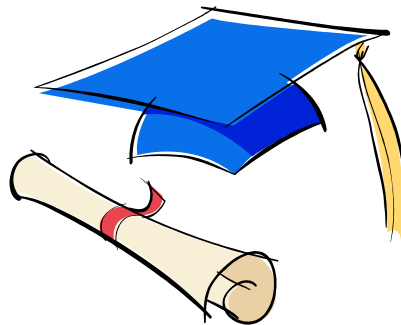


WAGES, BENEFITS  
AND ADMINISTRATIVE POLICIES

CLARKSTON COMMUNITY SCHOOLS  
CENTRAL OFFICE ADMINISTRATORS,  
BUILDING PRINCIPALS, ASSISTANT PRINCIPALS,  
DIRECTORS, SUPERVISORS, ATHLETIC DIRECTOR



July 1, 2017 – June 30, 2019

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**CLARKSTON COMMUNITY SCHOOLS**

**CLARKSTON COMMUNITY SCHOOLS, CENTRAL OFFICE ADMINISTRATORS,  
BUILDING PRINCIPALS, ASSISTANT PRINCIPALS, DEANS OF STUDENTS,  
DIRECTORS, SUPERVISORS, ATHLETIC DIRECTOR**

The Clarkston Community School District, party of the first part, and the Clarkston Community Schools Central Office Administrators, Building Principals, Assistant Principals, Deans of Students, Directors, Supervisors, Student Support Services, and Athletic Director, party of the second part, do hereby agree and affix their signatures thereon in acceptance of the contractual stipulation to be in effect for a period of one year beginning July 1, **2017** and ending June 30, **2019**.

Unless otherwise denoted, the terms *Administrator* and *Administrative* shall be inclusive of all employees covered by this contract.

## **ARTICLE I**

### **GENERAL PROVISIONS**

- A. This agreement is in effect from July 1, **2017** through June 30, **2019**. This agreement is limited to positions listed within. It is understood that certain provisions listed in this agreement will be considered and enforced only for those administrators who have a successful and effective performance evaluation.

## ARTICLE II

### BOARD RIGHTS & RESPONSIBILITIES

- A. The Board retains the right to reassign the administrator to another administrative or teaching position at any point during the term of this agreement. Reassignment to a teaching position will be subject to the terms of the Teacher Master Agreement.
- B. As permitted in the Michigan Teachers Tenure Act, Act No. 4, P.A. 1937, as amended, the administrator shall not be deemed to be granted continuing tenure in the administrator capacity for which this contract is intended or by virtue of this contract of employment. Nor shall continuing tenure be obtained in any position other than that of a classroom teacher by virtue of this contract.
- C. In the performance of his/her duties, said administrator shall be responsible to the Superintendent of Schools, or an agent designated by him. The administrator agrees to perform his/her duties prescribed for the aforesaid position in accordance with all laws applicable thereto, fulfill the policies and rules of the Board of Education and/or Superintendent pertinent thereto and carry out the educational programs, policies, practices, and job description of the school district and/or the superintendent. It is further understood that the administrator is familiar with the policies of the school district and that he/she agrees to abide by and support said policies.
- D. The administrator represents that he/she holds all certificates and/or other qualifications required by law or the district, and in the event the administrator is terminated, this contract may be terminated by the district without liability thereunder.
- E. The administrator agrees that this is a contract for personal professional services which may not be assigned or transferred by the administrator.
- F. Any provision of this agreement prohibited by the laws of the United States or the State of Michigan shall be ineffective to the extent of such provision only without invalidating the remaining provision of this agreement.
- G. The services of said administrator shall be in accordance with the General School Laws of the State of Michigan and the policies of the Board of Education of this district.

## ARTICLE III

### WORK YEAR

- A. The normal work year of an administrator shall be as follows:

Deans of Students	45 weeks
Asst Princ./RHS/Admin Res&Grants/Grants/ SSS Supervisor/Ath Dir	47 weeks
Building Principals	52 weeks
Directors, & Supervisors*	52 weeks
Central Office Administrators	52 weeks

\*Unless denoted

47-Week Administrators' work year will be August 1 to June 30 unless otherwise approved by the building principal and central office supervisor.

45-Week Administrators' work year will be an additional two weeks prior to and following the scheduled teacher calendar.

42-Week Administrators' work year will be an additional week prior to and following the scheduled teacher calendar.

- B. School Recesses and Holidays: Administrators will have the following school recesses and holidays off *if* these are negotiated days off for the teachers: Labor Day Recess, Thanksgiving Recess, Winter Break, Midwinter Recess, Spring Recess and Memorial Day. All 52-Week Administrators will also have the week of the 4<sup>th</sup> of July off to be designated by the Superintendent.

For 52-week Administrators, the following shall be considered holidays without loss of pay:

July 4 week of	Thanksgiving Day
Labor Day	Day after Thanksgiving Day
Christmas Day	December 24
New Years Day	December 31
Memorial Day	Good Friday

If a holiday falls on Sunday, the following Monday will be a holiday with pay. If a holiday falls on Saturday, the previous Friday will be considered a paid holiday. The days between Christmas and December 31 and the days of Spring Recess shall be paid holidays. Central Office Administrators shall receive teacher mid-winter break day (s) without loss of pay or accumulated paid leave in the event teacher break day(s) are negotiated into the school calendar. If these day(s) are not so negotiated, Central Office Administrators will not receive them. For Central Office Administrators, unused vacation days will be paid at per diem rate at severance, retirement, or death. It is the expectation of the district that all earned vacation days will be used prior to resignation or retirement, unless pre-approved by Superintendent.

### **ARTICLE III WORK YEAR (Cont.)**

- C. Building Principals, Assistant Principals, and Deans will have the same days off as teachers during the school year.
- D. Administrative daily per diem compensation will be calculated on 260 days, regardless of the number of days worked. School recesses and administrative workdays will be determined each year of the contract depending upon school calendar.
- E. Occasionally, upon approval of a central office supervisor, an administrator will have the option of a flexible schedule when the building or department requires extensive administrative coverage.
- F. All administrators (excluding Supervisors and Directors) will be allowed two (2) days off per year to participate in a Clarkston community service event. These days will not be charged as personal leave or vacation days. Days must be pre-approved by the Superintendent.

**ARTICLE IV  
COMPENSATION**

- A. Severance Pay - Upon resignation or death, administrators who have been an administrator for less than 10 years shall be compensated for one-half (1/2) of all accumulated unused paid leave days at the rate of fifty dollars (\$50.00) per day. Upon resignation an administrator or director with 10 or more years of service, shall be compensated for one-half (1/2) of all accumulated unused paid leave days at the rate of twenty five percent (25%) of the administrator's per diem rate.
- B. Retirement Pay - Upon retirement, administrators who have been a district administrator or director for ten (10) or more years and retire from MPSERS, shall be compensated for all accumulated unused paid leave days at the rate of twenty-five percent (25%) of the administrator's per diem rate.
- C. At the district's discretion, the administrator may sell back up to 20% of accumulated paid leave bank over ninety (90) days, at the rate of \$50 per day; and at a yearly maximum of forty (40) days or \$2,000. The paid leave balance will be determined on June 30 each year, for the next year. For example: On June 30, administrator has 150 paid leave days in bank. The district may opt to purchase up to 12 days (20% of 60) at the rate of \$50 per day, or \$600.
- D. All severance payments over an amount of \$100.00 shall be made into a non-elective, no cash option Board-approved 403B. The District will use a sole 403B provider and reserves the right to determine which 403B provider will be used.
- E. For the 2017-2018 school year, Administrators will advance one performance progression interval effective January 1, 2018. Employees who are on the top performance progression interval will receive a one time payment equal to 2% of their annual salary on the second pay in October 2017
- F. For the 2018-2019 school year, Administrators will advance one performance progression interval effective January 1, 2019. Employees who are on the top performance progression interval will receive a one-time payment equal to 2% of their annual salary on the second pay in October 2019.
- G. 1. In the event that there is a change to shared service funding that results in a reduction of revenue eligible to the District, the compensation changes stated in Article IV, E will be re-evaluated and Administrators will remain at their 2017-2018 wages.



**ARTICLE IV  
COMPENSATION (Cont.)**

The initial salary of a newly hired or promoted administrator shall be determined by the Superintendent. Administrators must receive a rating of effective or greater on their year end evaluation to be eligible for an increase in compensation.

Performance Progression Intervals								
Grade	1	2	3	4	5	6	7	8
18	\$112,506	\$115,881	\$119,357	\$122,938	\$126,626	\$130,425	\$134,338	\$138,368
17	\$104,655	\$107,795	\$111,029	\$114,360	\$117,791	\$121,325	\$124,965	\$128,714
16	\$97,355	\$100,276	\$103,284	\$106,383	\$109,574	\$112,861	\$116,247	\$119,734
15	\$90,562	\$93,279	\$96,077	\$98,959	\$101,928	\$104,986	\$108,136	\$111,380
14	\$84,244	\$86,771	\$89,374	\$92,055	\$94,817	\$97,661	\$100,591	\$103,609
13	\$78,366	\$80,717	\$83,139	\$85,633	\$88,202	\$90,848	\$93,573	\$96,380
12	\$72,899	\$75,086	\$77,339	\$79,659	\$82,049	\$84,510	\$87,045	\$89,656
11	\$67,814	\$69,848	\$71,943	\$74,101	\$76,324	\$78,614	\$80,972	\$83,401
10	\$63,081	\$64,973	\$66,922	\$68,930	\$70,998	\$73,128	\$75,322	\$77,582
9	\$58,680	\$60,440	\$62,253	\$64,121	\$66,045	\$68,026	\$70,067	\$72,169
8	\$54,587	\$56,225	\$57,912	\$59,649	\$61,438	\$63,281	\$65,179	\$67,134

**Position Grades:**

- 18 Deputy Superintendent**
  
- 17 Executive Director of Business Services**
- 17 Executive Director of Human Resources**
- 17 Executive Director of Operations**
- 17 Executive Director of Student Support Services**
- 17 High School Principal**
  
- 16 Jr. High School Principal**
- 16 Middle School Principal**
  
- 15 Administrator of Curriculum, Assessment, Professional Learning and Grants**
- 15 Administrator of Instructional Technology, Testing and Program Evaluation**
- 15 Elementary Principals**
- 14 Administrator of Technology**
- 14 Athletic Director**
- 14 Director of Early Childhood Center**
- 14 High School Assistant Principal**
- 14 Supervisor of Student Support Services**

**ARTICLE IV  
COMPENSATION (Cont.)**

**13 Jr. High School Assistant Principal**  
**13 Middle School Assistant Principal**

**12 Director of Transportation**  
**12 Dean of Students**  
**12 Director of Marketing**

**9 Accounting Supervisor**  
**9 Supervisor of Facilities and Energy**  
**9 Supervisor of Early Childhood Center**

- H. An administrator with a successful and effective performance evaluation and after five (5) years of continuous experience as an administrator shall receive \$125 per year in position for longevity to be added to his/her salary. Layoff shall not break continuity. The maximum annual longevity shall be capped at \$3,000/per year. (Example: Year 6 - \$125 longevity; year 7 - \$250 longevity, etc.)
- I. Administrators (excluding Directors and Supervisors) who receive a successful and effective performance evaluation, shall receive additional compensation upon acquiring an advanced degree from an accredited college of education that relates to their job performance and to the needs of the district: Masters Degree + 30 \$1,000, Education Specialist Degree \$1,250, and Doctorate Degree \$1,750. The administrator will receive their degree compensation every year thereafter as long as they receive a successful and effective performance evaluation by their central office administrator.
- J. Tax Shelter Annuity - Administrators will receive a tax shelter annuity (TSA) in the amount of \$2,000 annually, on the first pay of June.
- K. At the discretion of the Superintendent, all administrators may receive between 0-3.5% supplemental merit compensation off the salary schedule as part of their satisfactory goals review and outcomes. This supplemental merit compensation shall be calculated on the current year salary step and shall be attained based on a minimum of three (3) measurable goals collaboratively agreed upon with the administrator's central office supervisor.
- L. Members of the ACCORD team will receive an annual stipend of \$800.00. The Executive Director of Human Resources and Deputy Superintendent will not be eligible.

**ARTICLE V**  
**HEALTH BENEFITS**

- A. The Board agrees to provide Health and Medical Benefits under the Clarkston Community Schools Health Plan for all full-time employed administrators, upon request by completing all required forms. Part-time administrators will have the choice of:
1. Having the monthly cost prorated according to the percentage of time employed (part paid by the Board and part paid by the employee); or
  2. If eligible for full-family or two-person coverage, applying the prorated monthly rate toward the purchase of a single subscriber medical coverage. Other non-medical health benefits under Plan A or B below could be purchased using a prorated cost as in #1 above.

The coverage listed below are all subject to the terms and conditions of the Clarkston Community Schools Benefits Plan as indicated in the Plan Summary booklets provided to each employee.

- B. The Board agrees to provide health and medical benefits for full time administrators. All full time administrators will receive:
1. Health Plan Benefits will be pursuant to the Summary Plan (Addendum A.).
  2. Group Term Life Insurance - \$100,000 AD&D and \$100,000 Group Term Life. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
  - 3a. Group Long Term Disability Protection for Administrators– 66.6% of salary; waiting period 90 calendar days straight time to a maximum of \$5,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education. (Accumulated paid leave days may be used prior to enacting LTD benefits.)
  - 3b. Group Long Term Disability Protection for Directors and Supervisors - 60% of salary; waiting period 90 calendar days straight time to a maximum of \$4,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education. (Accumulated paid leave days may be used prior to enacting LTD benefits.)
  4. Dental (50-50-50) Internal coordination of benefits for all members of the unit who have some form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan (50% for Type I, 50% for Type II, and 50% for Type III (orthodontics for children to a lifetime maximum of \$750). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1 – June 30 each year.

## ARTICLE V HEALTH BENEFITS (Cont.)

5. Dental (100-100-90) This coverage is for all members of the unit who do not have any form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan. (100% for Type I, 90% for Type II, 90% for Type III (orthodontics for children to a maximum of \$1,500). Type I and II annual maximum \$1,500. The annual maximum per covered employee or dependent is determined from July 1 – June 30 each year.

It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

6. Vision Expense Benefit - Vision benefits will be pursuant to the Summary Plan Description for the Clarkston Community Schools Health Plan (for all employees who select medical benefits). Benefit coverage will be provided once every 12 months from last date of service. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

### C. Clarkston Community Schools Health Plan B (For employees not selecting medical benefits):

1. Group Term Life Insurance - \$100,000 AD&D and \$100,000 Group Term Life. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
- 2a. Group Long Term Disability Protection for Administrators– 66.6% of salary; waiting period 90 calendar days straight time to a maximum of \$5,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education. (Accumulated paid leave days may be used prior to enacting LTD benefits.)
- 2b. Group Long Term Disability Protection for Directors and Supervisors- 60% of salary; waiting period 90 calendar days straight time to a maximum of \$4,000 monthly benefit. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education. (Accumulated paid leave days may be used prior to enacting LTD benefits.)
3. Dental (50-50-50) Internal coordination of benefits for all members of the unit who have some form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston Community Schools Health Plan (50% for Type I, 50% for Type II, and 50% for Type III (orthodontics for children to a lifetime maximum of \$750). Type I and II annual maximum - \$1,500. The annual maximum per covered employee or dependent is determined from July 1 – June 30 each year.

Dental (100-100-90) This coverage is for all members of the unit who do not have any form of dental coverage. Benefits will be pursuant to the Summary Plan for the Clarkston

## **ARTICLE V HEALTH BENEFITS (Cont.)**

Community Schools Health Plan. (100% for Type I, 100% for Type II, and 90% for Type III (orthodontics for children to a maximum of \$1,500). Type I and II annual maximum is \$1,500. The annual maximum per covered employee or dependent is determined from July 1 – June 30 each year.

It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.

4. Vision Expense Benefit - Vision benefits will be pursuant to the Summary Plan Description for the Clarkston Community Schools Health Plan (for all employees who do not select medical benefits). Benefit coverage will be provided once every 12 months from the last date of service.. It is expressly understood that the determination of the carrier or decision to self-insure this benefit is the exclusive right of the Board of Education.
  5. Cash in Lieu of Health Benefits - Two Thousand Dollars (\$2,000) per year, one-half to be paid the first pay in December and one-half the first pay in June.
- D. If an Administrator terminates employment with the district, benefit coverage for said employee shall also terminate.
  - E. There shall be no instance of double coverage of an Administrator in the district of hospital/medical benefits.
  - F. The Board, by payment of the premiums required to provide the coverage as agreed upon, shall be relieved from all liability with respect to the benefits provided by the insurance portion of the coverage. Any complaints are with the insurance company and not the Board of Education.

## ARTICLE VI ADDITIONAL BENEFITS

### A. Paid Leave Days –

- Administrators will earn fifteen (15) leave days per year with unlimited accumulation for illness, death in the family and medical/dental/attorney reasons that are necessary for the situation as approved by his/her central office supervisor.
- Up to two (2) days (or 16 hours) per year of personal absence time shall be granted annually to all administrators (excluding Directors and Supervisors) with prior approval of immediate supervisor, without loss of paid leave time. These days shall not accumulate.
- In the event of death in the immediate family, (spouse, children, mother, father, sister, brother, mother-in-law, father-in-law, grandparent, spouse's grandparent or dependent living within the household) an administrator is allowed three (3) days with full pay not to be charged against sick leave time. An additional two (2) days, if requested, shall be granted and charged against leave time.
- An additional two (2) days per year shall be granted to attend community service events upon pre-approval of the Superintendent (excluding Directors and Supervisors).
- Two (2) days of comp time will be granted to Building Administrators who attend all four parent teacher conferences.

52-Week Building Administrators will receive 16 vacation days per year, credited on the first pay of July. Vacation requests must be submitted for approval to the central office supervisor. *Requests for three (3) consecutive vacation days during the school year must be pre-approved by the superintendent.*

52-Week non Building Administrators will receive 18 vacation days per year.

Vacation days are earned on a monthly basis and accrue on the 1<sup>st</sup> of the month following the month in which they were earned. Vacation days from the prior school year must be used by September 1, unless approved in writing by the Superintendent or his/her designee. In no case will more than three (3) vacation days be carried over to the next year. Days not used by this date will be forfeited. Earned but unused vacation days will be paid at per diem rate at severance, retirement, or death. It is the expectation of the district that all earned vacation days will be used prior to resignation or retirement, unless pre-approved by the Superintendent. Employees using vacation days not yet earned will repay the district at per diem for such days at the time of severance with the district.

### B. Leaves of absence shall be granted to all employees for the following reasons and under the following conditions:

1. Regular employee's personal illness, deductible from leave bank.
2. An employee who meets the qualifications of the Family Medical Leave Act may request a leave of up to twelve (12) weeks. All conditions of Clarkston Board of Education Policy 4430.01 will apply. This leave may be requested for the following reasons:
  - a. The birth or care of a child.
  - b. The adoption or foster care of a child.
  - c. The care of a spouse, son, daughter, or parent if such individual has a serious condition.

**ARTICLE VI**  
**ADDITIONAL BENEFITS (cont.)**

- d. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility, or requires continuing treatment by a health-care provider (M.D. or D.O.)

3. Death:

- a. A maximum of three (3) days for death in the immediate family may be granted. Immediate family is considered to be spouse, father, mother, brother, sister, children, mother-in-law, father-in-law, grandchildren, grandparents, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or any dependent living in the household, not deducted from leave bank. An additional two (2) days, if needed, may be granted, upon request, and deducted from leave bank.
- b. In the event of death of relatives outside the immediate family or household, or for persons where closeness of relationship would warrant, one (1) day will be allowed and deducted from leave bank.
- c. When the funeral is two hundred fifty (250) miles or more from Clarkston, an extra day of traveling time will be allowed, upon request, and deducted from paid leave.

4. Jury Duty

- a. When an employee of this group is called for jury service, they shall receive the difference between their regular pay and the pay received for jury duty.

5. Judicial or Administrative Proceedings:

- a. Subpoena fees received by an employee are to be returned to the district.

C. Paid leave is limited to the number of days in the leave bank at the time of the leave, plus all days approved non-deductible from the leave bank.

D. Mileage Reimbursement at the time the mileage incurred- "IRS Maximum" rate.

E. Professional Dues - One local, one state, one national and the building NCA membership dues shall be paid by the Board, with prior central office supervisor approval.

F. Conference and Convention - Administrators may attend conferences and conventions upon the approval of his/her central office supervisor. The approved costs of such conferences and conventions will be reimbursed through a board site-based budget expense account.

G. Tuition Reimbursement: The board of education shall reimburse for tuition of satisfactorily completed advanced university courses or specialized certification. The reimbursement shall be limited to a total of \$5,000 per school year for this administrative group, and is subject to:

**ARTICLE VI**  
**ADDITIONAL BENEFITS (cont.)**

1. Course work must be related to acquiring a Master's degree or above in an Administrative Leadership or approved program, and must be pre-approved by the Superintendent.
2. Reimbursement shall be made after satisfactory completion of the course with a grade of 3.0 or better.



**ARTICLE VII  
ADMINISTRATIVE TEAM POLICY**

The Board of Education accepts and endorses the administrative team concept as a policy for the conduct of administrative relationships in the Clarkston Community Schools. The administrative team concept is based on the following:

- A. The composition of the administrative team will include Central Office Administrators, Building Principals, Assistant Principals, Deans of Students, Directors, and Supervisors.
  
- B. All parties understand that ultimately decisions rest exclusively with the Superintendent or the Board but, where appropriate, such decisions will come after the recommendation of the administrative team has been carefully reviewed. Examples of matters not subject to administrative team review or recommendation are:
  - \* Administrative Evaluations
  - \* Involuntary Transfers
  - \* Termination
  - \* Non-Renewal
  - \* Tenure Issues
  
- C. The administrative team is responsible for implementing board approved policies, decisions, budget, and goals.
  
- D. The primary goal of the administrative team is to enable each student to be successful in accomplishing the district's mission with the best educational experience possible for which he/she is capable. An open, positive relationship with teachers, school administrators, and the board should foster this goal.
  
- E. A unified commitment to district problem-solving will result when decision-making is a shared responsibility.
  
- F. The quality of major decisions will improve with shared input prior to decision-making.
  
- G. While the Board and the Superintendent of schools maintain authority to select the administrative team, each administrator may routinely participate in the selection of personnel under his/her supervision.

**COMMUNICATION**

A system of open communication among all administrative personnel is essential. Discussion and freedom of expression among team members is encouraged. There shall be communication both horizontally and vertically among team members.

## **ARTICLE VIII**

### **ADMINISTRATIVE PERSONNEL POLICY**

The following policies have been agreed to by the Board of Education and the administrative team with regard to building Administrators, Directors, and Supervisors.

#### **I. DUE PROCESS**

When an accusation of complaint concerning an administrator is brought before the board, the board will charge the superintendent or his/her designated representative to investigate the matter. The superintendent or his/her designee may inform the administrator of the identity of the person making the charges.

At the conclusion of the investigation, the superintendent shall (1) inform the administrator of the results of the investigation, (2) take such action as he/she shall deem appropriate to dispose of the case, (3) report the results of the investigation and the disposition to the board.

In the event that the administrator is not satisfied with the disposition of the matter, he/she shall have the right to appeal the matter to the board. The appeal/hearing should be in open or closed session at the discretion of the building administrator.

If charges are made against an administrator under the civil or criminal laws of the State of Michigan or the United States involving the administrator's job-related activities, if within the scope of his/her assignment, the board may, at its sole discretion, provide independent counsel for said administrator in accordance with the provisions of Public Act 141 of 1978 (MSA 3.996 (108); MCL 691.1408. The board's decision in accordance with the terms of the statute shall be made on an individual basis each time the employment of independent counsel is required and shall never be considered precedent setting.

#### **II. VACANCIES**

- A. Vacant or newly created administrative positions shall be posted within the school district for a period of not less than five (5) working days. (The definition of vacancy in this section refers to openings caused by retirement, resignation, etc. This section is not intended to provide a procedure for transfers between buildings.)
- B. The posting shall contain the responsibilities and duties of the position and set forth the desired qualifications.
- C. The board of education declares its support of a policy of filling administrative vacancies from within its own administrative staff. This does not imply that candidates from outside the school district are not eligible for employment.
- D. In the event vacancies occur during summer recess, posting shall be accomplished by mailing a copy of the posting to each administrator. The five (5) working days shall run from the time of the mailing.

**ARTICLE VIII  
ADMINISTRATIVE PERSONNEL POLICY (Cont.)**

- E. Vacancies may be filled on a temporary basis, not to extend beyond the close of the individual contract year for the vacant position. The administrator assigned to the vacancy shall be paid at the base rate for that position or his/her normal salary, whichever is greater.
- F. When an assistant administrative vacancy occurs, the immediate supervisor of the vacant position shall be provided the opportunity to be involved with the superintendent or his/her designee in the selection process. However, it is understood the superintendent's decision is final, including any decision to select a non-applicant from outside the school district.
- G. In the event an administrator is not the successful candidate, he/she may request to discuss the selection criteria with the superintendent.

**III. UNPAID LEAVES OF ABSENCE**

A. Educational Leaves of Absence:

Leaves of absence, without pay, may be provided to Central Office Administrators, Building Principals, Assistant Principals, and Deans of Students for the following reasons:

1. A leave of absence of up to one (1) year may be granted to any administrator, upon written application, for the purpose of participating in exchange educational programs in other states, territories, countries, or foreign or military teaching programs.
2. Leaves of absence may be granted upon application and approval of the superintendent and board for the following purposes:
  - a. Study related to the administrator's areas of responsibility.
  - b. Study to meet eligibility requirements for a certificate other than that held by the administrator.
  - c. Study or research of special assignments involving probable advantage to the school system.
3. The employee's salary will be frozen on the salary schedule at the same step as he/she held at the onset of the leave. Longevity will also be frozen during the leave.
4. It is understood between the parties that the decision to grant leaves under the above conditions will be at the sole discretion of the superintendent and his/her decision will be final. The granting of any such leaves by the superintendent will not establish a precedent for other such requests for the same leave.
5. Written notice of intent to return for the following school year shall be given to the superintendent of schools a minimum of 120 days prior to the end of the

**ARTICLE VIII  
ADMINISTRATIVE PERSONNEL POLICY (Cont.)**

school year. Failure to do so shall be deemed a resignation. Administrators, upon timely return at the conclusion of such leaves, may have return rights to the same or lower grade position for which the administrator is certified and qualified.

6. Paid leave days shall not accrue during the leave, but unused paid leave time held at the start of the leave shall be reinstated upon return.
7. Fringe benefits will be terminated effective the end of the month in which the leave begins and will be reinstated the first of the month following return from leave.

**B. Personal Leave:**

An unpaid personal leave of absence may be granted to administrators upon written application. Granting of unpaid personal leaves shall be limited to coincide with the staffing needs of the district.

1. Requests for such leaves will be submitted in writing a minimum of 120 days prior to the end of the school year.
2. Intent to return for the following school year must be submitted to the superintendent of schools a minimum of 120 days prior to the end of the current leave. Administrators, upon timely return at the conclusion of such leaves, may have return rights to the same or lower grade position for which the administrator is certified and qualified, if a vacancy exists.
3. It is understood between the parties that the decision to grant leaves under the above conditions will be at the sole discretion of the superintendent and his/her decision will be final. The granting of any such leaves by the superintendent will not establish a precedent for other such requests for the same leave.
4. Paid leave days shall not accrue during the leave, but unused paid leave time held at the start of the leave shall be reinstated upon return.
5. Fringe benefits will be terminated effective the end of the month in which the leave begins and will be reinstated the first of the month following return from leave.

**ARTICLE VIII  
ADMINISTRATIVE PERSONNEL POLICY (Cont.)**

C. Military Leave:

1. A military leave of absence may be granted to any administrator who shall be inducted for military service in any branch of the Armed Forces of the United States provided that said administrator only serves the time required to fulfill the obligation. Upon return from such leave, an administrator will have return rights as set forth under federal law.
2. Paid leave days shall not accrue during the leave, but unused paid leave time held at the start of the leave shall be reinstated upon return.
3. Fringe benefits will be terminated effective the end of the month in which the leave begins and will be reinstated the first of the month following return from leave.

D. Extensions:

Extension of a leave may be granted subject to the following conditions:

1. Requests for extension shall be in writing.
  2. Requests for extension require the approval of the superintendent at his/her sole discretion.
  3. Salary increments and fringe benefits shall not accrue.
  4. Paid leave days shall not accrue but unused paid leave time held at the start of the leave shall be reinstated upon return from leave.
  5. Written notice of intent to either return or resign shall be given to the superintendent of schools a minimum of 120 days prior to the end of the extension. Failure to do so shall be deemed a resignation. Administrators, upon timely return at the conclusion of such leaves, may have return rights to the same or lower grade position for which the administrator is certified and qualified, if a vacancy exists.
- E. An administrator on unpaid leave may elect to purchase medical insurance on a monthly basis upon arrangement with the district.
- F. Any request for unpaid leave days are to be made to the superintendent or his/her designee. The superintendent's decision shall be final.

**ARTICLE VIII  
ADMINISTRATIVE PERSONNEL POLICY (Cont.)**

**IV. TRANSFER AND INVOLUNTARY TRANSFERS**

- A. The Clarkston Community Schools Administrators recognize that the school district, superintendent or designee retains the right to make involuntary transfers to other administrative positions or between buildings during or between school years.
- B. When the administration determines it will make such a transfer, it shall give consideration to the following:
  - 1. Length of service in the district in job classification.
  - 2. Previous transfers.
  - 3. Probationary status.
  - 4. Welfare of the employee.
  - 5. Welfare of the district.
  - 6. Qualifications and competency required for the assignment.
  - 7. Needs of the receiving school.
  - 8. Needs of the position.
- C. Except in the case of an emergency, written notice of the intent to transfer will be given to the affected administrator at least thirty (30) calendar days before the transfer is enacted. The affected administrator will be given the opportunity to meet with the superintendent to discuss the reasons for the transfer and to give input prior to the final decision being announced. The decision of the superintendent shall be final.

At the request of the administrator to be transferred and following a conference with the superintendent, a written summary of the rationale, special conditions, need for the transfer, and any future commitments will be given to the affected administrator.

- D. At a minimum, the administrator's pay will not be reduced during the life of his/her current individual contract.

**V. STAFF REDUCTION**

- A. If it becomes necessary to reduce the administrative staff for any reason, every attempt will be made to avoid leaving any administrator without a job in the school district.
- B. Plans for reductions in administrative staff will be discussed with the administrative team prior to a public announcement. The decision of the superintendent will be final.
- C. If reductions result in transfer of an administrator, refer to A-E above in IV. Transfer and Involuntary Transfers. Except in the case of an emergency, written notice of the intent to transfer will be given to the affected administrator at least thirty (30) calendar days before the transfer is enacted. The affected administrator will be given the opportunity to meet

**ARTICLE VIII  
ADMINISTRATIVE PERSONNEL POLICY (Cont.)**

with the superintendent to discuss the reasons for the transfer and to give input prior to the final decision being announced. The decision of the superintendent shall be final.

At the request of the administrator to be transferred and following a conference with the superintendent, a written summary of the rationale, special conditions, need for the transfer, and any future commitments will be given to the affected administrator.

- D. As a minimum, the administrator's pay will not be reduced during the life of his/her current individual contract.
- E. In making reductions/transfers all certifications and qualifications must be satisfied.

**VI. ADMINISTRATIVE CONTRACTS**

- A. At least thirty (30) days prior to a notice of non-renewal, the administrator will be notified that the non-renewal of his/her contract is going to be considered by the proper authority and of the reasons that non-renewal will be considered.
- B. The administrator who has received a notice as outlined in A. shall be given an opportunity to meet with the authority involved (Board, Superintendent or designee) to discuss the reasons stated in the written statement, if applicable. The meeting shall be conducted in accordance with P.A. 451 of the Public Acts of 1976, as amended. If the administrator desires such a meeting to discuss the notice that non-renewal of his/her contract will be considered, he/she must submit a written request to the secretary of the board or Superintendent for such a meeting within ten (10) days of receipt of the notice.

**VII. GRADE CLASSIFICATION IMPROVEMENT**

- A. Improvements of grade classification for positions included in the master agreement may be made during the duration of this master agreement.
- B. Any member of the administrative team may initiate a position grade classification review through the office of the superintendent. The decision of the superintendent shall be final.
- C. The Building Administrators/Directors & Supervisors leadership will be notified of any formal request or consideration for grade change prior to a grade classification change in this agreement (Article I) or any action of the office of the superintendent.







DISCLAIMER: This document is a summary of certain plan features. It should not be interpreted as a complete comparison of the products represented.

Clarkston Community Schools  
HAP 2017-18 Options

Plan	Option 1		Option 2		Option 3		Option 4	
	Employees Enrolled in HAP EPO HDHP \$2000 2017 Renewal Rates	7/1/2017-6/30/2018 In Network	Employees Enrolled in HAP EPO HDHP \$1300 2017 Renewal Rates	7/1/2017-6/30/2018 In Network	Employees Enrolled in HAP HMO \$500 2017 Renewal Rates	7/1/2017-6/30/2018 In Network	Employees Enrolled in HAP HMO HDHP \$1300 2017 Renewal Rates	7/1/2017-6/30/2018 In Network
<b>Rate Period</b>	7/1/2017-6/30/2018		7/1/2017-6/30/2018		7/1/2017-6/30/2018		7/1/2017-6/30/2018	
<b>Purchased Plan Features</b>	In Network		In Network		In Network		In Network	
<b>Deductible</b>	\$2,000		\$1,300		\$500		\$1,300	
Annual Deductible - 1P	\$4,000		\$2,600		\$1,000		\$2,600	
Annual Deductible - 2P/FF	0%		0%		20%		0%	
<b>Additional Cost After Deductible</b>	\$0		\$0		\$1,500		\$0	
Employee Coinsurance after Deductible	\$0		\$0		\$3,000		\$0	
Coinsurance Max - 1P	\$3,000		\$2,250		\$6,600		\$3,000	
Coinsurance Max - 2P/FF	\$6,000		\$4,500		\$13,200		\$6,000	
<b>Out of Pocket Maximum</b>	0% after ded.		0% after ded.		\$20/\$40		0% after ded.	
Max ded, coinsurance, copays - 1P	0% after ded.		0% after ded.		\$50/\$150		0% after ded.	
Max ded, coinsurance, copays - 2P/FF	20/0% after ded.		20/0% after ded.		20/\$40		20/0% after ded.	
<b>Copayments</b>	\$5/\$25/\$40 after ded.		\$5/\$25/\$40 after ded.		\$5/\$25/\$50		\$5/\$25/\$50 after ded.	
Office Visit/Specialist								
Urgent Care/ER								
Chiropractic Limit/Copay								
Rx Copay								
<b>One Person Annual Employee Cost</b>	\$324.90		\$660.42		\$281.70		\$162.78	
<b>Two Person Annual Employee Cost</b>	\$655.98		\$1,406.82		\$629.94		\$362.34	
<b>Family Annual Employee Cost</b>	\$759.78		\$1,694.94		\$815.58		\$480.18	