

**COLLECTIVE
BARGAINING
AGREEMENT**

**2020-
2021**

**between the
Bath Education Association
and the
Bath Board of Education**

TABLE OF CONTENTS

COLLECTIVE BARGAINING AGREEMENT ERROR! BOOKMARK NOT DEFINED.

ARTICLE 1: PURPOSE AND RECOGNITION **3**

 A. PURPOSE 3

 B. RECOGNITION 3

 C. LIMITATIONS 3

ARTICLE 2: EMPLOYER RIGHTS & RESPONSIBILITIES **4**

 A. EMPLOYER RIGHTS 4

 B. EMPLOYER RESPONSIBILITIES 4

ARTICLE 3: ASSOCIATION RIGHTS AND RESPONSIBILITIES **4**

 A. ASSOCIATION RIGHTS 4

 1. *Meeting Facilities* 4

 2. *Employee Communications* 4

ARTICLE 5: GRIEVANCE PROCEDURE **7**

ARTICLE 6: STUDENT DISCIPLINE AND TEACHER PROTECTION..... **10**

ARTICLE 7: VACANCIES, PROMOTIONS AND TRANSFERS **11**

ARTICLE 8: TEACHING HOURS **12**

E. MILITARY LEAVES OF ABSENCE SHALL BE GRANTED TO ANY EMPLOYEE WHO SHALL BE INDUCTED OR SHALL ENLIST FOR MILITARY DUTY IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. **20**

 UPON REQUEST THE EMPLOYEE SHALL HAVE THE RESPONSIBILITY OF VERIFYING HIS/HER ELIGIBILITY FOR LEAVE AND ANY BENEFITS DUE.

 22

ARTICLE 14: PROFESSIONAL COMPENSATION **23**

ARTICLE 15: SEVERANCE PAY **24**

AN EMPLOYEE, WHO VOLUNTARILY NOTIFIES THE DISTRICT OF THEIR INTENT TO RETIRE BY MARCH 20TH, PROVIDED THEY HAVE BEEN IN THE EMPLOY OF THE EMPLOYER FOR TEN (10) OR MORE SCHOOL YEARS, SHALL CHOOSE ONE OF THE FOLLOWING SEVERANCE OPTIONS AVAILABLE: **24**

OPTION B: A MAXIMUM PAYOUT SHALL NOT EXCEED SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500) IF NOTIFIED OF RETIREMENT AFTER MARCH 20TH **24**

ARTICLE 16: STAFFING..... **25**

AN EMPLOYEE WHO IS LAID OFF AND RECEIVED UNEMPLOYMENT BENEFITS PURSUANT TO STATE OR FEDERAL LAW AND WHO IS SUBSEQUENTLY RECALLED BY THE EMPLOYER SHALL REIMBURSE THE EMPLOYER FOR THAT PORTION OF THE BENEFITS RECEIVED BY THE EMPLOYEE WHICH ARE CHARGEABLE TO AND PAID **26**

BY THE EMPLOYER, PROVIDED, HOWEVER, THAT NO REIMBURSEMENT SHALL BE REQUIRED IF THE SUM OF SUCH BENEFITS AND COMPENSATION EARNED BY THE TEACHER DURING THE TWELVE (12) MONTH PERIOD FROM AND AFTER THE EFFECTIVE DATE OF LAYOFF DOES NOT EXCEED THE COMPENSATION THE EMPLOYEE WOULD HAVE EARNED HAD HE/SHE BEEN REGULARLY EMPLOYED BY THE EMPLOYER DURING THE SAME PERIOD. THIS REIMBURSEMENT WILL BE MADE TO THE BOARD ON OR BEFORE NOVEMBER FIRST (1ST)...... **26**

ARTICLE 18: MASTER TEACHER PROGRAM **30**

ARTICLE 19: EFFECTIVE DATE AND TERMINATION **31**

APPENDIX A: CLASS REIMBURSEMENT REQUEST FORM..... **40**

SCHOOL CALENDAR: 2020-2021 **43**

COLLECTIVE BARGAINING AGREEMENT

This Agreement is entered into by and between the Bath Community Schools Board of Education and the Ingham-Clinton Education Association (ICEA/MEA/NEA).

The ICEA hereby designates the Bath Education Association as its local agent for purposes of contract administration. It is expressly recognized that the rights negotiated in this Agreement shall only accrue to those teachers employed by the Bath Board of Education.

ARTICLE 1: PURPOSE AND RECOGNITION

A. PURPOSE

The general purpose of this Agreement is to set forth the terms and conditions of employment for the members of the bargaining unit and to promote orderly and peaceful labor relations.

B. RECOGNITION

The Employer recognizes ICEA as the sole and exclusive bargaining representative of all employees in the bargaining unit for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment.

Including: All full-time and regularly scheduled part-time certified K-12 teachers, counselors, and social workers (noted as "employee" in contract) employed by the Employer for the regular school year.

Excluding: Substitute teachers, teachers' aides, athletic director and all other employees.

C. LIMITATIONS

The Board agrees not to negotiate with a teacher organization other than the Association for the duration of this Agreement.

ARTICLE 2: EMPLOYER RIGHTS & RESPONSIBILITIES

A. EMPLOYER RIGHTS

The Employer, on its own behalf and on behalf of the electors of the school district, reserves unto itself all rights, authority and discretion conferred upon it or vested in it by the laws and constitutions of the State of Michigan and the United States to control, supervise and manage the school district and its employees except as specifically limited by the express terms and provisions of this Agreement.

B. EMPLOYER RESPONSIBILITIES

The Employer agrees to cooperate with the Association in the application of this Agreement and further agrees that it will not engage in any lockout or related activity during the term of this Agreement.

ARTICLE 3: ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. ASSOCIATION RIGHTS

In order to facilitate the administration of this Agreement, the Association shall have, in addition to other rights expressly set forth herein or provided by statute, the following rights:

1. *Meeting Facilities*

The use of Employer facilities at reasonable hours for the conduct of meetings of the BEA upon prior notification to the building principal, provided that such use shall not interfere with the primary educational use of the facilities and provided further that when special custodial or other services are required, the Employer may make a reasonable charge therefor.

2. *Employee Communications*

The Association shall have the right to communicate with bargaining unit members through the use of designated bulletin boards. The Association, through its designated local agents, shall have the right to access teacher mailboxes for purposes of communicating with bargaining unit members, provided, that this shall not require school administrative or clerical personnel to distribute such items through school mail services. All materials shall bear the name of the Association and the name of the person authorizing the posting or distribution thereof. No Association materials relating to Employer-Employee relations shall be displayed on or about the physical facilities of the

Employer except on designated bulletin boards, and no displayed material shall be derogatory to the Employer or any employee.

3. *Requested Information*

The Employer shall furnish the Association such information as required by law for the negotiation or administration of the Collective Bargaining Agreement. The Employer shall also furnish information concerning the financial resources of the District, tentative budgetary requirements and allocations and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of bargaining unit members and their students, together with information which may be necessary for the Association to process any grievance or complaint. Any cost incurred by the Employer in providing such information shall be paid by the Association.

B. ASSOCIATION RESPONSIBILITIES

The Association shall have, in addition to other responsibilities expressly set forth herein or provided by law, the following responsibilities:

1. *Association Representatives*

The Association shall promptly notify the Employer in writing of the names of those persons who have been authorized to act on its behalf and the authority of each such person, which notice shall remain in effect until superseded by a new written notice.

2. *Concerted Activities*

The Association agrees that it will in good faith cooperate with the Employer in attempting to assure that reasonable work standards, schedules and the rules and regulations of the Employer are complied with and that it will not directly or indirectly encourage, permit or cause any concerted work stoppage, slowdown, strike or other interference with the day-to-day operation of the Employer during the term of this Agreement.

3. *Association Activities*

Except by the express agreement of the Employer, the performance of the duties of any employee shall not be interrupted for the purpose of conducting any Association activities whatsoever, provided, however, that this provision shall not prevent an authorized representative of the ICEA from having such reasonable contact with members of the bargaining unit as shall be necessary to ascertain that the terms of this Agreement are being observed.

ARTICLE 4: EMPLOYEE RIGHTS

Nothing contained herein shall be construed to deny or restrict to any employee rights he/she may have under the Michigan General School Laws. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

A. CITIZENSHIP RIGHTS

An employee is entitled to full rights to citizenship and no religious or political activities of the employee or the lack thereof, or the private and personal life of an employee shall constitute grounds for any discipline or discrimination with respect to the professional employment of the employee, except as such conduct or activity shall materially interfere with the discharge of the employee's professional responsibilities. No employee shall be prevented from wearing an insignia, pin or other identification of membership in the Association. Both parties agree that under no circumstances shall students be involved in the activities of the parties with respect to employer-employee relations.

The employer shall not direct or require an employee to violate any Federal law, State law, or State regulation.

B. PERSONNEL FILES

The Employer shall cause a personnel file to be established and maintained for each employee, which file shall be the sole official file, in accordance with the following guidelines, namely:

1. An employee shall have the right to review the contents of his/her personnel file during regular business hours upon prior arrangement with the administration. A representative of the Association may accompany the employee at the request of the employee. The file shall be reviewed in the presence of a representative of the Employer. Any references received by the Employer are done with the understanding that such references would remain confidential and shall not be subject to review.
2. After the date of employment, an employee shall be given notice of the Employer's intention to insert any materials in his/her personnel file which adversely reflect on the character of the employee's professional services.
3. An employee may request in writing that material which the employee claims to be erroneous be removed from his/her file. Such written request shall set forth the factual basis for such claim. If the employer shall fail within twenty (20) calendar days from receipt of such request to comply therewith, the employee shall insert in his/her file a written statement, or other relevant material, concerning the material to which an

Objection has been made. The objectionable material shall be appropriately marked to show the existence of the employee's filing, and the material to which an objection has been made and shall be attached to and released only with the material filed by the employee. The parties agree that unsubstantiated or erroneous statements shall be amended.

- .4. Teachers will initial any document before it is placed in their personnel file. Said initialing only signifies knowledge of the insertion not agreement with the action. Teachers will be notified in the event that someone has requested a copy of their file.

An employee shall have the right to know of any complaint made against him/her by a parent or other person.

5. In the event the employee feels his/her evaluation is incomplete or unjust, he/she shall put his/her objections in writing and have them attached to the evaluation within twenty (20) days of receipt of the evaluation.

ARTICLE 5: GRIEVANCE PROCEDURE

It is the policy of the Employer to deal fairly and promptly with all grievances of employees. The employee may be represented by the Association at any step of this procedure, provided that nothing contained herein shall be construed to prevent any individual employee from presenting a grievance adjusted, without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, and provided further that the Association has been given opportunity to be present at such adjustment. The employee may use the grievance procedure without fear of reprisal. Individual employees may not arbitrate a grievance.

A grievance under this Agreement shall be defined as an alleged violation, misinterpretation or misapplication of the written terms of this Agreement.

The term "days" as used herein shall mean days in which school is in session, except that after the end of the school year, days shall refer to week days.

A. LEVEL 1

In the event that an employee or group of employees believes there is a basis for a grievance, the employee shall first discuss the alleged grievance with his/her building principal either personally or accompanied by his/her Association representative.

B. LEVEL 2

1. If as a result of the information discussion a grievance still exists, the employee may invoke the formal grievance procedure by reducing the grievance to writing on a form provided by the Association representative in each building. The grievance must be filed within fifteen (15) days of the alleged violation or within fifteen (15) days of reasonable discovery thereof. The grievance shall include an explanation of the grievance, the Articles violated and the relief requested. A copy of the grievance form shall be delivered to the building principal. If the grievance involves more than one school building, it may be filed with the Superintendent.
2. Within five (5) days of receipt of the grievance, the principal shall arrange a meeting with the Chairperson of the Grievance Committee and the grievant in an effort to resolve the grievance.
3. Within five (5) days after such meeting, the Principal shall record his/her disposition of the grievance with explanation on all four (4) copies of the grievance form and return three (3) copies to the Grievance Committee.

C. LEVEL 3

1. If the Grievance Committee or grievant is not satisfied with the disposition of the principal, the grievance may be submitted to the Superintendent within five (5) days of receipt of the principal's written response.
2. Within ten (10) days of receipt of the written grievance, the Superintendent will arrange with the Chairperson of the Grievance Committee (or grievant, if individually processing the grievance) for a conference on the grievance.
3. The Superintendent shall indicate his/her disposition of the grievance in writing within five (5) days of such conference and shall furnish a copy thereof to the grievant and Grievance Committee.

D. LEVEL 4

1. If the Association is not satisfied with the disposition of the grievance by the Superintendent, the grievance may be submitted to arbitration, if such request is made within fifteen (15) days from the receipt of the Superintendent's response. The arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceedings. The arbitrator shall have no authority to:
 - a. Alter, add to or subtract from the terms of this Agreement.
 - b. Rule on the non-renewal of a probationary teacher or discipline or discharge of a teacher.
 - c. Layoff/recall, evaluation, placement
 - d. Rule on prohibited subjects of bargaining
 - e. Consider a complaint or charge filed in a state or federal administrative agency or court relating to or arising out of the same facts or allegations as a grievance which is currently pending. The grievance shall be withdrawn with no right to re-file the grievance
2. Both parties agree to be bound by the award of the arbitrator.

The fees and expenses of the arbitrator shall be shared equally by the parties.

Within thirty (30) days after the close of the hearing, or the date for filing post-hearing briefs, if so desired by either party, the arbitrator shall issue his/her decision.

If two (2) or more grievances arising out of the same or similar factual circumstances are submitted to arbitration, they shall be heard concurrently by the same arbitrator if possible.

An extension may be granted at any step of the grievance procedure by mutual consent in writing.

ARTICLE 6: STUDENT DISCIPLINE AND TEACHER PROTECTION

An attendance/discipline committee shall be established to review current building policies and practices. This committee will establish building policies on attendance and discipline.

The committee shall be composed of the building administrators, counselor or social worker, three (3) teachers, one (1) parent, and one (1) student. Policies will be approved by the Superintendent, consistent with Bath Community Schools Board Policies, and no compensation will be associated with participation on this committee.

Once the committee has reached a conclusion, the committee shall make recommendations to the Board of Education for final disposition.

- A. The Employer recognizes its responsibility to continue to give administrative backing and support to its employees with respect to the maintenance of control and discipline, although, each employee bears the primary responsibility for maintaining proper control and discipline in the classroom.

The employees recognize that all disciplinary action and methods invoked by them shall be reasonable and just.

- B. It shall be the responsibility of the employee to report to his/her principal the name of any student who, in the opinion of the employee, needs particular assistance from skilled personnel. The employee and the principal shall discuss the disposition of the employee's report that a particular student needs such assistance.
- C. An employee shall have the right to temporarily exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such a case, the teacher will complete a Misconduct Form giving the nature of the offense(s) and send the form to the office with the student or as soon thereafter as possible. Prior to the return of the student to that classroom, the Principal shall complete the form and return it to the teacher.
- D. Any case of assault upon an employee shall be promptly reported to the Employer or a designated representative. The Employer will provide legal counsel to the extent provided by the Board's liability insurance policy and advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.

- E. If any employee is complained against or sued by reason of disciplinary action taken by the employee against a student while in the course of his/her employment and while acting within the scope of this authority, the Employer will provide legal counsel to the extent provided by the Board's liability insurance policy and render all reasonable assistance to the employee in his/her defense.
- F. When an employee becomes aware of any loss, damage or destruction of clothing or personal property (minimum of \$5) happening while on duty in the school, the employee will notify the building principal. At such time the building principal will cause (activate) a committee composed of two employees and two administrators. The loss, damages, or destruction of property will be discussed with the employee. Should such loss, etc. be found due to no negligence on the part of the employee, the Employer will then reimburse the employee the difference between any school and/or private insurance coverage to compensate the employee for said loss and/or damage.
- G. Time lost by an employee in connection with an incident mentioned in this Article shall not be charged against the employee.

ARTICLE 7: VACANCIES, PROMOTIONS AND TRANSFERS

If the teacher desires to resign from an extra-curricular assignment, at least thirty (30) days advance notice must be given to the District.

Bargaining unit employees appointed to vacant extra-curricular positions shall be issued contracts within ten (10) work days of the appointment. The teachers shall sign and return the contract within two (2) work days after receipt

ARTICLE 8: TEACHING HOURS

The employer will, so far as possible, set work schedules and make professional assignments which can reasonably be completed within the teachers' work hours as set forth in this Agreement. The Employer will not require employees regularly to work in excess of such hours. Teachers shall be on duty prior to the commencement of classes and shall remain on duty after student dismissal for sufficient periods of time to accomplish student and parental contact responsibilities. Further, the employer agrees not to employ this provision to generate involuntary staff or committee meetings except in the case of emergency or mutual consent of those involved.

The normal teaching day shall consist of six (6) hours and twenty (20) minutes with a thirty (30) minute duty free lunch for staff members. The second staff meeting each month will be ninety (90) minutes long and will be dedicated to school improvement and/or professional development activities. Except as outlined below, the Employer will not require employees to work in excess of the established teaching day.

All employees shall be entitled to a duty-free lunch of not less than thirty (30) minutes. The Employer agrees to meet and confer with the Association to seek mutually acceptable solutions where those conditions do not exist.

A. CONFERENCE ATTENDANCE AND PROFESSIONAL DEVELOPMENT

1. Each teacher shall be released without loss of pay for at least one day per school year to participate in workshops, programs or conferences away from the school district that are oriented solely to professional development. There shall be no more than three teachers per building requiring substitutes absent for such reason at any one time unless special authorization has been given by the Superintendent. **Substitutes must be requested at least a week in advance, or conference may be canceled.**

a. **Conferences pre-approved by administration, meeting all conference request and sub request timelines and related to continuing professional development and school improvement plan shall be honored to the best extent possible.**

b. **In situations when staff members are notified of an inability to honor a previously approved conference, any fees paid by employee out of pocket will be reimbursed in full.**

2. A Professional Development Advisory Committee will be established. Teachers will make requests to attend such meetings on forms provided in each building and submitted to the principal, with a copy sent to the Professional Development Advisory Committee. **Requests shall be made a minimum of 2 weeks prior to registration deadline.**
 - a. The Professional Development Advisory Committee shall also plan the three Teacher Professional Development days delineated in the School.
 - b. The Professional Development Advisory Committee consisting of three teachers (one [1] from each level) and three Administrators will establish guidelines for teachers to follow. The committee will also keep a current list of professional development activities available from which teachers might wish to select.
 - c. If the committee does not reach a consensus on approving a specific professional development activity, the Superintendent shall make the final decision.
 - d. Professional Development must be directly related to the School Improvement Plan.

Professional development hours will be met, in part, by accumulating after school meetings in order to reach twelve (12) hours of professional development activities. There will be eight (8) meetings, each being ninety (90) minutes in duration; or professional development will follow the current negotiated calendar.

Teachers who are employed on a half-time basis will attend all staff meetings, whether scheduled first thing in the morning or immediately after school. This includes meetings convened for the purpose of Professional Development set forth by the State of Michigan as part of the annual instructional hour's requirement.

For an employee working in multiple buildings, the employee, along with building administrators, will determine the building in which he/she will participate in staff and professional development meetings.

1. Teachers employed on a full time or part time basis will attend one (1) regularly scheduled staff meeting each month and required professional development meetings.

ARTICLE 9: TEACHING CONDITIONS

A. The parties recognize that the availability of optimum school facilities for both students and employees is desirable to insure the high quality of education that is the goal of both employees and the Employer. The Employer recognizes that health, safety, and air quality conditions need to remain at suitable levels.

It is also acknowledged that the primary duty and responsibility of the employee is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the employee is primarily utilized to this end.

B. The parties will confer from time-to-time through duly established committees for the purpose of improving the curriculum and selecting proper educational tools. The Employer agrees at all times to keep the schools adequately equipped and maintained.

C. The Employer agrees to engage aides in the high school, middle school, and elementary school wherever practical to relieve teachers of cafeteria and playground patrol duties, lunch serving and other non-professional responsibilities.

D. The Employer shall make available in each school adequate restroom and lavatory facilities exclusively for employee use and at least one room, appropriately furnished, which shall be reserved for use as a faculty lounge. The Employer agrees to meet and confer with the Association to seek mutually acceptable solutions where these conditions do not exist.

E. Telephone facilities shall be made available to employees for reasonable use

F. The Employer shall furnish appropriate uniforms, smocks, and other attire for employees where duty requires such items and shall provide upkeep without charge to the employee. Items provided must be part of the inventory at the end of the year.

G. Employees shall be informed of a telephone number they may call to report unavailability for work. Employees, teacher aides, or student teachers will not be used as substitutes on a daily basis. No employee (including special teachers, special education teachers, and librarians) is to be used as a relief or substitute employee except in cases of genuine and justified emergency where all efforts to obtain a substitute have been exhausted and no substitute can be found. A counselor shall only be asked to substitute for a classroom employee as a last resort.

H. In the event regular employees covered by this Agreement are used as substitutes on an emergency and voluntary basis, such employees shall be compensated from either or both of the two options below:

1. At the rate set forth on Schedule "A".

2. Upon the accumulation of such periods equivalent to a full day based on building schedule the employee shall be given one (1) unaccountable personal leave day which will not be deducted from the employee's sick leave.

The Administrator will keep a copy of substitute hours for employees after each hour or period of substituting.

Employees must take compensation time during the school year in which the time was earned based upon the availability of substitutes. Employees shall not take compensation time during the last week of the school year.

In the event a request for use of compensation time is in conjunction with Thanksgiving, the December Holiday vacation, spring vacation, or on a parent conference day, the teacher's building principal and Superintendent must approve it in advance. The administration will make reasonable efforts to accommodate the teacher's request.

- I. When schools are closed to students due to severe inclement weather, severe storms, fires, epidemics, or other conditions beyond the control of school authorities, teachers will not be required to report for duty and shall suffer no loss of compensation on said days. However, teachers shall be required to report on rescheduled days of instruction with no additional compensation according to the following procedure:
 1. Rescheduled days will be added on the end of the school year. The Board or its designee and Association shall jointly determine when the days are to be rescheduled.
 2. The remaining makeup days will be added to the calendar immediately following the previously scheduled closing date for students. In that event, the calendar shall be adjusted so that the appropriate number of $\frac{1}{2}$ days occurs at the end of the calendar.
 3. Only "Act of God Days" when school is closed for students and teachers will be rescheduled. Rescheduling shall occur moving consecutively through I-3.
 4. If at any time during the life of this Agreement, it becomes lawful to count (for the purpose of state member aid) as days of pupil instruction days when pupil instruction is not provided due to conditions not within the control of school authorities it is agreed that the following provision shall become immediately in effect:

When an Act of God or an Employer directive forces the closing of a school or other facility of the Employer, bargaining unit members shall be excused from reporting to duty without loss of pay. Days lost due to school closing under the foregoing circumstances shall not be rescheduled, unless otherwise required by State law.

- J. In the elementary school, employees will use as preparation periods the time available while students participate in weekly art, physical education, music and library programs supervised by the special area instructor.
- K. When a general education classroom teacher is assigned a student from a special education program for severely impaired students (POHI, SXI, SMI, TMI), the teacher shall not be expected to perform routine, scheduled maintenance of a medical appliance or apparatus used by the student to sustain his/her bodily functions nor render routine, scheduled care or maintenance of exceptional bodily functions related to the student's impaired condition. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's impaired condition. Otherwise, it shall be the responsibility of the teacher to implement the student's individualized educational plan for attending to the educational needs of the student while in the teacher's class.
- L. Because the pupil/teacher ratio is important to an effective educational program, the Administration agrees to continue its effort to maintain K-12 class size at an acceptable number as dictated by the financial condition of the School District, the building facilities available, the availability of qualified teachers, and the best interest of the students and District as deemed administratively feasible.

ARTICLE 10: ASSIGNMENTS

The normal weekly teaching load in the elementary, middle and senior high school will include at least five (5) unassigned preparation periods. The preparation period for elementary shall be forty-five (45) minutes; middle school fifty-one (51) minutes; high school fifty (50) minutes. During the term of this Agreement instructional hours on regular school days shall be six (6) hours and twenty (20) minutes in the elementary, middle school and high school. No departure from these norms, except in case of emergency, shall be authorized without prior consultation with the Association. In the event of any disagreement between the representative of the Employer and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure heretofore set forth.

WORK LOAD

- A. It is the objective of the parties that employees in the same pay classification shall have substantially equal work loads and productivity. However, the parties recognize that the professional work load and effort of each employee cannot be precisely measured. Nonetheless, the parties agree that the student/teacher ratio is both a measure of work load and an element in educational programming. Accordingly, to the extent practicable and recognizing the various elements which must be considered, including but not limited to such considerations as physical facilities and equipment, changes in enrollment, specialized or experimental instruction, improvement of instruction methods, instructor's recommendations, type of students, subject matter and type of class, class loads shall be maintained at levels regarded as educationally desirable. In situations where administrators have options for the placement of special needs students, the goal will be to place said

students in a manner that is both educationally desirable and equitable to the affected teachers. Upon the prior written request of the BEA president, the parties agree to meet and confer for the purpose of seeking mutually acceptable solutions to problems that may arise related to work load.

- B. Any assignments in addition to the normal teaching schedules during the regular school year, such as duties enumerated on Schedule "C", shall not be obligatory but shall be with the consent of the employee.
- C. All preparation periods shall involve performance of instructionally related tasks. Administrators will not regularly assign tasks to be performed during preparation periods. Experiential learners and independent study students shall not be assigned to a staff member without his/her written permission.
- D. No staff shall be required to serve as substitute administrator as the duties are voluntary. A job description will be provided.

ARTICLE 11: LEAVE PAY

- A. All employees absent from duty on account of personal illness or any other approved reason shall be allowed full pay for a total of eleven (11) days. Physical disabilities related to pregnancy shall not be treated differently from other disabilities.

The employee may use his/her leave for the following reasons:

1. A maximum of five (5) days per school year per critical illness in the immediate family per occurrence.
2. Up to three (3) days when emergency illness in the immediate family requires an employee to make arrangements for necessary medical or nursing care per occurrence.
3. Time necessary for attendance at the funeral service of a person whose relationship to the employee warrants such attendance.
4. A maximum of five (5) days per death in the immediate family shall be interpreted as husband, wife, mother, father, sister, brother, children, grandchildren, father and mother-in-law and grandparents.
5. Employees may utilize paid sick leave up to the amount of time they are released from work by a doctor with sufficient medical certification.
6. Up to six (6) weeks paid leave in cases of adoption to be taken from the employees accumulated sick leave.

7. Employees may utilize paid sick leave for up to ten (10) days for newborn parental childcare.
8. Employees may use paid sick leave for legal proceedings with proper documentation and prior superintendent approval, if personal leave days have been expended.

B. Personal leave shall be administered in accordance with the following guidelines, namely:

1. Each employee shall be credited with two (2) days leave. Such days shall normally be utilized in full day increments, but may be utilized on a half-day basis, provided a substitute is available to accept the half-day assignment.
2. Each request for personal leave shall be submitted in writing at least three (3) days in advance of the anticipated absence, except in the case of an emergency.
3. Leave shall be used for personal business which cannot reasonably be scheduled outside of the regular school day or on a non-work day.
4. A request for leave may be denied if the requested leave day falls on a day immediately before or after scheduled holidays or vacations, or designated in-service days, except for the school-related business approved by the Superintendent.
5. All unused personal leave shall accumulate to a maximum of four (4) days. Any accumulation beyond four (4) days shall accumulate as sick leave.

Each employee shall be entitled to an unlimited accumulation for the unused portion of each year's sick leave, which shall be available in future years.

The BEA will be given five (5) business days, non-accumulative. The association shall reimburse the district the employee's substitute costs.

- C. Any employee whose personal illness extends beyond the period compensated under this Article shall be granted a leave of absence without pay for a maximum of one year. The above leave may be extended upon written application by the employee at the discretion of the Employer.
- D. The Employer shall grant jury duty and pay the employee an amount equal to the difference between the employee's daily rate and the daily jury duty fee paid by the court for each day on which he/she otherwise would have been scheduled to work, provided that the employee states to the court that he/she is presently employed as a teacher and should be excused until the summer court session.
- E. In the event the teacher draws worker compensation benefits, the teacher may elect to utilize a portion of his/her accumulated sick leave so that the total of worker's compensation benefits plus sick leave does not exceed the teacher's regular take-home pay.

- F. A Staff Member is eligible for use of the Sick Leave Bank (SLB) if the member has exhausted his/her accumulated sick leave, and is absent from work because of a serious illness/injury of his/her person or mother, father, spouse, child, or dependent living in the Staff Member's household. Serious illness or injury is as determined by the superintendent and BEA representative(s). Examples include, but are not limited to, heart attack, cancer, car accident, major surgery, etc. This program is not to be used for short-term illnesses of five days or less. This does not include maternity leave or other non-emergency leave.

In order to establish and maintain a reserve each Staff Member may donate annually three (3) sick leave days to the reserve. Upon depletion of the SLB, staff will be allowed to donate an additional three (3) sick days to the bank.

A Staff Member who has exhausted his/her personally accumulated sick leave may make a written application to the Committee for withdrawal of days from the reserve. The Staff Member shall state the reason for the inability to work and the number of days requested from the reserve. (Appendix B)

Any individual request from the SLB will be capped at twenty (20) days maximum per year without additional approval from the superintendent and BEA representative for additional days beyond the twenty (20).

ARTICLE 12: LEAVE OF ABSENCE

- A. Leaves of absence without pay may be granted upon application for the following purposes:

1. Study related to the employee's license field.
2. Study to meet eligibility requirements for a license, in the field of education, other than that held by the employee.
3. Study, research, or special teaching assignment involving probable advantage to the school system.

The regular schedule increment occurring during such period shall be allowed. The Employer will reimburse an employee who returns to the system following such leave for the cost of his/her health insurance during the leave.

- B. A leave of absence of up to one (1) year shall be granted to any employee for the purpose of child care after written notice to the Employer at least 60 calendar days prior to the commencement of the leave. It is further provided that:

1. For salary schedule purposes, the teacher shall be given credit for a full semester during which time the leave was granted, provided that the teacher has taught forty-six (46) days or more that semester.

2. In the event of death of the object child of the leave, the leave of absence may be terminated upon request of the employee.
 3. The above leave may be extended upon written application by the employee at the discretion of the Employer. However, such extension shall not be denied if requested because of medical reasons, or for a second year in length, provided that a suitable replacement teacher is available and the District incurs no additional unemployment compensation liability.
- C. Leave of absence without pay will be granted up to two (2) years for any employee who joins the Peace Corps as a full-time participant in such program.
- D. Employees who are officers of the Association or are appointed to its staff may, upon proper application, be given leave of absence without pay for the purpose of performing duties for the Association.
- E. Military leaves of absence shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States.
1. Whenever an employee who is a member of a military reserve or national guard unit is called to active duty during his/her normal 180-day contractual year, he/she shall submit a letter form to the adjutant general's office requesting that his/her reporting date for duty be deferred to the summer months. A person called to active duty shall be paid the difference between his/her regular salary and the allowance paid by the governmental authority for such active service.
 2. The Employer will not be responsible to compensate for any military service which extends beyond two calendar weeks in any single contractual year.
 3. Before such payment shall be made, the employee shall file with the Superintendent a letter from his/her commanding officer stating the period of active duty and the daily allowance paid by the governmental authority for such service.
 4. Making a false statement or falsification of any documents concerning any military leave shall, result in termination of employment.
- F. Leaves of absence without pay for other reasons may be granted at the discretion of the Superintendent. When a person's request is denied, the reasons shall be set forth in writing. However, the denial of such requests shall not be grievable.

G. LEAVE ADMINISTRATION

1. Notice

An employee shall give the Employer notice of his/her desire to be granted a leave authorized by this Article as soon as it is practicable so that the Employer will have adequate time to provide for the employee's absence.

2. Leave Agreements

A leave granted pursuant to this Article which extends for more than ninety (90) calendar days shall specify that the employee notify the Employer of his/her intention to return to active service at ninety (90) calendar days when possible, but no less than thirty (30) calendar days prior to the expiration of the leave in the case of leaves terminating within a school year or May 1 in the case of leaves terminating on or before the first work day of the following school year. Failure to provide such notice may be deemed abandonment of position.

3. Verification

Upon request the employee shall have the responsibility of verifying his/her eligibility for leave and any benefits due.

ARTICLE 13: SABBATICAL LEAVE

- H. Section 1235 of the School Code allows the Employer to grant a sabbatical leave to employees holding life or permanent certificates, who have been employees of the district for a period of seven (7) consecutive years. Section 1235 limits the leave to two (2) semesters and provides that upon return an employee shall be restored to his/her position, or a position of like nature, seniority, status and pay.
1. Subject to applicable Michigan Statutory provisions and any amendments thereto, the Employer may grant sabbatical leaves for study, without pay, providing:
 - a. No more than five percent (5%) of the employees in the District shall be absent on sabbatical leave at any one time.
 - b. Requests are made in writing to the Superintendent on or before February 1 of the school year preceding the school year for which the leave is sought.
 - c. The employee has completed at least seven (7) consecutive school years of service in the District.
 - d. The employee on sabbatical leave will be required to file one report with the Superintendent. The report shall be presented upon the completion of the sabbatical leave.
 - e. Employees who have been granted a sabbatical leave shall be required to submit an approved program toward professional growth.
 - f. During the sabbatical leave, the Employer will not continue to make insurance payment but will allow the employee to continue to participate in the District's insurance program. Insurance benefits will be reimbursed upon the return to the system. Sick leave days shall not accrue but unused sick leave days held at the start of the sabbatical leave shall be reinstated.

ARTICLE 14: PROFESSIONAL COMPENSATION

- A. The salaries of employees are set forth in Schedule "A" which is attached to and incorporated in this Agreement.
- B. Compensation Advancement - An employee shall advance to the next step on the salary schedule upon the completion of one school year or the equivalent, provided that the employee shall have rendered professional services for more than sixty (60%) percent of such year. An employee on a paid leave shall be deemed to have rendered professional services for the period of such leave.
- C. Employees will be reimbursed for professional development activities which are approved for SCECH'S credits and for specific classes completed up to six (6) semester hours per school year. For reimbursement, prior approval by the Superintendent is necessary. Classes taken to fulfill the state requirements for the initial granting of a continuing teaching certificate are not reimbursable. Reimbursement begins after BA+18 has been obtained.
- D. To establish school-wide curriculum committees by subject under direction of building principals, employees will receive twelve dollars (\$12) per hour for approved curriculum work done outside of school time. The building principal and employees on curriculum committees will complete the Curriculum Committee Reimbursement Request Form (Appendix C), prior to beginning committee work. The principal and teacher shall estimate the number of outside hours to be approved for compensation before the involved teacher(s) commence curriculum work. No teacher shall be compensated for more than eight (8) hours per semester. It is understood that when a committee member attends a faculty meeting and functions as a committee member at that meeting, this provision for compensation does not apply.
- E. Teachers required in the course of their daily assignment to drive their personal automobiles from one building to another will receive a car allowance at the maximum IRS non-taxable rate per mile. However, this must be with the prior approval of either the building principal or the Superintendent.
- F. If an employee plans to attend a school function, he/she may get tickets for his/her immediate family from the office prior to that function. It is assumed that the employee will accept responsibility in the area of crowd control. The Employer will furnish means of identification for said employee.
- G. Extra-duty assignments as set forth on Schedule "C" shall be compensated as therein provided.
- H. Any teacher who agrees to serve on a school improvement committee shall be compensated at the rate of twelve dollars (\$12) per hour for time worked outside of regular school hours. Such work must be pre-approved by the Superintendent and shall not exceed eight (8) hours per employee per semester. It is understood that when a committee member

attends a faculty meeting or functions as a committee member at that meeting, this provision for compensation does not apply.

ARTICLE 15: SEVERANCE PAY

An employee, who voluntarily notifies the district of their intent to retire by March 20th, provided they have been in the employ of the employer for ten (10) or more school years, shall choose one of the following severance options available:

Option A: a Maximum payout shall not exceed nine thousand dollars (\$9,000) if notified of retirement by March 20th.

Option B: A Maximum payout shall not exceed seven thousand five hundred dollars (\$7,500) if notified of retirement after March 20th.

A. The Employer agrees to pay a lump sum equal to one-half of said person's accumulated unused sick leave.

The rate per day shall be computed on the average of the highest five (5) years' salary and dividing this average by 180 days.

Severance pay shall be placed into a 403(b) account by the Employer on or before the employee's last pay period.

B. In the event the person covered under this Contract dies, the severance pay will be paid to the person's designated beneficiary. The beneficiary must be designated in writing and on file on a form provided by the Board. If there is no designated beneficiary, it will be paid to the estate.

C. If the severance pay clause is ever negotiated out of this Contract all severance pay earned to the date of the new contract will be paid upon leaving the Bath School system.

D. 403(b) Qualified Retirement Plan for Accumulated Sick Leave

1. All employees who are eligible for severance pay shall participate in this program.

2. All severance pay for every eligible employee shall be placed into a 403(b) account by the Employer by September 15 of the year in which the employee resigns.

ARTICLE 16: STAFFING

A. Reduced Staff

1. Employees whose services have been terminated due to necessary reduction in personnel will, upon written request, be placed on a preference list for per diem substitute teaching. Compensation will be at the per diem substitute rate.
2. For employees whose services have been terminated due to necessary reductions, It is the teacher's duty to make sure the Board's records are correct and to notify the Board in writing of any inaccuracies or changes.

B. DEFINITIONS

1. *Seniority*

The Employer shall maintain an up-to-date seniority list, a copy of which shall be furnished to the Association at least once each year, provided however, that the Association shall be furnished an updated seniority list at the time the Association is notified by the Employer that it intends to reduce staff pursuant to this Article. The names of all employees in the bargaining unit at the time of the preparation of the seniority list shall be listed in the order of their seniority starting with the teacher with the greatest amount of seniority at the top of the list. If two (2) or more employees have the same seniority date, the last four digits of the social security numbers shall be used in determining their respective positions on the seniority list, with the employee having the lowest number being assigned first on the seniority list.

"Seniority" is computed from the date when the teacher first provided professional services for the Employer in the bargaining unit since any break in service. For purposes of this provision, an employee on an authorized leave of absence or on layoff shall continue to accrue seniority during any such period(s) provided, however, that seniority so accrued shall not be included for purposes of advancement on the salary schedule except as provided elsewhere in this Agreement.

2. *Certification*

Certification shall be defined as possessing a valid provisional, professional, permanent, or continuing certificate appropriate to the teaching assignment.

C. LIMITATIONS

An employee who is laid off and received unemployment benefits pursuant to state or federal law and who is subsequently recalled by the Employer shall reimburse the Employer for that portion of the benefits received by the employee which are chargeable to and paid

by the Employer, provided, however, that no reimbursement shall be required if the sum of such benefits and compensation earned by the teacher during the twelve (12) month period from and after the effective date of layoff does not exceed the compensation the employee would have earned had he/she been regularly employed by the Employer during the same period. This reimbursement will be made to the Board on or before November first (1st).

ARTICLE 17: GENERAL PROVISIONS

A. CONTRACT REPRESENTATIVES

Each party shall designate in writing the name of its authorized representative to administer this Agreement.

B. NOTICES

Any written notice given pursuant to this Agreement shall be addressed and delivered as follows:

1. Employer's address: Office of the Superintendent
 Bath Community Schools
 6175 E. Clark Road, P.O. Box 310
 Bath, MI 48808

2. Association: Ingham/Clinton Education Association
 1601 E. Grand River
 Lansing, MI 48906

3. Employee: As set forth in the records of the Employer or to such other
 address as the party or an employee shall hereafter furnish in
 writing.

C. SCOPE, WAIVER, AND ALTERATION AGREEMENT

1. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Association and the Employer, for the life of this Agreement, agree that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

2. It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties may be subject to discussion between them from time to time during the period of this Agreement upon request by either party to the other. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.
3. The parties agree that this Agreement incorporates their full and complete understanding and that any prior oral agreements or practices are superseded by the terms of this Agreement. The parties further agree that no such oral understandings or practices will be recognized in the future unless committed to writing and signed by the parties as a supplement to this Agreement.

D. NON-DISCRIMINATION

The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, gender, sexual orientation, or marital status or membership in, or association with, the activities of any employee organization.

The Employer and the Association are committed to a policy of non-discrimination and affirmative action. In carrying out this policy, the Employer and the Association agree to comply with applicable state and federal laws and regulations.

E. MEDICAL EXAMINATIONS

The Employer may require an employee to receive a physical and/or mental examination upon initial employment and for reasonable cause may also require an employee to receive a physical and/or mental examination:

1. To determine the existence of any condition which might impair the ability of the employee to properly discharge the employee's professional duties.
2. To determine the existence of any condition which might be detrimental to the health of the students or other persons.

If the Employer shall require a medical examination, it shall pay the cost thereof provided that the examining physician and/or medical facilities are satisfactory to it.

F. DUPLICATION OF AGREEMENT

This Agreement shall be printed by the Employer, method to be agreed upon by both parties, and the costs of printing shall be shared equally by both the Employer and the Association and be ready for signing and distribution within (4) weeks after the Master Contract has been ratified by both parties. Each **The Agreement will be available via the Bath Community Schools website (bathschools.net) and extra copies shall be made available upon request of the Association.**

G. NEGOTIATIONS

1. Negotiations between the parties shall begin at least ninety (90) days prior to the expiration of this Agreement.
2. Neither party in the collective bargaining process shall have any control over the selection of the negotiating or bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals or consider proposals in the course of negotiations. Both parties agree to submit the final Agreement for ratification to their appropriate governing bodies. Upon ratification by both parties, their authorized representatives shall attach their signatures to the ratified agreement after the final copy is typed, but before it is printed.
3. An employee engaged during the school day with any representative of the Employer or participating in any professional grievance, negotiations, mediation or arbitration shall be released from regular duties without loss of salary or benefits.

H. CALENDAR

1. The inclusive time that an employee shall be required to work before the beginning of school in the fall and the closing of school in the spring shall not exceed four (4) days.
2. The following legal holidays shall be observed and all schools closed: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

I. DEFINITIONS

Except as otherwise expressly provided in this Agreement, the words and phrases hereinafter set forth shall have the following meaning:

1. *Emergency*

Emergency means a sudden and unforeseen combination of circumstances or the resulting state therefrom that calls for immediate action.

2. *Employee*

Employee means a member of the bargaining unit. Reference to male employees shall include female employees and all masculine pronouns shall include males and females.

3. *Part-time Employee*

Part-time Employee means an employee regularly employed under contract, or an employee employed for less than a full school year. The fringe and leave benefits of a part-time employee shall be proportionately reduced.

4. *Party*

Party means the Employer or the Association.

J. GENERAL INTERPRETATION

If any provision of this Agreement is found contrary to law, then such provision shall be deemed invalid, but all other provisions or applications shall continue in full force and effect.

For the purpose of this Agreement:

1. *Captions*

Captions are included only for convenience or reference and shall not modify in any way the provisions herein.

2. *Other Rights*

The rights of either party or of an employee to any benefit shall be determined solely by the terms of the Collective Bargaining Agreement in effect at the time such benefit is claimed, it being expressly intended that the parties shall have the unrestricted right to delete, add, or modify any provision of the Agreement in any subsequent Agreement and any benefit in this Agreement shall be subject and subordinate to any such subsequent change.

3. *Schedule Modification*

The Employer may alter the work schedule to the extent the Employer determines necessary to comply with applicable local, state or federal laws or regulations; the availability of utilities; or for other circumstances beyond the control of the Employer after consultation with the Association.

4. *Subordination*

Any individual contract or letter of agreement between the Employer and an employee for the performance of duties which are subject to the terms of this Agreement shall be subject and subordinate to the provisions hereof.

It is agreed that the Board shall have no obligation to make retirement contributions on behalf of the employee to the Voluntary Member Investment Plan fund created by Public Act 91 of 1985. Contributions to that fund are the sole financial responsibility of the teacher.

ARTICLE 18: MASTER TEACHER PROGRAM

For the first three (3) years of his/her or her employment in classroom teaching, a teacher will be assigned a master teacher(s) who will serve as mentor(s) to the new teacher.

During this three (3) year period professional development training will be based on the professional plan and will include not less than fifteen (15) days of professional development.

The mentor teacher shall be assigned in accordance with the following:

1. The mentor teacher shall be an appropriate individual as determined under MCL 380 Section 1526.
2. Participation as a mentor teacher shall be voluntary.
3. The District shall promptly notify the Association when a mentor teacher is matched with his/her mentee.
4. Reasonable effort will be made to match mentors and mentees who work in the same building and have the same area of certification.

Neither the mentor nor the mentee shall be permitted to participate in any matter related to the evaluation of the other.

ARTICLE 19: EFFECTIVE DATE AND TERMINATION

This Agreement shall become effective on September 1, 2020 upon ratification by the parties and shall continue in effect until July 31, 2021. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date set forth above unless an extension is mutually agreed upon in writing by the parties.

Both parties agree to open up the 2020 – 2021 Master Agreement by October 31st for financial considerations.

The entire agreement or specific provisions of the agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School District Fiscal Accountability Act, 2011 PA 4. This language is not agreed upon by the parties but is put into this Agreement solely because it is required by law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of September 1, 2020.

FOR THE EMPLOYER

Bath Board of Education:

President\Date

Secretary\Date

FOR THE EMPLOYEES

Bath Education Association:

President\Date

Ingham-Clinton Education Association:

President\Date

SCHEDULE A: BASIC COMPENSATION SCHEDULE

SECTION 1 – SALARY

	2020- 2021			
	BA	BA+18	MA	MA 15
1	42,420	43,935	45,955	46,965
2	43,279	44,945	47,268	48,531
3	44,137	45,955	48,581	50,096
4	44,996	46,965	49,894	51,662
5	45,854	47,975	51,207	53,227
6	46,713	48,985	52,520	54,793
7	47,571	49,995	53,833	56,358
8	48,430	51,005	55,146	57,924
9	49,288	52,015	56,459	59,489
10	50,147	53,025	57,772	61,055
11	51,005	54,035	59,085	62,620
12	51,864	55,045	60,398	64,186
13	52,722	56,055	61,711	65,751
14	53,581	57,065	63,024	67,317
15	54,439	58,075	64,337	68,882
16	55,298	59,085	65,650	70,448
17	56,156	60,095	66,963	72,013
18	57,015	61,105	68,276	73,579
19	57,873	62,115	69,589	75,144
20	58,732	63,125	70,902	76,710
21	60,590	65,135	73,215	79,275
22*		67,155		
23*		73,215	77,760	

SECTION 2 – LONGEVITY

Those teachers currently on the BA +18 salary schedule shall receive longevity payments after the completion of his/her 5th year and before the start of his/her 6th year, as follows

Year	Percent
6-9	.05% of BA+18 step 6
10-14	2% of BA +18 step 10
15-19	3% of BA +18 step 15
20-24	4% of BA + 18 step 20
21+	5% of BA +18 step 21

Teachers will remain at their current longevity percentage until they reach the next level of longevity percentage. There will be a cap of a maximum payout of \$3,500 on the 25+ years longevity category.

SECTION 3 – SUBSTITUTE RATE

An employee who substitutes for another employee during his/her conference period shall be compensated at the rate of \$25 per hour.

SECTION 4 – GENERAL PROVISIONS

- a. Credit for experience outside the Bath Community Schools may be allowed for the first five (5) years of experience for placement upon the salary schedule.
- b. Increments become effective October 1 of each year and lane changes on the salary schedule shall be automatic as of September following completion of required academic or professional course.
- c. Additional credit hours on Schedule "A" shall be understood to be "term hours".
- d. Credits earned for advancement to the MA+8 column shall be completed subsequent to or concurrently with completion of all requirements for the MA degree.

SCHEDULE B: FRINGE BENEFITS

SECTION 1 – INSURANCE

The Bath Community Schools Board of Education will implement the “hard cap” PA52 compliance method for the medical benefit plan coverage year and will continue with the Simply Blue HSA PPO Plan (\$2,000/\$4,000 deductible), to include a prescription plan (\$10/\$40/\$80 RX). The BOE will fund an HSA deductible of \$2,000 for single and \$4,000 for family.

2020-2021 Board Contribution Rates:

Single \$6,818.87

Double/Single + One \$14,230.67

Family \$18,596.96

Employees will be responsible for all other costs associated with the Simply Blue HSA PPO Plan and prescription Plan.

Board payments to the HSA plan will be made in full upon the start of the new insurance coverage period of each year.

Teacher payments shall be by payroll deduction with the option of payment through an approved pre-tax Internal Revenue Code (IRC) Section 125 flexible benefits plan.

Plan B: (1) If the employee voluntarily and in writing opts out of the health benefits coverage available under Plan A; and (2) provides documentation to the Board that the employee has other health coverage that meets the minimum value and coverage requirements of the Affordable Care Act. The employee shall be eligible for cash in lieu or Plan B.

Each teacher choosing Plan B shall have a contribution made on his/her behalf of one hundred dollars (\$100) per month in cash. If the number of teachers choosing this option is six and one-half (6.5) to fourteen (14) FTE (Full-time Teaching Equivalent), then the amount shall increase to four hundred dollars (\$400); if fifteen (15) FTE or more, then five hundred dollars (\$500). The teacher may then enter into a salary reduction agreement in order to place the cash into a tax-sheltered annuity as authorized by the Internal Revenue Code.

- B. The parties have agreed upon this insurance program with the intent of achieving maximum efficient use of health care premium dollars while providing needed coverage for bargaining unit members and their dependents. To achieve these objectives, the parties will cooperate in encouraging enrollment in Plan B where the teacher does not have a need for health insurance coverage through the District.

SECTION 2 – INSURANCE PROVISIONS

- A. The Employer's obligation to contribute insurance premiums shall terminate at the end of the calendar month in which the employee last provided professional services except that an employee who provides professional services for the full school year shall receive insurance coverage for a twelve-month period beginning September 1.
- B. Insurance benefits are provided in accordance with underwriting rules and regulations set forth in the respective insurance contracts issued by the carrier(s) to the Employer.
- C. Employees that are under contract less than full-time but half-time or more will be granted coverage pro-rated as to the terms of their employment if they choose Plan A. The employee will be responsible for any premium differential. Any teacher who is less than full-time, but two-fifths or more, shall have the alternative of receiving Plan B without cost or half-time benefits under Plan A.

NOTE: COBRA regulations apply.

SCHEDULE C: SUPPLEMENTAL COMPENSATION

ADMINISTRATIVE PROVISIONS

The applicable percentage rate shall be applied to the salary schedule on years 1, 3, 5, 7 and 9 of the BA column based upon the number of years of experience in the particular activity area in the Bath Community Schools.

GENERAL

A. <i>HIGH SCHOOL</i>	Percent
1. Journalism/Media Production	2.0
2. Class Sponsors	
Senior Class	4.5
Junior Class	4.5
Sophomore Class	3.0
Freshman Class	3.0
3. Debate/Forensics	2.0
4. Drama	1.5
5. Music	
Band	12.0
Choir	1.5
6. Student Council	3.5
7. Yearbook (if incorporated into a class by mutual consent)	2.0
8. Quiz Bowl	3.0
9. National Honor Society	2.0
10. Business Professionals of America (BPA)	3.0

B. *MIDDLE SCHOOL*

- | | |
|-----------------------------------|--|
| 1. Yearbook | 2.0 |
| 2. Choir | 1.5 |
| 3. National Honor Society or PALS | 1.5 |
| 4. Student Council | 3.5 |
| 5. Disney Trip | \$75 per night
(the District determines the number of overnight teachers) |
| 6. Choir/ Drama | 1.5 |

C. *ELEMENTARY SCHOOL*

- | | |
|---------------------|---|
| 1. Safety Patrol | 2.0 |
| 2. Fifth Grade Camp | \$75.00/night
(the District determines the number of overnight teachers) |

D. *MENTOR TEACHERS*

1. Mentor teachers will receive one percent of their salary for each mentee. The District will provide a job description and participation will be voluntary.

ATHLETICS

A. *HIGH SCHOOL*

- | | |
|-----------------------------|------|
| 1. Fall Sports | |
| Cross Country | 10.0 |
| Varsity Football | 12.0 |
| Assistant Varsity Football | 8.5 |
| J.V. Football | 8.5 |
| Assistant J.V. Football | 7.0 |
| Freshman Football | 7.0 |
| Assistant Freshman Football | 6.0 |
| Volleyball - Girls | 11.0 |
| J.V. Volleyball – Girls | 8.0 |
| Freshman Girls Volleyball | 6.5 |

2. Winter Sports

Basketball – Boys	12.0
J.V. Basketball – Boys	8.5
Freshman Basketball – Boys	7.0
Basketball – Girls	12.0
J.V. Basketball – Girls	8.5
Freshman Basketball – Girls	7.0
Wrestling – Boys	11.0
Assistant Wrestling	6.5
Soccer- Girls	10

3. Spring Sports

Baseball – Boys	10.0
J.V. Baseball – Boys	6.5
Softball - Girls	10.0
J.V. Softball – Girls	6.5
Track - Boys	10.0
Track - Girls	10.0
Assistant Track	6.5
Golf	7.0
Soccer – Girls	7.0

4. Cheerleading

High School – Fall	4.5
High School – Winter	4.5

5. Weight Lifting

Winter	3.5
Summer	4.5

B. MIDDLE SCHOOL

1. 7th/8th Grade Basketball – Girls	6.5
7th/8th Grade Basketball – Boys	6.5
2. Track – Girls	6.5
Track – Boys	6.5
3. Track Assistant	4.5
4. Wrestling	6.5

- 5. Cheerleading 2.0
- 6. Cross-Country 6.5

APPENDIX A: CLASS REIMBURSEMENT REQUEST FORM

CLASS REIMBURSEMENT REQUEST FORM

Name _____ Date _____

Address _____

Name of Course _____ Course No. _____

College _____ Credits _____

Tuition Cost _____ Date Course Begins _____

Date Course Ends _____

Why do you feel this course would benefit you? _____

Upon completion of this course I will furnish to Bath Community Schools an itemized receipt of tuition expense and a transcript or grade report which signifies successful completion of the course.

Date

Signature

APPROVAL OF SUPERINTENDENT OF SCHOOLS:

Date

Superintendent of Schools

Request to Withdraw Days from the Sick Leave Bank

To: Shannon Proctor
HR

Date: _____

Name: _____

Building: _____

Number of SLB days requested: _____

All employees are required to exhaust all personal sick leave before accessing SLB Days. What is the last day you will use your last personal sick day: _____

Reason for leave (Please provide a brief description of the medical situation.):

Employee Signature

Date

SLB COMMITTEE DECISION:

Approved: _____

Denied: _____

Reason for Denial: _____

Signature- SLB Committee Representative

Date

Bath Community Schools

2020 – 2021 School Calendar

Tuesday	Aug 18	<i>First Day for All Staff {Opening Day}</i>
Wednesday	Aug 19	<i>Staff Professional Development</i>
Thursday	Aug 20	<i>Staff Professional Development</i>
Monday	Aug 24	First Day of School (K-12 1/2 Day)
Friday	Aug 28	School for all students and staff
Friday	Sept. 4	NO SCHOOL
Monday	September 7	NO SCHOOL – Labor Day Holiday
Tuesday	October 13	BMS Parent-Teacher Conferences
Wednesday	October 14	Evening Parent-Teacher Conf. (K-12)
Thursday	October 15	½ Day Students & Staff (BES & BHS PTC)
Friday	October 16	NO SCHOOL
Wednesday	November 25	½ Day K-12
Thursday-Friday	November 26-27	NO SCHOOL – Thanksgiving Holiday
Thursday	December 17	½ Day K-12 HS Exams (<i>PM – Staff PD</i>)
Friday	December 18	½ Day K-12 HS Exams
Monday-Friday	Dec. 21- Jan 1	NO SCHOOL – Winter Break
Monday	January 4	Classes Resume
Monday	January 18	NO SCHOOL K-12 (<i>All Day – Staff PD</i>)
Thursday	January 21	BMS Parent-Teacher Conferences (Night)
Friday	January 22	½ Day K-12 Students and Staff
Friday	February 12	NO SCHOOL Students and Staff
Monday	February 15	NO SCHOOL Students and Staff
Thursday	March 11	Evening PTC
Friday	March 12	½ Day Students (<i>PM – Staff PD</i>)
Friday	March 26	NO SCHOOL Students and staff
Monday	March 29	Spring Break Starts
Monday	April 5	School Resumes
Friday	April 23	½ Day Students (<i>PM – Staff PD</i>)
Sunday	May 23	Graduation
Monday	May 31	NO SCHOOL -- Memorial Day
Thursday	June 3	½ Day Students (<i>PM – Staff PD</i>)
Friday	June 4	½ Day Students (Last Day)