

**2018-2021**

**MASTER AGREEMENT**

**Between The**

**FRUITPORT COMMUNITY SCHOOLS**

**BOARD OF EDUCATION**

**And The**

**FRUITPORT EDUCATION ASSOCIATION**

**MEA-NEA**

**Fruitport Community Schools**

**Fruitport, Michigan**

**TABLE OF CONTENTS**

Agreement: Fruitport Community Schools Board of  
Education and the Fruitport Education  
Association Objectives of Agreement

TABLE OF CONTENTS .....	ii,-iii
WITNESSETH.....	1
ARTICLE 1. RECOGNITION .....	3
ARTICLE 2. TEACHER RIGHTS.....	4
ARTICLE 3. MANAGEMENT RIGHTS .....	5
ARTICLE 4. COMPENSATION .....	6
ARTICLE 5. TEACHING HOURS.....	14
ARTICLE 6. TEACHING LOADS AND ASSIGNMENTS .....	15
ARTICLE 7. TEACHING CONDITIONS.....	16
ARTICLE 8. SICK LEAVE AND LEAVES OF ABSENCE .....	19
ARTICLE 9. PROTECTION OF TEACHERS .....	23
ARTICLE 10. SENIORITY .....	25
ARTICLE 11. NEGOTIATION PROCEDURES .....	26
ARTICLE 12. GRIEVANCE AND ARBITRATION PROCEDURES .....	27
ARTICLE 13. NO STRIKE CLAUSE .....	30
ARTICLE 14. MISCELLANEOUS PROVISIONS .....	30
ARTICLE 15. MENTOR TEACHERS .....	31
ARTICLE 16. DURATION OF AGREEMENT .....	34

Appendix A – Salary Schedule .....	35
Salary Schedule: 2018-19.....	39
Appendix B - Extra Curricular Salary Schedule.....	40
Appendix C - School Calendars:	
2018-19; 2019-2020; 2020-21 .....	43
Appendix D – Benefit Election Form.....	49
Appendix E – Summary Plan Description of Section 125 Plan.....	50
Appendix F – Section 125 Plan .....	53
Appendix G – Mentor Teacher Application .....	58
Letters of Agreement.....	59
Index.....	a-d

## AGREEMENT

THIS AGREEMENT entered into this 7<sup>th</sup> Day of August, 2018 day of by and between the Board of Education of the Fruitport Community Schools, Fruitport, Michigan, hereinafter called the “Board” and the Fruitport Education Association, MEA-NEA, hereinafter called the “Association.”

## WITNESSETH

WHEREAS the Board has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS the parties, following extended and deliberate negotiations, have reached certain understandings which they desire to memorialize,

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

### **ARTICLE 1.**

#### **RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of Michigan 1965, for all professional and/or certified teaching personnel under contract, including personnel on tenure, probation, all classroom teachers including shared-time and alternative education teachers, substitute teachers in lieu of contract teachers, guidance counselors, librarians, school psychologists, school social workers, advising or critic teachers, employed by the Board, but excluding supervisory and executive personnel and office and clerical employees, transportation personnel, school lunch personnel, teacher aides and all other non-teaching personnel. The term “teacher”, when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the bargaining or negotiating unit as above defined, and reference to one gender shall include the other gender.
- B. The Board agrees not to negotiate with any teachers’ organization and/or individual other than the Association for the duration of this Agreement.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher, rights he/she may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

## ARTICLE 2.

### TEACHER RIGHTS

- A. Pursuant to Act 379 of the Public Acts of Michigan, 1965, the Board hereby agrees that every employee of the Board so represented by the Association shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Act 379 or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association, his/her participation in any activities of the Association or collective professional negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. (Nothing herein shall require any teacher to be a member of or participate in the activities of any organization such as the Association, or similar bargaining agent).
- B. The Board specifically recognizes the right of its employees appropriately to invoke the assistance of the State Employment Relations Commission, or a mediator from such public agency.
- C. No teacher shall be prevented from wearing insignia, pins or other identification of membership in the Association either on or off school premises, provided that the same shall be of a size and character consistent with good taste and maintaining the dignity of the teaching profession.

Bulletin boards and other established media of communication shall be made available to the Association and its members for the purpose of publicizing meetings of the Association and other Association business. Any matter which might be detrimental to the school district may be so publicized only with prior approval of the Superintendent of Schools.

- D. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, such bargaining information as may be pertaining and relevant to matters under negotiations, or relevant for the preparation of proposals by the Association at a time when this collective bargaining agreement may be open for negotiations, or such other bargaining data as may be required by law. The Board reserves the right to furnish such data to the Association President and Bargaining/Grievance Chairperson only after the data has been presented by the Board to another governmental agency. This information is to be available following the Board meeting. The Board further reserves the right to furnish such data in the manner and form available to it without encountering undue additional expense. All original records of the Board shall be examined only at the office of the Board of Education.

The Board shall provide the President and Bargaining/Grievance Chairperson of the Association with an electronic copy of the minutes (including attachments) of all regular and special meetings of the Board.

E. The Association is offered the opportunity to participate in curriculum study and changes regarding the education of children.

F. SCHOOL IMPROVEMENT PROGRAMS

The Board and Association encourage and support the concept of continued school improvement efforts designed to assist the school district to reach its vision. Any outcomes from school improvement efforts that call for changes in any of the provisions of this contract or affect wages, hours, terms or conditions of employment must be agreed to by both the Board and the Association.

None of the foregoing shall be interpreted as a waiver of any rights by the Association or any bargaining unit member or the Board of Education or any of its agents.

**ARTICLE 3.**

**MANAGEMENT RIGHTS**

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

- (1) To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees;
- (2) To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees;
- (3) To establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for all students, all as deemed necessary or advisable by the Board;
- (4) To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
- (5) To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment;
- (6) To issue teaching contracts for the next teaching year to Probationary Teachers at any time prior to the expiration of this contract.

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

#### **ARTICLE 4.**

#### **COMPENSATION**

- A. The daily salary rate for teachers shall be 1/number of teacher days/year of the appropriate annual salary rate provided in Appendix "A". Any teacher not reporting for work shall lose 1/number of teacher days/year salary per day, providing his/her absence with pay is not permitted under the terms of this Agreement. Any teacher whose absence is not provided for in this Agreement or is absent without prior approval shall lose 1/number of teacher days/year of his/her salary per day plus 1/number of teacher days/year of the annual premium rate as of the date of the absence for all the insurance programs provided in this article for which the teacher is enrolled.
- B. The Board recognizes four (4) years of outside teaching experience on the salary schedule. The Board, at its discretion, may grant credit in excess of four (4) years on the salary schedule to certificated teachers based on outside teaching or other comparable experience which relates to the teacher's assignment. For the purpose of salary schedule credit only, outside teaching experience gained while on layoff shall be treated as if it were teaching experience in this District. Outside teaching experience shall be limited to time spent teaching in a public school. No new hire shall be placed on a higher step on the salary schedule than any current employee with equivalent years of service (does not include lane assignment). This language will expire upon three consecutive years of granting full steps. This language also excludes special education ancillary staff (school psychologist, speech/language pathologist, social worker, occupational therapist, physical therapist).
- C. The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part hereto.

D. INSURANCE BENEFITS

1. The insurance year shall be the twelve (12) months from January 1 to the following December 31. The annual open enrollment period shall be the month of November or any other period determined by the insurance carrier. Employees becoming eligible mid-year will select a pro-rated share of any district provided deductible funding if applicable per MESSA ABC, MESSA Choices II, or cash in lieu.
2. The Board shall make available to all teachers the following insurance protection:

a. HEALTH INSURANCE

The Board shall pay up to the legislatively capped amount of the monthly premium and monthly HSA contribution of the level of coverage selected for MESSA's ABC Plan 1 and the employee will pay the balance of this cost. Prescription drug coverage shall be under MESSA's ABC-Rx. HSA funding for mid-year benefit additions and changes will be prorated based on the number of months remaining in the calendar year. As PA 152 cap increases, the district cap will increase accordingly. Board contributions to the HSA will be paid 50% on January 1<sup>st</sup> and 50% on July 1 of each year. The District will fund the balance of the deductible due ahead of schedule for any member that certifies on a District approved form that they have a legitimate medical need that requires immediate access to a fully funded HSA.

b. OPTIONS TO HEALTH INSURANCE

Teachers not electing health insurance coverage will be paid \$505 a month. Teachers will receive dental insurance, vision insurance, life insurance, and long term disability insurance referenced in Article 4 (D)(2)(c-f).

Any difference between the monthly cost of any optional tax-free coverage elected and the monthly ABC Plan 1 single subscriber premium rate shall be paid to the teacher in cash by way of the Section 125 Plan adopted and maintained by the Board that appears as Appendix F in this Agreement. Each teacher not electing health insurance shall complete the Benefit Election Form found in Appendix D of this Agreement.

Teachers may also elect to have part or all of the cash benefit paid to their tax-deferred annuity plan (up to the limits set forth by the Tax Code for annuity plans). If a husband and wife are both members of the bargaining unit, no more than one shall elect health insurance coverage; the other shall elect the optional coverage described above.



c. LIFE INSURANCE

The Board shall provide without cost to the teacher MESSA term life insurance protection with AD & D in the amount of \$50,000.00 that will be paid to the teacher's designated beneficiary.

d. DENTAL INSURANCE

The Board shall provide for all teachers and their eligible dependents, without cost to the teacher, the MESSA/Delta Dental Plan Class I, II, III at 100/90/80% with a \$2,500 annual maximum benefit and Class IV at 80% with an annual maximum benefit of \$3,000. Coverage includes Internal and External Coordination of Benefits.

e. VISION INSURANCE

The Board shall provide for all teachers and their eligible dependents, without cost to the teacher the MESSA Vision plan VSP-3 Plus with Internal and External Coordination of Benefits.

f. LONG TERM DISABILITY INSURANCE

The Board shall provide without cost to the teacher MESSA Plan 2 Long Term Disability Insurance for all teachers. Benefits shall begin after termination of the teacher's paid sick leave or the accumulation of one hundred and twenty (120) calendar days of disability in any twelve (12) consecutive months, whichever is greater. Benefits shall be paid at a rate of sixty-six and two-thirds (66 2/3%) of the teacher's salary.

3. GENERAL PROVISIONS RELATED TO INSURANCE COVERAGE

a Newly hired teachers must report for duty before the board is obligated to pay any insurance premium. For each insurance program above, the effective date for each new teacher shall be the month following the first day of work or until prior coverage is terminated. If the teacher is not covered by any other coverage from any other source, in which case the effective date shall be the first required work day of the school year. A teacher who is hired with an effective first work day after the first required work day of the school year shall be entitled to insurance coverage effective with his/her first work day or until prior coverage is terminated.

b The Board will contribute on a pro-rata basis to the total cost of insurance coverage for a teacher assigned to less than a full time work load based on the number of hours the teacher worked in relation to a full time work load, unless the teacher's status is the direct result of an involuntary reduction of a position by the Board from full to part time, in which case the teacher shall be provided insurance protection as if he/she were assigned a full time daily work load, through the month following the month in which the reduction occurs. The Board will apply its contribution in accordance with the rules of the insurance providers.

- c In the event a teacher leaves employment after the end of a school year and before the start of the next school year, the insurance shall continue through the following September, unless the teacher becomes employed by another employer and is covered by fully paid insurance with respect to each insurance program above; or teacher retires where school funded insurance will end upon the retirees eligibility for health insurance through the retirement system.
- d In the event a teacher is terminated or resigns during the school year, the insurance shall be continued through the month following the month in which the teacher resigned or was terminated.
- e In the event a teacher goes on an unpaid leave of absence (other than sick leave) or is laid off during the school year, the insurance shall be continued through the month following the month in which the teacher went on leave or was laid off. In the event of an unpaid sick leave that commences during the school year, the Board will continue payment of the insurance premiums as defined by paid sick leave or FMLA but no longer than 120 calendar days at which time long-term disability begins.
- f In the event a teacher dies during the school year or after the completion of the school year and providing the policy permits continued coverage, the Board shall continue payments of the applicable premiums through the following September 30<sup>th</sup>, unless the beneficiary is eligible for retirement insurance.
- g Notwithstanding any provisions of this Section, the terms of any contract or policy issued by MESSA or its underwriters shall be controlling as to all matters concerning eligibility, benefits and termination of coverage or other matters covered by the policy.
- h The Board, by payment of the premiums set forth herein, shall be relieved from all liability with respect to the benefits provided by MESSA or its underwriters. The failure of MESSA or its underwriters to provide any of the benefits for which it has contracted shall not result in any liability to the Board, nor shall such failure be considered a breach of any obligation by the Board.
- i Disputes between teacher(s) or beneficiaries of teacher(s) and MESSA or its underwriters shall not be subject to the Grievance Procedure established in this Agreement.

E. A senior high or middle school teacher who teaches an extra class shall be paid an additional 20 percent of his/her salary. An elementary teacher who teaches an extra class shall be paid the percent based on full time status (26.5 hours).

F. A teacher asked by the Board to do substitute teaching during preparation period shall be paid at the rate of \$25.00/hr. In lieu of this pay, a teacher may choose to receive compensatory time which is earned at the rate of one (1) day for each six (6) hours taught during his/her preparation period.

- G. Compensatory time may only be used in full or partial day increments provided the teacher gives 48 hours' notice to the building administrator, via email or documenting leave in AESOP. If a compensatory day is not used during the school year in which it is earned, it shall be added to the teacher's accumulated paid sick leave or by the teacher's request no later than June 1st of each year, paid out at the above rate of \$25.00/hr.
- H. Teachers required to travel between buildings as a part of their duties shall be reimbursed mileage at the maximum rate per mile allowed by the I.R.S
- I. For the purpose of movement on the salary schedule:
1. Adjustments for steps in a column will be made according to the following guidelines:
    - a Teachers who work less than a full school year in Fruitport under contract shall receive credit as follows:
      - (1) No experience credit if the number of days worked during the school year is forty-six (46) or less.
      - (2) One-half (1/2) year experience credit if the number of days worked during the school year is more than forty-six (46) and less than one hundred thirty-nine (139).
      - (3) One year experience credit if the number of days worked during the school year is one hundred thirty-nine (139) or more.
      - (4) "Days worked" shall include student and non-student attendance days and shall be computed on the basis of equivalent full time days.
      - (5) This section shall not affect teachers on a paid leave of absence or on a leave of absence for which experience is granted for salary schedule placement.
    - b Teachers who are assigned less than one-half (1/2) of a daily teaching load shall be given one-half (1/2) year's credit on the salary schedule; and those who are assigned one-half (1/2) or more of a daily teaching load shall be given full credit.
  2. Adjustments from one column to another will be made according to the following guidelines. A form must be completed prior to June 1 stating a bargaining unit member's intention to complete requirements for a lane change as would be applicable in the following year.
    - a BA + 18-24
      - (1) Only those courses taken after the B.A. degree and teaching certification are awarded will be applicable.

- (2) Undergraduate credit courses must have the prior written approval of the Superintendent in order to count for column movement (language pertains to undergraduate credit initiated after ratification of this agreement). Such approval will be granted so long as the course is related to the field of K-12 education, including administration.
- (3) Graduate credit courses approved in writing by the Superintendent or related to the field of K-12 education, including administration, shall be counted if they have been earned through an accredited college or university.

b MA + 18 and MA + 30

- (1) Only those courses taken after the M.A. degree and teaching certification are awarded will be applicable.
- (2) Undergraduate credit courses must have the prior written approval of the Superintendent in order to count toward column movement. Such approval will be granted so long as the course is related to the field of K-12 education, including administration (language pertains to undergraduate credit initiated after ratification of this agreement).
- (3) Graduate level courses approved in writing by the Superintendent or related to the field of K-12 education, including administration, shall be counted toward column movement if they have been earned through an accredited college or university.

c Movement on the salary schedule will occur September 1 and January 31. Prior to these dates, it is the teacher's responsibility to provide to the superintendent the necessary documentation (official transcripts or a letter from the university) for movement on the salary schedule to occur.

d For all teachers employed at the start of the 2003-04 school year, all courses completed prior to September 1, 2004 shall apply for movement from one column to another, absent all restrictions set forth in Sections 2.a. and b. above.

J. For the purpose of ascertaining eligibility for longevity pay, longevity shall mean years of teaching service with Fruitport Community Schools, provided that no lay-off or leave of absence shall be counted as years of service. Any employee that is eligible mid-year for the appropriate longevity step will receive 50% of the longevity amount below. The following percentage of Step 1 within the employee's lane determines the longevity amount above current step:

15 Longevity years	5%
20 Longevity years	10%
25 Longevity years	15%
30 Longevity years	20%

K. The annual salary of senior high school and middle school teachers assigned less than the full teaching load (as defined in Article 6, Section A) shall be determined as follows:

$$\frac{\text{(number of teacher's daily teaching periods)}}{\text{number of daily teaching periods in normal teaching load}} \times \text{teacher's annual salary schedule amount}$$

L. A teacher new to the District may be assigned by the Superintendent to work a total of three (3) days without additional pay during his/her first two years of employment with the District in addition to the teacher days designated on the published school calendars and inclement weather makeup days and new teacher after school meetings.

M. Upon termination of employment by:

1. Death, or
2. Retirement (provided that the teacher meets the requirements for an immediate retirement allowance under the Michigan Public School Employees Retirement Board's regulations and the teacher provides the Board with at least sixty (60) calendar days written notice prior to the end of the semester in which the teacher will retire);

A teacher shall be paid an amount equal to Sixty Dollars (\$60.00) times the number of his/her accumulated sick leave days. Payment shall be in the form of a non-elective employer contribution to a 403(b) plan.

An employee with 25 years of service and defers his or her retirement when leaving the district (provided that the teacher meets the requirements under the Michigan Public School Employees Retirement Board's regulation) shall be paid an amount equal to Forty-Five Dollars (\$45.00) times the number of his/her accumulated sick leave days. Payment shall be in the form of a non-elective employer contribution to a 403(b) plan.

N. BA + 24 COLUMN

All staff members employed as of the beginning of the 1973-74 school year who are qualified for the BA + 18 column as shown on the 1972-73 Appendix A, shall be placed on the BA + 24 column. All staff members employed as of the beginning of the 1973-74 school year who, at the time of the issuance of their provisional certificate, were required to complete 10 semester hours for permanent certification shall be entitled to the BA + 24 index upon completion of 18 semester hours. All staff members employed as of or after the beginning of the 1973-74 school year who, at the time of the issuance of their provisional certificate were required to complete 18 semester hours for permanent certification shall be entitled to the BA + 24 index upon completion of 24 semester hours.

O. TUITION REIMBURSEMENT

**The following language for tuition reimbursement is paused for the duration of this agreement.**

The Board shall provide up to six hundred dollars (\$600.00) each contract year to tenured teachers for reimbursement of tuition costs. Contract year refers to the school district's fiscal year. Classes that conclude after June 30 will be part of the following fiscal year's reimbursement schedule. Reimbursement is subject to the following provisions:

Reimbursement shall be made for tuition of coursework related to the professional education certification renewal, to gain additional certifications in education, for the purpose of movement across the salary schedule.

Examples of courses approved:

- courses in the academic area for /of the teacher's certification
- courses leading to additional teaching certification or endorsement in a curricular area
- courses that relate to the teacher's current teaching assignment
- courses toward an advanced degree in education

Examples of courses not approved:

- courses unrelated to any of the above
- courses toward professional certification or licensure in a field other than education – some examples are real estate, law, insurance.

Notice of intent to take a course shall be made on a district provided form before or upon registration for the class.

Documentation (transcripts) of successful (passing grade) completion and proof of payment must be submitted to the Superintendent no later than 90 calendar days from course conclusion to receive reimbursement.

Courses must be from a regionally accredited college or institution that meets the regular certification standards of the State of Michigan.

The Board of Education is not responsible for tuition payment if courses are taken under a scholarship, grant, or are reimbursed in any way from another source.

- P. The Board shall reimburse teachers for the cost (up to \$160.00 every five (5) years) for the renewal fee of their State of Michigan teaching certificate.

**The above language for certificate renewal reimbursement is paused for the duration of this contract.**

## ARTICLE 5.

### TEACHING HOURS

- A. The work week of teachers shall be Monday through Friday, and in-school time for teachers shall be within the following time frame:

Elementary:	8:15 AM - 3:45 PM
Middle School:	7:30 AM – 3:00 PM
High School:	7:30 AM – 3:00 PM

The Association is offered the opportunity to participate in establishing uniformity of work loads. The administration and the Association will annually work to establish building schedules that meet state mandates regarding instructional time, necessary operational efficiencies, and contractual responsibilities. Some teachers may have a staggered schedule allowing them to provide intervention programming before or after school with consent of affected teacher(s).

- B. During the professional development delay start days, regularly scheduled staff meetings for the purpose of monthly business meetings, curriculum work, building professional development, etc. will occur. Both parties agree that should an occasion occur that requires an after-school meeting, these meetings will be limited to two per school year, not on teacher half days and twenty-four hour notice is required except in the case of an emergency. To compensate for the reduction of planning time due to Trojan Time, middle school teachers will receive 15 minutes of planning on Delayed Starts.
- C. Secondary teachers and elementary teachers are to report to their teaching stations five (5) minutes prior to the beginning of school day.
- D. While the performance of professional duties cannot be put on a clock-hour basis, it is understood that the individual teacher will not be required to remain in the school building, except for emergencies, more than five (5) minutes after dismissal of the last scheduled class of the day, unless professional duties require all teachers of the building or department to remain for a longer period.
- E. Elementary teachers shall receive a minimum of 330 minutes of planning during delay start weeks for preparation time within the scheduled work hours provided in Article 5, Section A. The 330 minutes will consist of 50 uninterrupted (meaning block of time) minutes 4 days a week, 30 minutes during delayed start for personal planning, and the 20 minute recess time all 5 days. The 330 minutes is prior to any volunteering or assigning of recess coverage. On non-delay start weeks, 300 minutes of planning will be provided. As part of such preparation time, elementary teaching specialists shall be provided 250 minutes of planning during the week.
- F. Teachers performing recess duty shall be paid Ten Dollars (\$10.00) for each 20 minute recess. The Administration shall ask for volunteers to perform recess duty. If there are an insufficient number of volunteers, recess duty shall be rotated among the bargaining unit members who are full time in the building.

- G. All teachers shall be entitled to a duty-free uninterrupted lunch hour of thirty (30) minutes or more which shall be equivalent to the lunch hour of the student.
- H. Teachers with non-teaching time during the school day will be permitted to leave their respective buildings when pertinent factors relative to school business are deemed necessary by the teacher. The office will be notified when a teacher leaves during the school day.
- I. During the orientation period at the opening of the school year, time in the program shall be set aside for a meeting of the Association.
- J. It is mutually recognized by the Association and the Board that the principle of the forty (40) hours week cannot be interpreted literally. The parties recognize the principle of a normal forty (40) hour work week exclusive of lunch.
- K. The school calendar of the Fruitport Community Schools is to be published prior to the beginning of the year, establishing dates and times for conferences, institutes, records days, in-service meetings, spring vacation, etc. and any other activity normally a part of the school year. Any changes or additions to school calendar shall be mutually agreed upon. In the event the state reverts back to the 180-day requirement, the calendar will be adjusted accordingly.
- L. It is the responsibility of each individual teacher, as well as the Board, to provide the highest quality educational program practicable for every boy and girl in the school district. For teachers, this includes (1) careful daily preparation; (2) attendance at staff meetings; (3) and participation in activities of the school. Required evening activities will be discussed with union representation before being added to the schedule.

**ARTICLE 6.**

**TEACHING LOADS AND ASSIGNMENTS**

- A. The normal teaching load in the senior high school will consist of an average of five (5) daily teaching periods and one (1) period of preparation, or the equivalent thereof. The normal teaching load at the middle school will consist of an average of five (5) daily teaching periods and one (1) period of preparation for core curriculum teachers. Related academics teachers at the middle school will teach five (5) periods per day on average with one (1) period of preparation.

The term “preparation period” shall be construed to include the use of this period for purposes other than preparation that would be considered reasonable professional responsibilities or for purposes other than preparation when emergencies arise.

The Association agrees that the purpose of non-teaching time (other than lunch periods) is to permit the teacher to have time during the school day for planning, conferences, preparations for teaching and related teaching functions and obligations concerned with the actual teaching assignment.



The normal teaching load in the elementary schools for classroom and elementary teaching specialists will be approximately 26.5 hours of classroom duties weekly, or the equivalent thereof.

Elementary teachers may use for preparation all the time during which their classes are receiving instruction from teaching specialists in the areas of elementary art, music, and physical education, and during the time of the 20 minute recess period when the students are under the direct supervision of hired playground aides. In addition, one-half (1/2) hour of the delayed start professional development days will be reserved for personal planning.

Consistent with the above requirements, the Board shall determine the equivalence for employees in the bargaining unit who are assigned to non-classroom duties, such as librarians, guidance counselors, and itinerant personnel, etc. Travel time for all itinerant personnel shall count as contact time.

The class size of an elementary teaching specialist will not exceed that of the elementary classroom teacher whose class they have for instruction (i.e., they will not have more than one teacher's class during an instruction period). Exceptions will be made to accommodate students from self-contained special education classrooms.

Department chairmen shall be appointed by the Administration and have such released time for their duties as the Administration deems necessary.

B. Elementary Planning Time

The Board and the Association agree that efficient planning of instructional time is important to the success of the school district. To this end the Board and Association agree to encourage, support and assist efforts on the part of teachers, (buildings, teams, etc.), to maximize the effectiveness of their planning time provided, however, that such plans do not reduce instructional time. Plans that call for a modification of contract language must be approved by the Association and Board prior to implementation of pilot or regular efforts.

C. All teachers shall be assigned by the Superintendent to that level of instruction for which they are qualified. Teachers shall not be assigned without their consent outside the scope of their teaching competence, teaching certificates, or major or minor fields.

D. Teachers employed under Extra-Curricular contracts will be notified before June 1 in writing as to whether they will or will not be employed in the same position for the following school year. However, the position may be eliminated at any time.

**ARTICLE 7.**

**TEACHING CONDITIONS**

The parties recognize that the primary duty of the teacher is to teach, and the Board and the Association consider it to be a desirable objective to make maximum utilization of the teacher's professional skills to the fullest extent practicable.

- A. The Board and Association agree that pupil-teacher ratio is an important aspect of an effective educational program and that class size shall be determined in relation to pupil needs, area of instruction, grade level, and shall strive for as a minimum the recommended personnel-pupil standards of the Michigan Department of Education whenever possible. The Board shall strive to continually improve the pupil-teacher ratio and implement all reasonable means for eliminating overcrowded classrooms whenever such conditions should exist.

The teaching load in the senior high school shall be established or adjusted with reasonable dispatch to a teaching load not in excess of 150 students per day and no section shall exceed 32 students or the number of work stations in instructional classrooms. The same standards will be applicable to the middle school. The provisions of this section shall be subject to reasonable exceptions and deviations during the first three weeks of each semester or other enrollment period, or by reason of the necessity of physical facilities. It is recognized that other exceptions may be desirable whenever it is necessary to work with larger groups of students, such as for example, band and chorus classes, with respect to which the student teacher load may be adjusted to the size that can be accommodated in the school facilities.

In grades K-3 District average of 26 or fewer students per section with no individual class exceeding a maximum of twenty-eight (28) students. In grades 4-5 a District average of 28 or fewer students per section with no individual class exceeding a maximum of thirty (30) students.

If after the third Friday of September the Board determines that it is necessary to exceed the above maximum class loads, the following compensation formula shall be instituted

$$\frac{\text{Teacher's Base (BA Step 1) Salary Schedule Amount}}{\text{Maximum Class Load}} \times \frac{1}{181} \times \frac{\text{\# of students in excess of maximum class size limits}}{\text{membership days in class}}$$

When a special education teacher is placed full-time into a regular education classroom, and that classroom exceeds class size limits, the overage pay would be divided between the two teachers. When a special education teacher is placed part-time into a classroom, only the regular education teacher would receive overage pay (as long as the special education teacher is within state and district mandated caseloads.)

- B. Distribution of special education students shall be determined by a group including affected regular education and special education teachers, as well as regular and special education administration. Modification in class size, scheduling and curriculum design will be considered and implemented as appropriate. The District will provide appropriate materials, training and supportive services for the teacher and the student as identified in an IEPC.
- C. Under no conditions shall a teacher be required as a part of the work of a teacher to drive a school bus.

- D. To the extent practicable, the Board of Education will make available in each school building adequate lunchroom, rest-room and lavatory facilities exclusively for teacher use (including use by school employees not within the bargaining unit), and at least one room, appropriately furnished and maintained, which shall be reserved for use as a faculty lounge.
- E. Teachers shall be permitted to place out-going non-toll calls on the school telephones in their buildings but it is expected that personal, non-emergency calls will be held to a minimum.
- F. Parking Facilities - Designated parking facilities shall be made available to teachers and other employees of the system. The Board shall assume no liabilities in respect to parking facilities.
- G. In schools where continuous cafeteria service for teachers is not available, a vending machine for beverages will be installed at the request of the Association, the proceeds to be used for the existing Teachers Scholarship Fund. The location of these vending machines shall be subject to approval by the Board.
- H. Secondary and elementary teachers shall have a minimum of two (2) records days per school year. Special education teachers and Kindergarten teachers may be granted additional records days if the Board determines it is necessary for the teachers to complete their special duties. The purpose of a records day is to complete student records and no meetings (staff, curricula, grade level, etc.) shall be scheduled for these days.
- I. Every teacher in both elementary and secondary schools shall be provided with the necessary teaching equipment, such as a file for teaching records, a desk, and access to a computer.
- J. Notwithstanding their employment, teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.
- K. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status, sexual orientation or membership or non-membership in an association or non-association with the activities of any employee organization. The Board and the Association pledge themselves to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.
- L. Student teachers will not be used as substitute teachers unless prior approval is obtained from the critic teacher and the student teacher. Elementary teaching specialists and/or special education teachers will not be used as substitute teachers unless no substitute teacher is available.
- M. No secondary classroom teacher will be given more than two (2) non-teaching periods per school day, except with the consent of the teacher involved.

N. Phones will be furnished in teachers' lounges. All long distance calls shall be made through the office phones. Any long distance calls placed through the lounge phones will be tabulated and the Association agrees to pay all costs.

O. Act of God Days

1. In the event that a scheduled student attendance day is canceled due to inclement weather, problems with the physical plant, or any other condition, including health and safety concerns, teachers shall not be required to report to work and shall suffer no loss of pay. Likewise, later reporting times and earlier leaving times shall not cause any loss of pay.

Should conditions cause a closing of the schools during a school day, teachers shall remain in school until the students under the direction of the teacher have left school and no further safety factor can be rendered by the teacher.

In the event that scheduled student attendance days are canceled to the extent and result that said cancellation causes a reduction in the amount of "State Aid"; then the minimum number of days shall be rescheduled in the following order:

- (1) February mid-winter break day(s), if any
- (2) Good Friday (if not scheduled)
- (3) Day(s) at the end of the school year.

Teachers shall not be paid extra for the make up days unless the teacher was not paid for the corresponding day that was canceled.

P. The Board shall provide substitutes for all elementary art, music, and physical education teachers in the event of their absence, and if a substitute teacher is available.

**ARTICLE 8.**

**SICK LEAVE AND LEAVES OF ABSENCE**

A. Definition of Terms. "Immediate Family" shall include father, mother, husband, wife, child, sister, brother or other member in the immediate family who has stood in the same relationship with the employee as any of these.

"Relative" shall include grandparent, parent-in-law, grandchildren, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

"Per Diem Basis" shall be that amount obtained by dividing the contractual salary by 1/number of teacher days/year.

B. Sick Leave.

- (1) At the beginning of each school year, each teacher shall be credited with thirteen (13) days of leave, the unused portion of which shall accumulate from year to year up to 250 days. Summer school teachers shall be granted one (1) day usage per summer for personal illness which shall be deducted from the teacher's accumulated sick leave.
- (2) Employees who are contracted after the beginning of a given year shall be granted, for the balance of that school year, as many sick leave days as there are school months, or major fractions thereof, remaining in the school year.
- (3) Employees who are unable to begin a new contract year because of personal illness or injury, shall be allowed to draw upon previously accumulated and the current year's sick leave until it is depleted or until resumption of assigned work.
- (4) Disability associated with pregnancy, miscarriage or childbirth shall be treated as any other disability. To the extent and at the time that the teacher has medical information indicating her last day of work prior to delivery and her first available date for work after delivery, such information shall be furnished to the administration.
- (5) Any tenure teacher whose personal illness extends beyond the period compensated for by sick leave pay shall be granted a leave of absence without pay.
- (6) Each teacher will be allowed to use three (3) of his/her days of leave per year for personal business. These days must be used in full-day increments, unless the day used is a scheduled one-half (1/2) day of school. A personal business leave day shall not be granted for the day preceding or the day following holidays or vacations, and the first and last days of the school year. No more than one (1) personal business leave or compensatory day may be used during the last four (4) weeks of the teaching calendar year. Personal leave or combination of leave (use of comp. time) may not exceed three (3) consecutive days. Exceptions may be granted by the Superintendent.
- (7) A teacher may use sick leave to make up the difference between the allowance under the Workers' Compensation Act and his/her regular salary. The sick leave will be deducted on a pro rata basis.
- (8) Effective the 2003-2004 school year, an eligible employee may on a once-a-year basis elect to convert up to a maximum of ten (10) sick leave days into a year-end bonus at the rate of \$50 per day. To be eligible for such a bonus, an employee must maintain a balance of at least ninety (90) accrued sick leave days in his/her account after the conversion of the sick days. Requests for bonus payments shall be given to the District in writing and be signed by the employee no later than December 1 each calendar year. Payment of the bonus shall be made during December.

- C. In addition to personal illness or injury, sick leave may be used for illness in the immediate family.
- D. Leaves of absence with pay, not chargeable to sick leave, shall be granted for:
1. At the beginning of every school year, the Association shall be credited with a total of ten (10) days to be used by teachers who are officers or agents of the Association, such use to be at the discretion of the Association. The Association shall have the option to purchase up to ten (10) additional days at the daily substitute teacher pay rate for each day. The Association agrees to notify the Board in writing, no less than forty-eight (48) hours of the date for intended use of said leave (non-accumulative).
  2. Absence when teacher is called for jury service or National Guard duty. This shall be limited to twenty (20) work days. The teacher shall receive their regular salary and the teacher shall pay to the school district the amount received from the Court for jury service.
  3. Court appearance as a witness in any case connected with the teacher's employment or the school, provided that the matter does not involve proceedings brought against the Board or the District by the teacher or the Association.
  4. Approved visitation at other schools or for attending educational conference or conventions. The number of teachers allowed to leave at any one time will be within the discretion of the administration.
  5. Leaves of absence with pay shall be granted for death as listed below. This shall not be charged against accumulative sick leave.
    - a Not more than five (5) days caused by death in immediate family.
    - b Not more than three (3) days caused by death of relative.
    - c Not more than one (1) day for the death of a grand-parent-in-law, aunt, uncle, niece, nephew, first cousin, or ex-spouse.
  6. Paternity. "No more than fifteen (15) consecutive days chargeable to a teacher's sick leave will be used for a spouse birth of a child."
- E. Leave of absence without pay shall be granted for:
1. An unpaid leave of absence shall be granted upon request to any teacher for the purpose of child care. Said leave shall commence no sooner than 30 calendar days following the request of the teacher. It is further provided that:
    - a The initial leave period may be for the duration of the semester when the leave commences plus the following semester.
    - b A pregnant teacher may commence said child care leave after the birth of the child and she is physically able to adequately perform her teaching responsibilities.

- c The leave of absence may be terminated upon the mutual agreement of the teacher and the Board.
  - d Child care leaves for other than a new born child or a seriously ill child shall be subject to the following additional conditions: After the initial leave period, any additional child care leave within the next seven (7) years shall be at the Board's discretion and the teacher shall be returned from the additional child care leave as if they were on layoff status.
  - e Teachers must notify the Board in writing at least ninety (90) calendar days before the teacher intends to return to work.
  - f Child care leaves for other than a newborn child shall be limited to no more than three (3) teachers on leave at any one time.
2. Up to two years to any tenure teacher who joins the Peace Corps as a full-time participant in such program. Any period so served shall be treated as time taught for purposes of the salary schedule set forth in Article IV of this Agreement.
  3. The purpose of performing duties for the Association to teachers who are officers of the Association or are appointed to its staff. Teachers given leaves of absence without pay for performing duties for the Association shall receive credit toward annual salary increment on the schedule appropriate to their rank.
  4. Military leave to any regular employee who may enlist, be conscripted into the defense forces of the United States for service or training or is called up to active duty. He/she shall be reinstated to his/her position in this school system with full credit including the annual increment(s) under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the said duties of said position. The application for reinstatement shall be made within the time after discharge or release from military service provided in the Uniform Services Employment and Reemployment Rights Act. The Association and the Board agree to abide by all local, state or Federal laws pertaining to re-employment of employees who perform service in the uniformed services.
  5. Study related to the teacher's license field.
  6. Study to meet eligibility requirements for a professional-related license other than that held by the teacher.
  7. Study, research or special teaching assignment involving probable advantage to the school system.
- F. The parties recognize that proper staffing requires as much notice as possible from the teacher on leave who does not intend to return to the staff. Accordingly, such teachers will, when possible, give notice to the Board of Education prior to March 1 of any year, of their intention to leave the staff.

- G. Unless provided for elsewhere in this Agreement:
1. Teachers returning from any approved leave of absence of less than ninety (90) consecutive days in duration shall be returned to the same position, either immediately upon return or by the beginning of the next school year. If the position has been eliminated, they shall be assigned to a position for which they are qualified.
  2. Teachers returning from any approved leave of absence that is ninety (90) consecutive days or more in duration up to a maximum of one year, shall be assigned to a teaching position for which they are qualified. Teachers on an approved leave that is 90 consecutive days or more up to one year in duration, that encompasses the last day of the school year shall notify the Board of Education 45 calendar days in advance of the start of the school year of their intention to return to work.
  3. Teachers returning from any approved leave(s) of absence over one (1) year in duration shall be returned as if they are on layoff status.
- H. Only under extenuating circumstances will leaves of absences be used to extend vacation periods. Any requests to do so will be evaluated on a case by case basis by the superintendent, whose decision on each case will be final and non-grievable.

## **ARTICLE 9.**

### **PROTECTION OF TEACHERS**

- A. The District shall maintain one (1) official personnel file for each teacher. A teacher shall have the right to review the contents of his/her own personnel file. A representative of the Association may be requested to accompany the teacher in such review. Privileged information such as credentials and other related personal references are exempted from review and shall be removed by the administrator in charge prior to the review by the teacher.
- B. No complaints against a bargaining unit member, including but not limited to, student, parental or school personnel complaints, originating after initial employment will be placed in a bargaining unit member's personnel file unless the bargaining unit member has had an opportunity to review the complaint.
- C. Teachers shall have the right to submit a written response to any document, including evaluations and reprimands, entered or contained in their personnel file, which shall be attached to the document.
- D. If a teacher is asked to sign material placed in his/her personnel file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. If a teacher refuses to sign material to be placed in their personnel file, the Association shall be informed and the Association shall secure the signature of the teacher.



- E. A teacher shall be entitled to have present a representative of the Association when he/she is being reprimanded, warned or disciplined for any infraction of rules or delinquency in professional performance, when such reprimand, warning or discipline shall become part of the teacher's personnel file. Representation may also be requested when a teacher is asked to meet with an administrator when such meeting may lead to disciplinary action. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present. The teacher and representative must appear before the requesting administrator within twenty-four (24) hours.
- F. All of the rights granted to teachers in any or all of the Sections of this Article, entitled "Protection of Teachers", are subject to the condition precedent that the teacher shall have conducted himself or herself in accordance with established policies, practices or rules of the Board of Education with respect to the maintenance of control and discipline in the classroom or elsewhere while the teacher stands in loco parentis to the pupil.

The Board of Education recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. Such policies, practices and rules respecting reasonable control and discipline, support and assistance, as established by the Board of Education, will be applied to all teachers without discrimination. It shall be the responsibility of the teacher to disclose promptly in writing to the principal, or other administrator designated by the Board, any conduct of a student during any period when the teacher is in control of the student which may cause the teacher reasonably to believe that the student is emotionally disturbed; and it shall likewise be the responsibility of the teacher to disclose promptly in writing to the principal, or other such administrator, the desire to revoke any such report, whenever it reasonably appears to the teacher, who has filed such a report, that the report was filed by mistake or in error, or that the teacher otherwise reasonably believes that the student was not emotionally disturbed, or that it is not likely that the student will again become emotionally disturbed.

Whenever it appears to the Administration that a particular pupil required the attention of special counselors, social workers, law enforcement personnel or other professional persons, selected by the Administration in accordance with the policies, practices and appointments established by the Board, the Administration will take reasonable steps to relieve the teacher of responsibilities with respect to such student during the period, if any, that it is reasonably determined by the Administration that such student should be withdrawn from the responsibility of the teacher. If there should be any question respecting whether or not the Administration has acted reasonably thereon, and in accordance with such policies, practices and appointments, the issue thereon may be a matter of grievance under this Agreement. The provisions of this paragraph shall be construed consistently with the statutory obligations of the Board of Education, including, among others, the laws respecting compulsory school attendance, and with due regard for the relationship of the public schools to the Probate Court.

- G. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board shall render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authority.

Time lost, by reason of any unjustified assault, shall not be charged against the teacher as sick leave.

- H. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the teacher may request assistance of the Board in such a matter. These requests shall be made in writing to the Board who shall make a determination as to whether the conduct of the teacher making such request justifies any assistance from the Board and the extent thereof.
- I. The Board of Education will reimburse the teacher for the lesser of the cost of repair or the fair market value of clothing or other personal property, which a teacher customarily is expected to bring to the premises in the performance of teaching duties, provided such clothing or such other property is lost, damaged or destroyed by wrongful act of any person on the school premises or while the teacher stands in loco parentis to the pupil, provided that the loss, damage or destruction is not wholly or in part due to the teacher's own negligence, or violation of the Board's rules, practices or procedures, and provided, further, that no reimbursement will be made for normal wear and tear.
- J. Any complaint by a student or a parent of a student directed toward a teacher shall be called to the teacher's attention only if (a) considered serious by appropriate administrator; (b) if written into the teacher's personnel file; or (c) if used as a basis for reprimanding teacher.

In handling future complaints, no complaint shall be used except those meeting the above requirements. The teacher shall be supplied with the name of the student or parent making the complaint.

- K. The Board will maintain Worker's Compensation for teachers in accordance with the laws of the State of Michigan.

## **ARTICLE 10.**

### **SENIORITY**

- A. For the purpose of this article the following definitions shall apply:
  - 1. Personnel reduction or layoff shall mean a reduction in the bargaining unit staff.
  - 2. "Years of service": Shall be defined as continuous and uninterrupted years of service in the bargaining unit covered by this Agreement. Leaves of absence, with or without pay, and absence due to lay-off are not to be considered a break in service nor shall they count toward longevity.
  - 3. Any period of time spent on lay-off or leave of absence shall count as years of continuous service, only for the purpose of this Article (Layoff & Recall).
  - 4. Experience at less than the full teaching load shall count as if the experience was at the full teaching load, but only for the purpose of this Article (Layoff and Recall).

5. Tenure shall mean that status as achieved and defined in Section 1 of Article III of P.A. 1937, Extra Session, No. 4, as amended (CL38.91).
  6. "Probation or probationary teacher" shall mean that status as achieved and defined in Sections 1 and 2 of Article II of P.A. 1937, Extra Session, No. 4, as amended.
- B. The Board shall maintain an up-to-date seniority list of all employees in the bargaining unit covered by this Agreement. The seniority list of teachers shall reflect the following information: Last date of hire (date of employee acceptance of position), degrees held, majors and minors, certificate held, transferred credited years allowed, and tenure status. The updated seniority list shall be forwarded to the Association by November 1 of each year.
- C. To clarify the term "proper credentials" for the purpose of presenting evidence of re-certification, the following criteria will be used:
1. A valid certificate issued by the Michigan Department of Education showing the endorsed level or specialized area for teaching in grades K through 12.
  2. A letter from the office of the Registrar of the institution where coursework was taken to qualify for re-certification. The letter must specially state that qualifying course work has been successfully completed, the institution recommends certification, and will file the proper forms to the Michigan Department of Education. The letter also must indicate the level of certification - elementary or secondary and any specialized endorsement for K -12.
  3. Either item 1 or 2 above applies to an individual who presently has a valid teaching certificate but is seeking a specialized endorsement. Evidence of re-certification or additional endorsement must be presented at the office of the Superintendent on or before August 15 if any change in employment status for the ensuing school year is to be made.

## **ARTICLE 11.**

### **NEGOTIATION PROCEDURES**

- A. Not later than the June 1st prior to the expiration of the contract, both parties agree to commence negotiations on a successor agreement.
- B. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiated or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission, which may include Fact Finding.

## **ARTICLE 12.**

### **GRIEVANCE AND ARBITRATION PROCEDURES**

#### A. DEFINITIONS

1. Grievance. A “grievance” is a claim based upon an event or condition which affects the hours, wages, terms or conditions of employment of a teacher or group of teachers and/or which draws into question the interpretation, application or meaning of the provisions of this Agreement.
2. Aggrieved Person. The “aggrieved person” is the person or persons making the claim and may be a teacher, a group of teachers, or the Association.
3. Designated Representatives of the Board. The designated representative of the Board shall mean the principal in each school building except that if the grievance arises in more than one school building, the designated representative of the Board shall mean the Assistant Superintendent of the Schools in charge of personnel. The Board may change the designated representative by giving ten (10) days prior written notice to the President and designated representative of the Association. Such change shall not affect any grievance in process.
4. Designated Representative of the Association.

The designated representative of the Association shall mean the grievance chairman of the Association who has been given authority to receive grievances on its behalf. The President of the Association must, in writing, supply the name of this party to the Board before the Board has a duty to deal with him/her. The Association may change or add a designated representative by giving ten (10) days prior written notice to the Board. Such change shall not affect any grievance in process.

5. Designated Alternate. Either party may designate an alternate representative to act in the temporary absence of the regular representative. Such designation shall not affect any grievance in process.
6. Days. The term “days” when used in the section shall, except where otherwise indicated, mean working days, i.e., days the administrative building is open for business.

#### B. PURPOSE AND POLICY

1. The purpose of this procedure is to secure, as soon as possible, equitable solutions to problems involving the welfare or working conditions of a teacher or teachers or to problems which draw into question the interpretation or meaning of the provisions of this Agreement. To better effectuate these policies, both parties

agree that all proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

2. It is important that grievances be processed through the steps as rapidly as possible. The number of days indicated at each step should be considered as maximum and every effort should be made to expedite the process. If the Association as the moving party fails to comply with the time limit, the grievance shall be considered settled on the basis of the Board's last written answer to the grievance. If the Board as the responding party fails to comply with any time limit at any step, the grievance shall automatically pass to the next step in the grievance procedure. The parties may however, agree to extend the time limits at any step.
3. Nothing herein contained shall be construed as limiting the right of any individual teacher to present grievances to school officials and/or the Board and to have those grievances adjusted without the intervention of the Association, except that the adjustment shall not be inconsistent with this Agreement and the Association shall be given the opportunity to be represented at such adjustment.

C. All grievances shall be handled in accordance with the following procedure:

1. Step One. The aggrieved person shall reduce the grievance to writing together with a proposed solution thereto and shall deliver a copy of the grievance to the designated representative of the Board and to the designated representative of the Association.

Within ten (10) days of the receipt of the grievance the designated representative of the Board shall meet with the Association's designated representative in an effort to resolve the grievance. The aggrieved person, at his/her discretion, may be present at such meeting. Within five (5) days of the above meeting the designated representative of the Board shall deliver a written answer to the grievance to the Association's designated representative either granting or denying it and if it is denied, stating the reasons for denial.

2. Step Two. In the event the grievance is not satisfactorily resolved at Step One, the Association's designated representative, within five (5) days of his/her receipt of the answer, may transmit the grievance in written form together with a proposed solution to the Assistant Superintendent of Schools in charge of personnel unless she/he received the grievance in the first instance in which case this step shall not apply.

Within ten (10) days of the receipt of the grievance the Assistant Superintendent shall meet with the Association's designated representative in an effort to resolve the grievance. The aggrieved person, at his/her discretion, may be present at such meeting. Within five (5) days of the above meeting the Assistant Superintendent shall deliver a written answer to the grievance to the Association's designated representative either granting or denying it and if it is denied, stating the reasons for denial.

3. Step Three. In the event the grievance is not satisfactorily resolved at Step Two the Association's designated representative, within five (5) days of his receipt of the answer, may transmit the grievance in written form together with a proposed solution thereof to the Superintendent of Schools. Within ten (10) days of the receipt of the grievance the Superintendent shall meet with the Association's designated representative in an effort to resolve the grievance. The aggrieved person, at his/her discretion, may be present at such meeting. Within five (5) days of the above meeting the Superintendent shall deliver a written answer to the grievance to the Association's designated representative either granting or denying it and if it is denied, stating the reasons for denial.
4. Step Four. In the event the grievance is not satisfactorily resolved at Step Three, the Association's designated representative within five (5) days of his receipt of the answer, may transmit the grievance in written form together with a proposed solution to the Secretary of the Board. The Board, at the next regular meeting following receipt of the grievance by the Secretary of the Board will consider the grievance and will give its answer in writing within five (5) days after the date of such regular meeting.
5. Step Five. Arbitration.

In the event the answer by the Board is not satisfactory to the Association, then within thirty (30) calendar days following the date of receipt of the Board's answer the Association only, and not an individual teacher, may file a demand for arbitration of the dispute to the American Arbitration Association with a copy of the demand delivered to the Superintendent, all pursuant to the following rules and conditions:

- a The grievance shall relate solely to the application and interpretation of the terms and conditions of the Collective Bargaining Agreement.
- b The Arbitrator shall have no authority to add to, subtract from, modify, change, alter or amend the terms and conditions of the Agreement and he shall have no authority to hear or rule upon any of the following:
  - (1) Any matter within the jurisdiction of the Teacher's Tenure Act (PA 1937, Extra Session No. 4, as amended);
  - (2) Any matter involving the Board's discretion in the expenditure of funds for capital outlay;
  - (3) The fixing or establishment of any salary schedule;
  - (4) The termination of or decision not to reemploy or decision to continue on probation any probationary teacher;
  - (5) Evaluation of teachers.
- c The decision of the Arbitrator shall be final and binding.

- d If a request for arbitration is filed by the Association, the parties shall promptly select by mutual agreement one (1) arbitrator who shall decide the grievance. If no agreement is reached, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules. The parties shall be bound by the rules of the American Arbitration Association.
- e Only one grievance shall be heard by an arbitrator at any one appointment.
- f The costs and expenses of the arbitrator shall be shared equally by the parties.
- g Any grievance not taken to arbitration within the above stated time limits shall be deemed settled based upon the Board's last answer.

### **ARTICLE 13.**

#### **NO STRIKE CLAUSE**

During the term of this Agreement, the Association agrees that neither its officers, agents or members shall authorize, engage in, condone or ratify a strike over any matter which is a proper subject for arbitration. A strike shall be defined to include slowdowns, boycotts, picketing, work stoppage of any kind including "mass" sickness, and other connected or concerted activities having the effect of interrupting work or interfering with the normal school business.

The Association shall not be liable for any violation of this Article, providing that it has taken the following action:

1. Issues to the Board within 24 hours after such strike commences a written disclaimer of any responsibility for such action.
2. Notifies the teachers involved, in writing, with copies to the Board, that their action is in violation of the contract and will subject them to immediate discharge.
3. Takes such other action as may be reasonable and necessary to assure a prompt restoration of service.

Any teacher who willfully violates any of the above provisions may be disciplined forthwith, up to and including discharge, without recourse to any grievance procedure.

### **ARTICLE 14**

#### **MISCELLANEOUS PROVISIONS**

- A. The Board agrees to endeavor at all times to maintain an adequate supply of degreed guest teachers. The Administration, contracting with outside vendors, shall provide both internet and telephone based reporting to teachers for guest teacher coverage. Teachers shall request coverage through this system. In order to assist obtaining guest teachers, teachers are to report unavailability for work as soon as possible, and if circumstances permit, no later than 6:00 A.M. of the day to be absent.

- B. The FEA shall be responsible for printing the contract. The Board shall inform the FEA of the number of copies desired by the Board and shall reimburse the FEA for the cost of the copies requested by the Board. The cost shall be based on a prorated per copy cost based on 300 copies.
- C. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be deemed null and void except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. This Agreement shall supercede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. It shall likewise supercede any contrary or inconsistent terms contained in any individual teacher contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.

## **ARTICLE 15**

### **MENTOR TEACHERS**

- A. In accordance with Section 1526 of the Michigan School Code a teacher mentor program will be implemented for the first three years of employment for each teacher beginning his/her first teaching assignment after July 1, 1994. The purpose of this program is to coach and nurture a new teacher by offering assistance, resources and information in a non-threatening collegial fashion toward the end of establishing a quality work performance. All bargaining unit members will be given an opportunity to apply to serve as a mentor. (See Appendix G for application form)
- B. The mentor teacher:
  - shall have at least four years of satisfactory teaching experience, shall have attained tenure in a Michigan school district and be a successful and effective educator.
  - shall be appointed by the building principal and approved by the superintendent on an annual basis.
  - shall have training and/or experience commensurate with qualifications listed on the job posting for which the new teacher was hired; or be willing to acquire such training along with the new teacher where appropriate. For example, qualifications for a given teaching license endorsement may be an exception.
  - shall be a voluntary assignment for one year. Based on a review by the administration, the mentor and the new teacher, it will be determined whether the assignment will continue into the following year.
  - shall maintain a confidential mentor-mentee relationship and neither shall, in any fashion, be included in the evaluation process of the other. Nor shall either testify for either side in a grievance, administrative or tenure hearing.



- shall participate in training for mentors and be committed to filling the role of mentor effectively.
- shall be granted release time, up to five half-days per school year, to support the goals of the mentoring process during the school year.
- shall be remunerated for the services rendered per compensation worksheet.

C. The Board and the FEA shall hold ongoing dialogue at least annually to help refine the new teacher induction process.

D. Role of the Mentor Teacher

The purpose of the new teacher mentoring program is to coach and nurture a new teacher by offering assistance, resources and information in a non-threatening collegial fashion toward the end of establishing quality work performance.

In order to accomplish this purpose, the responsibilities of the mentor shall include a variety of activities such as those listed below:

- model successful and effective educational practices.
- participate in training for mentors and be committed to filling the role of mentor effectively.
- maintain a confidential relationship with the new teacher and not participate in the evaluation process.
- meet at least one time per grading period with principal and the mentee to arrange for release time and review activities to date related to the mentoring process.
- review qualifications of job posting for which the new teacher was employed and assist and advise the new teacher in attaining these qualifications.
- answer questions regarding site-level processes, procedures and routines.
- assist and counsel the probationary teacher in professional matters.
- advise new teachers about lesson planning, teaching strategies, approaches to discipline, and other pertinent issues that might arise.
- remind new teachers of pending deadlines and provide advice to expedite meeting such deadlines.
- advise new teachers about effective relationships with parents and particularly about how to work with parents in addressing student problems.
- assist new teachers in establishing routines for such matters as making up tests and homework.
- provide words of encouragement during difficult times.

- meet regularly to maintain communication.
- address other perceived needs as they appear
- maintain a log or journal of mentor activities and meetings.

E. Minimum Mentoring Activity

	<b><u>1<sup>st</sup> Year Mentor</u></b> <b>(4 % stipend)</b>	<b><u>2<sup>nd</sup> Year Mentor</u></b> <b>(2 % stipend)</b>	<b><u>3<sup>rd</sup> Year Mentor</u></b> <b>(2% stipend)</b>
Personal Contact Hours	Weekly Average = 30 minutes  Yearly Average = 18 hours	Weekly Average = 20 minutes  Yearly Average = 12 hours	Weekly Average = 15 minutes  Yearly Average = 9 hours
District Level Meeting Hours	6 hours per year	4 hours per year	3 hours per year
*Total Minimum Hours	24 hours per year	16 hours per year	12 hours per year

New hire teachers that have already completed 3 years of teaching will receive a mentor at the 3rd Year column that is above for one year only.

Teachers that are hired during the school year will follow the language above. In addition, the district will pro-rate the number of hours that need to be met and the mentor's stipend based on the number of days the new teacher works during that school year.

F. Training Per Administrative Direction

Mentors will participate in mentor training programs established through the school district and the MAISD. Additional training will be provided based upon the needs of the mentor and the person he/she is mentoring. The registration cost of the training program will be paid for by the Fruitport Community Schools.

ARTICLE 16

DURATION OF AGREEMENT

This Agreement shall be effective on August 7, 2018 through August 24, 2021. The modifications to all provisions are effective the date this Agreement is ratified by both parties or on the date specifically indicated in this Agreement.

FRUITPORT COMMUNITY SCHOOLS  
BOARD OF EDUCATION

By [Signature]  
President

By [Signature]  
Vice-President

By [Signature]  
Secretary

By [Signature]  
Treasurer

By [Signature]  
Trustee

By [Signature]  
Trustee

By [Signature]  
Trustee

FRUITPORT EDUCATION  
ASSOCIATION, MEA-NEA

By [Signature]  
President

## APPENDIX A

\*A reference to a step also assumes one year of longevity movement\*

1. Horizontal movement within the schedule will be approved based on additional coursework per contract language.

2. 2018-19 = Step payable by September 1st

2019-20 = Step payable by September 1st plus opportunity for additional compensation via use of the Formula.

2020-21 = Compensation will be granted via the Formula, payable by December 1st.

For the year 2020-2021, in the event the District audited Fund Balance goes below 6%, the parties shall meet to discuss options in lieu of application of Formula.

3. All payments noted in Section 2 above are retroactive to August 25th of each year regardless of the date actually paid.

4. Fruitport Community Schools Compensation Formula

For the 2019-2020 school year, the parties agree to the following compensation formula to determine whether or not there is additional compensation beyond what is noted in Section 2 above. For the 2020-2021 school year, the parties agree to the following compensation formula to determine compensation noted in Section 2 above.

a. Student FTE (fall) each year will be determined by the Fall Certified Alpha List. The district will provide the Association with the list as soon as the report is generated.

b. If new sources of state revenue (current sources are listed within the baseline) are created in a school year that are unrestricted, they will be included in the calculation if they fund FCS staff. If any sources of state revenue are shifted from unrestricted to restricted, or eliminated, they will be removed from the calculation.

c. Unless the parties otherwise mutually agree through a ratified successor agreement, the compensation formula shall expire August 24, 2021 and thereafter be null and void.

Step 1: Total state revenues for the fiscal year in question are compared to the baseline state revenues provided in the baseline below.

Step 2: Health insurance costs are going to be calculated by the baseline census data multiplied by the PA 152 hard caps. CILO costs are going to be calculated by the baseline census data multiplied by Article 4(D)(2)(b). Increases in district health insurance compared to the proposed baseline figures are subtracted from the change in state revenues. Decreases in district health insurance costs compared to the baseline figures are added to the change in state revenues. The health care costs are calculated each year using the baseline census data

Step 3: Any increase in state retirement costs due to the change in the district retirement contribution rate is subtracted from the change in state revenues. Any decrease in state retirement costs due to a change in the district's retirement contribution rate is added to the change in state revenues. The retirement cost changes are calculated using the baseline of total salaries multiplied by the change in current MPSERS MIP graded rate compared to the baseline MPSERS MIP graded rate.

Step 4: The total dollar impact of the change from the summation of Steps 1, 2 & 3 are compared to the charts below to determine the additional compensation for that fiscal year.

**2019-2020 CHART**

Total Impact (Low)	Total Impact (High)	Additional Compensation
less than 758,371.00	758,371.00	No Additional Formula Compensation
758,372.00	1,002,341.00	1% increase on scale
1,002,342.00	1,272,771.00	2% increase on scale
1,272,772.00	1,516,742.00	1% increase on scale + one additional step
1,516,743.00		2% increase on scale + one additional step

For example, if Step 4 is between \$758,372.00 and \$1,002,342.00, employees receive a 1% increase on the scale plus one step granted in Section 2 above. The total compensation increase for the 2019-2020 year would be an 1% increase on the scale and one step.

**2020-2021 CHART**

Total Impact (Low)	Total Impact (High)	Formula Compensation
less than 514,400.00	514,400.00	1 % increase on scale
514,401.00	758,371.00	One Step Increment
758,372.00	1,002,341.00	1% increase on scale + one step
1,002,342.00	1,272,771.00	2% increase on scale + one step
1,272,772.00	1,516,742.00	1% increase on scale + two steps
1,516,743.00		2% increase on scale + two steps

For example, if Step 4 is \$300,000, employees would not receive any additional compensation per the formula. Employees would receive a 1% increase on the scale granted in Section 2 above. The total compensation increase for the 2020-2021 year would be a 1% increase on the scale.

## BASELINE FIGURES

### State Revenue:

<b>Student FTE (Fall)</b>	<b>2,753.51</b>
Foundation Allowance (Section 22a,51c, 22b)	\$7,631.00
MPSERS Cost offset Section 147(a)	\$107.59
HS Pupil Supports Section 20(n)	\$7.29
<b>Total Unrestricted Revenue</b>	<b>\$7,745.88</b>
<b>TOTAL STATE Revenue</b>	<b>\$21,328,358.04</b>

### Expenses

Annual Per Member Health Care Cost:	
Single (26 members)	\$6,560.52
Two (13 members)	\$13,720.07
Family (79 members)	\$17,892.36
CILO (45 members)	\$6,049.44
<b>TOTAL HEALTH CARE</b>	<b>\$2,034,655.67</b>
<b>MPSER MIP Graded Rate</b>	<b>25.56%</b>
<b>TOTAL SALARIES</b>	<b>\$9,766,571.00</b>

5. The 1.5% 403B contribution through MEA Financial Services is paused for the duration of this agreement.

**2018-2019; 2019-2020; 2020-2021 Teacher Salary Schedule**

<b>Step</b>	<b>BA</b>		<b>BA + 24*</b>		<b>MA</b>		<b>MA + 18</b>		<b>MA+30 or MA60</b>		<b>PhD/EdD</b>	
	<u>Pts.</u>	<u>Salary</u>	<u>Pts.</u>	<u>Salary</u>	<u>Pts.</u>	<u>Salary</u>	<u>Pts.</u>	<u>Salary</u>	<u>Pts.</u>	<u>Salary</u>	<u>Pts.</u>	<u>Salary</u>
1	1.00	38,361	1.05	40,250	1.10	42,140	1.15	44,029	1.20	45,919	1.25	47,808
2	1.05	40,250	1.10	42,140	1.15	44,029	1.20	45,919	1.25	47,808	1.30	49,698
3	1.10	42,140	1.15	44,029	1.20	45,919	1.25	47,808	1.30	49,698	1.34	51,587
4	1.15	44,029	1.20	45,919	1.25	47,808	1.30	49,698	1.34	51,587	1.39	53,477
5	1.20	45,919	1.25	47,808	1.30	49,698	1.34	51,587	1.39	53,477	1.44	55,366
6	1.25	47,808	1.30	49,698	1.34	51,587	1.39	53,477	1.44	55,366	1.49	57,256
7	1.30	49,698	1.34	51,587	1.39	53,477	1.44	55,366	1.49	57,256	1.54	59,145
8	1.34	51,587	1.39	53,477	1.44	55,366	1.49	57,256	1.54	59,145	1.59	61,034
9	1.39	53,477	1.44	55,366	1.49	57,256	1.54	59,145	1.59	61,034	1.64	62,924
10	1.44	55,366	1.49	57,256	1.54	59,145	1.59	61,034	1.64	62,924	1.69	64,813
11	1.50	57,633	1.55	59,523	1.60	61,412	1.65	63,302	1.70	65,191	1.75	67,081
12	1.56	59,901	1.61	61,790	1.66	63,680	1.71	65,569	1.76	67,459	1.81	69,348
13	1.62	62,168	1.67	64,058	1.72	65,947	1.77	67,836	1.82	69,726	1.87	71,615

<b>Longevity:</b>	<b>BA</b>		<b>BA+24</b>		<b>MA</b>		<b>MA+18</b>		<b>MA+30-60</b>		<b>PhD/EdD</b>	
(see page 11) 15 yrs	15=	1,918	15=	2,013	15=	2,107	15=	2,201	15=	2,296	15=	2,390
20 yrs	20=	3,836	20=	4,025	20=	4,214	20=	4,403	20=	4,592	20=	4,781
25 yrs	25=	5,754	25=	6,038	25=	6,321	25=	6,604	25=	6,888	25=	7,171
30 yrs	30=	7,672	30=	8,050	30=	8,428	30=	8,806	30=	9,184	30=	9,562

**APPENDIX B**  
**EXTRA CURRICULAR SALARY SCHEDULE**

H.S. = High School

M.S. = Middle School

Percent of BA  
Base Salary

Baseball – Boys	H.S. Head Varsity	9.3
	Jr. Varsity	7.1
	M.S.	6.0
Basketball – Boys	H.S. Head Varsity	15.0
	Jr. Varsity	9.0
	Freshman	8.0
	M.S.	6.0
Basketball – Girls	H.S. Varsity	15.0
	Jr. Varsity	9.0
	M.S.	6.0
Bowling – Boys & Girls		7.0
Cheerleading – Girls	Varsity Competitive Cheer	7.5
	Jr. Varsity Competitive Cheer	6.5
	HS Sideline Cheer—Varsity	3.8
	HS Sideline Cheer—Freshman/JV Fall	2.5
	HS Sideline Cheer—Freshman/JV Winter	2.5
Cross Country – Boys & Girl	H.S.	7.5
	M.S.	6.0
Football – Boys	H.S. Head Coach	15.0
	Asst. Varsity	10.1
	Head JV	9.0
	Asst. JV	8.5
	Freshman	8.0
	Asst. Freshman	7.5
	M.S. Head Coach	6.0
	Asst. Coach	5.0
Golf – Boys & Girls	H.S.	6.0
Gymnastics – Girls	H.S.	11.0
Swimming – Boys & Girls	H.S.	11.0
Soccer – Boys & Girls	H.S. Varsity	9.3
	Jr. Varsity	7.1



Softball – Girls	H.S. Head Varsity	9.3
	Jr. Varsity	7.1
	M.S.	6.0
Tennis – Boys	H.S.	7.5
- Girls	H.S.	7.5
	Jr. Varsity	6.5
Track – Boys	H.S. Head Varsity	9.3
	Asst. Varsity	7.1
	M.S.	6.0
- Girls	H.S.	9.3
	M.S.	6.0
Volleyball – Girls	H.S.	15.0
	M.S.	6.0
	Jr. Varsity	9.0
	Freshman	8.0
Wrestling – Boys	H.S. Head Varsity	15.0
	Asst. Varsity	9.0
	M.S.	6.0
BPA		5.0
Band	H.S.	15.0
	M.S.	11.0
Dance		3.0
Debate		4.0
DECCA		5.0
Drama	H.S.	5.0
	M.S. (minimum 2 plays)	5.0 Per Play
Escape		5% (2.5% per advisor)
Forensics		3.4
Indoor Drum Line		4.0
Musical Director		5.0
National Honor Society		6.0
Newspaper		4.0
Odyssey of the Mind	School coordinator (per position)	2.0
Quiz Bowl		2.5
Robotics		5.0
Science Olympiad	Per position (1 at H.S and 1 at M.S)	2.5
Student Council Advisor- H.S	Asst – 2%	6.0
Student Council Advisor- M.S		4.0
Vocal Music	HS Vocal	3.5
	MS Vocal	3.5
	Musical Pit	1.5
	Musical Vocal	2.5
Winter Color Guard		4.0
Yearbook		5.5

Mentor Teachers – per school year -	Per mentee	4.0 (1 <sup>st</sup> year) 2.0 (2 <sup>nd</sup> year) 2.0 (3 <sup>rd</sup> year)
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12th Class Advisors (per position): 1 day’s pay at daily per diem rate

Kindergarten Screening: Each day worked shall be paid at the teacher’s daily per diem rate.

Summer Band Camp: Each day worked shall be paid at the teacher’s daily per diem rate (determined by the salary schedule in effect for the prior school year.)

Summer School: \$28.99

July 2018						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018						
S	M	T	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019						
S	M	T	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Aug  
Sept  
Oct  
Nov  
Dec  
Jan  
Feb  
March  
April  
May  
June

Student	FEA	Full	Half	Delay
-	2.00	-	-	-
19.00	19.00	15.00	1.00	3.00
23.00	23.00	17.00	1.00	5.00
20.00	20.00	16.00	1.00	3.00
15.00	15.00	12.00	-	3.00
19.00	19.00	13.00	2.00	4.00
18.00	18.00	14.00	-	4.00
20.00	20.00	15.00	1.00	4.00
17.00	17.00	15.00	-	2.00
22.00	22.00	17.00	-	5.00
7.00	7.00	4.00	2.00	1.00
180.00	182.00	138.00	8.00	34.00
Hrs per day		6.53	3.37	5.03
		901.14	26.96	171.02
				<u>1,099.12</u>
				TOTAL

No School  
Half  
Delayed  
Full

*[Handwritten signature]*  
6/15/18

TA 6/15/18  
*[Handwritten signature]*

*John Mason*  
6/15/18

## Fruitport Community Schools 2018-19 SCHOOL CALENDAR FOR TEACHERS

TA 6/15/18  
3C Stucky

August 27 August 28	Teachers Return; 8:00 – 3:30 pm; ½ day meetings; ½ day PD Secondary 8:00 – 3:00 pm in classroom; Elementary 10:00 – 4:30 pm in classroom and 4:30 – 6:00 Meet, Greet, Find Your Seat
September 3 September 4	Labor Day Holiday Students First Day; ½ Day of School for Students (morning); ½ day classroom (afternoon)
September 5 September 11 September 12, 19, 26	No Delayed Start Middle School Orientation 6:15 – 7:45 pm Delayed Start (school starts 1 ½ hours later)
October 3, 10, 17, 24, 31 Oct. 22 – Oct. 26 October 24 October 26	Delayed Start (school starts 1 ½ hours later) Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours) Elementary Teachers will use Delayed Start morning for conferences ½ Day of School; ½ Day for Teachers
November 7, 14, 28 November 21 November 22-23	Delayed Start (school starts 1 ½ hours later) ½ Day of School; ½ Day for Teachers No School; Buildings Closed for Thanksgiving Recess
December 5, 12, 19 Dec. 24 – Jan. 4	Delayed Start (school starts 1 ½ hours later) No School; Holiday Recess
January 7 January 9, 16, 23, 30 January 24 January 25	School Resumes Delayed Start (school starts 1 ½ hours later) ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
February 6, 13, 20, 27 February 15, 18	Delayed Start (school starts 1 ½ hours later) No School; Mid-Winter Break
March 6, 13, 20, 27 March 18- 22 March 20 March 22 March 29	Delayed Start (school starts 1 ½ hours later) Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours) Elementary Teachers will use Delayed Start morning for conferences ½ Day of School; ½ Day for Teachers No School; Spring Break
April 1-5 April 10 April 17, 24	No School; Spring Break No Delayed Start Delayed Start (school starts 1 ½ hours later)
May 1, 8, 15, 22, 29 May 27	Delayed Start (school starts 1 ½ hours later) No School; Memorial Day Holiday
June 5 June 10 June 11	Delayed Start ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) Last Day for Students; ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)

2019-2020

July				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

No School
Half
Delayed
Full

April				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**Fruitport Community Schools**  
**2019-2020 SCHOOL CALENDAR FOR TEACHERS**

August 26 August 27	Teachers Return; 8:00 – 3:30 pm; ½ day meetings; ½ day PD Secondary 8:00 – 3:00 pm in classroom; Elementary 10:00 – 4:30 pm in classroom and 4:30 – 6:00 Meet, Greet, Find Your Seat
September 2 September 3  September 4 September 10 September 11, 18, 25	Labor Day Holiday Students First Day; ½ Day of School for Students (morning); ½ day classroom (afternoon) No Delayed Start Middle School Orientation 6:15 – 7:45 pm Delayed Start (school starts 1 ½ hours later)
October 2, 9, 16, 23, 30 Oct. 21 – Oct. 25 October 23 October 25	Delayed Start (school starts 1 ½ hours later) Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours) Elementary Teachers will use Delayed Start morning for conferences ½ Day of School; ½ Day for Teachers
November 6, 13, 20 November 27 November 28-29	Delayed Start (school starts 1 ½ hours later) ½ Day of School; ½ Day for Teachers No School; Buildings Closed for Thanksgiving Recess
December 4, 11, 18 Dec. 23 – Jan. 3	Delayed Start (school starts 1 ½ hours later) No School; Holiday Recess
January 6 January 8, 15, 22, 29 January 23 January 24	School Resumes Delayed Start (school starts 1 ½ hours later) ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
February 5, 12, 19, 26 February 14, 17	Delayed Start (school starts 1 ½ hours later) No School; Mid-Winter Break
March 4, 11, 18, 25 March 23- 27 March 25 March 27	Delayed Start (school starts 1 ½ hours later) Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours) Elementary Teachers will use Delayed Start morning for conferences ½ Day of School; ½ Day for Teachers
April 1, 22, 29 April 3-10 April 15	Delayed Start (school starts 1 ½ hours later) No School; Spring Break No Delayed Start
May 6, 13, 20, 27 May 25	Delayed Start (school starts 1 ½ hours later) No School; Memorial Day Holiday
June 3 June 8 June 9	Delayed Start ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) Last Day for Students; ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)

2020-2021

July				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

No School

Half

Delayed

Full

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**Fruitport Community Schools**  
**2020-2021 SCHOOL CALENDAR FOR TEACHERS**

August 31	Teachers Return; 8:00 – 3:30 pm; ½ day meetings; ½ day PD
September 1	Secondary 8:00 – 3:00 pm in classroom; Elementary 10:00 – 4:30 pm in classroom and 4:30 – 6:00 Meet, Greet, Find Your Seat
September 7	Labor Day Holiday
September 8	Students First Day; ½ Day of School for Students (morning); ½ day classroom (afternoon)
September 9	No Delayed Start
September 15	Middle School Orientation 6:15 – 7:45 pm
September 16, 23, 30	Delayed Start (school starts 1 ½ hours later)
October 7, 14, 21, 28	Delayed Start (school starts 1 ½ hours later)
Oct. 26 – Oct. 30	Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours)
October 28	Elementary Teachers will use Delayed Start morning for conferences
October 30	½ Day of School; ½ Day for Teachers
November 4, 11, 18	Delayed Start (school starts 1 ½ hours later)
November 25	½ Day of School; ½ Day for Teachers
November 26-27	No School; Buildings Closed for Thanksgiving Recess
December 2, 9, 16	Delayed Start (school starts 1 ½ hours later)
Dec. 21 - Jan. 1	No School; Holiday Recess
January 4	School Resumes
January 6, 13, 20, 27	Delayed Start (school starts 1 ½ hours later)
January 28	½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
January 29	½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
February 3, 10, 17, 24	Delayed Start (school starts 1 ½ hours later)
February 19, 22	No School; Mid-Winter Break
March 3, 10, 17, 24, 31	Delayed Start (school starts 1 ½ hours later)
March 22- 26	Parent Teacher Conferences for K-12 (2 nts. of conferences TBD for a total of 6 hours)
March 24	Elementary Teachers will use Delayed Start morning for conferences
March 26	½ Day of School; ½ Day for Teachers
April 2-9	No School; Spring Break
April 14	No Delayed Start
April 21, 28	Delayed Start (school starts 1 ½ hours later)
May 5, 12, 19, 26	Delayed Start (school starts 1 ½ hours later)
May 31	No School; Memorial Day Holiday
June 2, 9	Delayed Start
June 14	½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
June 15	Last Day for Students; ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)



**APPENDIX D**  
**FRUITPORT COMMUNITY SCHOOLS**

**SECTION 125 – BENEFIT ELECTION FORM**

Employee \_\_\_\_\_ Available Benefit Dollars Per Month \_\_\_\_\_  
(this amount is subject to change)

SS# \_\_\_\_\_ Above amount after FICA: \_\_\_\_\_

**Directions:** Choose Option 1 or 2. If you choose Option 2, you also need to choose either Option 2a or 2b or both.

**ELECT HEALTH INSURANCE**

**Option 1**

\_\_\_\_\_ I elect the health insurance for which I am eligible.

**WAIVE HEALTH INSURANCE**

**Option 2:**

\_\_\_\_\_ I elect to waive health insurance for which I am eligible and I elect to use my benefit dollars as follows:

**CASH BENEFIT**

**Option 2a:**

\_\_\_\_\_ I do hereby elect the cash benefit in lieu of paid health insurance coverage. Total eligible amount per month (this amount subject to change): \$\_\_\_\_\_ Cash benefits are subject to all applicable taxes and FICA.

I prefer to receive my cash benefit \_\_\_\_\_ once per month or \_\_\_\_\_ two pays per month

**TAX SHELTERED ANNUITY**

**Option 2b:**

\_\_\_\_\_ I do hereby elect to have all or part (as specified below) of my cash benefit in lieu of paid health insurance paid to my tax-sheltered annuity:

Salary reduction Total Per Month \$ \_\_\_\_\_ 403(b) investment provider \_\_\_\_\_

I prefer to receive my annuity benefit \_\_\_\_\_ once per month or \_\_\_\_\_ two pays per month

Section 403(b) Tax-Sheltered Annuity

Federal law does not permit the District to offer a Section 403(b) tax-sheltered annuity contribution as a benefit under the Section 125 Plan. However, if you receive additional compensation for waiving health insurance, you may make an election (Option 2b above), to contribute all or a portion of the additional compensation to a Section 403(b) tax-sheltered annuity. The contribution will be considered your own salary reduction for purposes of the \$9,500 limit. The contribution will be deducted from your compensation in equal installments on a before-tax basis (except for FICA). Contributions to an annuity in connection with this plan do not increase the amount of your base wage/salary; however, the amount will be reflected on the Form W-2 at the end of the year. Contributions to an annuity under this plan are subject to FICA.

I acknowledge the following to be true statements:

- I have elected the above benefit(s) and designated the amount(s) for the plan year specified above. My election cannot be changed during the plan year unless I have a change in family status ( as defined by Section 4.5 of the Section 125 Plan document).
- I understand that if I do not make a new election during a subsequent open enrollment period that my current election will be continued.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX E**

**Summary Plan Description  
of the  
FRUITPORT COMMUNITY SCHOOLS  
SECTION 125 PLAN**

To Our Employees

This document is called a “Summary Plan Description.” It explains the provisions of the Fruitport Community Schools Section 125 Plan (“Plan”). The Plan allows you the option of waiving health coverage and, instead, receiving additional compensation or other tax-free benefits.

You are urged to read this Summary Plan Description carefully and to keep a copy for future reference. This Summary Plan Description does not replace the provisions of the Plan document. The Plan document governs the operation of the Plan. We have tried to make this Summary Plan Description complete and accurate without making it overly technical. In the event of any difference between the Summary Plan Description and the Plan document, the terms of the Plan document will control.

If you have any questions about your benefits under the Plan, please contact the personnel department.

**FRUITPORT COMMUNITY SCHOOLS  
TABLE OF CONTENTS**

What is a Section 125 Plan? ..... 45  
Participation ..... 46  
    Eligibility to Participate..... 46  
    Termination of Participation ..... 46  
Benefit of Choices..... 46  
Choosing Your Benefits..... 46  
    Initial Benefit Selection..... 46  
    Annual Benefit Selection ..... 47  
    Change in Family Status..... 47  
Claims ..... 47  
Administration ..... 47  
Future of the Plan..... 47

**WHAT IS A SECTION 125 PLAN?**

A Section 125 Plan allows you to design a benefits package to suit the individual needs of you and your family.

Under the Plan, you may elect to waive the health coverage provided by the District. You will receive additional compensation if you waive health coverage.

More information regarding the procedure for making your benefit elections is explained in the following sections of this Summary Plan Description.

All records of the Plan and all your elections under the Plan are based on the “plan year,” which is a 12-month accounting period of the Plan. The plan year is October 1 through September 30.

## **PARTICIPATION**

This section describes the requirements for participation in the Plan. You may participate in the Plan only if you meet these requirements.

### Eligibility to Participate:

Each employee who is eligible to receive a District contribution to a Section 403(b) tax-sheltered annuity in lieu of District-provided health insurance coverage, pursuant to the terms of the employee's collective bargaining agreement, employment contract or terms of employment (whichever applies), is eligible to participate in the Plan. If you are an eligible employee on October 1, you become a participant on that date. Otherwise, you will become a participant on the date you become eligible for District-provided health insurance coverage.

### Termination of Participation:

If you terminate employment with the District, or otherwise become ineligible for health insurance coverage, you will not receive any additional compensation for waiving health insurance.

Further, if you terminate employment with the District, or otherwise become ineligible for health insurance coverage, your continued participation and coverage under the District's group health plan will be determined under the terms and conditions of the group health plan.

## **BENEFIT CHOICES**

The District maintains one or more group health plans which provide health coverage to eligible employees and their dependents. You may either elect to receive all or part of the coverage or to waive all or part of the coverage.

You will receive additional compensation if you elect to waive coverage under the District's group health plan(s). The District will determine the additional compensation for each plan year and communicate it to you during the annual enrollment period. (The amount of the additional compensation will vary depending on which coverage(s) you waive.) You will receive the additional compensation in your pay checks during the plan year. These amounts will be subject to all applicable tax withholdings.

Federal law does not permit Fruitport Community Schools to offer a Section 403(b) tax-sheltered annuity contribution as a benefit under the Section 125 Plan. However, if you receive additional compensation for waiving health coverage, you may make a special election, outside of the Plan, to contribute all or a portion of the additional compensation to a Section 403(b) tax-sheltered annuity. The contribution will be considered your own salary reduction contribution for purposes of the \$9,500 limit. The contribution will be deducted from your compensation in equal installments on a before-tax basis (except for FICA and FUTA) as part of the Fruitport Community Schools' regular payroll system.

You can elect to waive coverage and receive additional compensation and/or contribute the additional compensation to a Section 403(b) tax-sheltered annuity in the spaces provided in your election form (see the "Choosing Your Benefits" section below).

## **CHOOSING YOUR BENEFITS**

This section describes the procedure for choosing benefits under the Plan. You may make a separate election for each plan year (October 1 through September 30). However, you may not change your benefits during the plan year unless you have a change in family status.

### Initial Benefit Selection

You must complete an election form before the date you become a participant in the Plan. The election must be in writing on a form provided by the District. The election will remain in effect for the remainder of the plan year unless you have a change in family status, as described below.

If you do not make an election, the following rules apply:

- If you were receiving contributions to a tax-sheltered annuity in lieu of health insurance as of September 30<sup>th</sup>, you will receive additional compensation in lieu of health insurance coverage. This change will be effective as of October 1<sup>st</sup>.
- If you were receiving health insurance coverage as of September 30<sup>th</sup>, you will continue to receive health insurance coverage.

### Annual Benefit Selection

Once you become a participant, your original election form on file with the District will continue in effect for all subsequent plan years unless you complete a new election form and turn it in to the District during the annual enrollment period.

If you complete a new election form, the new election form will become effective as of the first day of the next plan year and will remain in effect through the last day of the plan year unless you have a change in family status, as described below. Further, your new election form will continue in effect for all subsequent plan years unless you complete another new election form and turn it in to the District during a subsequent annual enrollment period.

#### Change in Family Status

A change in family status is the only exception to the rule prohibiting any change in your benefit election during a plan year. A change in family status is limited to situations where your family status has changed during the plan year and this change affects the benefit election you made earlier.

The following are examples of changes in family status:

- You have married or divorced;
- Your spouse or child has died;
- You have a new child by birth or adoption;
- Your spouse begins or terminates employment;
- Your or your spouse's employment status is changed from full-time to part-time, or vice-versa;
- You or your spouse take an unpaid leave of absence; or
- You or your spouse have a significant change in your health coverage as a result of your spouse's employment.

If you have a change in family status during a plan year, you must submit a change in family status form to the District no later than 30 days after the change in family status. The change in family status form will be effective as soon as administratively feasible after the change is approved by the District.

Most importantly, your new election must be on account of and consistent with the change in family status. Further, any new election involving an independent third-party health insurer or HMO will only be approved to the extent permitted by the independent third-party health insurer or HMO.

If you do not submit the change in family status form to the District within 30 days after the change in family status, you will be required to wait until the next annual enrollment period to change your election.

### **CLAIMS**

Benefits under the group health plan will be paid according to the plan's claims procedure. If your claim for benefits under the plan is denied, in whole or in part, you may appeal according to that plan's appeal procedure.

### **ADMINISTRATION**

The District is the plan administrator. The plan administrator is charged with the administration of the Plan. The plan administrator has the discretionary authority to decide all questions of eligibility for participation and eligibility for benefit payments and to determine the amount and manner of payment of benefits. The plan administrator will exercise its discretionary authority in a uniform and consistent manner, based upon the objective criteria set forth in the Plan. Further, the plan administrator has the discretionary authority to construe and interpret the terms of the Plan.

### **FUTURE OF THE PLAN**

The District reserves the right to terminate or amend the Plan at any time.

**APPENDIX F**

**FRUITPORT COMMUNITY SCHOOLS  
SECTION 125 PLAN  
(Effective as of October 1, 1993)**

**INDEX**

ARTICLE I	ESTABLISHMENT OF THE PLAN .....	48
ARTICLE II	DEFINITIONS .....	48
ARTICLE III	PARTICIPATION .....	49
	3.1 Eligibility .....	49
	3.2 Participation .....	49
	3.3 Termination of Participation .....	49
ARTICLE IV	BENEFITS .....	49
	4.1 This Article Generally .....	49
	4.2 Benefit Choices .....	49
	4.3 Election of Benefits .....	50
	4.4 Changes in Election During the Plan Year .....	50
	4.5 Change in Family Status .....	50
	4.6 Nondiscrimination Rules .....	50
	4.7 Maximum Compensation Reductions .....	50
	4.8 Funding of Health Benefits .....	50
ARTICLE V	ADMINISTRATION .....	51
	5.1 Powers of Plan Administrator .....	51
	5.2 Claims for Benefits .....	51
	5.3 Standard of Care .....	51
ARTICLE VI	RIGHTS OF PARTICIPANTS .....	51
	6.1 Employment Rights .....	51
	6.2 Participants' Rights .....	51
	6.3 Spendthrift Provision .....	51
ARTICLE VII	PLAN TERMINATION AND TERMINATION .....	51
	7.1 Amendment of Plan .....	51
	7.2 Termination of Plan .....	52
ARTICLE VIII	MISCELLANEOUS PROVISIONS .....	52
	8.1 Uniformity of Treatment .....	52
	8.2 Construction .....	52
	8.3 Governing Law .....	52

**SECTION 125 PLAN**

**ARTICLE I  
ESTABLISHMENT OF THE PLAN**

Fruitport Community Schools establishes the Fruitport Community Schools Section 125 Plan as of October 1, 1995, for the purpose of providing eligible Employees with a choice between cash and certain tax-free benefits. The Plan is intended to qualify as a cafeteria plan under Section 125 of the Code and is to be interpreted in a manner consistent with the requirements of Section 125.

**ARTICLE II  
DEFINITIONS**

The following terms used in the Plan and other documents relating to the Plan shall have the meanings described in this Article unless the context clearly indicates another meaning. All references in the Plan to specific Articles or Sections shall refer to Articles or Sections of the plan unless otherwise stated.

2.1 Code. "Code" means the Internal Revenue Code of 1986, as amended.

- 2.2 Compensation. "Compensation" means salary, hourly wages and overtime pay paid to a Participant by Employer during a Plan Year for personal services provided by the Participant.
- 2.3 Compensation Reductions. "Compensation Reductions" means the amount by which a Participant reduces his compensation to purchase benefits under the Plan (i.e., pre-tax contributions to the Plan). Compensation Reductions shall be deducted in equal amounts from a Participant's paychecks over the entire Plan Year or over a nine-month period during the Plan Year. The nine-month period shall correspond with Employer's school year.
- 2.4 Election Form. "Election Form" means the agreement entered into between Employer and a Participant, as provided in Section 4.3 The Election Form shall be a written document provided by the Plan Administrator.
- 2.5 Employee. "Employee" means any common-law employee of Employer. An independent contractor or a self-employed individual is not an Employee.
- 2.6 Employer. "Employer" mean Fruitport Community Schools.
- 2.7 Health Benefits Plan. "Health Benefits Plan" means any group health benefits plan or plans (including an HMO) that Employer periodically makes available to Employees and their dependents.
- 2.8 Participant. "Participant" means an Employee who has satisfied the participation requirements under Article III.
- 2.9 Plan. "Plan" means the Fruitport Community Schools Section 125 Plan.
- 2.10 Plan Administrator. "Plan Administrator" means the named fiduciary responsible for the operation and administration of the Plan. Employer shall be the Plan Administrator.
- 2.11 Plan Year. "Plan Year" means the 12-consecutive month period beginning on October 1 and ending on the following September 30.

### **ARTICLE III** **PARTICIPATION**

- 3.1 Eligibility. Each Employee who is eligible to receive an Employer contribution to a Section 403(b) tax-sheltered annuity in lieu of Employer-provided group health, dental, and/or vision coverage pursuant to the terms of the Employee's collective bargaining agreement, employment contract or terms of employment (whichever applies), shall be eligible to participate in the Plan. An eligible Employee shall become a Participant on the date specified in Section 3.2.
- 3.2 Participation. Each Employee who is eligible under Section 3.1 on October 1, 1995, shall become a Participant on that date. Each other Employee who subsequently becomes eligible under Section 3.1 shall become a Participant on the date the Employee becomes eligible to participate in a Health Benefits Plan.
- 3.3 Termination of Participation. The following rules shall apply to a Participant who terminates employment with Employer or otherwise becomes ineligible to participate in a Health Benefits Plan:
- (a) The Participant shall be ineligible to have additional Compensation Reductions used to purchase coverage under the Health Benefits Plan. The Participant's continued participation and coverage under the Health Benefits Plan shall be determined under the terms and conditions of each plan.
- (b) The Participant shall be ineligible to receive any additional Compensation attributable to an election to waive coverage under the Health Benefits Plan.

### **ARTICLE IV** **BENEFITS**

- 4.1 This Article Generally. This Article describes the benefit choices which are available to a Participant under the Plan and the procedures for the Participant to make his elections.
- 4.2 Benefit Choices. A Participant may elect to receive or to waive coverage under a Health Benefits Plan for himself and his eligible dependents, subject to the following:
- (a) The Participant may be required to pay all or part of the cost of coverage in the Health Benefits Plan. If a Participant is required to pay all or part of the cost of coverage, the Participant shall pay such cost with his Compensation Reductions.
- (b) A Participant who waives coverage in the Health Benefits Plan may have his Compensation increased by an amount determined by Employer for each Plan Year. The amount of any additional Compensation may vary depending on the type of coverage waived by the Participant. The additional Compensation shall be paid in equal installments during the Plan Year to which the election relates. However, as provided in Section 3.3(b), a Participant shall not receive any payment on account of this election for any time period after he terminates employment with Employer or otherwise becomes ineligible for participation in a Health Benefits Plan.
- 4.3 Election of Benefits.

(a) Initial Election. Each Employee shall complete and return an Election Form to Employer before the date he becomes a Participant. If an Employee does not deliver a completed Election Form to Employer before the date the Employee becomes a Participant, the Employee shall generally be deemed to have elected to receive Employer-provided group health coverage for the Plan Year. However, if as of September 30, 2011, a Participant is receiving contributions to a tax-sheltered annuity in lieu of health, dental and/or vision coverage, the Participant shall receive additional Compensation in lieu of health, dental and/or vision coverage if the Participant fails to complete an Election Form and return it to Employer.

(b) Subsequent Election. Each Participant who has previously completed an Election Form shall have the election made in that Election Form continue for all subsequent Plan Years unless:

(i) The Participant completes a new Election Form and delivers it to Employer during the annual enrollment period determined by Employer; or

(ii) The Participant's election is changed as provided in Section 4.4.

A Participant who is required to pay all or part of the cost of coverage in the Health Benefits Plan shall be considered to have agreed to a Compensation Reduction for the subsequent Plan Year equal to the Participant's share of the cost of coverage for that Plan Year.

#### 4.4 Changes in Election During the Plan Year.

A Participant's election of benefits, including the amount of any Compensation Reductions, shall not be changed during a Plan Year, except as follows:

- (a) The Compensation Reductions shall be automatically changed, on a reasonable and consistent basis, to reflect any increase or decrease in the premium charged by an HMO or an independent third-party provider for health coverage.
- (b) A Participant's election may be changed on account of, and consistent with, a "change in family status," as provided in Section 4.5.
- (c) A Participant's election may be changed if coverage under a Health Benefits Plan provided by an independent, third-party provider is significantly curtailed or ceases. The Participant may elect to receive prospective coverage under another health Benefits Plan which provides similar coverage.

#### 4.5 Change in Family Status.

A Participant may change his election during a Plan Year if the change is on account of, and consistent with, a change in family status.

For purposes of this Section, a "change in family status" means the marriage or divorce of a Participant, the death of a Participant's spouse or dependent, birth or adoption of a child, termination or commencement of employment by a Participant's spouse, an unpaid leave of absence by a Participant or his spouse, a significant change in the health coverage of a Participant or his spouse as a result of his spouse's employment, and any other events that the Plan Administrator determines shall permit a change of an election during a Plan Year under regulations and rulings of the Internal Revenue service.

A Participant who changes his benefit election on account of, and consistent with, a change in family status must submit a new Election Form to the Plan Administrator no later than 30 days after the change in family status occurs. A new election under this Section shall be effective at the time prescribed by the Plan Administrator. Further, any new election involving an HMO or independent third-party provider shall only be approved to the extent permitted by the HMO or independent third-party provider.

If a Participant waives health coverage under Section 4.2(b) for only part of the Plan Year as a result of a change in family status, rules comparable to those in Section 3.3(b) shall apply in determining the amount of the additional Compensation payable to the Participant.

#### 4.6 Nondiscrimination Rules.

If the Plan Administrator determines at any time that the Plan may not satisfy the nondiscrimination rules in the Code, the Plan Administrator may take whatever action it considers appropriate to assure compliance with the rule. Any action shall be taken uniformly with respect to similarly situated Participants. The action may include the modification of Participants' Compensation Reduction elections, with or without the consent of the Participants.

#### 4.7 Maximum Compensation Reductions.

Subject to Section 4.6, a Participant's maximum Compensation Reductions in a Plan Year shall be the Participant's Compensation Reductions to pay premiums under the Health Benefits Plan.

#### 4.8 Funding of Health Benefits.

Employer shall pay all premiums under the Health Benefits Plan from its general assets. Nothing in the Plan shall be construed to require Employer or the Plan Administrator to maintain any fund or segregate any amount for the benefit of any Participant.

## **ARTICLE V ADMINISTRATION**

5.1 Powers of Plan Administrator

The Plan Administrator shall have the discretionary powers necessary to administer and meets its obligations under the Plan, including, without limitation, the following:

- (a) Interpret the terms and provisions of the Plan.
- (b) Decide all questions of eligibility for participation in the Plan.
- (c) Decide all questions of eligibility for benefit payments and determine the amount and manner of the payment of benefits.
- (d) Make and enforce rules and regulations it deems necessary for the efficient administration of the Plan.
- (e) Pay premiums for all Participants entitled to payment under the Plan and pay expenses incident to the administration of the Plan.
- (f) Administer the appeal procedure provided in this Article.
- (g) Delegate specific responsibilities for the operation and administration of the Plan to any Employees or agent.
- (h) Maintain records and accounts pertaining to the Plan.

5.2 Claims for Benefits.

Benefits under the Health Benefits Plan shall be paid in accordance with procedures for the submission of claims for benefits established under that plan.

5.3 Standard of Care.

The Plan Administrator shall administer the Plan in accordance with the terms of the Plan solely in the interest of the Participants and for the exclusive purposes of providing benefits to Participants and defraying the reasonable expenses of administration of the Plan. The Plan Administrator shall administer the Plan with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of a like character and with like aims.

The Plan Administrator shall not be liable for any act or omission relating to its duties under the Plan, unless the act or omission violates the standard of care described in this Section. The Plan Administrator shall not be liable for any act or omission by another relating to the Plan.

## **ARTICLE VI** **RIGHTS OF PARTICIPANTS**

6.1 Employment Rights.

The existence of the Plan shall not grant a Participant any legal right to continue as an Employee, or affect the right of Employer to discharge a Participant.

6.2 Participants' Rights.

The Plan shall be maintained for the exclusive benefit of the Participants and their dependents. However, the existence of the Plan, shall not give any Participant or dependent any equity or other interest in the assts, business or affairs of Employer. Similarly, the existence of the Plan does not give any Participant or dependent the right to challenge any action taken by Employer, or any policy adopted or followed by Employer or the right to examine any of the books and records of Employer.

6.3 Spendthrift Provision.

No interest under the Plan is subject to assignment or alienation, whether voluntary or involuntary. Any attempt to assign or alienate any interest shall be void. No interest shall be liable for or subject to the debts or liabilities of any Participant.

## **ARTICLE VII** **PLAN TERMINATION AND TERMINATION**

7.1 Amendment of Plan.

Employer may amend the Plan at any time, by action of its Board of Education or by the written approval of an officer or committee to whom Employer's Board of Education has delegated the authority to amend the Plan. Any amendment shall be subject to the following:

- (a) No amendment shall be effective unless the Plan, as amended, shall be for the exclusive benefit of Participants.
- (b) No amendment shall reduce or eliminate a Participant's right to have his premium under the Health Benefits Plan paid in accordance with the provisions of the Plan to the extent a Participant has used Compensation Reductions to pay the premiums.
- (c) No amendment shall be inconsistent with any applicable collective bargaining agreement.



Any amendment may be made retroactively effective to the extent permitted by the Code.

7.2 Termination of Plan.

Employer reserves the right to terminate or partially terminate the Plan at any time, by action of its Board of Education. If the Plan is terminated or partially terminated for any reason, the amount of a Participant's prior Compensation Reductions shall continue to be applied for the exclusive benefit of the Participant and his dependents.

**ARTICLE VIII**  
**MISCELLANEOUS PROVISIONS**

8.1 Uniformity of Treatment.

Any action taken under the Plan by the Plan Administrator or Employer shall be uniform in its application to similarly situated persons. No action shall be taken which shall discriminate in favor of highly compensated Employees, as defined in Section 414(q) of the Code.

8.2 Construction.

Words used in the masculine shall apply to the feminine where applicable. Wherever the context of the Plan dictates, the plural shall be read as the singular and the singular as the plural.

8.3 Governing Law.

The provisions of the Plan shall be governed by the laws of the state of Michigan.

IN WITNESS OF WHICH, the Board of Education of Employer has adopted the Plan this 1<sup>st</sup> day of October, 1995.

BOARD OF EDUCATION OF FRUITPORT  
COMMUNITY SCHOOLS

By \_\_\_\_\_

Its \_\_\_\_\_

And \_\_\_\_\_

Its \_\_\_\_\_

**APPENDIX G**

**Fruitport Community Schools  
Application to Serve  
as  
New Teacher Mentor**

Name \_\_\_\_\_

License(s) & any special endorsement(s) \_\_\_\_\_

\_\_\_\_\_

Current assignment (building/grade(s) or subjects/other appropriate responsibilities)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous assignments/responsibilities that may assist in matching me with a mentee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand the role and expectations for mentor teachers and if selected I will be committed to filling the role and expectations effectively.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications will be held in a permanent file as a mentor pool. Teachers will be given an annual opportunity to have their names added to the pool. Teachers may have their names withdrawn from the pool at any time upon request.

**Letter of Agreement  
Between  
The Fruitport Education Association  
And the  
Fruitport Board of Education  
August 26, 2013**

- A. In December 2012, Michigan passed Right to Work laws which allows workers to exercise their right to decide whether or not to financially support or join a labor union. Should this law change or be revoked, Fruitport Community Schools would require professional staff to join and support their union as dictated by law.
  
- B. Michigan law prohibits school districts from collecting union dues. Therefore, Fruitport Community Schools will no longer withhold union dues via payroll deduction. Should this law change, the district may once again offer this service.

IN WITNESS WHEREOF, the parties hereto have executed this agreement:

By \_\_\_\_\_  
FCS

By \_\_\_\_\_  
FEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## INDEX

		Page number
Accumulated sick leave payoff		19
Act of God days		16
Advanced degree		10
Agreement		1
Appendix	A – Salary Schedules	38-39
	B - Extra Duty	40-42
	C – Calendars	43
	D – Sect. 125 Benefit Election Form	44
	E – Sect. 125 Plan Summary	45-47
	F – Sect. 125 Plan	48-52
	G – Mentor Teacher App. Form	53
Arbitration Procedure		29-32
Association: Leave		19-22
Association: Membership		1
Assault		25
Bargaining unit definition		1
Calendars, School		43
Certificate Reimbursement		11
Child care leave		21
Class load		14
Class size		13-15
Compensation		4-11
Compensatory time for subs		7
Complaints		23-26
Court Appearance		20
Daily salary rate		4
Death, family, etc.		20
Definition:	BA + 24 column	10
	Bargaining unit	1
	Days, grievances	29-33
	Designated rep. of the Assoc.	30
	Designated rep. of the Board	29
	Earliest date of hire	27
	Fully qualified and fully certified	27
	Grievance	29-32
	Immediate Family	19
	Insurance year	4
	Normal teaching load	12-13
	Per diem pay	19
	Preparation period	12-13
	Probationary	26
	Professional position	17
	Proper credentials	28
	Related areas	26
	Qualified – Certificated	17, 26
	Relative	19
	Seniority List	26
	Tenure	26
	Transfer	18
	Vacancy	17-18
	Work day/week	11-12
	Years in Fruitport	9
	Years of service (seniority)	26
Dental Insurance		5
Disability due to pregnancy		19

## INDEX

Discipline: of teachers		25
of students		25
Discrimination		15, 25
Duration of Agreement		37
Duties		13-14
Elementary planning time		13
Evaluation		22-24
Extended Employment		34
Extra class, pay		7
Extra Curricular:	Contracts	18
	Salary Schedule	40-42
Faculty Lounge		15
Filling Vacancies		17-18
Full teaching load, secondary & elementary		12-14
Grievance		29-32
Hours, teaching		11-12
Illness in the immediate family		19
Information, right to		2
Insurance benefits		4-7
	Dental insurance	5
	General provisions	6-7
	Health insurance	4-5
	Life insurance	5
	Long Term Disability insurance	5
	Options to health insurance	5
	Vision insurance	5
Insurance year		4
I.R.S. mileage rate		7
Jury duty		20
Just cause		24
Layoff & Recall		26-29
Leaves of Absence		19-22
	Association day	21
	Child Care	21
	Court appearance	20
	Death	20
	Extend Vacation	22
	Immediate family	19
	Jury Duty	20
	Maternity	19
	Military	21
	National Guard	20
	Peace Corps	21
	Personal Business	19
	Pregnancy	19
	Sick Leave	19-20
	Study	22
	Unpaid leave	21
Letters of Agreement	Job Sharing	54-55
Life Insurance		5
Long Term Disability Insurance		5
Longevity pay		9
Loss of pay, per diem		19
Lunch hour		12
Management Rights		3-4

## INDEX

Maternity Leave (Disability)		19
Mentor Teachers		34-36
Membership dues		56
MESSA		5
Mileage pay		8
Military leave		21
Miscellaneous Provisions		33
Movement on Salary Schedule		8-9
National Guard duty		20
Negotiation Procedure		29
New Teachers	Insurance	5-6
	Extra work days	7
No Strike clause		33
Non-discrimination		15, 25
Notice of resignation		18
Options to health insurance		4-5
Orientation		12
Parking		15
Paternity		21
Pay for accumulated sick leave		10
Peace Corps. Leave		21
Per diem, definition		19
Personal Business Leave		19
Personnel file		22-24
Planning time, Elementary		13
Posting, vacancy		17-18
Pregnancy, leaves		19
Preparation period		12-13
	Subbing during prep. time	7
Printing of contract		33
Protection of Teachers		24-26
Pupil-teacher ratio		14
Qualified, definition		26
Recall		26-29
Recess Duty		12
Recognition		1-2
Records days		12, 15
Reporting times		11
Representative, right to		25
Resignation		18
Retirement		9
Return from leave		22
Rights, teacher		2-3
Salary schedule: credit		7-11
	Movement	7-11
Salary Schedule	2013-14	39
Scholarship Fund		15
School Calendar-general		12
School Calendars	2013-14	43
School Improvement Programs		3
Sect. 125 Benefit Election Form	Appendix D	44
Sec. 125 Plan Summary	Appendix E	45-47
Sect. 125 Plan	Appendix F	48-52
Seniority		26-27
Seniority List		26-27
Sick Leave		19-20

## INDEX

	Payoff at death/retirement/insurance	9-10
	Conversion	20
Snow days		16
Eligible dependents		5
Step advancement (outside experience)		4
Student teachers		14, 16
Substitute:	Teachers in lieu of contract teachers	1
	Teaching on prep. time	7
	Art, music, P.E.	16
Teacher:	Evaluation	22-24
	Lounge	15
	Rights	2-3
Teaching:	Conditions	14-16
	Duties – Load and Assignments	12-14
	Equipment	15
	Experience allowed	4
	Extra class	7
	Hours	11
	Loads and Assignments	12-14
	Lunch	12
	Telephones	15
Transfers	18	
Travel, mileage pay	7	
Tuition reimbursement	10	
Unpaid leave	21	
	Insurance	6
Unrequested transfer		18
Vacancies		17-18
Vending machines		15
Vision insurance		5
Witnesseth		1
Worker’s Compensation		26
Year-End Bonus		20