

MASTER AGREEMENT

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**DICKINSON-IRON INTERMEDIATE  
BOARD OF EDUCATION**

**AND**

**DICKINSON-IRON INTERMEDIATE  
SCHOOL DISTRICT  
EDUCATION ASSOCIATION**

**AND**

**THE U.P.E.A.**

**AND**

**THE MICHIGAN EDUCATION  
ASSOCIATION**

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2019-2022

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APPENDICES

- A. PROFESSIONAL IMPROVEMENT STATUS REPORT
- B. SCHOOL CALENDAR(S)
- C. END OF SCHOOL YEAR EXIT REPORT FORM
- D. SALARY SCHEDULES
- E. GRIEVANCE REPORT FORM (3 PAGES)
- F. STUDENT ENRICHMENT ACTIVITIES GUIDELINES
- G. APPLICATION FOR EARLY RETIREMENT INCENTIVE
- H. 2018-2019 SENIORITY LISTS – TO BE PROVIDED AFTER 6/30/2019
- I. TUITION REIMBURSEMENT FORM

25 The Board has the ability to hire non-certificated, non-endorsed teachers in certain areas and
26 under certain conditions, even if a certified teacher is available, according to Part 16, Section 1233B of
27 the Revised School Code, PA 289 of 1995. Provided however, if the Board is able to engage a
28 certified, endorsed teacher to teach a course described in subsection (1), the intermediate school Board
29 may employ or continue to employ a non-certificated, non-endorsed teacher to teach the course if both
30 of the following conditions are met: (a) The non-certificated, non-endorsed teacher is annually and
31 continually enrolled and completing credit in an approved teacher preparation program leading to a
32 provisional teaching certificate. (b) The non-certificated, non-endorsed teacher has a planned program
33 leading to teacher certification on file with the employing intermediate school district, his or her
34 teacher preparation institution, and the Department of Education. Furthermore, a non-certificated,
35 non-endorsed teacher shall not replace any current bargaining unit member.

36 The term “Teacher” as used hereinafter, shall refer to any certificated teacher whose
37 employment is regulated by the Michigan Teachers Tenure Act, including but not limited to teachers
38 in a probationary period, teachers who have acquired classroom teacher tenure within the DIISD, an
39 individual who is not certificated but is employed for a full school year pursuant to section 1233b of
40 the School Code, or is employed pursuant to an annual vocational authorization or a temporary
41 approval, as defined by stated board rule, and is thus serving a probationary period under article II of
42 the Michigan Teachers Tenure Act, as amended.

43 The term “Ancillary staff” as used hereinafter, shall refer to any bargaining unit member who
44 is not a “teacher” as defined above.

45 **ARTICLE 2**

46 **ASSOCIATION AND EAM RIGHTS**

47 A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that
48 every employee as defined in Article I shall have the right to freely organize, join and support the
49 Association for the purpose of engaging in collective bargaining or negotiation and other concerned
50 activities for mutual aid and protection. As a duly elected body exercising governmental power under
51 the statutes of the State of Michigan, as amended, the Board undertakes and agrees that it will not
52 directly or indirectly discourage or deprive or coerce any EAM in the enjoyment of any rights
53 conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the Law of the
54 United States; that it will not discriminate against any EAM with respect to hours, wages or terms or
55 conditions of employment by reason of his/her membership in the Association, his/her participation in
56 any activities of the Association or collective professional negotiations with the Board, or his/her
57 institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect
58 to any terms or conditions of employment.

59 If any provision of this agreement or any application of this agreement to any EAM or
60 employee or group of EAMs or employees is held to be contrary to law then such provision or
61 application shall not be deemed valid and subsisting, except to the extent permitted by law; but all
62 other provisions or applications shall continue in full force and effect.

63 B. The Association and its representatives shall have the right to use the school for meetings when
64 not conflicting with pre-scheduled activities, except during the EAM's working day as stated in this
65 contract. No charge shall be made for the use of the building. All arrangements for building use shall
66 be made through the principal of the building concerned or other authorized personnel.

67 C. The Association shall have the right to use school office equipment and all types of audio-
68 visual equipment at times office personnel or janitors are on duty. The Association shall pay for the

69 actual cost of all materials and supplies incident to such use. Use of such equipment is not to interfere
70 with the instructional day. No equipment shall be taken from the building without administration
71 permission.

72 D. The duly authorized president and/or Association officials shall be granted time to transact
73 official Association business during the school day only in case of emergency. Emergency is defined
74 as Association business that cannot be conducted outside of the normal work day. No more than two
75 (2) officials should be out of class at one time. No official shall leave his/her classroom without
76 verbally notifying and obtaining the approval of an appropriate administrator and the classroom being
77 provided with proper supervision as determined by the appropriate administrator. Approval will not
78 be unreasonably withheld.

79 E. The Association shall have the right to post notices of its activities and matters of Association
80 concern on EAM bulletin Boards. The Association may use the district interschool mail service and
81 EAM mail boxes for communications to EAMs at no cost to the district. No EAM shall be prevented
82 from wearing insignia, pins, or other identification of membership in the Association either on or off
83 school premises.

84 F. The Board agrees to make available to the Association in response to reasonable requests
85 annual financial reports and audits, register of certified personnel, tentative budgetary requirements
86 and allocations, agendas and minutes of all Board meetings, and census and membership data. Only
87 copies of official records and accounts shall be permitted to leave the office of the Board, subject to
88 the Michigan Freedom of Information Act.

89 G. The Board may allow input from EAMs as defined in Article I on any new or modified fiscal,
90 budgetary or tax programs, construction programs, or major revisions of educational policy, which are
91 proposed or under consideration. The Board shall provide the Association president a copy of the
92 agenda of Board meetings and all public information attachments which will be mailed or delivered at

93 the same time of the mailing or delivery to the Board members.

94 H. The provisions of this Agreement shall comply with all State and Federal Laws and
95 Regulations.

96 I. The Association shall be granted two (2) school days per year for the purpose of releasing its
97 representatives from regular duties without loss of salary to participate in area, state or regional
98 meetings of the Michigan Education Association. An additional four (4) school days without loss of
99 salary will be granted for which the Association will pay the salary of a substitute EAM. Time must
100 be drawn in half day or full day blocks of time. The Association designee wishing to use an
101 Association day must notify his/her respective administrator at least three (3) school days in advance.
102 An Association day will be granted providing a certified substitute(s) is available.

103 J. An EAM engaged in negotiating on behalf of the Association with any representative of the
104 Board or participating in professional grievance negotiation shall be released from regular duties
105 without loss of salary. No more than two (2) EAM representatives shall be released at any one time
106 for a Level I grievance procedure.

107 K. Each EAM shall have the right upon written request to review all records of the District
108 pertaining to said EAM. Such review shall be done in the presence of an administrator or
109 administrator's designee. A representative of the Association may, at the EAM's request, accompany
110 the EAM in this review.

111 L. It is agreed that the ISD shall retain all property and copyright interests of any kind or
112 character created or developed individually by an EAM or in connection with others during the course
113 and within the normal contract day of the EAM's employment with the ISD. EAMs shall retain all
114 property and copyright interests and those works or materials produced outside of the normal contract
115 day and in addition to the EAMs normal professional responsibilities. The EAM will have the right to
116 retain a copy of any materials developed by them during the normal contract day. Prior administrative

117 authorization shall be required for use of ISD equipment and/or materials for those professional
118 projects to be accomplished outside of regular school hours.

119 M. All bargaining unit work shall be done by bargaining unit members unless none are available.

120 N. Job descriptions shall be reviewed by the EAM, signed and dated prior to placement in the
121 EAMs personnel file.

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ARTICLE 3

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MAINTENANCE OF STANDARDS

124 A. All terms and conditions of employment, outlined in Act 379, PA 1965, as amended and also

125 expressly stated herein, shall not be changed except by mutual agreement of the parties hereto.

126 B. The duties of any EAM or the responsibilities of any position in the bargaining unit relative to

127 wages, hours, and conditions of employment, will not be substantially altered or increased without

128 prior negotiation with the Association.

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ARTICLE 4

RIGHTS OF THE BOARD

- A. The Board on its own behalf and 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 the laws as amended and the Constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:
1. To the exclusive management and administrative control of the school system and its properties and facilities.
 2. To hire all EAMs and, subject to the provisions of the law, to determine their qualifications or their dismissal subject to provisions of tenure law and to promote and/or transfer all such EAMs. The Board will determine the step placement when hired.
 3. To approve 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.
 4. The Board and the Association recognizes that the Board, under law, has the final responsibility for establishing policies for the District.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policy, 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 expressed terms of this agreement and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws as amended of the State of Michigan, and the Constitution and laws of the United States.

The Dickinson-Iron Intermediate School District is an intermediate school district in accordance with the School Code as amended. The district has all the rights, powers, and duties expressly stated in the act; may exercise a power implied or incident to any power expressly stated in

153 the act, and, except as provided by law, may exercise a power incidental or appropriate to the
154 performance of any function related to the operation of the intermediate school district in the interests
155 of public elementary and secondary education, in the intermediate school district, including but not
156 limited to the hiring, contracting for, scheduling, supervising, or terminating employees, independent
157 contractors, and others to carry out intermediate school district powers. An intermediate school
158 district may indemnify its employees. An intermediate school district employer has the responsibility,
159 authority and right to manage and direct on behalf of the public the operations and the activities of the
160 intermediate school district under its control.

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ARTICLE 5

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MEMBERSHIP

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Membership in the Association is voluntary and shall comply with all State and Federal

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regulations.

165 **ARTICLE 6**

166 **HOURS, CLASS LOADS, ASSIGNMENTS**

167 **(Special Education EAMs)**

168 A. EAM Hours:

- 169 1. Effective, beginning in 2005-2006, The EAM's normal working day shall be six and
170 one-quarter (6.25) hours of professional responsibility. For itinerant staff members, a
171 minimum of five and one-quarter (5.25) such hours shall be spent in a student/EAM or
172 EAM/parent contact. Six and one-quarter (6.25) hours shall be the normal workday for
173 classroom EAMs. Five (5) such hours will be spent in the process of instructing students,
174 .25 hours per day (15 minutes) will be spent in assigned parent or teacher contact
175 activities. The normal workday shall be seven (7) hours for any EAM whose students are
176 required by their IEP to receive instructional time in excess of five hours. Classroom
177 EAMs having students assigned to their classroom per an IEP for six hours or more of
178 instruction shall be assigned six hours of instruction and one (1) hour of preparation
179 (unassigned student contact) during this time period. Such duty hours shall be posted in
180 the Intermediate office and in the classroom.

181 Time for preparation, report writing, etc. is to be conducted at the appropriate on-site location,
182 i.e. assigned office, the local school district or classroom. During the preparation period, student
183 contact shall be voluntary.

- 184 2. The EAM will not be expected to depart from these norms except in cases where the
185 following exists:

- 186 a. The Board may assign additional scheduled hours/portions of hours during the
187 normal contractual day, with the EAM's written consent. In such event, the EAM's
188 compensation shall be calculated using the EAM's current Degree/Credit Lane and

189 Step for the base hourly rate, for the additional hours or portions of hours.

190 b. An emergency arises in which case consultation with the Association shall be made.

191 c. The EAM may perform tasks or duties beyond those stated in this agreement if they

192 choose to do so of their own free will. In this case, the EAM should not be given

193 extra favors or any other type of compensation. In the same respect, an EAM who

194 does not exceed those responsibilities which are defined in his/her job description

195 should not be given unfair treatment.

196 B. Class Loads:

197 1. Class size shall be determined in accordance with the current State Dept. Rules and

198 Regulations for each discipline, including variance granted by the State.

199 2. All Ancillary shall be given written notice of their tentative position for the forthcoming

200 year no later than July 1. In the event that changes are made in positions, all Ancillary

201 shall have the right to discuss his/her position with the administration.

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ARTICLE 7

HOURS AND CLASS LOAD

(Technical Education Teachers)

A. The Teacher’s normal scheduled hours in the Dickinson-Iron Career and Technical Center/Programs shall be as follows: For reasons of scheduling, the Teacher’s total scheduled hours shall remain consecutive, unless agreed upon by the Association and the Board.

CTE CENTER/PROGRAMS

1. Teachers will arrive no later than 7:45 a.m.
2. Teachers at assigned place of duty not later than 8:00 a.m.
3. Teachers shall leave school no earlier than 3:15 p.m.

B. Effective, beginning in 2005-2006, the normal weekly contract hours in the Technical Center will be thirty-one and one-quarter (31 ¼) hours; twenty-five (25) teaching hours, five (5) unassigned preparation hours and one and one-quarter (1 1/4) hours determined by administration after gathering input from staff, as either teaching or assigned preparation hours or a combination of both. This is in addition to passing time between Blocks 1 and 2.

C. The Board may assign additional scheduled hours/portions of hours during the normal contractual day, with the Teacher’s written consent. In such event, the Teacher’s compensation shall be calculated using the Teacher’s current Degree/Credit Lane and Step for the base hourly rate, for the additional hours or portions of hours.

On May 1, however, teachers will receive their enrollment status for the coming year and if the pre-enrollment figures are less than thirty (30), the administration will continue its past efforts to recruit additional students. In the event that a Teacher is working less than full-time, the pay for their assignment will be subject to Article 23, Professional Compensation – “Part Time” of the Master Agreement.

The above Board Policy proposal is contingent upon the following:

- 227 1. No grievance is filed on past practice, relative to teaching and assignment and class loads
228 prior to 9/19/05.
- 229 2. All classes with a total enrollment from all blocks of less than twenty-one (21) will be
230 subject to part time instruction and be paid according to Article 23, Professional
231 Compensation of the Master Agreement.
- 232 D. In the first year of employment only, a newly employed teacher may be paid and keep all
233 three (3) blocks open regardless of student enrollment. This provision will allow a newly employed
234 teacher one year to build up their program and increase student enrollment. If enrollments do not
235 increase for the following year, the teacher will be paid at the normal rate per the Master Agreement.

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ARTICLE 8

SPECIAL STUDENT PROGRAMS TECHNICAL EDUCATION

A. The parties recognize that students having been identified as eligible for Special Education and/or section 504 services may require a specialized classroom experience. Taking this into account and in order to insure an adequate educational program, the following conditions will be met by the Board:

1. Whenever Special Needs Students (not less than five (5), are enrolled in a class, a teacher aide will be provided for that class under the conditions specified under Article 10, Sections B & C, providing that adequate funding is provided. Furthermore, when Special Education students (at least one (1) and not more than three (3)) are enrolled in a class who, because of the severity of their handicap, require a disproportionate amount of the teacher's time, a teacher aide will be provided. Special attention will be given to reducing class size where special students are placed in a regular classroom.
2. Forms for referral of suspected special education/needs students shall be made available to all teachers. Teachers shall obtain these forms from the building principal's office.

251 **ARTICLE 9**

252 **WORKING CONDITIONS - TOTAL ASSOCIATION**

253 It is recognized by the Board and the Association that the pupil-teacher ratio is an important
254 aspect of an effective program. Therefore, they agree that every reasonable effort will be made to
255 keep class size to not more than what the State of Michigan specifies and within the capacity of the
256 available facilities.

257 A. The Board agrees to direct all administrators not to schedule combination classes without
258 prior agreement between the Board and the Association.

259 B. The Board recognizes that appropriate texts, laboratory equipment, audio-visual equipment,
260 current periodicals, standard tests, questionnaires, and similar materials are the tools of the teaching
261 profession. The parties will confer as needed for the purpose of improving the selection and use of
262 such educational tools and the Board undertakes promptly to consider all joint decisions thereon
263 made by its representative and the Association. The Board agrees at all times to keep the school
264 reasonably equipped and maintained within their financial ability.

265 C. The Board agrees to make available to EAMs adequate clerical services, as determined by
266 administration, to aid EAMs in the preparation of instructional material. The clerk is responsible to
267 his/her immediate supervisor.

268 D. The Board shall provide:

- 269 1. A separate desk for each EAM in the district.
- 270 2. Copies, exclusive for each Teacher's use, of all texts used in each of the courses he/she
271 is to teach.
- 272 3. Storage space in each classroom for instructional materials.
- 273 4. Adequate attendance books, and other material required in daily teaching responsibility.
- 274 5. A place to lock up items (personal or confidential).
- 275 6. Petty cash funds shall be established by the Board to be used by special education EAMs

276 for the EAMs for the daily operational needs of their program, according to State
277 reimbursement guide-lines. These funds shall be maintained at a \$50 capacity and shall
278 be limited to an annual accumulated expenditure of \$100 per fund. EAMs shall use the
279 district's established petty cash record and documentary procedure.

280 E. Under no conditions shall an EAM be required to drive a school bus as part of his/her regular
281 assignment. An EAM may drive students to school events either in their own vehicle or one owned
282 or leased by the school, if approved by administration or the Board.

283 F. The Board shall make available at the Technical Education Center, lavatory facilities
284 exclusively for employee use and at least one room which shall be reserved for use as a faculty
285 lounge.

286 G. The Association will have a telephone installed in the Technical Education Center faculty
287 lounge at the Board's expense.

288 H. EAM shall not be required to work under unsafe, unsanitary, hazardous conditions or to
289 perform tasks which endanger their health, safety or well-being.

290 I. Pursuant to the requirements of Act 54, Public Acts of 1972, the Board will pay for one (1)
291 pair of prescription safety glasses and for the repair and replacement of same for all EAMs who are
292 required by said Act to wear eye protection devices.

293 J. EAMs shall be informed of departmental procedures to report absences before 6:45 a.m. A
294 variation in these times may occur in cases of emergency.

295 K. The Board will pay mileage or provide a truck or van for the building trade's instructor for
296 travel from the school to building site, and also for related travel. The teacher shall also receive an
297 additional day's pay for layout of building.

298 L. All eligible probationary Teachers as defined in the Michigan Teacher Tenure Act will be
299 eligible for an assigned mentor as defined in the Act. Those qualified Teachers wishing to be
300 considered as mentors, must file a written request to be part of the mentor pool along with their

301 qualifications, prior to the end of the first week of school each year. Selection and pairing of a mentor
302 with a mentee is solely at the discretion of administration. With prior Administrative approval, the
303 mentor and mentee will jointly develop and implement a professional development plan utilizing
304 guidelines recommended by administration. Administrative approval of the mentee's plan by the
305 Department Director is required prior to the implementation of the plan. The mentor will be
306 reimbursed a flat rate of \$500.00 for the school year. Probationary Teachers working less than a full
307 year will have the same rights of assignment of a mentor. The mentor in this case will receive a
308 prorated reimbursement based on the number of months of actual assignment. Reimbursement will be
309 provided after the submission to the Director of the completed plan including an evaluation of the
310 completed activities and tasks of the plan with sign off by the mentee, mentor and administrator.
311 Completed plans will be submitted for review, approval and reimbursement after May 20 and no later
312 than June 15 of each year. The mentee teacher will remain eligible for this program for up to three
313 years or until the date they are granted tenure in the district whichever comes first.

314 M. New probationary Ancillary staff not eligible under the Michigan Teacher Tenure Act will
315 be offered the opportunity to have a mentor assigned to them for the first year of their employment
316 with the district. Selection and pairing of a mentor with a mentee is solely at the discretion of
317 administration. With prior Administrative approval, the mentor and mentee will jointly develop and
318 implement a professional development plan utilizing guidelines recommended by administration.
319 Administrative approval of the mentee's plan by the Department Director is required prior to the
320 implementation of the plan. The mentor will be reimbursed a flat rate of \$500.00 for the school year.
321 Probationary ancillary staff working less than a full year will have the same rights of assignment of a
322 mentor. The mentor in this case will receive a prorated reimbursement based on the number of
323 months of actual assignment. Reimbursement will be provided after the submission to the Director of
324 the completed plan including an evaluation of the completed activities and tasks of the plan with sign
325 off by the mentee, mentor and administrator. Completed plans will be submitted for review, approval

326 and reimbursement after May 20 and no later than June 15 of each year.

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ARTICLE 10

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CERTIFICATION/QUALIFICATIONS AND ASSIGNMENTS

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A. The Dickinson-Iron Intermediate School District Board of Education shall seek applicants

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who meet the highest standards of qualifications in education and in certification requirements. All

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efforts shall be exerted toward filling vacancies in all classrooms with degreed and fully certifiable

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professionals. If circumstances occur to prevent the Board from employing degreed, fully certifiable

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teachers, they shall contract with the best qualified applicant available under the following terms of

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employment;

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1. A renewable probationary contract shall be issued annually upon approval of the Dept.

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of Education and upon a signed commitment to professional improvement by the

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applicant. The less than fully qualified or fully certifiable employee shall file an

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improvement status report with the Administration and with the Association by

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February 15 and July 15 of each year. (See Appendix A)

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2. A non-degreed EAM shall have completed all work toward his/her degree within the

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time frame as required by state law.

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B. Teacher aides shall not replace teacher. A certified teacher must be responsible for the

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assigned instruction of the classroom.

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C. The Teacher(s) supervising an aide(s) may, at Teacher's discretion, participate in the

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interviewing of the prospective aide(s) for his/her class. Furthermore, the Teacher will write an

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evaluation of their aide(s) to be completed by April 15 or as requested by Director, a copy of which

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is to be filed in the administrator's office. In the event problems develop between the aide and

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Teacher, the Administration will take steps to resolve the problem through the proper chain of

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command.

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D. Excluding teaching assignments, any assignments in addition to the normal work schedule

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during the regular school year, shall not be obligatory, but shall be with the consent of the ancillary

352 staff. Preference in making such assignments will be given to qualified and certified ancillary staff
353 regularly employed in the District. In the event no regularly employed EAM of the District applies
354 for a position enumerated above, the Board will have the right to fill said vacancy with a person
355 outside the Association.

356 E. All Technical Education Teachers are responsible with administrative assistance in making
357 all reasonable efforts to achieve and maintain alignment of their programs with all state and federal
358 requirements so as to maintain “approved program” status.

359 **ARTICLE 11**

360 **VACANCIES AND TRANSFERS**

- 361 A. A vacancy occurs when there is an open position the Board intends to fill after all
362 assignments have been made. Whenever a vacancy covered by this agreement occurs the Board
363 shall provide the Association with a copy of the posting. Postings are to include administrative or
364 degreed positions not covered by this agreement. The Board shall publicize the same by giving
365 written notice of such vacancy to the Association president and shall post the vacancy in the
366 Vocational Center and Special Education Office. Postings shall be sent electronically to all
367 bargaining unit members who notify the Superintendent's Secretary of their email address by
368 September 1, of each year. No Association vacancy shall be filled, except in case of emergency on a
369 temporary basis, until such vacancy shall have been posted for at least three (3) work days.
370 Vacancies which occur during vacation periods shall be posted in the central office and the
371 Association president shall be notified by letter.
- 372 B. Any qualified EAM meeting state requirements and the standards of the involved professional
373 organization may apply for such vacancy. In filling such vacancy, excluding vacancies for teaching
374 assignments, the Board agrees to give due consideration to the professional background and
375 attainments of both currently employed applicants and other applicants including the length of
376 experience of each.
- 377 C. All job postings for positions covered by this Agreement shall state the minimum
378 qualifications established by the Board. All applicants will be notified in writing as to the decision of
379 the Board. Upon request, excluding teacher vacancies, the applicant has the right to a written response
380 stating the reasons why he/she was not hired.

381 **ARTICLE 12**

382 **PROMOTIONS**

383 The Board supports promotion from within the ISD. The final authority for promotions
384 rests with the Board. In the event an EAM is promoted or placed with his/her consent, in a
385 Position outside the bargaining unit, but within the DIISD, he/she will maintain, but not accrue,
386 seniority within the bargaining unit for a period of one and one-half (1 ½) years. All seniority
387 rights will be maintained within this one and one-half (1 ½) year period and the individual may
388 return to any vacant position for which he/she is qualified. After this one and one-half (1 ½) year
389 period, he/she would be removed from the Association seniority list. Should qualified EAMs in
390 the Association apply for promotions and be denied, upon request, the applicant has the right to a
391 written response stating the reasons why he/she was not hired. Administrators and support
392 personnel currently appearing on the Association Seniority List shall not have bumping rights
393 under the life of this Agreement.

394 **ARTICLE 13**

395 **LEAVES**

396 **ILLNESS OR DISABILITY**

397 A. EAMs shall be entitled to ten (10) days sick leave per school year with an accumulated
398 potential of 150 sick days for use as sick leave. Only EAMs hired after 6-30-01 are eligible to
399 accumulate up to a potential of three hundred (300) days. For these EAMs, a cap of one hundred-fifty
400 (150) sick days may be used for sick leave with the balance available only for the severance pay off
401 plan. The administration shall furnish each EAM at the beginning of each school year setting forth the
402 total sick leave credit and personal leave credit accumulated on their electronic payroll check.
403 Payment for unused sick leave shall not be made under any circumstances for EAMs on the payroll as
404 of 6-30-01.

405 B. EAMs employed in this system will be granted ten (10) days at the beginning of the school
406 year. If an employee does not fulfill a contract year, sick leave will be prorated for that year.

407 C. Any full-time EAM who qualifies for compensation under the Michigan Worker's
408 Compensation Act shall receive his/her salary in the amount of the difference between Worker's
409 Compensation and contractual salary for a period of seventy-five (75) school days without loss of
410 accumulated sick leave. Following the seventy-fifth (75th) school day, the EAM shall draw only
411 Worker's Compensation.

412 D. Sick leave may be used for the following purposes:

413 1. For illness of EAM, parent, parents of spouse, brother, sister, spouse, child, grandparents,
414 grandchild, or member of the immediate household. A limit of three (3) sick days per
415 year may be used for individuals not specifically mentioned but who are members of the
416 immediate household.

417 2. Up to three (3) sick days per occurrence may be granted with administrative approval as
418 an extension of immediate family bereavement.

419 3. Up to a maximum of three (3) sick days may be granted for other than immediate family
420 bereavement per year.

421 4. Up to a maximum of three (3) sick days may be granted for the birth of a grandchild.
422 Requests of this nature require the EAM to document the need for this leave, final approval is
423 required from the appropriate administrator.

424 Within thirty (30) days after the start of school, EAMs shall be given electronic viewing of sick
425 leave days and personal business days accumulated to and for that year.

426 **BEREAVEMENT**

427 A maximum of three (3) days of special leave per occurrence shall be granted for a death in the
428 immediate family. The immediate family consists of parent, parents of spouse, brother, sister, spouse,
429 child, grandparents, grandchild, or a member of the immediate household.

430 **PERSONAL LEAVE AND SPECIAL LEAVE GRANT**

431 At the beginning of every school year, each EAM shall be credited with three (3) days to be
432 used for the EAM personal leave when substitutes are available. Personal leave can be accumulated
433 up to six (6) days. The word “personal” as used herein is used semantically to mean no excuse has to
434 be given in order to be granted these days. An EAM planning to use a personal leave day or days shall
435 notify his/her supervisor or director at least three (3) school days in advance, except in cases of
436 emergency. Unused personal days shall be counted as accumulated sick leave. An EAM can begin
437 each school year with no more than six (6) accumulated personal days.

438 **PARAMETERS FOR USE OF PERSONAL LEAVE**

439 1. The term vacation as it pertains to this document is to be defined as two (2) or more
440 scheduled days off in succession, such as Thursday and Friday of Thanksgiving, etc. A
441 single day, such as Labor Day, a deer hunting day or when only one (1) day is negotiated,
442 and there is a work day in session before or after that day shall not be considered a
443 vacation day for purposes of this document. Weekends are not a consideration with

444 reference to Items A & B of the above.

445 2. Requests for personal day(s) by classroom EAMs shall be granted in the order they were
446 requested until such time substitutes cannot be secured.

447 3. Personal day utilization shall be granted in full or half (½) day units. Therefore based on
448 the above conditions it shall be understood by the parties that EAMs shall not use
449 personal days to extend regular scheduled vacations (as per definition A). However
450 EAM's may choose to use personal days to extend their leave as it relates to a single day
451 off, as defined in Item B above.

452 4. EAMs may use up to two (2) of their personal days per year to extend one (1) vacation
453 period.

454 **EDUCATIONAL IMPROVEMENT LEAVE**

455 1. EAMs who have been employed for four (4) full school years, at the discretion of the
456 Board, be granted a work experience or educational improvement leave not to extend
457 beyond two (2) school years for the purpose of working toward a continuing vocational
458 certificate, or special education certifications. During said leave, the EAM shall be
459 considered to be in the employ of the Board, without pay, but may elect to purchase
460 insurance benefits provided under the Federal COBRA law.

461 2. An EAM (excluding teachers), upon return from a work experience or education
462 improvement leave, shall be restored to his/her former position or to a position of like
463 nature and status, and shall be placed at the same position on the salary schedule as
464 he/she would have been had he/she worked in the District during such period.

465 3. A maximum of four (4) days may be used as professional days, which may be used for an
466 approved educational convention, conference or approved visitation at another school or
467 may be taken individually to advance one's knowledge in their professional field or to
468 attend meetings which involve their work assignments. An EAM must obtain the prior

469 written approval of the appropriate administrator for each professional development
470 activity counted in this section. EAMs are encouraged to use transportation out of the
471 intermediate school office. EAMs are eligible to attend workshops in their major field
472 with administrative or Board approval. The Board may pay registration dues, travel,
473 meals, lodging, and substitute EAMs, depending on available funding.

474 **WORK RELATED LEAVE**

475 A leave of absence for one (1) school year may, at the discretion of the Board, be granted to
476 any EAM, upon application, for the purpose of participating in exchange programs in other states,
477 territories or countries; foreign or military programs; the Peace Corps, Teacher's Corps or Job Corps
478 as a full-time participant in such programs. A leave of absence of one (1) school year may, at the
479 discretion of the Board, be granted for a work program related to his/her professional responsibilities.
480 During said leave, the EAM shall be considered to be in the employ of the Board, without pay, but
481 may elect to purchase insurance benefits provided under the Federal COBRA law. In all cases when
482 applying for a leave, the EAM shall state his/her intention to return to the school system. Upon return
483 from such leave, ancillary staff members shall be placed at the same position on the salary schedule as
484 he/she would have been had he/she worked in the District during such period. Upon return from such
485 leave, provided that a job is available for which the Teacher is qualified, a Teacher shall be placed at
486 the same position on the salary schedule as he/she would have been had he/she worked in the District
487 during such period. The Board may renew the leave of absence in the following school year.

488 **MILITARY LEAVE:**

489 A military leave of absence shall be granted to any EAM who shall be inducted into any
490 branch of the armed forces of the United States during declared war or declared national emergency.
491 This provision shall be subject to the laws of the State of Michigan and the laws of the United States.

492 **ASSOCIATION LEAVE**

493 A leave of absence of one (1) school year shall be granted to any EAM upon application for the

494 purpose of serving as President or President Elect of the M.E.A., or N.E.A. The Board may renew the
495 leave for an additional school year. Upon return from such leave, ancillary staff shall be placed at the
496 same position on the salary schedule as when they left. Upon return from such leave, provided a job is
497 available for which the Teacher is qualified, such Teacher shall be placed at the same position on the
498 salary schedule as when they left.

499 **NON-CHARGEABLE LEAVE:**

500 Leaves of absence with pay not chargeable against the EAM's allowance shall be granted for the
501 following reasons.

- 502 1. Absence when an EAM is called for jury service. The EAM shall receive the difference
503 between his/her regular salary received for this service.
- 504 2. Court appearance as a witness in any case connected with the EAM's employment or the
505 school or whenever an EAM is subpoenaed to attend any proceeding. The EAM shall
506 receive the difference between his/her regular salary and the salary received for this
507 service.
- 508 3. The Board will not be required to release an EAM with pay if the EAM is a party to the
509 action or testifying against the district.

510 **DISABILITY LEAVE**

511 An EAM who is unable to perform the essential functions of his/her duties because of a
512 personal illness or disability, or any period of physical disability related to pregnancy, documented by
513 a medical doctor, shall be granted an unpaid leave of absence for up to one (1) year, renewable at the
514 discretion of the Board. The Board shall establish the beginning and ending dates of such leave, based
515 upon medical doctor's written recommendation, provided by the EAM.

516 Requests for renewal of such leave shall be made at least sixty (60) days prior to expiration of
517 the initial leave period, unless unexpected medical complications related to the personal illness or
518 disability prevent the EAM from meeting the sixty (60) day deadline. The Board, at its discretion and

519 expense, may require the EAM to be examined by a Board appointed medical doctor for a second
520 medical opinion. The EAM may make written election at commencement of such leave to use his/her
521 accumulated sick leave for any portion of time absent due to illness or disability. Neither seniority nor
522 salary schedule credit shall accrue during disability leaves (except where the paid sick leave is used.)

523 **CHILD CARE LEAVE:**

524 A child care leave without pay, but including fringe benefits and those benefits provided by
525 law for which the EAM is eligible, will be granted for a period not to exceed one (1) year for the
526 purpose of child care related to the birth of the EAMs child or the EAMs adoption of a newborn infant.
527 Ancillary staff shall be allowed to resume and continue the job he/she held prior to the taking of a
528 child care leave, however, a Teacher shall be allowed to resume and continue the job s/he held prior to
529 the taking of the leave, provided the Teacher returns at the conclusion of the FMLA authorized leave
530 (ie, up to 12 workweeks). If a Teacher's absence due to a child care leave exceeds the FMLA leave
531 period, the Teacher shall be returned to any open vacancy for which the Teacher is qualified, at the
532 District's discretion. While the EAM is on childbirth or child care leave, he/she shall retain but is not
533 limited to the following:

- 534 1. The same position on the salary schedule as held when the leave was granted.
535 2. All rights to seniority in the bargaining unit with accrual during the leave.
536 3. Unused sick leave as held at the start of the leave of absence unless he/she elects to use
537 sick leave in place of all or part of the child birth or child care leave.

538 **MISCELLANEOUS LEAVE:**

539 Leaves of absence without pay shall be granted where feasible upon application for the
540 following purposes:

- 541 1. Study related to the EAM's field.
542 2. Study to meet eligibility requirements for a license or certification other than that held by
543 the EAM, but pertaining to employment within the Dickinson-Iron ISD.

544 3. For the care and custody of the EAM's child or children, natural or adopted, and/or
545 spouse. Such leave, in combination with any other leave, shall not exceed a period of two
546 (2) school years. An extension may be granted at the Board's discretion.

547 The EAM will be placed at the same position on the salary schedule as when they left.

548 **NOTIFICATION OF RETURNING FROM LEAVE**

549 An EAM on authorized leave shall notify the Board on or before March 25 of his/her intention
550 to either return or not to return to the school district for the ensuing year except in those instances as
551 specified in specific Articles of the Master Agreement.

552

ARTICLE 14

553

ACADEMIC FREEDOM/GRADING

554 Both the Board and Association, recognizing the importance of seeking to inspire students to
555 develop respect for truth, a recognition of individual freedom, social responsibility and the democratic
556 tradition and an appreciation of individual personality, are pledged to work together to create and
557 preserve an atmosphere which is free from censorship and artificial restraint and in which academic
558 freedom for EAM is guaranteed. No special limitation shall be placed upon study and investigation of
559 facts and ideas concerning man, human society, the physical and biological world or other branches of
560 learning within curriculum guidelines approved pursuant to this Agreement.

561 All student communications obtained by an EAM and all student record information in
562 possession of an EAM shall not be disclosed by the EAM except to those persons so authorized by law
563 or federal or state regulation.

564

GRADING

565 The parties agree that the evaluation of student performance is the responsibility of the EAM
566 since such individuals have firsthand knowledge of the student's skills, abilities and achievements.

567 The parties agree to utilize the following procedures when a teacher's assignment of a grade is
568 challenged:

- 569 1. Any teacher, who has taught a child, has a right to examine student's official transcript.
- 570 2. Once issued, a grade may not be changed unless one of the following occurs:
 - 571 a. The teacher concurs
 - 572 b. Majority of review panel concurs
 - 573 c. A teacher who does not agree with the review panel's decision may appeal to the
574 local Board of Education.
- 575 3. Review panel consists of five (5) people:
 - 576 a. A Board of Education member

577 b. Superintendent or his/her designee

578 c. Three teachers selected by the bargaining unit

579 The Board shall continue to maintain all policies and procedures under the provisions of the
580 Family Rights and Privacy Act, including policies/procedures which define school records, provide for
581 parental and other requests for access to records, parental consent and bargaining unit members'
582 responsibility for implementation. If changes in the above grading are deemed necessary, all changes
583 shall be mutually agreed upon prior to implementation by the Employer and the Association. Copies
584 shall be furnished to the Association.

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ARTICLE 15

ANCILLARY STAFF EVALUATION

– EXCEPT FOR SECTION J, THIS ARTICLE DOES NOT APPLY TO TEACHERS

A. The work performance of all Ancillary staff shall be evaluated in writing. Probationary Ancillary staff will participate in the development and implementation of an Individual Development Plan or IDP per requirements.

B. Evaluations shall be conducted by the Ancillary staff’s immediate supervisor or an administrator working in the same building or otherwise familiar with the Ancillary staff’s work who shall be designated by the Board.

C. Definitions:

INFORMAL OBSERVATION

Informal Observation - The recognition, by a supervisor, of a particular action, occurrence or remark, not necessarily in the classroom setting, which reflects on the performance of one's duties. (A more casual activity)

FORMAL OBSERVATION

Formal Observation – A scheduled visit during which notation is made of preparation, planning, applicable strategies, work-load management, and professional conduct.

EVALUATION

Evaluation - The summative activity which brings Ancillary staff and supervisor together for review of the supervisor’s comments related to the observations (formal and informal) made during the course of the school year. These comments will be based on a departmental evaluation instrument.

D. Each formal observation of ancillary staff shall be made in person for a reasonable length of time and the time will be recorded on the evaluation sheet. Observations for the ancillary staff shall not be conducted during the week prior to nor the week following, a regularly scheduled vacation.

610 Evaluations of ancillary staff shall be completed by the third (3rd) Friday of May. The use of
611 undercover surveillance devices by either the Administration or Association shall be strictly
612 prohibited.

613 E. A copy of the written observation shall be submitted to the Ancillary staff at the time of such
614 personal interview or within ten (10) school days thereafter, and the Ancillary staff shall have the
615 opportunity to review the evaluation report. All observations shall be based upon valid criteria for
616 evaluating professional growth.

617 F. No later than April 1st of each probationary year the final written evaluation report will be
618 furnished to the Ancillary staff personnel file covering each probationary Ancillary staff. A copy shall
619 be furnished to the Ancillary staff and signed. If the report contains any information not previously
620 made known to and discussed with the probationary Ancillary staff, the Ancillary staff shall have an
621 opportunity to submit additional information to the personnel file. In the event a probationary
622 Ancillary staff is not continued in employment, the Board will advise the Ancillary staff. If a
623 probationary Ancillary staff began employment after the first student day of the school year, the final
624 written evaluation report will be furnished to the Ancillary staff not later than the 90th day before the
625 anniversary date of his/her employment.

626 G. If an Ancillary staff is absent for 10 or more consecutive school days during a period of
627 evaluation, the evaluator may extend all timelines by the duration of the absence.

628 H. No adverse material, including but not limited to, student, parental, or school personnel
629 complaints originating after initial employment will be placed in his/her personnel file unless the
630 ancillary staff has had an opportunity to review the material. Complaints against the ancillary staff
631 shall be put in writing with names of the complainants, administrative action taken, and remedy
632 clearly stated. The ancillary staff may submit a written notation regarding any material, including
633 complaints, and the same shall be attached to the file copy of the material in question. If the material
634 to be placed in the file is inappropriate or in error, the material will be corrected or expunged from the

635 file, whichever is appropriate. When an ancillary staff is requested to sign material that is negative in
636 nature and is placed in the file, such signature shall be understood to indicate his/her awareness of the
637 material but shall not be interpreted to mean agreement with the content of the material. All
638 evaluations, written or oral, shall be based on the contents of the ancillary staff's personnel file.

639 I. Any official reprimand which could be used for future disciplinary action will be in writing.
640 Any oral reprimand will be placed on a memo and will be placed on file within ten (10) school days or
641 will not be taken into account and will not be able to be used in any disciplinary action.

642 J. EAMs that are given unusual responsibilities, in the Board's opinion, will not be expected to
643 meet the same standards of performance as other EAMs who may be teaching in an ideal environment.
644 The Board agrees to comply with all requirements of the Freedom of Information Act (FOIA)
645 including the release of certain information on an EAM to parties filing FOIA requests with the
646 district. Various records and information of an employee are exempt under FOIA. The EAM will be
647 informed that a FOIA request has been made and the specific items being released under FOIA from
648 their personnel record. Medical, professional counseling, psychological records, and any other records
649 not subject to FOIA shall not be released to third parties absent the written consent of the EAM or
650 pursuant to a lawfully issued request, order or subpoena. The Board further agrees that at the request
651 of the EAM, all hearings regarding dismissal, suspension, allegations, evaluations, or discipline
652 conducted by the Board be held in closed session.

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ARTICLE 16

ANCILLARY STAFF CORRECTIVE DISCIPLINE

- THIS ARTICLE DOES NOT APPLY TO TEACHERS

The corrective discipline process is progressive, it should be emphasized that in certain circumstances, depending on the nature of the unacceptable conduct at issue, a first offense could be one for which the staff member could be discharged. Accordingly, the nature of the incident itself determines whether normal progressive steps of discipline are to be strictly followed.

THE CORRECTIVE DISCIPLINE PROCESS

1. A Level I (Oral) Warning
2. A Level II Reprimand
3. A Level III Reprimand
4. Suspension With Pay
5. Suspension Without Pay
6. Dismissal

AREAS WHICH COULD INITIATE CORRECTIVE DISCIPLINE

The following is not an exhaustive list of conduct that could initiate corrective discipline.

1. NEGLIGENCE OF DUTY:

The person is expected to be on duty, in their assigned area, during work hours and doing their assigned job.

2. INSUBORDINATION:

A failure to follow clear and reasonable orders, requests, or directives.

3. FAILURE TO PERFORM DUTIES PROPERLY:

The employee has the ability and experience; but, for some reason, is not getting the job done.

4. IMPROPER CONDUCT:

678 The ancillary staff employee exhibits behavior which is in violation of written and/or
679 unwritten expectations.

680 5. **INCOMPETENCY:**

681 The ancillary staff employee lacks the innate ability to successfully perform the job.

682 **LEVEL I WARNING**

683 This is intended as a vehicle for calling to the attention of the ancillary staff employee,
684 behavior deemed inappropriate. It is not placed in the Personnel File and is not followed by direct
685 disciplinary action.

686 **REQUIREMENTS OF A LEVEL I WARNING**

- 687 1. State that you are issuing a Level I Warning - an oral warning.
- 688 2. Review the Directive, Rule, Order or Regulation which is the basis for the warning.
- 689 3. State the Failure of the ancillary staff employee to comply.
- 690 4. Emphasize the Expectation.
- 691 5. Always ask, "Is there anything I can do to help?"
- 692 6. Make an anecdotal record of Date, Time and Topic of the Discussion.
- 693 7. Offer the ancillary staff employee a copy of the notes.
- 694 8. Obtain signatures of ancillary staff employee and supervisor to confirm meeting took
695 place.

696 **LEVEL II REPRIMAND (formerly oral)**

697 The purpose of a Level II Reprimand is to document that an inappropriate behavior has taken
698 place without being followed by direct disciplinary action.

699 **REQUIREMENTS OF A LEVEL II REPRIMAND**

- 700 1. State that you are issuing a Level II Reprimand or Warning.
- 701 2. Review the Directive, Rule, Order or Regulation which is the basis for disciplinary
702 action.

- 703 3. State the Failure of the ancillary staff employee to comply.
- 704 4. Emphasize again, the Expectation - What is expected of the ancillary staff employee.
- 705 5. Always ask, "Is there anything I can do to help?"
- 706 6. Offer a Plan of Assistance if appropriate.
- 707 7. Make an anecdotal record of Date, Time, and an Action taken, place in Personnel File.
- 708 8. Indicate that behavior could lead to disciplinary action if not corrected.
- 709 9. Offer ancillary staff employee a copy of the notes.
- 710 10. Obtain a signature confirming that the conversation has taken place.

711 **LEVEL III REPRIMAND - (formerly written)**

712 Level III reprimand represents a more serious infraction or the repetition of behaviors, which
713 caused a Level I reprimand to be issued. The Level II Reprimand will involve disciplinary action.

714 **Requirements of a Level III Reprimand**

- 715 1. State this: This document is a Level III Reprimand.
- 716 2. The document must include a quotation of the rule, regulation, directive or procedure,
717 which was violated.
- 718 3. The document must be specific and state facts such as date, time, places and any
719 witnesses involved.
- 720 The reprimand must cite specific misconduct or offenses. Cite facts, which can be seen,
721 heard, etc., (the five senses).
- 722 4. Outline previous Level I and/or Level II reprimands on this topic.
- 723 5. State that you are giving the staff member an opportunity to improve, and provide a Plan
724 of Assistance.
- 725 6. State that if compliance is noted, no further disciplinary action will be taken.
- 726 7. Give the ancillary staff member a copy of the letter. Do not mail it.
- 727 8. Forward a copy to the Personnel Files.

728 9. Obtain evidence that the ancillary staff member received a copy of the letter - signature.

729 **LEVEL IV - IMMEDIATE DISCIPLINARY ACTION**

730 The evaluation process is progressive and designed to improve the conduct or performance of
731 the Ancillary staff. However, notwithstanding the fact that the process is progressive, it should be
732 emphasized that in certain circumstances, depending on the nature of the unacceptable conduct at
733 issue, a first offense could be one for which the staff member could be discharged. Accordingly, the
734 nature of the incident itself determines whether normal progressive steps of discipline are to be strictly
735 followed.

736 The disciplinary action taken could include; in addition to, or in place of the Level I, II or III

737 Reprimands listed above:

- 738 1. Suspension with Pay
- 739 2. Suspension without Pay
- 740 3. Dismissal

741

ARTICLE 17

742

JUST CAUSE

743 A. An EAM of the Association shall be entitled to have present a representative of the Association
744 during any meeting which results in disciplinary action. Should disciplinary action need to occur at a
745 given meeting, the EAM will be advised, immediately, of the EAM's right to have an Association
746 representative present. When an EAM requests such representation, no further action shall take place
747 until the representative is present, except in cases of emergency.

748 B. No Ancillary staff shall be disciplined, reprimanded, reduced in rank or compensation, or
749 deprived of any professional advantage without just cause. Any such discipline, reprimand, or
750 reduction in rank, compensation, or advantage, shall be subject to the professional grievance procedure
751 hereinafter set forth. All information forming the basis for disciplinary action will be made available
752 to the Ancillary staff and the Association.

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ARTICLE 18

PROFESSIONAL BEHAVIOR

A. EAMs are expected to comply with reasonable rules, regulations, and directions from time to time adopted by the Board of Education or its representatives which are not inconsistent with the provisions of this Agreement, providing that an EAM may reasonably refuse to carry out an order which threatens physical safety or well-being. Ancillary staff who reasonably believe that an administrative directive is professionally demeaning must first comply with the directive but may file a grievance and/or request expedited arbitration.

B. All EAMs shall cooperate fully in completing Student Evaluation Reports and all other reports associated with their assigned responsibilities and shall file said reports in a timely manner when requested. Recognizing that there are circumstances beyond the control of the district which affect deadlines for such reports, where feasible advance notice of the deadline shall be provided. If the deadline cannot be reasonably met due to circumstances beyond the employee’s control, the employee shall consult with his/her supervisor to consider other options. The Board assumes all responsibility associated with Job Placement Student Evaluation Reports.

768

ARTICLE 19

769

SENIORITY

770 A. Seniority shall be defined as total years of uninterrupted service (excluding Board approved
771 leaves or lay off) to the Dickinson-Iron ISD in positions included in the Recognition Clause. Every
772 EAM who completed one (1) complete school year as a full-time EAM shall be granted a total of six (6)
773 points for the school year. An EAM who works less than full time shall be granted a prorated number
774 of points based on the number of hours worked, i.e., a one-half time EAM shall be granted three (3)
775 points for the school year.

776 B. Seniority gained prior to June 1, 1983, (at the time both units, Special Education and
777 Vocational Education, joined together shall be maintained in the unit from which it was gained -
778 Vocational Education or Special Education). Seniority gained after June 1, 1983, shall be applied
779 towards both Vocational Education and Special Education positions, and a seniority list shall be
780 presented to the Association annually on or before October 1. Any grievance or disagreement
781 pertaining to the seniority shall be registered with the administration office on or before November 1.

782 **ARTICLE 20**

783 **ANCILLARY STAFF REDUCTIONS IN PERSONNEL AND**

784 **LAYOFF AND RECALL PROCEDURE**

785 **- THIS ARTICLE DOES NOT APPLY TO TEACHERS**

786 Should substantial and unforeseen changes in student population or other conditions make
787 necessary a general reduction in the number of ancillary staff employed by the Board, the Board will
788 retain, as nearly as possible, those ancillary staff certified for the position by the State of Michigan
789 with permanent or continuing certificates having the most seniority in the Association.

790 **Layoff Procedure**

791 In order to promote an orderly reduction in personnel when the educational program,
792 curriculum, and staff is reduced by action of the Board, the following procedure will be used:

793 A. Probationary ancillary employees shall be laid off first. A probationary employee shall not be
794 laid off unless there is a senior employee who is certified, qualified, and available to perform the
795 duties of the position the probationary employee is vacating, or unless the position that the
796 probationary employee is vacating is being eliminated altogether. Qualified includes highly qualified
797 where applicable.

798 B. If the reduction of ancillary employees is still necessary, then senior employees in the specific
799 positions being reduced or eliminated shall be laid off on the basis of seniority, certification and
800 qualifications except as hereinafter provided. So long as certification and qualifications are relatively
801 equal as determined by the Board and both individuals meet the requirements of the original posting,
802 layoffs made pursuant to this section shall be made in inverse order of seniority, i.e., those with the
803 least seniority as defined in the seniority listing are to be laid off first. It is the EAM's responsibility
804 to keep the District informed of current qualifications and certifications. All current qualifications and
805 certifications must be on file with the Business Office on or before March 1 of each year. The Board

806 will determine certifications and qualifications based on appropriate documents in the ancillary staff's
807 file as of that date.

808 C. An ancillary employee who is laid off pursuant to this Article has the right to be placed in a
809 position occupied by an employee with less seniority so long as the laid off employee is certified and
810 qualified to displace a less senior employee and to occupy the assignment held by that person. In
811 considering relative qualifications, the Administration will review the employee's ability to perform
812 the duties of the position, in accordance with the requirements of the posting for the position and any
813 qualifications and standards set forth in the No Child Left Behind (NCLB) Act of 2001 including the
814 amendments accomplished by the Individuals with Disabilities Education Improvement Act (IDEA) of
815 2004 applicable to the position.

816 **Recall Procedure**

817 A. An ancillary employee shall be eligible for recall from layoff for a period of three (3) calendar
818 years from the date of layoff.

819 B. Recall of an ancillary employee shall be in the inverse order of layoff, i.e., those laid off last
820 will be recalled first provided the employee is certified and qualified for the vacant position, and meets
821 the requirements of the original posting. Vacancies will not be posted if there is a laid off unit
822 member who is certified and qualified to fill that assignment.

823 C. The Board shall give written notice of recall from layoff by sending a certified letter to said
824 ancillary staff at his/her last known address. It shall be the responsibility of the ancillary staff to notify
825 the board of any change in address. The ancillary staff's address as it appears in the board's records
826 shall be conclusive when used in connection with layoffs, recalls, or any other notice to the ancillary
827 staff. If the ancillary staff fails to acknowledge his/her availability for re-employment within five (5)
828 calendar days after the date of receipt of the letter of recall or fifteen (15) calendar days after mailing
829 of recall notice, unless an extension is granted in writing by the Board, said ancillary staff shall be
830 considered a voluntary quit and shall completely terminate his/her individual employment contract and

831 any other relationships have had with the Board unless in conflict with tenure laws. Any ancillary
832 staff in a layoff status shall have their recall rights terminated after three (3) years.

833 Upon recall to a position, bargaining unit members shall be entitled to all accumulated sick days
834 and seniority earned prior to said layoff.

835 D. Recall status of a laid-off ancillary probationary employee shall be for a period of six months
836 (6) from the effective date of layoff.

837

ARTICLE 21

838

CONTINUITY OF OPERATIONS/SCHOOL CLOSURES

839 A. The Board agrees that it will not, during the period of this Agreement, directly or indirectly,
840 engage in or assist in any unfair labor practice as defined by Section 10 of the Public Employment
841 Relations Act.

842 B. Nothing in this Article shall require the Board to keep schools open in the event of severe
843 inclement weather or when otherwise prevented by an act of God and nothing shall require EAMs to
844 report for work in such circumstances.

845 C. The Association agrees to not participate in any strike or work slowdown or work stoppage
846 during the term of this contract.

847 D. If and when it is necessary to close school in the event of severe inclement weather, or when
848 otherwise prevented by an act of God, the director of the department is responsible to notify the public
849 and as many personnel as possible using electronic and social media when possible. The standard
850 means of communication will be through local radio stations. When schools are closed due to the
851 above conditions, EAMs shall not be required to report for duty.

852 E. At the point in any school year when thirty (30) hours or whatever the state standard is at the
853 time for acts of God, cancellation and/or snow days have been given, the administration will provide
854 to the Association within one (1) week of the occurrence of the thirty (30) hours of acts of God,
855 cancellation/snow day, a schedule of anticipated make up days and hours of school operation
856 necessary for compliance with state requirements. In the event that additional cancellation/snow days
857 occur, a revised schedule will be provided to the Association according to the same time line. The
858 revised schedule shall be a joint decision with the Association and the Administration to meet the state
859 requirements for full state aid.

860 **ARTICLE 22**

861 **CALENDAR/MANDATORY IN SERVICE**

862 A. For the term of this Agreement the school calendar shall be as set forth in Appendix B. There
863 shall be no deviation from or change in the school calendar except by mutual agreement of the Board
864 and the Association. There will be a minimum of 180 instructional days, 2 professional development
865 (PD) days, and 2 inservice days. One inservice day will be the mandatory inservice, the second
866 inservice day could be a full day, two half days, or up to 60 minutes added to the end of the work day,
867 not to exceed 6.25 hours, for departmental meetings as assigned by administration. The 2 PD days will
868 also be assigned by administration.

869 B. No EAM will be required to remain after completion of the school calendar. Work is to be
870 defined for vocational education EAMs as having turned in all their grades, all their monies, and
871 completed all incompletes for the semester's work. See Appendix C (End of Year Check List).

872 C. Thirty (30) hours of professional development time for the duration of the contract with fifteen
873 (15) of said hours to be assigned at the discretion of administration which includes the opening
874 mandatory orientation session and the remaining fifteen (15) hours shall be related to the employee's
875 current assignment. Such hours shall be secured with prior approval by the administrator and selected
876 by the employee.

877 D. It is understood and agreed to by both parties that quality in service/professional development
878 is integral to professional growth and, therefore, both parties have committed to participate in thirty
879 (30) contract hours of professional development/in-service in each contract year. In-
880 service/professional development will be designed to meet the individual needs of each department, as
881 represented by this agreement. It will be the responsibility of the Director of each department to
882 outline, in writing, a plan for professional development/in-service within the given department. It is
883 suggested that this plan be developed in cooperation with the given department's school development
884 team and distributed to the EAMs by the Director or his/her designee.

885 Attendance at all mandatory in-services will be uniformly enforced within each department.
886 Should members of the Education Association be unable to participate in the in-service opportunities
887 due to illness or personal commitment, sick leave or personal leave will be respectively substituted on
888 an hour to hour exchange based upon the length of the professional development opportunity.

889

ARTICLE 23

890

PROFESSIONAL COMPENSATION

891 A. The basic salaries of EAMs covered by this Agreement are set forth in Appendix D, which is
892 attached to and incorporated in this Agreement. Such salary schedules shall remain in effect during
893 the term of this Agreement.

894 B. In the event an EAM completes academic work during the first semester that will enable
895 him/her to move to a higher bracket on the salary schedule, he/she will be compensated at the new rate
896 for the ensuing semester. No EAMS may move within the salary schedule to a higher bracket based
897 on coursework, unless that coursework is at the graduate level and meets all of the following terms and
898 conditions:

- 899 1. EAM must provide documentation to the Board or its designated administrators that the
900 EAM has successfully completed the requirements of the necessary graduate level course
901 work.
- 902 2. The graduate level course work must be related to the EAM's professional field.
- 903 3. The graduate level coursework must be either in a planned program or have the prior
904 written approval of the Superintendent or designee.
- 905 4. The EAM is responsible for notifying the Business Office, in writing, not less than thirty
906 (30) calendar days prior to the beginning of the next semester. Documentation must be
907 provided within five (5) days of receipt from the educational institution.

908 EAMs will be paid in a manner to conform to one of two options:

909 OPTION I - One twenty-sixth (1/26) of the annual salary, less deductions. Included with this
910 late payment, will be the total of withheld salary. Withheld salary is to be included in the last
911 payment of the school year.

912 OPTION II - One twenty-first (1/21) of the annual salary, less deductions. The final payment
913 will be on the pay period following the end of the school year. EAMs may elect either plan.

914 D. The salary schedule is based upon the regular school calendar as set forth in the appendix and
915 the normal workload as defined in the Agreement. All EAMs requiring a Master's Degree as the
916 minimum qualification for their position will be paid on the corresponding MA level as appropriate.
917 All EAMs hired after July 1, 2005 will be placed on the lane corresponding to the highest terminal
918 degree possessed by the EAM related to their position and any further lane movement will be
919 associated with either pre-approved graduate level credits/SB-CEUs or additional terminal graduate
920 degrees.

921 E. All EAMs shall be compensated in accordance with the provisions of this Article and the
922 annexed schedules without deviation.

923 MILEAGE

924 EAMs required in the course of their work to drive personal automobiles from one school
925 building to another, shall receive a car allowance at the federal/state approved mileage rate. The same
926 allowance shall be given for use of personal cars for field trips or other business of the District. It is
927 understood that the EAM is primarily responsible for automobile insurance during the course of a
928 normal working day. However, because of the nature of many EAM schedules, the Board agrees to
929 provide additional liability insurance in the form of an umbrella policy to all EAMs.

930 PART TIME

931 Part-time EAMs shall receive one-fifth (1/5) of their salary step if scheduled to instruct one (1)
932 hour, two-fifths (2/5) for instructing two (2) hours, three-fifths (3/5) for instructing three (3) hours, etc.
933 The part-time contract will require the individual to remain at the work site for the same fractional part
934 of the preparation time in addition to the instructional time. All EAMs must obtain five-fifths year or
935 more of experience before advancing a step on the salary schedule. Adjustments will be made at the
936 beginning of each semester.

937 ANNUITIES

938 When an EAM has made proper application, the Board agrees to make deductions each pay

939 period and remit funds for tax deferred annuities every month, beginning in September.

940 **SCECHs AND TUITION REIMBURSEMENT**

941 An EAM may apply to the board, through its administration, for tuition paid SCECHs related
942 to work assignment or graduate level course work, up to \$600.00 per July 1 - June 30 per EAM. If
943 approved, the EAM must provide original evidence provided by the School/Institution, of successful
944 completion of the graduate level course, graduate level credits and/or SCECHs earned, if any. Upon
945 receipt of such evidence, the Board will reimburse the EAM for the cost of tuition for the approved
946 schooling. Such schooling may be used, if applicable, for movement on the salary schedule of the
947 Master Agreement, commencing with next successive ISD semester. The following formula shall be
948 used in determining how State Continuing Education Clock Hours (SCECHs) will be applied for
949 credit:

- 950 1 contact hours = 1 SCECH
- 951 300 contact hours = 1 semester hour credit
- 952 30 SCECHs = 1 semester hour credit

953 Only SCECHs obtained through the above approval process during employment with the
954 DIISD will be credited toward movement on the salary schedule. SCECHs used for advancement on
955 the salary schedule must be earned outside the EAM's workday.

956 **EXTENDED CONTRACT**

957 Extended contracts for EAMs shall be determined on a departmental basis. The rate of pay
958 shall be determined on a departmental basis. The rate of pay shall be established at the EAMs
959 normal daily rate based on the salary schedule.

960 **PROFESSIONAL FEES**

961 The Board will contribute an amount not to exceed \$165.00 to help defray the membership fees
962 of professional organizations per EAM per year. The EAM will provide documentation of
963 professional organization membership and associated cost prior to payment. (Not Association dues or

964 fees.)

965 **ARTICLE 24**

966 **SPECIAL TEACHING ASSIGNMENTS**

- 967 A. Assignments for summer school programs (optional services) will be made by the Board on
968 the basis of preference to certified, most-senior, ancillary staff possessing permanent or continuing
969 certificates regularly employed in the District during the normal school year. Payment for summer
970 programs shall be negotiated. The base rate would be Ancillary staff assignments (excluding teacher
971 assignments) shall be mutually agreed upon between Administration and the Ancillary staff. Ancillary
972 staff has the right to accept or decline any extra assignments offered to them.
- 973 B. The Board shall provide substitute teachers, if available, when the regular EAM is absent.
974 The Board agrees at all times to maintain a list of available substitute teachers. If class is in session
975 and no substitute teacher is available, then the class will be supervised by certified personnel.
- 976 C. Supervision by an EAM of a student teacher shall be voluntary and no EAM shall supervise
977 more than one such student teacher per school year, except in areas of shortages and agreed to by the
978 Board or its representatives and the Association. An EAM supervising a student teacher shall be paid
979 an amount equal to the amount paid to the Board, for this purpose, by the university or college from
980 which the student teacher will receive credit.
- 981 D. Any state-mandated assignment, over and above the state prescribed student contact
982 days/hours and the required professional development days: five (5) days or thirty (30) hours shall not
983 be obligatory but shall be with the consent of the ancillary staff. Preference in making such
984 assignments will be given to the ancillary staff who is employed in that position affected by mandated
985 assignment. If that ancillary staff does not want the position, the Board has the right to fill the position
986 which is available, or the Board can hire someone outside the unit if no qualified bargaining unit
987 member is available.

988 **ARTICLE 25**

989 **EMPLOYER SUPPORT OF STUDENT DISCIPLINE**

990 Teachers shall be responsible for creating and maintaining conditions conducive to learning
991 and discipline.

992 The employer recognizes its responsibilities to give all reasonable support and assistance to
993 teachers with respect to the maintenance of control and discipline. The district recognizes the need to
994 have reasonable rules established for student conduct. At the beginning of each school year, the
995 District will publish to all students and staff of the District a copy of all rules of conduct for students
996 as shall be in effect at the time. Any change in the rules during the school year shall be similarly
997 published before said rules shall become effective. In addition to the rules set forth above, each
998 teacher may establish additional rules for students during the time said students are in his/her charge.
999 The Board recognizes the regular classroom EAM may not be required to assume extraordinary duties
1000 beyond those mandated by the student's IEPC. Further, a regular classroom EAM may request an
1001 administrative review of placement and/or program concerning a unique student. Such review will
1002 take place within ten (10) contract days, and to involve appropriate advisory personnel. Whenever it
1003 appears a student may need specialized help, the EAM shall report this perceived need, in writing, to
1004 the EAM's immediate supervisor as soon as possible. The administrator and the EAM will, with
1005 prudent haste, develop and put into effect a plan of action which will best serve the needs of the
1006 student and EAM while preserving an appropriate discipline and learning atmosphere for other
1007 students in the classroom.

1008 Teachers may use such reasonable physical force to remove or restrain a student who refuses to
1009 cease disruptive conduct after being asked, in order to maintain appropriate control of a classroom or
1010 other school setting.

1011

1012

ARTICLE 26

1013

PROFESSIONAL GRIEVANCE PROCEDURE

1014 A. A claim by an EAM or the Association that there has been a violation or misapplication of any
1015 provision of this Agreement may be processed as a grievance as hereinafter provided. Any rule, order,
1016 or regulation of the Board may be processed as a grievance as it affects the members of the bargaining
1017 unit as hereinafter provided.

1018 B. Level I - Ongoing informal discussion between staff and administration may take place prior to
1019 the filing of a grievance, without setting precedent. The grievance is to be presented to the grievant's
1020 immediate supervisor within fifteen (15) school days of the claimed violation or misapplication of any
1021 provision of this agreement. Within three (3) school days of the receipt of the grievance, a mutually
1022 agreed upon meeting must be scheduled. Disposition will occur within ten (10) school days from the
1023 date of the meeting.

1024 C. Level II - If the grievance is unresolved at Level #1, the grievance will be submitted to the
1025 Board of Education within ten (10) school days of the disposition at Level #1. The Personnel
1026 Committee of the board will address the issue within ten (10) school days of the date of the receipt of
1027 the Grievance at Level #2. The Board of Education will hold a hearing at their next scheduled Board
1028 Meeting following the Personnel Committee meeting. Disposition will occur within seven (7) school
1029 days from the date of the Board Hearing.

1030 D. Level III - If resolution is not achieved in Level #2, the Union/Association has fifteen (15)
1031 school days from the date of disposition at Level #2 in which to file for Arbitration.

1032 The arbitrator shall be agreed upon by the Board and the Association, or if no agreement is
1033 reached within five (5) school days of notice of appeal to arbitration, the parties agree to utilize the

1034 services of the American Arbitration Association as arbitrators.

1035 The arbitrator in making his/her decision shall not change, alter or modify, nor shall he/she add
1036 to or subtract from any term or provision of this Agreement and shall be limited to deciding whether
1037 the Board has violated the expressed Articles or sections of this Agreement. The arbitrator may
1038 reinstate and/or make the grievant whole. The parties agree that an arbitrator's decision, if made in
1039 accordance herewith, shall be final and binding upon them.

1040 In addition to other restriction in this Article, the arbitrator shall have no power to rule on the
1041 following:

- 1042 1. The termination of services or failure to re-employ any probationary EAM for other than
1043 contractual or procedural violations of this Agreement.
- 1044 2. The termination of services or failure to re-employ any EAM to a position on the extra-
1045 curricular schedule.
- 1046 3. Any claim or complaint subject to the procedures specified in the Tenure Act (Act IV,
1047 Public Acts, extra session, of 1937 of Michigan, as amended, including the amendments
1048 of 1967.)
- 1049 4. To add to, subtract from, or otherwise modify the expressed terms and conditions of this
1050 agreement.
- 1051 5. Rule on an issue previously barred from the scope of the grievance procedures.
- 1052 6. Establish wage scales.
- 1053 7. The content of an evaluation issued to a tenure or probationary teacher.

1054 E. However, dismissal based on an unsatisfactory evaluation of an ancillary staff member who
1055 has successfully completed the probationary period may be submitted to arbitration. The fees and
1056 expenses of the arbitrator shall be paid by the loser as determined by the arbitrator.

1057 F. The time limits provided in this Article shall be strictly observed or the grievance shall be
1058 deemed to be waived, except that limits may be extended by written agreement of the parties. In the
1059 event a grievance is filed after May 1 of any year and strict adherence to the time limits may result in
1060 hardship to any party, the Board shall process such grievance prior to the end of the school term or as
1061 soon thereafter as possible.

1062 G. Miscellaneous:

1063 1. A grievance may be withdrawn at any level without prejudice or record.

1064 **ARTICLE 27**

1065 **INSURANCE PROTECTION – HAS TO COMPLY WITH PA 152**

1066 A. The Board shall make available to the EAM the following insurance protection plans offered
1067 by the Michigan Education Special Services Association for the full 12 months: CHOICES II, as
1068 selected by the DIISDEA or the EAM and MESSA ABC Plan 1. Any insurance benefits provided for
1069 herein shall be subject to the terms and conditions specified in the School District’s MESSA Group
1070 Insurance Policies as well as utilizing their billing definition for subscriber category of Full family, 2
1071 Person, and Single. However, if MDE requires a different definition, MDE’s interpretation will
1072 control. The Board, by payment of any premium payments required to provide coverage as agreed
1073 upon, shall be relieved from all liability with respect to any insurance benefits provided in this
1074 agreement. Any change in carriers shall be derived at through mutual agreement between the Board
1075 and the Association.

1076 B. Coverage for the 2019-2022 contract year include one of the following options, as selected by
1077 the employee:

- 1078 1. Plan A: CHOICES II, ABC Plan 1, or a District selected MESSA plan, is as follows; Delta
1079 Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, and \$20,000 Accidental
1080 Death and Dismemberment life insurance, Long Term Disability.
- 1081 2. The Board will pay up to their portion for full time employees beginning on July 1, 2019
1082 to June 30, 2022 up to the monthly contributions defined below, but not to exceed the
1083 state cap. The distribution of insurance costs can be changed per subscriber category
1084 (Full family, 2 Person and Single) by the union, if it yields a zero net difference of the
1085 Board paid contribution.
- 1086 3. If ABC plan 1 or a District selected MESSA plan (if applicable) is selected, the Board
1087 will agree to pay the HSA contribution as follows: ½ of the annual contribution in July
1088 and the other ½ of the annual contribution in January if the employee is on staff on July

1089 1st of the preceding year – not to exceed \$1,350 for single or \$2,700 for 2 person or full
1090 family per contract year. The July payment will not be made if the employee is not
1091 scheduled to return to work for the full school year; it would be prorated based on the
1092 projected work-days. If an employee starts after July of the contract year, the contribution
1093 will be prorated. If a termination of employment by either party is known prior to a HSA
1094 payment, the HSA contribution will be prorated based on projected work-days. In no case
1095 will the Board be required to contribute more than the amount permitted by 2011 PA 152.

1096 OPTIONS, PAYMENTS AND CALCULATIONS

1097 4. BLENDING After each open enrollment period (November 1 – November 30), the
1098 District will provide the new EAM census information within two weeks of receiving the
1099 information from MESSA to the Union. The Union will provide “blended” rates within
1100 two weeks after receiving the census information. The Business office will verify that the
1101 figures do not exceed the state cap and that the blending does not violate any tax laws. If
1102 the blending exceeds the tax ability, the rates will be blended up to the allowable amount,
1103 not to exceed the state cap when combined. If the union prefers, they do not need to blend
1104 rates – the union must let the business office know this within two weeks after receiving
1105 the census information.

1106 5. SELECTION The union will select the health options of CHOICES, ABC Plan 1, a
1107 second District selected plan, or Plan B prior to the first open enrollment after the
1108 ratification of this contract. Those selections will remain in place during the duration of
1109 this contract. The non-health will be as described above and will not be changed.

1110 6. PAYMENTS All Board paid premium or cash in lieu obligations are earned monthly
1111 with the exception of the HSA twice annual contribution.

1112 a. The monthly Board paid premium for Choices II will be 1/12 of the annual state
1113 cap for medical. The monthly Board paid premium for the non-health benefits

1114 listed above for Plan A members based on provider status will be 1/12 of the
1115 annual cost. Example: If the annual state cap for full family is \$18,232 and the
1116 annual cost for non-health is \$1,200. The monthly Board obligation would be
1117 1/12 of \$18,232 or \$1,519.33 and 1/12 of \$1,200 would be \$100 so the monthly
1118 Board obligation would be \$1,619.33.

1119 b. The monthly Board paid premium for ABC Plan 1 will be calculated as follows:
1120 The annual state cap (based on provider status) less the Board paid bi-annual
1121 contribution (based on provider status) equals the Board paid health contribution
1122 (BPHC). The Board will pay 1/12 of the BPHC on a monthly basis for all full
1123 time employees. The Board will pay 1/12 of the annual cost for the non-health
1124 benefits listed above per month for full time Plan A members based on provider
1125 status. Example: The annual state cap for full family is \$18,232; the annual
1126 contribution will be \$2,700. $\$18,232 \text{ minus } \$2,700 = \$15,532$. The monthly
1127 obligation would be 1/12 of \$15,532 or \$1,294.33 as well as \$1,350 in July and
1128 \$1,350 in January.

1129 These payment calculations are based on the state cap, but blending is allowed if the
1130 district has a net-zero effect and can follow all taxing regulations.

1131 c. The Board paid premium for Plan B will be as follows: single subscribers will
1132 receive a total monthly CIL contribution of \$458.33 less the monthly cost of the
1133 insurance. The two person and full family will receive a total monthly CIL
1134 contribution of \$750.00 less the monthly cost of the insurance. The annual cost
1135 will not exceed \$5,500 for a single subscriber or \$9,000 for a two person or full
1136 family. Example: If the monthly Board paid Plan B is \$458.33 and the monthly
1137 cost of insurance was \$300, the monthly CIL contribution would be \$158.33.

1138 7. STATE CAP The State cap will be annually adjusted each July for the duration of this

1139 contract using the state approved cap established at the start of that calendar year. At the
1140 conclusion of this contract, the Board paid portions will remain without increase until a
1141 subsequent contract. The State cap for 2019-2020 school year is \$6,685.17
1142 (\$557.09/month) for single, \$13,980.75 (\$1,165.06/month) for two person and
1143 \$18,232.31 (\$1,519.36/month) for full family prior to any blending.

1144 Plan B: Association members not using a MESSA medical plan will have MESSA/Delta
1145 Dental Plan 100/90/90/90: \$3,000; \$2,000, Vision VSP-3 Gold, \$40,000 Accidental
1146 Death and Dismemberment life insurance, and Long Term Disability (66 and 2/3%). A
1147 total value not to exceed \$9,000.00 inclusive of the cost to Plan B with the balance paid
1148 in cash on a pro-rated payroll basis for two person or full family or for a total value not to
1149 exceed \$5,500 inclusive of the cost of Plan B for a single subscriber.

1150 C. The balance of any increase in health care insurance and additional benefits package for Plan A
1151 and Plan B participants will be paid in full by the employee utilizing a prepayment or payroll
1152 deduction method.

1153 D. Association members completing partial year employment and terminated by Board decision
1154 shall have the Board approved monthly premium paid by the Board beyond their final day on the job
1155 for one month. This would not include any HSA contributions. Association members completing a
1156 partial year employment by their decision, will be required to pay back on a prorated basis, the
1157 Board's HSA contribution. This adjustment will be via their last paycheck or an invoice from the
1158 district if the paycheck will not cover the amount.

1159 E. Insurance and option pro-ration:

1160 1. Part time EAMs of district may participate in Plan A on a pro-rated basis if they are
1161 employed for 50% or more of a full time position. Example: A 50% time employee
1162 would receive board participation at a rate of 50% of the board covered premium as well
1163 as 50% for the board-paid HSA contribution

- 1164 2. Participation in the Plan B package by a part time EAM shall be pro-rated on the same
1165 percentage basis.
- 1166 3. Part time employment of an EAM for 80% or more of full time shall be considered as full
1167 time employment for health insurance or insurance option purposes. See Article 23: Part
1168 Time.
- 1169 4. For Dental and Vision insurance purposes, 50% employment constitutes availability in
1170 this program on a prorated basis.
- 1171 F. Negotiated LTD (Long Term Disability): 66 2/3%, with maximum monthly salary allowance
1172 of \$3,750; \$2,500 maximum monthly income; 90 calendar days straight wait; Alcohol/Drug/Mental/
1173 Nervous is considered the same as any other illness; family/social security offset; 2 year own
1174 occupation; 5% minimum payout; pre-existing condition waiver is included; includes a freeze on
1175 offsets.

1176 **ARTICLE 28**

1177 **RETIREMENT INCENTIVE OR SEVERANCE PLAN**

1178 **RETIREMENT INCENTIVE:**

1179 Terms of the Early Retirement Incentive plan are:

- 1180 1. Must have a minimum of ten (10) years of service with the ISD.
- 1181 2. Must qualify for sixty (60) percent or more of full retirement.
- 1182 3. An Association member seeking early retirement must make application in writing to the
1183 Board of Education, using the form found in the Appendix, by April 1 of the year of
1184 retirement. The association member must complete the full contract year in which they
1185 request the early retirement incentive.
- 1186 4. The EAM seeking early retirement must qualify and make application for retirement
1187 under the Michigan teacher retirement system.
- 1188 5. The EAM will forfeit any and all recall rights and all accumulated seniority.
- 1189 6. The insurance supplement by the Board will not be granted if the retiree is eligible for
1190 retirement medical health insurance. If the retiree is eligible for partial retirement
1191 insurance coverage, the Board shall pay the difference between said coverage and the
1192 negotiated monthly amount of insurance (\$100.00).
- 1193 7. The Retirement incentive benefit will be paid to the retiree or the surviving designated
1194 beneficiary in case of retiree's death.
- 1195 8. Only EAMs on the payroll as of 6-30-01 are eligible for the retirement incentive benefit,
1196 provided all other stipulations are met.
- 1197 9. The plan will be activated by the board only when activation would save enough money
1198 to cover all costs to the district.

1199 **Incentive Retirement Payout Plan:**

1200	First Year	-	\$5,500
1201	Second Year	-	\$5,000
1202	Third Year	-	\$5,000
1203	Fourth Year	-	\$5,000
1204	Fifth Year	-	\$4,500

1205 Plus insurance supplement to retirement. Insurance up to \$100.00 per month. The district
 1206 supplement plus the retirement insurance shall not exceed the monthly insurance premium cost.

1207 **SEVERANCE PLAN:**

1208 Terms of the Severance plan are:

- 1209 1. Must have a minimum of ten (10) years of service with the ISD.
- 1210 2. Must qualify for sixty (60) percent or more of full retirement.
- 1211 3. An Association member seeking severance must make application in writing to the Board
 1212 of Education, using the form found in the Appendix, by April 1 of the year of retirement. The
 1213 association member must complete the full contract year in which they request the early
 1214 retirement incentive.
- 1215 4. The EAM seeking severance must qualify and make application for retirement under the
 1216 Michigan teacher retirement system.
- 1217 5. The EAM will forfeit any and all recall rights and all accumulated seniority.
- 1218 6. The EAM will have a limit of 150 days for use as sick leave but will be paid off on the
 1219 total amount of days accumulated up to a maximum of 300 days.
- 1220 7. If the EAM uses the annual allotted sick days (10) or less in their last full year of
 1221 employment, they will be paid their sick leave based on column 2 for all of their
 1222 remaining sick days. For example, if an EAM uses 11 sick days in their last year of
 1223 employment, they will be paid all their days using column #1, if they use 10 or less sick

- 1224 days that year they will use column #2 for all of their days.
- 1225 8. The EAM will also be paid a flat rate of \$50.00 per year of service to the DIISD district.
- 1226 9. Only EAMs placed on the payroll after 6-30-01 are eligible for the severance benefit
- 1227 under this contract, provided all other stipulations are met.
- 1228 10. The payoff would be spread equally across five years.
- 1229 11. The plan will be activated by the board on a yearly basis only when activation would
- 1230 save enough money to cover all costs to the district.

1231 Severance Plan:

1232		Column 1	Column 2
1233	0-100 days of accumulated sick leave	\$20.00 per day	\$70.00 per day
1234	101-149 days of accumulated sick leave	\$40.00 per day	\$80.00 per day
1235	150-199 days of accumulated sick leave	\$60.00 per day	\$90.00 per day
1236	200-300 days of accumulated sick leave	\$80.00 per day	\$100.00 per day

1237 and

1238 Years of Service to the District X \$50.00 per full year of service.

1239 All payments made under this Plan shall be to a 403b tax deferred annuity account of the

1240 retiree. Dickinson-Iron ISD established a Special Pay Plan effective June 1, 2006. This permits the

1241 school system to pay unused sick leave, or terminal pay in a 403 (b) tax advantaged manner.

1242 Participants that are 55 or older in the calendar year of retirement may elect to withdraw funds from

1243 the Special Pay Plan without I.R.S. penalty. Eligible participants under the age of 55 are subject to a

1244 ten percent (10%) early withdrawal penalty by the I.R.S. Accordingly, the Dickinson-Iron ISD will

1245 make the under 55 employee whole by paying the difference of 2.35% between the 10% early

1246 withdrawal penalty and the employee's 7.65% savings on social security taxes if the participant

1247 decides to withdraw funds. The DIISD will make only one early payment adjustment per year, upon

1248 written notification from the participant of intent to withdraw. Payments for retirement by the
1249 Dickinson-Iron ISD into the plan for staff shall be paid no later than July 15, on an annual basis
1250 following the date of retirement pursuant to the master agreement. Terminal leave payment dates for
1251 staff will be determined on a case by case basis.

1252 **ARTICLE 29**

1253 **NEGOTIATION PROCEDURES**

1254 A. It is contemplated that terms and conditions of employment provided in this Agreement shall
1255 remain in effect until altered by mutual agreement in writing between the parties. Nevertheless,
1256 because of the special nature of the public educational process, it is likewise recognized that matters
1257 may from time to time arise of vital mutual concern to the parties which have not been fully or
1258 adequately negotiated between them. It is in public interest that the opportunity for mutual discussion
1259 of such matters be provided. The parties accordingly undertake to cooperate in arranging meetings,
1260 selecting representatives for discussion, furnishing necessary information and otherwise constructively
1261 considering and resolving any such matters.

1262 B. A reasonable time prior to expiration of this Agreement, upon request of either party,
1263 negotiations will be undertaken for an Agreement covering the next school year.

1264 C. Neither party, in any negotiations, shall have any control over the selection of the negotiating
1265 or bargaining representatives of the other party, and each party may select its representatives from
1266 within or outside the school district. While no final agreement shall be executed without ratification
1267 by the Association and the Board of Education, the parties mutually pledge that their representatives
1268 will be clothed with all necessary power and authority to make proposals, consider proposals, and
1269 make concessions in the course of negotiations.

1270 D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the
1271 mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem
1272 appropriate.

1273 E. An emergency manager appointed under the local government and school district fiscal
1274 accountability act is allowed to reject, modify or terminate this agreement as provided in the local
1275 government and school district fiscal accountability act. PERA section 15(7)

1276 **ARTICLE 30**

1277 **MISCELLANEOUS PROVISIONS**

1278 A. No polygraph or lie detector device shall be used by the Board in any investigation of any
1279 EAM.

1280 B. This Agreement shall constitute the full and complete commitments between the Board and the
1281 Association and may be altered, changed, added to, deleted from or modified only through the
1282 voluntary, mutual consent of both parties in a written and signed amendment to this Agreement.

1283 C. Any individual contract between the Board and an individual EAM heretofore executed shall
1284 be subject to and consistent with the terms and conditions of this Agreement and any individual
1285 contract hereafter executed shall be expressly made subject to and consistent with the terms of this or
1286 subsequent agreements to be executed by the parties. If an individual contract contains any language
1287 inconsistent with this Agreement, this Agreement, during its duration shall be controlling.

1288 D. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be
1289 contrary to its terms. The provisions of this Agreement shall be incorporated into and be considered
1290 part of the established policies of the Board.

1291 E. If any provision of this Agreement or any application of the Agreement to any EAM or group
1292 of EAMs shall be found contrary to law, then such provision or application shall not be deemed valid
1293 and subsisting except to the extent permitted by law, but all other provisions or applications shall
1294 continue in full force and effect.

1295 F. Copies of this Agreement shall be duplicated at the expense of the Board and presented to all
1296 EAMs now employed, or hereafter employed.

1297 **ARTICLE 31**

1298 **ALCOHOLISM & DRUG ABUSE**

1299 The District's concern in this agreement is limited to alcoholism and drug abuse problems
1300 which cause poor attendance and unsatisfactory performance on the job. Such problems will be
1301 handled in a confidential manner.

1302 Although the Association and the Board jointly recognize that alcoholism and drug abuse are
1303 illnesses and shall be treated as such, Ancillary staff is responsible for their actions and may be
1304 disciplined or dismissed for just cause.

1305 Any Ancillary staff with an alcohol or drug abuse problem that requests diagnosis and/or
1306 treatment will not jeopardize his/her job rights or job security. Sick leave may be used for treatment
1307 of alcoholism and drug abuse if the employee participates in a recognized and accepted rehabilitation
1308 program. The employee must complete an approved program and can utilize this provision only
1309 twice.

1310 All reports of actual or alleged alcohol and/or drug abuse shall be promptly reported to the
1311 respective Ancillary staff and Association representative. If an administrator observes an EAM
1312 experiencing difficulties in maintaining his/her performance, and those difficulties, in the opinion of
1313 the administrator, are due to alcohol and/or drug abuse, said administrator will discuss the apparent
1314 difficulties with the Ancillary staff at a specially scheduled meeting. The Ancillary staff shall be
1315 afforded the right to: have appropriate Association representatives present at such meeting.

1316 If at any time the EAM cannot perform his/her duties for that day, the EAM will be requested
1317 to take immediate sick leave.

1318 **ARTICLE 32**

1319 **SCHOOL DEVELOPMENT**

1320 School Development is a joint planning and problem-solving process that seeks to improve the
1321 quality of life in the school and the delivery of quality education. The Board and the Association
1322 agree that employee participation in decision making is a process for involving employees in decision
1323 making through joint planning and problem solving. The provisions which follow are agreed to for
1324 the purpose of establishing the expressed conditions which shall govern the school development plan
1325 in the DIISD.

1326 A. No section of the school development plan shall be in conflict with or supersede the terms of
1327 the collective bargaining agreement between the parties.

1328 B. The collective bargaining agreement shall not be modified either formally or informally in
1329 connection with the implementation of the school development plan except as mutually agreed in
1330 writing by the Board and the Association.

1331 C. Participation by the employee in any school development plan is voluntary and such
1332 participation or non-participation shall not be used for evaluation, discipline, or discharge, except as
1333 required by MCL 380.1248.

1334 **ARTICLE 33**

1335 **COMMUNICABLE DISEASES**

1336 It is recognized that students with chronic or ongoing communicable diseases whose
1337 transmittal can be avoided by reasonable hygienic procedures and environmental management may,
1338 given individual circumstances of the case, not be excluded from school. The Employer will provide
1339 the Association, prior to adoption or implementation of any policy dealing with communicable
1340 diseases, notice and opportunity to bargain procedures as they impact on the working conditions and
1341 health and safety of bargaining unit members. In the event that a child with an ongoing or chronic
1342 communicable disease is allowed, by policy or law, to attend school, all employees having contact
1343 with the student shall be given advance notice, if allowed by law, of the child's placement and/or
1344 return to school. The District shall provide in-service instruction in hygienic practices and
1345 management to members coming into contact with students having such communicable diseases.

DURATION OF AGREEMENT

This Agreement shall continue in effect until the 30th Day of June, 2022. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT EDUCATION ASSOCIATION

BY: Theresa Hruska
Theresa Hruska, DIISD-EA President

DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

BY: _____
Robert Witter, Board President

BY: Wendy L. Warmuth
Wendy L. Warmuth, Superintendent

MICHIGAN EDUCATION ASSOCIATION

BY: _____
David Martinson, MEA Representative

DATED THIS 12 DAY OF June, 2019.

APPENDIX A

PROFESSIONAL IMPROVEMENT STATUS REPORT

(To be filed twice annually with the administrative office and with the Teacher's Association)

NAME _____ AGE _____ HOME PHONE _____

POSITION HELD _____

CREDIT HOURS ACQUIRED TOWARD A DEGREE _____

CREDIT HOURS ACQUIRED DURING PREVIOUS SEMESTER _____

NUMBER OF CREDIT HOURS NEEDED FOR A DEGREE _____

CREDIT HOURS NEEDED FOR A DEGREE _____

ESTIMATED DATE OF DEGREE AWARD _____

EMPLOYEE COMMENTS:

SIGNATURE OF EMPLOYEE
ADMINISTRATIVE EVALUATION OF STATUS:

Due on or before February 15 and July 15.

File Date _____

DICKINSON-IRON VOCATIONAL CENTER

TO: ALL TEACHERS

SUBJ: END OF YEAR ACTIVITIES (EXIT REPORT)

The Director of Technical Education will provide a list of year end exit requirements prior to May 1st of each school year. The EAM staff has until the last assigned teacher day to complete the tasks.

NOTE: Please do not wait until the last minute to turn everything in!

EAM SALARY SCHEDULES

BASED ON 2.00%
EAM 2019-2020 SALARY SCHEDULE

POSITION	GSR	BA/BS	BA/BS+18			BA/BS+40		BA/BS+60	
			1	A	B	C	D	E	MSW/PSY/ST
									MA+8
0	25,713	40,398	41,835	43,276	44,718	46,153	47,590		
1	26,689	42,628	44,157	45,688	47,212	48,740	50,267		
2	27,704	44,858	46,477	48,095	49,709	51,329	52,940		
3	28,756	47,088	48,795	50,499	52,208	53,911	55,623		
4	29,849	49,322	51,114	52,909	54,708	56,498	58,299		
5	30,984	51,549	53,431	55,316	57,200	59,089	60,973		
6	32,160	53,778	55,750	57,726	59,696	61,668	63,461		
7	33,383	56,007	58,070	60,133	62,193	64,258	66,321		
8	34,650	58,238	60,389	62,542	64,694	66,848	68,999		
9	35,968	60,468	62,712	64,951	67,190	69,431	71,668		
10	37,336	62,783	65,121	67,451	69,786	72,117	74,445		

SERVICE CREDIT SHOWN ON STRAIGHT HOURS

11-15	\$900	38,236	63,683	66,021	68,351	70,686	73,017	75,345
16-20	\$1,000	39,236	64,683	67,021	69,351	71,686	74,017	76,345
21-25	\$1,100	40,336	65,783	68,121	70,451	72,786	75,117	77,445
26-30	\$1,200	41,536	66,983	69,321	71,651	73,986	76,317	78,645

BASED ON 2.00%
EAM 2020-2021 SALARY SCHEDULE

POSITION	GSR	BA/BS	BA/BS+18			BA/BS+40		BA/BS+60	
			1	A	B	C	D	E	MSW/PSY/ST
									MA+8
0	26,227	41,206	42,672	44,141	45,612	47,076	48,542		
1	27,223	43,480	45,040	46,602	48,156	49,714	51,272		
2	28,258	45,755	47,407	49,057	50,703	52,356	53,999		
3	29,331	48,030	49,771	51,509	53,252	54,989	56,735		
4	30,446	50,309	52,137	53,968	55,802	57,628	59,465		
5	31,603	52,580	54,499	56,422	58,344	60,270	62,192		
6	32,803	54,854	56,865	58,880	60,889	62,902	64,731		
7	34,050	57,127	59,231	61,336	63,437	65,543	67,648		
8	35,343	59,403	61,597	63,793	65,987	68,185	70,379		
9	36,688	61,677	63,966	66,250	68,534	70,820	73,102		
10	38,083	64,039	66,423	68,800	71,182	73,559	75,934		

SERVICE CREDIT SHOWN ON STRAIGHT HOURS

11-15	\$900	38,983	64,939	67,323	69,700	72,082	74,459	76,834
16-20	\$1,000	39,983	65,939	68,323	70,700	73,082	75,459	77,834
21-25	\$1,100	41,083	67,039	69,423	71,800	74,182	76,559	78,934
26-30	\$1,200	42,283	68,239	70,623	73,000	75,382	77,759	80,134

SALARY CALCULATIONS

NON-DEGREE SCHEDULE OF BA DEGREE 0-29 HRS 80%, 30-59 HRS 85%, 60-89 HRS 90%
AND 90 - UP HRS 95%

SEVEN HOUR STAFF WILL RECEIVE 12% ABOVE THE BASE

BASED ON 2.00%
 EAM 2021-2022 SALARY SCHEDULE

POSITION	GSR	BA/BS	BA/BS+18	BA/BS+24	MA OR 32	BA/BS+40	BA/BS+60
						MA+8	MSW/PSY/ST MA+32
	1	A	B	C	D	E	F
0	26,752	42,030	43,525	45,024	46,524	48,018	49,513
1	27,768	44,350	45,941	47,534	49,119	50,709	52,297
2	28,823	46,670	48,355	50,038	51,717	53,403	55,079
3	29,918	48,991	50,766	52,539	54,317	56,089	57,870
4	31,055	51,315	53,179	55,047	56,918	58,780	60,654
5	32,235	53,631	55,589	57,550	59,510	61,476	63,436
6	33,459	55,951	58,002	60,058	62,107	64,160	66,025
7	34,731	58,270	60,416	62,562	64,706	66,854	69,001
8	36,050	60,591	62,829	65,069	67,307	69,548	71,786
9	37,421	62,911	65,245	67,575	69,905	72,236	74,564
10	38,844	65,319	67,752	70,176	72,606	75,031	77,452

SERVICE CREDIT SHOWN ON STRAIGHT HOURS

11-15	\$900	39,744	66,219	68,652	71,076	73,506	75,931	78,352
16-20	\$1,000	40,744	67,219	69,652	72,076	74,506	76,931	79,352
21-25	\$1,100	41,844	68,319	70,752	73,176	75,606	78,031	80,452
26-30	\$1,200	43,044	69,519	71,952	74,376	76,806	79,231	81,652

SALARY CALCULATIONS

NON-DEGREE SCHEDULE OF BA DEGREE 0-29 HRS 80%, 30-59 HRS 85%, 60-89 HRS 90%
 AND 90 - UP HRS 95%

SEVEN HOUR STAFF WILL RECEIVE 12% ABOVE THE BASE

□ **APPENDIX E**

GRIEVANCE REPORT FORM

Grievant

_____ **Grievance #** _____

Date

Submitted _____

Contract Maintenance Person _____

Association President _____

Grievance: _____

Immediate Supervisor _____

Department Administrator _____

Date Received _____

Level #1 On-going informal discussion between staff and administration may take place prior to the filing of a grievance, without setting precedent. The grievance is to be presented to the grievant's immediate supervisor. Within three (3) school days of the receipt of the grievance, a mutually agreed upon meeting date must be scheduled.

- **Relief Sought** _____

- **Date of Meeting** _____
- **Disposition (will occur within 10 school days form the date of the meeting)**

Signatures/Date:

Grievant: _____

Contract Maintenance: _____

Supervisor: _____

Departmental Supervisor: _____

Superintendent: _____

Others present at meeting:

Comments: (use reverse side)

Level #2

Board Level

If the contractual issue is unresolved at Level #1, the Grievance will be submitted to the Board of Education within ten (10) school days of the disposition at Level #1. The Personnel Committee of the Board will address the issue within ten (10) school days of the date of the receipt of the Grievance at Level #2. The Board of Education will hold a hearing at their next scheduled Board Meeting following the Personnel Committee meeting.

Date Grievance received by the board of Education or its Designee _____

Date of Committee Meeting _____

Date of Board Hearing _____

Date of Disposition (will occur within 7 school days From the date of the Board Hearing) .

Signatures/Date:

Board Representative/s: _____

Grievant _____

Contract Maintenance Person _____

Union Representative _____

COMMENTS: _____

Level #3

Arbitration

If resolution is not achieved in Level #2, the Union/Association has fifteen (15) school days from the date of disposition at Level #2 in which to file for Arbitration.

Date submitted to Arbitration _____

Date of Arbitration _____

Disposition and Award of Arbitrator _____

Signature/Date:

Timelines may be waived by mutual consent		
Level	Time line Waiver	Signature/Dates
#1		
#2		
#3		

Student Enrichment Activities / Guidelines Appendix "F"

I. Definition of Student Enrichment Activities

For purposes of this document student enrichment activities shall be defined as:

1. Program related field trips to Business and Industry sites or Post-Secondary Education Institutions.
2. Student competitions approved and sanctioned by the State of Michigan, a recognized institution of higher learning or a State or Nationally recognized Certification Provider, i.e. (AWS, A+, NATEF etc.)
3. All student enrichment activities including local competitions and/or certification exam expenses must be approved by Technical Education Administration.

II. Funding

A maximum of \$20,000.00, with the stipulation that the additional funds (\$4,000.00) go to the student side of the costs, will be budgeted per school year for student enrichment activities offered at the Technical Education Center. These funds may be used for field trips and/or student competitions with prior administrative approval and are available to offset costs of approved field trips and student competition expenses. These expenses may include student/program registrations, lodging, transportation and meals, cost of substitutes and a stipend for instructor responsibility beyond (outside) the regular school day. At least \$16,500.00 of the funds are to be used for student/program registrations, cost of substitutes, lodging, transportation and meals.

Student Participation

Initially all students will be eligible to participate in student enrichment activities including:

1. Approved Field Trips/Tours
2. Approved Local or State Student competitions
3. Approved Fundraising activities
4. Approved Awards programs
5. Any other related enrichment activities approved by the instructor and Technical Education Administration.

Disqualification guidelines:

Students must meet each instructor's minimum requirements for participation in enrichment activities. Disqualifying criteria may include but are not limited to:

1. Excessive absenteeism
2. Disciplinary infractions

3. Inappropriate or irresponsible behavior
4. Lack of maturity
5. Failure to participate in fundraising activities, etc.

III. Administration of Funds and Activities

1. The CTE staff will develop an overall CTE student enrichment (field trip/competitions) proposal utilizing forms provided by Technical Education Administration. This overall proposal will include an individual proposal for each program where the instructor is proposing any field trips and/or student competition for the school year. The initial overall CTE field trip/competition proposal will be submitted to Technical Education Administration by October 15 of each school year and must include the proposed allocation of funds not to exceed the \$20,000.00 school year total for all programs involved according to these guidelines. Adjusted proposals can be submitted for approval up to June 1st of the fiscal year.
2. Costs exceeding the approved overall proposal/individual program proposals must be paid for through donations or fund raising activities as approved.
3. All enrichment activities as described in Section I and all fundraising activities must be approved by Technical Education Administration.
4. All student enrichment expenditures must be approved by Technical Education Administration.

APPENDIX G

**DICKINSON-IRON ISD
APPLICATION FOR EARLY RETIREMENT INCENTIVE**

I am applying for the early retirement incentive program as outlined in the contract between the Dickinson-Iron Intermediate School District Education Association and the Dickinson-Iron Intermediate Board of Education. I intend to retire: _____ contingent on approval of the
(DATE)

early retirement incentive by the Board. I understand that approval of this request is discretionary for the Board.

Name: _____

Dept.: _____

Date: _____

.....

This request has been discussed and: _____ Approved _____ Not Approved
per Board action on: _____
(DATE)

Rationale: _____

(Superintendent's Signature)

(Board Signature)

Seniority List

Appendix H

TBA

DICKINSON-IRON INTERMEDIATE SCHOOL DISTRICT

Tuition Reimbursement Form

Employee Name

Date

Department

Please attach a copy of the Course Description to this Form

Course Title

Course Dates (Inclusive)

Location of Class/Workshop

Institution

Tuition Costs

SCECHs or Credit Hours
(Circle One)

Employee Signature

Administrator's Signature

Approved request forms for SCECH's and/or graduate hours must be on file in the Business Office and submitted prior to the beginning of the workshop or class.

Each PSM is eligible for up to \$600.00 per year Tuition Reimbursement for approved SCECH's and or graduate hours successfully completed.

Contract Approval

DIISD-EAM President

Date

for the Board of Education

Date