
2018-2019

MASTER CONTRACT

ALMA EDUCATION ASSOCIATION

and

ALMA BOARD OF EDUCATION

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ARTICLE 1 - RECOGNITION

A. The Board recognizes the Association as the exclusive and sole bargaining representative for all regular and part-time certified teachers employed by the Board, excluding the superintendent, principals, assistant principals, director of finance, director of community education, human resources, grant writer, school nurse, athletic director, vocational director, temporary employees, substitute employees and other supervisor or administrative positions as set forth by the Board.

1. The term "Board" as used in this Agreement will mean the Alma Board of Education.
2. The term "association" as used in this Agreement will mean the Alma Education Association.
3. The term "teacher" when used hereafter in the Agreement will refer to all employees represented by the association in the bargaining unit as above defined. "Teacher" and "bargaining unit member" are synonymous.
4. The term "school district" and/or "Alma Public Schools" as used in this Agreement will mean the Alma Public Schools, Alma, Michigan.

B. The Board agrees not to negotiate with any teachers' organization other than the association for the duration of this Agreement.

ARTICLE 2 - TEACHER RIGHTS AND RESPONSIBILITIES

A. Nothing contained herein will be construed to deny or restrict a tenured teacher any rights they may have under the Michigan General School Laws or applicable laws and regulations. The rights granted to teachers in this contract will be deemed to be in addition to those provided by the laws of the State of Michigan and the written policy of the Board.

B. Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that every employee of the Board will have the right to freely organize, join and support the Association for the purpose of engaging in negotiation. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Board with the Association undertakes and agrees that it will neither directly nor indirectly discourage, coerce or deprive any teacher of the enjoyment of any rights conferred by Act 379 or other laws of Michigan or by the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages or any terms or conditions of employment by reason of membership or non-membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement or any written Board policy.

C. The provisions of this Agreement and the wages, hours, and terms and conditions of employment will be applied without regard to race, creed, religion, color, national origin, age, sex, marital status or membership in or association with the activities of any employee organization. The Board and the Association pledge themselves to extend the advantages of public education to every student without regard to race, creed, religion, sex, color, or national origin and to achieve full equality of educational opportunity for all pupils.

D. Each teacher will have the right, upon request, to review the contents of their own personnel file other than credentials and recommendations from previous employers. A representative of the Association may, at the teacher's request, be present at the review.

E. All teachers will assume responsibility for discipline in all school areas and when acting in any school sponsored function.

F. A teacher will be entitled, at the teacher's request, to have present a representative of the Association when being

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reprimanded, disciplined, reduced in rank or compensation.

ARTICLE 3 - ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. The Association and its members will have the right to use school buildings at all hours agreed upon by the Association and superintendent or his/her designee for meetings. Bulletin Boards in teachers' lounges and/or other established media of communication will be made available to Association members. Official Association materials to be posted will be signed by the appropriate Association officer.

B. The Board agrees to make available to the Association, upon request, copies of such reports as it may have concerning the financial resources of the district.

C. The Association may use its agents to give advice and counsel concerning any articles of this Agreement.

ARTICLE 4 - BOARD RIGHTS AND RESPONSIBILITIES

A. Nothing contained herein will be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other laws or regulations. It is expressly agreed that all rights, powers and authority which ordinarily vest in and have been or will be exercised by the Board of Education, except those which are clearly and expressly relinquished herein by the Board, will continue to vest exclusively in and be exercised exclusively by the Board and its agents. Such rights will include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the schools' business.
2. Continue its rights of assignment and direction of work of all its personnel.
3. The right to direct the working forces, including the right to hire, promote, suspend, discharge, transfer, and lay off employees, and determine the size of the work force.
4. Determine services, supplies, and equipment necessary.
5. Adopt rules and policies and regulations.
6. Determine qualifications of employees.
7. Determine the number and locations or re-locations of its facilities.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its function, and authority.

B. The exercise of the foregoing rights will be limited only by the specific and express terms of the Agreement and then only to the extent such terms hereof are in accordance with the Laws and Constitution of the State of Michigan and the Law and Constitution of the United States.

ARTICLE 5 - ACADEMIC FREEDOM

A. The Board of Education by law is responsible for establishing the school curriculum and program of instruction. All course offerings will be taught on the basis of Board approved objectives. Teachers are encouraged to make recommendations regarding objectives, materials and methods used for instruction of students.

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B. The Board gives the teaching staff reasonable latitude to develop lesson plans and instructional strategies to accomplish course objectives, provided they fall within the expectations of the community and Board of Education.

C. The Board and Association recognize that to maximize student academic achievement, the home and school must work cooperatively together.

ARTICLE 6 - ASSOCIATION MEMBERSHIP

A. Within 30 days of hiring a bargaining unit teacher, the name of the teacher will be sent to the association.

ARTICLE 7 - TEACHING HOURS AND CLASS LOAD

A. Teacher Work Day/Work Year

It is recognized that the teacher's work obligation goes significantly beyond the time spent in actual classroom instruction. In addition to and in support of their classroom obligations, teachers: grade student assignments and exams; meet with parents, students, and others in addressing particular needs; participate in various planning activities in their buildings; and perform other tasks which may be necessary to effective delivery of instruction. Flexibility is given to teachers in meeting these obligations.

It is understood that the best decision making process at the building and district levels is through a broad base of participation to create a high level of collaboration. Failure to participate will not inhibit the opportunity or responsibility of the Board and/or administration to make policy, program, or operational decisions.

Within this framework, the following specific provisions apply:

1. The teacher's work day will be seven (7) hours and twenty (20) minutes, which will include a thirty (30) minute duty free lunch period. Off-site Professional Development days may be up to eight (8) hours to include travel time. The work year is outlined in Article 31 of this contract.
2. In establishing building and individual work schedules, the following considerations will apply:
 - a. Daily schedules will allow a minimum duty free break of thirty minutes for lunch.
 - b. Weekly schedules will allow for a minimum of two hundred twenty-five (225) minutes for conference, planning, and preparation. In addition to the daily fifteen (15) minute recess period each elementary classroom teacher will receive a minimum of five (5) thirty-five (35) minute specials each week for planning time. Every effort will be made to schedule the specials at one per day, however, it is understood that this is not always possible.
3. Any teacher desiring to leave their assigned building prior to the completion of their daily schedule, will first secure permission of their immediate supervisor or designee.
4. Teachers shall attend parent conferences and I.E.P.'s scheduled by their supervisor(s). I.E.P.'s will begin no later than 3:45 p.m. Monday through Thursday. Conferences and I.E.P.'s will not be scheduled after 1:00 p.m. on Friday or days preceding a holiday or break.
5. Non-teaching professional personnel covered by this contract will have professional obligations comparable in scope to those of classroom teachers.

B. On days when school is delayed, teachers report fifteen (15) minutes before school starts for the students. On early release days, teachers will remain until after the last bus leaves.

C. Teachers of half-day programs will have two (2) fifteen (15) minute recess periods for the purpose of planning. Teachers of grades K-5 will have one (1) fifteen (15) minute recess period for the purpose of planning.

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Elementary teachers are not responsible for recess supervision during that one (1) fifteen (15) minute recess. Should a teacher choose to supervise a recess during that planning time, they will be paid at their per diem rate for the time worked. Kindergarten teachers may have one (1) additional fifteen (15) minute recess but will be responsible for supervising that recess at no additional compensation.

D. The principal will have the authority to make temporary assignments, based on an established rotation, of any teacher if an absence arises within the regular working day. Combining classes will only be done as a last resort. In such cases the teacher assigned an extra load will receive compensation as outlined in Article 23 section E.

E. Assignments in addition to teaching a normal teaching schedule during the regular school year, including extra duties enumerated in Schedule B, will not be obligatory but will be with the consent of the teacher. Although these positions will normally be filled with bargaining unit members, the Board reserves the right to hire outside candidates over internal candidates where the Board deems this may be in the best interest of the School District. If a person is hired by the Board outside the bargaining unit, they will hold the position until they are terminated by the Board, at which time that position will be re-established as a Schedule B item. It is understood that compensation for these positions will not exceed that established in Schedule B.

F. Extracurricular Assignments

Teachers in grades PK-12 will be responsible to cover two (2) extracurricular events per year within their building. Each teacher will be afforded the opportunity to volunteer for those assignments they wish to cover. At the request of the building principal, teachers working additional events on a voluntary basis will be paid \$20.00 per event. Those teachers with previous experience in an area will receive preference over a person without experience when more than one teacher volunteers for a specific position. Assignments may be made by the principal, or designee, to cover those positions for which volunteers cannot be found. These will be made as fairly and as equitably as possible. Teachers assuming other non-Schedule B building assignments may be excused from the requirements of this article with the written permission of the building Principal. List of events/options will be agreed upon by the building AEA representative and the building Principal and approved by the Board and the AEA.

G. All teachers will receive a pass which will admit the teacher and one other person to all athletic events sponsored by Alma Public Schools.

ARTICLE 8 - CLASS SIZE

- A. The average student teacher ratio in a classroom will not exceed:
- | | |
|--------------|---------------------------------------|
| Young 5's | 18-1 |
| K-3 | 28-1 |
| 4-5 | 29-1 |
| 6-12 | 30-1 |
| P.E. | 35-1 |
| Band & Music | 75-1 (Middle School/High School only) |

Average pupil/teacher ratio will be decided by dividing the total number of students taught in the day by the number of periods taught per day. This determination will be made as of the fall and spring count day and enrollment records for the 3rd Wednesday in session for the last trimester.

B. In the event the average pupil/teacher ratio exceeds those limits, the teacher will be paid an extra two (2) dollars per pupil per day. Based on the number of days in the schedule, either semester or trimester.

ARTICLE 9 - TEACHING CONDITIONS

- A. Teachers in instructional areas that require special uniforms or protective garments may request in writing to the principal, not more than two suitable garments, to be paid for and cleaned when needed by the Board.
1. Undergarments, footwear, head or hand gear are not deemed essential parts of the uniform.
 2. The garments will be replaced upon presentation of evidence to principal that the garment has been worn out or destroyed. All remain property of Alma Public Schools.
 3. These garments will be worn only on the job.
 4. Exceptions will be made with the recommendation of the building principal and approval of the superintendent.
- B. The Board will make available in each school building rest room and lavatory facilities and a lounge for staff use. No smoking will be permitted in these facilities and lounges
- C. Adequate off-street parking facilities will be provided, properly maintained and identified for staff and visitor use.
- D. Upon request of the individual building teachers to their building principals, vending machines may be installed in teacher lounges or other designated areas upon being approved by the building principals. The profits from all such machines will be remitted to a designated teacher at each building. It will be the teachers' responsibility to properly account for the funds, and see that the area is kept in a neat and orderly fashion.

ARTICLE 10 - STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. The Board recognizes its responsibility to support and assist teachers with respect to the maintenance of control and discipline in the classroom. Whenever it appears that a particular pupil requires the assistance of special counselors, social workers, special education staff, law enforcement personnel, physicians, or other professional persons, the Board will take reasonable steps to support the teacher with respect to such pupil. It is the responsibility of the teacher to inform the building principal of such needs.
- B. It is recognized that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained; however, when acting in the scope of their duties, a teacher may use such force as is necessary and allowed by Board Policy 5630.01 – Student Seclusion and Restraint:
1. for self-defense or the defense of another.
 2. to prevent a pupil from inflicting harm on himself or herself.
 3. to quell a disturbance that threatens physical injury to any person.
 4. to obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- C. A teacher may exclude a pupil from their class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal with knowledge of the exclusion and as promptly as possible, full particulars of the incident. The report will be presented, in writing, within 24 hours upon request of the principal. The affected pupil will be readmitted to the classroom only upon written authorization of the principal. Written guidelines from the principal

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for the future handling of this case may be requested by the teacher.

D. It will be the teacher's responsibility to follow established building procedures and policy for the handling of student discipline.

E. Individual records will be maintained on student discipline and will be available to teachers as an aid in determining disciplinary recommendations concerning particular pupils.

F. Any case of assault or legal action upon a teacher while acting within the scope of their duties will be promptly reported to the Board or its designated representative. The Board will render all reasonable assistance to the teacher in connection with the incident by law enforcement and judicial authority.

G. The Board will reimburse a teacher for any loss, damage or destruction of personal effects (including clothing) that results from assault upon the teacher while acting within the scope of their duties, provided the teacher has not acted negligently. In case of other losses, the Board will cooperate whenever possible with authorities in an effort to aid teachers in the recovery of losses while the teachers are acting within the scope of their duties without negligence.

H. Time lost by a teacher in connection with any incident in Section A through E above will be handled as follows:

1. Time for appearance before a judicial body or legal authority will result in no loss of wages or reduction in accumulated leave.
2. In case of disability, the teacher's wages and benefits will continue in full up to six months, without reduction in accumulated leave, until worker's compensation payments begin.
3. In the event of total disability due to incidents in connection with this article, the Board will pay up to six months, to the teacher, the difference between the compensation payment and the contractual salary of the teacher without reduction of accumulated leave.
4. It being agreed that where a teacher is finally adjudged guilty of a criminal charge or has a judgment entered against him/her in a civil case as related to the incident, the Board has no further responsibility for pay or loss of accumulated leave.

ARTICLE 11 - PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

A. Any teacher who is employed by the Board must meet certification requirements for the State of Michigan.

B. Prior to the end of the school year teachers will receive tentative written notice of their schedules for the forthcoming year. If changes in assignment become necessary due to transfers or recalls, teachers will be promptly notified of the subsequent change.

C. Seniority: Teachers on the seniority list as of June 30, 1990, will maintain their seniority date and placement on the list as previously established. Beginning with July 1, 1990, seniority will be determined by the total length of service in Alma Public Schools and will begin on the teacher's first work day.

1. During the probationary period as defined by the Teacher Tenure Act, a teacher will not accrue seniority. However, upon completion of the probationary period, a seniority date will be established to the original date of employment.
2. Seniority will accumulate during periods of approved leave and layoff.

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3. Beginning on July 1, 1990, in the case where two or more teachers have the same seniority date, the tie will be broken in the following order:
 - (a) The teacher with the greatest number of years of teaching experience in Alma Public Schools will be given preference.
 - (b) The teacher with the greatest number of years of regular teaching experience in other K-12 public school districts.
 - (c) The teacher with the earliest date of hire by Board action.
 - (d) For ties thereafter, a lottery will be held to determine the priority of position on the seniority list.
4. In September and May of each year, the Board will provide to the Association president the complete seniority list of bargaining unit members. The list will show the teacher's name and seniority date.
5. Seniority will be lost when a teacher is discharged for cause or terminated for any reason.
6. Teachers will lose their seniority if they have been laid off and are recalled to work but fail to notify their immediate supervisor ten (10) working days from the date of receiving notification of such vacancy by certified mail at their last known address. To protect their seniority, it is the teacher's responsibility to keep the personnel office informed of their current address and telephone number.
7. Teachers on less than full day contracts will be given the same seniority rights as those on full day contracts.

D. Administrators will not be able to enter into the bargaining unit work without permission (written) of the association.

ARTICLE 12 - STUDENT TEACHING ASSIGNMENTS

A. A committee consisting of a representative from the Board, college and administration and AEA will meet periodically to review and make recommendations as to student teaching policies.

ARTICLE 13 - OPEN POSITIONS AND VACANCIES

A. For purposes of this Agreement, a vacancy will be defined as follows:

1. The Board has determined a position exists that it wishes to fill.
2. A position exists that is in excess of the total number of teachers employed (including teachers on lay-off and leave).
3. A position exists that was previously held by a bargaining unit member whose employment with the Board has been severed.
4. A newly created position in the bargaining unit exists.

B. Vacancies will be posted on a designated bulletin Board in each building along with a copy of such posting e-mailed to the Alma Education Association President and Corresponding Secretary. Teachers may apply by submitting a resume to the Superintendent or his/her designee and may be interviewed for the position.

C. Resignations. A copy of a teacher's resignation, upon acceptance by the Board, will be sent to the Association, with the superintendent's notation as to disposition.

ARTICLE 14 - CONTINUITY OF OPERATIONS

A. The Board agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any

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unfair labor practice as defined by Section 10 of the Public Employment Relations Act.

B. Nothing in this article will require the Board to keep schools open in the event of severe and inclement weather or other conditions not within the control of the school authorities and nothing will require teachers to report to work under such circumstances. Should a closing(s), because of conditions not within the control of school authorities, require the scheduling of an additional day(s) of student instruction to meet the annual minimum days of instruction required by law so as to qualify the Employer for full state aid, such instructional additional days will be rescheduled as provided for in the calendar and at the end of the student school year if necessary.

C. During the term of this Agreement, neither the Association nor any persons acting in its behalf will cause, authorize or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of the teacher from their position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the teacher's duties of employment) for any purpose whatsoever.

D. When an individual school building is closed because of emergency conditions (i.e., boiler failure, electrical failure, etc.), the superintendent of schools or their designated representative may require any or all of the teachers of the building to report for duty as the needs of the school system dictate.

E. If teachers work on a day which cannot be counted for state aid due to low student attendance, the teachers will be paid at their daily rate for each day that has to be made up if the actual work days exceed the contract maximum.

F. Michigan law allows an emergency financial manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining Agreement as provided in the local government and school district fiscal accountability act. Provisions required by this subsection are prohibited subjects of bargaining under this act.

ARTICLE 15 - LEAVES - GENERAL PROVISIONS

A. It is agreed that the use of leave days will be strictly confined to the legitimate purposes specified in this Agreement.

B. The Board recognizes the right of employees to take unpaid leave in accordance with the Family and Medical Leave Act of 1993, and regulations thereunder.

ARTICLE 16 - SICK LEAVE

A. Teachers will be credited with ten (10) sick leave days at the beginning of each school year. Sick leave, remaining at the end of the school year, will be accumulated to a maximum of not more than 60 days. Only sixty (60) accumulated sick days may be used in any one-year period. Any teacher who fails to complete ten (10) months of teaching will lose accumulated sick days at the rate of one (1) day per month for those months not taught. If, for any reason, a teacher does not complete his/her contract, adjustments will be made in the teacher's last pay to reimburse the district for any days used in excess of sick days earned.

1. Sick leave may be used for personal or family illness. For all absences the teacher is required to notify the school administration, or his/her designee, upon first knowledge of the necessity for the absence but not later than 6:30 a.m.

2. Sick leave may be used at a minimum increment of one-half day.

B. A teacher, out of sick days, may make a request to the Superintendent to receive a donation of sick days. The Association may make the request on behalf of a teacher who is unable to make that request by him or herself. Teachers, with Superintendent approval, may voluntarily give up to a maximum of three (3) days of their accumulated sick leave each school year.

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C. Maternity Leave – Employees are allowed to take up to 30 days as “sick” time even if the pregnancy and birth have no complications for the mother or child. If the employee takes the full 12 weeks (60 days) of time as stipulated by FMLA, then at least 30 days (assuming the employee has 30 sick days to be used for the first 6 weeks) will need to be considered as unpaid leave time. If the employee submits a note from their doctor indicating they need additional time off due to complications, the staff member can use remaining sick time.

ARTICLE 17 - FUNERAL LEAVE

A. A teacher will be allowed up to three (3) working days as funeral leave days not to be deducted from sick leave in the case of death of a teacher's father, mother, father-in-law, mother-in-law, spouse, children, grandchildren, brother, sister, grandmother, or grandfather. The amount of days which will be approved will depend upon the travel and circumstances involved.

B. Additional days may be requested from the superintendent to be taken for wife or husband, son, daughter, mother or father not to be deducted from sick leave.

C. The superintendent, assistant superintendent, or building principal may allow leave for funerals of persons other than immediate family, not to be deducted from sick leave.

ARTICLE 18 - PERSONAL LEAVE

A. Teachers will be credited with two (2) personal leave days at the beginning of each school year. Unused personal leave days remaining at the end of the school year will be carried forward at a rate of two days per year to a maximum of four (4) days available in any one school year. Such leave will require at least two (2) days' written notice to the principal or immediate supervisor, but this stipulation may be waived in cases of emergency. Also, such leave will not be used immediately prior to or following a vacation. These stipulations may be waived by the superintendent. Approval may be granted except in extenuating circumstances. Personal leave can only be taken under the following stipulations:

1. Personal leave is to be used for sound, pressing and unavoidable reasons only, and its proper use may be subject to verification at the request of the school administration if warranted by the teacher's previous attendance record, or if there is legitimate cause to suspect that the leave has been used improperly.
2. Personal leave days are not to be used for any purpose that one could construe to be a failure to accept one's professional responsibility and/or failure to conduct one's self in a professional or ethical manner.

B. Personal leave to be used in no more than two-day blocks so as not to interrupt the educational continuity of the school district. Additional days may be requested from the building principal.

C. The Association will be allowed ten (10) days per year compensable leave for association business. The superintendent will be notified in writing two (2) days in advance of the persons designated by the Association.

ARTICLE 19 - COORDINATED LEAVES

A. Worker's Compensation -- A teacher who is absent due to an injury which is compensable under Worker's Compensation may use their accumulated sick leave on a proportional basis, to supplement the benefit received from Worker's Compensation, such that the amount of expendable income the teacher receives from Worker's Compensation and sick leave does not exceed the amount of expendable income the teacher would have received from their regular salary amount according to their placement on the salary schedule at the time of the injury. The obligation of the employer is only for the proportional amount necessary to supplement the maximum benefit provided to the teacher from Worker's Compensation until the teacher's accumulated sick leave is exhausted or the teacher is able to return to work, whichever happens first. Should this supplemental pay be found to be subject to the coordination requirements of Worker's Compensation, such that the amount of the Worker's Compensation benefit is reduced, the teacher will not be allowed the use of sick leave and will receive only the Worker's Compensation benefit provided by that statute.

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B. Upon proper application by the teacher, and in compliance with the requirements of the insurance carriers, the Board agrees to pay premiums for health, dental, and vision insurance as provided in this Agreement on behalf of the teacher during the first two years of disability covered by the worker's compensation insurance program.

ARTICLE 20 - MILITARY SERVICE

A. Military leaves will be granted and re-employment will be governed by the provisions of the "Universal Military Training Act."

B. If National Guard or Reserve encampment should occur during the school year, the teacher required to participate will be granted a temporary leave of absence. The teacher will receive their regular salary less the amount received from the government for each school day spent in emergency domestic service.

ARTICLE 21 - UNPAID LEAVES

A. Unpaid leave time will be provided as described below. Except in cases of disabilities, the leave will be a specific term. However, should the term expire before the need for the leave ends, the Board may grant a continuance of the leave. The maximum allowed leave will be two (2) years.

B. Teachers, upon request will be granted regular leaves of absence for continuing education, physical or mental disabilities, child care, and other reasons as agreed to by the Board and association representation. Leaves for association representation will be for one (1) year and subject to annual renewal. The teacher must understand that the position they vacate will be considered an open position and will be posted accordingly.

C. Those persons on leave due to disabilities covered under Workmen's Compensation or the district's long term disability programs will be handled as follows:

1. Teachers will be carried as "active" during the contract year in which they begin receiving disability benefits. They will have the right to immediate return when physically able. All contract benefits except salary will accrue as if the teacher were on the job, working. Salary will be in accordance with the salary payment provisions of the insurance carrier.
2. Teachers remaining on disability for a second and/or third contract years will be placed on medical leave of absence. No contractual financial benefits will accrue except for benefits as provided by Article 19-B or Article 27-B. It is recognized by both parties to this Agreement that an employee's rights to continue participation in group insurance plans on a self-pay basis are governed by various federal statutes, rules, and regulations which are commonly known as the "COBRA Rules."
3. A teacher remaining on disability for a fourth contract year may lose all reemployment rights at the discretion of the Board.

D. Return from leave - The teacher is responsible to notify the superintendent on or before April 1 of the year they are on leave that they will be returning from the leave to assume active status as a teacher. Failure to give notice may result in termination.

ARTICLE 22 - SPECIAL LEAVES

A. Special Leaves of Absence

1. Special leaves of absence for periods of one year each may be granted by the Board for tenure teachers. Special leaves are to be granted primarily to compensate for over staffing caused by decline in student enrollments or for other financial conditions in the district.
2. Positions held by teachers on special leaves will not be "vacant" as defined in this contract.

ARTICLE 23 - PROFESSIONAL COMPENSATION

A. Placement and movement on Schedule A will be as follows:

1. Each newly hired teacher will be placed on Step 0, with the following exceptions:
 - a. A teacher being hired with past experience may be given one step on the index for each successive year of certified teaching experience up to eight (8) years. This placement will be optional between the teacher and the Board and not subject to the grievance procedure.
 - b. Up to three (3) steps on the index may be given for other experience at the discretion of the Board.
 - c. A step placement up to eight (8) years may be offered based on years of experience, in order to attract candidates in certain specialty areas. If a teacher receiving such a step placement requests a transfer to another position before serving four (4) years in the position for which they were hired, that teacher may be frozen at their then current step for the balance of their initial four years of service.
 - d. A step placement above eight (8) years, with approval of the Association, may be offered in extenuating circumstances.
 - e. If a new teacher is hired after the start of the school year, but before or at the beginning of second semester, that teacher will move a step on Schedule A at the beginning of the second semester the next year.
2. All full-time teachers will be paid according to their placement on Schedule A. All teachers receiving a summative rating of 1.50 or greater on their evaluation at year end or meets annual evaluation exempt status with more than a half-time load will advance one step on the index for each year they teach with the exception for years that steps were frozen (2011-12, 2012-13); all teachers receiving a summative rating of 1.50 or greater on their evaluation at year end or meets annual evaluation exempt status with a teaching load of half-time or less will advance one step for every two years of such assignment.

In order to comply with Section 164h(1)(d) of PA 108 of 2017, the Board shall adopt policies to comply with this provision and communicate the details of those policies no later than October 1 of each year.

3. A maximum of two (2) index steps will be given for military service if service within the system was interrupted.
4. After completion of 16, 20, 24 and 27 years of service to Alma Public Schools, a teacher will be given an additional step on the index that their education level indicates with the exception for years that longevity steps were frozen (2011-12). Longevity steps are stated in Schedule A as part of this contract.
5. It will be the teacher's responsibility to see that a record of credits or courses to count towards movement on Schedule A is placed in their personnel file in the superintendent's office prior to September 1 to move at the beginning of the school year or prior to January 1 to move at the beginning of the second semester.
6. Courses applying toward the MA+15 and MA+30 levels that are not on a degree program may be approved by the teacher's supervising principal. Upon request, the teacher will give a written report to their principal stating new ideas, concepts, methods, etc. that they have learned from the course and explaining how they plan to incorporate these ideas into their classroom teaching. Schedule A salary column BA+20 is no longer open for placement after the 2014-15 contract year. Teachers on this column will remain in place or move to the next appropriate column upon reaching the required degree.
7. Teachers at the High School will be paid on the basis of the Board approved class schedule of either block, modified block or periods which will determine a full schedule. Planning time will be included to meet the minimum requirement of 225 minutes per week. Middle School teachers will be paid on the basis of the Board

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approved class schedule which will include one unassigned prep period per day equivalent to a normal teaching period. Elementary teachers will be paid based on the Board approved class schedule.

Planning time is not included in the calculation for compensation.

B. Schedule A will reflect following increases:

3.00% increase on schedule for 2018-19

C. Additional Teaching Load. An effort will be made to limit assignments beyond the normal teaching loads. However, if a teacher is assigned by the building principal to teach more than the normal teaching load established for the grade level, they will receive additional compensation for contact time in excess of such norms. The principal may make this assignment to the teacher if it does not exceed four preparations in any given trimester. Assignments beyond this point will be by the consent of the teacher. The compensation per period for additional contact time will be determined by the following formula:

$$\frac{\text{Teacher's Schedule A Salary}}{\text{Normal Load at Teacher's Grade Level}} \times \text{Annual Hours Above Normal Load}$$

Daily & Hourly Rate Calculations:

$$\text{Daily Rate} = \frac{\text{Teacher Schedule A Salary}}{\text{Days of Contractual Obligation (Article 29, Section A)}}$$

$$\text{Hourly Rate} = \frac{\text{Daily Rate}}{\text{Teacher Work Day (Article 7, Section A1)}}$$

D. Teachers will be paid in installments according to their choice using one of the following methods:

1. Twenty-one (21) equal bi-weekly installments.
2. Twenty-six (26) equal bi-weekly installments.
3. Twenty + one (20) bi-weekly installments of 1/26 each and one (1) installment of 6/26, payable on the twenty-first (21) pay.

If choosing option #1 or #3, all employee health, dental, vision, and LTD premiums will be deducted from the 21st pay.

It is also recognized from time to time, that it will be necessary to schedule 27 pays rather than 26 pays for the upcoming year. In such instances, the Central Office will notify the Association President by April 1st.

E. Absences, including the absence of an elementary art, music, or physical education teacher, requiring coverage, or which the administration has received adequate notice, will be covered by substitutes, except where none can be obtained and the lack is beyond the control of the administration. In such cases, the teacher assigned the responsibility will receive \$25.00 per class period (one-half period to full period) and \$12.50 for up to a half a class period covered to compensate missed planning time. This compensation being in addition to said teacher's contracted salary.

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F. The rate for teachers servicing homebound students will be \$25.00 per hour.

G. The Board agrees to reimburse those teachers required to use their car in the normal course of the day to perform their assigned responsibilities and those teachers who are on periodic assignments, a mileage allotment at the IRS standard rate per mile which was in effect at the previous July 1.

H. Expenses incurred by teachers approved to attend conferences, workshops, and conventions will be paid by the Board. Covered expenses will include registration fees, cost of lodging as substantiated by receipts, per diem rates for meals, and mileage at the IRS standard rate per mile which was in effect at the previous July 1. The per diem rates for meals will be \$6.00 for breakfast, \$8.00 for lunch, and \$14.00 for dinner. No per diem will be paid for any meal included in or purchased with a conference registration.

I. Schedule B (Appendix B)

1. Schedule B is to be based on a three tier system. Credit for experience will be determined on the same basis as teaching experience in Article 23, Section A. Coaches/Advisors continuing positions from 2012-13, will be grandfathered at their existing salary until the pay from the new tiered schedule is higher. They will then be placed on the tiered schedule. All new coaching/advisor position hires will be placed on the tiered system.
2. Schedule B positions will be reviewed annually to determine the desirability of employing a person in a Schedule B position. Enrollment of students, financial conditions of the school or other factors germane to the situation may be considered in determining whether or not the position should be filled. The decision to utilize a Schedule B position will be the responsibility of the building principal.
3. If there are losses in number of student participants and/or decline in funding sources and/or reduction in activities, the parties to this contract will meet to make adjustments in compensation levels of Schedule B.
4. Additional position in Schedule B may be added by mutual Agreement of the Board and Association.

J. The Board of Education agrees to pay each teacher's Basic Retirement contribution to the State Retirement Fund for the duration of this contract in accordance with the Michigan School Retirement Act and subsequent implementation regulations and directives.

K. The Board will make available any presently Board-approved tax sheltered annuity program to all teachers desiring to participate on a voluntary basis.

L. Any teacher receiving extra compensation, apart from their regular salary, should contact the business office to make payment arrangements.

M. If a teacher receives unemployment compensation during a regular school break and returns without loss of pay, the teacher will reimburse the district the unemployment compensation received through a lump sum payment or by reduction of compensation otherwise payable under this Agreement. Any reduction of compensation may be spread over the number of pay periods remaining for the fiscal year.

ARTICLE 24 - HEALTH BENEFITS

A. The Board agrees to offer health insurance plan coverage for teachers under the terms set forth in this article.

1. Participation will require proper application by the teacher.

2. The benefit levels set forth are for full-time teachers and will be pro-rated for teachers with less than full-time assignments.

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MEDICAL BENEFIT PLANS FOR 2018-19 WILL BE:

Blue Cross & Blue Shield PPO #1

Annual Deductible	\$-0-
Co-Insurance	None
Online Visits	\$10.00
Office Co-Pay	\$15.00
Emergency Rm. Co-Pay	\$100.00
Prescription Drug	\$10/20/40

Blue Cross & Blue Shield PPO #3

Annual Deductible	\$250/\$500
Co-Insurance	20%
Online Visits	\$10.00
Office Co-Pay	\$15.00
Emergency Rm. Co-Pay	\$100.00
Prescription Drug	\$10/20/40

3. Board paid health insurance caps for 2018-19:

a. Single	\$ 497.00
b. 2 – Person	\$1,123.00
c. Family	\$1,396.00

Employees will be responsible for premiums in excess of these amounts through payroll deduction.

B. The Board will establish, pursuant to Section 125 of the Internal Revenue Code and any other applicable statutes, rules, and/or regulations, a "cafeteria" benefit plan which will offer eligible teachers a choice of benefits as follows:

1. Teachers not electing health coverage will be allowed two-hundred seventy five dollars (\$275.00) per month to apply to the purchase of options available from the health insurance carrier, or to withdraw as additional cash compensation.
2. If a teacher selects a health coverage options the cost of which exceeds the amount contributed by the Board, the teacher will be responsible for the additional cost. The teacher may make payment of such additional cost through a salary reduction Agreement.

C. No employee will be insured, either as a primary insured or as a dependent, under more than one health insurance plan sponsored by Alma Public Schools.

D. The liability of the Board with respect to any insured benefits will be limited to the payment of premiums.

E. It will be the responsibility of the teacher to inform the Board of any changes in their status that may affect their eligibility for insurance coverage.

ARTICLE 25 - DENTAL/VISION BENEFITS

A. The Board agrees to offer dental and vision insurance plan coverage for teachers under the terms set forth in this article.

1. Participation will require proper application by the teacher.
2. The benefit levels set forth are for full-time teachers and will be pro-rated for teachers with less than full-time assignments.
3. The available plan of dental insurance will be Delta Dental or other plan agreed to by a majority of the membership with the following benefit levels (100:100:90)/\$1,000.00.
4. The available plan of vision insurance will be VSP-2.

B. For the term of this contract, the Board will pay 90% of the premium per month per teacher for dental insurance and 90% of the premium per month per teacher for the vision coverage for which the teacher qualifies, as determined by the carrier.

C. The liability of the Board with respect to any insured benefits will be limited to the payment of premiums.

D. It will be the responsibility of the teacher to inform the Board of any changes in their status that may affect their eligibility for insurance coverage.

ARTICLE 26 - LIFE INSURANCE

A. Upon proper application by the teacher, the Board agrees to pay the premiums on a term life insurance policy of \$50,000 including a matching accidental death and dismemberment coverage. Basic life and basic AD&D insurance reduces to 65% upon attainment of age 65, reduces to 50% upon attainment of age 70 and terminates at retirement.

ARTICLE 27 - LONG-TERM DISABILITY

A. The Board agrees to provide and pay for 100% of the premium for each teacher a long-term disability insurance program with the following characteristics:

1. Sixty-six and two-thirds percent (66-2/3%) of basic compensation to a maximum benefit of four thousand dollars \$4,000.00 per month.
2. Elimination period of thirty (30) calendar days with modified fill.
3. Alcohol/Drug abuse disabilities limited to two years.
4. Disability from mental/nervous conditions treated the same as any other illness.
5. Freeze on offsets.

B. Upon proper application by the teacher, and in compliance with the requirements of the insurance carriers, the Board agrees to pay premiums for health, dental, and vision insurance as provided in this Agreement on behalf the teacher during the first two years of disability covered by the long-term disability insurance program.

ARTICLE 28 - RETIREMENT/DEATH BENEFIT

A. When a teacher's employment with the Alma Public Schools reaches fifteen (15) years and retires from the district, the Board agrees to pay a cash benefit to the teacher, or to the teacher's estate consisting of the following:

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1. A payment of fifty percent (50%) of up to seventy (70) unused sick days if notice of resignation is given by May 1, or forty percent (40%) of up to seventy (70) unused sick days if notice of resignation is given after May 1. The Superintendent may allow the fifty percent (50%) payout if failure to meet the May 1 deadline is due to development of unforeseen circumstances.

B. Five (5) additional sick days will be added to last year of employment for teachers who have submitted their retirement letter by April 1 and have completed twenty-five (25) years of employment with Alma Public Schools. The additional five (5) days cannot increase the accumulated total of unused sick days to more than seventy (70) days. For retirement prior to the end of the year, the five (5) days will be prorated. Deadline may be waived by Superintendent due to unforeseen circumstances.

ARTICLE 29 - SCHOOL CALENDAR AND MISCELLANEOUS

A. Calendar:

For the 2018-19 school year the calendar will require one hundred eighty five (185) contractual days. This calendar will consist of one hundred eighty (180) teacher/student contact days, state mandated professional development days, parent-teacher conference time and open house time. The calendar will designate half days as identified by mutual Agreement through the negotiating team to be used as teacher work time, professional development and/or parent/teacher conferences.

Calendar is subject to change according to state mandates.

Orientation/open house: All teachers will participate in a student/parent orientation/open house. This will be four hours scheduled in two hour-blocks subject to Agreement between building principal and AEA building representative. All teachers will be expected to be in their classrooms to welcome parents and students.

Parent/Teacher Conferences will be as follows:

Pre-School - Additional preschool conferences will be scheduled on the preschool teacher's scheduled planning day.

Young 5 - Elementary (Y5-5) - Four (4) sessions, three (3) hours each

Middle School - Four (4) sessions, three (3) hours each

High School - Three (3) evening sessions, three (3) hours each plus one (1) ½ day

Kindergarten Round-Up - One (1) session, up to four (4) hours each at per diem rate.

Conference times will be set with Agreement between building principal and AEA building representative.

1. Two meetings per month of up to seventy-five (75) minutes per meeting will be reserved for after school staff meetings for the superintendent of schools and principals. One meeting per year of up to seventy-five (75) minutes per meeting will be reserved for after school staff meeting for the Superintendent of schools. Dates and times for principal's meetings will be agreed upon by the principal and the building representative. District superintendent meetings will be agreed upon by the Superintendent and the Association President. Special meetings may be held within the working day. Attendance will be mandatory unless the teacher is excused in advance by the person calling such meeting.

2. Should an emergency or any unforeseen incident cause a total count of less than the state mandated student days and/or hours of instruction, the teachers will work additional time necessary to guarantee the Board of Education

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the mandated number of count days and hours of instruction in accordance with State law and Michigan accounting directives and procedures.

3. New teacher in-service will be provided at the discretion of the Board. Teachers new to the profession must participate in a minimum of fifteen (15) professional development days in their first three years of teaching.
 4. Administration will use the work day time at their discretion to ensure that programs and facilities are ready for students. Teachers will have their classrooms and program ready for the students.
 5. This calendar may be adjusted by written mutual consent of the superintendent of schools and association president.
 6. The details of the school calendar will be set forth in Appendix D.
- B. Teachers of elementary art, music and physical education will have the following considerations:
1. Scheduled rooms for instruction of art, music and physical education will take precedence over any other classes within that building. If a music or art room is not available, the gym, auditorium, or classroom will be available if scheduled one week in advance.
 2. Custodial duties will be scheduled to avoid interference with scheduled classes for the gym as nearly as possible.
 3. Elementary, art, music and physical education teachers begin teaching the first full day of school with students.
 4. A total amount of planning time equal to the regular elementary classroom teachers' planning time.
 5. Secretarial services, properly equipped offices, including clock, desks, files and phone, as a minimum in a proportionate amount as other teachers in the district.
- C. New Teacher Induction/Teacher Mentoring Process - General Understandings and Guidelines
1. Initiation, implementation and monitoring of the mentoring process is the responsibility of the district administration.
 2. The assignment of a mentor is done by the principal in consultation with the new teacher.
 3. Mentors will not be part of the district evaluation process for probationary teachers.
 4. A stipend will be paid to the mentor for each mentee as follows:
 - Year one - \$500
 - Year two - \$300
 - Year three - \$100
- a. It is recognized that the mentoring responsibilities are most likely to be reduced progressively in years two and three.
 - b. Second and third year stipends may be maintained the same as year one with a mutual request by the mentor and mentee when additional assistance is needed.
 - c. Released time will be provided at the discretion of the principal when requested by the mentor.

ARTICLE 30 - GRIEVANCE PROCEDURE

A. A grievance may be filed by a teacher for any alleged violation of this contract and will be presented and adjusted in accordance with the following procedures.

B. A grievance must be presented by the aggrieved teacher through the teacher's building representative to the teacher's immediate supervisor within eight (8) school days from the date the alleged grievance occurred or eight (8) school days from the time the grievant first learned, or should have learned, of the occurrence in order to be a proper matter for the grievance procedure.

- Step 1
1. At the first conference with the immediate supervisor, if this grievance is resolved either by withdrawal of the same by the teacher or by Agreement of the parties, a written record will be made of the claimed grievance and its resolution and the Association and the Board will each have a copy of said record including the date of this alleged grievance and the date of disposition.
 2. In the event the matter is not resolved informally the problem stated in writing may be submitted as a grievance to the principal of the school in which the grievance arises within thirteen (13) school days following the act or condition which is the basis of the grievance. Such written grievance will be on a form to be agreed upon by the Association and the Board and it will contain among other items to be agreed upon the following:
 - a. The name of the grievant, their department, their immediate supervisor and signature of the grievant or grievants.
 - b. Specific statement.
 - c. Synopsis of the facts giving rise to the alleged violation.
 - d. The section or subsections of this Agreement alleged to have been violated.
 - e. The date of alleged violation.
 - f. The relief requested.
 3. Within five (5) school days after receiving the grievance, the principal will state the decision in writing, together with supporting reasons, and will furnish one copy to the grievant filing the grievance and a copy to the Association.

Step 2 If the grievance is not settled in Step One (1) above, it will be turned over to the AEA president under the direction of the grievance chairman, who may present it in writing to the superintendent of schools within ten (10) school days after the last reply in Step 1 stating specifically why the disposition in Step 1 is not acceptable.

1. Within ten (10) school days after delivery of the appeal, the superintendent will investigate the grievance, including giving all persons who participated in Step 1 and representatives from the Association a reasonable opportunity to be heard. Upon request of the superintendent or the Association, all parties will meet at the same time.
- b. Within ten (10) school days after the investigation and the superintendent has reviewed it with the Board, he/she will communicate in writing his/her decision, together with the supporting reasons, to the grievant, to the representative designated by the Association who participated in this step and to the principal.

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Step 3 If the matter is not resolved after the foregoing steps have been taken, the Association president may refer the same to the Association executive Board.

1. If the executive Board wishes to carry the matter further, it will, within ten (10) school days after the reply of the superintendent at Step 2, make a written request for meeting with the Board to try to resolve the grievance(s) (three representatives from each group). The purpose of the meeting is to consider fairly and in good faith any other methods of settlement might be mutually agreed upon. If, after such a meeting, the matter is not resolved and the executive committee wishes to carry it further, the executive committee may file a "notice of demand" for arbitration under the rules of the American Arbitration Association within ten (10) school days after the meeting with the Board.
2. The arbitration will be conducted in accordance with the rules of the American Arbitration Association.
3. There will be no appeal from an arbitrator's decision. Each such decision will be final and binding on the Association, its members, the teacher or teachers involved, and the Board.
4. The arbitrator will make a judgment based upon the express terms of this Agreement and will have no authority to add to or subtract from any of the terms of this Agreement.
5. The expenses of the arbitrator will be shared equally between the Board and the Association.

C. In all steps of the grievance procedure, when it becomes necessary for individuals to be involved during working hours, they will be excused with pay for that purpose. Every effort will be made to carry out the steps of the grievance procedure outside the normal school hours.

No teacher at any stage of the grievance procedure will be required to meet with any administration without Association representation.

D. Time Limits:

1. Any grievance not answered by the employer within the time limits prescribed may be immediately lodged at the next higher level or taken directly to arbitration.
2. Any grievance not advanced or appealed by the Association within the time limits nullifies the grievance without future recourse.
3. The time limits specified in this procedure may be extended, in any specific instance, by mutual Agreement in writing only for sound and unavoidable reasons.

E. Through the grievance procedures, the same written grievance will be used and the forwarding of the same will be only by endorsement of the disposition at various levels.

F. If a grievance is not settled by the last scheduled teacher work day, the remaining review days at each step will be extended into the administrative work days of the following week(s).

G. By mutual Agreement, the parties to this Agreement may start a grievance at any step of the grievance procedure.

ARTICLE 31 - NEGOTIATION PROCEDURE

A. Negotiations for a successor Agreement will begin not less than ninety (90) days prior to the expiration of this Agreement. If the parties fail to reach an Agreement in any such negotiations, either party may invoke the mediation machinery of the State Labor Mediation Board or take any other lawful measures it may deem appropriate. The Association will not engage in or encourage strike action of any type during the life of this contract.

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B. During the term of this Agreement, either party may request meetings of the negotiating teams for the purpose of discussing matters of mutual interest and/or for considering possible amendments to this Agreement. If the chief negotiators or the superintendent and the president of AEA agree that such a meeting would be worthwhile, a meeting will be scheduled as soon as is practical. It is not presumed that negotiations under this provision will necessarily lead to modifications of the Agreement.

C. In any negotiations described in this article, neither party will have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives from within or outside the school district. It is recognized that no final Agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

D. This Agreement may only be modified upon mutual consent of each party. Any such modification will be agreed to and reduced to writing by the respective negotiations teams, subject to proper ratification by the Association membership and Board of Education prior to becoming effective.

E. Nothing contained in this article will require either party to consent to re-opening any portion of this Agreement.

ARTICLE 32 - EXTENT OF AGREEMENT


A. If any provision of this Agreement or any application of the Agreement to any teacher or group or group of teachers will be found contrary to law, then such provision or application will be void except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE 33 - DURATION OF AGREEMENT

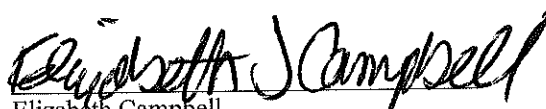
A. This Agreement will be in effect as of July 1, 2018 or date ratified by both the Board and A.E.A. and will continue until June 30, 2019.

B. For official notifications regarding this contract, the Association President and the Association's Chief Negotiator will receive such notice. When the Association is serving notification to the Board regarding this contract, the Superintendent of schools or his/her designee will be the official to be contacted.

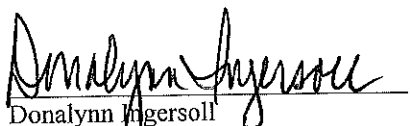
ALMA PUBLIC SCHOOLS:

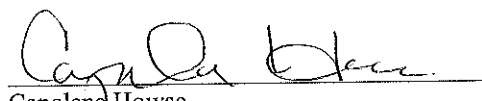

Art McClintic
President, Board of Education

ALMA EDUCATION ASSOCIATION:


Elizabeth Campbell
Representative of A.E.A.

MASTER AGREEMENT – ALMA PUBLIC SCHOOLS & AEA 2018-19


Donalynn Ingersoll
Superintendent


Capalene Howse
Representative of MEA

SCHEDULE A 2018-19

BASE SALARY AT BA LEVEL FOR 2018-19 IS
(increase of 3.00% over 2017-18 base)

\$36,276.54

STEP	BA		BA+20(m)		BA+40* OR MA		MA+15**		MA+30***	
	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT	INDEX	AMOUNT
0	1.00	36,276.54	1.035	37,546.22	1.070	38,815.90	1.0875	39,450.74	1.105	40,085.57
1	1.05	38,090.37	1.090	39,541.43	1.130	40,992.49	1.1500	41,718.02	1.170	42,443.55
2	1.10	39,904.19	1.145	41,536.64	1.190	43,169.08	1.2125	43,985.30	1.235	44,801.52
3	1.15	41,718.02	1.200	43,531.85	1.250	45,345.67	1.2750	46,252.59	1.300	47,159.50
4	1.20	43,531.85	1.255	45,527.06	1.310	47,522.27	1.3375	48,519.87	1.365	49,517.47
5	1.25	45,345.67	1.310	47,522.27	1.370	49,698.86	1.4000	50,787.15	1.430	51,875.45
6	1.30	47,159.50	1.365	49,517.47	1.430	51,875.45	1.4625	53,054.44	1.495	54,233.42
7	1.35	48,973.33	1.420	51,512.68	1.490	54,052.04	1.5250	55,321.72	1.560	56,591.40
8	1.40	50,787.15	1.475	53,507.89	1.550	56,228.63	1.5875	57,589.00	1.625	58,949.37
9	1.45	52,600.98	1.530	55,503.10	1.610	58,405.23	1.6500	59,856.29	1.690	61,307.35
10	1.50	54,414.81	1.585	57,498.31	1.670	60,581.82	1.7125	62,123.57	1.750	63,483.94
11	1.55	56,228.63	1.640	59,493.52	1.730	62,758.41	1.7750	64,390.86	1.820	66,023.30
16	1.60	58,042.46	1.695	61,488.73	1.790	64,935.00	1.8375	66,658.14	1.885	68,381.27
20	1.65	59,856.29	1.750	63,483.94	1.850	67,111.60	1.9000	68,925.42	1.950	70,739.25
24	1.70	61,670.11	1.805	65,479.15	1.910	69,288.19	1.9625	71,192.71	2.015	73,097.22
27	1.75	63,483.94	1.860	67,474.36	1.970	71,464.78	2.0250	73,459.99	2.080	75,455.20
Long.	0.05	1,813.83	0.055	1,995.21	0.060	2,176.59	0.0625	2,267.28	0.065	2,357.97

*Hours must be GRADUATE hours

**Or if masters required 45 credits

*** Or if masters requires 60 credits

Longevity step AFTER 16, 20, 24, AND 27 continuous years of Alma Service. (See Article 23.A. 4.)

(n) Salary column BA+20 is no longer open for placement after the 2014-15 contract year.

SCHEDULE B - ATHLETIC STIPEND

HIGH SCHOOL

Appendix B

Position	Sport	Gender	Salary Scale 0/4/11
Head Coach - Varsity	Football	Boys	\$4,635 / 5,408 / 6,180
Head Coach - Varsity	Basketball	Boys	\$4,635 / 5,408 / 6,180
Head Coach - Varsity	Basketball	Girls	\$4,635 / 5,408 / 6,180
Head Coach - Varsity	Cross Country	Boys/Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Tennis	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Volleyball	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Wrestling	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Baseball	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Golf	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Softball	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Golf	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Tennis	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Track & Field	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Track & Field	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Soccer	Boys	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Soccer	Girls	\$3,605 / 4,378 / 4,893
Head Coach - Varsity	Pompons	Girls	\$3,090 / 3,605 / 4,120
Head Coach - Varsity	Sideline Cheer	Girls	\$3,090 / 3,605 / 4,120
Head Coach - Varsity	Competitive Cheer	Girls	\$3,090 / 3,605 / 4,120
Head Assistant - Varsity	Football	Boys	\$2,833 / 3,605 / 4,378
Assistant Coach - Varsity	Football	Boys	\$2,575 / 3,348 / 3,863
Assistant Coach - Varsity	Football	Boys	\$2,575 / 3,348 / 3,863
JV Coach	Football	Boys	\$2,318 / 3,090 / 3,348
JV Coach	Football	Boys	\$2,318 / 3,090 / 3,348
JV Coach	Basketball	Boys	\$2,318 / 3,090 / 3,348
JV Coach	Basketball	Girls	\$2,318 / 3,090 / 3,348
Freshman Coach	Football	Boys	\$2,060 / 2,833 / 3,090
Freshman Coach	Football	Boys	\$2,060 / 2,833 / 3,090
JV Coach	Volleyball	Girls	\$2,060 / 2,833 / 3,090
Freshman Coach	Basketball	Boys	\$2,060 / 2,833 / 3,090
Freshman Coach	Basketball	Girls	\$2,060 / 2,833 / 3,090
JV Coach	Baseball	Boys	\$1,803 / 2,575 / 2,833
JV Coach	Softball	Girls	\$1,803 / 2,575 / 2,833
Assistant Coach - Varsity	Track & Field	Girls	\$1,803 / 2,575 / 2,833
Assistant Coach - Varsity	Track & Field	Boys	\$1,803 / 2,575 / 2,833
JV Coach	Golf	Boys	\$1,803 / 2,575 / 2,833
Freshman Coach	Volleyball	Girls	\$1,545 / 2,060 / 2,318
JV Coach	Cross Country	Boys/Girls	\$1,288 / 1,545 / 2,060
Assistant Coach - Specialist	Track & Field	Girls	\$1,030 / 1,545 / 1,803
Assistant Coach - Specialist	Track & Field	Boys	\$1,030 / 1,545 / 1,803
Coaching Assistant	Any Sport	Based on #'s	\$500 No Steps
Weight Room Supervisor	Winter		\$500 No Steps

**SCHEDULE B - ATHLETIC STIPEND
MIDDLE SCHOOL**

Position	Sport	Gender	Salary Scale 0/4/11
MS Coach - 8th Grade	Volleyball	Girls	\$1,288 / 1,545 / 2,060
MS Coach - 7th Grade	Volleyball	Girls	\$1,288 / 1,545 / 2,060
MS Coach - 8th Grade	Basketball	Girls	\$1,288 / 1,545 / 2,060
MS Coach - 7th Grade	Basketball	Girls	\$1,288 / 1,545 / 2,060
MS Coach	Wrestling	Boys	\$1,288 / 1,545 / 2,060
MS Coach - 7th Grade	Basketball	Boys	\$1,288 / 1,545 / 2,060
MS Coach - 8th Grade	Basketball	Boys	\$1,288 / 1,545 / 2,060
MS Coach	Cheerleading	Girls	\$1,288 / 1,545 / 2,060
MS Coach	Track	Girls	\$1,288 / 1,545 / 2,060
MS Coach	Track	Boys	\$1,288 / 1,545 / 2,060
MS Coach	Cross Country	Boys/Girls	\$1,288 / 1,545 / 2,060

SCHEDULE B - ACADEMIC STIPENDS

Position	Grade level	Positions	Stipend Scale 0/4/11
Band	Middle/High	One	\$3,090 / 4,120 / 5,150
FFA Club	High	One	\$3,090 / 4,120 / 5,150
Forensics	High	One	\$1,803 / 2,369 / 2,987
Yearbook	High	One	\$1,803 / 2,369 / 2,987
Senior Class Advisor	High	One	\$1,545 / 2,060 / 2,575
Junior Class Advisor	High	One	\$1,545 / 2,060 / 2,575
Vocal Music	Middle/High	One	\$1,545 / 2,060 / 2,575
Jazz Band	Middle	One	\$1,545 / 2,060 / 2,575
Model U.N	High	One	\$1,545 / 2,060 / 2,575
Robotics	High	One	\$1,545 / 2,060 / 2,575
National Honor Society	High	One	\$1,545 / 2,060 / 2,575
Student Council	High	One	\$1,545 / 2,060 / 2,575
BPA Club	High	One	\$1,288 / 1,700 / 2,112
FCCLA Club	High	One	\$1,288 / 1,700 / 2,112
HOSA	High	One	\$1,288 / 1,700 / 2,112
Quiz Bowl	High	One	\$1,288 / 1,700 / 2,112
Drama	High	One	\$1,030 / 1,339 / 1,700
9th Grade Class Advisor	High	One	\$1,030 / 1,339 / 1,700
10th Grade Class Advisor	High	One	\$1,030 / 1,339 / 1,700
Math Team	High	One	\$773 / 1,030 / 1,288
Science Olympiad	High	One	\$773 / 1,030 / 1,288
Student Council	Middle	One	\$1,030 / 1,339 / 1,700
Drama/Play Production	Middle	One	\$773 / 1,030 / 1,288
Odyssey of the Mind	Middle	One	\$773 / 1,030 / 1,288
Science Olympiad/Science Club	Middle	One	\$773 / 1,030 / 1,288
Technology	Middle	One	\$773 / 1,030 / 1,288
Yearbook	Middle	One	\$773 / 1,030 / 1,288
Family Night Co-Coordinator	Elementary	Six	\$258 / 309 / 412
Odyssey of the Mind	Elementary	Three	\$773 / 1,030 / 1,288
Music	Elementary	One	\$773 / 1,030 / 1,288

APPENDIX C

ALMA PUBLIC SCHOOLS
ALMA EDUCATION ASSOCIATION

Grievance No. _____

GRIEVANCE FORM
STEP 1

NAME OF GRIEVANT _____ TIME & DATE OF SUBMISSION _____
BUILDING/DEPT. _____ IMMEDIATE SUPERVISOR _____

CONTRACT PROVISION(S) VIOLATED: ARTICLE _____ SECTION _____
ARTICLE _____ SECTION _____ ARTICLE _____ SECTION _____

TIME AND DATE OF ALLEGED CONTRACTUAL VIOLATION: TIME _____ DATE _____

EMPLOYEE(S) INVOLVED IN GRIEVANCE: _____

STATEMENT OF ISSUE: _____

SYNOPSIS OF FACTS GIVING RISE TO THE ALLEGED VIOLATION: _____

ACTION OR RELIEF SOUGHT: _____

AGGRIEVED EMPLOYEE(S) SIGNATURE: _____

Note: Use extra sheets of paper, if needed, for any areas of form.

THIS SECTION TO BE FILLED IN BY IMMEDIATE SUPERVISOR

ORAL GRIEVANCE RECEIVED BY: _____
(Immediate Supervisor)

TIME AND DATE GRIEVANCE WAS ORALLY SUBMITTED TO YOU:
_____, 20 ____.

TIME AND DATE ORAL ANSWER TO GRIEVANCE WAS SUBMITTED TO ASSOCIATION:
_____, 20 ____.

PLACE IN WRITING BELOW, ORAL ANSWER THAT WAS SUBMITTED TO THE ASSOCIATION:

WRITTEN GRIEVANCE RECEIVED BY: _____
(Immediate Supervisor)

TIME AND DATE WRITTEN GRIEVANCE WAS SUBMITTED TO YOU:
_____, 20 ____.

PLACE WRITTEN ANSWER HERE:

SIGNATURE: _____ TIME & DATE _____, 20 ____
(Immediate Supervisor)

RECEIPT ACKNOWLEDGED BY: _____
ASSOCIATION REPRESENTATIVE/GRIEVANT

TIME & DATE _____, 20 ____.

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE IMMEDIATE SUPERVISOR: _____ SATISFACTORY
_____ UNSATISFACTORY

POSITION OF ASSOCIATION:

SIGNATURE _____
(Association Representative)

TIME & DATE _____, 20__

RECEIPT ACKNOWLEDGED BY: _____
(Supervisor at STEP 2)

TIME & DATE _____, 20__

STEP 2

THIS SECTION TO BE FILLED IN BY THE SUPERINTENDENT OF SCHOOLS

PLACE WRITTEN ANSWER HERE:

SIGNATURE: _____ TIME & DATE _____, 20__
(Superintendent)

RECEIPT ACKNOWLEDGED BY: _____
(Association Representative)

TIME & DATE _____, 20__

* * * * *

STEP 3

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE SUPERINTENDENT: _____ SATISFACTORY
_____ UNSATISFACTORY

POSITION OF ASSOCIATION:

THE ASSOCIATION _____ DOES _____ DOES NOT REQUEST A MEETING WITH THE BOARD TO TRY TO RESOLVE THE GRIEVANCE.

SIGNATURE: _____ TIME & DATE _____, 20__
(Association Representative)

RECEIPT ACKNOWLEDGED BY: _____
(Superintendent of Schools)

TIME & DATE _____, 20__

STEP 4

THIS SECTION TO BE FILLED IN BY THE BOARD REPRESENTATIVE

PLACE WRITTEN ANSWER HERE:

SIGNATURE: _____ TIME & DATE _____, 20__
(Board Representative)

RECEIPT ACKNOWLEDGED BY: _____
(Association Representative)

TIME & DATE _____, 20__

* * * * *

THIS SECTION TO BE FILLED IN BY ASSOCIATION REPRESENTATIVE

WAS THE DISPOSITION BY THE BOARD: _____ SATISFACTORY
_____ UNSATISFACTORY

POSITION OF ASSOCIATION:

THE ASSOCIATION _____ DOES _____ DOES NOT INTEND TO PROCESS THE GRIEVANCE THROUGH ARBITRATION.

SIGNATURE _____
(Association Representative)

TIME & DATE _____, 20__

RECEIPT ACKNOWLEDGED BY: _____
(Superintendent of Schools)

TIME & DATE _____, 20__

AUGUST 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																	
		1 *Three additional hours of DPPD, outside of existing contract obligations and specific to each building, with date and time to be scheduled by agreement with Building Principal and AEA Building Representatives. The date(s) and time(s) for the three hour DPPD requirement to be related to Superintendent and placed on District and Building calendars by September 30, 2018	2	3	4																																																		
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26	27 8-9 AM Welcome 9-11AM Bldg. Mtgs. 12-3 PM Work Time	28 8 AM - 3 PM DPPD	29 9-11 AM Work Time 1-3 PM & 5-7 PM Open Houses	30 8 AM - 3 PM DPPD	31 No School																																																		
<p>Notes: T-4 S-0 DPPD-2.0 * 1/2 Days - 0</p>																																																							
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SEPTEMBER 2018

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Notes:
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S - 19 (19)
DPPD - 0 (2) *
1/2 Days - 0 (0)

OCTOBER 2018

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NOVEMBER 2018

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DECEMBER 2018

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JUNE 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 1/2 Day Work Time 12:30 - 3:30 PM 180	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2019						
S	M	T	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2019						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes:
T - 5 (185)
S - 5 (180)
DPPD - 0 (4.5) *
1/2 Day - 1 (6)