition of Association Grievance Committee

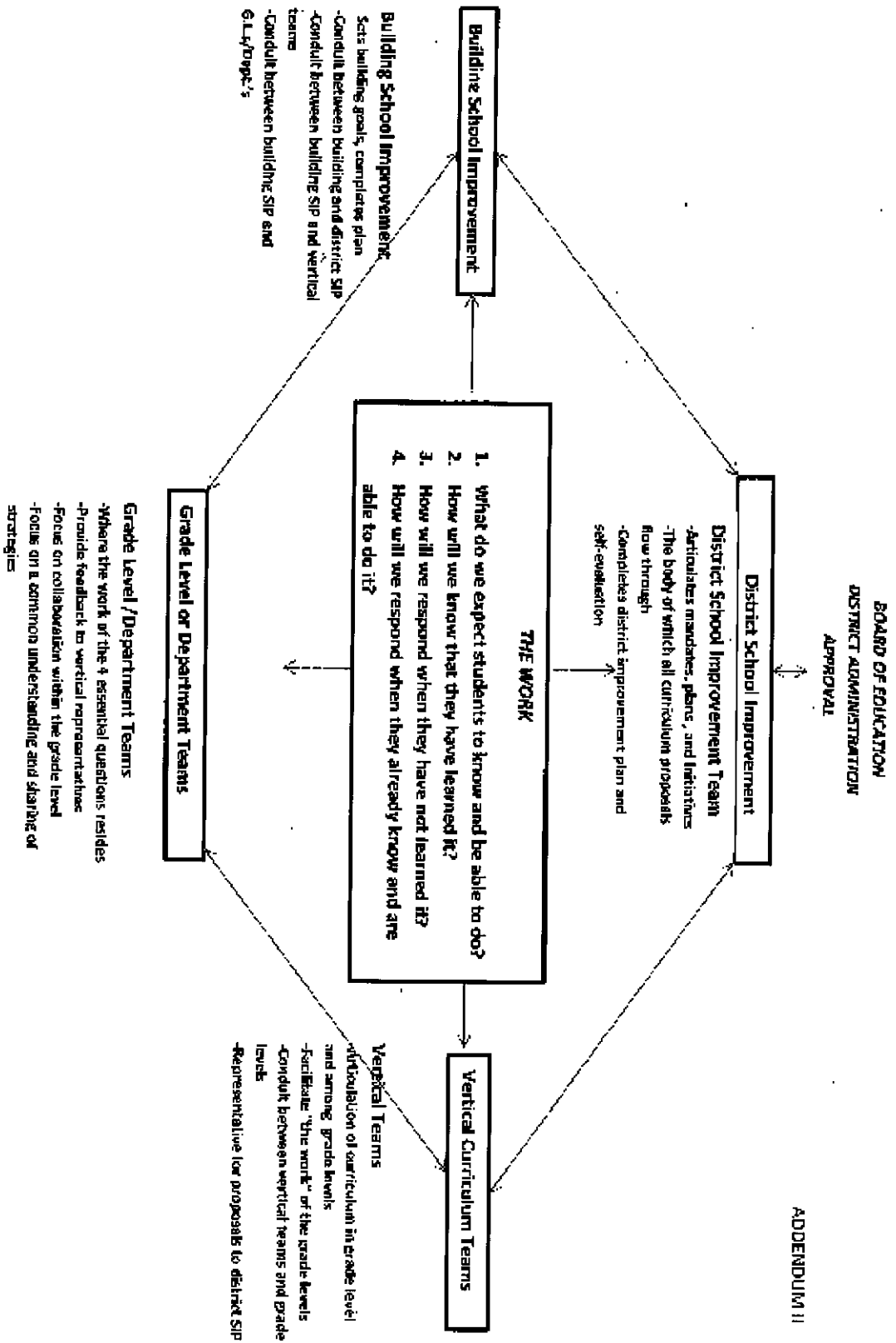
Signature of Association Representative

Date

Level IV

Binding Arbitration

A. Date Appealed to Arbitration _____



THE CURRICULUM PROCESS

GRANDVILLE PUBLIC SCHOOLS

ADDENDUM II