

AGREEMENT BETWEEN



HURON INTERMEDIATE SCHOOL DISTRICT

AND

HURON INTERMEDIATE EDUCATION ASSOCIATION
a member of

TRI-COUNTY BARGAINING ASSOCIATION MEA/NEA

July 1, 2019– June 30, 2022

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ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section 11 of Act 379, Public Acts of 1965, for a unit consisting of all certified personnel or other professional personnel as approved by the Michigan Employment Relations Commission. Such recognition including: Teachers, Teacher Consultants, Specialists, School Nurses, School Social Workers, School Psychologists, Occupational Therapists, Speech and Language Pathologists, and Physical Therapists. Other non-supervisory instructional positions added to the staff will be added to this listing. Specially excluded from this unit shall be all administrators, supervisors, substitutes, and enrichment teachers, paraprofessional and custodial staff, and other educational support personnel.
- B. Definitions:
1. Board, for purposes of this contract, whenever the term "Board" is used it refers to the Huron Intermediate School District of Huron, Tuscola, and Sanilac Counties, Bad Axe, Michigan.
 2. For the purpose of this agreement, "teachers" are defined as those bargaining unit members/professional staff covered by the provisions of the Teachers' Tenure Act. Bargaining unit members/professional staff not covered by the provisions of the Teachers' Tenure Act will be defined as "Ancillary Staff" which includes Teacher Consultants, Specialists, School Nurses, School Social Workers, School Psychologists, Occupational Therapists, Speech and Language Pathologists, and Physical Therapists. "Professional Staff" refers to all HISD employees within the Huron Intermediate Education Association (HIEA) as defined in Section A.

AGREEMENT

2019-2022

This Agreement entered into this 24th day of May, 2019, by and between the HURON INTERMEDIATE SCHOOL DISTRICT of Huron, Tuscola, and Sanilac Counties, Bad Axe, Michigan, hereinafter called the "Board" and Huron Intermediate Education Association a member of the TRI-COUNTY BARGAINING ASSOCIATION, MEA-NEA hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and Association recognize and declare that providing a quality education for the children of the Huron Intermediate School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teacher service, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms, and certain other conditions of employment, and

WHEREAS, the parties have reached understandings which they desire to confirm to this Agreement.

ARTICLE II – ASSOCIATION AND TEACHER RIGHTS

- A. Pursuant to the Michigan Public Employment Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiating and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws and Constitution of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage, deprive, or coerce any professional staff person in the enjoyment of any rights conferred by the Act.
- B. The Association and its members shall have the same right to request the use of the Intermediate School District Office facilities as any other person or organization and will be required to follow all policies for use of the facilities as established by the Board. In addition, the Association shall have the right to use professional staff mailboxes for the purposes of communicating with its members.
- C. Duly authorized Association representatives shall be permitted to transact official Association business on Intermediate School District property prior to the beginning of the scheduled workday and after the scheduled workday.
- D. The Association shall have the right to request to use Intermediate School District equipment, after working hours, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use.
- E. The Association may erect a bulletin board that meets the administration's criteria with regard to size, appearance, and location.
- F. The Board agrees to furnish to the Association in response to written request any public information necessary to process a grievance.

ARTICLE III – RIGHTS OF THE BOARD

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association as to the taking of action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitation, the right to:
1. Manage and control its business, its equipment, and its operations, and to direct the working forces and affairs of the school district;
 2. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement;
 3. Hire, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force, and to lay off employees, but not in conflict with the provisions of this Agreement;
 4. Adopt reasonable rules and regulations;
 5. Determine the qualifications of employees;
 6. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions, or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings, or other facilities;
 7. Determine the size of the management organization, its functions, authority, amount of supervision, and table of organizations, provided that the Board shall not abridge any rights from employees as specifically provided for in this Agreement;
 8. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations;
 9. The above are not to be interpreted as abridging or conflicting with any specific provision in this Agreement.
 10. The Constitution of the United States and the Constitution of the State of Michigan and all federal statutes and state statutes enacted that may be in conflict with any provision of this agreement shall take precedence.

ARTICLE IV – MEMBERSHIP, FEES AND PAYROLL DEDUCTIONS

- A. The Board shall make payroll deductions upon written authorization from a professional staff person for insurance, annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the Board. The parties will establish a committee to review the performance of the 403b Third Party Administrator.

ARTICLE V – PAYDAYS

- A. The Board agrees to dispense salary checks every fourteen (14) days, commencing on the first Friday following the first week of contracted employment. Forty (40) week personnel may elect to receive the aforementioned salary checks on a forty (40) week basis or a fifty-two (52) week basis. The amount payable to the professional staff person, on a fifty-two (52) week basis, for the July and August pay dates may be paid in a lump sum if notification of such desire is given to the Intermediate School District Superintendent prior to the first Monday of June. Such sum shall be payable on the first regular payday of July. The professional staff person shall have a choice between receiving an electronic check and a paper check. Paper checks will be available to the professional staff person by the close of the work day at their ISD mailbox.
- B. Any professional staff person contracted for more than forty (40) weeks shall receive salary paychecks every fourteen (14) calendar days, commencing on the first Friday following the first full week of contracted employment.
- C. If a regular payday should fall upon a non-service day, according to the service calendar, Appendix A, negotiable checks shall be available to the staff person on the last day of that week.

If a regular payday shall fall during the winter or spring break, negotiable checks shall be mailed or electronically deposited in order to be received on the regular payday.

If a regular payday should fall upon a day the depositor bank will be closed, the check will be deposited the day prior to said day or days.

ARTICLE VI – TEACHING HOURS

- A. The normal work day will not exceed seven and one-half (7.5) hours for all employees covered by this Agreement. Each professional staff person shall report for duty in accordance with his/her daily schedule or the needs for his/her specialized service. Every professional staff person shall have a thirty (30) minute duty-free lunch.

In addition to a 7.5 hour day, and a guaranteed thirty (30) minute duty-free lunch, each employee will be provided a minimum of forty-five (45) minutes of prep time daily. The work day will begin no sooner than 7:45 AM and end no later than 3:45 PM unless mutually agreed to by the employee and supervisor.

- B. Coordination days shall be utilized for purposes concerning professional staff reports, case staffings, home calls, special services office appointments, conferences with private or public agencies or services, additional teacher student meetings, and staff meetings.
- C. Each professional staff person, when unable to report for duty, except in the case of an emergency, shall be required to enter the absence in the appropriate system by 7:00 a.m. If the professional staff person is unable to enter his/her absence by 7:00 a.m., the professional staff person will contact his/her direct supervisor.
- D. In the event of the closing of schools served for any reason when the HISD is open, a professional staff person shall report for duty at the building housing the professional staff person's supervisor.
- E. In the event of inclement weather or an "act of nature" day which results in the closing of schools in the district(s) in which an itinerant staff person serves, and provided that roads are passable, the itinerant staff person shall make all reasonable effort to report to the Intermediate Special Services Office or the Huron Learning Center if this is the professional staff person's assignment or another location agreeable to the Superintendent. Professional staff persons shall not be required to report to work when Harbor Beach, Lakers, Ubly, and North Huron are closed, or, the Superintendent of the ISD cancels services at his/her discretion. In the event the Huron Area Technical Center and/or the Huron Learning Center and/or the Huron Intermediate School District office is closed and scheduled days of student instruction are not held because of conditions not within the control of school authorities such as inclement weather, fires, epidemics, mechanical breakdowns, or health conditions as defined by the city, county, or state health authorities, those days may be rescheduled by the Board to ensure that there are a minimum of one hundred eighty-two (182) days of actual student instruction. Teachers will receive their regular pay for days which are canceled but shall work on any rescheduled days with no additional compensation. The Association and the Board will attempt to reach a mutual agreement by April 1 each year as to when days will be made up. If mutual agreement is not reached by that date, make-up days will be scheduled at the end of the school year.
- F. Upon proper notification to the district, one (1) professional staff person engaged during the school day in negotiating on behalf of the Association with any representative of the Huron Intermediate School District Board or participating in any professional grievance negotiations including arbitration of the Huron Intermediate School District shall be released from regular duties without loss of

salary. Contractual matters requiring such resolution shall be scheduled after school hours, whenever possible, so as not to impact instruction.

- G. One (1) professional staff person shall be released from regular duty, without loss of salary two (2) days per year, for the purpose of participating in area or regional Association meetings. Three (3) additional days may be used for the above reasons but must be made up at the end of the school year. The make-up days are to be scheduled by the Superintendent. If any of the three (3) additional days are used by a classroom teacher, the days shall not be required to be made up, but the Association shall pay any costs of necessary substitutes. The Association will pay the employee's retirement contribution for all days off for these Association meetings.

ARTICLE VII – TEACHING CONDITIONS

- A. The administration will confer with the professional staff at least once per semester on the needs for materials, tools, and adequate facilities so that staff persons can be reasonably equipped to teach.
- B. The Board and the Association mutually recognize the importance of continuing use of adequate teaching reference materials in maintaining a high level of special services. To further that recognition, the Board shall provide a teacher professional library in the Learning Center, including professional publications which are reasonably requested by the teachers.
- C. Professional staff shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. The parties agree that measures will be taken to responsibly maintain the highest standards of safety and control in all classroom environments. The administration will immediately work to resolve any situation that could jeopardize staff and student safety.
- D. When a professional staff person reports to his/her immediate supervisor the presence of facilities which he/she perceives to be inadequate, the administration shall investigate the circumstances and take action the administrator deems appropriate regarding the reported deficiency. Said administrator will communicate to the professional staff person actions taken related to the reported deficiency.
- E. Union Leadership will arrange a meeting with the Superintendent to share and discuss safety concerns as they arise.

ARTICLE VIII – VACANCIES AND PROMOTIONS

- A. If a vacancy arises, the Board will post such vacancy, including the job description, for five (5) days prior to final selection of the candidate.
- B. Ancillary staff persons shall be given first opportunity to apply for all vacancies. The Board may accept out of district applications during the period of vacancy is being posted, provided that no interviews shall be conducted nor further consideration of such applications be given until such time as the posting period is ended.
- C. Should an ancillary staff person's position(s) become vacant and the Board needs to hire retired personnel to fill the position(s), the position(s) will remain open until the position(s) is/are filled with an active (non-retired) MEA member. The hiring of all personnel will be at the discretion of the board.

ARTICLE IX – ILLNESS OR PHYSICAL INJURY

- A. At the beginning of the school year each professional staff person shall be credited with one (1) day sick leave allowance per four (4) weeks of contracted employment. Such sick leave allowance shall be used for absences from duty caused by illness or physical injury to the professional staff person or his/her family. The unused portion of said allowance shall accumulate from year to year up to and including two hundred (200) days. All part-time employees, defined as working less than full time, will have their sick leave pro-rated based on the percentage of time that they work. This is based on an accumulation of hours based on a seven-hour work day.
- B. Professional staff with thirty (30) accumulated sick days or more as of June 30th the previous fiscal year may convert an additional one (1) sick day to one (1) personal day, giving them four (4) personal business days for the current school year.

The conversion of sick to personal day will only take place as long as the employee follows the districts process for electing the conversion and meets the districts notification deadline at the beginning of the school year. Should the process for electing not be followed, and/or by the deadline, the conversion of the day will be denied.

- C. A professional staff person who is unable to work because of illness or physical injury, and who has exhausted all available sick leave days, shall be granted an unpaid leave of absence up to six (6) semesters, (inclusive of the paid sick leave to recover from the illness or disability). Upon return from such leave, an ancillary staff person shall be assigned to the same position, if available, or to the first vacancy occurring in an equivalent position. Upon assignment of such a returning ancillary staff person, the Board's responsibility to satisfy the ancillary staff person

shall be limited to sending a registered letter to the ancillary staff person's last known address. If no reply is received within thirty (30) days, the Board has satisfied its obligation. If the leave is for an FMLA (Family Medical Leave Act) qualifying purpose, it shall count towards the employee's FMLA entitlement.

- D. Any professional staff person who is absent because of an injury compensable under the Michigan Worker's Compensation Law, shall receive from the Board the difference between the allowance under the Worker's Compensation law and his/her regular salary for a period of six (6) months or the remaining time of the individual's teacher contract if in excess of six (6) months. Employees who are eligible for and receive long-term disability benefits will not be eligible for the difference between Worker's Compensation and his/her regular salary he/she would get if working.
- E. When sick leave benefits described above are used for childbirth, the professional staff person will file a written notice from her physician stating when she should begin her leave of absence and when she will be able to return to work after childbirth.
- F. A doctor's statement may be required if two (2) or more consecutive sick days are used with the doctor certifying that the professional staff person was unable to perform his/her regular work assignment.
- G. While on short term disability or FMLA, all sick days and personal days may be frozen, or may be used, based on the professional staff person's wishes.

ARTICLE X – LEAVE OF ABSENCE

- A. Leaves of absence with pay shall be granted for the following reasons:
 - 1. Each professional staff person shall be credited with three (3) personal business days not to be deducted from sick leave at the beginning of each school year. Three (3) said days are unquestioned. All part-time employees, defined as working less than full time, will have their personal business days pro-rated based on the percentage of time that they work. This is based on an accumulation of hours based on a seven-hour (7) work day.
 - 2. If professional staff converted a sick day to a personal day under Article IX B, they may not take more than three (3) days off in a row without supervisor approval as deemed in the paragraph below.

Any professional staff person planning to request a personal leave day shall submit his/her request in writing to the Superintendent seventy-two (72) hours in advance. The seventy-two (72) hour requirement may be waived at the discretion of the Superintendent or his/her designee. Unused personal

business days shall be credited as sick leave days toward the professional staff person's sick leave accumulations in addition to the sick leave allowance as provided in Article IX, Section A.

3. A maximum of five (5) days per death will be allowed for a death in the immediate family: i.e., spouse, children, mother, father, mother-in-law, stepmother, father-in-law, or stepfather. Up to five (5) additional days per year may be used from the employee's accrued sick leave. Additional days may be granted by the Superintendent or his/her designee which shall be accessed from employee's paid time off (sick, personal, etc).
 4. A maximum of two (2) days per death will be allowed for the death of a: grandparent, grandchild(ren), brother, sister, brother-in-law, and sister-in-law. Up to two (2) additional days per year may be used from the employee's accrued sick leave for other bereavement leave the employee deems necessary. Additional days may be granted by the Superintendent or his/her designee which shall be accessed from employee's paid time off (sick, personal, etc).
- B. Leaves of absence without pay may be granted by the Board, for a period of one (1) year, upon written application for the following purposes:
1. Study related to the professional staff person's discipline; to meet eligibility requirements for a discipline other than that held by the professional staff person; or research or special teaching assignments involving probable advantage to the school system.
 2. Campaigning for and serving a public office.
 3. Appointment to the State and National Association staff.
 4. Military leave.
 5. Serious injury or illness in the immediate family.
 6. Other leaves approved by the Board.

Upon ninety (90) days advance notice, a professional staff person may return at the beginning of the next school year or the start of the next semester, whichever is closer and shall be put on the appropriate salary step except where the leave is taken under the Family Medical Leave Act (FLMA), in which case the FMLA requirements shall apply.

During the leave, the professional staff person may continue his/her health, dental, and vision insurance benefits to the extent the leave of absence is deemed to be a qualifying event under the Consolidated Omnibus Budget Reconciliation Act

(COBRA). To continue benefits, the employee must give such notice as required by law. The Board shall bear no responsibility for failure of the employee to pay and shall not be responsible for a lapse in coverage provided that the Board follows COBRA requirements.

- C. Child Care - Upon written request to the Board, a child care leave shall be granted up to one (1) year for the purpose of caring for a minor child up to eighteen (18) months old. In the case of an adoption of a child, the age limitation of the child may be waived. Proof of a legal adoption shall be certification from the adoption agency. To the extent that such leave is for an FMLA qualifying purpose, leave taken under this provision shall count towards the employee's FMLA entitlement.

Unless immediately connected to the birth or adoption of a child, and to the extent allowed by law, a child care leave shall commence and end at a semester break, unless otherwise required by law. Except in cases of emergencies, the professional staff person will give thirty (30) days notice prior to anticipated leave. It shall further be provided that:

1. Upon return from child care leave, the ancillary staff person shall be reinstated to a former or substantially equivalent position unless the position has been abolished or, because of a layoff during the leave, a senior qualified ancillary staff person has been placed in the position. In the event of a layoff situation, the returning ancillary staff person shall be entitled to the position for which seniority, certification and qualification allow placement.
 2. By written request of the professional staff person, and approval by the Board, the leave may be extended.
 3. The professional staff person may make written application to the Superintendent and the Board for reinstatement prior to the expiration of said child care leave. Honoring of the request will be at the discretion of the Board.
 4. Failure of a professional staff person to return from child care leave on the date specified in said leave of application may be considered a resignation.
- D. Professional staff persons who have been employed by the Board for seven (7) years may be granted, at the discretion of the Board, an unpaid sabbatical leave for one (1) year. During said sabbatical leave, the professional staff person shall be considered to be in the employment of the Board. Upon return from such leave, the professional staff person shall be restored to his/her former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he/she would have been when he/she left their position.

ARTICLE XI – SEVERANCE AND RETIREMENT BENEFIT

- A. In recognition of service to the district, a retirement benefit payment of 80% of the current daily substitute rate per day for each day of unused sick leave to a maximum of one hundred and twenty-five (125) days will be paid when the professional staff person retires from the district to enter the state teacher retirement system.
- B. Professional staff persons not eligible for the retirement benefit shall, after fifteen (15) years of continuous service to the district be eligible for a severance benefit payment of 80% the current daily substitute rate per day for each day of unused sick leave to a maximum of one hundred and twenty-five (125) days which will be paid upon the employee's voluntary termination of services from the district.
- C. Professional staff persons shall be eligible for only one (1) of the benefit payments offered.
- D. In the event the eligible professional staff person dies, the amount which could have been collected by the professional staff person on his/her date of death will be paid to the professional staff person's estate.

ARTICLE XII – PROFESSIONAL CONDUCT

- A. All professional staff shall comply with the rules, regulations, and directions from time to time adopted by the Board or its representatives, provided that such measures are not inconsistent with the provisions of this Agreement.
- B. The Board and Association recognize that abuse of sick leave or other leaves, chronic tardiness, willful deficiencies in professional performance, or other violations of professional conduct by a professional staff person reflect adversely upon the teaching profession and create undesirable conditions in carrying out special services. Professional staff may be disciplined for breaches of professional conduct.
- C. A professional staff person shall at all times be entitled to have present a representative of the Association when he/she is being reprimanded, warned, or disciplined for any infraction or rules, or delinquency in professional performance. If the teacher requests an Association representative from outside of the local bargaining unit, the district shall not have to wait more than twenty-four (24) hours to discipline an employee. In the case of a serious breach of professional conduct, such as alcohol or drug usage, a local Association representative will be present for the district's initial disciplinary action if representation is requested.
- D. No ancillary staff person shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, without just cause. Any such discipline, reprimand, or reduction in rank, compensation or advantage shall be subject to the professional grievance procedure hereinafter set forth. All

information forming the basis for disciplinary action will be made available in writing to the professional staff person and the Association.

- E. Both parties recognize the desirability of continuous and uninterrupted operation of the instruction program during the normal school year and the avoidance of disputes which threaten to interfere with such operation. Since the parties have established a comprehensive grievance procedure under which all unresolved disputes may be settled by an impartial third party (Article XIX, Section G and H, Binding Arbitration), the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, engage in any strike or slowdown against the Huron Intermediate School District, as defined in Section 1 of the Public Employment Relations Act. Any professional staff person engaged in such a strike against the Huron Intermediate School District may be subject to disciplinary action up to and including discharge from employment.

ARTICLE XIII – ANCILLARY STAFF EVALUATION

- A. Any formal monitoring or observation of the work of an ancillary staff person shall be conducted openly.
- B. Each professional staff person shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Association may, at the professional staff person's request, accompany the professional staff person in such review. The professional staff person shall affix his/her signature and the date to the record to signify he/she has reviewed his/her file and is aware of the contents. Review of the personnel file shall be as provided by law.
- C. An ancillary staff person will be given the opportunity to review and discuss his/her formal evaluation with the reviewing administrator within ten (10) work days of the evaluation. No formal evaluation shall be conducted two (2) working days prior to Thanksgiving, Christmas, or Easter.
- D. An ancillary staff person who disagrees with an evaluation may submit a written answer which shall be attached to the file copy of the formal evaluation in question.
- E. Probationary professional staff shall be assigned a mentor by the administration as per the district mentorship program. A mentor is a voluntary position.
- a. Staff members who are assigned by their supervisor as mentors to staff members will receive a stipend of \$200 per semester.
 - b. The Union Group Sharing Committee will meet at least once a year and may review and revise the mentorship plan.

ARTICLE XIV – TEACHER PROTECTION

- A. Any work related case of assault upon a professional staff person shall be promptly reported to the Board or its designated representative. The immediate supervisor shall initiate an investigation as prescribed in the district Crisis/Major Incident Plan (attached as Appendix G). Law enforcement, medical personnel and other agencies shall be involved as prescribed in the Crisis/Major Incident Plan. The Board, or its designee, will provide legal counsel to advise the professional staff person of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the professional staff person in connection with handling of the incident by law enforcement and judicial authorities. The Crisis/Major Incident Plan is to be reviewed annually.
- B. Should any professional staff person be the subject of a lawsuit resulting from actions that the professional staff person undertook while acting within the scope of his/her employment, the Board shall provide legal counsel and render all necessary assistance to the professional staff person in his/her defense to the extent allowed by law.
- C. No action shall be taken upon any complaint by a parent or guardian of a student against an ancillary staff person, nor shall any notice thereof be included in said ancillary staff person's personnel file unless such matter is promptly reported in writing to the individual concerned, prior to consideration by the Board. If any question of breach of professional ethics is involved, the Association shall be notified.
- D. The Board will reimburse, up to \$200, a professional staff person for any loss, damage, or destruction of personal property belonging to the professional staff person while pursuing duties in the schools or on school premises, provided that such property is not covered by other insurance and was reasonably cared for by the professional staff person.
- E. Professional staff shall be expected to exercise reasonable care with respect to the safety of pupils and property but shall not be individually liable, except in the case of gross negligence or gross neglect of duty, for any damage or loss to person or property.
- F. Time lost by an ancillary staff person in connection with any incident mentioned in this Article shall not be charged against the ancillary staff person if the ancillary staff person is cleared of the infraction by a court of competent jurisdiction.
- G. The Administrative team will meet with union leadership to discuss safety concerns for the purpose of implementing a plan for crisis intervention.

- H. When administration has knowledge or deems a department to be short staffed they will meet with said department to receive input on a solution.

ARTICLE XV – MERIT PAY

Merit Pay of \$200 will be awarded to each professional staff person who is rated as Highly Effective or Effective on the current year's evaluation. This will be paid at the end of the school year.

ARTICLE XVI – PROFESSIONAL DEVELOPMENT

- A. The Board and the Association support the principle of continuing the training of professional staff, participation by professional staff in professional organizations in the areas of their specialization, leaves of absence for work on advanced degrees or special studies, and participation in community educational affairs or projects.
- B. At the request of the Association, or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences, and programs designed to improve the quality of instruction. An effort will be made to obtain qualified persons to participate in the presentations of such programs. All professional staff desiring to instruct, provided that they are properly qualified and that vacancies exist, or wanting to attend may be permitted to do so.
- C. The Board agrees to pay a sum up to one hundred (\$100) dollars per year per professional staff person for dues concerning membership in recognized professional education organizations in a participating capacity.
- D. Upon recommendation of the Superintendent or his designee, and subject to the approval of the Board, professional staff in specific discipline areas shall have the privilege of attending appropriate local, state, or national conferences, conventions, workshops, or visitations. The District shall pay necessary expenses for fees, transportation, and accommodations. The District agrees to prepay estimated necessary expenses, with any appropriate adjustments to be made in the professional staff person's subsequent expense voucher.
- E. The District shall pay necessary expenses for fees, transportation, and accommodations up to \$450 per year for each professional staff person.
- F. Each professional staff person will be required to take two (2) days of self-selected professional development with supervisory approval. These self-selected days can be taken either during the regular school year or during the course of the summer. Stipends for self-selected professional development taken in the summer or during non-work time will be paid at \$100 or no less than the current substitute rate per days attended to meet the requirement of this Article. Visitations to related

programs will be acceptable professional development activities for the purpose of this Article.

- G. Each professional staff person will receive up to \$300 a year towards extra licenses and required professional organizations and fees required above the standard license and fees as approved by the Superintendent.
- H. When travel outside the HISD is required for professional development a hotel room may be approved by the Superintendent depending on distance, conference start time, weather conditions, or other factors.

ARTICLE XVII – SERVICE CALENDAR

- A. For the term of this Agreement, the service calendar shall be set forth in Appendix A. There shall be no deviation from or change in the service calendar except by mutual agreement of the Board and the Association.
- B. Each professional staff person shall give service according to his/her particular length of contracted employment and in accordance with Appendix A.
- C. Each professional staff person shall report to his/her designated duty site (Huron Intermediate Board of Education Office, Huron Area Technical Center, or the Huron Learning Center) on the day his/her service year ends.
- D. If a special program design requires a flexible calendar, the working days of an individual professional staff person may, by mutual agreement, be adjusted outside of the service calendar set forth in Appendix A. A flexible calendar will not be a condition of employment.
- E. The regular school calendar will stay at one-hundred eighty-five (185) days throughout the life of the contract; one-hundred eighty-two (182) days will be days of instruction.

ARTICLE XVIII – PROFESSIONAL COMPENSATION

- A. The salaries of professional staff covered by this Agreement are set forth in the salary schedule, Appendix B, which is attached to and incorporated into this Agreement. Such salary schedule shall remain in effect during the term of this Agreement.
- B. All future professional staff hired with professional experience in their field shall be given one (1) year credit for each year of experience for the first five (5) years of experience on the salary schedule as set forth in Appendix B for professional experience prior to employment by the Board. For the sixth year of experience

onward, the professional staff person shall be given one (1) year of credit for each two (2) years of experience. The Superintendent has the right to exceed these guidelines for hard to fill positions.

The Board may grant exceptions for temporary one (1) year employees from any public school district in Huron County. These employees may be granted up to full (unlimited) credit on the salary schedule as set forth in Appendix B.

Professional staff hired with experience which does not include professional education with children will be given in one (1) year of experience credit on the salary schedule for every two (2) years of experience on a field for which the instructor is certified or annually authorized. For the sixth year of experience onward, the professional staff person shall be given one (1) year of credit for each two (2) years of experience.

- C. Every professional staff person hired with the intent of a calendar year's service or as a result of program expansion shall be placed on the salary schedule.
- D. Professional staff contracted for more days than indicated on Appendix A shall be paid on the same per diem rate received that year. Per Diem rate shall be computed by dividing a normal salary including longevity, if applicable, based on one-hundred eighty-five (185) days of service by the number of workdays in the professional staff person's contracted annual employment period.
- E. Credit shall be granted toward the salary schedule to a maximum of two (2) years to any professional staff person with prior active military service provided that such full credit has not been granted by a previous school district.
- F. Professional staff required in the course of their work to drive personal automobiles to fulfill Intermediate School District services shall receive an automobile allowance of the current IRS rate per mile. The District has the option of providing an automobile.
- G. Professional staff will be reimbursed work-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven. Reimbursement will be made only for mileage driven in EXCESS of the number of round trip miles an employee would drive to/from the HISD, figured on a daily basis. For example, if the HISD is twenty (20) miles for their home, reimbursement will be made only for mileage exceeding forty (40) miles daily.
- H. A professional staff person called for jury duty, or to give testimony before any judicial or administrative tribunal, shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation. If the employee is released early, the employee shall contact their supervisor about whether to return to work.

- I. The professional staff person accumulating additional graduate credit will be granted lateral movement for placement on the salary schedule in the next school year providing written evidence of such accumulation is provided to the Superintendent no later than July 1 of the previous school year, except that the professional staff person completing additional credit between June 15 and September 1 shall submit written evidence of such training within fifteen (15) days of the completion of course work if such credits are to be considered for placement on the salary schedule in the coming school year.
- J. Special Services staff are offered the option of working an extra ten (10) hours per semester at the employee's current hourly per diem rate. Special Services staff will indicate at the beginning of the school year their intention to participate; documentation of time will be submitted to the supervisor at the conclusion of each semester. Payment will not be made until proper documentation is approved.
- K. When administration request staff to perform summer work they will be paid at a per-diem rate.
- L. Staff members who are pre-approved by their supervisor to host a student teacher or intern for a semester will receive a stipend of \$100.

ARTICLE XIX – GRIEVANCE PROCEDURE

- A. A grievance shall be defined as an alleged violation, misapplication, or misinterpretation of contract language by the Board. The professional staff person shall discuss the grievance with his/her immediate supervisor either personally or accompanied by an Association representative within ten (10) working days of the alleged violation. An Association grievance shall be discussed with the appropriate Director within ten (10) working days of the alleged violation. During summer months when school is not in session, the grievance must be filed within ten (10) business days.
- B. If, as a result of the informal discussion with the immediate supervisor or Director, a grievance still exists, the professional staff person or Association shall, within ten (10) working days of the discussion, file a formal grievance on the form set forth in Appendix C, signed by the grievant and a representative of the Association. The form shall be available from the Association. The grievance shall be filed with the appropriate Director.
- C. Within five (5) working days of receipt of the grievance, the Director shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the Association.
- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such filing, the grievance

shall be transmitted to the Intermediate School Superintendent within thirty (30) calendar days. Within ten (10) working days, the Superintendent shall meet with the Association on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the Association.

- E. If the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within five (5) working days of such meeting (or ten (10) working days from the date of filing, whichever shall be later), the grievance shall be transmitted to the Board by filing a written copy thereof with the Secretary of the Board. The Board, no later than its next regular meeting, may hold a hearing on the grievance, review the grievance in either open session or closed session (if the subject of the grievance allows for a closed session review), or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made no later than seven (7) calendar days thereafter. A copy of such disposition shall then be furnished to the Association.
- F. If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the seven (7) calendar days provided, the Association may submit the grievance for arbitration via a demand to the American Arbitration Association no later than thirty (30) calendar days from the Board's response.
- G. If the parties cannot reach agreement as to the arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereof may be entered in any court of competent jurisdiction.
- H. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.
- I. The time limit provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year, and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the professional staff person's individual contract term of employment or as soon as possible thereafter. If the grievance is not timely processed by the Association, it shall be considered withdrawn.
- J. If an individual professional staff person has a personal complaint which he/she desires to discuss with a HISD administrator, he/she is free to do so without

recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and without opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of the Agreement. In the administration of the grievance procedure, the interests of the teachers shall be the sole responsibility of the Association.

ARTICLE XX – NEGOTIATIONS PROCEDURE

- A. It is contemplated that terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the Board and the Association.
- B. A reasonable time prior to expiration of this Agreement (should consider at least sixty (60) calendar days prior to its termination day), upon request of either the Board or the Association, negotiations will be undertaken for an Agreement covering the immediate forthcoming school year(s).
- C. Neither party in any negotiations shall have control over the selection of the negotiation or bargaining representatives of the other party, and each party may select its representatives from within or outside the district. While no final Agreement may be executed without ratification by the Association and a majority of the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, and make concessions in the course of negotiations.
- D. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Commission.

ARTICLE XXI – MISCELLANEOUS PROVISIONS

- A. This Agreement shall constitute the full and complete commitment between the Board and the Association and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- B. Any individual contract between the Board and the individual professional staff person heretofore executed shall be subject to, and consistent with, the terms and conditions of this Agreement. Any individual contract hereinafter executed shall be in the form provided in Appendix D, E, or F and shall be expressly made subject to, and consistent with, the terms of this or subsequent Agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to, or inconsistent with, its terms.
- D. 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 or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. Copies of this Agreement entitled "Professional Agreement between the Huron Intermediate School District and Huron Intermediate Education Association a member of the Tri-County Bargaining Association, MEA-NEA," shall be printed at equal expense of the Board and the Association and presented to all professional staff now employed and hereinafter employed.
- G. Whenever a professional staff person is employed in a bargaining unit position for more than one (1) semester or its equivalent, he/she shall become a part of the bargaining unit. Only the salary and seniority provisions of the contract will be retroactively applied to the initial date of employment. Whenever it can be reasonably determined that a position will be vacant for up to two (2) semesters, due to an approved or required FMLA leave, medical leave of absence or military leave, the position may be filled with a substitute. In all other cases, the position will be posted and a permanent ancillary staff person will be hired for that position and issued a regular contract. This means that this position will be filled by an ancillary staff person not a permanent substitute. In the event a position is posted as required herein and the district cannot find a qualified candidate to fill the position, the district may continue to use a substitute until a suitable candidate can be found.
- H. Appendices shall not be changed without mutual agreement between the Board of Education and HIEA Executive Board. Both parties will strive to make any necessary changes once a year and will notify all professional staff members whenever changes are made.

The following appendices are located on pages 29 to 35 of this contract.

- Appendix A – Tentative School Calendars
- Appendix B – Salary Schedules

The following appendices are located on the district's website under Employee Resources.

- Appendix C – Grievance Report Form
- Appendix D – Sample Contract of Employment Probationary
- Appendix E – Sample Contract of Employment Tenure
- Appendix F – Mentor Program with Documentation Forms
- Appendix G – Crisis Response with Documentation Forms

ARTICLE XXII – REDUCTION IN PERSONNEL, SENIORITY, AND RECALL

- A. Not later than thirty (30) days following the ratification of this Agreement and by every September thereafter, a seniority list shall be prepared and a copy distributed to each professional staff person. For purposes of this Article, all professional staff shall be ranked on the list in order of the employee's most recent date of hire in the district. However, seniority shall be lost if a professional staff person refuses recall or terminates employment unless otherwise required by the Teachers' Tenure Act.
- B. No ancillary staff person shall be laid off pursuant to a necessary reduction in personnel unless there is a substantial decrease in the students enrolled in the program, reduced need for program, changes in ISD staffing requirements, a substantial decrease in the revenues of the school district, or unless there are other substantial budgetary considerations which shall have a detrimental effect on the district.
- C. Ancillary staff persons not covered by the Teachers' Tenure Act shall be issued individual contracts for the next school year by June 1. Individual contracts shall be returned to the Superintendent by June 30.
- D. In the event that a reduction of ancillary staff, as heretofore defined, shall become necessary, the following method shall be used to determine the order of retention:
1. Those ancillary staff persons with the least seniority in the classification which is to be cut shall be laid off first. The Board shall determine which classifications are to be cut. Any corrections to the seniority list must be brought to the district's attention within sixty (60) calendar days of the date of the posting of the seniority list or they are considered waived and the seniority list shall stand.
 2. If two (2) or more ancillary staff persons are found to have equal seniority in Subsection 1 above, the ancillary staff person possessing the most teaching experience shall be retained.
 3. If two (2) or more ancillary staff persons are found to have equal seniority in Subsections 1 and 2 above, the ancillary staff person possessing a Master's Degree shall be retained over an ancillary staff person who possesses a Bachelor's Degree.
 4. If two (2) or more ancillary staff persons are found to have equal status in Subsection 1, 2, and 3 above, the ancillary staff person possessing the greatest number of hours beyond his/her degree shall be retained.

5. If two (2) or more ancillary staff persons are found to have equal status in Subsections 1, 2, 3, and 4 above, the ancillary staff person to be retained shall be determined through random selection in a manner to be determined by the Association.

E. In the event of lay-off, the Board will institute a recall procedure which, when implemented, will insure ancillary staff that they will be recalled in the reverse order of lay-off, provided that the certification requirements of Paragraph D-1 are maintained and the ancillary staff person being recalled is certified and qualified to fill the position which is open for recall.

In the event of recall, the Board shall notify an ancillary staff person of recall by a registered letter at his/her last known address. An ancillary staff person shall have fifteen (15) calendar days from receipt of the letter to notify the Board of his/her intent to return and must be able to within thirty (30) calendar days of said receipt. It is understood that failure of the ancillary staff person to meet the time limits above shall be considered the resignation of said ancillary staff person.

In the event that no receipt signed by the ancillary staff person is returned to the Board within fifteen (15) calendar days, the Board shall notify the Association. The Association and the Board shall make all reasonable efforts to contact the ancillary staff person. If the ancillary staff person is not located within an additional fifteen (15) calendar days (thirty (30) days from the date of the registered letter), the position shall be filled by the next senior ancillary staff who is certified and qualified for the position from the lay-off list. If the position cannot be filled from the lay-off list, the position shall be declared vacant and shall be filled in accordance with the provisions of the Agreement.

F. No new ancillary staff shall be employed by the Board while there are ancillary staff in the district who are laid off unless there is no laid off ancillary staff person with the proper certification and qualifications to fill a vacancy which is created by attrition, or by addition of a new position.

G. Lay-off period shall be defined as the length of time which the Board is obligated to notify and recall any ancillary staff person who has been laid off due to a necessary reduction in personnel, as defined in this Article.

The lay-off period for a probationary ancillary staff person shall be one (1) year. The lay-off period for an ancillary staff person shall be three (3) years. It is understood that the lay-off period shall begin the first day of September following the notification of the lay-off.

A laid off professional staff person may, upon written request, have his/her accrued sick days frozen and held by the district until return to employment.

- H. A laid off professional staff person may apply to continue his/her health, dental, and vision insurance benefits as provided by COBRA. The Board shall bear no responsibility for failure of the employee to pay and shall not be responsible for a lapse in coverage provided that the Board forwards payment promptly within carrier guidelines.
- I. During the period of impending lay-off, the Board will consider to granting requests for voluntary leaves of absence for up to one (1) year providing a person expecting to be laid off is certified and qualified to fill the position vacated by the voluntary leave. The Board, at its discretion, may grant an additional year's leave if necessary.

ARTICLE XXIII – INSURANCE PROTECTION

- A. The Board agrees to pay the cost of the PAK rate of premiums for Vision, Dental, Long Term Disability, and Life insurance coverage each year of this agreement. Less than full-time employees who apply for coverage shall have the ancillary insurance premiums paid on a prorated basis.

The Board agrees to pay the Mandatory Hard Cap: (as defined by the State of Michigan) amount towards premiums, HSA deductibles, and taxes for medical insurance coverage each year of this agreement. The hard cap amounts will be adjusted January 1 each year to reflect the state hard cap increases. Full-time employees will receive an insurance protection package with the following specifications. Less than full-time employees who apply for coverage shall have the hard cap amount paid on a prorated basis. If the annualized premium and taxes fall below the hard cap, the Board will pay the difference into eligible employees H.S.A. accounts on a monthly basis. No prefunding of the H.S.A. will occur.

Plan A	Plan B
MESSA Choices II Saver RX drug card Deductible \$500/\$1000 Office Visit \$20 Adult Immunization Rider OR MESSA ABC Plan 1 \$1350/\$2700	Dependent Life: \$2,000 Spouse \$1,000 Child(ren)
Long Term Disability 66 2/3% \$4,000 Maximum \$6,000 Maximum-Mo. Salary 5% Minimum Payout Pre-existing limits waived Family Social Security offset No survivor income No education supplement 90 Calendar Days - Modified Fill Freeze on Offsets Alcohol/Drug - same as any other illness Mental/Nervous - same as any other illness COLA	Long Term Disability Same as Plan A
Plan A:	Plan B:
Delta Dental Plan: 80/80/80: \$1,500 Annual maximum, \$2,000 Ortho	Delta Dental Plan: 90/90/90: \$1,500 Annual maximum, \$2,000 Ortho
Life: \$40,000 AD&D	Life: \$50,000 AD&D
Vision: VSP-3	Vision: VSP-3

- B. An annual \$3500 cash option shall be paid to a full time professional staff person that opts not to receive health care coverage. All part-time employees, defined as working less than full time, will have the \$3500 pro-rated based on the percentage of time that they work. This is based on an accumulation of hours based on a seven (7) hour work day. This cash option will be paid monthly.

Each year the HIEA has the sole right to examine products and to switch health plans based on a majority vote of the membership. The results of the vote will be reviewed with the Superintendent for his/her approval.

Each member professional staff person of the HIEA has the option to switch between plans after December 31 of each year of this contract. Notification must be given to the business office during the open enrollment period with the change effective January 1st.

In the event that a teacher is disabled through an injury or illness covered by Worker's Disability Compensation, sick leave shall not be reduced and all fringe benefits shall continue for the duration of the individual's contract.

All Worker's Compensation coverage shall be subject to offset by any wage continuation protection provided by long term disability coverage so that the employee does not receive more than his/her regular wages.

- C. The Board shall make payment of the PAK rate of insurance premiums for Vision, Dental, Long Term Disability, and Life and pay the Mandatory Hard Cap amount (as defined by the State of Michigan) for the medical portion of the premiums for all persons who complete their contractual obligation to assure insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31 or July 1 through June 30 if the teacher commences employment in July, even though the teacher may not be returning the next school year. The open enrollment period shall be jointly established by the Board, the Association, and insurance company representative, including opportunities for summer pre-enrollment and fall open enrollment. The School Board will be responsible for providing insurance information including application, claim materials, and enrollment meetings for the above-mentioned programs.
- D. The above insurance is subject to the rules and regulations of the underwriting carrier(s). It is specifically understood that insurance coverage shall not serve to provide double or overlapping coverage for both husbands and wives who are employees of the Intermediate School District.

ARTICLE XXIV – PROGRAM PLANNING

Professional staff persons are encouraged to discuss with the administration current Intermediate School District services provided and the anticipated need for changes in services for the coming academic year.

It is understood by both parties that operating a school district has certain financial accountabilities to the public it serves. In an effort to provide the best possible program for the school district and at the same time being cognizant of financial responsibilities, both parties agree to meet at least once a year to discuss revenues, expenditures, and programming.

ARTICLE XXV – DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2019 and shall continue in effect through June 30, 2022. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Huron Intermediate Education Association
a member of the
Tri-County Bargaining Association
MEA/NEA Representatives

Huron Intermediate School District
Board of Education Representatives

Kathleen E Perdue MEA/NEA

John W. Muro

Jennifer Nicol TCBA

Michael Krause

Kenneth Egan

Emily D. Turner

Jessie Minis

Janice Helz

Andrew Masner

Mona Haddwin

Matt Ruth (AMN)

Date: 5/24/19

Date: 5/24/19

ARTICLE XXVI—EMERGENCY FINANCIAL MANAGER

The parties recognize the requirements of Public Act 4 whereby if conditions are present an Emergency Manager can be assigned to the school district to eradicate and correct any financial emergency. As part of Public Act 4 all collective bargaining agreements can be negated by the Emergency Manager in accordance with provisions of the law. Further Public Act 4e defines procedures governing the actions of the Emergency Manager. The parties to this agreement are cognizant of these provisions and recognize the powers vested in the Emergency Manager assigned by the State of Michigan. The State of Michigan shall provide assistance to the district in the form of a consent agreement if such actions are deemed appropriate prior to the assignment of an Emergency Manager.

APPENDIX A – TENTATIVE SCHOOL CALENDARS

2019 – 2020

August 20, 21, 22, & 26	HISD Professional Development Days
August 27	First Day for Students
August 30	No School for Staff & Students
September 2	No School Labor Day
November 1	End of First Marking Period
November 15	No School for Staff & Students
November 27	Early Release – ½ Day
November 28 & 29	No School Thanksgiving Break
December 23 – January 3	Winter Break
January 6	School Resumes
January 17	End of First Semester
February 14	No School
February 17	No School Presidents’ Day
March 20	End of Third Marking Period
March 30 – April 3	No School Spring Recess
April 6	School Resumes
April 10	No School Good Friday
May 25	No School Memorial Day
June 5	Last Day for Students
June 8	Last Day for Staff

TENTATIVE SCHOOL CALENDAR

2020 – 2021

August 25, 26, 27, & 31	HISD Professional Development Days
September 1	First Day for Students
September 4	No School for Staff & Students
September 7	No School Labor Day
November 6	End of First Marking Period
November 25	Early Release – ½ Day
November 26 & 27	No School Thanksgiving Break
December 21 – January 1	Winter Break
January 4	School Resumes
January 22	End of First Semester
February 12	No School
February 15	No School Presidents' Day
March 26	End of Third Marking Period
March 29 – April 2	No School Spring Recess/Good Friday 4/2
April 5	School Resumes
May 31	No School Memorial Day
June 9	Last Day for Students
June 10	Last Day for Staff

TENTATIVE SCHOOL CALENDAR

2021 – 2022

August 24, 25, 26, & 30	HISD Professional Development Days
August 31	First Day for Students
September 3	No School for Staff & Students
September 6	No School Labor Day
November 5	End of First Marking Period
November 15	No School for Staff & Students
November 24	Early Release – ½ Day
November 25 & 26	No School Thanksgiving Break
December 22–31	Winter Break
January 3	School Resumes
January 21	End of First Semester
February 18	No School
February 21	No School Presidents’ Day
March 25	End of Third Marking Period
March 28 – April 1	No School Spring Recess
April 4	School Resumes
April 15	No School Good Friday
April 18	No School
May 30	No School Memorial Day
June 9	Last Day for Students
June 10	Last Day for Staff

APPENDIX B – SALARY SCHEDULES**2019-2020 SALARY SCHEDULE**

Steps and 2%

STEP	BA	BA+18	BA+30 or MA	BA+48 or MA+18	MA+30	PhD or Ed Spec
1	41,951	43,387	44,822	46,253	47,688	49,121
2	44,240	45,679	47,109	48,544	49,981	51,413
3	46,535	47,971	49,402	50,836	52,272	53,703
4	48,827	50,259	51,693	53,130	54,563	55,995
5	51,117	52,550	53,987	55,421	56,855	58,287
6	53,407	54,845	56,277	57,712	59,144	60,581
7	55,701	57,136	58,572	60,004	61,436	62,871
8	57,993	59,429	60,861	62,294	63,728	65,162
9	57,993	61,718	63,152	64,585	66,023	67,456
10	57,993	64,011	65,442	66,877	68,313	69,745
11	57,993	64,011	67,736	69,166	70,605	72,034
12	59,570	65,588	71,867	73,297	74,735	76,167

2020-2021 SALARY SCHEDULE
Steps and 2%

STEP	BA	BA+18	BA+30 or MA	BA+48 or MA+18	MA+30	PhD or Ed Spec
1	42,790	44,255	45,718	47,178	48,642	50,103
2	45,125	46,593	48,051	49,515	50,981	52,441
3	47,466	48,930	50,390	51,853	53,317	54,777
4	49,804	51,264	52,727	54,193	55,654	57,115
5	52,139	53,601	55,067	56,529	57,992	59,453
6	54,475	55,942	57,403	58,866	60,327	61,793
7	56,815	58,279	59,743	61,204	62,665	64,128
8	59,153	60,618	62,078	63,540	65,003	66,465
9	59,153	62,952	64,415	65,877	67,343	68,805
10	59,153	65,291	66,751	68,215	69,679	71,140
11	59,153	65,291	69,091	70,549	72,017	73,475
12	60,761	66,900	73,304	74,763	76,230	77,690

2021-2022 SALARY SCHEDULE
Steps and 2%

STEP	BA	BA+18	BA+30 or MA	BA+48 or MA+18	MA+30	PhD or Ed Spec
1	43,646	45,140	46,632	48,122	49,615	51,105
2	46,028	47,525	49,012	50,505	52,001	53,490
3	48,415	49,909	51,398	52,890	54,383	55,873
4	50,800	52,289	53,782	55,277	56,767	58,257
5	53,182	54,673	56,168	57,660	59,152	60,642
6	55,565	57,061	58,551	60,043	61,534	63,029
7	57,951	59,445	60,938	62,428	63,918	65,411
8	60,336	61,830	63,320	64,811	66,303	67,794
9	60,336	64,211	65,703	67,195	68,690	70,181
10	60,336	66,597	68,086	69,579	71,073	72,563
11	60,336	66,597	70,473	71,960	73,457	74,945
12	61,976	68,238	74,770	76,258	77,755	79,244

In addition to the above salary schedule the following additional steps will be made for years of service in schools within the Huron Intermediate School District. A year of service is equal to a year of service credit as determined by the Michigan Public School Employees Retirement System guidelines.

Additional steps begin after completion of the twelfth (12th) year of service. Additional steps will be calculated by adding his/her step 12 amount to the amount in the chart below. All years of service with Huron Intermediate School District shall count toward the additional steps regardless of the position held.

Additional Steps	
13 Years	\$400
14 Years	\$500
15 Years	\$600
16 Years	\$700
17-21 Years	\$1000
22-26 Years	\$1400
27 + Years	\$2000

A professional staff person that is contracted to work the equivalent of one-hundred fifty (150) full days or more in a position shall move one step on the pay scale. Working less than the equivalent of one-hundred fifty (150) full days will require two years in a similar position to move a step on the pay scale.

Any professional staff member who achieves a Master's Degree that requires sixty (60) or more credit hours, and is working in the field to which the Master's Degree pertains, will be placed in the MA +30 lane. Changes in lanes would occur at hire date or at the beginning of the school year based on a review of the employee's official transcript.