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TENTATIVE AGREEMENT  
Between  
CHIPPEWA VALLEY SCHOOLS (CVS)  
And  
ORGANIZATION OF ADMINISTRATORS OF CHIPPEWA VALLEY SCHOOLS (OACVS)

ARTICLE III

ORGANIZATION RIGHTS AND RESPONSIBILITIES

- F. ~~Administrators may provide their advice and counsel which will be considered by the Board of Education in the development of policies for the District, especially when those policies affect administrators in their professional assignments of the School District.~~
- F. IT IS AGREED THAT OFFICERS OF OACVS MAY ENGAGE IN ACTIVITIES TO ENFORCE THE COLLECTIVE BARGAINING AGREEMENT AND FOR COLLECTIVE BARGAINING WITHOUT LOSS OF PERSONAL LEAVE TIME OR COMPENSATION, WITH APPROVAL OF SUPERINTENDENT/DESIGNEE.
- P. Realizing that it is desirable for administrators to be cognizant of current philosophies, trends and techniques, the Board may provide in-service workshops for all administrators in areas deemed necessary, and assume responsibility for expenses for such in-service workshops, INCLUDING COMPENSATION FOR ATTENDANCE OF WORKSHOPS OCCURING AFTER THE ADMINISTRATOR'S REGULAR SCHOOL DAY AND/OR ON DAYS ON WHICH THE ADMINISTRATOR IS NOT ASSIGNED TO WORK, AS ESTABLISHED BY THE SCHOOL YEAR'S ADMINISTRATOR WORK CALENDAR, SUBJECT TO SUPERINTENDENT/DESIGNEE APPROVAL.

ARTICLE IV

INDIVIDUAL CONTRACT

- D. THE TIMING OF THE BOARD'S INTENT TO RENEW OR NOT RENEW CONTRACT WILL BE CONSISTENT WITH THE REVISED SCHOOL CODE.

ARTICLE V

STAFFING METHODS, VACANCIES, PROMOTIONS AND TRANSFERS

- E. Administrators who meet the posted qualifications, and who are not currently working in the posted classification, may ~~bid on~~ APPLY FOR the vacancy during the 7-day posting period.

ARTICLE VII

GRIEVANCE PROCEDURE

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- D. If a grievance involves more than one (1) administrator, it may be initiated with the Superintendent/Designee by presenting the grievance orally within seven (7) ~~ealendar~~ BUSINESS days of the time the grievance occurs. If it is not resolved informally, then it may be reduced in writing commencing at Step 3 of the grievance procedure and the time lines in that Step shall then become applicable.
- E. Each grievance must be initiated within seven (7) ~~ealendar~~ BUSINESS days of the occurrence of the grievance or the event on which the grievance is based.
- F. Procedure

Step 1:

Within seven (7) ~~ealendar~~ BUSINESS days of the time a grievance occurs, the administrator will present the grievance to his/her immediate supervisor with the objective of resolving the matter informally. Within seven (7) ~~ealendar~~ BUSINESS days after presentation of the grievance, the immediate supervisor may give his/her answer orally to the Administrator.

Step 2:

If the grievance is not resolved in Step 1, the grievant must, within seven (7) ~~ealendar~~ BUSINESS days of receipt of the appropriate supervisor's answer, submit to the appropriate supervisor a signed, written "Statement of Grievance".

A meeting on the alleged grievance may take place between the grievant, Organization representative (if requested) and the appropriate supervisor within seven (7) ~~ealendar~~ BUSINESS days after the receipt of the written grievance. The appropriate supervisor may give an answer, in writing, within seven (7) ~~ealendar~~ BUSINESS days of the meeting indicated in Step 2.

Step 3:

In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved administrator at Step 2, or in the event that no decision has been reached within seven (7) ~~ealendar~~ BUSINESS days, the grievance, within seven (7) ~~ealendar~~ BUSINESS days, may be submitted to the Superintendent/Designee. The Superintendent/Designee and the aggrieved administrator(s) will meet within a reasonable time, not to exceed seven (7) ~~ealendar~~ BUSINESS days, in an attempt to resolve the matter. The Superintendent/Designee may render a written decision within seven (7) ~~ealendar~~ BUSINESS days of the meeting of the parties.

Step 4:

If the grievance is not resolved in Step 3 and the grievance involves an alleged violation of a specific Article and Section of this Agreement, then the Organization may submit the grievance to arbitration by filing a Demand for Arbitration, with a copy to the School District's personnel office, with the American Arbitration Association within fifteen (15) ~~ealendar~~ BUSINESS days after the decision is rendered in Step 3, or if no answer was given, within fifteen (15) ~~ealendar~~ BUSINESS days following when the answer was due. The Demand for Arbitration shall be signed by the

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administrator and the Organization's president, shall specify the Article(s) and Section(s) of the Agreement alleged to be violated by appropriate reference, shall specify the relief requested and shall in all other respects be in compliance with the rules of the American Arbitration Association. An arbitrator shall be selected in accordance with the Rules of the American Arbitration Association governing labor disputes.

**ARTICLE X**

**CONFERENCE AND TUITION REIMBURSEMENT**

- A. With the prior approval of the Superintendent/Designee, an administrator who enrolls in a course or courses related to his/her field of interest or specialty in an accredited college or university or professional development activity, or continuing education unit (~~CEUS~~) (SCECHS) shall receive reimbursement from the School District Zero (\$0.00) Dollars per school year for tuition and books upon the successful completion of such course or courses.

**ARTICLE XII**

**LEAVES OF ABSENCE WITHOUT PAY**

- A. Eligibility for Leave

Unless otherwise provided by law, any administrator who has completed two (2) years or more of service in the School District is eligible for a leave of absence. LEAVES PROTECTED UNDER FMLA WILL BE PROVIDED AFTER ANY ADMINISTRATOR HAS COMPLETED ONE (1) YEAR OF SERVICE IN THE SCHOOL DISTRICT.

- C. Notification of Intent to Return

It is the responsibility of the administrator to notify the Superintendent of his/her intended return thirty (30) days in advance of the termination date of the leave. Failure to provide written notice releases the School District of any further responsibility for re-employment, UNLESS TERMS OF THE LEAVE ARE PROTECTED BY FMLA.

- E. Leaves of absence may be granted for the following good causes, by way of illustration, but not limited to: 1) education; 2) child care; 3) medical INCLUDING FMLA; 4) military; 5) Organization business.

- J. ~~Sabbatical Leave~~

~~1. In order to provide opportunities for maximal professional improvement, candidacy for sabbatical leave shall be available for administrators for:~~

~~a. formal full-time study at a recognized college or university;~~

~~b. travel;~~

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- e. — research;
- d. — writing; an  
other reasons as determined by the committee.

Eligibility to Apply for Consideration

- 2. — a. — ~~An applicant must possess a Michigan Life, Permanent or Continuing Certificate and must have accrued seven (7) consecutive full years of service in the School District.~~
- b. — ~~Applicants must not have received a sabbatical leave during the seven (7) years immediately preceding any application.~~
- c. — ~~Each applicant must agree to return to service in the School District immediately upon termination of the sabbatical leave and to continue in such service for a period of two (2) years unless physical disability makes this impossible, or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the administrator to provide such service shall result in the obligation to reimburse the School District a proportional part of the salary paid to him/her during the sabbatical leave, determined by the fraction of the two (2) years not served following the leave.~~
- d. — ~~Applicants shall not be within three (3) years of full retirement or social security benefit age.~~

Application

- 3. — a. — ~~Written application shall be made to the screening committee for each sabbatical leave on or before March 1 of each year.~~
- b. — ~~The application shall include:~~
  - i. — ~~plans for the use of the sabbatical leave;~~
  - ii. — ~~an explanation of the plan's potential for increasing the applicant's professional competence;~~
  - iii. — ~~an explanation of how the leave will benefit the system; and~~
  - iv. — ~~such other information as may be necessary or determined by the committee for the sabbatical leave, or the Board.~~

Screening

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- 4. ~~a. The screening committee for sabbatical leave shall consist of one elementary principal and one secondary principal appointed by the Organization and two administrators appointed by the Superintendent. The Superintendent shall chair the committee and vote in the event of a tie.~~
- ~~b. The screening committee will prepare a priority listing of eligible candidates and recommend names for sabbatical leave appointments.~~
- ~~c. The screening committee shall consider:
  - ~~i. assured eligibility of the applicant;~~
  - ~~ii. the proposed leave's potential for contributing to the applicant's professional growth;~~
  - ~~iii. benefit to the School District;~~
  - ~~iv. other pertinent factors as may be established by the screening committee;~~
  - ~~v. the Board of Education may grant sabbatical leave to one administrator, provided the candidate qualifies and is recommended by the screening committee.~~~~

Compensation

- 5. ~~a. While on sabbatical leave, an administrator shall receive salary according to the following:

The rate of pay while on sabbatical leave shall be fifty (50%) percent of the administrator's scheduled salary, provided that any other salary or fees earned as a direct benefit to the sabbatical leave or for work done in connection with or made possible by such leave, together with such sabbatical compensation, but less all expenses incurred by the administrator as a direct result of effecting the sabbatical leave, shall not exceed the full amount of the salary he/she would receive if on active status. It is understood that an administrator's sabbatical salary (50%) shall be reduced by the amount which his/her other salaries and fees earned, when added to his/her sabbatical salary, exceed his/her scheduled salary (full pay).~~
- ~~b. An administrator on sabbatical leave shall continue to receive paid hospitalization and life insurance as per this Agreement on the same basis as an administrator on active status.~~
- ~~c. Accumulated sick leave shall be retained.~~
- ~~d. Pay checks will be mailed on the regular pay days and to the address provided by the administrator.~~

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Miscellaneous Administrative Provisions

- 6. ~~a. Sabbatical leave may be for a portion of the year, but may not exceed a full year.~~
- ~~b. Administrators on sabbatical leave may not deviate from his/her approved plan except with the written permission of the Superintendent.~~
- ~~c. Sabbatical leave will be automatically terminated should the grantee be placed upon probationary status by his/her college or university.~~
- ~~d. As may be determined by the screening committee for sabbatical leave, any intentional falsification of information by the principal in the application, or other reports required as part of the sabbatical leave, will subject the leave to terminate.~~
- ~~e. Upon return to employment from sabbatical leave, an administrator shall be positioned on the salary schedule as though he/she had been employed as an administrator during the period of leave and shall be restored to his/her former position, provided that the administrator remains eligible for reinstatement under other rules and regulations of the Board.~~

7. Reports Required on Sabbatical Leave

- a. An administrator on sabbatical leave shall report to the Superintendent as follows:
  - i. An interim report shall be filed at the midpoint of the period for which the leave is taken. This report shall contain sufficient information to enable the Superintendent to determine that the leave is being utilized in the approved manner.
  - ii. A final report shall be filed with the Superintendent, including the names of the institutions attended, courses pursued, credits received, experience gained or the itinerary of travel, together with the applicant's appraisal of the professional value of the activities while on leave and the manner in which the knowledge and experience gained may be applied to the benefit of the School District.
  - iii. The Superintendent may require, and the administrator shall promptly furnish, such additional reports as the Superintendent deems necessary or reasonable to determine that the administrator is fulfilling the agreement and all the requirements of the leave. In the event that the Superintendent and the screening committee for sabbatical leave shall find that the administrator is not fulfilling the agreement, or is dilatory in any respect, the amount received from the Board shall immediately become due and all future payments cease.

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ARTICLE XIII

LEAVES OF ABSENCE WITH PAY

C. Job Related Injury

1. If any administrator(s) is injured as a consequence of his/her employment, expenses incurred for medical, surgical and hospital care, in excess of those covered by the hospitalization insurance provided by the Board, will be the responsibility of the Board. An administrator who is absent because of an injury compensable under the Michigan Workers Compensation law shall receive from the Board of Education the difference between the allowance under the Workers Compensation law and her/his regular salary for the duration of the school year in which the injury occurred, with no deduction from the employees accumulated sick PERSONAL leave DAYS. Absences because of injury that is compensable under the Workers Compensation law that continue beyond the end of the school year will be paid through a coordination of the employees accumulated sick PERSONAL leave and workers compensation.

D. Sick Day PERSONAL LEAVE DAY Conversion

As an incentive to save sick PERSONAL days, an Administrator who has an employment relationship with the Chippewa Valley Board of Education for at least fifteen (15) years and has a minimum of one-hundred (100) personal accumulated sick PERSONAL days may convert sick PERSONAL days to vacation days. The number of vacation days shall be calculated based on the following formula:

$[(\text{Number of sick PERSONAL days}-50) \text{ times } 94.66\% \text{ of current substitute rate}] \text{ divided by } (\text{contract amount divided by } 208) = \text{number of vacation days}$

Example:	Years of Service-23	Years of Service-36
	Accumulated Sick PERSONAL Days-200	Accumulated Sick PERSONAL -125
	Contract Amount -\$96,650	Contract Amount-\$109,811
	$[(200-50) \cdot .9466 \cdot \$75] / \$96,650 / 208$	$[(125-50) \cdot .9466 \cdot \$75] / \$109,811 / 208$
	$[150 \cdot \$71.00] / \$464.66$	$[75 \cdot \$71.00] / \$527.94$
	$\$10,650.00 / \$464.66 = 22.92 \text{ vacation days}$	$\$5,325.00 / \$527.94 = 10.09 \text{ vacation days}$

An administrator may use sick PERSONAL LEAVE days to a maximum of 10 vacation days per year.

The maximum number of sick PERSONAL LEAVE days that can be converted to vacation days during an administrator's employment with Chippewa Valley is two hundred (200). Any exceptions to the above day limits may be mutually agreed to by the Association and the Board. Vacation days shall be scheduled by the administrator. Vacation days must be scheduled for a calendar day other than one of the minimum required work days (as defined in this agreement) of the school fiscal year.

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It is necessary to qualify once in regard to the 100 day accumulation of sick PERSONAL LEAVE days.

ARTICLE XIV

ADMINISTRATOR CALENDAR

- A. All administrators will be scheduled to work two hundred eight (208) days per school year (SEE ATTACHED CALENDAR FOR ADDITIONAL TIME WORKED BEYOND STUDENT DAYS). ~~It is agreed that work days will commence two (2) weeks prior to the opening of school and terminate two (2) weeks after the close of school.~~ Administrators will be required to work all days when school is in session for students and/or teachers. If any additional work days are necessary to fulfill the required 208 work days, then such days will be mutually agreed to by the principal(s) and the Superintendent. Special permission may be granted by the Superintendent/Designee to deviate from these guidelines.
- ~~C. Each administrator will receive a written evaluation of his/her performance at least once each school year. One copy of this appraisal will be furnished to the administrator and one signed copy will be placed in his/her personnel file. The administrator will have the right to submit comments in writing, regarding his/her evaluation if he/she relates. (Moved to Article XV)~~
- ~~D. The Ninth Grade Center (NGC) Principal will report to, be supervised and evaluated by the Principal of the High School. (Moved to Article XV)~~
- C. The NGC Principal will work two additional weeks in the summer, while the High School Assistant Principal assigned to the NGC will work one additional week in the summer. (Was under XIV. D)

ARTICLE XV

ADMINISTRATOR EVALUATION AND MENTORSHIP PROGRAM

- A. Each administrator will receive a written evaluation of his/her performance at least once each school year. One copy of this appraisal will be furnished to the administrator and one signed copy will be placed in his/her personnel file. The administrator will have the right to submit comments, in writing, regarding his/her evaluation if he/she relates.
- B. The Ninth Grade Center (NGC) Principal will report to, be supervised and evaluated by the Principal of the High School
- C. THE ASSOCIATION AND BOARD RECOGNIZE THE IMPORTANCE OF ENSURING THAT NEW ADMINISTRATORS HAVE POSITIVE AND SUCCESSFUL FIRST YEARS IN THE ADMINISTRATOR ROLE. THE ADMINISTRATORS MENTORING PROCESS IS A COOPERATIVE ARRANGEMENT BETWEEN PEERS IN WHICH NEW ADMINISTRATORS ARE PROVIDED ONGOING ASSISTANCE AND SUPPORT BY ONE OR MORE SKILLED AND EXPERIENCED ADMINISTRATORS. THE RELATIONSHIP



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SHOULD BE COLLEGIAL IN NATURE, AND ALL EXPERIENCES SHOULD BE DIRECTED TOWARD THE DEVELOPMENT AND REFINEMENT OF THE KNOWLEDGE, SKILLS, AND DISPOSITIONS NECESSARY FOR EFFECTIVE LEARNING. THIS PROCESS IS EXPECTED TO BE MUTUALLY BENEFICIAL FOR ALL PARTIES INVOLVED AND RESULT IN IMPROVED INSTRUCTIONAL PRACTICE AND PROFESSIONAL PERFORMANCE.

1. MENTOR ADMINISTRATORS SHALL HAVE AT LEAST THREE (3) YEARS EXPERIENCE AS A CVS ADMINISTRATOR. PARTICIPATION SHALL BE MANDATORY AND A MINIMUM OF ONE (1) YEAR DURATION. FIFTEEN (15) HOURS MUST BE LOGGED IN ORDER TO DEMONSTRATE COMPLETION OF THE MENTORSHIP PROGRAM. THE ASSIGNMENT MAY BE CONTINUED IN SUCCEEDING YEARS BY MUTUAL AGREEMENT OF THE MENTOR, THE NEW ADMINISTRATOR, AND CENTRAL ADMINISTRATION.
2. NEW ADMINISTRATORS WILL HAVE THE BENEFIT OF A MENTOR FOR HIS/HER FIRST THREE YEARS AS A CVS ADMINISTRATOR.
3. CENTRAL ADMINISTRATION SHALL ATTEMPT TO MATCH MENTOR ADMINISTRATORS WITH NEW ADMINISTRATORS WHO WORK AT THE SAME LEVEL.
4. THROUGH THIS PROCESS, EXPERIENCED ADMINISTRATORS SHALL SHARE THEIR KNOWLEDGE AND EXPERTISE WITH NEW ADMINISTRATORS, WHICH ULTIMATELY BENEFITS STUDENTS, TEACHERS, THE PROFESSION, AND SCHOOL COMMUNITY.
5. EACH MENTOR ADMINISTRATOR SHALL RECEIVE A YEARLY STIPEND OF TWO-HUNDRED AND FIFTY DOLLARS (\$250).

#### ARTICLE XV XVI

#### COMPENSATION AND FRINGE BENEFITS

1. Administrative Salary Schedule: The 2018-2020 salary of administrators covered by this Agreement is set forth in Schedule A, which is attached to and incorporated in this Agreement.
  - a) ALL BUILDING ADMINISTRATORS WHO WERE BUILDING ADMINISTRATORS DURING THE 2016-2017 SCHOOL YEAR AND ARE WORKING AS BUILDING ADMINISTRATORS DURING THE 2017-2018 SCHOOL YEAR WILL RECEIVE A LUMP SUM OF 2% OF THEIR 2017-2018 BASE SALARY. SUCH PAYMENT WILL BE MADE BY JUNE 30, 2018.
  - b) FOR 2018-2019 AND 2019-2020 ADMINISTRATORS WILL MOVE ON THE SALARY SCHEDULE BASED ON HIRE DATE WITHIN CURRENT CLASSIFICATION. TRACK CHANGES IN THE SALARY SCHEDULE WILL CONTINUE.

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- c) For 2018-2019 THE SALARY SCHEDULE FOR BUILDING administrators WILL increase by 1% AND administrators on the top step will receive 2.0% of that step on an off schedule lump sum IN THE DECEMBER 15, 2018 PAYCHECK.
  - d) For 2019-2020 THE SALARY SCHEDULE FOR BUILDING administrators WILL increase by 1% AND administrators on the top step will receive 1.5% of that step on an off schedule lump sum IN THE DECEMBER 15, 2019 PAYCHECK.
  - e) BASED ON THE ATTACHED FUNDING/ENROLLMENT VARIANCE FORMULA, THERE MAY BE AN OFF-SCHEDULE LUMP SUM PAYMENT DURING THE 2018-2019 and 2019-2020 SCHOOL YEAR.
2. Upon expiration of this agreement, the status quo for salary will be the amount Administrators were paid in 2019-20. Any additional step movement for 2019-20 or thereafter will be determined by the successor agreement.
  3. Effective July 1, 2011 henceforth, the board shall contribute one and one quarter (1.25%) to the 403B account of each Administrator employed by the School District as of July 1, 2011.
  4. No administrator shall suffer any loss of salary due to interruptions in the instructional program for any cause other than normal layoff procedures.
    - a. Each administrator will have their salary paid out in twenty-four (24) pays, semi-monthly throughout the year.
  - ~~5. When the last day of obligation falls on a normal pay day, lump sum payment will be made upon completion of obligation. When the last day of obligation is not a normal pay day, the preceding check will be computed on a "balance of contract" basis and held until days of obligation have been met.~~
  6. (5) Efforts will be made to maintain payroll procedures and check distribution established above. Should deviation become necessary because of emergencies, the Organization will be advised as soon as possible.
  7. (6) All payroll checks will be direct deposited to the financial institution selected by the Administrator and paycheck stubs will only be available through the web.
  - ~~8. As part of the Tentative Agreement dated 3/17/16 with the OACVS and the Chippewa Valley Board of Education, it is agreed that monies that would have been received under the prior Revenue Over Expenses provisions will not be paid out.~~

B. Extra Pay for Extra Work

In addition to the salary schedule set forth in Schedule A, administrators shall be paid additional compensation for rendering special service. Special service shall be considered service when the administrator is working on study committees, curriculum committees, fact-finding committees, survey committees, and administrator committees, that require extra attention that must be given

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during the administrator's vacation time.

All such service will be voluntary and all arrangements will be made with the approval of the Superintendent of Schools. The compensation for work shall be paid to the administrator at a rate to be determined by the Board and the Organization.

The Board recognizes the extra time commitment necessary for administrators who serve on negotiating teams in assistance to the personnel department. Therefore, the following stipend will be paid to administrators who serve as negotiators for the Board. Teacher contract negotiating team - \$450; all other negotiating teams - \$250.

C. The District recognizes the necessity for an administrator to have his or her personal vehicle available for occasional business use. To this end, the administrators shall be reimbursed at the rate established by the IRS for business mileage when using their personal vehicles in the conduct of authorized school and school-related affairs.

D. Liability

The Board shall provide each administrator with comprehensive public liability insurance in an amount of not less than \$1,000,000 for each occurrence or accident. Coverage shall be sufficiently broad to protect administrators involved in special assignments and duties carried on directly or indirectly under the auspices of the Board or its representatives.

E. Life Insurance

The Board shall provide the administrators with group term life insurance plus AD&D insurance in an amount triple the administrators' base salary as indicated in the Salary Schedule. Base Salary means the administrators contract amount as indicated on the Salary Schedule. Benefits shall be payable to the administrator's designated beneficiary.

This group life insurance shall begin as soon as possible after the administrator(s) have satisfactorily and properly completed the necessary forms.

Insurance coverage shall terminate when the administrator(s) services are terminated with the District.

F. Hospitalization MEDICAL

Beginning July 1, 20168 and thereafter each administrator shall be eligible to receive hospital, medical and surgical insurance benefits under the MESSA Choices II Plan with a \$10/\$20 prescription plan or SAVER RX PLAN, \$500/\$1,000 deductible, \$25 urgent care, \$20 office visit, \$50 emergency room as described in the attached plan description.

Pursuant to Public Act 152 of 2011, the district shall pay those Hard Cap amounts provided in section 3 of the Act, as adjusted by the Michigan Department of Treasury. Any Administrator receiving health care benefits shall be required to pay any costs of the healthcare plan above the Hard Cap amounts, payable in an amount determined by the OACVS to insure the Districts compliance with the Hard Cap limits as provided in the Act. Any overages paid by the Administrator

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as a result of movement by Administrators between the levels of coverage shall be refunded in a manner determined by the OACVS. ~~The District will apply any excess of the Administrators 10% insurance co-payment to the Administrators cost of the MESSA plan described above after July 1, 2016.~~

CVS reserves the right to, in its sole discretion, if required to comply with Patient Protection and Affordability Act, select a health insurance carrier which offers a "Bronze" plan that provides "minimum coverage" pursuant to 26 USC sec.36(B)(c)(2)(C)(ii). CVS shall not be obligated to select the same health insurance carrier for the "Bronze" plan as the health insurance carrier providing health insurance to other bargaining unit members. This is not for the purpose of changing the plan as described above. It will only be offered to those, if any Administrator, for whom the law requires CVS to provide this coverage.

The sole authority for the selection of the insurance carrier, or to self-insure or self-fund, shall rest within the sole discretion of the School District.

In order to avoid double hospitalization coverage, Administrators will be required to certify, in writing, to the Personnel Office at the time of enrollment, that they are not covered by another insurance carrier under a spouse, parents, or guardians insurance plan (an Administrator who becomes covered subsequent to his/her enrollment shall notify the Personnel Office of this fact). Those Administrators who are covered under a separate insurance plan shall be required to choose either the School District's hospitalization plan or the separate plan. It is understood that double coverage is prohibited.

Cash in lieu of health benefits will be paid at zero dollars (\$0) for the duration of the contract.

G. Dental Coverage

1. For those members of the bargaining unit who are not covered by any other dental insurance, the Board will provide a dental insurance plan with A.D.N. DENTAL ~~Canada Life Dental Plan "Auto +"~~ with Orthodontic Rider or equivalent coverage. The School District retains the right to select the carrier, to self-insure or self-fund the plan. There shall be a combined maximum of \$1,300 on Class 1 and 2 benefits per year. The Orthodontic Rider shall specify a lifetime maximum of \$1,800 on orthodontic coverage at 90% of reasonable and customary fees.
2. For those members of the bargaining unit who are covered by any other dental insurance (including District-provided insurance), the School District will provide a dental insurance plan with A.D.N. DENTAL ~~Canada Life Dental Plan C~~ with Orthodontic Rider (at 50% to a lifetime maximum of \$1,200) or equivalent coverage with internal and external coordination of benefits as the basis for minimum coverage. The School District retains the right to select the carrier, to self-insure or self-fund.

H. The School District will provide each administrator optical insurance. The basis for coverage shall be A.D.N. VISION ~~M.E.S.S.A. VSP 3~~, or equivalent coverage. The School District retains the right to select the carrier, to self-insure or self-fund.

I. In the event the administrator does not timely notify the School District of a change in coverage,

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and this change in coverage would decrease the amount of premium the School District is required to pay, the administrator must pay the difference between what the School District paid for the premium and the lesser amount the School District should have paid had the administrator timely notified the School District. Any such premiums that the School District recovers from the insurance companies will not be charged to the administrator. At the beginning of each school year, each administrator will be notified of his/her coverage plans on various insurance packages.

J. Disability Insurance

For Employee Illness/Disability:

1. The first thirty (30) days of illness, the administrator is covered at 100% of salary by using the first ten (10) days from their personal leave days and then for days eleven (11) through thirty (30), they will be granted twenty (20) district sick days.
2. After thirty (30) days and up to one year of illness, the administrator will be covered by the district at 70% of their salary with the option to supplement the remaining 30% using their own sick PERSONAL days.
3. If still disabled after one year, the administrator will be covered by the District's long term disability policy which will provide sixty-six and two-thirds (66-2/3) percent of their salary from one year to a maximum benefit period which meets the minimum requirement of the Federal Age Discrimination in Employment Act of 1979. Long Term Disability Insurance is only for the employee related illness/injury, not for a family member.
4. All present sick leave day accumulation effective as of July 1, 1980, will be maintained in a separate bank available for use by the administrators to take care of any absences not covered by this plan. Allowance for the use of previously accumulated sick leave time to be used prior to the 70% provision taking effect can be implemented by the administrator(s). The intent is not to continue to extend numbers of sick leave days, but to grandfather as described.
5. Any administrator using less than thirteen (13) days personal leave in any given school year will have ten (10) days credited to his/her sick PERSONAL leave accumulation.

For Employee Family Members:

6. The first thirty (30) working days of illness, the administrator is covered at 100% of salary by using the first ten (10) days from their personal sick days and then for days eleven (11) through thirty (30), they will be granted twenty (20) district sick days.
7. After thirty (30) work days up to one year, the administrator may use their accumulated sick PERSONAL days, based upon a doctor's note stating the medical necessity to the immediate family member, upon approval of Human Resources.

K. Limits of Protection

Under no circumstances will the combined benefits received by the administrator from the District

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and insurance coverage paid by the District exceed one hundred percent (100%) of the administrator's regular salary.

L. Physical Examination

An annual medical examination (on an out-patient basis) shall be provided by the School District upon the request of an administrator. Selection of the physician to conduct the examination shall be made by the administrator. The School District may require a written report of this examination. The School District shall also arrange to have an annual TB examination free of charge to all administrators.

The School District may, in its sole discretion and at its cost, require that administrators submit to such tests and examinations, including, based upon the School District's reasonable suspicion, drug and/or alcohol testing, by a School District-appointed physician, clinic, hospital, nurse, technician or other qualified professional, when, in the School District's judgment, such examination is necessary to determine if an administrator can perform the essential job duties of his/her position, or to determine reasonable accommodations necessary to permit him/her to perform the essential job duties, or when such examination is otherwise job-related and consistent with business necessity. In addition, the administrator shall sign such documents and medical release forms required by the School District in order to secure from the administrator's physician, hospital, clinic, psychologist, etc., all of his/her pertinent records.

M. The benefits or protection provided in this Article shall be subject to the terms and conditions specified in any insurance policy or self-insurance plan and any claim by an administrator or claim settlement shall not be the basis of a grievance or subject to arbitration under this Agreement. The failure of an insurance company to provide any of the benefits provided for in this Article for any reason shall not result in any liability to the School District, nor shall such failure be considered a breach of any obligation under this Article. The terms and provisions of any contract or policy issued by an insurance company or under the School District's self-insurance plan, shall be controlling in all matters concerning benefits, eligibility, coverage and termination of coverage, and other matters provided for in the insurance contract, policy or self-insured plans.

N. National Health Insurance

If subsequent to ratification of this Agreement, a law is enacted which requires the School District to pay for a fund, or to a state or national health insurance system, to provide, in whole or in part, the same or similar health benefits as those already provided under this Agreement, then the School District's obligation to continue the health benefits provided for in this Agreement shall cease and the parties will immediately enter into negotiations relative to those health provisions.

O. Worker's Compensation

The Board shall reimburse administrators for any loss, damage or destruction of clothing or personal property of the administrator as a consequence of his/her employment. If any administrator is injured as a consequence of his/her employment, expenses incurred for medical, surgical and

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6-11-18

hospital care, in excess of those covered by the hospitalization insurance provided by the Board, will be the responsibility of the Board, as prescribed by attending physicians.

P. Association Memberships

The Board will pay one local or state and one national association membership for each administrator.

The Association affiliations should be applicable to the administrator(s) position in the District.

These fee payments will not include the cost of any group or hospitalization insurance, but may include provisions for liability insurance.

For the duration of the contract, annual membership reimbursements for the entire bargaining unit shall be limited to three.

Q. Terminal Leave Pay

In recognition of services to the School District, a terminal leave payment of Two Hundred Fifty (\$250.00) Dollars per year will be paid to the retiring administrator who notifies the District by August 31st for the first semester, or by the end of the first semester of his/her intent to retire at the end of the school year. This payment shall be added to the administrator's salary and paid out evenly over the remaining pay periods of the school year. If the administrator retires within the school year, he/she shall receive the payment in a lump sum.

R. Advanced Educational Degrees

The stipend for advanced degree pay will be incorporated into the Salary Schedule.

Degree credit must be certified by the University and the Superintendent/Designee.

S. Longevity Payments

LONGEVITY IS CALCULATED ON CONTINUOUS EMPLOYEMNT TIME IN THE DISTRICT. The longevity schedule will be as follows:

7 – 11 years	\$1,500
12 – 16 years	\$2,100
17 – 21 years	\$2,700
22 – 26 years	\$3,300
27 – 31 years	\$3,900

Every five years thereafter, an additional \$600

T. Sick PERSONAL Leave Accumulation

Administrators will be allowed service credit for unused sick PERSONAL leave days for retirement purposes, if the Michigan public school retirement law is changed to allow for this credit at the rate

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6-11-18

of ten (10) days per year, up to 180 days.

U. Administrators will receive, upon retirement, insurance coverage paid by the Board as identified below:

\$10,000 Group Life policy to age 65  
\$ 5,000 Group Life policy after 65 to age 70

V. Sick PERSONAL Leave Days Pay Out

Upon retirement, an administrator with more than fifty (50) days in his/her personal sick leave accumulation shall be paid at the current substitute daily rate for each day beyond fifty (50), up to a maximum of two hundred (200) days. These monies shall be placed in the administrator's 403b or 457 account. No employee shall have a cash option to this payout.

W. Early Retirement Incentive Plan

All full-time administrators currently working in the District are eligible for a voluntary Early Retirement Incentive Plan.

The following conditions will govern this Plan:

1. You must have a minimum of ten (10) years administrative service with the School District and eligible for, as well as having applied and been accepted for, benefits under the Michigan public school employee retirement system.
2. You must resign from your position on or before June 30th of the year so affected.
3. Each administrator applying for and receiving the Early Retirement Incentive Plan will receive hospitalization, dental, vision and life insurance paid by the Board through September of the year in which the retirement occurs, provided such coverage is permitted by the insurance carrier.

If any administrator retires at anytime other than June 30, then that individual shall receive three (3) consecutive months of insurance coverage beginning the month immediately following the month of retirement. This coverage will be provided if permitted by the insurance carrier. It will be the responsibility of the administrator to notify the School District when they have officially signed up for insurance coverage with either the State retirement system or other forms of employment. It is understood that double coverage is prohibited.

4. The Early Retirement Incentive Plan will be a one-time pay out of Six Thousand (\$6,000.00) Dollars. This amount will be paid in a lump sum or placed in an annuity account as determined by the administrator in accordance with any legal restrictions.
5. The extension of the Early Retirement Incentive Plan at the end of this Agreement will be determined by the parties on a mutually agreeable basis.

ARTICLE XVI XVII



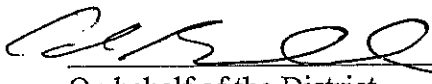
WK  
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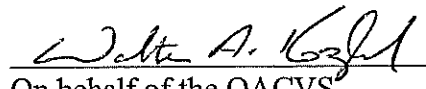
MISCELLANEOUS PROVISION

E. During the life of this Agreement, the Organization shall not cause or permit its members to cause, nor shall any member of the Organization, or administrator of the School District, take part in any sit down, stay in, slow down, curtailment of services or the interference with the work of the School District for any reasons whatsoever, including the concerted use of paid leave time or sympathy strikes. The Organization shall not cause or permit its members to cause, nor shall any member of the Organization, or administrator of the School District, take part in any strike or stoppage of the School District's operations, or picket the School District's buildings or premises, during the life of this Agreement.

D. A 457 plan AND 403B PLAN will be available for eligible employees.

Administrator Evaluation Article (XV) has been added to the contract. All Subsequent Articles have been changed to reflect the addition of Administrator Evaluation as a new Article.

 6-11-18  
On behalf of the District Date  
Dr. Adam Blanchard  
Assistant Supt of HR

 6-11-18  
On behalf of the OACVS Date  
Walter Kozlowski  
Principal

03-1-118 WK  
6.11.18

2018-19 Building Administrator Salary Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Elem/MS Asst Princ</u>								
Master	\$89,113	\$90,832	\$92,551	\$94,270	\$95,988	\$97,707	\$99,426	\$101,145
Ed Spec	\$92,291	\$94,033	\$95,774	\$97,516	\$99,258	\$101,000	\$102,741	\$104,483
Doctorate	\$94,404	\$96,143	\$97,881	\$99,620	\$101,359	\$103,098	\$104,836	\$106,575
<u>HS Asst Principal</u>								
Master	\$90,885	\$92,549	\$94,212	\$95,876	\$97,539	\$99,203	\$100,866	\$102,530
Ed Spec	\$94,217	\$95,882	\$97,547	\$99,212	\$100,877	\$102,542	\$104,207	\$105,872
Doctorate	\$96,301	\$97,967	\$99,632	\$101,298	\$102,964	\$104,630	\$106,295	\$107,961
<u>9th Grade Center Princ.</u>								
Master	\$93,158	\$94,997	\$96,835	\$98,674	\$100,513	\$102,352	\$104,190	\$106,029
Ed Spec	\$96,447	\$98,293	\$100,139	\$101,985	\$103,832	\$105,678	\$107,524	\$109,370
Doctorate	\$98,502	\$100,353	\$102,205	\$104,056	\$105,907	\$107,758	\$109,610	\$111,461
<u>Elem Principal</u>								
Master	\$93,158	\$94,997	\$96,835	\$98,674	\$100,513	\$102,352	\$104,190	\$106,029
Ed Spec	\$96,447	\$98,293	\$100,139	\$101,985	\$103,832	\$105,678	\$107,524	\$109,370
Doctorate	\$98,502	\$100,353	\$102,205	\$104,056	\$105,907	\$107,758	\$109,610	\$111,461
<u>MS Principal</u>								
Master	\$98,511	\$100,711	\$102,911	\$105,111	\$107,310	\$109,510	\$111,710	\$113,910
Ed Spec	\$101,697	\$103,919	\$106,141	\$108,363	\$110,585	\$112,807	\$115,029	\$117,251
Doctorate	\$103,688	\$105,924	\$108,161	\$110,397	\$112,633	\$114,869	\$117,106	\$119,342
<u>HS Principal</u>								
Master	\$104,110	\$106,386	\$108,662	\$110,938	\$113,213	\$115,489	\$117,765	\$120,041
Ed Spec	\$107,286	\$109,586	\$111,885	\$114,185	\$116,485	\$118,785	\$121,084	\$123,384
Doctorate	\$109,271	\$111,585	\$113,898	\$116,212	\$118,526	\$120,840	\$123,153	\$125,467

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2019-20 Building Administrator Salary Schedule

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<u>Elem/MS Asst Princ</u>								
Master	\$90,004	\$91,740	\$93,476	\$95,212	\$96,948	\$98,684	\$100,420	\$102,156
Ed Spec	\$93,214	\$94,973	\$96,732	\$98,491	\$100,251	\$102,010	\$103,769	\$105,528
Doctorate	\$95,348	\$97,104	\$98,860	\$100,616	\$102,373	\$104,129	\$105,885	\$107,641
<u>HS Asst Principal</u>								
Master	\$91,794	\$93,474	\$95,154	\$96,834	\$98,515	\$100,195	\$101,875	\$103,555
Ed Spec	\$95,159	\$96,841	\$98,522	\$100,204	\$101,886	\$103,568	\$105,249	\$106,931
Doctorate	\$97,264	\$98,946	\$100,629	\$102,311	\$103,994	\$105,676	\$107,359	\$109,041
<u>9th Grade Center Princ.</u>								
Master	\$94,090	\$95,947	\$97,804	\$99,661	\$101,518	\$103,375	\$105,232	\$107,089
Ed Spec	\$97,411	\$99,276	\$101,140	\$103,005	\$104,870	\$106,735	\$108,599	\$110,464
Doctorate	\$99,487	\$101,357	\$103,227	\$105,097	\$106,966	\$108,836	\$110,706	\$112,576
<u>Elem Principal</u>								
Master	\$94,090	\$95,947	\$97,804	\$99,661	\$101,518	\$103,375	\$105,232	\$107,089
Ed Spec	\$97,411	\$99,276	\$101,140	\$103,005	\$104,870	\$106,735	\$108,599	\$110,464
Doctorate	\$99,487	\$101,357	\$103,227	\$105,097	\$106,966	\$108,836	\$110,706	\$112,576
<u>MS Principal</u>								
Master	\$99,496	\$101,718	\$103,940	\$106,162	\$108,383	\$110,605	\$112,827	\$115,049
Ed Spec	\$102,714	\$104,958	\$107,203	\$109,447	\$111,691	\$113,935	\$116,180	\$118,424
Doctorate	\$104,725	\$106,984	\$109,242	\$111,501	\$113,759	\$116,018	\$118,276	\$120,535
<u>HS Principal</u>								
Master	\$105,151	\$107,450	\$109,748	\$112,047	\$114,345	\$116,644	\$118,942	\$121,241
Ed Spec	\$108,359	\$110,682	\$113,004	\$115,327	\$117,650	\$119,973	\$122,295	\$124,618
Doctorate	\$110,364	\$112,701	\$115,038	\$117,375	\$119,711	\$122,048	\$124,385	\$126,722

ADMINISTRATOR - 10MTH  
2018/19

09  
6-11-18  
WK  
6-11-18

M T W TH F SA SU

July-18

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30	31					

M T W TH F SA SU

Jan-19

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22

Aug-18

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14

Feb-19

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15

Sep-18

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19

Mar-19

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21

Oct-18

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23

Apr-19

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29	30					

16

Nov-18

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26	27	28	29	30		

19

May-19

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27	28	29	30	31		

22

Dec-18

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31						

15

Jun-19

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24	25	26	27	28	29	30

18

NO WORK/NO PAY H NO WORK/PAY  
\*\* FIRST/LAST DAY STUDENTS  
~ 10-Hour Work Days (all week)

(204 + 4 TBD=208)

90  
114  
204

ADMINISTRATOR - 10MTH  
2019/2020

OB  
6-11-18  
WJK  
6-11-18

M T W TH F SA SU  
July-19

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M T W TH F SA SU  
Jan-20

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Aug-19

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Feb-20

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Sep-19

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Mar-20

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30	31						

Oct-19

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28	29	30	31				

Apr-20

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27	28	29	30				

Nov-19

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18	19	20	21	22	23	24	
25	26	27	28	29	30		18

May-20

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25	26	27	28	29	30	31	20

Dec-19

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16	17	18	19	20	21	22	15
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30	31						

Jun-20

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15	**16	17	18	19	20	21	
22	23	24	25	26	27	28	19
29	30						

NO WORK/NO PAY H NO WORK/PAY  
\*\* FIRST/LAST DAY STUDENTS  
~ 10-Hour Work Days (all week)

(204 + 4 TBD=208)

91  
113  
204

