

**MASTER AGREEMENT
BETWEEN
SUTTONS BAY PUBLIC SCHOOLS
AND THE
SUTTONS BAY EARLY CHILDHOOD EDUCATION
ASSOCIATION**

September 1, 2018 – August 31, 2020

<u>Article</u>	<u>Subject</u>	
1	Recognition	Page 2
2	Board's Rights and Responsibilities	Page 2
3	Association Rights and Responsibilities	Page 3
4	Definitions	Page 5
5	Working Conditions	Page 6
6	Grievance Procedure	Page 8
7	Bargaining Unit Member Evaluation	Page 10
8	Vacancies and Assignments	Page 11
9	Reduction in Personnel, Layoff, Recall	Page 12
10	Leaves of Absence	Page 13
11	Leaves Without Pay	Page 14
12	Vacations/Holidays	Page 15
13	Compensation	Page 15
14	Insurance	Page 16
15	Payments & Dedications	Page 16
16	Wages	Page 17
17	Duration	Page 18
Appendix A		
	Approved Absence Request Form	Page 19
	Grievance Form	Page 20
	Evaluation Form	Page 23

ARTICLE 1

RECOGNITION

- A. The Suttons Bay Board of Education hereinafter called the "District" or "Board" hereby recognizes the Suttons Bay Early Childhood Education Association, affiliated with the MEA/NEA, hereinafter known as the "Association," as the exclusive bargaining representative as defined in Section II of the Public Employment Relations Act, as amended, for all full-time and regularly scheduled part-time lead educators, lead organizer and teacher assistants employed by the Suttons Bay Public Schools, but excluding temporary and substitute employees, supervisors, administrators, teachers and all other employees.
- B. All personnel represented by the Association in the above-defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as "Bargaining Unit Members" or "employees."
- C. The Board of Education agrees not to extend these rights to any other labor organization for the duration of this Agreement.
- D. An emergency manager appointed under the Local Government and School District Fiscal Accountability Act is authorized to reject, modify, or terminate this Agreement as provided in the Local Government and School District Fiscal Accountability Act, 2011 Public Act 4.

ARTICLE 2

BOARD RIGHTS AND RESPONSIBILITIES

- A. In order to carry out its responsibility for the development and operation of education programs providing the best possible educational opportunity for the Suttons Bay Public School District consistent with community resources, the Board retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in the Board by law including by way of illustration, the following:
 - 1. The supervision, direction and control of the management and administration of the school system, its properties and facilities.
 - 2. The right to hire all employees and subject to provisions of the law, to determine their qualifications, to discharge, demote, or otherwise discipline employees and to promote and transfer employees.
 - 3. The right to establish grades and courses of instruction including special programs, and to provide for recreational and social events for students as deemed necessary or advisable by the Board.
 - 4. The selection of teaching materials and various teaching aids.

5. The right to determine class schedules, class size, the hours of instruction and the assignment of educators and other employees with respect thereto.
- B. The exercise of the forgoing powers, rights, duties, and responsibilities by the Board and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be the exclusive prerogative of the Board except as otherwise limited by express provision of this Agreement.
- C. Copies of the Master Agreement shall be printed at the expense of the Board and furnished to all bargaining unit members. The Association shall receive three (3) additional copies. All new hires shall receive a copy on the date of hire by the employer and be informed of their obligations under Article 15 by the Association

ARTICLE 3

ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Association shall have the right to use school facilities outside regular school hours consistent with Board policy regarding public use of these facilities.
- B. The Association may post notices of its activities and matters of Association concern on staff bulletin boards and departmental bulletin boards.
- C. Elected representatives of the Association shall be permitted to transact official Association business on school property during non-duty hours, provided this shall not interfere with or interrupt normal school operations.
- D. The Association may use school inter-district mail and e-mail service for communication to others.
- E. No bargaining unit member who has completed his/her probationary period shall be disciplined for arbitrary or capricious reasons.
- F. A bargaining unit member shall have prior notification of any meeting when disciplinary action beyond verbal reprimand can be reasonably expected.
- G. A bargaining unit member shall be entitled, at the request of the bargaining unit member, to have present a representative of the Association during any meeting with administration where disciplinary action can reasonably be expected. When a request for such representation is made, no disciplinary action shall be taken with respect to the bargaining unit member until such representative of the Association is present.
- H. Members will have the right to review the contents of their personnel records and files with the exception of those items excluded from the definition of "personnel record" in the Bullard-Plawecki Employee Right to Know Act and to have a representative of the Association accompany him/her to such review. Reviews will be conducted at times convenient to the administration, but no later than ten (10) working days from the date of request.

In the event that the district receives a Freedom of Information Act (FOIA) request for the personnel file(s) of any bargaining unit member(s), the District shall notify the bargaining unit member. The bargaining unit member will be provided an opportunity to review the contents before the release of the information.

- I. No disciplinary or evaluative material, originating after initial employment will be placed in his/her personnel file unless the member has had an opportunity to review the material. Unsigned or anonymous communications will not become a part of a personnel file.
- J. No action will be taken on any complaint against a member unless the complaint is in writing and signed by the complainant.
- K. The member may submit a notation within ten (10) working days of knowledge of material regarding any material including complaints and the same shall be attached to the file copy of the material in question.
- L. When a member is requested to sign material placed in the file, such signature shall be understood to indicate his/her awareness of the material but shall not be interpreted to mean agreement with the content of the material.
- M. Under normal circumstances a system of progressive discipline will be followed that would consist of:
 - Verbal warning or reprimand by appropriate supervisor
 - Written warning or reprimand by appropriate supervisor
 - Suspension with or without pay
 - Dismissal

It is understood that a violation may be so significant or the employee's disciplinary history record such that the disciplinary action required may involve skipping one or more of these steps to reach the appropriate level of disciplinary action.

- N. The Employer agrees to furnish to the Union in response to reasonable requests for all available information concerning the financial resources of the District, the budget, and such other information as will assist the Union in preparing for grievances and for negotiations. This information includes, but is not limited to: names, addresses, seniority, wage experience credit, anniversary dates of all bargaining unit members and compensation paid to them, agendas, minutes, and reports of or to all Employer Board meetings, and census and membership data. Reports exempt from disclosure by law or from closed sessions as defined by the Open Meetings Act are excluded.
- O. Special conferences for matters of mutual concern may be arranged at the request of either party. Such conferences shall be scheduled within ten (10) calendar days of such request

- P. At the beginning of the school year, the Association shall be credited with three (3) noncumulative paid days to be used to conduct Association business. These days may be used by the Association Officers or their designees who are members of the Association to conduct Association business under the following conditions:
1. The Association shall request such leave from the Superintendent or his/her supervisor designee not less than forty-eight (48) hours in advance.
 2. No more than two (2) members may take said leave on the same day.
 3. No more than one event per month will be used for such leave.
 4. The Association shall reimburse the district for the cost of a substitute if a substitute is hired.
 5. The Request for Association Business Leave Form will be used stating the reason for the requested leave (see Appendix C).
 6. If extenuating circumstances warrant, the Superintendent or his/her supervisor designee may waive any of the above conditions.

ARTICLE 4

DEFINITIONS

- A. Seniority - Seniority shall be defined as the length of continuous, uninterrupted service within each classification of the bargaining unit in the district. Employees moving from one classification to another shall retain seniority accrued in any other classification but may not transfer said classification seniority into the new classification assignment. Accumulation of seniority shall begin from the bargaining unit member's first working day in the classification in which seniority is accrued. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots. Seniority shall be lost by a bargaining unit member upon termination, resignation, or retirement. Bargaining unit members on layoff shall not accrue seniority, vacation days, or other leave days. Bargaining unit members who are on leave shall have their seniority adjusted by the amount of time that they are on leave. Leaves less than a year in duration shall not affect a bargaining unit member's continuous, uninterrupted service.
- B. Probation - Probationary bargaining unit members shall have no seniority until the completion of the probationary period, at which time their seniority shall revert to their first day of work. The probationary period shall be sixty (60) work days.
- C. Classifications - For purposes of this Agreement, all bargaining unit members shall be placed in the following classification(s) based on their current assignments:
- Lead Organizer
 - Lead Educator
 - Assistant Teacher

ARTICLE 5

WORKING CONDITIONS

A. School Closing

Bargaining unit employees are expected to work on each workday that schools are closed due to inclement weather or other emergency condition which requires the closing of a building unless notified otherwise by their supervisor. The reporting time may vary based on the conditions and will be worked out between the employee and their supervisor.

If inclement weather or an emergency is determined in a building and all employees in that building are directed by the Employer to be sent home early or report late, those bargaining unit members will receive pay for regularly scheduled hours.

B. Work Areas, Supplies and Equipment

Employees work and work areas are to be kept clean and safe according to established federal, state and local standards. Employees will be given proper safety equipment and instruction in regard to the operation of equipment and the handling and disposal of dangerous substances. Employees will be given adequate and appropriate, as determined by the District, supplies and equipment that are in good repair to perform their assigned duties.

C. Student Discipline

All school employees have responsibilities in creating a safe and orderly environment. The Employer shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit members assigned work areas. The Employer shall take reasonable steps in accordance with Board Policies and Administrative Regulations to assist the bargaining unit member in carrying out their responsibilities with respect to students who are disruptive or who repeatedly violate rules and regulations. The use of any physical force with a student is permitted only under the conditions set forth in Board Policy and related Administrative Regulations.

D. Medication

Bargaining unit members shall be required to dispense or administer medication, or perform diapering or medically related procedures as prescribed by a parent, guardian or physician in accordance with the medical permission forms.

E. Supervision

Each bargaining unit member's position shall be designated on the District's Organizational Chart. The employee shall report to and be evaluated by the designated administrator or supervisor for that position.

F. District School Improvement Committee

The Association may appoint a representative to the District School Improvement Committee. Service on this committee shall be voluntary. Failure to serve on the School Improvement Committee shall not be considered in any evaluation.

G. Seniority List

The Employer shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared within thirty (30) work days after the effective date of this Agreement. By October 1 of each school year, the Employer shall prepare a seniority list. Copies shall be posted and a copy given to the Association President by October 1 5th. Any bargaining unit member may submit a challenge in writing within ten (10) working days of the posting of the seniority list. The Association and Administration will meet to review the challenge and correct or affirm the list within ten (10) working days. If no challenges are made, the list shall be regarded as conclusively accurate. If an employee reaches retires but desires to return to work after the required 30 day non-work period, the employee's seniority position will be frozen during the 30 day non-work period and resumed upon his/her return. Retirees do not accrue seniority. Retirees will only be considered for classification openings, overtime, extra activities, after regular bargaining unit members are considered, by seniority, within the affected classification. . If a bargaining unit member transfers to a non-bargaining unit position within the district, his/her seniority will be frozen.

H. Lunch Periods and Breaks

All full-time bargaining unit members shall receive a minimum of ¹/₂ hour uninterrupted duty-free unpaid lunch period which shall be scheduled approximately mid-shift.

I. Fall Set-Up

All bargaining unit employees shall work five (5) days prior to the beginning of the school year to clean and set up their classrooms or work areas in preparation for the new school year. Three of these days may be scheduled for staff training and/or in-service.

J. Pre-K Staff and PLC Meetings

One member from the pre-school unit and one member from the infant/toddler room may be released to attend the monthly PLC meeting for Pre-K staff, if certified substitutes are available.

K. School Closing

Association members are not required to report to work on days when school is closed. The Early Childhood Center will be closed on these days. However, Association members may work and be paid for up to two (2) hours each snow day for a maximum of six (6) days for a total of twelve (12) hours for planning purposes during the school year.

L. Working Conditions (Planning and Prep Time)

The Lead Organizer will be given no less than three (3) hours per week for planning purposes. Lead Teachers will be given no less than two (2) hours per week for planning purposes.

ARTICLE 6

GRIEVANCE PROCEDURE

- A. A grievance shall be a complaint by a member, members, or the Association that there has been a violation of any provision of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article;
1. The termination of services of, or failure to reemploy, any probationary member.
 2. The content of an employee evaluation.
- B. The Association shall designate its own representative to process grievances. The Association will give the Board written notification of the identity of the Association's representative. The Board designates the building principal or classification supervisor to act as its representative at Level One as hereinafter described and the superintendent or his/her designee to act at Level Two as hereinafter described.
- C. Written grievances under this article shall conform to the following specifications:
1. It shall be signed by the grievant(s) and the Association.
 2. It shall be specific.
 3. It shall contain a synopsis of facts giving rise to the grievance.
 4. It shall cite the specific section(s) alleged to have been violated.
 5. It shall contain the date of the alleged violation.
 6. It shall specify the relief requested.
- D. Any grievance not in compliance with C. (1-6) supra, may be challenged as improper. Grievances challenged under this provision shall be corrected within time limitations hereinafter set forth.
- E. Time limitations hereinafter established may be extended only by written, mutual consent of the parties.
- F. Level One:

A member of the bargaining unit alleging violation of any provision of this Agreement shall, within ten (10) days of the alleged violation, orally discuss the grievance with the building principal/supervisor. An Association representative may be present at this oral conference. If no resolution is obtained within two (2) days of the discussion, the member shall reduce the grievance to writing as described in C. (1-6) supra. The written grievance form must be submitted to the principal/supervisor within two (2) days of the oral discussion. Within ten (10) days of the receipt of the grievance, the principal/supervisor shall answer the grievance expressing written disposition with a copy of the grievance returned to the aggrieved.

If no decision is rendered within ten (10) days of the receipt or the decision is unsatisfactory to the grievant and the Association, the grievant shall, within ten (10) days, appeal same to Level Two by filing such written grievance. A day is defined as a workday when Central Office is open, Monday through Friday.

G. Level Two:

A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within ten (10) days of receipt of the written grievance, the superintendent or his/her designated agent shall arrange a meeting with the grievant(s) and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within ten (10) days of the discussion, the superintendent or his/her designee shall render his/her decision in writing, transmitting a copy of the same to the grievant and the Association classification representative.

If no decision is rendered within ten (10) days of the discussion or the decision is unsatisfactory to the grievant and the Association, the grievant shall, within ten (10) days, appeal same to Level Three by filing such written grievance.

H. Level Three:

A copy of the written grievance shall be filed with the President of the Board by the Association representative. Upon receipt of the written grievance, the President shall place the grievance on the agenda for the next regularly scheduled meeting of the Board. The Board shall render its decision not later than (20) days after its hearing of the grievance.

I. Level Four:

If the grievance is not resolved under the procedures set forth in the previous steps, either party may refer the grievance to the Michigan Bureau of Employment Relations for mediation, said submission to be made not later than fifteen (15) days following receipt of the answer to the grievance by the Board.

J. Level Five:

If the Association is not satisfied with the disposition of the grievance at Level Four, it may, within thirty (30) days after the decision of the Board, refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of a mutually selected arbitrator to hear the grievance. If the parties cannot agree on an arbitrator, he/she shall be selected in accordance with the rules of the American Arbitration Association.

The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board, and the Association. Subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed in effect.

The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of this agreement.

The arbitrator's fees and expenses shall be shared equally by the Board and the Association. All other expenses shall be paid by the party incurring the expenses.

Arbitrator hearings shall be held in the district unless the parties mutually agree to another location.

- K. Should a member or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a member or the Association fail to appeal a decision within the limits specified, further proceedings of the grievance procedure shall be barred. Should the administration or the Board fail to respond to a grievance within the time limitations herein established, the grievance shall be automatically advanced to the next level.
- L. The processing of grievances or any consideration thereof, shall not be conducted during duty hours except by mutual consent.

ARTICLE 7

BARGAINING UNIT MEMBER EVALUATIONS

- A. Employee evaluation is an integral component of school improvement. Administrators and supervisors and employees being evaluated shall mutually agree upon:
 - 1. specific criteria on which the employee will be evaluated
 - 2. support and assistance
 - 3. types of data collected to validate performance
- B. Probationary employees will be evaluated by the end of their sixty (60) day probationary period. Non-probationary employees will be evaluated at least every three (3) years.
- C. The evaluator(s) will collect and review performance related information from relevant documented sources. These sources may include formal and informal observation of employee's work, employee self-evaluations and other sources that will lead to continued improvement in performance of all employees.
- D. Formal observations shall be reduced to writing and a copy given to the bargaining unit member within ten (10) days of the observation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question.

If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the ways in which the bargaining unit member is to improve, and of the assistance to be given by the Employer towards that improvement. In subsequent observation reports, previously noted deficiencies shall be addressed regarding improvement.

- E. Following each formal evaluation, which shall include a conference with the evaluator, the bargaining unit member shall sign and be given a copy of the evaluation report. The employee's signature on the evaluation does not imply agreement with the contents of the report.
- F. In the event a bargaining unit member is not continued in employment, the employer will advise the bargaining unit member of the specific reasons therefore in writing, and if the employee agrees, with a copy sent to the Association.

- G. Written evaluations will use the current form attached in Appendix C. If the form is modified, all affected employees will receive copies before the form is used in evaluation.
- H. Evaluations of all employees in this department will be completed by the administration and not by the Lead Organizer.

ARTICLE 8

VACANCIES AND ASSIGNMENTS

- A. Vacancy Defined: A vacancy shall be defined as a newly-created position or a present position that the Board intends to fill, but which is not filled.
- B. Vacancy Posting: All vacancies shall be posted in a conspicuous place in each building of the district for a period often (10) workdays or five (5) days in case of an emergency with consultation with Association President. Said posting shall contain the following information with a copy to the Association President:
 - 1. Type of work
 - 2. Location of work
 - 3. Desired starting date
 - 4. Hours to be worked
 - 5. Classification
 - 6. Preferred requirements as reflected in the job description.
- C. Vacancy Notification: Interested parties may apply in writing to the Superintendent, or designee, within the posting period. Bargaining unit members who wish to be considered for any openings that may occur during the summer should submit a letter of interest before the last day of school. The posting will also be placed in the pay envelopes of those receiving paychecks through the summer.
- D. Award of Vacancy: In filling vacancies, preference will be given to applicants within the same classification, including those on layoff in that classification, based on the applicant's ability to meet the certifications and qualifications of the position and seniority.
- E. Selection: After completion of the selection process, the Employer shall make known its decision as to which applicant has been selected to fill the posted position. Each bargaining unit member who applied shall be so notified in writing with a copy provided to the Union.
- F. Multiple Assignments: Bargaining unit members may work in more than one classification. Their placement on the wage schedule will be based on their qualifications and experiences in each classification. Thus, their pay rates may vary in each classification.

- G. Trial Period: In the event of a promotion or transfer from one classification to another, the bargaining unit member shall be given a thirty (30) workday trial in which to show his/her ability to perform on the new job. The Employer shall give the promoted or transferred bargaining unit member reasonable assistance to enable him/her to meet the Employer's standards of the new job. If the bargaining unit member is unable to demonstrate ability to satisfactorily perform the work required during the Trial Period or, at the option of the affected bargaining unit member, the bargaining unit member shall be returned to his/her previous assignment. Successful completion of this Trial Period shall be credited towards the (60) sixty day Probationary Period.

ARTICLE 9

REDUCTION PERSONNEL LAYOFF AND RECALL

- A. If the Employer determines it necessary to reduce the work force, the Association shall be informed in writing at least two weeks prior to the anticipated reduction in work force and the reason(s) for such reduction.
- B. The Employer will notify employees in writing a minimum of two weeks prior to any layoff. A copy of the notice to the employee will be sent to the Association at the same time.
- C. In the event of a reduction in work force, such reduction shall take place by unit, classification and seniority. Probationary employees will be laid off first.
- D. Substitute Priority: A laid-off bargaining unit member shall, upon application be granted priority status on the substitute list. Pay and benefits while on the sub list will be those of a substitute.
- E. The Employer shall give written notice of recall from layoff by mailing a registered or certified letter to the employee at the last address the employee has left with the Employer with a copy forwarded to the Association at the same time. If an employee fails to report for work within ten (10) calendar days of mailing, he/she shall be considered a quit. The ten (10) day period may be waived by mutual agreement between the Association and the Superintendent.
- F. Any layoff under this article shall suspend for the duration of the layoff the Employer obligation to pay salary or fringe benefits under this Agreement. The employee will be notified of options in regard to paying for benefits lost during layoff.
- G. Bargaining unit members on layoff shall not accrue seniority, vacation days or other leave days.

ARTICLE 10

LEAVES OF ABSENCE WITH PAY

- A. Employees may earn up to twelve days of sick leave per year at the rate of one per month. The unused portion of sick leave may accumulate from year to year to a maximum of one hundred twenty (120) days. The members may use all or a portion of this leave to recover from his/her own illness/injury. In the case of an emergency, additional sick days may be granted at the discretion of the Board or its designee. Minimum time debited for the use of sick leave shall be in one-hour increments. Upon retirement from the district, an employee shall receive compensation of fifty (50%) of Step I in his/her classification for unused sick days up to 120 days.

- B. A bargaining unit member may take a maximum of five (5) bereavement days per school year for a death in the immediate family, in order to make funeral arrangements, attend a funeral, or dispose of family property, not chargeable against the sick leave balance. Immediate family shall be the member's parents, spouse, children, grandchildren, siblings, step-parents, grandparents, mother-in-law, father-in-law, grandparents-in-law or sister/brother in law. Any days needed for bereavement which are not part of the aforementioned family will be deductible from sick leave and are to be considered on a case by case basis by the Superintendent or his/her designee.

- C. A bargaining unit member may use a maximum of five (5) sick days per school year to attend to the illness/injury of a member of the immediate family. In the case of an emergency, additional sick days may be granted at the discretion of the Board or its designee.

- D. A member required to perform jury duty or appear as a witness under subpoena in a court of law shall receive his/her regular compensation and shall remit the court-paid fee, less court-paid expenses, directly to the administration.

- E. Approved Absence Days: Two (2) days per work year may be granted by the Superintendent or his/her supervisor designee for an Approved Absence Day for an employee to conduct business which cannot be conducted outside regular work hours. The use of Approved Absence Days shall be subject to the following conditions:
 - 1. Notification must be made in writing stating the reason for the requested absence to the Superintendent or his/her designee at least twenty-four (24) hours prior to the day requested using the Approved Absence Request Form (Appendix A) except in an emergency situation. The Superintendent's decision or his/her supervisor designee's decision on the request shall be final.
 - 2. Approved Absence Days shall not be used for personal gain or recreational (hunting, camping, shopping, etc.) purposes.
 - 3. Approved Absence Days may not be taken the day before or day after a holiday or vacation period. Leaves may not be taken the first day of the school year or the last day of the school year.
 - 4. Exceptions to the above provisions may be granted on a case-by-case basis by the Superintendent or his/her supervisor designee whose decision shall be final.
 - 5. Unused Approved Absence Days will be carried over as sick days.
 - 6. Improper use of Approved Absence Days by an employee will result in the loss of wages and benefits for that day(s) as well as loss of Approved Absence Days for a three (3) year period following such misuse.

ARTICLE 11

LEAVES WITHOUT PAY

- A. A leave of absence may be granted by the administration. Any leave of absence under this provision shall be taken without pay or accrual of contractual benefits (e.g., sick leave). Leaves may be granted for the following reasons:
1. Full-time academic or vocational study related to the employee's work area.
 2. Other full-time educational participation involving demonstrable advantage to the district.
 3. Campaigning for a full-time political office.
 4. Recovery from an illness/injury which exceeds the accumulated sick days allowance upon presentation of medical evidence demonstrating the nature of the illness/injury.
 5. Other reasons (e.g., maternity, child care, adoption, and family trips) approve in conformity with the provision of this Agreement, at the discretion of the Administration and availability of replacements.
 6. Leaves for medical reasons.

Leave requests which fall under the Family and Medical Leave Act (FMLA) provisions shall be governed by those provisions.

- B. Members required to perform military service will be granted leave of absence under provisions of applicable federal law.
- C. A leave of absence must be requested in writing to the superintendent not less than thirty (30) days prior to the desired starting date of the leave. The actual starting date and date of return from leave will be decided by mutual agreement of the member and the superintendent. Exceptions to this provision may be granted at the discretion of the Board.
- D. An extension of the leave, not to exceed one (1) year, may be granted at the discretion of the Board provided that the member places a request for extension in writing not later than forty-five (45) days prior to the return date established under Paragraph D supra. Exceptions to this provision may be granted at the discretion of the Board,
- E. Upon return from a leave of absence, a member shall be assigned to the former position, if available, or an equivalent position.
- F. A member may use accumulated sick days up to the starting date of the leave provided he/she performs all contractual duties and responsibilities.
- G. Members on unpaid leave of absence who desire to maintain their medical insurance may, subject to the provisions of the carrier, make provision for payment of the premium. The Board has no obligation to pay any insurance premium for a member on unpaid leave of absence, except as otherwise required for bargaining unit members entitled to contribution of insurance under the Family and Medical Leave Act.

ARTICLE 12

VACATIONS/HOLIDAYS

- A. Vacation: Bargaining unit members shall receive paid vacation time after they have worked at least twelve months. During the first twelve months of employment, the employee will earn up to five (5) vacation days at the rate of one (1) per month beginning with the seventh month. In each succeeding year they may earn one (1) additional day per year up to a maximum of fifteen (15) vacation days per year. Scheduling of vacation days must be made with the employee's supervisor so as to minimize the impact of the absence. Should more than one employee request the same date(s), the affected bargaining unit member having the greatest seniority shall be granted his/her preferred vacation date(s) if necessary. Vacation dates must be used within a contract year (September 1 – August 31) of their being earned unless otherwise authorized in writing by the superintendent or his/her supervisor designee. Current employees will receive two (2) additional vacation days upon ratification of the contract (note: This is a one-time catch-up for current employees). Requests for "alternate" vacation days and "carry over" vacation days must be made in writing using the Alternate Vacation Days Request Form (See Appendix B).
- B. Holidays: Bargaining unit members shall have the following days off with pay. Pay will be for the regularly scheduled hours of each bargaining unit member. Should the day off fall on a Saturday or Sunday, either Friday or Monday shall replace that day.
- New Year's day
 - Good Friday
 - Memorial day
 - July 4th
 - Labor day
 - Thanksgiving day
 - Day after Thanksgiving day
 - Christmas Eve
 - Christmas day

ARTICLE 13

COMPENSATION

- A. Increase in wages within classification will occur September 1 each year.
- B. Overtime Pay: Time and a half or comp time will be paid/given for any time worked in excess of forty (40) hours in any given week. Overtime must have the prior approval of the supervisor and the superintendent, except in emergencies. Overtime or extra activity hours will be offered on a rotation basis school wide by classification seniority and will include full and part time employees.

An overtime list by classification will be maintained and kept current by the classification supervisor. Employees turning down overtime will be moved to the bottom of the overtime list.

- C. Substitutes: The Employer shall provide substitutes, if available, whenever a regular bargaining unit member is absent. Employees requiring a substitute shall call WillSub using the provided password and ID to request a substitute.
- D. Substitute Rate: A regular bargaining unit member involuntarily assigned to perform the work of an absent bargaining unit member shall be paid his/her regular hourly rate or Level I if in a different classification, whichever is higher.
- E. Licensing/Training/Physical Exam/Tuberculosis Testing: The District shall pay for all required testing and training and tuberculosis (TB) testing. The District will arrange for the physical exam with Munson Urgent Care and pay for its cost. Should the employee choose to use another physician, the District will reimburse the employee's cost up to the amount charged by the aforementioned local physician.
- F. Certification: The district shall pay for all CDA renewal fees and initial CDA certificate fees.

ARTICLE 14

INSURANCE

- A. Full-time is defined to be 30 hours per week.
- B. For full-time employees, the Board shall pay premiums up to the hard cap on behalf of the employee for the Health Care Plan provided by the district. The Board shall provide a cash option in lieu of health benefits equal to the single subscriber rate. Cash in lieu will be paid in 26 equal installments beginning on the first paycheck of September.
- C. For full-time employees, the Board shall provide a Dental and Vision plan equivalent to the district chosen plan on behalf of the employee.
- D. Should current tax laws change in a way that adversely affects this Health Savings Account, the portion of this contract shall be opened for renegotiations.

ARTICLE 15

PAYMENTS AND DEDUCTIONS

- A. Wage payments will be made on alternate Fridays.
- B. Mandatory Deductions
 - 1. Social Security
 - 2. FICA Taxes
 - 3. Medicare Taxes
 - 4. ORS Retirement deductions
- C. Voluntary Deductions
 - 1. Health and accident insurance as available through the Employer
 - 2. United Way (if offered by the district)

3. Employees Credit Union/banking institution
4. Tax deferred annuities
5. Health Savings Account

D. Due to bona fide Employer or employee errors, the Employer may make corrections in an employee's pay. In such cases, an explanation of the error will accompany the pay adjustment, with a copy of the explanation forwarded to the Association president.

ARTICLE 16

WAGES

For all employees, advancement on step will occur on September 1 of each year.

Earl Childhood Educators

Salary Schedule for Year 1 (SY 2018-2019) is shown below.

There is no % increase on schedule for Year 2 (2019-2020).

Employees will advance to the next level on September 1 of the following school year.

Employees hired before March 1 of the school year will advance to Level 2 in 18 or fewer months. This will insure that staff salary increases occur on September 1 of each year.

	Teacher <u>Assistant</u>	Lead <u>Educator</u>
Level 1	\$11.50	\$12.00
Level 2	\$11.90	\$12.42
Level 3	\$12.32	\$12.85
Level 4	\$12.75	\$13.30
Level 5	\$13.20	\$13.77
Level 6	\$13.66	\$14.25
Level 7	\$14.14	\$14.79
Level 8	\$14.63	\$15.31
Level 9	\$15.14	\$15.85
Level 10	\$15.67	\$16.40
Level 11	\$16.22	\$16.97

If the District is in need to hire a Lead Educator to be the Lead Organizer, the pay rate will be \$2.00 above the employee hourly rate for the hours worked as the Lead Organizer (as determined by mutual agreement between the Lead Organizer and the Administration).

Any current employee above Level 11 (at the time of ratification of this contract) will receive their current hourly wage plus 3.5% (SY 2018-2019) and another 3.5% in year two of this contract (2019-2020).

One of the following may apply for Teacher Assistants and/or Lead Educator.

- During the probationary period (0 - 60 days), the rate will be decreased by \$0.20 per hour.

- With CDA certificate, the rate will be increased \$0.20 per hour.
- With an Associate’s Degree, the rate will be increased by \$0.40 per hour.
- With a BA/BS or above in an early childhood education area, the rate will be increased by \$0.60 per hour.
- With teaching certificate with ZA endorsement, the rate will be increased by \$0.80 per hour.
- After Level 11, the rate will be increased by 3.5% yearly.

ARTICLE 17

DURATION

This Agreement shall become effective on September 1, 2018 and shall expire on August 31, 2020. This Agreement shall not be extended either verbally or in writing and shall expire on the date herein specified.

WITNESSETH

SUTTONS BAY EARLY CHILDHOOD
EDUCATION ASSOCIATION/MEA/NEA

SUTTONS BAY
BOARD OF EDUCATION

President SBECEA

School Board President

Superintendent/Chief Negotiator

APPENDIX A
SUTTONS BAY PUBLIC SCHOOLS
APPROVED ABSENCE REQUEST FORM

ARTICLE 10, SECTION E

Approved Absence Days: Beginning upon date of ratification, up to two (2) days per work year may be granted by the Superintendent or his/her supervisor designee for an Approved Absence Day for an employee to conduct business which cannot be conducted outside regular work hours. The use of Approved Absence Days shall be subject to the following conditions:

- 1) Notification must be made in writing stating the reason for the requested absence to the Superintendent or his/her supervisor designee at least twenty-four (24) hours prior to the day requested using the Approved Absence Request Form (Appendix A). The Superintendent's decision on the request shall be final.
- 2) Approved Absence Days shall not be used for personal/monetary gain or recreational (hunting, camping, shopping, etc.) purposes.
- 3) Approved Absence Days may not be taken the day before or day after a holiday or vacation period. Leaves may not be taken the first day of the school year or the last day of the school year.
- 4) Exceptions to the above provisions may be granted on a case-by-case basis by the Superintendent whose decision shall be final.
- 5) Unused Approved Absence Days will be carried over as sick days.
- 6) Improper use of Approved Absence Days by an employee will result in the loss of wages and benefits for that day(s) as well as loss of Approved Absence Days for a three (3) year period following such misuse.

I hereby request a leave of absence on _____ to conduct business which cannot be conducted outside regular work hours.

This request is being made in accordance with ARTICLE 10, SECTION E and I attest that the above conditions are met as stipulated.

Signed: _____

Date: _____

Principal/Supervisor Approval

Date: _____

Superintendent Approval
(If Principal/Supervisor is not available)

Date: _____

**SUTTONS BAY PUBLIC SCHOOLS
GRIEVANCE FORM**

Grievance # _____ School Year: _____ Date: _____

Name of Grievant: _____

Association Representative: _____

Date Grievance Occurred: _____

Contract Sections(s) Violate: _____

Statement of Grievance: _____

(Use additional sheet if necessary)

Relief Requested: _____

STEP ONE
DISCUSSION WITH PRINCIPAL/SUPERVISOR

A. Date of Meeting: _____

B. Disposition by Principal/Supervisor: _____

Signature of Principal/Supervisor

Date

STEP TWO
SUPERINTENDENT

A. Date of Meeting: _____

B. Disposition by Superintendent: _____

Signature of Superintendent

Date

STEP THREE
BOARD OF EDUCATION

A. Date of Meeting: _____

B. Disposition by Board: _____

Signature of Board President

Date

**STEP FOUR
ARBITRATION**

A. Date of Notification to Board: _____

B. Date of Hearing: _____

C. Award (Attach award of arbitration): _____

D. Date Award Received: _____

Early Childhood Educator Evaluation Form

Pre-Eval Conference	Date: _____	Time: _____ to _____	Observation	Date: _____	Time: _____ to _____
Observation	Date: _____	Time: _____ to _____	Pre-Eval Conference:	Date: _____	Time: _____ to _____
Evaluation	Date: _____	Time: _____ to _____	Evaluation	Date: _____	Time: _____ to _____

**SUTTONS BAY PUBLIC SCHOOLS
MINIMUM PERFORMANCE APPRAISAL FORM**

This appraisal form is part one of a two part system. The assessment of minimal expectations includes, but is not limited to the following list. The supervisor will indicate "satisfactory" or "unsatisfactory" with a "S" or a "U". Any "U" indication must have deficiency noted including suggestions for improvement.

NAME: _____ DATE: _____

- _____ 1. Meets with and instructs the students in the locations and at the time designated according to contractual obligations and expectations.
- _____ 2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
- _____ 3. Sets and maintains high standards of classroom behavior.
- _____ 4. Strives to implement by instruction the District's philosophy of education and to meet instructional goals and objectives.
- _____ 5. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- _____ 6. Maintains records as required by law, District policy, and administrative regulations.
- _____ 7. Assists in upholding and enforcing school rules and administrative regulations.
- _____ 8. Makes provision for being available to students and parents for education related purposes when necessary and under reasonable terms.
- _____ 9. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
- _____ 10. Establishes and maintains professional relations with others.
- _____ 11. Performs related duties as assigned by the administration in accordance with the District policies and practices.

_____ 12. Uses good judgment.

_____ 13. Works in a collegial relationship with the building administrator for improvement of teaching.

_____ 14. Provides for individual differences in students.

COMMENTS:

This appraisal has been reviewed with me. However, my signature does not necessarily indicate my agreement with the results.

Appraised Educator: _____ Date: _____

Supervisor: _____

Position: _____

Date: _____