

**CONTRACT EXTENSION AGREEMENT**

Board of Education of the Traverse City Area Public Schools  
and

Traverse City Clerical, Assistants, Paraprofessionals, and Secretaries Association

1. The Board of Education of the Traverse City Area Public Schools (the Board) and the Traverse City Clerical, Assistants, Paraprofessionals, and Secretaries Association (TCCAPSA) are parties to a collective bargaining agreement (CBA) which expires on June 30th, 2022.
2. The parties agree to extend the terms of the CBA for two (2) additional years, to expire on June 30, 2024, with the following additional terms:
  - a. The salary schedules will reflect no less than a 1.5% salary increase for 2022/23 and 1.5% salary increase for 2023/24. TCCAPSA employees will be credited with one step increase up to the maximums outlined in the salary schedules for 2022/23 and one step increase up to the maximums outlined in the salary schedules for 2023/24.
  - b. The parties agree to meet and confer to review the district's financial status by March 31, 2022 and March 31, 2023 to consider possible increases to the wage schedules for the 2022/23 and 2023/24 contract years. The salary schedules will reflect no less than a 1.5% salary increase for the 2022/23 contract year and a 1.5% increase for the 2023/24 contract year.
  - c. Section 37 (Employee Salary Schedules) will be edited to reflect that the Lead Administrative Assistants at elementary and secondary school buildings will receive an additional twenty-five cents per hour (increasing from the current .50 cents per hour to .75 cents per hour) above the hourly rates listed in the salary schedules effective July 1, 2021.
  - d. Section 36 (Job Classifications) will be edited to reclassify Classification III Floating Special Education Assistant and Classification IV One-On-One Special Education Assistant, Early Childhood Special Education Assistant, and Cognitively Impaired Special Education Assistant positions to Classification V effective July 1, 2021.
  - e. Section 36 (Job Classifications) will be edited to add the current Classification V position of Curriculum Materials Administrative Assistant to the Master Agreement. The Classification IV Indian Education Department Clerical position will be updated to Indigenous Education Department Clerical. The Classification V Indian Education Administrative Assistant position will be updated to Indigenous Education Administrative Assistant. The Classification III Teacher Instructional Assistant - Indian Education position will be updated to Teacher Instructional Assistant - Indigenous Education.
  - f. Section 35 (Employee Benefits). Section 35.2 will be updated to reflect that beginning July 1, 2021, the Board will increase from \$20 per month to \$40 per month the cash-in-lieu of insurance amount paid to employees who are assigned and work 30 or more hours per week and do not sign up for benefits. Section 35.6 will be updated to confirm that benefits for employees will become effective the first of the month following the employee's date of hire. All other terms and conditions of Section 35 will remain unchanged.
  - g. Section 20 (Emergency School Closings) will be updated consistent with MCL 388.1701 which indicates that schools may be closed or may cancel the first six days or the equivalent number of hours due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities. The district will follow the terms and

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4/30/21

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Hoskey  
4/30/21

conditions of MCL 388.1701 in the event it changes in the future. All other terms and conditions of Section 20 will remain unchanged.

- h. Section 30 (Association Business) will be updated consistent with Section 71(6) of the Michigan Public School Employees Retirement Act which permits remittance of retirement contributions for released time to conduct union business, but requires that the District be reimbursed those sums paid to the retirement board. All other terms and conditions of Section 30 will remain unchanged.
- i. Section 23.2 (Death in the Family) will be edited to reflect the current practice allowing bereavement benefits for an employee or employee's spouse who suffers a miscarriage. All other terms and conditions of Section 23 will remain unchanged.
- j. Section 22 (Sick Leave Reserve) will be updated to reflect that in order to be eligible for the sick leave bank, employees must donate a day to the bank when requested. In order to remain eligible for the sick leave bank benefit, an employee must have donated at the most recent request from Administration. Administration will only ask for donations when the sick leave bank balance falls below 500 hours. All other terms and conditions of Section 22 will remain unchanged.
- k. Section 9 (Vacancy, Job Posting, Assignment, and Transfer) will be edited to add 9.11 which will state that the parties will meet and confer when positions are considered for elimination.
- l. Section 13 (Work Year) will be edited to eliminate 13.3 which references work assignments for those who work less than full year. This language is no longer needed.

3. All other terms of the CBA remain in effect unless otherwise expressly stated in this Contract Extension Agreement.

4. The parties have executed this Contract Extension Agreement by their authorized representatives for this purpose.

**TRAVERSE CITY CLERICAL, ASSISTANTS, PARAPROFESSIONALS, AND SECRETARIES ASSOCIATION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
President

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Vice-President

**TRAVERSE CITY AREA PUBLIC SCHOOLS BOARD OF EDUCATION**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
President

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Superintendent

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chief Spokesperson