

MASTER AGREEMENT

July 1, 2018  
through  
June 30, 2021

BETWEEN

THE REED CITY EDUCATIONAL ASSOCIATION,  
MEA/NEA

AND

THE BOARD OF EDUCATION  
REED CITY AREA PUBLIC SCHOOLS  
REED CITY, MICHIGAN



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**ARTICLE 1  
TEACHER RIGHTS**

- A. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every teacher of the Board shall have the right to, or not to, freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other lawful concerted activities for mutual aid and protection. Neither party will 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 Constitutions of Michigan and the United States. Neither party will discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of his/her membership or non-membership in the Association, his/her participation or non-participation in any lawful activities of the Association or 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.
- B. The Association and its members shall have the right to use the school building facilities after regular school hours for official business of the Association providing said use has first been cleared with the administration per the district's building use policy. Bulletin boards and teachers' mailboxes may be used for communications providing all such material is signed by the person(s) from whom it originates. Public address systems may not be used. The district's internal mail distribution system may not be used. Any use of District facilities or equipment must comply with the Campaign Finance Act.
- C. The Board and the Association agree to furnish each other any information required by law.
- D. Nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the law.
- E. The Board shall make available in each school adequate lunch room, restroom and lavatory facilities for teacher use. Any substantial changes or improvement in the elementary, middle school or high school buildings shall incorporate provisions for private, locked restrooms for staff only.
- F. No general education teacher or special education teacher (with exceptions for some special education programs) will be required to diaper change or change the clothing of a child who has relieved (gone to the bathroom) him/herself in his/her clothing, excepting accidents which may occur sporadically.

**ARTICLE 2  
MANAGEMENT RIGHTS**

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by laws and the Constitution of the State of Michigan and/or the United States, including, but without limiting the generality of the foregoing, the right:
1. To hire all employees; to verify their certification and qualifications; to determine the conditions of continued employment; to promote; to transfer; to demote and to dismiss, subject to the restrictions of the Teacher Tenure Act.
  2. To the executive management and administrative control of the school system and its property and facilities and the activities of its employees.
  3. To establish grades and courses of instruction, including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
  4. To decide, after consultation and review with teachers involved, 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; hours of instruction; duties, responsibilities and assignments (including administrative and non-teaching activities); and the terms and conditions of employment not otherwise expressly provided for by this agreement
- B. 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 hereof are in conformance with the Constitution and the laws of the State of Michigan and the Constitution and laws of the United States. Nothing contained therein shall be construed to deny or restrict the Board of exercising any rights it may have under the Revised School Code.

**ARTICLE 3  
TEACHING SCHEDULE**

**A. Length of School Year.**

1. The length of the school year is specified by the calendar attached to this agreement as Schedule E, including specified conference days, record days and holidays. The district will, at all times, maintain the minimum number of hours and days of pupil instruction required by the State to maintain the maximum amount of State aid. Absent amendments to the State Aid Act requiring a greater number of days, the calendar shall include 183 work days, including 180 student contact days and 3 professional development days.

The separate calendar shall list Records Day and the days immediately preceding Thanksgiving, Christmas Break, and Spring Break as early release days. Bargaining unit members remain responsible for completing their Record Day duties and all prior commitments, including parent-teacher conferences. By mutual agreement the days listed above may change.

2. If this number is beyond the number contemplated by the parties at the time of preparing the school calendars mentioned above, the parties shall meet to discuss a schedule that complies with the State-required minimum instructional hours.
3. Scheduled days of student instruction that are cancelled because of conditions outside the control of school authorities (such as inclement weather, fires, epidemics, mechanical breakdowns or health conditions) will be rescheduled to ensure that there are the minimum number of student instructional days required per state law. Employees will receive their regular pay for days that are cancelled but shall work on the rescheduled days with no additional compensation.

If at any time during the life of this agreement, rescheduling days is not required by state law, bargaining unit members shall be excused from reporting to duty without loss of pay and such cancelled days shall not be rescheduled.

4. The parties agree that this contract provision has been negotiated with the intention of complying with provisions of the State Aid Act and to assure that the district will incur no loss of state aid. Further, the parties recognize the school district's obligation to comply with requirements set forth by the State Board of Education regarding the number of "student instruction" days as defined by that agency. In addition to any requirement of the State Aid Act to receive full state aid, the parties agree to reschedule lost days of student instruction (attributable to conditions not within the control of school authorities, such as inclement weather, fires, epidemics, mechanical breakdowns or health conditions (as defined by the city, county or state health authorities) to assure the minimum number of instructional days that may be mandated by the Department of Education and/or statute. Employees will receive their regular pay for days that are canceled but shall work on the rescheduled days with no compensation.
5. It is understood and agreed that in the event the rescheduling of the days at the end of the school year interferes with a teacher's scheduled return to school to upgrade his/her skills or other job-related activity as approved by administration, the teacher may:

- a. Use his/her personal leave;
- b. Use his/her sick leave; or
- c. Use unpaid leave time.

B. Work Day.

1. At the High School and Middle School, the normal teacher workday shall be seven and one-half (7-1/2) hours, inclusive of a thirty (30) minute duty-free lunch period. At Norman Elementary, the normal teacher work day shall be seven hours and 40 minutes, inclusive of a forty (40) minute duty-free lunch period. 15 minutes of the work day shall be devoted to supervising students before or after school and assisting students with questions/homework.
2. Any staff member with over 400 minutes per week of preparation time will be assigned additional duties such as recess, LIFT mentor, or individual student mentoring within his/her designated building.

C. Staff Meetings.

1. In a particular building when a staff meeting is held, the teachers will be expected to be in attendance until its conclusion, with the meeting lasting no longer than one (1) hour. There shall be no more than three (3) administratively-called meetings per month requiring teachers' attendance beyond the established workday. However, the superintendent reserves the right to call one (1) district-wide staff meeting per semester, of one hour each in duration, at no additional compensation.
2. Meetings in addition to those listed above may be necessary and will be called by the administration. Teachers attending such meetings shall be compensated pursuant to Article 5.F., Professional Compensation. State monitoring for special education will be conducted during school hours. Any extra time outside of the normal work day will be compensated at established rates as stated in Article 5.F., Professional Compensation. Any teacher attending said meetings who is already receiving an extra stipend or salary for the duties connected with the meeting shall not receive additional compensation.
3. Whenever possible, all IEP's will be conducted during the workday. However, after one IEP has been scheduled outside of the workday (exclusive of staff meetings), teachers will be compensated as described in Article 5.F., Professional Compensation.
4. An attempt to provide 24 hours' notice of special staff meetings will be made and attendance will be expected. Staff will avoid pre-scheduling appointments during scheduled staff meetings. Staff members unable to attend will be required to notify their administrators and be responsible to get the information presented at the meeting.
5. Coaches will be excused from staff meetings when there are conflicts with practice and game schedules. Coaches are responsible to communicate with their building principal regarding the information discussed at the staff meeting.

**ARTICLE 4  
TEACHING ASSIGNMENTS AND CLASS SIZE**

- A. All personnel covered under this agreement shall be given a duty-free lunch period with no assigned duties other than taking those disciplinary actions upon students who are a normal part of a teacher's responsibilities.

Duty Free Lunch:      40 minutes for elementary teachers  
   30 minutes for secondary (middle/high) teachers

Each building may, upon agreement of two-thirds of the teachers in the building and the building principal, modify the daily schedule to best meet the needs of that individual building, subject to approval by the superintendent. Such modifications may not adversely affect the transportation schedules, or in any manner lessen the amount of required student instructional time.

Elementary teachers shall receive a minimum of 150 minutes of preparation time per week, In addition to a twenty (20) minute recess each day, to be scheduled by the principal after meeting with the building representatives in a concerted effort to mutually agree.

Teachers may be assigned a "zero" hour or "end of day" hour to meet student needs provided this assignment does not require the teacher to instruct more than normal class load assigned per day. Staff members may accept a "zero" hour or "end of day" hour as an overload. Classes may be added to meet student's need but only if a teacher voluntarily accepts the offer. If the schedule does not permit the teacher to come late or leave early due to this change, an overload will be paid.

- B. The pupil-teacher ratio is an important aspect of an effective educational program. It is mutually agreed by the administration, Board and Association that the following guidelines on class size will be observed. The effective class size shall not, after the third Friday of the school year, exceed the effective maximum.

Class Size maximums:

|      |    |
|------|----|
| K-2  | 25 |
| 3-5  | 27 |
| 6-8  | 28 |
| 9-12 | 29 |

MS/HS: Art, Life Skills, Shop      27

MS/HS Science Classes:      27

Physical Education:      50

Weight Room Classes:      30

Vocal Music\*      50

Co-Op\*\*      70

\* When numbers exceed the limit, the administration will work with the instructor to provide an assistant accompanist.

\*\*Average per period of release time.





2. The regular education teachers, special education consultants and special education teacher(s) will be given the opportunity during the work day (school hours) for planning and decision-making with regard to the individual needs of the students and training needs of the affected regular classroom teachers.
3. When enrollment of special education students exceeds the following numbers, overages will be paid as described in Article 4.C.

|                          |    |
|--------------------------|----|
| K-5 Elementary Maximum   | 5  |
| Middle School Maximum    | 5  |
| Middle School Labs       | 4  |
| High School Maximum      | 5  |
| High School Labs         | 4  |
| MS/HS Physical Education | 10 |

Compensation for special education students will count as one (1) for resource room students and one-half (1/2) for other students receiving special education services. This language applies only to general education classrooms and not special education classrooms. When a class is team taught (special education and general education) no special education overages of any kind will be paid to special education or general education teachers.

4. We understand that scheduling special education students can be difficult. However, an effort will be made to balance the number of special education students placed into regular education classrooms.
5. Elementary regular education teachers and the following-year teacher, if known, will be included in end-of-year IEPs.

G. Administering Medication. Teachers shall not administer medication without appropriate training. In the event that medicine(s) are to be given to any student, such medicine(s) shall be administered by the principal's designee when the following conditions are met:

1. The parents or legal guardians have given prior written approval for the administration of medical by school personnel.
2. The aforementioned permission is accompanied by written instructions from the attending physician or pharmacist, if applicable.
3. The medication is given in the presence of an adult witness.
4. All necessary equipment and supplies are provided.

The employer shall indemnify and save harmless from any liability the employees who administer medication to pupils when directed to do so by school supervisory personnel in accordance with their training. No employee shall be required to administer any medication by injection unless it is a life-threatening emergency.

H. Medically Fragile Students. Teachers shall be advised of any medical conditions of students, known to the district, which in the district's judgment may necessitate emergency action or intervention by a supervising teacher. The involved teacher shall be advised of the

appropriate protocols and procedures and be provided appropriate training in such emergency procedures.

## ARTICLE 5 PROFESSIONAL COMPENSATION

- A. The salaries of teachers covered by this agreement are set forth in Schedule A, which is attached to and incorporated in the agreement.
- B. New teachers hired into Reed City Area Public Schools may be given credit for previous teaching experience in other private, parochial and/or public schools.
- C. Counselors, who work additional days beyond the teacher work days to complete their duties (primarily on scheduling, registration, and class lists), shall receive a 5% stipend based on their current salary.

(The above counselor language does not apply to current counselors, who are counselors prior to June 30, 2018. Such counselors will be grandfathered in at their current 15 days of additional work at per diem rate.)

- D. Procedures for reimbursing employees for expenses incurred shall be developed by the administration. The procedures and forms developed shall be provided to the Association, and made generally available to the teachers.
- E. Salary will be paid biweekly under the following options:
  - 1. Twenty-six (26) biweekly payments.
  - 2. All Payrolls will be paid by means of direct deposit.
- F. Coverage for absent teachers during preparation time:

Secondary

1 Minutes-Up to Half Period = \$14

½ Period-Up to a Full Period = \$28

Elementary

1 Period = \$14

Elementary Class Splitting

1 Minute Up to Half Period = \$85 divided by teachers utilized

½ Period Up to Full Period = \$170 divided by teachers utilized

At the beginning of each semester, teachers may elect to accumulate Comp Time or be paid. This choice will last the entire semester.

- 1. If paid option is chosen, the compensation for such substituting will be included in the paycheck for the pay period worked as outlined in Article 5.F.

2. If Comp Time option is chosen, when the amount of time spent subbing during a teacher's prep time is equal to the number of periods in a day, the teacher will have one full Paid Leave Day added to their total Paid Leave Days. (Example: If the high school is on a 5.5 period schedule, a teacher would receive one day added to their Paid Leave total for every 5.5 hours of subbing.) Comp Time and days will be calculated and added after the conclusion of each semester. Partial periods will be carried over to the next semester.
3. Compensation for such substituting will be included in the paycheck for the pay period worked.
4. Each building principal shall develop a plan for rotating substitute requests among all staff, except when staff volunteer. The principal shall make every effort to avoid requiring a teacher to substitute for a full period. The building principal may, where no volunteers are available, require teachers to substitute during their preparation period to assure the rotation of substituting requests.
5. When teachers are required by the building administrator to meet more than two times in one week during their preparation times, the above compensation scale will be followed.

#### **SALARY/TERMINATION OF EMPLOYMENT/SEVERANCE PAY**

- A. Personnel leaving the system and/or retiring will be paid all salary due at the date of termination of employment.
- B. Upon retirement, severance pay will be paid at fifty percent (50%) of the current substitute daily pay per day of accumulated sick leave.
- C. Severance pay will be paid to any teacher leaving the system according to the following formulas:
  1. Teachers with 5-9 years of service in Reed City:  
Daily sub pay x 15% x accumulated sick days
  2. Teachers with 10-14 years of service in Reed City:  
Daily sub pay x 20% x accumulated sick days
  3. Teachers with 15-19 years of service in Reed City:  
Daily sub pay x 30% x accumulated sick days
  4. Teachers with 20-29 years of service in Reed City:  
Daily sub pay x 40% x accumulated sick days
- D. Members may choose to have accumulated sick time paid either by having it placed in an annuity or by check, if maximum annual contribution to annuity has been reached.
- E. Teachers using two paid leave days or less (greater than zero (0)) during the school year will receive an additional two hundred dollars (\$200) stipend at the end of the year. Teachers using zero (0) paid leave days will receive a four hundred-dollar (\$400) stipend at the end of the year.

## ARTICLE 6 LEAVES OF ABSENCE

**Leaves of Absence:** The purpose of leaves of absence is to allow greater security and protection to teachers in cases of legitimate absence. The misuse of sick leave can result in disciplinary action up to and including the possibility of dismissal. Employees shall request unplanned absences, including short-term absences, to the building administrator, and shall receive permission to leave their place of duty in writing.

Requests may be by email or text. If no response is received within 30 minutes, then the absent is considered approved.

### A. Paid Leave

At the beginning of every school year, each employee will be credited with twelve (12) days classified as paid leave days. Less than full-time employees shall have leave days prorated to the nearest half day.

1. Paid Leave Days (PLDs) may be used for personal illness, illness of a family member, medical appointments, funeral days, and personal business. An employee requesting more than three (3) consecutive PLDs may be required to provide evidence that the days are being used in accordance with this agreement. If presented with evidence of PLD abuse, the District may request verification of proper usage in accordance with this agreement.
2. Employees may use up to five accrued (5) sick days beyond the twelve (12) paid leave days referred to above to care for his/her sick child or to care for his/her parent.
3. To qualify for a paid leave day, the employee must give notification to the proper administrative official by 6:30 a.m. the day requested. Advance notification will be given when possible.
4. Days on which an employee is in attendance at professional conventions, visitations to other schools, educational conferences and meetings, speaking engagements, *etc.*, will not be regarded as absences if prior administrative approval has been granted. Therefore, no deduction of a day or days from the paid leave days will occur.
5. Paid leave days may be taken in hourly, half-day, or full-day units.
6. No paid leave day shall be taken on the days immediately preceding or following a holiday or scheduled school vacation except in the case of an extenuating circumstance with the approval of the superintendent or his/her designee.

7. Unused paid leave days will be converted to sick days accumulating to a maximum of 200 accrued sick days. Paid Leave days must be used prior to use of accumulated sick days.
8. The superintendent of schools may grant absence from duty chargeable to sick leave for other extenuating circumstances.
9. The Board of Education reserves the right to require a doctor's written statement as evidence of illness or injury.
10. Sick Leave Bank. At the beginning of each school year an open enrollment period, commencing on the first student day and being thirty (30) calendar days in length, shall be made available for members to enroll in the sick leave bank. New members hired after the open enrollment period shall have thirty (30) calendar days to enroll in the sick leave bank. Each member enrolling in the sick leave bank will contribute two (2) days of his/her sick leave to the sick leave bank.

Members opting to not enroll in the sick leave bank during the open enrollment period or within thirty (30) calendar days of their hiring shall be denied membership to the sick leave bank for the duration of that school year.

Members opting to terminate their membership in the sick leave bank may do so only during the open enrollment period. Days contributed by the member withdrawing shall remain in the bank.

Members who have not repaid the days borrowed from the sick leave bank and are requesting to terminate their membership in the bank shall be obligated to repay those days at the appropriate minimum rate until all days borrowed are repaid.

Members, including those filling temporary vacancies, who elect to become members of the sick leave bank, borrow days from the bank and terminate their employment with Reed City Area Public Schools before all days borrowed from the bank are repaid, shall have their per diem pay withheld from their remaining payroll entitlement for all days not repaid. The sick leave bank shall be credited with the repaid days.

When the sick leave bank is depleted to fifty (50) days, members will contribute one (1) day of their sick leave. Necessary additions will be made at the beginning of each school year, and are to be made after all repayments have occurred. The sick leave bank shall have a maximum of two hundred (200) days.

The sick leave bank will be controlled by a committee composed of three (3) Association members elected by the Association membership.

The sick leave bank will be administered by the committee in accordance with the following procedures and guidelines:

- a. Any employee enrolled in the RCEA sick leave bank may apply for a loan from the sick leave bank for disability caused by personal illness or accident or childbirth and care. Childbirth and care will be granted only if the bank has a total of 125 days or more.
- b. An employee must first exhaust all his/her sick days before utilizing days from the sick leave bank.

- c. All requests for use of sick leave bank days must be in writing. The committee shall maintain a copy of the request, as well as a record of the committee's action on the request.
  - d. The employee must give the committee adequate notice of the request to allow the committee time to meet prior to the needed days of leave.
  - e. A maximum of ten (10) days per request may be granted by the committee.
  - f. If a second request for days from the sick leave bank is made by the employee, it must be accompanied by a doctor's statement explaining the need for the leave time.
  - g. An employee may borrow up to a maximum of twenty (20) days in one contract year (July 1 - June 30).
  - h. An employee who has been granted and used sick days from the sick leave bank during a contract year is not eligible for further allotments from the sick leave bank in succeeding contract years until all sick days have been repaid.
  - i. Members borrowing sick leave days from the bank will be required to repay those days. Employees will be required to repay those days with a minimum of five (5) days per year until all days borrowed from the bank are repaid. Payback will be made at the onset of the contract (12-month employees) or school year (non-twelve month employees) subsequent to the year that the days were borrowed.
  - j. Members who have more than forty (40) sick days may donate up to ten (10) sick days to another member due to extenuating circumstances upon approval by the superintendent or the superintendent's designee and the executive board of the Association.
11. Any teacher whose personal illness or disability extends beyond the period compensated under this Article shall be granted a leave of absence through the end of the current school year. The teacher may continue his/her medical or other insurances, at his/her own expense, provided this is permitted by the carrier.
  12. Sick leave days may be donated to the sick leave bank by members for reasons other than what is stated in the contract with prior approval from the superintendent of schools or designee.
  13. Extra days over the cap of 200 will be returned to the members by means of a random draw.

## B. Other Leave

1. Bereavement Leave.
  - a. When death occurs in a teacher's immediate family\*, the teacher, upon request, will be excused for up to five (5) working days beginning with the day after the death provided he/she attends the funeral. The five (5) days provided for the above may be days other than those immediately following the date of death if unusual circumstances exist.

- \* Immediate Family" shall be interpreted as spouse, parent, step-parent, parent of current spouse, son, son-in-law, daughter, daughter-in-law, step-children, grandchildren, step-grandchildren, brother, sister, brother-in-law, sister-in-law or grandparent or spouse's grandparent.
- b. In the event of the death of the employee's spouse, child, step-child, or parent, an additional five (5) days' bereavement (deducted from paid leave days or sick leave days) may be taken.
2. Personal Leave (without pay, but retaining accrued sick leave) shall be limited to once every five floating years.
- a. Leave without pay will not be granted for extension of vacations. The superintendent shall retain the right to grant or deny requests for leave without pay for other reasons. The teacher has the right to appeal the superintendent's decision to the Board of Education.
  - b. Sabbatical: Teachers who have been employed for seven (7) years may, at the discretion of the Board of Education, be granted a sabbatical leave, without pay or fringe benefits, for one (1) year. A sabbatical leave is defined as being for the purpose of pursuing a formal educational program. Any year period spent on an approved sabbatical leave will entitle the teacher to accrue seniority and retain placement on the salary schedule.
  - c. Career Enrichment Leave: The Board of Education may grant a leave of absence, without pay or benefits, of up to two (2) years upon written request of an employee; such leave, if granted shall be for the purpose of participation in a school program in another state, territory, or country. The work shall be related to the employee's professional responsibilities.
  - d. Military Leave: Shall be consistent with the Uniformed Services Employment and Reemployment Rights Act.
  - e. Child Care Leave. A leave of absence shall be granted to any male or female bargaining unit member for the purpose of child care. Whenever possible, teachers shall notify the superintendent no later than sixty (60) days prior to the anticipated date of the desired leave. In cases of adoption, the sixty (60) day requirement can be waived.
    - 1. A bargaining unit member may commence child care leave subsequent to the birth of the child. Disability leave shall not be counted as child care leave time.
    - 2. Insurance benefits will be continued for the remainder of the month in which the leave commenced, and the following month, unless the employee is otherwise eligible for Family Medical Leave coverage. When district-paid benefits have ceased, the teacher may, at his/her option, pay the health insurance premiums, at the group rate, subject to the provisions of the carrier.
    - 3. The leave shall be for a predetermined, approved time period. The leave shall not be longer than two (2) semesters, not counting the semester in which the leave began. Generally, the leave will be scheduled to end with the end of a semester.

3. Association Negotiation Days

- a. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participating in any professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary. The number of staff to be released shall not exceed four (4) at any one time.

4. Jury Duty Leave. A teacher who is summoned for jury duty and is not relieved from such duty shall be granted a jury duty leave of absence for that purpose, provided evidence of such duty is presented to the superintendent at the earliest possible date. Employees shall work their scheduled hours when not serving as jurors and an employee not selected to serve on a particular jury shall report for work immediately after selection of said jury. Provided the teacher turns into the superintendent all compensation received for jury duty, the teacher shall suffer no loss of pay for time spent on jury duty leave. Expense money paid to the teacher by the court is not considered compensation. The teacher is entitled to keep all expense money (i.e. mileage, meals, etc.) paid by the court.

5. Family and Medical Leave Act

Pursuant to the provisions of the Family and Medical Leave Act, eligible employees shall be granted unpaid leave for the purpose and to the extent required by law, subject to all of the terms and conditions of the law and its implementing regulations. Any paid or unpaid leave that is otherwise available under the provisions of this agreement for the same purposes for which leave is required to be provided under the Family and Medical Leave Act shall be run concurrently. Contractual leave shall be credited toward fulfilling Family and Medical Leave Act leave entitlement. A synopsis of Family and Medical Leave Act rights and can be found on the district web page.



**ARTICLE 7  
PROFESSIONAL DEVELOPMENT**

- A. In-service planning days shall be planned by the administration in consultation with teachers. All teachers are required to attend. At the building level, the principal shall consult with the School Improvement Team. At the district level, the superintendent and/or the curriculum coordinator shall consult with the District Improvement Team and/or the District Curriculum Team.
  
- B. All teachers are required to complete at least 5 days or 30 hours of professional development each school year. The district calendar will schedule sufficient in service opportunities to complete this requirement during the regular school year or provide release time and/or reasonable registration fees to attend approved conferences to meet the requirement if there are not enough hours scheduled in the calendar to meet this requirement. Each teacher will be required to maintain and certify a log of the professional improvement hours completed for the year, which must be turned in to the building administrator on or before June 15 of each school year. When requested, the district will provide the form for logging these hours.

Teachers are expected and required to attend the district's scheduled professional development in services. If, however, a teacher is unable to attend, it is the responsibility of the teacher to communicate the reasons why to the appropriate building administrator and to schedule makeup professional development (if needed) to meet the 5 day/30 hour requirement.

**ARTICLE 8  
SENIORITY**

- A. Seniority shall be computed from the last date of hire and shall be defined as the amount of time continuously employed by the Reed City Area Public Schools. Time spent on leave or layoff shall not be construed as a break in continuous service, therefore seniority shall continue to accrue but not steps.
- B. The district shall present to the Association a current seniority list of bargaining unit members prior to October 15 each year. Accompanying the name of each teacher on the list shall be the date of last hire and each teacher's certification.
- C. The word "teacher" as used in this Article, means all teacher-certified employees excluding administrators who have never been members of the Reed City Education Association. Teachers who are transferred to supervisory or administrative positions shall have their seniority frozen at the time their new position begins.
- D. When bargaining unit members have the same seniority date, a random draw shall be used to determine seniority.

## ARTICLE 9 GRIEVANCE PROCEDURE

- A. A grievance is a dispute or a difference of opinion; however, only a grievance that involves the interpretation and application of a provision(s) of this agreement is subject to arbitration. If any such grievance arises, there shall be no stoppage or suspension of work because of such grievance; but such grievance shall be submitted to the following grievance and arbitration proceedings. The Association shall provide a grievance committee (sometimes referred to as the "Professional Rights and Responsibilities Committee") that shall screen those complaints of teachers for which the Association provides counsel, endorsement and/or representation. An individual teacher may file a grievance on their own behalf. When doing so, the individual shall assume the role and responsibilities of the grievance chairperson as specified in this article.
- B. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
1. The termination of services or failure to re-employ any probationary teacher.
  2. The termination or failure to re-employ any teacher to a position on the extra-curricular schedule.
  3. Any prohibited subject of bargaining under MCL 423.215 (3)
  4. Any matter for which a remedial procedure is established pursuant to State or Federal statutes including the Tenure Act.

It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

- C. A written grievance as required herein shall contain the following:
1. It shall be signed by the grievant(s) and chair of the grievance committee if the Association is processing the grievance on behalf of the grievant(s).
  2. It shall contain the date when the alleged violation first occurred.
  3. It shall contain a synopsis of the facts giving rise to the alleged violation.
  4. It shall cite the section(s) or subsection(s) of this contract alleged to have been violated.
  5. It shall specify the relief requested.

Any written grievance not substantially in accordance with the above requirements may be rejected.

- D. Procedure for adjudging of grievance:

At all grievance procedure meetings between the grievance chairperson and the administration, the grievant must be present. When the administration and the grievance chairperson mutually agree, the grievant will not be required to attend. Furthermore, both parties reserve the right to bring additional representation to all grievance procedure meetings.

1. A teacher believing himself/herself wronged by an alleged violation of the express provisions of this contract shall, within ten (10) work days of its first alleged occurrence, orally discuss the grievance with his/her building principal.
2.
  - a. Within five (5) work days of the oral discussion in D.1, if no resolution is obtained, the grievance shall be reduced to writing as specified above and presented to the building principal for a decision.
  - b. Within five (5) work days of receipt of the written grievance, the building principal shall have a meeting with the grievance chairperson. It is the principal's responsibility to consult with the chairperson to set a mutually acceptable time, place and date for the meeting.
  - c. Within five (5) work days after the meeting, the principal shall state his/her decision in writing and furnish a copy to the grievance chairperson and the superintendent of schools.
3.
  - a. Within five (5) work days after receiving the decision in D.2.c, the grievance chairperson may appeal in writing to the superintendent of schools.
  - b. Within five (5) work days of receipt of the written grievance, the superintendent shall have a meeting with the grievance chairperson. It is the superintendent's responsibility, to consult with the chairperson, to set a mutually acceptable time, place and date for the meeting.
  - c. Within five (5) work days after the meeting, the superintendent shall state his/her decision in writing and furnish a copy to the grievance chairperson.
4.
  - a. Within five (5) work days after receiving the decision in D.3.c, the grievance chairperson may appeal the decision in writing, through the superintendent, to the Board of Education. The Board of Education shall have a meeting with the chairperson at or before the next scheduled Board of Education meeting.
  - b. The Board of Education shall hear the grievance in dispute and shall render its decision in writing within fifteen (15) work days from the close of the meeting. The Board of Education's decision shall be submitted in writing and a copy furnished to the grievance chairperson.

#### E. Arbitration

An arbitral grievance not settled in D.4.b of the grievance procedure may be subject to arbitration provided notice of intent to arbitrate is given in writing by the Association within fifteen (15) calendar days from receipt by the Association of the answer in 4.b of the grievance procedure. Such notice of intent to arbitrate shall be given by the president of the Association to the Superintendent. Within fifteen (15) calendar days after written notice to arbitrate is given, a meeting shall be held to select an arbitrator. If the parties cannot agree upon an arbitrator at this meeting, a joint request for a panel of arbitrators shall be made to the American Arbitration Association. The arbitrator shall be selected in accordance with the

American Arbitration Association rules and the Uniform Arbitration Act (which shall control the arbitration).

Power of the arbitrator shall be subject to the following limitations:

1. He/she shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this agreement.
  2. He/she shall have no power to establish salary scales or change any salary.
  3. He/she shall have no power to decide any question that under this agreement is within the power of management to decide.
  4. He/she shall have no power to interpret State or Federal laws.
  5. Where no wage loss has been caused by the Board, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.
- F. Workday. For the purpose of this Article, a workday is a day when central office is in session.
- G. Any grievance not advanced to the next step by the Association within the time limit in that step, or if no time limit is specified, within four (4) working days, shall be deemed abandoned. Time limits may be extended by the Board and Association in writing, and then the new date shall prevail.
1. On written agreement between the Board and the Association, hearing upon a grievance may be commenced at any step, and any time limit within the grievance procedure may be extended by mutual agreement.
  2. An employee has the right to be represented at any step in the grievance procedure by a designee of the Association
  3. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship for any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. A grievance arising from an incident occurring prior to the expiration of the agreement may be processed through the grievance procedure until resolved.
- H. The fees and expenses of the arbitrator will be paid one-hundred percent (100%) by the non-prevailing party.
- I. The decision of the arbitrator shall be final and binding upon the employees, district and Association. Subject to the right of the Board or the Association to judicial review, any lawful decision of the arbitrator shall forthwith be placed into effect.

**ARTICLE 10  
MISCELLANEOUS PROVISIONS**

- A. Teachers will be provided with contact information to report absences from work. Reporting absences and the reason for the absence will be done before 6:30 a.m., or as soon as they become aware they will be absent.
- B. The Association and/or its members shall not engage in nor encourage concerted action of any type against the school district that would be in violation of this contract or in violation of the laws or statutes of the State of Michigan.
- C. The Board of Education and the Reed City Education Association agree that the specific terms of this agreement shall prevail if and when they are in conflict with any provision(s) of the individual teacher contracts or the Board of Education's or administration's policies and procedures.
- D. Copies of this agreement shall be printed at the expense of the Board of Education and said copies, separate from the Administrative Bulletin, shall be presented to all teachers now employed and hereafter employed by the Board.
- E. Effective beginning with the 2005-06 school year, Alternative Education program instructors will be included under the provisions of the Master Agreement with full rights contained herein. Seniority date shall be deemed the date of hire.
- F. Effective beginning with the 2006-07 school year, the Michigan School Readiness Program certified instructor will be included under the provisions of the Master Agreement with full rights contained herein. Seniority date shall be deemed August 22, 2005, the first day of school for the 2005-06 school year.
- G. Any union member, at his/her request, may have building representation during any meetings as he/she feels is needed.
- H. Teachers are expected to dress in a manner consistent with their professional responsibilities and that communicates to students a pride in personal appearance.
- I. In the event that any revenue for the school district is conditioned upon compliance with 2012 PA 349 and any penalty is assessed as a result of the district entering into this agreement or the State of Michigan, as a condition to approving any deficit elimination plan proposed by the district requires revisions or modifications of this agreement, then this agreement shall be amended in a manner that is narrowly-tailored to achieve the goal(s) of maximizing the district's receipt of all otherwise available revenues (whether such revenues be structured as "best practice" funds, penalties, reduced foundation allowance, etc.) avoiding such penalty (or penalties), and/or securing such approval.
- J. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to exercise powers as provided in the Local Financial Stability and Choice Act, Public Act 436 of 2012, as well as to reject, modify, or terminate the collective bargaining agreement as provided in the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575.

## ARTICLE 11 RECOGNITION

- A. The Board hereby recognizes the association as the exclusive bargaining representative, as defined in Section II of Act 379, Public Acts of 1965, for all certified personnel under contract, including personnel on tenure or probation, employed by the Board (whether or not assigned to a public school building), but excluding the superintendent, business manager, principals, assistant principals, dean of students and all other administrators, community education personnel, substitute teachers, maintenance supervisor, transportation supervisor, food service supervisor and all support employees. The term "teacher" when used hereinafter in this agreement shall refer to all employees represented by the association in the bargaining or negotiation unit as above defined.
  
- B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this agreement. Nothing contained herein shall be construed to prevent an individual teacher from presenting a grievance to the Board and having the grievance adjusted without intervention of the Association if the adjustment is consistent with the terms of this agreement, provided that the Association has been given opportunity to be represented at such adjustment.

By October 1 of each year, the Association will provide the Board of Education with a list of officers, the grievance chairperson and the names of building representatives.

## NEGOTIATIONS PROCEDURE

- A. The representatives of the Reed City Education Association and the representatives of the Board of Education agree to meet as often as is deemed necessary during the term of the contract to discuss items of mutual concern relating to this contract. When requested by either party, items for a given meeting shall be limited to an agenda proposed in advance.
  
- B. At least sixty (60) days prior to the expiration of this agreement, the two parties will begin negotiations for a new agreement covering wages, hours, terms and conditions of employment of teachers employed by the Board.
  
- C. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each may select its representatives from within or outside the school district. It is recognized that no final agreement between 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.
  - 1. Negotiation meetings will be held at a mutually satisfactory time and place.
  - 2. Meetings shall be private and shall not be open to the public or news media.
  - 3. Each party shall have a chairperson present for each meeting.
  - 4. Each party shall keep its own minutes of the negotiations proceedings unless otherwise mutually agreed-upon for one person to keep the minutes.

5. All agreements are tentative until final agreement is reached on the complete contract. Tentative agreements shall be duplicated, dated and initialed by the chairperson of each party.
6. Either party may caucus at any time.
7. The date and time of the next meeting should be set before the close of the preceding meeting, unless otherwise mutually agreed by the parties.

#### **ENTIRE AGREEMENT CLAUSE**

- A. This agreement supersedes and cancels all previous agreements between the Board and the Association and constitutes the entire agreement between the parties. Any supplemental amendment or agreement hereafter shall only be binding if the agreement is in writing and signed by official representatives of both parties.
- B. This agreement shall supersede any rules, regulations or practices of the Board that shall be contrary to or inconsistent with its terms.
- 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 not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

#### **DURATION OF AGREEMENT**

**THIS AGREEMENT** shall become effective upon ratification by both parties. This agreement shall be in effect through June 30, 2021.



THIS AGREEMENT shall not be extended orally and it is expressly understood that it shall expire on the date indicated, unless extended in writing by other parties hereto.

REED CITY EDUCATION ASSOCIATION

By: B. Kichak  
Betty Kichak, President

And: Sandra L. Forgue  
Sandra Forgue, Secretary

BOARD OF EDUCATION REED CITY AREA PUBLIC SCHOOLS

By: Jesse Kailing  
Jesse Kailing, President

And: Tricia Wirth  
Tricia Wirth, Secretary

Also signed by the members of the negotiation teams:

BOARD OF EDUCATION:

Myra Munroe  
Myra Munroe Ed.D., Superintendent

Jackie Gray  
Jackie Gray, Business Manager

REED CITY EDUCATION ASSOCIATION:

Brad Smith  
Brad Smith, Chief Negotiator

Will Jacobs  
Will Jacobs

Katrina Wray  
Katrina Wray

**SCHEDULE A**  
**2018-2019 Salary Schedule**

| <b>STEP</b> | <b>BA</b> | <b>MA</b> | <b>MA20</b> | <b>EDS</b> |
|-------------|-----------|-----------|-------------|------------|
| 1           | \$35,959  | \$38,737  | \$39,756    | \$41,003   |
| 2           | \$37,707  | \$40,624  | \$41,694    | \$43,004   |
| 3           | \$39,470  | \$42,527  | \$43,647    | \$45,021   |
| 4           | \$41,279  | \$44,479  | \$45,652    | \$47,090   |
| 5           | \$43,132  | \$46,480  | \$47,706    | \$49,211   |
| 6           | \$45,029  | \$48,527  | \$49,808    | \$51,381   |
| 7           | \$46,967  | \$50,619  | \$51,956    | \$53,598   |
| 8           | \$48,990  | \$52,803  | \$54,199    | \$55,913   |
| 9           | \$51,006  | \$54,979  | \$56,434    | \$58,219   |
| 10          | \$53,007  | \$57,139  | \$58,652    | \$60,509   |
| 11          | \$55,087  | \$59,385  | \$60,959    | \$62,890   |
| 12          | \$57,251  | \$61,721  | \$63,357    | \$65,365   |
| 13          | \$58,578  | \$62,936  | \$64,605    | \$66,653   |
| 14          | \$59,237  | \$63,865  | \$65,559    | \$67,638   |
| 15          | \$60,547  | \$65,280  | \$67,011    | \$69,138   |
| 16          | \$60,815  | \$65,569  | \$67,308    | \$69,445   |
| 17          | \$61,085  | \$65,860  | \$67,606    | \$69,753   |
| 18          | \$61,337  | \$66,133  | \$67,886    | \$70,041   |
| 19          | \$61,591  | \$66,406  | \$68,167    | \$70,331   |
| 20          | \$63,106  | \$68,042  | \$69,847    | \$72,065   |
| 21          | \$63,386  | \$68,344  | \$70,157    | \$72,385   |
| 22          | \$63,647  | \$68,626  | \$70,448    | \$72,685   |
| 23          | \$63,898  | \$68,897  | \$70,725    | \$72,971   |
| 24          | \$64,149  | \$69,169  | \$71,004    | \$73,259   |
| 25          | \$64,654  | \$69,714  | \$71,565    | \$73,837   |

Teachers shall receive one step if eligible and a 1% raise to the salary schedule.

If, in the opinion of the administration and the Board of Education, a teacher having thirty (30) graduate semester hours or other preapproved hours (as approved by the superintendent of schools or his/her designee) beyond the Bachelor's Degree has taken subjects directly related to his/her teaching field, he/she may be considered to have a Master's equivalent and thereby be compensated at the same as the holder of a Master's Degree.

A teacher, who possesses a Master's Degree, having completed thirty (30) semester hours beyond the Master's Degree, consisting entirely of subjects directly related to his/her teaching field, may be considered to have an Educational Specialist's equivalent and thereby be compensated at the same rate as the holder of an Educational Specialist's Degree.

Documentation of any change in pay status (due to change in Degree or Certification) must be forwarded to the district payroll department by September 1 of the current school year for spring and summer classes and by January 1 for all fall classes. Failure to provide the appropriate documentation by the due date will result in the forfeiture of the increase for that semester. An exception will be made for an employee who can document that he/she is currently enrolled in a class and completion of said class will result in fulfillment of the above-stated requirement.

### 2019-2020 Salary Schedule

| STEP | BA       | MA       | MA20     | EDS      |
|------|----------|----------|----------|----------|
| 1    | \$36,319 | \$39,124 | \$40,154 | \$41,413 |
| 2    | \$38,084 | \$41,030 | \$42,111 | \$43,434 |
| 3    | \$39,865 | \$42,952 | \$44,083 | \$45,471 |
| 4    | \$41,692 | \$44,924 | \$46,109 | \$47,561 |
| 5    | \$43,563 | \$46,945 | \$48,183 | \$49,703 |
| 6    | \$45,479 | \$49,012 | \$50,306 | \$51,895 |
| 7    | \$47,437 | \$51,125 | \$52,476 | \$54,134 |
| 8    | \$49,480 | \$53,331 | \$54,741 | \$56,472 |
| 9    | \$51,516 | \$55,529 | \$56,998 | \$58,801 |
| 10   | \$53,537 | \$57,710 | \$59,239 | \$61,114 |
| 11   | \$55,638 | \$59,979 | \$61,569 | \$63,519 |
| 12   | \$62,338 | \$63,991 | \$66,019 | \$66,019 |
| 13   | \$59,164 | \$63,565 | \$65,251 | \$67,320 |
| 14   | \$59,829 | \$64,504 | \$66,215 | \$68,314 |
| 15   | \$61,152 | \$65,933 | \$67,681 | \$69,829 |
| 16   | \$61,423 | \$66,225 | \$67,981 | \$70,139 |
| 17   | \$61,696 | \$66,519 | \$68,282 | \$70,451 |
| 18   | \$61,950 | \$66,794 | \$68,565 | \$70,741 |
| 19   | \$62,207 | \$67,070 | \$68,849 | \$71,034 |
| 20   | \$63,737 | \$68,722 | \$70,545 | \$72,786 |
| 21   | \$64,020 | \$69,027 | \$70,859 | \$73,109 |
| 22   | \$64,283 | \$69,312 | \$71,152 | \$73,412 |
| 23   | \$64,537 | \$69,586 | \$71,432 | \$73,701 |
| 24   | \$64,790 | \$69,861 | \$71,714 | \$73,992 |
| 25   | \$65,301 | \$70,411 | \$72,281 | \$74,575 |

Teachers shall receive one step if eligible and a 1% raise to the salary schedule.

If, in the opinion of the administration and the Board of Education, a teacher having thirty (30) graduate semester hours or other preapproved hours (as approved by the superintendent of schools or his/her designee) beyond the Bachelor's Degree has taken subjects directly related to his/her teaching field, he/she may be considered to have a Master's equivalent and thereby be compensated at the same as the holder of a Master's Degree.

A teacher, who possesses a Master's Degree, having completed thirty (30) semester hours beyond the Master's Degree, consisting entirely of subjects directly related to his/her teaching field, may be considered to have an Educational Specialist's equivalent and thereby be compensated at the same rate as the holder of an Educational Specialist's Degree.

Documentation of any change in pay status (due to change in Degree or Certification) must be forwarded to the district payroll department by September 1 of the current school year for spring and summer classes and by January 1 for all fall classes. Failure to provide the appropriate documentation by the due date will result in the forfeiture of the increase for that semester. An exception will be made for an employee who can document that he/she is currently enrolled in a class and completion of said class will result in fulfillment of the above-stated requirement.

### 2020-2021 Salary Schedule

| STEP | BA       | MA       | MA20     | EDS      |
|------|----------|----------|----------|----------|
| 1    | \$36,682 | \$39,515 | \$40,556 | \$41,827 |
| 2    | \$38,465 | \$41,440 | \$42,532 | \$43,868 |
| 3    | \$40,264 | \$43,382 | \$44,524 | \$45,926 |
| 4    | \$42,109 | \$45,373 | \$46,570 | \$48,037 |
| 5    | \$43,999 | \$47,414 | \$48,665 | \$50,200 |
| 6    | \$45,934 | \$49,502 | \$50,809 | \$52,414 |
| 7    | \$47,911 | \$51,636 | \$53,001 | \$54,675 |
| 8    | \$49,975 | \$53,864 | \$55,288 | \$57,037 |
| 9    | \$52,031 | \$56,084 | \$57,568 | \$59,389 |
| 10   | \$54,072 | \$58,287 | \$59,831 | \$61,725 |
| 11   | \$56,194 | \$60,579 | \$62,185 | \$64,154 |
| 12   | \$58,402 | \$62,961 | \$64,631 | \$66,679 |
| 13   | \$59,756 | \$64,201 | \$65,904 | \$67,993 |
| 14   | \$60,427 | \$65,149 | \$66,877 | \$68,997 |
| 15   | \$61,764 | \$66,592 | \$68,358 | \$70,527 |
| 16   | \$62,037 | \$66,887 | \$68,661 | \$70,840 |
| 17   | \$62,313 | \$67,184 | \$68,965 | \$71,156 |
| 18   | \$62,570 | \$67,462 | \$69,251 | \$71,448 |
| 19   | \$62,829 | \$67,741 | \$69,537 | \$71,744 |
| 20   | \$64,374 | \$69,409 | \$71,250 | \$73,514 |
| 21   | \$64,660 | \$69,717 | \$71,568 | \$73,840 |
| 22   | \$64,926 | \$70,005 | \$71,864 | \$74,146 |
| 23   | \$65,182 | \$70,282 | \$72,146 | \$74,438 |
| 24   | \$65,438 | \$70,560 | \$72,431 | \$74,732 |
| 25   | \$65,954 | \$71,115 | \$73,004 | \$75,321 |

Teachers shall receive one step if eligible and a 1% raise to the salary schedule.

If, in the opinion of the administration and the Board of Education, a teacher having thirty (30) graduate semester hours or other preapproved hours (as approved by the superintendent of schools or his/her designee) beyond the Bachelor's Degree has taken subjects directly related to his/her teaching field, he/she may be considered to have a Master's equivalent and thereby be compensated at the same as the holder of a Master's Degree.

A teacher, who possesses a Master's Degree, having completed thirty (30) semester hours beyond the Master's Degree, consisting entirely of subjects directly related to his/her teaching field, may be considered to have an Educational Specialist's equivalent and thereby be compensated at the same rate as the holder of an Educational Specialist's Degree.

Documentation of any change in pay status (due to change in Degree or Certification) must be forwarded to the district payroll department by September 1 of the current school year for spring and summer classes and by January 1 for all fall classes. Failure to provide the appropriate documentation by the due date will result in the forfeiture of the increase for that semester. An exception will be made for an employee who can document that he/she is currently enrolled in a class and completion of said class will result in fulfillment of the above-stated requirement.

## Salary Index

An index system was not used to calculate the salary schedules in this contract. The index and salary schedule found below may be used in future contracts.

2017-2018

| Step | BA        |       | MA        |       | MA20      |       | EDS       |       |
|------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|
| 1    | 1.0000000 | 35603 | 1.0000000 | 38353 | 1.0000000 | 39362 | 1.0000000 | 40597 |
| 2    | 1.0486195 | 37334 | 1.0487315 | 40222 | 1.0487526 | 41281 | 1.0487967 | 42578 |
| 3    | 1.0467402 | 39079 | 1.0468400 | 42106 | 1.0468496 | 43215 | 1.0469022 | 44575 |
| 4    | 1.0458302 | 40870 | 1.0459079 | 44039 | 1.0459331 | 45200 | 1.0459675 | 46624 |
| 5    | 1.0448985 | 42705 | 1.0449829 | 46020 | 1.0450000 | 47234 | 1.0450412 | 48724 |
| 6    | 1.0439761 | 44583 | 1.0440461 | 48047 | 1.0440572 | 49315 | 1.0440851 | 50872 |
| 7    | 1.0430433 | 46502 | 1.0431036 | 50118 | 1.0431309 | 51442 | 1.0431475 | 53067 |
| 8    | 1.0430734 | 48505 | 1.0431382 | 52280 | 1.0431554 | 53662 | 1.0431907 | 55359 |
| 9    | 1.0411504 | 50501 | 1.0412204 | 54435 | 1.0412396 | 55875 | 1.0412580 | 57643 |
| 10   | 1.0392269 | 52482 | 1.0392762 | 56573 | 1.0393020 | 58071 | 1.0393283 | 59910 |
| 11   | 1.0392516 | 54542 | 1.0393120 | 58797 | 1.0393312 | 60355 | 1.0393423 | 62267 |
| 12   | 1.0392725 | 56684 | 1.0393387 | 61110 | 1.0393505 | 62730 | 1.0393627 | 64718 |
| 13   | 1.0231811 | 57998 | 1.0196858 | 62313 | 1.0196875 | 63965 | 1.0197009 | 65993 |
| 14   | 1.0112418 | 58650 | 1.0147642 | 63233 | 1.0147737 | 64910 | 1.0147743 | 66968 |
| 15   | 1.0221313 | 59948 | 1.0221562 | 64634 | 1.0221538 | 66348 | 1.0221748 | 68453 |
| 16   | 1.0044205 | 60213 | 1.0044249 | 64920 | 1.0044312 | 66642 | 1.0044410 | 68757 |
| 17   | 1.0044343 | 60480 | 1.0044362 | 65208 | 1.0044266 | 66937 | 1.0044359 | 69062 |
| 18   | 1.0041336 | 60730 | 1.0041406 | 65478 | 1.0041382 | 67214 | 1.0041412 | 69348 |
| 19   | 1.0041330 | 60981 | 1.0041388 | 65749 | 1.0041360 | 67492 | 1.0041385 | 69635 |
| 20   | 1.0245978 | 62481 | 1.0246239 | 67368 | 1.0246400 | 69155 | 1.0246428 | 71351 |
| 21   | 1.0044333 | 62758 | 1.0044383 | 67667 | 1.0044393 | 69462 | 1.0044428 | 71668 |
| 22   | 1.0041270 | 63017 | 1.0041379 | 67947 | 1.0041462 | 69750 | 1.0041441 | 71965 |
| 23   | 1.0039354 | 63265 | 1.0039443 | 68215 | 1.0039427 | 70025 | 1.0039464 | 72249 |
| 24   | 1.0039358 | 63514 | 1.0039434 | 68484 | 1.0039414 | 70301 | 1.0039447 | 72534 |
| 25   | 1.0078723 | 64014 | 1.0078851 | 69024 | 1.0078946 | 70856 | 1.0078860 | 73106 |

## SCHEDULE B

### Fringe Benefit Schedule

A. To the extent allowable by law or regulation, upon proper application and acceptance for enrollment by the appropriate insurance underwriter, and/or carrier, the Board shall make payments toward medical benefit plan coverage costs for all eligible Teachers (those not taking cash-in-lieu who otherwise meet the requirements listed in this Article), and their eligible dependents toward the chosen insurance plan(s) (the "Plan(s)"), in a combined monthly amount for the 2018-2019 school year equal to:

Single - \$546 per month  
2 Person - \$1,143 per month  
Full Family - \$1,490 per month

(The payments shall hereinafter be referred to as the "Board Contribution"). The Board Contribution for 2019-2020 and 2020-2021 shall be adjusted by the percent increase/decrease of the medical portion of the CPI as published by the Department of Treasury in accordance with Public Act 152 of 2011 (as amended).

The Board Contribution shall first apply toward the health insurance premium (including any taxes and fees) of the applicable Plan(s). Any remaining Board Contribution shall be paid toward the eligible Teacher's Health Savings Account or Health Reimbursement Account (whichever is applicable) in monthly installments in accordance with the requirements of the IRS Code. The Board shall pay One Hundred Percent (100%) of the Other than Health Benefits (Vision, Dental, Life, LTD; collectively "OHB").

For the 2018-2021 school years, the Plan(s) shall be:

Pak A Medical: MESSA Choices \$500/\$1000  
Coinsurance: N/A  
IN Copay (OV/UC/ER): \$20/\$25/\$50  
Rx Coverage: Saver Rx  
Riders Included: None  
Dental & Vision  
Pak B Dental & Vision  
Pak C Medical: MESSA ABC Plan 1 \$1350/\$2700  
Coinsurance: N/A  
IN Copay (OV/UC/ER): N/A  
Rx Coverage: ABC Rx  
Riders Included: None  
Dental & Vision  
Pak D Medical: MESSA Choices \$1000/\$2000  
Coinsurance: N/A  
IN Copay (OV/UC/ER): \$20/\$25/\$50  
Rx Coverage: Saver Rx  
Riders Included: None  
Dental & Vision  
Pak E Medical: MESSA ABC Plan 1 \$1350/\$2700  
Coinsurance: 10%  
IN Copay (OV/UC/ER): N/A  
Rx Coverage: ABC Rx  
Riders Included: None

## Dental & Vision

The Plan(s) shall conform to all requirements of the Patient Protection and Affordable Care Act (PPACA or its replacement Act), IRS Code, and Public Act 152 of 2011 (PA 152); including any requirements necessary to avoid penalties, taxes, or other liabilities for the Board; the Board is specifically authorized to make any adjustments to this Article necessary to fully comply with the PPACA (or its replacement Act), IRS Code, and PA 152, including to avoid any penalties, taxes, or other liabilities chargeable to the Board.

B. Any necessary amounts beyond the Board Contribution, as specified above, which are required to maintain the selected Plan(s) or any associated benefits are the responsibility of the Teacher and shall be payroll deducted or, when payroll does not cover the deduction, paid directly by the individual Teacher. To the extent allowable by law or regulation, the Teacher may sign an agreement authorizing that any such amounts be payroll deducted through the Board's Section 125 Plan. If making direct payment, the Teacher shall present payment directly on the 1<sup>st</sup> of each month prior to the date at which the payment becomes due. Failure of a Teacher to pay their portion of the costs shall alleviate the Board of any duty to pay the Board Contribution. The Board shall have the right to make deduction of any amounts due from the Teacher's wages and shall be held harmless from any liability arising from the deduction.

C. Teachers who have access to another Teacher's Board funded insurance shall not be eligible for separate Board provided health insurance. Exceptions shall be made for Teachers who are less than 26 years of age and who are covered by a parent's Board funded insurance but have dependents of their own. Those individuals may take separate Board funded insurance. During open enrollment, Teachers electing health care coverage will sign a statement that they are complying with this paragraph.

D. Unless otherwise noted within this Agreement, or as required by law or regulation, Teachers on unpaid leave status or who have exhausted leave allowed under this Agreement are financially responsible for the Board Contributions for those days.

E. Teachers who are eligible for Board paid insurance contributions may make a written waiver of that coverage and instead elect to receive OHB and cash-in-lieu of health benefits in accordance with the District's Section 125 Plan in the amount of Five Hundred Dollars (\$500) per month, less applicable taxes. All Teachers as a condition to receiving cash-in-lieu must first provide documentation that they otherwise receive health insurance that meets the value and coverage requirements of the Patient Protection and Affordable Care Act (or its replacement Act).

F. Teachers are hereby advised that they may have a right pursuant to Section 4438 of the Insurance Code of 1956, MCL 500.4438, to convert their life insurance policy, and that the Teacher must make application to the life insurance carrier within 31 days of any termination of their employment status.

G. To the extent permitted by law or regulation, and/or insurer's policies, Board-paid insurance premium contributions shall continue as long as the Teacher is in a pay status, but terminate at the end of the month during which the Teacher ceases to be in a pay status. Teachers may continue the coverage at their own expense to the extent permitted by law or regulation.

H. The Board shall not be required to remit premiums for any insurance coverages on behalf of a Teacher if enrollment or coverage is denied by the insurance underwriter, carrier, policyholder or third-party administrator.

I. The terms of any insurance contract or policy issued by an insurance underwriter, carrier, policyholder or third-party administrator shall be controlling as to all matters concerning benefits,

eligibility, coverage, termination of coverage, and other related matters. The Teacher is responsible for assuring completion of all forms and documents required for his/her participation in the above-described insurance programs. Failure to complete the forms shall alleviate the Board of any requirements to fund insurance on behalf of that individual. The Board, by payment of its share of the insurance premium payments indicated above, shall be relieved from any and all liability with respect to insurance benefits. Such matters shall be excluded from the scope of the grievance procedure, except the Board's failure to remit contractual premium amounts required of it (unless the failure to remit contractual premium amounts is pursuant to Public Act 54 of 2011 or the requirements of this Article).

J. Changes in family status shall be reported by the Teacher to the Board within thirty (30) days of such change. The Teacher shall be responsible for any overpayment of premium made by the Board on his/her behalf for failure to comply with this paragraph, and the Board is specifically authorized to deduct any such amounts from future wages.

K. Unless otherwise delineated by law or regulation or the terms of the policy then in effect, eligible Teachers shall receive insurance as of the 1<sup>st</sup> day of the 1<sup>st</sup> full month following their employment. Those Teachers opting to take cash-in-lieu shall not be eligible for Board paid health insurance contributions but must participate in all other insurance products chosen by the Association if full unit participation is required by the insurance carrier. A Teacher shall be eligible for Board paid insurance contributions or cash-in-lieu up to the maximum amounts allowed in this Article if the Teacher is employed on a full-time basis as defined by the PPACA or its replacement Act (currently, working an average of thirty [30] hours or more per week in the District).



## SCHEDULE C

All extra-curricular assignments are non-tenure positions. The listing herein of extra-curricular activities and their compensation rates does not mandate the existence of the activity or the employment of a supervisor for same. Any person assigned to one of the following extra-curricular activities shall be compensated at the following rate. The following percentages are based on the BA Schedule along with the experience of the person in the position. Top shall not exceed the 11<sup>th</sup> Step (or ten years of experience) of the BA Schedule.

### SCHEDULE C EXTRA-CURRICULAR ATHLETIC:

| Position              | Percentage | Position              | Percentage |
|-----------------------|------------|-----------------------|------------|
| Baseball              |            | Golf                  | 8%         |
| Varsity               | 10%        | JV                    | 4%         |
| Junior Varsity        | 7%         | Soccer – Boys         |            |
| Basketball – Boys     |            | Varsity               | 10%        |
| Varsity               | 12%        | JV                    | 7%         |
| JV                    | 8%         | Soccer – Girls        |            |
| Freshman              | 8%         | Varsity               | 10%        |
| 8 <sup>th</sup> grade | 7%         | JV                    | 7%         |
| 7 <sup>th</sup> grade | 7%         | Softball              |            |
| Basketball – Girls    |            | Varsity               | 10%        |
| Varsity               | 12%        | JV                    | 7%         |
| JV                    | 8%         | HS Track / COED       |            |
| Freshman              | 8%         | Head                  | 10%        |
| 8 <sup>th</sup> grade | 7%         | Assistants (3)        | 7% each    |
| 7 <sup>th</sup> grade | 7%         |                       |            |
| Cheerleading          |            |                       |            |
| Varsity Basketball    | 8%         |                       |            |
| JV Basketball         | 4%         | MS Track / COED       |            |
| Freshman Basketball   | 4%         | Head                  | 6%         |
| MS Basketball         | 3%         | Assistant             | 3%         |
| Varsity Football      | 6%         | Volleyball            |            |
| JV Football           | 3%         | Varsity               | 12%        |
| Freshman Football     | 3%         | JV                    | 8%         |
| Cross Country         |            | Freshman              | 6%         |
| Varsity               | 8%         | 7 <sup>th</sup> Grade | 5%         |
| Middle School         | 4%         | 8 <sup>th</sup> Grade | 5%         |
| Football              |            | Wrestling             |            |
| Varsity               | 12%        | Varsity               | 12%        |
| Assistant Varsity (2) | 8% each    | Assistant             | 8%         |
| JV                    | 8%         | Middle School         | 5%         |
| Assistant JV          | 7%         |                       |            |
| Freshman              | 8%         |                       |            |
| Assistant Freshman    | 7%         |                       |            |

The varsity coach in coordination with the AD may choose to redistribute the total combined percentage for a sport, to pay assistants and level coaches at different rates than listed in the contract. They may use the redistribution method to hire more or less than the listed number of coaches as stated in Schedule D – Extra Curricular Athletic. The head coach may not use redistribution to increase his or her percentage. However, he may lower his percentage to supplement percentages of other coaches in his/her program. All new positions must have written responsibilities that are developed with the coordination with the AD and approval by the superintendent. For example: the varsity basketball coach may use the total listed percentage for all assistants and level coaches (30% as per the 2004 contract) to hire as many coaches at a level as he or she feels the program needs. As per the 2004 contract, the 7<sup>th</sup> grade basketball coach receives 7%. The varsity coach may want to hire two coaches at that level and pay them 3.5% each.

**SCHEDULE C EXTRA-CURRICULAR NON-ATHLETIC:**

| Position  | Percentage | Position                                 | Percentage |
|---|------------|--|------------|
| <b>High School:</b>                                 |            | <b>Middle School:</b>                    |            |
| 12 <sup>th</sup> Gr Sponsor                         | 4%         | Student Council                          | 4%         |
| 11 <sup>th</sup> Gr Sponsor                         | 4%         | Middle School Band                       | 2%         |
| 10 <sup>th</sup> Gr Sponsor                         | 3%         | Ski Club                                 | 1%         |
| 9 <sup>th</sup> Gr Sponsor                          | 2%         | Drama                                    | 1%         |
| Youth in Government                                 | 2%         | Yearbook                                 | 2%         |
| Student Council                                     | 5%         | Newspaper                                | 1%         |
| High School Band*                                   | 13%        | STAND                                    | 1%         |
| HS Vocal Music                                      | 1%         | Natl Jr Honor Society                    | 2%         |
| Musical-Drama Director                              | 5%         | MS Vocal Music                           | 1%         |
| Musical-Music Director                              | 3%         | 6 <sup>th</sup> Hour Detention           | \$18.00    |
| Drama-Play  | 6%         | Art Club                                 | 2%         |
| Recycle Advisor                                     | 1%         | Robotics                                 | 2%         |
| Ski Club  | 1%         | <b>Elementary School:</b>                |            |
| Dance   | 2%         | Vocal Music                              | 2%         |
| Publications / Yearbook<br>(Not offered as a class) | 15%        | Safety Patrol Coord.                     | 2%         |
| Natl Honor Society                                  | 5%         | Grade Level Chairs:<br>K-5 & Special Ed. | \$500      |
| Quiz Bowl – Varsity                                 | 4%         | Art Club                                 | 2%         |
| Poetry Club   | 1%         | Robotics                                 | 2%         |
| Debate  | 2%         |  |            |
| Forensics   | 2%         |  |            |
| Art Club  | 2%         |  |            |
| 5 <sup>th</sup> Hour Detention                      | \$18.00    | Bus Duty AM                              | \$700      |
| Bio Dome  | 1%         | Bus Duty PM                              | \$525      |
| Robotics  | 4%         |  |            |
| Noon Hour Coordinator                               | \$18.00    |  |            |
|   |            |  |            |

Non-athletic Schedule D positions will be offered to RCEA bargaining unit members only. If no RCEA bargaining unit members apply, positions may be offered to any other qualified applicant.

\* High School Band: Jazz Band is to be included as High School Band responsibilities and aforementioned percentage is conditioned upon participation by high school band in the following local parades: Evergreen Festival (Thanksgiving) and Memorial Day.

## **ADDITIONAL SCHEDULE C INFORMATION:**

### **SUMMER SCHOOL**

Program offerings will be divided into three categories for the purpose of determining rates of compensation:

1. **Summer Recreation Programs:** Programs offered through Community Education will have pay rates based on enrollment and fees (revenue) of the program. Pay is determined by Community Education. These programs will be nonacademic in nature.
2. **Norman Elementary Summer School Academic Programs:** Any program offered at Norman Elementary in the core academic areas of Math, Science, Language Arts, or Social Studies will be paid at a rate of \$22.50 per instruction hour. Nonacademic offerings will be paid at a rate determined by enrollment and fees (revenue) of the program.
3. **Reed City High School Summer School Programs:** The classes that are offered for credit and attendance required will be paid based on the hourly equivalent from the BA or MA base, as applicable.

### **REED CITY VIRTUAL SCHOOL/ONLINE LEARNING**

#### **Virtual School Supervisor** (Maximum 30 Students)

(Virtual School Students are not enrolled as regular students who physically attend school.)

- 1-7 Students Enrolled: Monitor open lab for .5 hours per day Monday-Thursday (2 hours per week).
- 8-15 Students Enrolled: Monitor open lab for 1 hour per day Monday-Thursday (4 hours per week)
- 16-24 Students Enrolled: Monitor open lab for 1.5 hours per day Monday-Thursday (6 hours per week)
- 25-30 Students Enrolled: Monitor open lab for 2 hours per day Monday-Thursday (8 hours per week)
- Pay \$32.00/hour
- Must document a minimum of 20 minutes of contact time per week/per student

#### **Virtual School Mentor**

(For Virtual School students above the Virtual Supervisor's 30 student limit)

- Mentor pay is \$170 per semester/per student. Pay is dependent upon meeting FTE Requirements.
- Mentor makes contacts and fills out appropriate paperwork
- Mentor must document at least 20 minutes of contact time per week/per student
- No need to stay after school, Virtual Supervisor will supervise
- May do this work during conference period during the school day, after school, or at home
- Maximum of 10 students per mentor
- Must attend training

#### **21-F Mentor**

(For students enrolled in RCAPS who are taking one or two classes online)

- Compensation; Same as Virtual School Mentor (above)