



**Adrian Administrators Association**

Agreement between the Board of Education  
of the School District of the City of Adrian and  
the Adrian Administrator's Association

*July 1, 2014 - June 30, 2016*

# TABLE OF CONTENTS

Preamble	.....	3
Article I	Recognition And Definitions .....	3
Article II	Association Leave Days.....	4
Article III	Management's Rights.....	4
Article IV	No Strike Clause .....	4
Article V	Labor Management .....	5
Article VI	Administrator's Rights And Responsibilities .....	5
Article VII	Grievance Procedures .....	5
Article VIII	Contract Administration .....	6
Article IX	Benefits .....	7
Article X	Workers Compensation.....	9
Article XI	Jury Duty/Court Appearance .....	9
Article XII	Bereavement/Funeral Leave .....	9
Article XIII	Inclement Weather .....	9
Article XIV	Athletic Pass .....	10
Article XV	Personal Emergency/Business Days And Sick Leave .....	10
Article XVI	Long Term Disability Leave.....	11
Article XVII	Professional Development .....	11
Article XVIII	Administrative Professional Work Calendar .....	12
Article XIX	Administrative Salary Schedule.....	13
Article XX	Automobile & Cell Phone Usage.....	15
Article XXI	Effective Dates Of Contract.....	15
Appendix A - Special Pay Deferral Plan .....		16
Letter of Agreement - Insurance Consortium Agreement .....		17
Index	.....	19

## ***PREAMBLE***

---

In the operation of the Adrian Public Schools, the Central Administration and the Adrian Administrators will work together as an administrative team. Administrative team members will function in a climate of openness, honesty, and a free exchange of ideas. Every effort will be made to maintain open communication in order to facilitate resolution of problems.

It is recognized that the primary responsibility of the individual Administrator is to support the goals and purposes of the District and to execute at the Administrator's respective level the programs and administrative policies adopted by the Central Administration.

In matters of administrative personnel reductions and building program revision, the Adrian Administrators Association will have prior involvement.

To insure respect for each Administrator and to guarantee authority of each position, the administrative lines of authority will be adhered to in the operation of the school system.

## ***ARTICLE I - RECOGNITION AND DEFINITIONS***

---

### **A. Recognition of the Association**

1. The Adrian Board of Education recognizes the Adrian Administrators Association as the bargaining agent for all classifications as listed herein. No additional classifications will be added to the bargaining unit without mutual consent of the Board and the Association.
2. The Board shall retain the right to reorganize or realign the administrative structure. If reorganization should occur, members affected shall remain members of the bargaining unit unless assigned to Central Office or out of Administration, and all salaries of any new classifications will be negotiated with the Association.
3. Classification:
  - a. High School Principal
  - b. Middle School Principal
  - c. Elementary School Principal
  - d. Assistant High School Principal
  - e. Assistant Middle School Principal
  - f. Director of Athletics
4. In the event of a vacancy within the Association and the placement of an Interim Administrator, the Interim Administrator will not be a member of the Association. The Interim Administrator will be paid in accordance with the Association salary schedule.
5. In the event of responsibility and accountability changes for Association members, the Association and Administration will discuss and reach consensus in resolving the situation.
6. Prior to the implementation of any operational changes within the District, Association members shall be inserviced and fully trained to provide the instruction and leadership required to facilitate an effective transition. The training shall include a discussion of the rationale for the operational change as well as the advantages expected to accompany the change. The critical success factors will be communicated to provide direction.

## **B. Definitions**

In the application and interpretation of the provisions of this Agreement, the following definitions shall apply:

1. Board shall mean the Board of Education of the Adrian Public Schools or its designated agents.
2. Association shall mean any member of the Association.
3. Administrator shall mean any member of the Association.
4. In the construction of words used in this collective bargaining Agreement, the use of the singular shall include the plural and the masculine shall include the feminine.

## ***ARTICLE II - ASSOCIATION LEAVE DAYS***

---

- A. The Association shall be granted up to a total of three (3) days release time per year for use by the Administrators participating in Association activities and conferences. Whenever possible at least one (1) week notice will be given.
- B. No more than three (3) Administrators may use Association Leave Days on any given day.
- C. The Association release time will be for all members regardless of membership.

## ***ARTICLE III - MANAGEMENT'S RIGHTS***

---

- A. The Board has the sole responsibility and authority to establish, manage and direct on behalf of the public, all of the operations and activities of the district to the full extent authorized by the law.
- B. The Board retains the right to establish and equitably enforce reasonable rules and personnel policies relating to the duties and responsibilities of all employees and to other working conditions, provided such rules and policies are not inconsistent with this Agreement or in violation of the law.
- C. The Board retains the right of management and control of school property, facilities, and courses of instruction, athletics and recreation programs, methods of instruction, and materials used for instruction and administration.
- D. The Board retains all rights relative to the selection, assignment, direction, transfer, promotion, demotion, discipline or dismissal of all employees provided such action is not inconsistent with this Agreement or in violation of law.

## ***ARTICLE IV - NO STRIKE CLAUSE***

---

- A. No Administrator or the Association shall participate in or cause any strike, nor shall any Administrator or the Association participate in or cause any work stoppage, nor shall any Administrator refuse to carry out normal work assignments. The Board shall not lock out any Administrator during the term of this Agreement.
- B. In the event of a strike, the Administrator shall continue to perform duties in accordance with provisions of this contract.
- C. In the event of a strike, the Board will provide safe and secure passage to and from the building and a safe and secure area for the Administrator's personal property.

D. In the event of a strike, the Administrator will not be expected to perform any instructional duties.

## **ARTICLE V – LABOR MANAGEMENT COMMITTEE**

A. During the life of this Agreement, a Labor-Management Committee will be formed for the purpose of resolving potential grievances, addressing concerns, discussing new approaches, concepts, programs prior to implementation, and to be updated on the programs, trends, new laws, etc. which could impact the Administrators. Representation may include two (2) Central Office Administrators and one (1) Association representative from each of the following divisions: elementary, middle school, and high school.

## **ARTICLE VI - ADMINISTRATOR'S RIGHTS AND RESPONSIBILITIES**

### **A. Open Personnel File**

1. Each Administrator shall have the right to review the contents of his/her own personnel file as maintained in the Human Resources Office. If desired by the Administrator, a representative of the Association may be present.
2. Administrators will be provided copies of all materials placed in their files, with the exception of such items as credentials, certificates, etc.
3. Administrators shall have the right to place explanatory notes or letters in their personnel file pertinent to any written or printed materials.

## **ARTICLE VII - GRIEVANCE PROCEDURES**

### **A. Definition**

1. A grievance shall mean a complaint by an Administrator, or group of Administrators, or Association in its own name, alleging that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement.

### **B. Procedure**

1. Grievances as required herein shall contain the following
  - a. It shall be signed by the grievant or grievants.
  - b. It shall be specific.
  - c. It shall contain a synopsis of the facts giving rise to the alleged violations.
  - d. It shall cite the Section or Subsections of this contract alleged to have been violated.
  - e. It shall contain the date of the alleged violation.
  - f. It shall specify the relief requested.

2. An Administrator alleging a violation of the express provisions of this contract shall discuss the written grievance with the Superintendent or designee in an attempt to resolve same. The Superintendent, or designee, will respond, in writing, within five (5) work days of the discussion.
3. If the decision is unsatisfactory to the grievant or the Association, the grievant or the Association may appeal same to the Board of Education with the officer of the Board in charge of drawing up the agenda for the Board's meetings. The Board shall schedule a meeting to hear the matter not more than thirty (30) days from the appeal.
4. Within ten (10) working days from the hearing of the grievance the Board shall render its decision in writing.

## ***ARTICLE VIII - CONTRACT ADMINISTRATION***

---

### **A. Voluntary Transfers**

When an Administrator voluntarily desires to be returned to the teacher bargaining unit, the Administrator shall be considered for a vacancy based upon the Administrator's certification and experience within the Adrian Public School District, in accordance with provisions of the Master Agreement between the Adrian Education Association and the Board of Education, providing the Administrator is presently on the approved AEA seniority list for that specific year.

### **B. Involuntary Transfers**

An Administrator who is involuntarily transferred (re-assigned) to a classroom position for which the Administrator has tenure shall maintain the recall rights as defined by the AAA contract regarding Layoff and Recall.

### **C. Contract Duration**

1. Probationary Administrators shall be issued a one (1) year contract. During the first two (2) years of employment as an Administrator, he/she is considered to be on probation.
2. All Administrators hired on or after October 1, 1999 shall be issued a one (1) year non-probationary contract after successfully completing their two (2) year probationary status. This contract is renewable yearly.

All Administrators hired before October 1, 1999 shall be issued a two (2) year non-probationary contract. This contract is renewable yearly.

### **D. Interim Assignments**

An individual assigned to a temporary or interim administrative position for one (1) semester or longer shall receive compensation for that position.

### **E. Seniority Rights**

A bargaining unit member shall lose seniority rights if the Administrator resigns, retires, is discharged for just cause or non-renewed.

### **F. Non-Tenure Position**

It is understood and agreed that this contract does not confer tenure upon the Administrator in the Administrator's administrative position.

## ***ARTICLE IX - BENEFITS***

---

### **A. Medical Insurance**

Each Administrator may select Plan A or Plan B. It is understood and agreed that the Board's obligation for insurance benefits shall be limited to the terms and conditions of each plan. For all coverage the Board reserves the right to select benefit carriers at a comparable level. Summary plan descriptions are available upon request.

#### ***Plan A***

##### **Health Insurance-**

Effective July 1, 2014, the District will make health insurance premium payments up to \$458.33 per month single coverage, \$916.67 per month two-person coverage, and \$1,250 per month for full family coverage on the employee's behalf. \$500/\$1000 Deductible for traditional coverage, \$20 office visit co-pay, with Saver RX prescription coverage.

Effective the first of the month following Board of Education ratification, the District will make health insurance premium payments up to \$480.81 per month single coverage, \$1,005.52 per month two-person coverage, and \$1,311.30 per month for full family coverage on the employee's behalf. \$500/\$1000 Deductible for traditional coverage, \$20 office visit co-pay, with Saver RX prescription coverage.

##### ***Dental Insurance -***

Effective July 1, 2014, each bargaining unit member enrolled will pay, through payroll deduction, any premium amounts in excess of the following rates:

Single:           \$35.20 per month  
Two Person:    \$65.14 per month  
Full Family:    \$117.72 per month

##### ***Vision Insurance -***

Effective July 1, 2014, each bargaining unit member enrolled will pay, through payroll deduction, any premium amounts in excess of the following rate:

Single:           \$5.45 per month  
Two Person:    \$11.72 per month  
Full Family:    \$17.63 per month

Effective the first of the month following Board of Education ratification, each bargaining unit member enrolled will pay, through payroll deduction, any premium amounts in excess of the following rate:

Single:           \$6.85 per month  
Two Person:    \$14.73 per month  
Full Family:    \$22.18 per month

##### ***Life Insurance -***

Effective July 1, 2014, for the term life insurance, each bargaining unit member enrolled will pay, through payroll deduction, any premium amounts in excess the following rate, \$2.10 per month.

Effective the first of the month following Board of Education ratification, for the term life insurance, each bargaining unit member enrolled will pay, through payroll deduction, any premium amounts in excess the following rate, \$5.85 per month.

***Long Term Disability -*** Effective July 1, 2014, each bargaining unit member enrolled will pay, through monthly payroll deduction, any increase in premium in excess of the rate of \$17.65 per month.

Effective the first of the month following Board of Education ratification, each bargaining unit member enrolled will pay, through monthly payroll deduction, any increase in premium in excess of the rate of \$26.12 per month.

Any contribution amounts which may include fees, taxes, and commissions exceeding the Board's subsidy shall be payroll deducted from the wages of the enrolled employee.

### **Plan B**

***Cash in Lieu -*** Administrators eligible for, but not electing Plan A may elect to receive a cash payment in the amount of \$150.00 per month in lieu of health insurance.

***Dental Insurance -*** The Board agrees to pay the premium for full family dental insurance with an orthodontic rider.

***Vision Insurance -*** The Board agrees to pay the premium for family coverage.

***Life Insurance -*** The Board agrees to pay the premium for term life insurance.

***Long Term Disability -*** The Board agrees to provide the full premium for long term disability insurance.

### **B. Life Insurance and Accidental Death and Dismemberment Insurance**

The Board agrees to provide the full premium for life insurance equal to one times the Administrators annual salary rounded to the next thousand and accidental death and dismemberment equal to one times the Administrator's annual salary.

### **C. Additional Life Insurance**

Each Administrator may, at his/her option, purchase additional life insurance. This shall be paid through payroll deduction.

### **D. Long Term Disability Insurance**

The plan as defined in the consortium agreement.

### **E. Liability Insurance**

The Board will provide liability insurance which covers each Administrator during the time he/she is employed by the Board and acting in that capacity. Insurance protection shall be limited by the terms and conditions of the insurance policy. Insurance coverage descriptions are available upon request.

**F.** Any contribution amounts which may include fees, taxes, commissions, medical benefit plan costs (as defined within Public Act 152 of 2011, as amended), and other insurance premiums/costs, exceeding the Board's contribution shall be payroll deducted from the wages of the enrolled teacher or if payroll



is insufficient, paid directly by the bargaining unit member no later than the 1<sup>st</sup> of the month in which the payment is due. The Board agrees to make a monthly contribution toward medical benefit plan related taxes in an amount equal to the difference between the monthly maximum Board premium contribution and the maximum pro-rated monthly hard-cap allowed pursuant to Public Act 152 of 2011, as amended.

#### **G. Tax Sheltered Annuity**

The Board will provide the opportunity to participate in a tax sheltered annuity program subject to the terms of the annuity plan. This shall be paid through payroll deduction.

#### **H. Retirement**

The Board will participate in the State of Michigan Retirement System for all employees covered under this Agreement.

### ***ARTICLE X - WORKERS COMPENSATION***

---

If an Administrator is injured on the job and becomes eligible for compensation under the Worker's Compensation Act, he/she may choose one (1) of the following options:

**Option 1.** The benefit for which he/she is eligible under the Michigan Worker's Compensation Act with no deduction from sick leave days.

**Option 2.** The benefit for which he/she is eligible under the Michigan Worker's Compensation Act supplemented by the difference necessary to equal his/her regular salary which difference shall be charged against his/her accumulated sick leave days on a pro-rated basis. This difference shall be paid until such time as the accumulated sick leave days are used up.

### ***ARTICLE XI - JURY DUTY/COURT APPEARANCE***

---

The Board encourages employees to accept and discharge their civic responsibility when called upon for jury duty or as a summoned witness. An Administrator summoned for jury duty or a court appearance shall notify the Superintendent or designee immediately. The Board will pay full salary benefits for Association members selected for jury duty or to appear as a witness.

### ***ARTICLE XII - BEREAVEMENT/FUNERAL LEAVE***

---

The Board recognizes employees will need time off work to arrange for and/or attend funerals for immediate family. Up to five (5) days may be taken by Association members to arrange for and/or attend the funeral of an immediate family member.

Association members may take one (1) day to attend a funeral for a non-family member.

### ***ARTICLE XIII – INCLEMENT WEATHER***

---

On inclement weather days when schools are closed, an administrator is expected to report to work at the customary time, to assist with any issues that might occur on these days. An administrator may leave at noon.

If an administrator is unable to report to work, he/she must contact the Superintendent or designee, as early as possible. An administrator will be required to use a ½ personal day.

## ***ARTICLE XIV - ATHLETIC PASS***

---

Association members may attend all home athletic events, except MHSAA sponsored events, at no cost. A picture ID must be presented for entrance.

## ***ARTICLE XV - PERSONAL EMERGENCY/BUSINESS DAYS AND SICK LEAVE***

---

### **A. Personal Emergency/Business Days**

1. Three (3) Personal Emergency/Business days may be used per year
2. An additional three (3) Personal Emergency/Business Days may be drawn from the Administrator's accumulated Sick Leave Bank with approval of Human Resources.
3. After June 30<sup>th</sup> any unused Personal Emergency/Business Days will convert to Sick Leave days.

### **B. Sick Leave**

1. Sick Leave is earned at the rate of ten (10) days per year for 42 week Administrators and eleven (11) days per year for 46 week Administrators. Unused Sick Leave may accumulate to a maximum equal to the Administrator's yearly work calendar.
2. The Board shall compensate the Administrator Fifty (\$50.00) Dollars per day for Sick Leave Days that accumulate beyond the maximum allowable limit as designated by the Administrator's yearly work calendar. This reimbursement will be paid one lump sum payment in July of each year.
3. At the time of retirement if an Administrator qualifies for retirement under the provisions of the Michigan Employment Retirement Act, he/she shall be paid Fifty (\$50.00) Dollars per day for each Sick Leave Day accrued. This accumulation is limited to the Administrator's yearly work calendar.

When an Administrator retires from the District, the Administrator is required to participate in a Special Pay Deferral Plan for payments of the following:

- a) Accumulated sick leave or personal days

A Special Pay Deferral Plan utilizes the tax law to eliminate the defined taxes for both the employee and the employer. (Appendix A).

4. After ten (10) years of administrative service, or twenty (20) years of service to the District, if an Administrator leaves the District, he/she shall receive Fifty (\$50.00) Dollars per day for each Sick Leave Day accrued. This accumulation is limited to the Administrator's yearly work calendar. If the administrator resigns from the district they will not receive this payout.
5. In the event the Administrator dies, the Administrator's legal spouse or dependent(s) shall receive Fifty (\$50.00) Dollars for all accumulated Sick Leave Days accumulated at the time of the Administrator's death.

### **C. Donated Days**

The Parties recognize that serious health issues may occasionally arise which would exceed an employee's allotted sick leave time. If an employee suffers a FMLA qualifying illness or injury which necessitates the employee's absence for a period in excess of their allotted sick leave time, the employee may petition the Director of Human Resources to allow sick leave time donations from fellow employees in the individual's classification. The employee shall provide sufficient medical documentation to allow the Director of Human Resources to verify that the illness or injury is a FMLA qualifying event, and will exceed the employee's allotted sick leave time.

Once the Director of Human Resources verifies that the employee qualifies, the Director of Human Resources shall convene a committee consisting of two (2) Association officers and two (2) administrators to consider and render a verdict on the employee's request. In case of a tie, the Director of Human Resources shall be the deciding vote. The committee's decision shall not be subject to the grievance process. All members of the committee shall maintain confidentiality regarding the employee's health information.

If the request is approved, employees shall be allowed to donate sick leave time to the affected AAA member.

## ***ARTICLE XVI - LONG TERM DISABILITY LEAVE***

---

In the event an Association member on sick leave, paid or unpaid, becomes eligible to receive long term disability benefits, the Board will continue Plan A or Plan B benefits under Article IX Benefits for eighteen (18) months from date of qualifying event.

## ***ARTICLE XVII - PROFESSIONAL DEVELOPMENT***

---

The District encourages professional growth among its Administrators. A Professional Development Committee will consist of three (3) members of the Adrian Administrators Association, one (1) representative from each division: elementary, middle school, and high school, and the Superintendent and/or designee.

### **A. District Professional Development**

The Professional Development Committee will be responsible for planning the professional development for the District's Administrators.

### **B. Professional Organizations**

The District will support Administrators' affiliation with their professional organizations by paying membership dues for national, state and/or local dues subject to approval of the Superintendent or designee.

### **C. Conference Attendance**

The Board recognizes the importance of state and national conferences and school visitation, and agrees to pay approved expenses incurred by Administrators while attending approved conferences and visitations. The Board will, within budget constraints, work cooperatively with the Association in allocating funds for this purpose.

### **D. Professional Education**

The Board agrees to allocate Seven Thousand (\$7,000.00) Dollars for the purpose of providing funds for professional growth opportunities and/or requirements, including but not limited to college

courses or conferences. The Administrator shall apply through the Superintendent or designee and the Professional Development Committee for reimbursement of tuition fees, materials, etc. Mileage is not reimbursable.

## ***ARTICLE XVIII - ADMINISTRATIVE PROFESSIONAL WORK CALENDAR***

---

### **A. Professional Work Calendar**

1. Administrators will work according to the negotiated teacher work calendar with the exception of:
  - a. Directors, Elementary Principals and all Assistant Principals will work forty-two (42) week calendar. The calendar will be jointly scheduled with the AAA and Central Office at Labor Management meetings.
  - b. Middle and High School Principals' work calendars will begin August 1<sup>st</sup> and end June 30<sup>th</sup>.

High School Principal-----	46 weeks
Middle School Principal-----	46 weeks
Elementary Principal-----	42 weeks
High School Assistant Principal-----	42 weeks
Middle School Assistant Principal-----	42 weeks
Athletic Director-----	42 weeks
  - c. With a supervisor's prior approval, the last work week of an administrator's contract may be rescheduled.
2. In the event of an extended school year resulting from, but not limited to, an employee strike or work slow down, weather conditions, unscheduled delays, severe storms, fires, epidemics, health conditions or an Act of God, the Administrators shall continue to perform all duties in accordance with the provisions of this contract without additional compensation. (Refer to Article XIII Inclement Weather)
3. In addition, it is acknowledged by the Association that to be periodically available (without pay) for consultation during times when work is not scheduled is a professional responsibility and a reasonable expectation of Association members.
4. It is also acknowledged by the Superintendent that proper notification in planning periodic meetings is a consideration and responsibility of that office.

### **B. Hours of Work**

In order to obtain efficiency in the operation of the District's schools, and to provide the best possible educational program to the pupils served thereby, it is essential for Administrators to work a schedule which reasonably permits the flexibility necessary for the achievement of such goals. Such a schedule will, on some occasions, involve work outside of the school building and frequently outside the regular school day. The professional discretion of the Superintendent in scheduling hours of work will be respected insofar as such discretion is reasonable and consistent with school programs and the aims aforesaid.

# ARTICLE XIX - ADMINISTRATIVE SALARY SCHEDULE

## A. Salary Schedule

*The 2014-15 and 2015-16 salary schedule\*\*\*:*

Position	Step 1	Step 2	Step 3	Step 4	Step 5
*H.S. Principal	94,311.10	95,067.60	96,591.13	98,135.66	99,648.67
*M.S. Principal	88,217.03	90,497.05	92,031.08	93,554.59	94,311.10
*Elem Principal	81,986.36	84,087.76	85,453.68	85,937.00	88,217.03
**H.S. Ass't. Principal	73,825.56	75,926.96	78,508.53	79,905.97	81,986.36
**M.S. Ass't. Principal	73,825.56	75,926.96	78,508.53	79,905.97	81,986.36
**Athletic Director	73,825.56	75,926.96	78,508.53	79,905.97	81,986.36

\*Any movement to HS, MS, or EL Principal classifications will begin 2 steps lower on the scale.

\*\*Any movement within these classifications will remain on the current step and continue the progression. If a principal position is accepted by an Asst. Principal or Athletic Director, the placement will be on Step 1.

\*\*\*No steps for 2014-15 and 2015-16 unless enrollment parameters are met.

### 2014-15

In the event the enrollment from certified Spring 2014 count to certified Fall 2014 count changes, the following conditions apply:

- If the district does not experience any student loss, a step increase will be provided,
  - If step increases are granted, they will be applied to the base salary for those members who are on step 1-5; employees on step 5 will be provided an off schedule payment of \$1,000.
- If the district experiences a decline between 1 and 15 students, a 1% off schedule payment will be provided,
- If the district experiences a loss of students between 16-30 students, a .5 % off schedule payment will be provided.

### 2015-16

In the event the enrollment from certified Spring 2014 count to certified Fall 2015 count changes, the following conditions apply:

- If the district does not experience any student loss, a step increase will be provided,
  - If step increases are granted, they will be applied to the base salary for those members who are on step 1-5; employees on step 5 will be provided an off schedule payment of \$1,000.
- If the district experiences a decline between 1 and 15 students, a 1% off schedule payment will be provided,
- If the district experiences a loss of students between 16-30 students, a .5 % off schedule payment will be provided.

## B. Recognition of Education

The Board will recognize advanced coursework as follows:

1. An Administrator with a MA + 15 will receive an additional One Thousand (\$1,000.00) Dollars added to his/her base salary.
2. An Administrator with a Specialist will receive an additional One Thousand Five Hundred (\$1,500.00) Dollars added to his/her base salary.
3. An Administrator with a PhD or EdD will receive an additional Two Thousand (\$2,000.00) Dollars added to his/her base salary.

**C. Longevity**

1. The Board will provide longevity payment for years of administrative service to the district as follows:
  - a. At the beginning of the 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> year Seven Hundred (\$700.00) Dollars.
  - b. At the beginning of the 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> year - an additional Eight Hundred (\$800.00) Dollars.
  - c. At the beginning of the 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> year - an additional Nine Hundred (\$900.00) Dollars.
  - d. At the beginning of the 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> - an additional One Thousand (\$1,000.00) Dollars

**D. Multiple Building Assignment**

An Administrator who is voluntarily assigned more than one (1) K-12 building shall receive a per diem rate equal to 15% of their per diem rate of their current assignment, per additional building assigned for a duration of less than one trimester, 20% for up to two trimesters, and 25% for more than two trimesters. The administrator will also receive the highest rate of mileage reimbursement at \$400.00.

**E. Summer School Program**

The Summer School Director positions (K-4, 5-8, 9-12) shall be filled by members of the administrative staff. Summer School will begin at a time mutually agreeable to the Director and the Board, not to exceed thirty-four (34) days in total. The Summer School Director(s) will be compensated at \$100.00 per diem rate within their work calendar and \$200.00 per diem rate outside of their work calendar. A \$500.00 stipend will be paid for working with a summer school intern.

**F. Position Vacancy**

In the event that a principal or assistant principal position is vacant beyond five (5) weeks, additional compensation will be paid to the affected administrator at the rate of 25% of their salary, retroactive to the date of the vacancy. If more than one individual is assisting with the vacancy, they will share the additional compensation.

**G. Curricular Coordination**

At the sole discretion of the Superintendent, stipends may be awarded for district curricular subject area coordination in the core subject areas including PE/Health. The stipends are:

K-6	Math, Language Arts, Social Studies, Science	\$1,500
7-12	Math, Language Arts, Social Studies, Science	\$1,500
K-12	Physical Education/Health	\$1,500
	Special Projects - Discussion at Labor Management	\$1,500

**ARTICLE XX – AUTOMOBILE AND CELL PHONE USAGE**

Payment for in-district automobile usage shall be as follows, payable at the beginning of each school year or the Administrator may choose to submit actual mileage for reimbursement.:

- 1. High School Principal-----\$350.00
- 2. Middle School Principal-----\$350.00
- 3. Assistant High School Principal-----\$300.00
- 4. Assistant Middle School Principal-----\$300.00
- 5. Elementary Principal-----\$300.00
- 6. Director of Athletics-----\$400.00

Payment for cell phone usage on a personal cell phone plan will be in the form of an annual stipend. Should the administrator choose not to take the annual stipend, a cell phone will be provided by the District. For those currently under a two-year contract through the District, you may need to complete this requirement before he/she is eligible for a stipend.

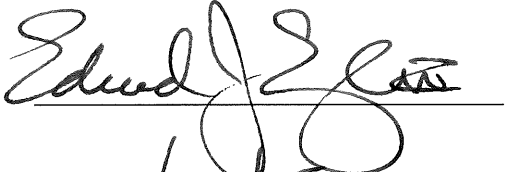
Administrative Cell Phone Stipend ----- \$240.00

**ARTICLE XXI - EFFECTIVE DATES OF CONTRACT**


**A. Duration of Agreement**

- 1. This Agreement shall be effective July 1, 2014 and shall remain in effect until June 30, 2016. There will be a benefits only economic reopener for 2015-16.
- 2. This Agreement may be amended at any time by the mutual written agreement of both parties. It is understood that any amendments agreed upon shall be reduced to writing and distributed by the Board to all members of the bargaining unit.

**ADRIAN PUBLIC SCHOOLS**

  
 \_\_\_\_\_  
 1/26/15  
 \_\_\_\_\_  
 Date

**ADRIAN ADMINISTRATORS ASSOCIATION**

  
 \_\_\_\_\_  
 2/19/15  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 \_\_\_\_\_  
 Date

## Appendix A

### Special Pay Deferral Plan

The amounts payable under the Special Pay Deferral Plan shall be deposited by the employer in the form of a non-elective employer contribution to a 403(b) plan account of each eligible employee's choice provided through MEA, Paradigm Equities Inc., except that no contribution shall cause an employee to exceed the limitations of Section 415(c) of the Internal Revenue Code. Contributions that exceed the Section 415(c) limitations shall be deposited for each affected employee in the following calendar year and in each subsequent year until all amounts due have been deposited by the employer. However, no employer contribution may be deposited in any year that is later than the fifth calendar year following the year in which the employee terminates employment with the school district. Employees shall have no cash option to this employer 403(b) contribution.

The 403(b) policy [and the 403(b) plan document, if any] of this school district shall provide that all employees are eligible to retire from the school district for the purpose of the district's 403(b) plan and hence may withdraw 403(b) contributions at any time before or after termination of employment to the extent allowed by the Internal Revenue Code.



## LETTER OF AGREEMENT

This Letter of Agreement is entered into between the Adrian Administrators Association, (the "Association") and the School District of the City of Adrian, Michigan (the "District").

Recognizing the importance of making quality health care products and services available and doing so in a cost effective manner, the District and the Association agree as follows:

1. The Association acknowledges that the District has elected to become a member of a Health Plan Purchasing Consortium (the "Consortium") as authorized under Section 5(3) of the Public Employee Health Benefit Act, and as further authorized under the provisions of the Revised School Code.
2. The parties further recognize and acknowledge that insurance benefits, policy specifications, coverages and the allocation of premium responsibility for employee benefit plans are subject to a bargaining duty under the Public Employment Relations Act.
3. The District and the Association acknowledge that employee benefit *plans* or products will be made available to eligible Association bargaining unit members through the District's participation in the Health Plan Purchasing Consortium. The District and the Association have agreed that Association bargaining unit members will be allowed to enroll in those plans effective July 1, 2013 and that such plans or products made available through the Consortium shall replace those otherwise in effect for Association bargaining unit members on that date.

Further, the District and the Association acknowledge and recognize that alternative plans with modified specifications may subsequently be made available through the same vendor selected to provide benefit plans or products through the Consortium. Alternative plans will be reviewed and identified by a committee of no less than six (6) persons and not more than ten (10) to be equally appointed by the ISD Superintendent and the participating bargaining unit. The committee may meet at the request of either party. The District and the Association agree that Association bargaining unit members who are otherwise eligible to enroll in benefit plans or products through the Consortium shall have access to these alternatives, which are recognized by the parties to be instrumental in both stabilizing insurance costs and in structuring insurance products to meet the needs of those enrolled.

4. The duration of the commitments made in this Letter of Agreement shall not be affected by the expiration of any current or successor collective bargaining agreement between the District and the Association. The durational commitments for participation in the employee benefit plans accessed through the Consortium shall supersede any conflicting or contrary terms of an existing or successor collective bargaining agreement between the District and the Association, to the extent of any such conflict or inconsistency.
5. The parties further voluntarily waive and relinquish their respective rights under the Public Employment Relations Act (PERA) for the period beginning July 1, 2013 and concluding on December 31, 2015 to negotiate any contrary durational commitment with regard to the procurement and maintenance of the specified insurance products and employee benefit plans through the Consortium. Further, the District and the Association agree that their designation of specified insurance products and employee benefit plans through the Consortium satisfies their mutual obligation to bargain over the benefits, policy specifications and coverage's of those insurance products and employee benefit plans, and that neither party shall be obligated to bargain with respect to those matters for the duration of the commitment to maintain those insurance products and employee benefit plans, as indicated in this Letter of Agreement. However, these limitations shall not apply to the offering of alternative plan structures through the initially selected vendor, as is specified in paragraph 3 of this Letter of Agreement.
6. Nothing in this Letter of Agreement shall waive, qualify, or diminish in any way, the respective rights and obligations of the District and the Association to negotiate over allocation of premium responsibility between the District and enrolled Association bargaining unit members for the insurance products and employee benefits plans in which those individuals and their eligible dependents (if applicable) are enrolled. Further, nothing in this Letter of Agreement constitutes a limitation on the obligation of the District to comply with those provisions of state or federal law that may require a specified level of employee premium contribution for enrollment in any employee benefit plans.
7. Nothing in the terms of this Letter of Agreement is intended to confer

eligibility upon any employee (or their eligible dependents, if applicable) to enroll in an employee benefit plan or program, it being recognized that those eligibility determinations are set forth in the collective bargaining agreement between the District and the Association and are not intended to be altered or modified by the terms of this Letter of Agreement.

8. Any disputes over the interpretation, application or implementation of the terms of this Letter of Agreement shall be resolved under the grievance procedure in the collective bargaining agreement then in effect between the District and the Association.
9. By entering into this Letter of Agreement, neither the District nor the Association amend, modify, waive, or qualify any other provisions, conditions, rights or duties specified in their current or any successor collective bargaining agreement between them, except as are otherwise specifically waived, modified or relinquished herein.
10. This Letter of Agreement shall become effective July 1, 2013 and shall expire on December 31, 2015, subject to the post-expiration obligations specified in paragraph 4 of this document.

INDEX

Administrator's Rights and Responsibilities _____	5	Disability Leave _____	11
Assignments _____		Longevity _____	14
Interim _____	6	Management's Rights _____	4
Multiple Buildings _____	14	Medical Insurance _____	7
Association Leave Days _____	4	No Strike Clause _____	4
Athletic Pass _____	10	Non-Tenure Position _____	6
Automobile Usage _____	15	Operational changes _____	3
Benefits _____	7	Personal Emergency/Business Days _____	10
Bereavement _____	9	Personnel File _____	5
Business Days _____	10	Professional Development _____	11
Classification _____	3	Recognition of the Association _____	3
Conference Attendance _____	11	Responsibility and Accountability Changes _____	3
Contract Administration _____	6	Retirement _____	9
Court Appearance _____	9	Rights and Responsibilities _____	5
Definitions _____	4	Salary Schedule _____	13
Duration of Agreement _____	15	Longevity _____	14
Funeral Leave _____	9	Multiple Building Assignment _____	14
Grievance Procedures _____	5	Position Vacancy _____	14
Hours of Work _____	12	Recognition of Education _____	13
Inclement Weather _____	9	Summer School Program _____	14
Insurance Medical _____	7	Seniority Rights _____	6
Interim _____		Sick Leave _____	10
Administrator _____	3	Special Pay Deferral Plan _____	16
Assignments _____	6	Strike _____	4
Involuntary Transfers _____	6	Summer School Program _____	14
Jury Duty _____	9	Tax Sheltered Annuity _____	9
Labor Management Committee _____	5	Transfers _____	6
Liability Insurance _____	8	Work _____	
Life Insurance _____	8	Calendar _____	12
Long Term _____		Hours _____	12
Disability Insurance _____	8	Workers Compensation _____	9