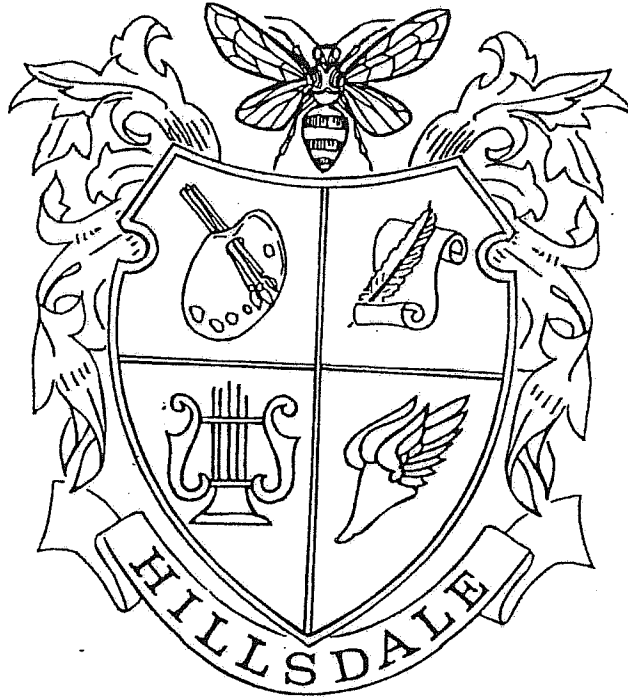


MASTER CONTRACT



HILLSDALE COMMUNITY SCHOOLS

AND

HEA/3G/UBA/MEA/NEA

July 1, 2015 – June 30, 2016

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AGREEMENT

This Agreement between the BOARD OF EDUCATION OF HILLSDALE COMMUNITY SCHOOLS, HILLSDALE, MICHIGAN, (hereinafter called Board), and 3-G UNIFIED BARGAINING COUNCIL, MEA-NEA, (hereinafter called Association), has been entered into this 15th day of July 2015. It is specifically agreed that where the rights and benefits within the contract are specified as accruing to the "Association" the word "Association" shall be interpreted to mean only those employees of HILLSDALE COMMUNITY SCHOOLS and any right or benefits shall not accrue to other members of the 3-G UNIFIED BARGAINING COUNCIL, MEA-NEA.

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all full time and regularly employed part-time teaching personnel employed by Hillsdale Community Schools, including; guidance counselors, librarians, and summer school teachers but excluding them from: substitute teachers, supervisory and executive personnel; office, clerical, custodial, and school lunch employees; educational assistants; and school bus drivers and all others. Supervisory and executive personnel is understood to mean those persons who draw their authority directly from either the Board of Education or the Superintendent and who are required or permitted by the authority directly to make rules which are obligatory upon members of the bargaining unit. The term "teacher" when hereinafter used in this Agreement shall refer to all employees represented by the Association and the bargaining unit as above defined and reference to males shall include females. Elementary teachers shall refer to teachers of grades, K-6, middle school teachers of grades 7-8, and high school teachers shall refer to teachers of grades 9-12.
- B. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association representative has been given an opportunity to be present at such adjustment.
- C. Nothing contained herein shall be construed to deny or restrict any teacher rights which he/she may have under any state or federal laws and regulations.
- D. The Board agrees not to negotiate with or recognize any teachers' organizations other than the Association for the duration of this Agreement.
- E. All references to the superintendent herein contained shall be understood by the parties to mean the superintendent or superintendent's designee except for Article X (Grievance Procedure).

ARTICLE II

BOARD RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan, and of the United States, including, and without limiting the generality of the foregoing, the right to:
1. The executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees;
 2. Hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
 3. Establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
 4. Decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
 5. Determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect to administrative and non-teaching activities, and the terms and conditions of employment.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and Laws of the State of Michigan, and the Constitution and Laws of the United States.

ARTICLE III

TEACHER RIGHTS

- A. The Association and its members shall have the right to use the school building facilities before or after regular class hours and during lunch time. Such use of the building for Association meetings must be arranged for with the building administration in advance. The Administration retains the right to room assignment. Bulletin boards and teachers' mailboxes shall be made available to the Association for the business of the Association. These materials must be signed by a designated Association official. All such materials shall be sent to the Superintendent and Building Administrator.
- B. The District will notify HEA of a new hire and/or change in status (re; layoff, leave of absences, etc.) in the District within ten (10 days).
- C. The Board shall provide payroll deductions for the following: (1) Credit Union, (2) annuities (limited to current carriers unless three or more members request a new company), (3) group auto insurance, (4) direct deposit to approved carriers and (5) HSA accounts.
- D. Each teacher shall have the right upon request to review his/her personnel file. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the materials.
- E. A complaint which would prompt or promote disciplinary action made against the teacher by any parent, student, or other person will be called to the attention of the teacher as soon as possible. Any complaint not called to the attention of the teacher may not be used as the basis for any disciplinary action against the teacher.
 - 1. In the event a disciplinary action is to be taken, the teacher shall be informed of the rights of Association representation and given an opportunity to get representation prior to action being taken.
- F. The calendar may include one half (1/2) day at the end of each semester to be used for record purposes, two (2) Professional Development days, one (1) Independent PD day. The spring conference day may be an in-service day to adjust the calendar IE/ "act of God day." High school teachers shall have four (4) nights of 3.5 hours scheduled times per year, one may be used for a freshman orientation program. All other levels will have seven (7) hours of scheduled time per semester. High school teachers shall have early release on those days that the other levels have afternoon conferences. It is understood that additional half (1/2) days may be scheduled if needed to complete parent-teacher conferences within the scheduled student attendance days. K-6 programming will not include the special classes on scheduled ½ days. The Board and the Association(s) will meet each year to negotiate a calendar.
- G. The district will notify the teaching staff of any openings in the district.

ARTICLE IV

PROFESSIONAL COMPENSATION

- A. Salaries of teachers covered by this Agreement are set forth in Schedule A which is attached hereto (Appendix A) and incorporated in this Agreement. Salary Schedule A is based upon the normal teaching load for the school calendar year.
- B. Compensation for Summer School is to be paid at the rate of twenty five dollars (\$25.00) per hour.
- C. A teacher who is asked by an administrator or agent of the administration and voluntarily agrees to substitute during the teaching day on an hourly basis or fraction thereof shall be paid at the following rate: \$25 for a one hour class, \$35 for a 1.4 hour BLOCK class. Teachers who are shared between buildings/levels (such as band, choir, orchestra, physical education, and computers) will be paid for all hours above the agreed time if required by the Administration to work beyond the seven (7) hours per semester for parent/teacher conferences. The teacher involved will be paid the following rate, \$25.00 per hour for those hours above contracted time.
- D. A teacher engaged during the school day in negotiating on behalf of the Association with any representative of the Board or participation in any grievance or negotiation shall be released from regular duties without loss of salary. Such teachers are not to be excused from their duties until a qualified substitute can be secured.
- E. All new teachers to the district shall be placed on the salary schedule at a level determined by the District. Teachers may receive partial credit for previous certified teaching experience up to nine (9) actual years of completed service in a public, parochial or other school accredited by an educational accrediting agency. Teachers may also receive credit for degrees earned through an accredited institution at the discretion of the Board. This will be determined and documented at the time of hire. Vocational education teachers may receive up to three (3) years credit for previous non-teaching work experience in a related field at the discretion of the Board. For teachers hired at a level less than their actual years of service, they shall be advanced vertically and horizontally after earning tenure in the District. Teachers with advanced degrees shall progress to the appropriate degree category. In addition, teachers may receive full or partial credit for prior experience up to four (4) years. This will be determined and documented at the time of hire.
- F. Teachers advancing to a higher educational classification on the salary schedule at the close of the fall semester will be advanced to that classification for the balance of the contract year provided; however, that the teacher submits official evidence of having earned said degree to the Superintendent or his designee on or before the first day of the spring semester.
- G. The following course work that has prior written approval from the Superintendent is eligible for reimbursement. Reimbursement for SCHES's and/or additional college credit earned beyond 18 semester hours for professional certification credit requirements shall be at the rate of one hundred sixty dollars (\$160.00) per semester hour or the actual cost of the course whichever is less expensive.

Reimbursement will be made upon presentation of official college grade report indicating successful completion of the course and to be eligible for such payment the teacher must still be actively employed by the Hillsdale Community Schools at that time. Reimbursement shall be made within one month presentation of forms from Superintendent's Office and grade report from an

accredited college or university or institution approved by the Superintendent. Summer courses will be reimbursed within one month of the beginning fall semester. Teachers are not eligible for payment for credit earned prior to their entry into teaching duties in the Hillsdale system.

The course must be relevant to the teacher's present teaching assignment or 1), course work required to meet highly qualified standards to comply with No Child Left Behind, 2) college level course work in the teachers major or minor field of study, 3) college level course work that will lead to an additional teaching major or minor or an additional endorsement on the teacher's certificate, or 4) graduate level course work in the fields of education (administration, adult and community education, curriculum, guidance and counseling).

H. Each tenured teacher shall have the right to accept or reject the assignment of a student teacher. If a teacher shall accept the assignment of a student teacher, that teacher will receive the remuneration from the college placing the student. Those teachers with student teachers shall continue to assume the responsibility for class content. The Board reserves the right to reject student teachers who would be assigned by colleges not in compliance with the law.

I. Insurance

The Board shall be utilizing the "hard cap" formula for purposes of compliance with P.A. 152 of 2011, beginning January 1, 2015. Qualifying teachers may select from the following product choices: Pak A - Choices II \$500/\$1000 or Pak C - ABC Plan 1 \$1300/\$2600. The negotiated MESSA benefit may not be altered without the approval of the Association and the Board.

Choices II \$500/1000	Benefit Summary	ABC Plan 1 \$1300/2600
\$500/\$1000	In-network	\$1300/\$2600
\$1000/\$2000	Out of network	\$2600/\$5200
Office Visit = \$10 Urgent Care = \$25 Emergency Room = \$50	Office Copays	None
\$10,000 + AD& D	Life Insurance	\$10,000 + AD& D
Saver RX	Prescription	ABC RX
Class I at 100% Class II at 75% Class III at 50% Class I, II, III annual max = \$1000 Class IV 75% w/ lifetime max of \$1,500 per household member Rider of 2 cleanings	Delta Dental Plan	Class I at 100% Class II at 75% Class III at 50% Class I, II, III annual max = \$1000 Class IV 75% w/ lifetime max of \$1,500 per household member Rider of 2 cleanings
VSP 2	Vision	VSP 2
90 day wait 66 2/3% Max \$5,000	LTD (Long Term Disability)	90 day wait 66 2/3% Max \$5,000

PAK B

\$15,000 + AD& D	Life Insurance
Saver RX	Prescription
Class I at 100% Class II at 100% Class III at 50% Class I, II, III annual max = \$1000 Class IV 75% w/ lifetime max of \$1,500 per household member Rider of 2 cleanings	Delta Dental Plan
VSP 3	Vision
90 day wait 66 2/3% Max \$5,000	LTD (Long Term Disability)

The Board shall make contributions to Pak A or Pak C medical benefit plans for each eligible member electing health insurance based on the Department of Treasury “hard cap” limits that are released each year. For the 2015 – 2016 school year those amounts are:

Single Person Coverage	\$5,992.30
Two Person Coverage	\$12,531.00
Full Family Coverage	\$16,342.66

These annual employer contributions shall be adjusted annually beginning July 1, 2015, to the maximum payment permitted by Section 3 of P.A. 152. The remaining annual cost for the employee’s elected Pak A medical plan premiums shall be paid by the employee.

The employee’s premium contribution will be payroll deducted, in twenty one (21) equal amounts from the employee’s paycheck. Employees may elect to have the monthly premium payroll deducted through a qualified Section 125 Plan and, as such, the members’ premium contribution will be made with pre-tax dollars. The employer’s 125 Plan shall include any/all of the provisions necessary to pre-tax contributions to employee’s HSA accounts administered through Health Equity. Employees may elect at any time to contribute, through payroll deduction and electronic transfer additional money to be deposited into their Health Equity HSA, up to the maximum amounts allowed by Federal Law.

The Board has established a cafeteria plan that allows employees to elect cash in lieu of health insurance (Pak A or Pak C) and certain other pre-tax options, according to the schedule below:

Options	Amount
0-10 Participants	\$225/month
11-15 Participants	\$250/month
16-20 Participants	\$275/month
21 + Participants	\$300/month

*Participants – Certified employee(s) not electing health insurance coverage, must remain participants through full year unless family status changes.

Part-time positions will receive the benefits in paragraph 1 and 2 on a pro-rated basis.

- J. Members of the K-12 Curriculum Committee whose area is under review for the upcoming year or staff members employed by the district to do work of a professional nature shall be compensated at twenty five dollars (\$25.00) per hour for non school hours or district will provide a substitute during school hours.
- K. Counselors may be scheduled to work an additional ten (10) days per year. The additional time will be paid at the per diem rate for 5 days and 5 days will be compensated as time off during the year.
- L. Teachers will be paid in twenty-one or twenty-six pays. Each teacher shall inform the Business Office in writing on or before the start of each school year which payment plan he/she wishes to participate in. Direct deposit payroll will be issued bi-weekly on Fridays to teachers except as elsewhere provided. All teachers can access payroll info at: Hillsdaleschools.org. Teachers should instruct the business office (in writing two weeks in advance to change their depository.
- M. Changes in family status shall be reported by the employee to the Business Office within thirty (30) days of such change and notification of COBRA rights will be given. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.
- N. The Board agrees to provide the above mentioned benefits programs within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policyholder.
- O. To be eligible for the above coverage (or increase in coverage) employees must be able to perform a one day at work requirement with this employer before benefits are effective.
- P. Employees working less than a full contract year shall have benefits terminated on the first day of the month following termination of employment.

ARTICLE V

LONGEVITY

After one year at Step 12, (Step 14 for those hired after July 1, 2011) teachers who continue to meet certification requirements will receive longevity increments added to their base salary for that year according to the chart below:

Longevity Steps
Years at Step 12 (Step 14 for those hired after July 1, 2011)

2-5 years	2%
6-10 years	2.5%
11-15 years	3%
16-20 years	3.5%
21-25 years	4%
26-30 years	4.5%
31-35 years	5%

ARTICLE VI

TEACHING HOURS

- A. The Board recognizes teaching as a professional calling and shall not impose unreasonable demands on teachers' time but shall agree that the schedule for the teaching staff shall be maintained at a professional level and shall be consistent with professional status. The student day and teacher workday shall be structured to assure that all state requirements pertaining to days and hours of instruction are satisfied. Any changes in the teachers' hours from one school year to the next shall be agreed upon jointly by the Board and the Association prior to the beginning of the next school year and prior to implementation. This section shall not be construed as limiting the Board's right to unilaterally implement a proposal after impasse is reached in accordance with the public employment relations act.

- B. Teachers' duty time begins 15 minutes before the 1st class begins and continues through 15 minutes after the school dismissal is completed, except on Fridays and days preceding holidays, where teachers may leave after school dismissal is completed.

ARTICLE VII

TEACHING LOADS AND ASSIGNMENTS

- A. Teachers in grade levels K-4 shall have a 40 minute planning period and a 40 minute duty-free lunch each day. Teachers in grade levels 5-12 shall have a 50 minute planning period and a 30 minute duty-free lunch each day. Exempted from these provisions are guidance personnel. It is expressly understood and agreed that guidance personnel will take time from their work day for professional planning and personal exigencies; however, it is also understood that such absences shall not exceed 50 minutes per day.
- B. Related arts teachers shall be provided preparation time in an amount equal to other elementary teachers. Related arts teachers shall be provided a duty free lunch period of no less than 30 minutes per day. To the extent possible, daily preparation time shall be scheduled equally Monday through Friday. Recognizing that some staff members are assigned to more than one building, the parties agree that in some cases individual schedules may need to be adjusted to accommodate building schedules and program needs. In no case will teachers be assigned a teaching load that exceeds the principles and guidelines set forth in this section A. Teachers teaching less than a full day will have preparation periods pro-rated accordingly.
- C. Teachers who are shared between buildings/levels (such as band, choir, orchestra, physical education, and computers) will be paid for all hours above the agreed time as stated in Article IV, Section C, if required by the Administration. The teacher involved will be paid the following rate, twenty-five (\$25) per hour for hours above contracted time, as stated in Article IV, Section C.
- D. Teachers who will be affected by (1) change in grade assignments in the elementary school grades, or (2) change of subject assignments in the middle or high school grades shall be notified by their principals prior to the end of the school year except under unusual circumstances. Any change made after the end of the school year will be written and forwarded to the affected teacher prior to the finalization of the change. Administrators shall attempt to avoid reassigning teachers following the end of the school year except by mutual agreement.
- E. Since frequent transfers of teachers from one school to another or changes from one subject to another are disturbing to many teachers, the parties agree that involuntary transfers will be minimized. All teachers in the Hillsdale Community Schools are free to request a transfer or change in assignment for personal reasons. The Administration will make every effort to assign teachers at their request whenever it is possible but will endeavor to maintain a balanced staff in each school. All transfer requests shall be filed or renewed with the superintendent's office each year, and subject to posting procedures.
- F. Vacancy is defined as a newly created position or an open position that the administration has decided to fill. All postings will be consistent including date and time. Postings shall be filled according to Board policy.
- H. In determining class size, the physical features and size of classroom shall be taken into consideration.

- I. The Board and Association agree that the ideal class size for grades 7-12 is twenty-four-twenty-eight (24-28) students per class. For classes, excluding music, art, and PE, no more than 30 students will be scheduled in a class, unless that specific teacher's average number of students per class is equal to or less than 30 students and at no point will there be in excess of 32 students in a class.
- J. It is agreed that in K-6 grade level teams will be assigned a minimum base of two and one-half (2 ½) hours of aide time per classroom per week for supplemental instructional services.
- K. Philosophically, the Board and the Association agree that the ideal class size for elementary education is 20-25, and will continually work toward that goal.
 - 1. For the purpose of computing elementary class size, any student who meets special education requirements (except speech and language impaired students who only receive SLP services) and is in a classroom the whole day counts as 1 ½ students, except all students who are classified as ECDD, CI, EI, SMI, AI, HI, VI, and TBI, and all other students determined by the IEPT as 2 ½ students. Special Education students mainstreamed into regular elementary classroom for at least half (1/2) the regular school day, shall be counted as a full time student. Special Education students mainstreamed into a regular classroom for less than one half (1/2) of a regular school day but more than thirty (30) minutes shall be counted as one half (1/2) a student.
 - 2. When a regularly assigned student load exceeds 25 students in grades K-3 and 27 students in grades 4-6, the Superintendent or designee and H.E.A. President will be notified and one of the following remedies will occur within a maximum of twenty (20) school working days:
 - a. The teacher will receive additional permanently assigned aide time at a minimum of 1 hour per week per student over the specified limit

Or

 - b. Students will be assigned to another class.

- L. Duty periods - Duty periods for teachers in grades 9-12 will be assigned according to the following guidelines:
 - 1. Duty will be limited to assignments related to the instruction or supervision of students or other work of a professional nature (i.e. – curriculum development, professional research/writing). No teachers will be assigned outdoor duty on a regular basis without the teacher's consent (i.e. – parking lot supervision, street patrol).
 - 2. Any teacher who is dissatisfied with a particular duty assignment may appeal the assignment by meeting with the principal and Association representative to discuss concerns and explore solutions.
 - 3. Academic labs may be assigned as part of the teaching load or assigned duty periods.
- M. For the purpose of balancing teaching loads at the secondary level, special education students mainstreamed into a regular class shall be counted in the same manner as in Section L-1 above when

class counts are reported. Such information shall be considered by secondary counselors and Administrators when balancing classes.

- N. The parties agree that staff meetings are a necessary part of the efficient operation of the school district. Therefore, to allow teachers adequate time to plan and perform professional and personal responsibilities without undue conflict, it is agreed that teachers will be notified forty-eight (48) hours in advance of a meeting called by the Administration. This clause does not abridge the Administrator's right to call an emergency meeting. All teachers shall attend meetings called by the Administration as a regular part of their teaching duties unless otherwise excused by the Administration.
- O. The parties agree that meetings beyond the normal contractual hours are sometimes necessary. Up to one meeting per month may be called and teachers in attendance at such meeting beyond the normal school day shall be compensated by equivalent minutes of early release time.
- P. Administrators who are returning to the classroom, and have previously acquired tenure as a teacher in the Hillsdale Community Schools, may return to a position in which they are certified and qualified.
- Q. Independent Study
Teachers accepting Independent Study students during their preparation time shall be reimbursed \$200.00 per student per quarter. When the need arises for Independent Study, the following process shall be followed.
 - 1. All qualified teachers shall be notified of the need.
 - 2. All qualified teachers then have the opportunity to express interest to the building principal.
 - 3. Interested and qualified teachers shall then be assigned one (1) student at a time based on seniority.
 - 4. As additional need arises students will be assigned to interested and qualified teachers on a rotating basis based on seniority.
- R. Additional sections of a course will be posted at the High School and Middle School as extra compensation equivalent to 20% of the teacher's salary. These additional sections shall be offered to qualified staff beginning with those with the highest seniority. It is expected that such need for added sections in the future will be prevented and that isolated overages in the academic areas will be resolved via the scheduling process.

ARTICLE VIII
LEAVES OF ABSENCE

A leave request must be made in writing with the building principal.

A. SICK LEAVE

1. Each teacher shall be granted a maximum of six (6) days sick leave per year with full pay on account of (a) personal illness or disability of employee, (b) exposure to contagious disease in which the health of his/her students would be impaired by his/her attendance on duty, (c) illness, disability, or death in the family (not to exceed five days except with the approval of the superintendent). Teachers who can anticipate a prolonged disability such as scheduled surgery or pregnancy related disability shall give notice thirty (30) days in advance or as soon as reasonably possible. Application must be made for consideration in any case not covered above for approval. For purposes of this article, family is defined as: spouse, parents, grandparents, siblings, parents-in-law, child/step child, grandchild and others significant to the employee.
2. Unused sick leave days shall accumulate to a maximum of 90 days. Each unused sick day and including unused personal days beyond the allowed 90 days will be purchased at a rate of \$50.00 per day, or put into a 403b Plan at the discretion of the employee.
3. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay for the duration of the illness or disability up to one year. The leave may be renewed each year upon written request by the teacher and approval by the Board. The Board agrees to continue to provide the health and life insurance benefits provided for by this Agreement for the duration of said leave.
4. Sick and personal days accumulated from the date of enlistment or draft, shall be held for said employee until his/her return or otherwise held in accordance with other provisions of this Agreement.
5. Bargaining unit members who are placed on long-term disability will have their seniority frozen at onset of the long-term disability and shall not accrue seniority until such time that they return to work.
6. The Superintendent reserves the right to require a doctor's certification or other evidence of illness or ability to work after three (3) consecutive day's absence
7. The Superintendent shall certify the legitimacy of a claim for compensation for absence.
8. In the event of absence due to injury incurred in the course of a teacher's employment for which the teacher receives compensation under the Michigan Worker's Compensation Act, the teacher shall be paid the difference between the teacher's salary and the benefits received from Worker's Compensation provided that the additional compensation provided hereunder is valid by law and will not reduce the amount the teacher receives from Worker's Compensation insurance. This difference will be paid for a period of 2 (two) years from the date of injury. After 2 (two) years the teacher shall have the option of using accumulated sick days to make up the difference on a prorated basis.

B. MATERNITY/CHILD CARE LEAVE

1. A leave of absence without pay will be granted for up to 1 (one) year for the purpose of maternity/child care.
2. The teacher may continue teaching as long as he/she can maintain regularly assigned responsibilities. If the teacher's performance is affected, the teacher may be required to furnish a physician's statement as to the advisability of continuance.
3. The application for such leave shall be received by the superintendent no later than 30 (thirty) calendar days prior to the effective date of such leave and shall include a statement of the date on which the teacher wishes to commence the leave and the anticipated return from leave.
4. A teacher on leave under the above conditions may request an extension of the leave. The request must be submitted at least sixty (60) days prior to the scheduled termination of the leave.

The teacher shall be returned to employment at the end of the scheduled leave provided the teacher is not subject to layoff. If the teacher wishes to return prior to the scheduled end of leave, return may be granted by the Administration.

5. The teacher adopting a child shall receive a similar leave which shall commence upon the placement of the child.
6. Salary schedule credit of 1 (one) year shall not be given for leaves in excess of 90 (ninety) days under this section. Salary schedule credit of 1 (one) year shall be given for leaves of 90 (ninety) days or less.
7. Should any court declare the maternity/child care leave provision of this contract invalid or in violation of State or Federal law, then such provision of this contract as well as the sick leave propositions shall be renegotiated.

C. PERSONAL LEAVE

Each person will be granted six (6) days of personal leave a year with no questions asked, with the arrangements of said personal leave to be made in advance with the principal. These days can accumulate to five (5) days. The current year's allotment may be used without affecting the accumulation. Personal leave utilization is subject to the following restrictions:

1. All personal leaves are subject to the availability of substitute teachers.
2. No more than 15% of the bargaining unit can be absent unless otherwise restricted per subsection 3.
3. On days adjacent to holidays and vacations (vacations shall not include summer vacation) no more than 10% of the bargaining unit can be absent.

4. Teachers must provide no less than three (3) days prior notice of intent to use personal leave except in cases of unforeseen emergencies.
5. Unused personal days beyond yearly allowable accumulation will transfer to sick leave by September 1ST providing the employee has worked at least one day in that school year.

D. BEREAVEMENT LEAVE

The bereavement leave will be up to three (3) days per death in the family. Bereavement leave is intended to be for planning/attending services and internment. For purposes of this article, family is defined as: spouse, parents, grandparents, siblings, parents-in-law, child/step child, grandchild and others significant to the employee.

E. JURY DUTY

The teacher "called" for jury duty or "subpoenaed" to give testimony for any judicial or administrative tribunal shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligations.

F. SABBATICAL LEAVE

1. Teachers who have been employed for seven (7) years in the system may be granted a sabbatical leave for professional improvement for up to one (1) year. It is agreed that professional improvement includes, but is not limited to, attending a college, university or other educational institution or travel which will improve the teacher's ability to teach.
2. Any teacher on sabbatical leave shall receive a salary equal to one-half (1/2) of the contracted amount he/she would have received had he/she remained. Such salary will be on the regular pay periods during the leave. Sabbatical leaves granted under Section 1525 of the School Code shall be exempted from this provision.
3. Teachers on sabbatical leave shall be allowed credit toward retirement for time spent on such leave in accordance with the rules and regulations established by the Michigan Public School Employees Retirement Board.
4. A teacher returning from sabbatical leave shall be restored to a teaching position for which he/she is qualified and certified.

Increments shall be added as if the teacher had been teaching in the school district during the time of sabbatical leave. The teacher granted leave shall retain accumulated sick leave time, tenure and upon paying the cost shall retain health and life insurance benefits of the group subject to rules of the carrier.

5. The teacher agrees to return for three (3) years or repay the amount received for sabbatical leave on a three year pro-rated basis. This condition does not apply in case of death, during a disability which precludes performance or contractual duties, or during a non-disciplinary layoff.
6. There will be no reimbursement for college credits taken during a sabbatical leave.

7. A sabbatical leave request must be initiated by a Sabbatical Leave Request application available at the business office.

F. OTHER LEAVES OF ABSENCE WITH PAY

1. A leave of absence with pay may be granted upon recommendation of the principal and Superintendent to the Board for the following reasons: (1) approved travel, not to exceed one week, that is related to teaching assignments; (2) short term university study, not to exceed two weeks, that is related to teaching assignments; (3) military reserve training duty, not to exceed two weeks.
2. An immediate short term leave of absence with pay may be approved by the Superintendent to investigate sensitive situations.

G. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay may be granted upon the recommendation of the Superintendent to the Board for a period not to exceed one year for the following reasons: (1) the conditions at home require the teacher to remain at home; (2) self-improvement, including graduate study; (3) personal illness on advice of physician; (4) serious health condition of self, spouse, parent and/or child or other leaves covered by the Family Medical Leave Act; (5) travel which is consistent with educational growth of the teacher in his/her field; and/or (6) Serving as an office of the MEA or NEA.

NOTE: Teachers shall not receive credit on the salary schedule for the year's leave of absence.

Leave of absence without pay shall be granted to any teacher who shall be inducted or shall enlist in military duty in any branch of the Armed Forces of the United States. Teachers who are drafted or enlist in lieu of the draft shall receive credit for increments, personal days, and sick days to a maximum of two years.

H. CONFERENCE OR IN-SERVICE MEETINGS

Attendance at conferences or in-service meetings will be allowed upon pre-approval of the Superintendent or his/her designee. The board may reimburse actual reasonable expenses for an approved conference.

H. Teachers may participate in the Teacher's Exchange Program.

- I. The District agrees to notify in writing each person to whom a leave is granted stating the terms, conditions and duration of the leave.

J. ABUSES

If it is believed that any teacher has abused leave privileges, the Superintendent or his/her designee shall immediately conduct an investigation, and if the belief is well founded, the teacher shall be charged with a per diem rate. This belief shall be transmitted to the Association.

ARTICLE IX

CONTRACTUAL RELATIONS

- A. Notices of faculty vacancies, including supervisory positions, shall be posted in each building, except in the summer when 1 (one) copy will be posted in the central office, 1 (one) copy posted in each building and 1 (one) copy sent to the president of the Association.
- B. The Board shall pay for the cost associated with printing and assembling the contract. The HEA, MEA/NEA shall be provided with copies of the Agreement for all members when finalized. The HEA, MEA/NEA will type and prepare a copy of the Agreement for printing.
- C. At the beginning of every school year, the Association shall be credited with 5 (five) days to be used by teachers who are officers or agents of the Association. If any additional days are used, the Association will reimburse the school district the amount of the teacher's per diem salary; payment within 30 (thirty) days. The Association agrees to notify the superintendent no less than forty-eight (48) hours in advance of such leave.
- D. Recognizing the need for good communications between the Board, Administration, and Association, designated representatives will hold bi-monthly meetings to discuss items of concern to either party. Special meetings may be called by either party if the need arises. Meetings may be cancelled by mutual agreement.

Designated representatives shall include the Superintendent, one teacher negotiator, and the Association president.

ARTICLE X

GRIEVANCE PROCEDURE

- A. A grievance is defined as an alleged violation of the expressed terms and conditions of any provision of this Agreement. It is agreed and understood that should a difference arise between the Board and any of its employees as to the application of the provisions of this Agreement, there shall be no stoppage or suspension of work because of such grievance. Such grievance shall be submitted in the following grievance and arbitration procedure.
1. An individual employee may present a grievance to the Board or its designated representative. The employee shall be permitted in the assistance of the Association in processing the grievance should he/she so choose. However, he/she is under no obligation to utilize the Association for this purpose and may process his/her grievance individually as long as any adjustment is not inconsistent with the terms of this Agreement.
 2. A grievance may be initiated by the Association.
- B. Step One. Within ten (10) school working days after an alleged violation arises or the grievant becomes aware of the occurrence and before the written grievance procedure as outlined in Step Two is initiated:
1. An employee will present the grievance orally to his/her principal.
 2. Within two (2) school working days after the presentation of the oral grievance, the principal shall give his/her answer orally to the employee.
- C. Step Two. If the grievance is not resolved in Step One, the employee may submit a formal grievance to his/her principal. The formal grievance will be a signed, written statement (See Appendix D for grievance form).
1. It shall contain:
 - a. The name of the employee involved.
 - b. The facts giving rise to the grievance.
 - c. All provisions of this Agreement, by appropriate reference, alleged to be violated.
 - d. The contention of the employee and of the Association involved with respect to these provisions.
 - e. The relief requested.
 - f. The signature of the employee or the Association president.
 2. A formal grievance must be filed no later than ten (10) school working days from the date of the principal's oral reply. Copies of the formal grievance shall be sent to the Principal, the Superintendent, the Board, and the Association.

3. Within five (5) school working days of receipt of the grievance, the Principal shall meet with the grievant and/or the Association Representative in an effort to resolve the grievance.
 4. The Principal shall indicate his/her disposition of the grievance in writing within five (5) school working days of such meeting and shall furnish a copy thereof to the grievant.
- D. Step Three. If the grievant is not satisfied in Step Two, or if no disposition is made within the time limits set forth in Step Two,
1. The grievance shall be submitted to the Superintendent within five (5) school working days of the step two Principal's disposition or within ten (10) school working days of the step two meeting.
 2. Within five (5) school working days of appeal of the grievance, the Superintendent or his/her designee shall meet with the grievant and/or the Association Representative in an effort to resolve the grievance.
 3. Within five (5) working days of such meeting the Superintendent shall indicate his/her disposition of the grievance in writing to the grievant.
- E. Step Four. If the grievant is not satisfied in Step Three, or if no disposition is made in time within the time limits set forth in Step Three,
1. The grievance shall be submitted to the Board within five (5) school working days of the step three Superintendent's disposition or ten (10) school working days of the step three meeting.
 2. The Board, no later than its next regular meeting or within two (2) calendar weeks shall meet with the grievant, and/or the Association Representative in an effort to resolve the grievance.
 3. Within seven (7) calendar days of such meeting, the Board shall indicate its disposition of the grievance in writing.
- E. Step Five. If the Association is not satisfied with Step Four, the Association will have the right to appeal the dispute by demanding arbitration. The party first demanding arbitration shall give a five (5) school working day notice in writing to the other party of its desire to arbitrate. If the parties cannot agree as to the arbitrator within ten (10) school working days from the notification date, either party shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. The appeal to the American Arbitration Association shall be taken within five (5) school working days of the date of notification that the parties cannot agree on an arbitrator.
- The decision of the Arbitrator shall be binding upon both parties. In making this decision, the Arbitrator shall have no power to add to, subtract from, or disregard the terms of the Agreement. The cost of the arbitration shall be borne equally by both parties.
- F. Neither party shall be allowed to advance at the Arbitration any argument not previously advanced in the grievance procedure.
- G. Any grievance not advanced to the next step by the grievant within the time limit as set forth herein shall be deemed abandoned. Should the Association not abide by the time limits set forth in the grievance procedure, the grievance shall be conceded and the Board's position shall stand. Should

the Board, or its agents, not abide by the time limits set forth in the grievance procedure, the grievance shall be advanced to the next level.

- H. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties.
- I. In an Association grievance (not involving an individual employee) involving only the Superintendent and the Board, Step Two may be omitted. In such case, Step One would be initiated with the Superintendent and all other provisions of the procedure shall apply.
- J. In the event that a grievance filed by a bargaining unit member or the Association is of such a nature that resolution is imperative or the grievance is of such a nature that a resolution could not be achieved by following the normal procedures, the parties may by mutual consent send the grievance directly to binding arbitration.
- K. For purposes of this article, the term "school working day" shall be defined as days when school is in session during the academic year and days when the central office is open for business during the summer months between academic years.

ARTICLE XI

WEATHER

- A. The Board and Association agree that when conditions not within the control of school authorities interrupt school, teachers will not be required to report to their buildings.
- B. Where hours of instruction are not held because of conditions not within the control of school authorities, those hours will be made up in accordance with state regulations. When school is delayed because of conditions not within the control of school authorities, the lost time may be rescheduled if it is necessary to do so for the district to receive full state aid.
- C. To the extent that any other provision of the collective bargaining agreement such as the school closing provision, school calendar or the like shall be inconsistent with the foregoing, such provisions shall be null and void as to the extent of the inconsistency.

ARTICLE XII

INSTRUCTIONAL PROCEDURES

- A. All proposed curriculum changes shall be reviewed in the appropriate curriculum committee which will present a recommendation with rationale to the Council for Instructional Leadership (CIL) which is made up of mutually approved Board and Association personnel. Those recommendations that are approved by the Council for Instructional Leadership (CIL) shall be submitted to the Board for consideration and action. Nothing contained in this paragraph shall change the Board's inherent rights to institute curriculum changes.
- B. The Board agrees that prior to intensive study by a curriculum committee some indication of the amount of money available for implementation will be made.
- C. The Superintendent, superintendent's designee or the Association may request additional summer employment for the Association members to work on curriculum under the same stipulations as in Article IV-J.
- D. School improvement teams will exist in every building. Membership on each team is open to any interested person. Membership on each team shall minimally include those representatives prescribed by law.
- E. Any plan that affects wages, hours, and/or terms and conditions of employment must be negotiated before implementation.
- F. There will be a district-wide school improvement Coordinating Committee (CIL) whose function is to coordinate district school improvement plans.

ARTICLE XIII

NEGOTIATION PROCEDURES

- A. When either party recognizes a concern that is addressed by or affects the terms of the contract, it will be brought to the attention of the appropriate parties. In the event the provisions contained in this Agreement are open for negotiations as provided in other sections of this Agreement, the parties will promptly negotiate for the purpose of reaching an agreement upon such provisions.
- B. In any negotiations described in this Agreement, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party and each party may select its representatives 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 and a majority of the membership of the Association. The parties mutually pledge that representatives selected by each shall have the necessary power and authority to make concessions in the course of negotiations and bargaining subject only to ultimate ratification.
- C. If the parties fail to reach an agreement in any such negotiations, either party may invoke any/all processes allowable by law.

ARTICLE XIII

SAVINGS CLAUSE

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision shall be deemed null and void except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

ARTICLE XV

RETIREMENT

A. (This option is available until June 30, 2017)

Teachers who have at least fifteen 15/ years of service in the Hillsdale Community School System will be eligible for Board contributions for purchase of universal retirement service under Public Act 194 of 1989 as follows:

Teachers who elect to retire under the rules of the Michigan Public Schools Employees Retirement System and submit their voluntary and irrevocable resignation will be eligible for board purchase of up to 2 (two) years of universal retirement credit, the number of years to service credit being that necessary for the teacher to have no more than thirty (30) years of service as determined by the Michigan Public School Employee Retirement System. Teachers who resign without retiring under MPSERS rules are ineligible for board purchase of universal service credit under this section.

Teachers eligible for this provision will give notice of their retirement sixty (60) days prior to the effective date of resignation/retirement. In exceptional circumstances the sixty (60) day notice requirement may be waived with approval of the Superintendent.

Any qualifying teacher retiring shall have no options other than the Board's direct payment to the Michigan Public Schools Employees Retirement System for the credit purchased. The parties understand this payment to be "picked up" by the employer subject to the IRS rules. Further the parties agree that in the event of a different tax ruling this provision shall be subject to further negotiation.

B. (Effective 7-1-2015)

Teachers who have at least fifteen (15) years of service in the Hillsdale Community School System will be eligible for Board contributions for purchase of universal retirement service under Public Act 194 of 1989 as follows:

Teachers who elect to retire under the rules of the Michigan Public Schools Employees Retirement System and submit their voluntary and irrevocable resignation will be eligible for an additional work assignment that will pay \$2,000 per year for up to two (2) years. Teachers who resign without retiring under MPSERS rules are ineligible under this section.

Teachers eligible for this provision will give notice of their retirement one calendar year in advance for each year, up to two (2) years being requested.

In exceptional circumstances where one of the qualifying circumstances listed below is confirmed, the teacher and Board may withdraw from the agreement by mutual consent. Qualifying circumstances include:

- Death of a spouse, legal dependent, or life partner.
- The teacher has been placed on long-term disability after the inception of the agreement.
- Divorce – finalized after the inception of the agreement.
- Other unique/special circumstance determined by the Superintendent.

Any teacher employed by Hillsdale Community Schools for 5 (five) years or more and qualified for Michigan Public School Employees Retirement Fund and who retires from the Hillsdale Community Schools shall, upon retirement (defined as drawing income from MPERS), be paid for his/her accumulated sick days and personal days at the rate of fifty (\$50.00) per day, or put into a 403B Plan at the employees discretion.

ARTICLE XVI

MENTOR TEACHER

- A. A mentor Teacher shall be defined as a Master Teacher as identified in Section 1526 of the School Code and shall perform the duties of a Master Teacher as specified in the code.
- B. Each bargaining unit member in his/her first three (3) years in the classroom shall be assigned a Mentor Teacher by the Administration with the approval of the Association. The Mentor Teacher shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.
- C. A Mentor Teacher shall be assigned in accordance with the following:
 - 1. The Mentor Teacher shall be a tenured teacher.
 - 2. Participation as a Mentor teacher shall be voluntary.
 - 3. The District shall notify the Association of those members requiring a mentor assignment.
 - 4. The Administration will notify the Association when mentor teacher assignments have been finalized.
 - 5. Every effort will be made to match Mentor Teachers and Mentees who work in the same building and have the same area of certification.
 - 6. The Mentor Teacher assignment shall be for one (1) year subject to review by Mentor Teacher and Mentee after four (4) months. The appointment may be renewed in succeeding years.
- D. Because the purpose of the mentor/mentee match is to acclimate the bargaining unit member and to provide necessary assistance toward the end of quality instruction, the Board and Association agree the relationship shall not, in any fashion, be a matter included in the evaluation of the Mentor Teacher and Mentee.
- E. Upon request, the Administration may make available reasonable release time so the Mentor Teacher may work with the Mentee in his/her assignment during the regular work day. Where possible the Mentor Teacher and Mentee shall be assigned common preparation time.
- F. A Mentor Teacher while assigned will be paid:
 - \$300 for the first year
 - \$200 for the second year
 - \$100 for the third year
 - \$ 50 for the fourth year

ARTICLE XVII

PUBLIC SCHOOL ACADEMIES

A. NOTICE TO ASSOCIATION

The District will provide immediate notice to the Association of any contact, correspondence, or inquiry regarding a public school academy application made to the district, or an application to an ISD, community college, or public university of which it has knowledge.

B. INFORMATION AND CONSULTATION

The District agrees to furnish the Association with all available information concerning an application to authorize a public school academy, including, but not limited to: the identification of the applicants, the proposed members of the academy's board of directors, the proposed articles of incorporation, the purposes of the academy, its proposed bylaws/governance structure, educational goals, curriculum, admissions, policies/criteria, calendar and school day schedule, staff responsibilities, and all other relevant information. The District further agrees to meet with the Association representatives to discuss, clarify, or supplement the information provided to the Association. Where appropriate, the applicant seeking authorization shall be included in these discussions.

ARTICLE XVIII

DURATION OF AGREEMENT

This agreement shall commence on the First day of July, 2015 and shall remain in effect in full force and effect until the Thirtieth Day of June, 2016.

IN WITNESS THEREOF, the parties hereto have set their hands this 30th day of June in the year of 2015.

3G/UBA/MEA/NEA

By Ann M. Harris
HEA President

By Dean J. Parza
UniServ Director MEA/SNAP

Board of Education

By [Signature]
Superintendent

By [Signature]
For the Board

HILLSDALE SALARY SCHEDULE

2014-2015 and 2015-16

*For Teachers Hired On/Before June 30, 2011

Step	BA	BA + 20	MA	MA + 15
1	31,996	33,337	33,900	34,624
2	34,446	35,755	36,795	37,581
3	36,894	38,172	39,693	40,547
4	39,342	40,592	42,585	43,505
5	41,794	43,010	45,480	46,465
6	44,241	45,428	48,374	49,424
7	46,688	47,848	51,266	52,385
8	49,138	50,261	54,160	55,343
9	51,585	52,682	57,056	58,303
10	54,037	55,101	59,950	61,264
11	57,021	58,062	63,445	64,830
12	57,306	58,352	63,762	65,154

Longevity Years at Step 12

Years	Amount
2-5	2%
6-10	2.5%
11-15	3%
16-20	3.5%
21-25	4%
26-30	4.5%
31-35	5%

HILLSDALE SALARY SCHEDULE

2014-2015 and 2015-16

*For Teachers Hired On/After July 1, 2011

STEP	BA	BA + 20	MA	MA + 15
1	\$ 33,000.00	\$ 33,500.00	\$ 36,500.00	\$ 37,500.00
2	\$ 34,456.95	\$ 34,979.03	\$ 38,111.48	\$ 39,155.63
3	\$ 35,978.22	\$ 36,523.35	\$ 39,794.10	\$ 40,884.35
4	\$ 37,566.66	\$ 38,135.85	\$ 41,551.01	\$ 42,689.39
5	\$ 39,225.23	\$ 39,819.55	\$ 43,385.48	\$ 44,574.13
6	\$ 40,957.03	\$ 41,577.59	\$ 45,300.95	\$ 46,542.07
7	\$ 42,765.28	\$ 43,413.24	\$ 47,300.99	\$ 48,596.91
8	\$ 44,653.36	\$ 45,329.93	\$ 49,389.33	\$ 50,742.46
9	\$ 46,624.81	\$ 47,331.25	\$ 51,569.87	\$ 52,982.74
10	\$ 48,683.30	\$ 49,420.92	\$ 53,846.68	\$ 55,321.93
11	\$ 50,832.66	\$ 51,602.86	\$ 56,224.01	\$ 57,764.39
12	\$ 53,076.93	\$ 53,881.12	\$ 58,706.30	\$ 60,314.69
13	\$ 55,420.27	\$ 56,259.97	\$ 61,298.18	\$ 62,977.58
14	\$ 57,867.08	\$ 58,743.85	\$ 64,004.49	\$ 65,758.04

Longevity Years at Step 14

Years	Amount
2-5	2%
6-10	2.5%
11-15	3%
16-20	3.5%
21-25	4%
26-30	4.5%
31-35	5%

Appendix B

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

“SCHEDULE B”

Computed on BA Salaries, Steps 1-10

	<u>Percentage</u>
Football – Head Coach	13.6
Assistants	8.5
Middle School	6.0
Basketball – Head Coaches	13.6
Assistants	8.5
Middle School	6.0
Track – Head Coaches	9.0
Assistants	6.0
Middle School	6.0
Middle School Assistants	4.0
Cross Country – Head Coach	9.0
Assistant	6.0
Soccer – Head Coach	9.0
Assistant	6.0
Wrestling – Head Coach	12.0
Assistant	7.0
Middle School	6.0
Baseball – Head Coach	9.0
Assistant	6.0
Golf – Head Coaches	8.0
Softball – Head Coach	9.0
Assistant	6.0
Tennis - Head Coaches	9.0
Assistants	4.0
Volleyball – Head Coach	12.0
Assistant	7.0
Middle School	6.0
Cheerleading	
Competitive	8.0
Sideline	4.0
Middle School	3.0
Weight Training Coordinator	2.0

Appendix C

“SCHEDULE C”
Computed on BA Salaries, Steps 1-10

Music – Band	12.6
Orchestra	8.0
Vocal Director	8.0
Elem. Musicals and Cantatas	\$250
(must include evening performance)	
Envirothon	\$250 State
	\$250 National
National Honor Society	3.0
BPA	
Base	\$1000
Regional	\$400
State	\$400
National	\$600
High School Student Council	2.0
High School Quiz Bowl	3.0
Advisor – Senior	4.0
Junior	4.0
Sophomore	2.0
Freshman	2.0
Paper – High School *payable if not part of a course	\$250/edition, up to four = \$1000
Plays – High School Head	3% per play
Plays – Assistant	1% per play
Yearbook – High School *payable if not part of a course	\$1000
Middle School F.P.S.	2.0
Middle School Student Council	\$250
Middle School Yearbook *payable if not part of a course	\$500
Safety Patrol	\$250
Middle School Quiz Bowl (each grade)	\$250
Elementary Quiz Bowl	\$250
Literary Magazine (payable if not part of a course)	\$250/edition, up to four - \$1000
Middle School-Science Fair	\$250
Spanish Club	\$250
Chicago Trip	\$350
Friends of Rachel	\$250
Other Employment	\$25/hr.

SCHEDULE B/C EXPERIENCE PAY POLICY

Experience pay for Schedule B/C shall be credited on the following basis:

A person will advance one (1) step for each year of experience for any job within the same type of Schedule B activity within the Hillsdale Community School system.

Class advisors will receive full credit for all class advisor duties.

Any Non-Head coach in the Hillsdale Community Schools promoted to a Head Coach will begin at step 1 except as follows: a "Head Coach" or a "head of any activity" shall be granted experience only in that activity or sport.

The H.E.A. strongly supports the hiring of staff personnel for all Schedule B/C positions. Qualified staff people will be given hiring preference over outside people.

Any splits in Schedule B/C salaries will be paid to each receiving individual's social security number.

Assignments are made on a year to year basis. No assumption of continuation in a position or at the same level within a program from year to year should be made.

Appendix D

HILLSDALE COMMUNITY SCHOOLS
Hillsdale, Michigan

STATEMENT OF GRIEVANCE

STEP ONE (Oral with building principal)

STEP TWO (Submitted to the principal)

Name _____ Building _____ Date _____

Facts giving rise to the grievance: _____

Provisions of Agreement alleged to be violated by appropriate reference: _____

Contention of the employee and/or Association involved with respect to these provisions: _____

Relief requested: _____

Signature _____
Employee and/or HEA President

NOTE: Original copy to proceed through each step.

Date of Action being grieved: _____

STEP TWO

Building Principal's Response: _____

Date Principal received Statement of Grievance _____

Date Principal Responded _____

Principal's Signature _____

STEP THREE (Submit to Superintendent)

Superintendent's Response: _____

Date Superintendent Received Statement of Grievance _____

Date Superintendent Responded _____

Superintendent's Signature _____

STEP FOUR (Submit to Board)

Board's Response: _____

Date Board Received Statement of Grievance _____

Date Board Responded _____

Board President's Signature _____

APPENDIX E

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		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			

- 1 School Open Houses
- 1 All Staff PD Day-District
- 2 All Staff PD Day - building/department
- 3 Teacher PD Day
- 7 No School - Labor Day
- 8 First Day of School
- 28 No School -Fair Day PD

- 16 Student Days
- 20 Teacher Days
- 18 EA's, Cooks, Bus Drivers

- 25 No School-Good Friday
- 27 Easter Sunday

MARCH 2016						
S	M	T	W	Th	F	S
		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		

- 22 Student-Days
- 22 Teacher Days
- 22 EA's, Cooks, Bus Drivers

OCTOBER 2015						
S	M	T	W	Th	F	S
				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

- 2 Fall Homecoming Events
- 6 H/S Conferences
- 6&8 K-8 Conferences

- 22 Student Days
- 23 Teacher Days
- 22 EA's, Cooks, Bus Drivers

- 1 End of 3rd Qrt.
- 4-8 No School - Spring Break

APRIL 2016						
S	M	T	W	Th	F	S
					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

- 16 Student Days
- 16 Teacher Days
- 16 EA's, Cooks, Bus Drivers

NOVEMBER 2015						
S	M	T	W	Th	F	S
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					

- 6 End of 1st Qrt.
- 26-27 No School - Thanksgiving Break

- 19 Student Days
- 19 Teacher Days
- 19 EA's, Cooks, Bus Drivers

- 30 No School -Memorial Day

MAY 2016						
S	M	T	W	Th	F	S
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				

- 21 Student Days
- 21 Teacher Days
- 21 EA's, Cooks, Bus Drivers

DECEMBER 2015						
S	M	T	W	Th	F	S
		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		

- 8 H/S Conferences
- 21-1 Winter Break
- 25 Christmas Day

- 14 Student Days
- 14 Teacher Days
- 14 EA's, Cooks, Bus Drivers

- 2 Senior Class Night
- 3 Freshman Orientation
- 4 Horizon Graduation
- 5 HHS Graduation
- 8 ½ Day-Last Day of School

- 6 Student Days
- 6 Teacher Days
- 6 EA's, Cooks, Bus Drivers

JUNE 2016						
S	M	T	W	Th	F	S
		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			

- 4 School Resumes
- 22 ½ Day for Students - End of 2nd Qrt./ 1st Semester

- 20 Student Days
- 20 Teacher Days
- 20 EA's, Cooks, Bus Drivers

JANUARY 2016						
S	M	T	W	Th	F	S
						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					

- 4 Independence Day

- Totals
- 176 Total Days of School
- 178 EA's, Cooks, Bus Drivers
- 183 Teacher Days
- 208 Secretaries

JULY 2016						
S	M	T	W	Th	F	S
					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						

(Calendar Posted June 9, 2015)

Hillsdale Community Schools | 2015-2016 STAFF CALENDAR

MEA
Help Center
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